

**October 15, 2013**

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

**Directors**

Chairman Don Parks

Joseph Forbes

Orestes Gooden

Lloyd Griffin

Donald Payne

Johnny Houston

**Staff**

Airport Manager Scott Hinton, Recording Secretary Lindsay Lewis

**Visitors**

Jim Blankenship, Wayne Harris

**Call to Order**

The board held a strategic planning work session from 5:00pm to 5:55pm.

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

**Approval of the Minutes**

Dir. Gooden made the motion to approve the September regular session minutes with notation closed session minutes will be approved during closed session for future needs. Dir. Payne seconded the motion, and the motion carried 6-0.

**Audit Update**

Mr. Hinton informed the board Donna Winborne from Hollowell CPA has completed and submitted the audit packet to auditor Matt Spruill however will not make the October 31<sup>st</sup> deadline; the audit will be completed by November 30<sup>th</sup> with no letter to the LGC required.

**Financial Report**

Dir. Forbes reviewed the financials ending September 2013 with the board.

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

**Terminal Repair**

Mr. Hinton reports we are waiting for an engineering certificate from the Division of Aviation Airport Project Manager to who the repairs were completed in accordance with the contract plans. Once received, we will be able to execute the grant.

**TIP 2014-2020**

Mr. Hinton requested to amend the TIP project number one to read install physical barriers on existing water retention ponds

Dir. Forbes made the motion to amend the TIP to reflect the change in project number one. Dir. Payne seconded the motion, and the motion carried 6-0.

**Storm Water**

Mr. Hinton reports there is a First Citizens building going up by the Vicki Villa and due to the location, the airport sponsor has been notified as required by state statute. The board elected to take no action at this time.

**DOT Land Sale**

Mr. Hinton informs the board he has received the paperwork from the DOT on installing the turning lane on Consolidated Road and their offer to acquire the property for \$15,725.00 as compensation for less than one acre. Mr. Hinton read aloud the DOT Resolution 45331.2.2 (W-5201B) and informed the board the timeline is unknown for completion.

Dir. Houston made the motion to approve the DOT Land Sale. Dir. Gooden seconded the motion, and the motion carried 6-0.

**Manager Report**

Mr. Hinton provided the fuel sale report to the board for September for review. Mr. Hinton also reports that the contact fueling is up and running and will need to provide a fuel sample within 30 days. Mr. Hinton also reports there will be Federal Express Hazmat Shipping training held on Monday with DLA Energy coming on Tuesday for the first pump sample to ship to Wright Patterson Air force Base.

Mr. Hinton requests permission to engage on the Freedom Aviation project now that the 30day hold has passed. Mr. Hinton will meet with Mr. Cox to review and prepare documentation there is no conflict of interest before work resumes on this project.

Mr. Hinton reminds the board the First in Flight Festival will be October 26<sup>th</sup> from 9:00am to 4:00pm with the Candy Drop being held at 1:00pm.

The board puts all work session meetings on hold until after the Holidays.

Dir. Gooden made the motion to adjourn. Dir. Forbes seconded the motion, and the motion carried 6-0.

Submitted by recording secretary Lindsay Lewis

Chairman Don Parks\_\_\_\_\_

Secretary Tony Stimatz\_\_\_\_\_