

March 25, 2020
Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

Chairman Johnny Houston Steve Saunders John Siemens
Billy Caudle Rodney Walton (Video) Lloyd Griffin (Phone) Dr. Kuldeep Rawat (Video)

Exofficio

Rich Olson – City Manager, Captain Meador – USCG (Phone)

Visitors

Tim Gruebel – Parrish & Partners (Video)

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

Member Caudle made the motion to go into closed session for the discussion of Personnel, Expansion and Relocation of Industry, and Acquisition. Member Siemens seconded the motion, and the motion carried 6-0.

Regular session reconvened at 6:20pm

Personnel – Mr. Rowell’s resignation was presented to the board to be effective March 31, 2020.

Member Saunders made the motion to accept Rowell’s resignation effective March 31, 2020. Member Caudle seconded the motion, and the motion carried 6-0.

Member Saunders made the motion to appoint Kent Madden as interim/temp Manager of the Airport until a new Manager has been hired with a monthly \$1,000 bonus to pay until Management duties have been released. Member Caudle seconded the motion, and the motion carried 6-0.

Member Saunders made the motion for the title of Managing Director be eliminated and Re-Titled to Airport Manager for hiring, hiring advertisement, and position description. Member Siemens seconded the motion, and the motion carried 6-0.

Chairman Houston requested an ADHOC committee to include himself, Member Siemens, and Member Saunders in preparation for hiring new management.

Projects Update: Mr. Gruebel provided the board a letter for review on Essential Facilities during the COVID-19 restrictions in the State of North Carolina for discussion. He also provided a Runway 1-19 update from the January 19th meeting he and Mr. Olson had with the Coast Guard for the project. Per Captain Meador it was a very positive meeting and the methodology was agreeable by all.

Chairman’s Report - Chairman Houston requested a motion to approve a transfer of \$20,000 from interest accumulated in the investment fund to the Airport operating account.

Member Saunders made the motion to transfer \$20,000 in accumulated interest into the Airport operating funds. Member Caudle seconded the motion, and the motion carried 6-0.

Chairman Houston adjourned the regular session meeting at 7:10pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston _____

Secretary Billy Caudle _____

