

# **Rutherford County**

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



## **Meeting Agenda**

**Tuesday, May 17, 2016**

**4:00 PM**

**Rutherford County Airport Authority**

**I. Call To Order**

**II. Pledge of Allegiance**

Agenda Approval

**III. Public Comments**

*Comments should be limited to five(5) minutes. Written comments submitted prior to the Board meeting will be copied and distributed to the Airport Authority.*

**IV. Consent Agenda**

Minutes of March 15, 2016

**Attachments:** 2016.03.15 minutes

Minutes of Special Meeting April 4, 2016

**Attachments:** 2016.04.04 special meeting minutes

**V. Director's/Financial Report**

April Financial Report

**Attachments:** April Financial Report

**VI. New Business**

Hangar Transfer

**Attachments:** Hangar 3F Transfer Letter

Prepay Fuel Policy and Fees

Resolution for the Fuel Pricing Policy/Prepay Program

**Attachments:** Resolution-Fuel Pricing Policy May 2016

**VII. Adjourn**



# Agenda Summary Sheet

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

---

**File #:** ID 16-1066, **Version:** 2

---

**Meeting Date:** May 17, 2016

## **Agenda Approval**

### **Summary:**

Agenda is presented to the Board for consideration.

### **Budget:**

n/a

### **Contact Information:**

Brooke Watson  
Secretary to the Airport Authority  
828-287-6061  
airport@rutherfordcountync.gov

### **Recommended Motion:**

Approve Agenda.



# Agenda Summary Sheet

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

---

**File #:** ID 16-1067, **Version:** 1

---

**Meeting Date:** May 17, 2016

**Minutes of March 15, 2016**

**Summary:**

Minutes of March 15, 2016 are attached for the Board's consideration.

**Budget:**

n/a

**Contact Information:**

Brooke Watson  
Secretary to the Airport Authority  
828-287-6061  
airport@rutherfordcountync.gov

**Recommended Motion:**

Approve March minutes.



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

# Rutherford County

## Meeting Minutes Rutherford County Airport Authority

Tuesday, March 15, 2016

5:30 PM

### I. Call To Order

Michael Benfield called the March 15, 2016 meeting of the Rutherford County Airport Authority to order.

**Present:** Greg Lovelace, Eddie Holland, Alan Toney, Bryan King and Michael Benfield

**Absent:** None

### II. Pledge of Allegiance

Airport Director Randy Patterson led in the Pledge of Allegiance.

#### A. Agenda Approval

Member Bryan King moved to approve the agenda and Member Alan Toney seconded.

**Ayes:** Chairman Benfield, Vice Chairman Holland, King, Toney and Lovelace

**Noes:** None

### III. Public Comments

*None.*

### IV. Consent Agenda

Member Bryan King moved to approve the minutes from December 15, 2015 and Member Alan Toney seconded.

**Ayes:** Chairman Benfield, Vice Chairman Holland, King, Toney and Lovelace

**Noes:** None

### V. Director's/Financial Report

Airport Director Randy Patterson reported on the safety inspections being completed by the Building Inspector and himself. There were a few hangars that fire extinguishers were not up to date or not in the hangar and these have been corrected. The inspections are completed every three years.

Airport Director Randy Patterson reported on the revenues and expenditures through February 29, 2016. Fuel sales are down some due to the weather and being off season.

**B. Requested Budget 2016-2017**

Member Bryan King moved to approve requested budget for 2016-2017, so it can be submitted to the County Manager and Member Alan Toney seconded.

**X. Adjourn**

Vice Chairman Eddie Holland moved to adjourn and Alan Toney seconded.

**Ayes:** Chairman Benfield, Vice Chairman Holland, King, Toney and Lovelace

**Noes:** None

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

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

Attest:

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



# Agenda Summary Sheet

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

---

**File #:** ID 16-1068, **Version:** 1

---

**Meeting Date: May 17, 2016**

**Minutes of Special Meeting April 4, 2016**

**Summary:**

Minutes of April 4, 2016 special meeting are attached for the Board's consideration.

**Budget:**

n/a

**Contact Information:**

Brooke Watson  
Secretary to the Airport Authority  
828-287-6061  
airport@rutherfordcountync.gov

**Recommended Motion:**

Approve April minutes.



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

# Rutherford County

## Special Meeting Minutes

### Rutherford County Airport Authority

Monday, April 4, 2016

5:30 PM

#### I. Call To Order

Chairman Michael Benfield called the April 4, 2016 special meeting of the Rutherford County Airport Authority to order.

**Present:** Greg Lovelace, Vice Chairman Eddie Holland, Alan Toney, Bryan King and Chairman Michael Benfield

**Absent:** None

##### A. Agenda Approval

Member Alan Toney moved to approve the agenda and Member Bryan King seconded.

**Ayes:** Chairman Benfield, Vice Chairman Holland, King, Toney and Lovelace

**Noes:** None

#### II. New Business

Airport Director Randy Patterson presented to the Board information regarding TDA placing a sign at the main office of the airport that would have information about local attractions and information for pilots; this sign would be no cost to the airport. The second topic was a compass rose by The Ninety Nines. The compass rose would be painted at the north end of the airport; DOT supplies the paint and the Ninety Nines do the labor.

Member Alan Toney moved to approve the TDA sign and Vice Chairman Eddie Holland seconded.

**Ayes:** Chairman Benfield, Vice Chairman Holland, King, Toney and Lovelace

**Noes:** None

Member Bryan King moved to approve the compass rose by The Ninety-Nines, Inc. and Vice Chairman Eddie Holland seconded.

**Ayes:** Chairman Benfield, Vice Chairman Holland, King, Toney and Lovelace

**Noes:** None

#### X. Adjourn

Member Bryan King moved to adjourn and Member Greg Lovelace seconded.

**Ayes:** Chairman Benfield, Vice Chairman Holland, King, Toney and Lovelace  
**Noes:** None

---

Chairman, Airport Authority

---

Vice Chairman, Airport Authority

Attest:

---

Secretary to the Airport Authority



# Agenda Summary Sheet

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

---

**File #:** ID 16-1069, **Version:** 1

---

**Meeting Date:** May 17, 2016

## **April Financial Report**

### **Summary:**

The financial report is presented to the Board for review.

### **Budget:**

n/a

### **Contact Information:**

Randy Patterson  
Airport Director  
828-288-4017  
randy.patterson@rutherfordcountync.gov

### **Recommended Motion:**

Information only.

RUTHERFORD COUNTY  
 Airport - Revenue and Expense  
 Report dates 07/01/2015 - thru - 04/30/2016

Account Number	Account Description	Amended Budget	Period Activity 04/01/2016 to 04/30/2016	Fiscal Year to Date 07/01/2015 to 04/30/2016	Encumbrances	Available Budget
13-3414-820-01-000	SALE OF COUNTY PROPERTY	0.00	0.00	-2,803.69	0.00	-2,803.69
	SALE CO PROPERTY/OTHER	0.00	0.00	-2,803.69	0.00	-2,803.69
13-3453-410-01-000	AIRPORT FUEL SALES	375,000.00	-14,264.37	-224,207.98	0.00	150,792.02
13-3453-800-00-000	AIRPORT MISCELLANEOUS REVENUES	0.00	-48.32	-295.32	0.00	-295.32
	AIRPORT	375,000.00	-14,312.69	-224,503.30	0.00	150,496.70
13-3834-800-01-000	RENTS-AIRPORT	28,000.00	-2,013.05	-21,639.80	0.00	6,360.20
	MISCELLANEOUS REVENUE RENTS	28,000.00	-2,013.05	-21,639.80	0.00	6,360.20
13-3980-980-10-000	CONTRIBUTION FROM GENERAL FUND	113,495.00	0.00	0.00	0.00	113,495.00
	TRANSFERS FROM OTHER FUNDS	113,495.00	0.00	0.00	0.00	113,495.00
Total Revenue		516,495.00	-16,325.74	-248,946.79	0.00	267,548.21
=====						
13-4101-181-00-000	F I C A	0.00	0.00	0.00	0.00	0.00
13-4101-181-01-000	MEDICARE FICA 1.45%	0.00	0.00	0.00	0.00	0.00
13-4101-182-00-000	RETIREMENT EMPLOYER	0.00	0.00	0.00	0.00	0.00
13-4101-182-01-000	401K EMPLOYER	0.00	0.00	0.00	0.00	0.00
13-4101-183-01-000	LIFE & DISABILITY INS EMPLOYER	0.00	0.00	0.00	0.00	0.00
13-4101-189-01-000	CAFETERIA ADMINISTRATIVE FEE	0.00	0.00	0.00	0.00	0.00
13-4101-297-00-000	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00
13-4101-298-01-000	STATE SALES TAX 4.5%	0.00	31.37	332.94	0.00	-332.94
13-4101-298-03-000	COUNTY SALES TAX 2% & 2.5%	0.00	13.21	140.17	0.00	-140.17
	CLEARING ACCOUNTS	0.00	44.58	473.11	0.00	-473.11
13-4530-121-00-000	AIRPORT SALARIES REGULAR	65,797.00	5,222.22	56,459.75	0.00	9,337.25
13-4530-122-00-000	AIRPORT SALARIES OVERTIME	0.00	0.00	63.54	0.00	-63.54
13-4530-126-00-000	SALARIES TEMPORARY PART-TIME	11,768.00	814.72	9,625.60	0.00	2,142.40
13-4530-181-00-000	F I C A	4,809.00	325.90	3,632.63	0.00	1,176.37
13-4530-181-01-000	MEDICARE FICA	1,125.00	76.22	849.54	0.00	275.46
13-4530-182-00-000	RETIREMENT	8,683.00	645.99	7,153.03	0.00	1,529.97
13-4530-182-01-000	NC RETIREMENT 401K	2,181.00	169.72	1,771.53	0.00	409.47
13-4530-183-00-000	HEALTH AND LIFE INSURANCE	11,792.00	991.04	8,763.76	0.00	3,028.24
13-4530-183-01-000	EMPLOYEE EVALUATIONS	100.00	0.00	0.00	0.00	100.00
13-4530-186-00-000	WORKMENS COMPENSATION	2,390.00	0.00	2,390.00	0.00	0.00
13-4530-189-01-000	OTHER FRINGE BENEFITS	0.00	0.00	0.00	0.00	0.00
13-4530-192-00-000	PROFESSIONAL SERVICES LEGAL	16,400.00	300.00	3,690.00	0.00	12,710.00

RUTHERFORD COUNTY  
 Airport - Revenue and Expense  
 Report dates 07/01/2015 - thru - 04/30/2016

Account Number	Account Description	Amended Budget	Period Activity 04/01/2016 to 04/30/2016	Fiscal Year to Date 07/01/2015 to 04/30/2016	Encumbrances	Available Budget
13-4530-192-01-000	PROFESSIONAL SERVICES OTHER	0.00	0.00	0.00	0.00	0.00
13-4530-199-00-000	PETTY CASH OVER/SHORT	0.00	0.00	0.00	0.00	0.00
13-4530-251-01-000	AV FUEL PURCHASES	300,000.00	12,490.76	174,321.63	0.00	125,678.37
13-4530-260-00-000	OFFICE SUPPLIES	1,500.00	0.00	823.92	0.00	676.08
13-4530-260-02-000	SUPPLIES	2,000.00	60.34	554.60	0.00	1,445.40
13-4530-299-00-000	PUBLIC RELATIONS	500.00	0.00	138.15	0.00	361.85
13-4530-311-00-000	TRAVEL/EXPENSE REIMBURSEMENT	800.00	0.00	44.51	0.00	755.49
13-4530-321-00-000	TELEPHONE	2,300.00	585.50	2,450.52	52.94	-203.46
13-4530-325-00-000	POSTAGE	75.00	0.00	0.00	0.00	75.00
13-4530-331-00-000	UTILITIES SEWER WATER ELECTRIC	8,000.00	399.66	5,218.28	0.00	2,781.72
13-4530-351-00-000	REPAIRS & MAINT AIRPORT	15,000.00	466.90	5,541.74	0.00	9,458.26
13-4530-352-00-000	MAINTENANCE TO EQUIPMENT	7,000.00	119.23	1,279.78	0.00	5,720.22
13-4530-353-00-000	MAINTENANCE TO VEHICLES	1,000.00	117.39	176.68	0.00	823.32
13-4530-370-00-000	ADVERTISING	800.00	0.00	-13.50	0.00	813.50
13-4530-440-00-000	SERVICE & MAINTENANCE CONTRACTS	34,000.00	700.00	18,271.85	2,800.00	12,928.15
13-4530-451-00-000	PROPERTY/OPERATIONS INSURANCE	7,949.00	0.00	4,211.00	0.00	3,738.00
13-4530-491-00-000	DUES & SUBSCRIPTION	500.00	0.00	140.00	0.00	360.00
13-4530-980-00-000	GENERAL FUND INDIRECT COSTS	10,000.00	0.00	0.00	0.00	10,000.00
13-4530-980-16-000	SAN SERVER UPGRADE ALLOCATION	26.00	26.17	26.17	0.00	-0.17
AIRPORT		516,495.00	23,511.76	307,584.71	2,852.94	206,057.35
Total Expense		516,495.00	23,556.34	308,057.82	2,852.94	205,584.24
Airport Fund		0.00	7,230.60	59,111.03	2,852.94	61,963.97

RUTHERFORD COUNTY  
 Airport - Revenue and Expense  
 Report dates 07/01/2015 - thru - 04/30/2016

Account Number	Account Description	Amended Budget	Period Activity 04/01/2016 to 04/30/2016	Fiscal Year to Date 07/01/2015 to 04/30/2016	Encumbrances	Available Budget	% Used	Prior Year to Date July 2014 to April 2015
13-3414-820-01-000	SALE OF COUNTY PROPERTY	0.00	0.00	-2,803.69	0.00	-2,803.69	0.00	0.00
SALE CO PROPERTY/OTHER		0.00	0.00	-2,803.69	0.00	-2,803.69	0.00	0.00
13-3453-410-01-000	AIRPORT FUEL SALES	375,000.00	-14,264.37	-224,207.98	0.00	150,792.02	59.79	302,356.60
13-3453-800-00-000	AIRPORT MISCELLANEOUS REVENUES	0.00	-48.32	-295.32	0.00	-295.32	0.00	55.00
AIRPORT		375,000.00	-14,312.69	-224,503.30	0.00	150,496.70	59.87	302,411.60
13-3834-800-01-000	RENTS-AIRPORT	28,000.00	-2,013.05	-21,639.80	0.00	6,360.20	77.29	23,697.02
MISCELLANEOUS REVENUE RENTS		28,000.00	-2,013.05	-21,639.80	0.00	6,360.20	77.29	23,697.02
13-3980-980-10-000	CONTRIBUTION FROM GENERAL FUND	113,495.00	0.00	0.00	0.00	113,495.00	0.00	0.00
TRANSFERS FROM OTHER FUNDS		113,495.00	0.00	0.00	0.00	113,495.00	0.00	0.00
Total Revenue		516,495.00	-16,325.74	-248,946.79	0.00	267,548.21	48.20	326,108.62
13-4101-181-00-000	F I C A	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13-4101-181-01-000	MEDICARE FICA 1.45%	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13-4101-182-00-000	RETIREMENT EMPLOYER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13-4101-182-01-000	401K EMPLOYER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13-4101-183-01-000	LIFE & DISABILITY INS EMPLOYER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13-4101-189-01-000	CAFETERIA ADMINISTRATIVE FEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13-4101-297-00-000	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13-4101-298-01-000	STATE SALES TAX 4.5%	0.00	31.37	332.94	0.00	-332.94	0.00	352.64
13-4101-298-03-000	COUNTY SALES TAX 2% & 2.5%	0.00	13.21	140.17	0.00	-140.17	0.00	157.53
CLEARING ACCOUNTS		0.00	44.58	473.11	0.00	-473.11	0.00	510.17
13-4530-121-00-000	AIRPORT SALARIES REGULAR	65,797.00	5,222.22	56,459.75	0.00	9,337.25	85.81	33,927.99
13-4530-122-00-000	AIRPORT SALARIES OVERTIME	0.00	0.00	63.54	0.00	-63.54	0.00	724.45
13-4530-126-00-000	SALARIES TEMPORARY PART-TIME	11,768.00	814.72	9,625.60	0.00	2,142.40	81.79	21,888.13
13-4530-181-00-000	F I C A	4,809.00	325.90	3,632.63	0.00	1,176.37	75.54	3,184.35
13-4530-181-01-000	MEDICARE FICA	1,125.00	76.22	849.54	0.00	275.46	75.51	744.72
13-4530-182-00-000	RETIREMENT	8,683.00	645.99	7,153.03	0.00	1,529.97	82.38	5,981.92
13-4530-182-01-000	NC RETIREMENT 401K	2,181.00	169.72	1,771.53	0.00	409.47	81.23	994.97
13-4530-183-00-000	HEALTH AND LIFE INSURANCE	11,792.00	991.04	8,763.76	0.00	3,028.24	74.32	4,217.41
13-4530-183-01-000	EMPLOYEE EVALUATIONS	100.00	0.00	0.00	0.00	100.00	0.00	0.00
13-4530-186-00-000	WORKMENS COMPENSATION	2,390.00	0.00	2,390.00	0.00	0.00	0.00	3,816.00
13-4530-189-01-000	OTHER FRINGE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	4.09
13-4530-192-00-000	PROFESSIONAL SERVICES LEGAL	16,400.00	300.00	3,690.00	0.00	12,710.00	22.50	17,062.01

RUTHERFORD COUNTY					
Airport - Revenue and Expense					
Report dates 07/01/2015 - thru - 04/30/2016					
Account Number	Account Description	Amended Budget	Period Activity 04/01/2016 to 04/30/2016		
			Fiscal Year to Date 07/01/2015 to 04/30/2016		
			Encumbrances		
		Available Budget	% Used		
			Prior Year to Date July 2014 to April 2015		
13-4530-192-01-000	PROFESSIONAL SERVICES OTHER	0.00	0.00	0.00	4,310.00
13-4530-199-00-000	PETTY CASH OVER/SHORT	0.00	0.00	0.00	91.26
13-4530-251-01-000	AV FUEL PURCHASES	300,000.00	12,490.76	0.00	256,875.58
13-4530-260-00-000	OFFICE SUPPLIES	1,500.00	823.92	0.00	1,172.99
13-4530-260-02-000	SUPPLIES	2,000.00	60.34	0.00	1,212.05
13-4530-299-00-000	PUBLIC RELATIONS	500.00	0.00	0.00	15.69
13-4530-311-00-000	TRAVEL/EXPENSE REIMBURSEMENT	800.00	0.00	0.00	937.16
13-4530-321-00-000	TELEPHONE	2,300.00	585.50	52.94	2,301.92
13-4530-325-00-000	POSTAGE	75.00	0.00	0.00	45.88
13-4530-331-00-000	UTILITIES SEWER WATER ELECTRIC	8,000.00	399.66	0.00	6,725.27
13-4530-351-00-000	REPAIRS & MAINT AIRPORT	15,000.00	466.90	0.00	8,822.92
13-4530-352-00-000	MAINTENANCE TO EQUIPMENT	7,000.00	119.23	0.00	6,785.92
13-4530-353-00-000	MAINTENANCE TO VEHICLES	1,000.00	117.39	0.00	1,799.48
13-4530-370-00-000	ADVERTISING	800.00	0.00	0.00	553.37
13-4530-440-00-000	SERVICE & MAINTENANCE CONTRACTS	34,000.00	700.00	2,800.00	31,000.00
13-4530-451-00-000	PROPERTY/OPERATIONS INSURANCE	7,949.00	0.00	0.00	4,211.00
13-4530-491-00-000	DUES & SUBSCRIPTION	500.00	0.00	0.00	470.50
13-4530-980-00-000	GENERAL FUND INDIRECT COSTS	10,000.00	0.00	0.00	0.00
13-4530-980-16-000	SAN SERVER UPGRADE ALLOCATION	26.00	26.17	0.00	0.00
AIRPORT		516,495.00	23,511.76	2,852.94	419,877.03
Total Expense		516,495.00	23,556.34	2,852.94	420,387.20
Airport Fund		0.00	7,230.60	2,852.94	746,495.82



# Agenda Summary Sheet

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

---

**File #:** ID 16-1070, **Version:** 1

---

**Meeting Date:** May 17, 2016

## **Hangar Transfer**

### **Summary:**

The hangar transfer letter for 3F from James Dunn to Lee Mimms is presented to the Board for consideration.

### **Budget:**

n/a

### **Contact Information:**

Brooke Watson  
Secretary to the Airport Authority  
828-287-6061  
airport@rutherfordcountync.gov

### **Recommended Motion:**

Approve hangar transfer for 3F from James Dunn to Lee Mimms.

## Brooke Watson

---

**From:** Randy Patterson  
**Sent:** Thursday, May 05, 2016 10:28 AM  
**To:** Brooke Watson  
**Cc:** Beth Miller  
**Subject:** FW: Hangar

Greetings,

Please see the below emails regarding the sale of Hangar 3F from Mr. James Dunn to Mr. Lee Mimms. (Correct spelling is Mimms, not Minns.)

Please place this on the next Airport Authority Agenda.

V/R,

Randy

Mr. Dunn has asked me to handle the transfer for the sale of hangar 3F from James Dunn to Lee Minns. Please accept this letter from Mr. Dunn to Start This Process. Thank you for taking this matter to the Authority Board Thank You Russell Hyde

---

**From:** Planerwerks [<mailto:planerwerks@gmail.com>]  
**Sent:** Thursday, May 05, 2016 8:56 AM  
**To:** Randy Patterson  
**Subject:** FW: Hangar

---

**From:** James Dunn [<mailto:jamespdunn@yahoo.com>]  
**Sent:** Wednesday, May 04, 2016 10:42 AM  
**To:** Russell Hyde  
**Subject:** Hangar

Russell

Please act on my behalf in the sale of my Hangar 3F at the Rutherford County Airport to Mr. Lee Minns.

If you have any questions, please feel free to call on 828-980-2550.

Thank you.

James Dunn

James P. Dunn  
2085 Vertex Court  
The Villages, FL 32163  
828-980-2550 (cell)



# Agenda Summary Sheet

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

---

**File #:** ID 16-1074, **Version:** 1

---

**Meeting Date:** May 17, 2016

## **Prepay Fuel Policy and Fees**

### **Summary:**

Attached is a copy of the prepay fuel policy and fees for the Board's consideration.

### **Budget:**

n/a

### **Contact Information:**

Randy Patterson  
Airport Director  
828-288-4017  
randy.patterson@rutherfordcountync.gov

### **Recommended Motion:**

Approve the prepay fuel policy and fees.



# Agenda Summary Sheet

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

---

**File #:** ID 16-1075, **Version:** 1

---

**Meeting Date:** May 17, 2016

## **Resolution for the Fuel Pricing Policy/Prepay Program**

**Summary:**

Resolution for the Fuel Pricing Policy/Prepay Program is presented to the Board for consideration.

**Budget:**

n/a

**Contact Information:**

Randy Patterson  
Airport Director  
828-288-4017  
randy.patterson@rutherfordcountync.gov

**Recommended Motion:**

Approve the Resolution for the Fuel Pricing Policy/Prepay Program.

RESOLUTION

WHEREAS, the Rutherford Airport Authority adopted a Fuel Pricing Policy referred to as the Prepay Program for the purchase of Jet-A fuel.

AND WHEREAS, the circumstances that necessitated the Prepay Program no longer exist, primarily due to the fact that the Airport Authority has sufficient funding to purchase Jet-A fuel.

BE IT THEREFORE RESOLVED that, effective as July 1, 2016, the Rutherford Airport Authority hereby eliminates the Fuel Pricing Policy, referred to as the Prepay Program, established by the Rutherford Airport Authority in FY2011-12 and subsequently amended by the Board.

BE IT FURTHER RESOLVED that the Airport Authority shall discontinue the acceptance of prepayments for Jet-A fuel effective May 17, 2016. Any funds currently in the Prepay account may be used for fuel purchases pursuant to the Prepay Program guidelines by the prepay customer until December 31, 2016. Any funds remaining in the Prepay account as of December 31, 2016 will be refunded to the prepay customer.

Adopted this the 17<sup>th</sup> day of May, 2016.

---

Chairman, Airport Authority

ATTEST:

---

Secretary to the Airport Authority