

June 28, 2017

Elizabeth City Pasquotank County  
Airport Authority Regular Session Minutes

Board Members

Chairman Don Parks                      Orestes Gooden                      Tony Stimatz  
Steve Saunders                      Johnny Houston                      Donald Payne

Exofficio

County Manager Rodney Bunch, USCG Commander Meador

Staff

Airport Managing Director Gordon Rowell, Recording Secretary Lindsay Lewis, Airport Operations Kent Madden

Visitors

John Brothers – Accountant, Jonathan Hawley – Daily Advance, Jim Blankenship – USCG Control Tower, David Bush, Kevin Smith – AOPA, Frank Kennedy, Jenny Wong – Navy Annapolis Flight Center, Jason Bekanich, Jeff Kirby – Parrish and Partners, Joe Winslow, Bob Popp –Airfield Manager

Call to Order

Chairman Parks called the regular session meeting to order at 6:00pm.

Guests:

Frank Kennedy was introduced to the board and provided a bio and background information in aviation along with his purpose and approach for the Part 141 school to be located in Elizabeth City.

Commander Meador was introduced to the board and spoke of his background and being welcomed to the board.

Chairman's Report: Chairman Parks informed the board Member Payne and Member Gooden were reappointed Monday by the City for another term on the Airport Authority Board; the County appointed John Siemens in addition. Chairman Parks states this will be his last meeting serving as Chairman for the board, and Member Houston has been elected to serve as the Chairman for the upcoming term.

Approval of the Minutes

Member Stimatz informed the board in the New Business section of the April minutes, no motion was made to recuse Member Gooden from voting; therefore the only acceptable vote is yay or nay, resulting in a 4-0 yay vote and will need to be recorded as such.

Member Stimatz made the motion to approve the April regular session minutes with said changes. Member Payne seconded the motion, and the motion carried 5-0.

Financial Report

Financial Report: Member Payne reviewed the financials to the board.

Member Payne made the motion to approve the financials as reported. Member Saunders seconded the motion, and the motion carried 5-0.

Budget Amendments Current Fiscal Year: Mr. Rowell presented the board with the end of fiscal year budget amendment true up with changes made from discussions at the last meeting.

Member Saunders made the motion to approve the end of fiscal year budget amendments as presented. Member Payne seconded the motion, and the motion carried 5-0.

### **2017/2018 Budget**

Public Hearing:

Chairman Parks called the Elizabeth City Regional Airport 2017/2018 Fiscal Year Budget public hearing open at 6:25pm.

No comments or Questions were presented to the board.

Chairman Parks closed the public hearing at 6:25pm with no comments presented.

Member Stimatz made the motion to adopt the 2017/2018 budget with amendment to line item 310 to reflect the additional \$1,900.00 rent from Navy Annapolis, offset by line item 814. Member Saunders seconded said motion, and the motion carried 5-0.

### **Managers Report**

Mr. Rowell discussed fuel sales to the board and provided the fuel tracking charts and graphs.

Runway Closure: In late 2018 early 2019, runway 10-28 will be closed for repairs installing all new LED lights and lighting vault. Starting work on each end of the runway, approximately 1,700 feet, will still leave enough landing area for the C-130's however, when the project reaches the center of the runway, approximately 3,800ft that will require a complete closure of the runway for 90-120days. Various options are being discussed to mitigate the issues that will arise from the closure. The board discusses rehabilitation of runway 119, or a portion, in order to still allow traffic flow during the closure. This closure could push for the 119 rehab the airport has been working towards and may be obtainable with DOT Aviation not wanting to see a closure happen; this closure stresses the significance of rehabilitation. Mr. Kirby informed the board he spoke with Ms. Bingham, DOA, as has been asked for a rehabilitation plan for runway 119 in two phases 1) "Band-Aid" plan and 2) ultimate rehabilitation plan. The DOA is to pay for the work to develop the plan and wants to see process progression steps in order to develop the plan quickly. Scott Lawhorn will be the PM for Division of Aviation moving forward, and Interim Bingham will step down. They are pushing for the "Band-Aid" plan to be done under their maintenance plan which will cover 100% of the rehabilitation; Mr. Kirby will advise the outcome of those funds. The lease with the Coast Guard will need to be in place and finalized as the Airport Property in order to proceed.

Food Truck: Mr. Rowell stated Netty's food service has been here for a few weeks, and will continue to stay longer to get a good feel on how well it is working at this location.

Fuel Truck: The new 5,000gallon fuel truck is expected to be delivered on Monday.

Mr. Rowell informed the board the Police Department contacted him about support for the National Night Out the first Tuesday in August. We have no record of donating in the past, and feel there is no benefit to the airport unless in conjunction with ECSU if they plan to participate.

**Old Business**

Member Stimatz notes the bylaws on voting issues need to be provided. He recommends Mr. Rowell and himself reviewing the bylaws and set the policy in place to review with the board.

TIP: Mr. Kirby states the first step of the "wish list" items need to be submitted to the state. A current concept drawing and table graph were presented on current TIP items. The state has requested all TIP data to be updated by July 28<sup>th</sup>, so Mr. Kirby is asking the board for confirmed direction. There is no commitment of funds in this stage of submission; it is simply a placeholder for projects we may foresee that may be updated at any time. The board requests items 4 & 5 be listed as 2 & 3 respectively, and the rest can follow in line.

Member Stimatz made the motion to approve the TIP Partner Connect upload with said changes. Member Payne seconded the motion, and the motion carried 5-0.

Member Houston made the motion at 7:25pm to go in to closed session for the discussion of Business Development. Member Stimatz seconded the motion, and the motion carried 5-0.

Regular session reconvened at 7:45pm.

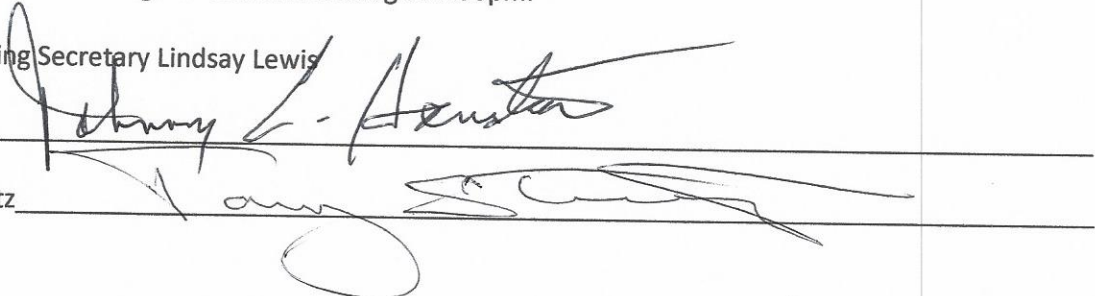
Chairman Parks states to the board he has enjoyed his 10years serving the Airport, and hopes to see the ship still heading in the right direction. He wishes Member Houston well on his term as Chairman. Member Houston spoke of Chairman Parks and his appreciation of his excellent model of leadership.

Chairman Parks adjourned the regular session meeting at 7:50pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Don Parks

Secretary Tony Stimatz



The image shows two handwritten signatures. The first signature, for Chairman Don Parks, is written over a horizontal line. The second signature, for Secretary Tony Stimatz, is written over another horizontal line. The signatures are in black ink and appear to be cursive or semi-cursive.