

December 9, 2020
Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

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

Exofficio

Sparty Hammett – County Manager (Video)

Staff

Airport Manager Scott Hinton, Recording Secretary Lindsay Lewis

Visitors

Tim Gruebel – Parrish & Partners (Video), Commander Sherman – USCG (Video)

Call to Order – Chairman Houston called the regular session meeting to order at 6:04pm.

Agenda – Member Griffin made the motion to amend the agenda for closed session personnel items. Member Walton seconded the motion, and the motion carried by roll call vote 5-0. Member Caudle made the motion to approve the agenda with said changes. Member Walton seconded the motion, and the motion carried by roll call vote 5-0.

Approval of the Minutes - Member Caudle made the motion to approve the October 2020 regular session minutes as recorded. Member Siemens seconded the motion and the motion carried by roll call vote 5-0.

Public Comments: None

Special Presentations: None

Financial Report – Member Walton reviewed the financial reports to the board.

Member Walton made the motion to approve the financial report as presented. Member Caudle seconded the motion, and the motion carried by roll call vote 5-0.

NCCMT – Member Walton and Manager Hinton, upon review of the account, have determined it may be the best interest of the board to move those funds to a money market account for the time being to obtain the best return until the interest rates return to a better state. They recommend leaving the allowable minimum in the trust account to keep it active and move the majority of the funds to the money market account.

Member Walton made the motion for Manager Hinton to move forward with the required procedures at Atlantic Union Bank & Trust to set up the NCCMT funds in a money market account leaving the required minimum in the Trust to keep it activated. Member Caudle seconded the motion, and the motion carried by roll call vote 5-0.

Audit Contract – The board is presented with returning services to Donna Hollowell in place of Spruill’s Audit services retained at the same rate for a one-year contract.

Member Walton made the motion to contract Donna Hollowell for Audit Services for one-year. Member Siemens seconded the motion, and the motion carried 5-0.

Managers Report – Mr. Hinton provided the board a spreadsheet on fuel sales and reviewed.

Coast Guard Project: The front of Taxiway Golf is currently being repaired with terminal area still needing paved; they will need 45degree weather or better in order to finish. The majority is complete then they will move to Taxiway Charlie. The project will need to be completed by spring.

MX RFP: Hinton informed the board there has been no response to the RFP. He spoke with ECSU and they would like to rent the hangar spaces. If ECSU rents the area there would be no room for transit planes so Hinton is proposing to rent ECSU (5) of the (6) spaces available at \$1,500.00 per month leaving (1) space open for outside maintenance at \$100.00 per month. Renting the spaces would alleviate the need for the double wide temporary facility. Hinton feels this would be the best short term solution on both ends and proposes a possible 3-year lease with 30 days required notification to terminate; he will address this with ECSU and return to the board with an update.

Projects Update: Mr. Gruebel the work authorization has been signed for the Fuel Farm and the DOA is in support of it. They will be using a little of the 2017 non-entitlement funds for the design and bidding portion, approx. \$1,600, before the funds expire.

Chairman's Report – Property Disposal Resolution: Chairman Houston presents the board with a Property Resolution that allots disposal of properties up to \$30,000.00 without individual approval from the board on each item. This will allow the Manager to dispose of items as he sees fit without waiting another 30-days to approach the board for approval. The Manager will notify the board of any items disposed within 30-days of the sale.

Member Walton made the motion to approve the Property Disposal Resolution as presented. Member Siemens seconded the motion, and the motion carried by roll call vote 5-0.

Board Comments – Member Griffin informed the board he received notice Christian Lockemy will be taking a position in Vance County and would like to discuss an interim plan in closed session.

Member Griffin made the motion to go into closed session at 6:41pm for the discussion of personnel and confidential client purposes. Member Caudle seconded the motion, and the motion carried by roll call vote 5-0.

Regular session reconvened at 6:53pm

Member Griffin made the motion to approve a Christmas bonus to employees at \$200 for (3) Full-Time persons, \$100 for (2) Part-Time persons, and no Manager Bonus by the request of Airport Manager Scott Hinton. Member Caudle seconded the motion, and the motion carried by roll call vote 5-0.

Member Griffin notifies the Airport Authority of the morning EDC meeting to request Scott Hinton to act as the interim Economic Development Director until a new person is elected to fill the position. Chairman Houston and the Airport Authority consent to the request.

Chairman Houston adjourned the meeting at 6:56pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston

Secretary Billy Caudle

