

February 24, 2021
Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

Chairman Johnny Houston Steve Saunders John Siemens
Billy Caudle Rodney Walton Lloyd Griffin Kuldeep Rawat (Video)

Exofficio

Montre Freeman – City Manager (Video), Sparty Hammett – County Manager (Video),
Commander Sherman – USCG (Video)

Staff

Airport Manager Scott Hinton

Visitors

Tim Gruebel – Parrish & Partners, Keith Overstreet, Charles Jordan – County Commissioner

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

Agenda – Member Walton made the motion to approve the agenda with no closed session required. Member Siemens seconded the motion, and the motion carried by roll call vote 6-0.

Approval of the Minutes – Member Caudle made the motion to approve the January 2021 regular session minutes as recorded. Member Griffin seconded the motion and the motion carried by roll call vote 6-0.

Public Comments: None

Special Presentations: None

Financial Report – Member Walton presented and reviewed the January 2021 financials with the board.

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

Managers Report – Mr. Hinton provided the board a spreadsheet on fuel sales and reviewed.

Projects Update: Mr. Gruebel updated the board on the Fuel Farm project stating the design phase was close to 90% complete. He informed the board he has received notice of funding for the taxi ways and site preparation for the ramps. The project is going to the DOT funding board meeting the first week of March 2021. This will be a \$2.7 million project with a \$300,000 local match requirement.

Chairman's Report – Chairman Houston reported to the board the vaccine rollout at the Airpark has been going well.

Board Comments – City Manager Freeman informed the board the City is working diligently on the wastewater treatment capacity issue concerning the Airport.

New Business – Manager Hinton discussed the Interlocal Agreement with the board stating his opinion is that it would be good to consider buying-out the interlocal agreement with the City of Elizabeth City. Doing so would clean up issues with sponsorship concerning the Airport Industrial Park and possible impediments to getting grants. The City could be paid out to then have the property and aviation account funds conveyed to the Authority. In order to buy-out the agreement, the board would need to pay the City \$418,000.00. The board discussed how the interlocal agreement works and also the pros and cons of a buy-out. Mr. Gruebel advised the board if they opt to proceed with the buy-out,

the Airport should follow the Department of Transportation procedures and utilize their advisement on the proper procedures.

Member Griffin made the motion to start discussions of the close out procedures of the interlocal agreement between the City of Elizabeth City and the Airport Authority. Member Walton seconded the motion.

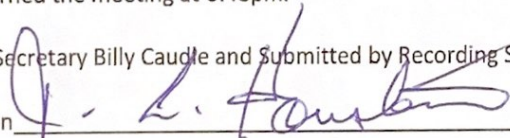
Discussions about the motion were to involve the City and County attorneys as well as Airport Authority attorney Tom Nash in the real estate transaction. Other discussion included time lines and the possibility of this being closed before our fiscal year ends.

The motion was brought to a vote and the motion carried 6-0.

Chairman Houston adjourned the meeting at 6:48pm.

Meeting notes taken by Secretary Billy Caudle and Submitted by Recording Secretary Lindsay Lewis.

Chairman Johnny Houston



Secretary Billy Caudle

