

September 19, 2012

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

Directors

Chairman Jean-Pierre Miller

Joseph Forbes

Wayne Perry

Lloyd Griffin

Tony Stimatz

Orestes Gooden

Exofficio

Asst County Manager Rodney Bunch

Staff

Airport Manager Scott Hinton, Recording Secretary Lindsay Lewis

Visitors

Joe Mihelic, Joe Gural

Call to Order

Chairman Miller called the regular session meeting to order at 6:05pm. Members of the board held a work session prior to the meeting at 3:00pm.

Approval of the Minutes

Dir. Griffin made the motion to approve the August regular session minutes. Dir. Gooden seconded the motion, and the motion carried 5-0.

Financial Report

Dir. Forbes reviewed the financial report with the board.

Dir. Stimatz made the motion to approve the financial report as presented. Dir. Forbes seconded the motion, and the motion carried 5-0.

Parking Lot Rehab

Mr. Hinton states he met with Barnhill last week, and are trying to get the work underway and done before the NIFA competition.

ECSU Leases

Mr. Hinton states he spoke with Robert Gaines from ECSU about the hangar leases and training space lease. Mr. Gains said they are a top priority, but the liability clause was an issue. Mr. Hinton discussed needing to see movement on the leases so we do not lose out on opportunities while waiting for them to reach a decision and that the lease will need to be beneficial to both parties

involved. Mr. Gains stated he will take to the Chancellor and get movement on the leases. The board agrees to give a few days, and then we will need to set a deadline date on implementation.

First in Flight Festival

Mr. Hinton reports that all sponsors from last year's event are supporting this year as well, in addition, Hollowell and Gateway bank have joined. Mr. Hinton reminds the board that the reception held the night before the event is sponsored and paid by the airport. The board suggests speaking with Tom White from Towne Bank & Mortgage because he has shown interest in supporting the event as well as speaking with the Tourism Division, and the City and County to see if the tourism budget can support in any way. Mr. Hinton will send a request to Mr. Olson and Mr. Bunch.

Policies and Procedures

The resolution of Intent is presented and reviewed by the board.

Dir. Griffin made the motion to approve the resolution of intent as discussed. Dir. Stimatz seconded the motion, and the motion carried 5-0.

Managers Report

Mr. Hinton reviews fuel sales with the board and leads to the discussion of contract fuel. Mr. Hinton states the solicitation came out on Friday and we were not on the list. Mr. Hinton has made some phone calls to find out in the last month the rules have changed as to the fuel sales requirements in order to be considered. Mr. Hinton was told to write a letter explaining the steps the airport took in order to be considered and prep for the contract fueling solicitation and request we be considered; more to follow on the topic.

Mr. Hinton reports he has received a proposal from Helio Sage Co., in reference to a 33acre solar panel farm. Mr. Hinton is working with the Division of Aviation for specifications and if the FAA will approve it. If so, we will ask them to come and present their proposal; the proposal presented \$1,000 per acre per year.

Dir. Forbes made the motion to adjourn the regular session meeting with no closed session business to discuss this month. Dir. Gooden seconded the motion, and the motion carried 5-0.

Regular session adjourned at 7:20pm.

Submitted by recording secretary Lindsay Lewis

Chairman Jean-Pierre Miller _____

Secretary Orestes Gooden _____