



**Moore County Airport Authority Meeting**  
*Wednesday, July 10, 2024*  
*Public Meeting – 9:30 a.m.*  
**Minutes**

The Moore County Airport Authority Meeting for Wednesday, July 10, 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

**Guests Present:** Peter Stillwell  
Tony Laws

**CALL TO ORDER:** Chairman Kiker called the meeting to order at 9:30 a.m.

- A. **Pledge of Allegiance**  
Chairman Kiker led the Pledge of Allegiance.
  
- B. **Public Comments**  
None
  
- C. **Request for Additional Items**  
None
  
- D. **Additional Agenda Items**  
None
  
- E. **Conflict of Interest**  
Chairman Kiker asked if there were any conflicts of interest.  
  
None
  
- F. **Approval of Agenda**  
The agenda for Wednesday, July 29, 2024, was presented.  
Chairman Kiker asked for a motion to approve the agenda.

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

The motion passed by the following vote:

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

**G. Approval of Previous Meeting Minutes**

Chairman Kiker asked for a motion to approve the minutes of June 5, 2024.

M-Horne/S -McPherson — That the Moore County Airport Authority Meeting minutes of June 5, 2024, be approved.

The motion passed by the following vote:

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

**H. Consent Agenda**

1. Tarheel Communication Contract Extension

Motion to approve the consent agenda

M-McPherson/S -Horne

The motion passed by the following vote:

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

**I. Old Business**

1. Agreement with Alliance Architects

Discussion was held on contract with Alliance Architects for architectural services for new terminal building.

The amount of this contract is not to exceed the amount of \$347,984.48

**Discussion:** This item was previously tabled at the June board meeting. Director Cloutier discussed the contract with Alliance architects. This contract would be an approximately six-month effort to prepare the board for with schematic designs to give the board alternatives to move forward with construction and final design.

This project will include evaluation of current terminal area facilities, public meetings, board visioning discussions of evaluation of all the terminal area facility.

Member McPherson asked discussed the timeframe for the project and questioned if the project included sources of funding.

Director Cloutier explained that sections of the project are to identify possible funding sources bring that information to the board.

Chairman Kiker questioned the cost of the project and that he considered it high for the first phase of the project.

Director Cloutier discussed that this is a not to exceed amount and would be billed by actual hours and tasks. All tasks/hours would be managed.

Chairman Kiker asked if any board members had any other discussion.

Chairman Kiker asked for a motion to approve the work agreement with Alliance Architects.

Motion was made for approval of the work agreement for Alliance Architects and allow airport director to execute documents once reviewed and approved by the attorney.

M-McPherson/S -Gilliam

The motion passed by the following vote:

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

2. Part 139 Update-

Discussion- Director Cloutier discussed the requirements for the airport to reestablish scheduled air service would be the need to recertify as a FAA Part 139 airport. Some of the items to be completed to do this require airport staff to write and submit a part 139 "Airport Certification Manual" (ACM), new "Emergency Procedures Manual" (AEP), and perform an "Impact Assessment" for commercial service. Once these are completed then the FAA would work with the airport to acquire the proper commercial service airport equipment.

NO authority action is needed currently. Airport staff will continue to gather information and be prepared to submit that information to the board at future meetings.

3. Volaire Aviation Consultants- Air Service Development Program contract.

Discussion- Chairman Kiker discussed the presentations the Airport Board, Business Advisory Committee received during June that presented the findings of the Air Service Study that was conducted. As discussed in previous meetings these results were very interesting and showed the possibilities for scheduled air service at SOP.

Director Cloutier discussed the next steps to explore air service development possibilities would be to pursue some air service development plans to investigate the possibilities of air service development.

Voltaire Aviation Consultants has submitted a scope of work and consulting services agreement to assist the airport to investigate the potential for air service.

Director Cloutier discussed the tasks of the agreement, and the two different options of the agreement of the "Per Project Fee Schedule" or the "Retainer Fee" schedule. The per project schedule charges for each individual task as they are completed. The retainer fee schedule is a monthly fee spread out over the term of the two-year contract.

Member McPherson discussed these options and felt that the retainer fee option could create savings for the airport.

Director Cloutier said that he has had discussions with other groups in the region and they have committed to cost sharing in these efforts.

Chairman Kiker asked if there was any additional discussion and if not asked for a motion.

A Motion was made to approve the agreement for the retainer option

M/S- Haenlein/McPherson

The motion passed by the following vote:

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

**J. New Business**

**1. Contract For Bull Dog Duty Free**

Discussion- Director Cloutier discussed the agreement with Bull Dog Duty Free.

This company was one of the sponsors during the U.S. Open in June. Bull Dog Duty Free provides merchandise for sales to airports/FBO's throughout the country. Some of the examples of merchandise is watches, jewelry, sunglasses, and other items.

During the Open Director Cloutier met with the company and they discussed permanent presence at the FBO. The company provides all the merchandise, inventory and delivery. All the transactions are processed through the company point of sale system. The company provides training to the staff to process transactions.

The airport would receive a monthly fee for providing staff to process transactions and store the merchandise. The airport would also payment of percentage of sales if quarterly sales goals are met.

A motion was made to approve the agreement with Bull Dog Duty Free

M/S-Gilliam/ Horne

The motion passed by the following vote:

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

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

1. Spreadsheet Tracking: Management Projects, Capital Projects, and Grants Reviewed
2. Financials and Other Key Performance Indicators

**L. Announcements/Comments**

1. Motors & Moore Car Show: August 24, 2024
2. American Red Cross Blood Drive: September 10, 2024
3. Festival D'Avion: October 26, 2024
4. Motors & Moore Car Show: October 26, 2024
5. American Red Cross Blood Drive: December 10, 2024

**M. Closed Session**

1. Pursuant to N.C.G.S. 143-318.11 (5) ii, the Airport Authority will meet 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 will meet to consider and discuss the negotiations of price and terms of a contract concerning the acquisition of real property.

M/S- Horne / Gilliam

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

M/S-McPherson / Haenlein -To return to Open Session

The motion passed by the following vote:

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

*\*No items voted on as a result of closed session*

**N. Adjournment**

Chairman Kiker asked for a motion to adjourn

M/S – Gilliam / Haenlein

The Motion passed by the following vote:

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

The next MCA Authority meeting will be held in-person and via Zoom at 9:00 a.m. Wednesday, August 14, 2024.

The Airport Authority Meeting was adjourned by Chairman Kiker at 11:40 am.



Adam Kiker, Authority Chairman



Gene Horne, Authority Secretary