

February 20, 2013

Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Directors

Chairman Jean-Pierre Miller

Wayne Perry

Orestes Gooden

Tony Stimatz

Exofficio

City Manager Rich Olson, Asst County Manager Rodney Bunch

Staff

Airport Manager Scott Hinton, Recording Secretary Lindsay Lewis

Visitors

Donna Hollowell-Winborne, Wayne Harris, Brandy Birdshaw, Anthony Sharp, Dwayne Morrison, Joe Mihelic

Call to Order

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

Approval of the Minutes

Dir. Gooden made the motion to approve the January 2013 regular session minutes. Dir. Stimatz seconded the motion, and the motion carried 4-0.

Finance

Hollowell Accounting: Ms. Hollowell-Winborne spoke with the board in reference to the annual audit. Ms. Hollowell – Winborne addressed comments contained in the audit. The board appreciates her coming to speak with them, and looks forward to continuing to work with them in the future.

Financial Report: Mr. Hinton reviews the January financial report with the board.

Dir. Stimatz made the motion to approve the January financial report as presented. Dir. Perry seconded the motion, and the motion carried 4-0.

2013-2014 Draft Budget: Mr. Hinton presents the budget draft to the board stating the City/County will be requesting the budget draft next month, and he has left in the 35K from each in the draft. Mr. Hinton states there should be no major changes from the current budget structure.

Terminal Repair

Mr. Hinton reports we have received the paperwork for the Vision 100 grant for the engineering and drawings and there will be a 10% match from the Airport.

Dir. Stimatz made the motion to approve the resolution in support of the Vision 100 grant for the terminal repairs. Dir. Perry seconded the motion, and the motion carried 4-0.

Manager Report

Mr. Hinton reviews fuels sales with the board, and also states there may be some progress on the contracting fuel. The Coast Guard has requested assistance from the airport to meet their transient DOD fueling requests. A copy of that request was forwarded to DLA Energy for inclusion with our request to be included on the current solicitation.

Mr. Hinton informs the board he has requested a 20-30 gallon sump tank quote; it's a recommended practice and safety concern.

Strategic Planning

Mr. Hinton sent the last planning session minutes to the board for review. Chairman Miller would like to revisit that session and receive feedback from the board on what direction they would like to go with future planning for the airport. The board will meet at 5:00pm before the next regular session meeting to discuss direction and input.

Airport Security

Mr. Hinton informs the board that there was a base employee who has threatened co-workers and is a risk. This information and a photo of the subject have been given to employees along with instructions concerning their actions should he appear on airport property.

There are no closed session needs this meeting.

Dir. Perry made the motion to adjourn the regular session meeting. Dir. Gooden seconded the motion, and the motion carried 4-0.

Regular session adjourned at 7:10pm.

Submitted by recording secretary Lindsay Lewis

Chairman Jean-Pierre Miller_____

Secretary Orestes Gooden_____