



MOORE COUNTY AIRPORT AUTHORITY MEETING AGENDA

THURSDAY, JANUARY 25TH, 2018

PUBLIC BUDGET MEETING BEGINS AT **1:00 P.M.**

CLOSED SESSION (IF ANY) WILL BEGIN IMMEDIATELY FOLLOWING OPEN SESSION

(TO ATTEND ELECTRONICALLY: CONTACT AIRPORT ADMINISTRATIVE ASSISTANT FOR INSTRUCTIONS)

CALL TO ORDER

A. OPEN SESSION

B. PLEDGE OF ALLEGIANCE

C. OFFICER ELECTIONS (CHAIRMAN, VICE CHAIRMAN, TREASURER, SECRETARY)

D. CONFLICT OF INTEREST INQUIRY

E. APPROVAL OF AGENDA AS PRESENTED

F. PUBLIC COMMENTS – (See back page for Procedures)

G. AIRPORT BUDGET SESSION

1. Review **Budget Schedule.**
2. Preliminary **Budget Presentation.**

H. ADDITIONAL AGENDA ITEMS (IF ANY)

1. Consider inclusion into Moore County Audit Services RFQ.
2. Review the Airport CD for investment potential.

I. ANNOUNCEMENTS/COMMENTS

1. Announce the **Public Hearing** for the Moore County Airport Authority on March 13th, 2018, during the regular scheduled Authority Meeting.
2. Announce the Moore County Airport Authority Budget meeting will be held at 9:00 a.m. in the Moore County Airport Terminal Conference Room on Monday, February 12th, 2018.
3. 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, February 13th, 2018.

J. CLOSED SESSION

1. ***Pursuant to [N.C.G.S. 143-318.11(a)(6)] the Authority will meet to consider the qualifications, competence, performance, condition of appointment of a public officer or employee or prospective public officer or employee.***

K. 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
Budget Schedule FY 2018/2019
Preliminary**

1/25/2018	Approve Budget Schedule
1/25/2018	Preliminary Budget Presentation
2/13/2018	Call to Public Hearing
2/13/2018	Budget Review
3/2/2018	Key Budget into Munis
3/13/2018	Public Hearing
3/13/2018	Adopt Budget Ordinance
3/31/2018	Submit Adopted Budget to County

Table 1

\$	FY17 Audited	FY 18 Budget	FY18 Forecast	FY19 Budget	Δ to FY18 Budget	Δ to FY18 Forecast
Jet-A	1,302,069	1,728,651	1,373,727	1,927,258	198,607	553,531
Other	491,432	571,628	536,742	603,238	31,610	66,496
Total Line	1,793,501	2,300,279	1,910,469	2,530,496	230,217	620,027
Hangar Rent	337,522	322,056	397,345	385,000	62,944	-12,345
Other Rent	96,662	82,807	110,642	92,106	9,299	-18,536
Total Admin	434,184	404,863	507,987	477,106	72,243	-30,881
Flight	221,777	0	0	0	0	0
Contribution from Moore Co	0	0	0	0	0	0
Net Sale of Capital Assets	105,539	0	0	0	0	0
Misc	3,851	4,000	5,283	4,750	750	-533
Total Operating Revenue p35	2,558,852	2,709,142	2,423,739	3,012,352	303,210	588,613
Jet-A Cost	716,307	1,168,479	781,039	1,050,835	-117,644	269,796
Other Fuel Cost	275,083	362,176	294,685	316,122	-46,054	21,437
Salaries/Benefits	249,646	313,679	256,799	303,843	-9,836	47,044
Other Line	71,436	105,700	111,707	107,701	2,001	-4,006
Total Line	1,312,472	1,950,034	1,444,230	1,778,501	-171,533	334,271
Salaries/Benefits	267,411	284,545	273,842	308,058	23,513	34,216
Insurance	76,612	57,730	56,585	62,245	4,515	5,660
Professional	49,575	56,287	54,000	58,000	1,713	4,000
Other	34,622	149,249	115,908	134,100	-15,149	18,192
Total Admin	428,220	547,811	500,335	562,403	14,592	62,068
Flight	186,261	0	0	0	0	0
Utilities	48,875	65,000	47,795	65,000	0	17,205
Salaries/Benefits	38,624	40,479	36,908	39,676	-803	2,768
Repairs	39,497	89,385	73,091	111,385	22,000	38,294
Other	6,539	9,915	13,050	9,914	-1	-3,136
Total Facilities	133,535	204,779	170,844	225,975	21,196	55,131
Total Operating Expense p36	2,060,488	2,702,624	2,115,409	2,566,879	-135,745	451,470
Operating "Income"	498,364	6,518	308,330	445,473	438,955	137,143
Grant Match	0	160,000	0	350,000	190,000	350,000
Capital Purchase w/o Match	34,342	105,000	103,380	365,178	260,178	261,798
Total Capital Outlays	34,342	265,000	103,380	715,178	450,178	611,798
All Expenditures	2,094,830	2,967,624	2,218,789	3,282,057	314,433	1,063,268
non Operating Revenues (Interest Earned)	9,400	4,000	13,522	12,000	8,000	-1,522
Revenues over (under) expenditures	473,422	-254,482	218,472	-257,705	-3,223	-476,177
Capital Contributions (FAA etc)	78,663				0	0
Project Expenses	87,403				0	0
Total Salaries/Benefits (With No COLA)	555,681	638,703	567,549	651,577	12,874	84,028
Total FTE	12.79	12.79	12.79	12.79	0	0

Moore County Airport Capital Projects**Needed for FY 18/19**

Landside parking lot repaving	Around \$3.75/sq ft. Total SF Approximately 50,714	\$190,178
Batwing	Replace existing 15 ft deck mower	\$15,000
White Tug	Replace with like piece of equipment	\$20,000
Lift	Pull-behind lift to replace light bulbs etc.	\$20,000
Pickup Truck	Replace 2000 Ford F250	\$25,000
Re-do bathrooms	3 bathrooms on old side of terminal	\$15,000
Refresh Pilot Briefing Room	New flooring, paint, furniture	\$10,000
Refresh Offices and Conference Room	Paint, flooring, chairs	\$15,000
Terminal Building Roof	Last repaired in 2007	\$25,000
HVAC's on Terminal Building	Contingency for Maintenance or replacement	\$30,000
Total FY 18-19 Capital Outlay		\$365,178

Add to operating budget Building and Maintenance for FY2018-19

Hangars	Contingency for Maintenance	\$5,000
Older T-Hangars	Contingency for Maintenance	\$5,000
Replace Awnings on ramp side	Contingency for Maintenance or replacement	\$7,000
EMS Building insulation cracking	Contingency for Maintenance or replacement	\$5,000
Total		\$22,000

Add to operating budget Equipment Maintenance and Repairs for FY2018-19

Blower	Walk-behind blower for parking lot	\$2,000
Total		\$2,000

Add to operating budget Office Equipment for FY2018-19

Upgrade 9 computer workstations	1 done in FY 17-18	\$15,000
Tables and Chairs	currently having to borrow when needed	\$4,000
Total		\$19,000

PROJECTS NEEDED

2016	\$	960,000	3482	AIRFIELD STORMDRAIN PIPE INSPECTION AND
2017	\$	452,000	2503	AIRFIELD STORMDRAIN REHABILITATION - PHA
2017	\$	570,000	2489	MASTER PLAN UPDATE, INCLUDING ALP
2017	\$	189,000	3224	PAVEMENT CONDITION (APRON)
2017	\$	147,000	3300	APPROACH CLEARING INCLUDING LAND ACQUISITION
2018	\$	713,000	2496	RUNWAY LIGHTS, AIRFIELD SIGNAGE
2019	\$	622,000	2497	TAXIWAY LIGHTS, AIRFIELD SIGNAGE
		<u>\$ 2,693,000</u>		
10% Match	\$	269,300		

For FY 2020

2019	\$	2,959,000	3396	PAVEMENT CONDITION - TAXIWAY
2019	\$	7,225,000	2490	PAVEMENT CONDITION (APRON)

Professional Services

ADMIN		FY 2017	FY 2018	FY 2019	
Moore County Finance	Financial Services	\$ 20,810	\$ 21,230	\$ 21,655	Increase of 2% annually, rounded up to next \$5 increment per contract
Martin & Starnes	Audit	\$ 5,150	\$ 5,408	\$ 5,678	Increases about 5% annually
Tangram Media	Website Management	\$ 2,075	\$ 4,980	\$ 4,980	\$415/month, began February 2017
Steven Baldwin	Management Consultant	\$ 2,130	\$ -	\$ -	One-time expense
Connect NC	IT Support	\$ 3,454			
Integrated Network Associates	IT Support	\$ -	\$ 22,117	\$ 25,000	
Accurate Now	Background Checks	\$ 226	\$ 226	\$ 226	
		\$ 33,845	\$ 53,961	\$ 57,539	
FACILITY					
BFI-Republic	Waste Disposal	\$ 2,125	\$ 2,640	\$ 2,693	
Central Security Systems	Maintenance for Cameras	\$ 527	\$ 1,000	\$ 1,020	
Donathan's Pumping Service	Pump holding tank	\$ 540	\$ 500	\$ 510	
Various	Cleaning Services	\$ 810	\$ -	\$ -	
Harpster Security	Monitoring Alarm System	\$ -	\$ 1,594	\$ 1,626	
		\$ 4,002	\$ 5,734	\$ 5,849	
LINE					
Shell Credit Card Processing	Fees	\$ 38,564	\$ 48,400	\$ 48,400	
TOTAL PROFESSIONAL SERVICES		\$ 76,411	\$ 108,095	\$ 111,788	

Fuel Revenue	Proposed		GALLONS PROJECTED	Anticipated 10% Price increase
	FY17/18	FY18/19		
Jet A Fuel	1,728,652	1,927,258	396,392	\$ 4.86
Avgas Fuel	390,483	413,036	77,580	\$ 5.32
Total Fuel Revenue	2,119,134	2,340,294		

Fuel Expense	Proposed		GALLONS PROJECTED	Anticipated 10% Cost increase
	FY17/18	FY18/19		
Jet-A-Fuel	1,195,344	1,050,835	396,392	\$ 2.65
AV Gas 100LL	342,176	296,123	77,580	\$ 3.82
Total Fuel Expense	1,537,520	1,346,958		

**Proposed Changes to Fee Schedule
FY18/19 Budget**

		FY17/18 Current Off Season Rates	FY18/19 Proposed Off Season % Incr.	FY17/18 Current In Season Rates	FY18/19 Proposed In Season % Incr.
<u>Overnight Hangar (If available)</u>					
Single Engine	Per Day	\$33		\$40	
Twin Engine	Per Day	\$55		\$65	
Turbo Prop	Per Day	\$110		\$130	
Very Light Jet	Per Day	\$110		\$130	
Light Jet	Per Day	\$165		\$195	
Medium Jet (If size permits)	Per Day	\$220		\$260	
<u>Other Services</u>					
GPU (per half hr)		\$44		\$55	
LAV Service		\$55		\$65	
Call Out Fee (per hour)		\$83		\$100	
<u>Overnight Tie down & Ramp Fees</u>					
	Max charge is 4 days				
Single Engine		\$10		\$15	
Twin Engine		\$15		\$20	
Small Turbo Prop		\$55		\$65	
Medium Turbo Prop		\$83		\$100	
Very Light Jet (VLJ)		\$25		\$30	
Light		\$85		\$100	
Medium		\$110		\$130	
Heavy		\$138		\$165	
Extra Large		\$165		\$195	
Helicopter		\$55		\$65	
<u>User Fees - Per Operation</u>					
Single	No Charge	\$0		\$0	
Twin	No Charge	\$0		\$0	
Small Turbo Prop	Waived with 75 gallons	\$55		\$65	
Medium Turbo Prop	Waived with 100 gallons	\$83		\$100	
Light Jet	Waived with 125 gallons	\$110		\$130	
Medium Jet	Waived with 175 gallons	\$138		\$165	
Heavy Jet	Waived with 225 gallons	\$165		\$195	
Extra Large	Waived with 300 gallons	\$220		\$260	
Helicopter (Jet fuel only)	Waived with 50 gallons	\$55		\$65	

Current Fees verified by Gale 12-19-17

**Proposed Changes to Fee Schedule
FY18/19 Budget**

	FY17/18 Current Rates	FY18/19 Proposed % Incr
<u>Hangar Waiting List Deposit</u>	\$100	
<u>Monthly Rental Space</u>		
Single Space Group Hangars # 3, 4 & 5	\$187	
Monthly Ramp Tie Down	\$45	
<u>T-Hangars</u>		
Sliding (# 7-18)	\$215	
Sliding (# 25-48)	\$227	
Bi-Fold (# 49-56)	\$283	
Box (# 19-24)	\$340	
Hangar (# 57)	\$2,700	
New Bi-fold (# 58-69)	\$340	
Hangar # 1	\$0	
<u>Executive Hangars</u>		
E (# 1-5)	\$1,246	
<u>Office Space</u>		
Office #1	\$267	
Office #2		
Office #3		
Office #5	\$255	
Office #20	\$500	
<u>Storage Rental</u>		
Storage Units (#1-4)	\$45	
Storage Units (#5-12)	\$97	
Storage Units (#13-14)	\$170	

	FY17/18 Current Rates	FY18/19 Proposed
<u>Other Services</u>		
Ice/Bag	\$3.75	
Dishwashing/Load	\$20	
Ram Access/FOB Fee Annual	\$250	
<u>Conference Room Rental</u>		
Small Conference Room - \$355.78 per month; \$179 for two weeks; \$89 for one week; \$25 per hour		
Large Conference Room - \$1,460 per month; \$730 for two weeks; \$365 for one week, \$50 per hour		
Excludes non-profit organizations: Civil Air Patrol		