



Moore County Airport Authority
Tuesday, July 11th, 2017
Board Meeting – 10:00 a.m.
Minutes

The Moore County Airport Authority Meeting was held on July 11th, 2017 at 10:00 a.m. at the Moore County Airport Terminal Conference Room.

Authority Members Present: Bob Zschoche, Chairman
Barry Lerman, Vice Chairman
George Parker, Member
Mike Jones, Treasurer/Secretary

Authority Members Absent: Pat Corso, Member

Staff Present: Greg Hudson, Airport Manager
Bobbie Cox, Operations Director
Crystal Meyers, Administrative Assistant
Gale Vencill, Finance Clerk

Others Present: Robert Kroll
Charles Mirman
Dave Korb

CALLED TO ORDER

A. Opened Session

B. Closed Session

1. *(None)*

C. Pledge of Allegiance was led by Chairman, Bob Zschoche

D. Conflict of Interest Inquiry was made by Chairman, Bob Zschoche

(None)

E. Approval of Agenda Presented

1. By consensus, all Authority members present were in agreement with the proposed meeting Agenda.

F. Approval of Previous Meeting Minutes

1. Moore County Airport Authority Meeting Minutes: June 13, 2017.

- Upon motion made by Vice Chairman, Barry Lerman, and seconded member, George Parker, the Authority voted 4 to 0 to approve the June 13, 2017 Moore County Airport Authority Meeting Minutes.

G. Public comments

(None)

H. Presentations/Guest Speakers

(None)

I. Public Hearing

(None)

J. Report Inquiries

1. The Authority members did have questions or comments on the provided reports listed below:

- Financial Report - (100LL Comparison) (Jet A Comparison)
 - Vice Chairman, Barry Lerman, asked for an explanation of the Accounts Receivable variance compared to the same month last year.
 - Finance Clerk, Gale Vencill, informed the Authority of an organization now based at the Airport that has had a significant impact on our monthly receivables, and the timing of invoices and payments at month end is primary what skewed the monthly accounts receivable for the month, and that this is not an unusual occurrence. Ms. Vencill also stated all accounts were current.
- **Additional Items Discussed by the Authority -**
 - The Authority inquired on the progress of Total Flight Solutions and Sanford Aircraft since their opening at the Airport.
 - Airport Manager, Greg Hudson, stated the business was slow for Total Flight Solutions, in his opinion, and activity is not at the level anticipated.
 - Member, George Parker, stated he had discussion with owner of Sanford Aircraft, Ken Heinlein, which informed Mr. Parker he was in the process of re-staffing at the current time.
 - The Authority inquired on the progress on the Professional Pilot's Program with Sandhills Community College.
 - The Authority was informed of the introduction between the School and Total Flight Solutions, and the goal of fall 2018 was still the target date to

begin the program. The Authority asked for the Airport Manager to continue to follow up on the progress of the Program.

○ Director's Report

- Member, George Parker, inquired on the meeting with Tarheel Communications. Airport Manager, Greg Hudson, explained the Annual Open House was not cancelled in its entirety, but downsized to a Fly-In/Cruise-In and a promotional arena for the Spring Event that is underway.
- Vice Chairman, Barry Lerman, inquired on the progress of the Master Plan. Airport Manager, Greg Hudson, informed the Authority of a meeting scheduled to discuss the Master Plan and the Airfield Storm Drain & Pipeline Rehabilitation Grants, and an update would be provided at the conclusion of the meeting.

○ Operation's Report

- Secretary, Mike Jones, inquired of the Operations Director on the Fuel Training that was listed in the report. Operations Director, Bobbie Cox, explained it was an annual training required for the Line Service Technicians.

○ Additional Items discussed by the Authority -

- Secretary, Mike Jones, asked the Airport Manager if everyone was aware of the moving of the fence and the observation area. Mr. Hudson explained the previous discussion did take place 30 to 60 days prior and was advised by our Attorney that an observation deck/raised area was a safety hazard and discouraged the idea, but other options could be considered at this time once the Airport engineer approves moving the fence.
- Secretary, Mike Jones, inquired on the progress of the letter requesting the use of the Pinehurst brand. Chairman, Bob Zschoche, informed Mr. Jones that a formal request had been sent asking for the utilization of the name and the Airport is awaiting a response. Mr. Hudson also informed the Authority that our Attorney advised the Airport Authority to obtain legislative approval.
- Secretary, Mike Jones, announced the CSR Desk was scheduled to be moved later in the day.
- Secretary, Mike Jones, expressed his appreciation of the Airport Manager, Greg Hudson's, weekly report he provides to the Authority, requested Mr. Hudson continue with the reports.

K. Unfinished Business

1. The Authority reviewed and discussed the proposed ground lease process & procedure.

- The Authority requested acceptable standards for hangars be indicated in the process & procedures and a clause indicating the expenses of the project/construction be that of the customer.

2. The Authority reviewed and considered the revised hangar waiting list process & procedure.
- The Authority found the hangar waiting list process & procedures acceptable with the inclusion of a clause for extenuating circumstances to be considered and for the labeling of the types of hangars to coincide with the labeling in the process & procedures document.
 - The Authority also suggested criteria be described to determine eligibility before adding new customers to the waiting list to include a listing fee that would later be credited towards the first month's rent upon obtaining a hangar.
 - The Authority requested a survey be conducted of the current list to determine the actual intent and to determine the willingness of those remaining to deposit a listing fee to remain on the waiting list.
 - The Authority directed staff to have the current hangar contract reviewed by an Attorney in an attempt to simplify the contract.
 - The Authority requested the results of the survey be provided at the next regularly scheduled Authority meeting.

3. Consider Cameras, Security, & Fire Safety System recommendation.

- Airport Manager, Greg Hudson, informed the Authority the Public Safety Supervisor reported the Airport was in compliance. Mr. Hudson recommended Central Security's proposal to upgrade the Security Cameras only at this time.
 - Upon motion made by Secretary, Mike Jones, and seconded by member, George Parker, the Authority voted 4 to 0 to accept Central Security Services' quote to upgrade the Security Cameras only and not to exceed \$20K.
- **Additional Items discussed by the Authority –**
 - Secretary, Mike Jones, inquired on the new VoIP phone system and its progress.
 - The Authority directed staff to bring in the telephone provider to clean up the old telephone lines in the store room located in Hangar #1.
 - Vice Chairman, Barry Lerman, provided an update to the proposed putting green in the round-about at the Airport. Mr. Lerman stated additional funds were needed to move forward with the putting green project.

L. New Business

(None)

M. Additional Agenda Items Requested


(None)

N. Announcements

1. The Moore County Airport Authority meeting will be held at 10:00 a.m. at the Airport Terminal Conference Room, Carthage, North Carolina, on Tuesday, August 8th, 2017.

O. Adjournment

1. Chairman, Bob Zschoche, adjourned the meeting.



Bob Zschoche, Chairman
Moore County Airport Authority


Michael Jones, Secretary
Moore County Airport Authority