

M I N U T E S

OF THE

ROCKY MOUNT - WILSON REGIONAL AIRPORT AUTHORITY

H E L D

TUESDAY, JUNE 20TH, 2017

JOSH L. HORNE CONFERENCE ROOM

MEMBERS PRESENT

MR. N. JOHNSON BISSETTE, CHAIRMAN
MR. CARL WARREN, TREASURER MR. DAN HERRING, SECRETARY
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
MR. JASON KENNEDY, PE, W.K. DICKSON, PA
MR. NORRIS TOLSON, PRESIDENT, CAROLINA GATEWAY PARTNERSHIP
MS. KRISTA IKERT, VICE PRESIDENT, CAROLINA GATEWAY PARTNERSHIP
MR. DON H. WILLIAMS, PRESIDENT, LEWIS ADVERTISING

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 May 2017 minutes with no corrections. All in attendance approved.

GUEST SPEAKERS:

Mr. Norris Tolson and Ms. Krista Ikert gave a briefing on the history and current status of the soon to be built CSX Hub and the anticipated local economic impacts. Mr. Tolson stated that "We have tremendous growth coming to our area and it will have a definite impact on operations at the airport".

Mr. Don Williams gave a presentation on the Carolina Gateway Partnership which highlighted RWI airport as a resource for incoming business to the area. Mr. Williams stated that "We (RWI) are at the crossroads of the area's future development and that it would be prudent to prepare a video presentation for the airport to inform business leaders of the benefits and advantages of operating out of RWI."

NEW BUSINESS:

DIRECTOR'S REPORT:

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

Airport Branding, Marketing and Advertising

On May 10th, I met with Mr. Scott Burkhead, Managing Partner of Burkhead Brand Group to review their simplified Branding and Marketing proposal to be submitted to WK Dickson for amendment consideration to the Strategic Master Planning Document Grant currently under review by the North Carolina Division of Aviation. On May 11th, I met with Mr. Don Williams, President of Lewis Advertising and an Officer on the Directors Board of the Carolina Gateway Partnership. I gave Mr. Williams a briefing on the Airport and we discussed ways to implement the Branding and Marketing strategies into a locally generated advertising product and the possibility of integrating our information into their larger regional promotional package.

Unmanned Aerial Vehicles (UAVs)

On May 11th, I met with Mr. Brent Fisher, Nash County Assistant Dir. Of Fire and Rescue Services and Emergency Management to discuss how the Airport can assist his department in implementation and training of a proposed Nash County UAV operations program. Together we had a conference call with Mr. Kyle Snyder, Director of NC State University's NGAT Center and Mr. Darshan Divakaran, Manager of UAV systems for the NC Division of Aviation on ways that these agencies could assist the County in implementation of UAVs into Emergency management operations.

Wilson Chamber of Commerce

On May 18th, I met with Mr. Ryan Simons, President of the Wilson Chamber of Commerce to discuss membership options with the Chamber and how the membership could be mutually beneficial to the Airport Authority and the local community as we begin to explore more promotion and development opportunities and ways to implement them and reach out to our corporate partners.

Finance Committee

On May 22nd, The Airport Finance Committee including Mr. Carl Warren, Treasurer, Mr. Tommy High, CPA, CRI and myself met to discuss the FY 16-17 4th Quarter Budget Amendments and to plan and prepare the FY 17 – 18 Budget Proposal. The Amended and proposed budgets will be put before the Airport Authority at the next regularly scheduled meeting in June for approval and will be based on the most recent (May 2017) Accounting report prepared by CRI. The proposed budget is basically unchanged from last fiscal year except for the inclusion of existing capital improvement and proposed planning projects. The proposed project's scope and fee proposals have been reviewed by the Authority and the NC Division of Aviation. Proposed projects are currently under consideration by both the State and Federal Government for grant funding and contingent upon a 10% match by Local Sponsorship.

Wilson Experimental Aircraft Association (EAA)

On June 6th, I attended the Wilson EAA Fly-In and monthly chapter meeting hosted by Dr. Schellenberg at Red Oak Airport. I submitted an application for transfer of membership from the Elizabeth City Chapter and gave a briefing on the Flight training opportunities at Rocky Mount - Wilson Regional Airport. I also flew the recently acquired FLY-RWI 2-seat trainer aircraft (PA-38-112) Tomahawk and gave a demonstration on Soft & Short Field Take off and Landings.

Airport Transportation Improvement Program (TIP) Submittal

On June 12th, Mr. Paul Smith, PE, VP WK Dickson and I met to discuss and review the updated TIP submittal currently being prepared by WKD and to be reviewed by the Airport Authority at the next regularly scheduled meeting in June. New additions of note under consideration include a proposed a runway and taxiway extension, an Aviation Industrial Park with a second parallel taxiway, revised terminal area development plans including a South Side T-Hangar option and accompanying Contiguous land acquisition.

USCG Auxiliary Aviation (AUXAIR)

On June 14th, under orders, I completed a Co-Pilot Multi-Engine / Commercial / Instrument check ride with the US Coast Guard AUXAIR program in a Cessna C-340 aircraft. This aircraft is used for Coastal and Inland Patrols by the USCG in both Virginia and North Carolina Sectors. My goal is to help promote Civilian participation in USCG search and rescue and training operations by recruiting and retaining civilian owned aviation assets and manpower to the program and providing an option for local aviators to give back to our Nation and US Armed Forces through this volunteer organization.

Airport Strategic Master Plan

On June 15th, I met with Mr. Bobby Walston, director of the NC Division of Aviation Plan and members of his staff to discuss the Airport Strategic Master Plan and to formally submit the signed and executed copies of the request for aid and grant application for this planning project. Mr. Walston and I discussed at length the tremendous potential for growth at KRWI and how the Strategic Master Plan can be used to help implement a unified vision and direct the necessary funding from the State Aid to Airports program and Federal Block Grant Program through his office to accommodate the proposed capital improvements. I shared with him that the airport has had an increase in freight operations and of the new flight school opening. He was very excited to hear of the recent increase in operations and some of the proposals in the new TIP and he informed me that the Division has hired a new Project Manager to represent our region, Mr. Samuel C. Lawhorn. He also suggested a visit to Rocky Mount -Wilson Airport in the near future to formally introduce Mr. Lawhorn to the Board.

Federal Aviation Administration Safety Team (FAAST)

On June 17th, I attended the FAAST seminar in Louisburg at the Triangle North Executive Airport (KLHZ). The seminar centered around flight training options in the area that lead to additional Aviation Ratings

and endorsements including Seaplane training at Tri-County Airport, Glider Training at Crooked Creek Airport, and Conventional Gear training (Taildraggers) at Triangle North Exec. Airport.

Airport South Side T-Hangar Proposal

Mr. Jason Kennedy, PE from WKD and I have been working together to strategize a new plan to develop existing property on the south side of the terminal area. The plan shows a total of 64 prospective Hangars as part of a phased approach to developing property currently owned by the airport. The first phase would provide for 25 T-Hangars in the area south west of the FBO Apron beyond Hangar #3 where the Self-Serve Fuel farm can be co-located. A future phase would accommodate an additional 28 T-Hangars and 11 clear span hangars in the area currently occupied by the Underground Storage Tanks (USTs) which are planned to be removed in the near future. A preliminary Estimate prepared by WKD for Phase I Total cost for Site Prep and paving would be approx. \$803K, T-Hangar Buildings are estimated at \$1.6M and Fuel Farm improvements are estimated at \$613K

Civil Air Patrol

The Tar River Composite Squadron has grown in recent months and added 3 new pilots to the ranks and two Cadets have been approved for aviation certificate training. I have given three check rides to local mission pilots and have put in a request to base a Cessna 172 aircraft here at RWI and have received notification from the wing that this request has been approved subject to submittal of a formal training plan. Additionally, the local BB&T volunteer group has recently come in and renovated the galley area of the FAA building providing new cabinets and counter space and labor to install them at no cost to the Squadron or to the Airport.

Airfield Taxiway Signage and Lighting Project

The contract work for the Signage and lighting project has been completed along with the additionally approved modification for the lighted wind cone and lighting controls relocation. There is remaining funding left in the grant and I have requested an estimate from Cedar Peaks to add LED apron lighting to the grant before project and grant closeout. Cedar Peaks has provided estimates for this modification and I am recommending the replacement option in the amount of \$16,950.00 to replace (7) existing Apron Lights with (7) new LED fixture heads. I discussed this proposal with Ms. Rachael Bingham, Senior Project manager with the Division of Aviation and she has signaled that this request for modification would be approved if submitted.

ACTION: Mr. Dan Herring made a motion to accept Staff's recommendation to approve the Apron LED lighting modification to the Taxiway Lighting and Signage Grant, Mr. Warren seconded the motion, and the motion was unanimously approved by all board members in attendance.

FLY-RWI Aviation Academy

FLY-RWI has purchased its first aircraft, a Piper Tomahawk (PA-38-112), a 2-seat trainer, which is now tied down on the FBO ramp along with the Piper Warrior on the flight line. Flight Training has grown steadily with one PPL student who has soloed here at RWI and is currently preparing for the private pilot check Ride. I have also given two Bi-annual Flight reviews to local pilots and have checked out a local pilot who is now renting the Piper Warrior. Air Care is providing the fuel, maintenance, mechanical repairs and upgrades to the aircraft.

FBO REPORT:

Mr. Williams reported on the FBO operations and stated that May fuel sales were the same and that no aircraft had been sold in the month of May. Mr. Williams also reported that Air Care received the Phillips 66 Aviation Gold Standard of 90 award for 2107 and the FlightPln.com Award for being the 12th highest ranked FBO out of the top 50 in the US and the 3rd highest ranked FBO in the South-Eastern US.

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.

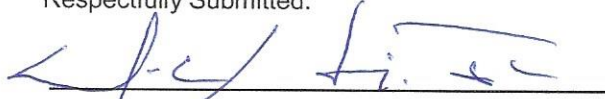
FINANCIAL REPORT:

Mr. Viventi and Mr. Warren reported that they had met and reviewed the financial report for the month of May 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. Viventi submitted the 4th Qtr Budget Amendment for FY 2016 -2017. Mr. Carl Warren made a motion to adopt the amended budget and Mr. Charles Mullen seconded the motion which was unanimously passed by all the board members present. Mr. Viventi submitted the proposed budget for FY 2017-2018 and Mr. Charles Mullen made a motion to adopt the proposed budget and Mr. Jeff Lockhart seconded the motion which was unanimously passed by all the board members present. The FY 2016-2017 Audit contract prepared by Maxton C. McDowell, CPA was tabled till the next meeting

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