

**May 16, 2012**

**Elizabeth City Pasquotank County  
Airport Authority Regular Session Minutes**

**Directors**

Chairman Jean-Pierre Miller, Wayne Perry, Don Parks

Lloyd Griffin, Tony Stimatz, Orestes Gooden

**Exofficio**

Rich Olson, Rodney Bunch

**Staff**

Scott Hinton, Lindsay Lewis

**Visitors**

Joe Mihelic, Anthony Sharp, LCDR Mark Driver, Jim Blankenship, Wayne Harris

**Call to Order**

Chairman Miller called the regular session meeting to order at 6:00pm.

**Approval of the Minutes**

Dir. Griffin made the motion to approve the April 2012 regular session minutes. Dir. Perry seconded the motion, and the motion carried 5-0.

**Financial Report**

Mr. Hinton reviews the financial statement with the board.

Dir. Griffin made the motion to approve the financial report as presented. Dir. Parks seconded the motion, and the motion carried 5-0.

**Budget Amendment #4**

**Revenue**

Acct. 301	\$924,700.00
Total Revenue	\$2,158,886.00

**Expenses**

Acct. 409	\$170,000.00
Total Personnel Services	\$237,000.00

Acct. 401	\$780,000.00
Acct. 527	\$20,000.00
Acct. 575	\$12,578.00
Acct. 680	\$27,122.00

Total Operating Expenses	\$930,913.00
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Total Expenses	\$2,158,886.00
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Mr. Hinton reviews the budget amendment with the board.

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

### **2012-2013 Proposed Budget**

Mr. Hinton review the 2012-2013 proposed budget with the board stating there is no fund balance appropriation showing.

Dir. Griffin made the motion to call a public hearing for the 2012-2013 proposed budget for June 20<sup>th</sup> at 6:00pm. Dir. Stimatz seconded the motion, and the motion carried 5-0.

### **Airpark Update**

Mr. Olson states the job goals were not met for the DRS grants but we have received an extension to March 2013.

### **Parking Lot Update**

Mr. Hinton states the areas where the concrete has been busted up is being repaired through Barnhill as well as the additional curbing.

### **Ramp Rehab**

Mr. Hinton states a discussion with the Division of Aviation on the needs and emergency repairs needed seemed to go well and they are on board. Mr. Hinton states the 10% match was in question and he reported that would be an issue to match a multimillion dollar project. Hill Engineering, working with RD McQueen, will be the ones to do the work; will be here first of the week to review the area.

### **Policy & Procedures**

Mr. Hinton states that if approved the new version will be effective July 1<sup>st</sup> with a Master copy to be held in his office, an electronic copy to the tenants, and a locked copy to post on the internet site.

The board reviewed and stated concerns to Mr. Hinton the property ownership and the meaning of "regional airport" and "airport" need to be clarified. Mr. Hinton is to review and makes changes to the boundary specific areas.

## **ECSU Internship program**

Mr. Hinton states we have had interns in the past work at the airport and will have again this year. Mr. Sharp has a formalized agreement that will be submitted to the insurance company and attorney Mike Cox for review. The internship does not affect insurance rates, and the form is in place just for the student to sign as a release to hold harmless for the airport.

Dir. Stimatz made the motion to approve entering a internship agreement with ECSU. Dir. Gooden seconded the motion, and the motion carried 5-0.

## **Managers Report**

Mr. Hinton reviewed fuel sales for the month with the board stating it was a good month with 15,000 gallons of jet fuel sold. Mr. Hinton informs the board we are looking at mid-summer for the government fuel contract.

## **Chairman's Report**

Chairman Miller states we need to be focused on our next step in our work session keeping in mind "What business do we want to be in and need to be in" for infrastructure and growth. He states that will be out topic of discussion before next meeting at 5:30pm, with Mr. Hinton to send out electronically a scope sum of where we currently are.

## **Other Business**

Asst. County Manager Bunch states to the board Mr. Hinton attended the last joint City/County meeting held and that he did a great job discussing the airport status and it went very well.

Mr. Hinton reports that Spirit Avionics – Rick Oaks – was in town with Garmin and has shown an interest in developing here still; this would be a long term development for the area. Mr. Hinton states as soon as they appropriate, they would like to have something here.

There are no closed session items for discussion this month.

Dir. Griffin made the motion to adjourn. Dir. Stimatz seconded the motion, and the motion carried 5-0.

Regular session adjourned at 7:50pm.

Submitted by recording secretary Lindsay Lewis

Chairman Jean-Pierre  
Miller\_\_\_\_\_

Secretary Orestes  
Gooden\_\_\_\_\_