

August 21, 2013

Elizabeth City Pasquotank County
Airport Authority Regular Session Minutes

Directors

Chairman Don Parks

Joseph Forbes

Orestes Gooden

Tony Stimatz

Lloyd Griffin

Donald Payne (not sworn in as approving member)

Exofficio

City Manager Rich Olson, Asst. County Manager Rodney Bunch

Staff

Airport Director Scott Hinton, Recording Secretary Lindsay Lewis

Visitors

Bruce Green, Jim Blakenship, Wayne Harris

Call to Order

The airport authority directors held a strategic planning work session from 5:15pm to 6:00pm.

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

Approval of the Minutes

Dir. Griffin made the motion to approve the June regular session meeting minutes. Dir. Gooden seconded the motion, and the motion carried 4-0.

Financial Report

Dir. Forbes reviewed the June and July financials with the board.

Dir. Stimatz made the motion to approve the June and July financial report as presented. Dir. Griffin seconded the motion, and the motion carried 4-0.

Audit Review: Mr. Hinton reported to the board that the audit is well underway with Hollowell preparing the audit packet to have by the first of the week.

Projects:

Terminal Repair: Mr. Hinton informed the board he will have a submission against the RFP on the concrete damage repair for execution next month; the cost is roughly \$19,000.

T-Hangar Repairs: Mr. Hinton reports the storm water pipe between the two taxi ways near the hangar has caved. This area has been filled before, but the issue has returned. Mr. Hinton states the Airport Project manager at DOT Division of Aviation is looking in to the prior patching, and is sending someone to graph and repair the area.

Ground Lease Payment: Mr. Hinton reports the invoice has been sent to DRS for the \$160,000 lease payment and has been approved for immediate payment. However, corporate DRS incorrectly processed the lease payment and only submitted \$26,000. Mr. Hinton reports this has been sent for immediate action, and we should have the corrected payment this week.

Wildlife Management: Mr. Hinton informs the board of the geese problem on the airfield grounds. With the airport fish and wild life license agreement, we can request the problem to be disposed of. However, Hinton has a concern with PETA and would prefer the airport take this on to relieve the Coast Guard of any publicity encounters that may arise. From the safety standpoint, we will need the issue handled ASAP.

Dir. Forbes made the motion to enter in to an agreement with Wildlife Management to handle the issue as needed. Dir. Stimatz seconded the motion, and the motion carried 4-0.

Managers Report

Mr. Hinton reviews the fuel sales to the board for June and July. He also reports the contract fuel inspection was completed last week with zero discrepancies. The inspector has completed his report and should be submitted by the first of the week in order to meet the September 1st start date.

Employee Retirement: Mr. Hinton reports that Dale is contemplating retirement, although uncertain of the date; we will need to start considering replacements.

COA Sponsorship Request: COA has requested sponsorship for their Aviation Division Hangar Deck Development benefit. Mr. Hinton reviews the sponsorship packages to the board and the benefits from each, and recommends the \$1,000 sponsorship from the airport authority for the best return on investment.

Dir. Stimatz made the motion to provide the \$1,000 sponsorship package to COA for their benefit. Dir. Forbes seconded the motion, and the motion carried 3-1 with Dir. Griffin opposing for the \$500 sponsorship instead.

Old Business

Dir. Griffin requests an update on the storm water regulations and requirements. Mr. Hinton states the bill was sent on June 12th with no results at this time.

Dir. Griffin made the motion to go in to closed session for approval of the minutes and expansion and relocation of industry. Dir. Stimatz seconded the motion, and the motion carried 4-0.

Regular session reconvened at 7:20pm.

Chairman's Report

Chairman Parks proposes and request Dir Gooden as Vice Chair – Accepted, Dir. Stimatz as Secretary – Accepted, and Dir. Forbes as Treasurer – Accepted.

Mr. Payne will be sworn in as director at the next scheduled meeting.

The Chairman adjourned the meeting at 7:25pm.

Submitted by recording secretary Lindsay Lewis

Chairman Don Parks_____

Secretary Tony Stimatz_____