



Moore County Airport Authority
Tuesday, June 9th, 2020
Public Meeting – 10:00 a.m.
Minutes

The Moore County Airport Authority Meeting began at 10:00 a.m. on Tuesday, June 9th, 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.

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. Formal request to approve the revised Hangar Waiting List Policy.

E. Conflict of Interest Inquiry was made by Chairman, Tom McPherson.

(None)

F. Approval of Agenda

1. Upon motion made by member, Pat Corso, 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:
May 12th, 2020

- o Upon motion made by member, Pat Corso, and seconded by Vice Chairman, Barry Lerman, the Authority voted 5 to 0 to approve the May 12th, 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:

- o Airport Manager, Scotty Malta, Reported:

- COVID-19 safety measures are in place per recommended guidance.
- Ed Waters has made a request to host a Cirrus Event, with more than 10 participants, at the Airport on July 18th. Airport Manager has requested guidance from Authority due to COVID-19.
 - By consensus, the Authority has recommended the Airport Manager request Mr. Waters to postpone the event until further guidance is given by the NC Governor.
- Hertz car rental is filing for bankruptcy however; still operating with counter representative on restrictive hours and limited guidance. Airport customers have been complaining about contact issues with their reservations.
- A California Chapter 135 Company, JSX, has scheduled several flights to KSOP for golfing events, and are in discussions to make this a more permanent and on-going venture with KSOP.
- Total Flight Solutions has vacated the main hangar. The final draft for the newly selected Maintenance Service Provider is currently under review with the Attorney. Anticipated occupancy is expected approximately June 15, 2020. Hangar cleanup is being conducted by the potential Service

Provider. An inventory will be conducted by Airport prior to June 15th, 2020.

- By consensus, the Authority agrees Airport Manager and Authority Chairman continue negotiations with the selected Maintenance Provider.
 - Banners have been placed on the Airport Fence to recognize local college graduates that were unable to attend graduation due to COVID-19.
 - The issue with the existing Well for closure on Airport Property is currently at a standstill, with continued efforts to get further information on the proper process and responsibility to close the Well.
 - Prior employee, Jane Long, has been re-hired as a resource employee to assist with continued training for newly hired Finance Administrator, Carol Oakley, with the end-of-year procedures/close-out.
 - A pilot feedback card was presented to the Authority that represents superior performance rating of Airport Employees.
 - Fuel Sales report indicates sales trending up now that hotels have re-opened, but less fuel sales than the previous year as expected due to the COVID-19 pandemic.
 - Talbert & Bright, provided a Market Analysis, Summary of Findings. Airport Manager be forwarding document to the Authority for review and comments. Indicates a positive effect on the community.
- Financial Report was summarized by Airport Manager, Scott Malta.
- The Operational Expenses are down from last year.
 - Operating Revenues are also down due to COVID-19.
 - Overall, currently not in a bad situation, but due to COVID-19, below anticipated outcomes.
 - An application for the Cares Act Stimulus is being completed to submit for financial assistance.
 - Authority Chairman, Tom McPherson, inquired about the customer rents.
 - Airport Manager indicated, currently, rents have not been affected.
 - Jet traffic is down from last year and hopeful for a rebound for the Fall Season.
 - Member, Pat Corso, expressed his concerns of a negative Fall Season and inquired about a contingency plan should that be the case.
 - Airport Manager indicated Contingency Plan options will be considered to present to the Authority.
 - The Authority had no further inquiries/comments/action items.
- Operations Report was summarized by Operations Director, Bobbie Cox, Reporting:
- Mr. Cox expressed his gratitude to the Airport Lineman and Facility Maintenance Technicians for a job well done during this difficult time of COVID-19.
 - Replaced both windsocks along the runway.
 - Gattis Construction replaced a broken cable in hangar # 67.
 - Gattis Construction repaired a roof leak in our oil storage unit.
 - Gattis Construction repaired 2 broken linkage brackets on door # 2 in the main hangar.
 - Oil and filter change on GPU # 3.
 - The Authority had no further inquiries/comments/action items.

2. Committed/Exploratory Project Summaries:

○ Grant Projects:

- **Storm Drain and Pipeline Rehabilitation Project** is Closed.
- **Master Plan Project** documents have been provided by TBI for review and are available in the Airport Manager's Conference Room. The NCDOA is expecting a response by June 15, 2020. Upon approval by the NCDOA, Master Plan will then be sent to FAA. Final review is projected for mid-November 2020.
 - The Hayes Group is working to complete the Strategic Plan, upon which will be incorporated into the Master Plan.
 - TBI, Amy McLane, stated a current list of the TIP will be sent along with the Project List submitted for the Master Plan.
- **Hangar Taxi Lane, Access Road & Parking, and Utilities Project.**
 - STI Funded Project Plans and Specifications are 90% complete.
 - T-Hangars & Box Hangars Development have been added to the Project.
 - NPE Funds are being utilized to fund the Hangar Development and will be submitted to NCDOA for approval and the BID package will then be added to the Project by TBI.
- **Airfield Lighting Rehabilitation Project**
 - 30% of plan was submitted to NCDOA on May 15th, 2020, with 60% of the plan expected to be submitted within the next week, June 12th, ahead of the July 17th, 2020 deadline.
 - Bids are expected for late Fall 2020.
- **Cares Act Stimulus Funding**
 - 100% Funding for Fiscal Year 2020 Projects with no match.

○ Local Projects:

- **New Hangar Development by Sierra, LLC** progressing well.
- **Replacing Aviation Drive Lighting with LED Lights**
 - Duke Energy is conducting final review before signing contracts.
- **Replacement of Main Hangar #1 Door** moving forward. RFP draft underway. Will be using NPE Funds.

○ Exploratory Project Summaries:

- Consideration for **Development of a Maintenance Equipment Building.**
- No longer delay moving forward with the consideration of a **Restaurant at the Airport.**

M. Unfinished Business

(None)

N. New Business

(None)

O. Additional Agenda Items

1. Airport Manager, Scott Malta, formally requested the approval of the revised Hangar Waiting List Policy, as presented.
 - o Member, Don Delauter, recommended a few grammar/punctuation corrections, and stated he will forward those suggestions to the Airport Manager.
 - o Upon motion made by member, Don Delauter, and seconded by Secretary, Mike Jones, the Authority voted 5 to 0 to approve the revised Hangar Waiting List Policy as presented by the Airport Manager, Scott Malta, with the suggested grammar/punctuation corrections as presented by member, Don Delauter.
 - o Airport Manager, Scott Malta, indicated he will make the suggested changes before sending the policy out for signature.

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, July 14th, 2020.

Q. Adjournment

1. Chairman, Tom McPherson adjourned at 11:25 a.m.



Tom McPherson Chairman
Moore County Airport Authority



Mike Jones, Secretary
Moore County Airport Authority