

December 12, 2018

Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

Chairman Johnny Houston Donald Payne John Siemens
Steve Saunders Lloyd Griffin Orestes Gooden Billy Caudle

Exofficio

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

Staff

Airport Managing Director Gordon Rowell, Recording Secretary Lindsay Lewis

Visitors

Jonathan Hawley – Daily Advance, Jonathan Brothers – Accountant, Christian Lockamy – Economic Development, Tim Gruebel – Parrish & Partners, Jim Blankenship – USCG Air Tower, Derek Olinger – Parrish & Partners, Alyn Godson – ECSU, Dr. Rawat - ECSU

Call to Order - Chairman Houston called the regular session meeting to order at 6:00pm and thanked, along with the board, Parrish & Partners for our Holiday meal served tonight.

Member Saunders made the motion to approve the agenda. Member Payne seconded the motion, and the motion carried 6-0.

Approval of the Minutes - Member Saunders made the motion to approve the October regular session minutes as detailed by the recording secretary. Member Payne seconded the motion, and the motion carried 6-0.

Public Comment – None

Special Presentation – None

Financial Report

Member Payne reviewed October and November financials to the board and stated the audit paperwork has been completed and turned in on schedule and is currently at the LGC for approval; it is expected back sometime in December to be reviewed with the board at the January meeting.

Member Payne made the motion to approve October and November financials as presented. Member Griffin seconded the motion, and the motion carried 6-0.

Manager/Directors Report

Mr. Rowell reviewed October and November fuel sales with the board.

Hangar Inspections: Mr. Rowell reported the inspections have been completed and the airport has identified some issues that will be addressed. A rough draft inspection sheet has been created to house in the terminal to log and identify issues and repairs for better tracking purposes.

C-130 Update: Mr. Rowell stated that IAR has been contacted and have 60 days to remove the aircraft. The removal consists of cutting and removing the aircraft in sections and the airport will be notified of the removal plan once it is in place so the appropriate arrangements can be made.

Hangar Lights: Mr. Rowell informed the board LED lights have been installed on the inside and outside of the hangars and has received positive feedback from the tenants on the upgrade.

New T-Hangar Lease: Mr. Rowell provided electronically to the board the new lease agreement for their review and approval and has an updated version to present for approval with small changes. The board discussed additional items to include in the new lease agreement such as FAA hangar rules for guidelines, define fire extinguisher class requirements, and allowance of flammables in appropriate marked lockers. The board is to provide Mr. Rowell with documentation and wording for lease agreement additions. This item was tabled to be addressed at a later date.

Hangar Inspection/Airworthiness Update: Mr. Rowell noted there are two aircraft owners he has been unable to contact. One will be sent a certified letter, and the other has not responded to contact attempts yet but has still been sending payment for rent.

Projects Update: Mr. Gruebel updated the board on the T-Hangar Drainage Project progress noting that Barnhill has been contacted in attempt to have the flowable fill pumped in by winter. It has become too late to start the full project, but is working on trying to have that portion completed as soon as possible.

Mr. Gruebel also informed the board the DOT portal needs to be updated by the 28th to match up to our Master Plan projects. The State has eyes on our area and he notes the chance to get funding for the 119 rehab project looks to be promising if the leasing agreement goes through with the Coast Guard; he plans to include the lighting project as well.

Chairman's Report

Chairman Houston informed the board the NC Management Trust account set up has been completed utilizing \$1,000 for account opening.

Board Comments: None

Member Griffin made the motion to go into closed session at 6:45pm for discussion of Expansion and Relocation of Industry, Attorney Client Privileges, and Personnel. Member Payne seconded the motion, and the motion carried 6-0.

Regular session reconvened at 7:55pm.

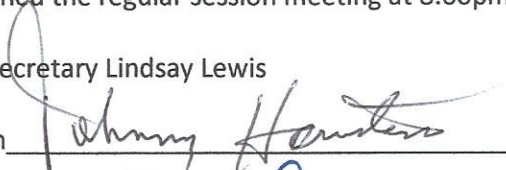
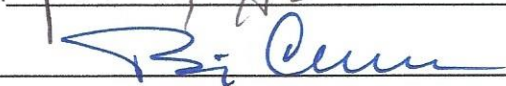
Member Griffin made the motion to approve the October 24, 2018 closed session minutes as presented in closed session. Member Saunders seconded the motion, and the motion carried 6-0.

Member Griffin made the motion to approve airport personnel holiday bonuses for Full-time employees of \$200, Part-Time employees of \$100, and Directing Manager of \$400. Member Saunders seconded the motion, and the motion carried 6-0.

Chairman Houston adjourned the regular session meeting at 8:00pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston

Secretary Billy Caudle