



**Moore County Airport Authority**  
*Tuesday, March 14<sup>th</sup>, 2017*  
**Board Meeting – 10:00 a.m.**  
**Minutes**

The Moore County Airport Authority Meeting was held on March 14<sup>th</sup>, 2017 at 10:00 a.m. at the Moore County Airport Terminal Conference Room.

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

**Authority Members Absent:** *(None)*

**Staff Present:** Greg Hudson, Executive Director  
Bobbie Cox, Operations Director  
Jack Stevens, Chief Flight Instructor  
Kristin Klug, Finance Administrator  
Crystal Meyers, Administrative Assistant

**Others Present:** Members of the Public

**CALLED TO ORDER**

**A. Opened Session**

**B. Closed Session**

1. *I hereby move that, pursuant to [N.C.G.S. 143-318.11(a) (6)], the Board meets in closed session to consider the qualifications, competence, performance, condition of appointment of a public officer or employee or prospective public officer or employee;*
2. *and to establish or instruct the staff or agent concerning the negotiations of the amount of compensation or other terms of an employment contract pursuant to [N.C.G.S. 14-318.11(a) (5)].*

**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. Authority Secretary requested Marketing Reports be included on the day's Agenda.
2. Authority Chairman requested consideration of a planning meeting be included on the day's Agenda.
3. By consensus, all Authority members were in agreement of the meeting Agenda with the proposed changes.

**F. Approval of Previous Meeting Minutes**

1. Moore County Airport Authority Meeting Minutes, February 14<sup>th</sup>, 2017 and Retreat Minutes, February 14<sup>th</sup> & 15<sup>th</sup>, 2017.
  - Upon motion made by Secretary, Mike Jones, and seconded by Vice Chairman, Barry Lerman, the Authority voted 5 to 0 to approve the Moore County Airport Authority Meeting Minutes.

**G. Public comments**

1. Charles Mirman provided his recommendation for the improvements to the Flight Center Aircraft and his opinion on the necessity of the Flight School. The Authority acknowledged Charles Mirman's comments.

**H. Presentations/Guest Speakers**

*(None)*

**I. Public Hearing**

1. The FY 2017/2018 Budget public hearing was announced for public comment and formal approval during the next regular Moore County Airport Authority Meeting to be held in the Moore County Airport Terminal Conference Room on April 11<sup>th</sup>, 2017 at 10:00 a.m.

**J. Report Inquiries – The following reports were provided to the Authority Members.**

1. The Authority members had no questions or comments.
  - Financial Report - (100LL Comparison) (Jet A Comparison)
    - The Authority questioned the reported monthly receivables. The Finance Administrator explained the differences were caused by a few delinquent accounts. The Authority recommended the Director be more aggressive in customer collections and stated the Authority would support those measures.
  - Director's Report
  - Operation's Report
  - Flight Center Report

**K. Unfinished Business**

1. The Authority considered the proposed upgrades for Flight Center Aircraft.

- Upon motion made by Vice Chairman, Barry Lerman, and seconded by member, George Parker, the Authority voted 5 to 0 to approve the N139ME Engine overhaul and the N139ME Avionics upgrade at the cost quoted of \$21, 500.
  - By consensus, the Authority agreed to postpone all other Aircraft upgrade discussions to a later date.
2. The Authority considered the proposed upgrades of the Airport's Telephone System.
- Vonage and Ring Central hosted VoIP were suggested, without contract and for all equipment to be purchased up front. Ring Central was the recommendation.
  - Upon motion made by Secretary, Mike Jones, and seconded by member, George Parker, the Authority voted 5 to 0 to approve the hosted VoIP provided by Ring Central, to include the monthly recurrent charges and not to exceed \$2K for the initial start-up costs.
3. An update was provided to the Authority on the Airport Cameras, Fire System, & Security.
- An inspection with the local Fire Marshall is scheduled to obtain recommended fire and safety measures for Airport Security.
  - The Airport Cameras, Fire System, & Security discussion was postponed until the Fire Marshall inspection has been completed and recommendations provided.
4. The Authority considered the proposed terminal Interior Utilization Plan.
- Upon review of the current Airport layout, the recommendation is to move the Customer Service Center to a new location for better utilization & functionality to meet customer needs and to provide the CSR's adequate access to perform their duties to the best of their ability.
  - A quote from Fowler Electric to re-locate the Customer Service Center was provided to the Authority for review.
  - Upon motion made by Vice Chairman, Barry Lerman, and seconded by Secretary, Mike Jones, the Authority voted 5 to 0 to approve the relocation of the Customer Service Center as presented, utilizing the services of Fowler Electric.
  - Further considerations of the Interior Utilization Plans will be discussed as needed.
5. An update was provided by Kris Klug on Airport Insurance Quotes.
- Kris Klug informed the Authority insurance packets were sent to three (3) Insurance Companies with only one (1) response that had not included a quote.
  - The current Airport Insurance Policy expires in July 2017 and the Airport can begin accepting Insurance quotes in April 2017.
6. The Authority reviewed the proposed FY 2017/2018 Budget.
- Due to other considerations that have not yet been determined, the budget is expected to change considerably. The Authority has expressed their intent to

consider the issues in the up-coming closed session before voting to approve the budget.

7. The Authority reviewed the presented Special Events Policy & Procedure.
  - The presented Special Events Policy & Procedures were created by the Airport Attorney, Stephen Later.
  - Mike Jones suggested some changes be made.
    - Item No. 2 – “Approved or” and “receipt of an” is not required. Should state, “No Special Event shall be conducted without the prior approval from the Executive Director. “
    - Item No. 4.a.iii – Should include the FAA. “...the policies of the Airport Authority or the FAA (including...”
    - Item No. 5 – Should include Insurance. “...required permits and licenses (including, without limitation, environmental safety and health, and insurance) to the Executive Director.”
    - Item No. 6.a & 6.c – Redundancy. Remove Item No. 6.c.
  - The Authority requested the proposed changes be given to the Attorney for review.
8. The Authority considered the proposed Amendments to the Moore County Airport Authority By-Laws.
  - Mike Jones suggested changes.
    - “Article I: Offices” becomes “Article I: Offices & Duties”
    - Insert Section 2. Into Article I. “Section 2. Authority Duties” with a preamble to the By-Laws, such as the Mission Statement or a similar statement.
  - The Authority requested the proposed By-Laws with the suggested changes be reviewed by the Airport Attorney before moving forward with the vote to implement the proposed By-Laws.

**L. New Business**

1. The Authority reviewed the Martin Starnes & Associates, CPAs, P.A. Audit Contract.
  - Upon motion made by Secretary, Mike Jones, and seconded by member Pat Corso, the Authority voted 5 to 0 to approve the Audit Contract.
2. Consider the Resolution for Airport Safety/Maintenance Projects with the NCDOT (DOA).
  - Upon motion made by Vice Chairman, Barry Lerman, and seconded by member, George Parker, the Authority voted 5 to 0 to approve the Resolution for Airport Safety/Maintenance Projects with the NCDOT (DOA).

## **M. Additional Agenda Items Requested**

1. Marketing Report was provided by Secretary, Mike Jones.
  - Mr. Jones announced the Pilots & Putters incentives were in effect as of March 9<sup>th</sup>, 2017. The advertisements were placed with AirNav & FlightPlan.com. Mr. Jones also stated the Airport website had been updated and is now advertising all of the incentives and other organizations that are participating.
  - Mr. Jones stated a viewing stand at the Airport was being considered and assistance with the project construction was being solicited. Commissioner, Otis Ritter, suggested a contact at the County Schools.
  - Authority member, Pat Corso, commented that the continued communication with the Moore County CVB would prove beneficial with the Marketing efforts for the Airport.
2. The Authority Chairman, Bob Zschoche, requested the Administrative Assistant to schedule an Airport Authority Planning Meeting sometime during the week of April 3<sup>rd</sup>, 2017, to include the Airport Executive Director.
3. Moore County Commissioner, Otis Ritter, expressed he would like to see the relationship between the Moore County Commissioners and the Airport Authority continue to improve and agreed the Airport is a major player in the tourism of Moore County and a big economic contributor. Mr. Ritter also stated the Airport Authority will have his support when needed.
  - Authority Member, George Parker, in response to Commissioner Ritter, commented on the positive change from the Moore County Board of Commissioners since Chairwoman, Catherine Graham, was seated and feels that the Airport does, in fact, have the support of the County Board of Commissioners.
  - The Authority expressed their gratitude to Commissioner Ritter for attending.

## **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, April 11<sup>th</sup>, 2017.

## **O. Closed Session (Cont.)**

1. *I hereby move that, pursuant to [N.C.G.S. 143-318.11(a) (6)], the Board meets in closed session to consider the qualifications, competence, performance, condition of appointment of a public officer or employee or prospective public officer or employee;*
2. *and to establish or instruct the staff or agent concerning the negotiations of the amount of compensation or other terms of an employment contract pursuant to [N.C.G.S. 14-318.11(a) (5)].*
  - Authority Member, George Parker, departed the meeting.
  - Upon motion made by Chairman, Bob Zschoche, and seconded by Vice Chairman, Barry Lerman, the Authority voted 4 to 0 to return to Open Session.

## **P. Additional Items**

1. Secretary, Mike Jones, presented a proposed Social Media Contract for review and consideration by the Authority.
  - o Upon motion made by Secretary, Mike Jones, and seconded by member, Pat Corso, the Authority voted 4 to 0 to approve the proposed contract with Tangram Media, Inc. for Social Media Support.
2. Vice Chairman, Barry Lerman, presented a proposed Airport Consultant Contract for review and consideration by the Authority.
  - o Upon motion made by Vice Chairman, Barry Lerman, and seconded by Secretary, Mike Jones, the Authority voted 4 to 0 to approve the Airport Consultant Contract with Steven Baldwin Associates up to \$2500, utilizing marketing funds.

**Q. Adjournment**

1. Chairman, Bob Zschoche, adjourned the meeting.

  
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Bob Zschoche, Chairman  
Moore County Airport Authority

  
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Michael Jones, Secretary  
Moore County Airport Authority