



MOORE COUNTY AIRPORT AUTHORITY MEETING AGENDA

TUESDAY, AUGUST 11TH, 2020

PUBLIC MEETING BEGINS AT 9:30 A.M.

(TO ATTEND ELECTRONICALLY: FIND WEBEX MEETING INFO ON WWW.MOORECOUNTYAIRPORT.COM)

CLOSED SESSION (IF ANY) BEGINS AT 9:30 A.M.

CALL TO ORDER

A. OPEN SESSION – WELCOME

B. CLOSED SESSION (9:30 A.M.)

1. *I hereby move that, pursuant to [N.C.G.S. 143-318.11(a)(1)] the Authority meet in closed session to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes:*

- A. Festival D’Avion – Peter Stilwell*
- B. Bid Packages – Main Hangar Door*
- C. Sierra Tango – Ken Heinlein Contract Discussion*

C. PLEDGE OF ALLEGIANCE

D. REQUEST FOR ADDITIONAL AGENDA ITEMS (IF ANY)

1. _____
2. _____
3. _____
4. _____

E. CONFLICT OF INTEREST INQUIRY

F. APPROVAL OF AGENDA

G. APPROVAL OF PREVIOUS MEETING MINUTES

1. Moore County Airport Authority Meeting Minutes Presented:
July 14th, 2020 Meeting Minutes

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

I. PRESENTATIONS/GUEST SPEAKERS

(None)

J. PUBLIC HEARING

(None)

K. RULES & REGULATIONS AND MINIMUM STANDARDS

1. Status of Grass Runway Strip Inquiry

L. REPORT INQUIRIES (IF ANY)

1. Manager’s Report
2. *Financial Summary*
3. *Operation’s Report*
4. Committed/Exploratory Projects
 - A. Grant Projects
 - B. Local Projects
 - C. Exploratory Projects

M. UNFINISHED BUSINESS

(None)

N. NEW BUSINESS

(None)

O. ADDITIONAL AGENDA ITEMS ADDRESSED (IF ANY):

1. _____
2. _____
3. _____
4. _____

P. ANNOUNCEMENTS/COMMENTS/ADJOURNMENT (TIME _____)

1. The Moore County Airport Authority monthly meeting conducted via WebEx at 10:00 a.m. on Tuesday, September 8th, 2020.

PROCEDURES FOR PUBLIC COMMENTS
MOORE COUNTY AIRPORT AUTHORITY

The Moore County Airport Authority is committed to allowing members of the public an opportunity to offer comments and suggestions. All comments and suggestions addressed to the Authority during the Public Comment Period shall be subject to the following procedures:

- 1. The comment period will be limited to items not listed on the current Agenda. Comments related to any current agenda items will be heard at such time the Authority addresses the agenda item during the meeting and prior to any formal vote being held by the Authority.*
- 2. Any individual that wishes to speak will have five (5) minutes to make his/her remarks. Speakers are asked to state their identity for record before beginning remarks.*
- 3. The Authority reserves the right to respond to public comments, but is not required.*
- 4. Speakers will be courteous in their language and presentation. Matters or comments which are harmful, discriminatory or embarrassing to any citizens, official or employee shall not be allowed. Speaker must be respectful and courteous in their remarks and must refrain from personal attacks and the use of profanity.*
- 5. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with staff*
- 6. Speakers shall not discuss any of the following:*
 - a. Matters which concern the candidacy of any person seeking public office, including the candidacy of the person addressing the Board;*
 - b. Political Issues;*
 - c. Closed Session matters.*

Adopted, this the 8th day of November, 2016



Airport Authority Chairman



Airport Authority Secretary



Moore County Airport Authority
Tuesday, July 14th, 2020
Public Meeting – 10:00 a.m.
Minutes

The Moore County Airport Authority Meeting began at 10:00 a.m. on Tuesday, July 14th, 2020 through Cisco WebEx Virtual Meeting Program, with concessions made for the public to attend telephonically or by video, due to the COVID-19 (Coronavirus) Pandemic. Airport Authority quorum was present.

Authority Members Present: (None)

Authority Members Absent: (None)

Authority/Staff Present

Participating Electronically: Barry Lerman, Vice Chairman
Tom McPherson, Chairman
Mike Jones, Secretary/Treasurer
Don Delauter, Member
Pat Corso, Member

Staff Present: Scott Malta, Airport Manager
Participating Electronically: Crystal Meyers, Administrative Assistant
Paul Puszynski, Line Service Supervisor
Carol Oakley, Finance Clerk

Others Present: Charles Hayes, Hayes Group
Dan Parks, Hayes Group
Jennifer St. Clair, Hayes Group
Steve Bright, Talbert & Bright, Inc.
Amy McLane, Talbert & Bright, Inc.
Phillip Thompson, Pinehurst Aviation Services

CALLED TO ORDER

A. Opened Session

1. Airport Authority Chairman, Tom McPherson, opened public session.

B. Closed Session (9:30 a.m.)

(None)

- C. Pledge of Allegiance was led by Chairman, Tom McPherson.**
- D. Additional Agenda Items Requested**
1. Discuss Senator McInnis visit to KSOP.
- E. Conflict of Interest Inquiry was made by Chairman, Tom McPherson.**
(None)
- F. Approval of Agenda**
1. Upon motion made by Vice Chairman, Barry Lerman, and seconded by member, Don Delauter, the Authority voted 5 to 0 approve the Agenda presented, to include requested additions listed in Item D.
- G. Approval of Previous Meeting Minutes**
1. Moore County Airport Authority Meeting Minutes Presented:
June 9th, 2020
 - Upon motion made by Secretary, Mike Jones, and seconded by member, Don Delauder, the Authority voted 5 to 0 to approve the June 9th, 2020 Meeting Minutes.
- H. Public comments**
(None)
- I. Presentations/Guest Speakers**
(None)
- J. Public Hearing**
(None)
- K. Minimum Standards**
1. Grass Aircraft Landings near Runway.
 - Airport Manager, Scott Malta, conveyed liability issues for the Airport Authority with Aircraft landing on a grassy area adjacent to the current Runway and presented an update to Airport Rules & Regulations to prohibit Grass Landings.
 - Airport Manager, Scott Malta, requested formal approval of the presented Modified Rules and Regulations, Paragraph 3.10.
 - Upon motion made by member, Don Delauter, and seconded by Vice Chairman, Barry Lerman, the Authority voted 4 to 1 to approve the presented Modified Rules and Regulations, Paragraph 3.10. Secretary, Mike Jones, voted against the modification.
 - By consensus, the Authority has directed Airport Manager, Scott Malta, to further investigate the possibility of an official Turf Runway with assistance and/or guidance from Talbert & Bright, Inc. A report on the investigation findings was requested at the next Authority Meeting.
- L. Report Inquiries/Comments/Action Items**
1. The Authority members reviewed/heard the following reports listed below:
 - Airport Manager, Scotty Malta, Reported:

- **Replacement of Main Hangar #1 Door**
 - Bid package out and advertised
 - Due to close 5:00pm, July 31
 - Will present at the August Authority meeting for Award.

- **Grant Funding Discussion, Reconsideration, and Determination**
 - Hangar Design estimated @ \$92,000
 - Hangar-1 Door estimated @ \$150,000-\$200,000
 - Chairman, Tom McPherson, reminded the Authority of the initial approval of NPE for both projects. With current situations in State Funding, NPE vs Local Funds were discussed for current Projects.
 - Airport Manager, Scott Malta, advised of a vulnerability of NPE Funds, if utilized, that would restrict FAA funding in the future, and recommended the Authority utilize local funding for these projects.
 - Upon motion made by Chairman, Tom McPherson, and seconded by Secretary, Mike Jones, the Authority voted 5 to 0 to approve the utilization of local funds for the Hangar Design Project.
 - Further funding options for the Hangar Door will be discussed at the next Authority Meeting.

- **Replacing Aviation Drive Lighting with LED Lights**
 - Areas impacted are Aviation Drive & Along Airfield Perimeter.
 - Awaiting on final contract questions from Duke Energy engineer.

- **Strategic Plan Project**
 - A Strategic Planning Committee was developed. Members include Charles Hayes, Dan Parks, Jennifer St. Clair, Ron Maness, Pat Corso, and Scotty Malta.
 - Mr. Hayes & Mr. Parks provided a status report to the Authority.
 - Chairman, Tom McPherson, directed Airport Manager, Scott Malta to provide the Authority members with the ITRY Market Analysis.

○ **Exploratory Project Summaries:**

- *(None)*

M. Unfinished Business

(None)

N. New Business

1. Requested formal approval of Resolutions to Recognize Moore County Airport Employees.

- Upon motion made by member, Don Delauter, and seconded by Secretary, Mike Jones, the Authority voted 5 to 0 to approve the Resolution to Recognize Employee, Franklin Trayer, Jr.

O. Additional Agenda Items

1. Senator, Tom McInnis, is scheduled to visit KSOP.

- In an earlier discussion, Senator McInnis informed the Airport Manager the Legacy Airport Designation for KSOP is up for vote.
- Airport Manager, Scott Malta, indicated to the Authority he planned to have a discussion with the Senator regarding the potential of relocating, restoring, and obtaining a Historical Designation for the Old Knollwood Hangar.

P. Announcements/Comments

1. Authority Chairman, Tom McPherson, announced the Moore County Airport Authority Monthly Meeting will be conducted via WebEx at 10:00 a.m. on Tuesday, August 11th, 2020.

Q. Adjournment

1. Chairman, Tom McPherson adjourned at 11:31 a.m.

Tom McPherson Chairman
Moore County Airport Authority

Mike Jones, Secretary
Moore County Airport Authority

Expense and Revenue Comparison

Compare to 1 year ago

OPERATING EXPENSES	CURRENT BUDGET	Jul-20	YEAR TO DATE	% Used	YTD July 2019	DIFFERENCE
Operating Expenses - Administration	521,823	89,110	89,110	17%	30,084	59,026
Operating Expenses - Facility Maintenance	157,477	8,235	8,235	5%	9,589	(1,355)
Operating Expenses - Line & Customer Service	1,917,459	105,541	105,541	6%	143,912	(38,372)
Total Operating Expenses	2,596,759	202,886	202,886	8%	183,586	19,300
OPERATING REVENUES	CURRENT BUDGET	Jul-20	YEAR TO DATE	% Used	YTD July 2019	DIFFERENCE
FUEL: JET-A	1,927,815	117,146	117,146	6%	152,454	(35,309)
FUEL: 100LL	352,350	28,329	28,329	8%	30,179	(1,850)
HANGAR & FACILITY RENTAL	591,680	48,505	48,505	8%	82,341	(33,836)
AIRPORT SERVICES	94,400	7,141	7,141	8%	6,398	744
SHOP KSOP	2,000	133	133	7%	227	(95)
OTHER	4,500	198	198	4%	234	(36)
FUEL CONTINGENCY	0	0		#DIV/0!	0	0
Total Operating Revenues	2,972,745	201,452	201,452	7%	271,834	(70,382)
NET OPERATING PROFIT (LOSS)	375,986	(1,434)	(1,434)	0%	88,248	(89,682)

NON-OPERATING EXPENSES	CURRENT BUDGET	Jul-20	YEAR TO DATE	% Used	YTD July 2019	DIFFERENCE
Depreciation Expense recorded to date	0	0	0		12,000	(12,000)
Grant Match & Transfers Out	1,060,000	0	0	0%	0	0
Capital Outlay	60,000	0	0	0%	0	0
Contribution to Moore County	0	0	0		0	0
Total Non-Operating Expenses	1,120,000	0	0	0%	12,000	(12,000)

NON-OPERATING REVENUES	CURRENT BUDGET	Jul-20	YEAR TO DATE	% Used	YTD July 2019	DIFFERENCE
Interest Earned	35,000	0	0	0%	0	0
Total Non-Operating Revenues	35,000	0	0	0%	0	0

NET NON-OPERATING PROFIT (LOSS)	(1,085,000)	0	0	0%	(12,000)	12,000
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TOTAL NET PROFIT (LOSS) aka Retained Earnings Impact	(709,014)	(1,434)	(1,434)	0%	76,248	(77,682)
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Income from Line & CSR

Services & Fuel Sales less Line & Customer Service	457,106	47,075.33	47,075		45,119	1,956
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MOORE COUNTY AIRPORT FINANCE MEASURABLES Jul-20

Fuel Gallons Sold	2020	2019	
100LL Gallons July	7,519	7,141	5.3%
Jet A Gallons July	34,962	38,976	-10.3%
Total Gallons July	42,481	46,117	-7.9%
100LL Gallons YTD (July)	7,519	7,141	5.3%
Jet Gallons YTD (July)	34,962	38,976	-10.3%
Total Gallons YTD (July)	42,481	46,117	-7.9%

Historical

Fuel Gallons Pumped YTD (July)	
FY2008-09	33,354
FY2009-10	31,995
FY2010-11	25,954
FY2011-12	25,627
FY2012-13	21,522
FY2013-14	26,157
FY2014-15	26,092
FY2015-16	23,451
FY2016-17	31,013
FY2017-18	31,361
FY2018-19	33,121
FY2020-21	42,481

Fuel Gallons YTD by Year



Fuel Gallons by Customer Type	2020	2019	
Jet Base	10,321	12,823	-19.5%
Jet Transient	17,987	26,153	-31.2%
Total Jet for July	28,308	38,976	-27.4%
Avgas Base	4,258	5,625	-24.3%
Avgas Transient	1,137	1,515	-25.0%
Total Avgas for July	5,395	7,141	-24.5%

Landings	2020	2019	
Single Engine Landings	266	638	-58.3%
Multi Engine Landings	55	68	-19.1%
Jet Landings	87	82	6.1%
Helicopter Landings	7	18	-61.1%
Total Landings July	415	806	-48.5%
Total Landings YTD	1,160	1,612	-28.0%

August 2020 Operations Report:

- 1. Gattis Construction came out and repaired a door cable in hangar #68. Also, repaired a roof leak in hangar #8.**
- 2. Four Seasons came out and did the bi-annual maintenance on our HVAC systems.**
- 3. The company van had an oil change service done.**
- 4. Carl did some repair work on the door in hangar #8.**