

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

**Board Members**

Chairman Steve Saunders      Rodney Walton      Keith Teague  
Lloyd Griffin      Colbert Respass

**Exofficio**

City Manager Montre Freeman (6:18pm), Asst. County Manager John Shannon, USCG XO Dave McLoughlin

**Staff**

Airport Director Scott Hinton, Recording Secretary Lindsay Lewis

**Visitors**

Keith Overstreet - Guest

**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 closed session for the discussion of personnel. Member Walton seconded the motion, and the motion carried 4-0.

**Approval of the Minutes** - Member Walton made the motion to approve the February 2023 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 February financial statement with the board. He noted the payment to the City and the partial reimbursement are reflected in the financial statement provided.

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

Budget Amendment: Hinton presented the budget amendment to increase revenue to adjust for the ECPCEDC service contract and Airport Pay for Scott Hinton and added the SCIF funds with expected interest. The interest on those funds is to be used directly towards the project. The increase in revenue was offset in Capital Outlay and Personnel Expenditures on the Budget Ordinance. The amendment brings revenues to nearly 13 million.

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

**Manager's Report** – Hinton provided the board with a spreadsheet of February fuel sales for review.

SCIF: Hinton attended a meeting in Raleigh for a presentation on the SCIF funds. Once the house budget is finalized, we will know for certain what the fund allotment will be.

**Board Comments:** XO McLoughlin informed the board Coast Guard marathon provided a little over 1 million in economic impact for the community. He stated the turn out was great reaching 2,200 runners from all over the U.S. to participate. Next years Marathon will be held in April, the 6<sup>th</sup> and 7<sup>th</sup>, to allow for more participants without conflict of other marathons held during the same weekend.

City Manager Freeman stated the City is working on budgeting items. He also informed the board the Circus will be here April 17<sup>th</sup> and 18<sup>th</sup> at Enfield Park for Schools to attend. They are working on additional dates outside of those days for the public.

**Old Business –** ECPCEDC Service Contract: The contract has been approved by the County and is going before the City for action before it can be finalized. Hinton anticipates Kathy moving her office into the airport sometime in June or July.

**New Business -** Hinton informed the board we currently have a SECU intern who has his 3<sup>rd</sup> B.S. Degree, is a P.E. in N.C., holds a Finance Degree, an Army Vet, and has now decided to become a Pilot. The internship provides the airport 300 hours of paid labor while he gains his credits.

Member Respass made the motion to go into closed session at 6:34pm, with a 3-minute recess, for the discussion of Personnel pursuant to N.C.G.S. 143-318-11(6). Member Walton seconded the motion, and the motion carried 4-0.

Regular session reconvened at 6:38pm.

Chairman Saunders adjourned the regular session meeting at 6:38pm.

Submitted by Recording Secretary Lindsay Lewis.

Chairman Steve Saunders \_\_\_\_\_

Secretary Keith Teague \_\_\_\_\_