



MEETING MINUTES

NORTH CAROLINA GLOBAL TRANSPARK BOARD OF DIRECTORS

DATE: June 15, 2022 **TIME:** 1:00 pm **LOCATION:** Kinston, NC –Hybrid Meeting (In person or on Microsoft Teams)

MEMBERS PRESENT	Chairman Norris Tolson, Ms. Mary Beth Fennell, Ms. Leanna Radford, Mr. Steve Mayo, Mr. Danny Smith, Mr. Jack Best, Mr. Billy Lamm, Mr. Keith Wheeler, and Mr. Jordan Whichard
MEMBERS PRESENT VIA PHONE	Vice Chairman John McNairy, Mayor Dontario Hardy, Mr. Tom Hendrickson, Mr. Scott Clontz, Treasurer Dale Folwell, and Mr. Weston McCorkle (on behalf of Department of Agriculture appointee)
MEMBERS ABSENT	Dr. Rusty Hunt, Mr. George Andrew, Mr. Kevin Jones, and Mr. Bob Wicker

AGENDA TOPICS

1. CALL TO ORDER AND ROLL CALL	
DISCUSSION SUMMARY	<p>Chairman Norris Tolson welcomed everyone. Chairman Tolson stated to members of the Board that Board member Koletar submitted his resignation after a commendable, long-standing service since 2011. Chairman Tolson thanked Mr. Joseph Koletar for his service on the GTP Board for the past 11 years and shared that a service award will be mailed to him.</p> <p>Chairman Tolson introduced Ms. Gloria Blake, the new Board Secretary, replacing Julie Graham. Chairman Tolson provided that Ms. Blake is a graduate of East Carolina University. He stated that she is coming to GTP from the City of Kinston where she served as the Human Resources and Risk Management Director. Ms. Blake was with the City for 34 years. The Chairman welcomed Ms. Blake and stated all look forward to working with her.</p> <p>Chairman Tolson called the meeting to order on June 15, 2022, at 1:05 p.m. Roll call was taken to establish members present at the meeting. The result is noted in the attendance above.</p>
ACTIONS TAKEN	None taken.

2. DECLARATION OF QUORUM, ETHICS STATEMENT, CONSIDERATION OF MARCH 16, 2022, MEETING MINUTES—CHAIRMAN NORRIS TOLSON

DISCUSSION SUMMARY	<p>Following the roll call, Chairman Tolson declared that based on the number of members participating a quorum was met.</p> <p>Chairman Tolson asked Ms. Ann Dishong to read the ethics statement. Ms. Dishong read the ethics statement and reminded members to please return their ethic declaration forms to Board Secretary Gloria Blake. Additionally, she asked members to ensure they complete the recusal form should they need to recuse themselves from any action items in today's meeting.</p> <p>Chairman Tolson stated the March 16, 2022, meeting minutes had been distributed for review prior to the meeting and if there were no additions or corrections, he would entertain a motion to approve the March 16, 2022, meeting minutes as presented.</p>
ACTIONS TAKEN	<p>A motion to approve the March 16, 2022, meeting minutes as distributed was made by Board member Danny Smith. The motion was seconded by Board member Keith Wheeler.</p> <p>Chairman Tolson called for a vote on the item. There were no members opposed and the board approved the March 16, 2022, meeting minutes as presented unanimously.</p>

3. GLOBAL TRANSPARK (GTP) UPDATE—PRESTON HUNTER, EXECUTIVE DIRECTOR

DISCUSSION SUMMARY

Mr. Hunter provided a GTP update presentation to the Board. Mr. Hunter stated Fly Exclusive completed the maintenance hangar. They have an additional 9,500 square foot hangar under construction. Mr. Hunter provided the Jetstream update. As of March 2022, 21 planes have been completed. The base rate was established at 12 planes per year. Additional rental fees are charged for the number of planes completed per year over 12. Draken International provides aggressor services for Seymour Johnson Air Force Base, Langley Air Force Base, and MCAS Cherry Point. Draken is currently renting space in the old NC Forestry hangar and are in discussions regarding the lease of additional space in the North Cargo Building. Design work has begun for a 30,000 square foot hangar funded in the State budget. A lease agreement with Lenoir Community College for a new educational facility has been completed. The North Carolina Forestry Service is relocating to Duplin County; the lease agreement with the Forestry Service is current being finalized.

Mr. Hunter provided an update on the GTP facility improvements. AVCON will be managing the design build contract for the fuel farm. The new fuel farm will initially be for 200,000 gallons and will be able to expand to 450,000 gallons. The GTP facility upgrades include terminal renovations and allows for space for GTP staff and Board Room. Once renovations are complete, office space will be available for lease. Both projects are included in the \$16 million approved in the State budget. The Airport Rescue and Fire Fighting Facility (ARFF) is being inspected to ascertain the needed renovations to upgrade the facility to current standards. Mr. Hunter explained the GTP has purchased a used ARFF truck from Albert J Ellis Airport. The purchase of this equipment brings the equipment standards to a FAA Level C Certification. A higher certification level will help attract more industries to the GTP.

FRC East has a workforce of 90 personnel. The UH-1N line is at full capacity. The first fully completed H1 for the Air Force flew out on May 17, 2022. The GTP is in the process of awarding the General Engineering Services Contract to HDR Engineering for the development and execution of the construction contracts for the two projects for FRC East. Chairman Tolson inquired about the status of the C-130s. Mr. Hunter stated FRC East believes the process is progressing well. Chairman Tolson asked for opinions from Board members Fennell and Radford. Board member Fennell believes the process is moving forward. Board member Fennell asked Mr. Hunter who he is working through for this process. Mr. Hunter replied he is working with General Hugh Overholt. Board member Fennell stated General Overholt will keep the process moving forward. Board member Whichard suggested General Gaskins may be of assistance as the approval process progresses as well.

InfinityLink Communications is a fiber broadband provider and is relocating their headquarters to the GTP. The GTP and InfinityLink have received a grant to install the last mile fiber broadband in Lenoir County.

ACTIONS TAKEN

No action was taken.

4. ECONOMIC DEVELOPMENT REGION UPDATE—PRESTON HUNTER, EXECUTIVE DIRECTOR	
DISCUSSION SUMMARY	<p>Mr. Hunter provided the Economic Development Region update in Mr. Mark Pope's absence. The topics of discussion are listed below.</p> <ul style="list-style-type: none"> Construction – Amazon Warehouse Distribution Center, GRUPPORECO US, and West Pharmaceutical Services. There are three pad sites available: Hwy 70 West Industrial Park, Pad Site-1 and Parkeast, Lot 23—Pad Site 1, and Pad Site 2. Events — Wake Up Lenoir, May 18, 2022, EDPNC Business Recruitment Team Visit, June 2, 2022, and Atlantic Casualty Insurance Ribbon Cutting, March 28, 2022. Expansion — Building Envelope Erection Services, INC (BEES) Ribbon Cutting on April 18, 2022. Planning for \$1.2 mil expansion and creating 17 new positions.
ACTIONS TAKEN	No action taken.

5. ANNUAL OFFICER APPOINTMENTS (TREASURER, ASSISTANT TREASURER, BOARD SECRETARY)— CHAIRMAN TOLSON	
DISCUSSION SUMMARY	<p>Chairman Tolson stated the next item of business was the annual election of Officers to the Board. He explained that the officers are staff members of the Global TransPark Authority or the Department. They serve in the capacity of Board Secretary, Treasurer, and Assistant Treasurer. The nominations were emailed to the Board in advance and were as follows:</p> <ul style="list-style-type: none"> Board Secretary—Gloria Blake, GTP Administrative Assistant Treasurer—Vacant Assistant Treasurer—Trina Warren, GTP Assistant Finance Director <p>Chairman Tolson stated if there were no additional nominees or points of discussion, he would accept a motion to approve the officer assignments as provided.</p>
ACTIONS TAKEN	<p>Board member Jack Best made the motion to accept the nominees. Board member Danny Smith seconded the motion.</p> <p>Chairman Tolson asked for a vote on the item. There were no members opposed and the Board unanimously approved the officer assignments.</p>

6. BOARD COMMITTEE AND MEMBERSHIP/BOARD BY-LAWS, UPDATE ON GTP POLICY INITIATIVE—CHAIRMAN TOLSON AND ANN DISHONG, GOVERNANCE DIRECTOR	
DISCUSSION	<p>Chairman Tolson stated he has three structural areas he is interested in working with members on related to the Board.</p> <p>Committee Structure/By-Law Amendment - The first is the current committee structure. He shared that based on the GTP By-laws, to make a change to the committee structure, an amendment to the current by-laws requires action by the Board. He shared that with the development and advancement of the GTP in recent years a need for committee engagement in the areas of military affairs and business development is apparent. He shared that the marketing committee at this juncture is the responsibility of the GTP economic development staff and its function would be enveloped into the newly proposed business development committee. The current aviation committee's function could essentially have a role in both the newly proposed business development and military affairs committee. He expanded on the reason for the proposal of a military affairs committee by stating it is to have focused group of Board members</p>

	<p>engaged with the President and CEO on the activities where GTP is in collaboration with the military to deliver unified strategic wins for both entities.</p> <p>Committee Membership – Chairman Tolson stated that per the By-laws, the Chairman of the Board may assign committee membership. He updated the Executive Committee membership (please see actions below). He stated the Executive Committee will be meeting in the next month to discuss and act on the Board Committee structure/ by-law amendment and to review and act on the proposed policy changes. He assured the executive committee actions will come to the full board for action during their scheduled meeting in September.</p> <p>Proposed Policy Changes - Chairman Tolson asked Ms. Dishong to provide an update to the Board on the GTP Policy Initiative. Ms. Dishong explained the current policies resulted from a financial audit in 2018. She reminded members that in early 2019, the Office of the State Auditor presented the findings to the GTP Staff, noting there were internal control weaknesses that could impact the accurate reporting of the financial position of the GTP.</p> <p>The GTP along with NCDOT staff responded with an action plan and an implementation timeline. Ms. Dishong summarized the plan:</p> <ul style="list-style-type: none"> • Finance and fiduciary training to Board members • Creation and adoption of numerous Board policies, along with SOPs and job aids • Staff training on the understanding and implementation of policies, SOPs, and job aids <p>Ms. Dishong explained Chairman Tolson asked staff to revisit those 2019 policies and to ensure the policies were aligned with the current growth and modernization of operations at the GTP. Staff (GTP, NCDOT legal, NCDOT Governance) worked on this March 2022 – Present. Ms. Dishong stated a file with all proposed changes in track changes form will be sent to all members for review. The Executive Committee will work through the updates at their meeting this summer. She spoke to a handout provided to members that delineated the proposed edits, most of which are technical in nature. The number of policies will increase from 13 to 16 and the job aids may increase to 35.</p> <p>Chairman Tolson thanked Ms. Dishong for the update and asked if there were any questions.</p>
ACTIONS TAKEN	<p>Chairman Tolson appointed Vice Chair McNairy, Board members Mary Beth Fennell, Tom Hendrickson, Jack Best, and Keith Wheeler to serve with him on the Executive Committee.</p>

7. FINANCE COMMITTEE -ITEMS TO REPORT AND OVERVIEW OF BOARD ACTION ITEMS—JOHN MCNAIRY, CHAIRMAN OF THE FINANCE COMMITTEE AND DAVID TYERYAR, GTP FINANCIAL CONSULTANT

DISCUSSION

Chairman Tolson asked Vice Chair McNairy for the Finance Committee's report. Vice Chair McNairy deferred to Mr. Tyeryar for the report due to the audio issues. Mr. Tyeryar stated that all three presentations were approved by the Finance Committee.

Mr. Tyeryar presented Action Item # 1, the Finance Committee's FY 22 Finance Report for period ending April 30, 2022. Mr. Tyeryar's review included the current year state of cash, the operational and capital reports for the period ending April 30, 2022.

Mr. Tyeryar discussed Action Item #2, FY 22 Budget Revision #6. Approximately \$60,000 in additional stimulus funds have been received. A credit has been issued to one of the economic partners who had not been in business for an entire year. Discussion from Board member Fennell assisted in the clarification of Revision #5. Board member Fennell raising the point that the amounts in the March 16, 2022, minutes that the Board approved earlier in the June meeting are not in alignment with what is noted regarding Revision #5 on slide 2 of the Budget Revision #6 presentation today. Mr. Tyeryar spoke to the reasons for the difference in amounts noted for Budget Revision #5 from the March meeting minutes to the present slide. Board member Fennell, Chairman Tolson, and members of the Board were satisfied with the explanation by Mr. Tyeryar. Ms. Fennell asked that the June minutes reflect the point of attention to the discrepancy noted. Chairman Tolson stated the action item for Budget Amendment #6 will be modified to include the updated numbers presented and discussed today for Budget Revision #5.

Mr. Tyeryar proceeded with Budget Revision #6 stating the additional stimulus and credit resulted in an increase in revenue from \$23,838,807 to \$23,925,747. The expenditures increased from \$31,245,382 to \$31,332 322.

Action Item #3, the Finance Committee's proposed NCGTP FY23 Budget was presented. Mr. Tyeryar explained the budget is a \$20.4 million budget including depreciation and amortization spread across the four cost centers: Airport Operations (a requirement of FAA), Administration, Economic Development Region, and Capital Construction. He reviewed the Finance Committee's goals and highlights for the year.

Chairman Tolson thanked the Finance Committee for their work. He asked if there were any recusals or questions.

ACTIONS TAKEN	<p>Chairman Tolson asked if anyone was opposed to conducting a bundle vote for the three action items. There being no opposition, Chairman Tolson directed the members to their agenda for the action items (noted below) and asked for a motion to approve the bundle vote.</p> <p>Action Item 1: Finance Committee report for the period ending 04/30/2022</p> <p>Action Item 2: Finance Committees recommendation that Budget revision #6 be adopted to increase revenues from \$23,838,807 to \$23,925,747 and increase expenditures from \$31,245,382 to \$31,332,322 and include the update related to Budget Revision #5 to reflect increase in total revenues is \$23,813,807 and increase in total expenditures is \$31,240,919 as discussed by the Board and raised by Board Member Fennell.</p> <p>Action Item 3: Finance committee's recommendation that the FY23 Budget be adopted with revenues of \$13,236,918 and expenditures of \$20,379,701; authorize the remaining carryover amounts from FY22 capital projects, revenues and expenditures be included in the FY23 budget adoption.</p> <p>Board member Whichard made the motion to approve the bundled action items. Board member Hendrickson seconded the motion. A vote was taken, and the motion passed.</p>
----------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

8. CLOSING COMMENTS/ADJOURNMENT—CHAIRMAN NORRIS TOLSON	
DISCUSSION	<p>Chairman Tolson asked if there were any other items that need to come before the Board. Board member Clontz asked for a report of the economic impact the GTP has had over a 10- year period—2012 to 2022, including employment and investment. Chairman Tolson stated Mr. Hunter will provide the information.</p> <p>Mayor Hardy mentioned that he has spoken with Sen. Thom Tillis and Sen. Tillis will be reaching out regarding assistance with some of the GTP projects.</p> <p>Chairman Tolson thanked everyone for their time. He reminded members of his intent to convene the Executive Committee soon and shared the next meeting is scheduled for September 14, 2022, at 1:00 pm at the Global TransPark.</p>
ACTIONS TAKEN	<p>Chairman Tolson stated if there are no additional items to come before the Board, he will accept a motion to adjourn.</p> <p>Board member Tom Hendrickson made a motion to adjourn. The motion was seconded by Board member Danny Smith. The board voted unanimously to adjourn.</p> <p>The meeting was adjourned at 2:24 p.m.</p>