

May 26, 2021
Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

Chairman Johnny Houston
Rodney Walton

Steve Saunders

John Siemens

Kuldeep Rawat (Video)

Staff

Airport Manager Scott Hinton, Recording Secretary Lindsay Lewis

Visitors

Tim Gruebel – Parrish & Partners, Hillary Crawford – Parrish & Partners, Keith Overstreet - Guest

Call to Order – Chairman Houston 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 4-0.

Approval of the Minutes - Member Saunders made the motion to approve the April 2021 regular session minutes with changes to section Phase II layout addressing the Chancellor as 'she' and adding Sanders behind John's name for clarification. Member Siemens seconded the motion and the motion carried by roll call vote 4-0.

Public Comments: None

Presentations: None

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

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 4-0.

Member Walton and Manager Hinton reviewed the Draft 2021/2022 budget with the board provided the worksheet breakdown and the Budget Ordinance that will be presented for approval during the Public Hearing and Budget approval next month.

Member Walton made the motion to call for a Public Hearing on June 23, 2021 for the 2021/2022 budget and approval of the budget draft. Member Rawat seconded the motion, and the motion carried by roll call vote 4-0.

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

Inter-Local agreement: Manager Hinton stated there is no Exofficio present for the discussion, but informs the board the inter-local agreement concerns will not be corrected before the end of the fiscal year. The FAA still shows the City as the sponsor for the Airport, and will need the transfer initiated by the City. Hinton will be attending the June 7th City Council meeting, along with Chairman Houston, for the City Manager to present the transfer of sponsorship to the Airport Authority. Hinton also plans to attend the City Council meeting two weeks later on the 21st for the date change of the inter-local agreement and the additional properties to be transferred.

Projects Update: Mr. Gruebel informs the board that the Fuel Farm pre-bid was today and had one attendee, Rebel Services, and that it is rare to get 3 potential bidders on the first go around. He stated the project timeline, once awarded is approximately 6months. Hinton stated there would be about a week shut down during the project, and may request another fuel truck from Titan if needed.

Phase II Layout: Hillary Crawford provided a preliminary rendering layout showing the vertical construction and 3 hangars feasibility. Hinton stated he has had discussion with the Chinooks and Coast Guard on potential placement for

them if the Airport moves to a larger terminal and leases the current terminal to ECSU. The Coast Guard is agreeable to a license for additional ramp space and the Chinooks were open to the alternate options as well.

Phase I: Mr. Gruebel stated the bid plans have been finalized and anticipates next week getting the 30 day period going and the Work Authorization approved. He also states any changes to Phase II plans would not change Phase I construction.

Gruebel also informed the board the Airport received another \$13,000 in C.A.R.E.S. Act funds with Hinton stating it is tied into the existing revenue item with no budget amendment needed.

Chairman's Report – Chairman Houston stated the Managers Review is coming due, and requested Member Saunders to start the process for implementation.

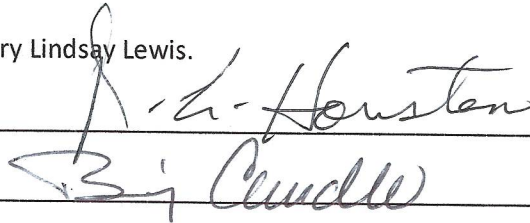
With Chairman Houston's status update request, Hinton informed the board the Economic Development Director position hiring has been suspended for 3-months with the current state of the City and there has only been one interview to date; he is looking forward to the position being filled.

Chairman Houston adjourned the meeting at 6:55pm.

Submitted by Recording Secretary Lindsay Lewis.

Chairman Johnny Houston _____

Secretary Billy Caudle _____

Handwritten signatures of Johnny Houston and Billy Caudle. The signature for Johnny Houston is written above the line for Chairman Johnny Houston, and the signature for Billy Caudle is written above the line for Secretary Billy Caudle.