

June 27, 2018

Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

Chairman Johnny Houston

Tony Stimatz (remote)

Orestes Gooden

Steve Saunders

John Siemens

Donald Payne

Lloyd Griffin

Exofficio

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

Staff

Airport Managing Director Gordon Rowell, Recording Secretary Lindsay Lewis

Visitors

Jonathan Hawley – Daily Advance, John Brothers – Accountant,
Jim Blakenship – USCG Control Tower, Billy Caudle – New Board Member Representative, Lisa Sharkey – USCG,
Joseph Wilbourne – Parrish & Partners

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

Member Griffin made the motion to approve the agenda. Member Gooden seconded the motion, and the motion carried 6-0.

Approval of the Minutes - Member Griffin made the motion to approve the May regular session minutes as detailed by the recording secretary. Member Gooden seconded the motion, and the motion carried 6-0.

Public Comment – None

Special Presentation – None

Financial Report - Member Payne reviewed the May financials to the board. Member Payne recommended to the board placing property sale investment funds into a NC Capital Management Trust Account. The board will review all options to discuss at a future date.

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

Manager/Directors Report –

Mr. Rowell discussed fuel sales with the board and noted sales look inflated because \$30,000 was paid by NCDQA for monies owed.

2018/2019 Budget: Mr. Rowell presented the adjustments and changes to the proposed 2018/2019 budget with the board and opened the floor for discussion and questions.

Member Griffin made the motion to approve the proposed 2018/2019 budget as presented. Member Saunders seconded the motion, and the motion carried 6-0.

Budget Amendment Current Fiscal Year: Mr. Rowell presented the current budget for fiscal year end and addressed amendments needed.

Member Griffin made the motion to approve the proposed amendments to balance the current budget for fiscal year end. Member Saunders seconded the motion, and the motion carried 6-0.

By Laws: Member Stimatz sent the drafted By Laws out to the board members for review and did not receive feedback of any change requests. Member Griffin presented the amendment to the Ex Officio section to reflect "...Base Commander or his designee" due to the person in attendance fluctuating.

Member Griffin made the motion to approve the By Laws as presented with amendment of the Ex Officio language designee. Member Payne seconded the motion, and the motion carried 6-0.

Auditor Contract: Member Griffin made the motion to approve the auditor contract with Mason Spruill Accounting as presented. Member Saunders seconded the motion, and the motion carried 6-0.

Investment Committee Update: In continuation of Member Payne's previous recommendation, Mr. Rowell presents further options for consideration when the property sale funds are received. He notes his recommendations came from the effort to replace the \$90,000 income loss the property sale will affect. 1) payoff existing T-Hangars due to the high interest being paid out 2) Increase existing T-Hangar rent by \$25 per month 3) Build another T-Hangar for a rough estimate of \$600,000, with persons on the waiting list for space would generate another \$27,000 income a year. The board states payoff of the existing T-Hangar loan to pay down the debt and rid the interest would be a good move and are in favor to do so. The additional t-hangars would be a good growth investment due to minimal income outlets, but the board feels unsure it would be the best move at this time for the funds received. Investment options will be reviewed and determined at a later date.

Project Update: Joseph Wilbourne speaks on behalf of Parrish and Partners and states the FAA minor comments have been finished on the Master Plan in order to close that item and the Runway 1-19 rehabilitation analysis has been finalized and submitted to the State.

T-Hangar Drainage project: bid opening was June 6th and Parrish and Partners provided Mr. Rowell an award letter recommendation to award the project to Barnhill as the lowest bidder for \$239,760. Member discussions addressed the project budget was \$291,000 and the spread does not cover the \$65,000 engineering fees. Engineering fees consist of inspection, grant management, and some onsite project management. All members feel the fee is steep for what it includes and since the project itself is only a \$239,000 project. The board proposes requesting the additional funds from the State at a 90/10 split to compensate for the engineering fees. The board directs Chairman Houston to move forward with the \$65,000 work authorization for the engineering fees.

Member Griffin made the motion to move forward with the drainage project proposal as presented utilizing fund balance and entitlement monies to true up the total amount needed until other means can be determined. Member Payne seconded the motion, and the motion carried 6-0.

Chairman Report

Frank Kennedy Lease: Chairman Houston informs the board Mr. Kennedy's lease ends this month and has requested a 3-month extension on his current lease before entering another contract term.

Member Griffin made the motion to approve Mr. Kennedy's request for a 3-month extension. Member Payne seconded the motion, and the motion carried 6-0.

New Board Member: Chairman Houston informed the board verbally that Mr. Billy Caudle will be filling Tony Stimatz seat on the board, although the official letter has not been received. The Chairman also presented an award for Member Stimatz expressing gratitude for his time on the board and his outstanding leadership in the

position from 2012-2018. Chairman Houston also introduced Lisa Sharkey to the board as the Facility Engineer for the USCG on a 3-year assignment in Elizabeth City and invited her to introduce herself further to the board.

Board Comments

USCG: NONE

Member Gooden spoke to the board of ESCU being gracious of the airports continued efforts and projects in support of aviation. ECSU anticipates a need for more airplane storage, growth, which will also increase fuel sale contributions.

Chairman Houston adjourned the regular session meeting at 7:15pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston

Secretary

To be appointed by board in replacement of Tony Stimatz