

August 28, 2019

Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

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

Exofficio

Captain Meador

Staff

Airport Managing Director Gordon Rowell, Recording Secretary Lindsay Lewis

Visitors

Chris Day – Daily Advance, Jonathan Brothers (6:20pm) – Accountant, Tim Gruebel – Parrish & Partners,
Rod Lindsey – Timmons Group, County Attorney Mike Cox

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

Agenda - Member Griffin made the motion to approve the agenda as presented with the addition of Attorney Client Privileges under closed session items. Member Caudle seconded the motion, and the motion carried 6-0.

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

Public Comment – None

Special Presentation – None

Financial Report – Managing Director Rowell presented the July financials to the board being the first financial report of the fiscal year. The board requests a separate line item on the financial report that notes what the accrued interest on the NC Capital Management Fund is for tracking purposes on how that account is doing.

Rowell also stated to the board the end of fiscal year paperwork has been turned in to the auditor on time.

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

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

Block Grant Program: Rowell updated the new members on the Non Primary Entitlement Funds received annually from the Federal Aviation Administration that we are able to accrue for larger projects to our discretion. The new fiscal year funds should arrive sometime in November, and we still have our funds from last year. Rowell explained to the board the max reserve allowed is 4 years, after that time the funds will expire if not utilized.

GSE Purchase: Rowell informed the board he has located a refurbished Tug and Ground Power Unit from a reputable company that includes a 60 day warranty and free delivery from New Bern, NC. The total purchase would be \$70,940 and is accounted for in our current budget.

The board consents of the purchase with a motion made by Member Griffin to move forward as presented. Member Saunders seconded the motion, and the motion carried 6-0.

Remote Meetings: Rowell stated the equipment should arrive by the end of the week and the installer will come upon its arrival.

Member Saunders made the motion to approve the quote received from Kurobyte and move forward with install. Member Caudle seconded the motion, and the motion carried 5-0.

Projects Update: Mr. Gruebel stated the Aviation Phase 1 is currently in a hold pattern while the Timmons Group handles the local permitting required. They anticipate within the next 30-60 days making a 90% submittal to the DOA. He also noted to the board that start of construction this year does not seem likely with the DOA constraints in place at this time. There is possibly a 6 month delay and are currently still awaiting the State Budget.

Partner Connect Update: Mr. Gruebel reviewed with the board what is currently in place for our projects in Partner Connect, and also included some recommendations/ideas that could be potential additions on our next update to show continued expansion efforts.

Chairman's Report - Chairman Houston provided the board with his Lead Resource Person assignment and channel of information designations. He noted the Chairman will meet with the Managing Director at 2:30pm on Wednesdays, with the 4th Wednesday of the month being 4:30, to discuss any information the board has passed or needs to share.

Chairman Houston discussed the November and December meetings and how we typically hold a joint meeting for those months to accommodate for the Holidays.

Member Griffin made the motion to approve combining November and December meeting to one joint meeting to be held on December 11th. Member Saunders seconded the motion, and the motion carried 6-0.

Board Comments

Member Rawat discussed with the board the new FAA Designation for Part 41 at ECSU and provided a handout with the details.

Mr. Rowell informed the board the transportation companies timing is the last thing we are awaiting for the C-130 removal from the runway.

Member Griffin made the motion to go into closed session for Attorney Client Privileges. Member Siemens seconded the motion, and the motion carried 6-0.

Regular session reconvened at 7:02pm and was adjourned by Chairman Houston.

Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston

Secretary Billy Caudle

