



Moore County Airport Authority
Tuesday, June 14th, 2016
Public Board Meeting – 10:00 a.m.
Minutes

The Moore County Airport Authority met in regular session on June 14th, 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: Moore County Commissioner, Jerry Daeke
Robert Kroll
Barry Lerman
Charles Mirman

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 May 10th, 2016 Meeting Minutes.

- Upon motion made by Secretary, Mike Jones, and seconded by Vice Chairman, George Parker, the Authority voted 5 to 0 to approve the Moore County Airport Authority May 10th, 2016 Meeting Minutes.

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

1. Charles Mirman commented on a based customer not getting instruction from the Moore County Airport Flight Center. Offered to have a confidential discussion upon the Authority's request regarding the issue.

E. Presentations

(None)

F. Public Hearing

(None)

G. Reports

1. *Financial Report* – Kris Klug reviewed the financial activities for May 2016:
 - May fuel sales were \$22K lower than the previous May and \$1K below the prior month. Volume was up by 404 gallons from last May and 393 gallons above the prior month. The margin by percent of sales is 6.5% higher than the prior year. Receipts were \$4K lower than last May.
 - A monthly report of surrounding Airport fuel sale prices within 100 nautical miles of KSOP was provided. Base AVGAS is 7th among competitors, Transient AVGAS 12th among competitors. Base Jet is 7th among competitors, and Transient Jet 14th among competitors.
2. *Director's Report* – Executive Director, Steve Borden, reported:
 - Attending the TARPO meeting on May 19, 2016 in Pittsboro, with topic of discussion being regional projects and impacts. Division of Aviation Engineer, Brandon Jones, visited and was provided an Airport tour and discussed projects and Airport Operations.
 - A telephone conference with the auditors for the mid-year financial audit on May 18, 2016, which went well.
 - Working with Amy McLane at Talbert & Bright to update the Airport Project List in Partner Connect. The NC DOA required all Airports in the State to make modifications to listed projects no later than May 30, 2016. The KSOP update was completed May 19, 2016.
 - Attending the annual Legislative Reception at the Museum of History in Raleigh. Aviation needs and the impact Public Airports have on the State's Economy and the importance of Airports to Local Communities were topics of discussion.
 - Hosting the second CFI Open Forum on May 23, 2016. Topic of discussion: Conducting a risk based flight review. Bob Sutherland, from the Greensboro FSDO and FAASTeam member, facilitated the seminar discussion.
 - A site visit from NC Division of Aviation Project Manager, Andrew Folz, on June 10, 2016 to discuss ongoing Airport Projects.

- Continued collaboration with Talbert & Bright on the LED upgrade to the Ramp Lighting. A quote is expected for the cost to upgrade the lighting from the original contractor that originally installed the ramp lights.
- The local TSA Representative visited to conduct the Annual Compliance Review of the Flight Center on June 8, 2016, with findings of compliant.

3. *Operation's Report* – Director of Operations, Bobbie Cox, reported:

- On May 11, 2016 Carolina Carriage picked up Golf Cart # 2 for an annual inspection and installed new brakes.
- On May 16, 2016 a new battery was installed in the John Deere Gator.
- On May 16, 2016 Carolina Carriage picked up Golf Cart # 3 for an annual inspection and to install new bearings in the right front wheel.
- On May 17, 2016 new blades were installed on the John Deere # 997 mower.
- On May 17, 2016 (2) hydraulic line O-rings and new blades were installed on the John Deere # 2555 tractor and bat wing mower.
- On May 24, 2016 about 10 to 15 Boy Scouts with Troop # 7 visited the Airport to work on their Aviation Merit Badges. John Hartlove provided a tour with a Q&A session.
- On May 24, 2016 the company pickup had an oil change.
- On May 25, 2016 a new battery was installed in the Lektro Tug.
- On June 13, 2016 the vault room generator had a new radiator installed.
- T-hangar # 16 opened up on May 1, 2016 and was rented to Roland Carey, owner of a Piper Cherokee. Mr. Carey was previously in a group hangar.
- All hangars are full at this time.
- DST, in hangar #57 will be bringing in a King Air within the next few weeks.

Note: Authority member, Bob Zschoche, requested the Staff Reporting continue in writing for input into the Agenda Packets, but verbally report highlights of the report, or mention only the items that require the Authority's input, and/or answer any questions the Authority may have from the reports. Discussion took place among the Authority members. No consensus was reached.

4. *Flight Department Report* – Executive Director, Steve Borden, reported:

- The Moore County Airport Flight Instructor, Jack Stevens, was awarded the Master CFI accreditation, from the National Association of Flight Instructors (NAFI).
- Total Flight hours for the month of May was 64.1, down from 106.4 in April 2016.
- N291KF is scheduled for Avionics Repair. N292KF & N139ME are operational.
- The Flight Center Student/Customer Statistics for the Month of **May**:

Current Actively Flying Students:	13
Flight School New Inquiries:	10
Flight School Enrollments:	7
Total Student Flights:	45
Owner Aircraft Instr. Students:	0
Rental Flights:	8
Flight Review/Check-out:	1
Scenic Flights:	1
Gift Certificates Purchased:	0
Gift Certificates Utilized:	1

H. Additional Agenda Items

1. Formal approval requested to approve the Work Authorization for Professional Services for the Airfield Storm Drain Pipe Inspection Phase I, Part I.
 - Upon motion made by Secretary, Mike Jones, and seconded by Vice President, George Parker, the authority voted 5 to 0 to approve the Work Authorization for Professional Services for the Airfield Storm Drain Pipe Inspection Phase I, Part I.

I. Unfinished Business

1. Requested formal approval of the updated Airport Substance Abuse Policy & Airport Vehicle Policy.
 - The Authority requested a Zero Tolerance statement be implemented in the Substance Abuse Policy with review by an Attorney.
 - The Authority requested clarification on individuals permitted to utilize Airport Vehicles.
 - Per the Authority's request, the Substance Abuse Policy & Airport Vehicle Policy will be updated and reviewed by an Attorney to be presented at the next scheduled Authority meeting for approval.
2. Results were provided from the research of Light Jets to determine appropriate service fees.
 - The Authority discussed Service Fees for Very Light Jets (VLJ) and determined fees as follows: Landing Fees at a rate of \$50.00, waived with a minimum of 75 gallons fuel purchase, and Overnight Fees at a rate of \$25.00. VLJ's include Mustang, Phenom 100, Eclipse, and Honda Jet, with a gross maximum take-off weight of 10,000 lbs.
 - Upon motion made by Vice President, George Parker, and seconded by Treasurer, Mark Brenner, the Authority voted three (3) approved and two (2) opposed, to implement the VLJ category and fees discussed, effective July 1, 2016: Motion approved by majority vote.
3. Complex Aircraft Search Update.
 - Research results were sent via email and a continued search for a complex Aircraft was requested by the Authority and continue status reports each month.
4. A post survey update on Runway 23 Approach Clearing was provided by the Airport Executive Director, Steve Borden.
 - Upon motion made by Treasurer, Mark Brenner, and seconded by Secretary, Mike Jones, the Authority voted 5 to 0 to cut the remaining nine (9) trees identified by contractors, utilizing the remaining grant funds.

J. New Business

1. Report provided by Treasurer, Mark Brenner, on 501(C)(3) Program, Friends of Moore County Airport.
 - o The 501(C)(3), Friends of Moore County Airport and a Mission Statement were drafted. The Authority agreed to move forward with the program and creating a foundation.

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, July 12th, 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