



Moore County Airport Authority
Tuesday & Wednesday, February 14th & 15th, 2017
Retreat Board Meeting - 10:00 a.m.
Minutes

The Moore County Airport Authority Retreat was held on February 14th & 15th, 2017 at 10:00 a.m. at the Department of Social Services Conference Room, Carthage, NC.

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: Louis Gregory, Moore County Board of Commissioners
Steve Bright, Talbert & Bright, Inc.
Amy McLane, Talbert & Bright, Inc.

CALLED TO ORDER

A. REGULAR BOARD MEETING OPEN SESSION (10:00 am)

1. *Separate Document*

LUNCH (12:30 PM)

B. RETREAT OPEN SESSION (1:00 PM)

1. Chairman, Bob Zschoche, open session and welcomed Moore County Commissioner, Louis Gregory, to the meeting.
2. Commissioner Gregory extended his appreciation for the invitation to join the Moore County Airport Authority meeting and expressed his thoughts of the Moore County Airport being an asset with hopes of working together in meeting the goals and expectations for the community.

3. Commissioner Gregory departed the meeting to avoid any potential conflicts.

C. CLOSED SESSION – (SEPARATE DOCUMENT)

1. Upon motion made by Secretary, Mike Jones, and seconded by member, George Parker, the Authority voted 5 to 0 to enter Closed Session, *pursuant to [N.C.G.S. 143-318.11(a) (5)], the Board met in closed session to establish or instruct the staff or agent concerning the negotiations of the price and terms of a contract concerning the acquisition of real property. (Property Negotiations for Future Economic Development)*

D. RETURNED TO OPEN SESSION

1. Upon motion made by Vice Chairman, Barry Lerman, and seconded by Secretary, Mike Jones, the Authority voted 5 to 0 to adjourn Closed Session and return to Open Session.

E. NEW MASTER PLAN/ECONOMIC PLAN

1. The Authority considered a Master Plan Update for the Moore County Airport.
2. Ms. McLane introduced the Economic Impact Report to the Authority. The Authority has requested Talbert & Bright to invite Dr. Daniel Finley to meet with the Authority to obtain more detail on the outcome of the survey in a public meeting.
3. The Authority asked Talbert & Bright to begin the process to request a grant for the purpose of a new Moore County Airport Master Plan.
4. The Authority is in consensus to add the 10% match for a new Master Plan in the FY 2017/2018 Budget.
5. Discussed developing an Economic Plan for the Moore County Airport.

F. FLIGHT CENTER

1. Chief Flight Instructor, Jack Stevens, informed the Authority of the required Aircraft upgrades and necessary upgrades to compete in a competitive market. Mr. Stevens also provided quotes for the proposed upgrades.
2. By consensus, the Authority agreed to include Flight Center Aircraft Interior Upgrades into FY 2017/2018 Budget.
3. After considerable conversation, the Authority agreed to postpone the discussion on the Flight School and the Aircraft upgrades for further consideration during the budget process.

G. ADDITIONAL ITEMS ADDED

1. Secretary, Mike Jones, requested an update on the walk through gate. Operations Director stated the gate currently has a dial pad lock and is to be replaced with a cypher lock key pad that can be accessed from both sides of the gate.
2. The Authority recommended placing signage for direction to the gate and how to obtain the access code, once the key pad is installed. The Authority recommended entering ATIS code for the gate code.

RECESS FOR THE DAY

Moore County Airport Authority Retreat will reconvene on Wednesday, February 15th, 2017 at 8:30 a.m. in the Conference Room of the Department of Social Services, located at 1036 Carriage Oaks, Drive, Carthage, NC.

CALL TO ORDER (RECONVENE – DAY 2)

H. BEGINNING STATEMENTS

1. By consensus the Airport Authority has agreed the FY2018/2019 Budget Planning will be scheduled for January 2018 immediately following the January regularly scheduled Authority meeting, and the Budget Development will be conducted immediately following the February 2018 regularly schedule Authority meeting.

I. PRELIMINARY PROPOSED BUDGET (FY 2017/2018)

1. Financial Administrator, Kris Klug, presented the 10 Year Capital Plan, a Fee Schedule, and a Budget presentation describing Airport Revenues, Expenses, & Summary to the Airport Authority.
 - The Authority requested the following changes be made to the FY 2017/2018 Budget:
 - To increase Grant matches from \$34K to \$160K, to include matches for potential Property Purchase, the Master Plan, and the \$100K for the Storm Drain.
 - The Authority discussed incorporating a Flight School Scholarship Program into the FY 2017/2018 Budget for Moore County Students in the amount of \$10K, if found to be in compliance with FAA regulation.
 - The Authority recommended moving forward to plan 2% of the Airport Revenue for Building Facilities and Maintenance, excluding mowing the grass and to move additional \$25K from Capital to Building Maintenance.

- The Authority suggested a 3% increase in Hangar rents for the upcoming budget year.

-The Budget review was postponed in order to receive the Airport Security Presentation by Central Security.

BRIEF RECESS

J. AIRPORT SECURITY PRESENTATION

1. Central Security, Dick Harpster, presented their proposal to upgrade the current Airport Security System, to include cameras, security system, & fire system. Mr. Harpster provided 3 options with quotes.
 - By consensus, the Authority requested the staff to move forward with obtaining the 3 quotes required for an upgrade or replacement of the Airport Security System, to include Fire Safety, Safety Monitoring & Alert. Central Security will be included in the 3 quotes.
 - By consensus, the Authority authorized removing the \$10K for Cameras from the current budget and leaving the amount pulled from retained earnings at \$25K.

K. PRELIMINARY PROPOSED BUDGET (CONT.)

1. The Authority requested the following changes be made to the FY 2017/2018 Budget (cont.):
 - Move the Sandhills Community College contribution from Flight Department to Admin.

-MEMBER, PAT CORSO, DEPARTED THE AUTHORITY MEETING FOR THE DAY.

- The Authority requested the staff contact area Flight Schools for comparisons of Aircraft Rental Rates to assess the competition before suggesting any budget changes at this time for the Flight Center.
- By consensus, the Authority approved the staff to move forward with the search for an additional primary trainer in the current budget year within a \$50K budget and/or to look into a lease option for trainers.
- The Authority advised the Flight Center to move forward with Aircraft Interior Upgrades.
- The Authority suggested including funds in the Budget for an upgraded Telephone System.
- Create a single line item for Merit Compensation Adjustment and benefits Admin.
- To include a full year of rent & utilities from EMS as opposed to the current six months amount.

L. AIRPORT INFRASTRUCTURE

1. The Authority discussed and determined the Customer Service Reception Desk should be re-located to a more adequate location. The Authority has requested a Terminal Interior Utilization Plan be developed by Chairman, Bob Zschoche & Executive Director, Greg Hudson, and presented at the next regularly scheduled Authority meeting. Further discussion regarding relocating other staff members for the purposes of freeing office space for rental purposes took place with no final decision.
2. Outsource Facility Cleaning Services
 - The Authority agreed to continue with the current in-house cleaning schedule.

M. AIRPORT MARKETING

1. A suggestion to construct a Golf Green was discussed. Further discussions are planned for the project.
2. Suggestions for Community Outreach and Airport Marketing efforts were discussed without any final outcomes.
3. The Authority agreed to move forward with changing the Airport name to Pinehurst Regional Airport and the designator to KPAR once an Airport name change takes place.
 - Upon motion made by Vice Chairman, Barry Lerman, and seconded by Secretary, Mike Jones, the Authority voted 4 to 0 to approve the application to change the Airport Name to Pinehurst Regional Airport and the Airport Designator to KPAR.
4. The Authority also discussed changing the names of instrument approaches to Golf related terms.
 - Upon a motion made by Chairman, Bob Zschoche, and seconded by Vice Chairman, Barry Lerman, the Authority voted 4 to 0 to approve Secretary, Mike Jones, to move forward with the request to the FAA for name changes of the instrument approach designators.

N. MERIT/COLA/PERFORMANCE EVALUATION POLICY

1. Upon motion made by, Vice Chairman, Barry Lerman, and seconded by member, George Parker, the Authority voted 5 to 0 to implement the following changes to the Moore County Airport Personnel Policy:
 - The Merit Compensation Adjustment will coincide with the Budget year, July 1 through June 30. Employee Performance Reviews are to be executed no later than June 15.

- The Merit Compensation Adjustment Budget will be determined by the Moore County Airport Authority and allocated to employees by the Airport Executive Director.
 - The Authority proposed \$16K to be included into the FY 2017/2018 Budget for Employee Merit Compensation Adjustments.
 - The current nine (9) months of probation for newly hired employees be changed to six (6) months of probation.
2. Upon motion made by Vice Chairman, Barry Lerman, and seconded by Secretary, Mike Jones, the Authority voted 5 to 0 to implement the following changes to the Moore County Airport Personnel Policy:
- Employee Bonuses will be awarded at the end of the Calendar year, prior to the Christmas Holiday.
 - The Employee Bonus Budget will be determined by the Moore County Airport Authority and allocated by the Airport Executive Director.
 - Personnel Policy Revision will be executed and ready for approval at the March 2017 regularly schedule Authority meeting.

RECESS FOR LUNCH

O. BASE CUSTOMER REQUESTS.

1. The Authority delegated the requests to the Executive Director to manage.

P. AIRPORT CONTRACT CONSIDERATION.

1. The Authority postponed consideration of contracts with Shell Contract Fuels (current contract expires 9/30/2017) and Engineering Firm, Talbert & Bright, Inc. (Current contract expires 2/14/2018) until a later date to be determined.

CLOSING STATEMENTS & ADJOURNMENT



Bob Zschoche, Chairman
Moore County Airport Authority



Michael Jones, Secretary
Moore County Airport Authority