

M I N U T E S

OF THE

ROCKY MOUNT - WILSON REGIONAL AIRPORT AUTHORITY

H E L D

TUESDAY, APRIL 11TH, 2017

JOSH L. HORNE CONFERENCE ROOM

MEMBERS PRESENT

MR. N. JOHNSON BISSETTE, CHAIRMAN	MR. ELDON NEWTON, VICE CHAIRMAN
MR. CARL WARREN, TREASURER	MR. JEFF LOCKHART

STAFF PRESENT

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

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 Bissette, Chairman.

APPROVAL OF MINUTES:

A motion was made by Mr. Eldon Newton and seconded by Mr. Carl Warren to approve the March 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:

2017 North Carolina Airports Association (NCAA) Conference

March 26th through the 28th I attended the 38th annual NCAA conference held this year at Pinehurst. This year's theme was "The Economic Impact of Aviation". The conference agenda was highly focused on the impact of Aviation in NC and our efforts to become individually involved in continued growth of our airport and being pro-active in marketing and promoting the advantages of having an airport in the community. The keynote speakers were Mr. John Skvarla and Mr. Christopher Chung who greatly understand the benefits of Aviation in NC and spoke to the community engagement and economic development partnership of North Carolina. The full agenda covered information on marketing, planning, safety, and growing a Great FBO. A major takeaway for RWI was a confirmation in a meeting I had with representatives from the FAA and the DOA to allow our marketing plan to be included into our Strategic Master Plan funded by our FAA Non-Primary Entitlement Grants.

Aviation Expo

On March 29th, the airport partnered with WEP, Air Care, Metro Aviation, Air Methods and Civil Air Patrol to promote aviation careers to approximately 150 ROTC students from Wilson County. The students heard presentations on Airport management and Engineering, Pilot training, Airfield management, Airfield Rescue and Fire Fighting, Fixed Based Operations and Air Ambulance services. The Wilson Daily Times posted a very positive photo-story of the event in the newspaper the following Saturday which generated some great feedback, great PR and most definitely put the airport in a positive spotlight.

Civil Air Patrol

On April 1st, the Tar River Composite Squadron hosted an Aerial Photography course for 12 qualified aircrew members from across the state. I flew 2 of the 4 sorties and all aircrew members who attended completed the requirements to assist the CAP in disaster relief aerial photography reconnaissance for the US Air Force and collaborating agencies such as FEMA and the National Forestry Service.

Presentation to Edgecombe County Commissioners

On April 3rd, Mr. Carl Warren and I attended the Edgecombe County Board of Commissioner's meeting at the request of Mr. Eric Evans, County Manager. I gave a PowerPoint presentation and briefed the Commissioners and the County Staff on the current status and future plans and goals of the airport and solicited their support on our future endeavors.

Hangar #7 Roof Repairs

Out of 4 bidders, Smithson Contracting placed the highest quality/low bid on the roof repair work to Hangar #7 currently leased by Rocky Mount Rental & Leasing Inc. On April 4th, work began on the repairs which included panel replacement, New flashing, caulking and fasteners and should be completed soon.

FLY-RWI Aviation Academy

On April 5th, I started FLY-RWI Aviation Academy and began providing certified flight instruction and signed up two new private pilot students who began their flight training syllabus' with ground school and aircraft familiarization. The Academy is currently collaborating with OBX Aviation out of JNX and sharing a Piper Warrior II. I have located several prospective affordable aircraft which once purchased will be inspected and serviced by Air Care will be based here at RWI for training and rentals.

FBO REPORT:

Mr. Williams reported on the FBO operations and stated that March was a good with over 24,000 gallons of fuel sold.

OLD BUSINESS:

No old business was reported

PROJECT UPDATE:

Mr. Kennedy 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)

The project kickoff meeting and airport inventory will take place on April 25th. The kickoff meeting will identify in detail the vision of the Master Plan, critical plan goals and success factors and compile a list of the stakeholders to include in the master planning process. After the kickoff meeting, the project team will conduct the airport inventory and confirm existing conditions information which will be used as the basis of the study.

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. Town of Sharpsburg has completed a CCTV inspection of the gravity sewer lines and found no signs of significant inflow or infiltration. A meeting will be held with the Town and County to discuss next steps, once the schedule for the proposed improvements to the pump station is confirmed by the Town.

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 and addition of connecting piping for a self-serve Av-Gas and Jet-A pump station at the Apron.

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.

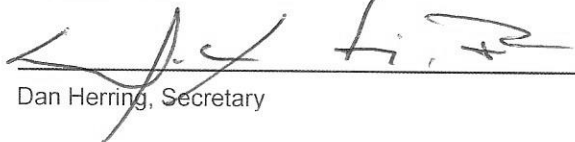
FINANCIAL REPORT:

Mr. Viventi and Mr. Warren reported that they had met and reviewed the financial report for the month of March and recommended approval. Mr. Newton made the motion to approve the report and Mr. Lockhart seconded the motion, and the report was unanimously approved.

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