

May 23, 2018

Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

Chairman Johnny Houston, Tony Stimatz, Orestes Gooden, Steve Saunders,
John Siemens, Donald Payne, Lloyd Griffin

Exofficio

City Manager Rich Olson, USCG Commander Judge, County Manager Sparty Hammett

Staff

Airport Managing Director Gordon Rowell

Visitors

Tim Gruble – Parrish and Partners, Mark Robertson - ECAA

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.

Approval of the Minutes - Member Griffin made the motion to approve the April regular session minutes as presented. Member Saunders seconded the motion, and the motion carried 6-0.

Public Comment – None

Special Presentation – None

Financial Report - Member Payne reviewed the financials to the board for April. Member Payne made the motion to approve the financial report as presented. Member Saunders seconded the motion, and it carried 6-0.

Manager/Directors Report - Mr. Rowell discussed fuel sales and noted they were down due to weather issues.

Mr. Rowell presented his draft FY 2018-19 budget to the board. Discussion centered on need to account for the NCDOT grant for the T-Hanger drainage issue, budgeted amount for the CG Aviation celebration and decrease in anticipated fuel revenues.

Motion was made by Member Griffin to make corrections to draft budget and bring back for a public hearing to be held at 6:15 on Wednesday June 27th in the Airport board room. Member Payne seconded the motion and it passed 6-0.

Tim Gruble from Parrish and Partners informed board that the Master Plan was still at FAA for approval. He also said he had met with new NCDOT Aviation representative. The bid opening for the T-hanger was not attended by anyone and it will be rebid for opening at 3PM on 6 June. If there are bids then Board will consider award at the next meeting.

Member Stimatz reiterated that by-laws draft is out to members for their input by 15 June to allow for creation of a clean final draft to be considered at the regular June meeting.

Mr. Rowell discussed the need to replace the security cameras around the facility. He ask to proceed with purchase in amount of \$4700. Motion was made by Member Stimatz to authorize expenditure up to \$4700 for new cameras. Member Saunders seconded the motion and it passed 6-0.

CG Aviation Celebration: Mr. Rowell stated that sponsor support was great and that number of aircraft was excellent. Attendance was estimated to exceed 500. Young Eagles free flight event took 62 kids for flights.

Chairman Report

Current Budget: Big ticket items – Chairman and Mr. Rowell have identified several capital items that board may want to address soon. Members expressed concern over estimated prices and source of funds for these items. Point was made that this should have been included in draft budget for discussion earlier. Mr. Rowell was directed to prepare a list of items in priority order with best prices and source of funding for board to consider adding to next year’s budget.

Airport Improvements Items/Safety – Appearance – Chairman noted that he along with members Siemens and Saunders had walked facility noting safety and esthetic concerns. They have a list of items that they will provide to Mr. Rowell for possible inclusion in next year’s budget.

Priority Plans/Proposals for next five years – Chairman indicated that this is something we need to be doing in the not too distant future. Discussion revolved around best time to do this. Member Stimatz offered suggestion that this occur after Master Plan approval and strategic planning session which should follow. Consensus was to follow this proposed outline.

Board Comments

Commander Judge had no comments.

Member Stimatz discussed importance of expanding our branding of airport and improving signage for our customers. No budget action was discussed at this time.

New Business

Chairman brought up need to discuss investment strategy for handling funds from potential sale of property to the Coast Guard. He wanted to go in to closed session but after discussion among the members it was determined that this was a budget issue and not allowable under Closed Session statute.

Motion was made by Member Stimatz to create a work group consisting of Mr. Rowell, Member Payne, the City Manager, the County Manager and the Authority’s accountant to bring a proposed investment plan back to the board at our regular meeting in July . Member Saunders seconded the motion and it passed 6-0.

Member Griffin made the motion to go into closed session IAW NCGS General Statue 143-318.11(a)(5) for the discussion of issues related to acquisition of property. The motion carried 6-0.

Closed session commenced at 7:03 PM.

Regular session reconvened at 7:08pm

Chairman Houston adjourned the regular session meeting at 7:09pm.

Submitted by Secretary Tony Stimatz

Chairman Johnny Houston

Secretary Tony Stimatz