

June 15, 2022
Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

Chairman Steve Saunders Colbert Respass Lloyd Griffin
Rodney Walton Keith Teague

Exofficio

County Manager Sparty Hammet

Staff

Airport Director Scott Hinton, Talmadge Turner – Employee, Recording Secretary Lindsay Lewis

Visitors

Tim Gruebel – Parrish & Partners (Remote), Jeff Berry – Economic Development, Keith Overstreet - Guest

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

Agenda – Member Walton made the motion to approve the agenda as presented. Member Respass seconded the motion, and the motion carried 4-0.

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

Public Comments: None

Presentations: None

Public Hearing: Chairman Saunders called the Public Hearing for the 2022/2023 Budget open at 6:06pm.

No comments on the presented budget.

Chairman Saunders closed the Public Hearing at 6:07pm.

Treasurer's Report – Member Griffin reviewed the Financial Reports with the board and with this meeting being the last month of the fiscal year, noted there will be Budget Amendments needed that Hinton will be providing for review and approval.

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

Budget Amendments FY 2021/2022 - Hinton informed the board a budget amendment moving \$300,000 from Capital Outlay to Operating expenses will be needed for close out of the fiscal year. He noted that the amendment is largely due to the fuel price increases we have seen this year.

Member Walton made the motion to approve the Budget Amendment for Fiscal Year 2021/2022 as presented. Member Teague seconded the motion, and the motion carried 4-0.

2022-2023 Budget - Member Teague made the motion to approve the Fiscal Year 2022/2023 Budget as presented. Member Walton seconded the motion, and the motion carried 4-0.

Accountant Contract – Hinton presented the accountant contract renewal with John Brothers stating the services will remain the same, but he is requesting an additional \$100 per month in the renewal, and Brothers has not raised his prices since 2018. His services would be provided for \$1,350 a month for 1-year contract.

Member Walton made the motion to approve the accounting contract renewal with John Brothers for 1-year at the rate of \$1,350 per month. Member Respass seconded the motion, and the motion carried 4-0.

Manager's Report – Hinton provided the board a spreadsheet for May fuel sales and stated to date June is looking very well for fiscal year end close.

Projects Update: Phase I Project – Gruebel discussed the Phase 2 apron expansion stating the design plan is wrapping up and they will be getting that over to Barnhill, and there were a few utility revisions with the NCDEQ. Phase 1 construction should have the subgrade restored to the original grade by the end of the week. He stated that if there are no delivery issues with pipe/material, we should be running slightly ahead of schedule on the project. Gruebel also informed the board the final edge of the apron towards where the future box hangars are projected includes the expansion of the 122,000sqft on the work authorization.

Gruebel exited the meeting at 6:27pm.

Old Business – Sponsorship: Hinton informed the Board that the inter-local agreement was signed and executed yesterday, and he plans to have all the information to the DOA by the end of the week.

Member Griffin requested a follow up on maintenance of the ditches around the airport and the need for them to be cleaned out for proper drainage.

Member Griffin made the motion to go into closed session for the discussion of personnel pursuant to N.C.G.S. 143-318-11(a)(6). Member Respass seconded the motion, and the motion carried 4-0 with a 2-minute recess.

Regular session reconvened at 6:57pm.

Member Walton made the motion to adopt the County pay grades 12, 30, 40, and COLA scale to be effective 7/1/2022. Member Respass seconded the motion, and the motion carried 4-0.

Member Walton made the motion to increase the Airport Director's pay to \$92,000 effective 7/1/2022.

Chairman Saunders adjourned the regular session meeting at 7:01pm.

Submitted by Recording Secretary Lindsay Lewis.

Chairman Steve Saunders _____

Secretary (_____)

