

December 11, 2019

Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

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

Exofficio

Rich Olson – City Manager, Sparty Hammet – County Manager, Captain Meador - USCG

Staff

Airport Managing Director Gordon Rowell, Recording Secretary Lindsay Lewis

Visitors

Jonathan Brothers – Accountant, Christian Lockemy – Economic Development, Tim Gruebel – Parrish & Partners,
Orestes Gooden – ECSU, Mark Honeycutt – Pilot, Steve Bonn – Pilot, Chris Day – Daily Advance,
Kent Madden – ECG Airport

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

Agenda - Member Griffin made the motion to amend the agenda to hold a closed session at the beginning of the meeting for expansion and relocation discussion and acquisition of property due to meeting conflicts. Member Griffin also motioned to leave closed session item 13A at the end of the meeting for personnel discussion. Member Caudle seconded the motion, and the motion carried 6-0.

Member Griffin made the motion to go into closed session for expansion and relocation of industry and property acquisition at 6:04pm. Member Caudle seconded the motion, and the motion carried 6-0.

Regular session reconvened at 6:30pm.

Approval of the Minutes – Member Griffin made the motion to approve the October Regular Session minutes as recorded. Member Saunders seconded the motion, and the motion carried 6-0.

Public Comment – None

Special Presentation – None

Financial Report – Managing Director Rowell reviewed the October and November 2019 financials to the board having discussed with Member Walton. Member Walton made the motion to approve the financial report as presented. Member Saunders seconded the motion, and the motion carried 6-0.

Manager/Directors Report - Mr. Rowell discussed October and November fuel sales with the board. Awning: Rowell reported City handled the new awning installation that is complete with stronger beams than before.

GSE: The delivery of the Tug and GPU should arrive by the end of next week; the GPU on order had an issue with the converter to be installed.

Remote Meetings: Rowell reports the equipment still had not arrived and are awaiting reimbursement from the person originally contracted; he has contacted a new company for quote and installation.

Hangar Wash: Rowell informed the board he has contracted Platinum pressure washing company for \$1,500 to pressure wash both t-hangars. There is moss growth and paint chipping and needs to be pressure washed prior to repainting.

Projects Update: Mr. Gruebel stated he has received documents from Barnhill on the T-Hangar Drainage Rehab project and his recommendation to Director Rowell is to submit payment at project cost minus retainage until all proper documentation has been received for the Grant funds and close out. He also stated the Aviation Phase I project is at 90% design and plans are to send it to NCDOT for review next week. He hopes to have that project to bid sometime next month.

C-130 Move: They are currently waiting on permits and have provided no recent updates on the status. The board discusses although they are still making the current rent payments, a letter needs to be issued removing the discount applied to their rent in hopes they will provide a definite move date or in that the process may move along faster. Tim Gruebel stated he will assist the board with the technical descriptions for the letter but agree a 60 day notice is sufficient.

Member Saunders made the motion to no longer offer the C-130 rent discount effective February 1, 2020. Member Caudle seconded the motion, and the motion carried 6-0.

Chairman's Report - Chairman Houston informed the board the audit has been submitted to the LGC for review and we expect the report back in time for next regular session meeting.

New Business Agenda item 12a; Proposed Airport Rules and Regulation Changes: Rowell stated he received an email on October 28th from a local EAA Chapter voicing concern of the engine run ups being performed on the ramp. After consulting with appropriate parties he has provided a letter to the board outlining changes to the rules and regulations for discussions. The board's main focus and concern are the safety issues involved with ramp run ups that also increase neighbor noise and provides congestion at times with the amount of run ups being performed. They propose the correct way to perform run ups is either taxi off and onto gulf with ground permission, or to be performed on the Hold Short Line. Mr. Gooden spoke on behalf of ECSU, who can perform up to 7 run ups an hour, that it would impede the flow if run ups were performed on the taxiway and he was advised ramp run ups are more practical. He encourages the need to ensure safety is met with the growth they are currently seeing. Chairman Houston stated we need to have more intel on other areas safety and procedures regarding this matter, and for the parties that are involved and have interest in the matter provide their input for the proper solution as well. Member Saunders noted there are 13 tenants that have been waiting for an answer on the safety concern as well and feels the airport should communicate a status update to them so they know the matter is being addressed. Captain Meador, in agreeance with Tim Gruebel, suggested sending an official letter to ECSU stating that other than the safety issue concern there is no other issue so that there is no confusion on what is being discussed in reference to the run ups being performed.

Member Siemens made the motion to go into closed session at 7:40pm for personnel discussion. Member Rawat seconded the motion, and the motion carried 6-0.

Regular session reconvened at 8:05pm.

Member Saunders made the motion to approve a \$100 bonus to two part-time employees, \$200 bonus to two full-time employees, \$200 bonus to the operations manager, and a \$200 bonus to the Managing Director. Member Griffin seconded the motion, and the motion carried 6-0.

Chairman Houston adjourned the regular session meeting at 8:06pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston

Secretary Billy Caudle