

June 19, 2013

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

Directors

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

Exofficio

City Manager Rich Olson, Asst County Manager Rodney Bunch

Staff

Airport Manager Scott Hinton, Recording Secretary Lindsay Lewis

Visitors

CG Joe Cuizins, Wayne Harris, Jim Blankenship, Dwayne Morrison

Call to Order

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

Chairman Miller read aloud to the board a letter from Anthony Sharp thanking the airport for finding shelter, and assisting with their plane during the bad weather in the previous week.

Approval of the Minutes

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

Financial

Public Hearing – Chairman Miller made the motion to open the public hearing for the 2013/2014 Airport Budget. Dir. Forbes seconded the motion, and the motion carried 6-0; the public hearing opened at 6:05pm. Mr. Hinton states to the board that Dir. Griffin, Wayne Harris, and he presented the 2013/2014 budget to the board of commissioners at their last meeting, and the meeting is open to comments from the floor.

No Comments on the public hearing for the 2013/2014 budget review.

Dir. Forbes made the motion to close the public hearing. Dir. Perry seconded the motion, and the motion carried 6-0.

The public hearing closed at 6:10pm.

2013/2014 Budget – Mr. Hinton states the budget was sent out for review from the board and is open for discussion. The board reviews and discussed the items within the proposed budget.

Dir. Griffin made the motion to approve the 2013/2014 Budget as presented. Dir. Stimatz seconded the motion, and the motion carried 6-0.

Audit Contract – Mr. Hinton presents the audit contract with no changes from the previous year; the contract is a one year contract with Mason Spruill. The board requests Mr. Hinton to inquire on a 3yr term contract at next renewal time.

Dir. Parks made the motion to approve the one-year audit contract. Dir. Griffin seconded the motion, and the motion carried 6-0.

Financial Report – Dir. Forbes reviews the financial report to the board.

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

Ground Leases

Mr. Hinton informs the board that this is the CPI increase year and within our current lease we have stated to use the CPI as of June 30. In using that date, the new CPI rates are not released until mid July and we will not be able to invoice in time to use the new rate; it will be August before we are able to invoice. Mr. Hinton suggest amending the lease to use the CPI as of February in order to invoice and collect by June 30; he will discuss with DRS the changes requested and report back to the board.

Managers Report

Mr. Hinton reviews fuel sales with the board and states we should be on track with our budget number according to trend. Mr. Hinton reports that Eastern Aviation did their inspection yesterday for contract fueling requirements and we had zero deficiencies and will be following up via email on the status of contract fueling here at the airport.

Mr. Hinton states that due to the stop work order situation at DRS, they are looking for plane storage until work is back in effect. Mr. Hinton states they have offered TANGO as a storage facility until resolved.

Chairman's Report

Chairman Miller reports that June 30, 2013 ends his tenure as Chairman for the airport authority board and that Don Parks will be appointed as the new Chairman. Chairman Miller states that due to other pursuits, he will not be continuing on the board but is very grateful for the opportunity and accomplishments endured together.

New Business

The board discusses the tabled item of Job Title Discussion for Scott Hinton from Airport Manager to Airport Director. The board wants stated that this is not a new position, only a title change for Mr. Hinton. If Mr. Hinton was to leave and the position is re-opened, it will be opened as Airport Manager.

Dir. Stimatz made the motion to designated Scott Hinton to Airport Direct as an additional title. Dir. Forbes seconded the motion, and the motion carried 6-0.

Dir. Perry made the motion to adjourn the regular session minutes with no closed session needed at this time. Dir. Forbes seconded the motion, and the motion carried 6-0.

Regular Session adjourned at 6:50pm.

Submitted By Recording Secretary Lindsay Lewis.

Chairman Don Parks_____

Secretary Orestes Gooden_____