

M I N U T E S

OF THE

ROCKY MOUNT - WILSON REGIONAL AIRPORT AUTHORITY

H E L D

TUESDAY, NOVEMBER 15TH, 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, PE, CFII
DIRECTOR, FINANCE OFFICER, SECRETARY, TREASURER

OTHERS PRESENT

MR. J. B. WILLIAMS, AIR CARE INC.
MR. JASON KENNEDY, PE, W.K. DICKSON
MRS. GERRELINE WALKER, CFE, CPA, MAXTON McDOWELL

CALL TO ORDER:

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

APPROVAL OF MINUTES:

A motion was made by Mr. Eldon Newton and seconded by Mr. Charles Mullen to approve the minutes as they had been emailed to them. All in attendance approved.

NEW BUSINESS:

DIRECTOR'S REPORT: Mr. Viventi briefed the Authority Members with the following Director's Report for the previous month:

Federal Fiscal Year (FFY) 2016 Non Primary Entitlement Award (NPE)

We have received the notification of the FFY 2016 NPE Award from the North Carolina Dept. of Transportation Division of Aviation (NCDOT – DOA) in the amount of \$150K with a local match of \$16,667. This award is granted annually to all eligible GA airports that which are part of the National Planned Integrated Airport System (NPIAS) and must be expended within four (4) years. These funds will be combined with existing grant monies to fund the approved Strategic Master Plan and Airport Layout Plan (ALP).

Wilson Education Partnership Aviation Expo and Career Day

Due to Hurricane Mathew, the Aviation Expo and Career day has been rescheduled for Spring 2017. I received a call from Ms. Martha Vick prior to the event and she informed me that the event would need to be canceled due to the fact that not all of the students were available or abled to be bussed to school at all of the locations so she preferred to reschedule next spring in order to have a good turnout. I will work with Ms. Vick and the JROTC again soon to set a definite date.

Wilson County Meetings

Mr. Newton and I had a very good meeting with Wilson County Manager Ms. Denise Stinagle and Asst. Co. Mngr. Mr. Ron Hunt. We had a good conversation getting to know each other and talk about the airport history and future plans. Ms. Stinagle invited me to make a presentation in front of the County Commissioners in possibly December or January. I also had a very good meeting with Ms. Jennifer Lantz of the Wilson Economic Development Council in order to introduce myself and we discussed the economic benefits of both airports KRWI and W03. Ms. Lantz informed me that she has been with the Wilson EDC for many years and offered her experience and expertise if needed in the future.

Metropolitan and Rural Planning Organization (MPO and RPO)

I have met with Mr. Bob League of the Rocky Mountain MPO and Mr. James Salmons of the Upper Coastal Plains RPO to discuss the Airport's current and future Transportation Improvements Plan (TIP) and how it will fit into the Metropolitan and Regional Planning scenario. They have invited me to attend the next Technical Advisory and Review Committee meetings in order to help review any proposed impacts to the Airport and to coordinate the Airport's future plans into the overall objectives of the area.

Water Main and Fuel farm Repairs

The two (2) inch water main connecting the water meter to the FBO began showing signs of a leak last month when we found a sink hole in the apron pavement between Hangar 1 and Hangar 2. Envirolink Inc. excavated the pavement section and repaired a faulty coupling. The paving patch was performed by Weaver's Asphalt. Total cost to repair the leak is estimated to be approximately \$1,000.00. I have inspected the fuel farm leak site reported by my staff last month and the repair to the Jet A trans-fueler valve at the underground storage facility has been repaired by the FBO. We will monitor the valve over the next few months along with the rest of the facility to make sure no more leaks have occurred.

Hazardous Materials (HAZMAT) and Spill Pollution and Prevention Annual Training

Airport Operations provided annual HAZMAT and SPP training to the FBO, On airport maintenance personnel and Airport Staff last month in order to maintain annual training requirements as set forth in CFR Part 139

certification requirements. I have also updated the airport's Storm water Pollution Prevention and Counter Measures Control Plan and signed it off as required by a Professional Engineer.

NCATAP maintenance training session

We hosted the North Carolina Airport Technical Assistance Program (NCATAP) Airport Maintenance Workshop this month here at RWI. This free training which is open to General Aviation Airport staff across the State was 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 focused on Airport Safety Self Inspection and, Lighting maintenance and repairs and Pavement management and maintenance and a Winter and Inclement Weather briefing.

Precision Approach Path Indicator (PAPI) and Runway End Identifier Lights (REIL)

I am very happy to inform the Authority that the PAPI lights have been successfully flight checked and the new LED lighting fixture is fully operational. This is the first time in my career that I have heard of the PAPIs passing a flight check without a single adjustment on the ground. Congratulations to our Operations Staff and Cedar Peaks Contracting for doing a great job. The REILs are scheduled to be flight checked on the 20th of this month.

Barnes Farms

I met with Mr. John Barnes of Barnes farms last month and he showed me all of the fields that his company leases from the Airport Authority and showed me the damage to their Sweet potato crop from the hurricane. He requested to make a few maintenance upgrades to the fields and I requested that he have our storm water ditches mowed early this year before the aerial photography was done which was completed just in time.

Town of Sharpsburg Meeting

Mr. Jason Kennedy and I again met with the Town of Sharpsburg Utility Director, Mr. Brian Sullivan and he introduced us to the new Town Manager, Mr. Blake Proctor. We discussed the Airport lift station, Sewer lines and upcoming repairs and details of this meeting are reflected in the Consultant's report.

Strategic Master Plan and Airport Layout Plan (ALP)

Mr. Jason Kennedy and I met again to review the ALP scope and fee proposal which includes the revisions requested by me and the State. I have executed the proposal and the originals have been sent to the State in order to begin the planning process. More details are included in the Consultant's report.

FBO REPORT:

Mr. Williams reported on the FBO operations and stated that there was an "tick up" in fuel sales, almost 20,000 gallons were sold. There have also been no aircraft sales in the last 14-15 months and that maintenance was doing good.

OLD BUSINESS:

Mr. Herring suggested that Mr. Viventi, meet with Mr. Norris Tolson at his earliest opportunity to discuss the new CSX terminal and any impacts to or requirements from the Airport. Mr. Warren offered to set up a date to formally introduce the two before the next meeting. Mr. Warren asked about the status of our existing leases including hangar leases. Mr. Viventi indicated that he was reviewing all of the lease agreements and would prepare a lease status report for the board at the next meeting. Mr. Warren requested that all of our current hangar lease agreements be reviewed by legal counsel as well. Mr. Viventi stated that he would meet with Mr. Green to discuss our leases and review our lease rates and attorney fees to do so. He also stated that we currently were working with Mr. Keith Merritt on our land lease review and that he would also be available to review existing leases as well. Chairman Bissett asked when the Farm lease was up for renewal and if that rate was comparable to other farm lease rates. Mr. Viventi stated that he thought that the rate was reasonable at \$100/acre and that the lease was up for renewal next year.

PROJECT UPDATE:

Mr. Kennedy briefed the Authority members on the status of all the airport capital and planning projects in the following report:

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 PAPIs was conducted on November 10th. Light check for the new REILs is tentatively scheduled November 20th.

Airport Master Plan (Airport Layout Plan or ALP)

The Grant process for this project is underway and Aerial Photogrammetry and survey have been flown. Planning work is scheduled to begin in the next few months and estimated to be completed in the Spring 2018. Non-Primary Entitlement money will be utilized for this project.

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. 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.

Sanitary Sewer Observation and Assistance

Mr. Viventi and Jason Kennedy met with Sharpsburg Utility Director Brian Sullivan and the new Town Administrator Blake Proctor was held on November 7th to discuss the status of the corrective actions to be completed by the Town. At the meeting Brian Sullivan indicated the following:

- a) CCTV of Town lines is scheduled for the mid-November. A recording of the inspection will be provided to the airport.
- b) Raising of low manholes will be completed after the CCTV and will be completed along with any other needed repairs that are discovered from the CCTV.
- c) Proposals for the needed improvements and repairs to the airport pump station have been solicited are due to the Town the week November 14th.

Hangar Development (Overton and Barnhill)

Preliminary development of the future Terminal Area Plan has been completed and indicates that the proposed location of the Overton and Barnhill hangars will not conflict with future terminal area development.

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

FINANCIAL REPORT:

Mr. Viventi has reviewed the financial report for the month of September and recommends approval. Mr. Herring made the motion to approve the report and Mr. Mullen seconded the motion, and the report was unanimously approved.

Ms. Walker briefed the Authority on the Airport Financial Audit Report for Federal Fiscal Year ending June 2016 dated September 1st, 2016. Her highlighted her comments including that the Airport can expect a letter from the LGC regarding last year's expenditures and that the Airport did not amend the budget to reflect those overages in before June 30th, 2016. Ms Walker also pointed out that the airport would need to generate more cash flow in the coming years to account for increases in costs due to inflation and that the Airport has not requested an increase in sponsor contributions for some time.

Mr. Viventi recommended amending the budget to reflect the required 10% Sponsor contribution on the construction grant funding from the Division of Aviation that was missing from last fiscal year's budget. Mr.

Viventi also recommended to the board that a special meeting be held prior to June 30th, 2017 to make this year's necessary budget amendments before the end of the fiscal year. Mr. Viventi further recommended that the Authority consider nominating a Treasurer to the board based on LGC guidelines to Co-review the monthly financial reports with the Finance Officer, assist with budget amendment recommendations and help formulate a revenue transition plan in concert with the Director. Ms. Walker concurred with Mr. Viventi's recommendations and stated that she had more confidence in management to solve these problems going forward into the future based on her recent meetings with management and information shown in the Director's reports.

The Board questioned why the financial reports were a month behind. Mr. Viventi stated that accountant needed time to prepare the monthly report based on end of month reporting from the staff and banking statements and if we needed to review the previous month's report then it may need to consider moving the Authority meeting date to the third or fourth week of the month in order to accommodate the accountants time constraints in preparing the report.

FURTHER BUSINESS:

Mr. Newton made a motion to the Board to consider canceling the next meeting in December due to the Holidays and reconvene in January. The 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, Director, Secretary, Treasurer