

January 16, 2013

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

Directors

Chairman Jean-Pierre Miller

Don Parks

Wayne Perry

Joseph Forbes

Tony Stimatz

Orestes Gooden

Exofficio

City Manager Rich Olson, Asst. County Manager Rodney Bunch, LCDR Mark Driver, USCG

Staff

Airport Manager Scott Hinton, Recording Secretary Lindsay Lewis

Visitors

Matt Spruill, Mason Spruill, Wayne Harris, Dr. Anthony Sharp, ECSU

Call to Order

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

Approval of the Minutes

Dir. Parks made the motion to approve the December regular session minutes. Dir. Perry seconded the motion, and the motion carried 5-0.

Financial Report

Audit: Mr. Mason Spruill reviewed the accountants report with the board and provided each member a copy for their records. Mr. Spruill reports to the board the findings in the audit. Mr. Spruill reports to the board there was a check discrepancy that was recorded incorrectly. He recommends requesting the bank reconciliation each month as a secondary precaution for future instances and to make sure that all invoices are initialed by board members, as some were found to be missing.

Dir. Forbes made the motion to approve the audit as presented and reported. Dir. Perry seconded the motion, and the motion carried 5-0.

Mr. Hinton will scan the audit report and upload to the website, as well as draft a letter to the accountant on the check discrepancy and future expectations on those occurrences.

Financial Report: Dir. Forbes reviews the December financials with the board.

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

2014-2018 TIP

Mr. Hinton reviews with the board there were no changes from last year's TIP projects. The only changes to this year's TIP are timeline adjustments, cost estimates, and completed projects removed. Mr. Hinton reports the ramp project in the TIP has been upgraded to concrete and although we are not approving matching funds for that, if we are able to perform that project it would be best done in concrete.

Dir. Parks made the motion to approve and submit the 2014-2018 TIP as presented. Dir. Stimatz seconded the motion, and the motion carried 5-0.

Terminal Repair

Mr. Hinton informs the board they will be accessing some Vision 100 money for terminal building repairs; none of the repairs are structural.

Managers Report

Mr. Hinton reviewed fuels sales with the board and also informed the board he will sending the review document from Talbert and Bright via email from the strategic planning session and will need to set a date for a follow up session.

Mr. Hinton reports there is no word on contract fueling at this time.

Dir. Stimatz made the motion to go in to closed session for discussion of business and relocation of industry. Dir. Forbes seconded the motion, and the motion carried 5-0.

Regular session reconvened at 7:00pm.

Old Business

Mr. Olson reports on DRS-Technologies grants job requirements. They are currently at 257 employees and require 280. Research is currently underway to see if the other contractors embedded within the DRS facility are allowed to count toward the job requirement.

Dir. Parks made the motion to adjourn the regular session meeting. Dir. Gooden seconded the motion, and the motion carried 5-0.

Regular session adjourned at 7:05pm.

Submitted by recording secretary Lindsay Lewis

Chairman Jean-Pierre Miller _____

Secretary Orestes Gooden _____