

**July 20, 2022**  
**Elizabeth City Pasquotank County**  
**Airport Authority Regular Session Minutes**

**Board Members**

Chairman Steve Saunders      Kuldeep Rawat      Kirk Rivers  
Rodney Walton      Keith Teague

**Exofficio**

County Manager Sparty Hammet, Interim City Manager Montique McClary, USCG Commander Brook Sherman

**Staff**

Airport Director Scott Hinton, Recording Secretary Lindsay Lewis

**Visitors**

Tim Gruebel – Parrish & Partners (Remote), Jeff Berry – Economic Development Director, Keith Overstreet - Guest

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

**Agenda** – Member Walton made the motion to approve the agenda as presented with the addition of item 11a – Board Appointees. Member Teague seconded the motion, and the motion carried 4-0.

**Approval of the Minutes** - Member Teague made the motion to approve the June 2022 regular session minutes as recorded. Member Walton seconded the motion, and the motion carried 4-0.

**Public Comments:** None

**Presentations:** None

**Treasurer's Report** Mr. Hinton presented and reviewed the June financial Statement with the board and provided a summary of the fiscal year close out.

Member Walton made the motion to approve the financial report as presented. Member Teague seconded the motion, and the motion carried 4-0.

**Manager's Report** Mr. Hinton provided the board a spreadsheet for June fuel sales and provided an update for July standings for the first month of the new fiscal year.

Projects Update: Phase II Project – Mr. Hinton informed the board there has been a change in funding, and the Non-Primary Entitlement funds will be used for the additional 122,000sq.ft. ramp expansion and will be written as a separate grant; DOA has already approved it.

SCIF: Mr. Hinton stated the Airport has received State Capital Infrastructure Funds in the amount of 7.25million, which is half of the requested amount of 14.5 million. These funds are special state funds and no local match is required but a separate bank account will be required to manage the monies. Most fund sources are for horizontal development, but these funds can be used to expand vertically. Mr. Hinton stated if the other half of the funds are not awarded, one option would be to use the monies to build a Hangar and Box Hangars. Mr. Hinton anticipates in the long session the other half of the money will be awarded and design work will start either way. Mr. Hinton would like to plan on the full amount for what and where we want to be for the design use. The full amount would incorporate the Hangar, New Terminal, Box Hangars, etc. The cost to the Airport if the full amount is not received would only be for redoing the design plan on a smaller scale.

**Board Comments** – Commander Sherman informed the board the Sewer Project on base is back up and moving with a \$1million modification to the original plan. He also reminded the board that Coast Guard Day will be August 4<sup>th</sup>.

Member Rivers informed the board on August 8<sup>th</sup> there will be a small reception for Howard Hunter and Sen. Steinberg presented them the Keys to the City for their contributions for the monies received in our community.

**Old Business** – Sponsorship: Mr. Hinton informed the board that the packet to be sent to DOA for their endorsement, who then will send to the FAA, is ready. Attorney Morgan is working on getting the deed document showing ownership, and that is the last piece needed to move quickly; he is aware of the time sensitivity.

**New Business** - Board Appointees: Chairman Saunders stated the officers list is the same with the exception he has asked Member Teague to be appointed Secretary to the Board, and he has accepted.

Candy Bomber: Mr. Hinton informed the board November 5<sup>th</sup> the Candy Bomber will be at the Airport which will be a celebration of the Coast Guards 75<sup>th</sup> Anniversary and the Airport Anniversary of 50 years. Parrish and Partners has generously sponsored to make it an outstanding event.

Member Rivers made the motion to go into closed session for the discussion of expansion and relocation of industry pursuant to N.C.G.S. 143-318-11(a)(6). Member Teague seconded the motion, and the motion carried 4-0 with a 3-minute recess.

Regular session reconvened at 7:27pm.

Chairman Saunders adjourned the regular session meeting at 7:27pm.

Submitted by Recording Secretary Lindsay Lewis.

Chairman Steve Saunders \_\_\_\_\_  
Secretary Keith Teague \_\_\_\_\_

