



# Rutherford County

Rutherford County Office Building  
289 N. Main Street  
Rutherfordton, NC 28139

## Meeting Agenda Rutherford County Airport Authority

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Tuesday, December 16, 2014

5:30 PM

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### I. Call To Order

Election of Chairman

Election of Vice Chairman

### II. Pledge of Allegiance

### III. Public Comments

### IV. Consent Agenda

Minutes of October 21, 2014

**Attachments:** 2014.10.21Minutes revised

### V. Financial Report

November Financial Report

**Attachments:** Nov Financial Report

### VI. Airport Operations Report

### VII. Old Business

### VIII. New Business

Meeting Dates for the Rutherford County Airport Authority for 2015

**Attachments:** Meeting Schedule 2015

Set-Off Debt Program

Office Space Renovation

**Attachments:** Office Space Renovation

Aviation Advisory Committee

**Attachments:** Bylaws Aviation Advisory Committee

Review airport layout plan development proposal

**IX. Closed Session**

Attorney Client Privilege NCGS 143-318.11(a)(3)

Personnel/NCGS 143-318.11(a)(6)

**X. Adjourn**



# Agenda Summary Sheet

Rutherford County Office  
Building  
289 N. Main Street  
Rutherfordton, NC 28139

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**File #:** ID 14-541, **Version:** 1

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**Meeting Date:** December 16, 2014

Election of Chairman

**Summary:**

Election of Chairman

**Budget:**

N/A

**Contact Information:**

Brooke Watson  
Secretary to the Airport Authority  
airport@rutherfordcountync.gov

**Recommended Motion:**

Elect chairman.



# Agenda Summary Sheet

Rutherford County Office  
Building  
289 N. Main Street  
Rutherfordton, NC 28139

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**File #:** ID 14-542, **Version:** 1

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**Meeting Date:** December 16, 2014

Election of Vice Chairman

**Summary:**

Election of Vice Chairman

**Budget:**

N/A

**Contact Information:**

Brooke Watson  
Secretary to the Airport Authority  
airport@rutherfordcountync.gov

**Recommended Motion:**

Elect vice chairman.



# Agenda Summary Sheet

Rutherford County Office  
Building  
289 N. Main Street  
Rutherfordton, NC 28139

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**File #:** ID 14-518, **Version:** 1

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**Meeting Date:** December 16, 2014

Minutes of October 21, 2014

**Summary:**

Minutes of October 21, 2014 are attached for the Board's consideration.

**Budget:**

n/a

**Contact Information:**

Brooke Watson  
Secretary to the Airport Authority  
828-287-6060  
[brooke.watson@rutherfordcountync.gov](mailto:brooke.watson@rutherfordcountync.gov)

**Recommended Motion:**

Approve minutes.

**MINUTES OF THE MEETING OF THE RUTHERFORD COUNTY AIRPORT AUTHORITY HELD AT THE RUTHERFORD COUNTY AIRPORT ON OCTOBER 21, 2014 AT 5:30 PM.**

**PRESENT: VICE CHAIRMAN EDDIE HOLLAND  
WILLIAM ECKLER  
ROGER RICHARD  
JULIUS OWENS**

**ABSENT: CHAIRMAN GREG LOVELACE**

\*\*\*\*\*

**CALL TO ORDER**

Vice Chairman Holland called the meeting to order.

Julius Owens made a motion to excuse Chairman Greg Lovelace from the meeting and William Eckler seconded. The motion passed with Vice Chairman Holland, Eckler, and Owens voting aye; Airport Authority Member Roger Richard voting no; and Airport Authority Chairman Greg Lovelace excused.

**PLEDGE OF ALLEGIANCE**

William Eckler led in the Pledge of Allegiance.

**PUBLIC COMMENTS**

There were no public comments.

**Amendment to Agenda**

Vice Chairman Holland stated that Roger Richards requested to add meeting notifications and hangar transfers, to new business of the agenda.

William Eckler made a motion to amend the agenda to add meeting notifications and hangar transfers to the agenda; Julius Owens seconded. The motion passed with Vice Chairman Holland, Eckler, Owens and Richard voting aye; no Airport Authority Member voting no; and Airport Authority Chairman Greg Lovelace excused.

**Minutes September 4, 2014**

Julius Owens made a motion to approve the minutes of the September 4, 2014 meeting; William Eckler seconded. The motion passed with Vice Chairman Holland, Eckler, Richard and Owens voting aye; no Airport Authority member voting no; and Airport Authority Greg Lovelace excused.

### **Financial Report**

County Manager Carl Classen reported on the revenues and expenditures through September 2014. There were no questions about the financial report.

### **Airport Operations Report**

Chris Roach was absent and County Manager Carl Classen stated that there was a high volume of fuel purchased for the month.

### **Transfer Request-CAAMS**

County Attorney Beth Miller discussed the transfer for CAAMS LLC to CAAMS MRO Services.

William Eckler made a motion to approve transfer of the lease and agreements from CAAMS LLC to CAAMS MRO Services; Julius Owens seconded. The motion passed with Vice Chairman Holland, Eckler, Owens and Richard voting aye; no Airport Authority Member voting no; and Airport Authority Chairman Greg Lovelace excused.

### **Operational Agreements**

County Attorney Beth Miller stated that the operational agreement for Planewerks was finalized.

William Eckler made a motion to approve the finalized operational agreement for Planewerks; Julius Owens seconded. The motion passed with Vice Chairman Holland, Eckler, Owens and Richard voting aye; no Airport Authority Member voting no; and Airport Authority Chairman Greg Lovelace excused.

County Manager Carl Classen discussed Big Air Aviation's license and use agreement. The agreement authorizes portions of the terminal for use for the flight school but not leasing a specific space. County Attorney Beth Miller stated that the license allows Big Air to operate at the Airport but in an exclusive space.

Julius Owens made a motion to table Big Air Aviation's license and use agreement until the November meeting; Vice Chairman Holland seconded. The motion passed with Vice Chairman Holland, Eckler, Owens and Richard voting aye; no Airport Authority Member voting no; and Airport Authority Chairman Greg Lovelace excused.

### **Fuel Policy**

County Manager Carl Classen stated that customers that house their plane at the airport receive a 10 cent discount and that this benefit needed to be added to the fuel policy.

William Eckler made a motion to amend the fuel policy to add the 10 cent discount for customers that house their plane at the airport; Julius Owens seconded. The motion passed with Vice Chairman Holland, Eckler, and Owens voting aye; Airport Authority Member Roger Richard voting no; and Airport Authority Chairman Greg Lovelace excused.

### **Airport Layout Plan**

County Manager Carl Classen discussed the letters of support for the runway extension from the EDC Board, NC Dept. of Transportation and the Rutherford County Chamber of Commerce. He stated that the proposal for the runway extension had been sent to the Division of Aviation. He also stated that the layout plan for future projects needed to be updated first and that the runway extension would take approximately 2 years to go to bid.

Julius Owens made a motion to extend an invitation to the Division of Aviation to hold an aviation meeting in the Commissioners room; William Eckler seconded. The motion passed with Vice Chairman Holland, Eckler, and Owens voting aye; Airport Authority Member Roger Richard voting no; and Airport Authority Chairman Greg Lovelace excused.

### **Hangar Transfer**

Julius Owens made a motion to approve transfer of hangar 4E and 4F from David Faunce to Leon Mims III; William Eckler seconded. The motion passed with Vice Chairman Holland, Eckler, Owens and Richard voting aye; no Airport Authority Member voting no; and Airport Authority Chairman Greg Lovelace excused.

### **Meeting Notifications**

Board Member Richard raised the question of whether the notice to board members and the public for September 4, 2014 special meeting of the Airport Authority met legal requirements. Airport Authority Attorney Beth Miller advised the Board that in her opinion, based upon the information provided to her, that all notice requirements were satisfied.

### **ADJOURNMENT**

Julius Owens moved to adjourn; William Eckler seconded. The motion passed with Vice Chairman Holland, Eckler, Owens and Richard voting aye; no Airport Authority Member voting no; and Airport Authority Chairman Greg Lovelace excused.

6:06 P.M. - Adjourned.

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Chairman, Airport Authority

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Vice Chairman, Airport Authority

Attest:

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Secretary to the Airport Authority



# Agenda Summary Sheet

Rutherford County Office  
Building  
289 N. Main Street  
Rutherfordton, NC 28139

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**File #:** ID 14-522, **Version:** 1

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**Meeting Date:** December 16, 2014

November Financial Report

**Summary:**

**Budget:**

N/A

**Contact Information:**

Raeann Turner

Raeann.turner@rutherfordcountync.gov

**Recommended Motion:**

Information.

Account Number	Account Description	Amended Budget	Period Activity 09/01/2014 to 09/30/2014	Fiscal Year to Date 07/01/2014 to 11/30/2014	Encumbrances	Available Budget	% Used
13-3453-410-01-000	AIRPORT FUEL SALES	360,000.00	-34,933.77	-191,631.76	0.00	168,368.24	53.23
13-3453-800-00-000	AIRPORT MISCELLANEOUS REVENUES	0.00	0.00	-47.50	0.00	-47.50	0.00
AIRPORT		360,000.00	-34,933.77	-191,679.26	0.00	168,320.74	53.24
13-3834-800-01-000	RENTS-AIRPORT	18,400.00	-1,513.75	-7,690.00	0.00	10,710.00	41.79
MISCELLANEOUS REVENUE RENTS		18,400.00	-1,513.75	-7,690.00	0.00	10,710.00	41.79
13-3980-980-10-000	CONTRIBUTION FROM GENERAL FUND	80,374.00	0.00	0.00	0.00	80,374.00	0.00
TRANSPFRS FROM OTHER FUNDS		80,374.00	0.00	0.00	0.00	80,374.00	0.00
Total Revenue		458,774.00	-36,447.52	-199,369.26	0.00	259,404.74	43.46
13-4101-181-00-000	F I C A	0.00	0.00	-642.39	0.00	642.39	0.00
13-4101-181-01-000	MEDICARE FICA 1.45%	0.00	0.00	-150.23	0.00	150.23	0.00
13-4101-182-00-000	RETIREMENT EMPLOYER	0.00	0.00	-1,379.54	0.00	1,379.54	0.00
13-4101-182-01-000	401K EMPLOYER	0.00	0.00	-239.50	0.00	239.50	0.00
13-4101-183-01-000	LIFE & DISABILITY INS EMPLOYER	0.00	0.00	-4.40	0.00	4.40	0.00
13-4101-189-01-000	CAFETERIA ADMINISTRATIVE FEES	0.00	0.00	-0.49	0.00	0.49	0.00
13-4101-298-01-000	STATE SALES TAX 4.5%	0.00	0.00	40.03	0.00	-40.03	0.00
13-4101-298-03-000	COUNTY SALES TAX 2% & 2.5%	0.00	0.00	16.99	0.00	-16.99	0.00
CLEARING ACCOUNTS		0.00	0.00	-2,359.53	0.00	2,359.53	0.00
13-4530-121-00-000	AIRPORT SALARIES REGULAR	38,783.00	2,961.01	21,770.26	0.00	17,012.74	56.13
13-4530-122-00-000	AIRPORT SALARIES OVERTIME	0.00	0.00	294.82	0.00	-294.82	0.00
13-4530-126-00-000	SALARIES TEMPORARY PART-TIME	28,834.00	1,548.08	11,537.98	0.00	17,296.02	40.02
13-4530-181-00-000	F I C A	4,219.00	240.97	1,890.40	0.00	2,328.60	44.81
13-4530-181-01-000	MEDICARE FICA	986.00	56.35	442.11	0.00	543.89	44.84
13-4530-182-00-000	RETIREMENT	4,980.00	371.60	3,646.36	0.00	1,333.64	73.22
13-4530-182-01-000	NC RETIREMENT 401K	1,260.00	96.23	707.52	0.00	552.48	56.15
13-4530-183-00-000	HEALTH AND LIFE INSURANCE	6,461.00	526.07	2,629.64	0.00	3,831.36	40.70
13-4530-183-01-000	EMPLOYEE EVALUATIONS	100.00	0.00	0.00	0.00	100.00	0.00
13-4530-186-00-000	WORKMENS COMPENSATION	1,677.00	0.00	1,667.00	0.00	10.00	99.40
13-4530-189-01-000	OTHER PRINCE BENEFITS	0.00	0.50	2.49	0.00	-2.49	0.00
13-4530-192-00-000	PROFESSIONAL SERVICES LEGAL	9,000.00	11,889.51	15,562.01	0.00	-6,562.01	172.91
13-4530-192-01-000	PROFESSIONAL SERVICES OTHER	0.00	3,205.00	4,310.00	0.00	-4,310.00	0.00
13-4530-199-00-000	PRTY CASH OVER/SHORT	0.00	0.00	91.26	0.00	-91.26	0.00
13-4530-251-01-000	AV FUEL PURCHASES	300,000.00	26,498.74	174,706.70	0.00	125,293.30	58.24
13-4530-260-00-000	OFFICE SUPPLIES	1,500.00	33.07	451.37	0.00	1,048.63	30.09
13-4530-260-02-000	SUPPLIES	2,000.00	0.00	460.25	0.00	1,539.75	23.01

Report dates 07/01/2014 - thru - 11/30/2014

RUTHERFORD COUNTY

Airport - Revenue and Expense

Account Number	Account Description	Amended Budget	Period Activity		Fiscal Year		Encumbrances	Available Budget	% Used
			09/01/2014 to 09/30/2014	07/01/2014 to 11/30/2014	2014	2014			
13-4530-299-00-000	PUBLIC RELATIONS	500.00	0.00	0.00	0.00	0.00	500.00	0.00	
13-4530-311-00-000	TRAVEL/EXPENSE REIMBURSEMENT	300.00	0.00	0.00	0.00	0.00	300.00	0.00	
13-4530-321-00-000	TELEPHONE	1,800.00	125.71	972.25	0.00	0.00	827.75	54.01	
13-4530-325-00-000	POSTAGE	75.00	0.00	3.99	0.00	0.00	71.01	5.32	
13-4530-331-00-000	UTILITIES SEWER WATER ELECTRIC	7,500.00	851.31	3,707.14	0.00	0.00	3,792.86	49.43	
13-4530-351-00-000	REPAIRS & MAINT AIRPORT	4,000.00	0.00	1,162.45	0.00	0.00	2,571.57	35.71	
13-4530-352-00-000	MAINTENANCE TO EQUIPMENT	5,000.00	0.00	3,810.39	0.00	0.00	1,132.90	77.34	
13-4530-353-00-000	MAINTENANCE TO VEHICLES	1,000.00	0.00	190.00	0.00	0.00	810.00	19.00	
13-4530-370-00-000	ADVERTISING	500.00	0.00	154.68	0.00	0.00	345.32	30.94	
13-4530-440-00-000	SERVICE & MAINTENANCE CONTRACTS	30,000.00	2,225.00	8,900.00	17,800.00	0.00	3,300.00	89.00	
13-4530-451-00-000	PEROPERTY/OPERATIONS INSURANCE	7,949.00	0.00	0.00	0.00	0.00	7,949.00	0.00	
13-4530-491-00-000	DUES & SUBSCRIPTION	350.00	42.00	290.50	0.00	0.00	59.50	83.00	
AIRPORT									
		458,774.00	50,840.60	259,361.57	18,122.69	181,289.74		60.48	
Total Expense									
		458,774.00	50,840.60	257,002.04	18,122.69	183,649.27		59.97	
AIRPORT Fund									
		0.00	14,393.08	57,632.78	18,122.69	75,755.47		51.71	



# Agenda Summary Sheet

Rutherford County Office  
Building  
289 N. Main Street  
Rutherfordton, NC 28139

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**File #:** ID 14-539, **Version:** 1

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**Meeting Date: December 16, 2014**

Meeting Dates for Rutherford County Airport Authority for 2015

**Summary:**

Attached is a resolution establishing the regular meeting dates for the Rutherford County Airport Authority meetings for 2015 for the Board's consideration.

**Budget:**

N/A

**Contact Information:**

Brooke Watson  
Secretary to the Airport Authority  
[airport@rutherfordcountync.gov](mailto:airport@rutherfordcountync.gov)

**Recommended Motion:**

Approve resolution.

**Resolution of the  
Rutherford County Airport Authority  
Relating to 2015 Meeting Schedule**

**Whereas**, N.C.G.S. 153A-40 provides for a resolution establishing regular meeting dates of the Airport Authority.

**Now, therefore, be it resolved** that the Rutherford County Airport Authority regularly scheduled meetings will be held at 5:30 P.M. as shown below and that such regular meetings will be held in the Rutherford County Office Building, 289 North Main Street, Rutherfordton, NC in the County Commissioners' Meeting Room. Special meetings will be scheduled as needed.

January 20, 2015  
February 17, 2015  
March 17, 2015  
April 21, 2015  
May 19, 2015  
June 16, 2015  
July 21, 2015  
August 18, 2015  
September 15, 2015  
October 20, 2015  
November 17, 2015  
December 15, 2015

Adopted this the 16 day of December, 2014.

\_\_\_\_\_  
Chairman, Airport Authority

ATTEST:

\_\_\_\_\_  
Secretary to the Airport Authority



# Agenda Summary Sheet

Rutherford County Office  
Building  
289 N. Main Street  
Rutherfordton, NC 28139

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**File #:** ID 14-544, **Version:** 1

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**Meeting Date:** December 16, 2014

## **Set-off Debt Program**

### **Summary:**

Information will be presented about utilizing the North Carolina set-off debt program.

### **Budget:**

N/A

### **Contact Information:**

Carl Classen

[Carl.classen@rutherfordcountync.gov](mailto:Carl.classen@rutherfordcountync.gov)

### **Recommended Motion:**

Approve set-off debt program.



# Agenda Summary Sheet

Rutherford County Office  
Building  
289 N. Main Street  
Rutherfordton, NC 28139

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**File #:** ID 14-538, **Version:** 1

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**Meeting Date:** December 16, 2014

Office Space Renovation

**Summary:**

The cost estimate for office space renovation in the county hangar will be presented for the Board's consideration.

**Budget:**

N/A

**Contact Information:**

Carl Classen

[carl.classen@rutherfordcountync.gov](mailto:carl.classen@rutherfordcountync.gov)

**Recommended Motion:**

Approve office space renovation.

## Brooke Watson

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**From:** Carl Classen  
**Sent:** Tuesday, November 25, 2014 9:23 AM  
**To:** Alan Toney (toneya05@gmail.com); Brian King (bryanking@lakesidemills.com); Eddie Holland; Greg Lovelace; Michael Benfield (mikebenfield@bellsouth.net)  
**Cc:** Brooke Watson; Beth Miller  
**Subject:** FW: Cost Estimate - Office Space at County Hangar

Commissioners and Commissioners-elect –

FYI; below is an item for the Dec 16 Airport Authority Board agenda. Based upon the cost estimate received and recent additional revenue collections, funds may be available to do this renovation while adding another business at the Airport.

Carl

*Carl Classen*  
County Manager  
Rutherford County, NC  
(828) 287-6060

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Pursuant to North Carolina General Statutes, Chapter 132, et. seq., this electronic mail message and any attachment hereto, as well as any electronic mail message(s) that may be sent in response to it may be considered public record and as such are subject to requests for review.

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**From:** Carl Classen  
**Sent:** Tuesday, November 25, 2014 9:07 AM  
**To:** Danny Searcy  
**Cc:** Jason Ruff; Mickey Cochran; Brooke Watson  
**Subject:** Cost Estimate - Office Space at County Hangar

Danny –

Please work with Jason and Mickey to give me a cost estimate to rehab the office space adjacent to the County hangar. The office would need to be rehabilitated to the point that the Airport Authority Board could put it out for bid or to otherwise solicit tenancy proposals.

I need this information prior to the December 16 Airport Authority meeting.

Thanks.

Carl

*Carl Classen*  
County Manager  
Rutherford County, NC  
(828) 287-6060

## Brooke Watson

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**From:** Danny Searcy  
**Sent:** Wednesday, December 03, 2014 1:59 PM  
**To:** Carl Classen  
**Cc:** Jason Ruff; Mickey Cochran; Brooke Watson; Raeann Turner  
**Subject:** RE: Cost Estimate - Office Space at County Hangar

Carl,

We have reviewed this space and have some budget information to share.

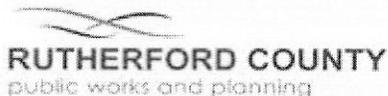
The space is 24x24 = 576 square feet. Assuming the worst case scenario that this area would be totally gutted and improved with new energy efficient windows, lighting and an HVAC system along with all the obvious items such as flooring, ceiling, painting bathroom improvements, etc. is currently at a going of \$85 per square foot, totaling: \$48,960.

However, if minimal improvements are sought, then floor coverings, lighting, painting, HVAC and some bathroom improvements are most likely be the minimal amount of work to consider, that rough estimate is: \$18,000.

Please let me know if we can offer any addition assistance.

**Danny Searcy**

|828-287-6300 | 828-287-6307 (f)|



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**From:** Carl Classen  
**Sent:** Tuesday, November 25, 2014 9:07 AM  
**To:** Danny Searcy  
**Cc:** Jason Ruff; Mickey Cochran; Brooke Watson  
**Subject:** Cost Estimate - Office Space at County Hangar

Danny –

Please work with Jason and Mickey to give me a cost estimate to rehab the office space adjacent to the County hangar. The office would need to be rehabilitated to the point that the Airport Authority Board could put it out for bid or to otherwise solicit tenancy proposals.

I need this information prior to the December 16 Airport Authority meeting.

Thanks.

Carl

*Carl Classen*  
County Manager  
Rutherford County, NC  
(828) 287-6060

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# Agenda Summary Sheet

Rutherford County Office  
Building  
289 N. Main Street  
Rutherfordton, NC 28139

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**File #:** ID 14-519, **Version:** 1

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**Meeting Date: December 16, 2014**  
Aviation Advisory Committee

**Summary:**

Bylaws for a proposed Aviation Advisory Committee are presented to the Board for consideration.

**Budget:**

N/A

**Contact Information:**

Carl Classen  
County Manager  
[carl.classen@rutherfordcountync.gov](mailto:carl.classen@rutherfordcountync.gov)

**Recommended Motion:**

Approve bylaws.

## Brooke Watson

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**From:** Carl Classen  
**Sent:** Tuesday, November 25, 2014 11:36 AM  
**To:** Alan Toney (toneya05@gmail.com); Brian King (bryanking@lakesidemills.com); Eddie Holland; Greg Lovelace; Michael Benfield (mikebenfield@bellsouth.net)  
**Cc:** Hazel Haynes; Brooke Watson; Beth Miller; Mickey Cochran; Paula Roach; Jimmy Luther  
**Subject:** FW: Draft Bylaws for Aviation Advisory Committee  
**Attachments:** Draft Bylaws for Aviation Advisory Committee 2014.docx

Dear Commissioners and Commissioner-elect –

Per my discussions with you, attached please find draft bylaws for an Aviation Advisory Committee. As noted in the draft, the purpose of the Committee would be to “*..that enhance the development of aviation in Rutherford County, including the utilization and development of Rutherford County Airport to increase economic and aviation opportunities.*” The Committee would not be an Airport governing board; that responsibility would remain with the Airport Board/Commissioners.

To provide advice to the Commissioners on aviation and airport issues, the the draft Bylaws provide that the Aviation Advisory Committee would be a cross-section of business representatives, airplane owners and operators, and the general public:

- a. Three representatives from business or industry operation in Rutherford County
- b. Three representatives owning or operating aircraft of Rutherford County Airport
- c. Up to three members at large

As proposed in the draft Bylaws, a County Commissioner would be a non-voting member of the committee, as would the county manager and County staff from appropriate departments (e.g., Transportation Services, Economic Development; Planning; etc.). The county manager could (likely would) ask the Sheriff and TDA to appoint staff representatives.

On a related ...If the Commissioners spin off their role as the Airport Authority Board members at some point, the Commissioners or a newly-appointed Airport Board could decide whether or not to continue the Aviation Advisory Committee. Similarly, if the Commissioners seek legislation to take over the role of the Airport Authority Board permanently, the Commissioners could then restructure the Aviation Advisory Committee, as appropriate.

After consideration, if Board members support the concept of creating an Aviation Advisory Committee, the draft should be amended to accommodate issues from the Board and then recommended to the Commissioners for action. If the Airport Board acts at its December 16 meeting, the matter would be on the January 5 Commissioners meeting agenda.

Please contact me with any questions.

Carl

*Carl Classen*  
County Manager  
Rutherford County, NC  
(828) 287-6060

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Pursuant to North Carolina General Statutes, Chapter 132,et.seq., this electronic mail message and any attachment hereto, as well as any electronic mail message(s) that may be sent in response to it may be considered public record and as such are subject to requests for review.

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**From:** Adrienne Wallace  
**Sent:** Tuesday, November 25, 2014 9:20 AM  
**To:** Carl Classen  
**Subject:** Draft Bylaws for Aviation Advisory Committee

Carl,  
The draft is attached.

**Adrienne B. Wallace**  
Public Information Clerk  
T: 828-287-6061

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Pursuant to North Carolina General Statutes, Chapter 132,et.seq., this electronic mail message and any attachment hereto, as well as any electronic mail message(s) that may be sent in response to it may be considered public record and as such are subject to requests for review.

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Pursuant to North Carolina General Statutes, Chapter 132,et.seq., this electronic mail message and any attachment hereto, as well as any electronic mail message(s) that may be sent in response to it may be considered public record and as such are subject to requests for review.

**BYLAWS  
OF  
RUTHERFORD COUNTY AVIATION ADVISORY COMMITTEE**

The purpose of the Advisory Committee is to recommend goals, objectives, policies, and projects that enhance the development of aviation in Rutherford County, including the utilization and development of Rutherford County Airport to increase economic and aviation opportunities.

**ARTICLE II - Members**

A. The Advisory Committee shall consist of nine members, all of whom shall have voting privileges and shall be appointed by the County Commissioners. Two other members, a county commissioner and the county manager, plus up to six other county employees appointed by the County Manager, shall have ex officio status. The nine voting members shall include the following:

- a. Three representatives from business or industry operation in Rutherford County
- b. Three representatives owning or operating aircraft of Rutherford County Airport
- c. Up to three members at large

The above is a suggested guideline for the makeup of the board members and may be altered year to year if necessary.

B. No voting member may serve more than two three-year successive terms on the Advisory Committee. After serving two full terms on the Advisory Committee, the voting member must be off the Board for one year before being eligible to have his/her name submitted for membership again. The ex officio members of the Advisory Committee are eligible to remain on the Committee as long as they hold one of the offices of an ex-officio member. The ex officio members appointed by the county manager serve for a period as determined by the county

manager. Any member may resign from the Advisory Committee by delivering a written resignation to the Clerk to the Board of Commissioners.

C. Advisory Committee voting members must reside, be employed or engage in business in Rutherford County.

D. A voting member may be terminated with or without cause at any time by a majority vote by a quorum of the County Commissioners.

E. When an Advisory Committee vacancy occurs, that position may be filled at any time during the year by a majority vote by a quorum of the County Commissioners.

F. Meetings may be held through electronic methods. A quorum shall exist when a majority of the voting members is present or by electronic means. All issues to be voted on shall be decided by a majority of those voting members present at the meeting in which the vote takes place.

### **ARTICLE III - Officers and Duties of Officers**

A. Officers of the Advisory Committee shall be elected annually by the Advisory Committee from among the voting members for a one-year term to run from July 1 through June 30. They shall consist of the following:

1. Chairman
2. Vice Chairman

B. The Advisory Committee will elect its own officers. If both offices are vacant, the Advisory Committee shall select the Chairman and Vice Chairman from among the voting members. The Advisory Committee may remove the Chairman and Vice Chairman without cause at any time.

C. The Chairman shall preside at all meetings and perform all duties incident to the office of chairman and other such duties as shall be prescribed from time to time by the Advisory Committee. He/she shall assist all committee chairs in establishing and carrying out the duties of the committees.

D. The Vice Chairman shall assume the duties of the Chairman in his/her absence and perform the duties and exercise the powers of that office. The Vice Chairman of the Advisory Committee shall become the Chairman the following year.

E. The Chairman shall not become the Vice Chairman for at least one year following holding the office of Chairman.

#### **ARTICLE IV - Meetings**

A. The Advisory Committee shall meet not less than four times annually with meetings dispersed throughout the year.

B. The Advisory Committee may call a meeting at the request of the Chairman, or upon the written request of the County Commission non-voting member, or upon the written requests of any three voting Advisory Committee members.

C. A quorum will consist of a majority of the voting members. A quorum will be required for the conduct of Advisory Committee business.

D. An annual meeting will be held prior to July 1. At that meeting, the Chairman and Vice Chairman should be elected.

#### **ARTICLE V - Amendments**

Bylaws may be amended, enlarged, or replaced by the County Commissioners.

The Advisory Committee is responsible to the Rutherford County Board of Commissioners.



# Agenda Summary Sheet

Rutherford County Office  
Building  
289 N. Main Street  
Rutherfordton, NC 28139

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**File #:** ID 14-540, **Version:** 1

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**Meeting Date:     December 16, 2014**

Review Airport Layout Plan Development Proposal

**Summary:**

Jimmy Luther with WK Dickson will review the airport layout plan development proposal for the Board's consideration.

**Budget:**

N/A

**Contact Information:**

Jimmy Luther

[jluther@wkdickson.com](mailto:jluther@wkdickson.com) <<mailto:jluther@wkdickson.com>>

**Recommended Motion:**

Approve proposed airport layout plan development.



# Agenda Summary Sheet

Rutherford County Office  
Building  
289 N. Main Street  
Rutherfordton, NC 28139

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**File #:** ID 14-520, **Version:** 1

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**Meeting Date:** December 16, 2014

**Attorney Client Privilege NCGS 143-318.11(a)(3)**

**Summary:**

Information presented to the Board.

**Budget:**

**Contact Information:**

Carl Classen  
County Manager  
[carl.classen@rutherfordcountync.gov](mailto:carl.classen@rutherfordcountync.gov)

**Recommended Motion:**



# Agenda Summary Sheet

Rutherford County Office  
Building  
289 N. Main Street  
Rutherfordton, NC 28139

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**File #:** ID 14-521, **Version:** 1

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**Meeting Date:** December 16, 2014

**Personnel/NCGS 143-318.11(a)(6)**

**Summary:**

Information presented to the Board.

**Budget:**

n/a

**Contact Information:**

Carl Classen  
County Manager  
[carl.classen@rutherfordcountync.gov](mailto:carl.classen@rutherfordcountync.gov)

**Recommended Motion:**