



MOORE COUNTY AIRPORT AUTHORITY MEETING AGENDA

TUESDAY, JUNE 9TH, 2020

PUBLIC MEETING BEGINS AT 10:00 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. *(None)*

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:
May 12th, 2020 Meeting Minutes

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

I. PRESENTATIONS/GUEST SPEAKERS

(None)

J. PUBLIC HEARING

(None)

K. MINIMUM STANDARDS

(NONE)

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. Announce the Moore County Airport Authority monthly meeting will be held at 10:00 a.m. in the Moore County Airport Terminal Conference Room on Tuesday, July 14th, 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, May 12th, 2020
Public Meeting – 9:30 a.m.
Minutes

The Moore County Airport Authority Meeting began at 9:30 a.m. on Tuesday, May 12th, 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: Bobbie Cox, Operations Director
Crystal Meyers, Administrative Assistant
Paul Puszynski, Line Service Supervisor
Carol Oakley, Finance Clerk

Others Present: Ron Maness, Airport Consultant
Steve Bright, Talbert & Bright, Inc
Amy McLane, Talbert & Bright, Inc.
Stephen Bright, Talbert & Bright, Inc.
Phillip Thompson
Leslie Haven
Savanna Distin
Paul Mullen

CALLED TO ORDER

A. Opened Session

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

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

1. *I hereby move that, pursuant to N.C. Gen. Stat. § 143-318.11(a)(5), the Board meet in closed session for the purpose to establish or instruct the staff or agent concerning the negotiations of the amount of compensation or other terms of a contract.*

○ Upon motion made by Chairman, Tom McPherson, and seconded by Secretary, Mike Jones, the Authority voted 5 to 0 to move into Closed Session.

○ Upon motion made by member, Don Delauter, and seconded by Vice Chairman, Barry Lerman, the Authority voted 5 to 0 to return to Open Session.

C. Pledge of Allegiance was led by Chairman, Tom McPherson.

D. Additional Agenda Items Requested

1. Request to consider Airport Consultant, Ron Maness, extension of Contract.
2. Request approval for the Airport Manager and Authority Chairman to move forward with Contract Development for Aircraft Maintenance Services with terms as discussed in Closed Session.

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 Secretary, Mike Jones, 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:
April 14th, 2020
April 24th, 2020 Special Meeting (Closed Session)

○ Upon motion made by Secretary, Mike Jones, and seconded by Chairman, Tom McPherson, the Authority voted 5 to 0 to approve the April 14th, 2020 Meeting Minutes & the April 24th, 2020 Meeting Minutes.

H. Public comments

(None)

I. Presentations/Guest Speakers

(None)

J. Public Hearing

(None)

K. Minimum Standards

(None)

L. Report Inquiries/Comments/Action Items

1. The Authority members reviewed/heard the following reports listed below:

○ Airport Manager, Scotty Malta, Reported:

- The Ratification of Work Authorization Amendment No. 17-02, TBI Project No. 3201-1702, Master Plan Project.
 - Upon motion made by Vice Chairman, Barry Lerman, and seconded by member, Pat Corso, the Authority voted 5 to 0 to approve the Ratification of Work Authorization Amendment No. 17-02, TBI Project No. 3201-1702, Master Plan Project.
 - Continued research into the Well for closure. No determination has been made at this time.
 - Due to COVID-19 Stay at Home Order, the Airport Operations are continuing with Admin Staff working from home, Hours of Operations remaining the same, and Safety Measure efforts continue.
 - Finance Administrator, Jane Long, is officially retired, and Carol Oakley is now the Airport Finance Administrator. Jane will return on an as needed basis at the end of the Fiscal Year to assist Carol in the End-of-Year Closeout.
 - Due to COVID-19, Fuel Sales are down for the Month of April.
- Financial Report was summarized by Airport Manager, Scott Malta.
 - The Authority had no inquiries/comments/action items.
 - Operations Report was summarized by Operations Director, Bobbie Cox, Reporting:
 - A NOTOM has been issued for the Harris Teeter Crane Operations.
 - Hangar/Ramp lease terminations and new contracts.
 - The Authority had no inquiries/comments/action items.

2. Committed/Exploratory Project Summaries:

○ **Grant Projects:**

- **Hangar Taxi Lane, Access Road & Parking, and Utilities Project.**
 - Requested formal approval of Work Authorization No. 19-02, TBI Project No. 3201-1902, for 12-Unit T-Hangars and 5-Unit Box Hangars.
 - Upon motion made by Chairman, Tom McPherson, and seconded by member, Don Delauter, the Authority voted 5 to 0 to approve the Work Authorization No. 19-02, TBI Project No. 3201-1902, for 12-Unit T-Hangars and 5-Unit Box Hangars.
 - Requested formal approval of Work Authorization No. TBD, TBI Project No. TBD, dated May 11, 2020, Hangar Door Replacement.
 - Upon motion made by member, Don Delauter, and seconded by Secretary, Mike Jones, the Authority voted 5 to 0 to approve the Work Authorization No. TBD, TBI Project No. TBD, dated May 11, 2020, Hangar Door Replacement.
 - Airport Manager reported a 30% review of the project from Talbert & Bright Inc is expected by the end of the week.

- **Master Plan**

- Airport Manager, Scott Malta, informed the Authority the Title Draft is expected by the end of the month and a Full Draft will be provided to the Authority and the NCDOA for review.

- **Local Projects:**

- Airport Manager, Scott Malta informed the Authority of his ongoing research into replacing Aviation Drive Lighting with LED Lights.
 - Duke Energy has requested a contract be signed for replacement at no cost to the Airport, and it is expected to reduce the energy costs.
 - By consensus, the Airport Authority agreed to allow Airport Manager, Scott Malta, to move forward with the contract and replacement of Lighting on Aviation Drive.

- **Exploratory Project Summaries:**

- *(None)*

M. Unfinished Business

(None)

N. New Business

1. Requested formal approval of Resolutions to recognize Moore County Airport Employees, Jane Long & John Hartlove.

- Upon motion made by member, Don Delauter, and seconded by Chairman, Tom McPherson, the Authority voted 5 to 0 to approve the Resolution for employee, Jane Long.
- Upon motion made by Chairman, Tom McPherson, and seconded by Secretary, Mike Jones, the Authority voted 5 to 0 to approve the Resolution for employee, John Hartlove.

O. Additional Agenda Items

1. Requested Authority consideration to extend Airport Consultant, Ron Maness, contract.
 - Airport Manager, Scott Malta, has requested an extension of contract be granted to allow Airport Consultant, Ron Maness, through the end of September 2020.
 - Upon motion made by Chairman, Tom McPherson, and seconded by Vice Chairman, Barry Lerman, the Authority voted 5 to 0 to approve an extension in contract date from June 2020 through September 2020, with no additional hours beyond 300.
2. Request approval for the Airport Manager and Authority Chairman to move forward with Contract Development for Aircraft Maintenance Services with terms as discussed in Closed Session.
 - Upon motion made by Vice Chairman, Barry Lerman, and seconded by member, Pat Corso, the Authority voted 5 to 0 to approve the Airport Authority Chairman and Airport Manager complete the negotiations of terms and contract development as discussed in Closed Session.

P. Announcements/Comments

1. Authority Chairman, Tom McPherson, announced the Moore County Airport Authority Monthly Meeting will be held at 10:00 a.m. by WebEx on Tuesday, June 9th, 2020.

Q. Adjournment

1. Chairman, Tom McPherson adjourned at 11:12 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	May-20	YEAR TO DATE	% Used	YTD May 2019	DIFFERENCE
Operating Expenses - Administration	504,720	36,366	468,943	93%	390,735	78,208
Operating Expenses - Facility Maintenance	180,776	7,645	144,528	80%	201,271	(56,742)
Operating Expenses - Line & Customer Service	1,916,229	57,279	1,412,356	74%	1,569,738	(157,383)
Total Operating Expenses	2,601,725	101,290	2,025,827	78%	2,161,744	(135,917)
OPERATING REVENUES	CURRENT BUDGET	May-20	YEAR TO DATE	% Used	YTD May 2019	DIFFERENCE
FUEL: JET-A	1,721,811	43,286	1,390,323	81%	1,502,819	(112,496)
FUEL: 100LL	373,246	22,158	287,763	77%	322,682	(34,919)
HANGAR & FACILITY RENTAL	522,667	41,117	539,847	103%	527,315	12,532
AIRPORT SERVICES	84,600	2,500	66,602	79%	78,758	(12,156)
SHOP KSOP	1,500	20	1,966	131%	2,556	(589)
OTHER	5,000	32	4,637	93%	2,828	1,809
FUEL CONTINGENCY	(50,000)	0	0	0%	0	0
Total Operating Revenues	2,658,824	109,113	2,291,138	86%	2,436,958	(145,819)
NET OPERATING PROFIT (LOSS)	57,099	7,823	265,312	465%	275,214	(9,902)
NON-OPERATING EXPENSES	CURRENT BUDGET	May-20	YEAR TO DATE	% Used	YTD May 2019	DIFFERENCE
Depreciation Expense recorded to date	0	12,000	146,000		132,280	13,720
Grant Match & Transfers Out	196,389	0	51,500	26%	150,878	(99,378)
Capital Outlay	100,000	0	55,053	55%	119,776	(64,723)
Contribution to Moore County	0	0	0		0	0
Total Non-Operating Expenses	296,389	12,000	252,553	85%	402,934	(150,381)
NON-OPERATING REVENUES	CURRENT BUDGET	May-20	YEAR TO DATE	% Used	YTD May 2019	DIFFERENCE
Interest Earned	30,000	3,709	33,078	110%	34,933	(1,855)
Total Non-Operating Revenues	30,000	3,709	33,078	110%	34,933	(1,855)
NET NON-OPERATING PROFIT (LOSS)	(266,389)	(8,291)	(219,475)	82%	(368,001)	148,526
TOTAL NET PROFIT (LOSS) aka Retained Earnings Impact	(209,290)	(467)	45,836	-22%	(92,787)	138,624

Income from Line & CSR

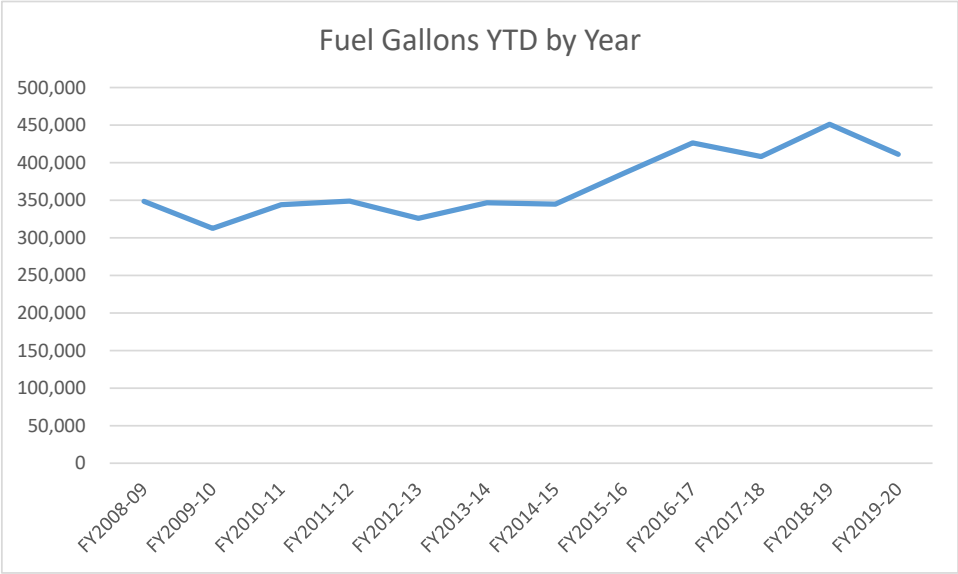
Services & Fuel Sales less Line & Customer Service	263,428	10,664.75	332,332		334,520	(2,188)
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MOORE COUNTY AIRPORT FINANCE MEASURABLES May-20

Fuel Gallons Sold	<u>2020</u>	<u>2019</u>	
100LL Gallons May	6,701	9,943	-32.6%
Jet A Gallons May	16,029	53,941	-70.3%
Total Gallons May	22,730	63,884	-64.4%
100LL Gallons YTD (May)	67,438	74,812	-9.9%
Jet Gallons YTD (May)	343,585	376,286	-8.7%
Total Gallons YTD (May)	411,023	451,097	-8.9%

Historical

Fuel Gallons Pumped YTD (May)	
FY2008-09	348,377
FY2009-10	312,568
FY2010-11	344,131
FY2011-12	348,937
FY2012-13	325,857
FY2013-14	346,590
FY2014-15	344,809
FY2015-16	385,887
FY2016-17	426,184
FY2017-18	408,232
FY2018-19	451,097
FY2019-20	411,023



Fuel Gallons by Customer Type	<u>2020</u>	<u>2019</u>	
Jet Base	4,520	8,454	-46.5%
Jet Transient	11,509	45,487	-74.7%
Total Jet for May	16,029	53,941	-70.3%
Avgas Base	4,258	7,229	-41.1%
Avgas Transient	1,137	2,714	-58.1%
Total Avgas for May	5,395	9,943	-45.7%

Landings	<u>2020</u>	<u>2019</u>	
Single Engine Landings	588	685	-14.2%
Multi Engine Landings	20	89	-77.5%
Jet Landings	26	145	-82.1%
Helicopter Landings	49	17	188.2%
Total Landings May	683	936	-27.0%
Total Landings YTD	7,362	6,485	13.5%

June 2020 Operations Report:

1. Replaced both windsocks along the runway.
2. Gattis Construction replaced a broken cable in hangar # 67.
3. Gattis Construction repaired a roof leak in our oil storage unit.
4. Gattis Construction repaired 2 broken linkage brackets on door # 2 in the main hangar.
5. Oil and filter change on GPU # 3.