

M I N U T E S

OF THE

ROCKY MOUNT - WILSON REGIONAL AIRPORT AUTHORITY

H E L D

TUESDAY, AUGUST 15, 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 MR. ELDON NEWTON

STAFF PRESENT

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

OTHERS PRESENT

MR. J. B. WILLIAMS, AIR CARE INC.
MR. JASON KENNEDY, 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. Dan Herring and seconded by Mr. Charles Mullen to approve the May 2017 minutes with no 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:

General Liability Insurance

On June 13th, I met with Buckley Strandberg with Standard Insurance Co. of Rocky Mount to review and amend our current insurance liability policies. Changes for 2017-18 include reduction in vehicles and personnel, addition of an environmental protection policy and modifications in the Workers Comp experience and claims histories. An updated summary is forthcoming and will include policy and premium adjustments accordingly.

Finance Committee

On June 26th, I met with Mr. Tommy High, CPA, CRI to discuss the approved FY 2017 – 18 Budget. The new budget was reviewed and accounting codes were revised and new codes assigned accordingly. The new codes will be utilized beginning July 1st, 2017 on all financial transactions and the FY 2017-18 Financial reports will reflect the updated budget format adopted by the Authority during the June 2017 meeting.

Apron LED Lighting Modification

On June 27th, I met with Mr. Jesse Bogue, project manager for Cedar Peaks Contracting and Mr. Tom Wolf of Deco Lighting to review engineering plans, recommendations and discuss implementation of the LED lighting upgrade. Since then, we have received the analysis and shop drawings from the manufacturer which shows a definite improvement over the existing lighting. The lights are proposed to be set at a 15-degree angle from the horizontal plane in order to provide maximum lighting without interfering with the pilot's vision when approaching the apron area. The Grant modification has been approved by the NCDOA and work on the project is expected to begin in September.

Transportation Security Administration

On June 29th, a conference call was held with Ms. Tricia Macomber, the Transportation Security Inspector-Aviation with the Transportation Security Administration (TSA) to perform the Airport's annual GA Security assessment. According to the Appendix B guidelines for suggested airport security enhancements matrix, KRWI now accomplishes 10 out of the 14 recommendations made by TSA and 12 out of the 18 total Security Enhancements recommended by the TSA for the 2017 reporting cycle. We have formed a Security committee composed of 6 members to meet and to address every item on Appendix B. and to review the current Airport Security plan and to make recommendations and meet again annually to review and revise as needed. The members will be comprised of (1) member from each of the following entities on the airfield plus a member from our local LEO: Rocky Mount - Wilson Airport Authority, Air Care (FBO), Air Methods (Air Ambulance), Metro Aviation (Air Ambulance), Civil Air Patrol (CAP), Nash County Sheriff Dept. I will report back to you on the outcome of the first meeting with a report on all recommended procedures and policies.

Civil Air Patrol

On July 10th, The Tar River Composite Squadron sent four cadets to the North Carolina Wing Encampment held at the Air Force National Guard Facility in Stanly County. I volunteered to fly two days of Orientation flights for the Cadets in order to help complete their allocated flight program and thanks to a break in the weather all flights were completed ahead of schedule with no incidents.

NCDOA Maintenance Program Meeting

On July 11th, the North Carolina Division of Aviation (NCDOA) held a pavement maintenance pre-construction meeting at the Rocky Mount – Wilson Regional Airport to discuss the Airport Maintenance project scope and fee estimate to perform asphalt rejuvenation, crack and joint sealing, airfield marking cleaning, new airfield markings and Beacon rehabilitation for the airport. The work will be performed by Hasco Contractors and overseen by CH2MHill, Inc. under a 100% funded contract under the NCDOA yearly maintenance contract. The work will involve temporary partial closures of the Runway, Taxiway and Apron areas and will be NOTAM'd accordingly. KPR/Trimat Inc. has completed preliminary testing and work is expected to begin this quarter upon receipt of final work schedule by the contractor with all interested parties receiving preliminary notification.

Association of Accredited Airport Executives

During the week of July 17th, I attended and completed the Association of Accredited Airport Executives (AAAE) Certified Member (CM) course and passed the CM exam on site at the AAAE HQ in Alexandria VA. The course involved highly valuable training and certification in the following areas: Airport Finance and Administration, Airport Planning Construction and Environmental Permitting and Construction, Airport Operations, Security and Maintenance, and Airport Communications and Community Relations. One of the biggest take-aways for RWI was obtaining more clarity regarding distinguishing between Aeronautical and Non-Aeronautical Revenues and how to differentially budget and apportion these finance streams properly in order to comply with FAA regulations pertaining to grant funding obligations.

USCG Auxiliary Aviation (AUXAIR)

During the week of July 24th, I attended the annual EAA Airventure Aviation Fly-in held annually in Oshkosh WI (OSH) and manned the recruiting booth as a volunteer for the United States Coast Guard Auxiliary (AUXAIR) program. At OSH I was able to meet and network with many individuals in the aviation industry on behalf of KRWI, promote our US armed forces in aviation and give back to our community in a meaningful way.

North Carolina – Japan Exchange Cadet Program

KRWI was selected to participate this year to host the North Carolina – Japan Exchange Cadet Program. On August 8th, a contingent of 4 Japanese exchange cadets, their chaperones and American escorts from the North Carolina arrived at KRWI to tour the facility and take a complimentary flight. Thanks to a generous offer from Mr. John Slatner, one of our locally based pilots and FLY-RWI, these cadets were able to take flight for the very first time right here in North Carolina at KRWI. Each of the Cadets, their escorts and Chaperones were treated to a lovely sunset flight over the Piedmont region which I'm sure they will not soon forget. The group presented us with a nice certificate of appreciation before they departed on their next stop in Raleigh.

FLY-RWI Aviation Academy

Over the months of June, July and August, FLY-RWI has provided approximately 58 hours of flight training to local pilots including Flight Reviews, Instrument Proficiency Checks, discovery flights, solo flights and check outs for rental flights. FLY-RWI has also added an Unmanned Aerial System (UAS) to its rental lineup and can now provide aerial photography to the general public certified by the State of North Carolina as a commercial operator and licensed under 14 CFR Part 107. FLY-RWI is also able to provide training to prospective drone pilots wanting to receive a Remote Pilot's License from the FAA.

FBO REPORT:

Mr. J.B. Williams reported on the FBO operations and stated that fuel sales were off last month and that there were no planes sold. Mr. Williams also reported that Air Methods was leaving and that UNC may possibly take over their air ambulance operations and that he would know more details by February. J.B. stated that Air Methods was currently on a month to month lease.

OLD BUSINESS:

Mr. Herring inquired on the status of the proposed conference room and pilot lounge upgrades. Mr. Viventi stated that the estimates for the improvements were in place and that no donations have been received as of this date.

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 and Airport Layout Plan (ALP)

The forecasting phase of the project is underway and the draft forecasting chapter of the Master Plan will be submitted to NCDOA for review this month. Forecasting of future airport demand will serve as the basis for facility development outlined in the Master Plan and Airport Layout Plan.

Runway and Taxiway Rehabilitation project.

Preliminary Engineering is the first phase of this project and will include geotechnical investigation, survey and inspection to inventory existing conditions of the pavement and subgrade. This information will be used to develop various design alternatives for pavement rehabilitation methods. Preliminary cost estimates for each rehabilitation method, available local funding and estimated impact to airport operations will be evaluated to select the best fit alternative. Once these tasks are completed, the preliminary engineering report will be used to communicate to sponsors and NCDOA the recommended pavement rehabilitation method, timeline and estimated costs.

Sanitary Sewer Observation and Assistance

The Town is scheduled to have the pump system and gravity line manhole repairs completed by the end of August. A meeting has been requested for September with the Town of Sharpsburg and Nash County to discuss next steps toward having the pump station connected to the county system.

Fuel Farm Improvements Project

The draft scope of this project has been prepared for review by RWI and NCDOA. The project includes the decommissioning and removal of existing underground storage tanks at the old fuel farm, design for the installation a new 20,000 gallon above ground tank to be located at the primary fuel farm area and design of a 24-hour self-service fueling station to be located at the general aviation apron.

Funding Update

\$150,000 of Non-Primary Entitlement funding is available.

ACTION: Mr. Viventi recommended approval of the Runway and Taxiway rehabilitation design project scope and fee proposal prepared by W.K. Dickson and submitted by Mr. Kennedy. A motion was made by Mr. Herring to approve the proposal and give Mr. Viventi authority to execute all documents pertaining to this project on behalf of the Airport Authority and to submit them to the NC Division of Aviation. The motion was seconded by Mr. Jeff Lockhart and unanimously passed by all board members in attendance.

FINANCIAL REPORT:

Mr. Viventi and Mr. Warren reported that they had met and reviewed the financial report for the month of June and Mr. Warren recommended approval. Mr. Mullen made the motion to approve the report and Mr. Lockhart seconded the motion, and the report was unanimously approved. Mr. Viventi recommended approval of the FY 2016-2017 Audit contract prepared by Maxton C. McDowell, CPA and Mr. Warren made a motion to approve seconded by Mr. Herring. The motion was unanimously passed by all the board members present.

At 1:35 pm, Chairman Bissette made a motion to go into executive session for the purpose of personnel and legal discussion. Mr. Mullen seconded the motion. Motion was unanimously passed.

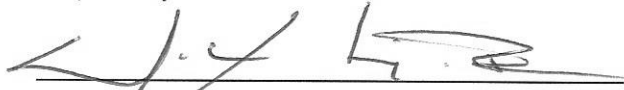
Regular session reconvened at 1:45 pm.

Mr. Newton made a motion seconded by Mr. Mullen to form a committee composed of Managing Director, Mr. Dion Viventi, Chairman Johnson Bissette, Treasurer, Carl Warren and Board Member Jeffrey Lockhart to meet and discuss potential revenue flows and to investigate the potential for the Rocky Mount – Wilson Regional Airport to achieve a self-sustaining annual financial position and make recommendations to the Airport Authority on how to increase revenue and thereby reduce the burden of the local municipal entities that subsidize the airport through annual financial contributions. The motion was passed unanimously.

ADJOURNMENT:

At approximately 1:50 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