



**Moore County Airport Authority Meeting**

*Wednesday, March 13, 2024*

*Public Meeting – 9:00 a.m.*

**Minutes**

The Moore County Airport Authority Meeting for Wednesday, March 13, 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  
Carol Oakley, Finance Administrator  
Paul Puszynski, Operations Manager  
Joy Cheechov, Administrative Manager

**Guests Present:** Peter Stilwell, Tarheel Communications Solutions  
John Lewis  
Steve and Stephen Bright, Talbert & Bright (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**

- NCAA Conference (April 3 – 5)
- Taxiway
- House Mover – 8036 Aviation Drive “Cockman Property”
- Remove Purchasing Policy; Table for Future Agenda

**D. Approval of Agenda**

The revised agenda for Wednesday, March 13, 2024, was presented.

M/S –McPherson/Horne– That the revised Moore County Airport Authority Meeting Agenda was approved for March 13, 2024.

The motion passed by the following vote:

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

**E. Conflict of Interest**

None.

**F. Approval of Previous Meeting Minutes**

Moore County Airport Authority Meeting Minutes Presented: February 14, 2024.

M/S-Horne/McPherson-That the Moore County Airport Authority approve the Meeting Minutes of February 14, 2024.

The motion passed by the following vote:

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

**G. Public Hearing**

2024-2025 Budget: Airport Director Cloutier introduced the updated budget for the Fiscal Year 2025.

Treasurer McPherson met with Airport Director Cloutier to review the budget in depth.

Chairman Kiker asked for a motion to open the Public Hearing.

M/S-Horne/McPherson-That the Moore County Airport Authority open a public hearing to discuss the Fiscal Year 2024-2025 (FY25) Budget for the Airport.

The motion passed by the following vote:

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

Chairman Kiker asked if there were any public comments regarding the FY25 Budget. There were none.

Chairman Kiker asked if there was a motion to close the public hearing.

M/S-Haenlein/Horne-That the Moore County Airport Authority close the public hearing.

The motion passed by the following vote:

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

Chairman Kiker asked if there was a motion to approve the FY25 Budget Ordinance, as stated.

Treasurer McPherson talked about the overall condition of the Airport's finances. He said that the budget is constructed conservatively.

The budget includes an additional staff member for Administration, and an additional staff member for Maintenance. Currently, there is a line item budgeted in FY24 for a Part-Time Line Service Technician. For the next fiscal year, the position will revert to a Part-Time Resource Line Service Technician. There is also a three percent COLA integrated into the budget.

There is a policy regarding hangar rates. The new budget includes a three percent rate increase for hangar and storage units.

Treasurer McPherson requested that at the next meeting, the rate sheet be attached so that the Authority can review the sheet.

The insurance estimate increased drastically for the new year. This was due to the new hangars and Hangar 71 being added. Chairman Kiker asked that for the future to get a second quote due to the increased price.

For the May agenda, the Authority requests a review of the insurance situation; maybe have an insurance agent give a 15-minute presentation.

Chairman Kiker mentioned that the Airport may see an increase in activity, after the US Open, resulting in additional revenue opportunities. The data points would be interesting to see.

Pinehurst No. 2 will be closed to redo the greens; the Airport may see a dip in activity.

M/S-McPherson/Haenlein-That the Moore County Airport Authority approve the FY25 Budget, and Budget Ordinance as stated.

The motion passed by the following vote:

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

**H. Consent Approval**

1. Agreement with Mauldin & Jenkins for Audit Services: Airport Director Cloutier introduced agreements with Mauldin & Jenkins for financial auditing services. Mauldin & Jenkins has provided audit services to the Airport and County for the past two years.

M/S-Gilliam/Horne—That the Moore County Airport Authority approve the three-year contract between the Moore County Airport Authority and Mauldin & Jenkins, in the amount of \$22,000; and approve the new five-year agreement with Mauldin & Jenkins in the amounts of \$23,000 for FY25, \$24,000 for FY26, \$25,000 for FY27, \$26,000 for FY28, and \$27,000 for FY29 respectively; and that the Airport Director, Representative of the Moore County Airport Authority, or his designee, is hereby authorized and empowered to execute and submit Local Government Commission (LGC) Audit Services Contracts and Engagement Letters to the LGC.

The motion passed by the following vote:

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

**I. New Business**

1. Cancellation of June Authority Meeting: Airport Director Cloutier is requesting a rescheduling of the June 12 Authority meeting due to the US Open. He suggested the week before the US Open.

M/S-Horne/McPherson-That the Moore County Airport Authority move the regularly scheduled June meeting to June 5, 2024 at 9:30 a.m.

The motion passed by the following vote:

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

2. Taxiway: Chairman Kiker requested that a discussion about the taxiway be added to the agenda. He requested having a discussion with Talbert & Bright to see if changes to the taxiway, between Hangar 57 and the new

hangars can be considered. The issue is space when there are two or more planes taxiing to and from the hangars.

Parking is also an issue when planes are trying to taxi. Vice Chairman Haenlein asked to consider also putting no parking signs up near some of the hangars.

3. Cockman Property Movers (8036 Aviation Drive): Member Gilliam talked about moving the home at 8036 Aviation Drive. The house mover is ready to move the house. We would need to get an insurance certificate from him, and a note he has to get all permits involved. Airport Director Cloutier mentioned that in the new fiscal year budget there is a \$950,000 ROFA project. The Airport will need to follow the steps with environmental review. If we don't follow the processes, we may risk getting approval for other projects related to ROFA.

The Authority also wants to ensure that there is no undo favoritism. It was confirmed that the removal of the home was advertised, but there were no responses.

Airport Director Cloutier will research on both environmental and purchasing issues related to removing the house.

#### **J. Old Business**

1. Architectural Design RFQ Award: Chairman Kiker gave a brief summary of the Architectural Design RFQ interviews.

The Airport received two responses to the RFQ for Architectural Design. The recommendation to the Authority is to elevate Alliance for contract negotiations. Alliance demonstrated charisma, a sense of place; and they have higher resource levels.

M/S-Horne/McPherson-That the Moore County Airport Authority authorizes Airport Director Cloutier to enter into contract negotiations with Alliance.

The motion passed by the following vote:

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

2. Purchasing Policy: Chairman Kiker requested that this item be moved to a future agenda. The consensus of the Authority members was to push it to a future meeting.

**K. Projects Reports, Summaries and Updates**

1. Airport Director Cloutier provided updates for the following:
  - An official offer has been made to the owner of the storage property (185 Storage Drive). Mrs. Frye has received the offer and is reviewing it with her lawyer.
  - Construction at Hangar 72 has started. The pad and foundation will be poured. It is anticipated that occupancy will be in early June. There was a change order, for \$26,133, to paint the steel.
  - The Airport is still working on approvals for the Storage/Maintenance Building.
  - The US Open preparations are going well. Staff is meeting bi-monthly. Peter Stilwell is finalizing the logistics for furniture; staff volunteers – there will be 600 volunteer shifts during the week. There will be six to eight official caterers. A landing page for the US Open has been added to the Airport’s website. The landing fees and other fees should be ready for the next Authority meeting.
  - The contractor responsible for repairing the Hangar 57 door will be staging metal around April 17 and 18. Weather permitting, the project will be completed May 11.
2. Financials and Other Key Performance Indicators
  - For February, 100LL sales are down a bit; Jet sales are up about 16 percent; overall sales are up. For the next meeting, please provide the sources and uses of cash for the year. The Airport’s capital outlay is much more than in past years. The Airport has received half of the \$5,000,000 grant. The other half will be distributed in June.

**L. Announcements/Comments**

- Motors & Moore Car Show: March 23, 2024
  - NCAA Conference: April 3 – 5, 2024 (Airport Director Cloutier will send the agenda to the Authority.)
  - Journey Tribute Band Concert: April 20, 2024
  - Young Eagles: RESCHEDULED TO MAY 4 ~~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
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- Secretary Horne suggested it would be a good time to have a Meet and Greet with the County Commissioners at the Airport.

**M. Adjournment**

The next MCA Authority meeting will be held in-person and via Zoom at 9:00 a.m. Wednesday, April 10, 2024.

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 10:20 a.m.



Adam Kiker, Authority Chairman



Gene Horne, Authority Secretary