

May 25, 2022
Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

Chairman Steve Saunders
Kuldeep Rawat

Colbert Respass
Rodney Walton

Lloyd Griffin (Remote)
Keith Teague

Exofficio

Interim City Manager Richard Hicks, Capt. Chip Lewin – USCG Air Station, County Attorney Mike Cox

Staff

Airport Director Scott Hinton, Recording Secretary Lindsay Lewis

Visitors

Tim Gruebel – Parrish & Partners, Jeff Berry – Economic Development, Peter Van-Chau – ECSU Intern

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

Agenda – Member Respass made the motion to approve the agenda with no closed session items. Member Teague seconded the motion, and the motion carried 5-0.

Approval of the Minutes - Member Teague made the motion to approve the March 2022 regular session minutes as recorded. Member Respass seconded the motion, and the motion carried 5-0.

Public Comments: None

Presentations: None

Treasurer's Report – Member Griffin reviewed the March and April 2022 financials that were presented to the board by Manager Hinton.

Member Griffin made the motion to approve the Financial Reports as presented. Member Walton seconded the motion, and the motion carried 5-0.

Proposed 2022-2023 Draft Budget: Manager Hinton reviewed the draft proposed 22/23 budget with the board and request a motion to accept the proposed FY budget in order to call for Public Hearing during the next regular session meeting.

Member Teague made the motion to accept the draft 2022/2023 proposed budget as presented. Member Respass seconded the motion, and the motion carried 5-0.

Member Walton made the motion to call for a Public Hearing on the 2022-2023 Proposed Budget June 15, 2022. Member Teague seconded the motion, and the motion carried 5-0.

Manager's Report – Hinton provided the board a spreadsheet for March and April fuel sales and reviewed with the board.

Projects Update: Phase I Project – Gruebel presented to the board Work Authorization #11 requiring approval where Barnhill has encountered unsuitable soil once the Topsoil was stripped and the area will be undercut and backfilled with clean sand to bring back to grade. Hinton and Gruebel also presented to the board an additional area at the N. Perimeter entrance to be added to the current scope increasing the area to 122,000 sq.ft. that more than doubles what we currently have down there. The additional cost estimate is \$556,000 with no match on the first \$500,000. The match

would be approximately \$6,000 on the increased scope of work. Gruebel will have it reviewed by the DOA and pending their concurrence can move forward with the new scope that falls under the existing permits.

Member Walton made the motion to approve Work Authorization #11 and pending DOA approval and concurrence approve the change order increasing the scope of work to 122,000sq.ft. with a 10% match from the Airport. Member Teague seconded the motion, and the motion carried 5-0.

Airpark: Jeff Berry informed the board that during the MRO Americas event he met three promising companies for placement at the Airpark across the street. He is currently waiting to hear back from a company with a business plan and is to provide more information to the ones requested for the needs and possibilities for placement.

Meeting Schedule: Hinton reminds the board the June regular session meeting will be held a week early on June 15th as previously approved.

Chairman's Report - Chairman Saunders welcomed the intern from ECSU and Hinton informed the board his internship is for 320 labor hours and receives a Salary paid by ECSU.

Board Comments – Capt. Lewin informed the board the Coast Guard Air Station has held an Operations Safety and Traffic Control briefing on concerns for traffic on the airfield. With ECSU growing and more movement on the airfield, they would like a Safety Council created with the Airport, ECSU, and the Coast Guard to monitor the safety and capacity limitations throughout the field.

Old Business – Sponsorship: Hinton informed the Board that the deed was filed yesterday meaning the Airport now owns the building and ramp. Next Wednesday the Mayor will sign the extended inter-local agreement in which the Airport will be able to move forward with the requirements for the City to Close out the fund agreements.

New Business – Flight School Lease: Hinton informed the board of a request from Ocean Breeze Flight Instruction for Single Operation, Single Instruction flight School to rent the back room for their operations. They will also have a rental Airplane they will keep on the ramp. Their lease will be for six-months with renewal options. Hinton has provided a 50% discount for the first 6-month lease, with renewal options being at the full rate.

Ex-Officio Membership – Hinton discussed the Enabling Legislation. Section 3 has not been updated in many years and suggests that the Ex-Officio membership of the board be updated to include a representative of Elizabeth City State University and that the title of the Coast Guard Commanding Officer be changed to the current title.

Member Teague made the motion to request the General Assembly amend the enabling legislation to include a Chancellor Appointed representative of Elizabeth City State University, additionally, Support Center Elizabeth City is to be changed to Base Elizabeth City. Member Walton seconded the motion, and the motion carried 5-0.

The board also stated that if the General Assembly requires a more specific title to provide Chair of Department of Aviation and Emergency Management as an alternate.

Chairman Saunders adjourned the regular session meeting at 7:08pm.

Submitted by Recording Secretary Lindsay Lewis.

Chairman Steve Saunders



Secretary Billy Caudle

