

**March 24, 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 (Video), Sparty Hammett – County Manager (Video),  
Commander Sherman – USCG (Video)

**Staff**

Airport Manager Scott Hinton, Recording Secretary Lindsay Lewis

**Visitors**

Jeff Kirby – Parrish & Partners (Video), Keith Overstreet, Matt & Mason Spruill - Auditors

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

**Agenda** – Member Griffin made the motion to add the Audit review under presentations and approve the agenda with no closed session required. 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 February 2021 regular session minutes as recorded. Member Saunders seconded the motion and the motion carried by roll call vote 6-0.

**Public Comments:** None

**Presentations:** Audit Review: Mason Spruill reviewed the audit report to the board. He stated the Airport had a Yellow Book Audit requirement and reviewed the findings from the January 30<sup>th</sup> report issued by the Auditor. Finding 1) segregation of duties; this is a reoccurring finding due to the size of the Airport. Finding 2) cannot overspend budget line items; the retirement account line was the item overspent and the new Budget Ordinance format the Airport put into place this fiscal year will alleviate this finding in the future. Finding 3) multiple invoices were not pre-audited being stamped not signed; this issue has been corrected as well. Mr. Spruill continued by reviewing the Airports financial standpoint and net position noting an increase over last year's audit figures.

Member Saunders made the motion to approve the audit as presented with findings. Member Griffin seconded the motion, and the motion carried by roll call vote 6-0.

**Financial Report** – Member Walton presented and reviewed the February 2021 financials with 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 6-0.

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

Inter-Local Agreement – Hinton met with the City Manager and Finance Director to lay out a path and true up the most current numbers generated by the FAA. In working through the requirements, a few issues have been encountered. The legal sponsor name for the Airport is incorrect and to transfer the name from City of Elizabeth City to the Airport requires a long list of steps. Hinton has contacted the Division to have the issue corrected, being an error on their end, and is awaiting a corrected resolution. He continues by informing the board that an addendum for the additional property across the street was never added to the Interlocal agreement. It was executed in 2009 with a 10-year term

with Rich Olson providing a memo to the Council to approve and extend the terms. The Council did not follow through with that request and an addendum has not been made. Hinton is requesting they fulfill that intent to resolve the missing parcels belonging to the Airport in the Interlocal agreement. City Manager Freeman believes the property should be conveyed as the intent and a document should be generated with that stated following in line with the language provided in the memo from Rich Olson.

ECSU Hangar Lease – Hinton informed the board the State Property office is moving along on the approval procedures and should have that available for our next meeting.

T-Hangar Wait List – Hinton proposes to the board to having two lists for persons waiting for a hangar space; Off Airport Customers and Base Customers. The Base customers are already on the ramp space and should be a priority when a hangar becomes available. He also would like to publish the guidelines online to include if a plane that occupies a hangar currently is sold locally, the hangar rental transfers with the purchase of the plane. The board discussed the request and prefers to wait until next month for consideration on the action.

Member Griffin made the motion to delay action on the T-Hangar waiting list recommendations until next meeting. Member Walton seconded the motion, and the motion carried by roll call vote 6-0.

Hinton informs the board Sun & Fun is next month and he will attend.

**Projects Update:** Mr. Kirby informs the board the fuel farm design is 90% complete and the projected budget is \$560,000 based on the requests of the Airport for the design.

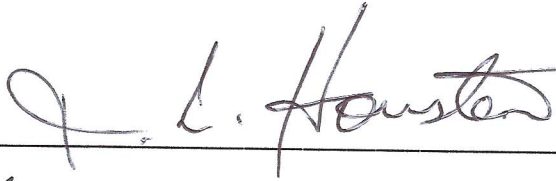
**Chairman’s Report** – Chairman Houston reported to the board he received the letter issued from DOT for the Apron and Taxi lane grant for roughly 2.79 million that requires a local match of \$310,000; a reply and approval is required within 120days. Mr. Hinton stated he needs permission that the grant be funded so he can make the request to the Division of Aviation and submit the plan to the State.

Member Caudle made the motion to authorize Manager Scott Hinton to move forward with the approval process for the grant to be funded. Member Walton seconded the motion, and the motion carried by roll call vote 6-0.

**Board Comments** – Commander Sherman stated the Coast Guard construction is moving forward now that the warm weather has arrived for the project to be completed.

Chairman Houston adjourned the meeting at 6:58pm.

Submitted by Recording Secretary Lindsay Lewis.

Chairman Johnny Houston   
Secretary Billy Caudle 