

August 24, 2022  
Elizabeth City Pasquotank County  
Airport Authority Regular Session Minutes

Board Members

Chairman Steve Saunders      Kuldeep Rawat      Kirk Rivers  
Rodney Walton      Keith Teague      Lloyd Griffin      Colbert Respass

Exofficio

Interim City Manager Montique McClary, County Manager Sparty Hammet, USCG XO Dave McLoughlin

Staff

Airport Director Scott Hinton, Recording Secretary Lindsay Lewis

Visitors

Tim Gruebel – Parrish & Partners (Remote), Keith Overstreet – Guest, Dr. Keith Parker – School Board Super Intendant

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

Agenda – Member Rivers made the motion to approve the agenda as presented with no closed session. Member Walton seconded the motion, and the motion carried 6-0.

Approval of the Minutes - Member Teague made the motion to approve the July 2022 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 reviewed the July financial statement with the board, noting it was the first month of the new Fiscal Year. Hinton notified the board from an accounting standpoint the fuel adjustment has lag time in the invoicing that shows more prominent the first month of a Fiscal Year.

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

Manager's Report – Hinton provided the board a spreadsheet for July fuel sales for review.

Projects Update: Phase II Project – Hinton informed the there was a progress meeting held today with Barnhill and are currently at a work stoppage due to supply chain issues; the next progress meeting will be September 13<sup>th</sup>.

SCIF: Hinton and Gruebel will attend a SCIF webinar next Wednesday that reviews the process for receiving, and management, of the grant funds.

First In Flight Festival: Hinton states the Festival is scheduled for November 5, 2022 at 9:00am. The Young Eagles will go from 2:00-4:00 and the Candy Bomber is scheduled for 3:00. Hinton is also working with the Coast Guard and University for other Aircraft to showcase at the event.

Board Comments – Member Walton introduced Dr. Parker to the board and spoke of his attendance to get a feel for what takes place at the Airport and with the Airport Authority to seek possible opportunities and involvement of the School Board.

County Manager Hammet informed the board they have been awarded a \$500,000 grant for Parks and Recreation, and also stated a new Assistant County Manager will be starting September 12<sup>th</sup>.

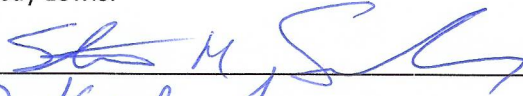
**Old Business** – Inter-Local Agreement: A meeting was held with Airport Manager Hinton, City Manager McClary, City Finance Director, and Assistant Finance Director to finalize the numbers on the funds the City is holding to be released. Hinton stated the City will release a check to the Airport then the lease transfer for the parking lot will be completed. Attorney Nash is generating the deeds for the properties so that we will be able to update the ALP and show ownership on all properties. Once that is complete, we can finalize the sponsorship transfer.

**New Business** – Members of the board discussed holding a special meeting/work session to review strategic planning for the ALP, and future direction of the Airport, at 5:00pm prior to the September regular scheduled meeting.

Chairman Saunders adjourned the regular session meeting at 6:38pm.

Submitted by Recording Secretary Lindsay Lewis.

Chairman Steve Saunders



Secretary Keith Teague

