

May 24, 2023
Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

Chairman Steve Saunders
Lloyd Griffin (Remote)

Keith Teague (Remote)
Colbert Respass (6:05pm)

Exofficio

Asst. County Manager John Shannon, USCG CDR Dave McLoughlin

Staff

Airport Director Scott Hinton, Recording Secretary Lindsay Lewis

Visitors

Taylor Washington – Parrish and Partners, Mike Maudlin – Parrish and Partners, Keith Overstreet

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

Agenda – Member Teague made the motion to approve the agenda with no closed session. Member Griffin seconded the motion, and the motion carried 4-0.

Approval of the Minutes - Member Respass made the motion to approve the April 2023 regular session minutes as recorded. Member Griffin seconded the motion, and the motion carried 4-0.

Public Comments: None

Presentations: None

Treasurer's Report – Member Griffin reviewed the April financial statement with the board.

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

2023/2024 Budget: Hinton provide, and reviewed, line items for the 23/24 fiscal year budget associated with the Budget Ordinance proposed for approval.

Member Griffin made the motion to call for a Public Hearing at 6:05pm at the June 28th regular session meeting for discussion and approval of the 2023/2024 Fiscal Year budget. Member Respass seconded the motion, and the motion carried 4-0.

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

Projects: Phase 2 – Hinton updated the board the pipe has been delivered on to the site and is about 90% installed. Taylor Washington stated paving, light installation and placement are the next steps before apron and ramp construction will be installed.

SCIF & Design IFE: Hinton stated Sparty Hammet and himself have spoken with Delegates and do not see any issues with funding in the upcoming budget. Hinton held a Zoom meeting with D.O.A. to discuss the work authorizations and answer any comments or questions; It is out for IFE now, should be back in the next couple of weeks.

Member Respass made the motion to approve the SCIF Design Work Authorization contingent on the IFE returning within 10% of the engineering price offer from Parrish and Partners. Member Rawat seconded the motion and the motion carried 4-0.

Hinton also informed the board the Short-Wing Piper Fly-In is still scheduled for the last week of June with approximately 20 planes. The event will be held Monday – Friday the 26th to 30th of June.

Board Comments – McLoughlin informed the board the Runway 1-19 bid period has been extended through June 15th. He also inquired about the Rubber Removal from the runway with Hinton informing him he anticipates possible July '23 on getting that done; he and Hinton will have a conference to discuss further.

New Business - Meeting Times: Hinton proposed to the board changing the regular session meeting time to 9:00am as opposed to the 6:00pm meeting time still being held the 4th Wednesday of the month. After board discussion, they feel 8:30am may be an open time to hold the meetings and will discuss further in the June meeting for approval to possibly change the meeting time in July at the start of the new fiscal year if all members are in consensus.

Chairman Saunders adjourned the regular session meeting at 6:40pm.

Submitted by Recording Secretary Lindsay Lewis.

Chairman Steve Saunders _____

Secretary Keith Teague _____