

**September 28, 2022**  
**Elizabeth City Pasquotank County**  
**Airport Authority Regular Session Minutes**

**Board Members**

Chairman Steve Saunders      Kirk Rivers  
Keith Teague                      Lloyd Griffin

**Exofficio**

Interim City Manager Montique McClary, Asst. County Manager John Shannon, USCG XO Dave McLoughlin

**Staff**

Airport Director Scott Hinton, Recording Secretary Lindsay Lewis

**Visitors**

Tim Gruebel – Parrish & Partners

**Call to Order** – Chairman Saunders called the regular session meeting to order at 6:05pm.

**Agenda** – Member Rivers made the motion to amend item 12a – Conflict of Interest Policy to be presented after the Treasurer’s Report, and no closed session items. Member Griffin seconded the motion, and the motion carried 4-0.

**Approval of the Minutes** - Member Gruffin made the motion to approve the August 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 reviewed the August financial statement with the board. After review Member Griffin requested Manager Hinton to provide information of funds spent in the public relations account at the next meetings financial review.

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

**Manager’s Report** – Hinton provided the board a spreadsheet for August fuel sales for review and stated the Army and Airforce have been fueling at the Airport.

Budget Adjustments: Hinton informed the board the Budget Ordinance has been adjusted and balanced with the close out of the Aviation Parks funds. The adjustments included the City funds to the Airport Authority that were approximately \$139,276 and a check from the Aviation Park funds of \$570,019 will be distributed to the property owners at closing on October 5<sup>th</sup>; that price may be adjusted slightly for interest accumulated at closing. Attorney Bill Morgan is working with Perez on the deeds and once complete the sponsorship can be transferred once submitted to the State. The Coast Guard is to transfer the parking lot to the Airport Authority with a lease to the Coast Guard of approximately \$84,000. The adjustment also includes the ramp match of \$330,000.

Member Rivers made the motion to approve the amendment to the Budget Ordinance Numbers Adjustment as presented. Member Teague seconded the motion, and the motion carried 4-0.

12A Conflict of Interest Policy – Member Griffin made the motion to approve the Conflict-of-Interest Policy being submitted as a Board Policy. Member Rivers seconded the motion, and the motion carried 4-0.

Member Griffin exited the meeting at 6:25p.m. The board continued the regular session meeting sans Quorum.

Projects Update: Phase I Project – Gruebel informed the board Phase 1 stand-still remains due to pipe material delays for the structures with an estimated delivery time frame of November.

Phase II Project – Gruebel stated the project is progressing with B&M having relocated approximately half of the electrical services. The vertical/parking expansion design is waiting on the SCIF funds, and they are wrapping up the design on the Apron Expansion piece, Phase 2(a).

First In Flight Festival: Hinton informs the board he is receiving lots of support for the event scheduled November 5. The Coast Guard ALC and Air Station are providing support and Hinton has requested one of each Aircraft from the Coast Guard Fleet to be present. The board provides a consensus for Hinton to move forward with a plaque or coin design to hand out at the event to recognize the 50<sup>th</sup> anniversary milestone. Member Rivers will send some design ideas to Hinton that the City has utilized for prior events.

**Board Comments** – XO McLoughlin informs the board they are expecting several VIP's and air traffic for the upcoming 75<sup>th</sup> anniversary of ALC on October 27<sup>th</sup>. He also states the Coast Guard Marathon has been scheduled for March 2<sup>nd</sup> through 4<sup>th</sup> of 2023; possibility for runway closures during that event.

Interim City Manager McClary informed the board that "Project Boat" is currently underway with the City for a possible pump out and gas service station on the Elizabeth City side of the bridge; it has been CAMA approved. She also stated there is movement on the Rivershore Bridge project, and the City Manager Search is underway.

**New Business** – Personnel: Chairman Saunders informed the board that Gordon is retiring and will be leaving the Airport. Saunders and the board express their appreciation for his services and his presence will be missed around the terminal; a plaque will be presented to Gordon at the next meeting if he is able to attend.

Chairman Saunders adjourned the regular session meeting at 6:47pm.

Submitted by Recording Secretary Lindsay Lewis.

Chairman Steve Saunders \_\_\_\_\_  
Secretary Keith Teague \_\_\_\_\_