

January 22, 2020

Elizabeth City Pasquotank County  
Airport Authority Regular Session Minutes

Board Members

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

Exofficio

Rich Olson – City Manager, Sparty Hammet – County Manager, Captain Meador - USCG

Staff

Airport Managing Director Gordon Rowell, Recording Secretary Lindsay Lewis

Visitors

Jonathan Brothers – Accountant, Christian Lockemy – Economic Development, Tim Gruebel – Parrish & Partners,  
Keith Overstreet – Pilot, Chris Day – Daily Advance, Johnathan Hawley – City,  
Matt & Mason Spruill – Auditors (exit at 6:20pm).

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 property acquisition and personnel. Member Caudle seconded the motion, and the motion carried 6-0.

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

Public Comment – None

Special Presentation – None

Financial Report - Audit: Mason Spruill provided audit booklets to the board members and reviewed the fiscal year audit. He stated since the federal expenditures were over \$100,000 a yellow book audit was required. Two findings noted were 1) internal controls and 2) over expenditure of funds in budget lines, and over functional total in personnel costs. Spruill's recommendation is to avoid adding additional line items to the budget unless it is necessary and to approve budget amendments prior to over spending on a particular line item. Mr. Olson added budgeting by fund as opposed to line item will avoid the finding as well. The board stated a motion will need to be made at the budget approval meeting to change the Ordinance to reflect the recommendation and a motion to change the procedure manual to reflect the change. Starting June 30, 2021 there is a new accounting standard that will apply to leases; they will be shown as an asset instead of a rent expense. This item will be reviewed by John Brothers for future budget preparation for Airport Leases and persons/entities who lease from the Airport.

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

Financial Review: Mr. Rowell reviewed December 2019 financials to the board.

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

Manager/Directors Report - Mr. Rowell discussed December fuel sales with the board.

C-130 Update: Rowell reported the letter was sent stating the rent would no longer be discounted starting February billing. He spoke with the Co-Owner today who informed a transit company has been contracted and the tear down will start toward the end of February.

GSE: The GPU has been fixed and will be shipped from New Bern by flatbed possibly tomorrow.

Hangar Wash: Rowell informed the board the hangar wash has been completed and is currently working proposals for painting the doors.

Camera Project: Rowell received the funds back from the original company and has hired Expert PC's to complete the project within the next two weeks for \$100 less than the original company proposal.

Projects Update: Mr. Gruebel stated the first pay application has been made for the Taxiway Rehab project and are moving forward with the grant project close out. The Aviation Phase 1 is still holding at 90% submittal to DOA. The current DOA/State budget issues are holding up approval to move forward with putting the item out to bid.

**Chairman's Report** - Chairman Houston informed the board he received a request from ECSU to delay the Run-Up item for another month for them to present an alternate solution.

**Board Comments** - Captain Meador stated they are preparing for the meeting on the 29<sup>th</sup> with a staffer for Sen. Tillis with the Coast Guards notion the meeting is for them to lay eyes on the runway and see its impacts for the area to ensure the proposed repair meets the needs. He request anyone with an agenda for Runway 1 – 19 provide him input prior to the meeting, including ESCU, to show all the driving factors for having the runway up and running.

**12a & 13a – Run Up and Proposed Regulations** – The motion was made to table this item until our next meeting by request of letter by ECSU to the Chairman.

Member Griffin feels the board needs something in place for run-ups until that proposal comes forward without another month delay on the issue for the safety concerns previously stated. The item is a major safety issue, and accountability issue, that does not need any further delay. Member Siemens feels the run-up alternative suggestions made by the Airport last meeting have not been tested by ECSU as a trial to see if it impedes their flow or not as they anticipated. He recommends if we are delaying this item another month, during that time the alternate run-up recommendations of the Airport Board should be performed and analyzed if they are workable. Member Rawat will inform the ECSU department of the request and have them contact Member Siemens for observation of the run up trials. Chairman Houston and Directing Manager Rowell will compose a letter to ECSU to inform them of the request and communication expectations for resolution at our next meeting.

Member Siemens made the motion to table the item contingent to the run-up analysis being performed during the delayed time request. Member Caudle seconded the motion, and the motion carried 5-0 with Member Rawat abstained from voting.

Member Walton made the motion to go into closed session at 7:04pm for discussion of property acquisition and personnel. Member Rawat seconded the motion, and the motion carried 6-0.

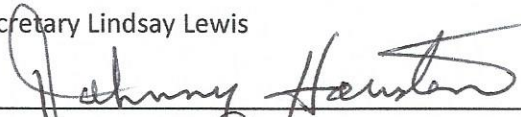
Regular session reconvened at 8:17pm.

Member Griffin made the motion to approve the December 2019 closed session minutes as presented. Member Saunders seconded the motion, and the motion carried 6-0.

Chairman Houston adjourned the regular session meeting at 8:17pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston



Secretary Billy Caudle

