



Moore County Airport Authority
Tuesday, April 12th, 2016
Public Board Meeting – 10:00 a.m.
Minutes

The Moore County Airport Authority met in regular session on April 12th, 2016 at 10:00 a.m. at the Moore County Airport Terminal Conference Room.

Authority Members Present: William Bateman, Chairman – (Arrived during Open Session)
George Parker, Vice Chairman
Mark Brenner, Treasurer
Michael Jones, Secretary
Bob Zschoche, Member

Authority Members Absent: (None)

Staff Present: Steve Borden, Executive Director
Bobbie Cox, Operations Director
Kristin Klug, Finance Administrator
Crystal Meyers, Administrative Assistant

Others Present: Mike Allen
Preston Allen
Bernie Blake
Charles Mirman
Barry Lerman

CALL TO ORDER

Open Session – Vice Chairman, George Parker, opened session.

A. Closed Session – (Closed Session was heard after the conclusion of Open Session)

Note: Per the Vice Chairman's request and the agreement of present Authority members, Closed Session will be postponed until the conclusion of Open Session.

1. *I hereby move that, pursuant to N.C. Gen. Stat. § 143-318.11(a) (4), the Board meets in closed session for the purpose of discussing matters relating to the location or expansion of business in the area served by this body. Subject: Aircraft Maintenance Services Contract Review*

2. *and Pursuant to N.C.G.S. 143-318.11(a) (5) establish or instruct the staff or agent concerning the negotiation of the price and terms of a contract concerning the acquisition of real property. Subject: Cockman Property*

- Upon motion made by Treasurer, Mark Brenner, and seconded by Vice Chairman, George Parker, the Authority voted 5 to 0 to enter Closed Session.
- Upon motion made by Vice Chairman, George Parker, and seconded by Secretary, Mike Jones, the Authority voted 5 to 0 to return to Open Session.

B. Open Session: Inquiry made by Vice Chairman: *Does any Authority member have a conflict of interest concerning agenda items the Board will address in this meeting?*

(None)

C. Public Comments – Moderated by Chairman, William Bateman:

1. Charles Mirman provided a copy of the comments and concerns he discussed with the Airport Staff during the April 2016 Base Customer Meeting.

D. Presentations

1. Star Aviation provided background information of their Aircraft Maintenance Services Company and individual credentials of each partner. Concerns were expressed regarding the move to Moore County Airport due to the unkind reception received from some encountered based customers and the uncertainty of their services being embraced and utilized at this location. The Airport Authority offered promotion support to assist with marketing to local customers. The goal is to have Star Aviation on board as the Moore County Airport Aircraft Maintenance Service provider by May 2016.

E. Public Hearing

1. Budget Summary was provided by Financial Administrator, Kris Klug.
 - It was reported the Total Budget of \$3,011,598 for FY16/FY17, \$871K below the current budget, a 22 % decrease, due to not having Aircraft Maintenance, lower fuel costs, and less Capital outlay. To balance the FY 16/FY17 Budget \$228K will be pulled from retained earnings, which is \$296K below the unrestricted funds the Authority has available. The Budget is on a modified accrual basis.
 - Reported was the fee schedule increases included in the FY16/FY17 Budget of 3% on Hangar/Ramp/Storage/Offices Rentals and a 10% increase on Transient landing, ramp, GPU, LAV, after hours rates for out-of-season rates. The in-season rates will remain the same. The Aircraft Rental rates will also increase by \$5.00 per hour beginning July 1, 2017.
 - Highlighted expense assumptions in the FY16/FY17 include a 3% COLA, two (2) additional Full-Time employees, \$17K for the Non-Primary Entitlement match, \$10K for Community Events, \$125K for a Complex Aircraft and \$10K for Miscellaneous Capital Outlay.
2. Public Comments on the FY16/FY17 Budget: Chairman opened Public Hearing

- Charles Mirman provided brief points of concern to the Authority regarding a few budget decisions. The first being the 3% annual increase on Hangar rents is disincentive for expense containment or expense reduction. Mr. Mirman also inquired about the demand for a flight program through the College and if a study has ever been conducted. He explained his disagreement with the need for such a program.

F. Approval of previous meeting minutes:

1. Requested formal approval of the Moore County Airport Authority March 8th, 2016 Meeting Minutes.
 - Upon motion made by Secretary, Mike Jones, and seconded by Treasurer, Mark Brenner, the Authority voted 4 to 0 to approve the Moore County Airport Authority March 8th, 2016 Meeting Minutes.

G. Additional Agenda Items

1. (None)

H. Reports

1. *Financial Report* – Kris Klug reviewed the financial activities for March 2016:
 - February fuel sales were \$15K lower than the previous March and \$28K above the prior month. Volume was up by 174 gallons from last March and 9,722 gallons above the prior month. The margin by percent of sales is 5.8% higher than the prior year. Receipts were \$18K higher than last March.
 - A monthly report of surrounding Airport fuel sale prices within 100 nautical miles of KSOP was provided. Base AVGAS is 5th among competitors, Transient AVGAS 14th among competitors. Base Jet is 4th among competitors, and Transient Jet 14th among competitors.
2. *Director's Report* – Executive Director, Steve Borden, reported:
 - Holding an employee meeting on Friday, March 18, 2016. The agenda included a presentation on the Airport's Emergency Plan and the Quarterly Safety and Health meeting.
 - Holding a meeting with the base customers on Tuesday, April 5, 2016 discussing better ways the Airport can better serve its customer's needs. The Blue Pig catering food truck was on-site during the meeting. Mr. Borden reported a favorable turn-out along with valuable suggestions and comments. Responses and corrective actions have been drafted, are being reviewed, and will be distributed to the Airport Base Customers.
 - The Blue Pig Catering to begin serving lunch at the Airport beginning in May 2016, on the 3rd Thursday of each month.
 - Hiring a new part-time resource CSR, Ms. Amber Faull, and a new flight instructor, Mr. Bob Deen.
 - Attending the Board of Commissioners' Budget Task Force meeting on March 23, 2016 to present the FY 2017 Airport Budget.

- The Authority Chairman and Airport Executive Director meeting with Dr. Dempsey and Dr. Roush from SCC and the Board of Commissioners to present the Professional Pilot program and discussed the partnership between the Airport and the College. Additional information will be presented later in the meeting.
- The Harley H. Pope Flight of the Order of Daedalians is sponsoring a Cadet from the local AF JROTC Detachment at Pinecrest High School to participate in the Cadet Flight Indoctrination Program. This program is jointly funded by the National Order of Daedalians and the local flight to pay for the selected Cadet's flight training up to initial solo. This year's selection was Pinecrest High School Student, John Hall.
- Hosting the 1st Squadron, 73d Cavalry Regiment from Fort Bragg for a Leadership Professional Development seminar at the airport.

Note: Chairman, William Bateman, arrived.

- The FAA completing significant upgrades to the AWOS. The system was down for two weeks for the upgrades and is now on line. The AWOS is now an AWOS-2 with a precipitation discriminator and will provide information regarding any detected precipitation on the Airfield.
- The next EAA Young Eagles day is scheduled for Saturday, May 7, 2016 from 10:00am – 2:00pm. A flyer is posted on the events page of the Airport website.

3. *Operation's Report* – Director of Operations, Bobbie Cox, reported:

- Providing an Airport tour to the Little Promisers Preschool class on Thursday, March 10th, 2016, for approximately 80 students and parents.
- Purchasing a replacement Dodge Grand Caravan and placing it into service on March 29, 2016.

4. *Flight Department Report* – Executive Director, Steve Borden, reported:

- Total Flight hours for the month of March was 105.5, up from 65.1 in February 2016.
- Reported the Flight Center Student/Customer Statistics for the Month of

March:

Current Actively Flying Students:	11
Flight School New Inquiries:	9
Flight School Enrollments:	7
Total Student Flights:	48
Owner Aircraft Instr. Students:	2
Rental Flights:	6
Flight Review/Check-out:	6
Scenic Flights:	3
Gift Certificates Purchased:	0
Gift Certificates Utilized:	1

- N291KF down for 100 hour service, N139ME due for 100 hour service.
- The Chief Flight Instructor recruitment is on-going.

I. Old Business

1. Announced the Aircraft Maintenance Service Provider selected is Star Aviation and requested formal approval for Chairman to sign Contract Agreement.
 - **Chairman postponed vote until contract review takes place in Closed Session.** (See Section K, Postponed Agenda Items.)
2. Requested formal approval to donate Airport Fire Truck to Pitt-Greenville Airport.
 - Upon motion made by Vice Chairman, George Parker, and seconded by Secretary, Mike Jones, the Authority voted 5 to 0 to donate the Airport Fire Truck to Pitt-Greenville Airport.
3. Requested formal approval on the Moore County Airport Personnel Policy updates.
 - Upon motion made by Secretary, Mike Jones, and seconded by Vice Chairman, George Parker, the Authority voted 5 to 0 to approve the Moore County Airport Personnel Policy updates.
4. Requested formal approval of the FY16/FY17 Budget, which includes the updated Airport Personnel Policy.
 - Upon motion made by Vice Chairman, George Parker, and seconded by Secretary, Mike Jones, the Authority voted 5 to 0 to approve the FY16/FY17 Airport Budget, including the updated Airport Personnel Policy.
5. Progress update was provided by Chairman, Bill Bateman, on the Professional Pilot's Program at Sandhills Community College.
 - Chairman reported meeting with the Moore County Commissions along with Sandhills Community College Representatives. The presentation was well received and reported being satisfied with the outcome of the meeting. Chairman also reported upcoming meetings scheduled to continue with efforts to move forward with the program.

J. New Business

1. Requested formal approval to surplus Aircraft Maintenance Inventory and offer to incoming Aircraft Maintenance Services Provider.
 - **Chairman postponed vote until selection of Aircraft Service Provider is determined and announced after Closed Session.** (See Section K, Postponed Agenda Items)
2. Requested formal approval for a Full-Time Line Service Technician position or equal employ to maintain operational hours.
 - Member, Bob Zschoche, suggested increasing the budget limit the Executive Director is granted to approve from \$5,000 to \$10,000, or to allow the Executive Director complete overview to employ adequate staff to maintain Airport operational hours.

- Upon motion made by member, Bob Zschoche, and seconded by Vice Chairman, George Parker, the Authority voted 5 to 0 to approve an additional Full-Time Line Service Technician position or equal employ to maintain operational hours.
3. Discussed Agenda protocols and the release of meeting materials to the public.
- Member, Bob Zschoche, presented a draft document outlining procedures and timelines to create and release the Authority Agendas and Meeting Packets.
 - Discussion took place among board members regarding public comments, additional agenda items, and the timeline in which to release the Agenda for review by Authority members.
 - Authority members agreed to have Mr. Zschoche's draft document reflect the changes discussed during this meeting and to have available for presentation to the Authority members during the next Authority meeting for adoption.

Chairman called for 5 minute recess.

K. Postponed Agenda Items

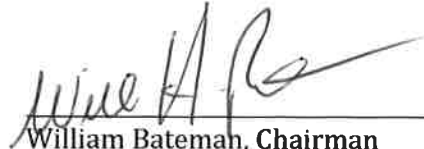
1. The formal announcement was made for the selection of an Aircraft Maintenance Service Provider at KSOP as Star Aviation, LLC as the KSOP Aircraft Maintenance Services Provider.
2. Requested formal approval of the Aircraft Maintenance Service Provider contract between Star Aviation, LLC and the Moore County Airport Authority, to be signed by the Airport Authority Chairman.
 - Upon motion made by Treasurer, Mark Brenner, and seconded by Vice Chairman, George Parker, the Authority voted 5 to 0 to approve the contract, as presented by Executive Director, Steve Borden, between Star Aviation, LLC and the Moore County Airport Authority, to be signed by the Airport Authority Chairman.
3. Requested formal approval to surplus Aircraft Maintenance Inventory and offer the inventory to the incoming Aircraft Maintenance Services Provider.
 - Upon motion made by Vice Chairman, George Parker, and seconded by Treasurer, Mark Brenner, the Authority voted 5 to 0 to approve surplus of the Aircraft Maintenance Inventory and offer the inventory to the incoming Aircraft Maintenance Services Provider.

L. Additional Agenda Items


1. Treasurer, Mark Brenner, asked the Authority if there was interest in pursuing more information on the 501C3 program. The members agreed to have Dr. Brenner more forward with his inquiries into the program.

M. Announcements/Adjournment

1. Chairman, William Bateman, adjourned the meeting of the Moore County Airport Authority and announced the next regular meeting scheduled for Tuesday, May 10th, 2016, at 10:00 a.m. in the Terminal Conference Room at the Moore County Airport.
2. Chairman, Bill Bateman, adjourned the meeting.



William Bateman, Chairman
Moore County Airport Authority



Michael Jones, Secretary
Moore County Airport Authority