

**September 18, 2013**

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

**Directors**

Chairman Don Parks

Joseph Forbes

Orestes Gooden

Tony Stimatz

Lloyd Griffin

Donald Payne

Johnny Houston

**Exofficio**

City Manager Rich Olson

**Staff**

Airport Manager Scott Hinton, Recording Secretary Lindsay Lewis

**Visitors**

Jim Blankenship, Steve Bonn, Wayne Harris, Connie Thornley

**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.

**Swear In of Members**

Ms. Connie Thornley performed the swear in ceremony for all new members of the board.

**Approval of the Minutes**

Dir. Griffin made the motion to approve the August regular session minutes. Dir. Forbes seconded the motion, and the motion carried 6-0.

**Audit Update**

Mr. Hinton informed the board Donna Hollowell still has the documents for approval to submit to Matt Spruill. Mr. Hinton has requested this be submitted quickly to meet the October 31 deadline.

**Financial Report**

Dir. Forbes reviewed the financials ending August 31 with the board.

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

**Terminal Repair**

Mr. Hinton reports one bid was received on the terminal repair from Smith and Rowe at less than \$20,000.

Dir. Forbes made the motion to move forward on the grant process to award the project to Smith and Rowe. Dir. Stimatz seconded the motion, and the motion carried 6-0.

**TIP 2014-2020**

Mr. Hinton informed the board that there is a new point system in awarding TIP money that includes all state DOT projects; not just airports. The point system mostly applies to CAP Improvement projects, whereas most of ours are maintenance and repair projects. The board reviews the 2014-2020 TIP plan provided by Mr. Hinton and discusses the layout.

Dir. Stimatz made the motion to adopt the 2014-2020 TIP plan as presented. Dir. Payne seconded the motion, and the motion carried 6-0.

**Manager Report**

Mr. Hinton provided the fuel sale report to the board for August for review. Everything is complete on the contract fueling and we should be able to start pumping in a few weeks.

Dir. Griffin made the motion to approve a Coast Guard request to install obstruction lighting on airport property as required. Dir. Forbes seconded the motion, and the motion carried 6-0.

Mr. Hinton reports he is the event judge for the NIFA conference in Franklin next month and would like to request the October meeting be moved to Tuesday October 15<sup>th</sup>.

Dir. Stimatz made the motion to approve the October 15<sup>th</sup> meeting request. Dir. Payne seconded the motion, and the motion carried 6-0.

Dir Stimatz made the motion to go in to closed session for discussion of relocation of industry and expansion and relocation. Dir. Griffin seconded the motion, and the motion carried 6-0.

Regular session reconvened at 7:50pm.

Dir. Griffin made the motion to approve the Airport Director to grant a onetime net bonus for the airport employees in reference to the contract fueling efforts. Dir. Stimatz seconded the motion, and the motion carried 6-0.

Dir. Stimatz made the motion to approve the closed session minutes as presented. Dir. Forbes seconded the motion, and the motion carried 6-0.

Submitted by recording secretary Lindsay Lewis

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

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