



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

The Moore County Airport Authority Meeting began at 10:00 a.m. on Tuesday, April 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: Bobbie Cox, Operations Director
Crystal Meyers, Administrative Assistant
Jane Long, Finance Administrator
Paul Puszynski, Line Service Supervisor
Carol Oakley, Finance Clerk

Others Present: Ron Maness, Airport Consultant
Michael Preete, Raptor Medical
Pat Wallace, Civil Air Patrol
Steve Bright, Talbert & Bright, Inc
Amy McLane, Talbert & Bright, Inc.

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. Airport Manager, Scott Malta, requested to add a review and formal approval of the Grant Agreement for the Runway, Taxiway and Apron Lights / Signage (Design/Bid Phase) Project.
- E. Conflict of Interest Inquiry was made by Chairman, Tom McPherson.**
(None)
- F. Approval of Agenda**
1. Upon motion made by Secretary, Mike Jones, and seconded by Vice Chairman, Barry Lerman, 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: March 10th, 2020.
 - o Upon motion made by Vice Chairman, Barry Lerman, and seconded by Secretary, Mike Jones, the Authority voted 5 to 0 to approve the January 2020 Annual Meeting Minutes & the March 10th, 2020 Airport Authority Meeting Minutes.
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- 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:
 - o Airport Manager, Scotty Malta, Reported:
 - The easement from Jim O'Malley has been obtained and recorded.
 - Some changes have been made to adapt to the COVID-19 concerns. Admin staff is working from home, the schedule for Customer Service, Line Techs, and Building Maintenance has not changed, however security measures have been implemented. Access to the building has been restricted to essential business only.
 - Finance Administrator, Jane Long, is retiring, effective May 1st, 2020 and Carol Oakley has been hired as her replacement and is training with Jane currently.
 - The Budget is scheduled to be presented to the Moore County Commissioners, Wednesday, April 15th, 2020 by Ron Maness.
 - As anticipated, revenues are down due to the impact of COVID-19.
 - Landscaping along Aviation Drive is underway.

- 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.
 - 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 for Work Authorization No. 18-02, Project #: STI 5855: TBI Project No. 3201-1802, Hangar Taxi Lane, Access Road & Parking, and Utilities, Amendment No. 1.
 - Upon motion made by Secretary, Mike Jones, and seconded by member, Pat Corso, the Authority voted 5 to 0 to approve the Work Authorization No. 18-02, Project #: STI 5855: TBI Project No. 3201-1802, Hangar Taxi Lane, Access Road & Parking, and Utilities, Amendment No. 1.
 - Requested formal review and approval of the Hangar Taxiways & Internal Airfield Service Road (Rev. 1) Resolution & Budget Ordinance to be submitted to the MC BOC.
 - Upon motion made by Secretary, Mike Jones, and seconded by member, Pat Corso, the Authority voted 5 to 0 to approve the Hangar Taxiways & Internal Airfield Service Road (Rev. 1) Resolution & Budget Ordinance to be submitted to the MC BOC.
 - **Master Plan**
 - Ratification of the NCDOT DOA Master Plan Agreement Change Request.
 - Upon motion made by Secretary, Mike Jones, and seconded by member, Pat Corso, the Authority voted 5 to 0 to approve the NCDOT DOA Master Plan Agreement Change Request.
 - Requested formal approval of the Hayes Group Contract to complete Strategic Plan Project.
 - Upon motion made by Vice Chairman, Barry Lerman, and seconded by Secretary, Mike Jones, the Authority voted 5 to 0 to approve the Hayes Group Contract to complete Strategic Plan Project and to approve the scope of work.
 - **Local Projects:**
 - Airport Manager, Scott Malta informed the Authority a request was made of Talbert & Bright, Inc to include a fee proposal for Hangar Development in the Hangar Taxi Lane, Access Road & Parking, and Utilities Project.

- Airport Manager, Scott Malta, stated the Main Hangar Door is underway for replacement.
- **Exploratory Project Summaries:**
 - Airport Manager, Scott Malta, informed the Authority the Ramp Rehabilitation Project is in que for consideration by the NCDOT, however it has not been approved at this time. Authority Chairman, Tom McPherson, stated the Authority has set aside the local match for this project should it get approved. Mr. McPherson also indicated he would like a letter to be drafted and sent to Senator McInnis asking for his support for this project upon approval of the Moore County Board of Commissioners. By consensus, the Authority members agreed.
 - Airport Manager, Scott Malta, suggested to the Authority to temporarily suspend moving forward with potential economic development of utilizing unused space and structures at the Airport for projects such as a Restaurant or a Museum due to the impact of the COVID-19 pandemic. The Restaurant RFQ was not distributed and will be held to a later date for release.
 - Airport Manager, Scott Malta, informed the Authority of his conversations with Duke Energy to analyze the lighting at the Airport and research cost saving measures that may be implemented at the Airport. A proposal is being prepared by Duke Energy.

M. Unfinished Business

1. Requested formal approval of the FY 2020/2021 Airport Budget Ordinance to be submitted to the Moore County Board of Commissioners.
 - Upon motion made by Chairman, Tom McPherson, and seconded by Vice Chairman, Barry Lerman, the Authority voted 5 to 0 to approve the FY 2020/2021 Airport Budget Ordinance.
2. Requested formal review and approval of the Elliott Davis Contract for Auditing Services pursuant to the Single Audit Act and Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), and the State Single Audit Act.
 - Upon motion made by Vice Chairman, Barry Lerman, and seconded by Secretary, Mike Jones, the Authority voted 5 to 0 to approve the Elliott Davis Contract for Auditing Services pursuant to the Single Audit Act and Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), and the State Single Audit Act.
3. Requested to review and consider the three submitted Aircraft Maintenance Services RFP(s).
 - After review of the three proposals, the Authority agreed to move forward with a special meeting to have two (2) of the three (3) Maintenance Providers present to the Authority their scope of work.
 - Authority Chairman, Tom McPherson, also directed Airport Manager, Scott Malta, to consider any additional alternatives for Aircraft Maintenance Services at the

Airport.

N. New Business

1. Requested formal review & consideration of the Temporary COVID-19 (Coronavirus) Pandemic Leave Policy implemented by the County of Moore BOC in response to the Families First Coronavirus Response Act.
 - o Upon motion made by Chairman, Tom McPherson, and seconded by Vice Chairman, Barry Lerman, the Authority voted 5 to 0 to approve the Temporary COVID-19 (Coronavirus) Pandemic Leave Policy implemented by the County of Moore BOC in response to the Families First Coronavirus Response Act.

O. Additional Agenda Items

1. Requested formal approval of the Grant Agreement for the Runway, Taxiway and Apron Lights / Signage (Design/Bid Phase) Project.
 - o Upon motion made by member, Pat Corso, and seconded by Vice Chairman, Barry Lerman, the Authority voted 5 to 0 to approve the Grant Agreement for the Runway, Taxiway and Apron Lights / Signage (Design/Bid Phase) Project.

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 Meeting on Tuesday, May 12th, 2020.

Q. Adjournment

1. Chairman, Tom McPherson adjourned at 10:40 a.m.


Tom McPherson Chairman
Moore County Airport Authority


Mike Jones, Secretary
Moore County Airport Authority