

February 23, 2022
Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

Chairman Steve Saunders Colbert Respass Lloyd Griffin
Kuldeep Rawat Keith Teague

Exofficio

Interim City Manager Ralph Clark, County Manger Sparty Hammett

Staff

Airport Director Scott Hinton, Recording Secretary Lindsay Lewis

Visitors

Tim Gruebel – Parrish & Partners, Jeff Berry – Economic Development, Keith Overstreet

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

Agenda – Member Teague made the motion to approve the agenda with the Hinton’s added items C & D under the Managers report. Member Respass seconded the motion, and the motion carried 4-0.

Approval of the Minutes - Member Respass made the motion to approve the January 2022 regular session minutes as recorded. Member Teague seconded the motion, and the motion carried 4-0.

Public Comments: None

Presentations: None

Treasurer’s Report – Member Griffin presented and reviewed the January 2022 financials with the board.

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

Managers Report – Director Hinton provided the board a spreadsheet on January fuel sales to review with the board. He also stated CAA has still been trending upward.

Projects Update: Phase I Project – Gruebel informed the board that contingent upon supply chain delays, they hope to begin the project Mid-March.

WIA: Hinton has partnered with the EAA chapter locally and will provide \$100 once a month for their meetings to assist with food and cooking for the events; he will keep the board informed of when they are scheduled.

NEAAAT: Hinton informed the board that he has an Externship with one of the Coaches that plan to be here the week of March 15th for a field trip with the kids and the EAA Chapter Partnership to take them flying.

Monthly Meeting Schedule: Due to conflicts with events taking place in June and July, Hinton request those monthly meetings be amended to the 3rd Wednesday of the Month, being June 15th and July 20th.

Member Griffin made the motion to amend the monthly meeting schedule for June and July to the 15th and 20th respectively. Member Teague seconded the motion, and the motion carried 4-0.

BETA Agreement: Hinton informed the board the BETA contract was executed without board review because all the stated conditions from the previous meeting were met upon return of the contract.

Sponsorship: Hinton went before the council and the sponsorship request was agreed upon unanimously, with the Interim City Manager Clark being a great assist. A survey is to be completed within a week and Attorney Nash is getting the deed information to Attorney Bill Morgan. The inter-local agreement will be backdated to December 5th so here is no break in the timeline to meet FAA requirements.

Chairman's Report - Chairman Saunders shared his appreciation to Interim Manager Clark for his participation in aviation during his interim, and wishes him well as this will be his last meeting attended. Clark returned his gratitude to the board and discussed actions he has planned during his last few weeks to keep the forward movement he has strived for during his interim.

Board Comments – Member Griffin requests the Airport Manager to inquire on the ditch clean out for the Airport with DOT, and a timeline for completion.

Member Rawat provided an update on ECSU and upcoming events they have planned.

New Business – Audit Contract: Hinton provided the board with a year renewal contract with Donna Hollowell for approval. The fee has increased from \$5,800 to \$6,000 with no other changes.

Member Griffin made the motion to approve the audit contract renewal with Donna Hollowell as presented. Member Rawat seconded the motion, and the motion carried 4-0.

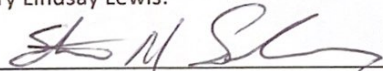
In review of the minutes for the 2021 audit review from October, there was an error stating there was a finding of segregation of duties, and the audit report stated there were no findings. Hinton requests an amendment to the October 2021 minutes on that item.

Member Griffin made the motion to amend the October 2021 minutes to state there were no findings on the 2021 audit. Member Rawat seconded the motion, and the motion carried 4-0.

Chairman Saunders adjourned the regular session meeting at 6:37pm.

Submitted by Recording Secretary Lindsay Lewis.

Chairman Steve Saunders



Secretary Billy Caudle

