

June 26, 2019

Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

Chairman Johnny Houston
Steve Saunders

Donald Payne (exit 6:25pm)
Lloyd Griffin Billy Caudle

John Siemens
Orestes Gooden

Exofficio

City Manager Rich Olson, County Manager Sparty Hammett, USCG Lt. Commander Sharkey

Staff

Airport Managing Director Gordon Rowell, Recording Secretary Lindsay Lewis

Visitors

Reggie Ponder – Daily Advance (arrival 6:43pm), Jonathan Brothers – Accountant, Christian Lockamy – Economic Development, Tim Gruebel & Jeff Kirby – Parrish & Partners

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

2019-2020 Budget Public Hearing was called to order by Chairman Houston at 6:04pm.

No Comments for Public Hearing

Chairman Houston closed the Public Hearing at 6:05pm.

Member Griffin noted the Capital Reserve Balance needs to be addressed separately on the budget because of the trust balance funds in order to be in line with the way the financials are reported; is not actual cash on hand item.

Member Griffin made the motion to approve the 2019-2020 Budget as presented. Member Saunders seconded the motion, and the motion carried 6-0.

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

Agenda - Member Saunders made the motion to approve the agenda as presented with the addition of expansion and relocation of industry under closed session items. Member Caudle seconded the motion, and the motion carried 6-0.

Approval of the Minutes – Member Griffin made the motion to approve the May 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 May financials to the board.

The interest accrued for the Trust Balance Funds will require a current budget amendment to address the item as separate interest earned line item. Member Payne also recommends Matt Spruill to continue as the auditor for the upcoming year.

Member Payne made the motion to approve the financial report as presented. Member Saunders seconded the motion, and the motion carried 6-0.

Member Payne made the motion to sign Matt Spruill as the auditor for the upcoming audit year. Member Saunders seconded the motion, and the motion carried 6-0.

Member Payne announced to the board this will be his last meeting and thanks them for the opportunity to be a part of the work and services that have come about during his term.

Chairman's Report

Chairman Houston addressed the RFP for the 5-year Engineering Firm and the board discussed the two firm submittals received; Parrish & Partners and Delta.

Member Griffin made the motion to continue with Parrish & Partners as the on call engineer and if potential conflict arises with a project holding Delta as the second choice. Member Saunders seconded the motion, and the motion carried 5-0.

The board discusses the need to work on technology for our engineers to attend remotely when there are minimal items to discuss that require their physical attendance.

Chairman Houston continued to report to the board that Member Payne and Member Gooden will be leaving the board as their term has come to an end. They each will receive a plaque for their services at a later date.

Manager/Directors Report

Mr. Rowell discussed May fuel sales with the board.

Budget Amendment: The board was provided the 2018-2019 budget amendment items 1-7 with notes that were discussed.

Member Griffin made the motion to approve the budget amendment of 2,417,250.00 in revenue and the same adjusted in expenses for a zero sum budget. Member Saunders seconded the motion, and the motion carried 5-0.

C-130 Update: Rowell stated the crane has been lined up from the shipping company for the tail and wings but are waiting on the ship to be lined up for the fusel loge.

Projects Update: Mr. Gruebel informed the board the T-Hangar Rehab is substantially complete and are currently waiting on the outstanding items from Barnhill; payment has not been requested yet. He also informed the board the Aviation Facility Phase 1 project is approaching 60% design build and will be involving Timmons soon for the permitting, drainage, and utility items.

Board Comments:

Members noted the attendance of Senator Steinburg and Representative Hunter at the USCG Check Ceremony held Monday and request Rowell send the photo and press release to members.

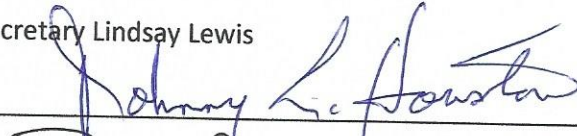
Member Griffin made the motion to go into closed session at 7:10pm for discussion of expansion and relocation of industry. Member Gooden seconded the motion, and the motion carried 5-0.

Regular session reconvened at 7:39pm.

Chairman Houston adjourned the regular session meeting at 7:39pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston



Secretary Billy Caudle

