

February 27, 2018

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

Board Members

Chairman Johnny Houston

Tony Stimatz

Steve Saunders

John Siemens

Donald Payne

Lloyd Griffin

Exofficio

City Manager Rich Olson, USCG Commander Meador, County Attorney Mike Cox

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, Tim Gruebel – Parrish & Partners, Derek Olinger – Parrish & Partners

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

Member Stimatz made the motion to approve the agenda with items 5 & 6 being corrected to order of procedure. Member Saunders seconded the motion, and the motion carried 5-0.

Public Comment - None

Approval of the Minutes - Member Stimatz made the motion to approve the January regular session minutes as detailed by the recording secretary. Member Griffin seconded the motion, and the motion carried 5-0.

Financial Report - Member Payne reviewed the financials to the board for January and provided a follow up on the Master Plan depreciation noting it is not a depreciated item, and provided an explanation to the board.

Member Saunders made the motion to approve the financial report as presented. Member Payne seconded the motion, and the motion carried 5-0.

Managers Report - Mr. Rowell discussed fuel sales to the board for January and provided fuel tracking charts and graphs including an update on fuel gallons in inventory. Fuel gallons will not need to be reported every month, but will be tracked closely by the airport.

Airport Sign Progress: Mr. Rowell informed the board placement has been determined to run straight out from the middle of the terminal, roadside; materials are a couple weeks out.

Member Stimatz made the motion for the Chairman to sign the contract from F&H signs when presented, not to exceed \$2,600.00. Member Payne seconded the motion, and the motion carried 5-0.

Barnhill Update: Tim Gruebel informed the board all documents have been received from Barnhill in order to close out the grant and are awaiting a response from DOA to ensure they have no further requests. The City will need to issue a check in the amount of \$2,754.33 upon close out.

T-Hangar Drainage Rehab: 90% of the project design is complete and Parrish and Partners will be preparing the bid documents, incorporating the DOA comments received back. Mr. Gruebel states they hope to have that prepared by the end of March, but it will require DOA approval first. With the State influx of funds this project is a prime candidate with no expected match requirements. Mr. Gruebel has put in the request with Bobby Walston on behalf of the airport and should know within 3 weeks if it was accepted. Member Griffin recommends generating a plan to look at including resurfacing of the Northern Taxi lane into this project since the engineer is going to the State for the Southern and Mid taxi lane already. Mr. Gruebel informed the board an engineer looked at the holes of concern and they did not conclude it was severe enough to warrant any immediate action.

NCAA Convention: Mr. Rowell informed the board the convention will be held in Asheville next month the 26th through the 29th with Kent and himself attending.

Coast Guard Aviation Appreciation Day: Will be held on April 28th from 9:00 – 14:00. The board discussed some of the items and hands on aviation stations lined up for the event. There has been some outside external funding discussed but the board will also review the sponsors from past Candy Bomber events to see if any parties will be interested in participating. Member Stimatz encourages inviting Retired Coast Guard Aviators to attend the event.

Snow/Ice Plan: Mr. Rowell is working on the steps and preparation procedures to present to the board soon.

Chairman Report

Policy Manual: Member Stimatz noted once the snow and ice plan is in place, it should be incorporated into the Policy Manual and the appendix updated accordingly. The security plan is unpopulated in the manual, and although we do not have to present our security measures, it should be noted where to find that information if the need arises, referencing the Joint User Agreement.

Special Recognition: With County Manager Rodney Bunch leaving his position, Chairman Houston on behalf of the board, would like to present him with an appreciation certificate for all his time and influence for the board during his term. Mr. Bunch was not in attendance, and will be presented through Mike Cox on his behalf.

Board Comments

Commander Meador: It was stated at this time there is still no budget in place, so no conversations are taking place at this time. Commander Meador noted that Mr. Rowell had approached him with requesting funds from the State on the Runway 119 project as it should also be a prime project candidate for their influx of funds available; the State is reviewing the item. They are trying to determine if the project can be completed under the Licensing Agreement instead of the leasing option. The Coast Guard is to make a decision if that will be acceptable, but a more formal document is needed for submission. Commander Meador also noted, timeline wise, he does not expect an answer back any time soon. Mr. Rowell will wait for the State's response, if approved, before submitting anything to the Coast Guard.

Other Business: Member Stimatz informed the board he has been assigned to NC MAC grant program solicitation drafting group, and is working on the grant processes for the 2019-2021 round.

Chairman Houston adjourned the regular session meeting at 6:55pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston

Secretary Tony Stimatz