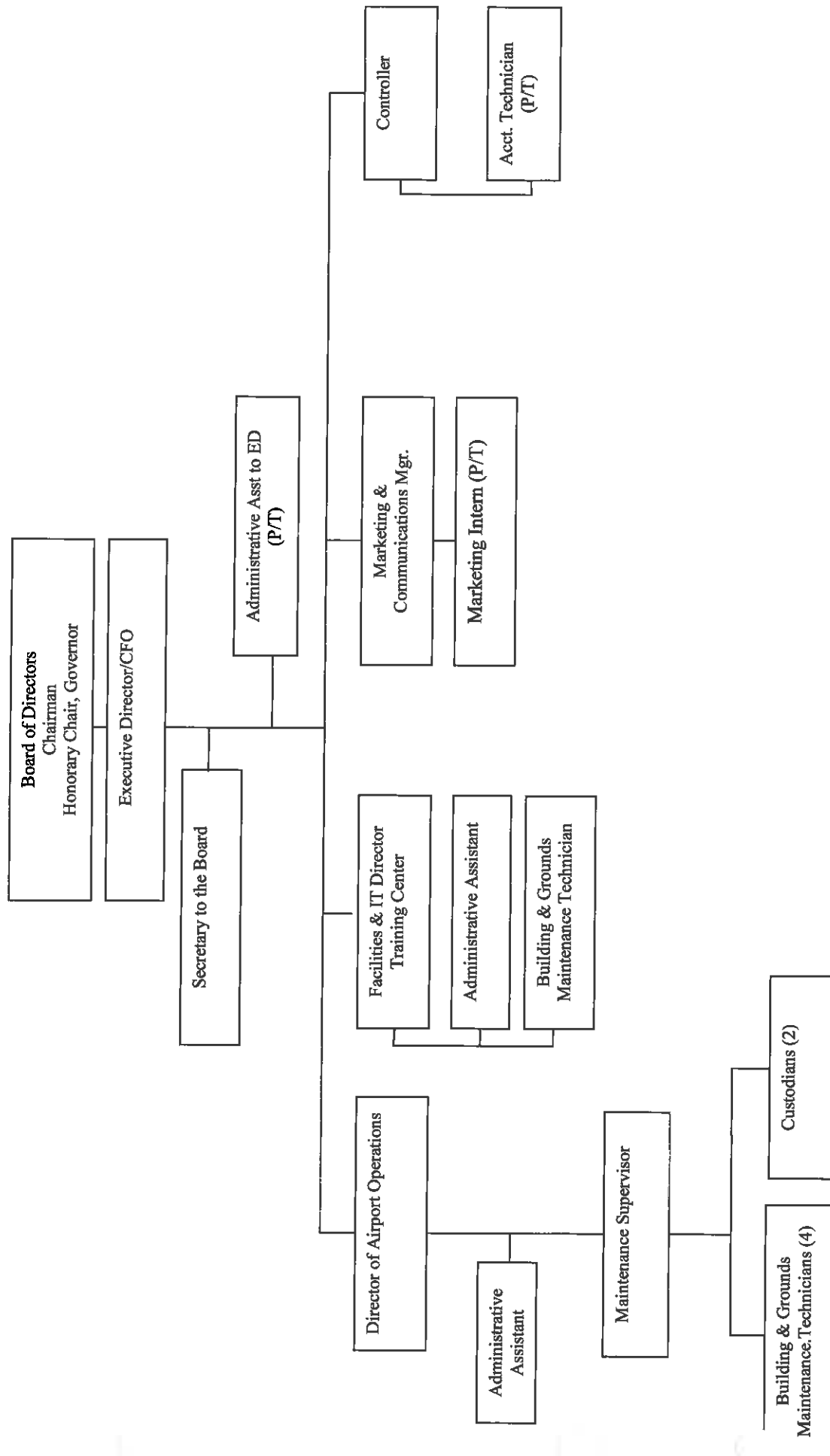
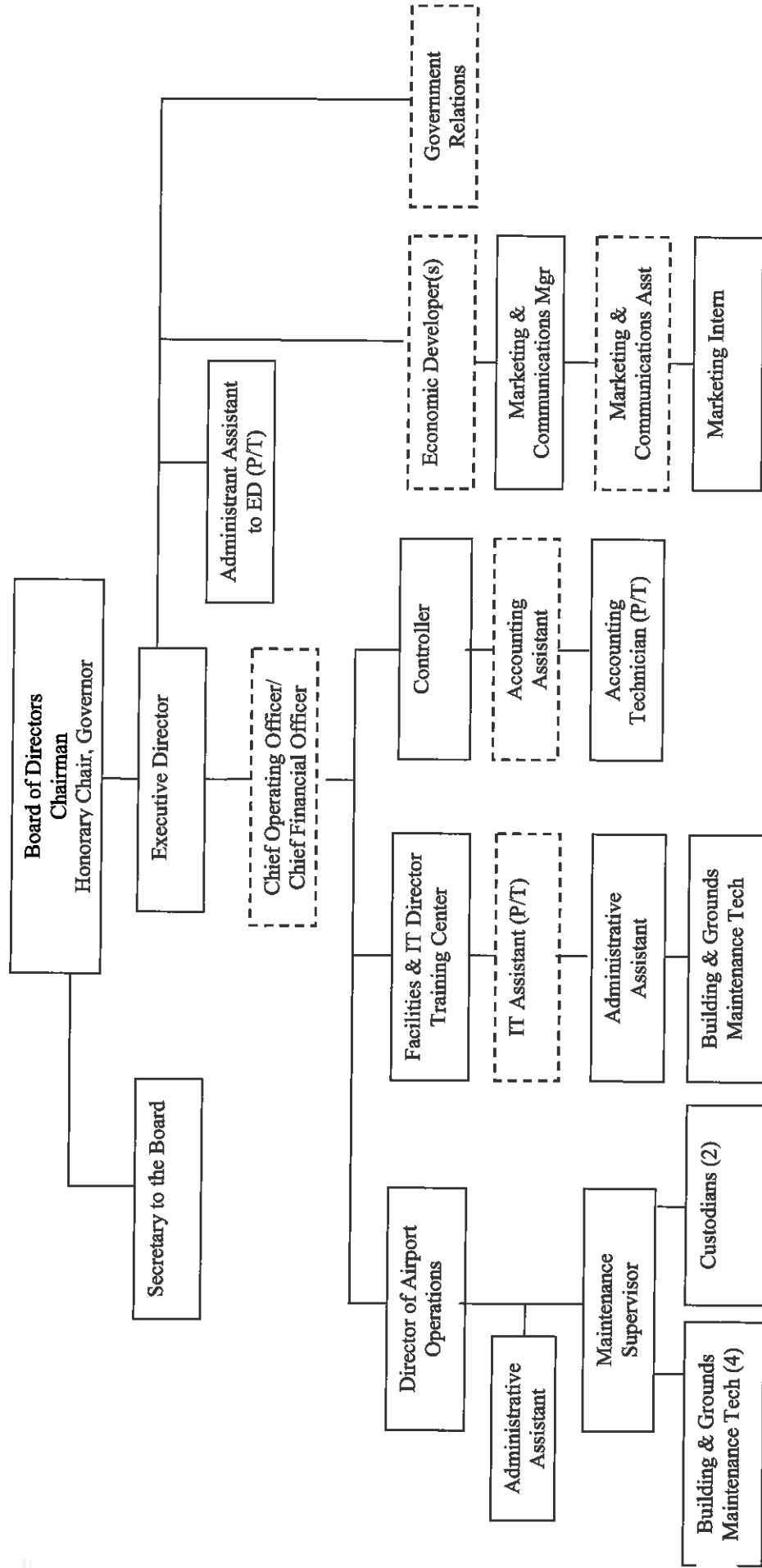


NORTH CAROLINA GLOBAL TRANSPARK AUTHORITY ORGANIZATION CHART



NORTH CAROLINA GLOBAL TRANSPARK AUTHORITY PROPOSED ORGNIZATION CHART



CURRENT PERSONNEL RESPONSIBILITIES

The Administration Division full-time employees are the Executive Director, Marketing and Communications Manager, and Controller. The part-time employees are the Administrative Assistant to the Executive Director and an Accounts Payable Technician.

Executive Director - The executive director oversees a state-owned and operated economic development project in one of the most economically distressed areas of North Carolina. This includes being responsible for the overall operation of the state agency, to include the development of its 2,500 acres and expansion, as well as to create jobs. The executive director also serves as the chief financial officer and oversees the financial aspects of the agency. Additional responsibilities include administration management of construction projects, loans and grants, contracts, as well as marketing and economic development of the project and its foreign trade zone, and maintenance and operation of the airport and training center. The executive director ensures the agency is in compliance with its 404 environmental permit with the Army Corps of Engineers, 401 Water Quality Certification with the NC Department of Environmental and Natural Resources, as well as the airport being in compliance with the Federal Aviation Administration (FAA). The Executive Director communicates and interacts with local, state, and federal agencies, elected officials, media outlets, and the general public. This role involves participation in numerous meetings, interviews, and conversations that often require travel. Additionally, this outreach/educational/primary-point-of-contact role includes speaking to various groups about the GTP, attending marketing and trade events, and hosting foreign trade zone seminars for the agency.

Marketing and Communications Manager – The marketing and communications manager is responsible for marketing the TransPark and assisting the Executive Director in ensuring effective communications with other agencies, partners, the news media, and the General Assembly. The Marketing and Communications Manager works closely with the NC Department of Commerce, North Carolina's Eastern Region and other economic developers on economic development projects for the agency. In addition, this member of the management team works closely with the Marketing Committee to ensure the agency has up-to-date marketing materials, and ensures that its modest advertizing dollars are used wisely. Responsibilities also include speech writing, newsletters, proposals, tenant recruitment, attending trade shows and marketing events, and making presentations to various civic groups.

Marketing Intern – The marketing intern reports directly to the marketing and communications manager. This part-time position is an undergraduate or graduate student that majors in marketing. Responsibilities include marketing and grant-related research, database management, assist with electronic and social media marketing efforts, draft and update PowerPoint presentations, assemble marketing materials for distribution, assistance with special events, and administrative support.

Controller – The controller is a member of the management team and is responsible for the day-to-day financial functions of the organization, including payroll. The controller assists and works closely with the executive director on the budget and is frequently assigned special projects. She is responsible for ensuring the agency is in compliance with any grants received and drawing down those funds timely, as well as closing out the grants upon completion of the project. This position is also responsible for ensuring the other divisions are adhering to the state agency's policies regarding purchasing. The Controller also oversees the financial accounting function of the Global TransPark Foundation.

Administrative Assistant to the Executive Director- The assistant reports directly to the executive director, but also extends her services to the marketing and communications director and other division heads, as needed. She drafts contracts for review by the agency's attorney and is responsible for drafting minutes from various committees, including but not limited to the executive committee of the board of directors and the full board. This position is also the human resources person for the agency and, as such, ensures employees' records are up to date.

Accounts Payable Technician - The technician serves two roles: She reports directly to the controller and is responsible for ensuring all aspects of accounts payable are done timely and accurately. She also answers the phone on a regular basis for the agency. She works closely with other divisions and is called upon frequently to work on special projects. She assists the Controller with the payroll function. This position is also responsible for the day-to-day financial accounting for the Global TransPark Foundation.

The Airport Division has a total of 9 full-time employees: Director of Airport Operations, Administrative Assistant, Maintenance Supervisor, 4 Building and Grounds Maintenance Technicians, and 2 custodians.

Director of Airport Operations - The director is a member of the management team and oversees the day-to-day airport operations and maintenance activities of the Kinston Regional Jetport (airport). This position interacts with the FAA and the NC Division of Aviation (DOA) regarding aviation rules and regulations, upkeep of the runway, and grants to the airport. The position also interacts with tenants regarding their leased facilities. He works with the local community to attract scheduled airline service, as well as attracting chartered airline service to the airport. He also works with the airport's Fixed Base Operator and prospects regarding fuel pricing, contracts, etc. He oversees aviation construction projects for the agency.

Maintenance Supervisor – The supervisor reports directly to the director of airport operations and is responsible for direct supervision of the building and grounds maintenance technicians and custodians. Besides providing day-to-day supervision, the maintenance supervisor is responsible for ensuring that he, as well as the building and grounds maintenance technicians are up-to-date on all FAA-required certifications.

Building and Grounds Maintenance Technicians – The Kinston Regional Jetport is an FAA Certified Part 139 certificated airport. As such, the FAA Federal Aviation Regulations for certificated airports require specific training in several subject areas annually. The building and

grounds maintenance technicians are also required to have Transportation Security Administration (TSA) clearance. They are responsible for maintaining all of the buildings and grounds at the airport, to include any leased facilities. Responsibilities include landscape maintenance, maintaining the airport fence line, repairing and maintenance of all airport equipment, including runway and taxiway lights, generators, fire alarms, and wind cone. They are also responsible for the upkeep and monthly inspection of two fire trucks and emergency vehicles at the Airport Rescue and Fire Fighting Facility (ARFF).

Custodians – The 2 full-time custodians follow a daily cleaning schedule, including the cleaning maintenance of the Airport Terminal, tenant Mountain Air Cargo, and the Center of Excellence.

Administrative Assistant – The assistant performs general secretarial and reception duties. She also helps airport operations with scheduling, payroll, getting price quotes, and preparing purchase orders, codes invoices for approval, as well as planning and scheduling travel, meetings, and keeping charter logs.

The Center of Excellence (Training Center) Division has 3 full-time positions: IT/Facilities Director, Administrative Assistant and Building and Grounds Maintenance Technician.

Facilities/Information Technology (IT) Director – The director is a member of the management team and is responsible for the overall status of the training center, as well as keeping the IT equipment up-to-date and in good working order. He directly supervises 2 full-time personnel and ensures the training center and adjacent building are maintained. The director interfaces with clients who use the facility, as well as prospects.

Administrative Assistant – The administrative assistant reports directly to the facilities/IT director. She is responsible for: scheduling facility usage and fees and monthly reports, assists in obtaining price quotes for goods, preparing purchase orders for approval, and working with the host community college in posting student information for the Customized Training Classes into a Datatel System. She also ensures monthly time sheets are submitted timely.

Building and Grounds Maintenance Technician - The technician reports directly to the facilities/IT director. The responsibilities of the position are similar to the airport's building and grounds maintenance technician, as this position rotates between the airport and the training center. This position also ensures that rooms at the facility are properly arranged and equipped.

ADDITIONAL PROPOSED PERSONNEL POSITIONS AND RESPONSIBILITIES

It is recommended that as the GTP progresses, positions will need to be added. See the Proposed Organization Chart included in this appendix.

The following proposed positions would report directly to the Executive Director:

Chief Operating Officer/Chief Financial Officer (COO/CFO)- The COO/CFO would report directly to the Executive Director. The COO/CFO would be responsible for all of the day-to-day operations of the agency, including all financial aspects of running the agency. The Director of Airport Operations, Facilities & IT Director and Controller would report directly to the COO. Adding this position would give the Executive Director time to focus on economic development and other aspects of the ED position.

Economic Developer – This position would report directly to the Executive Director. The economic developer would work closely with other economic development partners, such as county economic developers, the NC Department of Commerce and North Carolina's Eastern Region. He/she would be responsible for attracting/location new business to the GTP, as well as working with existing tenants. This position would work closely with the Marketing and Communications Manager in the preparation of proposals, client trade shows/conferences, client handling, and coordination of announcements.

Director, Government Relations - This position would report directly to the Executive Director. This individual would be responsible for representing the GTP in government matters, working with the General Assembly and federal agencies, tracking legislation, policy and other developments that may affect the agency, conduct research, and identify funding sources that may benefit the GTP.

Accounting Assistant – This position would report directly to the Controller. This position would relieve the Controller of accounting functions, such as Accounts Receivable, billing, and payroll. The Accounting Assistant would also be involved in supporting the Controller with special projects and year-end work.

Marketing Assistant – This position would report directly to the Marketing and Communications Manager. The Marketing Assistant would be support the Manager in all aspects of marketing for the entire agency, to include scheduling speaking engagements, data base management, preparation of marketing packets, information requests, preparing materials for board meetings, as well as client visits.

Other staff positions to be considered are listed below.

Information Technology (IT) Assistant – the IT assistant would report directly to the IT/Facilities Director at the training center. This position would be part-time, working less than 30 hours per week. The IT assistant would assist in setting up rooms at the training center to meet customers' requirements, including equipment needs. Within the agency, this position would help maintain the computing environments, including computer hardware, systems software (if applicable) and all configurations. Installs, configures, and supports computer work stations, including all application software and remote access tools on desktop and laptop computers. Ensures all personal computers have current software updates and virus guard updates.

Government Relations Coordinator – This position would report directly to the Executive Director. The Government Relations Coordinator would also work closely with the Board of Directors and Marketing and Communications Manager to ensure the North Carolina Legislature and congressional delegates are kept abreast of activities at the Global TransPark.