

January 25, 2017

Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

Chairman Don Parks	Lloyd Griffin	Donald Payne
Steve Saunders	Orestes Gooden	Johnny Houston

Exofficio

City Manager Rich Olson, County Manager Rodney Bunch

Staff

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

Visitors

Wayne Harris – Economic Development, Jeff Kirby – Parrish and Partners, Jim Blankenship – USCG Control Tower, Bob Popp – Airfield Manager, Kayla Severino – USDA, John Brothers

Call to Order

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

Approval of the Minutes

Board member Saunders made the motion to approve the December 2016 regular session minutes as recorded. Board member Payne seconded the motion, and the motion carried 5-0.

Financial Report

Financial Report: Member Payne reviewed the November and December financial statements to the board stating the highlighted items on the budget are errors or items in the wrong category that will not be corrected until the next audit. He directed the board to focus on the current revenue and expenditure items to level where we are until those corrections can be cleared up. Mr. Brothers informed the board the found errors will create additional findings in our audit that will be presented but the impact should not be substantial. Mr. Brothers stated Matt Spruill has started the audit process, but is not very far into it at this point; completion date is unknown at this time.

Member Payne made a motion recommending to the board to accept the financial reports as they are with caveat of in question line items until June when the audit is received. Member Gooden seconded the motion, and the motion carried 5-0.

SAGE Recommendation: Mr. Rowell discusses with the board the possibility of switching our accounting program from QuickBooks to SAGE50; which is what our accountant uses. He feels for what we do, there are more applicable programs for things to function better. Mr. Brothers states that either would be advisable to use, but

feels training would be beneficial on either program the airport decides to use. Currently the account balance in QuickBooks does not align with the check book balance. Kent is going back one year to reconcile and verify the discrepancies. The SAGE program needed for the airport requirements would cost around \$800. The board concludes to stay with the QuickBooks program at this time and re-evaluate after the reconciliation is complete but, does recommend training for better efficiency.

Managers Report

Mr. Rowell discussed fuel sales to the board and provided new, more user friendly, fuel tracking charts and graphs. He also informed the board the application for Military Contract Fueling has been submitted and returned. Their update based on our performance records anticipates 600,000+ gallons within a 4-year time frame; that is their estimation on how we will perform, not a requirement number.

Apron Update: Mr. Kirby informed the board they are still awaiting Barnhill's close out documents in order to close out the grant. In trying for the extension of the ramp project, Barnhill's quote for the drainage project exceeded \$31k for only step one of the installment. His recommendation to the board is to use the next vision 100 monies received for the drainage repairs in order for the grant to be closed out; the City can de-obligate the remaining funds.

Runway (119) Request Letter: Mr. Rowell reports to the board Commander Brown received the letter of request to lease runway 119 as a key piece of infrastructure and repair on January 18th. Mr. Kirby informed the board Phil Lanier is no longer with DOT and Rachel Bingham will be covering as the interim, with whom he has a good working relationship with as well.

Land Lease recommendation for potential rental car facility: Mr. Rowell has been in discussions with Enterprise Rent-a-Car to locate at our facility. The regional manager came for a site visit to look at the property areas available and will provide us with the dimension requirements they have. Mr. Olson stated to inquire about the airport surcharge tax/fee on all vehicles rented and see how that would apply to our benefit.

Coast Guard Contract Fuel: After an internal meeting Commander Brown held, they are not interested in the airport taking over their fueling requirements at this time; Mr. Rowell will re-address the subject at a later date.

Air Service: Mr. Rowell informed the board he has inquired about Air Service for our airport to find out the particulars involved. Greenville has Air Service at their airport, but we may not have the demographic for it here in our area.

Old Business

Property Acquisition: Chairman Parks informs the board of discussions pertaining to property at 1613 Weeksville Road being available for purchase at \$186k for 2+/- acres. If the property was acquired, we would hold an interest only payment until reimbursement funds were received from the state. Mr. Kirby informed the board as long as the Federal Acquisition Protocol process is followed the state will in fact reimburse for the purchase. The grant assurance states in purchasing you will maximize the funds to its best possible use, and since the use of the property is not being change from its current state, the airport would be allowed to continue to rent the property and home, at fair market value, without any permitting changes. In order for the airport to acquire the property four steps must be followed: 1) survey 2) phase I environmental clearance 3) appraisal and 4) final appraisal. Mr. Olson states to the board to keep in mind the Phase II development and property acquisitions needed on that side of the grounds before making their decision for a new unrelated purchase. More information will be presented to the board next meeting referencing the property purchase.

Contamination: Mr. Rowell informed the board a letter was received back from the Coast Guard stating they have received our claim and it is being reviewed; the contamination reimbursement is around \$45k.

Security Supervisor: The airport is required to designate a Security Personnel, and Mr. Rowell has designated Kent contingent on TSA approving his choice. TSA only site visits once a year, and the Coast Guard security does the rest supporting our area. If Ken is not approved, Mr. Rowell holds the Corporate Airport Security Training required and would like to send Kent; the cost is \$300. Mr. Rowel will verify the requirement needs are met with the next inspection. Member Griffin informs the Coast Guard joint user agreement has a security policy in place that needs to be reviewed with the policy naming Kent as the contact personnel.

Wildlife Mitigation Update: Kayla updated the board on her progress, with no bird strikes in December, and also stated she is still awaiting her NEPA approval.

New Business

Member Payne informed the board Mr. Rowell has been invited to join the morning rotary club meeting held every Friday at Golden Corral. City Manager Rich Olson and County Manager Rodney Bunch are both members. The joining fee is \$75 with a quarterly membership of \$130.

Member Griffin made the motion to support Managing Director Rowell in joining the morning rotary club meeting. Member Saunders seconded the motion, and the motion carried 5-0.

Member Saunders made the motion at 7:15pm to go into closed session for discussion of expansion and relocation of industry. Member Gooden seconded the motion, and the motion carried 5-0.

Regular session reconvened at 7:25pm.

Member Griffin made the motion to approve the October and December closed session meeting minutes reviewed in closed session. Member Saunders seconded the motion, and the motion carried 5-0.

Chairman Parks adjourned the regular session meeting at 7:25pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Don Parks _____

Secretary Tony Stimatz _____