



Moore County Airport Authority
Thursday, January 25th, 2018
Budget Meeting – 1:00 p.m.
Minutes

The Moore County Airport Authority Meeting was held on January 25th, 2018 at 1:00 p.m. at the Moore County Airport Terminal Conference Room.

Authority Members Present: Bob Zschoche, Chairman
Barry Lerman, Vice Chairman
Mike Jones, Secretary/Treasurer
Pat Corso, Member
Tom McPherson, Member

Authority Members Absent: (None)

Authority Members Present Participating Electronically: (None)

Staff Present: Bobbie Cox, Operations Director
Crystal Meyers, Administrative Assistant
Gale Vencill, Finance Representative

Others Present: Mary Kate Murphy, The Pilot Newspaper
Charles Mirman
Robert Kroll

CALLED TO ORDER

A. Opened Session

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

C. Approval of Agenda Presented

1. By consensus, all Authority members present were in agreement with the proposed meeting Agenda to include the following additions:
 - Review submitted qualifications submitted by Engineering Firm in response to the Airport RFQ for Professional Services.

- By consensus, the Authority postponed the review until the Monday, February 12th, 2018 Planning Meeting. A digital copy of the submitted proposal was requested by the Authority.

- Consider executing the Block Grant Agreement to utilize the remaining Non-Primary Entitlement Funds on project No. 36237.67.8.1, Airfield Storm Drain Rehabilitation.

- Member, Tom McPherson, requested an additional agenda item be added to discuss the vacated Airport Management position.

D. Officer Elections (Chairman, Vice Chairman, Treasurer, Secretary)

1. Member, Bob Zschoche, renounced himself for consideration for any officer position.

2. Nominations for Officer Appointments were made and a formal vote was held for the following seats: Chairman, Vice Chairman, Treasurer, and Secretary.

- Nominated for Chairman, Tom McPherson:

Nomination made by member, Mike Jones, and seconded by member, Barry Lerman, the Authority voted 5 to 0 to appoint member, Tom McPherson, as Authority Chairman.

- Chairman, Tom McPherson, recognized Bob Zschoche for his service and extended his appreciation.

- Nominated for Vice Chairman, Barry Lerman:

Nomination made by member, Mike Jones, and seconded by member, Tom McPherson, the Authority voted 5 to 0 to appoint member, Barry Lerman, as Authority Vice Chairman.

- Nominated for Treasurer/Secretary, Mike Jones:

Nomination made by member, Barry Lerman, and seconded by member, Bob Zschoche, the Authority voted 5 to 0 to appoint member, Mike Jones, as Authority Treasurer/Secretary.

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

(None)

F. Public comments

(None)

G. Airport Budget Presentation

1. The Budget Schedule was presented to the Authority for approval.

- By consensus the Authority agreed to the Budget Schedule as presented.

2. The Authority requested last year's budget presentation be provided to all members for review.
3. Discussion on the presented budget ensued.
 - Chairman, Tom McPherson, stated a directive be given to the Finance Administrator to more closely approximate the budget to indicate actual forecasts.
 - Chairman, Bob Zschoche, indicated a current year budgeted line be included in the budget presentation for comparison.
 - By consensus, the Authority stated a separate line item be incorporated into the Budget for contingency expenses, rather than utilizing JetA revenue line for unexpected expenses in efforts to get a more accurate report on JetA fuel sales.
 - Chairman, Tom McPherson, indicated, upon his review, the Airport is doing well in its revenues.
 - Secretary, Mike Jones, requested all future documents presented by titled, dated, & numbered for easier reference.
 - Chairman, Tom McPherson indicted his desire to present a break-even operating budget to the County, removing the capital expenditures and grant matching. The Authority members agreed with the Chairman's intent.
4. By consensus, the Authority agreed to forego further discussion on operational fees until Airport Management is put in place and an update be provided for consideration.
5. After review of the presented Capital Projects, the Authority indicated removing from the FY18/FY19 Capital Outlay the following:
 - Landside Parking Lot Paving be delayed for one year, however; must be completed before the 2027 U.S. Open.
 - Removal of Lift and continue renting until justifiable indications are present to support purchase.
6. Authority indicated Capital Outlay of \$100K would be a reasonable amount to budget for projects and to list the projects by priority with \$100K being the limit.
 - Secretary, Mike Jones, advised staff to prioritize first, things customers see.
 - Chairman, Tom McPherson, indicated to staff to prioritize what is needed first, and if contingency items can be included within \$100K limit then begin listing the contingency items.
 - Secretary, Mike Jones, indicated the office equipment upgrades should be a priority item.
 - Chairman, Tom McPherson, directed Operations Director, Bobbie Cox, to place Hangar & Building Maintenance items be moved to the Maintenance Budget line.

7. The Authority indicated the Finance Administrator budget \$350K for potential grant matches in FY18/FY19 Budget.

H. Additional Agenda Items

1. The Authority considered executing the Block Grant Agreement to utilize the remaining Non-Primary Entitlement Funds on project No. 36237.67.8.1, Airfield Storm Drain Rehabilitation.
 - Upon motion made by member, Pat Corso, and seconded by Secretary, Mike Jones, the Authority voted 5 to 0 to execute the Block Grant Agreement.
2. The Authority considered inclusion into the County of Moore Audit Services RFQ.
 - Upon motion made by Vice Chairman, Barry Lerman, and seconded by Secretary, Mike Jones, the Authority voted 5 to 0 to approve inclusion into the County of Moore RFQ.
3. The Authority considered actions necessary to recruit an Interim Airport Manager.
 - Chairman, Tom McPherson, requested the Authority grant him the approval to work on recruitment of an Interim Airport Manager and to allocate the budget necessary to accomplish recruitment.
 - Upon the motion made by member, Pat Corso, and seconded by Vice Chairman, Barry Lerman, voted 5 to 0 to grant the Airport Authority Chairman the latitude to recruit an Interim Airport Manager and to allocate funds from the Airport Manager budget line to cover expenses to implement an interim Airport Manager.
4. The Authority discussed the Airport CD for investment potential.
 - Upon motion made by member, Pat Corso, and seconded by Vice Chairman, Barry Lerman, the Authority voted 5 to 0 for the investment to remain in a CD at First Bank for another annual term.

I. Announcements/Comments

1. Announced the **Public Hearing** for the Moore County Airport Authority on March 13th, 2018, during the regular scheduled Authority Meeting.
2. Announced the Moore County Airport Authority Budget meeting will be held at 9:00 a.m. in the Moore County Airport Terminal Conference Room on Monday, February 12th, 2018.
3. Announced the Moore County Airport Authority meeting will be held at 10:00 a.m. in the Moore County Airport Terminal Conference Room on Tuesday, February 13th, 2018.

J. Closed Session

1. *Pursuant to N.C. Gen. Stat. § 143-318.11(a)(6), the Board will meet in closed session to consider the qualifications, competence, performance, condition of appointment of a public*

officer or employee or prospective public officer or employee.

- Upon motion made by member, Bob Zschoche and seconded by Secretary, Mike Jones, the Authority voted 5 to 0 to enter closed session.
- The staff was excused from closed session.



Tom McPherson, Chairman
Moore County Airport Authority



Mike Jones, Secretary
Moore County Airport Authority