



**Moore County Airport Authority Meeting**

*Wednesday, January 10, 2024*

*Public Meeting – 9:00 a.m.*

**Minutes**

The Moore County Airport Authority Meeting for Wednesday, January 10, 2024, was in-person, at The Holly Inn and via Zoom. A quorum was present.

**Authority Members Present:** Adam Kiker, Chairman  
Ken Haenlein, Vice Chairman  
Tom McPherson, Treasurer  
Gene Horne, Secretary  
Roland Gilliam, Member

**Staff Present:** Rick Cloutier, Airport Director  
Carol Oakley, Finance Administrator  
Paul Puszynski, Operations Manager  
Joy Cheechov, Administrative Manager

**Guests Present:** Peter Stilwell, Tarheel Communications  
Steve and Stephen Bright, Talbert & Bright

**CALL TO ORDER:** Chairman Kiker called the meeting to order at 9:01 a.m.

**A. Public Comments**  
None.

**B. Public Comments**  
None.

**C. Additional Agenda Item(s) Requested**  
None.

**D. Conflict of Interest**  
Chairman Kiker asked if there were any conflicts of interest. There were none.

**E. Approval of Agenda**  
The agenda for Wednesday, January 10, 2024, was presented.

M/S -Horne/McPherson – That the Moore County Airport Authority Meeting Agenda was approved for January 10, 2024.

The motion passed by the following vote:

*Yes: Member Gilliam, Secretary Horne, Treasurer McPherson, Vice Chairman Haenlein, Chairman Kiker*

**F. Approval of Previous Meeting Minutes**

Moore County Airport Authority Meeting Minutes Presented: December 13, 2023 and December 22, 2023.

M/S-Gilliam/Haenlein – That the Moore County Airport Authority approve the Meeting Minutes of December 13, 2023 and December 22, 2023.

The motion passed by the following vote:

*Yes: Member Gilliam, Secretary Horne, Treasurer McPherson, Vice Chairman Haenlein, Chairman Kiker*

**G. Consent Approval**

1. 2024 Festival D’Avion Date. Airport Director Cloutier requested that the date for the upcoming Festival D’Avion as October 26, 2024.

M/S-McPherson/Horne- That the Moore County Airport Authority approve the request to have the Festival D’Avion date be set as October 26, 2024.

The motion passed by the following vote:

*Yes: Member Gilliam, Secretary Horne, Treasurer McPherson, Vice Chairman Haenlein, Chairman Kiker*

**H. Old Business**

1. Hangar 57 Door Purchase- Airport Director Cloutier provided an update on the quote received for the Hangar 57 door replacement project. A structural analysis was done. The recommendation is to replace the door. Southeast Powerlift Hydraulic Doors provided a quote, then an updated quote, with the same price of \$159,242.83. The quote is inclusive of engineering, door, installation and warranty. The door will be built onsite. Funding for the project could be taken from capital or from the operating fund.

M/S-Haenlein/Horne-That the Moore County Airport Authority approve the request to purchase a new hangar door, from Southeast Powerlift Hydraulic Doors, for Hangar 57 for \$159,242,83.

The motion passed by the following vote:

*Yes: Member Gilliam, Secretary Horne, Treasurer McPherson, Vice Chairman Haenlein, Chairman Kiker*

**I. New Business**

1. Purchasing Policy Discussion- In December, the Authority asked Airport Staff to prepare a purchasing policy for the Airport. Airport Director Cloutier provided some background and requested direction on how to proceed with some areas. He provided a copy of parts of the County’s purchasing policy. The Airport follows the County of Moore’s purchasing

policy to obtain purchase orders, and includes federal and state guidelines.

Airport Director Cloutier recommends modifying portions of the County policy to meet the Airport's needs.

- The Authority has requested that a reporting element be added to the Purchasing Policy.
- If an item is in the budget, and approved at the budget hearing for that year, then the purchase no longer needs to be brought to the Authority for approval.
- Airport staff will follow state guidelines for competitive purchasing.
- The policy should reference budgeted versus non-budgeted items; and will need to be approved by the Authority at a certain monetary level if unbudgeted.
- The policy should reference the Authority's by-laws.
- For overages, there should be a latitude given to the Airport Director. There should be a percentage or a dollar amount, above the quoted price, approved for the Airport Director to use for the project.
- Regarding invoices, if the purchase has been approved and included in the budget, then the Authority does not need to sign the invoices.

Airport Director Cloutier will have a draft at the next meeting, along with a budget draft for the Authority to review.

2. Architectural Design RFQ: Airport Director Cloutier received two responses to the Architectural Design RFQ, from Alliance and The Wilson Group. Reference checks will be completed by the end of the week. His goal is to send out the information, including the scoring sheet and reference checks, to the committee. The committee will meet and discuss a recommendation. Once the committee meets, then a recommendation will be submitted to the Authority in February 2024.

#### **J. Projects Reports, Summaries and Updates**

1. Airport Director Cloutier provided an update on the storage facility. In November, a discussion was made about a separate negotiation settlement process. Talbert & Bright worked with the State. The DOA responded to move forward with the acquisition, about two weeks ago, prior to Mr. Frye passing away.

Airport Director Cloutier talked about the contract with former Airport Director Maness. He suggested renewing the contract with Mr. Maness to help with the completion of the storage facility acquisition. An offer letter will need to be sent to Mrs. Frye. The agreed upon amount was \$2,300,000.

The hangar construction project is now approved by the state. One review document is pending. Sandhills Building Systems, Inc (SBS) has sent

Airport Staff the AIA documents. SBS believes construction can be completed by end of May, 2024.

Airport Director Cloutier indicated that the new storage building project is still pending because the contractor still needs to submit additional documentation to become DOT-certified.

Regarding the new hangar, there is a tenant identified. The hangar lease amount is to be determined.

2. Financials and Other Key Performance Indicators  
The financial reports are included in the agenda packet. Operating revenues are good. Fuel sales have been good for the past few months.

Measurables look good.

**K. Announcements/Comments**

- American Red Cross Blood Drive: January 29, 2024 (date change)
- Motors & Moore Car Show: March 23, 2024
- Journey Tribute Band Concert: April 20, 2024
- American Red Cross Blood Drive: May 13, 2024
- Motors & Moore Car Show: May 18, 2024
- Motors & Moore Car Show: August 24, 2024
- American Red Cross Blood Drive: September 10, 2024
- Festival D'Avion/Motors & Moore Car Show: October 26, 2024
- American Red Cross Blood Drive: December 10, 2024

**L. Adjournment**

The next regularly scheduled MCA Authority meeting will be held in-person and via Zoom at 9:00 a.m. Wednesday, February 14, 2024. Immediately following the Airport Authority meeting January 10, 2024, a special Authority meeting will begin.

M/S-Horne/McPherson – That the Moore County Airport Authority meeting be adjourned.

The motion passed by the following vote:

*Yes: Member Gilliam, Secretary Horne, Treasurer McPherson, Vice Chairman Haenlein, Chairman Kiker*

The Airport Authority Meeting was adjourned by Chairman Kiker at 10:21 a.m.

  
Adam Kiker, Authority Chairman

  
Gene Horne, Authority Secretary