

January 23, 2019

Elizabeth City Pasquotank County  
Airport Authority Regular Session Minutes

Board Members

Chairman Johnny Houston      Donald Payne      John Siemens  
Steve Saunders      Lloyd Griffin      Orestes Gooden      Billy Caudle

Exofficio

City Manager Rich Olson, County Manager Sparty Hammett

Staff

Airport Managing Director Gordon Rowell, Recording Secretary Lindsay Lewis

Visitors

Jonathan Hawley – Daily Advance, Jonathan Brothers – Accountant, Christian Lockamy – Economic Development, Matt & Mason Spruill – Audit, Tim Gruebel – Parrish & Partners, Harley Shivers – NEAT Intern, Tina & James Lunt – Public Attendees

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

Member Gooden made the motion to approve the agenda with said corrections made by Member Griffin on Closed Session items being clearly stated on the agenda as to the intended purpose. Member Saunders seconded the motion, and the motion carried 6-0.

Approval of the Minutes - Member Saunders made the motion to approve the December regular session minutes as detailed by the recording secretary. Member Payne seconded the motion, and the motion carried 6-0.

Public Comment – Public attendees introductions

Special Presentation – None

Financial Report

Member Payne reviewed December financial statement and noted a budget amendment will be needed to account for lost revenue once the C-130 has been removed.

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

Audit Report: Mason Spruill reviewed the audit report with the board stating the limited staff and segregation of internal controls is the only finding as it is every year due to the Airports small staff; he also stated the accountants report did not find any exceptions. Mr. Spruill reviewed the Asset to Liability net position and the Revenue and Expenditure net position reports.

Member Griffin made the motion to approve the Audit Report as presented to the board. Member Gooden seconded the motion, and the motion carried 6-0.

Manager/Directors Report

Mr. Rowell reviewed December fuel sales with the board noting he anticipates the Chinooks returning in March.

C-130 Update: Mr. Rowell spoke with Tina Cannon of IAR Tech Services and they are awaiting the quote from the shipping company so they can move forward with the C-130 removal.

Hangar Inspections/Airworthiness Update: Mr. Rowell reported the two aircraft inspections not accounted for, or flyable, have been addressed with one tenant providing their annual inspection and the other is under contract with Sanders Aviation to get their annual in place.

New T-Hangar Lease: Mr. Rowell provided the re-written lease agreement with the FAA information added based on board member input from the previous meeting. The board also request the specific fire extinguisher requirements be stated in the lease and to delay the approval until that requirement is determined. Mr. Olson informed Mr. Rowell to contact the City Fire Department for the requirements and to ensure proper wording.

Member Griffin made the motion to table the item until the fire extinguisher requirements could be determined and added to the T-Hangar Lease agreement. Member Payne seconded the motion, and the motion carried 6-0.

Budget Amendment Items: Mr. Rowell and Mr. Brothers discussed the budget amendment items presented stating the need to adjust income and expense line items to more accurately capture spending patterns; those items were reviewed with the board. Member Griffin stated the request to include an equipment breakdown in the financial statement to visually see the line items from where the money applies.

Member Payne made the motion to approve the presented budget amendment. Member Griffin seconded the motion, and the motion carried 6-0.

Projects Update: Mr. Gruebel updated the board the binder for the Master Plan grant close out has been submitted. He continued to report he met with Mr. Spivey of Barnhill today and obtained a signed copy of the T-Hangar Drainage Repair Project contract. They are actively working a plan to address the sinking areas; but the project is not expected to start until March. Mr. Rowell will notify tenants of the project repairs once a start date has been confirmed.

#### **Chairman's Report**

Chairman Houston thanked the guest for participating in our meeting, but stated his items for discussion would be for closed session.

#### **Board Comments:** None

Member Griffin made the motion to go into closed session at 6:52pm for discussion of Expansion and Relocation of Industry and Attorney Client Privileges. Member Payne seconded the motion, and the motion carried 6-0.

Regular session reconvened at 7:45pm.

Member Gooden stated due to potential conflict of interest would like to be recused from the open session item to be approved. Member Griffin made the motion to accept recusal from voting, seconded by Member Payne. The motion carried 5-0.

Member Griffin made the motion to accept the proposal from Parrish and Partners, pending DOT approval, to allot \$300,000 to do a feasibility assessment for the Aviation Facility Phase 1. Member Payne seconded the motion, and the motion carried 5-0.

Chairman Houston adjourned the regular session meeting at 7:48pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston

Secretary Billy Caudle

DESIGNEE