

January 26, 2022
Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

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

Exofficio

Interim City Manager Ralph Clark, County Manger Sparty Hammett (Remote)

Staff

Airport Director Scott Hinton, Recording Secretary Lindsay Lewis

Visitors

Tim Gruebel – Parrish & Partners (Virtual), Jeff Berry – Economic Development, Keith Overstreet - USCG

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

Agenda – Member Caudle made the motion to approve the agenda with the addition of closed session pursuant to NCGS 143-318.11 Expansion and Relocation of Industry. Member Walton seconded the motion, and the motion carried 6-0.

Approval of the Minutes - Member Caudle made the motion to approve the December 2021 regular session minutes as recorded. Member Walton seconded the motion, and the motion carried 6-0.

Public Comments: None

Presentations: None

Treasurer's Report – Member Griffin presented and reviewed the November and December 2021 financials with the board.

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

Managers Report – Director Hinton provided the board a spreadsheet on November and December fuel sales to review with the board. He also informed the board that CAA, Corporate Aircraft Association, has still been trending upward.

Projects Update: Phase I Project – Gruebel informed the board that Barnhill has received all of the construction documents and the Independent Fee Evaluation has been received.

BETA Agreement: Hinton informed the board there have been changes since the last approval of the BETA Agreement that involved legal errors. The contract was returned with some added provisions and a \$528k claw back on Breach of contract. There was also a provision stating the Airport would be maintaining all the ports which would absorb the full 10% profit with one maintenance service. Hinton has discussed the concerns with BETA and they are rewording to exclude the maintenance item and the claw back if less than 60days notice was given would we be in breach, as the original contract stated. Once the corrected/updated contract is received, Hinton will send electronically to the board for review within (5) days prior to signing.

Chairman's Report - Chairman Saunders commended the Airport on the Service they provide.

Board Comments – Commander Sherman provided an update to the board on the sewer project on USCG Base stating work will resume March 8th after the USCG Marathon.

Hinton informed the board Jeff Berry and he attended the DOT NC Transportation Summit and felt there was good momentum from their attendance.

Old Business - Sponsorship: Hinton reviewed the Sponsorship with the City Manager today and the request was forwarded to the FAA. Their response was inquiring on how the ownership was verified. Hinton will have to go before the City Council to present the needs of transfer so there does not show a break in the timeline of ownership. Hinton will attend the February 14th City Council Meeting with a brief presentation of the request.

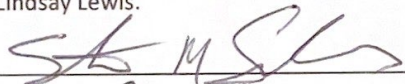
Banking: The Airport’s current bank, Atlantic Union, has closed its branch on Ehringhaus and our Banking Manager has moved to the Virginia office. Hinton has noticed the services once received are not up to par and we are not receiving the percentage return on the Market account we had anticipated. Hinton has been in contact with Truist Marketing President, Analisa Morgan, and discussed the proposal for our banking needs. Hinton feels it would be of great benefit to move our checking and money market account to Truist with Analisa handling our account personally, if there are no concerns from the board. With no objections from the board, Hinton will start the process of moving the Airport Accounts.

Member Caudle made the motion to go into closed session for discussion of Expansion and Relocation of Industry at 6:48pm with a two-minute recess.

Regular session reconvened at 7:14pm.

Chairman Saunders adjourned the regular session meeting at 7:14pm.

Submitted by Recording Secretary Lindsay Lewis.

Chairman Steve Saunders _____ 

Secretary Billy Caudle _____ 