

May 27, 2020  
Elizabeth City Pasquotank County  
Airport Authority Regular Session Minutes

Board Members

Chairman Johnny Houston                      Steve Saunders                      John Siemens  
Billy Caudle      Rodney Walton Lloyd Griffin (Video)      Dr. Kuldeep Rawat (Video)

Exofficio

Rich Olson – City Manager, Sparty Hammett – County Manager (Video), Captain Meador – USCG (Remote)

Staff

Interim Airport Manager Kent Madden, Recording Secretary Lindsay Lewis

Visitors

Tim Gruebel – Parrish & Partners (Video), John Brothers (Remote)

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

Agenda – Member Saunders made the motion to add Personnel to the closed session items and approve the agenda. Member Caudle seconded the motion, and the motion carried 6-0.

Approval of the Minutes - Member Caudle made the motion to approve the April, 2020 regular session minutes as presented. Member Saunders seconded the motion, and the motion carried 6-0.

Financial Report – Member Walton reviewed the April financials to the board and noted the economic impact is still reflecting in our numbers. He also informed the board the Trust Fund interest is typically lower than usual due to the withdraw and the current times reflecting the accrual.

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

Managers Report – Mr. Madden reviewed April fuel sales, and current to date fuel sales, showing there has been some economic impact but notes the Chinooks are scheduled to arrive mid-June again that should help with our fuel sale numbers.

Madden stated the NCAA conference has been moved to March 2021 and the upcoming Coast Guard project for Gulf/Charlie Intersection that was scheduled for June has been moved to July. Although the date is not firm yet, the project would shut down the intersection from 20:00 – 06:00 for 8 days with a sweep at 06:00 each day for transition and usage. Captain Meador stated he will get the information and date confirmations to follow up with Madden.

Projects Update: Mr. Gruebel stated they received the final change order from Barnhill on the Taxiway Drainage Rehab project and partial close out documents needed. He noted the final payment will not be issued until the change order is signed and the retainage will not be released until all close out documents have been received; this carries the item over into the next fiscal budget year.

Phase 1: Final comments were received from DOA and have been addressed and are waiting on Timmons Group to resubmit; this item is still not able to go out to bid yet.

Phase 2: The project is still earmarked but on hold until there is a signed state budget.



CARES Act Funds: Mr. Gruebel stated the \$30,000 has been received and is working with Mr. Madden to get the funds into our account. Mr. Madden is working with Mr. Brothers who will provide the payroll summaries needed from January to re-coop our payroll expenses. Mr. Madden also noted we should not need a budget amendment for that item since it is a replenishment of funds already expended. Mr. Gruebel also informed the board that under the CARES act they will pay the 10% match on our non-entitlement funds. Since 2018 & 2019 monies were deferred, and with the 2020 amount to be issued at \$150,000 each, that fund balance has a total of \$450,000 and with the 10% match issued brings the balance to \$500,000; that item will need a 2020/2021 proposed budget adjustment to account for the additional monies not anticipated.

Runway 119: Mr. Olson reported he has spoken with DOT and the Coast Guard in reference to the commitment letter requested, but due to the current DOT budget crisis we are not able to obtain that. He has been able to satisfy the request and need of the Coast Guard by the State agreeing to provide a letter of support for the project until the budget crisis can be resolved. Mr. Olson stated he and Gruebel are continuing to work on the project from the Federal and State angles to keep the momentum of the project moving forward. Captain Meador requested to review the letter details with Mr. Gruebel so he can brief the Coast Guard of the status and letter.

**Chairman's Report** - Chairman Houston presents the board with two contract renewals that are due.

Accountant: John Brothers has been on a month to month contract at \$1,250 per month. Chairman Houston proposes continuing our contract with Brothers at a one-year term at the same monthly rate.

Member Saunders made the motion to approve a one-year contract with accountant John Brothers at \$1,250 per month. Member Walton seconded the motion, and the motion carried 6-0.

Auditor: Chairman Houston proposed renewal of the one-year contract with Auditor Mason Spruill at the same fee currently in place.

Member Saunders made the motion to approve the one-year contract renewal with Mason Spruill. Member Caudle seconded the motion, and the motion carried 6-0.

Chairman Houston also informed the board Mr. Spruill stated he cannot guarantee he will be able to do another year renewal after this term and wanted to inform the board so they are able to have ample time to search for another auditor. The board agrees that in October, 2020 they will start researching other Auditor options. Chairman Houston also informed the board the due date for the Audit has been extended to January 31<sup>st</sup> due to COVID-19.

ECSU Lease: Chairman Houston presented the 2-year lease recommendation to the board with price adjustments for the extended term from the standard lease contract. Member Rawat informed based on the amount ECSU is required to send the lease agreement to the State for approval instead of the local office, and the State requires a multi-year contract in order for approval to be granted. The Chairman stated the State Attorney has reviewed the lease and agrees upon the terms and rate. Member Griffin stated the board's attorney will need to review the lease agreement and ensure there are no conflicts.

Member Griffin made the motion to recuse Member Rawat from the vote on the ECSU lease agreement. Member Saunders seconded the motion and the motion carried 5-0.

Member Griffin made the motion to accept the 2-year lease agreement to ECSU as presented contingent upon review from the board attorney with no concerns. Member Saunders seconded the motion, and the motion carried 5-0.

2020/2021 Budget: The proposed budget uses a different method that is broken down into categories, as opposed to line items, with a working worksheet for back up and line item breakdown. The categorized budget, known as the Budget Ordinance, will be the approved budget. The change helps eliminate the need for numerous budget line item amendments throughout the year. The working worksheet budget will be able to be adjusted as needed throughout the

fiscal year without a budget amendment required. The board discussed the 2020/2021 budget and presented changes and adjustments to clean up and resend to the board.

Member Saunders made the motion to call for a Public Hearing for the 2020/2021 budget on June 24, 2020 at 6:05pm. Member Walton seconded the motion, and the motion carried 6-0.

Member Saunders made the motion to go into closed session at 7:32pm for the discussion of personnel. Member Caudle seconded the motion, and the motion carried 6-0.

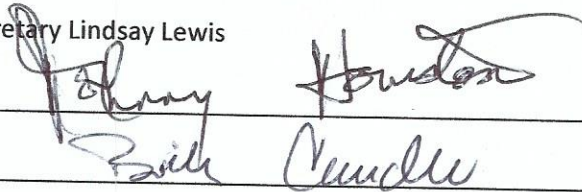
Regular session reconvened at 7:58pm.

Member Houston adjourned the meeting at 7:58pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston

Secretary Billy Caudle

Handwritten signatures of Johnny Houston and Billy Caudle. The signature for Johnny Houston is written above a horizontal line, and the signature for Billy Caudle is written below a horizontal line.