



**Moore County Airport Authority**  
**Tuesday & Wednesday, January 22<sup>nd</sup> & 23<sup>rd</sup>, 2019**  
**Special Meeting – 12:00 P.M.**  
**Annual Meeting Minutes**

The Moore County Airport Authority Meeting began at 12:00 p.m. on January 22<sup>nd</sup> & 23<sup>rd</sup>, 2019 at the Offices Of Talbert & Bright, Inc., Wilmington, N.C.

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

**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:** Steve Bright, Talbert & Bright, Inc.  
Amy McLane, Talbert & Bright, Inc.

**CALLED TO ORDER**

- A. Opened Session**
  - 1. Airport Authority Chairman, Tom McPherson, opened Public Session.
- B. Pledge of Allegiance was led by Chairman, Tom McPherson.**
- C. Conflict of Interest Inquiry was made by Chairman, Tom McPherson**  
(None)
- D. Approval of Agenda**
  - 1. Authority members reviewed the proposed meeting Agenda.
    - o By consensus, the Authority approved the Agenda as presented.

Internal Airfield Service Road Grant Project Work  
Authorization.

- Ms. McLane informed the Authority the Notice to proceed with the Master Plan Project was received December 19<sup>th</sup>, 2019 and described the process moving forward. By consensus, the Authority requested Talbert & Bright Inc. (TBI) to monitor the Strategic Planning Process and request funding from the Airport if found to be necessary to integrate their (TBI) related work on the Strategic Plan into the Master Plan Project. Projected timeframe for completion is nineteen (19) months.
  - Ms. McLean indicated ITRE surveys will be developed and distributed to the Airport Customers potentially in the spring 2019 to begin data collection for the Strategic Plan.
  - Talbert & Bright requested a list of potential advisors be identified for a Strategic Plan Advisory Committee. The Authority suggested the following:
    - Airport Authority Member
    - Convention & Visitors Bureau
    - Moore County Partners in Progress
    - Moore County Manager
    - Moore County Commissioner
    - First Health Hospital Representative
    - Pinehurst Resort Representative
    - Sandhills Community College Representative
    - Whispering Pines Mayor
    - Moore County Schools Representative
    - Deputy Garrison Commander, Fort Bragg

**BREAK (15MINUTES)**

- Ms. McLean provided an update on the Airfield Storm Drain Rehabilitation Project. Step Construction was given the Notice to Proceed early January. Ms. McLean introduced Robert Williams, TBI, as the assigned Project Manager. The estimated completion date is April 2019.
2. Talbert & Bright Inc., Amy McLean, provided an overview of the updated Capital Improvement Plan (CIP), and the STI projects.
- Ms. McLean provided an updated CIP Project list to the Authority.
    - Discussion ensued regarding the purchase of the Cochman Property. No conclusion was reached and further information was requested prior to making a decision. Authority Chairman, Tom McPherson, requested Airport

- Requested Priority # 2 – Current Priority #8: Pavement Strength-Condition (Apron)
- Requested Priority # 3 – Current Priority #1, #4, #7 (Combined): Rehab Apron Area Lighting (#1), Runway Lights, Airfield Signage, Phase I (#4), and Taxiway Lights, Airfield Signage – Phase II (#7)
- Requested Priority #4 – Current Priority #3: Hangar Development
- Current Priority #5: Wildlife Hazard Fencing – Projected year from 2020 to 2025
- Current Priority #6: Runway Protection Zone (RPZ) – RWY 5 Fee Simple: Potential Acquisition of the Cockman Property to begin immediately with reimbursement option.

## **J. Airport Planning Discussion/Considerations**

1. Economic Development summary was provided by, and the discussion was led by, Talbert & Bright, Amy McLean.
  - The Authority discussed the Economic Development of Parcels at the Airport, the potential aviation businesses that could be invited to do business at the Airport, and the potential means of support that may be acquired for future development.
  - The Development of T-Hangars, Executive Hangars, and Box Hangars were discussed to determine the need, the process, and the means to construct.
    - By consensus, the Authority agreed on the need for Hangars and to begin the process with hangar development planning.
  - The Authority took into consideration a Restaurant, a Community Welcome Center, and/or Co-Worker Organizations as an option for future Economic and Community Relations. Authority Chairman, Tom McPherson, indicated he would speak with an associate to gain more insight into Restaurant operations.
2. Airport Operations was summarized by the Airport Manager, Ron Maness:
  - Infrastructure Additions/Improvements -
    - Construction of a Facility Maintenance Storage Unit was discussed and determined to not be necessary in the immediate future, but to look at it again in the near future.
  - Community Relations and support of Aviation was discussed and considerations given to Civil Air Patrol, Flying Clubs, Flight Schools, and Transient Customer Relations.



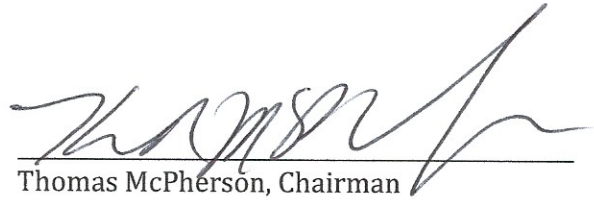
- By consensus, the Authority agreed to include funding for Tables & Chairs however; reduce the amount that was requested, and to replace the Terminal Furniture in the FY2020 Budget.
3. Considered appropriations for FY2020 Grant Project Funding.
    - By consensus, the Authority agreed to include the 2019 NPE Fund match, the match for the TIP Apron Pavement Strength-Condition Project, and \$46K for the tree removal on the Frye Property in the FY2020 Budget.
  4. Reviewed Employee Staffing/Pay Increases/Benefits.
    - Airport Manager, Ron Maness, requested 5% for employee performance pay/bonus increases be included in the FY2020 Budget.
      - Authority Chairman, Tom McPherson, indicated he would like to have further discussion at a later date before making the determination on the employee performance pay increases/bonuses.
    - Staffing was discussed and the Authority determined the Airport Manager should have the Authority to manage staffing positions as needed.
      - Upon motion made by Chairman, Tom McPherson, and seconded by Vice Chairman, Barry Lerman, the Authority voted 5 to 0 to approve personnel staffing issues to be determined by the Airport Manager.
  5. The Authority considered a conservative estimation for FY2020 fuel purchase. Airport Manager, Ron Maness, indicated he will present a fuel forecast at the next scheduled Authority meeting.

**M. Additional Agenda Items Discussed**

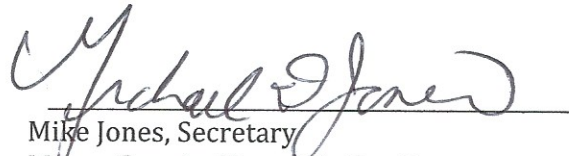
1. Secretary, Mike Jones, indicated he would like to have further conversation regarding the renaming of the Moore County Airport.
  - Chairman, Tom McPherson, Vice Chairman, Barry Lerman, and Secretary, Mike Jones are in favor of continuing to pursue changing the Airport name. Member, Don Delauter, and member, Pat Corso, are undecided at this time. By consensus, the Authority agreed to continue conversations with the Moore County Board of Commissioners and surrounding municipalities before moving forward with any decision.
2. Discussion ensued on fuel pricing, hangar rental, and operation/service fees. No conclusion or action was determined.
  - The Authority suggested Airport Manager, Ron Maness, contact the Attorney, Keith Merritt, for and update on any progress with the Airport Lease Contracts and to analyze our current pricing index and to make a recommendation based on his findings.
3. Member, Pat Corso, suggested a benchmark of comparable Airport(s) be identified for the purpose of gaining insight on successful endeavors that have promoted their

**P. Adjournment**

2. Chairman, Tom McPherson adjourned Open Session.

A handwritten signature in black ink, appearing to read 'Tom McPherson', written over a horizontal line.

Thomas McPherson, Chairman  
Moore County Airport Authority

A handwritten signature in black ink, appearing to read 'Mike Jones', written over a horizontal line.

Mike Jones, Secretary  
Moore County Airport Authority