

September 23, 2020
Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

Chairman Johnny Houston Steve Saunders John Siemens
Billy Caudle Rodney Walton Lloyd Griffin (Remote) Kuldeep Rawat (Video)

Exofficio

Eddie Buffaloe – Acting Interim City Manager, Sparty Hammett – County Manager

Staff

Airport Manager Scott Hinton, Recording Secretary Lindsay Lewis, Operations Supervisor Kent Madden

Visitors

Tim Gruebel – Parrish & Partners, Jeff Kirby – Parrish & Partners

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 provided. Member Caudle seconded the motion, and the motion carried by roll call vote 6-0.

Approval of the Minutes - Member Caudle made the motion to approve the August 2020 regular session minutes as recorded. Member Saunders seconded the motion and the motion carried by roll call vote 6-0.

Public Comments: None

Special Presentations: None

Financial Report – Member Walton reviewed the August financials to the board.

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

Managers Report – Mr. Hinton provided the board a spreadsheet on fuel sales and reviewed. He also noted to the board the Army will return next month and sales should pick up again.

Fuel Vendor: Hinton informed the board Titan has agreed to the requests made in fuel vendor negotiations and have voided the fuel truck invoice for this month. The Airport will take ownership and after discussion with John Brothers there should be no accounting issues in doing so. He also discussed with Titan the GAP Improvements needed on the fuel farm current and future. With the requests made, and Titan in agreeance, they have requested a Five-Year term contract as opposed to the year to year currently in place.

Member Saunders made the motion for Airport Manager Hinton to renew the fuel vendor contract with Titan to a Five-Year term with the provisions outlined by the Manager. Member Caudle seconded the motion, and the motion carried by roll call vote 6-0.

Coast Guard Project: Hinton stated the work is still moving out weeks further than expected but the time line delay works well especially with the Army returning next month; the latest update for expected closure repairs is October 16th.

Projects Update: Mr. Gruebel met with Hinton earlier today to review the scope for the fuel farm extension to include a 12,000gallon Jet A tank; they will continue to work together on finalizing. Mr. Gruebel informed the board the Taxi-Way Rehab project is getting closer to being closed out and will continue working to finalize that project. He noted there is no update on the Aviation Phase 1 project but is continuing discussion with DOA for funding of the project.

Chairman's Report - Chairman Houston discussed with the board the removal of the C-130 and with various factors in mind would like to not enforce the immediate need for removal at this time. Hinton informed the board he has been in contact with the Company and they are anticipating early spring removal. The rent rate will remain the same and the income received will be beneficial to the Airport. Hinton will request a pressure washing company to come in and clean up the Aircraft with the company to foot the bill.

Chairman Houston provided the board with his Lead Resource Persons update with the confirmed re-appointments of the board members.

Chairman Houston addressed the Governors order for allotment of more persons gathering in buildings but the 6ft social distance and mask requirement are still in place. Hinton will set up the conference room to meet the 6ft requirement to be in compliance for future meetings if more persons attend; the Conference room allowance is 15 persons.

Old Business

HREM: Upon further review, Member Saunders stated the HREM contract with John Leidy did state that other items would be billed separately. The additional invoice items received for \$1,631 included \$631 of original fees estimated and \$42.54 for meals provided that are expenses the Airport owes. The remaining \$1,000 is being billed because the hours exceeded John Leidy's estimated hours to perform the task. With the hours not being specified in the contract to provide service, the Airport should not be liable to submit the additional payment.

Member Saunders made the motion for the Airport Authority pay HREM the \$673.54 according to the contract and express our decision to forego the payment of the additional \$1,000 as requested by the July 30, 2020 HREM letter. Member Caudle seconded the motion, and the motion carried by roll call vote 6-0.

Member Saunders made the motion to go into closed session at 6:45pm, after a three-minute recess, for Expansion & Relocation of Industry. Member Caudle seconded the motion, and the motion carried by roll call vote 6-0.

Regular session reconvened at 7:22pm.

Member Griffin made the motion to direct Manager Hinton to move forward with final negotiations in purchasing the OBX Aviation Hangar at \$180,000. Member Saunders seconded the motion, and the motion carried by roll call vote 6-0.

Member Houston adjourned the meeting at 7:24pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston _____

Secretary Billy Caudle _____

