

July 25, 2018

Elizabeth City Pasquotank County  
Airport Authority Regular Session Minutes

Board Members

Chairman Johnny Houston

Billy Caudle

Orestes Gooden

John Siemens

Donald Payne

Exofficio

City Manager Rich Olson, USCG Randy Meador, County Manager Sparty Hammett

Staff

Airport Managing Director Gordon Rowell, Recording Secretary Lindsay Lewis

Visitors

Jonathan Hawley – Daily Advance, John Brothers – Accountant,  
Jim Blakenship – USCG Control Tower, Kevin Smith – AOPA, Tim Grubel – Parrish and Partners,  
Crystal Creef – Towne Insurance/Notary

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

Member Payne made the motion to approve the agenda. Member Gooden seconded the motion, and the motion carried 4-0.

Approval of the Minutes - Member Gooden made the motion to approve the June regular session minutes as detailed by the recording secretary. Member Payne seconded the motion, and the motion carried 4-0.

Public Comment – None

Special Presentation – None

Financial Report - Member Payne reviewed June and fiscal year-end financials to the board. Member Payne recommended to the board increasing the accountant fee as an agenda item for next meeting; the increase will still keep us at reasonable pricing compared to what we were paying previously.

Member Payne stated the fiscal year-end documents are to be provided to the accountant by August 10<sup>th</sup>, the accountant is to have the financial reporting to the auditor by August 25<sup>th</sup>, and the auditor will have the report to the State by August 31<sup>st</sup>. Once the State returns the audit, we are looking at December time frame for the audit review.

Member Payne made the motion to approve the financial report as presented. Member Gooden seconded the motion, and the motion carried 4-0.

Manager/Directors Report –

Mr. Rowell discussed fuel sales with the board and noted traffic was heavy resulting in a good month for fuel, and is expected to continue for next month.

Purchases: Mr. Rowell presented three bid tabs to the board for approval on the lawnmower purchase. The board agrees the John Deere mower from East Coast equipment is the best option. The self-service fuel pump replacement pricing was also provided at \$12,795 from QTPod.

Member Gooden made the motion for the Managing Director to purchase the lawn mower from East Coast Equipment with a price of \$8,054.25. Member Payne seconded the motion, and the motion carried 4-0.

Member Gooden made the motion to authorize the Managing Director to purchase the Av Gas self-service pump from QTpod in the amount of \$12,795.00

Investment Committee Update: Mr. Rowell provided the board with a comparison chart for T-Hangar rates from several surrounding areas, to include Norfolk for an expanded outlook. The current T-Hangar rent is \$200.00 and Mr. Rowell has approached the board with a \$25.00 month increase that in comparison is still a very competitive rate with surrounding areas. Member Siemens also researched other areas and provided the board with his assessment as well. Member Siemens stated to the board he is opposed to the hangar rent increase of \$25.00 and feels maintenance and upgrades should be addressed prior to an increase. Member Gooden also requested to be excluded from the voting for hangar rent increase due to conflict of interest with ECSU having space there.

Member Payne made the motion to increase the t-hangar rent \$25.00 per month as presented. Chairman Houston called for a dead motion due to a lack of second for the hangar rent increase.

Project Update: Mr. Grubel updated the board on the Master Plan progress stating they are waiting for the DOA to do a final sign off before that item can be completed. He also addressed the engineering fee for the Taxi-Way Drainage Project and discussed the board's rate concerns. Parrish and Partners are waiting for DOT to kick off the project and have the Work Authorization approval.

### **Chairman Report**

Chairman Houston recognizes Billy Caudle to the board as the new City elect that will replace Stimatz's position with the board authority.

Crystal Creef performed the official office swear in of Billy Caudle to the Airport Authority Board.

Houston continued by stating member Saunders will be sworn in by the Clerk of Court due to his absence from tonight's meeting.

Chairman Houston requested Member Caudle to hold position of Secretary to the Board; he accepted.

### **Board Comments**

USCG: Commander Meador reminded the board of Coast Guard day being held next week, and also stated there were 37 community vendors that turned up at the base today.

### **Old Business**

Member Gooden spoke on assuring we have a Hazardous Weather Plan in place and the possibility of having a strategic partnership with a more inland facility to secure planes if the need arises.

Member Gooden made the motion to go into closed session for sale of property discussion. Member Caudle seconded the motion, and the motion carried 4-0.

Regular session reconvened at 7:08 pm.

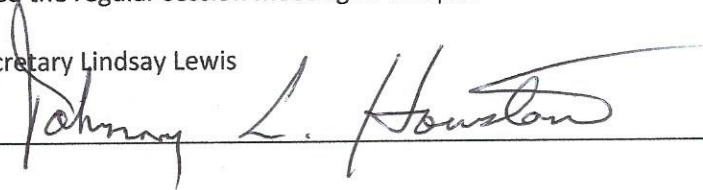
Member Gooden made the motion to accept the Coast Guards bid for the land subject to upset bid process in accordance with State Statute 16A 266. Member Payne seconded the motion, and the motion carried 4-0.

Mr. Olson will place the ad in the paper for the upset bid process and draft the letter of acceptance for Chairman Houston's signature to be submitted to the Coast Guard.

Chairman Houston adjourned the regular session meeting at 7:10pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston

A handwritten signature in black ink that reads "Johnny L. Houston". The signature is written in a cursive style and is positioned above a horizontal line.

Secretary Billy Caudle