

August 25, 2021
Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

Chairman Steve Saunders Lloyd Griffin Colbert Respass
Rodney Walton Billy Caudle Kuldeep Rawat Keith Teague

Exofficio

Sparty Hammett – County Manager, Eddie Buffaloe – Acting Interim City Manager, Commander Sherman - USCG

Staff

Airport Director Scott Hinton, Recording Secretary Lindsay Lewis

Visitors

Keith Overstreet - USCG

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

Agenda – Member Griffin made the motion to approve the agenda with the addition of closed session for personnel items. Member Walton seconded the motion, and the motion carried 5-0.

Members & Officers - Chairman Saunders introduced new members Keith Teague and Colbert Respass to the board stating their member oaths were performed prior to the meeting. Member Rawat was unable to perform his oath renewal prior to the meeting due to office closures and will complete his oath recertification at the earliest convenience. Chairman Saunders, by consensus, appointed Member Walton as the Vice Chairman of the board, Member Griffin as the Treasurer of the board, and Member Caudle as the Secretary of the board.

Standing Rules Consideration: Chairman Saunders requested amendments to item 4) change Managing Director to Airport Director, and item 12) should refer to rule number 30, not rule number 31.

Member Griffin made the motion to accept and approve the Standing Rules Consideration with said changes. Member Walton seconded the motion, and the motion carried 5-0.

Approval of the Minutes - Member Caudle made the motion to approve the June 2021 regular session minutes as recorded. Member Walton seconded the motion, and the motion carried 5-0.

Public Comments: None

Presentations: None

Treasurer's Report – Member Walton presented and reviewed the fiscal year end financials with the board and the July financials as the first month in the new fiscal year.

Member Walton made the motion to approve the financial reports as presented. Member Caudle seconded the motion, and the motion carried 5-0.

Managers Report – Mr. Hinton provided the board a spreadsheet on fuel sales for June and July with a fiscal year end overview.

Projects Update: Mr. Hinton informed the board that the Fuel Farm grant is currently at a standstill. The state will not issue more than the allotted half a million for the project. With Rebel's bid coming in over budget, Tim Gruebel is working with them to review the numbers and see where we are able to make adjustments to be within the allotted grant funding amount.

Phase II: Manager Hinton informed the board the first bid opening did not have three qualified bids and went back out for bids with Barnhill being awarded the contract at around 2.7 million. With the awarded bid coming in under contract, Hinton hopes to have a notice to proceed by the end of the year to start moving dirt on the project.

Runway 1-19: Hinton states the project is still in the requirements phase to generate and RFP.

Chairman's Report – Chairman Saunders shares appreciation and acknowledgement of his new role to the board.

Board Comments: Commander Sherman provides an update on the LED Lighting and paving project and informs the board they are currently replacing storm water areas on the base that will be ongoing for long period of time.

Old Business – Hinton informs the board the letter and requests with the City regarding the Airport Sponsorship was acceptable and will be moving forward for signatures.

New Business – Accountant Contract: Chairman Saunders stated the contract with John Brothers is up for renewal as a one-year contract at the same price and terms of service.

Member Walton made the motion to approve the one-year contract with John Brothers Accounting. Member Caudle seconded the motion, and the motion carried 5-0.

Airport Staff: Hinton requested to the board a 2% cost of living raise for the full-time airport staff for this year and last year as a true up with a 3% merit raise retro to July 1, 2021. His request also includes an increase from \$11 to \$12 per hour for the part-time employees. The board was also informed the requested increases are allotted for on the current budget line items.

Member Rawat made the motion to approve the requested pay increases presented by the Airport Director. Member Teague seconded the motion.

Chairman Saunders called for the discussion: Hinton provided feedback he was not here last year when the COLA review came about and Kent Madden was acting as interim for that position. Kent did not feel adding the extra expense at the time was under his authority giving the income shortages for 2020.

After discussion the motion carried 5-0.

Aircraft/Vehicle Charging Stations: Hinton received a call from Beta Technologies with interest of placing a charging station at the Airport and received a contract for review. He provided a presentation to the board and reviewed their website showing maps of their current covered areas. UPS has also purchased 150 of their planes, and they show potential to continually increase their exposure. The install would cost approximately \$250,000 at their expense and the airport would receive 10% of the revenues. Hinton reviewed the placement area on the facility by the oil shed and would need to send a request to Commander Sherman and the USCG for license of the property back to the airport that somehow broke off into Coast Guard property once the DRS Hangar area was sold to them. The charging station would be an added value to the Airport and provide a service for an up and coming need in our area as electric cars are also able to recharge with the station to be installed.

Member Griffin made the motion to approve the contract with Beta Technologies contingent upon legal review. Member Teague seconded the motion, and the motion carried 5-0.

Member Rawat made the procedural motion to go into closed session for review of personnel items at 6:42pm.

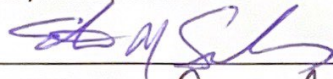
Regular session reconvened at 6:56pm.

Member Teague made the motion to approve a 2% cost of living and 3% merit raise to the Airport Director with one week added to his vacation time based on his performance review. Member Caudle seconded the motion, and the motion carried 5-0.

Regular session was adjourned at 6:58pm.

Submitted by Recording Secretary Lindsay Lewis.

Chairman Steve Saunders



Secretary Billy Caudle

