

June 23, 2021
Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

Chairman Johnny Houston
Rodney Walton

Steve Saunders
Billy Caudle

John Siemens
Lloyd Griffin

Staff

Airport Manager Scott Hinton, Recording Secretary Lindsay Lewis

Visitors

Tim Gruebel – Parrish & Partners, Hillary Crawford – Parrish & Partners, LCDR Jared England – USCG,
Jonathan Hawley (6:25pm) – City of Elizabeth City

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

Agenda – Manager Hinton noted item 8b. – Budget Amendment was added to the electronic version of the agenda prior to the meeting and Closed Session is needed for Personnel discussion. Member Saunders made the motion to approve the agenda with said changes. Member Griffin 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 May 2021 regular session minutes as recorded. Member Saunders seconded the motion, and the motion carried by roll call vote 5-0.

Public Comments: None

Presentations: None

Public Hearing – Chairman Houston called the Public Hearing to order at 6:09 pm.

There were no comments for the Public Hearing.

Chairman Houston closed the Public Hearing at 6:09pm.

Financial Report – Member Walton presented and reviewed the May 2021 financials with the board.

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

Budget Amendment: Manager Hinton stated he reviewed the Retirement Assessment Account with the CPA as it was a finding last year. The assessment comes from the State and we don't have the actual figure to place hold until the assessment is received, so Hinton made a budget amendment to increase the line item so the funds would be covered and not result in an audit finding for year end.

Member Walton made the motion to approve the budget amendment as presented by Manager Hinton. Member Caudle seconded the motion, and the motion carried by roll call vote 5-0.

Budget Ordinance 2021/2022: Manager Hinton reviewed the proposed 2021-2022 Budget Ordinance with the board that was provided to members prior to the meeting.

Member Griffin made the motion to accept and approve the 2021-2022 Budget Ordinance as presented. Member Siemens seconded the motion, and the motion carried by roll call vote 5-0.

Managers Report – Mr. Hinton provided the board a spreadsheet on fuel sales for May and the current June position, and reviewed.

City Inter-Local: Manager Hinton stated the meeting went well on the needs for the Inter-Local agreement sponsorship and the letter is currently being reviewed by the City Council and should be on their Agenda for the next meeting to sign and move forward with the process.

Lighting Project: Manager Hinton states the project is ongoing week nights from 8:00pm-8:00am and will continue until possibly October 2021; there has not been a big impact on business during the project hours.

July Schedule: Manager Hinton informs the board he will be at Osh Kosh during the July scheduled meeting but will provide a light agenda to the board prior to leaving and have Kent Madden cover the Managers Report as needed.

Projects Update: Mr. Gruebel informs the board that the Fuel Farm bid opening was today and Rebel Services was the only bid received with a project total of \$645,000; the budget allowance for the project was \$500,000. Mr. Gruebel plans to meet and go to the negotiating table with Rebel being the bid is so high and they were the only bidder to provide services for that type of project. He states it may be possible to get additional funds from the state but would like the request to be minimal if needed, or we may have to re-evaluate the project and eliminate some items.

Phase I: Manager Hinton has drafted a letter, per request, to ECSU the better depicts price and procedures to include items the Airport provides to assist with price break assistance. Mr. Gruebel stated the mandatory pre-bid meeting for the project was held today and was five contractors in attendance. He hopes the good turnout will result in receiving three competitive bids for the project bid opening.

Chairman's Report – Chairman Houston speaks to the board on the rotation of members that takes place the end of June. Chairman Houston provided the City and County with a letter notifying his plan to move on from holding a position on the board. He will resign as of June 24, 2021 and expresses his appreciation to the board and his encouragement to continue to do good things and grow in aviation. Member Siemens will also relinquish his position on the board at the end of the term and states his enjoyment to have been a part of the processes during his time as a member.

Chairman Houston provided Member Siemens a plaque for appreciation of service from 2017-2021; Vice Chairman Saunders presented Chairman Houston a plaque for appreciation of service from 2013-2021 and an ECG Airport monogrammed Hawaiian Shirt.

New Business - Jonathan Hawley informs the board of a partnership with RAISE Grants for a Pedestrian Master Plan Project that starts from the Rail-Line at Enfield down to Halstead. The City is solely doing the project but would like to request the Airport Authorities support for the project grant funds. Hawley has drafted a letter of support, provided to the Airport Authority, for their review.

Member Caudle made the motion to authorize execution on the letter of support to the City for the RAISE Grant funds. Member Griffin seconded the motion, and the motion carried 5-0.

Member Griffin made the motion to go into closed session at 7:06pm for discussion of personnel, with a 2-minute recess. Member Walton seconded the motion, and the motion carried 5-0.

Regular Session reconvened at 7:25pm, and Chairman Houston adjourned the regular session meeting.

Submitted by Recording Secretary Lindsay Lewis.

Chairman Steve Saunders _____

Secretary Billy Caudle _____

