

**March 23, 2022**  
**Elizabeth City Pasquotank County**  
**Airport Authority Regular Session Minutes**

**Board Members**

Chairman Steve Saunders  
Kuldeep Rawat

Colbert Respass  
Rodney Walton

Lloyd Griffin (Remote)  
Billy Caudle

**Exofficio**

Interim City Manager Richard Hicks, USCG Commander Sherman

**Staff**

Airport Director Scott Hinton, Recording Secretary Lindsay Lewis

**Visitors**

Tim Gruebel – Parrish & Partners, Jeff Kirby – Parrish & Partners, Taylor Washington – Parrish & Partners,  
Jeff Berry – Economic Development, Keith Overstreet

**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 no closed session items. Member Walton seconded the motion, and the motion carried 5-0.

**Approval of the Minutes** - Member Caudle made the motion to approve the February 2022 regular session minutes as recorded. Member Respass seconded the motion, and the motion carried 5-0.

**Public Comments:** None

**Presentations:** None

**Treasurer's Report** – Member Griffin reviewed the February 2022 financials that were presented by Manager Hinton to the board. The board was informed that the account transition to Truist Bank is complete.

Member Walton made the motion to approve the Financial Report as presented. Member Rawat seconded the motion, and the motion carried 5-0.

**Manager's Report** – Hinton provided the board a spreadsheet on February fuel sales for review with the board.

Projects Update: Phase I Project – Gruebel informed the board that they met with Jimmy Spivey from Barnhill today and they have an anticipated start date of April 10<sup>th</sup>. There will be a separate document generated for liability of supply chain issues that may arise so we can provide DOT with documentation on any delays due to the Performance Clause on the project. All parties are also looking at possible cost saving initiatives due to supply chain issues on materials. Manager Hinton will sign off on any delays that may be presented, as long as there are no concerns needing to be addressed with the board.

Airpark: Hinton informs the board that Tim Gruebel, Jeff Kirby and himself went to D.C. and met with Congressman Murphy and Senator Tillet's staff for a possible Paint/De-Paint facility at the Airpark location and feel there was good feedback for support of the project. They have been invited back to discuss the project further and will be included with other Tele-conference meetings, as well as providing Butterfield's office with information on our District showing how our location would benefit from a facility of that nature.

Meeting Schedule: Hinton informs the board he will be attending MRO America's next month, with Jeff Berry, which will conflict with the regular scheduled Airport Meeting. He recommends canceling the meeting for the month of April.

Member Caudle made the motion to cancel the April 27, 2022 Airport Authority Meeting. Member Respass seconded the motion, and the motion carried 5-0.

**Chairman's Report** - Chairman Saunders welcomed the new Interim City Manager Hicks to our area and extended appreciation for his attendance. Mr. Hicks introduced himself to the board and is looking forward to working together as well.

**Board Comments** – Commander Sherman expressed thanks for participation on the Marathon and helping make it a success. He also informed the board the Coast Guard Fire Department has added a Structural Fire, Mid-Mount Ladder Truck to the fire fight vehicle fleet and are possibly adding an ARF next month.

Member Rawat provided an update on ECSU and upcoming events they have planned.

**Old Business** – Sponsorship: Attorney Nash received deed information from Timmons Group in order to provide a cleaner deed to Bill Morgan's office and can provide that to the Council for vote once ready.

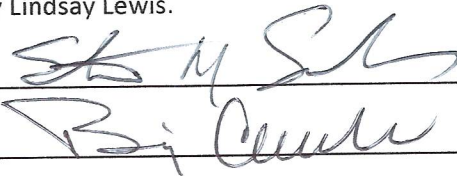
**New Business** – Rules and Regulations: Under By-Laws the Rules and Regulations must be posted for 30-days for comments. Hinton is planning to post the Rules and Regulations that include the proposed changes made and in absence of any comments that he could not address without board input, post as the new Rules and Regulations after the 30-day time frame.

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

Submitted by Recording Secretary Lindsay Lewis.

Chairman Steve Saunders \_\_\_\_\_

Secretary Billy Caudle \_\_\_\_\_

Handwritten signatures of Steve Saunders and Billy Caudle. The signature for Steve Saunders is written above the line for Chairman Steve Saunders, and the signature for Billy Caudle is written above the line for Secretary Billy Caudle.