

October 25, 2017

Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

Chairman Johnny Houston	Orestes Gooden	Tony Stimatz (remote)
Steve Saunders	John Siemens	Lloyd Griffin (remote)

Exofficio

County Manager Rodney Bunch, USCG Commander Meador

Staff

Airport Managing Director Gordon Rowell, Recording Secretary Lindsay Lewis

Visitors

Jonathan Hawley – Daily Advance, David Bush, Kevin Smith – AOPA,
Wayne Harris – Economic Development, John Brothers – Accountant, Tim Gruebel – Parrish & Partners, Michael
Floyd – Parrish & Partners, Ed Searl, Mark Honeycutt – Instructor, John Sanders Jr. – Sanders Aviation,
Jay Isbell – OBX Aviation

Call to Order

Chairman Houston called the regular session meeting to order at 6:15pm

Member Saunders made the motion to approve the agenda. Member Gooden seconded the motion, and the motion carried 5-0.

Public Comment

Mr. Isbell spoke of his concerns regarding the recent signage removal request at the airport noting sections of his current lease agreement which states there is only a violation of signage if there is offensive material in which it will be removed. He states there have been no other restrictions amended to his contract since 2006 and to enforce such a change would be a violation of his lease. He requests any OBX Aviation signage chosen be granted as long as it does not contain offensive material per his contract.

Approval of the Minutes

Member Saunders made the motion to approve the October regular session minutes as detailed by the recording secretary. Member Gooden seconded the motion, and the motion carried 5-0.

Financial Report

Financial Report: Director Rowell reviewed the financials to the board and noted the depreciation expenses are accrued monthly now as opposed to an auditor adjustment at the end of the year; the end result will be the same.

Member Gooden made the motion to approve the financial report as presented. Member Saunders 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 1/19 Update: Mr. Gruebel stated to the board they are working on the 2phase analysis requested by the State. The Division of Aviation is proposing to do the analysis at their cost with State Funds, but is also asking for a 5-year band aid plan for cost comparison to the 4 month shut down band aid. He noted they are very optimistic on their resources direction, and the State is really pushing to make this happen.

Sign Policy: Mr. Rowell and Member Stimatz have provided the board with a rough draft for review prior to the meeting. He states there are small changes to be made and will coordinate with Mr. Olson on the proper terminology. There were several changes requested that have not been presented to all board members, and the members requested this item be tabled until the next meeting so they are up to speed on the change requests.

Member Saunders made the motion to table the Sign Policy until the next scheduled meeting. Member Gooden seconded the motion, and the motion carried 5-0.

T-Hangar Drainage Rehab: NCDOT requested changes to the scope to now fall under the independent fee evaluation initially, then a design grant from the non-entitlement funds will be utilized. Mr. Gruebel will notify the board as soon as we are ok to move forward.

ECSU Request: Mr. Rowell presented a letter he received to the board requesting sponsorship donations from the National Intercollegiate Flying Association (NIFA) from the ESCU flight team for a safety conference being held in early November 2017.

Member Saunders made the motion to approve \$250 donation pending clarification from legal our contribution is permissible. Member Gooden seconded the motion, and the motion carried 5-0.

Chairman Report

Financial Officer: Chairman Houston informed the board a financial officer was not officially designated Board, and we need to have that in place.

Member Saunders made the motion the Board Financial Officer be designated as the Operations Supervisor of the Airport, currently Kent Madden. Member Gooden seconded the motion, and the motion carried 5-0.

Rules of Procedure: Member Stimatz received some board feedback from Mr. Rowell's email on the Rules of Procedure, and the Chairman's suggestions as well. The appendix rules of closed session were not attached and Mr. Rowell will be sending that, as well as the feedback suggestions to everyone prior to next meeting. The board feels the document, and requested suggestions discussed, are not in line with the way we have been conducting business at the airport, and needs some attention. The verbiage, terminology and grammar need to be reviewed as well, with Member Griffin stating he will also review the document with Attorney Mike Cox for input.

Member Gooden made the motion to table the Rules and Procedures item. Member Saunders seconded the motion, and the motion carried 5-0.

USCG Report

Commander Meador reviewed a letter with the board referencing the ongoing annual renewal of licensing with the Coast Guard for ramp access. Member Griffin stated Mr. Olson may have the best input on the approach for renewal with the changes and transition zones in place when the renewal was done. Commander Meador will review and clarify action to take with Mr. Olson prior to the December 31st deadline.

Commander Meador also provides the board with an unofficial update for runway 10/28 stating the request for the center line lights has been rescinded from the lighting overhaul and if that is the case would alleviate the 4 month closure. He will be able to provide the board more information once he receives clarification.

Old Business

Master Plan Update: Mike Floyd with Parrish & Partners provided the board with the Master Plan presentation and current status. Presentation Topics included: Major Tasks, Study Process (phase 1 & 2 break line), Airfield Requirements Recap, Building Area Requirements Recap, Airfield Alternatives, Land Use Alternatives, General Aviation Facilities Alternatives, CAP Improvement Progress – 5year, 6-10 year and 11-20 year, Financial Feasibility Overview, Environmental Overview, Aircraft Noise Overlay, FAR Part 77 Airspace Overlay, Future (20yr) Airport Layout Plan, Ultimate Airport Layout Plan, and Scenario Planning. Mr. Floyd continued by stating the next steps to take are:

- October 31st TAC Briefing from 10:00am – 12:00pm
- Provide a technical report and ALP set
- Submit the Final Draft, Technical Report and ALP set for comment
- Submit to FAA through OE/AAA portal for review and comment
- Incorporate comments then submit final report and ALP set for approval
- Prepare executed summary brochure
- Project Close-Out (forecasted for end of January)

New Business

Member Saunders proposed holding the November and December regular session meetings in combination on December 13, 2017. Member Gooden seconded the motion, and the motion carried 5-0.

No closed session business was requested or needed.

Chairman Houston adjourned the regular session meeting at 8:15pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston

Secretary Tony Stimatz

