



Moore County Airport Authority Meeting
Wednesday, February 14, 2024
Public Meeting – 9:00 a.m.
Minutes

The Moore County Airport Authority Meeting for Wednesday, February 14, 2024, was in-person 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
Paul Puszynski, Operations Manager
Carol Oakley, Finance Administrator
Joy Cheechov, Administrative Manager

Guests Present:

Peter Stilwell, Tarheel Communications
Steve and Stephen Bright, Talbert & Bright
Natalie Hawkins, Moore County Economic Development Partnership
Phil Werz, Pinehurst, Southern Pines, and Aberdeen Area CVB
John Lewis
Michael Jones (via Zoom)

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

A. Pledge of Allegiance

Chairman Kiker led the Pledge of Allegiance.

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, February 14, 2024, was presented.

M/S –Horne/Gilliam- That the Moore County Airport Authority Meeting Agenda was approved for February 14, 2024.

The motion passed by the following vote:

Yes: Member Gilliam, Secretary Horne, Treasurer McPherson, Chairman Kiker

Absent: Vice Chairman Haenlein

F. Approval of Previous Meeting Minutes

Moore County Airport Authority Meeting Minutes Presented: January 10, 2024; January 10, 2024 Special Meeting; January 26, 2024 Special Meeting.

M/S – Horne/McPherson— That the Moore County Airport Authority approve the Meeting Minutes of January 10, 2024; January 10, 2024 Special Meeting; and January 26, 2024 Special Meeting.

The motion passed by the following vote:

Yes: Member Gilliam, Secretary Horne, Treasurer McPherson, Chairman Kiker

Absent: Vice Chairman Haenlein

G. New Business

1. Budget Discussion: Airport Director Cloutier introduced a draft of the Fiscal Year 25 budget. The numbers presented are based on averages.

The Airport will have \$95,000 to use for grant matches.

The budget will include a three percent Cost of Living increase in the new budget.

There is a placeholder for a new Business Manager. This position may be filled after the first quarter.

There is also a placeholder for a person/custodian in the Maintenance budget.

A new organization chart will be drafted for head counts.

This budget incorporates the anticipation of higher prices.

This also includes funding to send board members to Board Member training.

Airport Director Cloutier also introduced updates to the Project Request Update spreadsheet.

A Public Hearing will be held for the Fiscal Year 25 budget at the March 2024 Authority meeting.

The Authority will need to approve the CIP at the February 2024 meeting, so that the information can be sent to the County.

M/S – McPherson/Haenlein— That the Moore County Airport Authority approve the FY25 Capital Improvement Projects (CIP), in the amount of \$220,000.

The motion passed by the following vote:

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

2. Commercial Air Service Study Presentation by Natalie Hawkins and Phil Werz: Natalie Hawkins, President of Moore County Economic Development Partnership introduced a request for the Authority to consider a Catchment Leakage Study. She and Phil Werz, President and CEO of Pinehurst, Southern Pines and Aberdeen Area CVB co-authored a memo to the Business Advisory Committee (BAC). Because of Airport Director Cloutier’s previous experience bringing commercial services to Concord, the BAC unanimously proposed to bring a proposal to the Authority to conduct a Catchment Study as a first step to possibly bringing air service to Moore County. The study would look at demographics, household incomes, travel patterns, etc. Commercial service would support business development, economy, tourism, and transportation connectivity.

The cost is estimated to be approximately \$20,000; and will take approximately three months to complete. This study would not cost the Airport any out-of-pocket money. The Pinehurst, Southern Pines and Aberdeen Convention and Visitor’s Bureau has money this fiscal year to pay for the study. However, the study needs to be completed and received by the Airport before June 30.

M/S- Horne/Haenlein – That the Moore County Airport Authority authorize an agreement with the Pinehurst, Southern Pines, Aberdeen Convention and Visitor’s Bureau to do a Catchment Leakage Study to determine if bringing back commercial services to KSOP is viable, with a net zero budget. Any overages for the study must be presented to the Authority prior to being approved.

The motion passed by the following vote:

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

H. Old Business

1. Purchasing Policy

Airport Director Cloutier introduced a draft of the Purchasing Policy. Information on Page 7 and Page 12 will be discussed at this meeting.

Discussions were about unbudgeted versus budgeted bids.

The by-laws will need to be changed once the Purchasing Policy is approved.

The policy will be brought back in March for action.

2. Architectural RFQ Update

Airport Director Cloutier talked about releasing an RFP for Architectural Design. Two responses were received. Onsite interviews will be held on February 29,

2024, starting at 1:00 p.m. A recommendation will be presented to the Authority in March 2024.

I. Projects Reports, Summaries and Updates

1. Spreadsheet Tracking: Management Projects, Capital Projects, and Grants Reviewed

There is some construction progress on Hangar 72. The contractor is waiting for a building permit. Construction is scheduled to be completed at the end of May, 2024.

In regards to the Storage Units update, work is being done to formalize the contract for Mrs. Frye. This includes the purchase price and documentation. Mrs. Frye has agreed to sell at the purchase price.

Regarding the Cockman property, the building cannot be burnt down without permission.

2. Financials and Other Key Performance Indicators

Sales of Avgas is down. Total gallons still up. Traffic is good, but down.

L. Announcements/Comments

- Motors & Moore Car Show: March 23, 2024
- Journey Tribute Band Concert: April 20, 2024
- Young Eagles: April 27, 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: October 26, 2024
- Motors & Moore Car Show: October 26, 2024
- American Red Cross Blood Drive: December 10, 2024

M. Adjournment

The next MCA Authority meeting will be held in-person and via Zoom at 9:00 a.m. Wednesday, March 13, 2024.

The Airport Authority Meeting was adjourned by Chairman Kiker at 10:35 a.m.


Adam Kiker, Authority Chairman


Gene Horne, Authority Secretary