

September 27, 2017

Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

Chairman Johnny Houston

Orestes Gooden

Tony Stimatz

Steve Saunders

John Siemens

Donald Payne

Lloyd Griffin (remote)

Exofficio

City Manager Rich Olson, County Manager Rodney Bunch

Staff

Airport Managing Director Gordon Rowell, Recording Secretary Lindsay Lewis

Visitors

Jonathan Hawley – Daily Advance, David Bush, Kevin Smith – AOPA,
Wayne Harris – Economic Development, John Brothers – Accountant, Tim Gruebel – Parrish & Partners, Kuldeep
Rawat – ECSU, Joe Forbes – NAFC, Joshua Lassiter – ECSU CFO, Thomas Conway – ECSU Chancellor,
Alyn Goodson – ECSU, Joe Mehalic – Telephonics, Mark Roberts – Pilot, John Sanders – Sanders Aviation

Call to Order

Chairman Houston called the regular session meeting to order at 6:00pm

Member Stimatz made the motion to approve the agenda. Member Payne seconded the motion, and the motion carried 6-0.

Public Comments

None.

ECSU Chancellor and Mr. Ruwat provided the board with a presentation on their timeline for Aviation/School of Aviation and Part 141 programming.

Approval of the Minutes

Member Stimatz made the motion to approve the August regular session minutes as detailed by the recording secretary. Member Saunders seconded the motion, and the motion carried 6-0.

Financial Report

Financial Report: Member Payne reviewed the financials to the board and stated the audit is currently on schedule and anticipates all information received by the end of October. With the auditor having to submit the audit report to the LGC, the presentation to the board may be pushed back to November or December; still in the current year of reporting.

Member Stimatz made the motion to approve the financial report as presented. Mr. Saunders seconded the motion, and the motion carried 6-0.

Managers Report

Mr. Rowell discussed fuel sales to the board and provided the fuel tracking charts and graphs.

The New Jersey trip went well, but Mr. Rowell noted he sat next to a HC-7 training officer, Navy Pilot, on the plane ride up and that was potentially the most profitable part of the trip. The pilot was familiar with our area and has been here before stating the area is nice and he will schedule more people to stop over at our location on their training trips.

Runway 1/19 Update: The Air Station Survey is all run by the State at 100% with no match required. They will be here possibly next month to get started and then a 30 turnaround from there; there is nothing new on the Coast Guard process at this time.

Sign Policy: Mr. Rowell and Member Stimatz have been working on putting the sign policy together providing a rough draft to the board, as well as Chairman Houston's draft notes, requesting input before the next regular session meeting on any changes or additions members would like to suggest.

Auditor: Mr. Rowell stated in speaking with the auditor, the LGC is finding the issue of designation of a financial officer at the Airport. Members recall that designation being made a prior year and Recording Secretary Lewis will research the prior minutes for that outcome.

Chairman Report

Chairman Houston provided the board with a handout that designates Lead Resource Persons and their duties as voting board members and asks feedback from the board on any changes or additions they see fit. Chairman Houston requested the board members add and modify his document with their input and it be sent back out for review for the next scheduled meeting.

By Laws/Policy Manual Update: As requested by the Chairman, Member Stimatz provided the board a timeline stating he is working on the Sign and Policy manual first and the Bylaws will be worked over the Holidays to have a draft provided to the board in January or February timeframe.

Old Business

Economic Impact Statement (EIS): Mr. Rowell met with Bob Popp and Wayne Harris to review the EIS to be submitted to Commander Meador, and made a few changes that will need the board's approval. Mr. Olson and Mr. Bunch were both contacted and are fine with Wayne Harris representing them on this matter. Mr. Rowell reminds the board this statement is related to a four-month closure impact only. The original letter and updated letter will be sent to board members for their review and Mr. Rowell request consideration for action on this item at the next regular scheduled meeting.

Frank Kennedy Trailer/Property: Member Stimatz noted a formal proposal is needed from Mr. Kennedy on the purpose and intent of the property to be presented and requested to the City. The City would have to deed over that portion to the Airport and that step must take place for approval to do so before the Airport can take any action on this item.

New Business

Elizabeth City Aviators: Kevin Smith updated the board on their association that has been created, Elizabeth City Aviators, noting there are currently 41 people on the list advocating on the benefit of the Airport. The association sends out a newsletter and has received good feedback. Once a link is generated for the newsletter to be online, the Airport will add the link to their website as suggested by Mr. Olson, and also the City and ECSU's page in support.

Member Stimatz informed the board he will be working, and coordinating, with NC Military Affairs Commission performing a S.W.O.T. analysis in Elizabeth City possibly late October, early November.

Member Saunders noted in tracking the calendar, the November and December meetings will possibly conflict with Holiday schedules and possibly should be combined as done in the past. Mr. Olson noted checking when the audit will be ready for presentation so that can be handled during that meeting. October will provide a better focus for what date the combined meeting should be held.

No closed session business was requested or needed.

Chairman Houston adjourned the regular session meeting at 7:05pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston



Secretary Tony Stimatz