



MOORE COUNTY AIRPORT AUTHORITY MEETING AGENDA

TUESDAY, AUGUST 8TH, 2017

PUBLIC MEETING BEGINS AT 10:00 A.M.

CLOSED SESSION (IF ANY) BEGINS AT 9:30 A.M.

CALL TO ORDER

- A. OPEN SESSION**
- B. CLOSED SESSION**
(None)
- C. PLEDGE OF ALLEGIANCE**
- D. CONFLICT OF INTEREST INQUIRY**
- E. APPROVAL OF AGENDA AS PRESENTED**
- F. APPROVAL OF PREVIOUS MEETING MINUTES**
 - 1. Moore County Airport Authority Meeting **Minutes, July 11, 2017.**
- G. PUBLIC COMMENTS – (See back page for Procedures)**
- H. PRESENTATIONS/GUEST SPEAKERS**
(None)
- I. PUBLIC HEARING**
- J. REPORT INQUIRIES (IF ANY)**
 - 1. **Financial Summary - (100LL Comparison) (Jet A Comparison)**
 - 2. **Manager's Report**
 - 3. **Operation's Report**
- K. UNFINISHED BUSINESS**
 - 1. Reporting of the hangar waiting list survey & review of revised list.
 - 2. Consider the revised hangar **waiting list process & procedures.**
 - 3. Discuss Airfield Storm Drain Pipe Rehabilitation Grant Project.
- L. NEW BUSINESS**
 - 1. Review **Department of Transportation's STI** & Department of Aviation's TIP Aviation Project Lists.
 - 2. Discuss Airport Strategic Plan.
 - 3. Consider Airport Resource **Telecommunications Policy.**
- M. ADDITIONAL AGENDA ITEMS (IF ANY)**
- N. ANNOUNCEMENTS/COMMENTS/ADJOURNMENT**
 - 1. Announce the Moore County Airport Authority meeting will be held at 10:00 a.m. in the Moore County Airport Terminal Conference Room on Tuesday, September 12th, 2017.

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 items not listed on the current Agenda. Comments related to any current agenda items will be heard at such time the Authority addresses the agenda item during the meeting and prior to any formal vote being held by the Authority.*
- 2. Any individual that wishes to speak will have five (5) minutes to make his/her remarks. Speakers are asked to state their identity for record before beginning remarks.*
- 3. The Authority reserves the right to respond to public comments, but is not required.*
- 4. 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.*
- 5. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with staff*
- 6. Speakers shall not discuss any of the following:*
 - a. Matters which concern the candidacy of any person seeking public office, including the candidacy of the person addressing the Board;*
 - b. Political Issues;*
 - c. Closed Session matters.*

Adopted, this the 8th day of November, 2016



Airport Authority Chairman



Airport Authority Secretary



Moore County Airport Authority

Tuesday, July 11th, 2017

Board Meeting – 10:00 a.m.

Minutes

The Moore County Airport Authority Meeting was held on July 11th, 2017 at 10:00 a.m. at the Moore County Airport Terminal Conference Room.

Authority Members Present: Bob Zschoche, Chairman
Barry Lerman, Vice Chairman
George Parker, Member
Mike Jones, Treasurer/Secretary

Authority Members Absent: Pat Corso, Member

Staff Present: Greg Hudson, Airport Manager
Bobbie Cox, Operations Director
Crystal Meyers, Administrative Assistant
Gale Vencill, Finance Clerk

Others Present: Robert Kroll
Charles Mirman
Dave Korb

CALLED TO ORDER

A. Opened Session

B. *Closed Session*

1. *(None)*

C. Pledge of Allegiance was led by Chairman, Bob Zschoche

D. Conflict of Interest Inquiry was made by Chairman, Bob Zschoche

(None)

E. Approval of Agenda Presented

1. By consensus, all Authority members present were in agreement with the proposed meeting Agenda.

F. Approval of Previous Meeting Minutes

1. Moore County Airport Authority Meeting Minutes: June 13, 2017.
 - Upon motion made by Vice Chairman, Barry Lerman, and seconded member, George Parker, the Authority voted 4 to 0 to approve the June 13, 2017 Moore County Airport Authority Meeting Minutes.

G. Public comments

(None)

H. Presentations/Guest Speakers

(None)

I. Public Hearing

(None)

J. Report Inquiries

1. The Authority members did have questions or comments on the provided reports listed below:
 - Financial Report - (100LL Comparison) (Jet A Comparison)
 - Vice Chairman, Barry Lerman, asked for an explanation of the Accounts Receivable variance compared to the same month last year.
 - Finance Clerk, Gale Vencill, informed the Authority of an organization now based at the Airport that has had a significant impact on our monthly receivables, and the timing of invoices and payments at month end is primary what skewed the monthly accounts receivable for the month, and that this is not an unusual occurrence. Ms. Vencill also stated all accounts were current.
 - **Additional Items Discussed by the Authority -**
 - The Authority inquired on the progress of Total Flight Solutions and Sanford Aircraft since their opening at the Airport.
 - Airport Manager, Greg Hudson, stated the business was slow for Total Flight Solutions, in his opinion, and activity is not at the level anticipated.
 - Member, George Parker, stated he had discussion with owner of Sanford Aircraft, Ken Heinlein, which informed Mr. Parker he was in the process of re-staffing at the current time.
 - The Authority inquired on the progress on the Professional Pilot's Program with Sandhills Community College.
 - The Authority was informed of the introduction between the School and Total Flight Solutions, and the goal of fall 2018 was still the target date to

begin the program. The Authority asked for the Airport Manager to continue to follow up on the progress of the Program.

○ Director's Report

- Member, George Parker, inquired on the meeting with Tarheel Communications. Airport Manager, Greg Hudson, explained the Annual Open House was not cancelled in its entirety, but downsized to a Fly-In/Cruise-In and a promotional arena for the Spring Event that is underway.
- Vice Chairman, Barry Lerman, inquired on the progress of the Master Plan. Airport Manager, Greg Hudson, informed the Authority of a meeting scheduled to discuss the Master Plan and the Airfield Storm Drain & Pipeline Rehabilitation Grants, and an update would be provided at the conclusion of that meeting.

○ Operation's Report

- Secretary, Mike Jones, inquired of the Operations Director on the Fuel Training that was listed in the report. Operations Director, Bobbie Cox, explained it was an annual training required for the Line Service Technicians.

○ **Additional Items discussed by the Authority -**

- Secretary, Mike Jones, asked the Airport Manager if everyone was aware of the moving of the fence and the observation area. Mr. Hudson explained the previous discussion did take place 30 to 60 days prior and was advised by our Attorney that an observation deck/raised area was a safety hazard and discouraged the idea, but other options could be considered at this time once the Airport engineer approves moving the fence.
- Secretary, Mike Jones, inquired on the progress of the letter requesting the use of the Pinehurst brand. Chairman, Bob Zschoche, informed Mr. Jones that a formal request had been sent asking for the utilization of the name and the Airport is awaiting a response. Mr. Hudson also informed the Authority that our Attorney advised the Airport Authority to obtain legislative approval.
- Secretary, Mike Jones, announced the CSR Desk was scheduled to be moved later in the day.
- Secretary, Mike Jones, expressed his appreciation of the Airport Manager, Greg Hudson's, weekly report he provides to the Authority and requested Mr. Hudson continue with the reports.

K. Unfinished Business

1. The Authority reviewed and discussed the proposed ground lease process & procedure.

- The Authority requested acceptable standards for hangars be indicated in the process & procedures and a clause indicating the expenses of the project/construction be that of the customer.

2. The Authority reviewed and considered the revised hangar waiting list process & procedure.
- The Authority found the hangar waiting list process & procedures acceptable with the inclusion of a clause for extenuating circumstances to be considered and for the labeling of the types of hangars listed on the waiting list to coincide with the labeling in the process & procedures document.
 - The Authority also suggested criteria be described to determine eligibility before adding new customers to the waiting list, to include a listing fee that would later be credited towards the first month's rent upon obtaining a hangar.
 - The Authority requested a survey be conducted of the current list to determine the actual intent and to determine the willingness of those remaining to deposit a listing fee to remain on the waiting list.
 - The Authority directed staff to have the current hangar contract reviewed by an Attorney in an attempt to simplify the contract.
 - The Authority requested the results of the survey be provided at the next regularly scheduled Authority meeting.

3. Consider Cameras, Security, & Fire Safety System recommendation.

- Airport Manager, Greg Hudson, informed the Authority the Public Safety Supervisor reported the Airport was in compliance. Mr. Hudson recommended Central Security's proposal to upgrade the Security Cameras only at this time.
 - Upon motion made by Secretary, Mike Jones, and seconded by member, George Parker, the Authority voted 4 to 0 to accept Central Security Services' quote to upgrade the Security Cameras only and not to exceed \$20K.
- **Additional Items discussed by the Authority –**
 - Secretary, Mike Jones, inquired on the new VoIP phone system and its progress.
 - The Authority directed staff to bring in the telephone provider to clean up the old telephone lines in the store room located in Hangar #1.
 - Vice Chairman, Barry Lerman, provided an update to the proposed putting green in the round-about at the Airport. Mr. Lerman stated additional funds were needed to move forward with the putting green project.

L. New Business

(None)

M. Additional Agenda Items Requested

(None)

N. Announcements

1. The Moore County Airport Authority meeting will be held at 10:00 a.m. at the Airport Terminal Conference Room, Carthage, North Carolina, on Tuesday, August 8th, 2017.

O. Adjournment

1. Chairman, Bob Zschoche, adjourned the meeting.

Bob Zschoche, Chairman
Moore County Airport Authority

Michael Jones, Secretary
Moore County Airport Authority

Financial Statement Comments – July 2017

Fuel sales were \$8K more than last July and \$13K lower than last month.

The volume was 60 gallons lower than last July (which had been the highest since 2009) and 2K gallons lower than June 2017.

Transient Jet volume increased by 3907 from last year. Base Jet volume decreased by 3967 from last year.

Other Operations

The facility rent this month was \$34K. This is approximately half of what July 2016 shows because the amount last yr. reflects two months of facility rent.

Aircraft services were up \$2300. From last year. (User, ramp fee and call out service)-landings were up 24% from last year.

EXPENSES			
ORG	OBJ	ACCOUNT DESCRIPTION	JULY 2017 JULY 2016
		Total 64044025 AIRPORT ADMIN	20,444.43 46,906.01
		Total 64044080 AIRPORT MAINTENANCE	3,142.79 8,984.26
		Total 64044082 LINE CUSTOMER SERVIC	86,690.06 86,812.01
		Total 64044083 AIRPORT FLIGHT	0.00 8,733.98
		Expense Total	110,277.28 151,436.26
REVENUES			
ORG	OBJ	ACCOUNT DESCRIPTION	JULY 2017 JULY 2016
		Total 64018000 AIRPORT AUTH MISC	144.24 2,808.41
		Total 64024000 AA USER FEES	121,261.48 200,714.64
		Revenue Total	121,405.72 203,523.05
		NET PROFIT JULY 2017	11,128.44 52,086.79

July 2016 is higher revenue because of an accounting entry to reverse July billing done in June.
 July 2016 included two months recurring charges; this year the double entry will be in August.

**MOORE COUNTY AIRPORT
FINANCE MEASURABLES
Jul-17**

Unrestricted Net Assets per audit 6/30/16	1,542,147
Less Fund Balance Policy Restriction	(1,000,000)
Available from Unrestricted Net Assets	542,147

	<u>2017</u>	<u>2016</u>	<u>%</u>	<u>Historical</u>
Accounts Receivable				
Current	64,148.78	85,084.38		
31-60	17,413.00	34,066.47		
61-90	1,360.09	233.57		
91 Plus	(4,801.07)	(53,730.15)		
Total A/R	78,120.80	65,654.27		

Fuel				
Jet A Gallons July	25,389	25,449	-0.2%	
Avgas Gallons July	5,972	5,991	-0.3%	
Fuel Gallons Pumped July	31,361	31,440	-0.3%	
Jet Fuel YTD	25,389	25,449	-0.2%	
Fuel Gallons Pumped YTD FY2018				25,389
Fuel Gallons Pumped YTD FY2017				31,440
Fuel Gallons Pumped YTD FY2016				31,013
Fuel Gallons Pumped YTD FY2015				23,451
Fuel Gallons Pumped YTD FY2014				26,092
Fuel Gallons Pumped YTD FY2013				26,157
Fuel Gallons Pumped YTD FY2012				21,522
Fuel Gallons Pumped YTD FY2011				25,627
Fuel Gallons Pumped YTD FY2010				25,954
Fuel Gallons Pumped YTD FY2009				31,995

Fuel by Customer Type				
Jet Base	8,512	12,479	-31.8%	
Jet Transient	16,877	12,970	30.1%	
Total Jet for July	25,389	25,449	-0.2%	
Avgas Base	4,224	3,319	27.3%	
Avgas MCA	0	938	-100.0%	
Avgas Transient	1,748	1,734	0.8%	
Total Avgas for July	5,972	5,991	-0.3%	

Landings				
Single Engine Landings	417	230	81.3%	
Multi Engine Landings	48	78	-38.5%	
Jet Landings	83	63	31.7%	
Helicopter Landings	40	3	1233.3%	
MCA Landings	0	98	-100.0%	
Total Landings July	588	472	24.6%	
Base Aircraft Landings July (Less MCA)	347	230	50.9%	
Transient Aircraft Landings July	241	161	49.7%	
Jet Landings YTD	83	63	31.7%	
Total Landings YTD	588	472	24.6%	



Search

» [Home](#) » [Contact Us](#) » [Search Help](#) » [Link To Us](#) » [About 100LL.com](#)**100LL Fuel Prices within 100NM of KSOP (57 results found)**[Back to KSOP](#)

100 LL

Jet-A

Sort by: 100LL Full

Airport	FBO Name	100LL Self	100LL Full +	Last Updated	Dist/Brg from KSOP
KT73	Kirk Air Base		\$3.70	Jul 27, 2017	82NM @ 242°
KCPK	Columbus County Airport	\$3.80	\$3.80	Jul 31, 2017	76NM @ 150°
KLBT	Lumberton Regional Airport	\$3.80	\$3.80	Aug 3, 2017	47NM @ 156°
KHRJ	Warren Aviation	\$3.80	\$3.80	Aug 3, 2017	38NM @ 75°
KMAO	Marion County Airport		\$3.84	Jul 19, 2017	73NM @ 177°
KDPL	Duplin County Airport	\$3.959	\$3.959	Jul 20, 2017	81NM @ 101°
KEYF	Taylor Aviation-EYF	\$4.05	\$4.05	Jul 27, 2017	63NM @ 133°
KHBI	Cardinal Air	\$4.09	\$4.09	Jul 31, 2017	40NM @ 315°
KSCR	Cardinal Air	\$4.09	\$4.09	Jul 31, 2017	32NM @ 348°
KGWW	Wayne Executive Jetport	\$3.80	\$4.17	Jul 31, 2017	81NM @ 79°
KJNX	Johnston County Airport		\$4.19	Jul 27, 2017	60NM @ 69°
KHVS	Hartsville Aviation Service Group		\$4.20	Jul 27, 2017	70NM @ 215°
KCTZ	Clinton Flying Service, Inc.		\$4.21	Jul 27, 2017	60NM @ 107°
KHNZ	Aircobra Corp.		\$4.29	Jul 27, 2017	91NM @ 31°
KRCZ	Richmond County Airport	\$4.50	\$4.50	Jul 27, 2017	31NM @ 221°
KEQY	Charlotte-Monroe Executive Airport	\$3.80	\$4.50	Jul 31, 2017	71NM @ 257°
KIGX	Horace Williams Airport		\$4.62	Jul 27, 2017	51NM @ 20°
KLKR	Lancaster County Airport	\$4.14	\$4.68	Jul 19, 2017	90NM @ 246°
KVUJ	Stanly County Airport	\$4.24	\$4.78	Jul 27, 2017	44NM @ 286°
KSIF	Rockingham County / Shiloh Airport	\$4.26	\$4.86	Aug 3, 2017	86NM @ 342°
K2A5	Causey Aviation Service		\$4.87	Jul 27, 2017	48NM @ 344°
KSVH	Statesville Flying Service		\$4.89	Jul 20, 2017	95NM @ 292°
KLHZ	Triangle North Executive Airport		\$4.89	Jul 27, 2017	80NM @ 47°
KRUQ	Rowan County	\$4.12	\$4.92	Jul 27, 2017	69NM @ 293°
KDAN	General Aviation		\$4.95	Aug 3, 2017	92NM @ 1°
KEXX	Fly High Lexington LLC	\$4.25	\$4.95	Aug 3, 2017	63NM @ 306°
KRWI	Air Care, Inc.		\$4.98	Jul 27, 2017	94NM @ 63°
KW03	Carolina Air Center, LLC		\$4.99	Jul 27, 2017	87NM @ 65°

KTDF	Red Mountain Aviation, Inc.		\$4.99	Aug 3, 2017	75NM @ 17°
KCQW	Hall Aviation		\$5.00	Jul 19, 2017	48NM @ 221°
KTТА	Raleigh Executive Jetport	\$4.99	\$5.09	Jul 25, 2017	28NM @ 34°
KCDN	Camden Jet Center		\$5.17	Jul 27, 2017	93NM @ 225°
KFLO	Precision Air	\$4.44	\$5.20	Jul 19, 2017	75NM @ 194°
KBQ1	Gilliam McConnell Airfield		\$5.25	Jul 31, 2017	7NM @ 339°
KBBP	Rare Air, Inc.		\$5.30	Jul 27, 2017	46NM @ 204°
KJQF	Concord Regional Airport -- City Of Concord		\$5.30	Aug 3, 2017	75NM @ 277°
KBUY	Sky South Aviation		\$5.35	Jul 27, 2017	56NM @ 355°
KFAY	Signature Flight Support		\$5.58	Aug 3, 2017	33NM @ 120°
KCLT	Wilson Air Center		\$5.64	Jul 26, 2017	88NM @ 268°
KGSO	Signature Flight Support	\$4.98	\$5.945	Aug 3, 2017	67NM @ 332°
K14A	Race City Flight Operations		\$4.70*	Jun 21, 2017	88NM @ 287°
K5W4	(Skydive) Paraclete Aviation		\$6.00	Jul 27, 2017	18NM @ 143°
KINT	Signature Flight Support	\$4.00	\$6.40	Aug 3, 2017	77NM @ 322°
KRDU	Tac Air		\$6.88	Aug 3, 2017	55NM @ 37°
KRDU	Signature Flight Support		\$6.96	Aug 3, 2017	55NM @ 37°
KGSO	Signature Flight Support	\$4.98*	\$5.52*	Nov 3, 2016	67NM @ 332°
KW88	Murphy Aviation	\$4.25		Jul 27, 2017	68NM @ 340°
KPYG	Town of Pageland	\$4.20		Jul 27, 2017	64NM @ 237°
KAFP	Anson County Airport	\$3.90*		Apr 24, 2017	41NM @ 248°
K8A7	Twin Lakes Airport	\$4.58		Jul 9, 2017	76NM @ 307°
KMEB	Scotland Aero Services	\$4.54		Jul 31, 2017	30NM @ 177°
KUDG	Darlington County Airport	\$3.80		Jul 19, 2017	61NM @ 207°
K2GC	Cape Fear Aviation	\$4.00		Jul 13, 2017	38NM @ 127°
KW40	Bass Aviation, Inc.	\$3.87		Jul 31, 2017	76NM @ 90°
K52J	Lee County	\$3.90		Jul 27, 2017	83NM @ 215°
KACZ	Wallace Henderson Field Airport	\$3.75		Jul 13, 2017	86NM @ 114°
KHYW	Conway Aviation	\$4.45		Aug 3, 2017	98NM @ 171°

* Fuel prices marked in **RED** are over 30 days old, and are deliberately ranked lower in the search results.

100LL.com

Search 100LL.com



Search

» [Home](#) » [Contact Us](#) » [Search Help](#) » [Link To Us](#) » [About 100LL.com](#)**Jet-A Fuel Prices within 100NM of KSOP (49 results found)**[Back to KSOP](#)

100 LL

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	\$2.95	\$2.95	Jul 27, 2017	63NM @ 133°
KJNX	Johnston County Airport		\$3.19	Jul 27, 2017	60NM @ 69°
KHRJ	Warren Aviation		\$3.25	Aug 3, 2017	38NM @ 75°
KGWW	Wayne Executive Jetport	\$2.73	\$3.26	Jul 31, 2017	81NM @ 79°
KMAO	Marion County Airport		\$3.29	Jul 19, 2017	73NM @ 177°
KLBT	Lumberton Regional Airport		\$3.35	Aug 3, 2017	47NM @ 156°
KDPL	Duplin County Airport	\$3.379	\$3.379	Jul 20, 2017	81NM @ 101°
KEQY	Charlotte-Monroe Executive Airport	\$3.10	\$3.49	Jul 31, 2017	71NM @ 257°
KRCZ	Richmond County Airport		\$3.50	Jul 27, 2017	31NM @ 221°
KIGX	Horace Williams Airport		\$3.59	Jul 27, 2017	51NM @ 20°
KHVS	Hartsville Aviation Service Group		\$3.60	Jul 27, 2017	70NM @ 215°
KDAN	General Aviation		\$3.80	Aug 3, 2017	92NM @ 1°
KBBP	Rare Air, Inc.		\$3.89	Jul 27, 2017	46NM @ 204°
KHNZ	Aircobra Corp.		\$3.899	Jul 27, 2017	91NM @ 31°
KMEB	Scotland Aero Services		\$3.95	Jul 31, 2017	30NM @ 177°
KCTZ	Clinton Flying Service, Inc.		\$3.96	Jul 27, 2017	60NM @ 107°
KHBI	Cardinal Air		\$3.99	Jul 31, 2017	40NM @ 315°
KTDF	Red Mountain Aviation, Inc.		\$3.99	Aug 3, 2017	75NM @ 17°
KSCR	Cardinal Air		\$3.99	Jul 31, 2017	32NM @ 348°
KUDG	Darlington County Airport		\$4.00	Jul 19, 2017	61NM @ 207°
KEXX	Fly High Lexington LLC		\$4.05	Aug 3, 2017	63NM @ 306°
KRUQ	Rowan County		\$4.05	Jul 27, 2017	69NM @ 293°
KTTA	Raleigh Executive Jetport		\$4.07	Jul 25, 2017	28NM @ 34°
KSIF	Rockingham County / Shiloh Airport		\$4.11	Aug 3, 2017	86NM @ 342°
KVUJ	Stanly County Airport		\$4.25	Jul 27, 2017	44NM @ 286°
KSVH	Statesville Flying Service		\$4.25	Jul 20, 2017	95NM @ 292°
KRWI	Air Care, Inc.		\$4.38	Jul 27, 2017	94NM @ 63°

KCDN	Camden Jet Center		\$4.47	Jul 27, 2017	93NM @ 225°
KW03	Carolina Air Center, LLC		\$4.48	Jul 27, 2017	87NM @ 65°
KCQW	Hall Aviation		\$4.50	Jul 19, 2017	48NM @ 221°
KFLO	Precision Air		\$4.53	Jul 19, 2017	75NM @ 194°
KLHZ	Triangle North Executive Airport		\$4.69	Jul 27, 2017	80NM @ 47°
KLKR	Lancaster County Airport	\$4.47	\$4.75	Jul 19, 2017	90NM @ 246°
KJQF	Concord Regional Airport -- City Of Concord		\$4.76	Aug 3, 2017	75NM @ 277°
K2A5	Causey Aviation Service		\$4.93	Jul 27, 2017	48NM @ 344°
KCLT	Wilson Air Center		\$4.94	Jul 26, 2017	88NM @ 268°
KBUY	Sky South Aviation		\$4.99	Jul 27, 2017	56NM @ 355°
KFAY	Signature Flight Support		\$5.191	Aug 3, 2017	33NM @ 120°
K5W4	(Skydive) Paraclete Aviation		\$5.50	Jul 27, 2017	18NM @ 143°
KGSO	Signature Flight Support		\$6.07	Aug 3, 2017	67NM @ 332°
KRDU	Signature Flight Support		\$6.179	Aug 3, 2017	55NM @ 37°
KRDU	Tac Air		\$6.21	Aug 3, 2017	55NM @ 37°
K14A	Race City Flight Operations		\$4.99*	Jun 21, 2017	88NM @ 287°
KAFP	Anson County Airport		\$3.29*	Apr 24, 2017	41NM @ 248°
KINT	Signature Flight Support		\$6.628	Aug 3, 2017	77NM @ 322°
KGSO	Signature Flight Support		\$5.96*	Nov 3, 2016	67NM @ 332°
KHYW	Conway Aviation	\$3.01		Aug 3, 2017	98NM @ 171°
KW40	Bass Aviation, Inc.	\$3.16		Jul 31, 2017	76NM @ 90°
KACZ	Wallace Henderson Field Airport	\$2.99		Jul 13, 2017	86NM @ 114°

* Fuel prices marked in **RED** are over 30 days old, and are deliberately ranked lower in the search results.

100LL.com

Search 100LL.com

©2012 Aviation Fuel Data LLC [Privacy Policy](#)

Manager's Report - August 2017

1. Corporate ground lease was reviewed by our attorney.
2. Ground lease has been sent to new base customer for review and signatures.
3. Jane communicated with DST accountant and they paid most of their past due amounts.
4. Talbert and Bright provided an update on Master Plan and Storm drain projects with DOA and DOT.
5. Communicated these project updates with Matt Day (TARPO) and Pat Molamphy.
6. FAA contacted me about low flying helicopter complaint by local citizen. I have spoken with Total Flight about changing up their patterns over the local communities.
7. We have received some drawings from T&B on possible observation area. I have asked Bobbie to get us a quote on moving about 40 feet of the fence and relocating it.
8. Airport staff and Moore County Staff had a meeting to discuss several items, such as accounting support and some events coming up in the near future.
9. Tarheel Communications meeting is set for Wednesday, August 9th, to discuss details of the upcoming Fly-in/Cruise-In to be held in September, and to begin planning for the Spring Concours D'Avion.

Greg Hudson

August 2017 Operations Report:

1. On Wednesday July 19th Thomas Tire came out and replaced three rear tires on the Avgas 100LL truck.
2. On Thursday July 20th Carl stenciled numbers on the Hertz parking spaces.
3. On Thursday July 20th NC811 was contacted to mark existing water, sewer, and utility lines for the new base customer.
4. On Monday July 24th Gattis Construction removed the sliding doors on group hangar # 5 and started replacing the door roller system and working on the bottom tracks. Upon completion the doors will be rehung and tested.
5. On Friday July 28th Carl replaced the oil and filter and greased the John Deere # 2555 tractor.



HANGAR WAITING LIST PROCESS & PROCEDURE

- 1) Upon receiving a Hangar Request:
 - a. Request the customer complete the Hangar Waiting List Request Form, to include the person's name, phone number, address, aircraft type and tail number, and type of hangar(s) desired.
 - b. Inform the customer of the \$100.00 Listing Fee (per Aircraft) due at the time of request. Listing Fee will be credited to the first month's rent upon signing a lease or a refund will be provided if requested to be, or otherwise, removed from the list.
- 2) Once hangar becomes available:
 - a. Contact Customers on the list for the type of Hangar that has become vacant, beginning at the top of the waiting list.
 - b. If hangar is refused, drop the customer to the bottom of the list and continue the process until hangar is accepted.
 - c. Monthly Rental Fee will be determined at a competitive rate as defined by the Airport Manager and the Director of Operations.
- 3) Customer Requirements:
 - a. Minimum one year lease.
 - b. Proof of Liability Insurance at the rate described in the Moore County Airport Standard Operating Procedures Policy.
 - c. Customer must provide a thirty (30) day notice when vacating a hangar.
 - d. Customer will have ninety (90) days from date of lease to fill the hangar with an Aircraft. If the customer is unable to fill the hangar within ninety (90) days, the hangar will be forfeit, without refund.
 - e. Should a customer's hangar become vacant and the customer choose to remain in the hangar, the customer then has ninety (90) days to refill the hangar. If the customer is unable to refill the hangar within ninety (90) days, the hangar will be forfeit, without refund.

NOTE: Extenuating circumstances beyond ninety (90) days can be considered by the Airport Manager.

Effective this the 8th day of August, 2017.

Bob Zschoche,
Moore County Airport Authority Chairman

MOORE COUNTY AIRPORT
P.O. Drawer 5809 Pinehurst, NC 28374
(910) 692-3212
Fax (910) 693-4378

Request Form – Hangar Waiting List

*Please complete & submit your **Request Form** and **Listing Fee** to the Moore County Airport Operations Director, Bobbie Cox, at bcoc@moorecountyaairport.com; by mail to P.O. Drawer 5809, Pinehurst, NC 28374; or visit us at 7825 Aviation Drive, Carthage, NC 28327.*

(Listing fee of \$100.00 is due at the time of request. Cash, Check or Credit Cards Accepted.)

Make checks payable to: Moore County Airport

(Please print)

Name:		
Address:		
Phone: Business ()	Home ()	Cell ()
Email:		
PLEASE CIRCLE ABOVE YOUR PREFERRED CONTACT METHOD – This will be the method used to contact you once hangar becomes available.		
*Circle hangar preference: 1) Group 2) T-Hangar 3) Box Hangar 4) Executive Hangar		
Type of Aircraft:	Tail #	
Comments:		

Please Note:

*Requestor will be added to the airport hangar waiting list in order of receipt. Due to the potential for extended waiting periods, rental fees are subject to change. Once offered a hangar the requestor will have the option to accept or refuse the hangar. If requestor refuses the hangar the requestor will then be moved to the bottom of the waiting list or removed if requested. **NOTE:** Should the requestor be listed more than one hangar waiting list, the offer will apply only to the type of hangar being offered.*

Credit Card Information:

Card Number: _____ **Exp. Date:** _____/_____/_____

Card Holder Name:

(Exactly as printed on Card)

Billing Address: _____, _____, _____, _____
(Street) (City) (State) (Zip Code)

Signature (Aircraft Owner)

Received by (Airport Staff)

Date: _____

Date: _____

For Office Use Only

Request was added to hangar waiting list by: _____ **Date:** _____

Contacted on: _____ **Response:** _____

MOORE COUNTY AIRPORT AUTHORITY

7865 Highway 22

P.O. Drawer 5809 Pinehurst, NC 28374

(910) 692-3212

HANGAR LEASE AGREEMENT

THIS HANGAR LEASE AGREEMENT ("Agreement") is entered into as of this ____ day of _____, 20____ by and between Moore County Airport Authority, P.O. Drawer 5809 Pinehurst, NC 28374 ("Lessor") and _____ ("Lessee").

In consideration of the leasing of the premises aforesaid and the Agreements hereinafter contained, the Lessor and the Lessee hereby covenant and agree, each with the other as follows:

1. Lease of the Hangar Space: Lessor hereby leases to Lessee Hangar space # ____ ("Hangar") located at Moore County Airport (the "Airport"). The Hangar shall be used and occupied by Lessee solely for the storage of the following described Aircraft: _____
Registration No(s). _____ ("Aircraft"), or any other similar Aircraft owned or leased by Lessee (the "Substitute Aircraft"), provided Lessee has obtained the prior written consent of Lessor to store the Substitute Aircraft in the Hangar. In the event Lessee is permitted to store a Substitute Aircraft in the Hangar, all provisions of the Agreement applicable to the Aircraft shall also be applicable to the Substitute Aircraft.

2. Term: The term of this Agreement shall commence on _____, 20____, and shall continue in effect unless terminated under the terms of this Agreement for a period of one (1) year 365 consecutive days from date of execution.

3. Rent: For the use of the Hangar, Lessee shall pay Lessor, at the address specified in Paragraph 16, the amount of _____ (\$_____) per month, regardless of the Aircraft's presence on the Airport, payable in advance on or before the fifteenth day of each month without notice. The rate and term of this Agreement are subject to change and will be adjusted in accordance with the standard rates and terms set by Lessor. In the event of any change in the standard rates or terms, this Agreement will be so adjusted upon thirty (30) days' prior written notice.

4. Services Provided: Lessor agrees:

- a. To provide reasonable access to the airside of the Airport to include public taxiways and ramps.
- b. To issue Lessee a key to any lock or locking device used to secure the Hangar.
- c. To maintain the structural components of the Hangar, including doors and door mechanisms, and Lessor will provide, light, electricity and normal building maintenance without additional cost to Lessee.

5. Use of the Hangar: Lessee hereby agrees to comply with the following requirements:

- a. The Hangar shall be used for storage and minor maintenance of the Aircraft. The necessary Aircraft ground handling equipment and tools associated with the Aircraft are also permitted. No other storage is permitted without the prior written authorization of Lessor.
- b. In the event Lessee should sell the Aircraft, a three (3) month grace period will be allowed to purchase and hangar a Substitute Aircraft. If this condition is not met, this Agreement shall be terminated at the end of said grace period.
- c. Lessee agrees to abide by and cooperate with Lessor in the enforcement and implementation

- of applicable Airport security regulations and measures.
- d. Security of the Hangar itself shall be the responsibility of the Lessee. Lessor shall not be liable for theft, vandalism, or pilferage to any items stored in the Hangar.
 - e. Lessee shall not store any gasoline, solvents, flammable paints, or other flammables in the Hangar.
 - f. Lessee shall not dispose of any oils or fuels on Airport grounds, but will dispose of such oils or fuels in an area to be designated by Lessor. If Lessee is found in violation of this disposal procedure, Lessor reserves the right to charge the Lessee for all charges incurred for the cleanup of improper disposal.
 - g. Lessee shall keep the Hangar clean and free of all trash and debris and is not to place any trash or debris on the Airport grounds, except in containers provided for trash by the Airport.
 - h. Lessee agrees not to unduly or in an untimely fashion obstruct access to adjacent Hangar spaces.
 - i. Lessee shall not park or leave the Aircraft, on the taxiway or on the pavement adjacent to the Hangar in a manner which unduly interferes with or obstructs access to adjacent Hangar spaces.
 - j. Lessee shall park and lock personal vehicles in Hangar or in designated landside parking areas only.
 - k. Lessee shall turn off overhead lights and other approved electrical equipment when leaving the Hangar.
 - l. Lessee shall not conduct any charter, rental, repair or instructional service or any other commercial activity in or from the Hangar without prior approval of Lessor.
 - m. Lessee shall immediately report to Lessor or its representative any defects in the Hangar which Lessee reasonably believes to require maintenance.
 - n. Lessee shall not do any stripping or painting of the Aircraft; except, however, Lessee may make minor brush touch-ups to the Aircraft.

6. Airport Rules. Lessee agrees to adhere to the Moore County Airport Rules and Regulations & Minimum Operating Standards, which are attached hereto as Exhibit 1 and incorporated fully herein by reference.

7. Sublease/Assignment: Lessee agrees not to assign any interest of Lessee hereunder or sublet, license or permit any other party or parties to occupy any portion of the Hangar. The parking of Aircraft not owned or leased by Lessee in the Hangar shall constitute a sublease and is prohibited.

8. Condition of Premises; Alterations: Lessee shall accept the Hangar in its present condition without any liability or obligation on the part of Lessor to make any alterations, improvements or repairs of any kind on or about said Hangar. Lessee shall be responsible and liable for any damages caused by the Lessee. Lessee shall not install any fixtures or make any alterations, additions or improvements to the Hangar without the prior written authorization of Lessor. Upon the termination of this Agreement, however terminated and without compensation or payment to Lessee, all fixtures installed or additions and improvements made to the Hangar shall become Lessor's property and shall remain in the Hangar.

9. Right of Entry: Lessor shall have the right for its employees and authorized representatives to enter the Hangar for the purpose of inspecting or protecting such premises and of doing any and all things which Lessor may deem necessary for the proper conduct and operation of the Airport.

10. Insurance: Lessee agrees to carry \$1,000,000 in liability insurance and to provide a copy of their certificate of insurance to the Lessor for review on an annual basis.

11. Casualty: In the event the Hangar or the means of access thereto, should be damaged by fire or any

other cause, the rent payable hereunder shall not abate provided that the Hangar is not rendered untenantable by such damage. If the Hangar is rendered untenantable and Lessor elects to repair the Hangar, the rent shall abate for the period during which such repairs are being made, provided the damage was not caused by the acts or omission of Lessee, its employees, agents or invitees, in which case the rent shall not abate. If the Hangar is rendered untenantable and Lessor elects not to repair the Hangar, this Agreement shall terminate.

12. **DISCLAIMER OF LIABILITY:** LESSOR HEREBY DISCLAIMS, AND LESSEE HEREBY RELEASES LESSOR FROM, ANY AND ALL LIABILITY FOR ANY LOSS, DAMAGE OR INJURY OF ANY NATURE WHATSOEVER SUSTAINED BY LESSEE, ITS EMPLOYEES, AGENTS OR INVITEES DURING THE TERM OF THIS AGREEMENT, INCLUDING BUT NOT LIMITED TO LOSS, DAMAGE OR INJURY TO THE AIRCRAFT OR OTHER PROPERTY OF LESSEE THAT MAY BE LOCATED OR STORED IN THE HANGAR. THE PARTIES HEREBY AGREE THAT UNDER NO CIRCUMSTANCES SHALL LESSOR BE LIABLE FOR INDIRECT, CONSEQUENTIAL, SPECIAL OR EXEMPLARY DAMAGES, (INCLUDING STRICT LIABILITY AND NEGLIGENCE), SUCH AS, BUT NOT LIMITED TO, LOSS OF REVENUE OR ANTICIPATED PROFITS OR OTHER DAMAGE RELATED TO THE LEASING OF THE HANGAR UNDER THIS AGREEMENT. LESSEE SHALL BE LIABLE FOR ANY DAMAGE TO LESSOR'S PROPERTY AND/OR OTHER STORED AIRCRAFT ARISING FROM LESSEE'S NEGLIGENCE, INCLUDING, BUT NOT LIMITED TO UNAUTHORIZED ACTIVITIES IN THE HANGAR OR THE STORAGE OF FLAMMABLES IN THE HANGAR AND/OR AIRCRAFT OTHER THAN FUEL AND OIL IN THE AIRCRAFT TANKS.

13. **Additional Liability:** Lessor hereby expressly disclaims any and all liability for damage to the aircraft stored in the Hangar, except for such damage as may be caused by movement of the aircraft by Lessor's employees, except that if Lessee participates in any way or gives instructions to Lessor's employee, Lessor shall not be liable in any way for damage to the aircraft.

14. **Default:** In the event that Lessee breaches any term or provision of this Agreement including but not limited to, failure to pay rent, Lessor shall have all rights provided by law for termination of this Agreement and possession of the premises. Furthermore, Lessee agrees to pay all of Lessor's expenses, including attorney's fees, in enforcing any of the obligations of this Agreement, or in any proceedings of litigation in which Lessor shall become involved without his fault, by reason of this Agreement. Should Lessee be in default of this Agreement, Lessee agrees that Lessor shall have the right, without liability for damage, upon thirty (30) days prior written notice sent to Lessee by certified mail, to have Lessee's Aircraft placed in an uncovered portion of the Airport, and Lessee shall become obligated to pay to the Lessor with respect to such Aircraft, all tie-down storage rates then applicable on the Airport. In addition to the foregoing, if any sum payable by the Lessee hereunder shall be delinquent for ninety (90) days or more Lessee agrees that Lessor may take possession of any Aircraft owned or operated by Lessee and proceed to sell the same to recover any unpaid sums owed by the Lessee.

15. **Thirty (30) Day Termination:** Either party to this Agreement shall have the right, with or without cause, to terminate this Agreement by giving thirty (30) days' prior written notice to the other party.

16. **Governing Law:** This Agreement shall be construed in accordance with the laws of the State of North Carolina.

17. **Relationship of Parties:** The relationship between Lessor and Lessee shall always and only be that of Lessor and Lessee. Lessee shall never at any time during the term of this Agreement become the agent of Lessor, and Lessor shall not be responsible for the acts or omissions of Lessee, its employees, or agents.

18. **Remedies Cumulative:** The rights and remedies with respect to any of the terms and conditions of

this Agreement shall be cumulative and not exclusive, and shall be in addition to all other rights and remedies available to either party in law or equity.

19. Notices: Any notice given by one party to the other in connection with this Agreement shall be in writing and shall be sent by certified or registered mail, return receipt requested, commercial carrier or e-mail. Notices so sent shall be deemed to be received upon the earlier of (a) two (2) days following sending in the manner provided above or (b) actual receipt by the receiving party.

(1) If to Lessor, addressed to:

Executive Director
Moore County Airport
P.O. Drawer 5809
Pinehurst, NC 28374
E-mail: admin@moorecountyaairport.com

(2) If to Lessee, addressed to:

Notices shall be deemed to have been received on the date of receipt as shown on the return receipt.

20. Waiver: The waiver by either party of any covenant or condition of this Agreement shall not thereafter preclude such party from demanding performance in accordance with the terms hereof.

21. Successors Bound: This Agreement shall be binding on and shall inure to the benefit of the heirs, legal representatives, successors and assigns of the parties hereto.

22. Severability: If a provision hereof shall be finally declared void or illegal by any court or agency having jurisdiction over the parties to this Agreement, the entire Agreement shall not be void, but the remaining provisions shall continue in effect as nearly as possible in accordance with the original intent of the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

LESSOR: Moore County Airport Authority LESSEE:_____

By:_____

By:_____

Title:_____

Title:_____

Moore County Airport Authority
P.O. Drawer 5809
Pinehurst, North Carolina 28374
(910)692-3212 Office (910)693-4378 Fax
NEW CUSTOMER ACCOUNT INFORMATION

Name: _____ Date: _____

Company: _____ Office Phone: _____

Address: _____ Home Phone: _____

_____ Other Phone: _____

_____ Tail #: _____

E-mail Address: _____ Type of Aircraft: _____

☐ Yes, I would like to have my statements sent electronically.

The Moore County Airport Authority prefers customers to use a Shell Credit Card if charging fuel sales and hangar rent to a credit card.

If you would like the Airport to automatically charge your credit card for expenses incurred during the previous month, you may contact the Finance Administrator, Kris Klug to set this up. The Airport will charge the credit card that is on file on the 10th of each month for any outstanding invoices from the previous month.

Statements are mailed/e-mailed to customers on a monthly basis at the end of each month. Statements reflect billing for services rendered during that month, with the exception of hangar and office rents and ramp parking fees (with lease) which are billed in advance. The balance is due in full upon by the 10th of the next month. Interest will be charged on any account with a past due balance.

Understood and Agreed: _____
Applicant's Signature

Moore County Airport
Submitted STI Requests with NCDOT DOA
Deadline for Submittals: September 30, 2017

TIP Project Request #	Rank	Project Description	Current Funding Estimate
2503	1	Airfield Stormdrain Rehabilitation - Phase II (2017)	452,000
2489	2	Master Plan Update, Including ALP (2017)	570,000
2506	3	Hangar Development (Part of STI Project) (2020)	1,827,000
2505	4	Expand and Improve Airport Utilities (Recommended) (2025)	843,000



MOORE COUNTY AIRPORT

AIRPORT RESOURCES/TELECOMMUNICATIONS POLICY

Effective Date: April 2016

1. Purpose.

This Policy provides guidance on the use of Airport provided telephone and wireless telecommunication systems and services. The intent of this Policy is to permit reasonable use of Airport telephone and wireless telecommunication systems and, simultaneously, to guard against abuse of calling privileges. It addresses cost recovery procedures and other management considerations.

2. Scope.

This Policy applies to all Airport employees who have access to the Airport telephone system and/or have been issued an Airport cellular telephone or other wireless telecommunications device or reimbursement.

3. Guidelines.

Telephone and telecommunication services are used to support the mission of the Moore County Airport, Serving one Moore Customer at a Time. Telephone and telecommunication equipment, services, and systems are Airport resources, and as such, are to be managed in the most cost-effective manner possible and in the interest of the Airport. The Airport Manager has flexibility in determining how this objective can be achieved and may accommodate employee personal needs to the extent they are not inconsistent with Airport needs and this Policy. Reasonableness and common sense shall be the guiding principles in all situations.

3.1. Using Airport-Provided Telephone and Telecommunication Resources.

Employees shall use Airport-provided telephone and telecommunication equipment, services, and systems for official Airport business, but may make and receive personal calls during working hours that are necessary and in the interest of the Airport. Examples of personal calls that are in the interest of the Airport include: calls to alert household members about working late or other schedule changes; calls to make alternative child care or elder care arrangements; calls to talk with doctors, hospital staff, dentists or day care providers; calls to determine the safety of family or household members, particularly in an emergency; calls to make funeral arrangements; calls to reach businesses or government agencies that can only be contacted during work hours; and calls to arrange emergency repairs to vehicles or residences.

Personal calls made from Airport telephones must not adversely affect the performance of an employee's official duties or the department's work performance; must be of reasonable duration and frequency; and could not reasonably have been made during non-working hours.

Employees may make and receive a limited number of purely personal calls during work hours (purely personal calls are those calls determined not to be necessary and in the interest of the Airport) from Airport telephones when those calls do not incur additional charges to the Airport. In making purely personal calls, employees shall ensure that: all long-distance and extending calling area calls are made at their own expense; e.g., charged to personal calling or credit cards, home telephones, or other non-government telephone numbers; the calls do not adversely affect the performance of official duties or the departments work performance; and the calls are of reasonable duration and frequency.



MOORE COUNTY AIRPORT

AIRPORT RESOURCES/TELECOMMUNICATIONS POLICY

Effective Date: April 2016

3.2. Reasonableness Determinations for Telephone Call Duration and Frequency.

Supervisors and the Airport Manager shall determine whether brief personal telephone calls are of reasonable length, and in the interest of the Airport, based on the employee's work schedule, co-worker needs, office work demands, length of work day, etc. Personal calls in excess of three times a day, and longer than five minutes each, are normally to be considered unreasonable.

3.3. Responsibilities.

The Finance Administrator is responsible for timely review of telephone charges to accounts and monitoring any use of Airport telephone systems beyond the limitations of this Policy. Problem indicators typically include widely varying monthly bill totals, large numbers of non-government calls, long or repeated calls made before and after work hours, long hold time calls (callers left on hold for extended periods) and large numbers of directory assistance calls.

3.4. Cost Recovery for Unauthorized Telephone Calls and Disciplinary Action.

The Employee Supervisor may request written confirmation from an employee that a call qualifies as an official call under Section 3.1 of this Policy.

Employees making personal calls under this Policy shall be charged for the cost of the calls as follows:

- 3.4.1. For desktop (non-wireless) telephone charges, the employee shall reimburse the Airport for the actual amount of long distance or extended calling area charges incurred.
- 3.4.2. For wireless telecommunications charges, including cellular telephone charges, reimbursement shall be at the rate set forth in Section 4.0 of this Policy.
- 3.4.3. Reimbursements shall be made within two weeks of review by the employee of the monthly bill or notification by the Finance Administrator of charges incurred, whichever is sooner.
- 3.4.4. Reimbursements shall be made by cash payment or by personal check or money order made payable to the Airport and forwarded to the Finance Department for deposit, along with a memorandum indicating that payment is for Reimbursements of personal use of telephone/telecommunications chargeable resources.
- 3.4.5. Abuse of calling privileges under this Policy may result in loss of the employee's reimbursement, or if issued a device, requiring the employee to keep detailed telephone logs, and/or disciplinary action for unacceptable personal conduct under the Moore County Airport Personnel Policy, as amended, up to and including dismissal.



MOORE COUNTY AIRPORT

AIRPORT RESOURCES/TELECOMMUNICATIONS POLICY

Effective Date: April 2016

3.5. Directory Assistance Calls.

There is generally a charge to the Airport for directory assistance calls made by employees. Employees are encouraged to use telephone directories or Internet directory web sites to determine business related telephone numbers rather than routinely calling fee-based directory assistance operators.

Non-business related personal directory assistance calls shall be subject to the provisions of Section 3.4 of this Policy.

3.6. Collect Calls.

Employees shall not accept collect calls unless the caller indicates it is an emergency call or there are other extenuating circumstances which are reported to the supervisor promptly or as otherwise approved by the Airport Manager or required by law.

3.7. 900 Numbers.

Employees shall not make calls at Airport expense to 900 numbers. In instances where technical assistance is only available using 900 numbers, the Supervisor shall specify and use telephone lines as approved in advance by the Airport Manager.

4. Cellular Telephones and Wireless Telecommunications Services.

The Airport may provide for employee wireless services such as intelligent pagers, satellite or cellular phones, Personal Digital Assistants (PDA) or "smart phones", and Personal Communications Systems (PCS) technology for official Airport business use when the use of such services will increase the level of service provided to the Airport's customers, increase the level of safety for the Airport employee, and/or satisfy legal requirements.

The Airport currently offers two options for cellular telecommunications when the employee meets the requirements detailed above for its use: a telecommunications reimbursement paid to the employee for use of their personal cellular phone; or an Airport-provided cellular phone. The Airport Manager retains the right to select the option that meets the needs of the employee's position most effectively and efficiently.

Employees shall exercise safety while using Airport-provided cellular and other wireless telecommunications services. All current and future safety laws & regulations regarding the use of wireless devices apply.

The Airport strongly discourages the disclosure of numbers for all cellular and other wireless telecommunications services to members of the public. Airport-provided and personal wireless numbers should be shared only with Airport employee's as needed for appropriate work-related contact. Incoming calls on Airport-provided wireless devices are discouraged unless the calls relate directly to the employee's Airport duties.



MOORE COUNTY AIRPORT

AIRPORT RESOURCES/TELECOMMUNICATIONS POLICY

Effective Date: April 2016

4.1. Cellular and Wireless Telecommunications Reimbursement.

The telecommunication reimbursement program will provide a monthly reimbursement to an employee for the use of their personal cell phone for business matters. This program is available only to those employees who would opt not to be assigned a permanent Airport-provided cellular phone. The program is entirely optional for the employee.

The telecommunications reimbursement program is based on the following criteria and taking into consideration current rate plans for Airport-provided cellular telephones.

Reimbursement	Frequency	Criteria
\$20.00	Bi-Weekly	This employee's reimbursement eligibility is determined by the employee's job duties & responsibilities at the rate set by the Airport Manager.

For approved employees, the telecommunications reimbursement will be included as a non-taxable amount added to the employee's bi-weekly payroll direct deposit, except for a payroll period that falls as the third within a single month. Cellular reimbursements will be charged to the Airport telephone budget. It is strongly recommended to consider Airport-provided cellular telephones for instances that a "shared" device is necessary.

Requests for new or modified cellular telephone reimbursements require completion of the Cellular Telephone Reimbursement Request Form, which must be signed by the employee, their supervisor, and the Airport Manager. The form must be forwarded to the Finance Department to be pre-audited by the Finance Administrator and processed for payroll. Any new or modified requests may be subject to final approval by the Airport Manager.

Supervisors are responsible for maintaining an internal list of their employee's cellular telephone numbers, periodically verifying that employees receiving a cellular telephone reimbursement are available via cell phone during times required by the Airport Manager, and periodically reviewing job functions of employees to ensure that those receiving reimbursements have a continuing need for cellular phone service. The Supervisor should terminate any reimbursement if the business needs of the Airport no longer require an employee to maintain a cellular telephone.

Any employee receiving a cellular telephone reimbursement is responsible for maintaining dependable and regular cellular telephone service, and must notify their respective Supervisor upon any changes to their cellular telephone number or suspension / termination of their cellular service. The employee must be able to provide proof of current cellular telephone service upon request.

Under the telecommunications reimbursement program the Airport is not responsible for payment of employee cellular phone bills or overages; it is the responsibility of the employee to ensure that payment is submitted to their cellular provider. The Airport is not responsible for lost, damaged or malfunctioning cellular phone



MOORE COUNTY AIRPORT

AIRPORT RESOURCES/TELECOMMUNICATIONS POLICY

Effective Date: April 2016

equipment, or for insurance coverage of that equipment; it is the responsibility of the employee to maintain their personal cellular phone equipment and to ensure that they obtain adequate equipment insurance if deemed necessary for their personal cellular phone, taking into consideration the circumstances in which it will be used for business matters. Finally, the Airport is not responsible for the negotiation of rate or service plans with local cellular providers for personal employee use.

4.2. Airport-Provided Cellular and Wireless Telecommunications.

Airport-provided cellular telephones and other wireless services shall be used for official Airport business purposes. Such use is defined to be appropriate when an employee must make a call related to furthering Airport operations, does not have access to a regular Airport telephone (a desk phone), and the call cannot or should not wait until returning to the office.

Airport-provided cellular telephones or other wireless services may be used for circumstances in which the employee must make a personal call while away from the office during working hours where the call is necessary and in the interest of the Airport as set out in Section 3.1 of this Policy. Such calls shall be limited in duration to not more than three minutes. Aside from the foregoing provision, no personal calls, including purely personal calls, are permitted.

All non-business, personal cellular or other wireless telecommunications charges incurred under this Policy shall be reimbursed at the rate of fifteen (\$0.15) cents per minute, plus applicable roaming charges, for calls made within the package minutes of an individual employee's billing plan; or the actual charge, plus applicable roaming charges, for calls made outside the package minutes of an individual employee's billing plan. Reimbursements shall be made in accordance with Section 3.4 of this Policy. Any disciplinary action shall be taken in accordance with Section 3.4 of this Policy.

For Airport-provided telecommunications, the Finance Administrator will select a group of standard cellular, PDA, "smart phone" and pager device models and service packages that will meet the basic telecommunication needs of Airport employees, taking into consideration total coverage area, available rate plans and support requirements.

The Telecommunications Request form must be completed and signed by the respective Supervisor and the Airport Manager or their designee and forwarded to the Finance Administrator for processing of new or modified Airport-provided wireless services.

5. Public Records.

Telephone records, usage reports and/or other related documents regarding Airport telephone and telecommunications systems may constitute public records. North Carolina law determines whether a document constitutes a public record. Nothing in this Policy shall be deemed to invalidate any exception to the public records



MOORE COUNTY AIRPORT

AIRPORT RESOURCES/TELECOMMUNICATIONS POLICY

Effective Date: April 2016

laws, or to imply that all records, usage reports and/or other related documents regarding Airport telephone and telecommunications systems constitute public records.

6. No Waiver of Attorney-Client Privilege.

Nothing in this Policy is intended to preclude the Airport from asserting attorney-client privilege or work product protection with respect to any records, usage reports, or other related documents regarding Airport telephone and telecommunications systems.

This Policy is effective upon its adoption by the Moore County Airport Authority.

ADOPTED this the 8th day of August, 2017.

Airport Authority Chairman

Date

Airport Authority Secretary

Date



TELECOMMUNICATIONS REIMBURSEMENT REQUEST FORM

Date: _____
Employee Name: _____
Job Title: _____
Budget Code: _____

Action Requested (*circle one*): New Change Cancel

Airport Issued Cell # : _____

Reimbursement	Frequency	Criteria
\$20.00	Bi-Weekly	This employee's reimbursement eligibility is determined by the employee's job duties & responsibilities at the rate set by the Airport Manager.

Note: Cellular telephone reimbursements will not automatically follow the employee from one position to another. Each change in an employee's position with the Airport requires a review of appropriate cellular telephone eligibility.

I have read and understand the Moore County Airport Telecommunications Policy. I agree to abide by the guidelines set forth in section 4.1 to ensure my current and continued eligibility for the telecommunications reimbursement as requested above.

Employee Signature: _____

Date: _____

I have read and understand the Moore County Airport Telecommunications Policy. I agree to abide by the guidelines set forth in section 4.1 to ensure eligibility for and appropriate use of the telecommunications reimbursement by the employee named above.

Supervisor Signature: _____

Date: _____

Department Head Signature: _____

Date: _____

This instrument has been pre-audited in the manner required by the Local Government Budget & Fiscal Control Act.

Finance Officer: _____

Date: _____