

September 26, 2018

Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

Chairman Johnny Houston Donald Payne John Siemens
Steve Saunders Lloyd Griffin

Exofficio

USCG Randy Meador, County Manager Sparky Hammett, City Manager Rich Olson

Staff

Airport Managing Director Gordon Rowell, Recording Secretary Lindsay Lewis

Visitors

Jonathan Hawley – Daily Advance, Tim Grubel – Parrish and Partners, Jim Blankenship USCG Control Tower, Kevin Smith – AOPA, Dave Bush, Dr. Ruwat – ECSU, Michael Harrison – ECSU, Ananette Hudson – ECSU, James Young – ECSU, Alyn Goodson – ECSU, Dr. Karrie G. Dixon – ECSU Interim Chancellor

Call to Order - Chairman Houston called the regular session meeting to order at 6:00pm
Member Griffin made the motion to approve the agenda. Member Saunders seconded the motion, and the motion carried 4-0.

Approval of the Minutes - Member Griffin made the motion to approve the August regular session minutes as detailed by the recording secretary. Member Saunders seconded the motion, and the motion carried 4-0.

Public Comment – None

Special Presentation – ECSU

Dr. Karrie Dixon was introduced to the board and provided an overview of the presentation Dr. Ruwat would be giving to the board in regards to ECSU Aviation progress on strategic initiatives presented at last year's meeting. Dr. Ruwat provided the board with a pamphlet describing their Aviation Mission, Enrollment and Flight student number increases, growth elements and the significance of strong partnerships for future developments. Interim Chancellor and Dr. Ruwat mentioned the need for larger hangar space and would like to gather more information on the developing needs to present to the board in the near future.

Financial Report –

Member Payne reviewed the August financials to the board. He noted Xenith bank is charging a \$20 monthly fee to manage our funds and after reviewing other banks and discussing with Mr. Brothers, feel we should look at other options.

The board directed Mr. Rowell to look into the best options for banking and bring back to the board for discussion.

Member Payne made the motion to approve the financial report as presented. Member Saunders seconded the motion, and the motion carried 4-0.

Manager/Directors Report

Mr. Rowell discussed fuel sales with the board and noted our fuel numbers reflect double of what last year's numbers were. He expects the trend to continue with the Chinooks estimated to return the 29th of this month.

Snow and Ice/Hazardous Weather Plan: Mr. Rowell informed the board that the Hurricane Florence weather resulted in the airport being closed for two and a half days but the Hazardous Weather plan was implemented and worked well.

Projects: Mr. Gruebel informed the board the Master Plan is complete and has been signed by the DOA. They are awaiting a few signatures before forwarding to the FAA; copies of the narrative will be provided to the board.

T-Hangar Drainage: Mr. Gruebel stated the first approval level was passed today and in anticipation of the grants next week will need 3 separate approvals from the board. 1) Accept the State grant in the amount of \$291,480.00 2) Approve the Federal Non Primary grant funds to be released in the amount of \$34,848.54, and 3) Award the Taxiway Project to Barnhill Construction in the amount of \$239,760.60 so he is able to send the information to them as well. Mr. Olson and the board discussed the need for temporary repairs to be put in place if the project looks like it will not be completed by winter.

Member Saunders made the motion to accept the State Grant in the amount of \$291,480.00. Member Payne seconded the motion, and the motion carried 4-0.

Member Saunders made the motion to approve the Federal Non Primary grant funds in the amount of \$34,848.54. Member Payne seconded the motion, and the motion carried 4-0.

Member Saunders made the motion to award the Taxiway Drainage Rehabilitation project to Barnhill Construction. Member Payne seconded the motion, and the motion carried 4-0.

Chairman Report

Chairman Houston noted Mr. Olson will be emailing the USCG representative inquiring on the land contract to purchase status.

Chairman Houston informed the board that he will send board positions via email to all board members.

There is a 2018 Men of Excellence breakfast October 4th at the K.E. White Center and County Manager Sparky Hammett will be the speaker for any board members wanting to attend.

Regular session meeting schedule: Member Saunders made the motion to cancel the November 26, 2018 meeting and move the December 26th meeting up to December 12, 2018 to accommodate for Thanksgiving and Christmas schedules. Member Payne seconded the motion, and the motion carried 4-0.

Board Comments

USCG: Commander Meador informed the board that the inclement weather system plan worked well and was smooth coordination with Mr. Rowell; the USCG is continuing recovery efforts at this time.

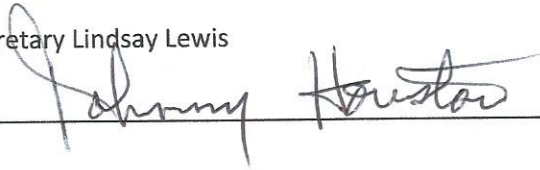
New Business

Hangar Rental Rates: Member Payne reviewed the highlights of previous discussions on hangar rental rates and the potential increase of \$25.00 per month. He noted there has not been an increase in over 10 years where other areas have been adjusted and we hold a high supply and demand for rental space. It was stated hangar rent and fuel are the only income factors for the airport. Member Siemens notes there are some aircraft utilizing hangar space that do not fly, have no annual inspections, are not registered, and uninsured. Those policies need to be strengthened for tenant usage since there is no added value or fuel sales coming from those inactive tenants. Member Griffin recommends Mr. Rowell to review the leases to verify registration, insurance and flying status on current tenants and enforce the appropriate policies. Member Siemens also reminded the board of hangar maintenance concerns that need to be addressed as well. Member Payne noted a maintenance plan needs to be in place and address concerns when issues are brought forward especially with income coming in from hangar rent, but those factors are separate from the rental rate and where it should be set. With the board being split and members absent, this item will be discussed and decided during a full board attendance. In the meantime, the board directs Mr. Rowell to generate a list of hangar leases and their renewal dates to work on creating a policy that may require airport personnel to do annual inspections with the tenant, and implement the policy set in place.

Chairman Houston adjourned the regular session meeting at 7:12pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston _____



Secretary Billy Caudle _____