

**October 28, 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 (Video)      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 (Video), Christian Lockamy – Economic Development (Video), Commander Sharkey – USCG, Commander Sherman – USCG (Video), Elton Stone – Airport Management Instructor (Video), Airport Management Students (Video) – Jonathan Post, Noah Hurdle, Zedric McKennon, Michael Mensah, Jaise Rivens, Noah Gunter, Mercedes & Dayo

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

**Agenda** – Member Saunders made the motion to remove closed session from the agenda and approve as presented. 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 September 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 September financials to the board. Manager Hinton and Member Walton request a budget amendment for the hangar purchase adjusting Retained Earnings and Capital Outlay of \$180,000. The purchase did not exceed the ordinance but the request to approve the amendment is due to the large number associated with the purchase so that it is reflected in the Budget Ordinance Worksheet.

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

Member Walton made the motion to approve the September financial report as presented. Member Siemens 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.

Coast Guard Project: The taxi-way construction in front of the terminal has changed from night work to day work and is currently at an all-stop status. The pavement cannot be milled as was expected and an alternate approach must be determined. A temporary access has been assembled until a plan has been determined.

MX RFP: Hinton informed the board the RFP is on the website although he is not sure that was needed or required. He will strive to have an update on the maintenance facility by next meeting.

Fuel Farm Work Authorization: Hinton and Tim Gruebel have reviewed the work authorization for fuel farm improvements that include a 12,000-gallon tank, increased fuel flow capacity, re-painting, placement, etc., that will

not be any direct cost to the airport, local funding, or match requirement. They anticipate 5-months for the bid award and grant to be in place. The construction time-line will consist of approximately 3-4month procurement phase and a 45 day install period.

Member Saunders made the motion to approve execution of the Work Authorization as presented by the Airport Manager. Member Siemens seconded the motion, and the motion carried by roll call vote 6-0.

**Projects Update:** Mr. Gruebel stated the Taxiway Rehab grant has been closed out with Barnhill. He is currently in discussions to get the construction funding authorized for the Aviation Phase 1 project now that DOA is starting to move more on their budgeting.

**Chairman's Report** - Chairman Houston stated the OBX Aviation Hangar purchase has been executed and they have requested to rent a space in the hangar with the remaining spaces also rented.

In regards to the ECSU temporary facility, Manager Hinton stated the Trustees have approved the trailer lease and it is now at the State Property office for approval that could take up to 60 days. He has also received a request to rent spaces in the OBX Hangar; they currently have 3 spaces rented at \$750 while waiting for other income to come through on the State Property office approval.

Chairman Houston discussed combining the November and December meeting with a proposal to do so on December 9<sup>th</sup> at the regular scheduled meeting time.

Member Saunders made the motion to cancel the November 25<sup>th</sup> and December 23<sup>rd</sup> regular scheduled meetings and hold a joint meeting for those months on December 9<sup>th</sup> at 6:00pm. Member Caudle seconded the motion, and the motion carried by roll call vote 6-0.

Chairman Houston also addressed a request to hold a VIP meeting at the airport facilities; a press release will be made once confirmation is received.

**Board Comments –**

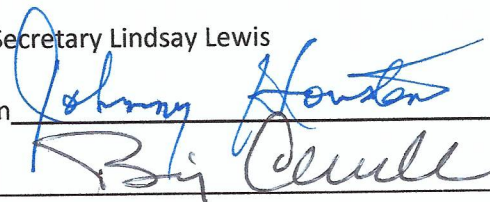
Commander Sherman provided some updates concerning the USCG construction status and will continue communication with Manager Hinton as updates are received. He also stated the USCG will be hosting a Harvest Fest on base for Coast Guard dependents to keep up morale and all safety precautions are being executed.

Chairman Houston adjourned the meeting at 6:50pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston

Secretary Billy Caudle

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