

November 14, 2012

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

Directors

Chairman Jean-Pierre Miller Joseph Forbes Tony Stimatz Don Parks
Wayne Perry Lloyd Griffin Orestes Gooden

Exofficio

City Manager Rich Olson, Asst. County Manager Rodney Bunch

Staff

Scott Hinton, Lindsay Lewis

Visitors

Wayne Harris, Joseph Gural, Anthony Sharp, Dwayne Morrison

Call to Order

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

Dr. Sharp addressed the board concerning the NIFA Region X SAFECON held at the airport.

Approval of the Minutes

Dir. Parks made the motion to approve the September 2012 regular session meeting minutes. Dir. Gooden seconded the motion, and the motion carried 6-0.

The October Airport Authority meeting was held as a work session; no approval required.

Financial Report

Dir. Forbes reviews the September financials with the board, since our meeting was moved up a week earlier, the October financials were not ready for review yet.

Dir. Parks made the motion to approve the September financials as presented. Dir. Gooden seconded the motion, and the motion carried 6-0.

Grant Awards

Mr. Hinton informs the board he received two grant letters this week: 1) for the 150K Vision 100 money with a \$16,600 local match requirement which possibly would be for the ramp project, and 2) the State

Aide to Airport grant of 175K for the ramp design with no local match requirement. Mr. Hinton informs the board the 2nd State Aide to Airport grant we receive will be for the construction phase, and will have a local match requirement.

Audit

Mr. Hinton informs the board the audit will be going to the LGC for approval by the end of the month.

Parking Lot

Mr. Hinton states the invoicing has not closed out, but the project is complete.

ECSU Training Room Lease

Mr. Hinton reports he has the lease for the ECSU Training room, and it has been reviewed by both Mike Cox and Dir. Forbes. Mr. Hinton states there are no issues with the liability clause in this lease because it is all under the same roof and we are able to move forward with implementing this portion of the ECSU lease. Chancellor Gilgrist will sign for ECSU and Chairman Miller will sign at the Airport Level to complete the lease arrangement.

Dir. Forbes made the motion to approve the lease to ECSU for the training room and sign. Dir. Parks seconded the motion, and the motion carried 6-0.

First in Flight Festival

Mr. Hinton states we had less turn out during the day, but in the afternoon for the Candy Drop the turnout was significantly larger. Mr. Hinton reports the article in the paper about the festival was the best one yet since we have put on the event. For next year, Mr. Hinton states he is tossing around ideas to make it even better, and to have a better turn out by possibly holding the candy drop earlier in the day, so the crowd will come and then stick around for some of the other activities and lunches provided. Chairman Miller and Mr. Hinton will get together to send out Thank you letters to all the participants and sponsors.

Manager Report

Contract Fueling: Mr. Hinton reports that he went back to DLA Energy and spoke to his contact, and it does not look like they will be moving on the 50K gallon requirement in order to obtain a government fuel contract; he has not heard back either way definitely. Mr. Hinton states he would like to take the issue to Congressman Butterfield and start working from that angle since we have made significant changes to obtain the fueling contract, only for the requirements to be changed thereafter. The board reaches a consensus for Mr. Hinton to proceed.

New Business

Dir. Griffin informs the airport that Senator Hagen wants to see the Coast Guard operation and the State of the Art pool. Dir. Griffin thinks it would be beneficial to the airport to work with Melissa Midget and help make that visit happen, so we can bring her to our operation as well to show the progress we have made to the Airport.

No closed session discussion is needed.

Dir. Forbes made the motion to adjourn the regular session meeting. Dir. Parks seconded the motion, and the motion carried 6-0.

Regular session adjourned at 6:45pm.

Submitted by Recording Secretary Lindsay Lewis

Chairman Jean-Pierre Miller _____

Secretary Orestes Gooden _____