



Moore County Airport Authority
Tuesday, February 12th, 2019
Public Meeting – 9:00 a.m.
Minutes

The Moore County Airport Authority Meeting began at 9:00 a.m. on Tuesday, February 12th, 2019 in the Moore County Airport Terminal Conference Room.

Authority Members Present: Tom McPherson, Chairman
Barry Lerman, Vice Chairman
Mike Jones, Secretary/Treasurer
Don Delauter, Member
Pat Corso, Member (Late arrival)

Authority Members Absent: (None)

Authority Members Present Participating Electronically: (None)

Staff Present: Ron Maness, Airport Manager
Bobbie Cox, Operations Director
Jane Long, Finance Administrator
Crystal Meyers, Administrative Assistant

Others Present: Peter Stilwell, Tarheel Communications
Captain Glenn Thomas, US Army
Warrant Officer Trahan, US Army
John Frye, NC Capital Management Trust
Phil Greene, Total Flight Solutions
Andrew Stilwell, Tarheel Communications
Jim Epting
Charles Mirman
Ted Owen

CALLED TO ORDER

- A. Opened Session**
1. Airport Authority Chairman, Tom McPherson, opened public session.
- B. Closed Session**
(None)

- C. Pledge of Allegiance was led by Chairman, Tom McPherson.**
- D. Additional Agenda Items Requested**
1. BB&T Resolution & Agreement Deposit Account Update.
- E. Conflict of Interest Inquiry was made by Chairman, Tom McPherson.**
(None)
- F. Approval of Agenda Presented**
1. Authority members reviewed the proposed meeting Agenda.
 - Upon motion made by Vice Chairman, Barry Lerman, and seconded by Secretary Mike Jones, the Authority voted 5 to 0 to approve the Agenda as presented, to include the additional items as amended, listed above, Item D.
- G. Approval of Previous Meeting Minutes**
1. Moore County Airport Authority Meeting Minutes Presented: January 8th, 2019.
 - Upon motion made by Secretary, Mike Jones, and seconded by member, Pat Corso, the Authority voted 5 to 0 to approve the January 8th, 2019 Moore County Airport Authority Meeting Minutes.
- H. Public comments**
1. Charles Mirman asked if the Airport Authority was going to take any position on the addition construction and encroachment of the proposed Store Fronts at Tyler's Ridge.
 - Chairman, Tom McPherson, indicated the Authority would take it under consideration and indicated there had not been any discussions, thus far, on the matter by the Authority. Airport Manager, Ron Maness, was asked to gather and provide details of the project for further consideration.
 - Ted Owen offered clarification...the Notification by Deed to prospective buyers or tenants on a property, that may have an effect near an Airport, is binding. The Airport Authority has a right to request of the municipalities to require insertions in the Deeds.
 - Vice Chairman, Barry Lerman, inquired about the previous Notification by Deed request made for the Carolina Project.
 - The Authority delegated the task of determining if the town required the agreement, to the insertion of language in the deed, be a condition of approval in the Carolina Development.
- I. Presentations/Guest Speakers**
1. NC Capital Management Trust Representative, John Frye, provided an overview of their trust fund portfolios NCCMT has to offer for investment of the Airport's current First Bank CD monies.
 2. Total Flight Solutions, Phil Greene, provided an update on TFS Operations.
 - Mr. Greene explained the government shutdown has had an effect on FAA operations and the FAA will not be conducting the January scheduled inspection for the 141 Certificate. TFS was advised the FAA is back to work, but limited.

They are not, at this time, re-scheduling inspections. Mr. Greene also indicated they have implemented the FSDO recommendations to their operation.

- Mr. Greene announced TFS Maintenance Department has hired an A&P, IA Mechanic, Steve Brown. Mr. Brown will be relocating to the area in approximately 6 weeks on a Full-Time basis.

J. Public Hearing

1. Chairman, Tom McPherson, announced the call to Public Hearing of FY2020 Airport Budget on March 12th, 2019 in the Moore County Airport Terminal Conference Room.

K. Report Inquiries/Comments/Action Items

1. The Authority members reviewed/heard the following reports listed below:

- Manager Reported:

- 1) The current issues with a Storm Drain insert that is currently stuck and unable to be removed. The issue is time critical. The initial plan of action is to dig down and attempt to remove the insert. If unsuccessful, the next option is to an attempt to dig at the opposite end of the drain and remove it from there. This option will require a runway closure of up to approximately 7 days. Notice to the based customers to have a plan of action in place should the first attempt fail and a runway closure is necessary will be sent out immediately. Every attempt to minimize impact on the Airport and its customers are being made.
- 2) On the progress of the upcoming Festival D'Avion Event. Mr. Maness also announced the Heritage Flag Company having donated a Flag to the Airport, and will be dedicated Friday evening of the Event, then mounted on Saturday. The Pilot Newspaper will be running an article in the Sunday paper.
- 3) The renovations have begun on the Old Terminal Building.
- 4) A site analysis with Talbert & Bright, Inc. was conducted to gather data for the Master Plan.
- 5) The putting green landscaping has some issues that are being addressed by the Airport and Heffner.
- 6) Attending the career day at Pinecrest High School with Total Flight Solutions, Phil Greene. Participation at next month's job fair at Sandhills Community College is also planned.
- 7) To Secretary, Mike Jones, a Business Advisory Council meeting that is scheduled for February 28th, 2019 at Pinecrest HS at noon.
- 8) The NCAA Annual Conference will be held in Pinehurst March 17th through March 19th, 2019.

- Mr. Maness provided a summary of the Airport Authority Annual Meeting.

- 1) The Transportation Improvement Program realigning of the priorities resulted in the Runway 5 approach clearing on the Frye property being the #1 priority.
- 2) The Apron Strength & Conditioning of \$8.2M is the next priority with plans to meet with NCDOA, Jon Arnold, and potentially Bobby Walston, for guidance and/or suggestions on how to best move forward with this particular project. Airport Manager, Ron Maness, will be scheduling the meeting.
- 3) The 3rd priority was a combing of three (3) projects for Runway, Taxiway, & Apron Lighting, LED replacements, at an approximate cost of \$2.2M.

- 4) Hangar Development of five (5) Executive and twelve (12) T-Hangars was listed as priority #4 with an estimated cost of \$3M.
 - 5) Questions are being developed for the ITRE Survey with the assistance of Amy McLean with Talbert & Bright, Inc.
 - 6) Mr. Maness reminded the Authority of the request to formalize the Strategic Planning Advisory Committee.
 - 7) The Acquisition of Property, to include the Cockman Property, remained on the TIP.
 - 8) Consideration was given to adding a dedicated Customer Service UNICOM Frequency.
 - 9) Considerations were made for future investment of the expiring First Bank CD.
 - 10) Research of Energy Saving options, such as Solar Panels, was requested.
 - 11) Benchmarking other comparable Airports was suggested.
- Financial Reports were presented and summarized by Airport Manager, Ron Maness.
 - 1) The Authority had no inquires/comments/action items.
 - Operations Report was provided and summarized by Operations Director, Bobbie Cox.
 - 1) The Authority had no inquiries/comments/action items.

L. Unfinished Business

1. Reviewed proposed FY 2020 Airport Budget Items.
 - Airport Manager, Ron Maness, indicated the formal presentation and Public Hearing on the Proposed FY2020 Airport Budget is scheduled for the March Airport Authority Meeting.
 - Consideration and discussion ensued regarding the match for the Apron Strength & Conditioning Project. The Authority concluded additional information and guidance will be solicited from the NCDOA before making a determination to include funding into the FY2020 Budget.
 - Airport Manager, Ron Maness, requested consideration on Employee Compensation.
 - 1) By consensus, the Authority agreed to budget 3% for employee compensation in the FY2020 Budget. Authorization was given by the Authority to the Airport Manager, Ron Maness, to determine what percent, up to 3%, is to be awarded to each individual employee as performance based increase and/or bonus, and what percent will be given across the board for COLA, if given.
 - The Airport Manager requested consideration to include a capital expenditure for Main Hangar Door Replacements in the FY2020 Airport Budget.
2. The Authority considered renewal options for the First (1st) Bank Certificate of Deposit.

- The Authority suggested the funds be invested in the NC Capital Management Trust Fund (NCCMT), term account.
 - Upon motion made by member, Pat Corso, and seconded by Vice Chairman, Barry Lerman, the Authority voted 5 to 0 to approve transferring the funds from the First (1st) Bank CD to the NCCMT fund, term account.
3. Formal approval requested to submit Project Resolution & Budge Ordinance for the Hangar Taxiway & Service Road Grant Project before the Moore County Board of Commissioners for approval.
- Upon motion made by Secretary, Mike Jones, and seconded by member, Pat Corso, the Authority voted 5 to 0 to approve the request to submit Project Resolution & Budge Ordinance for the Hangar Taxiway & Service Road Grant Project before the Moore County Board of Commissioners for approval.

M. New Business

1. Formally requested approval of the following Airport Personnel Policy Amendments:
- As a result of the approval made during the Airport Authority Annual Meeting; the responsibility was delegated to the Airport Manager to *approve employee positions, salaries, and wages*; an amendment is needed to the **Moore County Airport Personnel Policy. Article 1: Organization of the Personnel System, Section 3: Responsibility of the Airport Authority**, responsibility "*shall approve employee positions, salaries, and wages,*" will now reflect in **Section 4: Responsibility of the Airport Manager**.
 - The language was updated in **Section 8, Workplace Harassment**, of the Personnel Policy, reflecting additional consideration to workplace harassment issues.
 - Upon motion made by Secretary, Mike Jones, and seconded by member, Don Delauter, the Authority voted 5 to 0 to approve the Airport Personnel Policy Amendments as stated above.
2. Requested adopting of the FY2020 Airport Budget Schedule as presented.
- Upon motion made by member, Pat Corso, and seconded by Secretary, Mike Jones, the Authority voted 5 to 0 to approve the FY2020 Airport Budget Schedule as presented.
3. Discussed Ascot Corporation request to purchase property.
- The seven lots in question were deeded to the County of Moore. By consensus, the Authority agreed discussions with the Moore County Manager is required before further consideration is given by the Airport Authority.

4. Captain Glenn Thomas, 82nd Airborne Division, Air Traffic Control Company Commander, requested consideration of an Army Air Traffic Control Training Proposal.

- Cpt. Thomas proposed Air Traffic Controllers initially set up on a regular basis semi-annually to provide tower and precision approach here at the Moore County Airport. The earliest execution could be implemented by approximately April 2019.
- Upon motion made by Vice Chairman, Barry Lerman, and seconded by member Pat Corso, the Authority voted 5 to 0 to approve the U. S. Army Air Traffic Control Training Proposal.

N. Additional Agenda Items

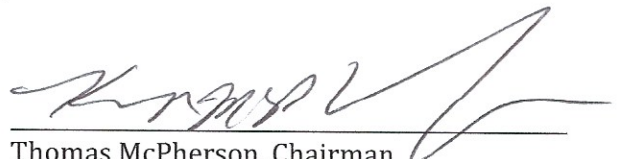
1. Requested formal approval to update the BB&T Resolution & Agreement Deposit Account to reflect Authority Member Changes.
 - Upon motion made by Secretary, Mike Jones, and seconded by member, Don Delauter, the Authority voted 5 to 0 to approve the BB&T Resolution & Agreement Deposit Account.

O. Announcements/Comments

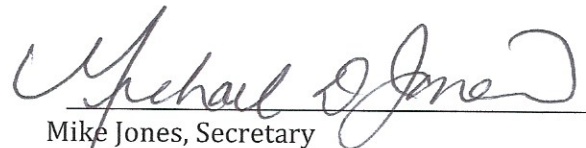
1. Secretary, Mike Jones, announced Raleigh Executive Jet Port, Bob Huets, would be a guest speaker at the March Airport Authority Meeting and discussions were underway with the Marketing Department at Wilmington International to attend the April Airport Authority Meeting.
2. The Moore County Airport Authority meeting will be held Tuesday, March 12th, 2019 10:00 a.m. in the Terminal Conference Room at the Moore County Airport.

P. Adjournment

1. Chairman, Tom McPherson adjourned Open Session.



Thomas McPherson, Chairman
Moore County Airport Authority



Mike Jones, Secretary
Moore County Airport Authority