



MOORE COUNTY AIRPORT AUTHORITY MEETING AGENDA

TUESDAY, JANUARY 10TH, 2017

PUBLIC MEETING BEGINS AT 10:00 A.M.

CALL TO ORDER

A. CLOSED SESSION (9:30 A.M.)

1. *I hereby move that, pursuant to [N.C.G.S. 143-318.11(a) (5)], the Board meets in closed session to establish or instruct the staff or agent concerning the negotiations of the amount of compensation or other terms of an employment contract.
(Subject: Requirements for Airport Attorney & Aircraft Maintenance Services)*
2. *and to consider the qualifications, competence, performance, condition of appointment of a public officer or employee or prospective public officer or employee pursuant to [N.C.G.S. 143-318.11(a) (6)].
(Subject: Recruitment of permanent Executive Director)*
3. *and to discuss matters relating to the location or expansion of business in the area served by this body, pursuant to [N.C.G.S. 143-318.11(a) (4)].
(Subject: Marketing)*

B. RECONVENING OF OPEN SESSION (10:00 A.M.)

C. PLEDGE OF ALLEGIANCE

D. CONFLICT OF INTEREST INQUIRY

E. APPROVAL OF AGENDA PRESENTED

F. APPROVAL OF PREVIOUS MEETING MINUTES

1. Moore County Airport Authority Meeting Minutes, **December 13th, 2016.**

G. PUBLIC COMMENTS – (Procedures are attached)

H. PRESENTATIONS/GUEST SPEAKERS

1. AMY MCLANE – TALBERT & BRIGHT, INC.

I. PUBLIC HEARING

(None)

J. REPORT INQUIRIES (IF ANY)

1. **Financial Report - (100LL Comparison) (Jet A Comparison)**
2. **Director's Report**
3. **Operation's Report**
4. **Flight Center Report**

K. UNFINISHED BUSINESS

1. Approve a **Budget Amendment** for bonus distribution.
2. Consider **upgrades** for Flight Center Aircraft.
3. Consider **"wet rate"** and **"dry rate"** pricing options for the Flight Center Aircraft.
4. Receive Airport Security System Status Report.
5. Discuss additional efforts to improve the EAA, Young Eagles Event.

L. NEW BUSINESS

1. Determine the COLA percentage for staff.
2. Consider upgrade of the **Airport's Telephone System.**
3. Consider renewing the First Bank CD.
4. Consider proposed **FY 2017/2018 Budget Schedule.**
5. Consider branding/marketing efforts.

M. ADDITIONAL AGENDA ITEMS (IF ANY)

N. ANNOUNCEMENTS/COMMENTS

1. The Moore County Airport Authority meeting will be held at 10:00 a.m. in the Department of Social Services Conference Room located at 1036 Carriage Oaks Road, Carthage, North Carolina, on Tuesday, February 14th, 2017, immediately followed by the Airport Authority Retreat and continued at 9: a.m. on Wednesday, February 15th, 2017.

O. ADJOURNMENT

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 MEETING MINUTES TUESDAY, DECEMBER 13TH, 2016

The Moore County Airport Authority met in regular session on December 13th, 2016 at 2:00 p.m. at the Moore County Airport Terminal Conference Room, Carthage, NC.

Authority Members Present:

Bob Zschoche, Chairman
Barry Lerman, Vice Chairman
George Parker, Member

Authority Members Absent:

Mike Jones, Treasurer/Secretary

Staff Present:

Greg Hudson, Executive Director
Bobbie Cox, Operations Director
Jack Stevens, Flight Center Chief
Kristin Klug, Finance Administrator
Crystal Meyers, Administrative Assistant

CALL TO ORDER

A. SESSION OPENED AT 2:00 P.M.

B. CHAIRMAN, BOB ZSCHOCHÉ LED THE PLEDGE OF ALLEGIANCE.

C. CONFLICT OF INTEREST INQUIRY WAS MADE BY CHAIRMAN, BOB ZSCHOCHÉ

D. APPROVAL OF AGENDA PRESENTED

1. Consideration for Airport Appointees to the SCC Professional Pilot Program Advisory Committee Agenda item was not heard and removed from the draft agenda.
2. All Authority members were in agreement of the meeting Agenda, to include the requested removal of the above agenda item.

E. APPROVAL OF PREVIOUS MEETING MINUTES

1. Moore County Airport Authority Meeting Minutes, **November 8th, 2016 & December 8th, 2016.**
 - Upon motion made by Vice Chairman, Barry Lerman, and seconded by member, George Parker, the Authority voted 3 to 0 to approve the Moore County Airport Authority November 8th, and December 8th, 2016 Meeting Minutes.

F. PUBLIC COMMENTS – (*Procedures are attached*)

(None)

G. PRESENTATIONS/GUEST SPEAKERS

1. Pat Corso with Partners in Progress provided the History of Partners in Progress and stated the Economic Balance has increased over the past several years. Mr. Corso also described current development opportunities for the future of Moore County and what they hope to achieve.
 - Ed Waters inquired if any community metrics were ever reviewed for the Airport or Private Air Service. Mr. Corso stated there had not and described other reviews that have been conducted in the local community.
 - Vice Chairman, Barry Lerman stated to Mr. Pat Corso the Pilot Training and Aircraft Maintenance Training could also be a benefit to Sandhills Community College. Vice Chairman, Barry Lerman also asked Mr. Corso to elaborate on his earlier comment to have a consultant look at the Airport.
 - Mr. Corso explained the difficulties to determine potential economic development options due to the location of the Airport with all the encumbrances of the surrounding area. Mr. Corso advised the assistance of a consultant for would be beneficial in identifying possibilities for growth.
2. Dave Korb had requested to provide public comment due to a late arrival and missing the Public Comment period. Chairman, Bob Zschoche, allowed Mr. Korb's comments.
 - Mr. Korb stated the Authority was conducting an unlawful meeting by beginning at 2:00 p.m. rather than the usual posted time of 10:00 a.m. Chairman, Bob Zschoche explained the Authority followed the legal protocols to change the meeting time and notify the public.
 - Mr. Korb requested he present a statement he made during the Moore County Board of Commissioner's meeting for the Airport Authority's review. Written copies of the statements were provided.
3. Chairman, Bob Zschoche, invited Mr. Corso and Partners in Progress to the Airport for further discussions. Mr. Corso also stated an Airport representative could request to be placed on the planning board with Partners in Progress.

H. PUBLIC HEARING

(None)

I. REPORT INQUIRIES – The following reports were provided to the Authority Members:

1. **Financial Report - (100LL Comparison) (Jet A Comparison)**
 - Vice Chairman, Barry Lerman, asked the Financial Administrator to define the term "Facility Rental." Kris Klug explained Facility Rentals covered hangar rentals, storage rentals, and office rentals. The conference room rentals are rented to transient customers that are not non-profit organizations.
2. **Director's Report**
3. **Operation's Report**
4. **Flight Center Report**
 - Vice Chairman, Barry Lerman requested the current status of the Flight Center Aircraft. It was reported two Aircraft were on line and was expected to return for Maintenance within the next day.

J. UNFINISHED BUSINESS

1. The approval of a **Budget Amendment** for Flight Center Aircraft Maintenance costs was requested.

- It was explained to the attendees of the meeting the Budget Amendment was necessary due to the increased Aircraft Maintenance costs as a result of increased Flight hours that were not anticipated.
- Upon motion made by Vice Chairman, Barry Lerman, and seconded by member, George Parker, the Authority voted 3 to 0 to approve the Budget Amendment.

2. Considered **upgrades** for Flight Center Aircraft.

- Vice Chairman, Barry Lerman, requested the Executive Director and the Flight Center Chief comprise a list of upgrades that are necessary for the compliance and safety of the Flight Center Aircraft to be presented at a later date for consideration by the Authority.
- Base customer, Charles Mirman, suggested the Authority consider the necessary equipment needed for safety and adequate training in the Flight Center Aircraft, and not the cosmetic touch-ups, before making a decision on the upgrades. Mr. Mirman also commented on the Budget being utilized on the Flight Center, and if there is adequate profitability to benefit the customers.
- Chairman, Bob Zschoche, advised the Executive Director to take Mr. Mirman's comments into consideration when compiling the list of upgrades to be presented to the Authority.
- Base Customer & Pilot, Jim Truemper, had a differed opinion from Mr. Mirman and suggested other opinions also be considered when making Aircraft upgrade decisions that would benefit the overall outlook of the Flight Center to future student pilots.

3. Considered acceptance of additional fuel cards and to changing the fuel pricing policy.

- Vice Chairman, Barry Lerman, recommended the Airport change the Jet Fuel pricing mechanism and explained his reasoning for the change. Mr. Lerman explained that by changing the pricing mechanism and adding fuel cards it would produce the potential for added revenue and would benefit the customers by providing more options for payment.
- Member, George Parker, asked if there were any indications of a loss in fuel sales as a result of not accepting additional fuel cards and if it would create an increased workload for the Financial Administrator. Kris Klug stated there wasn't tracking to make the determination of any potential losses of fuel sales and explained the process she would have to undertake if the changes were implemented.
- Upon motion made by Vice Chairman, Barry Lerman, and seconded by, member, George Parker, the Authority voted 3 to 0 to approve implementing AEG, Colt, UV Air, Everest Fuel, and Avfuel, fuel cards and to change the pricing mechanism for the "into plane rate" and fuel cards that is to be determined by the Executive Director and the Financial Administrator on a weekly basis.

4. Consideration of the proposed Amendments to the Moore County **Airport Authority By-Laws** was postponed.

- The Authority postponed the consideration of amendments to allow all members to be present for the vote.

5. Discussed the proposed Community Event, **Touch-A-Truck**.

- In the absence of an Attorney for review, the members expressed their initial thoughts of the event.
- The overall opinion of the Authority is to decline the community event.
- Base Customer, Ken Heinlein, commented on the event that took place previously at a different location. Safety during the event was a concern and community involvement was a consideration. Location on the Airport was also discussed.
- Liability for the Airport was an additional concern and the suggestion was made to seek an Attorney's advice before moving forward with a decision.
- Larry Gebler asked what the criteria would be when determining which events are allowed to take place at the Airport.
- Chairman, Bob Zschoche, stated all comments would be considered, and the discussion would be postponed for further consideration by all Authority members, before making a determination.

K. NEW BUSINESS

1. Approval of an update for the **Corporate Authority Resolution** for 1st Bank was requested.
 - Upon motion made by member, George Parker, and seconded by Vice Chairman, Barry Lerman, the Authority voted 3 to 0 to approve the Corporate Authority Resolution update.
2. Received Airport Security System Status Report that was provided by Central Security's, Dick Harpster.
 - Dick Harpster provided the status of the Airport Security and made suggestions for improvements and upgrades to provide security more effectively and efficiently due to the current system being outdated. Further research was recommended to determine the appropriate security level at the Airport and the best option to meet those needs. A proposal was provided suggesting new technology and software upgrades.
 - Chairman, Bob Zschoche, requested a current statement of requirement be executed by the Executive Director in order to make a more informed decision on how to move forward with Airport Security upgrades.
3. Consideration for a **"wet rate" and "dry rate" pricing** option for the Flight Center Aircraft was postponed until the January 2013 Airport Authority meeting.
 - Base Customer, Charles Mirman, advised to be wary of dry rates and provided an instance where dry rates were implemented that led to customers running out of fuel, which had not occurred when wet rates were in place.
 - The consideration of a wet rate and a dry rate pricing option was postponed for further consideration of all members.
4. Discussion of additional efforts to improve the EAA, Young Eagles Event was postponed.

- The discussion of additional efforts to support the EAA, Young Eagles Event, was postponed until the January 2017 Authority meeting to include further discussion with all members.

5. Considered branding/marketing efforts for the Airport.

- Vice Chairman, Barry Lerman, suggested a meeting be set with the Moore County Board of Commissioners to discuss the Authority's vision for the Airport. Chairman, Bob Zschoche, stated he would make those arrangements with the Commissioners, with no objections from fellow Authority members.
- Moore County Commissioner, Jerry Daeke, stated there are two scheduled work sessions to be held in January 2017 that do not have finalized agendas. Mr. Daeke suggested one of those work sessions would be an opportune time to schedule the meeting.
- Vice Chairman, Barry Lerman, suggested the signage on the ramp side and parking lot side of the Airport be organized to better assist Airport customers and improve the operation of the Airport. Mr. Lerman also requested the Airport Authority Parking space sign be removed.

6. The consideration of Airport Appointees to the SCC Professional Pilot Program Advisory Committee item was not heard and was removed from the draft agenda at the request of Chairman, Bob Zschoche, as previously documented.

L. ADDITIONAL AGENDA ITEM(S)

(NONE)

M. ADDITIONAL PUBLIC COMMENTS/ANNOUNCEMENTS

1. 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, January 10th, 2017.
2. The Moore County Airport Authority meeting and Authority Retreat will be held at the Department of Social Services in Carthage, NC on February 14th & 15th 2017.

N. RECESSED OPEN MEETING/ENTERED CLOSED SESSION

- Upon motion made by Chairman, Bob Zschoche, and seconded by Vice Chairman, Barry Lerman, the Authority voted 3 to 0 to enter Closed Session.

O. ENTERED CLOSED SESSION

1. *I hereby move that, pursuant to [N.C.G.S. 143-318.11(a) (4)], the Board meets in closed session to discuss matters relating to the location or expansion of business in the area served by this body.*
2. *and to establish or instruct the staff or agent concerning the negotiation of the price and terms of a contract concerning the acquisition of real property, pursuant to [N.C.G.S. 143-318.11(a) (5)].*

P. RETURNED TO OPEN SESSION

- Upon motion made by Vice Chairman, Barry Lerman, and seconded by member, George Parker, the Authority voted 3 to 0 to adjourn Closed Session and to return to Open Session.

Q. ADJOURNMENT

1. Chairman, Bob Zschoche, adjourned the meeting.

Bob Zschoche, Chairman
Moore County Airport Authority

Mike Jones, Secretary
Moore County Airport Authority

DRAFT

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

Fuel sales were \$4K higher than the previous December and \$71K lower than the prior month.

- Volume was up by 425 gallons from last December and 20,678 gallons below the prior month.

Other Operations

- Receipts were \$6K lower than last December.
 - +\$2K Facility Rental
 - \$13K Aircraft Maintenance
 - +\$4K Flight Training – 102.3 hours of flight time vs. last December of 69.4
- Overhead expenses were \$19K lower than the previous December.
 - \$7K Facility Maintenance - \$3K lower for utilities and \$4K lower for building repairs
 - \$18K Aircraft Maintenance
 - \$2K Aircraft Services - \$1K higher for equipment repairs
 - +\$8K Flight Training - \$4K higher for wages and benefits and \$4K higher for maintenance

Income from Operations was a loss of \$53K compared to last December's loss of \$70K.

Year-To-Date

Fuel sales are even with the prior year.

- Volume is up by 2,743 gallons for the first six months versus the prior year.

Other Operations

- Receipts are \$12K higher than the prior year
 - +\$22K Facility Rental
 - \$63K Aircraft Maintenance
 - \$1K Aircraft Services
 - +\$56K Flight Training
 - \$1K Miscellaneous
- Overhead Expenses are \$80K lower than the prior year.
 - \$13K Admin – \$1K lower for wages, \$2K lower for advertising, \$5K lower for legal and professional fees, \$3K lower for equipment, \$4K lower for interlocal agreement and \$4K higher for insurance
 - \$7K Facility Maint - \$7K lower for building and ground repairs
 - \$85K Aircraft Maintenance
 - \$8K Aircraft Services–\$11K lower wages (timing), \$2K lower for credit card fees, \$1K higher for Community Events and \$5K higher for equipment repairs
 - +\$33K Flight – \$9K higher for wages, \$18K higher for maintenance and \$7K higher for fuel

Income from Operations through December was a gain of \$119K versus a gain of \$6K the prior year.

Net Income for the year on the modified accrual basis is a gain of \$119K. The prior year was a gain of \$41K.

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

| | December 2016 | December 2015 | December *B/(W) | YTD December 2016 | YTD December 2015 | YTD *B/(W) |
|---|--------------------|--------------------|--------------------|-------------------------|-------------------------|------------------|
| Fuel | | | | | | |
| Fuel Sales | 76,194 | 72,018 | 4,176 | 810,843 | 810,952 | (108) |
| Fuel Expense | <u>45,878</u> | <u>46,351</u> | <u>474</u> | <u>484,500</u> | <u>505,658</u> | <u>21,158</u> |
| Fuel Margin | 30,316 | 25,667 | 4,649 | 326,344 | 305,294 | 21,050 |
| Margin % of Sales | 39.8% | 35.6% | 4.1% | 40.2% | 37.6% | 2.6% |
| Receipts from Operations Less Fuel | | | | | | |
| Facility Rental Income | \$ 36,388 | \$ 34,068 | \$ 2,320 | \$ 241,893 | \$ 220,234 | \$ 21,659 |
| Aircraft Maintenance | - | 12,629 | (12,629) | - | 62,688 | (62,688) |
| Aircraft Services | 6,556 | 6,259 | 297 | 92,250 | 93,607 | (1,357) |
| Flight Training | 14,539 | 10,922 | 3,617 | 114,242 | 58,178 | 56,063 |
| Miscellaneous | <u>111</u> | <u>45</u> | <u>66</u> | <u>2,845</u> | <u>4,166</u> | <u>(1,322)</u> |
| Receipts | 57,593 | 63,923 | (6,330) | 451,229 | 438,873 | 12,356 |
| Expenses from Operations Less Fuel | | | | | | |
| Administration | 50,139 | 49,730 | (409) | 212,358 | 225,927 | 13,569 |
| Depreciation | 18,984 | 18,984 | 0 | 113,904 | 113,904 | 0 |
| Facilities Maintenance | 13,543 | 20,959 | 7,416 | 62,130 | 69,195 | 7,065 |
| Aircraft Maintenance | - | 18,291 | 18,291 | - | 84,875 | 84,875 |
| Aircraft and Customer Services | 40,478 | 42,538 | 2,060 | 174,493 | 182,192 | 7,698 |
| Flight Training | <u>17,590</u> | <u>9,517</u> | <u>(8,073)</u> | <u>95,230</u> | <u>61,922</u> | <u>(33,308)</u> |
| Expenses | 140,734 | 160,018 | 19,284 | 658,115 | 738,015 | 79,899 |
| Total Receipts Including Fuel | 133,787 | 135,941 | (2,154) | 1,262,072 | 1,249,824 | 12,248 |
| Total Expenses Including Fuel | 186,611 | 206,369 | (19,757) | 1,142,615 | 1,243,673 | 101,058 |
| Income (Loss) from Operations | (52,824) | (70,427) | 17,603 | 119,457 | 6,152 | 113,305 |
| Non Operating Receipts | | | | | | |
| Transfer from Cnty General Fund | - | - | - | - | - | - |
| Transfer from Airport Project Fund | - | - | - | - | 31,178 | (31,178) |
| Insurance Funds | - | - | - | 7,785 | 2,791 | 4,994 |
| Interest Income | 581 | 134 | 447 | 2,915 | 858 | 2,057 |
| USDOT Reimbursement | - | - | - | - | - | - |
| Non Operating Expenses | | | | | | |
| Hangar Debt Principal | - | - | 0 | - | - | 0 |
| Hangar Debt Interest | - | - | 0 | - | - | 0 |
| Transfer to County | - | - | - | - | - | 0 |
| Transfer to Capital | - | - | 0 | - | - | 0 |
| Capital Outlay | - | - | 0 | 11,128 | - | (11,128) |
| DAL Revenue Guarantee | - | - | - | - | - | 0 |
| Net Income (Loss) | \$ (52,244) | \$ (70,293) | \$ 18,050 | \$ 119,029 | \$ 40,978 | \$ 78,051 |

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

Full Accrual

| | | | | |
|------------------------------------|--------------------|--------------------|-------------------|------------------|
| Modified Accrual | \$ (52,244) | \$ (70,293) | \$ 119,029 | \$ 40,978 |
| Hangar Debt Principal | - | - | - | - |
| Transfer to Capital | - | - | - | - |
| Capital Outlay | - | - | 11,128 | - |
| Prior Year Adjustment for DAL | - | - | - | - |
| Transfer from Airport Project Fund | - | - | - | - |
| Net Income Full Accrual | \$ (52,244) | \$ (70,293) | \$ 130,157 | \$ 40,978 |

Breakdown by Area

| | December '16 | December '15 | December B/(W) | December '16 YTD | December '15 YTD | YTD B/(W) |
|---------------------------------|----------------|----------------|-------------------|---------------------|---------------------|-----------------|
| Administration | | | | | | |
| Rental Income | 36,388 | 34,068 | 2,320 | 241,893 | 220,234 | 21,659 |
| Expenses | <u>69,123</u> | <u>68,714</u> | <u>(409)</u> | <u>326,262</u> | <u>339,831</u> | <u>13,569</u> |
| P/(L) | (32,735) | (34,646) | 1,910 | (84,370) | (119,598) | 35,228 |
| Facilities Maintenance | | | | | | |
| Expenses | 13,543 | 20,959 | 7,416 | 62,130 | 69,195 | 7,065 |
| Aircraft Maintenance | | | | | | |
| Receipts | 0 | 12,629 | (12,629) | 0 | 62,688 | (62,688) |
| Expenses | 0 | 18,291 | 18,291 | 0 | 84,875 | 84,875 |
| P/(L) | 0 | (5,661) | 5,661 | 0 | (22,187) | 22,187 |
| Line/Customer Service | | | | | | |
| Fuel Receipts | 76,194 | 72,018 | 4,176 | 810,843 | 810,952 | (108) |
| Fuel Expenses | 45,878 | 46,351 | 474 | 484,500 | 505,658 | 21,158 |
| Other Receipts | 6,556 | 6,259 | 297 | 92,250 | 93,607 | (1,357) |
| Other Expenses | 40,478 | 42,538 | 2,060 | 174,493 | 182,192 | 7,698 |
| Line Service Totals | | | | | | |
| Receipts | 82,749 | 78,277 | 4,473 | 903,093 | 904,558 | (1,465) |
| Expenses | <u>86,355</u> | <u>88,889</u> | <u>2,534</u> | <u>658,993</u> | <u>687,850</u> | <u>28,857</u> |
| P/(L) | (3,606) | (10,612) | 7,006 | 244,100 | 216,709 | 27,391 |
| Flight Training | | | | | | |
| Receipts | 14,539 | 10,922 | 3,617 | 114,242 | 58,178 | 56,063 |
| Expenses | <u>17,590</u> | <u>9,517</u> | <u>(8,073)</u> | <u>95,230</u> | <u>61,922</u> | <u>(33,308)</u> |
| P/(L) | (3,051) | 1,406 | (4,457) | 19,011 | (3,744) | 22,755 |
| Miscellaneous | | | | | | |
| Receipts | 111 | 45 | 66 | 2,845 | 4,166 | (1,322) |
| Total Operating Receipts | 133,787 | 135,941 | (2,154) | 1,262,072 | 1,249,824 | 12,248 |
| Total Operating Expenses | <u>186,611</u> | <u>206,369</u> | <u>19,757</u> | <u>1,142,615</u> | <u>1,243,673</u> | <u>101,058</u> |
| P/(L) from Operating | (52,824) | (70,427) | 17,603 | 119,457 | 6,152 | 113,305 |
| Other Items | | | | | | |
| Receipts | 581 | 134 | 447 | 10,700 | 34,826 | (24,127) |
| Expenses | 0 | 0 | 0 | <u>11,128</u> | 0 | <u>(11,128)</u> |
| P/(L) from Other Items | 581 | 134 | 447 | (428) | 34,826 | (12,999) |
| Net Income/(Loss) | (52,244) | (70,293) | 18,050 | 119,029 | 40,978 | 78,051 |

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

| | <u>2016</u> | <u>2015</u> | <u>%</u> | <u>Historical</u> |
|---|-------------|-------------|----------|-------------------|
| 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 | | | |

Accounts Receivable

| | | |
|-----------|-----------|-----------|
| Current | 57,426.21 | 48,885.59 |
| 31-60 | 2,710.24 | 7,321.53 |
| 61-90 | 507.86 | 228.75 |
| 91 Plus | 324.00 | 482.12 |
| Total A/R | 60,968.31 | 56,917.99 |

Fuel

| | | | | |
|--------------------------------|---------|---------|--------|---------|
| Jet A Gallons December | 16,040 | 14,701 | 9.1% | |
| Avgas Gallons December | 5,233 | 6,147 | -14.9% | |
| Fuel Gallons Pumped December | 21,273 | 20,848 | 2.0% | |
| Jet Fuel YTD | 193,609 | 193,033 | 0.3% | |
| Fuel Gallons Pumped YTD FY2017 | | | | 234,119 |
| Fuel Gallons Pumped YTD FY2016 | | | | 231,376 |
| Fuel Gallons Pumped YTD FY2015 | | | | 186,265 |
| Fuel Gallons Pumped YTD FY2014 | | | | 186,201 |
| Fuel Gallons Pumped YTD FY2013 | | | | 180,913 |
| Fuel Gallons Pumped YTD FY2012 | | | | 191,198 |
| Fuel Gallons Pumped YTD FY2011 | | | | 190,867 |
| Fuel Gallons Pumped YTD FY2010 | | | | 171,918 |
| Fuel Gallons Pumped YTD FY2009 | | | | 203,940 |

Fuel by Customer Type

| | | | |
|--------------------------|--------|--------|--------|
| Jet Base | 5,272 | 2,872 | 83.6% |
| Jet Transient | 10,768 | 11,829 | -9.0% |
| Total Jet for December | 16,040 | 14,701 | 9.1% |
| | | | |
| Avgas Base | 3,049 | 3,372 | -9.6% |
| Avgas MCA | 545 | 608 | -10.4% |
| Avgas Transient | 1,639 | 2,167 | -24.4% |
| Total Avgas for December | 5,233 | 6,147 | -14.9% |

Landings

| | | | |
|--|------------|------------|--------------|
| Single Engine Landings | 203 | 188 | 8.0% |
| Multi Engine Landings | 27 | 34 | -20.6% |
| Jet Landings | 50 | 48 | 4.2% |
| Helicopter Landings | 3 | 2 | 50.0% |
| MCA Landings | 97 | 40 | 142.5% |
| Total Landings December | 380 | 312 | 21.8% |
| | | | |
| Base Aircraft Landings December (Less MCA) | 146 | 149 | -2.0% |
| Transient Aircraft Landings December | 137 | 123 | 11.4% |
| | | | |
| Jet Landings YTD | 529 | 580 | -8.8% |
| Total Landings YTD | 3,202 | 2,765 | 15.8% |



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100LL Fuel Prices within 100NM of KSOP (58 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 |
|---------|---|------------|--------------|--------------|--------------------|
| KLBT | Lumberton Regional Airport | \$3.60 | \$3.60 | Jan 4, 2017 | 47NM @ 156° |
| KT73 | Kirk Air Base | | \$3.65 | Dec 19, 2016 | 82NM @ 242° |
| KMAO | Marion County Airport | | \$3.837 | Jan 3, 2017 | 73NM @ 177° |
| KHRJ | Warren Aviation | \$3.84 | \$3.84 | Dec 28, 2016 | 38NM @ 75° |
| KCPC | Columbus County Airport | \$3.85 | \$3.85 | Dec 26, 2016 | 76NM @ 150° |
| KEYF | Taylor Aviation-EYF | \$3.85 | \$3.85 | Dec 28, 2016 | 63NM @ 133° |
| KCTZ | Clinton Flying Service, Inc. | | \$3.88 | Dec 5, 2016 | 60NM @ 107° |
| KRCZ | Richmond County Airport | \$3.90 | \$3.90 | Jan 3, 2017 | 31NM @ 221° |
| KDPL | Duplin County Airport | \$3.949 | \$3.949 | Jan 3, 2017 | 81NM @ 101° |
| KJNX | Johnston County Airport | | \$3.95 | Jan 3, 2017 | 60NM @ 69° |
| KSCR | Cardinal Air | \$3.99 | \$3.99 | Dec 28, 2016 | 32NM @ 348° |
| KHBI | Cardinal Air | \$3.99 | \$3.99 | Jan 4, 2017 | 40NM @ 315° |
| KHVS | Hartsville Aviation Service Group | | \$4.20 | Dec 16, 2016 | 70NM @ 215° |
| KGWW | Wayne Executive Jetport | \$3.88 | \$4.26 | Jan 3, 2017 | 81NM @ 79° |
| KHNZ | Aircobra Corp. | | \$4.29 | Jan 3, 2017 | 91NM @ 31° |
| KEQY | Charlotte-Monroe Executive Airport | \$3.80 | \$4.50 | Jan 3, 2017 | 71NM @ 257° |
| KBUY | Burlington Aviation | | \$4.52 | Dec 28, 2016 | 56NM @ 355° |
| KVUJ | Stanly County Airport | \$4.11 | \$4.53 | Jan 3, 2017 | 44NM @ 286° |
| KSIF | Rockingham County / Shiloh Airport | \$3.94 | \$4.53 | Jan 4, 2017 | 86NM @ 342° |
| KIGX | Horace Williams Airport | | \$4.62 | Jan 3, 2017 | 51NM @ 20° |
| KLKR | Lancaster County Airport | \$4.14 | \$4.68 | Dec 28, 2016 | 90NM @ 246° |
| KLHZ | Triangle North Executive Airport | | \$4.69 | Dec 20, 2016 | 80NM @ 47° |
| K14A | Race City Flight Operations | | \$4.70 | Jan 3, 2017 | 88NM @ 287° |
| KRUQ | Rowan County | \$3.99 | \$4.75 | Jan 3, 2017 | 69NM @ 293° |
| KDAN | General Aviation | | \$4.80 | Jan 4, 2017 | 92NM @ 1° |
| KW03 | Carolina Air Center, LLC | | \$4.85 | Dec 20, 2016 | 87NM @ 65° |
| K2A5 | Causey Aviation Service | | \$4.87 | Jan 3, 2017 | 48NM @ 344° |

| | | | | | |
|------|---|---------|---------|--------------|-------------|
| KSVH | Statesville Flying Service | | \$4.89 | Dec 28, 2016 | 95NM @ 292° |
| KEXX | Fly High Lexington LLC | \$4.15 | \$4.95 | Jan 4, 2017 | 63NM @ 306° |
| KRWI | Air Care, Inc. | | \$4.98 | Jan 3, 2017 | 94NM @ 63° |
| KTDF | Red Mountain Aviation, Inc. | | \$4.99 | Jan 4, 2017 | 75NM @ 17° |
| KBUY | Sky South Aviation | | \$4.99 | Dec 20, 2016 | 56NM @ 355° |
| KCQW | Hall Aviation | | \$5.00 | Dec 28, 2016 | 48NM @ 221° |
| KJQF | Concord Regional Airport -- City Of Concord | | \$5.05 | Jan 4, 2017 | 75NM @ 277° |
| KCDN | Camden Jet Center | | \$5.12 | Dec 8, 2016 | 93NM @ 225° |
| KFLO | Precision Air | \$4.31 | \$5.13 | Dec 16, 2016 | 75NM @ 194° |
| KTTA | Raleigh Executive Jetport | \$5.03 | \$5.13 | Jan 3, 2017 | 28NM @ 34° |
| KBQ1 | Gilliam McConnell Airfield | | \$5.25 | Dec 28, 2016 | 7NM @ 339° |
| KBBP | Rare Air, Inc. | | \$5.30 | Dec 16, 2016 | 46NM @ 204° |
| KGSO | Signature Flight Support | \$4.98 | \$5.52 | Jan 4, 2017 | 67NM @ 332° |
| KFAY | Signature Flight Support | | \$5.56 | Jan 4, 2017 | 33NM @ 120° |
| KCLT | Wilson Air Center | | \$5.64 | Jan 4, 2017 | 88NM @ 268° |
| K5W4 | (Skydive) Paraclete Aviation | | \$6.00 | Dec 28, 2016 | 18NM @ 143° |
| KINT | Signature Flight Support | \$4.00 | \$6.35 | Jan 4, 2017 | 77NM @ 322° |
| KRDU | Tac Air | | \$6.77 | Jan 4, 2017 | 55NM @ 37° |
| KRDU | Signature Flight Support | | \$6.82 | Jan 4, 2017 | 55NM @ 37° |
| KGSO | Signature Flight Support | \$4.98* | \$5.52* | Nov 3, 2016 | 67NM @ 332° |
| KHYW | Conway Aviation | \$3.93 | | Jan 2, 2017 | 98NM @ 171° |
| KPYG | Town of Pageland | \$4.75 | | Dec 28, 2016 | 64NM @ 237° |
| KW88 | Murphy Aviation | \$4.25 | | Dec 20, 2016 | 68NM @ 340° |
| K2GC | Cape Fear Aviation | \$4.40 | | Dec 28, 2016 | 38NM @ 127° |
| KUDG | Darlington County Airport | \$4.20 | | Dec 28, 2016 | 61NM @ 207° |
| KAFP | Anson County Airport | \$3.88 | | Jan 3, 2017 | 41NM @ 248° |
| KACZ | Wallace Henderson Field Airport | \$3.65 | | Dec 28, 2016 | 86NM @ 114° |
| KMEB | Scotland Aero Services | \$4.54 | | Dec 20, 2016 | 30NM @ 177° |
| KW40 | Bass Aviation, Inc. | \$3.87 | | Dec 20, 2016 | 76NM @ 90° |
| K8A7 | Star Aircraft | \$4.64* | | Oct 11, 2016 | 76NM @ 307° |
| K52J | Lee County | \$4.05 | | Jan 3, 2017 | 83NM @ 215° |

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

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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 | \$2.70 | \$2.70 | Dec 28, 2016 | 63NM @ 133° |
| KHRJ | Warren Aviation | | \$2.99 | Dec 28, 2016 | 38NM @ 75° |
| KJNX | Johnston County Airport | | \$3.25 | Jan 3, 2017 | 60NM @ 69° |
| KGWW | Wayne Executive Jetport | \$2.75 | \$3.28 | Jan 3, 2017 | 81NM @ 79° |
| KAFP | Anson County Airport | | \$3.29 | Jan 3, 2017 | 41NM @ 248° |
| KDPL | Duplin County Airport | \$3.349 | \$3.349 | Jan 3, 2017 | 81NM @ 101° |
| KLBT | Lumberton Regional Airport | | \$3.35 | Jan 4, 2017 | 47NM @ 156° |
| KHVS | Hartsville Aviation Service Group | | \$3.40 | Dec 16, 2016 | 70NM @ 215° |
| KEQY | Charlotte-Monroe Executive Airport | \$3.10 | \$3.49 | Jan 3, 2017 | 71NM @ 257° |
| KRCZ | Richmond County Airport | | \$3.50 | Jan 3, 2017 | 31NM @ 221° |
| KIGX | Horace Williams Airport | | \$3.59 | Jan 3, 2017 | 51NM @ 20° |
| KDAN | General Aviation | | \$3.65 | Jan 4, 2017 | 92NM @ 1° |
| KCTZ | Clinton Flying Service, Inc. | | \$3.70 | Dec 5, 2016 | 60NM @ 107° |
| KMEB | Scotland Aero Services | | \$3.88 | Dec 20, 2016 | 30NM @ 177° |
| KBBP | Rare Air, Inc. | | \$3.89 | Dec 16, 2016 | 46NM @ 204° |
| KVUJ | Stanly County Airport | | \$3.90 | Jan 3, 2017 | 44NM @ 286° |
| KHBI | Cardinal Air | | \$3.99 | Jan 4, 2017 | 40NM @ 315° |
| KSCR | Cardinal Air | | \$3.99 | Dec 28, 2016 | 32NM @ 348° |
| KHNZ | Aircobra Corp. | | \$3.99 | Jan 3, 2017 | 91NM @ 31° |
| KTDF | Red Mountain Aviation, Inc. | | \$3.99 | Jan 4, 2017 | 75NM @ 17° |
| KRUQ | Rowan County | | \$3.99 | Jan 3, 2017 | 69NM @ 293° |
| KUDG | Darlington County Airport | | \$4.00 | Dec 28, 2016 | 61NM @ 207° |
| KSIF | Rockingham County / Shiloh Airport | | \$4.01 | Jan 4, 2017 | 86NM @ 342° |
| KEXX | Fly High Lexington LLC | | \$4.05 | Jan 4, 2017 | 63NM @ 306° |
| KTTA | Raleigh Executive Jetport | | \$4.09 | Jan 3, 2017 | 28NM @ 34° |
| KSVH | Statesville Flying Service | | \$4.25 | Dec 28, 2016 | 95NM @ 292° |
| KRWI | Air Care, Inc. | | \$4.38 | Jan 3, 2017 | 94NM @ 63° |

| | | | | |
|------|--|----------------|--------------|-------------|
| KFLO | Precision Air | \$4.40 | Dec 16, 2016 | 75NM @ 194° |
| KW03 | Carolina Air Center, LLC | \$4.42 | Dec 20, 2016 | 87NM @ 65° |
| KCDN | Camden Jet Center | \$4.43 | Dec 8, 2016 | 93NM @ 225° |
| KLHZ | Triangle North Executive Airport | \$4.49 | Dec 20, 2016 | 80NM @ 47° |
| KJQF | Concord Regional Airport -- City Of Concord | \$4.50 | Jan 4, 2017 | 75NM @ 277° |
| KLKR | Lancaster County Airport \$4.47 | \$4.75 | Dec 28, 2016 | 90NM @ 246° |
| KBUY | Sky South Aviation | \$4.75 | Dec 20, 2016 | 56NM @ 355° |
| KCLT | Wilson Air Center | \$4.87 | Jan 4, 2017 | 88NM @ 268° |
| K2A5 | Causey Aviation Service | \$4.93 | Jan 3, 2017 | 48NM @ 344° |
| K14A | Race City Flight Operations | \$4.99 | Jan 3, 2017 | 88NM @ 287° |
| KCQW | Hall Aviation | \$5.00 | Dec 28, 2016 | 48NM @ 221° |
| KFAY | Signature Flight Support | \$5.221 | Jan 4, 2017 | 33NM @ 120° |
| K5W4 | (Skydive) Paraclete Aviation | \$5.50 | Dec 28, 2016 | 18NM @ 143° |
| KRDU | Tac Air | \$6.00 | Jan 4, 2017 | 55NM @ 37° |
| KRDU | Signature Flight Support | \$6.01 | Jan 4, 2017 | 55NM @ 37° |
| KGSO | Signature Flight Support | \$6.129 | Jan 4, 2017 | 67NM @ 332° |
| KINT | Signature Flight Support | \$6.678 | Jan 4, 2017 | 77NM @ 322° |
| KGSO | Signature Flight Support | \$5.96* | Nov 3, 2016 | 67NM @ 332° |
| KHYW | Conway Aviation | \$2.66 | Jan 2, 2017 | 98NM @ 171° |
| KW40 | Bass Aviation, Inc. | \$3.03 | Dec 20, 2016 | 76NM @ 90° |
| KACZ | Wallace Henderson Field Airport | \$2.99 | Dec 28, 2016 | 86NM @ 114° |

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

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Directors Report to the MCAA January 2017

I hope this report finds each of you doing well. December as you know was a partial month for me having just started as your director on December 13th. Not letting that deter our business progress here at the airport, I'll list a few of the items that maybe in addition to the progress that our excellent staff has reported in their individual detailed reports.

1. Began personal contact tour of our base Customers.
2. Continue our weekly meetings with staff concerning day to day operations.
3. Empowering and encouraging all our employees for their ideas and thoughts on how we grow our airport and improve our operating efficiencies.
4. Identifying our Customer, and how we reach that Customer.
5. Rebuilding our relationship with Sandhills community college.
6. More closely monitoring fuel futures, and pricing, so as to improve our margins while remaining competitive.
7. Fostering new relationship with a potential new base Customer.
8. Plan on attending EAA meeting 01/07 to encourage their group's participation, and answer any airport questions they may have.
9. Plan on attending NCAA meeting 01/13 at RDU.
10. Contacted Lisa Edwards at NCAA to discuss possible marketing options for us concerning the upcoming conference.
11. Scheduled meeting with Jared Penny of DOT to discuss current and future plans for our Airport.

January 2017 Operations Report:

1. On Monday December 5th S&ME sent Derek Urquhart and Marcus Reta to hand bore holes in about 20 locations as a result of the drainage pipe inspection.
2. On November 10th Dwight Young with Eastwood Propane Works came out and inspected the four propane heaters in Hangar # 57. One heater is not igniting and parts are on order.
3. On December 7th the bi-annual hangar inspections were completed on Box Hangars # 19 through # 24. Copies of these inspections were e-mailed to the hangar renters.
4. On Thursday December 14th the unleaded and diesel fuel hoses were replaced.
5. On Monday December 19th Marvin Allen Door Company replaced a door closure cable on hangar # 69.
6. On Wednesday December 21st one of the methods of taking wildlife has been changed to enhance safety while using the deprivation permit.

1/3/2017

Flight Department Report

1. The application for the Part 141 Private Pilot Certificate was mailed to our POI (Inspector Daniel Kelly) at the Greensboro FSDO on January 3.
2. Two new student starts on January 2 plus two inquiries for pilot training.
3. The database updates have been accomplished in N291 & N292 KF. N139ME has been tabled pending avionics upgrade.
4. We have obtained three bids on two options for avionic upgrade for C172 Instrument trainer (N139ME). Am awaiting a fourth bid.
5. We are within 200 hours until engine TBO on our C172 Instrument trainer (N139ME) which could take 4-6 weeks to accomplish. Am awaiting estimate for the overhaul. I am recommending that, pending final avionics bid and option selection and approval, that we coordinate the engine overhauls and the avionics upgrade to minimize revenue disruption.
6. I would set the highest priority for upgrades to engine overhaul and avionics upgrade for N139ME in view of other suggested upgrades such as removal of ADFs, aircraft interiors, complex aircraft acquisition. There was a suggestion to consider installing a used GNS 530 in the instrument trainer. I recommend against this. Garmin is no longer supporting the GNS 430 and discontinued support for the 530 is predictably in the short term. Additionally, the Garmin 400 series is old technology. Updating the avionics to current technology coupled with engine overhaul would best serve our instrument training mission into the foreseeable future.

Jack Stevens, CFI

Flight Center Chief.

Flight Department

Based on Accounting Month

Dec '15 Jan '16 Feb '16 Mar '16 Apr '16 May '16 June '16 July '16 Aug '16 Sep '16 Oct '16 Nov '16 Dec '16

Hours

| | | | | | | | | | | | | | |
|---------------------------------|------|------|------|-------|-------|------|-------|-------|-------|------|-------|-------|-------|
| N292KF | 11.7 | 20.2 | 11.9 | 26.1 | 35.5 | 27.0 | 53.7 | 25.6 | 0.6 | 29.6 | 66.3 | 15.3 | 27.6 |
| N291KF | 19.7 | 5.8 | 13.5 | 33.2 | 38.4 | 25.1 | 60.0 | 48.8 | 72.9 | 1.4 | 14.0 | 47.6 | 38.0 |
| N139ME | 22.6 | 15.3 | 23.4 | 43.4 | 21.3 | 11.0 | 55.8 | 57.8 | 56.2 | 43.0 | 39.5 | 33.0 | 15.9 |
| Owner Aircraft | 15.4 | 16.0 | 16.3 | 8.7 | 10.1 | 0.0 | 9.8 | 7.2 | 6.7 | 1.5 | 7.6 | 16.8 | 19.0 |
| Flight Department (Non Revenue) | 0.0 | 0.0 | 0.0 | 2.8 | 1.1 | 1.0 | 1.2 | 3.6 | 2.5 | 0.4 | 0.0 | 3.4 | 1.8 |
| | | | | | | | | | | | | | |
| Total Hours of Flight Time | 69.4 | 57.3 | 65.1 | 114.2 | 106.4 | 64.1 | 180.5 | 143.0 | 138.9 | 75.9 | 127.4 | 116.1 | 102.3 |

of Solo Hours Included Above

| | | | | | | | | | | | | | |
|-----------------------|------|-----|------|------|------|------|------|------|------|------|------|------|------|
| N292KF | 3.4 | 1.5 | 1.8 | 7.8 | 5.4 | 6.0 | 14.0 | 9.0 | 0.0 | 1.4 | 14.6 | 4.5 | 10.6 |
| N291KF | 3.3 | 5.0 | 6.5 | 7.4 | 12.6 | 6.6 | 9.1 | 10.4 | 13.8 | 0.0 | 3.9 | 23.1 | 12.6 |
| N139ME | 5.0 | 2.3 | 9.0 | 9.1 | 1.7 | 1.3 | 20.0 | 11.7 | 19.2 | 9.5 | 16.6 | 12.0 | 5.0 |
| | | | | | | | | | | | | | |
| Total # of Solo Hours | 11.7 | 8.8 | 17.3 | 24.3 | 19.7 | 13.9 | 43.1 | 31.1 | 33.0 | 10.9 | 35.1 | 39.6 | 28.2 |

Instructor Time (Includes Ground Time)

| | | | | | | | | | | | | | |
|-----------------------|------|------|------|-------|-------|------|-------|-------|-------|-------|-------|-------|-------|
| Thompson | 26.1 | 23.1 | 18.0 | 38.2 | 44.2 | 24.0 | 43.4 | 18.1 | 21.2 | 28.3 | 14.3 | 8.9 | 8.0 |
| Stevens | 39.8 | 55.5 | 49.1 | 66.1 | 49.5 | 15.4 | 73.6 | 54.8 | 51.0 | 38.2 | 61.2 | 59.0 | 30.1 |
| Borden | 0.0 | 0.0 | 0.0 | 0.7 | 0.0 | 2.1 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| Cook | 27.8 | 11.2 | 18.8 | 20.6 | 18.7 | 9.0 | 30.5 | 24.4 | 15.1 | 11.7 | 7.9 | 9.6 | 1.7 |
| Deen | 0.0 | 0.0 | 0.0 | 1.8 | 25.5 | 35.8 | 57.3 | 47.4 | 48.8 | 26.1 | 32.2 | 42.1 | 37.0 |
| Scott | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 12.8 | 3.5 | 28.6 | 12.4 | 31.6 |
| Total Instructor Time | 93.7 | 89.8 | 85.9 | 127.4 | 137.9 | 86.3 | 204.8 | 144.7 | 148.9 | 107.8 | 144.2 | 132.0 | 108.4 |

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: 14-Dec-16

| LINE ITEM | ACCOUNT NUMBER | CURRENT BUDGET | INCREASE (DECREASE) | NEW BUDGET |
|-------------------|-------------------|-------------------|------------------------|---------------|
| Gifts/Bonus/Merit | 64044025 51207 | 16,000 | (6,810) | 9,190 |
| Salaries | 64044080 51202 | 25,094 | 600 | 25,694 |
| Salaries | 64044082 51202 | 140,544 | 2,450 | 142,994 |
| Salaries | 64044082 51203 | 77,387 | 1,810 | 79,197 |
| Salaries | 64044083 51203 | 69,229 | 1,950 | 71,179 |
| | | | | |
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EXPLANATION: Bonus amount budgeted in Admin department. To divide amount up by department.

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

Chairman

FLIGHT CENTER MEETING

3 NOVEMBER 2016

List of Aircraft upgrades and flight center enhancements generated through discussion with Flight Center Instructors and Authority members Mike Jones and Barry Lerman.

- Add oil analysis to the aircraft maintenance schedule – Request sent to Blackstone Laboratories for oil sample collection kits. Taking oil samples for analysis will be included with recurring oil changes.
- Update obstacle databases in aircraft GPS units
- Repair autopilot in N139ME.
- Replace KLN 94 in N139ME with a used G530W. This will include removing the MX 20 MFD.
- Add online scheduling option for students and renters. One suggestion was Flight Circle as a viable option. We can also reinstate the use of TPI Scheduler which is compatible with TFBO.
- N292KF carb heat needs adjusting; it 'walks out'
- Investigate purchase of some type of flight simulator.
- Complex aircraft needed in order to be able to train Commercial Pilots and Instructor Pilots
- Hire a Chief Instructor to provide necessary Instructor & Student Pilot mentoring and direct/full-time oversight of the Flight Center.
- Discussed setting a goal of flying 200 hours/month by November 2017
- Remove the ADFs from N291KF and N292KF. They are inop and this type of NAVID is being decommissioned by the FAA.
- Refurbish the interiors on N291KF and N292KF
- ADS-B upgrade required for all three aircraft by 2020. We have already placed line items on the list for discussion during the Authority retreat budget discussion.

Crystal Meyers

From: Mike Jones <MikeJones@microcare.com>
Sent: Monday, November 14, 2016 2:55 PM
To: Steve Borden; 'Bob Zschoche'
Cc: 'Barry Lerman'; 'George Parker'; 'Bill Bateman'; 'Crystal Meyers'; 'Kristin Klug'
Subject: Re: Agenda Item for December

Hi Steve,

Good list. Here's my 2¢ at putting them in some sort of ranking, from easy & important to hard/expensive/longer term:

General Maintenance Changes:

- N292KF carb heat needs adjusting; it 'walks out'
- Add oil analysis to the aircraft maintenance schedule

Immediate Urgent Aircraft Updates:

- Update obstacle databases in aircraft GPS units
- Repair autopilot in N139ME
- Remove the ADFs from N291KF and N292KF
- Replace KLN 94 in N139ME with a used G530W

Near-Term this Winter:

- Refurbish interiors on N291KF and N292KF
- Add online scheduling option for students and renters, prob. using Flight Circle software.

Medium-Term, in 2017 or so:

- ADS-B upgrade required for all three aircraft by 2020
- Investigate purchase of some type of flight simulator

Longest Term:

- Complex aircraft needed
- Get ready to replace engines in at least one plane
- Hire a Chief Instructor
- Discussed setting a goal of flying 200 hours/month by November 2017

Speaking for myself, I would very much like to see quotes and plans for the Immediate/Urgent Repairs and the Near-Term Refurbishments at the December meeting.

Best regards,

Mike Jones
Moore County Airport Authority

Cell: 860 670-4892 Skype: MikeJones2001

Learn More at: <http://moorecountyairport.com/>

Follow us on Facebook at: <https://www.facebook.com/MooreCountyAirport>

From: Steve Borden <sborden@moorecountyairport.com>
Date: Monday, November 14, 2016 at 11:11 AM
To: Mike Jones <MikeJones@microcare.com>, 'Bob Zschoche' <BobZschoche@msn.com>
Cc: 'Barry Lerman' <blerman@moorecountyairport.com>, George Parker <george.parker@frontierspinning.com>, Bill Bateman <batesf16@nc.rr.com>, Crystal Meyers <cmeyers@moorecountyairport.com>, Kristin Klug <kklug@moorecountyairport.com>
Subject: RE: Agenda Item for December

- Add oil analysis to the aircraft maintenance schedule – Request sent to Blackstone Laboratories for oil sample collection kits. Taking oil samples for analysis will be included with recurring oil changes. We have requested a sample kit from Blackstone Laboratories and also received the ones Mike provided.
- Update obstacle databases in aircraft GPS units
- Repair autopilot in N139ME.
- Replace KLN 94 in N139ME with a used G530W. This will include removing the MX 20 MFD. I spoke with Marshall at Aero Services (at KTTA) and he said a used G530W would cost approximately \$9K +\$2,500 for installation. He mentioned that a new G650 would be \$13K installed.
- Add online scheduling option for students and renters. One suggestion was Flight Circle as a viable option. We can also reinstate the use of TPI Scheduler which is compatible with TFBO.
- N292KF carb heat needs adjusting; it 'walks out'. It's coming up on a 100 hour inspection and this will be addressed at that time.
- Investigate purchase of some type of flight simulator.
- Complex aircraft needed in order to be able to train Commercial Pilots and Instructor Pilots
- Hire a Chief Instructor to provide necessary Instructor & Student Pilot mentoring and direct/full-time oversight of the Flight Center.
- Discussed setting a goal of flying 200 hours/month by November 2017

- Remove the ADFs from N291KF and N292KF. They are inop and this type of NAVID is being decommissioned by the FAA.
- Refurbish the interiors on N291KF and N292KF
- ADS-B upgrade required for all three aircraft by 2020. We have already placed line items on the list for discussion during the Authority retreat budget discussion.

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**Moore County Airport
Capital Outlay
Acct # 64044055 55905**

Starting Budget for FY16/17

\$135,000.00 (\$10K for Misc. \$125K for Complex Aircraft)

Amount Used as of 12/31/16

Awning

\$5,675.00

Dolly

\$5,453.00

Pending Items as of 12/31/16

Duke Energy Efficiency Program (Est.)

\$16,000.00

N139ME Overhaul (Est.)

\$30,000.00

N139ME GPS Upgrades (Est.)

\$25,000.00

Remaining Capital Outlay

\$52,872.00

Aircraft Rental & Sales Tax Rates
2016

| Aircraft | Year | Tail | "Dry" Hourly | Fuel Consumption | Sales Tax | WFPA 1% Fee | Total |
|---|------|--------|-----------------|---------------------|-----------|----------------|----------|
| CESSNA 172SP | 2002 | N5286L | \$95.00 | \$55.90 | \$5.70 | \$0.95 | \$157.55 |
| SR20 AVIDYNE | 2007 | N617DA | \$113.00 | \$67.08 | \$6.78 | \$1.13 | \$187.99 |
| SR20 PERSPECTIVE | 2009 | N914TD | \$145.99 | \$67.08 | \$8.76 | \$1.46 | \$223.29 |
| SR20 PERSPECTIVE AC | 2012 | N205EC | \$165.00 | \$67.08 | \$9.90 | \$1.65 | \$243.63 |
| SR22 AVIDYNE AC | 2006 | N314A | \$150.00 | \$106.21 | \$9.00 | \$1.50 | \$266.71 |
| SR22 AVIDYNE AC | 2006 | N317A | \$150.00 | \$106.21 | \$9.00 | \$1.50 | \$266.71 |
| SR22-G5 PERSPECTIVE AC/FIKI 5 TH SEAT | 2015 | N1408W | \$300.00 | \$100.62 | \$18.00 | \$3.00 | \$421.62 |
| SR22-G5 PERSPECTIVE AC/FIKI 5 TH SEAT | 2016 | N424AX | \$300.00 | \$100.62 | \$18.00 | \$3.00 | \$421.62 |
| SR22T PERSPECTIVE AC/FIKI | 2010 | N234CR | \$290.00 | \$117.39 | \$17.40 | \$2.90 | \$427.69 |
| REDBIRD | 2016 | SIM | \$90.00 | — | \$3.40 | \$0.90 | \$94.30 |

INSTRUCTOR HOURLY
\$79.00

DAILY MINIMUMS: C172- 3 HOURS/OVERNIGHT
SR20s- OVERNIGHT APPROVAL REQUIRED
SR22s- 2 HOURS/OVERNIGHT



TO: Memo for File
FROM: Mike Jones, Moore County Airport Authority
RE: Small Business Phone Systems

The Airport is considering upgrading the office phone system now that faster internet connections are available. This review highlights some of the available choices:

The top performers in our review are Cisco Business Edition 600, the Gold Award winner; ESI, the Silver Award winner; and Nextiva Office Enterprise, the Bronze Award winner. Here's more on choosing a small business phone system to meet your needs, along with detail on how we arrived at our ranking of 10 systems.

Small Business Phone Systems: Analog or Digital?

There are four categories of small business phone systems on the market today.

Analog phone systems generally cost less initially and they are simple and straightforward. These systems are built on standard copper wire and use plain old telephone service (POTS) phones. As such, they are reliable and provide a high degree of voice clarity and line stability. Because of their simplicity, they offer very few additional features, although you can find analog systems that offer hold, mute, redial, speed dial and call transfer functions. Although cheaper at the outset and a good choice for small businesses on a tight budget, the lack of modular technology makes them costly to repair if things go wrong.

A digital phone system has a higher initial cost, but it offers more flexibility and features. Since it is software-driven, this type of system is also expandable and can be upgraded as your business grows. For small businesses that plan to expand, a digital phone system is the better choice, as adding additional lines and hardware is comparatively straightforward.

An internet protocol (VOIP) phone system uses packet-switched connections via the internet to transmit data rather than the traditional PSTN and its circuit-switched connections. Signals sent via standard telephonic transmissions are converted to a digital

format and then sent over the internet. After that, they are converted back in to standard telephone signals when they reach the recipient. VOIP phone systems usually are comparatively inexpensive with features such as unified messaging, a single line with multiple numbers, simultaneous calls, call forwarding, automated attendants and on-hand directories are all common. Call quality issues can be a problem with VOIP systems. An IP phone handset generally looks like a traditional telephone, although the technology is entirely different and it is only suitable for VoIP systems.

Cloud-based phones are VOIP systems hosted in the cloud. These systems offer the standard features of analog, digital and IP systems, but all of your communications are made via the internet. As long as you have access to the internet you can use this type of system, even when you're out of the office. These phone systems come with “online portals” which users can access from anywhere with an internet connection.

Small Business Phone Systems: What About a Wireless System?

A wireless system offers many of the features of analog and digital systems. The lack of wires makes the phone handsets portable, and they can be attached to a belt or slipped inside a pocket as with a cell phone or a walkie-talkie. While this does increase versatility and portability, the phones only work within a certain radius of the receivers. If you decide to go with a wireless system, make sure it has a range that is large enough to accommodate your business space. These phones often come with a built-in intercom system that can communicate with other wireless handsets without making a traditional phone call.

What We Evaluated, What We Found

In our small business phone system reviews, we evaluated the products based on collaboration, important features, and help and support. Each of these elements play a crucial role in the quality, suitability and efficiency of a small business phone system. A phone system with the right combination of features is vital to ensure enhanced customer service and employee productivity.

1. Most small business phone systems have an upper limit on the number of users they can handle, so it's crucial that you choose one that fits your current and projected future workforce size.

2. Use automatic call transfer to send all calls to one extension to another automatically. This is useful when an employee is out of the office or in instances where forwarding calls to an employee's cellphone is inappropriate.
3. Voicemail. Each employee should be able to record his or her own voicemail greetings. This adds a personal touch for clients and helps them feel confident they are leaving messages for the correct people.
4. "Direct Inward Dial" allows every person to have their own specific phone number. Alternatively, an "automated attendant" lets people calling in to self-direct their call via a series of spoken or keypad-entered options. Some consumers dislike going through the automated process.
5. Smart phone systems should provide applications such as customizable caller ID screens, computer dialing and auto dialing, conference calls, setting up phone centers and call routing.
6. Video calling has many benefits for businesses over voice conferencing alone. Video conferencing goes a long way to bridge the gap between telephone calls and face-to-face meetings. It reduces travel costs but still provides a personal approach to business meetings. With high-quality video capabilities, it's almost like everyone is in the same room.
7. Automated Directory. Having an automated directory as part of your small business phone system makes life easier when redirecting a call. Instead of flipping through a manual directory, you can simply look up the person the call is intended for and enter the extension number. This results in increased employee productivity and customer satisfaction.
8. Speed Dial. This function enables you to make fast calls to numbers you use frequently. Instead of dialing a complete number each time, you can preset your phone to store often-called numbers and then assign them to specific buttons in the system's memory.
9. Backup Power Supply. This feature is invaluable in the event of a power outage. Without a backup power supply, you risk losing all methods of communication. With some systems, you may even lose all of your preprogrammed settings and anything stored in the memory, such as speed dial numbers.
10. Remote Location. Similar to call forwarding, remote location is a useful function that automatically redirects calls to a cell phone when someone dials your office number or extension. When a call redirects, it doesn't change tone or give any indication to the caller that the call is being forwarded. This feature lets you get in touch with employees when they are out of the office without having to look up their mobile numbers. Simply dial their extensions, and the system puts you through to their cells.

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11. Collaboration. The best small business phone system allows you and your employees to collaborate by providing the resources to maintain outstanding internal and external communication. Straightforward conference calling is a basic but powerful collaboration tool that every good business phone system should have.

THE BEST SMALL BUSINESS SYSTEMS

Cisco Business Edition 6000 – Ranked #1 out of 10

With its full set of features, this offering from Cisco is an outstanding phone system, and it is suitable for businesses with up to 1,000 employees. This phone system has multiple advanced features, including customization for hold messaging, hold music and individual voicemail messages. It offers instant messaging, an auto-attendant and dedicated voicemail box to each user. You can choose from soft phones, DECT phones and IP phones, depending on the needs of your business. To help make meetings simple and effective, you can take advantage of voice conferencing and video conferencing functions, which minimize the need for frequent in-person meetings between multiple people based in different locations.



ESI – Ranked #2 out of 10

Like the Cisco model, ESI offers a comprehensive range of features, including a 1,000 user capacity and a caller ID system that stores call information for up to 25 days. This model came in a close second, and it boasts a five-year warranty. We gave it a high overall score, and it achieved an excellent mark in our testing for its extensive range of features. It's a

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comprehensive business telephone system that helps to improve the customer experience and boost productivity.

NEXTIVA Office - Ranked #3 out of 10

The Nextiva Office Enterprise is a cloud-based phone system for small businesses offers call recording capabilities and silent monitoring, and it has a mobile app for off-site communication via video, voice and instant messaging. It offers a full array of advanced features plus 24-hour phone support, live chat and email options. However, it is cloud-based only with no option for an on-site service.

Toshiba Strata CIX – Ranked #4 out of 10

The Toshiba Strata is a standout product in our lineup. This system has scaled plans starting at just 40 users, so you can upgrade your level of service as your business expands. Each user has his or her own dedicated line number and extension along with a mailbox with a personalized greeting. Toshiba offers a two-year warranty, giving this system a respectable level of coverage.



ShoreTel Sky – Ranked #5 out of 10

The ShoreTel Sky VOIP System integrates smoothly with computer systems and other software and services. It's versatile with both an on-site service and a cloud-based service, adding to its functionality and allowing users to access it wherever they are. The on-premises phone hardware meets all of your company's basic needs with features such as voicemail, call forwarding, call transfer and extension numbers.

8x8 Virtual Office – Ranked #6 out of 10

The 8x8 Virtual Office VOIP phone system offers a great deal of flexibility and is brimming with useful features to boost productivity and enhance communication. This is particularly true if you run a business where colleagues spend time working remotely.

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Avaya IP Office – Ranked #7 out of 10

The Avaya IP Office is a powerful collaborative system that has the highest user capacity of any of our top 10 ranked products. This system boasts impressive mobile capabilities: when working remotely, your employees will still have the same level of functionality as when they are at their desks. Other features include call forwarding, caller ID, transferring and an auto-attendant. You can use a variety of phones with this system, including VoIP phones.

FortiVoice – Ranked #8 out of 10

The FortiVoice business phone system offers a wide variety of advanced options, including user privileges and network choice. The standout feature of the FortiVoice system is that it allows you to choose between traditional network or VoIP telephones, depending on your needs. This system is suited for small businesses that don't plan to expand beyond 400 users. The company also charges extra for features like instant messaging.

AT&T Synapse – Ranked #9 out of 10

The AT&T Synapse small business phone system is a fairly basic system compared to many of the other models we reviewed and is a solid choice for small and very small businesses on a budget. It caters to a maximum of 100 users, offers unified messaging and voice conference capabilities, an auto-attendant, call transfer, customizable voicemail and hold messaging options, and automatic call forwarding. You cannot integrate this business phone system with your computer system or other software, so its versatility is limited. A reasonable choice for small businesses on a tight budget, the AT&T Synapse phone system is a bare bones product with few frills. (Note: Several other reviewers rated this top, because of the large screens and easy, familiar handling.)

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Vonage Business Solutions – Ranked #10 out of 10

Vonage Business Solutions is a basic small business phone system for companies on a budget. This hosted VOIP business telephone system works with just an internet connection and a VoIP or softphone telephone. It cannot be used with a traditional telephone. Because of this, the system does not work if your internet connection goes down. It provides a number of standard features, such as call holding, forwarding and transfers, as well as customizable voicemail greeting and on-hold messages. You can also make use of extensions and the three-way calling feature. Vonage has unified messaging, delivering fax, email and voicemail to your email inbox. You can also forward calls to mobile devices when working remotely or when you are away from your desk. All in all, this system is pretty basic.

Another Review found:

#1. Panasonic NS700G Phone System

Introduced in 2016, Panasonic's KX-NS700G is a small compact hybrid communication solution, and the newest server from the NS product line. Prepackaged and designed to support the small business marketplace, web-based system administration, the new platform offers users flexible access to their communications system and includes support for 6 analog phone lines; 18 digital, 4 IP proprietary, 4 single-line telephones and 128 cordless handheld telephones; 2 channels of unified messaging and up to 500 mailboxes.



Source: <http://www.toptenreviews.com/business/phones/best-small-business-phone-systems/>

Other Sources: <http://phonewire.com/blog/513>

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**Moore County Airport
Budget Schedule FY 2017/2018
Preliminary**

| | |
|---------------------------|---|
| 1/10/17 (Board Meeting) | Authority adopts tentative schedule |
| Week of 12/8/16 | Start departmental budget process |
| Week of 1/16/17 | Departmental requests and review |
| Week of 1/16/17 | Finalize request and projections |
| 2/14 & 2/15/17 | Authority Retreat New Positions Fee Increases Longevity & Pay Fuel gallon projections Capital needs/Matching grant needs |
| 3/14/2017 (Board Meeting) | Present Budget to Authority Announce Public Hearing |
| 4/11/2017 (Board Meeting) | Adopt Budget Ordinance/Public Hearing |
| 4/12/2017 | Submit Adopted Budget to County |