



**Moore County Airport Authority**  
*Tuesday, October 11<sup>th</sup>, 2016*  
**Public Board Meeting – 10:00 a.m.**  
**Minutes**

The Moore County Airport Authority met in regular session on October 11<sup>th</sup>, 2016 at 10:00 a.m. at the Moore County Airport Terminal Conference Room.

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

**Authority Members Absent:**

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

**Others Present:** Bob Deen  
Bob Kroll  
Bob Temme  
Charles Mirman  
John Taws  
Dick Harpster  
Rowland Carey  
Bob Norman  
Gene Rainey  
Ken Heinlein  
Ed Waters  
Felice Schillaci  
Jim Epting  
Alan Kane  
Jim Wiltjer  
Rich Mudd

**CALL TO ORDER**

**Open Session – Chairman, Bill Bateman, opened session.**

**A. Closed Session**

- Upon motion made by Vice Chairman, George Parker, and seconded by Secretary, Mike Jones, the Authority voted 5 to 0 to enter closed session.

1. *I hereby move that, pursuant to N.C. Gen. Stat. § 143-318.11(a) (6), the Board meet in closed session for the purpose of considering the qualifications, competence, performance, condition of appointment of a public officer or employee or prospective public officer or employee. Subject: Annual Employee Performance Evaluation for Executive Director, Steve Borden.*

- Upon motion made by member, Barry Lerman, and seconded by Secretary, Mike Jones, the Authority voted 5 to 0 to re-enter open session.

**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 September 13<sup>th</sup>, 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 September 13<sup>th</sup>, 2016 Meeting Minutes.

**D. Officer Appointments**

1. Nominations for Officer Appointments were made and a formal vote was held for the following seats: Chairman, Vice Chairman, Treasurer, and Secretary.

- Chairman: Bob Zschoche, Nominated by member, Mike Jones.

- Chairman: William Bateman, Nominated by member, George Parker.

Nomination made by member, Mike Jones, and seconded by member, Barry Lerman, the Authority voted 3, with 2 opposed, to appoint member, Bob Zschoche, as Authority Chairman.

- Vice Chairman: Barry Lerman, Nominated by member, Mike Jones.

Nomination made by member, Mike Jones, and seconded by member, Bob Zschoche, member, Barry Lerman, was appointed by acclamation as Authority Vice Chairman.

- Secretary: Mike Jones, Nominated by member, Barry Lerman.

Nomination made by member, Barry Lerman and seconded by member, Bob Zschoche, the Authority voted 5 to 0 to appoint member, Mike Jones, as Authority Secretary.

- Treasurer: Mike Jones, Nominated by member, Barry Lerman.

Nomination made by member, Barry Lerman, and seconded by member, Bob Zschoche, the Authority voted 5 to 0 to appoint member, Mike Jones, as Authority Treasurer.

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

*(None)*

**F. Presentations**

*(None)*

**G. Public Hearing**

*(None)*

**H. Reports**

- *Financial Report* – Kris Klug reviewed the financial activities for September 2016:
  - **Fuel:**
    - Volume was up by 6,451 gallons from last September and 9,604 gallons above the prior month.
    - Sales were \$21K higher than the previous September and \$28K higher than the prior month.
    - Highest September month since September 2008.
  - **Other Operations:**
    - Receipts were \$10K lower than last September.
      - +\$3K Facility Rental
      - -\$21K Aircraft Maintenance
      - +\$1K Aircraft Services – Ramp Parking Fees
      - -\$1K Miscellaneous
      - +\$7K Flight Training- 75.9 hours of flight time this September versus 59.0 hours last September.
    - Overhead expenses were \$30K lower than previous September.
      - -\$5K Administration
      - -\$4K Facility Maintenance
      - -\$14K Aircraft Maintenance
      - -\$2K Aircraft Services
      - -\$5K Flight Training
  - **Income from Operations:**
    - Through September, a gain of \$86K compared to prior year loss of \$1K.
  - **Net Income:**
    - The modified accrual basis is a gain of \$91K. The prior year was a gain of \$34K.
  - **A monthly report** of surrounding Airport fuel sale prices within 100 nautical miles of KSOP was provided. Base AVGAS is 10th among competitors, Transient AVGAS 16th among competitors. Base Jet is 7th among competitors, and Transient Jet 19th among competitors.

- *Director's Report* – Executive Director, Steve Borden, reported:
  - The Annual Airport Open House event was held on Saturday, September 17, 2016, with commendable results.
  - Lime Energy's completing the change of interior light fixtures from fluorescent to more sustainable LEDs. The project will be completed by changing the landside parking lot fixtures to LED at a future date.
  - The Boy Scout Troop 1 will be hosting a Boy Scout "Jamboree on the Air" event at the Airport on Saturday, October 15, 2016. The event involves local ham radio operators setting up their equipment and providing the Scouts the opportunity to communicate with other Scouts around the globe. Additionally, other displays highlighting the various professions that utilize the radio equipment for communications is expected.
  - The Airport hosting the second Annual Airport Trunk or Treat on Saturday, October 29, 2016 from 2 pm to 4 pm.
  
- *Operation's Report* – Director of Operations, Bobbie Cox, reported:
  - The canvas awning damage is scheduled to be replaced with metal roofing panels by Old North State Roofing. We are on their schedule to have the project completed this month.
  - The Administration Building leak repairs have been completed.
  - The Iron Tire Dolly has been ordered.
  - Attending, on Friday September 23<sup>rd</sup>, 2016, the Region II meeting in Raleigh. The items discussed were Unmanned Aircraft Systems (UAS) at Airports, presented by Darshan Divakaran with Next Gen Air Transportation and NC AirTAP. The Master Plan update was presented by Jim Novak with the RDU Planner, and Stephanie Sudano provided an NCDOT/DOA update.
  - The Airfield Storm Drain Pipe Inspection being completed by Gary Poe with Hydrostructures, and Brian Ladd with S&M.
  
- *Flight Department Report* – Executive Director, Steve Borden, reported:
  - Total Flight hours for the month of September was 75.9, down from 138.9 in August 2016, due to weather and Maintenance.
  - N291KF is currently in Maintenance for its 100Hr Inspection. The carburetor is being overhauled.
  - N139ME just completed its 100Hr Inspection and is back online.
  - N292KF had a flat tire, which was replaced along with new brake pads.
  - Ken Heinlein is still suggested interest in providing Aircraft Maintenance Services here at the Moore County Airport.
  - The Flight Center Student/Customer Statistics for the Month of **September:**

|                              |    |
|------------------------------|----|
| Current Active Students:     | 62 |
| Actively Flew in the Month:  | 17 |
| Flight School New Inquiries: | 10 |
| Flight School Enrollments:   | 7  |
| Total Student Flights:       | 38 |
| Owner Aircraft Flights:      | 4  |
| Rental Flights:              | 6  |
| Flight Review/Check-out:     | 5  |
| Scenic Flights:              | 0  |
| Gift Certificates Purchased: | 3  |
| Gift Certificates Utilized:  | 0  |

**I. Additional Agenda Items**

*(None)*

**J. Unfinished Business**

1. Progress report was provided on the Airfield Storm Drain Pipe Inspection.
  - Preliminary findings indicated an overall good report. The internal findings indicated clean pipes, and no issues detected at this time.
  - A recommendation was suggested to perform borings around the inlet structure of the open voids to determine if there are any issues around the external area of the piping.
  - Mobilization of the Contractors is reported to be underway to continue with the next step in the project.
  - A status report will be provided at the November Authority meeting.
2. Formal approval was requested to include the presented addendum into the Airport's Wildlife Management Policy.
  - Upon motion made by Secretary, Mike Jones, and seconded by member, William Bateman, the Authority voted 5 to 0 to incorporate the addendum as presented into the Airport's Wildlife Management Policy.

**K. New Business**

1. The Authority discussed and determined the 2017 Airport Authority Retreat will be held on February 14<sup>th</sup> & 15<sup>th</sup>, 2017 in conjunction with the regularly scheduled monthly Airport Authority Meeting.
  - The location and agenda is still to be determined.
  - The Horticulture Center at the Sandhills Community Center was recommended.

**L. Announcements/Adjournment**

1. Chairman, Bob Zschoche, announced the next meeting of the Moore County Airport Authority is scheduled for Tuesday, November 8th, 2016, at 10:00 a.m. at the Moore County Sheriff's Department, Rick Rhyne Center Conference Room.
2. The following items were requested to be added to the next regularly scheduled Airport Authority Meeting Agenda to be held in November 2016 and/or the upcoming 2017 Airport Retreat:
  - An Airport Authority By-Laws Review at the November 2016 meeting.
  - An update on the Professional Pilot Program from Sandhills Community College at the November 2016 meeting.
  - Review of Flight Center Aircraft to be included in the 2017 Airport Retreat.
3. Chairman, Bob Zschoche, inquired of the public if there were any additional comments.
  - *(None)*

4. Chairman, Bob Zschoche, announced the next meeting of the Moore County Airport Authority is scheduled for Tuesday, November 8th, 2016, at 10:00 a.m. at the Moore County Sheriff's Department, Rick Rhyme Center Conference Room.


**M. Adjournment**

1. Chairman, Bob Zschoche, adjourned the meeting.



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Bob Zschoche, Chairman  
Moore County Airport Authority



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Mike Jones, Secretary  
Moore County Airport Authority