

September 25, 2019

Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

Chairman Johnny Houston
Dr. Kuldeep Rawat

Steve Saunders
Billy Caudle

John Siemens
Rodney Walton

Exofficio

Sparty Hammet – County Manager

Staff

Airport Managing Director Gordon Rowell, Recording Secretary Lindsay Lewis

Visitors

Melissa Arles – USCG. Lisa Sharkey – USCG, Chris Day – Daily Advance,
Jonathan Brothers – Accountant, Tim Gruebel – Parrish & Partners,
Christian Lockemy – Economic Development, Dave Bush - Guest

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

Agenda - Member Caudle made the motion to approve the agenda as presented with the addition Expansion and Relocation of Industry and Personnel under closed session items. Member Saunders seconded the motion, and the motion carried 5-0.

Approval of the Minutes – Member Saunders made the motion to approve the August Regular Session minutes as recorded with the correction of removing Attorney Cox from Exofficio and recording as guest. Member Caudle seconded the motion, and the motion carried 5-0.

Public Comment – None

Special Presentation – None

Financial Report – Managing Director Rowell presented the August financials to the board having discussed with Member Walton. Rowell noted the NC Management Trust fund interest was added in a separate line item named NCMT for interest accrual tracking.

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

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

Hurricane Damage/Restoration: Rowell informed the board the Hurricane plan in place was effective but we did incur some damage to the awning. The insurance company provided a quote for repair that will be forwarded to the City since they insure the building.

Aviation Day: The flyers for the event have been made and sponsors lined up for the event October 5th from 9am-2pm. Rowell also informed the board there have been additional airplanes sign up to come to the event.

GSE: The delivery of the Tug and GPU should arrive by the end of October.

Remote Meetings: The camera for the remote meetings is currently on back order due to an equipment issue with the vendor.

C-130 Update: Rowell informed the board the C-130 is in negotiations to be moved as of today; they are working a contract.

Projects Update: Mr. Gruebel stated he met with Kim Hamby at Timmons Group on Aviation Phase 1 and the plans for the utilities and storm water are 60% complete. He states if the timeline works out, they hope to be able to have the project out to bid by a November to December timeframe.

THangar Repair: Mr. Gruebel stated they are still waiting close out of that project and have not received a bill from Barnhill.

Chairman's Report - Chairman Houston provided the board with a photo showing the ECG Airport logo has been added to the service truck for additional representation. He also informed the board the Airport has sent an official letter request to lease runway 1-19 to the Coast Guard and believes we are making good progress.

Board Comments

Ms. Arles spoke on behalf of Captain Meador informing the board they were just awarded 14.7million for the taxiway and lighting projects but they are still in the very early stages of the design build.

Member Saunders made the motion to go into closed session at 6:33pm for discussion of Expansion and Relocation of Industry and personnel items. Member Caudle seconded the motion, and the motion carried 5-0.

Regular session reconvened at 6:50pm.

Member Saunders made the motion to approve the August closed session minutes as recorded. Member Caudle seconded the motion, and the motion carried 5-0.

Chairman Houston adjourned the regular session meeting at 6:50pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston _____

Secretary Billy Caudle _____