

July 26, 2017

Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

Chairman Johnny Houston	Orestes Gooden	Tony Stimatz
Steve Saunders	John Siemens	Donald Payne
		Lloyd Griffin (Remote)

Exofficio

County Manager Rodney Bunch, USCG Commander Meador

Staff

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

Visitors

Jonathan Hawley – Daily Advance, Jim Blankenship – USCG Control Tower, David Bush, Kevin Smith – AOPA,
Jim Blankenship – USCG Airfield, Joe Mehallic – Telephonics, Kayla Severino – USDA,
Wayne Harris – Economic Development

Call to Order

Chairman Houston called the regular session meeting to order at 6:00pm and introduced the newest board member, John Siemens, to the authority stating he has already been sworn in to his position. Member Siemens provided his introduction and background to the board.

Chairman remarks included thanking the County for his appointment as Chairman, and noted that during his few years on the board he had come to appreciate the important work being done and plans to help guide fellow board members to move forward the business of the board with continued dedication.

Approval of the Minutes

Member Saunders made the motion to approve the June 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.

Member Payne informed the board the accountant is scheduled to have the audit documents to Matt and Mason Spruill by August 22nd, with the Auditor providing a finished audit to the Board in October; this will be the first audit received in the same fiscal-year end.

Member Stimatz notes the board still needs an explanation provided of line items “deferred inflow and deferred outflow” on the 2016/2017 financial reporting. Member Payne stated those items will not be included on the new fiscal year budget financials, but will clarify from Mr. Brothers the purpose of those line items and email the outcome to the board members.

Member Payne made the motion to approve the financial report as presented. 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.

Runway 119 Update: Mr. Rowell and Commander Meador shared with the board there is no new news at this time but are active meetings regarding the issues at hand. The Runway 10-28 closure is weighing many options for the most efficient economic impact, including adding a possible night shift as well as extending the project out further to the year 2020 with multiyear funds.

Property Priorities: Mr. Rowell has the mapping ready, but request deferring to the next meeting in order for Mr. Olson to attend.

Eastern Aviation Fuel Audit: Mr. Rowell reports the Airport received 4 out of 5 stars for our fueling audit noting Eastern Aviation does not award 5 stars to nearly anyone, so that is an excellent rating. The DLA will be inspecting government contract fueling and the new 5,000gallon gas truck will be inspected at that time.

Mr. Rowell informs the board the Greenville Airport is currently renewing their ramps and taxiways and he has made connections to obtain the lighting they will be disposing of. There is no cost to the Airport, but we will need to retrieve them ourselves; possibly a few trips using the pickup truck. The board discusses if there is a need for it before making the trips to obtain the items but concurs even if there is no current need for them, storage is available until a project arises they will be useful for.

BASH (Bird Air Strike Hazard) Report: Ms. Severino reports in her one-year at the Airport there have been a total of 30,000 harassments and have noticed a significant down drop in habitation near the area but will be looking closer with migration time approaching; she is still currently assisting the City on the rodent and ditching issues.

Chairman Report

Chairman Houston provided the board with two handouts and encouraged board members to review the Ratified Bill that sets board member expectations and the procedures the airport is to be governed by. In one of the handouts Chairman Houston proposed to the board, in detail, is the authority establishing four standing committees with each individual committee holding its own Chair and Vice Chair person. Member Stimatz noted the state law would require each standing committee be subject to individual meeting standards and feels would create unnecessary overhead with Member Griffin adding it is best for all members to be present on each issue instead of individual committees. Chairman Houston stated his agreement in that he would not want to complicate the meetings and generate more duties than necessary and is not pushing for the committees but wants a lead person and alternate person assigned to certain issues on the board. Chairman Houston is going to email a list of areas he would like a Lead and Alternate assigned and request the members to respond with the area they choose to designate themselves to. Any areas left empty will be assigned to a member by the Chairman.

Old Business

Member Stimatz notes he is currently working with Mr. Rowell on the bylaws for the board and hopes to have a draft provided by the September meeting.

New Business

Mr. Rowell informs the board there has been several request for lavatory services from the incoming traffic at the airport. His proposal is to purchase a 35gallon lavatory cart in the amount of \$4,000 charging a \$100 fee for each service provided; in time the cart will pay for itself.

Member Stimatz made the motion to authorize the Managing Director to purchase a 35gallon lavatory cart and add a \$100 service fee to the schedule of fees. Member Saunders seconded the motion, and the motion carried 5-0.

Member Stimatz made the motion to go in to closed session at 7:20pm for the discussion of Economic Development, Expansion and Relocation of Industry, and approval of the closed session minutes. Member Saunders seconded the motion, and the motion carried 5-0.

Regular session reconvened at 7:40pm.

Chairman Report Continued: Chairman Houston speaks to the board on client relations with Frank Kennedy and his concern of the Part 141 Flight School sign located on the exterior premises of the Airport. Chairman Houston stated that section 11 of the lease indicated no signs are permitted on the exterior of the lease premises without written permission from the Airport Authority. Upon the boards inquiry it was noted previous Chairman Parks had approved the sign, however it was not documented in writing and written permission is required to be permissible. Chairman Houston states the sign needs to be removed, as well as the interior signs placed on the door of the rented area until written permission is requested and approved by the board. The location of the sign is brought into question and is noted there is no zoning issue because it is federal property but needs to be determined if that side of the ditch belongs to DOT. County Manager Bunch states to the board if that portion of the road belongs to DOT as suggested, then it is not in the airports authority to request the removal of the sign; Mr. Rowell is to determine the ownership of the location.

Member Stimatz made the motion directing the Managing Director to inform Frank Kennedy the sign will need to be removed within 48hours, or will be removed by other means, as it is not in accordance with the lease agreement and directs the Managing Director there are to be no other signs on Airport Property until a sign policy is in place, or in accordance with the lease that written permission is granted by the board. Member Saunders seconded the motion, and the motion carried 5-0.

Chairman Houston adjourned the regular session meeting at 8:05pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston _____

Secretary Tony Stimatz _____

