

December 13, 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

Exofficio

City Manager Rich Olson, County Manager Rodney Bunch, USCG Commander Meador

Staff

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

Visitors

Jonathan Hawley – Daily Advance, Wayne Harris – Economic Development, John Brothers – Accountant, Tim Gruebel – Parrish & Partners, John Sanders Jr. – Sanders Aviation, Kevin Smith – AOPA, Matt & Mason Spruill – Audit Accounting, Joe Mehalic – Telephonics, Jim Blankenship – USCG Control Tower

Call to Order

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

Member Stimatz made the motion to approve the agenda. Member Payne seconded the motion, and the motion carried 6-0.

Public Comment

None

Approval of the Minutes

Member Stimatz 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 6-0.

Financial Report

Audit: Mason Spruill reviewed the audit report with the board and stated the Accountants Report had no exceptions. On the Government Auditing Standards, the internal control and compliance was a reoccurring finding stating lack of segregation of duties and failure to authorize a financial officer in the July month. The board will need to provide the minutes showing that appointment was determined and bind Financial Officer to the LGC.

Member Stimatz made the motion to approve the audit report as presented. Member Griffin seconded the motion, and the motion carried 6-0. Matt and Mason Spruill exited the meeting after their report was complete and approved.

Financial Report: Member Payne reviewed the financials to the board for October and November months. The board members and Mr. Olson requested accountant John Brothers to provide Mr. Rowell the depreciation schedule for review of the numbers included in that line item for any adjustments that may need to be made; feel the number may be reflecting too high.

Member Saunders made the motion to approve the financial reports as presented. Member Payne seconded the motion, and the motion carried 6-0.

Managers Report

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

Runway 1/19 Update: Mr. Gruebel stated to the board notice to proceed has been received from the State. There will be a study of the two phases with all aircraft in the fence area that could be used. The Geotechnical work will start Monday with Bob Popp and Tim Gruebel in attendance.

Sign Policy: Mr. Rowell and Member Stimatz stated all members received the sign policy prior to tonight's meeting and called for discussion. Mr. Rowell noted that he spoke with County Attorney Mike Cox and he saw no issues with the verbiage and it does not invalidate Mr. Isabel's lease agreement concerns. The board had several concerns on grammar and word repetitiveness calling for several amendments to be requested.

Member Payne made the motion to table the sign policy item until the next meeting in order to clarify all the amendments being requested. Member Stimatz seconded the motion, and the motion carried 6-0. Member Griffin is to email his change requests to all members for review.

T-Hangar Drainage Rehab: Mr. Gruebel informed the board he has just received the scope and fee from the State for the project, and the figure reduced a couple hundred dollars. The new work authorization is in place reflecting those numbers and can now move forward with the geotechnical work in order to get started on the design.

Mr. Rowell informed the board he will be emailing the board members with the ECG Airport Authority 20year Master Plan Public Hearing Brochure for their review.

Projects Update: Mr. Gruebel stated the ramp grant close out has not been successful and is still working on Barnhill to provide the paperwork needed in order to close the grant. He recommends to the Airport Authority to send a stern certified letter requesting they move on providing that documentation being they have been paid 100% for the work completed; Mr. Gruebel will draft the letter for the Airport Authority.

Member Stimatz made the motion to authorize the Chairman to send said letter to Barnhill requesting the close out documentation needed. Member Payne seconded the motion, and the motion carried 6-0.

Kennedy Lease: Mr. Rowell received an email requesting extra time on revisiting the lease agreement due to a family emergency that hindered Mr. Kennedy's attendance and recommends giving Mr. Kennedy until the end of the fiscal year for his lease review due to the circumstances.

Member Payne made the motion to extend Frank Kennedy's lease until the end of the fiscal year, at which time it will be reviewed for renewal options. Member Griffin seconded the motion, and the motion carried 6-0.

Chairman Report

Holiday Authority Gathering: Chairman Houston stated the Authority gathering in conjunction with Saunders hangars on December 16th will need a motion of approval if alcohol will be allowed for the event. Mr. Olson informs the board that is airport property so the authorization will have to come from an Airport Authority vote.

Member Stimatz made the motion for the Saunders Holiday Gathering to hold alcoholic beverages on the premises with verification we are authorized to do so. Member Payne seconded the motion, and the motion carried 6-0.

Member Saunders authorized spending \$200, per the Managing Directors request, in support of holding the event. Member Stimatz seconded the motion, and the motion carried 6-0.

Rules of Procedure: Member Stimatz provided the board with the final draft version for the board to conduct their meetings with.

Member Stimatz made the motion to adopt the Rules and Procedures version provided. Member Payne seconded the motion, and the motion carried 6-0.

The adopted Rules and Procedures was open to the board for discussion. The following amendments were requested:

- Rule 1, second sentence – change the wording “shall” to “normally”
- Rule 4 – remove ‘Vice Chairman’ being nominated by the Chairman
- Rule 9 – Subject to verification
- Page 9, Motion 10 – remove ‘at least 20 minutes’
- Page 9, Motion 16 – remove two thirds and replace with ‘majority’
- Page 12, Rule 29 – remove one ‘or greater’ from a double typo error
- Table of contents renumbering correction
- Page 3, Rule 15 – Change agenda requirement to no later than Thursday before the scheduled meeting day
- Page 5, Rule 8 – Chairman to be moved to after Director, use wordage ‘report’

Member Stimatz made the motion to approve the Rules and Procedures with suggested changes. Member Payne seconded the motion, and the motion carried 6-0.

USCG Report

Commander Meador informed the board he has no news to report at this time for Runway items. Referencing the Joint Use Agreement, there are four documents Member Griffin has and Commander Meador states there is no action to take at this time. The motion made at the last meeting for modification of the needed section was sufficient for now. The main lease agreement is not due until 2022 and when the time comes these documents can be consolidated into one for submission; there is no near future action needed at this time.

Old Business

ECSU Request: Chairman Houston informed the board the donation request to NIFA ESCU flight team was not done because the Lawyer stated it did not meet public purpose.

Member Stimatz made the motion to go in to closed session at 7:50pm for the discussion of personnel items. Member Payne seconded the motion, and the motion carried 6-0.

Regular session reconvened at 7:55pm.

Member Stimatz made the motion to provide a Holiday Bonus in the amount of \$100 for part time employees, \$200 for full time employees, and \$400 for the Airport Managing Director. Member Payne seconded the motion, and the motion carried 6-0.

Chairman Houston adjourned the regular session meeting at 7:55pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston

Secretary Tony Stimatz

