



Moore County Airport Authority
Tuesday, August 9th, 2016
Public Board Meeting – 10:00 a.m.
Minutes

The Moore County Airport Authority met in regular session on August 9th, 2016 at 10:00 a.m. at the Moore County Airport Terminal Conference Room.

- Authority Members Present:** William Bateman, Chairman
George Parker, Vice Chairman
Michael Jones, Secretary
Bob Zschoche, Member
- Authority Members Absent:** Mark Brenner, Treasurer
- Staff Present:** Steve Borden, Executive Director
Bobbie Cox, Operations Director
Kristin Klug, Finance Administrator
Crystal Meyers, Administrative Assistant
- Others Present:** Jerry Daeke – County Commissioner
Bob Deen
Bill Albert
Dave Korb
Robert Kroll
Charles Mirman
Barry Lerman

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 July 12th, 2016 Meeting Minutes.

- Upon motion made by Secretary, Mike Jones, and seconded by Vice Chairman, George Parker, the Authority voted 4 to 0 to approve the Moore County Airport Authority July 12th, 2016 Meeting Minutes.

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

1. Charles Mirman commented on the initial appointments of the Board of Directors for the proposed 501 (C) (3) program, Friends of Moore County Airport Foundation. Mr. Mirman's opinion is to have the make-up of the Board be outside members and not that of the Authority. Mr. Mirman also offered his services to sit on the Foundation Board.

E. Presentations

(None)

F. Public Hearing

(None)

G. Reports

- *Financial Report* – Kris Klug reviewed the financial activities for July 2016:
 - **Fuel:**
 - Sales were \$14K lower than the previous July and \$31K below the prior month.
 - Volume was up by 427 gallons from last July and 9,740 gallons below the prior month.
 - Highest July volume since July 2009
 - Cutoff date for July was the 28th – 2 less days of sales versus the prior year.
 - Transient jet volume decreased by 9,168 gallons from last year. Base jet volume increased by 9,522 from last year
 - **Other Operations:** (July included rental income for two months.)
 - Receipts were \$7K higher than last July.
 - +\$7K Facility Rental - 3% increase for two months (\$767/month) and hangar #57 at full capacity
 - -\$11K Aircraft Maintenance – Outsourced in late FY2016
 - -\$3K Aircraft Services – Landings, ramp fees and callout services all down (fewer transient jet landings)
 - -\$1K Miscellaneous – FOB revenue last fiscal year
 - +\$15K Flight Training- 143 hours of flight time this July versus 41.5 hours last July
 - Overhead expenses were \$37K lower. Last July was a three pay period month (\$22K).
 - -\$11K Administration - \$8K lower for timing of salaries & benefits, \$3K lower for NBAA dues and booth for conference
 - -\$10K Aircraft Maintenance – Outsourced in late FY2016

- -\$13K Aircraft Services – \$10K lower for timing of salaries and benefits, \$2K lower for timing of vehicle fuel and \$1K lower for credit card fees
 - -\$2K Flight Training – \$2K lower for maintenance on rental aircraft.
- **Income from Operations:**
 - A gain of \$49K compared to last July's gain of \$6K. The difference is due to three pay period month last year \$22K, flight department increased volume \$16K and cutoff of invoices on the 25th of the month \$9K.
- **Other Items:**
 - \$2,688 was reimbursed by the insurance carrier for wind and lightning strike damage that occurred early in July.
- **Net Income:**
 - The modified accrual basis is a gain of \$52K. The prior year was a gain of \$6K.
- **A monthly report** of surrounding Airport fuel sale prices within 100 nautical miles of KSOP was provided. Base AVGAS is 11th among competitors, Transient AVGAS 14th among competitors. Base Jet is 5th among competitors, and Transient Jet 18th among competitors.
- *Director's Report* – Executive Director, Steve Borden, reported:
 - Attending the Moore County Transportation Committee meeting on July 27, 2016 and met with the region representative. Discussed the projects for the Moore County Airport.
 - The Harley H. Pope Flight of the Order of Daedalians has been sponsoring flight training up to initial solo for a selected JROTC cadet from an area high school for the past two years. This flight training is jointly funded by the local Flight and the National Order of Daedalians. This year's Cadet, John Hall, was selected to participate in the Cadet Flight Indoctrination Program and on Monday, July 18, 2016. Mr. Hall was assigned, Instructor, Bob Deen, who successfully guided him through his initial solo. His family and friends were at the airport to congratulate him on this achievement.
 - On July 26, 2016 a follow up meeting with Mr. Bob Sweed, an Energy Advisor with Lime Energy. Mr. Sweed is a contractor retained by Duke Energy Progress to discuss the incentive program for changing existing lighting from fluorescent to more sustainable LEDs.
 - The certification documents for Runway 23 were submitted to the DOA. These documents certify the runway approach is clear of obstacles based on criteria in FAA AC150/5300-13A.
 - Receiving confirmation from Talbert & Bright the subcontracts have been issued for the storm drain project to conduct the ground penetrating radar and the video inspection, with a projected start date within the next thirty (30) days.
- *Operation's Report* – Director of Operations, Bobbie Cox, reported:
 - The John Deere Tractor has been returned to service.
 - Hangar # 1's motor has been ordered and will be installed upon receipt.
 - The quotes have been requested and received for the purchase of an Aircraft Dolly. The multiple varieties are being reviewed to determine the best fit for the Airport's purposes before presenting to the Authority for a final decision.

- Due to a recent wildlife strike at the Moore County Airport, the Wildlife permits were reviewed and discussed with the Authority.
- *Flight Department Report* – Executive Director, Steve Borden, reported:
 - The Flight Center having another good month.
 - Total Flight hours for the month of July was 143, down from 180.5 in June 2016.
 - 100 Hour Inspection for N292KF has been completed and N292KF is currently in Maintenance for an engine overhaul due to a wildlife strike. An annual inspection will also be completed during this overhaul.
 - Recently hiring a new flight instructor, Les Scott.
 - The Flight Center Student/Customer Statistics for the Month of **July**:

Current Actively Flying Students:	16
Flight School New Inquiries:	14
Flight School Enrollments:	4
Total Student Flights:	76
Owner Aircraft:	4
Rental Flights:	17
Flight Review/Check-out:	5
Scenic Flights:	2
Gift Certificates Purchased:	0
Gift Certificates Utilized:	1

H. Additional Agenda Items

(None)

I. Unfinished Business

1. Requested review of the Duke Energy Savings Program Proposals and determined a course of action.
 - Two proposals were provided by Duke Energy. The cost to the Airport for proposal # 1 is \$9,484.00, with Duke Energy picking up 46%. Proposal # 2 is a cost of \$12,835.72 to the Airport, which includes additional light fixtures not included in proposal #1.
 - Member, Bob Zschoche, suggested contacting David McNeil, with Duke Energy, to invite him to discuss further with the Airport the options available to do a complete lighting restructure before moving forward with proposals submitted by Duke Energy for energy cost savings.
 - The Authority suggested postponing any decisions pending further discussion and additional requests to be made of Duke Energy.

2. Discussed the course of action necessary to replace the damaged Terminal Awnings.
 - Quotes obtained by roofing companies were presented to the Authority. Metal Awning Covers and Canvas Awning Covers were quoted.
 - Authority agreed all awnings should be replaced, not just the damaged awnings.
 - The Authority's consensus was to replace the awnings with metal.
 - The Authority directed the Airport to move forward with obtaining references from Old North State Roofing Company.

- Upon motion made by Secretary, Mike Jones, and seconded by, member, Bob Zschoche, the Authority voted 4 to 0 to move forward with Old North State Roofing Company to replace all awnings with metal, pending the Executive Director's satisfaction with the references provided by Old North State Roofing Company.
3. A formal review of the Moore County Airport Ramp Tie-Down Fee Schedule & FY 2015-2016 Fee Analysis was conducted by the Authority.
- No changes were made at this time.

J. New Business


1. The Authority discussed Aircraft Maintenance Services at the Moore County Airport and determined a course of action.
- The Authority directed the Executive Director to move forward with soliciting local Aircraft Maintenance Providers.
 - Upon motion made by Secretary, Mike Jones, and seconded by Vice Chairman, George Parker, the Authority voted 4 to 0 to approve a Request for Proposal for Aircraft Maintenance Services to be initiated should the solicitation of local Aircraft Maintenance Providers prove unsuccessful.
2. Request formal review of the 501(C) (3) Program Articles of Incorporation, By-Laws, & the Financial Reporting Evaluation of the Friends of Moore County Airport Foundation.
- Upon review, and due to the absence of Treasurer, Mark Brenner, the Board tabled this agenda item until the September Authority meeting for further clarification of program protocols and to gain input from Treasurer, Mark Brenner.

K. Announcements/Adjournment

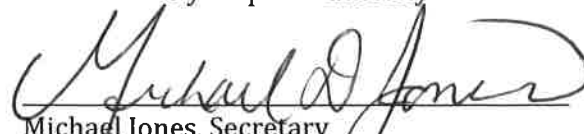
1. Chairman, William Bateman, adjourned the meeting of the Moore County Airport Authority and announced the next regular meeting scheduled for Tuesday, September 13th, 2016, at 10:00 a.m. in the Terminal Conference Room at the Moore County Airport.

L. Adjournment

1. Chairman, Bill Bateman, adjourned the meeting.



William Bateman, Chairman
Moore County Airport Authority



Michael Jones, Secretary
Moore County Airport Authority