



***Moore County Airport Authority***

*Tuesday, January 8<sup>th</sup>, 2019*

***Public Meeting – 9:00 a.m.***

**Minutes**

The Moore County Airport Authority Meeting began at 9:00 a.m. on Tuesday, January 8<sup>th</sup>, 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  
Gale Vencill, Finance Clerk

**Others Present:**

Steve Bright, Talbert & Bright, Inc.  
Amy McLane, Talbert & Bright, Inc.  
Robert Gray, Strategic Planning Group  
Phil Greene, Total Flight Solutions  
Ken Heinlein, Time Saver Aviation  
Phil Werz, Convention & Visitors Bureau (Late arrival)  
Linda Parsons, Moore County Chamber of Commerce  
John May, Attorney  
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**  
*(None)*
- 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 Secretary, Mike Jones, and seconded by Vice Chairman, Barry Lerman, the Authority voted 4 to 0 to approve the Agenda as presented.
- G. Approval of Previous Meeting Minutes**  
1. Moore County Airport Authority Meeting Minutes Presented: December 11<sup>th</sup>, 2018 & December 21<sup>st</sup>, 2018 Special Meeting.  
    ○ Upon motion made by Vice Chairman, Barry Lerman, and seconded by Secretary, Mike Jones, the Authority voted 4 to 0 to approve the December 11<sup>th</sup>, 2018 & December 21<sup>st</sup>, 2018 Moore County Airport Authority Meeting Minutes.
- H. Public comments**  
*(None)*
- I. Presentations/Guest Speakers**  
1. Convention & Visitors Bureau  
2. Moore County Chamber of Commerce  
3. Partners in Progress
- J. Public Hearing**  
*(None)*
- K. Report Inquiries**  
1. The Authority members reviewed/heard the following reports listed below:  
    ○ Manager Reported:  
        1) The Airfield Storm Drain Construction will begin next week with an anticipated completion date prior to April 11<sup>th</sup>, 2019. NOTOMs will be in place throughout the project construction as needed.  
        2) The Master Plan Project is underway.  
        3) An update on the Festival D'Avion 2019 planning.  
        4) The FY2020 Budget process is underway.  
        5) The NCAA Annual meeting will be held in Pinehurst in March 2019.  
        6) Craig Smith, Line Service Technician, has resigned and the position has been posted.  
    ○ Financial Report was presented and summarized by Airport Manager, Ron Maness.  
        1) Reported fuel sales were up 7,000 gallons up from last December and 13,000 gallons up more from this same time last year.  
        2) No Comments from the Authority.  
    ○ Operations Report was summarized by Operations Director, Bobbie Cox.

- 1) Old Terminal Building Roof has been repaired and the Renovations are expected to begin right away.
2. Airport, Ron Maness, inquired of Phil Greene, Total Flight Solutions, regarding the scheduled inspection for the 141 Certificate.
  - o Phil Greene informed the Authority the inspection was scheduled for January 30<sup>th</sup>, 2019.
3. Airport Manager, Ron Maness, provided an update on Mill Creek Partners (MCP) Harris Teeter request. MCP requested the Authority's consensus to coordinate with the FFA and was given their concurrence. The Harris Teeter request is at MCP discretion on how they intend to move forward with the FAA. The FAA has not indicated they would provide a favored response to MCP.

**RECESSED: Break (Member, Pat Corso, & Phil Werz, CVB, arrived)**

**L. Presentations/Guest Speakers**

1. An introduction to the meeting was provided by Chairman, Tom McPherson, to include consideration for the Airport's Annual Plan and a presentation on the process and timeline of the Master Plan, to be led by Talbert & Bright Inc., Amy McLane.
2. As part of the Annual Planning Process, a proposed Budget Schedule was presented to the Authority for consideration to be approved at the next regular scheduled meeting in February.
3. Talbert & Bright Inc., Amy McLean, described the history, process, & timeline for the Master Plan and reported the Notice to Proceed was received December 21, 2018 from the NCDOA. This plan will also have a Strategic Plan incorporated into the Master Plan.
  - o Ms. McLane indicated the current Capital Improvement Program (CIP) for the Airport has approximately \$30 Million worth of projects in it.
4. The State of the Airport was presented by Airport Manager, Ron Maness.
5. Phil Werz, Convention & Visitors Bureau, & Linda Parsons, Moore County Chamber of Commerce, presented a situational analysis of their Organization to the Airport Authority.
  - o The Airport Authority and Airport Manager conveyed their enthusiasm & willingness to work with both Organizations.
6. Partners in Progress & Airport Authority Member, Pat Corso, introduced Attorney, John May, Chairman of the Partners in Progress Board, to speak with the Authority on behalf of Partners in Progress.
  - o Mr. Corso provided the situational analysis of Partners in Progress.
7. Representative, Robert Gray, solicited suggestions from the three guest speakers on how the Authority may incorporate team efforts with their organizations into

the Airport Master Plan Project.

- Partners in Progress, Pat Corso, recommended working closely with the Chamber & CVB, to encourage them to participate in the Master Plan Process. Ms. Parson & Mr. Werz expressed their willingness to work together and participate in that process.

**RECESSED: (Lunch)**

**M. Unfinished Business**

*(None)*

**N. New Business**

**1. Discussed Authority Board Processes:**

- By consensus, the Authority agreed to invite guests to the regular Airport Authority Meetings to gain insight from sources such as local & economic leaders, local and aviation communities, successful businesses, educational leaders, and business consultants. The Authority appointed Airport Manager, Ron Maness, and Authority Secretary, Mike Jones, the task of scouting guests to invite to the meetings and to discuss funding for travel and accommodations for the guests.
- The Authority suggested more involvement and relations with the Moore County Board of Commissioners.
- Discussed options and/or avenues the Authority could utilize to enhance Airport Customer Relations/Communications.
  - 1) Suggestions of customer surveys, meetings, polls, newsletters & social media outlets were considered.

**2. Airport Manager, Ron Maness, reported overall successful progression of Airport Goals that were set forth by the Airport Authority in the prior year, identified a number of on-going goals to be considered and the planned actions to reach those goals.**

- The Authority tasked Airport Manager, Ron Maness, to speak with Total Flight Solutions to offer assistance with obtaining the Flight School 141 Certificate.

**3. Of the recent survey provided to the Airport Authority Members, The SWOT Readout was provided by Strategic Planner, Mr. Robert Gray.**

**Recessed: (15 Minute Break)**

**4. FY 2020 Preliminary Goals were identified.**

- Operational Goals:

- 1) 18 Months to begin accepting bids for Hangar Construction.
  - 2) Aircraft Avionics Services on-site.
  - 3) Utilize the current EMS Building for an Aviation related business or function.
  - 4) Improve Maintenance Services on-site.
  - 5) Create and implement Airport branding strategy.
  - 6) Promote Aviation within Schools.
  - 7) Develop strategic relationship with the CVB.
  - 8) Build a case for more financial contributions from the County.
  - 9) Implement Grant Reporting Protocols.
  - 10) Solicit assistance from the CVB to research potential Air Services, such as Charters, that could be offered at the Moore County Airport.
- o By consensus, the Authority agreed to continue the Capital Improvement Goal considerations during the Budget discussions at the Annual meeting to be held in Wilmington on January 22<sup>nd</sup> & 23<sup>rd</sup>, 2019.

**O. Announcements/Comments**

1. The Moore County Airport Annual Meeting is scheduled for January 22<sup>nd</sup> & 23<sup>rd</sup>, 2019 in Wilmington, NC, beginning at 1:00 p.m. located at the offices of Talbert & Bright, Inc., 4810 Shelley Drive, Wilmington, NC.
2. The Moore County Airport Authority meeting will be held Tuesday, February 12<sup>th</sup>, 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