

PITT COUNTY-CITY OF GREENVILLE AIRPORT AUTHORITY

Board Policy Manual



OCTOBER 2011

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SECTION 1: ROLE OF THE AUTHORITY

Legal Status of the Airport Authority

The Pitt County - City of Greenville Airport Authority is a body corporate and politic created by the North Carolina General Assembly and by joint resolution of the City of Greenville and Pitt County in 1967, as amended in 1979, for the purpose of administering the activity of operating a municipal airport. The Airport Authority is charged with the operation, maintenance and improvement of the Pitt-Greenville Airport.

The Airport Authority has exclusive jurisdiction, control, supervision, and management responsibility for the airport to include financial management; personnel management; establishing policies, procedures, rules and regulations; maintenance and development of facilities; land acquisition. The Airport Authority is empowered to enter into contracts with external entities to include federal agencies such as the Federal Aviation Administration.

Essentially, the Airport Authority is granted the same powers as a municipality with the exception of taxation, zoning and eminent domain. Though the Airport Authority may purchase land in the name of the city and county, the Airport Authority cannot sell or dispose of airport land without joint approval of the City and County.

Funding of the Airport

Prior to 1985, the City and County jointly participated in providing the airport a portion of its annual operating funds.

Since 1985, the airport has been totally solvent and financially self-supporting thus requiring no “taxpayer subsidy” from either the City or County.

The airport derives its annual operating revenue from the collection of user fees such as landing and apron fees, building/space rental, parking revenues, hangar rentals, concessions and retail fuel sales. Annual revenues in excess of annual expenses are maintained in a fund balance or transferred to capital reserve or capital improvement accounts. Funds from the fund balance are typically invested in conservative investments as authorized by the N.C. Local Government Commission. The airport typically maintains a fund balance that would provide three to four years of operational expenses.

The airport also receives annual grants from the Federal Aviation Administration under the FAA’s Airport Capital Improvement Program (AIP); and project matching funds from the North Carolina Division of Aviation. The funds are restricted for capital development in the categories of safety, security, capacity enhancement and environmental programs.

Since the airport became eligible for the AIP program in 1974, the airport has made over \$46 million in capital improvements to the airport via funds from the State and FAA.

The airport’s finances are independently audited annually as required by the N.C. Local Government Commission.

Responsibilities of the Airport Authority

Framework

The Airport Authority establishes the framework for the Pitt-Greenville Airport.

- Creates and updates the mission and vision statements .
- Defines what benefits (or end results) the Pitt-Greenville Airport is providing to whom and what it will cost to deliver them.
- Determines how Pitt-Greenville Airport performance will be measured.

Direction

The Airport Authority sets the direction for the Pitt-Greenville Airport.

- Sets goals and approves and monitors the strategic or business plan.
- Develops Pitt-Greenville Airport policies, including the policies that govern how the Authority will operate.

Accountability

The Airport Authority is responsible for the behaviour and performance of Authority members and the executive.

- Hires and fires the Executive Director (ED).
- Establishes the end results the Executive Director is assigned to achieve and defines any limitations on the means the ED can use or any functions the ED must perform.
- Monitors financial and operational performance. Evaluates the executive director based on achievement of the end results and compliance with predefined limitations or requirements.
- Serves as the last court of appeal within the Pitt-Greenville Airport.
- Selects an auditor and receives the audit report.

Good Will and Support

The Airport Authority represents the Pitt-Greenville Airport to the outside world and provides support and counsel to the executive director

- Serves as the Pitt-Greenville Airport's ambassador to other agencies and the general community
- Communicates the value of the Pitt-Greenville Airport to the community.

ROLE of the Authority and the role of the Executive Director

If a responsibility belongs to the executive director, the Authority should discuss if the executive director should bring information about that function to the Authority, in what form and frequency. Unless directed by the executive director, the Authority should avoid gathering information about the Pitt-Greenville Airport or setting up relationships with staff members other than the executive director, since this will compromise the management structure of the Pitt-Greenville Airport.

Authority and Executive Director Responsibilities

Activity	Responsibility
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AUTHORITY OPERATIONS

Establish written policies and procedures for Authority operations	Authority
Appoint committees and hold them accountable	Authority
Establish and enforce expectations for attendance at Authority/committee meetings	Authority
Train Authority members	Joint
Plan agenda for Authority meetings	Joint
Take minutes at Authority meetings	PGV Staff
Plan and propose committee structure	Authority
Prepare exhibits, materials, and proposals for the Authority and committees	ED
Sign or delegate the signature of legal documents	Authority
Follow-up to insure implementation of Authority and committee decisions	Authority Chairman and ED

PLANNING

Establish mission	Authority
Articulate a vision for achieving the mission	Authority
Approve long range goals	Authority
Formulate annual objectives	ED
Direct the operational planning process	ED
Approve the ED's annual objectives	Authority
Prepare performance reports on achievement of goals and objectives	ED
Monitor achievement of goals and objectives	Joint

PROGRAMMING

Assess stakeholder/tenant needs	ED
Oversee evaluation of services and operations	ED
Maintain program records; prepare program reports	ED
Determine if the Pitt-Greenville Airport is being effective in achieving its mission	Authority

FINANCIAL PLANNING, MANAGEMENT, AND OVERSIGHT

Prepare operating and capital budget	ED
Finalize and approve budget	Authority
Ensure that expenditures are within budget	ED
Approve expenditures outside authorized budget levels	Authority
Provide for the periodic audits and financial reviews	Authority
Develop financial policies and procedures	ED
Approve financial policies and monitor that policies are being followed.	Authority
Ensure that there is adequate segregation of financial duties so that no one person is involved in all aspects of financial transactions.	Joint

PERSONNEL

Hire and discharge Executive Director	Authority
Establish executive compensation	Authority
Ensure succession planning	Joint
Establish performance expectations/agreement and annually evaluate the ED	Authority
Direct the work of the Pitt-Greenville Airport and its programs & operations	ED
Hire, supervise, evaluate and discharge staff other than the ED	ED

MARKETING/COMMUNITY RELATIONS:

Interpret Pitt-Greenville Airport to local community	Joint
Develop marketing plan, materials, and awareness campaigns	ED

Position Descriptions for Pitt-Greenville Airport Authority Members

PITT-GREENVILLE AIRPORT AUTHORITY

Member, Airport Authority

Purpose

A member of the Airport Authority is responsible for ensuring that the PITT-GREENVILLE AIRPORT fulfills its mission by planning for the future, monitoring current operations, and evaluating the Pitt-Greenville Airport. An Authority member must fulfill the fiduciary responsibilities of the Airport Authority, making corporate decisions that protect the public interest.

Key Responsibilities

- Advance the mission of Pitt-Greenville Airport.
 - Actively promote the mission of Pitt-Greenville Airport, contributing ideas and expertise.
 - Keep up-to-date on developments in the Pitt-Greenville Airport's field.
 - Be informed about the Pitt-Greenville Airport's mission, services, policies, and operations; inform others about the Pitt-Greenville Airport, and work to enhance the Pitt-Greenville Airport's public image.
- Select the Executive Director through an appropriate process.
 - Provide ongoing support and guidance for the airport staff.
 - Annually review the Executive Director's performance.
- Ensure effective Pitt-Greenville Airport planning.
 - Determine and monitor the Pitt-Greenville Airport's programs and services.
 - Participate in the development of a strategic plan to accomplish the mission, oversee its implementation and evaluate its success.
- Actively participate in all Authority activities.
 - Attend in person bi-monthly Authority meetings.
 - Review agenda and supporting materials prior to Authority and committee meetings.
 - Serve on a committee and periodically take on special assignments.
 - Assess the Authority's performance.
- Ensure adequate resources.
 - Manage resources effectively.
 - Carry out the fiduciary responsibilities of the Authority, such as reviewing the Pitt-Greenville Airport's annual financial statements and receiving the auditor's report.
- Follow conflict-of-interest and confidentiality policies.

Appointed by

Pitt-County Authority of Commissioners and City of Greenville City Council

Term Length

4 Years and can serve 2 Terms

PITT-GREENVILLE AIRPORT Authority Officers

Chairman of the Authority

Function

Assure that the Authority fulfills its responsibilities to the Pitt-Greenville Airport.

Responsibilities

- Chair meetings of the Authority and executive committee.
- Call special meetings if necessary.
- Serve as ex officio member of all committees.
- Work in partnership with the Executive Director to achieve the mission of the Pitt-Greenville Airport and make sure Authority resolutions are carried out.
- Communicate any concerns management has regard to the role of the Authority or individual Authority members. Communicate to Executive Director the concerns of the Authority and other constituencies.
- Appoint all committee chairs and with the Executive Director, recommend who will serve on committees.
- Assist the Executive Director in preparing the agenda for Authority meetings.
- Oversee searches for the Executive Director. Recommend salary for consideration by the appropriate committee.
- Coordinate periodic Authority assessment with the staff.
- Periodically consult with Authority members on their roles helping them assess their performance
- Annually focus the Authority's attention an assessment of its own structure, role, and relationship to management.

Vice Chairman of the Authority

Function

Stand in for the chair if he/she is unavailable.

Responsibilities

- Attend Authority meetings.
- Serve on the executive committee.
- Carry out special assignments as requested by the Authority chair.
- Understand the responsibilities of the Authority chair and be able to perform these duties in the chair's absence.

Secretary/Treasurer of the Authority

Function

Maintain all Authority records and ensure their accuracy and safety.

Responsibilities

- Attend Authority meetings.
- Serve on the executive committee.

- Review Authority minutes.
- Assume responsibilities of the chair in the absence of the Authority chairman and vice chairman.
- Provide notice of Authority meetings and committee meetings when such notice is required.
- Attend Authority meetings.
- Serve on the executive committee and chair the finance committee.
- Manage, with the finance committee, the Authority's review of and action related to the Authority's financial responsibilities.
- Assist the Executive Director/Financial Officer in preparing the annual budget and presenting the budget to the Authority for approval.

Airport Authority Financial Officer

Function

The Airport Authority's Executive Director is typically appointed as the Authority's Financial Officer

Responsibilities

- Attend Authority meetings.
- Assure that the Pitt-Greenville Airport is following appropriate financial policies and that qualified staff or consultants perform financial functions. Understand regulatory and legal requirements for financial accounting and standards of practice for Pitt-Greenville Airport.
- Assure that accurate financial records for the Pitt-Greenville Airport are being kept
- Subject to the direction of the Authority, endorse for deposit notes, checks, and drafts received by the Pitt-Greenville Airport.
- As ordered by the Authority, disburse Pitt-Greenville Airport funds and issue checks and drafts in the name of the Pitt-Greenville Airport.
- Manage, with the finance committee, the Authority's review of and action related to the Authority's financial responsibilities.
- Select an independent auditor, review the annual audit, and answer Authority members' questions about the audit.

Authority Self Assessment Process

At least annually, or as deemed necessary by the Board Chairman, the Airport Authority will conduct a self-evaluation via a survey of all board members using the following survey to gather input.

Airport Authority Survey

Mark with an “x” the column that best represents your agreement or disagreement with the statement.

		Strongly agree	Agree	Disagree	Strongly disagree	Not sure or can't rate
1.	I feel the meetings focus on important Pitt-Greenville Airport matters.					
2.	I am clear about my responsibilities as a member of the Authority					
3.	Materials related to significant decisions are given to the Authority far enough in advance of the meeting.					
4.	The amount of material I need to read prior to the meetings is reasonable.					
5.	It is clear to me how urgent matters are handled between meetings.					
6.	I feel I have a clear understanding of the mission and activities of the Pitt-Greenville Airport.					
7.	When I was new to the Authority, I was given sufficient information to allow me to make a contribution to the Pitt-Greenville Airport quickly					
8.	I receive financial information that is understandable and gives me a clear sense of the Airport's financial position.					
9.	I receive information about the Airport's operations that allows me to understand the impact the Airport is having.					
10.	I feel that I have the information I need to effectively represent the Pitt-Greenville Airport to the community.					
11.	There is good follow-up on tasks delegated to me or other Authority members.					
12.	I feel that other members listen to my opinions					

		Strongly agree	Agree	Disagree	Strongly disagree	Not sure or can't rate
13.	I feel I can comfortably say when I disagree with another member or with staff					
14.	The Authority gives honest feedback to the executive director and other staff.					
15.	It is clear to me how the Authority will be involved in important decisions					
16.	All Authority members act with a clear understanding that they have no authority to act on behalf of the Authority or the Pitt-Greenville Airport unless specified in the operating policies, or Authority decisions.					
17.	The Authority has a clear process for making important decisions.					
18.	The Authority sets explicit performance measures for the executive director and evaluates performance against these measures.					
19.	The Authority's has a formal and approved method of ED performance evaluation and no Authority member acts outside of that approved process to conduct an evaluation.					
20.	The Authority sets clear goals that are realistic.					
21.	I think the Authority is missing needed skills, stakeholder representatives and diversity Please describe what is missing:					

22. How satisfied are you with the work of the Authority overall (circle your answer)

VERY SATISFIED

SATISFIED

NOT SATISFIED

Please list the three to five points on which you believe the Authority should focus its attention in the next year. Be as specific as possible in identifying these points and state what result you want from the Authority's attention to each issue:

1)

2)

3)

4)

5)

Authority member name:

SECTION 2: AUTHORITY GENERAL POLICIES

Purpose

The role of the Authority is to assure that the Pitt-Greenville Airport is accomplishing its mission by developing policies that guide the operation of Pitt-Greenville Airport and by monitoring the finances of the Pitt-Greenville Airport. Authority members also contribute to the Pitt-Greenville Airport accomplishing its purpose by being advocates for the Pitt-Greenville Airport, including advocating the airport's role within the community.

Membership of the Airport Authority

The basic purpose of an Authority member is to serve the Authority as a voting member. The Authority is composed of members who bring diversity of skills and background to the Pitt-Greenville Airport, including but not limited to, contacts in the community, expertise, and demonstrated leadership in the skills needed to assist the Authority in meeting its goals.

Role and Authority of Authority Members and/or Authority Officers

The Authority focus is on governance of the Pitt-Greenville Airport, and it is accomplished through policies. Individual Authority members are not authorized to make a commitment on behalf of the Authority or the Pitt-Greenville Airport.

The role of the Authority is to:

- PLAN STRATEGICALLY toward the future
- ESTABLISH POLICY that guides the Pitt-Greenville Airport and articulates the values that frame future strategies
- EMPLOY AND SUPPORT a first rate executive
- ADVOCATE for and champion the Pitt-Greenville Airport's cause

Responsibilities of each Authority Member

- Determine the Pitt-Greenville Airport's Mission and Vision
- Select the Executive Director
- Support the Executive Director and review his or her performance
- Ensure effective Pitt-Greenville Airport planning
- Track progress toward meeting the results defined by the strategic plan
- Provide for the availability of adequate resources
- Oversee the effective management of resources
- Approve and monitor the Pitt-Greenville Airport's programs and services
- Enhance the Pitt-Greenville Airport's public image
- Assess its own performance

Authority Member Expectations

- Fulfill the roles and responsibilities of Authority members described above.
- Attend meetings. Attend at least 75% of all Authority meetings.
- Attend standing committee meetings if a member. Attend Authority retreats and other Authority development activities as appropriate.
- Review the agenda and supporting materials prior to Authority and committee meetings.
- Serve on committees and take on special assignments, as needed.
- Remain informed about the Pitt-Greenville Airport's mission, operations, and policies.
- Promote the Pitt-Greenville Airport within the community.
- Keep up-to-date on issues pertaining to the Pitt-Greenville Airport.
- Provide support and advice to the Executive Director.

Authority Member Code of Conduct

By accepting Authority membership an Authority member is committing to honor the following code of conduct:

- As an Authority member, I shall do my utmost to ensure that the Pitt-Greenville Airport performs its mission and achieves its goals. As a Authority member I agree to:
- Act with honesty and integrity
- Support in a positive manner all actions taken by the Airport Authority even when I am in a minority position on such actions. I recognize that decisions of the Authority can be made only by a majority vote at a Authority meeting and respect the majority decisions of the Authority, while retaining the right to seek changes through ethical and constructive channels;
- Participate in Authority development workshops, seminars, and other educational events that enhance my skills as an Authority member.
- Keep confidential information confidential.
- Exercise my authority as an Authority member only when acting in a meeting with the full Authority or as I am delegated by the Authority.
- Work with and respect the opinions of my peers who serve this Authority, and leave my personal prejudices out of all Authority discussions.
- Always act for the good of the Pitt-Greenville Airport and represent the interests of all people served by the Pitt-Greenville Airport.
- Represent this Pitt-Greenville Airport in a positive and supportive manner at all times.
- Observe the parliamentary procedures and display courteous conduct in all Authority and committee meetings.
- Refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results of the Pitt-Greenville Airport.
- Accept my responsibility for providing oversight of the financial condition of the Pitt-Greenville Airport.
- Avoid acting in a way that represents a conflict of interest between my position as an Authority member and my personal or professional life, even if those actions appear to provide a benefit for the Pitt-Greenville Airport. This includes using my position for the advantage of my friends and business associates. If such a conflict does arise, I will declare that conflict before the Authority and refrain from voting on matters in which I have conflict.
- Abide by these Authority operating procedures.

Process for Seating New Authority Members

Upon notice that the city/county has appointed a new board member, the Executive Director and one or two Authority members will meet with the new member for a “get acquainted meeting. At this meeting, the Executive Director will provide the new member a copy of the New Board Member Orientation Outline and discuss a schedule that will provide the time necessary to complete the orientation.

Process for Electing Authority Officers

The Authority shall elect Authority officers each year at the June meeting. Nominations and elections will be conducted in accordance with parliamentary rules of order.

Authority Meeting Agenda

The regular meeting agenda is formatted to include a consent agenda, discussion items, action items and information items.

A request for information or questions about any agenda item should be made, if possible, at least one business day prior to the scheduled meeting to the Executive Director.

Development of the Agenda

The executive director shall develop the Authority agenda. The Authority Chairman or the Vice Chairman, in the Chairman’s absence, will review and approve the agenda.

Use of Consent Agenda

Routine items that require no discussion will be placed on the consent agenda. Examples of the items that may be placed on the consent agenda are:

- Routine financial information or updates
- Minutes of regular and special Authority meetings

Any member wishing to discuss an item on the consent agenda may ask that that item be pulled from the consent agenda and placed on the regular agenda so that there can be a full discussion of the item.

Conduct During Authority Meetings

While the Authority will operate informally, formal action will be taken in accordance with the procedures in Robert’s Rules of Order.

An Authority member may submit a request to the executive director or Authority Chairman that he/she wishes to have an item considered for placement on the agenda. Any such request shall be submitted in writing at least 15 days prior to the Authority meeting. The Authority Chairman shall

ensure that all items requested by Authority Members will be placed on an agenda at the next Authority meeting or, if this is not possible, within two regular meetings.

Discussion of Motions

- All discussion shall be directed solely to the business under deliberation.
- The Authority Chairman has the responsibility to keep the discussion to the motion at hand and shall halt discussion that does not apply to the business before the Authority.

Voting Practices

The voting process will follow Robert's Rules of Order.

- A formal vote will be taken on any items highlighted on the agenda as "for decision" and any other items where the Chairman, the executive director, or a Authority member request a vote be taken.
- The Authority Chairman shall have the right to discuss agenda items, to motions and resolutions, and vote on all matters coming before the Authority.
- No member should vote on a motion in which he or she has a direct personal or pecuniary interest.
- Dissenting and abstaining votes shall be recorded in the minutes of the Authority meeting.

Closed Session

When the Authority decides it will need to meet in a closed session, the stated purpose of the meeting must cite the specific provision of the North Carolina General Statutes in terms of those circumstances for which a public body may meet in close session. The Executive Director will coordinate with airport legal counsel to ensure the purpose is compliance with the Statutes. The Authority shall have the option of asking staff as well as any observers to leave the meeting area during a closed session.

- Discussion will be limited to the items on the closed session agenda.
- Information discussed in closed session must remain confidential.
- Minutes must be kept for all closed sessions and must be periodically reviewed to determine if they can be unsealed.
- No votes may be taken in a closed session.

Request or Complaint by Employees, Tenants, or other Airport Stakeholders

- All concerns or complaints made to an individual Authority member shall be referred to the executive director for action. An Authority member or officer who receives a request or complaint from an employee other than the executive director, an airport tenants, or other airport stakeholder shall follow the following process:
 - o The Authority member should hear the request/complaint for general understanding of persons involved, date and place.
 - o If necessary, repeat problem back to confirm understanding.
 - o As appropriate, suggest that the information be communicated directly to the executive director.
 - o The Authority members should refrain from providing or expressing his/her opinion.
 - o In addition to informing the executive director, an Authority member may inform the Authority Chairman of the complaint.

Communications/ Media Inquiries

- The Executive Director will be the official spokesperson for the Pitt-Greenville Airport with the media, except that the Authority may designate or the executive director may request that the Authority Chairman or another Authority member may be the spokesperson, when appropriate.
- All Authority members who receive calls from the media should direct them to the executive director or the designated spokesperson and should notify the executive director and the designated spokesperson of the contact immediately.

Legal Issues

- All communications with legal counsel shall be through the executive director and/or the Authority Chairman.
- The Authority shall have a conflict of interest policy and process for disclosure of conflict of interest. The Authority should monitor its adherence to the conflict of interest policy annually.

Evaluation of Executive Director

- The executive director shall annually be evaluated by a minimum of two Authority members.
- The evaluation should be based on a performance agreement or Authority policies with measurable outcomes clearly established in advance of the evaluation period. The Authority Chairman obtains input from all other members on Authority approved performance measures. The written evaluation report shall be reviewed with the executive director prior to the report to the Authority. The executive director shall have the right to submit a response or self-evaluation report to the Authority.

Authority Self-Evaluation

- The Authority shall conduct an Authority self-evaluation annually using a survey, interviews, or other tools. The results of the self-evaluation should be prepared in written form and discussed with the Authority. The Authority's responses and or decisions based on the self-evaluation will be summarized in the minutes
- The Authority shall annually review and revise the Authority operating procedures, as needed.

Conflict of Interest

Conflict of Interest

INTENT

Conflict of interest arises whenever the personal or professional interests of an Authority member, the executive director, or other management staff are potentially at odds with the best interests of the Pitt-Greenville Airport.

Potential conflicts are common. For example, an Authority member performs professional services for a Pitt-Greenville Airport, or proposes that a relative or friend be considered for a staff position. Such transactions are perfectly acceptable if they benefit the Pitt-Greenville Airport and if the Authority made the decisions in an objective and informed manner. Even if they do not meet these standards, such transactions are usually not illegal. They are, however, vulnerable to legal challenges and public misunderstanding.

Loss of public confidence and a damaged reputation are the most likely results of a poorly managed conflict of interest. Because public confidence is important to the Pitt-Greenville Airport, Authority members should avoid even the appearance of impropriety.

Business transactions between Authority members, the executive director and management staff should be limited and require a process for disclosure of potential conflicts. This policy requires Authority members to abstain from decisions that present a potential conflict.

Document Retention Policy and Procedures

Policy:

All short term and long term storage of administrative and financial records are provided in a safe, secure and confidential manner. Depending upon the type of record, the appropriate length of time for retention complies with the NCGS. Records relevant to foreseeable or pending judicial or administrative investigations or proceedings are preserved until the actions are concluded.

Procedures:

Physical Records: At least annually, physical documents and files are transferred from active files to inactive storage and retention dates are noted on the files. Confidential files are clearly designated as such. Files in storage are placed in a fire resistant, secure, dry place.

When Files are past retention requirements, documents shall be destroyed in a method that maintains confidentiality (i.e. shredding). Do not place in dumpsters.

Long term storage of electronic records: All electronic files are backed up daily by Pitt County MIS. The retention periods are consistent with those for physical records.

The following table provides the minimum requirements.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Timesheets	7 years
Withholding tax statements	7 years

SECTION 3: AUTHORITY STANDING POLICIES

Purpose

Standing policy decisions made via board action require documentation in this section unless or until such time the policy is incorporated in other appropriate policy documents, i.e., personnel policy. As standing policies are approved, the Executive Director shall ensure this section is updated to incorporate the new policies.

Policy 001-2011 Check-Signing Authority

The Airport Authority has historically established a policy regarding the Executive Director's check-signing authority; however, those policy approvals are contained in airport board minutes and are not reflected in a standing board policy document. The Airport Executive Director is delegated authority to sign checks up to a value of \$2,500. For checks that exceed that amount, the check must be co-signed by the Authority Chairman, Vice-Chairman, or Secretary/Treasurer.

The three exceptions to the Executive Director's check-signing limits are as follows:

1. Sales tax payments to the North Carolina Department of Revenue.
2. Monthly utility payments to the Greenville Utilities Commission.
3. Checks to Pitt County for law enforcement support under the Transportation Security Administration Law Enforcement Officer Grant Program.

The Executive Director is authorized to sign checks exceeding \$2,500 for these three payees.

Policy 002-2011 Cost-of-Living Adjustments (COLA)

Beginning in FY 2009-2010, the Authority no longer considered it prudent to automatically adopt the same COLA (or market adjustment) increases that are given by the City of Greenville. The Executive Director will make any requests for COLA increases during the annual budget proposal, review, and approval cycle. The Authority reserves its prerogative to make final decisions about award of any COLA increases to airport employees.

The Executive Director will ensure this policy is incorporated in the airport's updated Personnel Policy.

Policy 003-2011 Merit Pay Increases

The Executive Director will make any requests for Merit pay increases for airport employees during the annual budget proposal, review, and approval cycle. In addition to providing detailed employee compensation data, the Executive Director will provide the Authority a market survey of

comparable airport employee salaries. The Authority reserves its prerogative to make final decisions about awarding any Merit pay increases to employees.

The Executive Director will ensure this policy is incorporated in the airport's updated Personnel Policy.

Policy 004-2011 Sick Leave Incentive Bonus

The City of Greenville implemented this program in 1999 and airport employees have previously been allowed to participate. It is the Authority's position that airport employees will be allowed to continue participating in this program.

The Executive Director will ensure this policy is incorporated in the airport's updated Personnel Policy.

Policy 005-2011 Vacation Sellback

It is the position of the Authority that airport employees should maximize their opportunities to use their annual accrual of vacation time. In extreme situations where an employee has been denied planned vacation time due to unanticipated airport emergencies or operational requirements, the Executive Director may approve that employee being paid for excess accumulated leave. The Executive Director will inform the board regarding any decisions made to make these payments. If the Executive Director personally is in a position to have excess accumulated leave, he is required to bring that issue to the Authority for review.

The Executive Director will ensure this policy is incorporated in the airport's updated Personnel Policy.

Policy 006-2011 Oversight of Executive Director's Compensation and Work-time

The Authority Chairman, Vice Chairman, or Secretary/Treasurer will regularly review and sign the Airport Director's hours worked, vacation, and any time adjustments via the airport's bi-weekly payroll hours report.

During the annual meeting of the Airport Authority Finance Committee to review the airport staff's budget proposal, the Executive Director will provide the committee a report depicting the total compensation (direct pay, allowances, benefits, etc.) of all airport employees including the Executive Director.