



Moore County Airport Authority, Public Meeting Agenda

Tuesday, July 12th, 2016

CALL TO ORDER

A. CLOSED SESSION

1. *I hereby move that, pursuant to N.C.G.S. 143-318.11(a) (5) establish or instruct the staff or agent concerning the negotiation of the price and terms of a contract concerning the acquisition of real property.* Subject: Cockman Property
2. *I hereby move that, pursuant to N.C. Gen. Stat. § 143-318.11(a)(3), the Board meet in closed session for the purpose of consulting with its attorney in order to preserve the attorney-client privilege between the attorney and the Board, which privilege is hereby acknowledged.*

B. OPEN SESSION: INQUIRY MADE BY CHAIRMAN:

Does any Authority member have a conflict of interest concerning agenda items the Board will address in this meeting?

C. APPROVAL OF PREVIOUS MEETING MINUTES

1. Moore County Airport Authority Meeting **Minutes, June 14th, 2016.**

D. PUBLIC COMMENTS – Moderated by the Chairman, William Bateman (*Procedures are attached*)

E. PRESENTATIONS

(None)

F. PUBLIC HEARING

(None)

G. REPORTS

1. **Financial Report** – Financial Administrator (**100LL Comparison**) (**Jet Comparison**)
2. **Director's Report** – Executive Director
3. **Operation's Report** – Director of Operations
4. **Flight Center Report** – Executive Director (**Statistics**)

H. ADDITIONAL AGENDA ITEMS (IF ANY)

I. UNFINISHED BUSINESS

1. Request formal approval of the updated Airport **Substance Abuse Policy** & **Airport Vehicle Policy.**
2. Update to be provided to the Authority on the Complex Aircraft Search.

J. NEW BUSINESS

1. Request formal approval to approve a **Budget Amendment** for the addition of the Full-Time Line Service Technician.
2. Request formal review of the 501(C) (3) Program **Articles of Incorporation** & **By-Laws** of the Friends of Moore County Airport Foundation.

K. 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, August 9th, 2016.

L. 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 a maximum of thirty minutes.*
- 2. Persons who wish to speak should register on a sign-up sheet made available thirty (30) minutes before the Authority meeting commences, indicating contact information and topic of comment(s). In order to be acknowledged by the Authority Chairman during the public comments portion of the meeting, you must indicate your intent to speak on the sign-in sheet.*
- 3. Each person signed up to speak will have three (3) minutes to make his/her remarks. Each person signed up to speak will only be entitled to the time allotted to each speaker and one additional time period which may be yielded to him/her by another individual who has also signed up to speak on a particular topic.*
- 4. Speakers will be acknowledged by the Authority Chairman in the order in which their names appear on the sign-up sheet. Speakers will address the Authority from the podium and begin their remarks by stating their name and address.*
- 5. This public comment period is not intended to require the Authority to answer any impromptu questions; however, the Authority reserves the right to respond. Speakers will address all comments to the Authority as a whole and not one individual member. Discussions between speakers and others in attendance at the meeting will not be allowed.*
- 6. 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.*
- 7. Only one speaker will be acknowledged at a time.*
- 8. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with staff.*
- 9. Speakers shall not discuss any of the following: matters which concern the candidacy of any person seeking public office, including the candidacy of the person addressing the Board; matters which are closed sessions matters, including but not limited to matters within the attorney-client privilege, anticipated or pending litigation, personnel, property acquisition, matters which are made confidential by law; matters which are the subject of public hearings.*
- 10. Actions on items brought up during the Public Comment Period will be at the discretion of the Authority.*

(9/1/2014)



Moore County Airport Authority
Tuesday, June 14th, 2016
Public Board Meeting – 10:00 a.m.
Minutes

The Moore County Airport Authority met in regular session on June 14th, 2016 at 10:00 a.m. at the Moore County Airport Terminal Conference Room.

Authority Members Present: William Bateman, Chairman
George Parker, Vice Chairman
Mark Brenner, Treasurer
Michael Jones, Secretary
Bob Zschoche, Member

Authority Members Absent:

Staff Present: Steve Borden, Executive Director
Bobbie Cox, Operations Director
Kristin Klug, Finance Administrator
Crystal Meyers, Administrative Assistant

Others Present: Moore County Commissioner, Jerry Daeke
Robert Kroll
Barry Lerman
Charles Mirman

CALL TO ORDER

Open Session – Chairman, Bill Bateman, opened session.

A. Closed Session

(None)

B. Open Session: Inquiry made by Chairman: *Does any Authority member have a conflict of interest concerning agenda items the Board will address in this meeting?*

(None)

C. Approval of previous meeting minutes:

1. Requested formal approval of the Moore County Airport Authority May 10th, 2016 Meeting Minutes.

- Upon motion made by Secretary, Mike Jones, and seconded by Vice Chairman, George Parker, the Authority voted 5 to 0 to approve the Moore County Airport Authority May 10th, 2016 Meeting Minutes.

D. Public Comments – Moderated by Chairman, William Bateman:

1. Charles Mirman commented on a based customer not getting instruction from the Moore County Airport Flight Center. Offered to have a confidential discussion upon the Authority's request regarding the issue.

E. Presentations
(None)

F. Public Hearing
(None)

G. Reports

1. *Financial Report* – Kris Klug reviewed the financial activities for May 2016:
 - May fuel sales were \$22K lower than the previous May and \$1K below the prior month. Volume was up by 404 gallons from last May and 393 gallons above the prior month. The margin by percent of sales is 6.5% higher than the prior year. Receipts were \$4K lower than last May.
 - A monthly report of surrounding Airport fuel sale prices within 100 nautical miles of KSOP was provided. Base AVGAS is 7th among competitors, Transient AVGAS 12th among competitors. Base Jet is 7th among competitors, and Transient Jet 14th among competitors.
2. *Director's Report* – Executive Director, Steve Borden, reported:
 - Attending the TARPO meeting on May 19, 2016 in Pittsboro, with topic of discussion being regional projects and impacts. Division of Aviation Engineer, Brandon Jones, visited and was provided an Airport tour and discussed projects and Airport Operations.
 - A telephone conference with the auditors for the mid-year financial audit on May 18, 2016, which went well.
 - Working with Amy McLane at Talbert & Bright to update the Airport Project List in Partner Connect. The NC DOA required all Airports in the State to make modifications to listed projects no later than May 30, 2016. The KSOP update was completed May 19, 2016.
 - Attending the annual Legislative Reception at the Museum of History in Raleigh. Aviation needs and the impact Public Airports have on the State's Economy and the importance of Airports to Local Communities were topics of discussion.
 - Hosting the second CFI Open Forum on May 23, 2016. Topic of discussion: Conducting a risk based flight review. Bob Sutherland, from the Greensboro FSDO and FAAS team member, facilitated the seminar discussion.
 - A site visit from NC Division of Aviation Project Manager, Andrew Folz, on June 10, 2016 to discuss ongoing Airport Projects.

- Continued collaboration with Talbert & Bright on the LED upgrade to the Ramp Lighting. A quote is expected for the cost to upgrade the lighting from the original contractor that originally installed the ramp lights.
- The local TSA Representative visited to conduct the Annual Compliance Review of the Flight Center on June 8, 2016, with findings of compliant.

3. *Operation's Report* – Director of Operations, Bobbie Cox, reported:

- On May 11, 2016 Carolina Carriage picked up Golf Cart # 2 for an annual inspection and installed new brakes.
- On May 16, 2016 a new battery was installed in the John Deere Gator.
- On May 16, 2016 Carolina Carriage picked up Golf Cart # 3 for an annual inspection and to install new bearings in the right front wheel.
- On May 17, 2016 new blades were installed on the John Deere # 997 mower.
- On May 17, 2016 (2) hydraulic line O-rings and new blades were installed on the John Deere # 2555 tractor and bat wing mower.
- On May 24, 2016 about 10 to 15 Boy Scouts with Troop # 7 visited the Airport to work on their Aviation Merit Badges. John Hartlove provided a tour with a Q&A session.
- On May 24, 2016 the company pickup had an oil change.
- On May 25, 2016 a new battery was installed in the Lektro Tug.
- On June 13, 2016 the vault room generator had a new radiator installed.
- T-hangar # 16 opened up on May 1, 2016 and was rented to Roland Carey, owner of a Piper Cherokee. Mr. Carey was previously in a group hangar.
- All hangars are full at this time.
- DST, in hangar #57 will be bringing in a King Air within the next few weeks.

Note: Authority member, Bob Zschoche, requested the Staff Reporting continue in writing for input into the Agenda Packets, but verbally report highlights of the report, or mention only the items that require the Authority's input, and/or answer any questions the Authority may have from the reports. Discussion took place among the Authority members. No consensus was reached.

4. *Flight Department Report* – Executive Director, Steve Borden, reported:

- The Moore County Airport Flight Instructor, Jack Stevens, was awarded the Master CFI accreditation, from the National Association of Flight Instructors (NAFI).
- Total Flight hours for the month of May was 64.1, down from 106.4 in April 2016.
- N291KF is scheduled for Avionics Repair. N292KF & N139ME are operational.
- The Flight Center Student/Customer Statistics for the Month of **May:**

Current Actively Flying Students:	13
Flight School New Inquiries:	10
Flight School Enrollments:	7
Total Student Flights:	45
Owner Aircraft Instr. Students:	0
Rental Flights:	8
Flight Review/Check-out:	1
Scenic Flights:	1
Gift Certificates Purchased:	0
Gift Certificates Utilized:	1

H. Additional Agenda Items

1. Formal approval requested to approve the Work Authorization for Professional Services for the Airfield Storm Drain Pipe Inspection Phase I, Part I.
 - Upon motion made by Secretary, Mike Jones, and seconded by Vice President, George Parker, the authority voted 5 to 0 to approve the Work Authorization for Professional Services for the Airfield Storm Drain Pipe Inspection Phase I, Part I.

I. Unfinished Business

1. Requested formal approval of the updated Airport **Substance Abuse Policy & Airport Vehicle Policy**.
 - The Authority requested a Zero Tolerance statement be implemented in the Substance Abuse Policy with review by an Attorney.
 - The Authority requested clarification on individuals permitted to utilize Airport Vehicles.
 - Per the Authority's request, the Substance Abuse Policy & Airport Vehicle Policy will be updated and reviewed by an Attorney to be presented at the next scheduled Authority meeting for approval.
2. Results were provided from the research of Light Jets to determine appropriate service fees.
 - The Authority discussed Service Fees for Very Light Jets (VLJ) and determined fees as follows: Landing Fees at a rate of \$50.00, waived with a minimum of 75 gallons fuel purchase, and Overnight Fees at a rate of \$25.00. VLJ's include Mustang, Phenom 100, Eclipse, and Honda Jet, with a gross maximum take-off weight of 10,000 lbs.
 - Upon motion made by Vice President, George Parker, and seconded by Treasurer, Mark Brenner, the Authority voted three (3) approved and two (2) opposed, to implement the VLJ category and fees discussed, effective July 1, 2016: Motion approved by majority vote.
3. Complex Aircraft Search Update.
 - Research results were sent via email and a continued search for a complex Aircraft was requested by the Authority and continue status reports each month.
4. A post survey update on Runway 23 Approach Clearing was provided by the Airport Executive Director, Steve Borden.
 - Upon motion made by Treasurer, Mark Brenner, and seconded by Secretary, Mike Jones, the Authority voted 5 to 0 to cut the remaining nine (9) trees identified by contractors, utilizing the remaining grant funds.

J. New Business

1. Report provided by Treasurer, Mark Brenner, on 501(C)(3) Program, Friends of Moore County Airport.
 - The 501(C)(3), Friends of Moore County Airport and a Mission Statement were drafted. The Authority agreed to move forward with the program and creating a foundation.

K. Announcements/Adjournment

1. Chairman, William Bateman, adjourned the meeting of the Moore County Airport Authority and announced the next regular meeting scheduled for Tuesday, July 12th, 2016, at 10:00 a.m. in the Terminal Conference Room at the Moore County Airport.

L. Adjournment

1. Chairman, Bill Bateman, adjourned the meeting.

William Bateman, Chairman
Moore County Airport Authority

Michael Jones, Secretary
Moore County Airport Authority

Moore County Airport
Financial Statement Comments
June 2016
Preliminary Results

Receipts

Month vs. Month

Other receipts were down by \$9K versus last June. Flight Training continues to see increased activity and was up by \$17K versus last June. Fuel sales were down by \$4K. (This does not include the June 30th fuel sales.) June fuel volume was 7,009 gallons above the prior year. Jet volume was up by 5,164 gallons and Avgas was up by 1,845 gallons.

YTD vs. YTD

Fuel revenue for the year was \$187K below last year, mostly related to pricing. Fuel is up by 53,531 gallons for the year, which is 14.3% higher than the prior year. Flight training is \$19K above the prior year.

Expenses

Not all expenses have been recorded for the fiscal year. We are still receiving invoices that will be included in the prior year. We have some repair invoices and utility invoices that we have not received as of 6/30/16 that are not included in the expenses. There are also several adjustments to accrual accounts that will be done in the next couple of months. These adjustments include vacation, payroll, OPEB, LGERS and depreciation. The full accrual entry for capital will also be done in the next couple of months.

In the month of June the inventory audit was completed. The adjustment to overall inventory was a decrease in inventory of \$143.73. The Airport's inventory includes pilot supplies, oil and fuel.

Full Accrual Income

Net income on the full accrual basis is expected to be approximately \$1,200K for the year. This includes the contribution from the County to pay off the hangar loan. This will be considered a Special Item on our audited financial statements Exhibit B. The principal portion of the hangar loan will reduce the loan payable on the balance sheet.

**Moore County Airport
Financial Statement
June 2016 versus June 2015
Unaudited Numbers - Preliminary
Sales Thru 6/29/16**

	June 2016	Full Accrual June 2015	June *B/(W)	YTD June 2016	Full Accrual YTD June 2015	YTD *B/(W)
Fuel						
Fuel Sales	136,728	140,385	(3,657)	1,439,917	1,626,944	(187,028)
Fuel Expense	83,396	89,301	5,905	869,031	1,081,982	212,950
Fuel Margin	53,332	51,084	2,248	570,886	544,963	25,923
Margin % of Sales	39.0%	36.4%	2.6%	39.6%	33.5%	6.2%
Receipts from Operations Less Fuel						
Facility Rental Income	\$ 802	\$ 1,483	\$ (681)	\$ 385,843	\$ 405,279	\$ (19,437)
Aircraft Maintenance	-	26,963	(26,963)	80,096	28,270	51,826
Aircraft Services	14,251	12,473	1,779	166,520	165,046	1,474
Flight Training	28,184	11,202	16,982	151,815	133,228	18,587
Miscellaneous	394	645	(250)	5,705	7,331	(1,626)
Receipts	43,632	52,766	(9,134)	789,979	739,155	50,825
Expenses from Operations Less Fuel						
Administration	31,837	14,471	(17,366)	429,948	441,298	11,350
Depreciation	-	10,611	10,611	208,824	204,147	(4,677)
Facilities Maintenance	12,748	16,046	3,298	128,079	136,280	8,201
Aircraft Maintenance	-	24,383	24,383	113,330	27,776	(85,554)
Aircraft and Customer Services	35,763	30,703	(5,060)	339,935	363,591	23,656
Flight Training	14,589	10,033	(4,556)	121,984	149,141	27,157
Expenses	94,937	106,247	11,310	1,342,100	1,322,232	(19,867)
Total Receipts Including Fuel	180,360	193,151	(12,791)	2,229,896	2,366,099	(136,203)
Total Expenses Including Fuel	178,333	195,548	(17,215)	2,211,131	2,404,214	193,083
Income (Loss) from Operations	2,027	(2,397)	4,424	18,765	(38,115)	56,880
Non Operating Receipts						
Transfer from Cnty General Fund	-	-	-	309	141,668	(141,359)
Transfer from Airport Project Fund	-	-	-	31,178	-	31,178
Insurance Funds	-	-	-	2,882	6,319	(3,437)
Interest Income	621	250	371	3,336	1,556	1,780
Capital Contribution	1,229,354	-	1,229,354	1,229,354	-	1,229,354
Non Operating Expenses						
Hangar Debt Principal	1,198,708	(113,202)	(1,311,910)	1,198,708	-	(1,198,708)
Hangar Debt Interest	15,659	3,316	(12,343)	15,659	39,796	24,137
Transfer to County	-	-	-	-	-	0
Transfer to Capital	-	-	0	16,667	-	(16,667)
Capital Outlay	-	(22,783)	(22,783)	16,886	-	(16,886)
DAL Revenue Guarantee	-	-	-	-	-	0
Net Income (Loss)	\$ 17,636	\$ 130,522	\$ (112,886)	\$ 37,904	\$ 71,632	\$ (33,728)

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

Full Accrual

Modified Accrual	\$ 17,636	\$ 130,522	\$ 37,904	\$ 71,632
Hangar Debt Principal	1,198,708	(113,202)	1,198,708	-
Transfer to Capital	-	-	-	-
Capital Outlay	-	(22,783)	16,886	-
Prior Year Adjustment for DAL	-	-	-	-
Transfer from Airport Project Fund	-	-	-	-
Net Income Full Accrual	\$ 1,216,344	\$ (5,463)	\$ 1,253,498	\$ 71,632

Breakdown by Area

	June '16	June '15	June B/(W)	June '16 YTD	June '15 YTD	YTD B/(W)
Administration						
Rental Income	802	1,483	(681)	385,843	405,279	(19,437)
Expenses	<u>31,837</u>	<u>25,082</u>	<u>(6,755)</u>	<u>638,772</u>	<u>645,445</u>	<u>6,673</u>
P/(L)	(31,035)	(23,599)	(7,436)	(252,930)	(240,166)	(12,764)
Facilities Maintenance						
Expenses	12,748	16,046	3,298	128,079	136,280	8,201
Aircraft Maintenance						
Receipts	0	26,963	(26,963)	80,096	28,270	51,826
Expenses	0	24,383	24,383	113,330	27,776	(85,554)
P/(L)	0	2,581	(2,581)	(33,233)	495	(33,728)
Line/Customer Service						
Fuel Receipts	136,728	140,385	(3,657)	1,439,917	1,626,944	(187,028)
Fuel Expenses	83,396	89,301	5,905	869,031	1,081,982	212,950
Other Receipts	14,251	12,473	1,779	166,520	165,046	1,474
Other Expenses	35,763	30,703	(5,060)	339,935	363,591	23,656
Line Service Totals						
Receipts	150,980	152,858	(1,878)	1,606,437	1,791,991	(185,553)
Expenses	<u>119,159</u>	<u>120,005</u>	<u>846</u>	<u>1,208,966</u>	<u>1,445,572</u>	<u>236,606</u>
P/(L)	31,821	32,853	(1,033)	397,471	346,419	51,053
Flight Training						
Receipts	28,184	11,202	16,982	151,815	133,228	18,587
Expenses	<u>14,589</u>	<u>10,033</u>	<u>(4,556)</u>	<u>121,984</u>	<u>149,141</u>	<u>27,157</u>
P/(L)	13,595	1,169	12,426	29,831	(15,913)	45,744
Miscellaneous						
Receipts	394	645	(250)	5,705	7,331	(1,626)
Total Operating Receipts	180,360	193,151	(12,791)	2,229,896	2,366,099	(136,203)
Total Operating Expenses	<u>178,333</u>	<u>195,548</u>	<u>17,215</u>	<u>2,211,131</u>	<u>2,404,214</u>	<u>193,083</u>
P/(L) from Operating	2,027	(2,397)	4,424	18,765	(38,115)	56,880
Other Items						
Receipts	1,229,976	250	1,229,725	1,267,059	149,543	1,117,517
Expenses	<u>1,214,367</u>	<u>(132,669)</u>	<u>(1,347,036)</u>	<u>1,247,920</u>	<u>39,796</u>	<u>(1,208,124)</u>
P/(L) from Other Items	15,608	132,919	2,576,761	19,139	109,747	2,325,641
Net Income/(Loss)	17,636	130,522	(112,886)	37,904	71,632	(33,728)

MOORE COUNTY AIRPORT
FINANCE MEASURABLES
Jun-16

	<u>2016</u>	<u>2015</u>	<u>%</u>	<u>Historical</u>
Unrestricted Net Assets per audit 6/30/15	1,296,295			
Less Fund Balance Policy Restriction	(1,000,000)			
Available from Unrestricted Net Assets	296,295			

Accounts Receivable

Current	61,735.16	64,032.68
31-60	8,201.00	5,165.50
61-90	0.00	230.69
91 Plus	0.00	179.02
Total A/R	69,936.16	69,607.89

Fuel

Jet A Gallons June	33,156	27,992	18.4%	
Avgas Gallons June	8,024	6,179	29.9%	
Fuel Gallons Pumped June	41,180	34,171	20.5%	
Jet Fuel YTD	350,284	303,600	15.4%	
Fuel Gallons Pumped YTD FY2016				426,962
Fuel Gallons Pumped YTD FY2015				373,431
Fuel Gallons Pumped YTD FY2014				445,228
Fuel Gallons Pumped YTD FY2013				356,705
Fuel Gallons Pumped YTD FY2012				380,153
Fuel Gallons Pumped YTD FY2011				369,702
Fuel Gallons Pumped YTD FY2010				347,611
Fuel Gallons Pumped YTD FY2009				374,394

Fuel by Customer Type

Jet Base	6,628	1,749	279.0%
Jet Transient	26,528	26,243	1.1%
Total Jet for June	33,156	27,992	18.4%
Avgas Base	4,550	3,754	21.2%
Avgas MCA	1,167	414	181.9%
Avgas Transient	2,307	2,011	14.7%
Total Avgas for June	8,024	6,179	29.9%

Landings

Single Engine Landings	308	249	23.7%
Multi Engine Landings	50	42	19.0%
Jet Landings	96	83	15.7%
Helicopter Landings	5	8	-37.5%
MCA Landings	129	63	104.8%
Total Landings June	588	445	32.1%
Base Aircraft Landings June (Less MCA)	232	169	37.3%
Transient Aircraft Landings June	227	213	6.6%
Jet Landings YTD	1,042	959	8.7%
Total Landings YTD	5,390	5,684	-5.2%



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Airport	FBO Name	100LL Self	100LL Full +	Last Updated	Dist/Brg from KSOP
KHRJ	Warren Aviation	\$3.59	\$3.59	Jun 30, 2016	38NM @ 75°
KLBT	Lumberton Regional Airport	\$3.60	\$3.60	Jul 7, 2016	47NM @ 156°
KCPC	Columbus County Airport	\$3.60	\$3.60	Jul 3, 2016	76NM @ 150°
KT73	Kirk Air Base		\$3.60	Jun 27, 2016	82NM @ 242°
KDPL	Duplin County Airport	\$3.659	\$3.659	Jun 27, 2016	81NM @ 101°
KMAO	Marion County Airport		\$3.769	Jun 27, 2016	73NM @ 177°
KEYF	Taylor Aviation-EYF	\$3.85	\$3.85	Jul 5, 2016	63NM @ 133°
KCTZ	Clinton Flying Service, Inc.		\$3.88	Jul 5, 2016	60NM @ 107°
KRCZ	Richmond County Airport	\$3.90	\$3.90	Jul 5, 2016	31NM @ 221°
KHBI	Cardinal Air	\$3.99	\$3.99	Jul 5, 2016	40NM @ 315°
KSCR	Cardinal Air	\$3.99	\$3.99	Jun 29, 2016	32NM @ 348°
KJNX	Johnston County Airport		\$4.06	Jun 29, 2016	60NM @ 69°
KIGX	Horace Williams Airport		\$4.09	Jul 5, 2016	51NM @ 20°
KGWW	Wayne Executive Jetport	\$3.73	\$4.11	Jun 27, 2016	81NM @ 79°
KHNZ	Aircobra Corp.		\$4.29	Jun 27, 2016	91NM @ 31°
KEQY	Charlotte-Monroe Executive Airport	\$3.70	\$4.40	Jul 5, 2016	71NM @ 257°
KVUJ	Stanly County Airport	\$3.97	\$4.43	Jul 5, 2016	44NM @ 286°
KBUY	Burlington Aviation		\$4.486	Jul 6, 2016	56NM @ 355°
KSIF	Rockingham County / Shiloh Airport	\$4.38	\$4.53	Jul 7, 2016	86NM @ 342°
KLKR	Lancaster County Airport	\$4.14	\$4.68	Jul 5, 2016	90NM @ 246°
KSVH	Statesville Flying Service		\$4.68	Jun 27, 2016	95NM @ 292°
KLHZ	Triangle North Executive Airport		\$4.69	Jul 5, 2016	80NM @ 47°
K14A	Race City Flight Operations		\$4.70	Jul 5, 2016	88NM @ 287°
KRUQ	Rowan County	\$3.99	\$4.75	Jul 5, 2016	69NM @ 293°
KRWI	Air Care, Inc.		\$4.80	Jul 5, 2016	94NM @ 63°
KDAN	General Aviation		\$4.80	Jul 7, 2016	92NM @ 1°
KJQF	Concord Regional Airport -- City Of Concord		\$4.80	Jul 7, 2016	75NM @ 277°

KW03	Carolina Air Center, LLC		\$4.85	Jun 27, 2016	87NM @ 65°
K2A5	Causey Aviation Service		\$4.87	Jun 27, 2016	48NM @ 344°
KEXX	Fly High Lexington LLC	\$3.95	\$4.90	Jul 7, 2016	63NM @ 306°
KFLO	Precision Air		\$4.98	Jun 26, 2016	75NM @ 194°
KBUY	Sky South Aviation		\$4.99	Jul 5, 2016	56NM @ 355°
KTDF	Red Mountain Aviation, Inc.		\$4.99	Jul 7, 2016	75NM @ 17°
KCQW	Hall Aviation		\$5.00	Jul 5, 2016	48NM @ 221°
KTTA	Raleigh Executive Jetport	\$4.97	\$5.07	Jun 29, 2016	28NM @ 34°
KCDN	Camden Jet Center		\$5.12	Jun 20, 2016	93NM @ 225°
KCLT	Wilson Air Center		\$5.31	Jul 7, 2016	88NM @ 268°
KFAY	Signature Flight Support		\$5.45	Jul 7, 2016	33NM @ 120°
KBQ1	Gilliam McConnell Airfield		\$5.50	Jul 5, 2016	7NM @ 339°
KGSO	Signature Flight Support	\$4.93	\$5.52	Jul 7, 2016	67NM @ 332°
K5W4	(Skydive) Paraclete Aviation		\$6.00	Jun 27, 2016	18NM @ 143°
KINT	Signature Flight Support	\$4.00	\$6.35	Jul 7, 2016	77NM @ 322°
KRDU	Tac Air		\$6.66	Jul 7, 2016	55NM @ 37°
KRDU	Signature Flight Support		\$6.72	Jul 7, 2016	55NM @ 37°
KBBP	Rare Air, Inc.		\$5.30*	Apr 25, 2016	46NM @ 204°
KGSO	Signature Flight Support	\$4.88*	\$5.55*	Apr 12, 2016	67NM @ 332°
KHVS	Skyline Aviation Services		\$4.55*	Jul 1, 2015	70NM @ 215°
K2GC	Cape Fear Aviation	\$4.40		Jul 5, 2016	38NM @ 127°
KPYG	Town of Pageland	\$4.75		Jun 27, 2016	64NM @ 237°
KAFF	Anson County Airport	\$3.88		Jul 5, 2016	41NM @ 248°
KMEB	Scotland Aero Services	\$4.68		Jul 5, 2016	30NM @ 177°
KW40	Bass Aviation, Inc.	\$3.87		Jul 5, 2016	76NM @ 90°
KACZ	Wallace Henderson Field Airport	\$3.65		Jul 5, 2016	86NM @ 114°
KUDG	Darlington County Airport	\$4.30		Jul 5, 2016	61NM @ 207°
K52J	Lee County	\$3.80		Jul 5, 2016	83NM @ 215°
K8A7	Star Aircraft	\$3.99		Jun 27, 2016	76NM @ 307°
KHYW	Conway Aviation	\$3.98		Jul 5, 2016	98NM @ 171°

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

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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	Jul 5, 2016	63NM @ 133°
KHRJ	Warren Aviation		\$2.99	Jun 30, 2016	38NM @ 75°
KJNX	Johnston County Airport		\$3.13	Jun 29, 2016	60NM @ 69°
KAFF	Anson County Airport		\$3.29	Jul 5, 2016	41NM @ 248°
KGWW	Wayne Executive Jetport	\$2.80	\$3.34	Jun 27, 2016	81NM @ 79°
KLBT	Lumberton Regional Airport		\$3.35	Jul 7, 2016	47NM @ 156°
KDPL	Duplin County Airport	\$3.369	\$3.369	Jun 27, 2016	81NM @ 101°
KRCZ	Richmond County Airport		\$3.50	Jul 5, 2016	31NM @ 221°
KDAN	General Aviation		\$3.55	Jul 7, 2016	92NM @ 1°
KIGX	Horace Williams Airport		\$3.59	Jul 5, 2016	51NM @ 20°
KMEB	Scotland Aero Services		\$3.70	Jul 5, 2016	30NM @ 177°
KCTZ	Clinton Flying Service, Inc.		\$3.70	Jul 5, 2016	60NM @ 107°
KEXX	Fly High Lexington LLC		\$3.80	Jul 7, 2016	63NM @ 306°
KTTA	Raleigh Executive Jetport		\$3.88	Jun 29, 2016	28NM @ 34°
KSVH	Statesville Flying Service		\$3.97	Jun 27, 2016	95NM @ 292°
KSCR	Cardinal Air		\$3.99	Jun 29, 2016	32NM @ 348°
KEQY	Charlotte-Monroe Executive Airport	\$3.60	\$3.99	Jul 5, 2016	71NM @ 257°
KTDF	Red Mountain Aviation, Inc.		\$3.99	Jul 7, 2016	75NM @ 17°
KHBI	Cardinal Air		\$3.99	Jul 5, 2016	40NM @ 315°
KRUQ	Rowan County		\$3.99	Jul 5, 2016	69NM @ 293°
KVUJ	Stanly County Airport		\$3.99	Jul 5, 2016	44NM @ 286°
KHNZ	Aircobra Corp.		\$3.99	Jun 27, 2016	91NM @ 31°
KUDG	Darlington County Airport		\$4.00	Jul 5, 2016	61NM @ 207°
KSIF	Rockingham County / Shiloh Airport		\$4.01	Jul 7, 2016	86NM @ 342°
KW03	Carolina Air Center, LLC		\$4.15	Jun 27, 2016	87NM @ 65°
KFLO	Precision Air		\$4.40	Jun 26, 2016	75NM @ 194°
KCDN	Camden Jet Center		\$4.43	Jun 20, 2016	93NM @ 225°
KLHZ	Triangle North Executive		\$4.49	Jul 5, 2016	80NM @ 47°

Airport				
KRWI	Air Care, Inc.	\$4.49	Jul 5, 2016	94NM @ 63°
KJQF	Concord Regional Airport -- City Of Concord	\$4.50	Jul 7, 2016	75NM @ 277°
KBUY	Sky South Aviation	\$4.65	Jul 5, 2016	56NM @ 355°
KCLT	Wilson Air Center	\$4.69	Jul 7, 2016	88NM @ 268°
KLKR	Lancaster County Airport \$4.47	\$4.75	Jul 5, 2016	90NM @ 246°
K2A5	Causey Aviation Service	\$4.93	Jun 27, 2016	48NM @ 344°
KFAY	Signature Flight Support	\$4.98	Jul 7, 2016	33NM @ 120°
K14A	Race City Flight Operations	\$4.99	Jul 5, 2016	88NM @ 287°
KCQW	Hall Aviation	\$5.00	Jul 5, 2016	48NM @ 221°
K5W4	(Skydive) Paraclete Aviation	\$5.50	Jun 27, 2016	18NM @ 143°
KRDU	Tac Air	\$5.73	Jul 7, 2016	55NM @ 37°
KGSO	Signature Flight Support	\$5.79	Jul 7, 2016	67NM @ 332°
KRDU	Signature Flight Support	\$5.90	Jul 7, 2016	55NM @ 37°
KBBP	Rare Air, Inc.	\$3.89*	Apr 25, 2016	46NM @ 204°
KINT	Signature Flight Support	\$6.38	Jul 7, 2016	77NM @ 322°
KGSO	Signature Flight Support	\$5.50*	Apr 12, 2016	67NM @ 332°
KHVS	Skyline Aviation Services	\$4.45*	Jul 1, 2015	70NM @ 215°
KACZ	Wallace Henderson Field Airport \$2.99		Jul 5, 2016	86NM @ 114°
KHYW	Conway Aviation	\$2.58	Jul 5, 2016	98NM @ 171°
KW40	Bass Aviation, Inc.	\$2.82	Jul 5, 2016	76NM @ 90°

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

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Moore County Airport-Update: 14 June 2016 – 11 July 2016
(Highlights only)

1. Attended the quarterly NCAA meeting at the RDU maintenance facility. The agenda included an update on the General Aviation inspection program, independent fee estimates, and NC DOT Division of Aviation Updates.
2. We met with our insurance company to discuss our coverage for the upcoming fiscal year.
3. On 23 June 2016 we held an employee meeting to discuss the updates to the airport's fees, our Health and Safety policy and other internal operations policies and procedures.
4. On 21 June 2016 we met with Mr. Bob Sweed an Energy Advisor with Lime Energy, a contractor retained by Duke Energy Progress to discuss the incentive program for changing existing lighting from fluorescent to more sustainable LEDs. We did a walk-around of the airport terminal facility with Bob to discuss options for upgrading selected lighting fixtures to more energy efficient models. During this visit Bob found some additional lighting fixtures that weren't included in the original assessment and we also had some follow-up questions parking lot and fuel farm lighting that Bob needed to research further. Bob is currently revising the energy assessment and researching the answers to our questions and we expect to hear from him later this month. An update will be provided at the next Authority meeting.
5. The remaining nine trees on the airport property adjacent to Hardee Lane have been cut, the stumps grubbed and the area has been seeded. Once there is a good stand of grass established we will be able to conduct a final inspection and closeout of the project.
6. We were notified on 22 June 2016 that our assigned Project Manager at NC DOA is leaving the organization. His replacement is Jared Penny and he has worked in DOA previously.
7. Stormdrain video inspection update. We received word from TBI that the video inspection sub-contractor won't be able to schedule the work until September because they are fully booked over the next 2 months. Amy McLane with TBI expects to receive more detailed information from them soon and will follow up with the proposed schedule when we have a better understanding of their availability.

July 2016 Operations Report:

1. On June 14 the John Deere tractor was picked up by Shorty's Service Center and put into the shop for repairs to the steering shaft and piston.
2. On June 29 Eastern Aviation Fuels changed out the fuel farm and fuel truck filters. They inspected the facility and checked training records.

Flight Department

Based on Accounting Month

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

Hours

N292KF	31.5	11.4	19.3	11.4	10.5	16.7	11.7	20.2	11.9	26.1	35.5	27.0	53.7
N291KF	13.3	10.0	10.3	17.2	32.5	11.6	19.7	5.8	13.5	33.2	38.4	25.1	60.0
N139ME	18.5	17.2	36.8	13.3	9.4	15.5	22.6	15.3	23.4	43.4	21.3	11.0	55.8
Owner Aircraft	0.0	0.8	2.2	11.4	0.0	23.8	15.4	16.0	16.3	8.7	10.1	0.0	9.8
Flight Department (Non Revenue)	0.0	2.1	1.8	5.7	9.5	0.3	0.0	0.0	0.0	2.8	1.1	1.0	1.2
Total Hours of Flight Time	63.3	41.5	70.4	59.0	61.9	67.9	69.4	57.3	65.1	114.2	106.4	64.1	180.5

of Solo Hours Included Above

N292KF	5.4	0.0	5.0	1.7	4.1	3.3	3.4	1.5	1.8	7.8	5.4	6.0	14.0
N291KF	6.9	4.6	2.2	1.4	7.0	5.1	3.3	5.0	6.5	7.4	12.6	6.6	9.1
N139ME	11.6	2.6	10.8	4.1	0.0	1.0	5.0	2.3	9.0	9.1	1.7	1.3	20.0
Total # of Solo Hours	23.9	7.2	18.0	7.2	11.1	9.4	11.7	8.8	17.3	24.3	19.7	13.9	43.1

Instructor Time (Includes Ground Time)

K. Brannum	13.0	4.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Thompson	0.0	0.0	6.0	36.9	41.9	19.6	26.1	23.1	18.0	38.2	44.2	24.0	43.4
Stevens	51.0	48.9	67.0	28.3	43.3	65.5	39.8	55.5	49.1	66.1	49.5	15.4	73.6
Buffton	0.0	0.0	8.6	0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Borden	0.0	1.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.7	0.0	2.1	0.0
Cook	0.0	0.0	0.0	0.0	3.1	15.0	27.8	11.2	18.8	20.6	18.7	9.0	30.5
Deen	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.8	25.5	35.8	57.3
Total Instructor Time	64.0	55.1	81.6	65.2	89.3	100.1	93.7	89.8	85.9	127.4	137.9	86.3	204.8

Moore County Airport

Flight Center Statistics

Students

	<u>Jun-15</u>	<u>Jul-15</u>	<u>Aug-15</u>	<u>Sep-15</u>	<u>Oct-15</u>	<u>Nov-15</u>	<u>Dec-15</u>	<u>Jan-16</u>	<u>Feb-16</u>	<u>Mar-16</u>	<u>Apr-16</u>	<u>May-16</u>	<u>Jun-16</u>
# of Students Active in Flt. Ctr. Programs	-	-	-	-	-	-	-	-	-	-	-	43	49
# of Students Actively Flying for the Month	7	10	6	8	10	7	9	16	12	11	12	13	25
# of Renters (Active within last 12 Months)	-	-	-	-	-	-	-	-	-	-	-	25	26
# of Owner Aircraft Students	0	1	1	5	3	2	1	3	2	2	3	3	2

Flights

# of Student Flights	30	23	29	23	30	17	17	18	23	48	53	35	72
# of Owner Aircraft Flights	-	-	-	-	-	-	-	-	-	-	-	0	9
# of Rental Flights	10	1	9	4	6	6	10	11	5	6	5	8	10
Flight Review and Rental Check-Out Flights	6	4	9	6	4	1	3	3	2	6	4	1	4
Scenic Flights/Gift Certificates	1	3	3	1	3	1	6	2	1	3	4	1	2
Total # of Flights	47	31	50	34	43	25	36	34	31	63	66	45	97

Enrollments

New Student Enrollments	4	7	2	6	2	1	2	10	4	7	5	7	6
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Inquiries

Flight School Inquiries (***)	10	11	18	17	7	4	14	20	8	9	8	10	10
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Gift Certificates

Gift Certificates Purchased	0	0	3	1	1	0	12	0	0	0	0	0	3
Gift Certificates Used	0	1	0	0	0	2	2	2	1	1	2	1	1

*** Multiple Sources for Inquiries: Only Inquiries by Flight Administrator Reported

Note: Columns with a (-) indicate no data recorded for that month



MOORE COUNTY AIRPORT

SUBSTANCE ABUSE POLICY

Effective Date: July 2016

DRUG AND ALCOHOL FREE WORKPLACE POLICY¹

1.0 PURPOSE AND SCOPE OF POLICY

- 1.1 The purpose of this Policy is to 1) state the Airport's unequivocal opposition to the unlawful manufacture, distribution, dispensation, possession, or use of nonprescription controlled substances or alcohol and abuse of prescription drugs in the workplace by Moore County Airport employees or any person covered by this Policy; 2) assure worker fitness for duty and to protect our employees and the public from the accidents, injuries and other risks posed by the misuse of alcohol and use of prohibited drugs; 3) maintain a drug-free and alcohol-free workplace; 4) provide the means for offering drug awareness, education and training to deter the use of prohibited drugs by all employees; and 5) to offer a formal program of detection, to encourage employees to seek professional assistance for drug and alcohol dependency, and define minimum standards for the formal testing/detection program.
- 1.2 All testing will be conducted in a manner that will protect the rights of employees and applicants subject to testing. Therefore, the Airport will take all necessary steps to safeguard the dignity and self-esteem of those being tested, and will ensure adherence to all procedures pertaining to the implementation of this Policy. The Airport will adhere strictly to all standards of confidentiality and assure all employees that testing records and results will be released only to those authorized to receive such information.
- 1.3 Employees with drug/alcohol dependency problems are encouraged to voluntarily seek help. If an employee should approach the Airport **prior** to being identified as a drug user/abuser or alcohol abuser by means of drug or alcohol testing, all possible and positive consideration for a medical leave of absence for treatment and/or counseling will be pursued. However, the Moore County Airport Authority has a zero-tolerance policy regarding drug and/or alcohol abuse and

¹ All provisions set forth in **bold face print** are included consistent with requirements specifically set forth in 49 CFR Part 655 or Part 40, as amended. Provisions set forth in the Drug-Free Workplace Act (49 CFR Part 29) are delineated in *italics*. All other provisions are set forth under the authority of the transit system.



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any employee who fails a drug test or reports to work intoxicated/under the influence of illegal drugs will be terminated immediately. Additionally, they will not be eligible for any benefits except those provided for by Federal, State or Local Act beyond the last day of employment.

- 1.4 This Policy is also intended to comply with all federal regulations governing workplace anti-drug and alcohol programs in the transit industry to include those outlined by the Federal Aviation Administration in the Federal Grant Assurances for Airport Sponsors. The Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandate urine drug testing and breath alcohol testing for safety sensitive positions and prohibits performance of safety sensitive function when there is a positive test result. This Policy incorporates those requirements for safety sensitive employees and others when so noted.
- 1.5 In addition, the federal government published 49 CFR Part 29, "The Drug Free Workplace Act of 1988," which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA. This Policy incorporates those requirements for safety sensitive employees and others when so noted.
- 1.6 The Airport Authority is also obligated to comply with Federal obligations as a result of accepting Federal Grant funds for airport projects. As a result the Airport is required to comply with 41 U.S.C Chapter 10 paragraphs 702 through 706 which outline the drug-free workplace requirements for Federal Grant recipients.
- 1.7 Employees will be given a digital copy of this Policy and will be required to sign a form acknowledging receipt. By continuing to work, the employee agrees that he/she will abide by the Policy as a condition of employment. Failure to sign the form will result in disciplinary action up to and including termination.
- 1.8 The Airport shall issue a copy of this policy to all applicable regulatory agencies and contractors whose employees are responsible for performing safety-sensitive functions associated with the administration, operation, or management of services receiving applicable funding. Agencies



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and contractors shall be responsible for notification, education, testing, training and record maintenance of all applicable employees. Employees of these agencies and contractors shall comply with all applicable regulations of this policy.

2.0 APPLICABILITY

This Policy applies to all Moore County Airport employees, paid part-time employees, contract employees, and contractors, when performing safety sensitive and non-safety sensitive functions while on Airport premises. This policy also applies to final applicants for positions. This Policy applies to off-site lunch periods or breaks when an employee is scheduled to return to work. Visitors, vendors, contractors, and contract employees are governed by this policy while on Airport premises and will not be permitted to conduct business with the Airport if in violation of this policy.

3.0 LEGAL REFERENCES

- 3.1 Drug Free Workplace Act of 1988.
- 3.2 U.S. Department of Transportation/Federal Transit Administration, 49 CFR Part 40 "Procedures for Transportation Workplace Drug and Alcohol Testing Programs," and 49 CFR Part 655 "Prevention of Alcohol and Prohibited Drug Use in Transit Operations."
- 3.3 North Carolina Controlled Substances Act, Schedules I-VI.

4.0 DEFINITIONS

- 4.1 Accident – an occurrence involving a motor vehicle operating on a public road that results in a fatality; bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or one or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle(s) to be transported away from the scene by a tow truck or other vehicle.



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- 4.2 Chain-of Custody – Those procedures implemented to ensure the integrity of the urine/blood specimen by tracking its handling and storage from the time of the collection through the testing and final disposition.
- 4.3 Commercial motor vehicle – a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle: (a) has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or (b) has a gross vehicle weight rating of 26,001 or more pounds; or (c) is designed to transport 16 or more passengers, including the driver; or is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and that requires the motor vehicle to be placarded under the Hazardous Materials Regulations.
- 4.4 Controlled Substances – Any of those substances identified in schedules I–VI of the North Carolina Controlled Substances Act, and North Carolina General Statutes 90–89 (5).
- 4.5 Conviction – a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes.
- 4.6 Criminal drug statute – a criminal statute relating to the manufacture, distribution, dispensation, use or possession of any drug.
- 4.7 Drug-Free Workplace – the location or facility where an employee may be expected to perform any task related to the requirements of his or her job. This includes break rooms and restrooms, outdoor work sites, Airport or personal vehicles (while personal vehicle is being used for Airport business), computer work stations, conference rooms, hallways, private offices, open/partitioned work areas, public contact/customer service/medical services areas, and parking lots.
- 4.8 Drug Test – The chemical analysis of urine, blood, or exhaled breath that detects prohibited drug use or alcohol use or abuse.



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- 4.9 Employee – Any individual who performs work for the Moore County Airport and is paid real wages for that work by the Moore County Airport or who performs work for an agency or contractor regulated by this policy. This does not include individuals who perform volunteer services.
- 4.10 Grant – An award of financial assistance, including a cooperative agreement in the form of money, or property in lieu of money by a Federal agency directly to a grantee.
- 4.11 Impaired Behavior – Observed performance and/or behavior which indicates that the employee's ability to handle job assignments safely and efficiently may be compromised.
- 4.12 Mandatory Testing – A drug test that is required as a condition of initial employment or continued employment.
- 4.13 Medical review officer – a North Carolina-licensed physician with specific training in the area of substance abuse. The medical review officer not only has knowledge of substance-abuse disorders, but also has been trained to interpret and evaluate laboratory test results in conjunction with an employee's medical history. The medical review officer verifies a positive drug test result by reviewing a laboratory report and an employee's unique medical history to determine whether the result was caused by the use of prohibited drugs or by an employee's medical condition.
- 4.14 On call – being subject to a call to report immediately to work for the Moore County Airport.
- 4.15 On duty – when an employee is at the workplace, performing job duties, on call, or during any other period of time for which he or she is entitled to receive pay from the Moore County Airport.
- 4.16 Other substance – any substance that has the potential to impair appreciably the mental or physical function of a person who does not have an unusual or extraordinary reaction to such substance.



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- 4.17 Post-Accident Testing – A drug test that is performed following a work related vehicle, machinery, or equipment accident involving personal injury or property damage.
- 4.18 Random Testing – A drug test that is performed on an unscheduled periodic basis, determined by a systematic selection process.
- 4.19 Reasonable Suspicion – A belief that an employee is a substance abuser drawn from specific, current, particularized and articulable facts and reasonable inferences from one or a combination of these facts, e.g.; 1) Observable phenomena such as direct observation of drug use, drug possession or the physical symptoms of being under the influence of drugs or alcohol, i.e.; glassy, bloodshot, and watery eyes, slurred speech, unsteady gait, odor of a drug or an alcoholic beverage, 2) A marked decrease in job performance/productivity that can be documented; 3) A pattern of consistent abnormal conduct or erratic behavior that can be documented; 4) Arrest or conviction for a drug-related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking; 5) Information provided by reliable and credible sources; and 6) Newly discovered evidence that the employee has tampered with a previous drug test. Reasonable suspicion determinations must be made by an individual who is trained to detect signs and symptoms of drug and alcohol use.
- 4.20 Revenue Service Vehicle – any type of vehicle used in mass transit or to produce revenue, including but not limited to bus, van, ferry boat, and rail. The term “mass transit vehicle” is meant to be very broad and is used to distinguish vehicles actually used for transit purposes from those used by the general public.
- 4.21 **Safety Sensitive Function – any duty or task that is related to 1) the operation of mass transit revenue service vehicles (whether or not the vehicle is in revenue service); 2) the operation of a nonrevenue service vehicle, when required to be operated by a holder of a Commercial Driver’s License, 3) the control, dispatch, and/or movement of a revenue service vehicle; 4) the maintenance of a revenue service vehicle or equipment, unless such maintenance service is contracted out; and/or 5) security personnel who carry firearms in connection with their**



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transportation duties.

- 4.22 Substance Abuse – Any use of controlled substances, as well as the use of alcohol and prescription or nonprescription medication, which results in the employee's inability to perform job duties safely and responsibly.

5.0 PROHIBITED SUBSTANCES

"Prohibited substances" addressed by this policy include the following:

5.1 Illegally Used Controlled Substances or Drugs

The use of any illegal drug or any substance identified in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legal prescribed drugs, and use of illegally obtained prescription drugs. **Safety sensitive employees will be tested for marijuana, cocaine, amphetamines, opiates, and phencyclidine as described in Section 10.0 of this policy.**

5.2 Legal Drugs

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. A legally prescribed drug means that individual has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. It must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization. The misuse or abuse of legal drugs while performing transit business is prohibited. Also the use of medical marijuana and hemp products which present levels of drugs or drug metabolites above the DOT minimum thresholds is considered a violation of this policy.



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5.3 Alcohol

The use of beverages containing alcohol or substances including any medication, mouthwash, food, candy, or any other substance such that alcohol is present in the body while performing transit business is prohibited. The concentration of alcohol is expressed in terms of alcohol per 210 liters of breath as measured by an evidential breath testing device.

6.0 PROHIBITED CONDUCT

6.1 Manufacture, Trafficking, Possession, and Use

The Moore County Airport employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances on Airport premises, in Airport vehicles, in uniform or while on Airport business. Employees who violate this provision shall be subject to disciplinary action up to and including dismissal. Law enforcement shall be notified, as appropriate, where criminal activity is suspected.

6.2 Intoxication/Under the Influence

Any safety sensitive, or non-safety sensitive employee who is reasonably suspected of being intoxicated, impaired, under the influence of a prohibited substance(s), or not fit for duty shall be removed from the workplace pending an investigation and verification of condition. Employees found to be under the influence of a prohibited substance or **who fail to pass a drug or alcohol test shall be removed from the workplace** and subject to disciplinary action up to and including dismissal. **A drug or alcohol test is considered positive if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in 49 CFR Part 40, as amended.**

6.3 Alcohol and Drug Use

No safety sensitive, or non-safety sensitive employee should report for duty or remain on duty



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when his/her ability to perform assigned safety-sensitive functions is adversely affected by non-prescription controlled substances or prescription medications or when his/her breathe alcohol concentration is 0.04 or greater. No safety sensitive, or non-safety sensitive employee shall use alcohol while on duty, in uniform, while performing safety-sensitive functions, or just before or just after performing a safety-sensitive function. No safety sensitive, or non-safety sensitive employee shall use alcohol within four hours of reporting for duty, or during the hours that they are on call. Any employee found to be under the influence of alcohol; non-prescription controlled substances or misusing prescription medication shall be removed from the workplace and is subject to disciplinary action up to and including dismissal.

All safety sensitive and non-safety sensitive employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in 49 CFR Part 40, as amended. Violation of these provisions is prohibited and punishable by disciplinary action up to and including dismissal.

6.4 Compliance with Testing Requirements

All safety sensitive, and non-safety sensitive employees will be subject to urine drug testing and breathe alcohol testing as a condition of employment. Any safety sensitive or non-safety sensitive employee who refuses to comply with a request for testing shall be removed from the workplace and shall be subject to disciplinary action up to and including dismissal. Any safety sensitive, or non-safety sensitive employee who is suspected of providing false information in connection with a test, or who is suspected of falsifying test results through tampering, contamination, adulteration, or substitution will be required to undergo an observed collection. Verification of falsifying test results will result in the employee's removal from duty and their employment terminated. Refusal can include an inability to provide a sufficient urine specimen or breathe sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test. Drug tests can be performed any time a safety sensitive or employee is on duty. An alcohol test can be performed when the safety sensitive or employee is actually performing a



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safety sensitive duty, just before, or just after the performance of a safety sensitive duty.

6.5 Treatment Requirements

All employees are encouraged to make use of the available resources for treatment for alcohol misuse and illegal drug use problems. Under certain circumstances, employees may be required to undergo treatment for substance abuse or alcohol misuse. Any employee who refuses or fails to comply with transit system requirements for treatment, after care, or return to duty shall be subject to disciplinary action, up to and including dismissal. The cost of any treatment or rehabilitation services will be paid for directly by the employee or their insurance provider, except and in accordance with the Airport's EAP policy. Employees will be allowed to take accumulated sick leave and vacation leave to participate in the prescribed rehabilitation program.

6.6 Notifying the Moore County Airport of Criminal Drug Conviction

All employees are required to notify the Moore County Airport of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action, up to and including dismissal.

6.7 Proper Application of the Policy

The Moore County Airport is dedicated to assuring fair and equitable application of this Policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including dismissal.



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7.0 MEDICATION

The Airport recognizes that the use of prescription medication and/or non-prescription medication while at work may have an adverse affect on employee safety or job performance.

- 7.1 An employee shall inform his or her supervisor if, prior to beginning work or while he or she is on duty, he or she has used or intends to use any prescription drug, over-the-counter drugs, or other substance that might impair his or her ability to satisfactorily perform duties. Employees are responsible for a thorough understanding of the effects and potential side effects of medications or other chemical substances taken. Failure to notify the supervisor under these circumstances may result in disciplinary action up to and including termination depending on the severity of the resulting incident. The Personnel Department will be consulted prior to such discipline being imposed.

- 7.2 A physician's statement may be required to clarify the extent of the adverse affect of medication.

8.0 SUPERVISORY RESPONSIBILITIES

- 8.1. Every supervisor shall.

8.1.1 Consistently apply this Policy to all employees under his or her supervision. A supervisor who fails to apply this Policy when he or she believes, or reasonably should believe, that an employee under his or her supervision has committed a violation will be disciplined.

8.1.2 Initiate the process for having an employee drug or alcohol tested if there is reasonable suspicion that an employee under his or her supervision, when such employee is on duty, has an illegal drug or alcohol in his or her system or is using any legal drug in a manner other than it was intended.

8.1.3 Insure that all employees he or she supervises receive training on the requirements and consequences of this Policy.



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8.1.4 Follow the procedure established by the department head for assuring that an employee who is to be tested for alcohol or other drugs is transported to the designated test site, and that those employees for whom there is reasonable suspicion of substance abuse or who have had a breath alcohol test result of 0.02 or greater are transported home, either by personal family/friends or by arranged transportation.

9.0 EMPLOYEE RESPONSIBILITIES

9.1 Every employee and, to the extent applicable, covered applicants shall.

9.1.1 Abide by this policy as a condition of employment.

9.1.2 Comply with all applicable laws regulating the manufacture, distribution, dispensation, use or possession of illegal drugs, alcohol, or prescription drugs.

9.1.3 Assure that his or her ability to perform his or her job duties is not negatively affected due to use of a drug or alcohol when scheduled to report to work or when on "on call" status. Should any employee be requested to report to work earlier than his or her normal or previously assigned time, it is the employee's responsibility to advise his or her supervisor of an inability to perform his or her job duties or that he or she has consumed alcohol within the last four hours prior to reporting for duty. If the employee had received prior notice that he or she might be called back into work, the employee shall be considered absent without leave if he or she is unable to report to duty. An employee may be subject to other disciplinary action due to inability to report for duty.

9.1.4 Submit immediately to a drug or alcohol test when requested by his or her supervisor.

9.1.5 *Notify his or her department head within five days if convicted of a violation of a criminal drug statute such as the manufacture, distribution, dispensation, possession, or use of narcotics, drugs, or for any other controlled substance when such violation occurred while the employee was on duty, as required by the Drug-Free Workplace Act of 1988.*



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10.0 EDUCATION AND TRAINING

- 10.1 Supervisors will also receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.
- 10.2 The Airport shall provide policy education for employees in order to provide information regarding the Airport's drug and alcohol prohibition in the workplace, available counseling and any reasonable follow up treatment necessary to return an employee to productivity. The Airport shall also provide all employees information on the effects of alcohol and controlled substances.
- 10.3 All safety sensitive employees shall undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training shall also include manifestations and behavioral cues that may indicate prohibited drug use. Employees performing safety sensitive functions shall receive this training prior to the performance of safety sensitive functions. In addition, these employees shall be informed about the EAP program.
- Information on the signs, symptoms, health affects and consequences of alcohol misuse is presented in Appendix 16.6 of this policy.**
- 10.4 The Airport shall encourage employees to utilize the existing Employee Assistance Program (E.A.P.) as a self-referral source for drug and alcohol dependency/abuse counseling and any reasonable follow up treatment necessary to return to productivity.
- 10.5 The use of the E.A.P. shall not serve as a defense to the imposition of any disciplinary action resulting from a policy violation.



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11.0 TESTING PROCEDURES

Analytical urine drug testing and breath testing for alcohol may be conducted when circumstance warrant or as required by Federal regulations. **All safety sensitive, and non-safety sensitive employees, shall be subject to testing prior to employment, for reasonable suspicion, and following an accident as defined in Sections 4.1 and 11.4 of this Policy. In addition, all safety sensitive, and non-safety sensitive, employees will be tested prior to returning to duty after failing a drug or alcohol test and after completion of the Substance Abuse Professional's recommended treatment program and subsequent release to duty. Follow-up testing will also be conducted following return to duty for a period of one to five years, with at least six tests performed during the first year.**

Those employees who perform safety sensitive functions as defined herein shall also be subject to testing on a random, unannounced basis.

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and uses techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (DHHS). All testing will be conducted consistent with the procedures put forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.

The Moore County Airport will test for nine (9) classes of drugs: Cannabinoids, Cocaine, Opiates, Phencyclidine, Methaqualone, Propoxyphene, Benzodiazepines, Barbiturates, Amphetamines, and/or alcohol. Urine specimens will be collected using the split specimen collection method described in 49 CFR Part 40. Each specimen will be accompanied by a DOT Chain of Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. An initial drug screen will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts present are above the minimum thresholds established in



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49 CFR Part 40, as amended. The test results from the laboratory will be reported to a Medical Review Officer. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive test result. The MRO will contact the employee, notify the employee of the positive laboratory result, and provide the employee with an opportunity to explain the confirmed test result. The MRO will subsequently review the employee's medical history/medical records to determine whether there is a legitimate medical explanation for a positive laboratory result. If no legitimate medical explanation is found, the test will be verified positive and reported to the company program manager. If a legitimate explanation is found, the MRO will report the test result as negative.

The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary is positive, the split will be retained for testing if so requested by the employee through the Medical Review Officer.

In instances where there is a reason to believe an employee is abusing a substance other than the drugs listed above, the Airport reserves the right to test for additional drugs under the Airport's own authority using standard laboratory testing protocols.

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved testing device operated by a trained technician. If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test will be performed using a NHTSA-approved evidential breath testing device (EBT) operated by a trained breath alcohol technician (BAT). The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout along with an approved alcohol testing form will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40 as amended. The



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procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

A safety sensitive, or non-safety sensitive employee who has a confirmed alcohol concentration of greater than 0.02 but less than 0.04 will be removed from his/her position for eight hours unless a retest results in a concentration measure of less than 0.02. An employee who is tested (exclusive of the return-to-duty test) and found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform or continue to perform his or her job functions until the start of the employee's next regularly scheduled duty period, but not less than twenty-four hours following administration of the test. The employee shall be removed from duty without pay for this twenty-four hour period and shall receive a notation in his or her performance appraisal about the requirement of reporting to work without the presence of alcohol in his or her system. An employee may be removed from duty for a longer period as provided in this Policy. **An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy and a violation of the requirements set forth in 49 CFR Part 654 for safety sensitive employees.**

Any safety sensitive, or non-safety sensitive employee that has a confirmed positive drug or alcohol test will be removed from his/her position, informed of educational and rehabilitation programs available and referred to a Substance Abuse Professional (SAP) for assessment. A positive drug and/or alcohol test will also result in disciplinary action up to and including dismissal.

An employee who refuses to submit to or fails to follow through with the drug or alcohol test as required, or does not pass the drug or alcohol test will not be considered for employment for a two year period following the date of the test, and then will be considered only when (1) he/she provides documentary proof of successful completion of a drug and/or alcohol abuse treatment or rehabilitation program, and (2) he/she passes a pre-placement drug and/or alcohol test. An employee who refuses to submit to testing will be immediately dismissed. Conduct that is considered refusal to submit to testing includes a refusal to take the test, inability to provide sufficient quantities of breath or urine to be tested without a valid medical explanation,



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tampering with or attempting to adulterate the specimen or collection procedure, not reporting to the collection site in the allotted time, leaving the scene of an accident without a valid reason before tests have been conducted or not reporting to the specimen collection site immediately after the accident.

The Moore County Airport affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. In addition, if at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled.

11.1 Employee Requested Testing

Any safety sensitive, or non-safety sensitive, employee who questions the results of a required drug test under paragraphs 11.2 through 11.7 of this policy may request that the split sample be tested. This test must be conducted at a different DHHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the original sample. All costs for such testing are paid by the employee unless the result of the split sample test invalidates the result of the original test in the opinion of the MRO. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee.

11.2 Pre-Employment Testing

11.2.1 All applicants who are final candidates for safety sensitive, and non-safety sensitive positions shall undergo urine drug testing and alcohol testing prior to hire or transfer into a safety sensitive position. Receipt by the Airport of a negative drug test result is required prior to employment. A pre-employment/pre-transfer test will also be performed anytime an employee's status changes from an inactive status in a safety sensitive position to an active status in a safety sensitive position (i.e., return from Worker's Comp., return from leave of



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absence).

11.2.2 Applicants must report within 24 hours to the testing location after notification by the hiring official. Applicants will be required to provide official photo identification when reporting for testing.

11.2.3 An applicant who refuses to submit to the test or who tests positive, and is unable to satisfactorily explain a positive reading, will be disqualified from the application process. An applicant does not pass the drug or alcohol test will not be considered for employment for a two year period following the date of the test, and then will be considered only when (1) he/she provides documentary proof of successful completion of a drug and/or alcohol abuse treatment or rehabilitation program, and (2) he/she passes a pre-placement drug and/or alcohol test.

11.3 Reasonable Suspicion Testing

11.3.1 **All safety sensitive, and non-safety sensitive, employees may be subject to a fitness for duty evaluation, and urine and/or breathe testing when there are reasons to believe that drug or alcohol use is adversely affecting job performance. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances which are consistent with the short-term effects of substance abuse or alcohol misuse.** Examples of reasonable suspicion include, but are not limited to, the following:

- Physical signs and symptoms consistent with prohibited substance use or alcohol misuse.
- Evidence of the manufacture, distribution, dispensing, possession, or use of controlled substances, drugs, alcohol, or other prohibited substance.
- Occurrence of a serious or potentially serious accident that may have been caused by prohibited substance abuse or alcohol misuse.
- Fights (to mean physical contact), assaults, and flagrant disregard or violations of established safety, security, or other operating procedures.

Reasonable suspicion referrals must be made by a supervisor who is trained to detect the signs



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and symptoms of drug and alcohol use and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. The Supervisor shall outline the reasons for reasonable suspicion of substance abuse and offer the employee the opportunity to provide an explanation for his/her actions or condition.

11.3.2 The supervisor shall accompany the employee to the collection site using designated Airport transportation in order to note the employee's arrival time, confirm the employee's identity and authorize the test. The employee may not drive to the test site. If the employee insists on driving, the supervisor must advise the local police department of the situation immediately, and also tell the employee of the advisory.

11.3.3 After referral for testing, the employee's supervisor shall provide written documentation of the behaviors and/or conditions which support reasonable suspicion, including any prior related disciplinary action or other attempts to address the problem, and submit the documentation to the department head and the employee within 24 hours. The employee shall be advised of any disciplinary action to be taken as outlined in the progressive disciplinary process, as well as information regarding the appeals procedure.

11.3.4 Any employee referred for testing based on reasonable suspicion who rejects the referral shall be immediately dismissed. Dismissals may be appealed through the Moore County Airport appeal process.

11.3.5 Employee Status During Testing: An employee referred for testing based on reasonable suspicion will immediately be placed on investigatory suspension with pay (Administrative Leave), pending the result of the test. If the employee tests positive, the Administrative Leave will be back charged to Leave Without Pay.

11.4 Post-Accident Testing

11.4.1 All safety sensitive employees will be required to undergo urine and breath testing if



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they are involved in an accident with an Airport vehicle (regardless of whether or not the vehicle is in revenue service) that result in a fatality. This includes all surviving safety sensitive employees that are operating the vehicle and any other whose performance could have contributed to the accident. In addition, a post-accident test will be conducted if an accident results in injuries requiring immediate transportation to a medical treatment facility; or one or more vehicles incurs disabling damage; unless the employee can be completely discounted as a contributing factor to the accident. The accident definition may include some incidents where an individual is injured even though there is no vehicle collision.

Following an accident, the safety sensitive employees will be tested as soon as possible, but not to exceed eight hours for alcohol testing and 32 hours for drug testing. Any safety sensitive employee involved in an accident must refrain from alcohol use for eight hours following the accident or until he/she undergoes a post-accident alcohol test. Any safety sensitive employee who leaves the scene of the accident without justifiable explanation prior to submission to drug and alcohol testing will be considered to have refused the test and their employment terminated. Employees tested under this provision will include not only the operations personnel, but any other covered employee whose performance could have contributed to the accident.

If the Transit system is unable to perform a FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), the transit system may use drug and alcohol post-accident test results administered by State and local law enforcement officials. The State and local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with state and local law.

11.4.2 The supervisor shall accompany the employee to the collection site using designated Airport transportation. The supervisor must accompany the employee to note the employee's arrival time, confirm the employee's identity and authorize the test. The employee may not drive to the test site. If the employee insists on driving, the supervisor must advise the local police department of the situation immediately, and also tell the employee of the advisory.



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Any employee referred for Post-Accident Testing must report to the testing site as soon as possible. Employees in positions that perform safety sensitive functions must report for testing within the guidelines established by the Federal Transportation Administration and the Federal Highway Administration Drug and Alcohol Testing regulations following an accident. After referral for testing, the employee's supervisor shall provide written documentation of the behaviors and/or conditions which support reasonable suspicion, including any prior related disciplinary action or other attempts to address the problem, and submit the documentation to the department head and the employee within 24 hours.

The employee shall be advised of any disciplinary action to be taken as outlined in the progressive disciplinary process, as well as information regarding the appeals procedure.

11.4.3 Any employee referred for post-accident testing who rejects the referral, or does not report for testing shall be immediately dismissed. Dismissals may be appealed through the Moore County Airport appeals process.

11.4.4 Employee Status During Testing: An employee referred for testing based on reasonable suspicion will immediately be placed on investigatory suspension with pay (Administrative Leave), pending the result of the test. If the employee tests positive, the Administrative Leave will be back charged to Leave Without Pay.

11.5 Random Testing

11.5.1 **Employees in safety sensitive positions will be subjected to random, unannounced testing. The selection of safety sensitive employees for random alcohol testing will be made using a scientifically valid method that ensures each covered employee that they will have an equal chance of being selected each time selections are made. The random tests will be unannounced and spread throughout the year.** The annual percentage rate of the total number of employees subject to random testing shall be 1) a minimum of 50% for drug testing, and 2) a minimum of 25% for alcohol testing. **Tests can be conducted at any time during an employee's shift (i.e. beginning, middle, end),** but shall be performed only during, just preceding, or



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immediately following performing the duties of a safety sensitive position.

11.5.2 When an employee is selected for random testing, both the employee and the employee's supervisor shall be notified on the day the test is scheduled to occur. The supervisor shall explain to the employee that s/he is under no suspicion of taking drugs or abusing alcohol and that the employee's name was randomly selected pursuant to this Policy. **Employees referred for random testing are required to report to the collection site immediately upon notification of their random selection.**

11.5.3 An employee in a safety sensitive position who fails to participate in random testing shall be immediately dismissed.

11.6 Return-To-Duty Testing

All safety sensitive and non-safety sensitive employees who previously tested positive on a drug or alcohol test must test negative (below 0.02 for alcohol) on a return-to-duty test and be evaluated and released to duty by a Substance Abuse Professional before returning to work. A Substance Abuse Professional (SAP) is a licensed physician or certified psychologist, social worker, employee assistance professional, or addiction counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse. The SAP must also have clinical experience in the diagnosis and treatment of drug and alcohol related diseases. Before scheduling the return to duty test, the SAP must assess the employee and determine if the required treatment has been completed.

11.7 Follow-Up Testing

11.7.1 **Safety sensitive, and non-safety sensitive employees, shall be required to undergo frequent, unannounced urine and/or breathe testing following their return to duty. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests beyond**



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the minimum will be determined by a qualified Substance Abuse Professional. Follow up testing shall be performed only during, just preceding, or immediately following performing safety sensitive functions.

11.7.2 Only employees who previously tested positive and received evaluation and/or treatment shall take part in follow-up testing.

11.7.3 An employee who is required to and refuses to participate in follow-up testing shall be immediately dismissed.

12.0 REPORTING OF RESULTS/ REVIEW OF RESULTS/MRO

12.1 The laboratory shall report the test results directly to the County's Medical Review Officer (MRO) within five working days. The report shall indicate the drug/metabolites tested for, whether the results are positive or negative, the specimen number assigned by the County, and the drug testing laboratory identification number.

12.2 The medical review officer (MRO) is a licensed physician and possesses knowledge of drug abuse disorders. The MRO will review and interpret positive results obtained from the laboratory. The MRO, through a verification process, will assess and determine whether alternate medical explanations could account for the positive test results. The MRO may conduct medical interviews of the tested individual. Additionally, the MRO will examine all medical records and data made available by the tested individual, such as evidence of prescribed medications.

12.3 The MRO will review the findings of a drug test with the employee before a final determination is made that the employee did not pass the drug test. The purpose of this review is to ensure that the findings of a positive test are not based on factors other than the use of the drug for which the positive result is found. After the final decision is made, the MRO will notify the Airport as prescribed below.

12.4. If during the course of an interview with an individual who has tested positive the MRO learns



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of a medical condition which could, in the MRO's reasonable medical judgment, pose a risk to safety, the MRO may report that information to the Moore County Airport.

- 12.5 The MRO will notify each employee who has a confirmed positive test that the employee has 72 hours in which to request a test of the split specimen. The employee shall have the right to retest a confirmed positive sample at the same or another approved laboratory. The employee must request release of the sample in writing specifying to which approved laboratory the sample is to be sent. If the employee makes such a request, the MRO will direct, in writing, the laboratory to provide the split specimen to a certified laboratory, as specified by the employee, for analysis. If the analysis of the split specimen fails to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, or if the split specimen is unavailable, inadequate for testing or un-testable, the MRO will cancel the test and report cancellation and the reasons for it to the DOT, the Airport, and the employee. A request for testing of the split sample and associated costs are the responsibility of the tested individual.
- 12.6 If the MRO, after making and documenting all reasonable efforts, is unable to contact the tested person, the MRO will contact the Moore County Airport Human Resource Representative to arrange for the employee to contact the MRO prior to going on duty. If, within five days after a documented contact by the Human Resource Representative instructing the employee to contact the MRO, the employee has not done so, the MRO will verify the test positive and report it to the Airport.
- 12.7 If an employee test result confirms the presence of an illegal substance or alcohol, the employee shall receive a mandatory referral to the EAP for the first violation and will be subject to the Airport's disciplinary procedures.
- 12.8 Positive testing will result in a change of status from investigatory suspension to Leave Without Pay. The employee will be back charged for any days used during the investigatory suspension. This should be done by the supervisor documenting the employee time sheet.
- 12.9 Negative Test Results



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12.9.1 If an applicant test result is negative, the hiring official will be notified and the application will remain in the recruiting process for further review.

12.9.2 If an employee test result is negative, the employee will return to work immediately upon notification from the Human Resource Representative, or the next business day.

12.10 Confidentiality of Test Results and Compliance with Laws

All drug and alcohol test results will be sent in confidence to the Moore County Airport Human Resource Representative, who will relay the results directly to the Airport Executive Director. **All drug and alcohol testing records**, and records and information of personnel actions taken on applicants and employees with verified positive test results shall be strictly confidential and **will be maintained in a secure manner** in accordance with the accepted chain-of-custody procedures so that disclosure of information to unauthorized persons does not occur. Information will only be released in the following circumstances.

- .1 to a third party only as directed by specific, written instruction of the employee;
- .2 to the decision-maker in a lawsuit, grievance, or other proceeding initiated by or on the behalf of the employee tested;
- .3 to a subsequent employer upon receipt of a written request from the employee;
- .4 to the National Transportation Safety Board during an accident investigation;
- .5 to the DOT or any DOT agency with regulatory authority over the employer or any of its employees, or to a State oversight agency authorized to oversee rail fixed-guideway systems; or
- .6 to the employee, upon written request.

All alcohol and drug testing records shall be maintained by the Human Resource Representative in a secured location with controlled access. Information regarding the testing and referral of employees and applicants under this Policy will be treated as confidential in accordance with the requirements of North Carolina law governing the privacy of employee personnel records.



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Searches and seizures are to be conducted in a legal manner. The Airport reserves the right to conduct searches or inspections of property assigned to an employee whenever a department head or his or her designee determines that the search is reasonable under all the circumstances. Failure to consent to, or cooperate with, such inspections will be grounds for disciplinary action up to and including discharge.

Violation of the confidentiality of test results will result in disciplinary action up to and including dismissal.

13.0 EMPLOYMENT ASSESSMENT

- 13.1 **Any safety sensitive, or non-safety sensitive employee testing positive for a first time violation as evidenced by the presence of illegal drugs or alcohol above the minimum thresholds set forth in 49 CFR Part 40, as amended, shall be immediately removed from the workplace and will be referred for evaluation by a Substance Abuse Professional (SAP). A SAP is a licensed or certified physician, psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug-related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited drug use or alcohol misuse.**
- 13.2 If in the professional opinion of the substance abuse professional the employee is in need of in-patient evaluation or treatment, the employee may be granted leave for up to twelve (12) months (with any accrued compensatory, sick, annual, or management leave, medical, if eligible, or Leave Without Pay).
- 13.3 **If a safety sensitive, or non-safety sensitive employee is allowed to return-to-duty, he/she must properly follow the rehabilitation program prescribed by the SAP, the employee must have negative return-to-duty drug and alcohol tests, and be subject to unannounced follow-up testing for a period of one to five years.** The cost of any treatment or rehabilitation services will be paid directly by the employee or their insurance provider. Employees will be allowed to take accumulated sick leave and vacation leave to participate in the prescribed rehabilitation program.



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- 13.4 Assessment by a SAP or participation in the Airport's Employee Assistance Program does not shield an employee from disciplinary action or guarantee employment or reinstatement with the Moore County Airport. The Moore County Airport Personnel Policy should be consulted to determine the penalty for performance-based infractions and violation of policy provisions.

14.0 SYSTEM CONTACT

Any questions regarding this policy or any other aspect of the drug free and alcohol-free transit program should contact the following Moore County Airport Representative.

Name: Crystal Meyers
Title: Administrative Assistant
Address: Moore County Airport
P.O. Drawer 5809
Pinehurst, NC 28374
Telephone Number: (910) 692-3212

Medical Review Officer:

Name: Dr. Otto F. Rogers
Address: 155 Memorial Dr.
Pinehurst, NC 28374
Telephone Number: (910) 215-1114

15.0 RESPONSIBILITY

- 15.1 It shall be the responsibility of all Moore County Airport Directors and Supervisors to acquaint themselves with the policy content in order to ensure compliance.
- 15.2 It shall be the responsibility of the Human Resource Representative to interpret, monitor and update the content of this policy as needed and to schedule training for supervisors and employees.



MOORE COUNTY AIRPORT

SUBSTANCE ABUSE POLICY

Effective Date: July 2016

16.0 APPENDICES

16.1 RESERVED

16.2 RESERVED

16.3 RESERVED

16.4 RESERVED

16.5 RESERVED

This policy shall become effective as of July 12, 2016 and thereafter shall be revised as needed.

Adopted effective this 12th, day of July, 2016

William Bateman, Airport Authority Chairman

Michael Jones, Airport Authority Secretary



MOORE COUNTY AIRPORT

SUBSTANCE ABUSE POLICY

Effective Date: July 2016

16.6 Alcohol Fact Sheet

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

Signs and Symptoms of Use (Note: Except for the odor, these are general signs and symptoms of any depressant substance.)

- ☐ Dulled mental processes
- ☐ Lack of coordination
- ☐ Odor of alcohol on breath
- ☐ Possible constricted pupils
- ☐ Sleepy or stupors' condition
- ☐ Slowed reaction rate
- ☐ Slurred speech

Health Effects

The chronic consumption of alcohol (average of three servings per day of beer [12 ounces], whiskey [1 ounce], or wine [6 ounce glass]) over time may result in the following health hazards.

- ☐ Decreased sexual functioning
- ☐ Dependency (up to 10 percent of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed "alcoholic")
- ☐ Fatal liver diseases
- ☐ Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma
- ☐ Kidney disease
- ☐ Pancreatitis
- ☐ Spontaneous abortion and neonatal mortality



MOORE COUNTY AIRPORT

SUBSTANCE ABUSE POLICY

Effective Date: July 2016

- Ulcers
- Birth defects (up to 54 percent of all birth defects are alcohol related).

Social Issues

- Two-thirds of all homicides are committed by people who drink prior to the crime.
- Two to three percent of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.
- Two-thirds of all Americans will be involved in an alcohol-related vehicle accident during their lifetimes.
- The rate of separation and divorce in families with alcohol dependency problems is 7 times the average.
- Forty percent of family court cases are alcohol problem related.
- Alcoholics are 15 times more likely to commit suicide than are other segments of the population.
- More than 60 percent of burns, 40 percent of falls, 69 percent of boating accidents, and 76 percent of private aircraft accidents are alcohol related.

The Annual Toll

- 24,000 people will die on the highway due to the legally impaired driver.
- 12,000 more will die on the highway due to the alcohol-affected driver.
- 15,800 will die in non-highway accidents.
- 30,000 will die due to alcohol-caused liver disease.
- 10,000 will die due to alcohol-induced brain disease or suicide.
- Up to another 125,000 will die due to alcohol-related conditions or accidents.

Workplace Issues

- It takes one hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.
- Impairment in coordination and judgment can be objectively measured with as little as two drinks in the body.
- A person who is legally intoxicated is 6 times more likely to have an accident than a sober person.¹⁴¹²³



Airport Vehicle Policy

A. Use of Airport Vehicles

1. Vehicles owned by the Airport may be provided for Airport business. Airport vehicles are not to be used for personal purposes. Employees shall exercise discretion to avoid, wherever possible, any situation which may convey an impression to the public that the assigned vehicle is being used for personal purposes.
2. Vehicles that are authorized for out of town overnight use may be used for all necessary business such as travel to and from meals.
3. The Moore County Airport will assume NO responsibility for personal property stored or left in an Airport vehicle.
4. Employees may use Airport vehicles when attending out of area travel, training and/or meetings upon approval from the Director of Operations or the Executive Director. If an Airport vehicle is NOT available, the employee may use their personal vehicle and receive reimbursement based on the current IRS rate.
5. Employees are not permitted to drive Airport vehicles home without expressed permission from the Director of Operations or the Executive Director.
6. Should Airport courtesy vehicle not be available, the Executive Director or the Director of Operations may authorize transient pilots/customers to utilize the Airport vehicle for brief local area transportation needs.

B. Mileage Reimbursement

1. Reimbursement will be provided at the same rate as the County of Moore. Please refer to Moore County's Travel Procedure.

C. Airport Vehicle Management

1. Will be at the discretion of the Airport Authority.

D. Driver Responsibilities

1. No smoking permitted in Airport owned vehicles.

2. Drivers must observe all town, city ordinances and state statutes pertaining to the operation of motor vehicles.
3. Drivers must notify the Operations Director of any traffic infractions in Airport vehicles. Fines will be the responsibility of the driver. No reimbursements from the Airport will be authorized.
4. Any employee operating an Airport owned vehicle and involved in an accident will contact the proper authorities (city police, county sheriff, and state highway patrol) and will notify his/her supervisor/Operations Director/Executive Director as soon thereafter as possible.
5. Manufacturer's recommendations regarding service, maintenance and inspection will be adhered to by Airport Operations. Report any service and/or maintenance issues immediately to the Operations Director.
6. An Airport owned vehicle must not be driven to secondary employment.
7. People not involved in Airport Business will not be permitted to ride in Airport owned vehicles.

E. Maintenance

1. Vehicles should be kept clean and as attractive as possible.
2. Only those items authorized by the Operations Directors or Executive Director will be installed or placed on Airport vehicles. Bumper stickers and other markings are not authorized.

F. Driver Qualifications

1. A valid and appropriate driver's license within the United States is required. Any pilot/customer utilizing an Airport vehicle must provide a copy of their driver's license to the Customer Service Representative. For employment purposes, the employee shall provide a copy of their driver's license to the Human Resources Representative.
2. Authorized to drive an Airport vehicle.
3. The driver has the proper resources to get gasoline and oil and understands the procedure to do so.
4. The driver has read and understands the Airport Vehicle Policy and adheres to it faithfully.
5. Purpose of use is for Airport Business.

G. Accidents Involving Airport Vehicles

In the event of an accident:

1. Contact the proper authorities (city police, county sheriff, and state

highway patrol) immediately but no later than thirty minutes after the incident.

2. Substance Abuse policy –Accident testing may be requested by the Operations Director/Executive Director/Airport Authority.
3. Regardless how minor the damage is to the vehicle the operator must report damages to his/her Supervisor or Operations Director.
4. The Supervisor will complete the Accident Investigation Report and a copy of the police report must be attached and submitted within 24 hours to the Operations Director.
5. The Operations Director will review and sign off on the Accident Investigation Report along with the copy of the police report and then turned in to the Executive Director.
6. If there is an employee injury, complete worker's compensation reporting form and Accident Investigation report and submit to the Human Resources Representative within 24 hours.
7. Accidents, violations or other actions resulting in damage to or by an Airport vehicle or a personal vehicle, if personal vehicle is being used for Airport business, will be reviewed with the Executive Director to determine corrective action.

I. Motor Vehicle Record

It is an Airport policy and requirement for employment that every employee position with driving duties in their job description have a motor vehicle record (MVR) meeting the grading requirements stated below.

MVRs will be examined prior to the start of employment and at least annually thereafter. Any job offer made to an employee-candidate for a position with driving duties shall be contingent upon an MVR meeting the required standards; continued employment in a position with driving duties also requires an MVR meeting the standards outlined below.

The standards for MVRs are as follows:

1. All operators must have a valid driver's license within the United States.
2. No new driver will be hired with a "borderline" or "poor" MVR. MVRs will be graded based on the table below as minimum requirements.
3. Driving records must remain "acceptable" or "clear," as graded on the table below, for continued employment in positions with driving duties.

Any exceptions to this policy must be referred to the Airport Executive Director for written approval.

Motor Vehicle Grading Criteria (last three years)

Number of Minor Violations	Number of at-fault accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any major violation	Poor	Poor	Poor	Poor

Minor Violations: Any minor violation to include but not limited to:	Major Violations:
<ul style="list-style-type: none">• Running through stop sign• Speeding• Failure to yield right of way	<ul style="list-style-type: none">• Driving under influence of alcohol/drugs• Failure to stop/report an accident• Reckless driving/speeding contest• Driving while impaired• Making a false accident report• Homicide, manslaughter or assault arising out of the use of a vehicle• Driving while license is suspended/revoked• Careless driving• Attempting to elude a police officer

This policy shall become effective as of July 12, 2016 and thereafter shall be revised as needed.

Adopted effective this 12th, day of July, 2016

William Bateman, Airport Authority Chairman

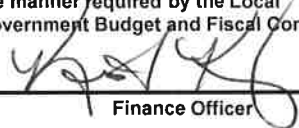
Michael Jones, Airport Authority Secretary

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: 1-Jul-16

LINE ITEM	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	NEW BUDGET
Salaries - Flight	64044083 51200	103,530	(24,200)	79,330
Life Insurance - Flight	64044083 51816	472	(109)	363
Social Security/Medicare - Flight	64044083 51810	13,216	(350)	12,866
Retirement - Flight	64044083 51811	7,371	(1,703)	5,668
Deferred Compensation - Flight	64044083 51812	3,106	(718)	2,388
Health Insurance - Flight	64044083 51813	17,000	(8,400)	8,600
Salaries - Line	64044082 51200	116,344	24,200	140,544
Life Insurance - Line	64044082 51816	549	109	658
Social Security/Medicare - Line	64044082 51810	9,618	350	9,968
Retirement - Line	64044082 51811	8,568	1,703	10,271
Deferred Compensation - Line	64044082 51812	3,610	718	4,328
Health Insurance - Line	64044082 51813	33,600	8,400	42,000

EXPLANATION: Full-time line staff hired after FY16/17 Budget approved.

Salary and Benefits are being moved from full-time mechanic in Flight Department to Line/CSR

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


Chairman

**ARTICLES OF INCORPORATION
OF FRIENDS OF MOORE COUNTY AIRPORT FOUNDATION**

The undersigned, being a natural person of the age of eighteen (18) years or more, hereby makes and acknowledges these Articles of Incorporation for the purpose of forming a non-profit corporation under and by virtue of the laws of the State of North Carolina as contained in Chapter 55A of the North Carolina General Statutes entitled the “Non-Profit Corporation Act” and the several amendments thereto (the “NCA”).

ARTICLE I

The name of the corporation is Friends of Moore County Airport Foundation (the “Corporation”).

ARTICLE II

The period of duration of the Corporation shall be perpetual unless sooner dissolved in accordance with the NCA.

ARTICLE III

The purposes of the Corporation include, inter alia, (a) education of the general public, and particularly area youth, about the use and operation of aircraft and the Moore County Airport, (b) provision of expertise, funds, and in-kind assistance to the Moore County Airport, a facility owned by Moore County, North Carolina, and (c) provision of scholarship assistance for area youth interested in a career in aviation. The Corporation will be a charitable or religious corporation within the meaning of the North Carolina General Statutes Section 55A-1-40(4).

ARTICLE IV

The Corporation is organized and operated exclusively for the sole benefit of, to perform the functions of, and to carry out the charitable, educational and benevolent purposes described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, (the “Code”) including, but not limited to, the promotion and funding of independent primary and secondary education and those other activities more particularly set forth in the bylaws.

The activities of the Corporation shall be limited to only those activities allowed by a non-profit organization with tax-exempt status under Code Section 501(c)(3) or the corresponding provisions of any successor federal tax code.

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, its directors, trustees, officers or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered to the Corporation and to make payments and distributions in furtherance of the purposes set forth in this Article IV hereof.

No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provision of these Articles of Incorporation, the Corporation shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Code Section 501(c)(3), as amended, or the corresponding section of any successor federal tax code, or (b) by a corporation, contributions to which are deductible under Code Section 170(c)(2), or the corresponding section or any successor federal tax code.

ARTICLE V

The Corporation will not have members.

ARTICLE VI

The name of the registered agent is RMR Services LLC. The street address and mailing address of the initial registered office of the Corporation is 120 Applecross Road, Pinehurst, North Carolina 28374.

ARTICLE VII

The street address of the principal office of the Corporation is [_____] (Moore County). The mailing address of the principal office of the Corporation is [_____].

ARTICLE VIII

A director shall not be personally liable to the Corporation for monetary damages arising out of any action, whether by or in the right of the Corporation or otherwise, for any breach of duty as a director, except for liability with respect to (a) acts or omissions that the director at the time of the breach knew or believed were clearly in conflict with the best interests of the Corporation, (b) any liability under N.C.G.S. 55A8-32 or N.C.G.S. 55A-8-33, and (c) any transaction from which the director derived an improper personal financial benefit. As used herein, the term "improper personal benefit" does not include a director's reasonable compensation or other reasonable incidental benefit for or on account of service as a director, officer, employee, independent contractor, attorney or consultant of the Corporation. If the North Carolina General Statutes are amended after the date of these Articles to authorize corporate action further eliminating or limiting the personal liability of directors, then the liability of a director of the Corporation shall be eliminated or limited to the fullest extent permitted by the North Carolina General Statutes, as so amended. No amendment or repeal of the provisions of this Article VIII shall apply to or have any effect on the liability or alleged liability of any director of the Corporation for or with respect to any act or failure to act on the part of such director occurring prior to such amendment or repeal. The provisions of this Article VIII shall not be deemed to limit or preclude indemnification of a director by the Corporation for any liability which has not been eliminated by the provisions of this Article VIII.

ARTICLE IX

In the event of the termination, dissolution or winding up of the affairs of the Corporation in any manner or for any reason whatsoever, the Directors shall, after paying or making provision for payment of all liabilities of the Corporation, distribute all of the remaining assets and property of the Corporation to such organization or organizations organized and operated exclusively for charitable, educational or scientific purposes under Code Section 501(c)(3) or Code Sections 170(b)(1)(A) (ii) and (iii) as may be directed by the Directors of the Corporation. Any such assets not so disposed shall be disposed of by the Superior Court of Moore County, North Carolina exclusively to such eligible organization or organizations as said court shall determine, that are organized and operated for such purposes pursuant to Code Section 501(c)(3) or to such local, state or federal governmental entities for such purposes.

ARTICLE X

The affairs of the Corporation shall be managed and governed by the Board of Directors of the Corporation. The Board of Directors may delegate any management functions it deems advisable. The number and method of election of directors, meetings, and other matters relating to directors shall be determined by the Bylaws subject to the provisions of this Article.

ARTICLE XI

The name and address of the incorporator is Stephen F. Later, 120 Applecross Road, Pinehurst, North Carolina 28374.

ARTICLE XII

These Articles of Incorporation shall be effective upon filing in the office of the North Carolina Secretary of State.

This the ____ day of June, 2016.

Stephen F. Later
Incorporator

**BYLAWS
OF
FRIENDS OF FRIENDS OF MOORE COUNTY AIRPORT FOUNDATION**

ARTICLE I

Principal Office

The principal office of Friends of Moore County Airport Foundation (the “Company”) shall be located at [_____] or at such other place as the Board of Directors may determine.

ARTICLE II

Purposes

The objects and purposes for which the Company is formed are set forth in its Articles of Incorporation.

ARTICLE III

Directors

1. General Powers. All corporate powers shall be exercised by or under the authority of, and the affairs of the Company shall be managed under the direction of the Board of Directors of the Company. Unless indicated otherwise, “Board of Directors” shall mean the Board of Directors of the Company.

2. Number and Qualification. The Board of Directors shall be elected by the incumbent Board of Directors at its annual meeting. The number of directors shall be no less than three (3) and no more than seven (7). The number of directors may be changed from time to time by amendment to these Bylaws, provided that no decrease in the number shall have the effect of shortening the term of any incumbent director. Directors of the Company need not be residents of the State of North Carolina.

3. Terms. Each director shall serve until the director resigns, dies, is removed, replaced or is otherwise unable to serve. Each director shall serve a three-year term. In the event of a vacancy, a replacement director will serve the remaining term of the director being replaced, and this will not be counted as his initial term. One third of the number of initial Directors shall serve a term of one year, one third shall serve a term of two years, and one third shall serve a term of three years so that the term of future directors will be staggered.

4. Initial Directors. The initial board of directors shall be the individuals named in the resolution authorizing the adoption of these bylaws. They shall serve until the Board of Directors, at its next regularly scheduled annual meeting, conducts elections to be held in accordance with these bylaws.

5. Removal. Any elected director may be removed, with or without cause, upon the vote of a majority of all of the Board of Directors then in office.

6. Vacancies. Vacancies occurring in the Board of Directors may be filled upon the vote of a majority of all of the Board of Directors then in office.

7. Compensation. Directors shall not be compensated for their services as such, but the Board of Directors may provide for the payment of expenses which are incurred by directors in connection with the performance of their duties.

8. Executive Committee. By action of a majority of the number of directors then in office, the Board of Directors may elect an Executive Committee consisting of the Chair and two or more other directors. Subject to such restrictions and limitations as may be imposed from time to time by the Board of Directors, the Executive Committee shall have and may exercise the full authority of the Board of Directors in the management of the Company, except that it shall have no authority as to the following matters: (a) distributions, as defined in the North Carolina Nonprofit Corporation Act; (b) the dissolution, merger or consolidation of the Company, the amendment of the Articles of Incorporation of the Company, or the sale, lease or exchange of all or substantially all of the property of the Company; (c) the designation of any committee of the Board of Directors or the filling of vacancies in the Board of Directors or in any such committee; (d) the amendment or repeal of the bylaws or the adoption of new bylaws; or (e) the amendment or repeal of any resolution of the Board of Directors which by its terms shall not be so amendable or repealable. The Executive Committee shall report to the Board of Directors from time to time with respect to significant actions taken by it.

9. Other Committees. By action of a majority of the number of directors then in office, the Board of Directors may from time to time designate such other committees as in the judgment of the Board of Directors may be necessary to carry out the objects and purposes of the Company and may determine the duties and tenure of each such committee.

ARTICLE IV

Meetings of Directors

1. Regular Meetings. The Board of Directors may provide, by resolution, the time and place, either within or without the State of North Carolina, for the holding of its annual meeting and any regularly scheduled meetings. The annual meeting shall be held at a time and place to be determined by the Board of Directors, and shall be held each year at such time as the Board of Directors may fix, for the purpose of electing directors and officers and for the transaction of other business.

2. Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the Chair, Secretary, Treasurer or any two directors, or, in the case of a committee meeting, by the chair of the committee. Such meetings may be held within or without the State of North Carolina, and should include an agenda and purpose of the meeting.

3. Notice of Meetings. Annual meetings and regular meetings of the Board of Directors may be held with five (5) days prior notice. The person or persons calling a special meeting of the Board of Directors shall provide notice at least 48 hours before the meeting. Notice under this provision may be given by any usual means of communication, including without limitation, personal notice, written notice and electronically communicated notices. Such notice need not specify the purpose for which the meeting is called.

4. Waiver of Notice. Any director may waive any required notice before or after the date and time stated in the notice. Attendance at or participation by a director in a meeting shall constitute a waiver of notice of such meeting, unless the director at the beginning of the meeting (or promptly upon arrival) objects to holding the meeting or transacting any business at the meeting and does not thereafter vote for or assent to action taken at the meeting.

5. Quorum. One-half of the directors in office shall constitute a quorum for the transaction of business at a board meeting of the Board of Directors. One-half of the members of a committee of the Board of Directors shall constitute a quorum for the transaction of business at a meeting of the committee.

6. Manner of Acting. Except as otherwise provided by law, the Articles of Incorporation or these bylaws, the act of a majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

7. Conflict of Interest Transactions.

A. Definition: “Conflict of interest transaction” means any transaction in which a director has a direct interest or an indirect interest. A director has a direct interest in a transaction if the director or a member of the director’s immediate family has either a material financial interest in the transaction or a relationship with the other parties to the transaction that might reasonably be expected to affect his or her judgment. A director has an indirect interest in a transaction if either (i) another entity in which the director has a material financial interest or in which the director is a general partner is a party to the transaction, or (ii) another entity of which the director is also a director or is an officer or trustee is a party to the transaction and the transaction is of sufficient importance that it should be considered by the Board of Directors of the Company.

B. Special Requirements: A conflict of interest transaction is not voidable by the Company solely because of a director’s interest in the transaction if (i) the material facts of the transaction and the director’s interest were disclosed or known to the Board of Directors or a committee of the Board and the Board or Committee authorized, approved or ratified the transaction, or (ii) the transaction was fair to the Company.

C. Disclosure: A director who has a direct or indirect interest in any transaction presented to the Board of Directors or any committee of the Board shall disclose his or her interest.

D. Approval: A conflict of interest transaction must be authorized, approved or ratified by the affirmative vote of a majority of the directors (not fewer than two) on the Board of Directors (or the appropriate committee) who have no direct or indirect interest in the transaction and to whom the material facts of the transaction and of any director's interest in the transaction were disclosed or known. If a majority of the directors, who have no direct or indirect interest in the transaction vote to authorize, approve or ratify the transaction, a quorum is present for the purpose of taking such action. The presence of, or a vote cast by, a director with a direct or indirect interest in the transaction does not affect the validity of any action taken in accordance with this paragraph.

8. Presumption of Assent. A director of the Company who is present at a meeting of the Board of Directors or a committee of the Board of Directors when corporate action is taken shall be deemed to have assented to the action taken unless the director objects at the beginning of the meeting (or promptly upon arrival) to holding it or transacting business at the meeting, the director's dissent or abstention from the action is entered in the minutes of the meeting, or the director files written notice of dissent or abstention with the presiding officer of the meeting before its adjournment or with the Company immediately after the adjournment of the meeting. The right of dissent or abstention is not available to a director who voted in favor of the action taken.

9. Attendance by Telephone or Video Conference. The Board of Directors may permit any or all directors to participate in a regular or special meeting by, or conduct the meeting through the use of, any means of communication by which all directors participating may simultaneously hear each other during the meeting. A director participating in a meeting by this means is deemed to be present in person at the meeting.

10. Informal Action by Directors. Action taken without a meeting is nevertheless Board action if written consent to the action in question, describing the action taken, is signed by all the directors and filed with the minutes of the proceedings of the Board or filed with the corporate records, whether done before or after the action so taken. Such action shall be effective when the last director signs the consent, unless the consent specifies a different effective date. Consent may be given in writing or by electronic communication.

11. Resignation. Any Director may resign at any time by delivering written notice to the President or the Secretary at the registered office of the corporation, or by giving oral or written notice at any meeting of the Directors. Any such resignation shall take effect at the time specified therein, or if the time is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

12. Board Committees

A. Standing or Temporary Committees

The Board, by resolution adopted by a majority of the Directors in office, may designate and appoint one or more standing or temporary committees, each of which shall consist of two or more Directors. Such committees shall have and exercise the authority of the Directors in the

management of the corporation, subject to such limitations as may be prescribed by the Board; except that no committee shall have the authority to: (i) amend, alter, or repeal these Bylaws; (ii) elect, appoint or remove any member of any other committee or any Director or officer of the corporation; (iii) amend the Articles of Incorporation; (iv) adopt a plan of merger or consolidation with another corporation; (v) authorize the sale, lease or exchange of all or substantially all of the property and assets of the corporation not in the ordinary course of business; (vi) authorize the voluntary dissolution of the corporation or revoke proceedings therefore; (vii) adopt a plan for the distribution of assets of the corporation; or (viii) amend, alter, or repeal any resolution of the Board which by its terms provides that it shall not be amended, altered or repealed by a committee. The designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the Board or any individual Director of any responsibility imposed upon it, him or her, by law.

B. Quorum; Manner of Acting

A minimum one half (1/2) of the number of Directors composing any committee shall constitute a quorum, and the act of a majority of the members of a committee present at a meeting at which a quorum is present shall be the act of the committee.

C. Resignation

Any member of any committee may resign at any time by delivering written notice thereof to the President, the Secretary, or the chair of such committee, or by giving oral or written notice at any meeting of such committee. Any such resignation shall take effect at the time specified therein, or if the time is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

D. Removal of Committee Member

The Board, by resolution adopted by a majority of Directors in office, may remove from office any member of any committee elected or appointed to it.

ARTICLE V

Officers

1. Number. The officers of the Company shall consist of a Chair, Secretary, Treasurer, and such Assistant Secretaries, Assistant Treasurers and other officers as the Board of Directors may from time to time elect. The Chair from the prior year shall serve as an officer for the immediately following year. Any two or more offices may be held by the same person, but no officer may act in more than one capacity where action of two or more officers is required.

2. Election and Term. The Board of Directors shall elect a Chair each year at its annual meeting. The other officers of the Company shall be elected by the Board of Directors at any annual, regular or special meeting of the Board. Each officer shall hold office until death,

resignation, retirements, removal, disqualification or until his or her successor is elected and qualified. Each officer shall be elected to serve a term of two (2) years.

3. Removal. Any officer or agent of the Company may be removed by the Board of Directors with or without cause.

4. Compensation. Officers shall not be compensated for their services as such, but the Board of Directors may provide for the payment of expenses incurred by officers in connection with the performance of their duties.

5. Chair. The Chair of the Board of Directors shall, when present, preside at all meetings of the Board of Directors and, in general, shall perform all duties as may be assigned by the Board of Directors from time to time.

6. Secretary. The Secretary shall keep accurate records of the acts and proceedings of all meetings of directors, shall give all notices required by law and by these bylaws, shall have general charge of the corporate records and books and of the corporate seal, and shall affix the corporate seal to any lawfully executed instruments requiring it. The Secretary shall, in general, perform all duties incident to the office of Treasurer and such other duties as may be assigned from time to time by the Chair or by the Board of Directors.

7. Treasurer. The Treasurer shall also have custody of all funds and securities belonging to the Company, shall receive, deposit and disburse the same under the direction of the Board of Directors, and shall keep full and accurate accounts of the finances of the Company in books especially provided for that purpose, provided that the Board of Directors may from time to time designate one or more fiscal agents to perform all or any part of these duties. The Treasurer shall, in general, perform, all duties incident to the office of Treasurer and such other duties as may be assigned from time to time by the Chair or by the Board of Directors.

8. Assistant Secretaries and Assistant Treasurers. The Assistant Secretaries and Assistant Treasurers shall, in the absence or disability of the Secretary or the Treasurer, respectively, perform the duties and exercise the powers of those offices and shall, in general, perform such other duties as shall be assigned to them by the Secretary or Treasurer, respectively, or by the Chair or the Board of Directors.

ARTICLE VI

Indemnification

1. Extent. In addition to the indemnification otherwise provided by law, the Company shall indemnify and hold harmless its directors and officers against liability and expenses, including reasonable attorneys' fees, incurred in connection with any action, suit, proceeding or claim arising out of their status as directors or officers or their activities in any of such capacities or in any capacity in which any of them is or was serving, at the Company's request, in another corporation, Company, joint venture, trust or other enterprise; provided, however, that the Company shall not indemnify a director or officer against any liability or

litigation expense that the director or officer may incur on account of activities that at the time taken were believed or known (or reasonably should have been known) by the director or officer to be clearly in conflict with the best interests of the Company or if the director or officer received an improper personal benefit. The Company shall also indemnify a director or officer for reasonable costs, expenses and attorneys' fees in connection with the enforcement of rights to indemnification granted herein, if it is determined in accordance with Section 2 of this Article that the director or officer is entitled to indemnification.

2. Determination. Indemnification under Section 1 of this Article shall be paid by the Company with respect to any action, suit, proceeding or claim only after a determination that the liability and/or litigation expenses for which indemnification is sought (a) were not incurred on account of activities which at the time taken were believed or known (or reasonably should have been known) by the person seeking indemnification to be clearly in conflict with the best interests of the Company and (b) did not involve any transaction from which the person seeking indemnification derived an improper personal benefit. Such determination shall be made (i) by the affirmative vote of a majority (but not less than two) of the directors who were not parties to the action, suit or proceeding or against whom the claim was not asserted ("disinterested directors") even though less than a quorum, (ii) by independent legal counsel in a written opinion, or (iii) by a court of competent jurisdiction.

3. Advanced Expenses. Expenses incurred by a director or officer in defending any action, suit, proceeding or claim may upon approval of a majority (but not less than two) of the disinterested directors, even though less than a quorum, or, if there are less than two disinterested directors, upon unanimous approval of the Board of Directors, be paid by the Company in advance of the final disposition of such action, suit, proceeding or claim upon receipt of an undertaking by or on behalf of the director or officer to repay such amount less it shall ultimately be determined that the director or officer is entitled to be indemnified against such expenses by the Company.

4. Reliance and Consideration. Any director or officer who at any time after the adoption of this Article VI series or has served in any of the aforesaid capacities for or on behalf of the Company shall be deemed to be doing or to have done so in reliance upon, and as consideration for, the right of indemnification provided herein. Such right shall inure to the benefit of the legal representatives of any such person and shall not be exclusive of any other rights to which such person may be entitled apart from the provision of this Article VI. No amendment, modification or repeal of this Article VI shall adversely affect the right of any director or officer to indemnification hereunder with respect to any activities occurring prior to the time of such amendment, modification or repeal.

5. Insurance. The Company may purchase and maintain insurance on behalf of its directors, officers, employees and agents and those persons who served or were serving at the request of the Company as a director, officer, partner, trustee, employee, or agent of, or in some other capacity in, another corporation, limited liability company, joint venture, trust, employee benefit plan, or other enterprise against any liability asserted against or incurred by him or her in any such capacity, or arising out of his or her status as such, whether or not the Company would have the power to indemnify against such liability under the provisions of this Article VI or

otherwise. Any full or partial payment made by an insurance company under any insurance policy covering any director, officer, employee or agent made to or on behalf of a person entitled to indemnification under this Article VI shall relieve the Company of its liability for indemnification provided for in this Article VI or otherwise to the extent of such payment, and no insurer shall have a right of subrogation against the Company with respect to such payment.

ARTICLE VII

General Provisions

1. Management of Corporate Funds. No funds received by donation, bequest or any other means shall be diverted from the use specified by the donor, testator or testatrix unless said use is contrary to or in conflict with the purposes of the Company. No funds shall be used for any purpose other than to effect the purposes of the Company. The Company will designate a depository and establish policies on deposits and withdrawals of funds from such accounts by resolution at its initial meeting. Until the initial meeting is held, any officer of the Company is authorized to establish an account with a bank or depository, with all funds of the Company deposited in the name of "Friends of Moore County Airport Foundation." Withdrawals from such accounts shall be made only by check or similar order signed by the officer and any other individuals as designated by the board of directors.

2. Exempt Activities. Notwithstanding any other provision of these bylaws, no director, officer, employee or representative of this Company shall take any action or carry any activity by or on behalf of the Company not permitted to be taken or carried on by an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and its Regulations as they now exist, or as they may hereafter be amended.

3. Fiscal Year. Unless otherwise ordered by the Board of Directors, the fiscal year of the Company shall be from January 1 to December 31.

4. Amendments. These bylaws may be amended or repealed and new bylaws may be adopted by the affirmative vote of a majority of the directors then in office at any regular or a special meeting of the Board of Directors.

5. No Personal Liability. No director or officer of the Company shall be liable or responsible for the debts or obligations of the Company.

6. Non-Discrimination. This Company shall operate entirely on a non-discriminatory basis with respect to age, sex, race, religion, and national origin. This policy shall apply to membership, boards, committees, staff, and services.

Adopted as of _____, 2016