

April 26, 2023
Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

Chairman Steve Saunders Keith Teague Kuldeep Rawat
Lloyd Griffin (Remote) Colbert Respass (6:05pm)

Exofficio

County Manager Sparty Hammett, USCG Jared England

Staff

Airport Director Scott Hinton, Recording Secretary Lindsay Lewis

Visitors

Tim Gruebel – Parrish and Partners, Rod Lindsey – Parrish and Partners, Mike Mauldin – Parrish and Partners

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 Respass seconded the motion, and the motion carried 4-0.

Approval of the Minutes - Member Rawat made the motion to approve the March 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 – Hinton reviewed the March financial statement with the board, noting we are 75% through the fiscal year.

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

SCIF Account: Hinton informed the board 100% of the SCIF funds have been moved to a Truist Investment Account, DRIFUS, with a 4.5% return.

Member Teague made the motion to approve the SCIF funds account. Member Respass seconded the motion, and the motion carried 4-0.

23/24 Draft Budget: Hinton informed the board the EDC Contract is included in the new budget. He also noted wages have been reduced due to 3 full-time employees, instead of 4, with some additional part-time employees, and are following the County on the Cost-of-Living increase. Hinton informed the board he will provide the final budget at the next regular session meeting and call for a Public Hearing for the June meeting.

Manager's Report – Hinton provided the board with a spreadsheet of March fuel sales for review noting the Chinooks have been at the Airport as well as ECSU flying more frequently.

Projects: Phase 2 – Gruebel informed the board Barnhill is back working and are currently getting ready for the subgrade aggregate and material for paving although there is still a delay in receiving the pipe. He also noted they are waiting for the Change Order from Barnhill for the change in the Utility Structure.

SCIF & Design IFE: Member Rawat informed the board that Ryan Strickland is the new contact for ESCU design needs. Hinton informed the board that the Work Authorization, for all design work from Parrish and Partners, and the Update to the A.L.P., land uses, alternate terminal hangar, potential fuel farm, etc., have been submitted to DOA for Authorization.

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.

Member Teague made the motion to approve the A.L.P. Work Authorization contingent on the IFE returning within 10% of the engineering price offer from Parrish and Partners. Member Respass seconded the motion, and the motion carried 4-0.

Chairman's Comments – Chairman Saunders informed the board there were 33 Young Eagles Flights through the N.E.A.T.T. program on Monday with 8 local aircraft participating.

Board Comments – USCG England stated he will inquire on the status of payment for the Parking Lot to the Airport on Hinton's behalf and provide an update. He also informed the board Primary site visits were held last week on the Runway 1-19 project last week and are on schedule for the project moving forward.

County Manager Hammett stated the County is working on a comprehensive land update to provide to CAMA and they are currently holding work sessions for the County Budget process.

Member Rawat stated ECSU is gearing up for their Summer Programs and will hold 2-week FAA Workforce Camps.

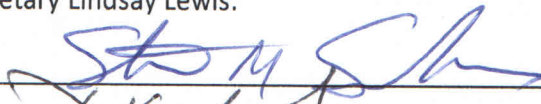
New Business - Farm Leases: Hinton informed the board that Gilbert Baccus farmed the 50 acres under the City without a lease because he maintained the property and kept it mowed, with Mickey Brothers farming the 30 acres on Weeksville Road. Now that the properties are in our possession, Hinton will draw up a lease with the renters at \$100 per acre to execute year-to-year.

Hinton also informed the board he was in Raleigh attending the N.C.A.A. Legislative Reception and members from the facility seemed confident we will receive the second half of the SCIF funds in the long session.

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

Submitted by Recording Secretary Lindsay Lewis.

Chairman Steve Saunders



Secretary Keith Teague

