

February 27, 2019

Elizabeth City Pasquotank County  
Airport Authority Regular Session Minutes

Board Members

Chairman Johnny Houston      Donald Payne      John Siemens  
Steve Saunders      Lloyd Griffin      Orestes Gooden (Remote)      Billy Caudle

Exofficio

City Manager Rich Olson, USCG Commander Meador

Staff

Airport Managing Director Gordon Rowell, Recording Secretary Lindsay Lewis

Visitors

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

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

Member Saunders made the motion to approve the agenda with the addition under Director's Report Item F. Granting of extension for sale of property. Member Caudle seconded the motion, and the motion carried 6-0.

Approval of the Minutes - Member Saunders made the motion to approve the January regular session minutes as detailed by the recording secretary with said correction under projects to correct or clarify the word "binder". Member Caudle seconded the motion, and the motion carried 6-0.

Public Comment – None

Special Presentation – None

Financial Report

Member Payne reviewed and discussed the January financial statement with the board.

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

Manager/Directors Report

Mr. Rowell reviewed January fuel sales with the board noting he anticipates the Chinooks returning next week.

NCAA Convention: Mr. Rowell will attend the convention in Pinehurst, NC and be out of the office from March 18<sup>th</sup> to the 20<sup>th</sup>.

C-130 Update: Mr. Rowell stated he is awaiting a letter for the projected dates of removal. Representatives were on location Monday and Tuesday to take pictures and review the location for crane set up needs and other items involved with the disassembly. The board and exofficio discussed the need for Mr. Rowell to ensure the Airport Authority is listed as additional insured on their policy and to receive a submitted plan of removal prior to starting the disassembly for approval.

New T-Hangar Lease: Mr. Rowell informed the board the questions from the board have been addressed and the extinguisher requirements have been added to the T-Hangar Lease agreement. Member Griffin stated a memorandum of the extinguisher requirements should be sent out to all tenants for the requirement to be enforced immediately.

Member Saunders made the motion to approve the T-Hangar Lease Agreement as presented. Member Payne seconded the motion, and the motion carried 6-0.

Budget Amendment Items: Mr. Rowell and Mr. Brothers discussed the budget amendment items presented stating the need to adjust income and expense line items to more accurately capture spending patterns; those items were reviewed with the board. Member Griffin stated the request to include an equipment breakdown in the financial statement to visually see the line items from where the money applies.

Member Payne made the motion to approve the presented budget amendment. Member Griffin seconded the motion, and the motion carried 6-0.

Projects Update: Mr. Gruebel updated the board they have received DOA comments back yesterday on the work authorization for site improvements and plan to respond tomorrow so can move forward with the geotechnical survey and other items. He continued by informing the board the Partner Connect portal has two projects listed that are being questioned if they are still valid and need to be updated by April 2019. 1) The land purchase near Weeksville Rd. and 2) The partial parallel taxi way to Runway 10-28. Member Griffin stated these items will need to be addressed at our March regular session meeting in order to review the items and get clarification on the status.

Member Griffin made the motion to delay action on the STI until the March meeting for the two projects in question. Member Saunders seconded the motion, and the motion carried 6-0.

Mr. Gruebel informed the board a Site Development Independent Fee Estimate needs to be completed and takes over a month to receive but can go to an outside resource for \$250 and receive back in a week. The board agrees to allow Mr. Gruebel to move forward with the outside resource.

Sale of Property Extension: Mr. Olson sent out a memorandum on the extension request for two more weeks for the close on the sale of the Coast Guard property; the original projected closing date was by February 28<sup>th</sup>.

Member Griffin made the motion to approve the two week extension for the USCG Property Sale closing. Member Payne seconded the motion, and the motion carried 6-0.

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

Chairman Houston requested the Director to review the calendar for any upcoming events and it was reported there are no immediate upcoming items. The Chairman, by consensus of the board, requests Mr. Rowell to start planning a fall date for the Aviation Celebration held at the airport. The board also discussed airport activities and events held by others that are open to the public should be noted on the Airport Calendar for marketing reference and community involvement.

#### **Board Comments:**

Commander Meador extended thanks to the Airport and community for all their support and involvement for the Coast Guard families during their time of need for the government shutdown that took place.

Member Griffin informed the board there will be an Economic Development Group public input session on strategic planning held March 14<sup>th</sup> at 5:00pm in the public safety building. This could be an opportunity to see about certified sites with ready infrastructure that could be potential tenants in the Airpark lots available. He also noted the Tourism Organization is doing a similar online input session to see how they can better impact and affect the community; Member Griffin is to send the link electronically to all board members.

Member Saunders made the motion to go into closed session for lease discussion and land acquisition. Member Payne seconded the motion, and the motion carried 6-0.

Regular session reconvened at 7:25pm.

Member Saunders made the motion to approve the December 2018 closed session minutes as recorded. Member Payne seconded the motion, and the motion carried 6-0.

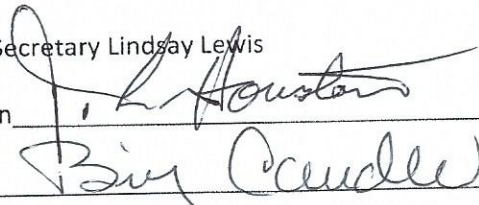
Member Saunders made the motion to approve the January 2019 closed session minutes as recorded. Member Payne seconded the motion, and the motion carried 6-0.

Chairman Houston adjourned the regular session meeting at 7:27pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston

Secretary Billy Caudle

Handwritten signatures of Johnny Houston and Billy Caudle. The signature of Johnny Houston is written over a horizontal line, and the signature of Billy Caudle is written below it, also over a horizontal line.