

M I N U T E S

OF THE

ROCKY MOUNT - WILSON REGIONAL AIRPORT AUTHORITY

H E L D

TUESDAY, MARCH 14TH, 2017

JOSH L. HORNE CONFERENCE ROOM

MEMBERS PRESENT

MR. N. JOHNSON BISSETTE, CHAIRMAN MR. CARL WARREN, TREASURER
MR. DAN HERRING MR. CHARLES MULLEN
MR. JEFF LOCKHART 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

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. Dan Herring and seconded by Mr. Charles Mullen to approve the February 2017 minutes with corrections. 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:

TW Lighting and Signage Upgrade Final Walk Through

Mr. Jason Kennedy of WK Dickson and I met with Mr. Jesse Bogue of Cedar Peaks Contractors on February 2nd to perform a final walk through on the TW Lighting and Signing construction project in order to address any outstanding punch list items and to determine the warranty period dates. A detailed summary will be provided by WK Dickson in their monthly report.

Budget and Accounting Meeting

On February 17th Mr. Carl Warren and I met to review the previous accounting reports and discuss the proposed 3rd quarter budget amendment and plan the FY 2017-2018 proposed budget.

Civil Air Patrol

On February 19th, I flew 3 young Tar River Composite Squadron cadets on their very first Orientation flights to the Civil Air Patrol Museum and to the First Flight Monument in Kitty Hawk. On March 11th, I presented to a group of 10 Civil Air Patrol Pilots the Cessna / Garmin FAA FITS VFR ground school training.

Fuel Farm and Lease Meeting with FBO

Mr. Williams and I met at Air Care on February 20th, to discuss the future of the fuel farm. We reviewed the history, existing condition and ownership of the facilities and agreed that it was in both the airport's and the FBO's best interests to cooperate and pursue the removal and mitigation of the USTs by the Authority and replace it with a new above ground double walled tank at the new fuel farm location to be owned and insured by the Authority and fund it with the State and Federal Government's assistance as soon as practically possible. We also discussed the Hangar leases and agreed on the parameters of a new monthly electronic invoice showing a detailed breakdown of all the lease amounts, hangar insurance, fuel flowage, water usage and charter fees.

Wilson Industrial Airport (W03) Advisory Board Meeting

I attended the Wilson Airport Advisory meeting with Mr. Bissette on February 21st, at the Wilson Industrial Airport FBO. Mr. Bissette introduced me to the chairman and board members and I gave a briefing on my background and informed the board that I was interested in developing a neighborly relationship with our sister airport and would be delighted to assist them in any way possible. We also donated our surplus

taxiway globes and bulbs that were no longer of use the RWI since the installation of our new lighting system but were the same currently needed by W03.

Staff Aircraft Familiarization Meeting

As required by FAA part 139 annual mandated ARFF, training I gave our staff an Aircraft familiarization presentation including appropriate firefighting techniques applicable to specific airframes and power-plant combinations that can be expected with our current operations.

Hangar #7 Roof Repair Estimate Meetings

On February 28th, I met with representatives of both B&M and ARS roofing contractors to assist them in quantifying and estimating the roof repair work for hangar # 7 as required in our 5-year lease extension agreement with Rocky Mount Rental and Leasing Inc.

EAA Chapter 1047 Meeting

I attended the Experimental Aircraft Association (EAA) chapter 1047 meeting at their hangar at Wilson Industrial airport on March 4th. I was able to meet and talk with many local pilots who either drove in or flew in with their aircraft and the FAA gave a presentation on their new Basic Med requirements and Foreflight tips and techniques.

Kiwanis Presentation

Wilson County Manager, Denise Stinagle, invited me to be her guest and give a presentation on RWI at the Wilson Kiwanis Club on March 8th at the Western Sizzling Steakhouse in Wilson. I gave the members a PowerPoint briefing on the current and future status of the airport and answered many interesting questions about everything from how much does it cost to get a pilot's license to is it legal to fly a drom near the airport.

Division of Aviation Meeting

Mr. Paul Smith, Mr. Jason Kennedy and I met with Ms. Rachel Bingham and Ms. Jennifer Fuller at the North Carolina Division of Aviation Conference Room in Raleigh on March 10th, to primarily discuss the status of the Master Plan / ALP, TW Lighting and Signage project, Runway and Taxiway Rehabilitation and Fuel Farm Mitigation projects. We also reviewed the airport's minimum FAA and State requirements and inspections. A more detailed summary will be provided in the Consultant's monthly report.

FBO REPORT:

Mr. Williams reported on the FBO operations and stated that February was a "Banner Month" with over 36,000 gallons of fuel sold and that he had two purchase order for aircraft sales.

ELECTIONS:

Chairman Johnson Bissette nominated Mr. Dan Herring for the position of Secretary. Mr. Charles Mullen made the motion to elect Mr. Dan Herring as Secretary. The motion was seconded by Mr. Carl Warren, the Authority Members unanimously approved the motion.

OLD BUSINESS:

No old business was reported

PROJECT UPDATE:

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

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.

Dion Viventi, Paul Smith and Jason Kennedy attended a scoping meeting with North Carolina Division of Aviation (NCDOA) on Friday March 10th to discuss the required elements of this project. Finalization of the design scope and fee is underway. \$350,000 has been awarded by the state for the design of this project.

Sanitary Sewer Observation and Assistance

Nash County has completed the feasibility study which evaluated connecting the existing Town of Sharpsburg pump station to the Nash County system. A meeting is scheduled for Wednesday March 22nd with Nash County and Town of Sharpsburg to discuss next steps for transitioning the pump station to the county system.

Fuel Farm Improvements Project

Project development is underway to determine the necessary steps to decommission the existing underground storage tanks used for storing Jet A, and replacing them with a 20,000 gallon above ground tank to be located at the primary fuel farm area.

Transportation Improvement Program (TIP)

The TIP is being updated to reflect new projects, validate project cost estimates and to update project prioritization. The updated TIP will be submitted to NCDOA for project prioritization and funding consideration in May.

Funding Update

\$375,000 of Non-Primary Entitlement funding is available. Approximately \$225,000 of this amount will be used for the upcoming ALP project.

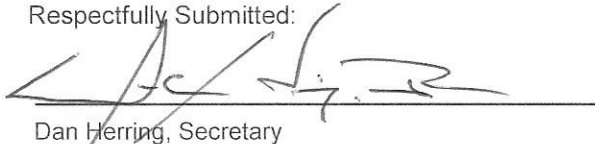
FINANCIAL REPORT:

Mr. Viventi and Mr. Warren reported that they had met and reviewed the financial report for the month of February and recommended approval. Mr. Herring made the motion to approve the report and Mr. Mullen seconded the motion, and the report was unanimously approved. Mr. Warren reported that he and Mr. Viventi were working together on an amended budget to be submitted before the end of the fiscal year. Mr. Viventi briefed the board on a new format for review for the proposed budget for next fiscal year.

ADJOURNMENT:

At approximately 1:00 PM, there being no further business to come before the board, the general meeting of the Rocky Mount - Wilson Regional Airport Authority was adjourned.

Respectfully Submitted:



Dan Herring, Secretary