

May 22, 2019

Elizabeth City Pasquotank County  
Airport Authority Regular Session Minutes

Board Members

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

Exofficio

City Manager Rich Olson, 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

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

Member Caudle made the motion to approve the meeting agenda. Member Payne seconded the motion, and the motion carried 6-0.

Approval of the Minutes – Member Caudle made the motion to approve the April Regular Session minutes as recorded. Member Gooden seconded the motion, and the motion carried 6-0.

Public Comment – None

Special Presentation – None

Financial Report – Member Payne presented the April financials to the board.

Member Payne made the motion to approve the April Financial Report as presented. Member Saunders seconded the motion, and the motion carried 6-0.

Chairman's Report

Chairman Houston informed the board the Coast Guard property sale transaction has been finalized but the check presentation has been postponed due to extending an invitation to Representatives Steinburg and Hunter, and others, to be in attendance to show appreciation for their efforts and involvement.

Chairman Houston also stated at the next meeting we will have the appointments to the board that takes place on June 30<sup>th</sup>.

Manager/Directors Report

Mr. Rowell discussed April fuel sales with the board.

Budget: Rowell provided the proposed budget to the board and reviewed line item changes and capital improvement request for the upcoming budget cycle. The board and exofficio members provided discussion on items to be added and/or adjusted for the upcoming budget to be corrected and reviewed prior to the Public

Hearing to be called at the June meeting. The board also held discussion on Rowell's request in the current budget cycle to use up to \$25,000 of cash on hand to purchase a used truck and replace the buildings carpet.

Member Griffin made the motion to move forward with the corrections and suggestions as discussed and to call for the Public Hearing for the proposed budget at the June 2019 regular session meeting. Member Gooden seconded the motion, and the motion carried 6-0.

In regards to the budget, Olson also noted a budget ordinance needs to be done because of the changes to the financial structure of income and is not the same as an operating budget; the format should be in line with the City/County's ordinance.

Projects Update: Mr. Gruebel informed the board the T-Hangar Rehab is substantially complete going slightly over schedule. Punch list items are to be completed for close out to include the center line striping and seeding of areas. He continued by stating 30% of design is complete for Aviation Phase 1 and once the utility and storm water design is in place permitting can start. Gruebel also added, in reference to Runway 1-19, did not make the Coast Guard funding this year. The 75' rehab proposal does not serve purpose for the C-130 aircraft and has been increased to 100'. The Coast Guard requested 150' to operate off of and if we are able to get to that level of funding for the project they will support the lease to move forward. Gruebel proposes talking to the leadership at DOT and convey the Coast Guard needs and see if they would be open to a phase approach to reach the 150' requested. Noting the Coast Guard request may be slightly extreme, Mr. Olson suggested to the board going to congressional delegation to work toward a potential resolution.

**Board Comments:**

Commander Meador reminded the board of the Save-The-Date items mentioned last meeting; Coast Guard Day Celebration on August 1<sup>st</sup> and a Welcome Expo on July 24<sup>th</sup>. Also requesting an update on the C-130 removal, Mr. Rowell informed the board they are still actively working on the removal and are in the process of securing transportation security requirements.

Mr. Olson stated the Coast Guard term lease on the 21.13 acres in Phase 1 of the Aviation Park comes up July 1, and will be assigned over to the City. They are keeping the 5.77 parking lot acres that will require an addendum to the original lease agreement; he is still working the lease payment agreement to include the CPI increase.

Member Griffin made the motion to use Cash on Hand to purchase a used truck not to exceed \$15,000 and carpet for the building not to exceed \$10,000 as requested in the budget item discussion. Member Payne seconded the motion, and the motion carried 6-0.

Member Griffin made the motion to go into closed session at 7:02pm. Member Gooden seconded the motion, and the motion carried 6-0.

Regular session reconvened at 7:25pm.

Member Gooden made the motion to approve the April Closed Session minutes as presented in closed session. Member Payne seconded the motion, and the motion carried 6-0.

Chairman Houston adjourned the regular session meeting at 7:27pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston

Secretary Billy Caudle

