

July 22, 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

Staff

Airport Manager Scott Hinton, 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 approve the agenda with the removal of closed session. Member Caudle seconded the motion, and the motion carried by roll call vote 6-0.

Approval of the Minutes - Member Caudle made the motion to approve the June, 2020 regular session minutes as recorded. Member Saunders seconded the motion.
Chairman Houston called for the question – after discussion of the recorded minutes the board concurred to move forward as recorded. Member Caudle made the motion to approve the call for question. Member Saunders seconded the motion, and the motion carried by roll call vote 6-0.
The motion for approval of the minutes as recorded carried 6-0 by roll call vote.

Public Comments: None

Special Presentations: Chairman Houston took this time to acknowledge how thankful we are for our board members and their dedication, especially being a non-paying board, and extend his appreciation. In doing so, he and Vice Chairman Saunders called several persons to the forefront to acknowledge them individually: Exofficio Rich Olson in leaving as our City Manager was presented with a plaque for the service and dedication he has provided the board during his term with the City; Exofficio Captain Meador was presented a plaque for being a valued member to the board during his term with the Elizabeth City Coast Guard; Operations Supervisor Kent Madden was presented a plaque for his service and dedication as well as appreciation for his time fulfilling the Interim Manager position; Recording Secretary Lindsay Lewis was presented a plaque for her service and dedication to the board for over 20years; and Scott Hinton was presented a plaque as a Welcome Back from his 6 year hiatus returning as our Airport Manager.

Financial Report – Member Walton reviewed the June financials to the board and after no further discussion made the motion to approve the financial report as presented. Member Saunders seconded the motion, and the motion carried by roll call vote 6-0.

Managers Report – Mr. Hinton provided the board a spreadsheet on fuel sales and reviewed. He also informed the board he will solicit a RFP for a fuel vendor since our current vendor, Titan, expired in April.

Hinton noted to the board the Airport personnel crew has been working hard to clean up the building inside and out as well as him reconnecting his relationships with The Chamber, NCAA, DOA, etc., as the Airport Manager for Elizabeth City.

Lease Renewal: Member Walton and Hinton approached the board for discussion of possible options for the renewal of tenant John Sanders lease that has ended and currently on a month to month basis. With the CARES ACT funds received, although spent, the FAA has even requested airports to consider rent or lease forgiveness of tenants that feel the impact of COVID as well. Hinton states he feels the sentiment needs to be extended and would be in our best interest since he is a great partner of the airport. He would like to enter discussions with Sanders either offering to take on the cost of the A/C repair in the hangar or provide a lease adjustment with a discounted rate for the first year. Hinton proposes the lease adjustment be offered at \$1,100 per month for the first year providing a \$4,800 annual discount. The board agrees for Hinton to move forward with discussing those options with John Sanders.

Projects Update: Mr. Gruebel stated the paperwork has been received to process the final retainage release to Barnhill. Once approved by DOA, Scott Hinton has the lien waivers out already, we will be able to close out the grant.

Chairman's Report - Chairman Houston mentioned the news release from Congressman Murphy on trying to push Runway 1/19 through the Senate to be included in the budget.

Chairman Houston continued by mentioning a growing number of students enrolling at ECSU's training program and requested Member Rawat to present the board with their discussion on the need for more space to accommodate. Member Rawat continued the discussions with the board and his concern the current lease would have to be broken and new one generated to account for the growing needs and urgency to have something in place by September 1st. Mr. Olson stated an amendment to the current lease agreement would be all that is required. Member Griffin stated two rooms are leased to ECSU now and with their footprint increasing, an amendment to the square footage leased would be sufficient. However there is a concern for the parking plan and may need to also consider the additional footprint increase for that as well, to be included in the amendment. Hinton will collaborate with ECSU to pan out the details of the request and bring a proposal back to the board for approval, which may require a special meeting due to the timing concerns. Member Rawat will be excused from the discussion on lease agreement negotiations due to his relation with ECSU.

Board Comments

Captain Meador reminded the board his change of command will take place on July 31st and will be able to provide a virtual link for attendance.

Member Siemens informed the board Chairman Houston asked him for a review and report on the new tug purchased. He provided an overview and options we could have moving forward. After discussion, the board concurred it would be in the best interest financially to keep the tug purchased for now and also look into what is needed to repair the old tug to have it operable and dependable as a backup.

New Business

Member Griffin and Hinton informed the board they now have a mission statement in place for the Airport that Hinton wrote based on the strategy of the Airport.

Member Saunders stated that after having some discussion with board members on the duties, time, and diligence involved, with all members concurring, he would like to make the motion to increase the pay for Recording Secretary Lindsay Lewis from \$75 to \$100 for the monthly meeting pay. Member Siemens seconded the motion, and the motion carried by roll call vote 6-0.

Member Houston adjourned the meeting at 7:38pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston

Secretary Billy Caudle

