

M I N U T E S

OF THE

ROCKY MOUNT - WILSON REGIONAL AIRPORT AUTHORITY

H E L D

TUESDAY, FEBRUARY 14TH, 2016

JOSH L. HORNE CONFERENCE ROOM

MEMBERS PRESENT

MR. N. JOHNSON BISSETTE, CHAIRMAN MR. ELDON NEWTON, VICE CHAIRMAN
MR. CARL WARREN, TREASURER MR. DAN HERRING MR. CHARLES MULLEN MR. JEFF LOCKHART
CALL IN BY: MS. ANNE ETHEREDGE

STAFF PRESENT

MR. DION J. VIVENTI, PE, CFII
DIRECTOR, FINANCE OFFICER

OTHERS PRESENT

MR. J. B. WILLIAMS, AIR CARE INC.
MR. PAUL SMITH, PE, W.K. DICKSON
MR. SCOTT BURKHEAD, BURKHEAD BRANDING GROUP
MR. CURTIS KESTNER AND MR. DON LEFERNEY, LEFERNEY COMMERCIAL ROOFING CO.

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. Carl Warren and seconded by Mr. Eldon Newton to approve the November 2016 minutes as they had been emailed to them. All in attendance approved.

NEW BUSINESS:

Mr. Burkhead, gave a brief presentation on the importance of General Aviation Airport Branding and corresponding economic development. (see attachment 1) He also shared some information on the success of other airport's implemented marketing and advertising plans, resulting business growth and how it could be utilized to help grow business at KRWI in the future. Mr. Bissette commented that he thought that branding was important and that Wilson had done so a few years ago, with much success. Mr. Viventi stated that he thought that it would be a good first step for the airport to identify the Airport's Mission Statement, Vision and Goals as the initial part of the process.

Mr. Kestner and Mr. FeFerney gave a brief presentation and project estimate to repair the roof on the FBO building and hangar and compared their system to conventional roof repairs. (see attachment 2) Mr. Viventi commented on the existing degraded condition of the FBO facility's roof and recommended that the Authority consider LeFerney's options, Smithson Construction's options and advised that the project may need to consider putting this project out to bid due to the high cost of the remediation.

DIRECTOR'S REPORT:

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

New Wind Sock and Runway Lighting controls

The new LED lighted Wind Sock replacement is complete along with the relocation of the new Airfield lighting controls to the Terminal Operations Center. Congratulations to our Operations Staff and Cedar Peaks Contracting for doing yet another outstanding job.

Budget and Accounting and Audit Meeting

On January 17th Mr. Carl Warren and I met with Mr. Tommy High, CPA of CRI LLC and Ms. Gerrelene Walker, CPA, CFE of Maxton McDowell to discuss the recommendations from the recent Independent Audit Report for FFY 2016 and proposed amendments to the budget for FFY 2017. Other topics discussed included recommendations for the need to increase revenues and a transition plan to address current and future revenue shortages. Also discussed was the need to increase transparency and to update out of date airport rules and regulations and personnel policies that affect the budget. To that end, Staff recommendation to the Board is to elect a Treasurer and Secretary as per LGC guidelines.

Edgecombe County Managers Meeting

On January 19th, Mr. Carl Warren and I met with Mr. Eric Evans, County Manager and Mr. William Johnson, Asst. County Manager for Edgecombe County here at KRWI along with Mr. E. Norris Tolson, President and CEO of Carolinas Gateway Partnership. I gave a presentation on the airport operations, budget, current and planned construction projects and I gave Mr. Evans and Mr. Johnson a tour of the airfield. Among many topics discussed, Mr. Evans had many good questions about the status, history and operations at the airport and Mr. Tolson inquired about the possibility of expansion and scheduled reserve use of the airport conference facilities for VIPs arriving in the area for confidential prospective commercial business engagements. We also discussed the possibility of an adjacent Aviation Industrial Park and Railroad Spur to provide connectivity to the new CSX terminal facility.

Hangar Facilities Roof Repairs Estimate

I have turned in the Smithson Contracting roof repair estimates to our Insurance broker, Mr. Buckley Strandberg of Standard Insurance for consideration and review by an adjuster with a Total Estimated Cost to repair all facilities at \$230,586.00. AAA Roof Technologies Inc. inspected the facilities on 12/19/16 and forwarded a comprehensive report to Cincinnati Insurance Co. on 12/20/16 detailing their wind and hail damage inspection findings. I have since received a letter from Cincinnati Ins. Co. dated 01/05/17 stating that "No coverage is available to us for this specific loss since no covered cause of loss was confirmed by AAA Roofing Technologies. There are several exclusions and limitations that preclude coverage for this claim found in your policy."

FBO Hangar Roof Repair

On January 26th, I met with Mr. C.J. Kester of LaFerney Commercial Roofing who provided us with a detailed energy efficient roofing solution proposal to repair the roof damage to the FBO main hangar currently leased by AirCare Inc. Their estimate to provide for the recovery of approximately 18200 sf of roof is approximately \$84K with a 20-year warranty which is significantly less compared to the \$117K estimate provided by Smithson and worth consideration. LaFerney has offered to elaborate on their proposal and agreed to provide a presentation at the next Authority meeting in February and to discuss the feasibility of utilizing LaFerney products and services for the rest of the hangar facilities whose roofing is in disrepair and how this process could reduce the cost of the repairs.

Rural Planning Organization (RPO) Transportation Coordinating Committee (TRC) meeting

Upon invitation from Mr. James Salmons of the Upper Coastal Plains (UCPRPO) RPO, I attended the RPO TCC meeting on January 31st at the Wilson Operations Center. I met with Mr. Bryant Bunn, PE, City of Wilson Director of Public Works/City Engineer and Mr. Chairman Bill Bass, PE, City of Wilson Asst. Dir. Of Public Works and members of their staff including Ms. Gronna Jones, City of Wilson Transportation Manager. I also met with NCDOT Div. 4 Staff including Mr. Jimmy Eatmon, Program and Schedule Support Manager and members of the NCDOT Planning branch. Among many planning topics discussed were the Evaluation of Comprehensive Transportation Plan (CTP) needs for UCPRPO FY1718.

Strategic Master Plan and Airport Layout Plan (ALP) Preliminary coordination meetings

On January 9, 2017, the House Select Committee on Strategic Transportation Planning and Long Term Funding Solutions, Chaired by Rep. John A. Torbett (R-108, Gaston) presented a report to the Regular Session of the 2017 NC General Assembly. The report included four draft pieces of recommended legislation for the full General assembly including a Transportation Megaproject Fund for use on transportation projects of "statewide or regional significance that exceed \$200M in total project cost". I met with Mr. Paul Smith, PE of WK Dickson on February 6th to discuss feasibility of the Aviation Industrial park and the railroad spur connectivity with the CSX terminal in Rocky Mount and whether or not it would qualify for the NCDOT Transportation Megaproject Fund. Mr. Smith will be meeting with his associates to help us determine if there is an opportunity here for KRWI and I will report back post haste.

Branch Banking and Trust (BB&T) Banking meeting

On February 2nd, I met with BB&T Small Business Specialists Mr. Joey Lamb, Vice President and Ms. Tracy Wood, Asst. Vice President to discuss better ways to streamline our banking services, provide better banking statements and financial reporting and to identify ways to incorporate more online services in an effort to speed up statement reporting to our accounting service providers and have better cash flow visibility with our accounts. To this end BB&T is now providing the airport with electronic deposit services, direct deposit payroll to our employees and integrated credit card services for non-account vendors to the airport.

Meeting with Legal Council

On February 8th, I held a conference call with our Aviation Attorney, Mr. Keith Merritt to discuss the status of our current hangar leases and provide new revised leases for future use specifically in regards to any newly proposed hangars to be built by others and airport owned and developed hangars to come on line in the future. I requested that Mr. Merritt forward us an updated version based on the new FAA standards and guidelines and incorporating these sometimes-extensive requirements as a common appendix while focusing the terms and rates into a simple and concise document based on individual tenant needs. I expect that we will have these drafts ready for review before the next Authority meeting.

UAS Operations

Next Gen Air Transportation (NGAT) in cooperation with The North Carolina Division of Aviation (NCDOA) and NC State University Institute for Transportation Research and Education (ITRE) approached KRWI to request our permission in assisting them in providing a location to conduct UAS field training for contractors to perform Airport Assessments across the State. NGAT is a Consortium at NC State University of more than 30 academia, industry, and government members created to provide a research and application-oriented, technology transfer-focused organization for conducting aviation technology development, investigations, and field trials. Through sponsored research and collaborations with consortium members, the NGAT team is developing practical experience using UAS technologies for a wide range services including agriculture (imaging and aerial application), surveying, infrastructure inspection, cargo delivery, and insurance assessments. NGAT is also supporting state agencies with UAS implementation strategies, integration timelines, and navigating the regulatory and approval processes at the federal and state levels. Current consortium members represent a variety of industries that are positioning within the UAS industry including OEM airframe manufactures, engineering firms, cybersecurity specialists, legal counsels, and command-and-control technology developers. IEM Inc., a leader in providing emergency management and response, located in Morrisville, NC contracted with SSI Inc. of Raleigh, NC was chosen to conduct the first UAS airport analysis in the country here at RWI. Mr. Aaron Moore of IEM and Mr. Chris Keon of SSI worked with me to coordinate the first UAS operations intent / request form in NC and KRWI's first Letter of Authorization LOA for FAA part 107 operations. On February 6th SSI and IEM ultimately coordinated with our operations staff to successfully conduct the first pavement evaluations, hangar roof inspections and perimeter fence surveillance video for use by the airport staff and state and federal agencies for evaluation reporting. IEM and SSI have requested the airport coordinate with them on a longer-term LOA to enable them more flexible access to the facility in order to conduct longer term field evaluations in the future. This is an excellent opportunity to expose the potential of further UAS business development here at RWI.

Airfield Driving Safety and Airport Security Training

During the week of January 23rd, the operations staff conducted the FAA part 139 annual mandatory Driver Safety and Security Training for all based users, contractors and employees on the airport. The Operations Supervisor, Jim Brantley and I worked extensively over the last 4 months to revise and update the policies and procedures here to reflect the new standards needed to protect users of the facility and to protect the Authority and its officers from unnecessary or excessive liability. Training schedules were open all week for am or pm sessions which lasted approximately one hour and included a knowledge test. All operators, employers, their staff and contractors were required to provide a driver's license, were photographed and provided with positive identification badges and a copy of the latest policy documentation.

Airport Maintenance Facilities

Over the course of the past 6 months I have coordinated with the operations staff to rehabilitate the maintenance facilities and inventory all supplies and equipment with the goal of elimination and proper disposal of any derelict or unusable equipment, shelters and supplies and to enhance and maintain existing facilities and equipment that are critical to airfield maintenance and operations in anticipation of next growing season. To that end we have cleaned out both the three-bay metal maintenance building of all the stored trash, the old maintenance shed and office and identified equipment that was no longer in use or has exceeded its useable service life. Nonperishable items that have completely depreciated have been surplus and placed on the Federal Government web site and auctioned off for residual value. All shelved products have been inventoried, organized and relocated to the main maintenance facility. All needed equipment has been evaluated for needed maintenance and serviced and have been relocated from outside on the grassed area of the airside apron area and are now stored under shelter in the maintenance facility. I instructed staff to gather all remaining scrap metal and recyclable materials that have been laying around the airfield and in the maintenance buildings to be taken to Regional Materials Recycling Inc. for disposal and to recoup any hauling costs associated with removal of the large items such as the abandoned bus and aircraft wreckage which were being stored on the airfield and no longer of any use. Costs to up-fit the maintenance facility and gravel the parking area amount to approximately \$3,300. Total surplus amount recovered is estimated to be approximately \$6,000.00 after associated removal costs and auction fees.

Fueling and Lease agreements

Over the course of the last 5 months, I have evaluated all known lease agreements with all tenants on the field including AirCare, Barnes Farms, Metro Aviation and Mr. Bill Rowe. I have forwarded all leases to both our local and aviation legal counsel for their review and comment. I have also requested copies of the FBO's sub lease agreements regarding Airport Authority owned hangars from AirCare last month and hope to receive

them soon so that the Authority can have complete visibility of all on-site hangar assets and revenue data. Upon completion of this evaluation process I plan to present a comprehensive data sheet summarizing hangar sizes, dimensions and facilities, identifying all existing terms and expiration dates and comparing rates to other airports in our immediate geographic region and beyond for a thorough examination of all marketable holdings. I have requested Fuel purchase and sales information from the FBO and have instructed our staff to begin inventorying all fuel flow and storage meter readings of Airport Owned Fuel facilities in an effort to better evaluate fuel flowage accuracy for proper accountability, invoicing and forecasting purposes.

Terminal Renovation

During our last meeting with NCDOA, Mr. Phil Lanier recommended including a terminal renovation project be included in our next TIP request. Since then, Mr. Tolson has expressed interest in an expanded and updated conference facility. To that end, last month I contacted Mr. Lamar Watson and Mr. Mike Fountain of Smithson General Contractors who then met with me to measure and photograph the existing terminal area for the purposes of evaluating the feasibility of expanding and renovating the terminal conference room area and prepare a scalable estimate for the Authority's review. The renovation would include relocation of the executive offices and consolidation of the pilot's lounge areas. I also met with Jason Kennedy, PE of WK Dickson who introduced me to Ms. Teresa Merck, AIA and Ms. Angela Crawford Easterday, AIA of Boomerang Design who toured the facility and offered suggestions and ideas to help us determine if the conference room expansion effort can be integrated into a larger renovation project that may be anticipated down the road as part of our strategic master plan. Boomerang Design were the successful designers of the highly-acclaimed airport renovation projects in both Johnston County and Shelby Airports.

Perimeter Fence Repairs

In addition to the breaches identified in the perimeter fence last year we have also discovered a few trees growing through the fence line on the North-West side of the airport. All damaged areas of the perimeter fence have now been repaired by Segar's Fence Company at a cost of \$1,188.47. In addition, all of the dugouts under the fence have been staked and wired closed by our in-house staff to help reduce further wildlife infiltration.

Airport Tour for Wilson County School of the Deaf

On February 9th, the airport staff conducted an informational and educational tour for the Wilson County School for the Deaf. Approximately 6 deaf and special needs children and three teachers were given a first-hand look at the aircraft, fire house and air ambulance services. Special thanks to AirCare, Wake Med and our operations staff for their time and efforts to provide some insight and some fun for these young kids.

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.

ELECTIONS:

The Authority Unanimously voted to make Mr. Carl Warren the Airport Authority Tre

OLD BUSINESS:

Mr. Viventi reported that he had researched the Lease agreements with the FBO and that according to the records, the Airport Authority is currently entitled to a flowage fee of \$0.05 per gallon for every gallon sold. Mr. Williams stated that he would continue to provide records of all of the fuel sales to the Airport Director in order that the invoicing would be based on the previous month's sales.

PROJECT UPDATE:

Mr. Smith 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

Construction of this project is complete and project close out is underway. Additional items including a new lighted wind sock, replacement of the in-pavement runway edge lighting and relocation of the lighting control panel were added to the project to utilize remaining grant funds.

Airport Master Plan (Airport Layout Plan or ALP)

Aerial Photogrammetry and survey have been flown and data is being processed. Planning work is scheduled to begin in March and the project is 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 of this project.

Sanitary Sewer Observation and Assistance

Jason Kennedy spoke with Brian Sullivan of Town Sharpsburg on Thursday February 9th. According to Mr. Sullivan, CCTV of the sanitary sewer lines have been completed and is under review by the Town of Sharpsburg's engineer. Once the review is completed, the Town will complete any needed repairs to the gravity line and manholes. Recalibration of the pump station meter is scheduled for the week of February 13th.

The Wooten Company is conducting the feasibility study of tying the airport pump station into the county system. Derek Hawkes, Nash County Public Utility Director, will notify the Town and Airport once the study is complete.

Funding Update

Approximately \$325,000 of Non-Primary Entitlement funding is available and is tentatively programmed to be utilized for the upcoming ALP project.

FINANCIAL REPORT:

Mr. Viventi and Mr. Warren has reviewed the financial reports for the months of October, November and December and recommended approval. Mr. Warren made the motion to approve the report and Mr. Mullen seconded the motion, and the reports were unanimously approved.

FURTHER BUSINESS:

Mr. Viventi reported that on February 10th, Mr. James Brantley had tendered a two week notice of resignation of his position as Operations Manager due to personal reasons and that his last day would be February 24, 2017.

ADJOURNMENT:

At approximately 3:00 PM, the general meeting was adjourned and the Authority went into Executive session to discuss items pertaining to personnel.

After coming out of Executive session, 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, Finance Officer