



**Moore County Airport Authority**  
*Tuesday, September 13<sup>th</sup>, 2016*  
**Public Board Meeting – 10:00 a.m.**  
**Minutes**

The Moore County Airport Authority met in regular session on September 13<sup>th</sup>, 2016 at 10:00 a.m. at the Moore County Airport Terminal Conference Room.

**Authority Members Present:** William Bateman, Chairman  
Mark Brenner, Treasurer  
Michael Jones, Secretary  
Bob Zschoche, Member

**Authority Members Absent:** George Parker, Vice Chairman

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

**Others Present:** Phillip Thompson  
Roland Carey  
Robert Kroll  
Dave Korb  
Barry Lerman  
Charles Mirman  
Felice Schillaci

**CALL TO ORDER**

**Open Session – Chairman, Bill Bateman, opened session.**

**A. Closed Session**

*(None)*

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

*(None)*

**C. Approval of previous meeting minutes:**

1. Requested formal approval of the Moore County Airport Authority August 9<sup>th</sup>, 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 August 9<sup>th</sup>, 2016 Meeting Minutes.

**D. Public Comments – Moderated by Chairman, William Bateman:**

*(None)*

**E. Presentations**

*(None)*

**F. Public Hearing**

*(None)*

**G. Reports**

- *Financial Report* – Kris Klug reviewed the financial activities for August 2016:
  - **Fuel:**
    - Volume was up by 11,098 gallons from last August and 5,442 gallons above the prior month.
    - Highest August volume since August 2008.
    - Sales were \$32K higher than the previous August and \$24K higher than the prior month.
  - **Other Operations:**
    - Receipts were \$15K higher than last August.
      - +\$4K Facility Rental
      - -\$4K Aircraft Maintenance
      - -\$3K Aircraft Services – Ramp Parking Fees
      - -\$1K Miscellaneous – FOB revenue last fiscal year
      - +\$11K Flight Training- 138.9 hours of flight time this August versus 70.4 hours last August.
    - Overhead expenses were \$28K higher than previous August.
      - -\$10K Administration - \$10K for Insurance
      - -\$10K Facility Maintenance
      - -\$13K Aircraft Maintenance
      - -\$7K Aircraft Services
      - -\$17K Flight Training
  - **Income from Operations:**
    - A loss of \$1K compared to last August loss of \$9K.
    - Through August a gain of \$48K versus a loss of \$4K.
  - **Net Income:**
    - The modified accrual basis is a gain of \$51K. The prior year was a loss of \$3K.
  - A **monthly report** of surrounding Airport fuel sale prices within 100 nautical miles of KSOP was provided. Base AVGAS is 10<sup>th</sup> among competitors, Transient AVGAS 15<sup>th</sup> among competitors. Base Jet is 8<sup>th</sup> among competitors, and Transient Jet 17<sup>th</sup> among competitors.

- *Director's Report* – Executive Director, Steve Borden, reported:
  - Attending the TARPO meeting on August 18, 2016. The meeting agenda included discussion of the STI Regional project scores and ranking. The Division Needs projects will be addressed during the October 13<sup>th</sup> Meeting.
  - On August 19, 2016 having another follow up meeting with Mr. Bob Sweed, from Lime Energy, to further discuss the incentive program for changing existing lighting from fluorescents to more sustainable LEDs.
  - Hosting the annual meeting with the insurance company on August 19, 2016, to discuss the Airport's Policies.
  - On Thursday, August 24, 2016, Mr. Clyde McCullough from the FAA FSDO office in Greensboro stopped by to review the aircraft logs for the Flight Center Aircraft.
  - Attending the Moore County Transportation Committee meeting on August 31, 2016.
  - Meeting with the Boy Scout Troop 1 Assistant Scout Master, Ms. Debbie D'Auria, on August 31, 2016 to discuss holding a Scout Jamboree on the Air event at the Airport. The event involves local ham radio operators providing the Scouts with an opportunity to communicate with other Scouts around the globe. There will also be other displays highlighting how various professions use radio equipment for communications.
  - Having been working with Talbert & Bright regarding the door limit switches on the Executive Hangars to determine why the door up-limit switches are set at 16 feet 6 inches when the clear opening annotated on the plans is 18 feet.
  - Holding the pre-construction meeting for the Storm Drain Inspection on September 8, 2016.
  - The Annual Airport Open House is to be held on Saturday, September 17, 2016.
  
- *Operation's Report* – Director of Operations, Bobbie Cox, reported:
  - The canvas awning damage is to be replaced with metal roofing panels by Old North State Roofing. They will report the repair date once scheduled.
  - The motor on hangar # 1 has been replaced by Marvin Allen Door Company, Inc.
  - Receiving three quotes on an aircraft tire dolly with more information to follow late in the meeting.
  - On August 29, 2016, the John Deere tractor was sent to Shorty's Service Center for repairs to the PTO drive shaft.
  
- *Flight Department Report* – Executive Director, Steve Borden, reported:
  - The Flight Center having another good month.
  - Total Flight hours for the month of August was 138.9, down from 143.0 in July 2016.
  - Having two Aircraft flying in August, with the majority of the month only having one Aircraft flying.
  - N292KF has been returned to the line after repairs were completed from the Wildlife Strike, with no issues found.
  - N291KF fuel tank has to be replaced due to an unrepairable fuel leak.
  - One of N139ME vacuum pumps is INOP and is being replaced.
  - The Flight Center Student/Customer Statistics for the Month of **August:**
    - Current Actively Flying Students: 88
    - Flight School New Inquiries: 15

Flight School Enrollments:	13
Total Student Flights:	71
Owner Aircraft:	0
Rental Flights:	15
Flight Review/Check-out:	3
Scenic Flights:	2
Gift Certificates Purchased:	0
Gift Certificates Utilized:	0

**H. Additional Agenda Items**

*(None)*

**I. Unfinished Business**

1. Recommendations were provided by Operations Director for the Airport's Wildlife Management Policy concerning the type of Firearm to be utilized.
  - The Authority requested the type of Firearm to be utilized be updated within the policy and brought before the board at the next regular meeting for approval.
2. An update was given on procuring an Aircraft Maintenance Service Provider at the Moore County Airport.
3. A review of the 501(C) (3) Program Articles of Incorporation, By-Laws, & the Financial Reporting Evaluation of the Friends of Moore County Airport Foundation was conducted by Authority members.
  - The Authority members recommended Mark Brenner Supervise the formation and implementation of the Foundation.
4. A review to determine a course of action on the Duke Energy Savings Program Proposal took place.
  - Upon motion made by Secretary, Mike Jones, and seconded by Treasurer, Mark Brenner, the Authority voted 4 to 0 to move forward with the Duke Energy Savings Program utilizing funds from Capital Outlay to cover the expenses.

**J. New Business**

1. A formal request to approve fuel donations for the participating Aircraft in the 2016 Annual Open House was made.
  - Upon motion made by Treasurer, Mark Brenner, and seconded by Secretary, Mike Jones, the Authority voted 4 to 0 to approve the fuel donations for the participating Aircraft in the 2016 Annual Open House, not to exceed 1100 gallons.
2. The approval to purchase the recommended Iron Tire Aircraft Wheel Dolly was formally requested.
  - Three options were presented to the Authority for the purchase of an Aircraft Tow Dolly.
  - The recommendation provided to the Authority was the Iron Tire Aircraft Wheel Dolly.

- Upon motion made by Secretary, Mike Jones, and seconded by member, Bob Zschoche, the Authority voted 4 to 0 to approve the purchase of the Iron Tire Aircraft Wheel Dolly utilizing funds for Capital Outlay.
3. The Authority discussed & reviewed the KSOP and FAA Policy pertaining to maintenance of Airport Security Fencing.
- The Authority did not recommend any changes or updates be made to the policy at this time.

**K. Announcements/Adjournment**

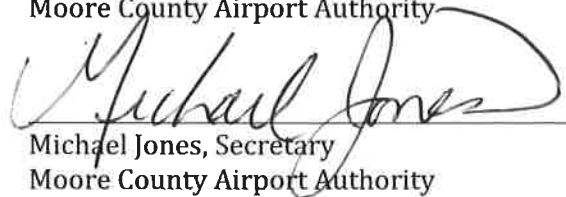
1. Chairman, William Bateman, adjourned the meeting of the Moore County Airport Authority and announced the next regular meeting scheduled for Tuesday, October 11th, 2016, at 10:00 a.m. in the Terminal Conference Room at the Moore County Airport.

**L. Adjournment**

1. Chairman, Bill Bateman, adjourned the meeting.



William Bateman, Chairman  
Moore County Airport Authority



Michael Jones, Secretary  
Moore County Airport Authority