

April 24, 2013

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

Directors

Chairman Jean-Pierre Miller Joseph Forbes
Tony Stimatz Lloyd Griffin Orestes Gooden

Exofficio

City Manager Rich Olson

Staff

Airport Manager Scott Hinton, Recording Secretary Lindsay Lewis

Visitors

Jim Blankenship, Wayne Harris

Call to Order

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

Approval of the Minutes

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

Financial Report

Dir. Forbes reviewed the financial report to the board.

After review, Dir. Stimatz made the motion to defer the financial review approval until next month in order to correct an error with the Vision 100 funds allocated. Dir. Griffin seconded the motion, and the motion carried 4-0.

Projects

OBX Aviation/ECSU Lease: Mr. Hinton informs the board the state property office would like a new ground lease drawn for ECSU hangar purchase rather than alter the current lease. Before the lease could be issued, the state building inspector performed the inspection; however it was inspected using the wrong criteria and must be cleared

up before the lease action can take place. In the meantime, Mr. Hinton states we will generate a termination lease with OBX Aviation and state nothing is owed by either party.

Fuel Farm: Mr. Hinton informs the board OESSCO will be coming to install two sump tanks at a cost of \$6,000; one for jet fuel and one for av gas.

Manager's Report

Mr. Hinton reviewed the fuel report to the board and informed that Anne Wilson from the contracting office stated they are in the process of closing out the current solicitations for government contract fueling, and we will be notified once we have been added to the solicitation.

Mr. Hinton discussed his Sun-n-Fun trip event, stating there was a good turn out this year and there were good contacts made for the airport in regards to fueling. Mr. Hinton also reported on the annual North Carolina Airports Association (NCAA) conference. Starting July 1, 2013 Mr. Hinton will take on the role of President of the NCAA.

Chairman's Report

Chairman Miller informs the board that his term as Chairman will be coming to term in June and Mr. Hinton received the letter for re-appointees electing Dir. Don Parks for next term Chairman. Chairman Miller would like to revisit our strategic planning session held to get an idea of where to go from there. The board agrees to a thirty minute strategic planning review session May 15, 2013 prior to the regular airport meeting.

Dir. Stimatz made a motion to go in to closed session for review of expansion and relocation of industry. Dir. Gooden seconded the motion, and the motion carried 4-0.

Regular Session reconvened at 6:55pm.

Mr. Hinton reviews and discusses with the board DRS use of our fueling services in support of the new Coast Guard contract to be awarded in June.

Dir. Forbes made the motion to adjourn. Dir. Gooden seconded the motion, and the motion carried 4-0.

Regular session adjourned at 7:05pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Jean-Pierre Miller_____

Secretary Orestes Gooden_____