



**Moore County Airport Authority Meeting**

*Wednesday, October 11, 2023*

*Public Meeting – 9:00 a.m.*

**Minutes**

The Moore County Airport Authority Meeting for Wednesday, October 11, 2023, was in-person and via Zoom. A quorum was present.

- Authority Members Present:** Adam Kiker, Chairman  
Ken Haenlein, Vice Chairman  
Tom McPherson, Treasurer  
Roland Gilliam, Member
- Authority Members Absent:** Gene Horne, Secretary
- Staff Present:** Rick Cloutier, Airport Director  
Carol Oakley, Finance Administrator  
Paul Puszynski, Operations Manager  
Joy Cheechov, Administrative Manager
- Guests Present:** Ron Maness, Consultant  
Gray Cockman, Auto Choice Car Rental  
Steve and Stephen Bright, Talbert & Bright  
John Lewis  
Peter Stilwell, Tarheel Communications  
John Wright, Blue Air Training  
Chris Edwards, Blue Air Training

**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**  
None.
- C. Additional Agenda Item(s) Requested**  
Chairman Kiker asked if there were any additional agenda items that should be added to the agenda for October 11. There were 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, October 11, 2023, was presented.

M/S – McPherson/Gilliam – That the Moore County Airport Authority Meeting Agenda was approved for October 11, 2023.

The motion passed by the following vote:

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

**F. Approval of Previous Meeting Minutes**

Moore County Airport Authority Meeting Minutes Presented: September 13, 2023.

Chairman Kiker asked if there were any modifications needed for the September 13, 2023 minutes. There were none.

M/S – Haenlein/McPherson-That the Moore County Airport Authority approve the Meeting Minutes of September 13, 2023.

The motion passed by the following vote:

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

**G. New Business**

1. Welcome to Rick Cloutier: Chairman Kiker gave a brief introduction and welcome to Rick Cloutier. Consultant Maness welcomed Director Cloutier.
2. Airport Building Air-side Signage: Consultant Maness provided an update on the terminal project. Painting has been done, canopies have been finished, breakroom has been completed; façade around the building has been completely redone. A lit sign was taken down. Consultant Maness is requesting approval to replace the sign and place the new one closer to the terminal. Consensus is to minimize investment; place the sign in a different location. Director Cloutier will look at options and bring this item back to the Authority. Consultant Maness stated that the contractor should be finished with the work in the next 30 days.
3. Annual Planning Meeting Schedule: Consultant Maness provided information about the annual meeting. These meetings are usually held at the beginning of the calendar year. Prioritize projects then. Treasurer McPherson recommended the Authority schedule the meeting for January. Chairman Kiker suggested he work with Director Cloutier in the next month to brainstorm about the agenda of the meeting; what the Authority wants to accomplish; and pick some dates at the next meeting. Consultant Maness mentioned that the location of the meeting be considered too. Director Cloutier will send out a few January meeting date options to the Authority.
4. Plan for Post-US Open Terminal Improvements: Chairman Kiker indicated that there is an additional \$5 million being given to the Airport for terminal improvements. Once the US Open is completed, the Authority will start looking at plans to have another airport terminal building built. Director Cloutier has been in contact with The Wilson Group and has reviewed their concept report; and will establish some initial meetings. Director Cloutier has talked with Steve

and Stephen Bright about what the Airport and Authority needs to do i.e., Airspace Study, the environmental, etc. regarding terminal improvements. January will be a good start to have initial discussions on designs. The architectural design is included in the budgeted \$200,000. The Airport will have a meeting with Talbert & Bright to discuss the project team.

The Ramp Rehabilitation Project will be approximately \$12 million. The DOA may be able to pay for the design phase of the project if the project is broken down into phases.

The goal before 2029 is to complete a new terminal building and ramp rehabilitation project.

Director Cloutier suggests bringing The Wilson Group on board to meet to see if they can meet the Airport's needs.

It was suggested to form a committee – Chairman Kiker and Treasurer McPherson - to meet with The Wilson Group and Talbert & Bright. Concerns and expectations will be discussed.

#### **H. Old Business**

1. Frye Property Acquisition Update – Consultant Maness talked with Mr. Frye on Monday to provide an update. This is a priority for the Airport. He shared the new appraisal with Mr. Frye. This was moved to the Closed Session Agenda.

M/S-Haenlein/McPherson-To move the discussion about the Frye Property item to Closed Session.

The motion passed by the following vote:

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

*Absent: Secretary Horne*

2. Hangar 57 Door Repair: Operations Manager Puszynski talked about the two quotes that he received for the Hangar 57 door repair project. In his research, he found that Stack Doors makes doors that are only 19 feet high. The hangar is 24 feet high. Director Cloutier recommended to hold off on making any decisions; to bring in a structural engineer to ensure replacing the door is the best option. This will also allow the Airport to identify funding. The Airport will also need to take into account how any actions affect the operations at Hangar 57. This will be a very specific action item at the November meeting.
3. Auto Choice Update: Gray Cockman, Rental Manager of Auto Choice, was in attendance. Consultant Maness indicated that an RFP is necessary. Mr. Cockman has moved vehicles to the Airport. From the last meeting, Hertz will vacate the premises at the end of November. It would take about 60 days to issue an RFP, then review the responses and award a contract. Auto Choice's goal is to have a permanent presence at the Airport. The Authority approved the issuance of an RFP; and for Airport staff to work with Auto Choice to enter into an agreement for the short-term.
4. AWOS Clearing Update: Consultant Maness started the discussion about receiving three quotes. The range is from a high of around \$90,000, \$50,000,

and a low one at being \$44,500. The Airport wants the area cleared, none of the debris visible, and to seed the area to allow for mowing. There may be some grant funds available to help pay for this project. This project was unbudgeted. Treasurer McPherson asked to identify where funding would be coming from. Chairman Kiker asked that Director Cloutier and Consultant Maness send an email update when the project will start.

M/S-Haenlein/Gilliam – That the Moore County Airport Authority approve the quote with Carlisle; and to start the project after the Festival D’Avion.

The motion passed by the following vote:

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

*Absent: Secretary Horne*

#### **I. Project Reports, Summaries and Updates**

1. Consultant Maness provided updates about projects that are still in progress. These projects include the Corporate Hangar Construction, and the Storage Building Construction. The issue the Airport is facing is conforming to the Department of Transportation’s requirements. Currently the Department of Aviation (DOA) is under the Department of Transportation (DOT), and the DOA is struggling to understand the DOT’s requirements and how they apply to what the Airport is doing. One of the contractors has complied with the DOT requirements. One of the contractors is beginning the process. SCIF money has been identified for the two projects. Director Cloutier will work with the DOA next week, to see if he can get the DOA to help further. If any Authority members wish to join Director Cloutier next week, the Authority can let him know.
2. Audit Status: Consultant Maness said that the audit is on track. The process is tedious. Finance Administrator Oakley has put in a lot of time; and has worked closely with the auditor this year. The auditor recommended a CPA, and DebtBook for GASB requirements. The County needs to provide Trial balances. The Airport is waiting for the auditor to request information from the County before the audit is completed. The audit has been more in depth this year.

**Outstanding Reimbursements:** Consultant Maness and Finance Manager Oakley said that there is a \$560,000 reimbursement due any day. The Airport has been waiting for it for a couple of weeks. There was a delay due to tax calculations.

**Financial Reporting Challenges:** Consultant Maness stated that the Balance Sheets were modified for 461 and 640. Capital Projects were added. This topic was added by Treasurer McPherson for Director Cloutier’s consideration when putting together an agenda for what is important for the next few months. The Authority put a policy in place about a year ago, which is not being closely followed.

Consultant Maness provided an update on finances. July and August fuel sales were slow compared to previous years due to runway closures. Fuel sales increased in September. Expenses are lower due to fuel and acquisition of fuels.

The Airport turned a \$200,000 operating profit in the first three months. Runway closures hurt the Airport.

Member Gilliam asked the Airport to keep their eyes open for a Cherokee that came into his area, ran over a cone, took off, came back and ran into a fence; then took off. This incident happened last Wednesday, at 3:30 p.m. No one was able to get a tail number.

Peter Stilwell, of Tarheel Communications, gave an update regarding the Festival. A few aircraft have been deployed, so they won't be able to participate. Ticket sales are going well. He talked about the blood drive. The drives have been successful. The venue is liked. The Advisory Committee is scheduled to meet a week from Monday. One thing Mr. Stilwell needs from the Authority is someone to sit in during the meetings. Chairman Kiker volunteered to sit in the meetings.

Chairman Kiker asked to take a five-minute recess at 10:40 a.m. The Authority reconvened at 10:50 a.m.

**J. Closed Session**

M/S-Gilliam/Haenlein– That the Moore County Airport Authority to enter into Closed Session.

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

*Absent: Secretary Horne*

1. Pursuant to N.C.G.S. 143-318-11(a)(5)(i), the Authority met in closed session to establish, and instruct the public body's staff concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease regarding the acquisition of 185 Storage Drive.
2. Pursuant to N.C.G.S. 143-318-11(a)(5)(ii), the Authority met in closed session to establish, and instruct the public body's staff concerning the position to be taken by or on behalf of the public body in negotiating the amount of compensation and other material terms of an employment contract or proposed employment contract: Airline Training Consultants, LLC (Ron Maness).

M/S - McPherson/Gilliam-That the Moore County Airport Authority return to Open Session.

The motion passed by the following vote:

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

*Absent: Secretary Horne*

M/S - McPherson/Gilliam-That the Moore County Airport Authority approve the contract discussed in Closed Session

The motion passed by the following vote:

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

Director Cloutier will discuss an hourly rate with Consultant Maness moving forward. Consultant Maness expressed his gratitude. He provided his schedule for the next few months.

**K. Announcements/Comments**

- October 21 – Young Eagles Event
- October 28 - Festival D'Avion

**L. Adjournment**

The next MCA Authority meeting will be held in-person and via Zoom at 9:00 a.m. Wednesday, November 8, 2023.

M/S – Haenlein/Gilliam -That the Moore County Airport Authority adjourn until the next Authority meeting.

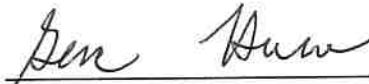
The motion passed by the following vote:

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

The Airport Authority Meeting was adjourned by Chairman Kiker at 11:20 a.m.



Adam Kiker, Authority Chairman



Gene Horne, Authority Secretary