

March 20, 2013

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

Directors

Asst. Chairman Don Parks Wayne Perry Joe Forbes
Orestes Gooden Tony Stimatz Lloyd Griffin (attending by phone)

Exofficio

City Manager Rich Olson, Mark Driver (USCG)

Staff

Airport Manager Scott Hinton, Recording Secretary Lindsay Lewis

Visitors

Jim Blankenship

Call to Order

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

Approval of the Minutes

Dir. Parks made the motion to approve the February 2013 regular session minutes. Dir. Stimatz seconded the motion, and the motion carried 5-0.

Financial Report

Dir. Forbes reviewed the February financials with the board.

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

Projects

Aviation Park: Mr. Olson reports the city is currently in the process of closing out the grants associated with the project.

Terminal Repairs: Mr. Hinton reports the grant paperwork has been executed for the repairs and is at the state right now; no response from the state at this time.

OBX Aviation Ground Lease: Mr. Hinton informs the board that ECSU is purchasing the facility for \$248K and would prefer the lease to be rewritten in their name. The lease paperwork is currently with Angela at the property office being prepared, and County Attorney Mike Cox will review upon completion. Mr. Hinton states the lease terms and dates of the lease will not change; only the name. The lease will be available for motion during the April meeting, and will go to Council of State on May 7th.

Manager Report

Mr. Hinton reviewed the February fuel sales and informed the board that contract fuel is still pending. Mr. Hinton states we will need roughly \$10-14K in modifications to the fuel farm and he is currently looking at options to get that in place. Mr. Hinton has requested Eastern Aviation Fuels conduct our annual inspection next month in preparation for the contract.

Mr. Hinton informs the board Sun-n-Fun is the second week in April and he will be attending with a booth and would like to move our April meeting to the fourth Wednesday of the month due to the Aviation Conference scheduled.

Dir. Gooden made the motion to move the April meeting to the fourth week of the month. Dir. Forbes seconded the motion, and the motion carried 5-0.

There are no closed session items at this time.

Dir. Stimatz made the motion to adjourn the regular session meeting. Dir. Forbes seconded the motion, and the motion carried 5-0.

Regular session adjourned at 6:25pm.

Submitted by recording secretary Lindsay Lewis

Chairman Jean-Pierre Miller _____

Secretary Orestes Gooden _____