

**April 28, 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 (Video)
		Kuldeep Rawat (Video)

**Exofficio**

Montre Freeman – City Manager (Video)

**Staff**

Airport Manager Scott Hinton, Recording Secretary Lindsay Lewis, Operations Supervisor Kent Madden

**Visitors**

Tim Gruebel – Parrish & Partners, Orestes Gooden - ECSU

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

**Agenda** – Member Caudle made the motion to remove the Interlocal Agreement item from the agenda and approve with no closed session required. Member Walton 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 March 2021 regular session minutes as recorded. Member Saunders seconded the motion and the motion carried by roll call vote 6-0.

**Public Comments:** None

**Presentations:** None

**Financial Report** – Member Walton presented and reviewed the March 2021 financials with the board and reported that although there is minimal interest gained, the money market account is still performing better than the NCMT account would at this time.

Member Walton made the motion to approve the financial report as presented. Member Saunders 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.

T-Hangar Wait List – Member Saunders made the motion to approve the Airport Manager to prioritize the list as he sees fit with the best interest of the Airport in those decisions. Member Walton seconded the motion.

Member Siemens stated he does not support the reconfiguration of the waiting list unless it were to be implemented after the last person on the current waiting list was offered a hangar, and current wait list persons are made aware of the change. He also stated he is not in support of the recommendation to transfer hangar rental space with the purchase of plane that occupies a hangar currently.

The motion carried by majority in a roll call vote 5-1 with Member Siemens opposed.

**Projects Update:** Mr. Gruebel informs the board that as of yesterday the bid documents for the Fuel Farm project are in final review stages with the DOA. With concurrence to bid, Gruebel will coordinate with Scott Hinton on the advertising dates and advise the Daily Advance as well once that date has been determined. He states they will be jumping ahead of the Work Authorization a bit on the bidding and will include the engineer portion at the same time to make the process easier although it is a risk on their end. There will be a requirement for (3) bids at opening and if those are not received a one week rebid period will take place. Once that process is complete the award can be made.

Phase II Layout: Hinton spoke in reference to the vertical construction during phase II and is questioning now that Runway 1 19 is able to be rehabilitated, if the current plan is still the best use for this project. He has re-worked a plan that includes the potential to rent the current Airport Terminal building to ECSU and create a temporary facility for the Airport and Operations to construct a new Airport Terminal in that area that could include a new storage hangar area. Hinton presented the idea to the ECSU Chancellor and he was interested in seeing a layout for it because it would up their timeline for a facility. Hinton hopes to have either a concept of the new plan or a no-go by the next meeting to present.

Taxiway Construction: Hinton updated the board the construction for Taxiway Golf has started and the plan in place should keep the taxiway open with no shut down requirements.

**Chairman's Report** – Chairman Houston requested an update on the vaccine station across the street. Hinton informed him and the board that there was not enough traffic to need the larger space but it is still available should the need arise.

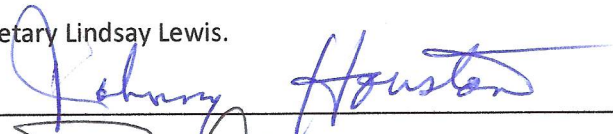
**Old Business -** Maintenance Hangar Lease: Hinton stated the lease is finally back from the State Property Office and the five changes received were accepted quickly. One of the changes sent to the board for review required the Hangar Maintenance be done by the Airport because the State will not approve maintenance on a building they do not own. John is still ok to do the routine maintenance in the building and there were no other issues stated.

Member Saunders made the motion to approve the Maintenance Hangar Lease. Member Caudle seconded the motion, and the motion carried by roll call vote 6-1.

Chairman Houston adjourned the meeting at 6:42pm.

Submitted by Recording Secretary Lindsay Lewis.

Chairman Johnny Houston



Secretary Billy Caudle

