

October 23, 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 (6:15)

Exofficio

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

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 as presented. Member Caudle seconded the motion, and the motion carried 6-0.

Approval of the Minutes – Member Caudle made the motion to approve the September 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 September financials to the board having discussed with Member Walton.

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

Manager/Directors Report - Mr. Rowell discussed September fuel sales with the board.

Aviation Day: Mr. Rowell reported to the board the event had a great turn out this year with approximately 3,000 persons and thanks ECSU and all parties involved in making the day a success. The event came in slightly under budget and received great sponsorship support. He noted the Young Eagles flew over 50 kids and extends his gratitude to the Coast Guard and Captain Meador for the ME's that did security for the event. Mr. Rowell will email the board members the recognition letter of appreciation he has ready to send to the sponsors.

GSE: The delivery of the Tug and GPU should arrive by the end of month.

Remote Meetings: Mr. Rowell states we are still experiencing supplier issues on the remote meeting hardware set up. We are to receive the equipment by end of next week or should consider getting the funds back and reviewing alternate vendors for the installation.

Projects Update: Mr. Gruebel provided a project update for Rowell to present to the board stating the T-Hangar Rehab project has no movement. There have been no documents submitted by Barnhill, but a payment request has not been received either. Gruebel recommends the board sending a letter to Barnhill for expediting close out of the project or there may be penalties associated. The Aviation Phase I Site Design is currently at 60% and is

expected to be at 90% within 3 weeks' time. The bid documents (site only) will be ready in December and once NCDOT has given the go ahead on the project they will prepare to advertise.

Chairman's Report - Chairman Houston provided the board with an updated handout of his LEAD Resource person selections with names corrected.

Board Comments

Captain Meador informed the board there has been more action and response on Runway 1 – 19 than we previously have received with the drafted endorsement memo and package details on the project being forwarded up to Headquarters and receiving thumbs up from all parties he has spoken with as it moves up the chain.

Chairman Houston adjourned the regular session meeting at 6:35pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston _____

Secretary Billy Caudle _____