

M I N U T E S

OF THE

ROCKY MOUNT - WILSON REGIONAL AIRPORT AUTHORITY

H E L D

TUESDAY, MAY 9TH, 2017

JOSH L. HORNE CONFERENCE ROOM

MEMBERS PRESENT

MR. N. JOHNSON BISSETTE, CHAIRMAN MR. ELDON NEWTON, VICE CHAIRMAN
MR. CARL WARREN, TREASURER MR. DAN HERRING, SECRETARY
MS. ANNE ETHERIDGE MR. JEFF LOCKHART MR. CHARLES MULLEN

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, PA

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 April 2017 minutes with corrections. All in attendance approved.

NEW BUSINESS:

Mr. Viventi informed the Board Members that the Monthly Finance Report has been successfully completed and reviewed within the first two weeks for the past three months and has been available for the Board to review for the following monthly meeting for the past three months and therefore recommended moving the monthly meeting to the third Tuesday of each month to assure review of the previous month's report at each successive Airport Authority meeting. Mr. Mullen made a motion to approve the recommendation and Mr. Warren seconded the motion. The motion was passed unanimously by all members in attendance.

DIRECTOR'S REPORT:

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

Presentation To Nash County Commissioners

On April 17th, Mr. Charles Mullen and I attended the Nash County Board of Commissioner's meeting at the request of Mr. Zee Lamb, 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 and current request for FY 2017 funding.

Hangar #7 Roof Repairs

Smithson Contractors have completed the Hangar #7 Roof Repairs. Smithson Replaced (8) 21' long galvalume MAP roof panels on both end-walls and 40' of base flashing at roof tie in with extended life fasteners, sealants and closures and replaced necessary fasteners over the existing roof area at a cost of \$6,632.00 I spoke with Mr. Bill Rowe on Thursday May 4th, who reported that no significant leaks have occurred since the repair but will be monitoring to see if any new ones occur during the next storm.

Wildlife Hazard Training

USDA Animal and Plant Health Inspection Service – Wildlife Services, in cooperation with the NCDOT – Division of Aviation, will provide technical outreach and other services designed to increase safety at NC Airports and Rocky Mount – Wilson Regional Airport will be hosting one of the 8 events on Wednesday November 15th here at RWI. The training will run from 8am to 4pm is no cost for attendees and will meet the airport's CFR Part 139 training requirements for the year.

Strategic Master Plan Kickoff Meeting

On April 25th, I met with Mr. Jason Kennedy, Mr. Joseph Barkevich and Mr. Brian Faulkner of WK Dickson to kick off the Strategic Master Plan and Airport Layout Plan project. Project Stage planning, scheduling, Scope and Stakeholder involvement were discussed extensively. The agenda and minutes of the meeting are included in the Consultant's report for this month.

Airport Marketing Plan Meeting

On April 26th, I met with Mr. Scott Burkhead of Burkhead Brand Group along with Mr. Jason Kennedy and Mr. Paul Smith of WK Dickson to discuss the feasibility and fee proposal of a marketing plan that could be funded by the FAA as part of the Strategic Marketing Plan Project as an amendment to the Grant. Burkhead Brand Group has prepared a 4 to 5-month Sub-Consultant proposal that would provide Branding Audit, Discovery, and Development services for under 10% of the SMP project cost as per FAA recommendations. Branding implementation would cost \$5000 per month and would need to be funded separately.

FLY-RWI Aviation Academy

LLC Articles of Corporation for FLY-RWI have been filed with the NC Secretary of State's office and a Certificate of Existence is forthcoming. Two students have signed up to begin training for their Private Pilot's license under CFR Part 61 regulations. A few promotional flights have been conducted and positive feedback has been received on the timing and location of a flight school here at RWI. A prospective two seat single engine training aircraft has been located and a purchase is pending completion of an annual and pre-buy inspection with Air Care Inc.

Airport IQ 5010

After completing a walk around survey of the based aircraft on May 1st, I updated the Federal Aviation Administration's (FAA) Based aircraft database managed by GCR to reflect the actual number, type and owner of every aircraft located here at RWI. The number has increased from 9 registered based aircraft in August 2016 to 21 currently registered.

Rocky Mount Telegram Article

On April 28th, The Rocky Mount Telegram featured a very positive article on the airport. The article featured photos taken on Wednesday the 26th and information taken by Mr. Lindell Kay, a reporter from the telegram who interviewed several people at the airport and took a scenic flight with FLY-RWI.

FBO REPORT:

Mr. Williams reported on the FBO operations and stated that April was another good month for Air Care and that all departments are humming. Mr. Williams reported that Air Care was enjoying a healthy freight business with over 21,000 gallons of fuel sold. He also reported that Air Care also had a good sales month with the delivery of (3) aircraft in stock including (2) used aircraft and (1) new aircraft sold in the past month.

OLD BUSINESS:

Mr. Newton reported an issue brought to his attention from one of our corporate pilots regarding the Television and HVAC system in the pilot's lounge. Mr. Viventi reported that the airport had cancelled their satellite TV subscription and switched to local digital antenna and that the HVAC system was under repair and that he would contact the pilot and address his concerns.

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 and Airport Layout Plan (ALP)

The project kickoff meeting and airport facility inventory was conducted on April 25th. Over the next few months the project will include data collection and inventory, forecasting of future operational demand and facility requirements, and receipt and processing of aerial survey and imagery to develop existing conditions plans of the airport.

Runway and Taxiway Rehabilitation project.

NC Division of Aviation is completing their review of the proposed scope and fee. Upon approval, the grant will be opened and project design will begin. Initial tasks include survey and geotechnical investigation to gather data on existing pavements and subgrade materials.

Sanitary Sewer Observation and Assistance.

The Town has purchased a new meter for the pump station and is soliciting bids to install the meter. The Town plans to have the new meter installed by the end of June. Ensuring that the meter is working properly is a major step forward in repairing the pump station so that Nash County may further consider taking over service of the airport. A meeting will be held with the Town and County to discuss next steps, once the improvements to the pump station are completed 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.

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 June. Partner Connect deadline is June 30th. The updated TIP will be submitted to Mr. Viventi to review and present to the Authority at the next Board meeting for approval prior to submission to the NCDOA for project prioritization and funding consideration in June.

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.

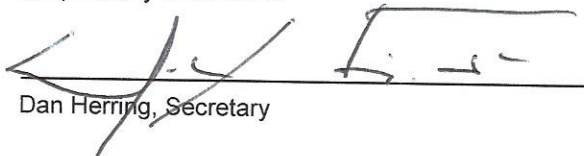
FINANCIAL REPORT:

Mr. Viventi and Mr. Warren reported that they had met and reviewed the financial report for the month of April and recommended approval. Mr. Herring made the motion to approve the report and Mr. Warren 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