

August 15, 2012

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

Directors

Chairman Jean-Pierre Miller

Joseph Forbes

Don Parks

Tony Stimatz

Orestes Gooden

Exofficio

City Manager Rich Olson, Asst. County Manager Rodney Bunch

Staff

Airport Manager Scott Hinton, Recording Secretary Lindsay Lewis

Visitors

Jim Blankenship, Anthony Sharp, Wayne Harris, Dwayne Morrison

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 July regular session minutes. Dir. Stimatz seconded the motion, and the motion carried 4-0.

Financial Report

Dir. Forbes reviewed the financial report with the board.

Dir. Forbes made the motion to approve the financial report as presented. Dir. Parks seconded the motion, and the motion carried 4-0.

Audit

Mr. Hinton reports he spoke with Matt Spruill and the audit will begin Monday. Mr. Hinton informs the board we took ownership of the avgas refueler truck back in April, and will need to establish a value for the audit in order to complete.

Parking Lot Rehab

Mr. Hinton states the change order has been signed and is within our contract value to go ahead and finish the parking lot; roughly \$14,000.00.

ECSU Hangar Lease

Mr. Hinton reports the standard lease was delivered to ECSU for review, and presents the feedback to the board. ECSU has requested the Month to Month lease be a yearly lease. The board agrees to this term with an additional clause that a year to year lease does not fix the rental rate, and the Airport Authority holds the right to increase rent when applicable with a 30 day notice; in order to keep it in line with other hangar rentals/renters. ECSU also requested the "Not liable clause" be removed from the contract. The board does not agree to remove this clause from the contract and will need to have something to the effect in the lease agreement. Mr. Sharp provides the board an ECSU contact and phone number to discuss our standard lease requirements to try and come to an amicable lease agreement.

Training Room Lease

Mr. Hinton states that the training room lease agreement has been at ECSU legal office for over a year and in turn he has spoke with another entity for that space and leasing guidelines. Mr. Forbes will discuss the training room lease with ECSU when he calls on the hangar lease contract.

First in Flight Festival

Mr. Hinton states we have an opportunity to add an exhibit this year, a C-46 named Tinkerbell. Mr. Hinton reports they are willing to come for a \$2,000 appearance fee, 200 gallons of fuel, 5 gallons of oil and 6 hotel rooms. The board agrees to first try and sponsor search even if it is for half of the cost, then to also speak to the tourism division to see if they are willing to contribute. After those resources have been researched, the Airport Authority will sponsor the remaining difference.

Policies and Procedures

Mr. Hinton and Dir. Stimatz discuss the statement for the Airport Authorities stand on growth development and its impact on the facility, Coast Guard, and other economic factors. They will discuss further with a formal statement to be presented next meeting.

The board agrees to a September 19, 2012 strategic planning session with Talbert and Bright present. The board will meet at 3:00pm prior to the next monthly meeting on September 19th.

Managers Report

Mr. Hinton states he would like to transfer ownership of the old tug we have to COA for their sheet metal program; they are looking to rebuild it for their Aviation Maintenance Program.

Dir. Stimatz made the motion to approve the tug transfer to COA. Dir. Forbes seconded the motion, and the motion carried 4-0.

There are no items for closed session.

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

Submitted by recording secretary Lindsay Lewis

Chairman Jean-Pierre
Miller_____

Secretary Orestes
Gooden_____