

February 26, 2020

Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

Chairman Johnny Houston Steve Saunders John Siemens
Billy Caudle Rodney Walton Lloyd Griffin (Video)

Exofficio

Rich Olson – City Manager, Captain Meador - USCG

Staff

Airport Managing Director Gordon Rowell, Recording Secretary Lindsay Lewis

Visitors

Christian Lockemy – Economic Development, Tim Gruebel – Parrish & Partners, Elton Stone – Aviation Management Instructor, Ryan Buckley – Student, Micah Parkey – Student, Adam Alverio – Student, Ron Thompson – Student, Eric Snipes – Student, William Denton – Student, Robert Douglas – Student, Robert Andrews – Student, Alex O'Connor – Student, David Bush – Guest

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

Agenda - Member Griffin made the motion to amend the agenda to hold a closed session for discussion of expansion and relocation of industry, personnel, and to strike item 10B from the agenda. Member Saunders seconded the motion, and the motion carried 5-0.

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

Public Comment – Elton Stone provided an introduction and noted the Aviation Management class persons in attendance.

Special Presentation – Chairman Houston provided Operations Manager Kent Madden with a card from the Authority in reference to his leave of absence.

Financial Report - Mr. Rowell reviewed January 2020 financials to the board.

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

Manager/Directors Report - Mr. Rowell reviewed January fuel sales with the board.

GSE: The GPU has been received with payments being made in 3rds; will work on the tug once paid.

Hangar door painting: Rowell received a quote for \$85 per door from Plantinum. He will seek alternate vendors for a less expensive quote or the Airport personnel will perform the door painting.

Camera Project: Rowell displayed the up and running video attendance system and noted it will be available for reservation with requested approval.

Projects Update: Mr. Gruebel stated project Aviation Phase 1 is still in a hold pattern awaiting permission to bid with the budget still not approved; no bids are being awarded at this time. He also noted he is still waiting for close out documents from Barnhill on the Drainage Rehab project to pay retainage and close out the grant.

Chairman's Report - Chairman Houston requested the April meeting be held the 5th Wednesday of the 29th as opposed to the normal 4th Wednesday the 22nd due to conflict with the Managing Directors attendance to the NCAA meeting.

Member Saunders made the motion to approve the April meeting change as presented. Member Caudle seconded the motion, and the motion carried 5-0.

Chairman Houston discussed the interest funds being applied to the Airport general funds now that there is a clearer picture of what the monies will accrue on interest.

Member Saunders made the motion to apply \$2,500 of interest monies to the general funds starting next month, and then apply \$7,500 to the general funds quarterly thereafter and to generate a budget amendment to approve for the cash adjustment. Member Walton seconded the motion, and the motion carried 5-0.

Board Comments - Captain Meador stated during the meeting with Senator Tillis' representative, due to weather there was no time to hold a site visit for Runway 1-19 and has no further updates at this time. Captain also informed the board the Change of Command day is set for July 31st.

Old Business - ESCU submitted a letter to the Airport in response to the one sent on the run-up issues and concerns. Chairman Houston noted an item of discussion from their letter was the Airport Rules & Regulations should apply to all persons in that aspect. Rowell proposed a change in the Rules and Regulations to add an additional line to item 5.4 to include: 'with the exception of Helicopter and approved Maintenance Operations'.

Member Siemens made the motion to approve the additional sentencing addition as presented. Member Saunders seconded the motion, and the motion carried 5-0.

The Board also noted that Taxiway Gulf has been tested and recommended but the area is controlled by the Tower and is not Airport Authority territory.

Member Saunders made the motion to go into closed session at 6:45pm for discussion of expansion and relocation of industry and personnel. Member Walton seconded the motion, and the motion carried 5-0.

Regular session reconvened at 7:57pm.

Chairman Houston adjourned the regular session meeting at 8:00pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston

Secretary Billy Caudle