

April 24, 2019

Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

Chairman Johnny Houston (Remote) Donald Payne John Siemens
Steve Saunders Lloyd Griffin (Remote) Billy Caudle

Exofficio

County Manager Sparty Hammett, USCG Commander Meador

Staff

Airport Managing Director Gordon Rowell, Recording Secretary Lindsay Lewis

Visitors

Jonathan Hawley – Daily Advance, Jonathan Brothers – Accountant, Christian Lockamy – Economic Development, Tim Gruebel – Parrish & Partners, Elton Stone – Aviation Management Instructor, Russ Haddad – ESCU, Julian & Daris ECSU Aviation Program Students

Call to Order - Vice Chairman Saunders called the regular session meeting to order at 6:00pm at the ECSU Chancellor Conference Room, hosted by ECSU.

Member Caudle made the motion to approve the agenda with the addition of Land Acquisition added to the closed session items. Member Siemens seconded the motion, and the motion carried 5-0.

Approval of the Minutes – Member Caudle made the motion to approve the March Regular Session minutes as recorded. Member Siemens seconded the motion, and the motion carried 5-0.

Public Comment – Elton Stone made an introduction and spoke of the tours to classes that took place and his appreciation for teaching Aviation Management and the growth we work towards.

Special Presentation – None

Financial Report – Managing Director Rowell presented the March financials to the board and requested any questions regarding the financials be emailed to him to discuss with the accountant.

Member Caudle made the motion to approve the March Financials. Member Siemens seconded the motion, and the motion carried 5-0.

Manager/Directors Report

Mr. Rowell discussed March fuel sales with the board noting volume had increased across the board for the month.

Capital Improvement Plan: Rowell presented the board with the T-Hangar payoff quote that has been discussed in prior meetings. The board requested the item be discussed during the budget meeting in May and to obtain a new payoff quote at the time.

C-130 Update: Rowell informed the board he received a removal plan for the wing and tale disassembly from a subcontractor out of Belgium; he will keep the board posted as he receives further information.

DOT Maintenance Plan: The Division of Aviation has put our Airport in for State Funds to perform Ramp and Taxiway Maintenance such as crack repairs, joint & seal repairs, paint, etc., at 100% funds. Rowell is looking for a motion to execute the Resolution Document received from the State so we can accept the maintenance repair funds. Tim Gruebel noted the State has a fixed budget every year for these items.

Member Siemens made the motion to approve the State Ramp and Taxiway Repair funds. Member Caudle seconded the motion, and the motion carried 5-0.

Projects Update: Mr. Gruebel informed the board that Ron McCallum is leaving the DOA with no replacement lined up for him at this time; he is uncertain of a point of contact. He continued by stating Member Siemens suggestion for smaller grate holes for the T-Hangar Taxiway Project worked out well and has been taken care of. He anticipates Barnhill to start paving within a day or two and the sub survey for the Aviation Facility Phase 1 to come out next week.

Chairman's Report - Vice Chairman Saunders had no open session items for discussion but wanted to thank ECSU for hosting our meeting this month.

Board Comments:

Commander Meador informed the board of two Save-The-Date items; Coast Guard Day Celebration on August 1st and a Welcome Expo on July 24th. The Expo is for businesses to set up and get exposure for people coming to our area. It would be good to have a booth set up for the Airport at the event. The event is put on by the Chamber and will be held at Hangar 7 on base; he will get the hours of the event forwarded to Rowell.

Member Caudle made the motion to go into closed session for the purpose of land acquisition at 6:24pm. Member Siemens seconded the motion, and the motion carried 5-0.

Regular session reconvened at 6:40pm.

Member Caudle made the motion to approve the March Closed Session minutes as presented in closed session. Member Siemens seconded the motion, and the motion carried 5-0.

Chairman Houston and Rowell are to follow up on the "big check presentation" for the sale of the property to the Coast Guard so a date can be set for all to be in attendance.

Vice Chairman Saunders adjourned the regular session meeting at 6:45pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston _____

Secretary Billy Caudle _____