

October 24, 2018

Elizabeth City Pasquotank County  
Airport Authority Regular Session Minutes

Board Members

Chairman Johnny Houston      Donald Payne      John Siemens  
Steve Saunders      Lloyd Griffin (6:15pm)      Orestes Gooden      Billy Caudle (remotely 6:15pm)

Exofficio

USCG Randy Meador, County Manager Sparky Hammett, City Manager Rich Olson

Staff

Airport Managing Director Gordon Rowell, Recording Secretary Lindsay Lewis

Visitors

Jonathan Hawley – Daily Advance, Joseph Wilbourne – Parrish and Partners, Kevin Smith – AOPA, Dave Bush, Jonathan Brothers – Accountant, Christian Lockamy – Economic Development

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

Member Saunders made the motion to approve the agenda. Member Gooden seconded the motion, and the motion carried 6-0.

Approval of the Minutes - Member Saunders made the motion to approve the September regular session minutes, with said correction of Dr. Rawat spelling, as detailed by the recording secretary. Member Gooden seconded the motion, and the motion carried 6-0.

Public Comment – None

Special Presentation – None

Financial Report

Member Payne stated to the board our previous CPA rate was \$1,100 a month, and Hibbard Accounting's current rate is \$1,000. He recommends to the board an increase of \$250.00 per month retroactive to July 2018 to appropriately compensate their services. Member Payne noted he feels they are applying a good amount of time in comparison to previous persons and the rate increase is warranted.

Member Payne made the motion to increase the CPA fee to \$1,250 monthly retroactive to July 2018. Member Gooden seconded the motion, and the motion carried 6-0.

Member Payne made the motion to amend the accounting budget line item to account for the CPA increase allowance. Member Gooden seconded the motion, and the motion carried 6-0.

Member Payne reviewed the September financials to the board and stated Matt Spruill has the audit documents he needs from the airport and we are on schedule for a December review.

Member Payne 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 fuel sales with the board and noted fuel is selling very well with another good month of numbers on the books.

Hangar Inspections: Since last month's review of inspections needed, Mr. Rowell reports the airport has completed 73% of hangar inspections, and aircraft inspections have been in motion but not to the same percentage.

Maintenance Program: Current progress includes a maintenance log at the front desk for tenants to note and date their concerns for maintenance to be addressed. Mr. Rowell notes the leases are still being reviewed but recommends revamping the leases upon their renewal with a few corrections that have been found. Member Payne informs the board the tenants have been provided a letter notifying them of insurance requirements that need to be documented. The airport needs all tenants to include endorsement of Elizabeth City Regional Airport as additional insured with the aggregate and annual occurrence limits set effective 10/23/18; there is no additional charge to their policies to do so. Mr. Rowell also notes aircraft insurance is a requirement and needs to be documented in the leases. He will provide the board with the revised lease recommendation next meeting. Further maintenance progress Mr. Rowell noted is working to obtain a quote to fix the door tracks for the sliding hangar doors.

Hangar Lights: Mr. Rowell stated the current fluorescent and can lights are inefficient and are being replaced too often. He provides the board with estimated quotes to replace the lighting with LED's of \$4,000.00 for exterior lighting replacement, \$5,680.00 for interior replacement of both hangars and he informed the board the repair and maintenance budget line has the available funds.

Member Griffin made the motion to authorize the Managing Director to move forward with hangar light LED replacement not to exceed \$9,680.00. Member Payne seconded the motion, and the motion carried 6-0.

T-Hangar Rules: Mr. Rowell sent electronically to the board the FAA T-Hangar rules to be added in the leases. The leases will clarify the FAA rules and Airport rules that apply. Member Griffin states the 'accelerant' portion of the rules needs to be specific on the types of accelerants. Commander Meador and other members also noted the rules seem to apply only hangar space, not the tarmac area. The current C-130 on the ramp is inoperable and is being stored there. Mr. Rowell stated he will contact the owner and find out their intentions for the aircraft and notify them of 60 days to act on removal. He will also work on a separate rules policy that applies to the tarmac area.

Member Griffin made the motion to accept the hangar rules policy as written with said changes effective January 1, 2019. Member Payne seconded the motion, and the motion carried 6-0.

Projects: Mr. Wilbourne informed the board the Master Plan has been signed and accepted, they were awaiting the letter that Mr. Rowell received today. He states the letter needs to be filed with the FAA to complete the process.

Ramp Rehab: The close out package comments were responded to in April and thought the project was closed but it was not. Wilbourne states they re-submitted the close out comments and the close out process is in progress; the final payment will be sent once closed.

T-Hangar Drainage Project: Parrish and Partners has contacted Jimmy Spivey with Barnhill requesting information if they will be able to perform excavation and flowable fill prior to winter; they have not received a response as of yet.

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

Land Sale: Chairman Houston informed the board an update was sent out electronically. Mr. Olson informed the board the needed documents were received today at 6:30pm and is to be reviewed in closed session.

Airport Banking Update: Mr. Rowell informed the board he inquired with several banks on accounts and fees offered and found our current bank does offer an interest bearing checking account that does not hold the fee we are currently charged; he is working on opening and transferring funds to that account.

Investment Plan: Chairman Houston noted upon the sale transactions there needs to be a plan on how to spend and manage the funds. The N.C. Capital Management Trust account presented by Member Payne previously and voted on by the board for fund placement needs to be created so it is ready once funds are received.

Member Griffin made the motion to authorize the Chairman with dual signatures to establish an account with N.C. Capital Management Trust and moving \$1,000 into the account for fund establishment. Member Payne seconded the motion, and the motion carried 6-0.

ECSU Hangar Space Needs: Chairman Houston stated he thought we would have received information from ECSU by tonight's meeting, but they are still working on gathering that information. Once received, we can discuss options of availability to best suit the needs presented.

Holiday Social: The board discussed using our December regular session meeting as our Holiday Social to include a nice meal served.

#### **Board Comments**

The new Economic Development Director for Elizabeth City, Christian Lockamy, introduced himself to the board and a little about his background, and noted he looks forward to working with the board.

Member Gooden noted as the appointed Chairman of Technology in Aviation for ECSU, he wants to stress their gratitude and appreciation for the airports support and partnership of their program and helping it to grow successfully.

#### **Old/New Business**

Hangar Rent 2019: With Member Griffin's suggestion of tabling the item until the first of the year, Member Saunders noted with several items influx at the moment in consideration of the customers he feels the first of the year would be more palpable to address hangar rent also.

The Hangar Rent Increase discussion was tabled until January 2019.

Member Griffin made the motion to go into closed session for the discussion of expansion and relocation of industry and personnel. Member Saunders seconded the motion, and the motion carried 6-0.

Regular session reconvened at 7:55pm.

Member Griffin made the motion to seek outside legal counsel for the airport authority board. Member Saunders seconded the motion and the motion carried 6-0.

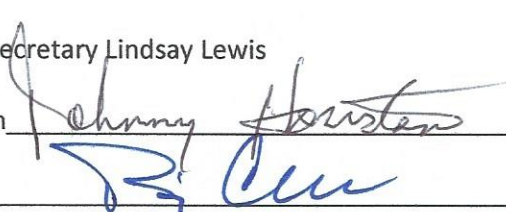
Member Griffin made the motion to provide Managing Director Rowell a 3% salary increase for his educational career goals advancement effective January 1, 2019. Member Saunders seconded the motion, and the motion carried 6-0.

Chairman Houston adjourned the regular session meeting at 8:00pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston

Secretary Billy Caudle

Handwritten signatures of Johnny Houston and Billy Caudle in blue ink, positioned over horizontal lines that serve as signature lines for the Chairman and Secretary.