

**May 15, 2013**

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

**Directors**

Chairman Jean-Pierre Miller                      Don Parks                      Joseph Forbes  
Orestes Gooden                      Lloyd Griffin                      Tony Stimatz                      Wayne Perry

**Staff**

Airport Manager Scott Hinton, Recording Secretary Lindsay Lewis

**Visitors**

Wayne Harris, Jim Blankenship

The board held a strategic planning session prior to the regularly scheduled meeting from 4:35pm until 6:05 pm.

**Call to Order**

Chairman Miller called the regular session meeting to order at 6:05pm.

**Approval of the Minutes**

Dir. Gooden made the motion to approve the April 2013 regular session minutes. Dir. Perry seconded the motion, and the motion carried 6-0.

**Financial Report**

Dir. Forbes reviewed the March 2013 financials with the board that had been tabled at the last meeting to correct errors reported.

Dir. Griffin made the motion to approve the March 2013 financial report. Dir. Gooden seconded the motion, and the motion carried 6-0.

Dir. Forbes reviewed the April 2013 financials with the board.

Dir. Forbes made the motion to approve the April 2013 financial report as presented. Dir. Parks seconded the motion, and the motion carried 6-0.

## **Draft Budget**

Mr. Hinton reviews the proposed budget and assumptions with the board. The board request to see the actual current budget parallel to the proposed budget to see where the changes lie, if in fact there are any.

Dir. Griffin made the motion to hold a public hearing on the proposed budget at next month's regularly scheduled meeting inviting the City, County, Karen and Diane. Dir. Stimatz seconded the motion, and the motion carried 6-0.

## **Aviation Park Development Update**

Mr. Hinton informed the board that under DRS' new contract the USCG will not be providing fuel services and he has informed DRS they will need notice if they are to stand up a fuel farm in support of the aircraft fueling.

## **OBX Aviation Lease**

Mr. Hinton informs the board due to the inspection of the facility done to the wrong specs; the lease conversion has been delayed by at least two months. Mr. Hinton states the State Property Office will need to approve the building and inspect for its specific use and provide a new ground lease under those guidelines; ECSU is in contact with them to push the issue.

## **Farm Upgrade**

Mr. Hinton reports the new sump saver tanks are installed and was a great improvement to the facility; the cost was \$6,000.

## **Managers Report**

Mr. Hinton review the months fuels sales with the board and reports the he sent an email to the contracting officer in reference to government contract fueling and reports within two weeks we will come in under the solicitation.

Dir. Griffin made the motion to go in to closed session for the discussion of personnel at 7:05pm. Dir. Forbes seconded the motion, and the motion carried 6-0.

Mr. Hinton and Ms. Lewis were asked to leave the closed session meeting during personnel discussion.

Regular session reconvened at 7:20pm.

A motion was made by Dir. Griffin to provide Mr. Hinton a bonus incentive compensation of \$2400.00 to be paid this fiscal year. It was properly seconded by Dir. Stimatz and approved with a unanimous vote of 6 for and 0 against. The board discussed changing the title of the airport manager to airport director, with action to be taken next month following notification of the city and county.

Dir Forbes made a motion to adjourn. Dir. Perry seconded the motion and the motion carried 6-0.

Regular session adjourned at 7:25pm.

Submitted by recording secretary Lindsay Lewis

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

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