

January 24, 2018

**Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes**

Board Members

Chairman Johnny Houston

Orestes Gooden

Tony Stimatz (remote)

Steve Saunders

John Siemens

Donald Payne

Lloyd Griffin

Exofficio

City Manager Rich Olson, County Manager Rodney Bunch

Staff

Airport Managing Director Gordon Rowell, Recording Secretary Lindsay Lewis

Visitors

Jonathan Hawley – Daily Advance, Wayne Harris – Economic Development, John Brothers – Accountant,
Kevin Smith – AOPA,

Call to Order

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

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

Public Comment

Kevin Smith informed the board there will be a fly-in luncheon at the Sanders Hangar February 23rd and all are welcome to participate.

Approval of the Minutes

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

Financial Report

Member Payne reviewed the financials to the board for December noting the changes from the audit review are reflected in the report. Member Saunders noted the equipment replacement line item is very close to the allotted budget number and may need to be addressed as an amendment if future expenditures are foreseen for this budget year. Mr. Rowell informed the board the depreciation schedule has been received providing a copy to the city manager and a copy on file at the airport. Member Stimatz addressed the Master Plan being a depreciated item and would like clarification as to why since it is not a fixed asset. Member Payne is to discuss the Master Plan depreciation with Mr. Brothers and have the item fixed or clarified for the board's next meeting.

Member Payne made the motion to approve the financial report with the direction to correct the Master Plan depreciation item. Member Saunders seconded the motion, and the motion carried 6-0.

Managers Report

Mr. Rowell discussed fuel sales to the board for December and provided fuel tracking charts and graphs noting it has been the best month our whole calendar year so far. Mr. Olson stated the inventory needs to be reflected more accurately in gallons instead of just a dollar figure. This is especially important for fiscal year end/fiscal start year.

Runway 1/19 Update: Parrish and Partners were unable to attend tonight's meeting but informed Mr. Rowell the Geotechnical report came and they have the data. The DOT is putting forth money for the data and the pavement design and rehab study will be available within the next month.

Sign Policy: Member Stimatz made the procedural motion to remove the item regarding the sign policy off the table. Member Stimatz then made the motion to amend the ELIZABETH CITY REGIONAL AIRPORT RULES AND REGULATIONS by designating the current appendix on MINIMUM STANDARDS FOR COMMERCIAL OPERATORS AND FIXED BASE OPERATORS as Appendix A, Inserting the Sign Policy as presented with necessary corrections as Appendix B, and designating the section on AIRPORT AUTHORITY SECURITY MEASURES as Appendix C. Member Saunders seconded the motion, and the motion carried 6-0.

Airport Sign: Mr. Rowell presented sign design and quotes to the board for review and discussion for placement in front of the airport terminal only at this time.

Member Griffin made the motion to accept the sign with the white background and blue letters to match the outside of the building, minus the placards at this time. Member Stimatz seconded the motion, and the motion carried 6-0.

T-Hangar Drainage Rehab: Mr. Rowell informed the board the design plan is in motion at this time utilizing the existing two years' worth of non-entitlement monies. With the addition of additional t-hangars being erected and a taxi lane, the State said it will put state monies toward the drainage rehab, and we could then utilize the non-entitlement funds for the taxi lane. The board requests in the meantime, the sink hole be addressed for temporary repair until the design and project get under way. Mr. Olson is to send the City Civil Engineer to look at the issue.

Barnhill Update: Mr. Rowell informed the board that the letter was drafted in collaboration with the engineer and Chairman's signature and sent to Barnhill as discussed. As of yesterday, there is only one piece missing in order to close this grant. Within the week everything should be complete and provided to the engineer and Mr. Olson.

Chairman Report

Chairman Houston stated to table future plans for the policy manual and property expansion and potentially schedule a work session on those items. Member Stimatz stated in respect to the By Laws, he will be working with Mr. Rowell on that item in the next couple of months hoping to present to the board for consideration come March or April.

Member Saunders made the procedural motion at 6:55pm to go into closed session for confidential personnel items and review of the closed session minutes.

Regular session reconvened at 7:20pm.

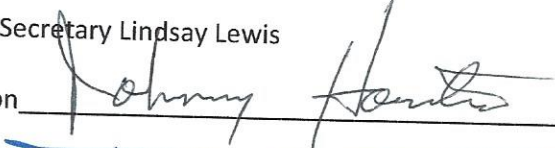
Member Saunders made the motion to approve the December closed session minutes as presented in closed session. Member Gooden seconded the motion, and the motion carried 6-0.

Member Griffin inquired on the current snow conditions policy at the Airport with Mr. Rowell informing the board if the USCG is open on their side, then the Airport will be open, and vice versa. Parking lot safety is done as they can with the equipment on site. Member Griffin stated preparations are needed such as snow melt, and sidewalks and parking lot snow removal for safety purposes and tenants accessibility. The board requests a better policy to be set in place for preparation and action of those inclement conditions.

Chairman Houston adjourned the regular session meeting at 7:30pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston



Secretary Tony Stimatz

