



**Moore County Airport Authority**  
*Tuesday, July 12<sup>th</sup>, 2016*  
**Public Board Meeting – 10:00 a.m.**  
**Minutes**

The Moore County Airport Authority met in regular session on July 12<sup>th</sup>, 2016 at 10:00 a.m. at the Moore County Airport Terminal Conference Room.

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

**Authority Members Absent:**

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

**Others Present:** Dr. Robert Kroll  
Charles Mirman  
Barry Lerman  
Dave Korb  
Lisa Mallschewski

**CALL TO ORDER**

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

**A. Closed Session**

- 1. Pursuant to N.C.G.S. 143-318.11(a) (5) establish or instruct the staff or agent concerning the negotiation of the price and terms of a contract concerning the acquisition of real property. *Subject: Cockman Property***
- 2. Pursuant to N.C. Gen. Stat. § 143-318.11(a)(3), the Board meet in closed session for the purpose of consulting with its attorney in order to preserve the attorney-client privilege between the attorney and the Board, which privilege is hereby acknowledged.**

Note: Treasurer, Mark Brenner, was not present for beginning of Closed Session.

- Upon motion made by Vice Chairman, George Parker, and seconded by Secretary, Mike Jones, the Authority voted 4 to 0 to enter Closed Session.
- Upon motion made by Vice Chairman, George Parker, and seconded by Secretary, Mike Jones, the Authority voted 5 to 0 to re-enter Open Session.

**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 June 14<sup>th</sup>, 2016 Meeting Minutes.

- Upon motion made by Secretary, Mike Jones, and seconded by Treasurer, Mark Brenner, the Authority voted 5 to 0 to approve the Moore County Airport Authority June 14<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 June 2016:

○ **Receipts:**

- Month vs. Month - Other receipts were down by \$9K versus last June. Flight Training continues to see increased activity and was up by \$17K versus last June. Fuel sales were down by \$4K. (This does not include the June 30<sup>th</sup> fuel sales.) June fuel volume was 7,009 gallons above the prior year. Jet volume was up by 5,164 gallons and Avgas was up by 1,845 gallons.
- YTD vs. YTD - Fuel revenue for the year was \$187K below last year, mostly related to pricing. Fuel is up by 53,531 gallons for the year, which is 14.3% higher than the prior year. Flight training is \$19K above the prior year.

○ **Expenses:**

- Not all expenses have been recorded for the fiscal year. We are still receiving invoices that will be included in the prior year. We have some repair invoices and utility invoices that we have not received as of 6/30/16 that are not included in the expenses. There are also several adjustments to accrual accounts that will be done in the next

couple of months. These adjustments include vacation, payroll, OPEB, LGERS and depreciation. The full accrual entry for capital will also be done in the next couple of months.

- In the month of June the inventory audit was completed. The adjustment to overall inventory was a decrease in inventory of \$143.73. The Airport's inventory includes pilot supplies, oil and fuel.
- **Full Accrual Income:**
  - Net income on the full accrual basis is expected to be approximately \$1,200K for the year. This includes the contribution from the County to pay off the hangar loan. This will be considered a Special Item on our audited financial statements Exhibit B. The principal portion of the hangar loan will reduce the loan payable on the balance sheet.
- A **monthly report** of surrounding Airport fuel sale prices within 100 nautical miles of KSOP was provided. Base AVGAS is 12th among competitors, Transient AVGAS 16th among competitors. Base Jet is 5th among competitors, and Transient Jet 14th among competitors.
- *Director's Report* – Executive Director, Steve Borden, reported:
  - Attending the quarterly NCAA meeting at the RDU maintenance facility. The agenda included an update on the General Aviation inspection program, independent fee estimates, and NC DOT Division of Aviation Updates.
  - Meeting with QBE Insurance Company to discuss coverage for the upcoming fiscal year.
  - Holding an employee meeting on June 23<sup>rd</sup>, 2016 to discuss the updates to Airport fees, the Health and Safety Policy and other Internal Operations Policies and Procedures.
  - Meeting with Mr. Bob Sweed, a contractor for Duke Energy Progress, on June 21, 2016 to discuss the energy incentive program for changing existing lighting from fluorescent to more sustainable LEDs for the purpose of significant energy savings.
  - The remaining nine trees on Airport property adjacent to Hardee Lane have been cut, stumps grubbed, and seeding completed. Upon the establishment of grass, a final inspection and closeout of the project will take place.
  - The status of the Storm Drain Video Inspection. TBI has informed the Airport the video inspection sub-contractor will not be able to schedule work until September due to having no availability for the next two months. Amy McLane, with TBI, will follow up with the proposed schedule once the sub-contractor confirms availability.
  - Being notified on June 22, 2016 that our assigned Project Manager at NC DOA will be leaving the organization. His replacement is a previous DOA employee, Jared Penny
- *Operation's Report* – Director of Operations, Bobbie Cox, reported:
  - The John Deere Tractor was sent to Shorty's Service Center to repair the steering shaft and piston.
  - Eastern Aviation Fuels conducted an inspection of the facility on June 29<sup>th</sup>, 2016 and reviewed the training records, and the Airport received a good report.
  - Airport Terminal Building Awnings were blown down from the Storms. The Insurance Company has been contacted and replacement efforts are underway.

- *Flight Department Report* – Executive Director, Steve Borden, reported:
  - The Flight Center having an exceptionally good month.
  - Total Flight hours for the month of June was 180.5, up from 64.1 in May 2016. All three Aircraft Trainers flew over 50 hours.
  - 100 Hour Inspection for N291KF has been completed and N292KF is currently in Maintenance for the 100 Hour Inspection. N139ME 50 Hour Inspections was completed in June.
  - Total instructional time logged was over 204 hours for the month of June.
  - Chairman, Bill Bateman, asked for a follow-up from County Manager, Wayne Vest, on the potential funding support for the Professional Pilot Program venture with Sandhills Community College.
  - The Flight Center Student/Customer Statistics for the Month of **June**:
 

Current Actively Flying Students:	49
Flight School New Inquiries:	10
Flight School Enrollments:	6
Total Student Flights:	72
Owner Aircraft Instr. Students:	9
Rental Flights:	10
Flight Review/Check-out:	4
Scenic Flights:	2
Gift Certificates Purchased:	3
Gift Certificates Utilized:	1

**H. Additional Agenda Items**

1. Member, Bob Zschoche, requested the monthly & daily ramp tie-down fees be discussed at next month's Authority meeting.

**I. Unfinished Business**

1. Requested formal approval of the updated Airport Substance Abuse Policy & Airport Vehicle Policy.
  - Upon motion made by, Secretary, Mike Jones, and seconded by Treasurer, Mark Brenner, the Authority voted 5 to 0 to approve the Airport Substance Abuse Policy, effective this 12<sup>th</sup> day of July, 2016.
  - Upon motion made by member, Bob Zschoche, and seconded by Secretary, Mike Jones, the Authority voted 5 to 0 to approve the Airport Vehicle Policy, effective this 12<sup>th</sup> day of July, 2016.
2. A status update on the Complex Aircraft Search was provided by Executive Director, Steve Borden.
  - The Authority was informed there are aircraft available to fit the needs of the Flight Center and the College Professional Pilot Program, upon approval from the Authority to move forward with the purchase.
  - The Authority advised contact with Dr. Roush to obtain confirmation the program is in place to begin in January 2017 before approving the purchase of a Complex Aircraft.

3. Requested Authority Authorization to sign the Change Order No. 1 for the Runway 23 Approach Clearing, which now includes the funding for the additional nine (9) trees to be removed.
  - o Upon motion made by Secretary, Mike Jones, and seconded by Treasurer, Mark Brenner, the Authority voted 5 to 0 to authorize the signature for Change Order No. 1 for the Runway 23 Approach Clearing.

**J. New Business**

1. Requested formal approval to approve a Budget Amendment for the addition of the Full-Time Line Service Technician.
  - o Upon motion made by Secretary, Mike Jones, and seconded by member, Bob Zschoche, the Authority voted 5 to 0 to approve the Budget Amendment for the addition of the Full-Time Line Service Technician.
2. Requested a formal review of the 501(C)(3) Program Articles of Incorporation & By-Laws of the Friends of Moore County Airport Foundation.
  - o The staff was directed to have further review by the Airport's Attorney and to postpone approval of the 501(C)(3) program until the Attorney review is completed & to have audit protocols established for this type of account.

**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, August 9th, 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.

  
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William Bateman, Chairman  
Moore County Airport Authority

  
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Michael Jones, Secretary  
Moore County Airport Authority