

M I N U T E S

OF THE

ROCKY MOUNT - WILSON REGIONAL AIRPORT AUTHORITY

H E L D

TUESDAY, SEPTEMBER 20TH, 2016

JOSH L. HORNE CONFERENCE ROOM

MEMBERS PRESENT

MR. N. JOHNSON BISSETTE, CHAIRMAN MR. ELDON NEWTON, VICE CH.
MR. DAN HERRING MR. CARL WARREN MR. CHARLES MULLEN MR. JEFF LOCKHART

STAFF PRESENT

MR. DION J. VIVENTI, SECRETARY, TREASURER

OTHERS PRESENT

MR. J. B. WILLIAMS, AIR CARE INC.
MR. JASON KENNEDY, PE, W.K. DICKSON
MR. BILL ROWE.

CALL TO ORDER:

The meeting of the Rocky Mount - Wilson Regional Airport was called to order by Mr. Johnson Bisette Chairman.

APPROVAL OF MINUTES:

A motion was made by Mr. Johnson Bisette and seconded by Mr. Dan Herring to approve the minutes as they had been mailed to them. All in attendance approved.

NEW BUSINESS:

Mr. Viventi briefed the Authority Members with a Director's Report for the previous month.

OLD BUSINESS:

Mr. Viventi briefed the Authority Members on the status of the Annual Audit Report.

Mr. Viventi briefed the Authority Members on his meeting with the Town of Sharpsburg's Mayor and Utility Director regarding the Sanitary Sewer System.

PROJECT UPDATE:

Mr. Kennedy briefed the Authority members on the status of the Airfield Lighting project, the ALP project and the Runway Rehabilitation project.

FBO REPORT: Mr. Williams stated that everything was about the same at the FBO.

The Airport Authority adjourned and went into closed session for the purposes of Attorney Client Privilege, Expansion of Business and Industry and Personnel actions

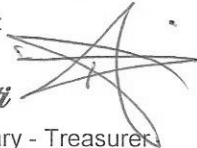
ADJOURNMENT:

There being no further business meeting of the Rocky Mount - Wilson Regional Airport board was adjourned.

Respectfully Submitted:

Dion J. Viventi

Dion J. Viventi, Secretary - Treasurer

A handwritten signature in black ink, appearing to be "Dion J. Viventi", written over a series of horizontal lines.

Airport Director's Report

Dion J. Viventi, PE, CFII

September 2016

Sewer Line Report

I have reviewed the Sewer line report submitted by WK Dickson regarding the apparent irregularities in flow readings and subsequent billing overages by the Town of Sharpsburg for metered sewer service. It appears that the Town's Utility Dept. has made good on performing a draw down test of the lift station and visual inspection of the public manhole on the airport property and it has been confirmed that the reported flows irregularities are due to improper metering and evidence of infiltration into the system. I have scheduled a follow up meeting with the Utility Director, Mr. Sullivan and will report back on remaining follow-up measures as recommended in the report.

FY 2016-17 Audit and Financial accounting

I have met with Mr. Tommy High and Ms. Faye Kiker of CRI Accounting and have reviewed with them our budget for FYs 16-17. I have also met with Mr. Gerrelene Walker and she has completed her field work here at the airport and has gathered all necessary information to complete her report for the LGC. She has also provided us with a Net Position amount and I have forwarded this information directly to all the financial officers of our Sponsors for their use in their audits. I am expecting a formal report from Ms. Walker before the next regular Authority meeting.

Insurance Updates

I have met with our insurance Broker, Mr. Buckley Strandberg and reviewed all of the Airport's insurance policies for the next fiscal year and have made all necessary adjustments and amendments to account for recent personnel changes and equipment and property updates. An updated summary has been completed. I have also inquired into a quote to provide environmental insurance in order to protect the Authority's assets against catastrophic financial losses incurred as a result of a pollution event which could also jeopardize the Authority's Nationwide and State Storm Water Permits.

Funded Airport Projects

I have met with our Consultants, Mr. Paul Smith and Mr. Jason Kennedy to discuss the status of the Taxiway lighting and signage project and have successfully transferred administrative privileges with the State of North Carolina's Partner Connect system in order to approve all existing and forthcoming pay requests on behalf of the Airport Authority. I have met with our Division of Aviation Project manager, Mr. Phil Lanier and the new DOA grants administrator along with the 5010 inspector, Mr. Jimmy Capps

here at the airport to discuss the Strategic Master Plan. The DOA has agreed to fund the ALP and Strategic Master Plan utilizing the Airport's FAA Non Primary Entitlement funding and has indicated verbal approval of the scope of services submitted by WK Dickson. We also discussed the need to slow down the runway pavement project in order to more closely review an appropriate alternative analysis based on proper preliminary design methodology including geotechnical engineering before a review of scope of services and fee proposals are to be submitted. This will give the State and Authority the opportunity to realize a cost savings as the 18B survey can be then utilized for the design. This will also give Airport Authority and staff more time to brief the Sponsors on anticipated costs and secure local financial support before making any recommendations.

Airport Perimeter inspections

I have completed a thorough airport perimeter inspection with our Operations Supervisor, Mr. Jim Brantley, and have directed him to repair all breaches and spray and trim all vegetation that has overgrown the fence-line. The inspection also revealed evidence of unauthorized firearm discharges within the perimeter and subsequent damage to airport property. The Nash County Sheriff Dept. has been notified and a deputy has been dispatched for investigation. I will provide the police report once it has been completed.

Security Breaches

During the course of the past month I have personally witnessed multiple airside security breaches at the airport and have called upon the Operations Supervisor to evaluate our current access control policy and to make recommendations. It has been determined that there is currently no formal access control of the field and the recent security breaches are a direct result of lack of a security policy appropriate for a CFR Part 139 facility in accordance with FAA guidelines. I have directed Mr. Brantley to inventory all staff, personnel, tenants and based aircraft operators and account for all gate codes and remote gate openers in order that we may regain access control of the critical safety areas and airside movement and non-movement areas and restrict access to only owners, tenants and their employees based on a level of need for obvious safety and security reasons. A formal policy along with proper identification measures coupled with mandatory airside safety training will be implemented and put into place in order to abide by FAA guidance and insurance requirements.

Airport Certification Manual

I have thoroughly reviewed the Airport Certification manual with our Operations Supervisor, Mr. James Brantley and the Nash County Emergency Management Staff and together we have made all necessary annual updates to the General, Administrative and Organizational requirements as provided by FAA regulations. I have also reviewed the Airport's Nationwide Storm Water permit and Spill Pollution Prevention and Countermeasures plan and made all required updates to the same. Updated copies will be printed and provided to all stakeholders

Fueling equipment and Fuel Farm Inspections

I have completed a fuel farm and equipment inspection on the airport and discovered leaks at Fuel farm 1 and on Jet A truck 1. An inspection report was completed by our staff and I have formally notified the FBO. Mr. Steve Moore has responded and has assured me that they have addressed the leaks and will continue to monitor for future leaks. I have also requested that Spill kits be installed on the fuel trucks and that all FBO employees be trained up to date on Spill prevention and counter measure techniques. I have also reviewed the NCDENR Underground Storage Tank Inspection reports and the most recent Ground water monitoring report prepared for Air Care Inc. by Mineral Springs Environmental PC.

Community Out Reach

I have met with Both Rotary Clubs in Wilson and made a presentation on the airport to the Rocky Mount Rotary. This has given me the opportunity to meet with local business and government leaders and to network with our partners and to provide them with an update on the airport and its economic impact to the community and the possibility of future growth. I intend to continue meeting with our local Rotary clubs in order to further educate and update this important segment of the region. Mr. Hess and I have also met with Ms. Martha Vick of the Wilson Education Partnership and discussed with the local ROTC representatives regarding a planned Aviation Expo here at KRWI to be held in October in order to expose local HS students to prospective aviation careers through presentations here at the airport from local aviation businesses and government agencies on specific topics of interest to the students.

Business Development

I have met with both Mr. Rob Barnhill and Mr. Michael Overton to discuss the prospect of developing individual business hangars on the field and each have expressed interest in building their own hangars and securing a land lease from the Airport Authority. I have tasked our consultants to provide a few preliminary site plans showing the proposed building envelopes in accordance with the most recently approved Airport Layout Plan. Both prospective tenants have signaled their interest in pursuing negotiations on a competitive lease that would accommodate their long term need for basing their aircraft at KRWI.

Contract Fuel Proposal

I have met with representatives from Campbell Oil Co. and Eastern Aviation regarding the possibility of providing contract fuel to Airport tenants who wish to subscribe to a contract fuel service which is not available from the FBO. Both representatives have agreed to provide us with a contract to review for consideration if the Authority wishes to provide this service directly to customers who have expressed the desire to install their own fuel farms in order to save costs on a long term basis. I have received a letter of commitment from both Mr. Barnhill and Mr. Rowe who have stated that they are willing to provide a deposit and guaranteed amount of volume in order to offset the costs incurred by the Airport to provide this service.

Advertising and Marketing efforts

My staff and I have designed and built a website for the Airport which showcases the facility and promotes the airport in a positive fashion that I believe will eventually reach most of our customers, existing and prospective that have an interest in all the information that is available to the public regarding our exceptional economic asset. A new Facebook page, Instagram, LinkedIn and Pinterest accounts have all been created to steer free advertising towards the Website and to provide more "Eyes on the Airport" on the world wide web and social media community. The website can be viewed here: <https://krwiairport.com/>