

M I N U T E S

OF THE

ROCKY MOUNT - WILSON REGIONAL AIRPORT AUTHORITY

H E L D

TUESDAY, OCTOBER 11TH, 2016

JOSH L. HORNE CONFERENCE ROOM

MEMBERS PRESENT

MR. N. JOHNSON BISSETTE, CHAIRMAN MR. ELDON NEWTON, VICE CH.
MS. ANNE ETHEREDGE 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

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. Eldon Newton and seconded by Mr. Jeff Lockhart to approve the minutes as they had been emailed to them. All in attendance approved. Mr. Viventi informed the Authority that the Director's report would be included as a part of the minutes as requested by Mr. Dan Herring

NEW BUSINESS:

DIRECTOR'S REPORT: Mr. Viventi briefed the Authority Members with a Director's Report for the previous month and is attached to the minutes. Mr. Viventi also briefed the Authority on the initial damage assessment from Hurricane Mathew and that the US Army National Guard had been basing emergency operations from here during the recovery and disaster relief efforts.

FBO REPORT: Mr. Williams stated that the FBO operations are about the same and that they came through the hurricane ok and that a few airplanes from Tarboro had flown here to escape the flood. Mr. Williams also stated that he has signed a fuel purchase agreement with Mr. Barnhill, Mr. Rowe and Mr. Stallings.

Mr. Viventi briefed the Authority on the status of based aircraft on the airfield and has received the updated tax assessment from the county tax office which currently equals approximately \$107K up from \$67K reported in the 2014 ITRE study.

OLD BUSINESS:

Mr. Viventi briefed the Authority Members on the status of the proposed updated Airport Plan that he had reviewed the scope and fee proposal provided by WK Dickson, summarized the comments he made which has been addressed and he was satisfied and recommended it for approval. Mr. Mullen made the motion to approve the scope and fee proposal submitted by WK Dickson and to allow the Airport Director to be the authorized signatory to the documents. The motion was seconded by Mr. Newton and unanimously approved by all attended.

PROJECT UPDATE:

Mr. Kennedy briefed the Authority members on the status of all the airport capital and planning projects in his report and is attached to the minutes. Mr. Viventi advised the Authority that because of the new FAA guidelines, the taxiway connectors that we have that provide a direct connection from the runway to the apron will need to be removed. In addition, Mr. Kennedy stated that a benefit of the Runway Project would be a new perimeter access road will be built with the excess material from the pavement rehabilitation.

FINANCIAL REPORT:

Mr. Viventi has reviewed the financial report for the month of August and recommends approval. Mr. Mullen made the motion to approve the report and Mr. Newton seconded the motion, an was unanimously approved by all in attendance.

FURTHER BUSINESS:

Mr. Newton made a motion to the Board to consider moving the next meeting from Tuesday November 8th to Tuesday November 15th in order to avoid conflicts with the election. Motion was seconded by Mr. Mullen and unanimously approved by the Board.

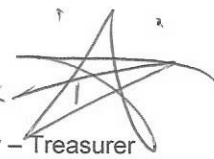
ADJOURNMENT:

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 faint, stylized star or asterisk graphic.

Airport Director's Report

Dion J. Viventi, PE, CFII

October 2016

NCAA Region 2 Meeting

I attended the North Carolina Airports Association (NCAA) Region two meeting held at Raleigh Durham International Airport and received a briefing from the North Carolina Division of Aviation (NCDOA) on the Federal and State Funding status for North Carolina Airports. Federal funding allotment to NC for this fiscal year equals \$34M while the State is allotting \$46M. We also received an informative briefing on the FAA Small UAS Rule – Part 107 enacted this year concerning drone operations and how they affect airports in NC.

Nash County Tax Assessment update

I have corresponded with Ms. Donna Wood and her staff with the Nash County Finance office regarding our current tax rates which is \$0.67/100 on based aircraft and \$0.10 on fire district rate. Based on data provided by their office, there are currently nine (9) aircraft based at RWI reporting a total tax value of \$15,936,000 resulting in \$106,771.20 in advalorem taxes and \$15,936 in total fire district tax revenue that were contributed to the County last year.

Legal Council

I have met with Mr. David Green with Battle, Winslow, Scott & Wiley, P.A. who will be working with us on behalf of Nash County to assist us with any contract or property matters which would need legal counsel. He has informed me that he is currently reviewing our existing leases and will be available to preview any new land leases that may be forthcoming. Mr. Green has also offered to assist us with services pertaining to our sewer system if the need arises. I have also contacted Mr. Keith Merritt of Hamilton, Stephens, Steele and Martin, PLLC who has worked for the airport in the past as an General Aviation Law expert. He will also be available to assist us if need arises.

Tar River Civil Air Patrol Squadron

I have met with the local Civil Air Patrol (CAP) Squadron commander, Major Will Hess and attended one of their Composite Squadron meetings. There are currently 32 members of which 19 are Cadets at this squadron. Maj. Hess and I are coordinating with the NC Wing operations staff to have an aircraft rotated through RWI in order to give these cadets orientation flights and to provide disaster relief capabilities in the future. Maj. Hess has also agreed to assist us with our aviation expo career day.

ARFF Live Fire Training

I accompanied our staff during their required annual live Airport Rescue and Fire Fighting (ARFF) live fire training held at Fayetteville Regional Airport and witnessed first- hand how our crew is able to fight an aircraft fire and rescue passengers if an actual emergency occurs here on our airfield utilizing the equipment we have here at RWI. This course is one of the mandatory training minimums in order to meet the certification requirements of our CFR 14 Part 139 certificate.

FAA Safety Team Representative Training

I attended the annual mandatory FAA Safety Team training held at the RDU General Aviation Terminal. We received a briefing on the updated UAS permitting and licensing requirements as well as a review of the NTSB annual accident and safety report for North Carolina general aviation. Mr. Bob Sutherland announced his upcoming retirement and would be sending us the name of his replacement as soon as it is confirmed.

NCATAP maintenance training session

We will be hosting the North Carolina Airport Technical Assistance Program (NCATAP) Airport Maintenance Workshop next month here at RWI. This free training which is open to General Aviation Airport staff across the State is sponsored by the NCDOT Institute for Transportation research and education (ITRE) which is the organization that provides the NCDOA with an economic impact study every 4 years among other GA technical services. The training will focus on Airport Safety Self Inspection and, Lighting maintenance and repairs and Pavement management and maintenance and a Winter and Inclement Weather briefing.

Rocky Mount-Wilson Regional Airport
Consultant's Progress Report
October 2016

1. Airfield Lighting and Signage Rehabilitation Project

This project includes electrical vault improvements, all new cabling in conduit, LED taxiway edge lights, LED guidance signs, PAPIs and REILS. Construction of this project is substantially complete and project close out is underway. FAA flight check and commissioning for the new LED REIL and PAPIs is tentatively scheduled October 17th.

2. Airport Master Plan (Airport Layout Plan or ALP)

This new master plan will set the development vision for RWI for the next 20 years. A project development meeting with Phil Lanier of NCDOA was held on August 25th for this effort. Work is scheduled to begin this fall and estimated to be completed in the Spring 2018. Non-Primary Entitlement money will be utilized for this project.

3. Runway and Taxiway Rehabilitation project.

The Runway and Taxiway pavements are near the end of their usable life and need to be rehabilitated. This project consists of asphalt pavement rehabilitation of the existing runway and taxiways. Use of pavement millings from the runway and taxiway for rehabilitation of the perimeter access road will also be evaluated.

A meeting with NCDOA to discuss scope and fee was held on August 25th. Communication with sponsors is ongoing to determine a feasible time line for this construction project. \$350,000 has been awarded by the state for the design.

4. Sanitary Sewer Observation and Assistance

A meeting with Sharpsburg Utility Director Brian Sullivan was held on September 19th to discuss the findings of the WKD report and the corrective actions to be completed by the Town. At the meeting Brian Sullivan confirmed that CCTV, raising of low manholes and improvements to the airport pump station are being scheduled for completion this fiscal year.

5. Hangar Development (Overton and Barnhill)

Preliminary development of the future Terminal Area Plan is underway in order to confirm the best location for these two new Hangars.

6. Funding Update

Approximately \$175,000 of Non-Primary Entitlement funding (including local match) is available and is tentatively programmed to be utilized for the upcoming ALP project.

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