

September 22, 2021
Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

Chairman Steve Saunders Lloyd Griffin Colbert Respass
Rodney Walton Billy Caudle

Staff

Airport Director Scott Hinton, Recording Secretary Lindsay Lewis

Visitors

Keith Overstreet – USCG, Jared England – USCG, Tim Gruebel – Parrish & Partners

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

Agenda – Member Caudle made the motion to approve the agenda no closed session items. Member Walton seconded the motion, and the motion carried 4-0.

Approval of the Minutes – Member Caudle made the motion to approve the August 2021 regular session minutes as recorded. Member Griffin seconded the motion, and the motion carried 4-0.

Public Comments: None

Presentations: None

Treasurer's Report – Member Griffin presented and reviewed the August financials with the board.

Member Griffin made the motion to approve the financial reports as presented. Member Walton seconded the motion, and the motion carried 4-0.

Managers Report – Director Hinton provided the board a spreadsheet on August fuel sales to review with the board. He also informed the board the City has provided a Courtesy Car to the airport. The car is a gold Impala in very nice condition with 125,000miles.

Government Fuel Contract: Director Hinton has renewed the government fuel contract for another 3-years with a \$.15 price increase per gallon.

Projects Update: Gruebel informed the board the Fuel Farm project has potential to be earmarked with State funds and is currently on hold for better placement of the project.

Phase I Project bids have been opened and Barnhill Contracting's bid review has been completed and are moving forward to officially issue the Award. The construction estimate was originally designed in 2018, and they have requested a \$127,000 inflation allowance. Gruebel states a change order can be issued for the fund request in later work stages of the project while the funds are going through so it does not hold up the start of the project.

Board Comments: USCG Facility Manager Jared England provides an update the LED Lighting and paving project are moving forward on schedule.

Old Business – Director Hinton informed the board the Airport Sponsorship letter between the City and the Airport has moved from the DOA to the FAA for action.

Charge Station: County Attorney Mike Cox has review the contract from Beta Technologies for the charging station placement at the Airport and found only one issue he requested is removed from the contract. Hinton stated Beta Technologies okayed the request and we are moving forward with executing the contract and placement of the station. They would like to have the station placed on the new ramp, and are working with Tim Gruebel for the appropriate placement and install.

New Business – ECSU Lease: The University has moved down to the Hangar last Thursday and are no longer occupying the Airport Terminal space. They have requested to terminate the existing lease that is in place for the terminal area until March 22, 2022 being they no longer have a need for the space. The termination will reduce income of \$625 for rent on that area in the contract.

Member Griffin made the motion to amend the current ECSU lease to reflect the change in rental termination removing the spaces in the terminal from the lease. Member Walton seconded the motion, and the motion carried 4-0.

Member Griffin and Director Hinton will be going to Greenville on October 13th to meet with Congressional Delegation on the Raise Grants coming through, in reference to the property across the road.

Member Caudle discussed Airport Day in Currituck on Saturday the 25th and that he will be attending as well as some of our Airports pilot's, Steve Saunders and Scott Hinton, flying for the event.

Chairman Saunders adjourned the regular session meeting at 6:33pm.

Submitted by Recording Secretary Lindsay Lewis.

Chairman Steve Saunders _____



Secretary Billy Caudle _____