

June 28, 2023
Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

Chairman Steve Saunders Keith Teague Kuldeep Rawat (Remote)
Lloyd Griffin (Remote) Colbert Respass Kirk Rivers

Exofficio

Asst. County Manager John Shannon, USCG CDR Dave McLoughlin

Staff

Airport Director Scott Hinton, Recording Secretary Lindsay Lewis

Visitors

Tim Gruebel – Parrish and Partners, Keith Overstreet

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 closed session for discussion of personnel. Member Respass seconded the motion, and the motion carried 5-0.

Approval of the Minutes - Member Teague made the motion to approve the May 2023 regular session minutes as recorded. Member Respass seconded the motion, and the motion carried 5-0.

Public Comments: None

Presentations: Chairman Saunders and members of the board presented Member Keith Teague with a plaque for his two years of service with the board.

Public Hearing – 23/24 Budget:

Chairman Saunders called the public hearing to order at 6:05pm.

No comments were presented.

Chairman Saunders closed the public hearing at 6:06pm.

Treasurer's Report – Hinton reviewed the May financial statement with the board.

Member Rivers made the motion to approve the Financial Report as presented. Member Teague seconded the motion, and the motion carried 5-0.

2023/2024 Budget: Member Rivers made the motion to approve the 2023/2024 Budget Ordinance as presented. Member Teague seconded the motion, and the motion carried 5-0.

Budget Amendment: Hinton presented a personnel line-item amendment for the 2022/2023 budget. He informed the board the personnel adjustment was needed due to the way the pay periods fell during the fiscal year.

Member Rivers made the motion to approve the amended 2022/2023 budget ordinance. Member Rawat seconded the motion, and the motion carried 5-0.

Manager's Report – Hinton provided the board with a spreadsheet of May fuel sales for review. He also informed the board the Coast Guard has sent a letter to DLA Energy on our behalf for Rapid Refill Services (Hot Fuel) to be provided at the Airport under our Government Fuel Contract.

Projects: Phase 2 – Gruebel informed the board the ramp has been paved but has one spot that needs to be fixed by Barnhill. He also noted that will be completed in time for the Short Wing Pipers event, and then they will return for piping and grouting. Gruebel stated they are still waiting for the utilities change order from Barnhill.

SCIF: Hinton informed the board he spoke to Hanig a couple weeks ago on his trip to Raleigh and we are still receiving positive feedback on the funding, it could be Mid-July time frame before we hear back on a vote.

Short Wing Pipers: Hinton stated there are 17-18 already here due to the weather earlier in the week.

Board Comments – McLoughlin informed the board July 14th will be the change of Command ceremony. He also inquired about the rubber removal on the runway and was informed that it was pushed off from July due to Fiscal Year issues with the contractor but are anticipating a September/October time-frame for that to be completed. McLoughlin continued by informing the board the Runway 1-19 proposals have been received and are being reviewed.

Old Business - Meeting Times: The board discussed the previously presented meeting time change for the regular session meetings. The board proposed holding the regular session meetings on the same scheduled day of the month, but having the time changed to 8:30am.

Member Rivers made the motion to approve the meeting time change for regular session meetings to 8:30am. Member Respass seconded the motion, and the motion carried 5-0.

Hinton requested to the board combining the July and August regular session meeting to be held on August 9th at 8:30am due to the Osh Kosh event he attends.

Member Rivers made the motion to approve combining the July and August meeting to August 9th. Member Teague seconded the motion, and the motion carried 5-0.

Hinton requested to the board combining the November and December regular session meetings to be held December 13th at 8:30am due to Holiday scheduling.

Member Rivers made the motion to approve combining November and December regular session meetings to one December 13, 2023 meeting. Member Teague seconded the motion, and the motion carried 5-0.

Sponsorship: Hinton informed the board he has a Sponsorship Transfer Assignment Agreement requested by the FAA to finalize the sponsorship transfer that states the Airport Authority assumes and assigns all responsibility, even by previous owner.

Member Rivers made the motion to approve execution of the Sponsorship Transfer Assignment Agreement. Member Teague seconded the motion, and the motion carried 5-0.

New Business: Hinton discussed with the board the need for an updated “pen and ink” Master Plan.

Member Teague made the motion to approve a Work Authorization with Parrish and Partners for a Pen and Ink Master Plan update pending the IFE approval. Member Respass seconded the motion, and the motion carried 5-0.

Board Membership: Chairman Saunders informed the board he has been re-appointed by the City for another 2-year term as Chairman of the Board. He also informed the board that the City appointed Chris Perry for the open board seat for the new term.

Member Rivers made the motion to go into closed session at 6:47pm for the discussion of personnel with a 2-minute recess. Member Respass seconded the motion, and the motion carried 5-0.

Regular session reconvened at 6:57pm.

Member Teague made the motion to approve a pay raise of 10% to Airport Manger Scott Hinton and a 5% pay increase to the Airport Employees. Member Respass seconded the motion, and the motion carried 5-0.

Chairman Saunders adjourned the regular session meeting at 6:59pm.

Submitted by Recording Secretary Lindsay Lewis.

Chairman Steve Saunders _____

Secretary Keith Teague _____

