

January 25, 2023
Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Board Members

Chairman Steve Saunders Rodney Walton Keith Teague (Virtual)
Lloyd Griffin Colbert Respass Kirk Rivers

Exofficio

City Manager Montre Freeman, Asst. County Manager John Shannon

Staff

Airport Director Scott Hinton, Recording Secretary Lindsay Lewis

Visitors

Tim Gruebel – Parrish & Partners (Virtual), Joe Peel – NEAAT Chairman, Donna Winborne – Auditor (Virtual),
Brett Nichols

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

Agenda – Member Respass made the motion to approve the agenda as presented with no closed session items. Member Griffin seconded the motion, and the motion carried 5-0.

Approval of the Minutes - Member Teague made the motion to approve the December 2022 regular session minutes as recorded. Member Walton seconded the motion, and the motion carried 5-0.

Public Comments: None

Presentations: Audit Report: Donna Winborne presented the Fiscal Year end 06/30/2022 Audit report to the board and provided the Governance Letter stating there are no findings in the audit to report; therefore, no Management Letter was issued. She continued to review the Net Position, performance indicators, and noted the Quick Ratio is over 1, which is good. The budget to actual schedule was reviewed as well as Excess Revenue over Expenditures and the reconciling items.

Member Rivers made the motion to accept and approve the audit as presented. Member Walton seconded the motion, and the motion carried 5-0.

Member Rivers made the motion to accept the One-Year audit contract renewal with Donna Winborne for \$7,000.00. Member Teague seconded the motion, and the motion carried 5-0.

Treasurer's Report – Member Griffin reviewed the November and December financial statements with the board.

Member Griffin made the motion to approve the Financial Reports as presented. Member Rivers seconded the motion, and the motion carried 5-0.

Budget Amendments: Dir. Hinton presented a budget amendment for the expansion of the ramp and construction area now known as Phase 2a and Phase 2b respectively. Developmental Grants and Capital Outlay were both adjusted 89,664 to balance out the budget ordinance.

Member Griffin made the motion to approve the budget amendment as presented. Member Rivers seconded the motion, and the motion carried 5-0.

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

Projects Update: Phase 2 Project – Gruebel informed the board there is still a delay on the drain pipe materials for Barnhill. He also stated that for Phase 2b he is going to add in the section of work and perform a risk assessment. He is also engaging with the State Property Office to ensure the design meets their requirements.

SCIF: Hinton informed the board that through discussions he feels we are looking good to receive the other half of the funds in the long session, however we will not know for sure until June 30th when the state budget is pushed through.

Board Comments –

Asst. County Manager Shannon provided a County update and stated the Board Retreat will be held 2/24 with the agenda still in the working. City Manager Freeman also provided an update for the City.

City Manager Freeman and Member Rawat also provided informational updates for the City and ESCU developments respectively.

Old Business – Land Ownership: Hinton informed the board that Attorney Morgan has suggested terminating the Inter-Local Agreement now that all the requirements have been met on the land ownership. The Sponsorship is still at the FAA but Hinton has not received any questions or negative feedback.

New Business - ECPCEDC Service Contract: During Hinton's Interim position for Economic Development Director there has been discussions of him taking on the role as a permanent position. Hinton would also keep his position at the Airport and have the Economic Development staff moved to the Airport Terminal location. Hinton would receive a salary from the Economic Development Commission with a retirement contribution, where the Airport Authority would invoice the EDC. The attorney would draft a contract with the Airport Authority and EDC specifically for his positions and would be Null and Void if he were to leave the EDC. The City and County offices are in favor of Hinton holding the position coinciding with the Airport Director position. All board members present are in favor of Hinton moving forward with the position as well.

Chairman Saunders adjourned the regular session meeting at 6:47pm.

Submitted by Recording Secretary Lindsay Lewis.

Chairman Steve Saunders _____

Secretary Keith Teague _____

