

August 26, 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)

Exofficio

Eddie Buffaloe – Acting Interim City Manager, Sparty Hammett – County Manager

Staff

Airport Manager Scott Hinton, Recording Secretary Lindsay Lewis

Visitors

Tim Gruebel – Parrish & Partners, Christian Lockemy – Economic Development

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 addition of Contractual Liability added to closed session. Member Caudle seconded the motion, and the motion carried by roll call vote 5-0.

Approval of the Minutes - Member Caudle made the motion to approve the July 2020 regular session minutes as recorded. Member Saunders seconded the motion and the motion carried by roll call vote 5-0.

Public Comments: None

Special Presentations: Chairman Houston informed the board two members have been reassigned for another 2-year term and acknowledged Member Steve Saunders and Member Caudle. Houston and Hinton also presented each board member, to include the recording secretary, an ECG Airport Polo shirt for appreciation and also to be identified at events or meetings for Airport representation.

Financial Report – Member Walton reviewed the July financials to the board noting it is the first month review of the new fiscal year. Member Walton noted the NC Trust Account will most likely need a budget amendment in the near future with interest rates being so low and accruing much less than anticipated.

Member Walton made the motion to approve the July financial report as presented. Member Saunders seconded the motion, and the motion carried by roll call vote 5-0.

Managers Report – Mr. Hinton provided the board a spreadsheet on fuel sales and reviewed. He also informed the board he has been in discussion with Titan, the Airport fuel vendor, on the potential RFP options for fuel vendors. Discussions with Titan included the need for a 5,000gallon tanker, a potential second 12,000 gallon tank to extend the fuel farm, and Fuel Farm maintenance with more capacity. Fuel Farm maintenance is not eligible for grant funds, so the need for updates and maintenance is essential. Hinton doesn't feel there will be much pushback in the requests since Titan would like to continue as the Airport Fuel Vendor. Hinton did receive \$1,400 from Titan already from their discussions for the purpose of providing Uniforms to the Airport Staff that also included the Polo's for board member representation. He will provide an update on the discussions to the board at the next regular session meeting.

Hinton noted to the board he is back on the Board with the Chamber and the Morning Rotary.

Projects Update: Mr. Gruebel stated there were revisions needed from Barnhill that he has received back and the payment is processing for the final payment on the Taxi-Way Rehab project. The Aviation Phase 1 is still on hold until permission is received from the State to put the project out to bid.

Chairman's Report - Chairman Houston noted the board received a Memo prior to the meeting in regards to the Financial Officer designation. With the legalities, exposure, and responsibility the Financial Officer appointed holds, Manager Hinton feels he should resume as the Financial Officer for the Airport as opposed to Kent Madden. The annual audit results will result in a segregation of duties finding regardless if Hinton resumed the roll or not due to the small staff of the Airport.

Member Saunders made the motion to designate Airport Manager Scott Hinton as the Finance Officer, replacing Kent Madden, effective September 1, 2020. Member Caudle seconded the motion, and the motion carried by roll call vote 5-0.

ESCU Temporary Facility: A Memo provided to board members prior to the meeting reviewed the details involved with the Temporary Facility request. With regards to that information, Hinton recommended that if an acceptable written instrument memorializing their intent to rent the building is received from the University, to be reviewed by County Attorney Mike Cox, that the Airport move forward with leasing the building and rent the space under "airport services" at a pass-through rate until the SPO approved lease is executed. This action would be predicated on assurances that the building meets State standards for university use and any delay in the approval process is bureaucratic in nature.

Member Saunders made the motion for the Airport to move forward with leasing the building to the University and rent the space under "Airport Services" at a pass-through rate until the SPO approved lease is executed if an acceptable written instrument is received memorializing ECSU's intent to rent the temporary building. Member Caudle seconded the motion, and the motion carried by roll call vote 5-0.

Old Business

USCG Repairs Project: Hinton informed the board Taxiway Gulf work has moved further out; October 1st is anticipated.

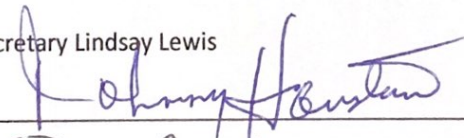
Member Saunders made the motion to go into closed session at 6:55pm, after a three-minute recess, for Contractual Liabilities, Expansion & Relocation of Industry, and Property Acquisition. Member Caudle seconded the motion, and the motion carried by roll call vote 5-0.

Regular session reconvened at 7:35pm.

Member Houston adjourned the meeting at 7:35pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston



Secretary Billy Caudle

