

April 26, 2017

Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

Vice Chairman Orestes Gooden

Lloyd Griffin

Tony Stimatz

Steve Saunders

Johnny Houston

Donald Payne

Exofficio

City Manager Rich Olson, County Manager Rodney Bunch

Staff

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

Visitors

Wayne Harris – Economic Development, John Brothers – Accountant, Matt & Mason Spruill – Audit,
Jonathan Hawley – Daily Advance, Jim Blankenship – USCG Control Tower

Call to Order

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

Approval of the Minutes

Member Saunders made the motion to approve the March 2017 regular session minutes as recorded. Member Payne seconded the motion, and the motion carried 5-0.

Financial Report

Financial Report: Member Payne reviewed the financials to the board and stated the audit is prepared for review this evening, and if approved, all items of concern that were noted prior should be cleared by end of fiscal year.

Member Griffin made the motion to approve the financial report as presented. Member Stimatz seconded the motion, and the motion carried 5-0.

Audit Report: Mr. Spruill informed the board that if the audit is to be posted for public purposes, it will have to be displayed in its entirety; no select portions are permissible. He continued to state we were required to perform a single audit this year, which includes a general report and a government reporting style. For the government reporting standards, the reoccurring internal control issues were the only finding due to small staffing. On the general reporting material weaknesses were noted as: a) internal control deficiency (reoccurring) b) segregation of duties c) receivables d) payables. Mr. Spruill noted the receivable and payable finding related to the construction grant not noted on the books properly and the Manager and Accountant will need to collaborate in July to ensure all monies are recorded properly and have all data provided in order to do so. Another area that will need to be revisited is the re-evaluation of depreciation terms for the airport. These terms are set by the airport in review with the accountant and will need to be addressed. Mr. Spruill notes these are the corrective action plan suggestions based on the audit, and Mr. Rowell will need to provide a response letter in accordance.

Member Saunders made the motion to have a reoccurring June working session every year as an agenda item to review financials and other pertinent information to have all items in order prior to the end of the fiscal year. Member Stimatz seconded the motion, and the motion carried 5-0.

Member Saunders made the motion to formally adopt the audit report as presented by CPA Mason Spruill. Member Stimatz seconded the 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.

Pinehurst Update: Mr. Rowell stated good conversation was held in government funding and NCDOT talks resulting in a visit from Bobby Walston, Jeff Kirby, John Arnold and Rachel Bingham at the airport on Monday. Future projects were discussed and it was stressed the Master Plan needs to be completed and in place in order to determine the grant allowances from them on these items; Mr. Kirby is working on getting a status on the Master Plan. Another concern of theirs was the Airfield Joint Use agreement with the USCG and would like to see a more updated and current copy in place. This item was completed in mid-year 2014 and Mr. Rowell is to locate the current agreement to provide to NCDOT for clarity.

Property Update: Mr. Rowell informed the board the proper maps have been received and a work session should be called to review. Mr. Olson states the options on the properties is up for renewal by May 31st. It has been 3years now, so there is no issue in doing so, but will have to be done by the date noted.

Fuel Spill Reimbursement: Mr. Rowell stated the Coast Guard denied the reimbursement request due to the sample results tied to the McCarthy truck; they will only provide refund in a no-fault incident.

Budget 2017/2018: Mr. Rowell states the budget will be prepared for next month to review and accept for the next fiscal year.

Member Griffin made the motion to call for a budget public hearing on June 28th at 6:00pm. Member Stimatz seconded the motion, and the motion carried 5-0.

Member Stimatz made the motion to go in to closed session for contract negotiations. Member Houston seconded the motion, and the motion carried 5-0.

Regular session reconvened at 7:20pm.

Member Stimatz made the motion to renew the contract with our current auditor for one year and provide a schedule for swift delivery of materials. Member Payne seconded the motion, and the motion carried 5-0.

Submitted by recording secretary Lindsay Lewis

Chairman Don Parks 

Secretary Tony Stimatz 