

January 27, 2021
Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

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

Exofficio

Montre Freeman – City Manager, Sparty Hammett – County Manager (Video), Commander Sherman – USCG (Video)

Staff

Airport Manager Scott Hinton (Video), Recording Secretary Lindsay Lewis, Kent Madden – Operations Supervisor

Visitors

Tim Gruebel – Parrish & Partners (Video), Aaron Wallio – Pasquotank County Sheriff’s Office

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

Agenda – Member Griffin made the motion to approve the agenda with the amendment of new business - Interlocal request for facility use to first on the agenda. Member Walton seconded the motion, and the motion carried by roll call vote 6-0.

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

Public Comments: None

Special Presentations: None

New Business: Interlocal request for facility use – Aaron Wallio presented the board with the request to use the old runway as a stationary location for the COVID Vaccine Clinics. He stated the current locations at COA and the High School on remote learning days result in a long day of set up, break down, and clean up only to repeat the following day. A stationary location would alleviate the need to break down and set up every day. He proposes a 3-Lane entry staging area to then split into 4-Lanes down the runway to initiate the vaccines with a right exit onto Bayshore to prevent back-ups; Port-O-Jons will also be set up on location. The board discusses the need to prevent blockage of the parking lot and Consolidated Rd. with Commander Sherman also stating the need for free flow for Logistics entry through the back gate. Wallio stated they are working to ensure blockage doesn’t happen and will monitor it closely to make changes needed in a timely manner. Emergency Management has signs to set up on Weeksville Rd and would like to come Monday or Tuesday for set up to work out any issues prior to initiating the site.

Member Griffin made the motion to approve the site recommendation from the Interlocal Request. Member Caudle seconded the motion, and the motion carried by roll call vote 6-0.

Financial Report – Member Walton reviewed the November 2020 and December 2020 financials with the board noting the new format of electronic copies provided instead of paper copies for the boards review.

Member Griffin made the motion to approve the financial reports as presented. Member Caudle seconded the motion, and the motion carried by roll call vote 6-0.

NCCMT – Member Walton and Manager Hinton informed the board the funds have been moved to a money market account at Atlantic Union Bank, which is LGC approved, with the minimum allowed amount remaining in the NCCMT account to keep the account open. Hinton stated the rate is small but we are still ahead of what the NCCMT fund would have returned at this time.

Employee Medical Insurance – Mr. Hinton informed the board we have conflicting documents on the coverage for employees with Health, Vision and Dental. The Health Insurance aligns with the County however the personnel manual states fully funded coverage for Vision, Dental, and Accidental Death in one version with another stating those are covered 100% by the employee. To match the County’s policy on the matter was never put into writing. If we continue as we are, paying Vision and Dental, we are not in line with the County’s policy and if we elect to match the County we will have to ask employees to cover the expense they have not been having to. We are already in the renewal policy renewal period for coverage, if we decide to make a change we will need to provide the employees with a timely notice and also include a budget adjustment.

Member Caudle made the motion to continue coverage as is to be reviewed during the budget cycle prior to policy renewal. Member Griffin 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: Mr. Hinton stated Bob Popp updated today that the bid was issued as a design bid project with a completion estimate of 2025 for the Runway, Taxiway Kilo and Golf to stop at end of current project.

Projects Update: Mr. Gruebel discussed Phase 1 & 2 of the ECSU project stating there were some issues with waste water for Phase 1 but he is working with Kim Hamby to address corrections; he stated funding is looking good for this fiscal year cycle. Construction monies should be available in the July time frame and he hopes to bid the project sooner. NCDOT requires funding for the Vertical Building to be earmarked; ECSU is requesting the legislative earmark for that area. He also discussed with the board the Parking Ramp was on the ALP and Master Plan as an ultimate feature, he would like that moved to “future” for support of the need. A letter to the Coast Guard requesting a portion of the property be deeded to us would begin the process.

Member Griffin made the motion to accept the engineer’s recommendation to send a letter to the Coast Guard for property expansion at the south end of the Airport. Member Walton seconded the motion, and the motion carried by roll call vote 6-0.

Chairman’s Report – Hangar Leases update request – Hinton updated the ECSU lease on the hangars is moving through the State Property office. It is moving slower than expected but hopes to have an update by next meeting.

Economic Impact Study – Hinton discussed the study with the board and was excited to provide the impact numbers our Airport provides to include annual direct and indirect contributions, employment, tax impacts, etc. He will be giving a 45 minute presentation on Friday to the Rotary and has also requested a presentation to the City Council as well to share the great news of the Economic Impact.

Board Comments – Member Caudle informed the board at the Economic Development Meeting the City issues with infiltration and inflow was discussed, the waste water issues, and they are keeping the item on the front burner to have the issue addressed.

Chairman Houston adjourned the meeting at 7:00pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Johnny Houston

Secretary Billy Caudle

