

February 22, 2023
Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

Chairman Steve Saunders Rodney Walton Keith Teague
Lloyd Griffin Colbert Respass Kirk Rivers Kuldeep Rawat

Exofficio

City Manager Montre Freeman, County Manager Sparty Hammett, USCG XO Dave McLoughlin

Staff

Airport Director Scott Hinton, Recording Secretary Lindsay Lewis

Visitors

Tim Gruebel – Parrish & Partners, Keith Overstreet - Guest

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

Agenda – Member Rivers made the motion to approve the agenda with the addition of item 12b for Parrish and Partners Work Authorization. Member Walton seconded the motion, and the motion carried 6-0.

Approval of the Minutes - Member Rivers made the motion to approve the January 2023 regular session minutes as recorded. Member Walton seconded the motion, and the motion carried 6-0.

Public Comments: None

Presentations: None

Treasurer's Report – Member Griffin reviewed the January financial statements with the board.

Member Griffin made the motion to approve the Financial Report as presented. Member Rivers seconded the motion, and the motion carried 6-0.

Manager's Report – Hinton provided the board a spreadsheet for January fuel sales for review and informed the board the Chinooks will return in March.

Projects Update: Phase 2 Project – Gruebel informed the board a progress meeting was held today with Barnhill and there is still a material delay for the concrete piping for under the ramp; should have an answer on delivery in 2-3weeks.

SCIF: Hinton informed the board they will attend a meeting with the General Assembly in March to work on the second half of the funding.

Work Authorization: Hinton states the Parrish and Partners proposed work authorization has been sent to the D.O.A. for them to assess the engineering fees associated with the project. He states this is required since we are unable to compete by price. Gruebel stated the proposal of fees included the Environmental Document for the entire project including the fuel farm, box hangars, etc.

Member Teague made the motion to approve execution of Work Authorization 14-19-12, pending approval from the D.O.A, for Phase 2B vertical construction. Member Walton seconded the motion, and the motion carried 6-0.

Chairman's Report – Chairman Saunders introduced part-time employee Maddy to the board who is a ECSU Pilot Student. Hinton and Saunders informed the board she applied for, and was awarded, the NCAA Scholarship.

Board Comments: XO McLoughlin informed the board the Commanding Officers Conference will be held soon and reminded the board of the Coast Guard Marathon coming up the first weekend in March.

County Manager Hammett stated the Board of Commissioners retreat is coming up Friday and one topic will be discussion of future use of the Hospital property.

City Manager Freeman stated the State of the City Address was held today and was aired on T.V.

ECSU, Member Rawat, informed the board that JetBlue and Delta are currently on-site in hopes to broaden airline partnerships with ECSU.

Old Business – ECPCEDC Service Contract: Hinton informed the board the Economic Development Commission approved the contract and Attorney Mike Cox is working on preparing that document. The contract will be retro to December 2022 and states Administrative Control will remain with the Airport Authority Board with Operational functions through Joe Peel. Once that contract is complete Hinton will present it to the board for final review and execution.

New Business - ECSU Gala – Hinton informed the board the Gala will be held March 11th and has tier levels of sponsorship possibilities. Hinton chose the \$2,500 tier level for the Airport that comes with 4 tickets to the event.

Member Respass made the motion to go into closed session at 6:37pm, with a 3 minute recess, for the discussion of Personnel and Industry pursuant to N.C.G.S. 143-318-11(a)(6). Member Walton seconded the motion, and the motion carried 6-0.

Regular session reconvened at 7:04pm.

Chairman Saunders adjourned the regular session meeting at 7:04pm.

Submitted by Recording Secretary Lindsay Lewis.

Chairman Steve Saunders _____

Secretary Keith Teague _____