



## Moore County Airport Authority, Public Meeting Agenda

Tuesday, April 12<sup>th</sup>, 2016

### CALL TO ORDER

- A. **Closed Session (9:30 a.m.)**
  - 1. *I hereby move that, pursuant to N.C. Gen. Stat. § 143-318.11(a) (4), the Board meets in closed session for the purpose of discussing matters relating to the location or expansion of business in the area served by this body.* Subject: Aircraft Maintenance Services Contract Review
  - 2. *and 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
- 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?*
- C. **Public Comments** – Moderated by the Chairman, William Bateman (*Procedures are attached*)
- D. **Presentations**  
(None)
- E. **Public Hearing**
  - 1. Budget Summary provided by Financial Administrator, Kris Klug.
  - 2. Open Public Comments on the FY16/FY17 Budget. (Chairman to open Public Hearing)
- F. **Approval of previous meeting minutes**
  - 1. Moore County Airport Authority Meeting, March 8<sup>th</sup>, 2016.
- G. **Additional Agenda Items (if any)**
- H. **Reports**
  - 1. Financial Report – Financial Administrator
  - 2. Director's Report – Executive Director
  - 3. Operation's Report – Director of Operations
  - 4. Flight Center Report – Executive Director
- I. **Old Business**
  - 1. Announce Aircraft Maintenance Service Provider and request formal approval for Chairman to sign Contract Agreement.
  - 2. Request formal approval to donate Airport Fire Truck to Pitt-Greenville Airport.
  - 3. Request formal approval on the Moore County Airport Personnel Policy updates.
  - 4. Request formal approval of the FY16/FY17 Budget.
  - 5. Progress update from Chairman, Bill Bateman, of the Professional Pilot's Program with Sandhills Community College.
- J. **New Business**
  - 1. Request formal approval to surplus Aircraft Maintenance Inventory.
  - 2. Request formal approval for a Full-Time Line Service Technician position.
  - 3. Discuss Agenda protocols and the release of meeting materials to the public.

### STATEMENTS & ADJOURNMENT

The Moore County Airport Authority meeting will be held at 10:00 a.m. in the Terminal Conference Room at the Moore County Airport on Tuesday, May 10<sup>th</sup>, 2016.

## PROCEDURES FOR PUBLIC COMMENTS MOORE COUNTY AIRPORT AUTHORITY

*The Moore County Airport Authority is committed to allowing members of the public an opportunity to offer comments and suggestions. All comments and suggestions addressed to the Authority during the Public Comment Period shall be subject to the following procedures:*

- 1. The comment period will be limited to a maximum of thirty minutes.*
- 2. Persons who wish to speak should register on a sign-up sheet made available thirty (30) minutes before the Authority meeting commences, indicating contact information and topic of comment(s). In order to be acknowledged by the Authority Chairman during the public comments portion of the meeting, you must indicate your intent to speak on the sign-in sheet.*
- 3. Each person signed up to speak will have three (3) minutes to make his/her remarks. Each person signed up to speak will only be entitled to the time allotted to each speaker and one additional time period which may be yielded to him/her by another individual who has also signed up to speak on a particular topic.*
- 4. Speakers will be acknowledged by the Authority Chairman in the order in which their names appear on the sign-up sheet. Speakers will address the Authority from the podium and begin their remarks by stating their name and address.*
- 5. This public comment period is not intended to require the Authority to answer any impromptu questions; however, the Authority reserves the right to respond. Speakers will address all comments to the Authority as a whole and not one individual member. Discussions between speakers and others in attendance at the meeting will not be allowed.*
- 6. Speakers will be courteous in their language and presentation. Matters or comments which are harmful, discriminatory or embarrassing to any citizens, official or employee shall not be allowed. Speaker must be respectful and courteous in their remarks and must refrain from personal attacks and the use of profanity.*
- 7. Only one speaker will be acknowledged at a time.*
- 8. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with staff.*
- 9. Speakers shall not discuss any of the following: matters which concern the candidacy of any person seeking public office, including the candidacy of the person addressing the Board; matters which are closed sessions matters, including but not limited to matters within the attorney-client privilege, anticipated or pending litigation, personnel, property acquisition, matters which are made confidential by law; matters which are the subject of public hearings.*
- 10. Actions on items brought up during the Public Comment Period will be at the discretion of the Authority.*

(9/1/2014)

**MOORE COUNTY AIRPORT AUTHORITY**  
**2016-2017**  
**BUDGET ORDINANCE**

BE IT ORDAINED BY THE MOORE COUNTY AIRPORT AUTHORITY:

SECTION 1. REVENUES. It is estimated that the revenues and fund balances of the airport enterprise fund, as listed below, will be available during the fiscal year beginning July 1, 2016, and ending June 30, 2017, to meet the appropriations as set forth in Section 2. All fees, commissions, and sums paid to or collected by any fund by any Moore County Airport Authority Official, officer or agent for any service performed by such official, officer, or agent in his official capacity shall inure to the benefit of the airport and become airport funds.

**Airport Enterprise Budget Summary**

**REVENUES**

|                        |    |           |
|------------------------|----|-----------|
| Administration         | \$ | 391,944   |
| Facilities Maintenance |    | 0         |
| Flight Department      |    | 152,930   |
| Line/CSR               |    | 2,231,010 |
| Miscellaneous Income   |    | 5,500     |
| Interest Income        |    | 2,000     |
| Retained Earnings      |    | 228,214   |
| Total Revenues         | \$ | 3,011,598 |

SECTION 2. APPROPRIATIONS. The following airport enterprise fund amounts are appropriated to the Executive Director for the operations of the Moore County Airport and its departments for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

Other fund amounts as set forth in Sections 1 through 2 are also appropriated as presented in this section. In administering the programs authorized under this Ordinance, the Executive Director is authorized to make transfers pursuant to Section 3.

The Executive Director or his designee is hereby authorized to execute the necessary agreements within funds included in the Budget Ordinance for the following purposes:

- 1. *Leases of normal and routine business equipment.*
- 2. *Consultant, professional or maintenance service agreements up to an anticipated contract.*
- 3. *Purchase of apparatus, supplies and materials where formal bids are not required by law.*
- 4. *Construction or repair work where formal bids are not required by law.*
- 5. *Routine software maintenance and equipment maintenance agreements.*

The Finance Administrator is hereby designated as the Finance Officer for pre-audit functions pursuant to Chapter 159 of the North Carolina General Statutes.

| EXPENDITURES           |    | Airport Enterprise Budget Summary |  |
|------------------------|----|-----------------------------------|--|
| Administration         |    | 485,139                           |  |
| Facilities Maintenance |    | 145,312                           |  |
| Flight Department      |    | 322,710                           |  |
| Line/CSR               |    | 1,923,437                         |  |
| Capital Outlay         |    | 135,000                           |  |
| Total Expenditures     | \$ | \$3,011,598                       |  |

SECTION 3. AUTHORIZED TRANSFER OF APPROPRIATION.

The Executive Director is hereby authorized to transfer appropriations within a fund as contained herein under the following conditions:

1. The Executive Director may transfer amounts between objects of expenditures within a fund without limitation and without a report being required.
2. The Executive Director may sign and approve all expenditures up to \$5,000, with all expenditure over \$5,000 must be co-signed by either the Chairman or other appointed Moore County Airport Authority member.

SECTION 4. PROCEDURES.

1. The Moore County Airport Authority and staff will follow the Moore County Personnel Policy with the following exceptions/additions: to allow a full-time position with benefits to be 36 hours, to include the two CSR full-time positions that are on a 36 hour work week; and to add the Moore County Airport Supplement that was approved by the Authority and effective 11/20/12 with changes made on 7/17/13.
2. The Moore County Airport Authority and staff will follow the Moore County Purchasing Policy with the following additions: in Section VII (Special procurement Procedures) under E. (Professional Services) to specifically include insurance providers.

SECTION 5. SCHEDULES. This Ordinance authorizes and adopts the fees listed in Schedule A, subject to review and final approval by the Moore County Airport Authority by June 30, 2016

SECTION 6. This Ordinance shall become effective July 1, 2016.

Adopted this the 12<sup>th</sup> day of April, 2016

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Michael Jones, Secretary  
Moore County Airport Authority

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William Bateman, Chairman  
Moore County Airport Authority

Moore County Airport  
Fee Schedule

SCHEDULE A

| <u>Monthly Hangar Rental Rates</u> |         |
|------------------------------------|---------|
| Group Hangars (# 3,4,& 5)          |         |
| Single Space                       | \$187   |
| T-Hangars                          |         |
| Sliding (# 7-18)                   | \$215   |
| Sliding ( # 25-48)                 | \$227   |
| Bi-Fold (# 49-56)                  | \$283   |
| Box (# 19-24)                      | \$340   |
| Hangar (# 57)                      | \$2,651 |
| New Bi-fold (# 58-69)              | \$340   |
| Hangar # 1                         | \$2,410 |
| Executive Hangars                  |         |
| E (# 1-5)                          | \$1,246 |

| <u>Overnight Hangar (If available)</u> |           | <u>In Season</u> |
|--|-----------|------------------|
| Single Engine                          | \$33 Day  | \$40             |
| Twin Engine                            | \$55 Day  | \$65             |
| Turbo Prop                             | \$110 Day | \$130            |
| Light Jet                              | \$165 Day | \$195            |
| Medium Jet (If size permits)           | \$220 Day | \$260            |

| <u>Other Services</u>                    |              | <u>In Season</u> |
|--|--------------|------------------|
| GPU (per half hr)                        | \$44         | \$55             |
| LAV Service                              | \$55         | \$65             |
| Call Out Fee (per hour)                  | \$83/Hr      | \$100            |
| (A 2 hr minimum between hrs of 10pm-6am) |              |                  |
| Ice                                      | \$3.75/Bag   |                  |
| Dishwashing                              | \$20/Load    |                  |
| Ramp Access/FOB Fee                      | \$250/Annual |                  |

| <u>Aircraft Labor Rates*</u>             |         |
|--|---------|
| Base Cust                                | \$65/Hr |
| Trans Cust                               | \$75/Hr |
| Oxygen Charge                            | \$35    |
| *2 Hr minimum charge for any call out.   |         |
| Weekends/Nights: 1 1/2 times rate above. |         |
| Holidays: 2 times rate above.            |         |

| <u>Office Rental</u>                         |  |
|--|--|
| Office space rented at \$20.00 a square foot |  |
| Avionics at flat rate \$495.00               |  |

| <u>Conference Room Rental</u>   |  |
|---|--|
| Small Conference Room - \$355.78 per month; \$179 for two weeks; \$89 for one week; \$25 per hour |  |
| Large Conference Room - \$1,460 per month; \$730 for two weeks; \$365 for one week, \$50 per hour |  |
| Excludes non-profit organizations: Civil Air Patrol   |  |

| <u>Storage Rental</u>   |       |
|-------------------------|-------|
| Storage Units (# 1-4)   | \$45  |
| Storage Units (# 5-12)  | \$97  |
| Storage Units (# 13-14) | \$170 |

| <u>Aircraft Rental</u>                |       |
|---------------------------------------|-------|
| C-172SP Dual (N139ME)                 | \$185 |
| C-172SP Solo (3% Tax) (N139ME)        | \$140 |
| C-172 Solo (3% Tax) (N292KF & N291KF) | \$120 |
| C-172 Dual (N292KF & N291KF)          | \$165 |
| Complex Aircraft (TBD)                | \$175 |
| Ground Instruction                    | \$45  |
| Flight Instruction                    | \$45  |
| Owner's aircraft                      | \$55  |

| <u>Overnight Tie down &amp; Ramp Fees</u> |                           | <u>In Season</u> |
|---|---------------------------|------------------|
| Single Engine                             | \$11 Day - Max \$44/Mth   | \$15             |
| Twin Engine                               | \$17 Day - Max \$68/Mth   | \$20             |
| Small Turbo Prop                          | \$55 Day - Max \$220/Mth  | \$65             |
| Medium Turbo Prop                         | \$83 Day - Max \$332/Mth  | \$100            |
| Light                                     | \$83 Day - Max \$332/Mth  | \$100            |
| Medium                                    | \$110 Day - Max \$440/Mth | \$130            |
| Heavy                                     | \$138 Day - Max \$552/Mth | \$165            |
| Extra Large                               | \$165 Day-No Max          | \$195            |
| Helicopter                                | \$55 Day - Max \$220/Mth  | \$65             |

| <u>Landing Fees - Per Operation</u> |                     | <u>In Season</u> |
|-------------------------------------|---------------------|------------------|
| Single                              | No Charge           | \$0              |
| Twin                                | No Charge           | \$0              |
| Small Turbo Prop                    | \$55 Per Operation  | \$65             |
| Medium Turbo Prop                   | \$83 Per Operation  | \$100            |
| Light Jet                           | \$110 Per Operation | \$130            |
| Medium Jet                          | \$138 Per Operation | \$165            |
| Heavy Jet                           | \$165 Per Operation | \$195            |
| Extra Large                         | \$220 Per Operation | \$260            |
| Helicopter (Jet fuel only)          | \$55 Per Operation  | \$65             |
| Waived with 50 gallon pur.          |                     |                  |

Employee Discount: All Moore County Airport employees receive a 15% discount on aircraft rental. This is only for the employee and does not include family members. This discount does not apply to pilot supplies or flight instruction. N291KF and N292KF rate for an employee would be \$102 and N139ME rate would be \$119. No other discounts or block rates can be applied to the employee discount.

In Season Dates are September 1st - Thanksgiving and March 1st through Memorial Day



**Moore County Airport Authority**  
*Tuesday, March 8<sup>th</sup>, 2016*  
**Public Board Meeting - 10:00 a.m.**  
**Minutes**

The Moore County Airport Authority met in regular session on March 8<sup>th</sup>, 2016 at 10:00 a.m. at the Moore County Airport Terminal Conference Room.

**Authority Members Present:** Mark Brenner, Treasurer  
Michael Jones, Secretary  
Bob Zschoche, Member

**Authority Members Absent:** William Bateman, Chairman  
George Parker, Vice Chairman

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

**Others Present:** Robert Kroll  
Barry Lerman  
Roland Carey

**CALL TO ORDER**

**Open Session - Treasurer,** Mark Brenner, opened session.

**A. Closed Session**

*(None)*

**B. Open Session: Inquiry made by Treasurer:** *Does any Authority member have a conflict of interest concerning agenda items the Board will address in this meeting?*

*(None)*

**C. Public Comments – Moderated by the Treasurer, Mark Brenner:**

1. Robert Kroll, commented on the lighting system not adequate for night landings. Executive Director, Steve Borden, thanked Dr. Kroll for informing us there may be an issue with lighting and stated the photo cells may be out and will be checked and replaced if necessary.



#### **D. Presentations**

1. FY16/FY17 Airport Budget Presentation – Presented by Financial Administrator, Kris Klug.
  - Board members were informed the approved presentation will also be presented to the Moore County Commissioners on March 23<sup>rd</sup>, 2016 @ 9:00 am.
  - Revenue Assumptions were reported to include Fuel Volume increase of 5%, a 3% increase in hangar/office rental/ramp rentals, 10% increase on ramp fees/landing fees/GPU/LAV/after hours and overnight fees, a \$5.00 increase on Aircraft rental fees, a complex Aircraft, and no Aircraft Maintenance revenue for FY17.
  - Expense Assumptions were reported to include Salaries/Benefits, \$17K for Non-Primary Entitlement match, Expenses for a Complex Aircraft, \$10K for Community Events, No Hangar debt payments, No Aircraft Maintenance Expenses, and No NBAA Schedulers and Dispatchers Conference.
  - The Flight Center Professional Pilot Program, Underdrain Inspection, and FY15 Non-Primary Entitlement match, were Airport Projects for FY17 considered in the proposed budget.
  - Upon motion made by member, Bob Zschoche, and seconded by Secretary, Mike Jones, the Authority voted 2 to 1 revenue reduction of \$89K for transfer from the County of Moore and \$17,374 for Aircraft Services. Treasurer, Mark Brenner, voted the budget remain as proposed.
  - Upon motion made by Secretary, Mike Jones, and seconded by member, Bob Zschoche, the Authority voted 2 to 1 to utilize 2015 actuals to forecast revenue for the proposed FY2017 Budget. Treasurer, Mark Brenner, voted nay.
  - Upon motion made by Secretary, Mike Jones, and seconded by member, Bob Zschoche, the Authority voted 2 to 1 to reduce expense for Line Resource wages of \$25,414 from the proposed budget. Treasurer, Mark Brenner voted nay.

#### **E. Call to Public Hearing**

1. Treasurer, Mark Brenner, announced the FY16/FY17 Budget will be submitted for public comment and formal approval from the Authority during the regular Moore County Airport Authority Meeting to be held in the Moore County Airport Terminal Conference Room on April 12th, 2016 at 10:00 a.m.

#### **F. Approval of previous meeting minutes:**

1. Requested formal approval of the Moore County Airport Authority February 9<sup>th</sup>, 2016 & the February 24<sup>th</sup>, 2016 Meeting Minutes.
  - Upon motion made by Secretary Mike Jones, and seconded by Treasurer, Mark Brenner, the Authority voted 3 to 0 to approve the Moore County Airport Authority February 9<sup>th</sup>, 2016 & the February 24<sup>th</sup>, 2016 Meeting Minutes.

#### **G. Reports**

1. *Financial Report* – Kris Klug reviewed the financial activities for February 2016:
  - February fuel sales were \$8K higher than the previous February and \$18K above the prior month. Volume was down by 5,264 gallons from last

February and 6,500 gallons above the prior month. The margin by percent of sales is 5.2% higher than the prior year. Receipts were \$3K higher than last February.

- A monthly report of surrounding Airport fuel sale prices within 100 nautical miles of KSOP was provided. Base AVGAS is 5<sup>th</sup> among competitors, Transient AVGAS 13<sup>th</sup> among competitors. Base Jet is 4<sup>th</sup> among competitors, and Transient Jet 12<sup>th</sup> among competitors.

2. *Director's Report* – Executive Director, Steve Borden, reported:

- Attending the Board of Commissioners' meeting to formally request approval of the necessary paperwork to move forward with Phase I of the Storm Drain Pipe Inspection Project. This also included transferring the remaining FY13 NPE Airport funds to the Airport for use on the project. Efforts are ongoing working with TBI and DOA on the grant application.
- Meeting with the Authority Chairman, Dr. Dempsey, and Dr. Roush for a review of the proposed Career Pilot Technology Degree Program Presentation. Arrangements to meet with the Moore County Commissioners to request support for the program is underway.
- Attending the Region 2 NCAA meeting at the RDU Maintenance Facility on Friday, February 19, 2016.
- On Tuesday, February 23, 2016 meeting with Jason Liepe, a Sales Representative from Multi Service. Information was provided for a web based software program as a potential replacement for the currently utilized Total FBO software. The software, "Total Aviation," is currently under development. The software is expected to be completed by the end of the fourth quarter of 2016, and ready for fielding in early 2017.
- The Runway 23 Tree Clearing Project progressing at a rapid pace with all identified trees having been removed. A construction update meeting was held on Tuesday, February 23, 2016 at the construction site. A post clearing survey was conducted to determine if any remaining trees within the project areas needed to be removed. The stumps were ground down or grubbed and the areas were seeded.
- Hosting a Professional Leadership Development Seminar for officers and NCOs of the 173 CAV on February 25, 2016.

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

- The yearlong wildlife assessment was completed in December by Mark Lowles, the wildlife Biologist with USDA APHIS Wildlife Services. A complete copy of the Wildlife Hazard Assessment and the Wildlife Hazard Management Plan was provided in the digital agenda packet.
- On February 4, 2016 Four Seasons conducted a bi-annual inspection of the Airport's conditioning units. There were no issues reported.
- On February 12, 2016 the Tier Two Emergency and Hazardous Chemical Inventory was submitted to the Whispering Pines Fire Department as required by Eastern Aviation Fuels.
- On February 26, 2016 the bulbs in the rotating beacon and the stadium lights on the ramp were replaced.
- On January 26, 2016 the Wildlife Take Permit application and the completed annual report was completed and submitted by the Operations Director.

- Quotes being requested for a new company van. Upon receipt of the quotes a selection will be made.
  - Member, Bob Zschoche requested an update on the Fire Truck. Operations Director, Bobbie Cox reported the truck as operational, but not in use at this time.
4. *Flight Department Report* – Executive Director, Steve Borden, reported:
- Total Flight hours for the month of February was 65.1, up from 57.3 in January 2016.
  - Reported the Flight Center Student/Customer Statistics for the Month of **February:**

|                                   |    |
|-----------------------------------|----|
| Current Actively Flying Students: | 12 |
| Flight School New Inquiries:      | 8  |
| Flight School Enrollments:        | 4  |
| Total Student Flights:            | 23 |
| Owner Aircraft Instr. Students:   | 2  |
| Rental Flights:                   | 5  |
| Flight Review/Check-out:          | 2  |
| Scenic Flights:                   | 1  |
| Gift Certificates Purchased:      | 0  |
| Gift Certificates Utilized:       | 1  |
  - N292KF down for Avionics repair, N139ME dash and taxi light needs replacements.
  - The Chief Flight Instructor recruitment is on-going.
  - The Professional Pilot Program with Sandhills Community College is still underway.
5. *Marketing Task Force Report* – Presented by Authority Secretary, Mike Jones:
- The April quarterly meeting was scheduled for Tuesday, April 5<sup>th</sup>, 2016 @ 6:00 pm at the Moore County Airport. Topic of discussion is, “How can the Airport better serve its Customers.”

## **H. Old Business**

1. Request formal approval for a Budget Amendment to pay off Hangar Debt.
  - Upon motion made by Secretary, Mike Jones, and seconded by Treasurer, Mark Brenner, the Authority voted 3 to 0 to approve the Budget Amendment to pay off Hangar Debt.
2. Progress update from Executive Director, Steve Borden, on the Professional Pilot’s Program with Sandhills Community College.
  - Meeting has been scheduled with the Program Committee to begin planning for the Professional Pilot Program to begin in the fall, 2016.
  - A request was made by Sandhills Community College representatives and Moore County Airport representatives to schedule a meeting with the Moore County Commissioners in efforts to gain their support for the Professional Pilot’s Program.
3. A reminder was given to the Authority members of the NCAA Conference to be held in Wilmington, NC in April.

## **I. New Business**

*(None)*

**J. Additional Agenda Item(s)**

*(None)*

**Closing Statements and Adjournment**

1. Treasurer, Mark Brenner, adjourned the meeting of the Moore County Airport Authority and announced the next regular meeting scheduled for Tuesday, April 12th, 2016, at 10:00 a.m. in the Terminal Conference Room at the Moore County Airport.

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William Bateman, Chairman  
Moore County Airport Authority

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Michael Jones, Secretary  
Moore County Airport Authority

**Moore County Airport  
Financial Statement Comments  
March 2016**

**Fuel** sales were \$15K lower than the previous March and \$28K above the prior month.

- Volume was up by 174 gallons from last March and 9,722 gallons above the prior month.

**Other Operations**

- Receipts were \$18K higher than last March.
  - \$1K Facility Rental
  - + \$2K Aircraft Services – GPU, Landing and ramp fees up versus prior year
  - + \$12K Aircraft Maintenance – 7 shop orders closed in March – 6 base and 1 MCA
  - + \$5K Flight Training – 105.5 hours of flight time vs. last March 92.9. Ground time was up by 32 hours.
- Overhead expenses were \$14K lower than the previous March.
  - \$4K Admin - \$13K lower legal fees, \$6K higher for Stormdrain expenses and \$2K higher travel
  - \$20K Facility Maintenance – Utilities \$6K lower due to timing and building maint \$13K lower (signs)
  - + \$9K Aircraft Maintenance
  - \$1K Aircraft Services - \$2K higher for vehicle fuel (timing)

**Income from Operations** was break even compared to last March's loss of \$38K.

**Other Items**

- Capital Outlay of \$16,886 for Airport van.

**Year-To-Date**

**Fuel** sales are \$145K lower than the prior year.

- Volume is up 18.6% from the prior year (45,623 gallons)
- Margin on sales is 5.8% higher than the prior year

**Other Operations**

- Receipts are \$55K higher than the prior year
  - \$23K Facility Rental
  - + \$80K Aircraft Maintenance
  - + \$2K Aircraft Services
  - \$3K Flight Training
- Overhead Expenses are \$54K higher than the prior year.
  - \$23K Admin – \$25K lower for legal fees, \$4K lower for grant expenses, \$3K higher for salaries and benefits and \$3K higher for equip
  - + 15K Depreciation
  - + \$4 Facility Maintenance - \$4K higher for salaries and benefits, \$6K lower for utilities and \$2K lower for repairs
  - + \$107K Aircraft Maintenance
  - \$12K Aircraft Services – \$8K lower salaries and benefit, \$5K lower for vehicle fuel, \$3K lower for equipment repairs and \$4K higher customer appreciation
  - \$29K Flight – \$25K lower for salaries and benefits, \$6K lower for fuel and \$2K higher for maintenance

**Income from Operations** through March was a loss of \$61K versus a loss of \$74K the prior year.

**Net Income** for the year on the modified accrual basis is a loss of \$59K. The prior year was a loss of \$91K.

Net Income on the full accrual basis is a loss of \$42K through March versus a gain of \$45K for the prior year.

**Moore County Airport  
Financial Statement  
March 2016 versus March 2015  
Unaudited Numbers**

|   | March<br>2016      | March<br>2015      | March<br>*B/(W)  | YTD<br>March<br>2016 | YTD<br>March<br>2015 | YTD<br>*B/(W)    |
|---|--------------------|--------------------|------------------|----------------------|----------------------|------------------|
| <b>Fuel</b>                               |                    |                    |                  |                      |                      |                  |
| Fuel Sales                                | 86,546             | 101,918            | (15,371)         | 996,108              | 1,141,635            | (145,527)        |
| Fuel Expense                              | 46,791             | 68,124             | 21,333           | 614,759              | 771,152              | 156,393          |
| <b>Fuel Margin</b>                        | <b>39,755</b>      | <b>33,794</b>      | <b>5,961</b>     | <b>381,349</b>       | <b>370,483</b>       | <b>10,866</b>    |
| Margin % of Sales                         | 45.9%              | 33.2%              | 12.8%            | 38.3%                | 32.5%                | 5.8%             |
| <b>Receipts from Operations Less Fuel</b> |                    |                    |                  |                      |                      |                  |
| Facility Rental Income                    | \$ 33,369          | \$ 33,875          | \$ (506)         | \$ 318,485           | \$ 341,860           | \$ (23,375)      |
| Aircraft Maintenance                      | 11,947             | -                  | 11,947           | 80,061               | -                    | 80,061           |
| Aircraft Services                         | 8,752              | 6,962              | 1,790            | 110,621              | 108,341              | 2,280            |
| Flight Training                           | 17,977             | 13,462             | 4,515            | 95,353               | 98,476               | (3,123)          |
| Miscellaneous                             | 181                | 201                | (20)             | 4,710                | 5,080                | (370)            |
| <b>Receipts</b>                           | <b>72,225</b>      | <b>54,499</b>      | <b>17,726</b>    | <b>609,231</b>       | <b>553,758</b>       | <b>55,473</b>    |
| <b>Expenses from Operations Less Fuel</b> |                    |                    |                  |                      |                      |                  |
| Administration                            | 39,941             | 43,722             | 3,782            | 328,972              | 352,226              | 23,254           |
| Depreciation                              | 18,984             | 18,984             | 0                | 170,856              | 155,568              | (15,288)         |
| Facilities Maintenance                    | 7,665              | 27,523             | 19,858           | 102,259              | 106,223              | 3,963            |
| Aircraft Maintenance                      | 9,326              | -                  | (9,326)          | 107,357              | -                    | (107,357)        |
| Aircraft and Customer Services            | 24,939             | 24,247             | (693)            | 254,439              | 266,596              | 12,157           |
| Flight Training                           | 11,049             | 11,516             | 468              | 87,889               | 117,447              | 29,558           |
| <b>Expenses</b>                           | <b>111,903</b>     | <b>125,992</b>     | <b>14,089</b>    | <b>1,051,773</b>     | <b>998,061</b>       | <b>(53,713)</b>  |
| <b>Total Receipts Including Fuel</b>      | <b>158,772</b>     | <b>156,417</b>     | <b>2,355</b>     | <b>1,605,339</b>     | <b>1,695,392</b>     | <b>(90,054)</b>  |
| <b>Total Expenses Including Fuel</b>      | <b>158,694</b>     | <b>194,116</b>     | <b>(35,421)</b>  | <b>1,666,533</b>     | <b>1,769,212</b>     | <b>102,680</b>   |
| <b>Income (Loss) from Operations</b>      | <b>77</b>          | <b>(37,699)</b>    | <b>37,776</b>    | <b>(61,194)</b>      | <b>(73,820)</b>      | <b>12,626</b>    |
| <b>Non Operating Receipts</b>             |                    |                    |                  |                      |                      |                  |
| Transfer from Cnty General Fund           | -                  | -                  | -                | 309                  | 141,668              | (141,359)        |
| Transfer from Airport Project Fund        | -                  | -                  | -                | 31,178               | -                    | 31,178           |
| Insurance Funds                           | -                  | -                  | -                | 2,882                | 6,319                | (3,437)          |
| Interest Income                           | 372                | 111                | 262              | 1,551                | 953                  | 598              |
| USDOT Reimbursement                       | -                  | -                  | -                | -                    | -                    | -                |
| <b>Non Operating Expenses</b>             |                    |                    |                  |                      |                      |                  |
| Hangar Debt Principal                     | -                  | -                  | 0                | -                    | 113,202              | 113,202          |
| Hangar Debt Interest                      | -                  | 3,316              | 3,316            | -                    | 29,847               | 29,847           |
| Transfer to County                        | -                  | -                  | -                | -                    | -                    | 0                |
| Transfer to Capital                       | -                  | -                  | 0                | 16,667               | -                    | (16,667)         |
| Capital Outlay                            | 16,886             | -                  | (16,886)         | 16,886               | 22,783               | 5,897            |
| DAL Revenue Guarantee                     | -                  | -                  | -                | -                    | -                    | 0                |
| <b>Net Income (Loss)</b>                  | <b>\$ (16,437)</b> | <b>\$ (40,905)</b> | <b>\$ 24,468</b> | <b>\$ (58,827)</b>   | <b>\$ (90,712)</b>   | <b>\$ 31,885</b> |

\*B/(W) = Better/(Worse)

**Full Accrual**

|                                    |               |                    |                    |                  |
|------------------------------------|---------------|--------------------|--------------------|------------------|
| Modified Accrual                   | \$ (16,437)   | \$ (40,905)        | \$ (58,827)        | \$ (90,712)      |
| Hangar Debt Principal              | -             | -                  | -                  | 113,202          |
| Transfer to Capital                | -             | -                  | -                  | -                |
| Capital Outlay                     | 16,886        | -                  | 16,886             | 22,783           |
| Prior Year Adjustment for DAL      | -             | -                  | -                  | -                |
| Transfer from Airport Project Fund | -             | -                  | -                  | -                |
| <b>Net Income Full Accrual</b>     | <b>\$ 449</b> | <b>\$ (40,905)</b> | <b>\$ (41,941)</b> | <b>\$ 45,273</b> |

# Breakdown by Area

|                                 | March '16      | March '15      | March<br>B/(W)  | March '16<br>YTD | March '15<br>YTD | YTD<br>B/(W)   |
|---------------------------------|----------------|----------------|-----------------|------------------|------------------|----------------|
| <b>Administration</b>           |                |                |                 |                  |                  |                |
| Rental Income                   | 33,369         | 33,875         | (506)           | 318,485          | 341,860          | (23,375)       |
| Expenses                        | <u>58,925</u>  | <u>62,706</u>  | <u>3,782</u>    | <u>499,828</u>   | <u>507,794</u>   | <u>7,966</u>   |
| P/(L)                           | (25,556)       | (28,832)       | 3,276           | (181,343)        | (165,934)        | (15,409)       |
| <b>Facilities Maintenance</b>   |                |                |                 |                  |                  |                |
| Expenses                        | 7,665          | 27,523         | 19,858          | 102,259          | 106,223          | 3,963          |
| <b>Aircraft Maintenance</b>     |                |                |                 |                  |                  |                |
| Receipts                        | 11,947         | 0              | 11,947          | 80,061           | 0                | 80,061         |
| Expenses                        | 9,326          | 0              | (9,326)         | 107,357          | 0                | (107,357)      |
| P/(L)                           | 2,621          | 0              | 2,621           | (27,296)         | 0                | (27,296)       |
| <b>Line/Customer Service</b>    |                |                |                 |                  |                  |                |
| Fuel Receipts                   | 86,546         | 101,918        | (15,371)        | 996,108          | 1,141,635        | (145,527)      |
| Fuel Expenses                   | 46,791         | 68,124         | 21,333          | 614,759          | 771,152          | 156,393        |
| Other Receipts                  | 8,752          | 6,962          | 1,790           | 110,621          | 108,341          | 2,280          |
| Other Expenses                  | 24,939         | 24,247         | (693)           | 254,439          | 266,596          | 12,157         |
| <b>Line Service Totals</b>      |                |                |                 |                  |                  |                |
| Receipts                        | 95,299         | 108,880        | (13,581)        | 1,106,729        | 1,249,976        | (143,247)      |
| Expenses                        | <u>71,730</u>  | <u>92,370</u>  | <u>20,640</u>   | <u>869,199</u>   | <u>1,037,748</u> | <u>168,550</u> |
| P/(L)                           | 23,568         | 16,509         | 7,059           | 237,530          | 212,227          | 25,303         |
| <b>Flight Training</b>          |                |                |                 |                  |                  |                |
| Receipts                        | 17,977         | 13,462         | 4,515           | 95,353           | 98,476           | (3,123)        |
| Expenses                        | <u>11,049</u>  | <u>11,516</u>  | <u>468</u>      | <u>87,889</u>    | <u>117,447</u>   | <u>29,558</u>  |
| P/(L)                           | 6,928          | 1,946          | 4,983           | 7,464            | (18,971)         | 26,436         |
| <b>Miscellaneous</b>            |                |                |                 |                  |                  |                |
| Receipts                        | 181            | 201            | (20)            | 4,710            | 5,080            | (370)          |
| <b>Total Operating Receipts</b> | 158,772        | 156,417        | 2,355           | 1,605,339        | 1,695,392        | (90,054)       |
| <b>Total Operating Expenses</b> | <u>158,694</u> | <u>194,116</u> | <u>35,421</u>   | <u>1,666,533</u> | <u>1,769,212</u> | <u>102,680</u> |
| <b>P/(L) from Operating</b>     | 77             | (37,699)       | 37,776          | (61,194)         | (73,820)         | 12,626         |
| <b>Other Items</b>              |                |                |                 |                  |                  |                |
| Receipts                        | 372            | 111            | 262             | 35,920           | 148,940          | (113,020)      |
| Expenses                        | <u>16,886</u>  | <u>3,316</u>   | <u>(13,570)</u> | <u>33,553</u>    | <u>165,832</u>   | <u>132,279</u> |
| P/(L) from Other Items          | (16,514)       | (3,206)        | 13,831          | 2,367            | (16,892)         | (245,299)      |
| <b>Net Income/(Loss)</b>        | (16,437)       | (40,905)       | 24,468          | (58,827)         | (90,712)         | 31,885         |

**MOORE COUNTY AIRPORT  
FINANCE MEASURABLES  
Mar-16**

|   | <u>2016</u> | <u>2015</u> | <u>%</u> | <u>Historical</u> |
|---|-------------|-------------|----------|-------------------|
| Unrestricted Net Assets per audit 6/30/15 | 1,296,295   |             |          |                   |
| Less Fund Balance Policy Restriction      | (1,000,000) |             |          |                   |
| Available from Unrestricted Net Assets    | 296,295     |             |          |                   |

**Accounts Receivable**

|           |           |           |
|-----------|-----------|-----------|
| Current   | 48,811.72 | 52,676.14 |
| 31-60     | 8,327.12  | 6,826.05  |
| 61-90     | 309.90    | 1,158.75  |
| 91 Plus   | 3.26      | 871.66    |
| Total A/R | 57,452.00 | 61,532.60 |

**Fuel**

|                                |         |         |        |         |
|--------------------------------|---------|---------|--------|---------|
| Jet A Gallons March            | 22,814  | 21,020  | 8.5%   |         |
| Avgas Gallons March            | 5,687   | 7,307   | -22.2% |         |
| Fuel Gallons Pumped March      | 28,501  | 28,327  | 0.6%   |         |
| Jet Fuel YTD                   | 236,127 | 196,064 | 20.4%  |         |
| Fuel Gallons Pumped YTD FY2016 |         |         |        | 290,935 |
| Fuel Gallons Pumped YTD FY2015 |         |         |        | 245,312 |
| Fuel Gallons Pumped YTD FY2014 |         |         |        | 244,719 |
| Fuel Gallons Pumped YTD FY2013 |         |         |        | 235,297 |
| Fuel Gallons Pumped YTD FY2012 |         |         |        | 251,988 |
| Fuel Gallons Pumped YTD FY2011 |         |         |        | 247,594 |
| Fuel Gallons Pumped YTD FY2010 |         |         |        | 227,444 |
| Fuel Gallons Pumped YTD FY2009 |         |         |        | 254,308 |

**Fuel by Customer Type**

|                       |        |        |        |
|-----------------------|--------|--------|--------|
| Jet Base              | 6,490  | 5,602  | 15.9%  |
| Jet Transient         | 16,324 | 15,418 | 5.9%   |
| Total Jet for March   | 22,814 | 21,020 | 8.5%   |
|                       |        |        |        |
| Avgas Base            | 2,459  | 3,459  | -28.9% |
| Avgas MCA             | 693    | 545    | 27.2%  |
| Avgas Transient       | 2,535  | 3,303  | -23.3% |
| Total Avgas for March | 5,687  | 7,307  | -22.2% |

**Landings**

|   |            |            |               |
|---|------------|------------|---------------|
| Single Engine Landings                  | 216        | 278        | -22.3%        |
| Multi Engine Landings                   | 59         | 92         | -35.9%        |
| Jet Landings                            | 70         | 54         | 29.6%         |
| Helicopter Landings                     | 15         | 6          | 150.0%        |
| MCA Landings                            | 70         | 80         | -12.5%        |
| <b>Total Landings March</b>             | <b>430</b> | <b>510</b> | <b>-15.7%</b> |
|   |            |            |               |
| Base Aircraft Landings March (Less MCA) | 169        | 213        | -20.7%        |
| Transient Aircraft Landings March       | 191        | 217        | -12.0%        |
|   |            |            |               |
| Jet Landings YTD                        | 722        | 619        | 16.6%         |
| Total Landings YTD                      | 3,831      | 4,018      | -4.7%         |



**Moore County Airport  
Financial Statement  
9 Month FY15/16 Comparison  
Unaudited Numbers**

|   | <b>9 Month<br/>Actual<br/>FY15/16</b> | <b>9 Month<br/>Actual<br/>FY14/15</b> | <b>9 Month<br/>Budget<br/>Mod Accrual</b> | <b>Actual vs.<br/>Budget<br/>*B/(W)</b> |
|---|---------------------------------------|---------------------------------------|---|---|
| <b>Fuel</b>                               |                                       |                                       |   |   |
| Fuel Sales                                | 996,108                               | 1,141,635                             | 1,841,514                                 | (845,406)                               |
| Fuel Expense                              | <u>614,759</u>                        | <u>771,152</u>                        | <u>1,446,858</u>                          | <u>832,099</u>                          |
| <b>Fuel Margin</b>                        | <b>381,349</b>                        | <b>370,483</b>                        | <b>394,656</b>                            | <b>(13,307)</b>                         |
| Margin % of Sales                         | 38.3%                                 | 32.5%                                 | 21.4%                                     | 16.9%                                   |
| <b>Gallons</b>                            |                                       |                                       |   |   |
| 100LL                                     | 38,343                                | 30,949                                | 39,980                                    | (1,637)                                 |
| Jet                                       | 193,033                               | 155,316                               | 153,668                                   | 39,365                                  |
| <b>Receipts from Operations Less Fuel</b> |                                       |                                       |   |   |
| Facility Rental Income                    | \$ 318,485                            | \$ 341,860                            | \$ 312,317                                | \$ 6,168                                |
| Aircraft Maintenance                      | 80,061                                | -                                     | 151,743                                   | (71,682)                                |
| Aircraft Services                         | 110,621                               | 108,341                               | 109,875                                   | 746                                     |
| Flight Training                           | 95,353                                | 98,476                                | 215,756                                   | (120,403)                               |
| Miscellaneous                             | <u>4,710</u>                          | <u>5,080</u>                          | <u>4,125</u>                              | <u>585</u>                              |
| <b>Receipts</b>                           | <b>609,231</b>                        | <b>553,758</b>                        | <b>793,816</b>                            | <b>(184,586)</b>                        |
| <b>Expenses from Operations Less Fuel</b> |                                       |                                       |   |   |
| Administration                            | 328,972                               | 352,226                               | 441,460                                   | 112,488                                 |
| Depreciation                              | 170,856                               | 155,568                               | -   | (170,856)                               |
| Facilities Maintenance                    | 102,259                               | 106,223                               | 117,930                                   | 15,671                                  |
| Aircraft Maintenance                      | 107,357                               | -                                     | 151,743                                   | 44,386                                  |
| Aircraft and Customer Services            | 254,439                               | 266,596                               | 299,983                                   | 45,543                                  |
| Flight Training                           | <u>87,889</u>                         | <u>117,447</u>                        | <u>204,632</u>                            | <u>116,743</u>                          |
| <b>Expenses</b>                           | <b>1,051,773</b>                      | <b>998,061</b>                        | <b>1,215,749</b>                          | <b>163,975</b>                          |
| <b>Total Receipts Including Fuel</b>      | <b>1,605,339</b>                      | <b>1,695,392</b>                      | <b>2,635,330</b>                          | <b>(1,029,992)</b>                      |
| <b>Total Expenses Including Fuel</b>      | <b><u>1,666,533</u></b>               | <b><u>1,769,212</u></b>               | <b><u>2,662,607</u></b>                   | <b><u>996,074</u></b>                   |
| <b>Income (Loss) from Operations</b>      | <b>(61,194)</b>                       | <b>(73,820)</b>                       | <b>(27,276)</b>                           | <b>(33,918)</b>                         |
| <b>Non Operating Receipts</b>             |                                       |                                       |   |   |
| Transfer from Cnty General Fund           | 309                                   | 141,668                               | 121,586                                   | (121,276)                               |
| Transfer from Airport Project Fund        | 31,178                                | -                                     | -   | 31,178                                  |
| Insurance Funds                           | 2,882                                 | 6,319                                 | -   | 2,882                                   |
| Interest Income                           | 1,551                                 | 953                                   | 1,500                                     | 51                                      |
| USDOT Reimbursement                       | -                                     | -                                     | -   | -                                       |
| <b>Non Operating Expenses</b>             |                                       |                                       |   |   |
| Hangar Debt Principal                     | -                                     | 113,202                               | 88,500                                    | 88,500                                  |
| Hangar Debt Interest                      | -                                     | 29,847                                | 28,500                                    | 28,500                                  |
| Transfer to County                        | -                                     | -                                     | -   | 0                                       |
| Transfer to Capital                       | 16,667                                | -                                     | -   | (16,667)                                |
| Capital Outlay                            | 16,886                                | 22,783                                | 132,750                                   | 115,864                                 |
| DAL Revenue Guarantee                     | <u>-</u>                              | <u>-</u>                              | <u>-</u>                                  | <u>0</u>                                |
| <b>Net Income (Loss)</b>                  | <b><u>\$ (58,827)</u></b>             | <b><u>\$ (90,712)</u></b>             | <b><u>\$ (153,941)</u></b>                | <b><u>\$ 95,114</u></b>                 |

\*B/(W) = Better/(Worse)

|                                    |                    |                  |                  |  |
|------------------------------------|--------------------|------------------|------------------|--|
| <b>Full Accrual</b>                |                    |                  |                  |  |
| Modified Accrual                   | \$ (58,827)        | \$ (90,712)      | \$ (153,941)     |  |
| Hangar Debt Principal              | -                  | 113,202          | 88,500           |  |
| Transfer to Capital                | -                  | -                | -                |  |
| Capital Outlay                     | 16,886             | 22,783           | 132,750          |  |
| Prior Year Adjustment for DAL      | -                  | -                | -                |  |
| Transfer from Airport Project Fund | -                  | -                | -                |  |
| <b>Net Income Full Accrual</b>     | <b>\$ (41,941)</b> | <b>\$ 45,273</b> | <b>\$ 67,309</b> |  |

# Breakdown by Area

|                                 | 9 Month<br>YTD   | 9 Month<br>YTD   | 9 Month<br>Budget | YTD<br>B/(W)    |
|---------------------------------|------------------|------------------|-------------------|-----------------|
| <b>Administration</b>           |                  |                  |                   |                 |
| Rental Income                   | 318,485          | 341,860          | 312,317           | 6,168           |
| Expenses                        | <u>499,828</u>   | <u>507,794</u>   | <u>441,460</u>    | <u>(58,368)</u> |
| P/(L)                           | (181,343)        | (165,934)        | (129,143)         | (52,200)        |
| <b>Facilities Maintenance</b>   |                  |                  |                   |                 |
| Expenses                        | 102,259          | 106,223          | 117,930           | 15,671          |
| <b>Aircraft Maintenance</b>     |                  |                  |                   |                 |
| Receipts                        | 80,061           | 0                | 151,743           | (71,682)        |
| Expenses                        | 107,357          | 0                | 151,743           | 44,386          |
| P/(L)                           | (27,296)         | 0                | 0                 | (27,296)        |
| <b>Line/Customer Service</b>    |                  |                  |                   |                 |
| Fuel Receipts                   | 996,108          | 1,141,635        | 1,841,514         | (845,406)       |
| Fuel Expenses                   | 614,759          | 771,152          | 1,446,858         | 832,099         |
| Other Receipts                  | 110,621          | 108,341          | 109,875           | 746             |
| Other Expenses                  | 254,439          | 266,596          | 299,983           | 45,543          |
| <b>Line Service Totals</b>      |                  |                  |                   |                 |
| Receipts                        | 1,106,729        | 1,249,976        | 1,951,389         | (844,660)       |
| Expenses                        | <u>869,199</u>   | <u>1,037,748</u> | <u>1,746,841</u>  | <u>877,642</u>  |
| P/(L)                           | 237,530          | 212,227          | 204,548           | 32,982          |
| <b>Flight Training</b>          |                  |                  |                   |                 |
| Receipts                        | 95,353           | 98,476           | 215,756           | (120,403)       |
| Expenses                        | <u>87,889</u>    | <u>117,447</u>   | <u>204,632</u>    | <u>116,743</u>  |
| P/(L)                           | 7,464            | (18,971)         | 11,124            | (3,660)         |
| <b>Miscellaneous</b>            |                  |                  |                   |                 |
| Receipts                        | 4,710            | 5,080            | 4,125             | 585             |
| <b>Total Operating Receipts</b> | 1,605,339        | 1,695,392        | 2,635,330         | (1,029,992)     |
| <b>Total Operating Expenses</b> | <u>1,666,533</u> | <u>1,769,212</u> | <u>2,662,607</u>  | <u>996,074</u>  |
| <b>P/(L) from Operating</b>     | (61,194)         | (73,820)         | (27,276)          | (33,918)        |
| <b>Other Items</b>              |                  |                  |                   |                 |
| Receipts                        | 35,920           | 148,940          | 123,086           | (87,166)        |
| Expenses                        | <u>33,553</u>    | <u>165,832</u>   | <u>249,750</u>    | <u>216,197</u>  |
| P/(L) from Other Items          | 2,367            | (16,892)         | (126,665)         | (303,363)       |
| <b>Net Income/(Loss)</b>        | (58,827)         | (90,712)         | (153,941)         | 95,114          |

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Jet-A

Sort by: Jet-A Full ☒

| Airport | FBO Name                                    | Jet-A Self | Jet-A Full | Last Updated | Dist/Brg from KSOP |
|---------|---|------------|------------|--------------|--------------------|
| KEYF    | Taylor Aviation-EYF                         | \$2.44     | \$2.44     | Mar 29, 2016 | 63NM @ 133°        |
| KJNX    | Johnston County Airport                     |            | \$2.81     | Mar 29, 2016 | 60NM @ 69°         |
| KDPL    | Duplin County Airport                       | \$2.979    | \$2.979    | Mar 22, 2016 | 81NM @ 101°        |
| KHRJ    | Warren Aviation                             |            | \$2.99     | Mar 29, 2016 | 38NM @ 75°         |
| K5W4    | (Skydive) Paraclete Aviation                |            | \$3.00     | Mar 22, 2016 | 18NM @ 143°        |
| KIGX    | Horace Williams Airport                     |            | \$3.19     | Mar 22, 2016 | 51NM @ 20°         |
| KAFF    | Anson County Airport                        |            | \$3.29     | Mar 20, 2016 | 41NM @ 248°        |
| KLBT    | Lumberton Regional Airport                  |            | \$3.35     | Apr 1, 2016  | 47NM @ 156°        |
| KDAN    | General Aviation                            |            | \$3.40     | Apr 1, 2016  | 92NM @ 1°          |
| KMEB    | Scotland Aero Services                      |            | \$3.43     | Mar 22, 2016 | 30NM @ 177°        |
| KGWW    | Wayne Executive Jetport                     | \$3.12     | \$3.45     | Mar 29, 2016 | 81NM @ 79°         |
| KVUJ    | Stanly County Airport                       |            | \$3.45     | Mar 29, 2016 | 44NM @ 286°        |
| KRCZ    | Richmond County Airport                     |            | \$3.50     | Mar 22, 2016 | 31NM @ 221°        |
| KTAA    | Raleigh Executive Jetport                   |            | \$3.56     | Mar 29, 2016 | 28NM @ 34°         |
| KCTZ    | Clinton Flying Service, Inc.                |            | \$3.70     | Mar 22, 2016 | 60NM @ 107°        |
| KEXX    | Fly High Lexington LLC                      |            | \$3.75     | Apr 1, 2016  | 63NM @ 306°        |
| KBBP    | Rare Air, Inc.                              |            | \$3.89     | Mar 21, 2016 | 46NM @ 204°        |
| KSVH    | Statesville Flying Service                  |            | \$3.97     | Mar 29, 2016 | 95NM @ 292°        |
| KEQY    | Charlotte-Monroe Executive Airport          | \$3.60     | \$3.99     | Mar 29, 2016 | 71NM @ 257°        |
| KTDF    | Red Mountain Aviation, Inc.                 |            | \$3.99     | Apr 1, 2016  | 75NM @ 17°         |
| KSCR    | Cardinal Air                                |            | \$3.99     | Mar 29, 2016 | 32NM @ 348°        |
| KRUQ    | Rowan County                                |            | \$3.99     | Mar 29, 2016 | 69NM @ 293°        |
| KHNZ    | Aircobra Corp.                              |            | \$3.99     | Mar 22, 2016 | 91NM @ 31°         |
| KHBI    | Cardinal Air                                |            | \$3.99     | Mar 29, 2016 | 40NM @ 315°        |
| KUDG    | Darlington County Airport                   |            | \$4.00     | Mar 29, 2016 | 61NM @ 207°        |
| KFLO    | Precision Air                               |            | \$4.20     | Mar 20, 2016 | 75NM @ 194°        |
| KJQF    | Concord Regional Airport -- City Of Concord |            | \$4.32     | Apr 1, 2016  | 75NM @ 277°        |
| KW03    | Carolina Air Center, LLC                    |            | \$4.35     | Mar 22, 2016 | 87NM @ 65°         |
| KCDN    | Camden Jet Center                           |            | \$4.43     | Mar 21, 2016 | 93NM @ 225°        |
| KRWI    | Air Care, Inc.                              |            | \$4.49     | Mar 29, 2016 | 94NM @ 63°         |
| KLHZ    | Triangle North Executive Airport            |            | \$4.49     | Mar 31, 2016 | 80NM @ 47°         |

← Base

← Trans

|      |                                       |        |         |              |             |
|------|---------------------------------------|--------|---------|--------------|-------------|
| KBUY | Sky South Aviation                    |        | \$4.50  | Mar 29, 2016 | 56NM @ 355° |
| KCLT | Wilson Air Center                     |        | \$4.51  | Mar 30, 2016 | 88NM @ 268° |
| KSIF | Rockingham County /<br>Shiloh Airport |        | \$4.65  | Apr 1, 2016  | 86NM @ 342° |
| KLKR | Lancaster County Airport              | \$4.47 | \$4.75  | Mar 21, 2016 | 90NM @ 246° |
| K2A5 | Causey Aviation Service               |        | \$4.93  | Mar 22, 2016 | 48NM @ 344° |
| KFAY | Landmark Aviation                     |        | \$4.94  | Apr 1, 2016  | 33NM @ 120° |
| K14A | Race City Flight<br>Operations        |        | \$4.99  | Mar 29, 2016 | 88NM @ 287° |
| KCQW | Hall Aviation                         |        | \$5.00  | Mar 28, 2016 | 48NM @ 221° |
| KGSO | Landmark Aviation                     |        | \$5.50  | Apr 1, 2016  | 67NM @ 332° |
| KRDU | Tac Air                               |        | \$5.52  | Apr 1, 2016  | 55NM @ 37°  |
| KRDU | Landmark Aviation                     |        | \$5.62  | Apr 1, 2016  | 55NM @ 37°  |
| KINT | Landmark Aviation                     |        | \$6.55  | Apr 1, 2016  | 77NM @ 322° |
| KHVS | Skyline Aviation Services             |        | \$4.45* | Jul 1, 2015  | 70NM @ 215° |
| KW40 | Bass Aviation, Inc.                   | \$2.82 |         | Mar 29, 2016 | 76NM @ 90°  |
| KACZ | Wallace Henderson Field<br>Airport    | \$2.99 |         | Mar 15, 2016 | 86NM @ 114° |
| KHYW | Conway Aviation                       | \$2.68 |         | Mar 28, 2016 | 98NM @ 171° |

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## 100LL Fuel Prices within 100NM of KSOP (56 results found)

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| 100 LL  |   | Jet-A      |            | Sort by: 100LL Full |                    |          |
|---------|---|------------|------------|---------------------|--------------------|----------|
| Airport | FBO Name                                    | 100LL Self | 100LL Full | Last Updated        | Dist/Brg from KSOP |          |
| KHRJ    | Warren Aviation                             | \$3.25     | \$3.25     | Mar 29, 2016        | 38NM @ 75°         |          |
| KCPK    | Columbus County Airport                     | \$3.25     | \$3.25     | Mar 22, 2016        | 76NM @ 150°        |          |
| KLBT    | Lumberton Regional Airport                  | \$3.25     | \$3.25     | Apr 1, 2016         | 47NM @ 156°        |          |
| KT73    | Kirk Air Base                               |            | \$3.60     | Mar 28, 2016        | 82NM @ 242°        |          |
| KDPL    | Duplin County Airport                       | \$3.699    | \$3.699    | Mar 22, 2016        | 81NM @ 101°        |          |
| KEYF    | Taylor Aviation-EYF                         | \$3.74     | \$3.74     | Mar 29, 2016        | 63NM @ 133°        | ← Base   |
| KMAO    | Marion County Airport                       |            | \$3.769    | Mar 21, 2016        | 73NM @ 177°        |          |
| KGWW    | Wayne Executive Jetport                     | \$3.47     | \$3.79     | Mar 29, 2016        | 81NM @ 79°         |          |
| KSCR    | Cardinal Air                                | \$3.83     | \$3.83     | Mar 29, 2016        | 32NM @ 348°        |          |
| KHBI    | Cardinal Air                                | \$3.83     | \$3.83     | Mar 29, 2016        | 40NM @ 315°        |          |
| KJNX    | Johnston County Airport                     |            | \$3.86     | Mar 29, 2016        | 60NM @ 69°         |          |
| KCTZ    | Clinton Flying Service, Inc.                |            | \$3.88     | Mar 22, 2016        | 60NM @ 107°        | ← Trans. |
| KRCZ    | Richmond County Airport                     | \$3.90     | \$3.90     | Mar 22, 2016        | 31NM @ 221°        |          |
| KVUJ    | Stanly County Airport                       | \$3.61     | \$4.02     | Mar 29, 2016        | 44NM @ 286°        |          |
| KIGX    | Horace Williams Airport                     |            | \$4.09     | Mar 22, 2016        | 51NM @ 20°         |          |
| KRUQ    | Rowan County                                | \$3.60     | \$4.14     | Mar 29, 2016        | 69NM @ 293°        |          |
| KHNZ    | Aircobra Corp.                              |            | \$4.29     | Mar 22, 2016        | 91NM @ 31°         |          |
| KEQY    | Charlotte-Monroe Executive Airport          | \$3.70     | \$4.40     | Mar 29, 2016        | 71NM @ 257°        |          |
| KFLO    | Precision Air                               |            | \$4.45     | Mar 20, 2016        | 75NM @ 194°        |          |
| KSIF    | Rockingham County / Shiloh Airport          | \$4.38     | \$4.53     | Apr 1, 2016         | 86NM @ 342°        |          |
| KBUY    | Burlington Aviation                         |            | \$4.602    | Mar 31, 2016        | 56NM @ 355°        |          |
| KDAN    | General Aviation                            |            | \$4.65     | Apr 1, 2016         | 92NM @ 1°          |          |
| KJQF    | Concord Regional Airport -- City Of Concord |            | \$4.65     | Apr 1, 2016         | 75NM @ 277°        |          |
| KSVH    | Statesville Flying Service                  |            | \$4.68     | Mar 29, 2016        | 95NM @ 292°        |          |
| KLKR    | Lancaster County Airport                    | \$4.14     | \$4.68     | Mar 21, 2016        | 90NM @ 246°        |          |
| KLHZ    | Triangle North Executive Airport            |            | \$4.69     | Mar 31, 2016        | 80NM @ 47°         |          |
| K14A    | Race City Flight Operations                 |            | \$4.70     | Mar 29, 2016        | 88NM @ 287°        |          |
| KEXX    | Fly High Lexington LLC                      | \$3.80     | \$4.70     | Apr 1, 2016         | 63NM @ 306°        |          |
| KBUY    | Sky South Aviation                          |            | \$4.70     | Mar 29, 2016        | 56NM @ 355°        |          |
| KRWI    | Air Care, Inc.                              |            | \$4.80     | Mar 29, 2016        | 94NM @ 63°         |          |
| KTAA    | Raleigh Executive Jetport                   | \$4.70     | \$4.80     | Mar 29, 2016        | 28NM @ 34°         |          |

|      |                                 |         |         |              |             |
|------|---------------------------------|---------|---------|--------------|-------------|
| K2A5 | Causey Aviation Service         |         | \$4.87  | Mar 22, 2016 | 48NM @ 344° |
| KW03 | Carolina Air Center, LLC        |         | \$4.95  | Mar 22, 2016 | 87NM @ 65°  |
| KTDF | Red Mountain Aviation, Inc.     |         | \$4.99  | Apr 1, 2016  | 75NM @ 17°  |
| KCQW | Hall Aviation                   |         | \$5.00  | Mar 28, 2016 | 48NM @ 221° |
| KCDN | Camden Jet Center               |         | \$5.12  | Mar 21, 2016 | 93NM @ 225° |
| KCLT | Wilson Air Center               |         | \$5.20  | Mar 30, 2016 | 88NM @ 268° |
| KBBP | Rare Air, Inc.                  |         | \$5.30  | Mar 21, 2016 | 46NM @ 204° |
| KFAY | Landmark Aviation               |         | \$5.40  | Apr 1, 2016  | 33NM @ 120° |
| KBQ1 | Gilliam McConnell Airfield      |         | \$5.50  | Mar 29, 2016 | 7NM @ 339°  |
| KGSO | Landmark Aviation               | \$4.88  | \$5.55  | Apr 1, 2016  | 67NM @ 332° |
| K5W4 | (Skydive) Paraclete Aviation    |         | \$6.00  | Mar 22, 2016 | 18NM @ 143° |
| KINT | Landmark Aviation               | \$4.00  | \$6.35  | Apr 1, 2016  | 77NM @ 322° |
| KRDU | Tac Air                         |         | \$6.45  | Apr 1, 2016  | 55NM @ 37°  |
| KRDU | Landmark Aviation               |         | \$6.52  | Apr 1, 2016  | 55NM @ 37°  |
| KHVS | Skyline Aviation Services       |         | \$4.55* | Jul 1, 2015  | 70NM @ 215° |
| KACZ | Wallace Henderson Field Airport | \$3.78  |         | Mar 15, 2016 | 86NM @ 114° |
| K8A7 | Twin Lakes Airport              | \$5.00* |         | May 15, 2014 | 76NM @ 307° |
| KAFP | Anson County Airport            | \$3.99  |         | Mar 20, 2016 | 41NM @ 248° |
| KPYG | Town of Pageland                | \$4.75  |         | Mar 21, 2016 | 64NM @ 237° |
| KHYW | Conway Aviation                 | \$4.06  |         | Mar 28, 2016 | 98NM @ 171° |
| K52J | Lee County                      | \$3.80  |         | Mar 21, 2016 | 83NM @ 215° |
| K2GC | Cape Fear Aviation              | \$4.00  |         | Mar 29, 2016 | 38NM @ 127° |
| KUDG | Darlington County Airport       | \$4.30  |         | Mar 29, 2016 | 61NM @ 207° |
| KMEB | Scotland Aero Services          | \$4.68  |         | Mar 22, 2016 | 30NM @ 177° |
| KW40 | Bass Aviation, Inc.             | \$3.40  |         | Mar 29, 2016 | 76NM @ 90°  |

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Moore County Airport-Update: 9 March 2016 – 12 April 2016  
(Highlights only)

1. We held an employee meeting on Friday 18 March 2016. The agenda included a presentation on the airport's emergency plan and our quarterly safety and health meeting.
2. We held a meeting with the base customers on Tuesday 5 April 2016 to discuss ways the airport could better serve our customer's needs. The Blue Pig catering food truck was here and they had a full menu to select from for dinner options. The meeting was well attended and we received some very good suggestions.
3. Hired a new part-time resource CSR, Ms. Amber Faull, and a new flight instructor, Mr. Bob Deen.
4. Attended the Board of Commissioners' budget task force meeting on 23 March 2016 to present the FY 2017 airport.
5. The Authority Chairman and airport Executive Director met with Dr. Dempsey and Dr. Roush from SCC and the Board of Commissioners to present the Professional Pilot program and discuss the partnership between the airport and the College. Additional information will be presented later in the meeting.
6. The Harley H. Pope Flight of the Order of Daedalians is again sponsoring a Cadet from the local AF JROTC Detachment at Pinecrest High School to participate in the Cadet Flight Indoctrination Program. This program is jointly funded by the National Order of Daedalians and the local flight to pay for the selected Cadet's flight training up to initial solo.
7. We hosted the 1<sup>st</sup> Squadron, 73d Cavalry Regiment from Fort Bragg for a Leadership Professional Development seminar at the airport.
8. The FAA has done some significant upgrades to the AWOS. The system was down for two weeks for these upgrades and is now back on line. The AWOS is now an AWOS-2 with a precipitation discriminator and it will provide information regarding any detected precipitation on the airfield.
9. The next EAA Young Eagles day will be on Saturday 7 May 2016 from 1000 – 1400. The flyer is posted on the airport website at <http://moorecountyairport.com/wp-content/uploads/2013/08/Young-Eagles-May-7-2016.pdf>

**April 2016 Operations Report:**

1. On Thursday March 10, 2016 I gave an airport tour to the Little Promisers Preschool class which consisted of approximately 80 students and parents.
2. On Tuesday March 29, 2016 we completed the replacement van transfer and put the 2015 Dodge Grand Caravan into service.



# Flight Department

Based on Accounting Month

|   | <u>Mar '15</u> | <u>Apr '15</u> | <u>May '15</u> | <u>June '15</u> | <u>July '15</u> | <u>Aug '15</u> | <u>Sep '15</u> | <u>Oct '15</u> | <u>Nov '15</u> | <u>Dec '15</u> | <u>Jan '16</u> | <u>Feb '16</u> | <u>Mar '16</u> |
|---|----------------|----------------|----------------|-----------------|-----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <u>Hours</u>                                  |                |                |                |                 |                 |                |                |                |                |                |                |                |                |
| N292KF  | 33.6           | 29.5           | 22.2           | 31.5            | 11.4            | 19.3           | 11.4           | 10.5           | 16.7           | 11.7           | 20.2           | 11.9           | 26.1           |
| N291KF  | 15.0           | 14.1           | 39.2           | 13.3            | 10.0            | 10.3           | 17.2           | 32.5           | 11.6           | 19.7           | 5.8            | 13.5           | 33.2           |
| N139ME  | 33.1           | 20.7           | 10.9           | 18.5            | 17.2            | 36.8           | 13.3           | 9.4            | 15.5           | 22.6           | 15.3           | 23.4           | 43.4           |
| Simulator                                     | 5.3            | 1.8            | 0.0            | 0.0             | 0.0             | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| Owner Aircraft                                | 3.4            | 2.3            | 7.0            | 0.0             | 0.8             | 2.2            | 11.4           | 0.0            | 23.8           | 15.4           | 16.0           | 16.3           | 0.0            |
| Flight Department (Non Revenue)               | 2.5            | 2.1            | 0.0            | 0.0             | 2.1             | 1.8            | 5.7            | 9.5            | 0.3            | 0.0            | 0.0            | 0.0            | 2.8            |
| Total Hours of Flight Time                    | 92.9           | 70.5           | 79.3           | 63.3            | 41.5            | 70.4           | 59.0           | 61.9           | 67.9           | 69.4           | 57.3           | 65.1           | 105.5          |
| <u># of Solo Hours Included Above</u>         |                |                |                |                 |                 |                |                |                |                |                |                |                |                |
| N292KF  | 2.8            | 1.8            | 2.9            | 5.4             | 0.0             | 5.0            | 1.7            | 4.1            | 3.3            | 3.4            | 1.5            | 1.8            | 7.8            |
| N291KF  | 14.1           | 3.2            | 16.5           | 6.9             | 4.6             | 2.2            | 1.4            | 7.0            | 5.1            | 3.3            | 5.0            | 6.5            | 7.4            |
| N139ME  | 5.6            | 5.2            | 2.8            | 11.6            | 2.6             | 10.8           | 4.1            | 0.0            | 1.0            | 5.0            | 2.3            | 9.0            | 9.1            |
| Total # of Solo Hours                         | 22.5           | 10.2           | 22.2           | 23.9            | 7.2             | 18.0           | 7.2            | 11.1           | 9.4            | 11.7           | 8.8            | 17.3           | 24.3           |
| <u>Instructor Time (Includes Ground Time)</u> |                |                |                |                 |                 |                |                |                |                |                |                |                |                |
| K. Brannum                                    | 40.4           | 32.7           | 35.2           | 13.0            | 4.8             | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| Thompson                                      | 4.9            | 12.4           | 3.5            | 0.0             | 0.0             | 6.0            | 36.9           | 41.9           | 19.6           | 26.1           | 23.1           | 18.0           | 38.2           |
| Stevens                                       | 30.5           | 28.1           | 30.4           | 51.0            | 48.9            | 67.0           | 28.3           | 43.3           | 65.5           | 39.8           | 55.5           | 49.1           | 66.1           |
| N. Brannum (Left)                             | 8.8            | 17.0           | 6.2            | 0.0             | 0.0             | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| Buffton                                       | 0.0            | 0.0            | 0.0            | 0.0             | 0.0             | 8.6            | 0.0            | 1.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            |
| Borden  | 0.0            | 0.0            | 1.4            | 0.0             | 1.4             | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.7            |
| Cook  | 0.0            | 0.0            | 0.0            | 0.0             | 0.0             | 0.0            | 0.0            | 3.1            | 15.0           | 27.8           | 11.2           | 18.8           | 20.6           |
| Deen  | 0.0            | 0.0            | 0.0            | 0.0             | 0.0             | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 0.0            | 1.8            |
| Total Instructor Time                         | 84.6           | 90.2           | 76.7           | 64.0            | 55.1            | 81.6           | 65.2           | 89.3           | 100.1          | 93.7           | 89.8           | 85.9           | 127.4          |

# Flight Center Statistics

# Current Actively Flying Students for Month of March: 11

| Month/Year                    | Flight School/<br>Rental<br>Inquires | Flight School<br>Enrollments | Active Flight<br>School<br>Students | Total<br>Student<br>FLTS | Owner Aircraft<br>Instruction<br>Students | Renters<br>Total FLTS | Flt Review/<br>Rental<br>✓ -Outs<br>Total FLTS | Scenic FLTS | Gift Certificate |      |
|-------------------------------|--------------------------------------|------------------------------|-------------------------------------|--------------------------|---|-----------------------|--|-------------|------------------|------|
|                               |                                      |                              |                                     |                          |   |                       |  |             | Purchased        | Used |
| Jan 2016/<br># Students: 16   | 20                                   | 10                           | 16                                  | 18                       | 3   | 11                    | 3  | 2           | 0                | 2    |
| Feb 2016/<br># Students: 12   | 8                                    | 4                            | 12                                  | 23                       | 2   | 5                     | 2  | 1           | 0                | 1    |
| March 2016/<br># Students: 11 | 9                                    | 7                            | 11                                  | 48                       | 2   | 6                     | 6  | 3           | 0                | 1    |
| April 2016/<br># Students:    |                                      |                              |                                     |                          |   |                       |  |             |                  |      |
| May 2016/<br># Students:      |                                      |                              |                                     |                          |   |                       |  |             |                  |      |
| June 2015<br># Students:      |                                      |                              |                                     |                          |   |                       |  |             |                  |      |
| July 2016/<br># Students:     |                                      |                              |                                     |                          |   |                       |  |             |                  |      |
| August 2016/<br># Students:   |                                      |                              |                                     |                          |   |                       |  |             |                  |      |
| Sept 2016/<br># Students:     |                                      |                              |                                     |                          |   |                       |  |             |                  |      |
| October 2016/<br># Students:  |                                      |                              |                                     |                          |   |                       |  |             |                  |      |
| Nov 2016/<br># Students:      |                                      |                              |                                     |                          |   |                       |  |             |                  |      |
| Dec 2016/<br># Students:      |                                      |                              |                                     |                          |   |                       |  |             |                  |      |
| Totals:                       | 37                                   | 21                           | 39                                  | 89                       | 7   | 22                    | 11   | 6           | 0                | 4    |

# Flight Center Statistics

# Current Actively Flying Students for Month of December: 9

| Month/Year                      | Flight School Inquires | Flight School Enrollments | Active Flight School Students | Total Student FLTS | Owner Aircraft Instruction Students | Renters Total FLTS | Flt Review/<br>Rental<br>✓ -Outs<br>Total FLTS | Scenic FLTS | Gift Certificate |      |
|---------------------------------|------------------------|---------------------------|-------------------------------|--------------------|-------------------------------------|--------------------|--|-------------|------------------|------|
|                                 |                        |                           |                               |                    |                                     |                    |  |             | Purchased        | Used |
| April 2015/<br># Students: 9    | 10                     | 6                         | 1                             | 42                 | 4                                   | 6                  | 0  | 3           | 6                | 2    |
| May 2015/<br># Students: 7      | 12                     | 6                         | 1                             | 39                 | 0                                   | 12                 | 2  | 5           | 0                | 0    |
| June 2015<br># Students: 7      | 10                     | 4                         | 3                             | 30                 | 0                                   | 10                 | 6  | 1           | 0                | 0    |
| July 2015/<br># Students: 10    | 11                     | 7                         | 5                             | 23                 | 1                                   | 1                  | 4  | 3           | 0                | 1    |
| August 2015/<br># Students: 6   | 18                     | 2                         | 2                             | 29                 | 1                                   | 9                  | 9  | 3           | 3                | 0    |
| Sept 2015/<br># Students: 8     | 17                     | 6                         | 5                             | 23                 | 5                                   | 4                  | 6  | 1           | 1                | 0    |
| October 2015/<br># Students: 10 | 7                      | 2                         | 1                             | 30                 | 3                                   | 6                  | 4  | 3           | 1                | 0    |
| Nov 2015/<br># Students: 7      | 4                      | 1                         | 1                             | 17                 | 2                                   | 6                  | 1  | 1           | 0                | 2    |
| Dec 2015/<br># Students: 9      | 14                     | 2                         | 9                             | 17                 | 1                                   | 10                 | 3  | 6           | 12               | 2    |
| Totals:                         | 103                    | 36                        | 28                            | 250                | 17                                  | 64                 | 35   | 26          | 23               | 7    |



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**MOORE COUNTY AIRPORT  
PERSONNEL POLICY  
EFFECTIVE DATE: APRIL 12, 2016**

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**ARTICLE I. ORGANIZATION OF THE PERSONNEL SYSTEM**

**Section 1: Purpose**

The purpose of this Policy is to establish a fair and uniform system of personnel administration for all employees of the Moore County Airport under the supervision of the Executive Director and the Airport Authority. This policy is established under the authority of the General Statutes of North Carolina.

It is a guide providing general information about policies and benefits. When this policy is presented to employees in the format of an employment policy, neither the policy nor any other Airport communication or practice creates an employment contract. The Airport reserves the right to make any changes in content or application or eliminate policies and benefits as it deems appropriate. Nothing in this Policy nor any other policy or communication changes the fact that employment is at-will for an indefinite period unless terminated by the employee or the Airport, except as otherwise governed by federal or state law.

**Section 2: Coverage**

All employees in the Airport's service shall be subject to this Policy except as noted. The following officials are exempt from this Policy: Appointed officials and Independent contract employees.

**Section 3: Responsibility of the Airport Authority**

The Moore County Airport Authority shall approve employee positions, salaries and wages, and policies.

**Section 4: Responsibility of the Executive Director**

The Executive Director shall be responsible to the Airport Authority Board for the administration of the Personnel Program and shall have full responsibility for all personnel functions. The Executive Director shall appoint, suspend, and remove all Airport employees except those appointed by the Moore County Commissioners or whose appointment is otherwise provided for by law. The Executive Director is the designated hiring authority to the extent not inconsistent with law or the policy of the Airport Authority Board.

**Section 5: Responsibility of the Human Resources Representative**

The Executive Director may appoint a Human Resources Representative who shall be responsible to the Executive Director for administration of the Personnel Program. The Human Resources Representative



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shall recommend rules and revisions of the personnel policies to the Executive Director for consideration. Any revisions to this Policy must be approved by the Airport Authority Board.

**Section 6: Responsibility of Airport Employees**

Airport employees are responsible for complying with the contents of this Policy. An employee, who violates any of the provisions of this Policy, or administrative policies as approved by the Executive Director, may be subject to disciplinary actions such as: suspension, demotion, or dismissal in addition to any civil or criminal penalty.

**Section 7: Definitions**

**Adverse Action.** An involuntary demotion, an involuntary reduction in pay, involuntary transfer, suspension without pay, lay off or dismissal.

**Anniversary Date.** The employee's original date of uninterrupted employment with the Airport in a regular position.

**Applicant.** One who places himself or herself in competition for a vacant position by the virtue of completing and submitting an application for employment regardless of current employment status, (i.e., a current Airport employee becomes an applicant when an application for another position is submitted).

**Appointing Authority.** Any board or position with legal or delegated authority to make hiring decisions.

**Bonus Award.** A bonus payment awarded in a lump sum based on service that exceeds the expected performance of the assigned position.

**Class.** A position or group of positions having similar duties and responsibilities, requiring similar qualifications, which can be properly designated by a single title indicative of the nature of work performed, and carrying the same pay rate.

**Compensatory Time.** Time earned by a non-exempt employee for work in excess of a workweek.

**Contributing Competencies.** Knowledge, skills, and abilities necessary to effectively perform a particular job as outlined in the job description for the position.



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**Cost of Living Adjustment.** A general pay increase granted to employees in a fiscal year in response to inflation and labor market factors.

**Demotion.** The reassignment of an employee to a position having a lower salary range than the position from which the reassignment is made.

**Downgrade.** A change to a position resulting in a lower pay rate being assigned to a position based on duties, responsibilities, and reorganization or market surveys.

**Employee Classification.** Identifies the employee as Full-Time, Part-Time with Benefits, Part-Time Resource, Temporary Full-Time, or Temporary Part-Time.

**Employee Reclassification.** A change in a position from one class to another based on changes in the complexity and responsibility of, and the skill required to perform, the essential functions of the position.

**Executive Director.** The highest level of supervision or top administrative official of the Moore County Airport.

**Exempt Employee.** An employee not subject to Fair Labor Standards Act provisions regarding minimum wage and overtime compensation.

**Finance Administrator.** The accountant for the Moore County Airport.

**Full Time Employee.** A salaried employee or position to which a salaried employee is assigned, scheduled for 40 hours or more per work week, and to include the two (2) positions with at least thirty six (36) hours per work week as approved by the Airport Authority, effective June 9<sup>th</sup>, 2009, can be a salaried or hourly employee.

**Immediate Family.** Wife, husband, mother, father, brother, sister, son, daughter, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandmother, grandfather, grandson, granddaughter, stepmother, stepfather, step-child, stepbrother and stepsister.

**Independent Contract Employee.** An individual who is contracted to perform work or fill duties under special projects. These individuals are exempt from fringe benefits provided for regular positions, except as authorized by a valid written contract between the appointing authority and the individual.



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**Just Cause.** Legally acceptable or sufficient reason.

**Non-Exempt Employee.** An employee subject to Fair Labor Standards Act provisions regarding minimum wage and overtime compensation.

**Part-Time Employee.** Hourly compensated employee or position to which an hourly employee is assigned, scheduled for work less than 30 hours per workweek.

**Pay Rate.** The salary level for a given position as determined by the Executive Director, based on the budget.

**Pay Rate Revision.** The raising or lowering of the Pay Rate.

**Performance Evaluations.** A review of an employee's performance based on standard personnel practices and performance principles.

**Performance Pay.** An increase as determined by the Executive Director based upon an employee's performance evaluation and the Airport's annual budget.

**Performance Principles.** A systematic and uniform method of personnel administration based on equal employment opportunity principles and designed to provide objective employment decisions.

**Position.** A group of current duties and responsibilities requiring the full or part-time employment of one person.

**Position Specification.** Qualification standards required of an employee as described in the job description.

**Prior Service Credit.** A system for determining eligibility for employment and/or benefits, based on equivalent prior service to North Carolina Local Government.

**Probationary Employee.** An individual appointed to a regular position who has served less than 9 months in the position, or who has otherwise not completed specified prerequisites for attaining regular status. This may be based on initial hire, promotion, or transfer into another position.

**Promotion.** The reassignment of an employee to a position at the Airport having a higher pay rate than



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the position from which the reassignment is made.

**Reassignment.** A change of duty assignment within the same grade and based upon needs of the Airport, as determined in the sole discretion of the Executive Director.

**Reduction in Force.** The abolishment of or reduction of all or some portion of a position, based on the needs of the organization, work load, and availability of funding.

**Regular Employee.** An employee who has satisfactorily completed a probationary period and has been approved for regular status by his or her department director.

**Regular Full-time Position.** A position that has been approved by the Airport Authority, the duties and responsibilities of which are required to be performed on a continuous basis, normally requiring full-time employment of an individual.

**Regular Part-time Position.** A position that has been approved by the Airport Authority, the duties and responsibilities of which are normally to be performed in less than a regular work day and/or work week.

**Reorganization.** Due to changes in the organizational needs of the Airport, the duties and responsibilities or technological requirements of a position may be reclassified, and a position may be abolished in full or in part, or a new position created.

**Resource Employee.** An individual who serves in a position without benefits and for an indefinite duration.

**Retaliation.** Any form of adverse reaction to a lawful and protected action by an employee.

**Temporary Employee.** An individual appointed to serve in a position for a definite duration, not to exceed 12 months.

**Temporary Position.** A position for which the duties and responsibilities are required to be met for a limited period of time, normally not to exceed 12 months, and which may or may not require attendance by an individual for a full work day and/or work week.

**Transfer.** Change of duty assignment as a result of any employee becoming an applicant and being



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selected for a vacant position within the Airport.

**Upgrade.** A change to a position resulting in a higher rate being assigned to a position with the same job responsibility.





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**ARTICLE II. SALARIES AND WAGES**

**Section 1. Adoption**

The Pay Rates, as approved by the Airport Authority, is adopted annually as the official Pay Rates for the Moore County Airport.

**Section 2. Administration, Maintenance and Transition of Pay Rates**

The Executive Director shall be responsible to the Airport Authority for the administration and maintenance of the Pay Rates. The Pay Rate is intended to provide equitable compensation for all positions, when considered in relation to each other, to general rates of pay for similar employment in the private and public sectors, to changes in the cost-of-living, to the financial conditions of the Airport and other relevant factors. To this end, the Executive Director shall, from time to time, make comparative studies of all factors affecting the level of salary ranges and shall recommend to the Airport Authority such changes as the Executive Director may deem appropriate. When transitioning, as practical as possible, the change will have no negative impact on an employee's rate.

**Section 3. Hiring or Starting Salary**

Each employee shall be paid the pay rate established for the position. Pay Rates will be based upon comparing the employee qualifications to the position specification, verified employment and/or education history. The applicant will be placed at the Pay Rate determined after evaluating the employee's qualifications with the position's specifications.

**Section 4. Hourly Rate of Part-Time Employee**

The hourly rate paid to part-time employees is paid at the Pay Rate adopted annually by the Airport Authority as part of the budget process.

**Section 5. Salary Adjustments**

The Human Resources Representative shall be responsible for reporting all adjustments to the Airport Finance Administrator and the Moore County Personnel & Finance Departments. Employees shall be advised of all salary changes.

5.A. Salary adjustments may occur as a result of the following:



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- 5.A.1. Cost-of-Living Adjustment – The Airport Authority may grant all employees in service to the Airport a cost-of-living adjustment each fiscal year as directed in the annual budget.
- 5.A.2. Merit Performance Pay – Merit Performance pay may be funded in the annual budget, and is awarded based on the annual performance review. All documentation must be received before the payroll deadline date of the pay period in which the performance pay is due.
- 5.A.3. Below proficient rating – An employee whose annual performance is rated below proficient shall receive a 3.25% decrease in salary until such time as the performance is rated at proficient or above. The supervisor and employee shall develop a 60 day work plan for performance improvement to the proficient level. The work plan for performance improvement shall be in writing and a copy shall be placed in the personnel file. The employee's progress shall be reviewed at 30 days after entering into a work plan for performance improvement and discussed with the employee. This 30 day review shall be acknowledged in writing. Failure to achieve a rating at proficient or above at the end of 60 days shall result in disciplinary action up to and including dismissal. The decrease in salary is effective on the next pay period following the date of receipt of the below standard rating. If after 60 days, performance returns to proficient or above, the employee will return to previous salary and will remain there until the next annual evaluation. All documentation must be received before the payroll deadline date of the pay period in which the decrease is assessed.
- 5.A.4. Demotion – An employee may receive a decrease in salary due to a demotion to a lower Pay Rate as determined by the Executive Director.
- 5.A.5. Reclassification of Positions – When a position is reclassified, the Executive Director has the discretion to:
  - 5.A.5.a. Adjust the Pay Rate upward,
  - 5.A.5.b. To leave the salary unchanged. When a position is reclassified and the employee is receiving a higher Pay Rate, the salary of the employee shall be maintained at that level until such time as the position's Pay Rate is increased above the employee's current salary.



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5.A.5.c If a substantial change has occurred in the level of duties and responsibilities of an existing position, the Supervisor shall submit in writing to the Executive Director a detailed job description, related justifications and his/her recommendations. The Executive Director shall review the recommendation and shall approve, disapprove, or reclassify the position or recommend the establishment of a new position for approval by the Airport Authority.

5.A.6. Negotiated increase – Other salary increases may be granted from time-to-time with the approval of the Airport Authority or Executive Director, as applicable. The Airport Authority or Executive Director, as applicable, may increase the annual salary of an employee when the employee's position is known to be one that is hard to fill or when the employee assumes additional duties and responsibilities.

5B. Effective date of salary adjustments – Salary adjustments shall generally be effective on the date of the actual change. The performance pay increases will be effective the first pay period of the calendar year following the performance evaluation.

5.C. Bonus awards – Bonus awards may be funded by the Airport Authority during the annual budget process. If so designated, bonus awards shall be allocated in a manner determined by the Executive Director. Eligible employees may be granted lump sum bonus award at the Executive Director's discretion at any time during the budget year.

#### **Section 6. Pay Periods**

All employees shall be paid bi-weekly, 2 weeks in arrears. The usual payroll is every other Thursday; if the scheduled payday is a holiday, employees will be paid the last working day prior to said holiday. Pay is made by direct deposit to the employee's banking accounts.

#### **Section 7. Payroll Deductions**

Payroll deductions specifically mandated or authorized by law shall be deducted from each employee's pay and shall include:

7.A. Federal income tax

7.B. State income tax

7.C. Social security, excluding full-time employees.

7.D. North Carolina Local Government Employees' Retirement System.



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Other deductions which may be taken include optional United Way contributions, retirement plan contributions, insurance benefit payments and other voluntary deductions approved by the Executive Director, in accordance with applicable law.

**Section 8. Salary at Separation**

The final scheduled payroll will be paid 2 weeks in arrears. The final payment paid to the employee will include annual leave, compensatory time and overtime amounts due. An employee who separates from employment with the Airport will receive an appropriate reduction in final pay if there is a negative balance in leave.

**Section 9. Advance on Wages**

There shall be no advance on wages.



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**ARTICLE III. RECRUITMENT AND SELECTION**

**Section 1. Statement of Equal Employment Opportunity Policy**

It is the policy of the Airport to maintain a systematic, consistent recruitment program, to promote equal employment opportunities, and to identify and attract the most qualified applicants for employment with the Airport. This policy is achieved by announcing all position vacancies, by evaluating all applicants using the same criteria, or by applying testing methods through the Employment Security Commission. All appointments, promotions and other personnel transactions shall be made solely on the basis of merit and fitness for duty. The Moore County Airport is an equal opportunity employer. All applicants for job openings are considered for employment without regard to race, color, sex, religion, disability, national origin, or age as provided by law.

**Section 2. Recruitment Requirements**

The Human Resources Representative shall be responsible for an active recruitment program to meet current and projected manpower needs through procedures that will assure equal employment opportunities based on reasonable performance-related job requirements. To accomplish this, the Human Resources Representative will coordinate in a timely manner with the Executive Director. The Executive Director will determine whether a position vacancy will be recruited by internal, external or concurrent postings.

**Section 3. Position Vacancy Announcements**

Vacant positions shall be reviewed by the Human Resources Representative to determine if the position should be filled, how the posting and recruitment should be handled and the necessary job requirements.

If a position has been advertised recently and an adequate number of applications exist, the Airport may not be required to readvertise.

**Section 4. Applications for Employment**

All persons expressing interest in employment with the Airport shall be given the opportunity to file an application for employment. Applicants will be considered on the basis of their qualifications and suitability for the position, including, but not limited to, relative ability, knowledge and skills, educational background and any special licenses or certifications which may be required. All applications must be made through the Moore County Airport.



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Applicant information is confidential in accordance with North Carolina General Statutes §153A-98 and other applicable laws.

### Section 5. Applicant Tracking

The Human Resources Representative shall be responsible for the maintenance of permanent records of all position vacancy announcements, including posting and closing dates, all optional referral sources used in the recruitment process and the pool of applicants considered for each vacancy.

The applicant pool data for each position shall include interview information, and test scores, where applicable, for each position vacancy announcement, as well as other documentation required by applicable federal, state or local law. An alphabetical list of all applicants shall be maintained by the Human Resources Representative.

### Section 6. Application Reserve File

Applications for employment shall be kept in an active file for 1 calendar year and then in a reserve file for 1 year in accordance with the County of Moore Management Records Retention and Disposition Schedule.

### Section 7. Qualification Standards

All applicants considered for employment or employees considered for internally-posted openings shall meet the qualification standards established by the Position Specification. All appointments shall be made on the basis of equal employment opportunity principles.

Qualifications shall be reviewed periodically to assure that requirements are fair and conform to actual job performance requirements.

### Section 8. Selection for Employment

The Executive Director shall develop, use, and document on a consistent basis, a selection process which fairly assesses the aptitude, education, experience, knowledge, skills, character, and other qualifications required for positions in the service of the Airport and is provided to the Human Resources Representative for recruitment of applicants.

### Section 9. Conditional Offer of Employment

In order to protect the person and property of customers of the Airport, the Airport, in its sole discretion, may require that additional tests or investigations be conducted after making a conditional offer of employment, but before making a final offer of employment. Such additional tests or investigations are



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determined by the position being filled, and may include, but are not necessarily limited to the following: credit checks, typing tests, driving tests and finger printing, all in accordance with applicable law.

Once an applicant is extended a conditional offer of employment, the applicant may be required to undergo an examination for physical, mental or emotional fitness for duty. The appropriate test will be based on bona fide occupational qualifications. Unsatisfactory results from such testing will result in the conditional offer of employment being withdrawn. Applicants shall be required to undergo substance abuse screening prior to being made a final offer of employment, in accordance with the Moore County Airport Substance Abuse Policy adopted by the Airport Authority.

All positions (full-time, part-time, resource and temporary) within the Airport shall require a background check. Applicants shall complete a Background Check Consent Form prior to the check being conducted. Refusal to sign the disclosure authorization statement will constitute grounds to discontinue any employment consideration for that candidate. Background checks will be reported to the Human Resources Representative. Background checks will be discussed with the hiring department's Supervisor on an as-needed basis. Background check results will be maintained in a highly confidential manner. It shall be the responsibility of the hiring department's Supervisor, under the direction of the Executive Director, to qualify/disqualify applicants to hire or volunteer. Should there be a disagreement between the hiring Supervisor and the Executive Director on the results of the check, the Airport Authority shall be the final authority.

A background check shall consist of a review of national and local criminal records to include convictions and/or pending charges. Additionally, a United States National Sex Offender Registry and also known as (AKAs) search shall be conducted.

No final applicant will be hired if convicted of any felony crime involving theft, burglary, embezzlement, robbery, fraud, bribery, misappropriation, assault, kidnapping, child abuse, rape, crime against nature, homicide, incest, indecent liberties, indecent exposure, obscenity, and sexual assault. For a felony conviction not listed above and for any misdemeanor, the Airport will consider length of time since conviction, nature of crime, circumstance surrounding the commission of the offense or offenses, evidence of rehabilitation, number of prior convictions, and age of the person at the time of occurrence.

In the event that disqualifying information is revealed during the background check process, applicants shall be notified that the Conditional Offer of Employment is being withdrawn. Applicants shall have



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the right to appeal the disqualifying decision to the Executive Director in writing within 5 business days from the date of receipt of the rejection notification letter.

Evidence that a check was conducted, date and type of background check, and a sufficient record of a disqualifying outcome must be maintained by the Human Resources Representative. A copy of the disqualification notification to the applicant and the background check record must be retained in the position vacancy file.

Evidence of a background check that results in an employee being approved for hire should be filed separate from their personnel file.

**Section 10. Appointments**

All appointments to positions with the Airport shall be made on the basis of job related qualifications, skills and the needs of the Airport.

Before any commitment is made to an applicant, the Human Resources Representative shall forward the applicant's completed application form and interview results to the Executive Director with a selection for the position to which the applicant is to be appointed.

After investigating the qualifications and experience of the applicant and upon successful completion of a background check and substance abuse screen, the Executive Director shall approve or reject the appointment to the position and the starting salary of the employee.

**Section 11. Probationary Period of Employment**

A probationary period of 9 months from the date of hire shall be served by all employees in allocated positions in the service of the Airport.

The probationary period shall be extended for any amount of time the employee is on approved leave without pay. An employee in serving a probationary period following initial appointment may be dismissed at any time during the probationary period with or without cause.

The successful completion of this probationary period should not be construed as creating a contract, or as guaranteeing employment for any specific duration or as establishing a just cause termination standard. Supervisors are required to hold a 6 month performance conference to inform the employee in writing of job performance. The Supervisor shall be responsible for evaluating the performance of the employee during the probationary period and shall complete a 9 months performance evaluation on





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or before the completion date of the probationary period. Before completion of the probationary period, all Supervisors shall indicate in writing to the Executive Director all of the following.

12.A. That the employee's supervisor has discussed the new employee's progress (accomplishments, strengths and weaknesses) with the new employee;

12.B. Whether the new employee is performing satisfactory work; and

12.C. Whether the new employee is recommended for regular status or recommended for termination of employment.

### Section 12. Regular Status

Regular status shall be granted to all fully qualified employees in officially budgeted regular positions after satisfactory completion of the 9 month probationary period.

If a regular employee is transferred to another position as a reduction in force, a new 9 month probationary period shall be established as a condition of transfer.

### Section 13. Promotion

A probationary or regular employee may be a candidate for promotion and shall be chosen on the basis of qualifications and work record. When a vacancy for a higher-level position occurs within the employee's department and the employee who meets the minimum qualifications applies for that position, performance appraisals and work records shall be carefully examined before the appointment is recommended to the Executive Director. When a current employee is chosen for a vacant position, the hiring department's Supervisor shall forward the request to the Executive Director with recommendations for salary and the position's job description, along with reasons for selecting the employee over other applicants. After considering the recommendations, the Executive Director shall confirm or reject the appointment and determine the starting salary of the employee.

If a regular employee is promoted to another position in the Airport, a new 9 month probationary period is at the discretion of the Executive Director and shall be established as a condition of promotion.

### Section 14. Demotion

The Airport recognizes two types of demotion – non-disciplinary and disciplinary. A Supervisor may demote an employee under the following conditions.



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15.A. Non-disciplinary – When a job description is modified, changing duties assigned to a position in a lower pay range, and when the Supervisor determines that the employee is unable to perform in the current position, but shows promise of becoming a satisfactory employee in a lesser position, an assignment to a lesser position may be made without an application process and if a position is available; and

15.B. Disciplinary – When an employee's performance or conduct is sufficient to satisfy grounds for a dismissal, a Supervisor may consider demotion in lieu of dismissal, pursuant to Article VII of this Policy.

**Section 15. Transfer**

If a vacancy occurs within the Airport and a probationary or regular employee wishes to be considered for the appointment, an application must be forwarded to the Human Resources Representative during the recruitment period for the position, and must meet the minimum qualifications of the position. This application will be considered along with others submitted.

**Section 16. Performance Evaluation**

Supervisors and/or the Executive Director shall conduct performance evaluation conferences with each employee at least once per year. These performance evaluations shall be documented in writing and placed in the employee's personnel file. Procedures for the performance evaluation program shall be established by the Executive Director and the Airport Authority.



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**ARTICLE IV. CONDITION OF EMPLOYMENT**

**Section 1. Gifts and Favors**

No employee shall accept any gift, favor or thing of value that may tend to influence the employee in the discharge of duties. No employee shall grant in the discharge of duties any improper favor, service or thing of value. This section is not intended to prevent a gift a public servant would be permitted to accept under G.S. 138A-32, or the gift and receipt of honorariums for participating in meetings, advertising items or souvenirs of nominal value, or meals furnished at banquets.

**Section 2. Political Activity Restricted**

No employee shall.

2.A. Engage in any political or partisan activity while on duty, or while wearing an Airport uniform;

2.B. Use official authority or influence for the purpose of interfering with or affecting the results of an election or a nomination for office;

2.C. Be required as a duty of employment or as a condition for employment, promotion or tenure of office, to contribute funds for political or partisan purposes;

2.D. Coerce or compel contributions for political or partisan purposes by another employee of the Airport; or

2.E. Use any funds, supplies or equipment of the Airport for political or partisan purposes.

Employees in certain federally-aided programs are subject to the Hatch Act as amended in 1975. This federal act prohibits candidacy for elective office in a partisan election.

**Section 3. Secondary or Outside Employment**

Full-time employment with the Airport will take precedence over other employment interests of employees. All outside employment for salaries, wages or commissions, and all self-employment, must be reported to and approved by the employee's Supervisor before such work is to begin. The Supervisor will determine whether the outside work would create a conflict of interest or otherwise be incompatible with Airport service. The Supervisor will report potentially conflicting employment to the Executive Director. The assumption of outside employment without prior approval by the Airport will be deemed improper conduct and subject the employee to disciplinary action, up to and including



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dismissal. The employee will be given written notification of approval to work before such work begins, which will be placed in the employee's personnel file.

While an employee is on Family Medical Leave, secondary employment is prohibited.

### Section 4. Endorsement of Any Business

Airport employees are prohibited from endorsing or soliciting for any business, service, or program not related to the Airport during regular work hours.

### Section 5. Limitation on Employment of Relatives

The employment of immediate family will be evaluated on case by case basis.

Immediate family is defined for the purpose of this Section only as spouse, mother, father, guardian, children, sister, brother, grandparents, grandchildren, plus the various combinations of half, step, in-law and adopted relationships that can be derived from those names.

### Section 6. Smoking Policy

The Moore County Airport is a smoke-free establishment, with exception of designated and posted areas. ABSOLUTELY no smoking on the Airport Ramp.

### Section 7. Improper Dating

It is the policy of the Moore County Airport that supervisors are not to date their subordinates, and any occurrence must be immediately reported to the Executive Director. Any employee knowing of any such dating arrangements must report it immediately to the Executive Director.

### Section 8. Workplace Harassment

The Airport is committed to maintaining a work environment that is free of discrimination and harassment. Harassment of any person because of gender, race, color, age, religion, disability, ancestry or national origin is strictly prohibited, whether directed at an employee, vendor or customer. Any such harassment is prohibited whether or not it also violates the equal employment opportunity laws. This applies to all employees of the Moore County Airport.

No one may threaten or imply that an employee's submission to or rejection of sexual advances will in any way influence any decision about that employee's employment, advancement, duties, compensation or other terms or conditions of employment. No one may take any personnel action based on an employee's submission to or rejection of sexual advances.



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No one may subject another employee to any unwelcome conduct of a sexual nature. This includes, but is not limited to, unwelcome physical conduct, such as touching, blocking, staring, making sexual gestures, making or displaying sexual drawings or photographs and unwelcome verbal conduct, such as sexual propositions, slurs, insults, jokes and other sexual comments. An employee's conduct will be considered unwelcome and in violation of this Policy when a reasonable person knows or should know such conduct is unwelcome to the person subjected to it.

No one may harass anyone because of that person's race, color, age, religion, ancestry or national origin. Examples of conduct prohibited include, but are not limited to, using racial and ethnic slurs or offensive stereotypes and making jokes about these characteristics.

8.A. Making Complaints and Reporting Violations – If an employee is the victim of harassment, that employee is requested and encouraged to make a complaint to the Human Resources Representative. The employee is not required to complain first to the person who is harassing him/her. The employee may complain directly to his/her supervisor or the Executive Director. Similarly, if an employee observes a harassment of another employee, he/she is requested and encouraged to report this to one of the persons described above. Employees who allege unlawful workplace harassment must, within 15 calendar days of the alleged harassing action, submit a complaint to the Executive Director. Any supervisor or employee who observes harassment shall report the matter to the Executive Director in writing. Supervisors who fail to forward complaints to the Executive Director as prescribed in this section shall be subject to discipline up to and including dismissal.

No reprisal, retaliation, or other adverse action will be taken against any employee for making, in good faith, a complaint or report of harassment or for assisting, in good faith, in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to the Executive Director.

8.B. Investigation of Complaints and Reports – The Moore County Airport will promptly and thoroughly investigate any complaint or report of a violation of workplace harassment. A thorough investigation can take several weeks in some cases. An employee may at any time ask the Executive Director about the status of the investigation.

Considering the sensitive nature of harassment complaints, every effort will be made to keep the complaint and the name of the employee confidential and on a need to know basis. However, due to the nature of conducting an investigation, confidentiality cannot be guaranteed. Reports, including the final report, will be distributed only to persons having a need or right to know. Employees involved in



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any investigation, whether as complainant or alleged harasser, witness, or investigator should keep all discussions or communications confidential.

Harassment investigation files shall remain separate and apart from personnel files. Neither the claimant nor the alleged harasser has a right to the contents of these files. Any personnel action, such as discipline, resulting from an investigation, shall be placed in the file of the person whom the complaint is brought against. The contents of these files are confidential and protected by federal, state and local laws.

The Moore County Airport will take prompt disciplinary and remedial action if its investigation shows a violation of this Policy. Depending on the circumstances, the disciplinary action may range from a warning to a dismissal from employment. Disciplinary action for retaliation against an employee for reporting harassment will be severe and swift, and may include termination of employment.

A complaint or report that this Policy has been violated is a serious matter. Dishonest complaints or reports are also against our Policy and the Airport will take appropriate disciplinary action if its investigation shows that deliberately, dishonest and bad faith accusations have been made.

No reprisal, retaliation or other adverse action will be taken against any employee for making, in good faith, a complaint or report of harassment or for assisting in good faith in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to the Executive Director.

### **Section 9. Workplace Violence**

It is the intent of the Airport to provide a workplace for Airport employees that is free from violence by establishing preventive measures, holding perpetrators of violence accountable and by providing assistance and support to victims. Committing violent acts, whether on-duty or off-duty, has the potential to impact an employee's ability to perform his or her job. In implementing this policy, the County is guided by the Federal Occupational Safety and Health Act of 1970 that requires employers to provide employees with a safe and healthy work environment.

9.A. Workplace Violence Coverage – This policy applies to all employees of the Airport. For purposes of this policy, violent conduct is defined as abusive language, verbal or written threats, intimidation, coercion, aggressive or threatening behavior, fighting, physical assault and/or battery, and other expressed or implied threats of harm. This policy applies to violent conduct of an employee while functioning in the course and scope of employment as well as off-duty violent conduct that has a



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potential adverse impact on an Airport employee's ability to perform the assigned duties and responsibilities.

Although it is not possible to set forth an all-inclusive list of all conduct that may constitute acts covered by this policy, the following examples may be illustrative.

- 9.A.1. Belligerence, bullying, or other inappropriate and aggressive behavior;
- 9.A.2. Brandishing a weapon or bringing an unauthorized weapon to the workplace;
- 9.A.3. Reference to weapons, incidents of workplace violence, or use of violence to solve problems; or
- 9.A.4. Misuse of authority vested to any employee of the Airport in such a way that it violates this policy.

A violation of this policy shall be considered unacceptable personal conduct. An act of off-duty violent conduct may also be grounds for disciplinary action.

9.B. Reporting Responsibilities – All employees are encouraged to be alert to the possibility of violence on the part of employees, former employees, customers and strangers. Employees shall place safety as their highest concern, and shall report all acts of violence and threats of violence. All reports of violence will be handled in a confidential manner, with information related only on a need-to-know basis. Reports shall be made to a Supervisor or the Executive Director immediately. Law enforcement shall be informed as appropriate. All reports shall be investigated. Employees who have obtained judicial protective or restraining orders should inform the Executive Director and law enforcement immediately. Management shall be sensitive and responsive to employees' fear of reprisal.

9.C. Retaliation – This policy prohibits retaliation against any employee who, in good faith, reports a violation of this policy. Every effort will be made to protect the safety and anonymity of anyone who comes forward with concerns about a threat or act of violence.

### **Section 10. Criminal Convictions**

All employees shall report in writing any conviction for a criminal offense to a Supervisor (and/or Human Resources Representative) within 2 business days following the conviction. Non-moving



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violations (e.g. expired vehicle inspections, license plates, registrations, or improper equipment) and warning citations need not be reported, unless otherwise required under the Vehicle Policy.

The Moore County Airport shall have the right to perform criminal background checks on any current employee if there is a reason to believe the employee has been arrested, convicted of, or pled guilty to any criminal offense involving moral turpitude, whether misdemeanor or felony, and based upon a report from an identifiable, reliable source.

Employees failing to report convictions shall be subject to disciplinary action up to and including termination. Convictions reported shall be evaluated with regard to the employee's position to determine whether disciplinary action is merited.

### **Section 11. Personal Appearance and Behavior**

Discretion in style of dress and behavior is essential to the efficient operation of the Moore County Airport.

Employees are expected to be neat, clean and well-groomed while on the job. All clothing must be consistent with the standards for a professional environment and not attract undue attention or serve as a distraction to others. It must also be appropriate to the type of work being performed and take into account the expectations of any customers served.

General office attire for Administrative Employees & Customer Service Representatives is conservative business casual. Employees who are issued standard uniforms are expected to wear the complete issued uniform at all times during the performance of Airport-related work duties. A cleaning service is provided for issued uniforms. Uniforms shall be kept as neat and clean as possible and worn in a professional manner.

Unacceptable attire includes but is not limited to the following: T-shirts, cutoffs, athletic wear, spandex or Lycra, such as biker shorts, tank tops, tube tops, halter tops with spaghetti straps, underwear as outerwear, beach wear, midriff length tops, provocative attire, off-the-shoulder tops, flip-flop style sandals, jewelry that interferes with the employee's ability to perform his/her job duties. There should be no holes in any attire worn while on duty.

Employees are expected to be professional and courteous in all interactions while performing work duties. Conduct that is likely to cause another employee, citizen, or vendor of the Airport





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embarrassment, loss of dignity, feelings of intimidation or the loss of opportunity is unacceptable behavior.

Supervisors are responsible for monitoring and enforcing this policy. Employees failing to adhere to proper dress appearance for their job may be asked to leave Airport premises to correct their appearance on their own time. Failure to comply with either appearance or behavior requirements may be subject to disciplinary action.



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**ARTICLE V. ATTENDANCE AND LEAVE**

**Section 1. Workweek**

The standard workweek for payroll purposes shall be from 12:01 a.m. Saturday through 12:00 midnight on Friday.

**Section 2. Hours of Operation**

The regular hours of operation of the Airport Administrative Offices are between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday. When the activities of a particular unit require some other schedule to meet work needs, the Executive Director may authorize a deviation from the normal hours of operation for that unit. No Airport office shall be closed at any time without prior knowledge and approval of the Executive Director or his/her designee.

The Airport is open to Aircraft 24 hours a day. Airport Operations for General Aviation services are manned between the hours of 8:00 a.m. and 8:00 p.m. seven (7) days a week, unless otherwise posted and with exception to Thanksgiving Day and Christmas Day. All other holiday hours may be reduced and changes will be posted in advance.

Flight Center hours of operations are established by the Chief of the Flight Center based upon Student Training Needs.

**Section 3. Work Schedules**

The Supervisor, in developing the work schedule, must ensure that every office, division, section or unit is to be adequately staffed during operating hours. Adequate lunch periods are defined as no less than 30 minutes to no more than 1 hour. Minimum staffing can be authorized by the Executive Director.

Full Time work schedule is no less than forty (40) hours per week, with overtime benefits over (40) hours per week, with the exception of the two (2) full time positions with at least thirty six (36) hours per work week as approved by the Airport Authority, effective June 9<sup>th</sup>, 2009.

Employees are permitted to trade shifts within the same workweek. Logistics will be carried out by the employee(s) and must be approved by the Director of Operations prior to the scheduled shift in question.



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Flexible work schedules are permitted within departments that require varied schedules to provide adequate service. Flexible work schedules will be coordinated and maintained by Supervisors and approved by the Executive Director of the Airport.

Employees in exempt positions shall work the number of hours necessary to assure the satisfactory performance of their duties, but no less than forty (40) hours per work week.

### **Section 4. Overtime**

The Airport abides by all applicable sections of the Fair Labor Standards Act (FLSA), 29 USC §201 et seq., as amended. This overtime policy is applicable only to employees of the Moore County Airport who are non-exempt under the FLSA.

It is the responsibility of Supervisors and Lead Workers to manage overtime work within the availability of funds in the departmental budget for overtime pay.

4.A. Recordkeeping – Employees governed by the overtime provisions of the FLSA shall maintain true, complete and legible time records. All time worked shall be recorded to the nearest minutes and shall be submitted to the supervisor in a timely fashion. The Airport will properly record all applicable overtime accrued for each covered employee. This will be strictly adhered to by all agents of the Airport, including Supervisors, and individuals in Management.

4.B. Compensatory Time (Comp time) – Compensatory time is time allowed off from work in lieu of payment for time worked. It is the policy of the Airport to award compensatory time at time and one-half for hours worked over 40 per work week. Comp time is applicable only to employees of the Moore County Airport who are non-exempt under the FLSA.

Supervisors have the right and obligation to manage compensatory time. Therefore, supervisors are required to monitor time and have the right to require the employee to take time off to manage compensatory time hours. During the same pay period, a time-off plan where the employee is furloughed may also be used. Employees shall exhaust compensatory time before taking sick leave, vacation leave or leave without pay.

4.B.1. Employees may be awarded compensatory time in lieu of overtime payments for each hour of overtime worked as follows:



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4.B.1.a. Rate of overtime pay when working at two different rates of pay. Employees working at multi-rates of pay are paid based on the average rate of pay as calculated pursuant to the FLSA, 29 C. F. R. § 778.112.

4.B.1.b. Other employees – Employees whose work schedules are other than those set out above shall be awarded compensatory time at time and one-half when the hours worked in a workweek exceed 40 hours and at straight time for hours worked in a workday over the regular schedule when total hours are not in excess of 40 hours in a workweek. All compensatory time earned in excess of 40 hours shall be paid as overtime.

4.C. Hours Worked – When computing hours worked under the FLSA, each workweek must stand alone. The FLSA does not permit the averaging of hours over 2 or more weeks.

Hours worked is the time for which an employee is entitled to overtime compensation under the FLSA.

Compensation is required for the time an employee is required to be on duty, on the employer's premises, or at a prescribed workplace, and for the time the employee is suffered or permitted to work, whether or not requested to do so.

Supervisors shall arrange the work schedule of their employees to accomplish necessary work within an 8 hour workday or (40) hour workweek, except in those cases where additional hours of work are necessary or for individuals hired to work a (36) hour work week.

Supervisors shall not allow, and employees shall not volunteer to work over-time without receiving compensation.

Employees are expected to work during all assigned periods exclusive of mealtimes. Employees are not to perform any work at any time that they are not scheduled to work unless they receive prior approval from their immediate supervisor, except in cases of emergency. An emergency exists if a condition arises that could reasonably result in damage to property or persons or that requires the immediate attention of the employee. Employees who work excess hours because of an emergency shall advise their immediate supervisor of the overtime worked as soon as practical after the overtime work has begun.

Vacation, sick, and holiday leave are not considered hours worked for FLSA purposes.



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Training-related time, either to increase efficiency, or as recommended, or required by the employer, is counted as hours worked for purposes of calculating overtime. Time spent by an employee during the regular workday adjusting a grievance under the Airport Grievance Policy is considered hours worked for purposes of calculating overtime.

All travel time which is required by the Airport other than the normal commuting time between home and job is considered hours worked for the purposes of calculating overtime.

4.D. On-call – Employees required to work while on-call shall receive overtime for all time actually spent in the service of the department in excess of their regular work schedule. A minimum of 2 hours shall be guaranteed any employee on call when the employee is required to leave home to conduct duties. If the employee is required to leave home, the recording of time shall begin when the employee leaves home and shall conclude when the employee returns home. Telephone calls while on call shall be counted as time earned for the duration of the call. Time available shall be treated as on-call duty only as required by the FLSA or other applicable law.

4.E. Overtime at Separation – All accrued overtime hours shall be compensated at the average regular rate received by the employee during the last 3 years of employment or at the regular rate of pay upon any employee's separation, whichever is higher, consistent with regular payroll practices.

### **Section 5. Holiday Leave**

5.A. Designated Holidays – The following days and such other days as the Airport Authority may designate are holidays with pay for eligible employees of the Airport:

- 5.A.1. New Year's Day
- 5.A.2. Martin Luther King, Jr. Day
- 5.A.3. Good Friday
- 5.A.4. Memorial Day
- 5.A.5. Independence Day
- 5.A.6. Labor Day
- 5.A.7. Veterans Day
- 5.A.8. Thanksgiving Day
- 5.A.9. Friday after Thanksgiving Day
- 5.A.10. Christmas (see schedule below)



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When a holiday other than Christmas is on a Saturday, the preceding Friday shall be observed as a holiday. When a holiday other than Christmas is on Sunday, the following Monday shall be observed as a holiday.

The Airport observes the following schedule regarding the Christmas Holiday. When Christmas Day falls on the days noted in the table below, then the following days are observed as Holiday:

|           |                                 |
|-----------|---------------------------------|
| Sunday    | Friday and Monday               |
| Monday    | Monday and Tuesday              |
| Tuesday   | Monday, Tuesday and Wednesday   |
| Wednesday | Tuesday, Wednesday and Thursday |
| Thursday  | Wednesday, Thursday and Friday  |
| Friday    | Thursday and Friday             |
| Saturday  | Friday and Monday               |

Regular part-time employees having a workweek with 20 hours or more shall earn holiday leave and be paid for 4 hours per day.

5.B. Working on a Holiday for Non 24 hour Service. Floating holidays may be granted to employees who must work on the holiday due to the nature of their position and schedule. Floating holidays are not considered hours worked and are compensated at straight time.

**Section 6. Vacation Leave**

6.A. General Provisions – Vacation leave is earned and accrued from the first day of employment for eligible employees. Vacation days must be approved by a Supervisor based on established timelines set forth in the unit.

6.B. Initial Appointment/Probationary Employees – Employees serving a probationary period following initial appointment may accumulate vacation leave but shall not be permitted to take vacation leave during the first 6 months of the probationary period. Exceptions may be approved by the Executive Director. This provision does not apply to employees serving a probationary period as a result of a transfer or promotion.

6.C. Manner of Accumulation – For the purpose of earning and accruing annual leave, the period of 12 calendar months between January 1 and December 31 is established as the leave year.



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- 6.C.1. Full-time employees who work at least 87.65 hours per calendar month will accrue leave for that month.
- 6.C.2. Part-time employees who work at least 44.33 hours per calendar month will accrue leave for that month.
- 6.C.3. Employees who are on FMLA leave and who have exhausted all sick and vacation leave shall be considered to have worked for purposes of accumulating leave under this paragraph.
- 6.C.4. Eligible employees working the standard work week shall earn vacation leave at the following rates:

| Accrual Code | Years of Aggregate Service      | Accrual Hours per Month |
|--------------|---------------------------------|-------------------------|
| 80           | Less than 2 years               | 8                       |
| 81           | 2 years but less than 5 years   | 9                       |
| 82           | 5 years but less than 10 years  | 11                      |
| 83           | 10 years but less than 15 years | 13                      |
| 84           | 15 years but less than 20 years | 15                      |
| 86           | 20 years or more                | 17                      |

- 6.C.5. Regular part-time employees having a work week 20 to 29 hours shall earn 4 hours of vacation leave each month.
- 6.D. Leave accrual is based on current creditable aggregate service. Any regular employee who transfers from another unit of North Carolina local or state government shall have their years of service (determined by the current creditable number of years in the North Carolina Local Governmental Employees' Retirement System, the North Carolina Law Enforcement Retirement System, or the State of North Carolina Employees' Retirement System) credited toward the Airport's schedule for determining vacation leave rates (see accrual code above). No aggregate service credit will be allowed if the aggregate service time has been or will be used to qualify for other retirement system benefits.
- 6.E. The Airport will not transfer vacation leave from another jurisdiction.



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6.F. Maximum Accumulation – Vacation leave may be accumulated without any applicable maximum until December 31 of each calendar year. However, if the employee separates from service, payment for accumulated vacation leave shall not exceed 240 hours. On December 31, any employee with more than 240 hours of accumulated vacation leave shall have the excess accumulation converted to the sick leave balance so that only 240 hours are carried forth to January 1 of the next calendar year.

6.G. Manner of Taking Leave – Vacation leave may be taken as earned by a regular employee subject to the approval of the supervisor. Vacation time must be taken in one-half hour increments. Comp time must be taken before vacation or sick leave.

6.H. Retention of Benefit Status – Those employees who are promoted or transferred within Moore County Government and/or the Moore County Airport will retain all leave credits and other related benefits.

6.I. Payment for Accumulated Vacation Leave upon Death – The estate of an employee who dies while employed by the Airport shall be entitled to payment for all of the accumulated vacation leave credited to the employee's account not to exceed a maximum of 240 hours.

### Section 7. Voluntary Shared Leave

In cases of prolonged medical condition, an employee may apply to become a recipient of leave transferred from the vacation and/or sick leave account of another employee's within the Airport and/or County Government. For purposes of this Policy, medical condition means the medical condition of an employee or an immediate family member (spouse, parents, children or other dependents living in the employee's household) of such employee that is likely to require an employee's absence from work for a period of 4 work weeks or more, and is likely to result in a substantial loss of income to the employee due to limited leave in the employee's account. The intent of this Policy is to allow employees to assist one another in case of a crisis involving a serious or prolonged medical condition. It is not the intent of this policy to apply to incidental, normal, short term medical conditions or illnesses.

The use of vacation leave on a shared basis for any purpose other than specified by this Policy is prohibited.

Establishment of a leave "bank" for use by unnamed employees is expressly prohibited. Leave must be donated on a one to one personal basis.

This Policy does not apply to employees on workers compensation leave.





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Individual leave records are confidential and only individual employees may reveal their donation or receipt of leave. The employee donating leave must sign a release form and cannot receive remuneration for leave donated. Any donation of sick and/or vacation leave must be done on a voluntary basis. Solicitation on the part of Executive Director or Supervisors is prohibited. An employee shall not directly or indirectly intimidate, threaten or coerce any other employee for the purpose of interfering with any right an employee may have in donating, receiving or using annual leave under this program. Such action by an employee will result in disciplinary action up to and including dismissal on the basis of personal conduct.

The Privacy Act makes medical information confidential; therefore, prior to making the employee's status public for the purpose of receiving shared leave, the employee must sign a release to allow the status to be known.

The Executive Director is responsible for approving the shared leave program for Airport Employees. The County of Moore Human Resources Department will administer the shared leave. Each case will be examined and decided based on its conformity to policy intent and must be handled consistently and equitably. Participation in this program shall be based on the applicant's and donors past compliance with leave rules.

**7.A. Guidelines.**

- 7.A.1. Applicant must be a probationary or regular full time employee.
- 7.A.2. Applicant must have exhausted or will exhaust all sick, annual and compensatory leave to be eligible; the applicant's sick leave and annual leave balance must be zero.
- 7.A.3. The applicant anticipates being out 4 weeks or more.
- 7.A.4. Applicant shall apply to the Human Resources Representative for participation; the Human Resources Representative shall review the request and forward to the Executive Director with the recommendation to approve or not approve.
- 7.A.5. The application shall include name, title, department, and description of medical condition, doctor's statement, and estimated length of time needed to participate in program.



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- 7.A.6. The amount of donated leave is not to reduce the donor's vacation leave balance below 80 hours
- 7.A.7. The amount of donated leave is not to reduce the donor's sick leave balance below 240 hours
- 7.A.8. The maximum amount of leave donated may be no more than 96 hours for sick per year, either continuously or, for the same condition on a recurring basis.
- 7.A.9. The maximum amount of leave donated may be no more than 96 hours for vacation per year, either continuously or, for the same condition on a recurring basis.
- 7.A.10. The minimum donation at one time is 4 hours.

**7.B. Accounting and Usage Procedures**

- 7.B.1. The County of Moore Human Resources, in conjunction with The County of Moore Financial Services, shall establish a system of leave accountability, which will accurately record leave donations and recipient's use. Such accounts shall provide a clear and accurate record for financial and management audit purposes: maintaining file of donors and the amount of leave donated; notifying recipients and donors of when leave is granted and the amount granted.
- 7.B.2. Actual transfer of donated leave will occur at the end of each pay period. This will eliminate the possibility of the recipient having unused donated leave in his or her sick leave account after the approved need has ended.
- 7.B.3. Approved recipients may start receiving shared leave as of the first day they would go into Leave without Pay status. At the expiration of the medical condition, any unused leave in the recipient's donated leave account shall be administered as follows.
  - 7.B.3.a. The vacation and sick leave account balance shall not exceed a combined total of 40 hours.



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- 7.B.3.b Any additional unused donated leave will be returned to the donor(s) on a pro rata basis and credited to the leave account from which it was donated.  
Fractions of 1 hour shall not be returned, based on the approved accrual rate.

### Section 8. Sick Leave

8.A. General Provisions – Sick leave with pay is not a right which an employee may demand, but a privilege granted by the Airport Authority for the benefit of an eligible employee.

Sick leave shall be used by an employee absent from work for any of the following reasons: sickness, bodily injury, illness of self, child, spouse or parent, required physical or dental examinations or treatment, or exposure to a contagious disease when continuing to work might jeopardize the health of others.

Sick leave may be used for death in the employee's immediate family, but may not exceed 5 days for any one occurrence, except by special permission from the Executive Director. Immediate family for the purposes of bereavement shall be deemed to include spouse, parent, guardian, child, sister, brother, grandparent, and grandchild, plus the various combinations of half, step, in-law and adopted relationships, as well as official foster care placements, that can be derived from those names.

Requests to take sick leave should be submitted to the employee's immediate supervisor 3 days prior to the leave for a scheduled appointment and as soon as reasonably possible when calling in sick. Sick leave must be taken in one-half hour increments. Sick leave may be taken as earned. Comp time must be taken before vacation or sick leave.

### 8.B. Manner of Accumulation

- 8.B.1. Each full-time regular or probationary employee shall earn 12 days of sick leave annually, or 8 hours each month.
- 8.B.2. Part-time regular employees having a workweek with of 20 to 29 hours shall earn 4 hours of sick leave each month.
- 8.B.3. Full-time employees who work at least 87.65 hours per calendar month will accrue leave for that month,
- 8.B.4. Part-time employees who work at least 44.33 hours per calendar month will accrue leave for that month.



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Employees who are on FMLA leave and who have exhausted all sick and vacation leave shall be considered to have worked for purposes of accumulating leave under this section.

8.C. Maximum Accumulation – Sick leave will be cumulative for an indefinite period.

8.D. Physician's Certificate – The employee's supervisor or the Executive Director may require a physician's certificate concerning the nature of the illness and the employee's physical capacity to resume duties for each occasion on which an employee uses sick leave to insure that there is no abuse of sick leave privileges.

8.E. Retirement Credit for Accumulated Sick Leave – Retirement credit is allowed for days accrued in an employee's sick leave account at time of retirement to employees who are members of the North Carolina Local Governmental Employees' Retirement System, in accordance with the Retirement System's policies, as periodically amended.

8.F. Transfer – The Airport will allow a new employee to transfer previously accumulated sick leave from another unit of North Carolina local or state government provided the separation from that unit is within 1 year of employment with the Airport or County and documentation is provided.

**Section 9. Family and Medical Leave Act of 1993/Military Family Leave Entitlements**

9.A. Purpose of Family and Medical Leave Act of 1993 (FMLA) – The Family and Medical Leave Act of 1993 was passed by Congress to balance the demands of the workplace with the needs of families, to promote the stability and economic security of families, and to promote national interests in preserving family integrity; to minimize the potential for employment discrimination on the basis of sex by ensuring that leave is available for eligible medical reasons (including maternity-related disability) and for compelling family reasons; and to promote the goal of equal employment opportunity for women and men.

9.B. Eligible Employees and Reasons for Leave – Except as otherwise noted below, a regular employee who has been employed with the Airport for at least 12 months and who has worked at least 1250 hours (half-time) during the previous 12 month period is entitled to a total of 12 workweeks, paid or unpaid leave, during any 12 month period for one or more of the following reasons under the basic leave entitlement.



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- 9.B.1. For the birth or placement for adoption or foster care of a child and to care for the child provided the leave is taken within a 12 month period following such event. This applies to both parents. When both parents are employed by the Airport, they are limited to a total of 12 weeks of leave per 12 month period.
- 9.B.2. For the employee to care for the employee's child, spouse, or parent, where that child, spouse, or parent has a serious health condition. However, when a husband and wife both work for the Airport, they are limited to a total of 12 weeks of leave in a 12 month period for the care of a parent.
- 9.B.3. For the employee who has a serious health condition that makes the employee unable to perform the functions of the employee's position.

9.C. Military Family Leave Entitlements – An eligible employee, defined in 9.B., who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the service member. The leave shall only be available during a single 12 month period. During the single 12 month period, an eligible employee shall be entitled to a combined total of 26 work weeks of leave for any FMLA qualifying reason. Only 12 of the 26 weeks total may be for a FMLA qualifying reason other than to care for a covered service member.

- 9.C.1. Military Caregiver Leave – For the employee who is a spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness is entitled to a total of 26 work weeks of leave during a single 12 month period to care for the service member.
- 9.C.2. Qualifying Exigency Leave – Grant an eligible employee up to a total of 12 work weeks of leave during the normal 12 month period established by the employer for FMLA leave for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty, or has been notified of an impending call or ordered to active duty in support of a contingency operation.

9.D. For purposes of this Section Only, a work week is defined as the number of hours an employee is regularly scheduled to work each week.



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Leave without pay beyond the 12 week period or for employees not covered under the Family and Medical Leave Policy will be administered under the Leave without Pay Policy. Under these circumstances, employees must pay for their health benefits coverage.

9.E. Temporary Employees – This Policy does not cover temporary employees since the maximum length of a temporary appointment is 1 year; however, if, by exception, a temporary employee is extended beyond 1 year, the employee would be covered if he/she had worked at least 1250 hours during the previous 12-month period. Any leave granted to a temporary employee would be without pay.

9F. Definitions – The following definitions apply to this Section Only:

9.F.1. Parent – A biological or adoptive parent or an individual who stood *in loco parentis* (a person who is in the position or place of a parent) to an employee when the employee was a child.

9.F.2. Child – is son or daughter – a biological, adopted, foster, step-child, legal ward, or a child of a person standing in loco parentis who is

9.F.2.a. Under 18 years of age or

9.F.2.b. Eighteen years of age and older and incapable of self-care because of a mental or physical disability.

9.F.3. Spouse – A husband or wife as recognized under state law.

9.F.4. Serious health conditions – An illness, injury, impairment, or physical or mental condition that involves either inpatient care in a hospital, hospice, or residential medical care facility, or that involves continuing treatment by a health care provider.

9.G. Leave Charges – When using Family and Medical Leave, an employee shall exhaust available compensatory, sick and vacation leave as appropriate before going on leave without pay. Periods of paid leave and periods of leave without pay count towards the 12 work weeks which the employee is entitled. The Airport uses a "rolling" 12 month period measured backward from the date an employee uses any Family and Medical Leave.



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9.H. Intermittent Leave or Reduced Work Schedule – Pursuant to this Policy, an employee may not take leave intermittently or on a reduced work schedule for a childbirth and birth-related child care or for adoption unless the employee and Airport agree otherwise.

When medically necessary, the employee may take leave intermittently or on a reduced schedule to care for the employee's child, spouse, or parent who has a serious health condition, or because the employee has a serious health condition. If such leave is foreseeable, based on planned medical treatment, the agency may require the employee to transfer temporarily to an available alternative position for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave.

When an employee is on a reduced work schedule, the time not worked is counted against the total 12 work weeks or the 26 work weeks if the leave is qualified under the Military Caregiver Leave.

9.I. Employee Responsibility – The employee shall apply in writing to the supervisor for leave requested under this policy as follows:

9.I.1. Birth or adoption – The employee shall give the Airport no less than 30 days notice, in writing, of the intention to take leave, subject to the actual date of the birth or adoption. If the date of birth or adoption requires leave to begin in less than 30 days, the employee shall provide such notice as soon as possible.

9.I.2. Planned Medical Treatment – When the necessity for leave is to care for the employee's child, spouse or parent or because the employee has a serious health condition, the employee must make a reasonable effort to schedule the treatment so as to not unduly disrupt operations, subject to the approval of the employee's health care provider or the health care provider of the employee's child, spouse, or parent. The employee must also give 30 days notice if practicable of the intention to take leave.

The employee shall be deemed to have applied for leave under this policy when the employee is on approved leave but has not given written notice of the intent to take family or medical leave to the supervisor, and the basis of the leave falls within the scope of this Policy. This includes worker's compensation leave. In these cases, the Airport shall notify the employee that time spent on paid leave or leave without pay is part of the 12 work weeks of leave.



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If the employee will not return to work after the period of leave, the Airport should be notified in writing immediately. Failure to report at the expiration of the leave, unless an extension has been requested, may be considered as a resignation.

- 9.I.3. Military Family Leave Entitlements – Employees seeking to use Military Caregiver Leave must provide 30 days advance notice of the need to take FMLA leave for planned medical treatment for a serious injury or illness of a covered service member. If leave is foreseeable, but 30 days advance notice is not practicable, the employee must provide notice as soon as practicable. An employee must provide notice of the need for foreseeable leave due to a qualifying exigency as soon as practicable.

9.J. Certification – For leave pursuant to this Policy, the Airport may require that a claim for leave because of adoption be supported by reasonable proof of adoption.

- 9.J.1. The Airport may require that a claim for leave because of serious illness of the employee or of the employee's child, spouse, or parent be supported by a doctor's certification which includes the following:

9.J.1.a. The date on which the serious health condition began;

9.J.1.b. The probable duration of the condition;

9.J.1.c. The appropriate medical facts regarding the condition;

9.J.1.d. Statement that the leave is needed to care for the child, spouse, or parent, and an estimate of the amount of time that is needed; or that the employee is unable to perform the functions of the position, whichever applies; and

9.J.1.e. Where certification is necessary for intermittent leave for planned medical treatment, the dates on which the treatment is expected to be given and the duration of the treatment.

9.J.1.f. Where the Airport has reason to doubt the validity of the certification, the Airport may require the employee to get the opinion of a second doctor designated or approved by the Airport. Where the second opinion differs from the opinion in the original certification provided,





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the Airport may require the employee to get the opinion of a third doctor designated or approved jointly by the Airport and the employee. The third opinion is final and is binding on the Airport and the employee. The Airport may require that the employee get subsequent recertification on a reasonable basis. The second and third certification and the recertification will be at the Airport's expense.

9J.2. The Airport may require that a request for military family leave be supported by an appropriate certification. The Airport may require that:

9J.2.a. Leave for a qualifying exigency shall be supported by a copy of the covered military member's active duty orders and certification providing the appropriate facts related to the particular qualifying exigency for which leave is sought, including contact information if the leave involves meeting with a third party

9J.2.b. Leave to care for a covered service member with a serious injury or illness is supported by a certification completed by an authorized health care provider or by a copy of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA) issued to any member of the covered service member's family.

9J.2.c Second and third opinions and recertification are not permitted for certification of a covered service member's serious injury or illness or of a qualifying exigency. The Airport may use a health care provider, a human resource professional, a leave administrator, or a management official – but not the employee's direct supervisor – to authenticate or clarify a medical certification of a serious injury or illness, or an ITO or ITA. Additionally, the Airport may contact the individual or entity named in a certification of leave for a qualifying exigency for purposes of verifying the existence and nature of the meeting.

### 9.K. Employment and Benefits Protection

9.K.1. Reinstatement – The employee shall be reinstated to the same position held when the leave began or one of like pay, benefits, and other conditions of employment. The



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Airport may require the employee to report at reasonable intervals to the Supervisor and/or the Executive Director on the employee's status and intention to return to work. The Airport also may require that the employee receive certification that the employee is able to return to work.

9.K.2. Benefits – The employee shall be reinstated without loss of benefits accrued when the leave began.

9.K.3. Health Benefits – The Airport shall maintain coverage for the employee under the County's group health plan for the duration of leave at the level and under the conditions coverage would have been provided if the employee had continued employment. The Airport may recover the premiums if the employee fails to return after the period of leave to which the employee is entitled has expired for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control.

### 9.L. Interference with Rights

9.L.1. Actions prohibited – It is unlawful to interfere with, restrain, or deny any right provided by this Policy or to discharge, or in any other manner discriminate against, an employee for opposing any practice made unlawful by this Policy.

9.L.2. Protected Activity – It is unlawful to discharge or, in any other manner, discriminate against any employee because the employee does any of the following:

9.L.2.a. Files any civil action, or institutes or causes to be instituted any civil proceeding under or related to this Policy;

9.L.2.b. Gives, or is about to give, any information in connection with any inquiry or proceeding relating to any right provided by this Policy; or

9.L.2.c. Testifies, or is about to testify, in any inquiry or proceeding relating to any right provided under this Policy.



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9.M. Enforcement – A violation of or denial of leave requested pursuant to the Family and Medical Leave Act of 1993 or the Military Family Leave Entitlements can result in any of the following or a combination of any of the following, and are enforced by the U. S. Secretary of Labor:

9.M.1. U. S. Department of Labor investigation;

9.M.2. Civil liability with the imposition of court cost and attorney's fees; or

9.M.3. Administrative action by the U.S. Department of Labor.

Any employee that knowingly provides false information for the purpose of obtaining such leave or uses FMLA leave for purposes other than those approved may be subject to having said leave withdrawn, losing all benefits accrued during said leave period and disciplinary action.

### Section 10. Leave Without Pay

A regular or probationary employee may be granted leave without pay for up to 6 months by the Executive Director.

#### 10.A. Reason for Requesting Leave without pay

10.A.1. Personal Disability where the employee shall use sick and vacation leave before taking leave without pay.

10.A.2. Other extraordinary circumstances deemed justified by Executive Director.

#### 10.B. Manner of Approval

10.B.1. Employee shall apply in writing to the Supervisor for leave.

10.B.2. Supervisor shall make a recommendation for approval or non-approval.

10.B.3. Supervisor shall forward the request and recommendation to the Executive Director.

10.B.4. The Executive Director will approve or disapprove the request and return the decision to the employee and their Supervisor.



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10.C. The employee is obligated to return to duty within or at the end of leave without pay. Upon returning to duty after being on leave without pay, the employee shall be entitled to return to the same or a similar position, seniority and pay held at the time leave was granted. If, at the expiration of leave without pay, the employee decides not to return to work, the Executive Director should be notified immediately. Failure to report at the expiration of leave without pay, unless an extension has been requested and granted, shall be considered a resignation.

10. D. Leave without pay may also be used by the Airport as a form of disciplinary action. If an employee is placed on disciplinary leave without pay, the employee may not use accrued paid leave to substitute the leave without pay.

10.E. An employee ceases to earn all leave credits on the date leave without pay begins. The employee will have the financial responsibility through COBRA for their health benefits when on approved leave without pay for four consecutive weeks unless the Executive Director grants continuation of County health benefits during the approved leave status.

### **Section 11. Workers' Compensation Leave**

When an employee is injured on the job as a result of a compensable accident and who loses time from work may draw benefits due under the North Carolina Workers' Compensation Act by choosing one of the following options:

11.A. Option 1: Elect to take accumulated sick or vacation leave during the required waiting period and then go on workers' compensation leave and begin drawing workers' compensation weekly benefits and be placed under the leave without pay policies.

11.B. Option 2: Elect to go on workers' compensation leave with no pay for the required waiting period and then begin drawing workers' compensation weekly benefits and be placed under the leave without pay policies.

Once an option has been selected by the employee, it may not be rescinded for the duration of the claim. Upon reinstatement, an employee will have his/her salary computed on the basis of the employee's last salary plus any increase to which the employee would have been entitled during period covered by workers' compensation and enrollment to health insurance benefits. While on workers' compensation leave, the employee shall continue to accumulate vacation and sick leave to be credited to the employee's account for use upon return to permanent duty. If the employee does not return to permanent duty from workers' compensation leave, vacation accumulated only during the first 12



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months of workers' compensation leave will be exhausted by a lump sum payment, along with other unused vacation leave which had been accumulated at the time of the injury, not to exceed 240 vacation hours. Temporary employees will be placed in a leave without pay status and will receive all benefits for which they may be eligible under the Workers' Compensation Act.

### Section 12. Light Duty for Work Related Accidents or Injuries

Light duty is defined as a temporary change in an employee's physical requirements, hours of work, or any other limiting factor, caused by a medical condition as certified by an authorized health care provider that prevents an employee from performing one or more of the essential duties of his/her regular position with the Airport. Only medically authorized and specifically defined duties will be considered by the Airport for light duty.

Only work related accidents or injuries will be eligible for light/modified duty. In order for an employee to be considered for light/modified duty, a written signed authorization from an Airport-approved medical professional must be furnished. The authorization must detail specific physical duties the employee can and cannot perform along with anticipated duration of the condition. It is the responsibility of the Supervisor and the Executive Director to accommodate for the employee's limitations, either by minimizing the physical demands of his/her regular job or seeking another position within the Airport which meets the specific recommendations as specified by the authorized health care provider. The employee may not use sick leave, annual leave, or leave without pay in lieu of returning to work while on light duty status.

Upon completion of the light duty period, medical certification must be provided to the Executive Director PRIOR to returning to regular duty.

In the event the Airport cannot provide light duty work the employee will be placed on Workers' Compensation Leave as discussed in Section 11.

### Section 13. Leave During Inclement Weather; Emergency Closing

Moore County Airport employees can anticipate occasional periods of inclement weather each year. It is the employee's discretion to report to work at his/her assigned time and place during inclement weather and makes provisions for safe travel to and from work. It is the employee's responsibility to advise his/her supervisor of his/her decision to not report to work. In extreme cases, the Executive Director or his/her designee, in the interest of employee safety and welfare, may close the Airport or shorten the hours of operation to cope with the weather situation. In this situation, non-essential personnel are not to report to work. The Supervisor and/or Executive Director will contact employees directly or an



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announcement of closing or curtailing hours of operation will be made through the local media, listed as Moore County Government. In the absence of such an announcement or contact by a Supervisor and/or Executive Director, employees are expected to report to work as scheduled.

Employees who are absent from work due to inclement weather or other emergencies will be required to take leave only for those hours the department is officially open during their work schedule. When closure or delayed opening is necessary for the Airport, the Supervisor shall obtain the approval of the Executive Director or his/her designee. The Airport will follow the established guideline in 13.A and 13.B.

In order for an employee to be considered for Administrative Leave, the employee must:

13.A. Be scheduled to work on the day in which inclement weather alters the Airport's standard work day AND

13.B. Be scheduled for actual hours in which offices are closed.

| Event                  | Employee   | Non-Exempt  | Exempt  |
|------------------------|--|---|---|
| Late Opening           | Elects not to report                             | Must use Annual Leave for those hours the department is officially open during his/her work schedule                              | Must use Annual Leave for those hours the department is officially open during his/her work schedule                              |
| Late Opening           | Reports to work                                  | Paid for actual time worked plus Administrative Leave to equal standard work day  | Receives full day pay   |
| Late Opening           | Reports later than announced opening             | Paid for actual time worked and Administrative Leave for hours closed and must use annual leave to equal standard work day        | Receives full day pay   |
| Late Opening           | Is scheduled for annual (vacation) or sick leave | Still uses annual or sick leave for those hours the department is officially open during his/her work schedule for unless on FMLA | Still uses annual or sick leave for those hours the department is officially open during his/her work schedule for unless on FMLA |
| Airport Offices Closed | Is scheduled to work                             | Awarded Admin leave for the day   | Awarded Admin leave for the day   |



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| Airport Offices Closed | Is scheduled for annual or sick leave            | Awarded Admin leave for the day   | Awarded Admin leave for the day   |
|------------------------|--|---|---|
| Early Closing          | Elects not to report                             | Must use Annual leave for those hours the department is officially open during his/her work schedule                          | Must use Annual Leave for those hours the department is officially open during his/her work schedule.                         |
| Early Closing          | Reports to Work                                  | Paid for actual time worked plus Admin Leave to equal standard work day   | Receives full day pay   |
| Early Closing          | Leaves work earlier                              | Paid for time worked and Admin Leave and must use annual leave to equal standard work day                                     | Receives full day pay   |
| Early Closing          | Is scheduled for annual (vacation) or sick leave | Still used annual or sick leave for those hours the department is officially open during his/her work schedule unless on FMLA | Still used annual or sick leave for those hours the department is officially open during his/her work schedule unless on FMLA |

### Section 14. Military Leave

Regular employees who are members of the National Guard or Armed Forces Reserve will be allowed 10 work days for military training leave annually with partial compensation. Written requests for leave shall be made to the employees' Supervisor and forwarded to the Executive Director. If the compensation received while on military leave is less than the salary that would have been earned during this same period as an Airport employee, the employee shall receive partial compensation equal to the difference in the base salary earned as a reservist or a guardsman and the salary that would have been earned during this same period as an Airport employee. The effect will be to maintain the employee's salary at the normal level during this period.

If such military duty is required beyond this 10 workday period, the employee shall be eligible to take accumulated vacation leave or be placed in a leave without pay status. While taking military leave with partial pay or without pay, the employee's leave credits and other benefits shall continue to accrue as if the employee physically remained with the Airport during this period. Regular employees who are guardsmen and reservists have all job rights specified in the Uniformed Services Employment and Reemployment Rights Act (USERRA). USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. In order to receive pay for this leave, an employee must submit a record of his/her military pay to the Finance Officer immediately upon return from leave.



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**Section 15. Civil Leave**

An Airport employee called for jury duty or subpoenaed as a court witness for the federal or state governments or a subdivision thereof, shall be allowed leave with pay for such duty during the required absence, without charge to accumulated vacation or sick leave.

Any Airport employee subpoenaed as a witness for court appearances *in connection with his/her official duties for the Airport*, must remit to the Airport any witness fees awarded by that Court for court appearances. Any Airport employee who receives a travel allowance for such a court appearance shall remit that allowance to the Airport unless the employee used his/her personal vehicle for travel.

Any Airport employee who must attend or appear in court for personal matters, or matters in which the employee is a party, shall use vacation leave or leave without pay.

**Section 16. Administrative Leave**

The Executive Director, for purposes considered to be in the public interest, in cases of civil disturbances, severe weather conditions, or in such other circumstances as good judgment and common practice would dictate may authorize leave with pay.





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### ARTICLE VI. EMPLOYEE BENEFITS

#### Section 1. Coverage

The benefits provided under the provisions of this article are subject to the policies and procedures of the respective insurance providers and/or underwriters and the County of Moore and/or the Airport does not guarantee or warrant any benefits.

#### Section 2. Group Health and Dental Insurance

The Airport shall make medical and dental insurance coverage available to employees who are hired into full time positions and regularly work full time. The coverage takes effect on the first day of employment. The Airport shall make medical insurance coverage available to all employees qualifying under the Patient Protection and Affordable Care Act.

The employee may elect to obtain medical and dental coverage for eligible dependents at his/her own expense through payroll deduction.

All regular full-time Airport employees whose retirement is under the provision of the North Carolina Local Government Employees' Retirement System through length of service, during which time at least 15 consecutive years are served with North Carolina Local Government and/or the Moore County Airport prior to retirement, may receive coverage under our group health and dental insurance policy. Premiums are calculated as follows:

2.A. Retiree pays 100% of current premium when eligible for state retirement and worked the last 15 years with Moore County and/or the Moore County Airport;

2.B. Retiree pays 50% of current premium when he/she has 20 years of service with state retirement plan and worked the last 15 years with Moore County and/or the Moore County Airport;

2.C. Retiree pays 25% of current premium when he/she has 30 years of service recognized with state retirement plan and worked the last 15 years with Moore County and or the Moore County Airport.

Premiums will be calculated annually and will be subject to adjustment as necessary. At the effective date of Medicare, the retiree health insurance becomes a supplement policy with a rate of 50% of current premium for retirees qualifying under the above sections 2(a) or 2(b). Retiree qualifying under



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section 2(c) will pay 25% of the current premium rate. The Retiree Health Plan will become secondary coverage when a retiree has become eligible for Medicare or another employer-sponsored plan.

For retirees whose hire date is on or after January 1, 2010, health coverage will end when retiree becomes eligible for Medicare at age 65.

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA), health benefits must be continued, at the employees' or dependent's request and expense, after termination of employment in certain circumstances.

### Section 3. Group Life Insurance

The Airport provides life insurance. To be eligible for life insurance the employee must be a member. The following defines membership and the benefit.

3.A. An active, permanent part-time employee who is regularly working at least 20 hours per week is covered by a \$10,000 policy.

3.B. An active, full-time employee who is regularly working at least 36 hours per week is covered by twice the basic yearly earnings; or

3.C. Employees, at their own expense through payroll deduction, may acquire insurance for their dependents. In some instances, employees' coverage amounts will be subject to medical underwriting. The insurer will determine the type and form of required proof.

### Section 4. Unemployment Compensation

In accordance with Public Law 94-566 and Chapter 1124 of the Session Laws of 1977 of the North Carolina General Assembly, local governments are covered by unemployment insurance effective January 1, 1978.

Airport employees may apply for unemployment compensation through the local office of the Employment Security Commission which will determine the employee's eligibility for this benefit.

### Section 5. Social Security

The Airport, to the extent of its lawful authority and power, has extended Social Security benefits for its eligible employees and eligible groups and classes of such employees, with exception to Full-Time



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Employees. Due to contributions made to the Local Government's Retirement System, Full-Time employees are exempt from contributing to Social Security.

### Section 6. Retirement Plan

The Airport participates in a retirement program for employees through the North Carolina Local Governmental Employees' Retirement System.

Each employee appointed to a regular position shall be required to join the retirement plan, in accordance with the rules and regulations of the applicable retirement system as currently existing or hereafter amended.

### Section 7. Death Benefit

The beneficiary of an employee who dies after 1 year of contributing to the North Carolina Local Governmental Employees' Retirement System AND while still being paid a salary by the Airport will receive a single lump sum payment from the North Carolina Retirement System. This payment equals the highest 12 months' salary in a row during the 24 months before the employee's death, but not less than \$25,000 and no more than \$50,000. This benefit is also paid if the employee dies within 180 days of the last day for which he/she was paid salary.

### Section 8. Longevity Pay

Employees hired prior to July 1, 2010 will be subject to the terms and conditions of Longevity Pay. In addition to regular salaries, a longevity payment may be made annually in recognition of long term service of regular full-time employees, hired prior to July 1, 2010, who have served at least three (3) continuous years with Moore County and/or the Moore County Airport. Longevity pay is subject to annual approval by the Airport Authority during the adoption of the budget.

Annual longevity pay amounts are based on the length of continuous service with Moore County and/or the Moore County Airport a percentage of the employee's annual rate of base pay on the date of eligibility as of July 3rd of each year, with the payment being made the Wednesday prior to Thanksgiving.

Longevity pay amounts are computed by multiplying the employee's base pay rate by the appropriate percentage from the following table.

| Years of Aggregate Service | Longevity Pay Rate |
|----------------------------|--------------------|
| 3 through 5 years          | 1%                 |
| 6 through 10 years         | 2%                 |



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|                     |    |
|---------------------|----|
| 11 through 15 years | 3% |
| 16 through 20 years | 4% |
| 21 years or more    | 5% |

Longevity pay is neither considered a part of annual pay or pay purposes, nor is it to be recorded in personnel records as a part of annual base salary. Appropriate Federal, State, FICA and retirement will be deducted. An employee must be actively employed with the County of Moore and/or the Moore County Airport on the day checks are distributed to be eligible for longevity pay.

### **Section 9. Supplemental Retirement Plan 401(k)**

Regular, Full-Time Airport employees can voluntarily place a portion of their pre-tax salary, up to the annual limit amount, established by the 401(k) plan. A match will be contributed by the Airport up to the amount approved by the Airport Authority.

### **Section 10. Training and Educational Incentives**

The Moore County Airport will, if funds are available, provide reimbursement for expenses incurred in completing job-related training sessions, seminars, or workshops, which relate directly to the employees' duties and responsibilities with the Airport. Reimbursement for expenses will be limited to registration fees, mileage, meals and lodging. As a condition of incurring the expense of training and/or education of an employee, the Airport may require the employee to execute a contract dictating the terms of the training or education. These terms include, but are not limited to, the repayment of training expenses if the employee terminates employment with the Airport. The repayment term of this contract is not to exceed 5 years of service from the completion of training or education.

Employee may find the procedure for reimbursement for approved expenses and travel from the Airport Financial Administrator.

### **Section 11. Employee Assistance Program**

The purpose of the Employee Assistance Program (EAP) is to provide Moore County Airport employees and their families with confidential rehabilitative services for the treatment of emotional, psychological, psychiatric, stress-related, and substance dependence problems. These disorders or problems, if left uncorrected, may result in a decreased quality of life for those affected and their families and will often result in work deficiencies, including decreased productivity, increased absenteeism, unacceptable job conduct, work injuries, increased medical care usage, poor judgment and decision-making ability, work-group conflicts, poor morale, safety hazards to the public and co-workers, and negative consequences to our employees and the community. Up to three visits per calendar year in



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the Employee Assistance Program are paid for by the Moore County Airport and is a component of the overall employee benefit package. Strict confidentiality is essential and will be maintained. While there may be occasions when a supervisor will suggest, or refer, an employee to the EAP, the program should in no way be construed as disciplinary. It is voluntary and is provided to help the employee sort through difficulties that may affect his/her job performance.

### 11.A. Eligibility

11.A.1. All full-time employees are eligible

11.A.2. Members of the full-time employee's immediate family, as long as the employee is present.

11.B. Self-Referrals – Employees are encouraged to utilize the EAP as the need for professional help or guidance arises and may access the EAP directly by phone. Help is available 24 hours a day, 7 days a week. No employee's job security or promotional opportunities will be jeopardized due to participation in the program. This call is absolutely confidential.

11.C. Supervisory Referrals – In those cases where it is necessary for a supervisor to refer an employee to the EAP program due to poor performance or personal conduct to avoid the necessity for disciplinary action, it is the employee's responsibility to cooperate in the designated treatment or rehabilitation plan in order to address conditions apparently causing the poor performance or personal conduct on the job. Any employee whose performance or personal conduct does not improve, or continues to deteriorate, remains subject to the normal disciplinary actions in accordance with Article VIII.

11.D. Referrals to Network Healthcare Providers – In some cases, it is necessary for an employee to be referred by the EAP to another health care provider for additional or specialized services. In these cases, the EAP professionals are well acquainted with the County's Health Plan and will make the appropriate network referral ensuring that the employee may maximize his/her health care benefits. Any referral expenses incurred beyond that, which is covered by the insurance plan will be the responsibility of the employee. Those potential costs will be discussed between the employee and the EAP counselor in advance to consider options for meeting the expense, and the employee has the final choice of whether to accept the referral.

## **Section 12. Wellness Center Use**

12.A. Eligibility – The County's wellness center is intended to be available to all full time employees who are eligible to be on the County's Health Plan. Employees' dependents who are covered by the



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health plan will be eligible to use the wellness center. Moore County Airport retirees who are participating in the County's health insurance plan are eligible.

12.B. Record Procedures – All personal medical services will be confidential. The medical records will be maintained by the medical providers contracted to operate the wellnesscenter.

The medical records of Moore County Airport employees treated for workers' compensation injuries will be shared with the Human Resources Representative in accordance with North Carolina Industrial Commission regulations. The Airport's Human Resources Representative will report findings to the Moore County Airport Director and provide results to be maintained in Airport personnel file.

Employees and retirees must show a current health benefit insurance card and picture identification. Dependents must be listed on the employees' health benefit insurance card to be seen at the employee wellness center. These identifications will be checked at each visit to the wellnesscenter.

12.C. Use of Sick Time – In order to avoid being charged for sick leave, an employee's intention must be to work on the day of the medical visit. If an employee is at work but visits the wellness center and then returns to work immediately following the medical visit, sick leave will not be charged.

Leave time must be used if an employee is accompanying a dependent to the wellnesscenter.

All employees are required to use the wellness center for workers' compensation purposes. In the event that the center is closed, the employee will be directed by the Airport Human Resources Representative where to obtain treatment. All time spent for workers' compensation visits are to be coded as workers compensation and Wellness Works Center on the individual's time sheet.

12.D The medical providers contracted to operate the wellness center have the authority to notify the County if they feel the employee is abusing the benefit of the wellness center. The medical providers at the wellness center, in conjunction with the County Manager and Human Resources have the authority to dismiss a patient from treatment as a result of this abuse.

### **Section 13. Other Benefits**

Additional deductions or benefits may be allowed at the option of the employee, under the provisions of the insurance contracts, and may be payroll deducted. These deductions include but are not limited to the following:



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13.A. Flexible Spending Account – provided by Section 125 of the Internal Revenue Code, allowing employees to spend pretax dollars on eligible healthcare products and services and/or dependent care expenses received by the employee or an eligible dependent during the coverage period;

13.B. United Way Contributions;

13.C. Credit Union deductions; and

13.D. Any miscellaneous insurance premiums as authorized.

**Section 14. Employer Statement**

The Moore County Airport reserves the right to amend or terminate any of the preceding benefits or programs, or to require or increase employee premium contributions toward any benefits with or without advance notice at its discretion. This reserved right may be exercised in the absence of financial necessity.



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**ARTICLE VII. DISCIPLINE ACTIONS AND SEPARATION**

**Section 1. Disciplinary Actions**

**1.A. General Provisions**

It is the intent of the Moore County Airport to provide employees and management with a fair, clear and useful tool for correcting and improving job performance problems, as well as for providing a process to assist management in handling instances of unacceptable personal conduct. In accordance with the provisions of this Article, disciplinary actions shall be administered in as near a uniform manner as possible.

Any employee, regardless of occupation, position, or profession, may be warned, demoted, suspended or dismissed. Such actions will be the responsibility of the Executive Director. Disciplinary actions may be taken against regular employees only for just cause. The degree and type of action taken shall be based upon the sound and considered judgment of the Executive Director in accordance with this Article.

Probationary employees may be dismissed without cause at any time during the probationary period following their initial appointment.

Just cause can consist of any one or a combination of the following.

**1.B. Unsatisfactory Job performance**

Defined as work-related performance that fails to satisfactorily meet job requirements as specified in the relevant job description, work plans or as directed by management of the work unit or department.

The following examples relating to unsatisfactory job performance are representative of, but not limited to, those sufficient for discipline, up to and including dismissal.

1.B.1. Inefficiency, negligence or incompetence in the performance of duties;

1.B.2. Careless, negligent or improper use of Moore County and/or Moore County Airport property or equipment;

1.B.3. Physical or mental incapacity to perform duties, as certified by a physician;





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- 1.B.4. Discourteous treatment of the public or other employees;
- 1.B.5. Absence without approved leave;
- 1.B.6. Improper use of leave privileges;
- 1.B.7. Habitual pattern of failure to report for duty at the assigned time and place;
- 1.B.8. Failure to complete work within established time frames.

**1.C. Written Warning for Unsatisfactory job performance.**

When a supervisor determines that disciplinary action is appropriate for unsatisfactory job performance, a written warning is the first type of disciplinary action that an employee must receive. For a written warning to be official, a written warning must:

- 1.C.1. Clearly inform the employee that it is an official written warning;
- 1.C.2. Clearly inform the employee of the specific issues that are the basis for the warning;
- 1.C.3. State the specific improvements that must be made to address these specific issues;
- 1.C.4. State the time frame allowed for making the required improvements/corrections and set a specified time frame. Absent a specific time frame, 60 days is the time frame allowed for correction.
- 1.C.5. Clearly inform the employee of the consequences of failing to make the required improvements/corrections;
- 1.C.6. Be forwarded to the Human Resources Representative to be placed in the personnel file; and
- 1.C.7. Employee has no appeal rights for a written warning.

**1.D. Suspension with Pay for Unsatisfactory Job Performance.**

Suspension with pay may be used for any one or a combination of the following.



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1.D.1. To provide time to investigate, establish facts, and reach a decision concerning an employee's status;

1.D.2. To provide time to schedule and hold a pre-dismissal conference; and/or

1.D.3. To avoid undue disruption of work or to protect the safety of persons or property.

1.D.4. Employee has no appeal rights for a suspension with pay.

A suspension with pay shall not exceed 30 calendar days unless extended by the Executive Director. Extensions shall be in writing to the employee and include the specific reason for the extension and the length of the extension.

A suspension with pay shall not be used for the purpose of delaying an administrative decision on an employee's work status pending the resolution of a civil or criminal court matter involving the employee.

### **1.E. Suspension without Pay for Unsatisfactory Job Performance.**

An employee may be suspended without pay for disciplinary purposes for unsatisfactory job performance after the receipt of at least one prior disciplinary action.

1.E.1. Schedule and conduct a pre-disciplinary conference. Advance oral or written notice of the conference must be given to the employee of the time, location, and the issue for which discipline has been recommended. The amount of advance notice should be as much as is practical under the circumstances.

1.E.2. Furnish the employee a statement in writing setting forth the specific acts or omissions that are the reasons for the suspension.

1.E.2.a. Non-Exempt Employee who is subject to the overtime compensation provisions of the Fair Labor Standards Act (FLSA) must be for at least 1 full work day, but not more than 2 work weeks.

1.E.2.b. Exempt Employee is exempt from the overtime compensation provisions of the FLSA must be for at least 1 full work week, but not more than 2 full work weeks



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- 1.E.3. Advise the employee of any applicable appeal rights in the document affecting the suspension.

**1.F. Disciplinary Demotion for Unsatisfactory Job Performance.**

An employee may be demoted to a lower pay rate for any reason constituting just cause in accordance with the procedural requirements.

- 1.F.1. The employee may be demoted to a lower pay rate;

- 1.F.2. To demote an employee, the appointing authority must comply with the following procedural requirements:

- 1.F.2.a. The employee must have received at least one prior disciplinary action before being demoted;

- 1.F.2.b. Review the employee's actions and the proposed discipline with the Executive Director;

- 1.F.2.c. Schedule and conduct a pre-disciplinary conference. Advance written notice of the time, location, and issue for which discipline has been recommended, must be provided to the employee. The amount of advance notice should be as much as is practicable under the circumstances;

- 1.F.2.d. Furnish the employee with a written statement setting forth the specific acts or omissions that are the reasons for the demotion, stating clearly how and to what extent the demotion will affect the employee's pay rate, and advising the employee of any applicable appeal rights; and

- 1.F.2.e. Forward a copy of the written statement to the Human Resources Representative to be placed in the personnel file.

**1.G. Dismissal for Unsatisfactory Job Performance**

In order to be dismissed for unsatisfactory job performance, an employee must first receive at least two prior disciplinary actions, which may be a written warnings and/or other written disciplinary action, followed by a final written warning notifying the employee that failure to make the required improvements may result in dismissal. Successive disciplinary actions do not have to



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concern the same type of unsatisfactory job performance, nor do successive disciplinary actions have to concern the same type of just cause. For example, a final written warning for unacceptable job performance could follow an initial disciplinary action for grossly inefficient job performance, unacceptable personal conduct, or failure to maintain required credentials. After an employee has received the required prior disciplinary actions, he/she may be dismissed pursuant to the procedures outlined below.

- 1.G.1. Review the employee's actions and the proposed discipline with the Executive Director;
- 1.G.2. Schedule a pre-disciplinary conference with the employee. Advanced written notice of the conference must be given to the employee detailing the time and location of the conference and the issue for which dismissal has been recommended.
- 1.G.3. Conduct the pre-disciplinary conference with the employee. Attendance at this conference is limited to the employee and the person conducting the conference subject to the following exceptions. A second management representative and/or security personnel may be present at management's discretion. No attorneys representing either side may attend the conference. During the conference, the employee shall be given notice of the recommendation of dismissal, including specific reasons for the proposed dismissal and a summary of the information supporting that recommendation. The employee shall have an opportunity to respond to the proposed dismissal action and to offer arguments and information in support of his/her position but may not present witnesses.
- 1.G.4. Review and consider the response of the employee following the conference. To minimize the risk of dismissal upon erroneous information and to allow time for the review of all necessary information, a decision should not be communicated to the employee prior to the beginning of the business day immediately following the pre-disciplinary conference no later than the end of the second business day following the conclusion of the pre-dismissal conference. When extension of this time period is necessary for investigative or other purposes, the employee shall be notified.
- 1.G.5. If the decision is made to dismiss the employee, provide the employee with a written letter of dismissal detailing the specific reasons for dismissal, the effective date of the dismissal, and the employee's appeal rights. This letter shall be delivered to the employee in person or by certified mail, return receipt requested, to the employee's last known address. The



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effective date of the dismissal is determined by the dismissing authority but shall not be earlier than the letter of dismissal.

1.G.6. Forward a copy of the letter of dismissal to the Human Resources Representative to be placed in the personnel file.

**1.H. Grossly Inefficient Job Performance**

Defined as instances in which the employee fails to satisfactorily perform job requirements as specified in the relevant job description, work plans or as directed by the management of the work unit or department when that failure results in:

1.H.1. The creation of the potential for death or serious harm to a client(s), an employee(s), members of the public or to a person(s) over whom the employee has responsibility; or

1.H.2. The loss of or damage to Moore County and/or Moore County Airport property or funds that results in a serious impact on the Airport and/or work unit.

When discipline of an employee for grossly inefficient job performance, follow the direction of this Article, sections 1C, 1D, 1E, 1F, and 1G.

**1. I. Failure to maintain required credentials**

Employees in classifications that require a certain license, registration, or certification in order to perform assigned job duties are responsible for obtaining and maintaining said credentials, and a failure to do so constitutes just cause for disciplinary action.

**1.J. Unacceptable personal conduct**

Defined as work-related or non-work related conduct, and may be intentional or unintentional. An employee may be warned, suspended with pay, suspended without pay, demoted, or dismissed for causes relating to personal conduct detrimental to Airport service in order to avoid undue disruption of work, protect the safety of persons or property, or for other serious reasons.

The following examples relating to unacceptable personal conduct are representative of, but not limited to, those sufficient for discipline, up to and including dismissal.

1.J.1. Conduct for which no reasonable person should expect to receive prior warning;

1.J.2. Fraud in securing appointment;



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- 1.J.3. Conduct unbecoming an employee;
- 1.J.4. Conviction of a felony or a misdemeanor which is detrimental to Airport Services or the performance of duties, or a plea of "no contest" to either;
- 1.J.5. Misappropriation of Airport funds or property;
- 1.J.6. Falsification of Airport records;
- 1.J.7. Willful violation of known or written work rules and/or policies;
- 1.J.8. Willful violation of the Moore County Airport Substance Abuse Policy;
- 1.J.9. Insubordination which is the willful failure or refusal to carry out a reasonable order from an authorized supervisor. Insubordination is considered unacceptable personal conduct for which any level of discipline, including dismissal, may be imposed without prior warning;
- 1.J.10. Willful damage or destruction of property;
- 1.J.11. Willful acts that would endanger the lives and/or property of others;
- 1.J.12. Acceptance of gifts in exchange for "favors" or "influence";
- 1.J.13. Possession of unauthorized firearms or other lethal weapons on the job;
- 1.J.14. Sexual, racial or other unlawful harassment of a co-worker, applicant for employment, client or member of the public;
- 1.J.15. Incompatible employment or conflict of interest;
- 1.J.16. Obtaining or conveying, without proper authorization, identified confidential information;
- 1.J.17. Violation of political activity restrictions;



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**1.J.18. Failure to pay taxes owed to the County.**

A regular Airport employee wishing to appeal a demotion, suspension without pay, dismissal, or reduction-in-force may present the matter in accordance with the provision of the grievance procedure prescribed in Article VIII of this policy. No disciplinary action shall be invalid solely because the disciplinary action is labeled incorrectly.

**1.K. Written Warning for Unacceptable Personal Conduct.**

When a supervisor determines that disciplinary action is appropriate for unacceptable personal conduct, a written warning may be issued. For a written warning to be official, a written warning must:

- 1.K.1. Clearly inform the employee that it is an official written warning;
- 1.K.2. Clearly inform the employee of the specific issues that are the basis for the warning;
- 1.K.3. State the specific improvements that must be made to address these specific issues;
- 1.K.4. State the time frame allowed for making the required improvements/corrections is immediate.
- 1.K.5. Clearly inform the employee of the consequences of failing to make the required improvements/corrections;
- 1.K.6. Employee has no appeal rights for a written warning;
- 1.K.7. Be forwarded to the Human Resources Representative to be placed in the personnel file; and

**1.L. Suspension with Pay for Unacceptable Personal Conduct.**

Suspension with pay may be used for any one or a combination of the following.

- 1.L.1. To provide time to investigate, establish facts, and reach a decision concerning an Employee's status;
- 1.L.2. To provide time to schedule and hold a pre-dismissal conference; and/or



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1.L.3. To avoid undue disruption of work or to protect the safety of persons or property.

1.L.4. Employee has no appeal rights for a suspension with pay.

A suspension with pay shall not exceed 30 calendar days unless extended by the Executive Director. Extensions shall be in writing to the employee and include the specific reason for the extension and the length of the extension.

A suspension with pay shall not be used for the purpose of delaying an administrative decision on an employee's work status pending the resolution of a civil or criminal court matter involving the employee.

**1.M. Suspension without Pay for Unacceptable Personal Conduct.**

An employee may be suspended without pay at any time for unacceptable personal conduct or grossly inefficient job performance. An employee who has been suspended without pay must be furnished a statement in writing setting forth the specific acts or omissions that are the reasons for the suspension and the employee's appeal rights.

1.M.1. Schedule and conduct a pre-disciplinary conference. Advance oral or written notice of the conference must be given to the employee of the time, location, and the issue for which discipline has been recommended. The amount of advance notice should be as much as is practical under the circumstances.

1.M.2. Furnish the employee a statement in writing setting forth the specific acts or omissions that are the reasons for the suspension.

1.M.2.a. Non-Exempt Employee who is subject to the overtime compensation provisions of the Fair Labor Standards Act (FLSA) must be for at least 1 full work day, but not more than 2 work weeks.

1.M.2.b. Exempt Employee is exempt from the overtime compensation provisions of the FLSA must be for at least 1 full work week, but not more than 2 full work weeks





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1.M.3. Advise the employee of any applicable appeal rights in the document affecting the suspension.

**1.N. Demotion for Unacceptable Personal Conduct.**

An employee may be demoted to a lower pay rate for any reason constituting just cause in accordance with the procedural requirements.

1.N.1. To demote an employee, the appointing authority must comply with the following procedural requirements:

1.N.1.a. In matters of grossly inefficient job performance, unacceptable personal conduct, or failure to maintain required credentials, no prior disciplinary actions are required;

1.N.1.b. Review the employee's actions and the proposed discipline with the Executive Director;

1.N.1.c. Schedule and conduct a pre-disciplinary conference. Advance written notice of the time, location, and issue for which discipline has been recommended, must be provided to the employee. The amount of advance notice should be as much as is practicable under the circumstances;

1.N.1.d. Furnish the employee with a written statement setting forth the specific acts or omissions that are the reasons for the demotion, stating clearly how and to what extent the demotion will affect the employee's pay rate, and

1.N.1.e. Advise the employee of any applicable appeal rights in the document affecting the demotion.

1.N.1.f. Forward a copy of the written statement to the Human Resources Representative to be placed in the personnel file.

**1.O. Dismissal for Unacceptable Personal Conduct**

An employee may be dismissed on the basis of grossly inefficient job performance, unacceptable personal conduct, or failure to maintain required credentials without any prior



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disciplinary action. However, nothing in this Article precludes management from using other disciplinary actions prior to proceeding to dismissal.

In dismissing an employee pursuant to this Section, the Supervisor must follow:

- 1.O.1. Review the employee's actions and the proposed discipline with the Executive Director;
- 1.O.2. Schedule a pre-disciplinary conference with the employee. Advanced written notice of the conference must be given to the employee detailing the time and location of the conference and the issue for which dismissal has been recommended.
- 1.O.3. Conduct the pre-disciplinary conference with the employee. Attendance at this conference is limited to the employee and the person conducting the conference subject to the following exceptions. A second management representative and/or security personnel may be present at management's discretion. No attorneys representing either side may attend the conference. During the conference, the employee shall be given notice of the recommendation of dismissal, including specific reasons for the proposed dismissal and a summary of the information supporting that recommendation. The employee shall have an opportunity to respond to the proposed dismissal action and to offer arguments and information in support of his/her position but may not present witnesses.
- 1.O.4. Review and consider the response of the employee following the conference. To minimize the risk of dismissal upon erroneous information and to allow time for the review of all necessary information, a decision should not be communicated to the employee prior to the beginning of the business day immediately following the pre-disciplinary conference no later than the end of the second business day following the conclusion of the pre-dismissal conference. When extension of this time period is necessary for investigative or other purposes, the employee shall be notified.
- 1.O.5. If the decision is made to dismiss the employee, provide the employee with a written letter of dismissal detailing the specific reasons for dismissal, the effective date of the dismissal. This letter shall be delivered to the employee in person or by certified mail, return receipt requested, to the employee's last known address. The effective date of the dismissal is determined by the dismissing authority but shall not be earlier than the letter of dismissal.



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- 1.O.6. Advise the employee in writing of any applicable appeal rights in the document affecting the dismissal
- 1.O.7. Forward a copy of the letter of dismissal to the Human Resources Representative to be placed in the personnel file.

## **Section 2. Types of Separations**

**2.A. Resignation** – Resignation in good standing occurs when an employee submits and works a written notice of resignation a minimum of 2 weeks or alternate approved plan prior to the effective date of resignation. Supervisors are required to give a 30 day written notice of resignation to the Executive Director or hiring authority. Such notice shall be provided to the Supervisor who shall acknowledge the employee's resignation in writing and forward a copy of the resignation and acknowledgement to the Human Resources Representative and when appropriate, the Executive Director, appointing authority or governing body. The last day worked by an employee will be recorded as the date of separation. Vacation leave, sick, or compensatory leave will not be permitted to exhaust a notice of resignation.

2.A.1. Resignation not in good standing occurs when:

- 2.A.1.a. An employee fails to submit and work a written notice of resignation at least 2 weeks prior to the effective date of resignation;
- 2.A.1.b. An employee fails to report to work following a leave of absence without pay;
- 2.A.1.c. An employee is absent from work 3 consecutive working days without authorized leave – separation pursuant to this policy should not occur until the employing department has undertaken reasonable efforts to locate the employee and determine when or if the employee is intending to return to work; or
- 2.A.1.d. An employee resigns to avoid announced disciplinary action.



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2.A.2. An employee who resigns in good standing may be considered for future employment with the Airport. An employee who resigns from Airport employment not in good standing is normally ineligible for future employment with the Airport.

**2.B. Reduction-in-Force** – In the event that a reduction-in-force becomes necessary, consideration shall be given to the needs of the organization, the seniority of the employee, and the quality of each employee's past performance. No regular employee shall be separated while there are probationary, temporary or other non-regular employees serving in the same class in the department, unless the regular employee is not willing to transfer to the position held by the non-regular employee. Employees who are laid off because of reduction-in-force shall be given at least a two (2) week notice of anticipated layoff.

**2.C. Disability** – An employee may be separated for disability when the employee cannot perform the essential functions of the position because of a physical or mental impairment. Action for disability separation may be initiated by the employee or the Airport.

Consideration for disability separation shall be supported by medical evidence as certified by a competent physician. Furthermore, the Airport may require a physical and/or mental examination at its expense by a physician of its choice.

Before an employee is separated for disability, a reasonable effort shall be made to locate alternative positions within the Airport's service for which the employee may be suited.

**2.D. Retirement** – When an employee meets the conditions set forth under the provisions of any retirement plan adopted by the Airport Authority for Airport employees, he/she may elect to retire and receive all benefits earned under said retirement plan.

**2.E. Dismissal** – See Section 1 of this Article.

**2.F. Death** – All compensation due in accordance with this Policy will be paid to the estate of a deceased employee. The date of death shall be recorded as the separation date for computing compensation due.

### **Section 3. Reinstatement to Regular Status**

3.A. An employee who resigns while in good standing, or who is separated because of reduction-in-force may be reinstated within 1 year of the date of separation, with the approval of the Executive Director and the Airport Authority.



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3.B. A former regular full-time or regular part-time employee with a break in service may be reinstated and appointed with the same salary as at separation within 1 year following the date of separation if in the same position.

3.C. A break in service occurs when an employee is in non-pay status for more than 31 calendar days. An employee is in non-pay status after the last day of work prior to separation because of resignation, dismissal, death, retirement, reduction in force or on leave without pay. An employee is in pay status when working, when on paid vacation, sick, or civil leave, when on leave pursuant to the FMLA, or when on Worker's Compensation leave.

3.D. An employee otherwise eligible for reinstatement in (3.A.) above may be offered reinstatement with a probationary period of appointment at the discretion of the Supervisor, subject to the approval of the Executive Director. In this instance, the employee must meet all requirements of the probationary period as for initial appointments.

3.E. An employee who enters extended active duty with the Armed Forces of the United States, the Public Health Service, and the National Guard or with any Reserve component of the Armed Forces will be granted reinstatement rights commensurate with Chapter 43 of Public Law 93-508. An employee who is reinstated pursuant to this Section shall be credited with previous service time and previously accrued sick leave.

### **Section 4. Employee Appeal**

A regular employee wishing to file a grievance for a disciplinary demotion, suspension or dismissal may present the matter in accordance with the provisions of Article VIII, Grievance Procedure.

### **Section 5. Time Limits For Active Warnings/Disciplinary Actions For Progressive Discipline**

5.A. Any disciplinary action is deemed inactive for the purpose of this Section in the event that:

5.A.1. The Supervisor notes in the employee's personnel file that the reason for the disciplinary action has been resolved or corrected; or

5.A.2. Thirty-six months have passed since the warning or disciplinary action, the employee does not have another active warning or disciplinary action which occurred within the last 36 months and the department has not, prior to the expiration of the 36 month period, issued to the employee written notice, including reasons, of the extension of the period.



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**Section 6. Credentials**

By statute and applicable rule, some duties assigned to positions may be performed only by persons who are duly licensed, registered or certified as required by relevant authority. All such requirements and restrictions are specified in the position description for the position.

Employees are responsible for obtaining and maintaining current, valid credentials as required by law or applicable rule. Failure to obtain or maintain the legally required credentials constitutes a basis for immediate dismissal without prior warning, consistent with dismissal for unacceptable personal conduct or grossly inefficient job performance.

Falsification of employment credentials or other documentation in connection with securing employment constitutes just cause for disciplinary action. When credential or work history falsification is discovered after employment, disciplinary action shall be administered as follows:

6.A. If an employee was determined to be qualified and was selected for a position based upon falsified work experience, education, registration, licensure, or certification information that was a requirement for the position, the employee must be dismissed in accordance with Article VIII.

6.B. In all other cases of post-hiring discovery of false or misleading information, disciplinary action shall be taken, but the severity of the disciplinary action shall be at the discretion of the Executive Director, up to and including dismissal.

When credential or work history falsification is discovered before employment with a department, the applicant shall be disqualified from consideration for the position in question.



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**ARTICLE VIII. GRIEVANCE PROCEDURES**

**Section 1. Purpose**

The Airport is committed to providing employees an effective and responsive grievance process.

**Section 2. Applicability**

This procedure applies to regular employees of the Airport. Regular employees covered by this Article shall have the right to grieve suspensions without pay, disciplinary demotions, reductions-in-force or dismissals.

**Section 3. Policy**

Regular employees subject to this Article shall have the opportunity to be heard without fear of reprisal or retaliation, and to be heard fairly and promptly. Grievances which are not received within the time allowed as prescribed in this Section or which are not filed with the Supervisor, Executive Director or designee as prescribed in this Section shall be dismissed. A regular employee shall have the right to present a complaint in accordance with this established policy free from interference, discrimination, or reprisal.

**Section 4. Procedure**

When a regular employee is dissatisfied with an adverse action of suspension without pay, disciplinary demotion, reduction-in-force, or dismissal, the employee may file a formal written grievance with the Supervisor as provided below.

In order to be considered, a grievance must be filed within (5) working days from the date that the issue is made known to the employee. While every effort shall be made to expedite the grievance process, the time limits contained in this Section may be extended when mutually agreed upon or approved by the Executive Director. Provided, however; that the 3 working days time limit to initially file a grievance shall not be extended. Grievances filed outside of this 3 working days time period shall be dismissed.

In filing a grievance, the following steps shall be taken.

4.A. The employee shall present the grievance in writing to the Supervisor within the 3 working days time period outlined above. The grievance should contain the following information: the decision or action that the employee does not agree with, the basis on which the action is wrong or unfair, and the



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proposed resolution that the employee is seeking. The employee shall also file a copy of the grievance with the Executive Director or designee.

4.B. Upon receipt of the grievance, the Supervisor shall arrange for the employee to present the case within seven (7) working days. The employee may not be represented or assisted by others at this level of the grievance, but may present evidence or have witnesses testify. The Supervisor will make a decision within seven (7) working days after the hearing, and a written copy of this decision will be immediately furnished to the employee, the Executive Director or designee.

4.C. If the employee is not satisfied with the Supervisor's decision, the employee may request that the grievance be referred to the Executive Director or designee. This request must be made to the Executive Director or designee, in writing, within three (5) working days after the Supervisor's decision.

4.D. The Executive Director or designee shall conduct a hearing within seven (7) working days to hear the employee's concerns. The Executive Director or designee will review the written documents, supporting evidence, and consult with whatever other sources he/she deems appropriate and shall present his/her decision, in writing, to the employee and the Supervisor within ten (10) working days after completing the hearing.

4.E. If the employee is not satisfied with the Executive Director's or designee's decision, the employee may request the grievance be referred to the Airport Authority. This request must be made, in writing, within ten (10) days after the Executive Director's or designee's decision.

### **Section 5. Maintenance of Grievance Records**

The Human Resources Representative shall keep a record of all grievances and complaints filed. If a grievance/complaint is withdrawn, the record shall include any statement from the complainant indicating the reason for withdrawal.

The records described above shall be retained by the Human Resources Representative for a minimum of 3 years and are subject to review by the complainant, the complainant's Supervisor, the Executive Director or designee, and the Airport Authority.





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**ARTICLE IX. PERSONNEL RECORDS AND REPORTS**

**Section 1. Personnel Records Maintenance**

Personnel records necessary for the proper administration of the personnel system will be maintained by the Human Resources Representative and the County of Moore Human Resources Department. The Airport shall maintain in personnel records only information that is relevant to accomplishing personnel administration.

Under the General Management Contract with the County of Moore the following documents maintained at the Moore County Human Resources Department for Airport employees are the W-4 forms, benefit information, drug screening results, medical history, NC-4 EZ, and Hirease.

**Section 2. Public Information**

The following information on each Airport employee is public information.

- 2.A. Name.
- 2.B. Age.
- 2.C. Date of original employment or appointment to service.
- 2.D. The terms of any contract by which the employee is employed whether written or oral, past and current, to the extent that the County and/or Airport has the written contract or a record of the oral contract in its possession.
- 2.E. Current position
- 2.F. Title
- 2.G. Current salary.
- 2.H. Date and amount of each increase or decrease in salary.



**MOORE COUNTY AIRPORT  
PERSONNEL POLICY**

**EFFECTIVE DATE: APRIL 12, 2016**

- 2I. Date and type of each promotion, demotion, transfer, suspension, separation or other change in position classification.
- 2J. Date and general description of the reasons for each promotion with the County and/or Airport.
- 2K. Date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the Airport. *(If the disciplinary action was a dismissal, a copy of the written notice of the final decision setting forth the specific acts or omissions that is the basis of the dismissal.)*
- 2L. The office to which the employee is currently assigned.

**Section 3. Access to Personnel Records**

As required by N.C.G.S. § 153A-98, any person may have access to the information listed in Section 2 of this Article for the purpose of inspection, examination and copying during the regular business hours, subject only to such rules and regulations for the safekeeping of public records as the Airport Authority may adopt.

All disclosures of records from the employee's personnel file shall be accounted for by keeping a written record (except for authorized persons processing personnel actions) of the following information: name of employee; information disclosed; date information was requested; name and address of the person to whom the disclosure is made; purpose for which information is requested.

This information must be retained for a period of 2 years.

Upon request, records of disclosure shall be made available to the employee to whom it pertains.

An individual examining a personnel record may copy the information; any available photocopying facilities may be provided and the cost may be assessed to the individual.

**Section 4. Confidential Information**

All information contained in an Airport employee's personnel file, other than the information listed in Section 2 of this Article, will be maintained as confidential in accordance with the requirement of N.C.G.S. § 153A-98 and shall be open to public inspection only in the following instances:



## MOORE COUNTY AIRPORT PERSONNEL POLICY

EFFECTIVE DATE: APRIL 12, 2016

- 4.A. The employee or his duly authorized agent may examine all portions of his personnel file except letters of reference solicited prior to employment, and information concerning a medical disability, mental or physical, that a prudent physician would not divulge to his patient.
- 4.B. A licensed physician designated in writing by the employee may examine the employee's medical record.
- 4.C. An Airport employee having supervisory authority over the employee may examine all material in the employee's personnel file.
- 4.D. By order of a court of competent jurisdiction, any person may examine such portion of an employee's personnel file as may be ordered by the court.
- 4.E. An official of an agency of the State or federal government, or any political subdivision of the State, may inspect any portion of a personnel file when such inspection is deemed by the official having custody of such records to be necessary and essential to the pursuance of a proper function of the inspecting agency, but no information shall be divulged for the purpose of assisting in a criminal prosecution of the employee, or for the purpose of assisting in an investigation of the employee's tax liability. However, the official having custody of such records may release the name, address, and telephone number from a personnel file for the purpose of assisting in a criminal investigation.
- 4.F. An employee may sign a written release, to be placed with his personnel file, that permits the person with custody of the file to provide, either in person, by telephone, or by mail, information specified in the release to prospective employers, educational institutions, or other persons specified in the release.
- 4.G. The Executive Director, with concurrence of the Airport Authority, may inform any person of the employment or non-employment, promotion, demotion, suspension or other disciplinary action, reinstatement, transfer, or termination of an Airport employee and the reasons for that personnel action. Before releasing the information, the Executive Director or Airport Authority shall determine in writing that the release is essential to maintaining public confidence in the administration of Airport services or to maintaining the level and quality of Airport services. This written determination shall be retained in the office of the Executive Director or the Human Resources Representative, and is a record available for public inspection and shall become part of the employee's personnel file.



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**MOORE COUNTY AIRPORT  
PERSONNEL POLICY  
EFFECTIVE DATE: APRIL 12, 2016**

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Each individual requesting access to confidential information will be required to submit satisfactory proof of identity. A record shall be made of each disclosure and placed in the employee's file (except for disclosures to the employee and the supervisor).

**Section 5. Records of Former Employees**

The provisions for access to records apply to former employees as they apply to present employees.

**Section 6. Remedies of Employees Objecting to Material in File**

An employee who objects to material in his/her file may place in his/her file a statement relating to the material considered to be inaccurate or misleading. The employee may seek the removal of such material in accordance with established grievance procedures.

**Section 7. Penalty for Permitting Access to Confidential File by Unauthorized Person**

N.C.G.S. § 153A-98 provides that any public official or employee who knowingly and willfully permits any person to have access to any confidential information contained in an employee personnel file, except as expressly authorized by the designated custodian, is guilty of a misdemeanor and upon conviction shall be fined in an amount not to exceed \$500 dollars.

**Section 8. Penalty for Examining and/or Copying Confidential Material Without Authorization**

N.C.G.S. § 153A-98 provides that any person, not specifically authorized to have access to a personnel file designated as confidential, who shall knowingly and willfully examine in its official filing place, remove or copy any portion of a confidential personnel file shall be guilty of a misdemeanor and upon conviction shall be fined at the discretion of the court, but not in excess of \$500 dollars.

**Section 9. Destruction of Records Regulated**

No public official may destroy, sell, loan or otherwise dispose of any public record, except in accordance with N.C.G.S. § 121-5(b), without the consent of the State Department of Cultural Resources. Whoever unlawfully removes a public record from the office where it is usually kept, or whoever alters, defaces, mutilates or destroys it will be guilty of a misdemeanor and upon conviction will be fined not less than \$10 dollars nor more than \$500 dollars as provided in N.C.G.S. § 132-3.



**MOORE COUNTY AIRPORT  
PERSONNEL POLICY**

**EFFECTIVE DATE: APRIL 12, 2016**

**ARTICLE X. SAFETY WORKPLACE POLICY**

**Section 1. Safe Workplace Policy**

The Airport is committed to making reasonable efforts to provide a safe working environment for its employees. It is expected that all Airport employees will adhere to this policy.

**Section 2. Workplace Violence**

The Airport has a zero-tolerance policy relating to the communication of threats, verbal harassment, physical assaults, or other forms of unreasonably aggressive behavior. Such behavior is a conduct issue.

**Section 3. Safety, including Occupational Safety and Health Act (OSHA)**

The Airport is committed to providing a workplace and environment that is as safe as practicable for employees and the public. Employees are required to comply with all safety rules and regulations at all times. Personal protective and safety equipment shall be used at all times. Employees who do not comply with these requirements are subject to disciplinary action. Supervisors who fail to enforce safety rules and equipment use shall be subject to disciplinary action.



**MOORE COUNTY AIRPORT  
PERSONNEL POLICY  
EFFECTIVE DATE: APRIL 12, 2016**

**ARTICLE XI. IMPLEMENTATION OF POLICY**

**Section 1. Conflicting Policies Repealed**

All policies, ordinances, or resolutions that conflict with the provisions of this Policy are hereby repealed.

**Section 2. Separability**

If any provision of this Policy is held invalid, the remainder of this Policy and the application of such remaining provisions of this Policy, other than those held invalid will not be affected.

**Section 3. Violations of Policy Provision**

An employee violating any of the provisions of this Policy as approved by the Airport Authority may be subject to disciplinary action, which may include suspension and/or dismissal, in addition to any civil or criminal penalty, which may be imposed for the violation.

**Section 4. Amendments**

Amendments to this Policy shall be recommended by the Human Resources Representative, the Airport Executive Director, or Airport Legal Representative and submitted for approval to the Moore County Airport Authority.

**Section 5. Administrative Procedures**

The Airport Executive Director may establish departmental administrative procedures or policies which, when approved by the Airport Authority, after review by the Airport's representing Attorney, shall be enforceable under this policy.

**Section 6. Effective Date**

This policy shall become effective as of April 12, 2016 and thereafter shall be revised as needed.

Adopted effective this 12<sup>th</sup> day of April, 2016. William Bateman, \_\_\_\_\_,  
Airport Authority Chairman; Michael Jones, \_\_\_\_\_, Airport Authority Secretary

AGENDA ITEM \_\_\_\_\_

MEETING DATE \_\_\_\_\_

**MEMORANDUM TO MOORE COUNTY AIRPORT AUTHORITY**

**FROM:** Kris Klug

**DATE:** 4/5/16

**SUBJECT:** Aircraft Maintenance Inventory

**REQUEST:** To surplus the remaining parts that are in Aircraft Maintenance and sell them to the next Aircraft Maintenance provider.

**BACKGROUND:** The parts that are we are requesting to be surplus are parts that were purchased by the Authority from April 2015 until February of 2016. The value of these parts is \$1,415.68. The Airport Authority does have additional parts that are not on the Airport's books. These parts were originally owned by the Airport and surplus in October of 2012 and sold to Piedmont Aircraft Services. These parts were then given back to the Airport when Piedmont left the Airport. The inventory value of those parts as of October 2012 was \$14,203.29. Piedmont purchased them for \$1,420.33.

**IMPLEMENTATION PLAN:** The Authority can designate the parts to go to a specific maintenance provider or can put them out for bid.

**FINANCIAL IMPACT:** The current value of the inventory is \$1,415.68.

**RECOMMENDATION SUMMARY:** That the remaining parts purchased between April 2015 and February of 2016 be considered surplus and designated to be sold to the next maintenance provider for an amount to be determined by the Authority. Any remaining parts that were originally sold to Piedmont be left in the maintenance shop for the next maintenance provider to use.

**SUPPORTING ATTACHMENTS:**

- Inventory listing of parts on the Airports books.
- Agenda Item from 10/24/12

# Moore County Airport Inventory Valuation Report

Include Changes Through: 4/05/2016

Department: A/C PARTS

| Part Number:          | Description:                 | Bin     | Quantity | Unit Cost | Value @ Cost | List Price | Value @ List | Retail Price | Value @ Retail |
|-----------------------|------------------------------|---------|----------|-----------|--------------|------------|--------------|--------------|----------------|
| F222086               | 3" Duct Cabin Heat (Scat)    | FLOOR   | 9.00     | 15.39     | 138.51       | 0.00       | 0.00         | 18.47        | 166.23         |
| AN3C15                | Bolt, Hex                    | F-MCA-3 | 3.00     | 0.98      | 2.94         | 1.18       | 3.54         | 1.18         | 3.54           |
| AN4C5A                | Bolt, Hex                    | F-MCA-3 | 8.00     | 0.53      | 4.24         | 0.00       | 0.00         | 0.64         | 5.12           |
| S1638-1               | Connector, 3 Pin Female      | E-MCA-1 | 24.00    | 0.55      | 13.20        | 0.66       | 15.84        | 1.35         | 32.40          |
| 306-4                 | EATON AEROQUIP HOSE          | E-MCA-5 | 1.00     | 3.60      | 3.60         | 4.32       | 4.32         | 4.32         | 4.32           |
| 655705                | GASKET                       | E-MCA-4 | 10.00    | 1.60      | 16.00        | 1.92       | 19.20        | 1.92         | 19.20          |
| C664503-0103          | HOURLMETER                   | E-MCA-5 | 1.00     | 44.22     | 44.22        | 53.06      | 53.06        | 53.06        | 53.06          |
| 96-910024-53          | Half Hinge - Alt A Instl     | F-MCA-3 | 1.00     | 73.89     | 73.89        | 88.67      | 88.67        | 88.67        | 88.67          |
| 96-910024-55          | Hinge Half-Alt Air Instl Eng | F-MCA-3 | 1.00     | 74.21     | 74.21        | 89.05      | 89.05        | 74.21        | 74.21          |
| 105774C-ZE00226       | Hinge Pin-Alt Air Door       | F-MCA-3 | 1.00     | 7.36      | 7.36         | 8.83       | 8.83         | 8.83         | 8.83           |
| V7212-1BAD            | Hook/Loop                    | J-MCA-1 | 8.00     | 10.31     | 82.48        | 12.38      | 99.04        | 12.38        | 99.04          |
| LW-12272              | LOCKPLATE                    | E-MCA-3 | 6.00     | 4.00      | 24.00        | 4.80       | 28.80        | 4.80         | 28.80          |
| 28RB                  | Lamp Map Light               | F-MCA-2 | 1.00     | 12.48     | 12.48        | 0.00       | 0.00         | 14.98        | 14.98          |
| AN310C3               | NUT                          | F-MCA-3 | 3.00     | 0.92      | 2.76         | 1.10       | 3.31         | 1.10         | 3.30           |
| MS21042L5             | Nut                          | E-MCA-1 | 9.00     | 1.06      | 9.54         | 1.33       | 11.97        | 1.33         | 11.97          |
| LWR0.750-275          | O RING                       | E-MCA-5 | 8.00     | 4.00      | 32.00        | 4.80       | 38.40        | 0.00         | 0.00           |
| M83248/1-111          | O RING                       | E-MCA-5 | 4.00     | 0.50      | 2.00         | 0.60       | 2.40         | 0.60         | 2.40           |
| M83248/1-138          | O RING                       | E-MCA-5 | 4.00     | 1.00      | 4.00         | 1.00       | 4.00         | 1.20         | 4.80           |
| C-3317-228            | O Ring                       | F-MCA-3 | 1.00     | 2.50      | 2.50         | 3.00       | 3.00         | 3.00         | 3.00           |
| MS29513-138           | O-ring                       | E-MCA-2 | 25.00    | 0.70      | 17.50        | 0.84       | 21.00        | 0.84         | 21.00          |
| CH48103-1             | OIL FILTER                   | K-MCA   | 11.00    | 22.20     | 244.20       | 29.26      | 321.86       | 24.58        | 270.38         |
| CH48108-1             | OIL FILTER                   | E-MCA-3 | 13.00    | 24.10     | 313.29       | 31.36      | 407.68       | 31.36        | 407.68         |
| NAS561-3-8            | PIN ROLL                     | F-MCA-3 | 99.00    | 0.20      | 19.80        | 0.24       | 23.76        | 0.24         | 23.76          |
| MS20392-1C49          | Pin                          | E-MCA-5 | 24.00    | 0.60      | 14.40        | 0.72       | 17.28        | 0.00         | 0.00           |
| 70310                 | SEAL                         | E-MCA-2 | 18.00    | 1.10      | 19.80        | 1.32       | 23.76        | 1.25         | 22.50          |
| M674                  | SPARK PLUG GASKET            | F-MCA-1 | 76.00    | 0.55      | 41.80        | 0.75       | 57.00        | 0.75         | 57.00          |
| AJ4-30                | STUD                         | F-MCA-5 | 4.00     | 3.41      | 13.64        | 5.00       | 20.00        | 0.00         | 0.00           |
| AN525-10R16           | Screw                        | E-MCA-1 | 94.00    | 0.22      | 20.68        | 0.38       | 35.72        | 0.38         | 35.72          |
| 641250                | Seal                         | F-MCA-3 | 1.00     | 44.11     | 44.11        | 61.69      | 61.69        | 52.93        | 52.93          |
| 186-218               | Spring                       | F-MCA-3 | 3.00     | 1.45      | 4.35         | 1.74       | 5.22         | 1.74         | 5.22           |
| 7105P4YZQE            | Switch                       | F-MCA-2 | 2.00     | 21.51     | 43.02        | 0.00       | 0.00         | 25.81        | 51.62          |
| 501868                | WASHER                       | E-MCA-4 | 21.00    | 2.00      | 42.00        | 2.40       | 50.40        | 2.40         | 50.40          |
| NAS1149C0363R         | Washer                       | F-MCA-4 | 176.00   | 0.05      | 8.80         | 0.13       | 22.88        | 0.06         | 10.56          |
| NAS1149C0463R         | Washer                       | F-MCA-4 | 185.00   | 0.04      | 7.40         | 0.11       | 20.35        | 0.05         | 9.25           |
| NAS1149C0432R         | Washer Flat                  | F-MCA-4 | 199.00   | 0.04      | 8.16         | 0.11       | 22.09        | 0.05         | 9.95           |
| MS35335-33            | Washer Lock                  | F-MCA-4 | 100.00   | 0.03      | 2.80         | 0.08       | 8.00         | 0.03         | 3.00           |
| Sub-Totals for Parts: |                              |         |          |           | 1,415.68     |            | 1,592.12     |              | 1,654.84       |

Department Totals:

|  |  |  |  |  |          |  |          |  |          |
|--|--|--|--|--|----------|--|----------|--|----------|
|  |  |  |  |  | 1,415.68 |  | 1,592.12 |  | 1,654.84 |
|--|--|--|--|--|----------|--|----------|--|----------|

Totals:

|  |  |  |  |  |          |  |          |  |          |
|--|--|--|--|--|----------|--|----------|--|----------|
|  |  |  |  |  | 1,415.68 |  | 1,592.12 |  | 1,654.84 |
|--|--|--|--|--|----------|--|----------|--|----------|



AGENDA ITEM E-1

MEETING DATE 11/13/12

**MEMORANDUM TO MOORE COUNTY AIRPORT AUTHORITY**

**FROM:** Kris Klug

**DATE:** 10/24/12

**SUBJECT:** Aircraft Maintenance Surplus Inventory

**REQUEST:** To surplus the remaining parts that are in Aircraft Maintenance and sell them to Piedmont Aircraft Services.

**BACKGROUND:** A majority of the Aircraft Maintenance parts were offered as surplus parts back in FY2011. At that time these parts were advertised for sale by direct mail to all North Carolina Airports that had maintenance operations. Base customers were also made aware of the parts for sales. There were a few requests, but no parts were sold from the listing. The remaining parts left in inventory are valued at \$14,203.29. Piedmont Aircraft has offered \$1,420.33 for the parts.

**IMPLEMENTATION PLAN:** The Board can designate the parts to go to Piedmont Aircraft Services or can put them out for bid.

**FINANCIAL IMPACT:** The write-off amount of the inventory will be \$12,782.96.

**RECOMMENDATION SUMMARY:** To approve that the remaining parts be considered surplus and designated to be sold to Piedmont Aircraft Services for \$1,420.33.

**SUPPORTING ATTACHMENTS:**

- N/A

## Kris Klug

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**From:** Steve Borden <sborden@moorecountyairport.com>  
**Sent:** Monday, March 21, 2016 11:46 AM  
**To:** 'Bill Bateman'; Bob Zschoche; George Parker; Mark Brenner; Mike Jones  
**Cc:** Bobbie Cox; Kristin Klug; Crystal Meyers  
**Subject:** Request For New Full-Time Lineman Position

Good morning all,

We have recently been experiencing some turnover in the part-time resource Line Service Technicians. Two Line Service Technicians have already left and we have a third whose last day with the airport will be on 4 April 2016. Prior to these recent departures the Line staff was comprised of 2 full-time and 6 part-time resource employees. This has been the manning breakdown for the past year and while we have been able to make the schedule work with this combination of full- and part-time employees it has been challenging at times.

We have advertised the vacancy in The Pilot, with the County and the ESC. It has been posted for approximately a week and a half, but the response has been minimal, the pool of applicants has not been very good and we have not received any applications from someone who would be qualified for the position. We only have one potential application from the ones we have maintained on file and we are going to be interviewing that candidate this Wednesday for the part-time resource position.

These recent departures have caused us to reevaluate the Line Service Technician manpower positions and we have determined that a third full-time position would be beneficial and provide the necessary shift coverage and scheduling flexibility. We are asking the Authority to approve adding a third full-time Line Service Technician via an e-mail vote so we may begin actively recruiting for the position as soon as possible. This will be followed up with a formal vote at the April Authority meeting.

Bobbie has provided additional details below.

Regards,

Steve

Steve Borden  
Executive Director  
Moore County Airport  
[www.moorecountyairport.com](http://www.moorecountyairport.com)  
Phone: (910) 692-3212 X227  
Fax: (910)693-4378

Email correspondence to and from this sender is subject to the N.C. Public Records Law and may be disclosed to third parties.

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**From:** Bobbie Cox [<mailto:bcox@moorecountyairport.com>]  
**Sent:** Monday, March 21, 2016 10:08 AM  
**To:** [sborden@moorecountyairport.com](mailto:sborden@moorecountyairport.com)  
**Cc:** [kklug@moorecountyairport.com](mailto:kklug@moorecountyairport.com)  
**Subject:** New full time lineman

Steve,

It is my recommendation to add one more full time position to the line staff. We have recently lost AJ Thomas for 13 hours, Paul Grant for 26 hours and Adam Knowles for 58 hours who will be leaving April 4<sup>th</sup> 2016. This totals 97 hours to cover in a two week work period. A full time lineman can cover 80 hours and the remaining 17 hours can be absorbed by the remaining part timers. Also we have been covering 20 hours every two weeks due to Tony Vencill be out due to rotor cuff surgery. Tony was supposed to be out for 6 weeks but the Doctor extended it for 4 more weeks. It will be another week before Tony can come back if at all depending on his next Doctor's visit.

*Bobbie Cox  
Director of Operations  
Moore County Airport  
Phone: (910)-692-3212  
FAX: (910)-693-4378  
[bcox@moorecountyaairport.com](mailto:bcox@moorecountyaairport.com)*

*Email correspondence to and from this sender is subject to the N.C. Public Records Law and may be disclosed to third parties.*

Remember to complete explanation at the bottom first

### BUDGET AMENDMENT FORM

(change in revenue and expenditure or transfers > \$100,000 within a department or fund)

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

  
Finance Officer

DEPARTMENT: Airport

DEPARTMENT HEAD SIGNATURE: 

DATE: 6-Apr-16

| LINE<br>ITEM                          | ACCOUNT<br>NUMBER | CURRENT<br>BUDGET | INCREASE<br>(DECREASE) | NEW<br>BUDGET |
|---------------------------------------|-------------------|-------------------|------------------------|---------------|
| Salaries - Line Resource              | 64044082 51203    | 77,387            | 6,000                  | 83,387        |
| Retirement                            | 64044082 51811    | 7,925             | 313                    | 8,238         |
| Life Insurance                        | 64044082 51816    | 597               | 40                     | 637           |
| FICA/Medicare                         | 64044082 51810    | 7,925             | 1,200                  | 9,125         |
|                                       |                   |                   |                        |               |
| Jet A Fuel                            | 64044082 52504    | 1,229,344         | (7,553)                | 1,221,791     |
| (35.5% usage of budget as of 3/31/16) |                   |                   |                        |               |
|                                       |                   |                   |                        |               |
|                                       |                   |                   |                        |               |
|                                       |                   |                   |                        |               |
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|                                       |                   |                   |                        |               |
|                                       |                   |                   |                        |               |
|                                       |                   |                   |                        |               |
|                                       |                   |                   |                        |               |

EXPLANATION: Hiring of Full-time line service technician for remaining 2.5 months of FY15/16.

Adjustments between resource and full-time for coverage of CSR FMLA and line.

This instrument has been approved by the Airport Authority as requested.

  
Chairman



04/06/2016 08:59  
kklug

COUNTY OF MOORE  
YTD BUDGET REPORT

P 13  
glytdbud

FOR 2016 09

ACCOUNTS FOR:  
640 AIRPORT AUTHORITY

ORIGINAL  
APPROP

REVISED  
BUDGET

YTD ACTUAL

MTD ACTUAL

ENCUMBRANCES

AVAILABLE  
BUDGET

PCT  
USED

64044082 LINE CUSTOMER SERVICE

|                                    |           |           |            |           |           |              |        |
|------------------------------------|-----------|-----------|------------|-----------|-----------|--------------|--------|
| 64044082 51200 SALARIES            | 126,885   | 126,885   | 92,413.08  | 8,146.76  | .00       | 34,471.92    | 72.8%  |
| 64044082 51201 SALARIES - OVERTIME | 4,130     | 4,130     | 1,434.97   | 283.04    | .00       | 2,695.03     | 34.7%  |
| 64044082 51202 SALARIES - PART TIM | 0         | 0         | .00        | .00       | .00       | .00          | .0%    |
| 64044082 51203 SALARIES - RESOURCE | 77,387    | 77,387    | 61,696.47  | 6,079.59  | .00       | 15,690.53    | 79.7%  |
| 64044082 51206 SERVICE AWARD       | 1,696     | 1,696     | 1,256.32   | .00       | .00       | 439.68       | 74.1%  |
| 64044082 51207 GIFTS/BONUSES/MERIT | 0         | 0         | .00        | .00       | .00       | .00          | .0%    |
| 64044082 51810 FICA/MEDICARE       | 7,925     | 7,925     | 6,078.02   | 582.17    | .00       | 1,846.98     | 76.7%  |
| 64044082 51811 RETIREMENT          | 9,328     | 9,328     | 6,401.06   | 576.59    | .00       | 2,926.94     | 68.6%  |
| 64044082 51812 401K RETIREMENT     | 3,930     | 3,930     | 1,977.43   | 146.51    | .00       | 1,952.57     | 50.3%  |
| 64044082 51813 HEALTH INSURANCE    | 33,600    | 33,600    | 21,969.44  | 1,938.48  | .00       | 11,630.56    | 65.4%  |
| 64044082 51814 UNEMPLOYMENT COSTS  | 0         | 0         | .00        | .00       | .00       | .00          | .0%    |
| 64044082 51816 LIFE INSURANCE      | 597       | 597       | 403.93     | 38.02     | .00       | 193.07       | 67.7%  |
| 64044082 51817 UNEMP INS-NC        | 0         | 0         | .00        | .00       | .00       | .00          | .0%    |
| 64044082 51900 LGERS EXPENSE       | 0         | 0         | .00        | .00       | .00       | .00          | .0%    |
| 64044082 52102 UNIFORMS            | 2,500     | 2,500     | 1,263.39   | 114.90    | 1,026.85  | 209.76       | 91.6%  |
| 64044082 52300 FOOD AND PROVISIONS | 7,000     | 7,000     | 3,219.71   | 178.48    | 3,612.15  | 188.14       | 97.6%  |
| 64044082 52500 FUEL                | 30,000    | 30,000    | 10,090.70  | 2,249.00  | 16,409.30 | 3,500.00     | 88.3%  |
| 64044082 52504 JET-A-FUEL          | 1,229,344 | 1,229,344 | 436,568.42 | 31,090.92 | .00       | 792,775.58   | 35.5%  |
| 64044082 52505 AV GAS 100LL        | 699,800   | 699,800   | 178,190.75 | 15,700.04 | .00       | 521,609.25   | 25.5%  |
| 64044082 52506 AIRCRAFT OIL        | 400       | 5,000     | 3,398.65   | 665.46    | 1,601.35  | .00          | 100.0% |
| 64044082 52601 OPERATING SUPPLIES  | 0         | 400       | 287.92     | .00       | 112.08    | .00          | 100.0% |
| 64044082 52602 OPERATING EQUIPMENT | 0         | 5,000     | 249.11     | .00       | .00       | 3,000.00     | 40.0%  |
| 64044082 52607 ARFF SUPPLIES & SER | 0         | 0         | .00        | .00       | .00       | .00          | .0%    |
| 64044082 52620 PCARD SERVICES      | 0         | 0         | .00        | .00       | .00       | .00          | .0%    |
| 64044082 52621 PCARD SUPPLIES      | 0         | 0         | .00        | .00       | .00       | .00          | .0%    |
| 64044082 53100 TRAVEL/TRAINING     | 1,000     | 1,000     | .00        | .00       | .00       | 1,000.00     | .0%    |
| 64044082 53501 EQUIP MAINTENANCE & | 14,000    | 14,000    | 6,485.37   | 450.84    | 4,107.31  | 3,407.32     | 75.7%  |
| 64044082 53844 INSURANCE CLAIM DE  | 1,000     | 1,000     | .00        | .00       | .00       | 1,000.00     | .0%    |
| 64044082 53872 BANKING SERVICES    | 54,000    | 54,000    | 29,900.55  | 2,899.49  | .00       | 24,099.45    | 55.4%  |
| 64044082 54803 WELLNESS WORKS ASSE | 2,000     | 2,000     | 1,500.00   | 500.00    | .00       | 500.00       | 75.0%  |
| 64044082 54910 DUES/SUBSCRIPTIONS  | 1,600     | 1,600     | 809.32     | 89.81     | .00       | 790.68       | 50.6%  |
| 64044082 54920 BAD DEBT EXPENSE    | 1,000     | 1,000     | 61.32      | .00       | .00       | 938.68       | 6.1%   |
| 64044082 54931 COMMUNITY EVENTS    | 10,000    | 10,000    | 3,542.64   | .00       | 1,148.25  | 5,309.11     | 46.9%  |
| 64044082 55100 OFFICE EQUIPMENT/FU | 0         | 0         | .00        | .00       | .00       | .00          | .0%    |
| TOTAL LINE CUSTOMER SERVICE        | 2,329,122 | 2,329,122 | 869,198.57 | 71,730.10 | 29,768.18 | 1,430,155.25 | 38.6%  |

**DRAFT—DRAFT** as of April 7, 2016  
**(Note: Some of this is a restatement of current practice)**

**MOORE COUNTY AIRPORT AUTHORITY**

**RULES FOR AGENDA DEVELOPMENT AND PUBLICATION**

The Authority Chair, in coordination with the Director and/or Administrative Assistant will prepare a draft agenda for upcoming meetings of the Authority. The draft agenda will be provided to Authority members for review.

Any Authority Member may place an additional item on the draft agenda by submission to the Administrative Assistant at least xx days prior to the meeting so that the Agenda packet can be prepared in a timely manner. The item should, but is not required to, be accompanied by information such that recipients of the packet can understand what is to be discussed.

The Administrative Assistant will prepare the Agenda packet and distribute it not later than xx days prior to the meeting. When the Agenda packet is provided to the Authority Members, it will also be made available to the general public in an electronic format and posted to the Airport web site.

The Agenda will be in the following format:

- Call to Order
- Closed session if needed
- Adoption of the draft agenda. Proposed additions/deletions/revisions will be adopted by majority vote.
- Conflict of interest query by Chair
- Public comments about items not on today's agenda
- Public Hearings (as required)
- Approval of minutes (as required)
- Directors Report
- Unfinished Business
- New Business
- Additional public comments
- Adjourn

With the exception of the Authority vote to adopt the agenda, other Authority votes will be taken as follows. Upon completion of discussion by Authority members, the Chair will call for public comments on that specific item. This public comment methodology will allow for focused input on issues for Authority members to consider as they cast their vote

Adopted-xxxx/2016