

**August 9, 2023**  
**Elizabeth City Pasquotank County**  
**Airport Authority Regular Session Minutes**

**Board Members**

Chairman Steve Saunders                      Kirk Rivers  
Lloyd Griffin                      Colbert Respass (Remote)                      Chris Perry

**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 (Remote), Tim Barnett – Board Guest

**Call to Order** – Chairman Saunders called the regular session meeting to order at 8:30am.

**Agenda** – Member Rivers 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 Rivers made the motion to approve the June 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** – Griffin reviewed the June and July financial statements with the board.

Hinton informed the board he anticipates a vote from the General Assembly for the other half of the SCIF funds late next week.

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

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

**Projects:** Phase 2 – Gruebel informed the board that Barnhill and sub completed grouting on the ramp areas and are still awaiting the change order for the utilities re-design. Gruebel stated he is in the process of arranging a project kick-off meeting for SCIF and would like to hold it next Wednesday at the Airport if everyone is available, he will send a notice out if so. Waiting for sub consultant agreements to come back signed and then will send notice to proceed for survey and wet land delineations.

**Board Comments** – McLoughlin informed the board they are coming to the end of Change of Command season and Captain Catherine T. Carabine is the new C.O. for CG Airstation, with Commander Heidi Koski, who could not be present today, will be replacing Dave McLoughlin as the new Exofficio member for the board. He also stated there is no update for Runway 1-19 at this time. Final bids were received and the final bid considered came in over budget and was sent to Headquarters to determine how to proceed from here, it is still on track for 2024 to start the project with potential completion in 2025. He continued by stating NC Military Affairs Commission has reached out to them and are looking for some selectees in which the CG recently decided to recognize Scott Hinton as Defense Commissions Individual in Excellence Award for Community Host in consideration of the Partnership he has had with the CG. That event will take

place Sept 27<sup>th</sup>, Hinton will be receiving an invite to attend. Runway Rubber Removal: Hinton stated the General Assembly has not voted on the budget yet and in waiting he was informed the window has closed to request. He stated with uncertainty if the project will be awarded once the budget is approved, the Airport will honor that commitment we made and fund the maintenance so we can get it completed in the fall as anticipated.

City: Rivers informed the board the City will hold a Welcome Back Event for the College Students Aug 29<sup>th</sup> at Waterfront Park.

**Old Business -** Griffin inquired about attendance of the NCCC, NCMAC, meetings held Quarterly and if it would be beneficial to have someone appointed. The Director is to further explore a possible appointment by the board.

New Business - None

In lieu of new business, Hinton took the closing minutes of the meeting to inform the Board of his scheduled back surgery as he is debilitated to the point of using walking sticks. Considering his surgery and planned absence, Hinton informed the Board of his planned staffing changes. Lloyd Griffin suggested this information was best to be covered in closed session.

Griffin moved to amend the agenda and go into closed session. A consent vote placed the Board in closed session at 9:25 am.

Regular session reconvened at 9:40am.

Chairman Saunders adjourned the regular session meeting at 9:40am.

Submitted by Recording Secretary Lindsay Lewis.

Chairman Steve Saunders 

Board Secretary  9-27-23