



Moore County Airport Authority Meeting

Wednesday, May 8, 2024

Public Meeting – 9:00 a.m.

Minutes

The Moore County Airport Authority Meeting for Wednesday, May 8, 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 (via Zoom)

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

Guests Present: John Lewis
Pamela Partis
Tony Laws
Pete Wartena
Peter Stilwell
Michael Jones
Steve and Stephen Bright (via Zoom)

CALL TO ORDER: Chairman Kiker called the meeting to order at 9:00 a.m.

A. Pledge of Allegiance

Chairman Kiker led the Pledge of Allegiance.

B. Public Comments

Pamela Partis, Executive Director of Vision 4 Moore, wanted to thank everyone in person. Everyone had a fabulous time. The concert was very successful. There was a small delay because of the weather, but everything else went perfectly. Several residents of Whispering Pines stopped by to give feedback to Ms. Partis. They visited the airport for the first time; and excitedly participated in an event at the airport. The highlight was when a jet landed; everyone was very excited. One of the passengers from the jet got off the plane and asked if the concert was for him.

C. Additional Agenda Item(s) Requested

1. J1: Hangar 57 Door
2. Purchase of Storage Area
3. 139 Study

D. Approval of Agenda

The revised agenda for Wednesday, May 8, 2024, was presented.

M/S-McPherson/Horne — That the revised Moore County Airport Authority Meeting Agenda was approved for May 8, 2024.

The motion passed by the following vote:

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

E. Conflict of Interest

Chairman Kiker asked if there were any conflicts of interest. There were none.

F. Approval of Previous Meeting Minutes

Moore County Airport Authority Meeting Minutes Presented: April 10, 2024 and April 18, 2024.

Treasurer McPherson asked to include sources and uses of cash reports, and a comprehensive view of funding sources.

M/S-Horne/McPherson - That the Moore County Airport Authority approve the Meeting Minutes of April 10, 2024, and April 18, 2024.

The motion passed by the following vote:

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

G. Consent Approval

1. County of Moore General Management Contract: Airport Director Cloutier introduced the contract. This is the annual renewal contract for the management of Moore County Airport. There are no changes from the previous contracts, except the date.

M/S-Gilliam/Horne-That the Moore County Airport Authority approve the agreement between the County of Moore and the Moore County Airport Authority; and the Airport Authority Chairman, or his designee, is authorized to sign the Airport Management Contract with the County.

The motion passed by the following vote:

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

H. New Business

1. DST Hangar Lease Amendment: Airport Director Cloutier introduced a request by DST to convert the bathroom at Hangar 57 to a private bathroom. DST's lease specifically states that the bathroom is to be made available to other base customers. DST Operations Manager Pete Wartena presented the reasons why DST is requesting a modification to the lease. DST would change the locks on the inside and outside; and be responsible for maintenance of and cleaning of the bathroom. There were two main reasons: the lock system is cumbersome. The bathroom can

be locked from the inside and outside. If someone forgets to unlock the outside lock, then people have been known to enter the hangar to access the bathroom. There have been a few confrontations. Security issues were also cited as a reason for DST to close the bathroom to the public.

If approved, Airport staff would still be able to access the bathroom.

Because the other public bathroom is approximately 600 feet away. Airport staff will need to establish an alternative to closing the bathroom. Airport staff will look into adding a bathroom to the Storage Building; portable units; or converting an end unit to a bathroom. Staff will bring options to the Authority for approval.

Mr. Michael Jones stated that it would be an inconvenience for people; however, he understands the need to have the bathroom closed off. He would be very grateful if service could still be provided to that side of the field.

Airport Director Cloutier will present a lease amendment at the Authority's June 5, 2024 meeting. The amendment will allow DST full control of the bathroom. It will also include DST's responsibilities in maintaining the bathroom and septic system, cleaning and supplying dry goods for the bathroom.

Tenants would be given a 30-day notice that the bathroom will be closed to the public starting July 1, 2024.

I. Projects Reports, Summaries and Updates:

1. Airport Director Cloutier provided updates on the following items:
 - US Open: Airport staff is working with the FAA; the temporary tower has arrived. The FAA will issue a NOTAM 30 days out. The Airport has established an online reservation system. The reservation system includes arrival times, dates, and services needed. Proper notice must be given to base customers. Meetings will be held for base customers to answer any questions about processes during the Open. During the Open, communications will be open. A parking plan is in place. Peter Stilwell, of Tarheel Communications, provided updates regarding volunteers. There are close to 600 hour shifts covered. There will be outside and inside operations teams. Passenger movements will be handled by Peter and his team. The FBO will have a clubhouse look. All furniture has been donated. Water has been donated. North Carolina graphics will be on the windows. Catering is being finalized with local restaurants being included. A large sponsor pulled out, and so Peter is working on the sponsorship.
 - Hangar 72: the door is up; concrete will be poured next week. The only thing that may hold up a certificate of occupancy is Duke Energy hasn't committed to when they will put a new transformer in.
 - Part 139 Ops: Last Wednesday, the FAA approved the temporary Part 139 Certificate. They had to do an inspection of logs and the training program. Official approval will be given today. Wasserman and a couple of airlines will provide commercial service on Sunday evening. The temporary Part 139 certificate will be the first done in the Eastern FAA region.
 - Catchment Area Study: Voltaire Aviation has been working on the feasibility study. They will present at the June 5 Authority meeting. The numbers look pretty good. The temporary certificate process gave staff an idea about

what a more permanent certificate process would look like. The temporary certificate expires right after the US Open. An Index B AARF firetruck will be onsite. There will be two temporary contract firefighters from Concord coming. PGA Tours will pay for these expenses.

- Hangar 57 Door: The replacement door project will start next week. The project should be done within two weeks.
- Storage Building: The project is stalled still due to certification issues. The metal has been purchased. It is on the Airport Director's list. This may be something that has to be discussed further.

2. Financials: Airport Director Cloutier said that low led fuel sales were down in April. Jet fuel sales were up. Total gallons are up about 13% from last year. Overall, revenue is up over last year by almost \$450,000. Treasurer McPherson is requesting a summary list of capital outlays.

- The Transportation Reserve Fund Grant (TRFG) grant funds have been received. In addition, the scope of work expected from Alliance has been received. The committee is reviewing the scope. The company is supposed to send a fee for services. The contract should be ready for the Authority's review and decision, June 5, 2024.

J. Announcements/Comments:

The parking lot looks a lot better. It cost about \$19,000 and was paid from the maintenance budget. The landscaping looks good too. Flowers were donated; and the Whispering Pines Garden Club planted them.

Treasurer McPherson asked if the rental car sign, near the flagpole, was temporary. Airport Director Cloutier stated that the sign is temporary, until the Town of Southern Pines approves the permanent sign. One of the scopes in the upcoming terminal contract will include way finding.

Young Eagles was canceled due to weather concerns. The next one will be in the Fall.

- American Red Cross Blood Drive: May 13, 2024
- Motors & Moore Car Show: May 18, 2024
- Moore County Airport Authority Meeting: **RESCHEDULED** to June 5, 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

L. Closed Session

1. Pursuant to N.C.G.S. 143-318.11 (5) ii, the Airport Authority met to consider and discuss the amount of compensation and other material matters of an employment contract or proposed employment contract.
2. Pursuant to N.C.G.S. 143-318-11 (a)(5), the Airport Authority met to consider and discuss the negotiations of price and terms of a contract concerning the acquisition of real property.

M/S-Horne/Gilliam– To enter into Closed Session.

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

M/S—Horne/Gilliam - To close the Closed Session and return to Open Session

The motion passed by the following vote:

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

A motion was needed to approve the modified agreement of purchase/sale of the storage property at 185 Storage Drive.

M/S—Haenlein/Horne – That the Moore County Airport Authority approve the modified agreement of purchase/sale of the storage property at 185 Storage Drive.

The motion passed by the following vote:

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

M. Adjournment

The next MCA Authority meeting will be held in-person and via Zoom at 9:30 a.m. Wednesday, June 5, 2024.

M/S-Horne/McPherson-That the Moore County Airport Authority adjourn the meeting.

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 11:02 a.m.



Adam Kiker, Authority Chairman



Gene Horne, Authority Secretary

**RESOLUTION OF THE MOORE COUNTY AIRPORT AUTHORITY APPROVING A
BUDGET AMENDMENT TO THE FY 24 BUDGET**

WHEREAS, on April 4, 2023, Moore County Airport Authority approved the Moore County Airport Fiscal Year 2024 (FY24) budget; and

WHEREAS, in June 2023, the Moore County Airport Authority approved the purchase of Hangar 71; and

WHEREAS, the Airport also had unexpected expenses including building and grounds maintenance (repair of an HVAC system, the replacement of Hangar 57's door, parking lot improvements), along with increases in water and electrical services costs; and

WHEREAS, the Airport requests a budget amendment be approved to appropriate funds from Retained Earnings as follows:

Add:

GL 640 37040 57569 "Hangar 71 Dept Principal"; adding \$1,000,000 to the budget amount for a new budget amount of \$1,000,000

GL 640 37041 57662 "Hangar 71 Debt Interest", adding \$55,000 for a new budget amount of \$55,000

Increase:

GL 640 44080 53500 "Building Maintenance" by \$75,000 for a new budget amount of \$216,000

GL 640 44080 53300 "Electric" by \$20,000 for a new budget amount of \$88,000

GL 640 19000 36002 "Appropriated Retained Earnings" by \$1,150,000

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the Moore County Airport Authority approve a budget amendment to its FY24 budget appropriating \$1,150,000 from Retained Earnings to various accounts.

DULY ADOPTED by the Moore County Airport Authority at its regular meeting held on the 5TH day of JUNE, 2024 at which meeting a quorum was present.



Adam Kiker, Chairman
Moore County Airport Authority

Tom McPherson, Treasurer
Moore County Airport Authority