



**Moore County Airport Authority**  
**Tuesday, November 8<sup>th</sup>, 2016**  
**Public Board Meeting – 10:00 a.m.**  
**Minutes**

The Moore County Airport Authority met in regular session on November 8<sup>th</sup>, 2016 at 10:00 a.m. at the Moore County Rick Rhyne Center, Carthage, NC.

**Authority Members Present:** Bob Zschoche, Chairman  
Barry Lerman, Vice Chairman  
Michael Jones, Treasurer/Secretary  
William Bateman, Member  
George Parker, Member

**Authority Members Absent:**

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

**CALL TO ORDER**

**Open Session – Chairman, Bob Zschoche, opened session.**

**A. Closed Session**

1. *(None)*

**B. Deviation of Agenda (New Business Item K7 & K8) requested by Chairman, Bob Zschoche**

1. **K8:** Chairman, Bob Zschoche, presented a proposed revision of Public Comment Protocols for Moore County Airport Authority Meetings.
  - o Upon motion made by Secretary, Mike Jones, and seconded by Vice Chairman, Barry Lerman, the Authority voted 3 affirmed and 2 opposed the proposed revision of Public Comment Protocols for Moore County Airport Authority Meetings.
2. **K7:** Chairman, Bob Zschoche, presented a proposed revision of the Agenda Development & Procedures.

- Upon motion made by Secretary, Mike Jones, and seconded by Vice Chairman, Barry Lerman, the Authority voted 3 to affirm, 1 opposed, and 1 abstention, to approve the proposed revision of the Agenda Development & Procedures. Member, George Parker, was absent for discussion on this item, therefore abstained from the vote.

**C. 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?*

1. *(None)*

**D. Approval of previous meeting minutes:**

1. Requested formal approval of the Moore County Airport Authority October 11<sup>th</sup>, 2016 Meeting Minutes.

- Upon motion made by Secretary, Mike Jones, and seconded by Vice Chairman, Barry Lerman, the Authority voted 5 to 0 approve the Moore County Airport Authority October 11<sup>th</sup>, 2016 Meeting Minutes.

**E. Public Comments – Moderated by Chairman, Bob Zschoche:**

1. *(None)*

**F. Presentations**

1. An EAA Chapter 1220 Young Eagles Event presentation was given by EAA Member, Jim Murray, detailing the Young Eagles history & program, and to request further assistance from the Moore County Airport Authority.
  - Chairman, Bob Zschoche, suggested Secretary/Treasurer, Mike Jones, be a liaison between the EAA Chapter and the Moore County Airport for the purpose of recommending efforts that could be made by the Airport to assist the EAA Chapter improve their Young Eagles Program.
  - Member, William Bateman, expressed his opinion that Young Eagles is a great program, and he agrees in supporting their efforts by the Airport providing fuel. Mr. Bateman cautioned the Airport Authority to not overstep as a Public Entity when utilizing Airport Staff and Resources to support a Private Organization and to look at the Airport's liability in such cases.
  - Secretary/Treasurer, Mike Jones, stated the Airport should have a sales & marketing program with the EAA, and requested the item be added to the upcoming Airport's marketing meeting.
  - Chairman, Bob Zschoche, suggested the EAA Scholarship Program be considered at the next Airport Authority Retreat Budget discussion.

- Madam Catherine Graham, Moore County Board of Commissioners, suggested all Moore County High School Students be considered in the Scholarship program selection.

**G. Public Hearing**

*(None)*

**H. Reports** *(Hard copies of the following reports were provided to Authority Members)*

- *Financial Report*
  - Member, William Bateman, asked for the overall performance of the Airport. Financial Administrator, Kris Klug, reported the operating income is better in comparison to this time last year.
- *Director's Report – (no verbal report provided)*
- *Operation's Report – (no verbal report provided)*
- *Flight Department Report – (no verbal report provided)*

**I. Additional Agenda Items**

1. *(None)*

**J. Unfinished Business**

1. Progress report was provided by Executive Director, Steve Borden, on the Airfield Storm Drain Pipe Inspection. A representative from engineering company, Talbert & Bright, will be providing a report with recommendations for the Airport Authority at a future Authority meeting.
2. A status report was provided to the Authority on the progress of the Professional Pilot's Program with Sandhills Community College. The program is anticipated to begin in the fall of 2017, with school advertising beginning in January 2017.
3. The Department of Social Services Conference Room, 1036 Carriage Oaks Drive, Carthage, North Carolina, was announced as the location for the upcoming Airport Authority Retreat to be held February 14<sup>th</sup> & 15<sup>th</sup>, 2017 at 10:00am.

**K. New Business**

1. Requested formal approval to utilize Sanford Aircraft, LLC as the Sole Source Aircraft Maintenance Provider for the Moore County Airport Flight Center Aircraft.
  - Upon motion made by Vice Chairman, Barry Lerman, and seconded by member, William Bateman, the Authority voted 5 to 0 to approve utilizing Sanford Aircraft, LLC as the Sole Source Aircraft Maintenance Provider for the Moore County Airport Flight Center Aircraft.

2. The Authority discussed comments, concerns, and questions presented by Base Customers during the Bi-Annual Base Customer Meeting. The issues brought forth are being considered and addressed by the Airport Authority with on-going actions to best resolve all Base Customers issues and concerns.
3. The marketing/branding/advertising discussion was postponed and will take place at a future Authority Meeting pending the upcoming Airport Marketing meeting for the Moore County Airport. Member, George Parker, suggested making contact with the Economic Development Commission, Partners in Progress, & the local Chamber of Commerce to request assistance with developing an Annual Economic Plan to expand businesses at the Moore County Airport.
  - Board of Commissioners, Catherine Graham, suggested an Airport Authority Board member request to be seated on the Partners in Progress board to be more informed about the local economic development.
4. The Authority discussed upgrading the Airport Terminal WIFI. On-going efforts are being made to improve WI/FI connectivity within the Airport Facilities.
5. An overview of the recent Central Security meeting was provided. The condition of the current Airport Security System was discussed.
  - Vice Chairman, Barry Lerman, suggested the Security System be replaced rather than upgrade, due to the current system being outdated.
  - The Authority suggested the Executive Director, Steve Borden, research Security Companies that can provide a security system suitable for the Airport's needs. Future discussion will take place pending the results.
6. Fuel Expansion to reach a larger market through actions, such as accepting additional fuel cards and/or waiving customer fees, was considered by the Authority.
  - The Authority recommended implementing additional fuel cards. Details for implementation will be gathered and provided to the Authority for further review and before making a final determination.
7. Considered proposed revision of the Agenda Development & Procedures.
  - Formal Vote took place previously during the current Airport Authority Meeting. (See minutes above)
8. Considered proposed revision of Public Comment Protocols for Moore County Airport Authority Meetings.
  - Formal Vote took place previously during the current Airport Authority Meeting. (See minutes above)
9. The Moore County Airport Authority By-Laws review was postponed until the December Airport Authority Meeting.

10. The Authority reviewed the proposed Community Event, Touch-A-Truck event to be held at the Moore County Airport on May 6, 2017.

- o Chairman, Bob Zschoche, requested an attorney's advice before utilizing the Airport's resources to sponsor the Touch-A-Truck event.

**L. Announcements/Adjournment**

1. Member, William Bateman, announced the next meeting for the Moore County Airport Authority is scheduled for Tuesday, December 13th, 2016, at 10:00 a.m. at the Moore County Airport Terminal Conference Room.

**L. Adjournment**

1. Chairman, Bob Zschoche, adjourned the meeting.

  
Bob Zschoche, Chairman  
Moore County Airport Authority

  
Mike Jones, Secretary  
Moore County Airport Authority