

June 24, 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), Commander Sherman – USCG (Remote)

Staff

Interim Airport Manager Kent Madden, Recording Secretary Lindsay Lewis

Visitors

Tim Gruebel – Parrish & Partners (Video), John Brothers (Remote), Bob Popp (Remote) – USCG,
Christian Lockemy – Economic Development, John Leidy – Attorney, Lisa Sharky – USCG, Commander Arles - USCG

Call to Order – Chairman Houston called the regular session meeting to order at 6:05pm.

Agenda – Member Saunders made the motion approve the agenda. Member Caudle seconded the motion, and the motion carried by roll call vote 6-0.

Public Hearing - Chairman Houston called the 2020/2021 Budget Public Hearing to order at 6:09pm. There were no comments made or submitted. Chairman Houston closed the 2020/2021 Budget Public Hearing at 6:10pm.

Approval of the Minutes - Member Caudle made the motion to approve the May, 2020 regular session minutes as recorded. Member Saunders seconded the motion, and the motion carried by roll call vote 6-0.
Member Saunders made the motion to approve the June 4, 2020 special meeting regular session minutes recorded by John Leidy Attorney's office. Member Caudle seconded the motion, and the motion carried by roll call vote 6-0.

Financial Report – Member Walton reviewed the May financials to the board. He updated the board that John Sanders has caught up on his lease payments and is down to 1 payment being owed. He also informed the board the Trust Fund interest is coming due its quarterly withdraw and advises the board to determine if we should motion to hold on withdrawing the funds since the CARES ACT monies were received, or still withdraw. The board discussed the budget accounts for the withdraw and would be an audit violation if a budget amendment is not made to adjust for the reduced funds taken in. With the current economic conditions, the \$7,500 quarterly withdraw accounted for is not there and has only accumulated around \$300 making the amendment required anyway. The board does not see the need to withdraw the minimal amount of interest accrued.

Member Caudle made the motion to waive the Trust Fund interest withdraw for the Quarter ending June 30, 2020. Member Saunders seconded the motion, and the motion carried by roll call vote 6-0.

Member Walton made the motion to approve the financial report as presented. Member Caudle seconded the motion, and the motion carried by roll call vote 6-0.

Managers Report – Mr. Madden reviewed May fuel sales stating we are starting to see the numbers come up again but are still feeling the current economic impacts. He states the yearly QA audit from Titan Aviation Fuels was performed and we passed with 4 out of 5 which is our typical rating from that audit.

2019/2020 Budget Amendments: Mr. Madden provided the board with budget amendments to our current fiscal year budget in order to close out the year on June 30th. The board discussed and reviewed the budget amendments provided that results in a balanced budget.

Member Saunders made the motion to approve the budget amendments presented for the current fiscal year budget. Member Caudle seconded the motion, and the motion carried by roll call vote 6-0.

2020/2021 Budget: Members were sent the 2020/2021 Budget Ordinance to approve and the corresponding budget worksheet for line item descriptions. The changes discussed and submitted by board members in the previous regular session meeting were implemented and reviewed.

Member Caudle made the motion to approve the 2020/2021 Budget as presented. Member Saunders seconded the motion, and the motion carried by roll call vote 6-0.

CARES Act: The CARES Act funds of \$30,000 were deposited into the Airport account as of this morning. Madden extends thanks, also on behalf of the board, to Tim Gruebel's work on ensuring our Airport was one to receive the funds. Those funds are not just designated towards payroll and can be used towards Airport expenses incurred.

Projects Update: Mr. Gruebel stated there has been no further information received from Barnhill on the close out documents needed. He will try to follow up with them one more time before requesting to meet with Chairman Houston to draft a letter from the Airport.

Phase 1: There is still no update on when the project will be able to go out to bid, but it is looking like it will be 2021.

Phase 2: The project is still earmarked but need to do a follow up at this time to ensure it is still earmarked in their current budget.

Runway 1/19: The board received the letter of support requested from the DOA but discussed how the letter is not sufficient to provide to the Coast Guard as it is lacking the funding and support commitment confirmation we needed in order for the Coast Guard to grant easement. Mr. Olson will connect with the Coast Guard and let them know the commitment letter won't be possible at this time. However, he feels we should go back to Raleigh and talk with Bobby Walston on the project again and also should ask Price and Murphy to move forward to earmark the project at the Federal Level.

Base Projects: Bob Popp updated the board on the upcoming base projects and the Airport impacts providing a power point of each anticipated stage. Paving of taxiways Alpha-Delta, Gulf and Gate 1 & 3 apron is currently in progress. Paving of Charlie Taxiway South of the runway is finished with Taxiway Gulf remaining. The LED Fixtures of lights and signs, along with the short approach lighting system are both running concurrent but are behind on that progress. Those replacements will require Gulf Taxiway and Runway 10-28 closures at night time and the closure schedule and times has been provided to Kent Madden. Popp also stated Tango Taxiway will be used for Construction Entrance for the South of Runway portion.

Chairman's Report - Chairman Houston informed the board of the 2020-2022 board appointments. The County reappointed Member Saunders, and the City reappoints Member Caudle.

Chairman Houston acknowledges Rich Olson's announcement to end his term as the City Manager of Elizabeth City. Olson speaks to the board stating the Airport was one of his highest joys as City Manager and is proud of all the successes they have endured together. He tells the board he will still be available for their calls or inquiries where needed to ensure the success continues.

Commander Sherman was acknowledged by the Chairman with the Commander introducing himself and stating he will be Captain Meador's Ex-officio replacement as of July 31st.

Member Saunders made the motion to go into closed session, after a five-minute break, at 7:36pm for the discussion of personnel items pursuant to N.C.G.S. 143-318.11(a)(6) as well as expansion and relocation of industry business. Member Caudle seconded the motion, and the motion carried by roll call vote 6-0.

Regular session reconvened at 8:30pm.

Member Caudle made the motion that the Airport Authority Board of Directors hire Scott Hinton to be the next Airport Manager, at a salary of \$84,668.34 with no health insurance, with a starting date of July 1, 2020. Member Saunders seconded the motion. The motion carried 6-1 with a roll call vote of:

Member Saunders----- Aye
Member Caudle----- Aye
Member Walton ----- Aye
Member Griffin ----- Aye
Member Siemens----- Aye
Member Rawat----- Aye

Chairman Houston ----- Nay - stating procedures were not followed, in his opinion, and does not recall the consensus or conversation on the pay to be offered.

Member Houston adjourned the meeting at 8:38pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston _____

Secretary Billy Caudle  _____