

April 29, 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)                      Dr. Kuldeep Rawat (Video)

Exofficio

Rich Olson – City Manager, Sparty Hammett – County Manager (Video), Captain Meador – USCG (Remote)

Staff

Interim Airport Manager Kent Madden, Recording Secretary Lindsay Lewis

Visitors

Tim Gruebel – Parrish & Partners (Video)

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

**Agenda** – Member Saunders made the motion to approve the agenda. Member Caudle seconded the motion, and the motion carried 6-0.

**Approval of the Minutes** - Member Saunders made the motion to approve the February and March, 2020 regular session minutes as presented. Member Caudle seconded the motion, and the motion carried 6-0.

**Financial Report** – Member Walton reviewed the financials to the board and noted the economic impact is showing in our numbers. The board also noted the JH Sanders Aviation Lease is behind 3 months and will need a projected payment date before Fiscal Year End.

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

**Managers Report** – Mr. Madden reviewed February, March, and current to date fuel sales showing there has been some economic impact but notes the Chinooks are scheduled to arrive on Monday and hopeful to see an increase in sales. Member Rawat stated ECSU is also looking to resume their flight training on a limited/restricted scale.

**Projects Update:** Mr. Gruebel stated they are pushing for Barnhill to provide the documents needed in order to close out the grant and are still holding retainage until they are received. He continued by stating there is no green light for bid on the Aviation Facility Phase 1 and anticipates, from DOA discussions, it could be July before it can move forward. He stated that Phase 2 of the project is tied up on earmark and won't come until there is a signed budget from Raleigh. Mr. Gruebel relays in reference to the current overall Aviation state, the DOA has not mentioned any cuts in funding at this time; only delays.

Runway 1-19: Conversations on the runway have resulted in Price and Murphy requesting 25million to be added to the Coast Guard budget for the project. Mr. Olson stated there were pro's and con's with the latter being they would need a letter from NCDOT saying they are willing to fund the project and that is something we are not able to get at this time; which he relayed to them. The scope of work would also change, for that price, to a full replacement. Mr. Olson and Mr. Gruebel are working diligently with all parties to not derail progress on the project.

Cares Act Grant: Mr. Gruebel informed the board, based on Airport Status, the Airport will receive \$30,000. Those funds were to be paid April 28<sup>th</sup>, but the FAA is still working to get those funds distributed.

**Chairman's Report** - Chairman Houston addressed the board for the review of projected financial analysis for end of the fiscal year. Revisions and budget amendments needed should be addressed next meeting as well as a budget for 2020/2021 fiscal year so a public hearing can be called for June.

**Personnel** – Member Saunders noted the contract to Lydie is in progress to conduct the Manager search and he feels comfortable with the process he is following. There have been a good number of candidates received and on May 1<sup>st</sup> will be paired down to a smaller list based on qualifications. Member Saunders, Member Siemens, and Member Griffin will coordinate with Lydie after May 1<sup>st</sup> to set a review date for the list of candidates.

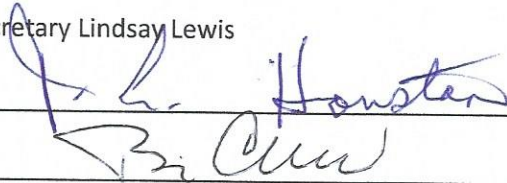
**Old Business** – Mr. Olson stated a firm has been hired to bush hog inside the fence line of the Aviation Park Phase 1 area and also curb maintenance on the street side for round up, edging etc. He will work with the Coast Guard on tree removal around the storm water retention pond. He continued by stating all Phase 2 properties have now been purchased and in addition they will be allowed to continue farming to prevent mowing maintenance at this time on a year to year basis with no liability to the City or Airport for crop damage that may occur.

ECSU: Chairman Houston stated ECSU has sent a letter requesting a two-year lease for their facility due to State requirements. The board typically only does one-year term leases but due to the State requirements would consider honoring their request with adjustments to the lease values. The lease terms are to be presented for a motion to be made by the board.

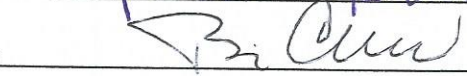
Member Houston adjourned the meeting at 7:40pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston

Handwritten signature of Johnny Houston in blue ink, written over a horizontal line.

Secretary Billy Caudle

Handwritten signature of Billy Caudle in blue ink, written over a horizontal line.