

February 22, 2017

Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

Chairman Don Parks Lloyd Griffin Tony Stimatz
Steve Saunders Johnny Houston Orestes Gooden (Remotely)

Exofficio

City Manager Rich Olson, County Manager Rodney Bunch, USCG Commander Brown

Staff

Airport Managing Director Gordon Rowell, Recording Secretary Lindsay Lewis, Airport Operations Kent Madden

Visitors

Derek Olinger – Parrish and Partners, John Brothers - Accountant

Call to Order

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

Approval of the Minutes

Member Stimatz noted the Managers Report discussion, in the January 2017 regular session minutes, needed to be corrected from “purchase” runway 119 to “lease” runway 119 in the letter of request to the Coast Guard.

Board member Saunders made the motion to approve the January 2017 regular session minutes with said correction. Board member Stimatz seconded the motion, and the motion carried 4-0.

Financial Report

Financial Report: Mr. Rowell reviewed the financials to the board in Member Payne’s absence and noted the two met and discussed the rationale of how the numbers are looked at, in a budget to actual format. He reported the audit should be completed by next month’s regular session meeting and are awaiting that completion before formatting changes are made to the financials and action taken on the corrections needed.

Member Stimatz made the motion to approve the financials as reported. Member Saunders seconded the motion, and the motion carried 4-0.

Managers Report

Mr. Rowell discussed fuel sales to the board and provided the fuel tracking charts and graphs. Board members requested the charts and graphs be updated to better clarify the data determinations, i.e. YTD, MTD starting and ending date applicable.

Runway (119) Request Letter: Mr. Rowell reports the revised request letter has been turned in to the higher Coast Guard Headquarter level by Commander Brown with a favorable endorsement.

State Requirements for Property Reimbursement: Mr. Rowell informed the board him and Mr. Kirby, from Parrish and Partners, have had discussions on the property acquisition at 1613 Weeksville Road. One of the State Reimbursement requirements is for the purpose of funds to be in the Master Plan; which our Master Plan already contains property expansion efforts. In order for the State to consider reimbursement, the following items must be completed prior to purchase: a) Phase I environmental study (\$2,300) b) survey (\$450) c) appraisal (\$450). Those items may be completed in any order, and Mr. Rowell would like direction from the board to move forward with appraising the property, at the \$450 cost first, to determine if the value is in a range we are willing to move forward with. The Airport is required to offer fair market value under the State Reimbursement conditions and is not able to negotiate or offer a lower price for the property. Once those items are completed and the offer to purchase has been accepted, the Airport will hold an interest only loan until the State has processed the reimbursement. Since the use of the property is not being changed, the Airport will be able to rent the property and house to provide income which would also cover the loan for the purchase; in essence the Airport will not be liable to cover any monthly out of pocket cost as long as the house is rented.

Member Stimatz made the motion to approve the Managing Director to move forward with appraisal of the property at 1613 Weeksville Road. Member Saunders seconded the motion, and the motion carried 4-0.

Further discussions on property acquisitions continued during the meeting referencing other properties the Airport has on the table where no action has been taken, and the need to discuss generating a 5-year financial plan on all the projects at hand before acquiring any new property to prioritize the needs and goals of the Airport.

Potential Rental Car Facility: Mr. Rowell informed the board that Avis will be visiting the Airport on the 28th to discuss facility placement. Enterprise is gathering their requirements for a second location to provide to us as well. Once the information from each party has been received, proposals will be generated for review at a later date.

Mr. Rowell informs the board he will be at a meeting in Pinehurst February 26-28th and will return to office on the 29th.

New Business

Member Stimatz notes the need for a property acquisition work session and feels we should have a land use requisition strategy update before next meeting. What outstanding property we have, where we are at with the purchase/movement of said properties, where the property is located, what is the best immediate utilization of each, what are the airport needs, and prioritization are all topics that need discussed for a written view plan.

The board concurs to hold a work session prior to the next regularly scheduled meeting at 5:00pm to discuss the topics mentioned.

Old Business

Member Stimatz stated revisiting the Airport Sign project with Mr. Rowell to get that in place.

Chairman Parks adjourned the regular session meeting at 6:40pm with no further business to discuss in closed session.

Submitted by Recording Secretary Lindsay Lewis

Chairman Don Parks

Secretary Tony Stimatz