

July 24, 2019

Elizabeth City Pasquotank County  
Airport Authority Regular Session Minutes

Board Members

Chairman Johnny Houston  
Lloyd Griffin (remote)

Steve Saunders  
Billy Caudle

John Siemens  
Rodney Walton

Exofficio

City Manager Rich Olson

Staff

Airport Managing Director Gordon Rowell

Visitors

Jonathan Hawley – Daily Advance, Jonathan Brothers – Accountant, Christian Lockamy – Economic Development,  
Tim Gruebel– Parrish & Partners, Orestes Gooden – ECSU

**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 with the addition of expansion and relocation of industry under closed session items. Member Siemens seconded the motion, and the motion carried 5-0.

**Approval of the Minutes** – Member Caudle made the motion to approve the June Regular Session minutes as recorded. Member Saunders seconded the motion, and the motion carried 5-0.

**Public Comment** – None

**Special Presentation** – The board presented former board member Orestes Gooden a plaque for his years of service and dedication from 7/1/2007 to 6/30/19. Former Member Payne will also receive a plaque either by presentation or by delivery of the board.

The board welcomes the new appointments to the board: Rodney Walton – City, Re-appointment of Johnny Houston as Chairman – City, Member Siemens re-appointed for two-years, and Dr. Rawat of ECSU will be at our next meeting as an appointed board member.

**Financial Report** – Managing Director Rowell presented the June financials to the board.

Member Saunders made the motion to approve the financial report as presented. Member Caudle seconded the motion, and the motion carried 5-0.

**Manager/Directors Report**

Mr. Rowell discussed June fuel sales with the board and also informed the board the annual SAMS registration has been submitted and approved.

Aviation Day update: The date has been established for October 5<sup>th</sup> with 2 food vendors currently in place. The event is planned for 9am to 2 pm. Ghost Harbor Brewing has said that they will serve beer with the board's permission but as it is currently, alcohol sales are not allowed. The board was informed there would be an area roped off for alcohol sales and Ghost Harbor would obtain a special permit from the ABC Board if the Coast Guard grants approval upon request.

Member Siemens made the motion to approve alcohol sales on the October 5th Aviation Day by Ghost Harbor Brewing with concurrence by the US Coast Guard and Ghost Harbor securing the required ABC permit. Member Caudle seconded the motion, and the motion carried 5-0.

Remote Meetings: Rowell presented the board with a quote from Kurobyte for \$1,347.00 for the purchase of equipment and installation for visual remote meetings utilizing Go to Meeting or other means with a monthly fee of \$16.00; the equipment could be installed and ready for use by next month's meeting.

Member Saunders made the motion to approve the quote received from Kurobyte and move forward with install. Member Caudle seconded the motion, and the motion carried 5-0.

Projects Update: Mr. Gruebel informed the board there are a few items for Barnhill to finish on the T-Hangar Rehab before they can be fully paid. Member Siemens noted there was a place needing inspection identified as the area currently leased to Jim Elliott.

Airport Project Phase I: Mr. Gruebel stated 60% of the design portion is complete and expect timeframe for construction is fall-winter; the architect started work a couple weeks ago.

#### **Chairman's Report**

Chairman Houston reported that he was happy to see the board involved in the exciting things that will occur this year. At the next meeting, he plans to lay out the plan for the upcoming year - projects, etc. and wants to be very transparent in what the plans are for the airport Authority for 2019/2020. The items are consistent with the budget and the overall master plan.

#### **Board Comments**

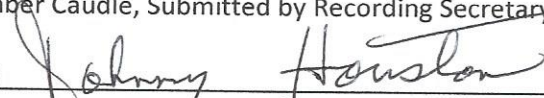
Rich Olson informed the board the City Council approved the addendum to the existing lease with the Coast Guard resulting in \$84,000 additional income coming to the Airport Authority.

Member Saunders made the motion at 6:41pm to go into closed session for discussion of expansion and relocation of industry. Member Caudle seconded the motion, and the motion carried 5-0.

Regular session reconvened at 7:03pm and was adjourned by Chairman Houston.

Minutes recorded by Member Caudle, Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston



Secretary Billy Caudle

