

March 27, 2019

Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

Chairman Johnny Houston Donald Payne John Siemens
Steve Saunders Lloyd Griffin Orestes Gooden Billy Caudle

Exofficio

County Manager Spartyt Hammett, USCG Commander Judge

Staff

Airport Managing Director Gordon Rowell

Visitors

Jonathan Hawley – Daily Advance, Christian Lockamy – Economic Development, Tim Gruebel – Parrish & Partners, ECSU Aviation Management Students, Brian Lopez, Cameron Barzman, Andrew Chappell, Clayton Brand, Alex Demaine, Valeria Percheco, Jaylan Gardener, Amit Mnanylik, Israel Lopez.

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

After the pledge of allegiance, a group of students from ECSU Aviation Management program was recognized. Each class member introduced themselves. A photo was taken with the class, Chairman Johnny Houston and Commander Judge from the USCG.

Member Saunders made the motion to approve the agenda with the addition of closed session. Update of sale of property. Member Donale Payne seconded the motion, and the motion carried unanimously.

Approval of the Minutes - Member Lloyd Griffin made a motion to approve the February regular session minutes as detailed by the recording secretary as presented. Member Steve Saunders seconded the motion, and the motion carried unanimously.

Public Comment – None

Special Presentation – None

Financial Report

Member Payne reviewed and discussed the February financial statement with the board.

Member Payne made a motion to approve the February financial report as presented. Member Saunders seconded the motion, and the motion carried unanimously.

Manager/Directors Report

Mr. Rowell reviewed February fuel sales, noting that he is looking for a better month in April.

NCAA Convention: He reported that he attended the convention with Chairman Johnny Houston and it was quite productive. They attended various classes and seminars including finance and teamwork.

STT Meeting - He presented the hangar proposal.

The C 130 update. He was able to get insurance update as requested. Over the last week, there were people here that took more pictures and took measurements in preparation for the plane's removal.

Mr. Rowell asked all members to check the date of October 5, 2019 to see if there were any conflicts. He would like to schedule an airport event on that date. There was some discussion on what to call the event.

Parrish & Partners update. Phase I DOT concurrence fee was adjusted downward slightly. \$298,000 is the grant amount and he asked the board to vote to accept the grant for Aviation Phase I Project.

Survey - GET Solutions and Timmons will begin work next week. They have 45 days to complete the project.

Chairman's Report

The Chairman informed the board that they will need to appoint a committee to put out a bid for new engineering firm for a 5-year term. That sparked a conversation that the agenda must be amended to act on two proposals. The first would be to accept the grant, and the second would be for solicitation of engineering services. Member Lloyd Griffin made a motion to add both of these items to the regular agenda. The motion was seconded by member Steve Saunders. Discussion ensued about the timeline for solicitation for engineering services and how to transition to a new company if Parrish is not selected as the firm. Member Griffin informed the board that their contract could be extended with board action.

At the end of the discussion, the vote was unanimous to add these two items to the regular agenda.

Board Comments:

USCG Commander Judge had no report.

Member Orestes Gooden made three points:

The first was that he was glad that the class from ECSU was present and he appreciates working together with the airport authority to provide opportunities for the students.

Second, He appreciates the airport supporting ECSU in all that they do. He reminded the board that ECSU fuel purchases accounted for 54% of total sales of AV Gas in the month of February.

Third, He noted that the Daily Advance provided good coverage in their recent events. He said that was a win/win for the entire community.

Member Lloyd Griffin expressed kudos to ECSU Aviation for its promotion of Elizabeth City in connection with a program they do involving several locations.

Member Orestes Gooden added that the date of April 16, 2019 the president of the University of North Carolina System will be in Elizabeth City. His name is Dr. Roper.

Member Steve Saunders stated that the Chinook Helicopters will be on location in Elizabeth City on the day the airport authority is scheduled to meet. Discussion was held about possible alternative locations to hold our regular meeting. Member Orestes Gooden suggested that ECSU would be glad to host the meeting.

Old Business:

T-Hangar Lease Rates. Comment by John Siemens to remind us that he would like to see the extra monies generated from leases be used to do maintenance on the hangars. He said he had given manger Rowell some information on a company that could work on the rollers on doors. Mr. Rowell responded that he had contacted the company, but they did not as of yet have time to come down from VA to Elizabeth City to look at our rollers. It was suggested that another company be contacted to look at door roller situation.

There was discussion that several maintenance items had been addressed: Lighting upgrade, paving and drainage. Member Siemens said that wind has literally blown the paint off some of the doors of the hangars and that should be addressed.

A motion to raise hangar rates by \$25 per month starting in the next fiscal year was made by member Donald Payne. Second by Lloyd Griffin. The vote was unanimous.

New Business:

Motion by member Lloyd Griffin to accept the \$298,000 grant application. There was a second by member Donald Payne. The vote was unanimous.

Motion by member Lloyd Griffin to direct staff to move forward with solicitation of engineering services as required. There was a second by member Steve Saunders and the vote was unanimous.

Motion by member Lloyd Griffin to extend the current engineering contract for 90 days and to investigate the possibility of extending that contract beyond 90 days. There was a second by member Donald Payne and the motion passed unanimously.

Motion by Lloyd Griffin to go into closed session at 6:50 pm.

Closed session began at 6:53 pm after a short recess.

Regular session reconvened at 7:30pm

Lloyd Griffin motion with Don Payne second to pursue a \$298,000 Grant for a Ground Lease by ECSU for building hangars; Passed unanimously.

Lloyd Griffin motion and Steve Saunders second to accept the attorney's recommendation for the finalization of the land purchase by the US Coast Guard; passed unanimously.

Lloyd Griffin motion with Steve Saunders second to solicit for engineering firm for the 2019/2024 term; passed unanimously.

Lloyd Griffin motion with Steve Saunders second to extend the Engineering services of Parrish and Partners for 90 days to bridge from the possible end of term with their contract in April; passed unanimously.

Chairman Houston adjourned the regular session meeting at 7:35pm.

Submitted by Recording Secretary Lindsay Lewis with Minutes recorded by Billy Caudle and Steve Saunders.

Chairman Johnny Houston _____

Secretary Billy Caudle _____