

M I N U T E S

OF THE

ROCKY MOUNT - WILSON REGIONAL AIRPORT AUTHORITY

H E L D

TUESDAY, SEPTEMBER 19, 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. 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 at 12:00 PM.

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:

Hangar Repairs

On August 17th, I inspected the repair work completed on hangar numbers 5 & 7. Hangar number 5 repairs included cleanup of the cracked concrete interface between the pad and the hangar door rails and replacement of the metal door rail ramp. Hangar number 7 repairs included resealing of the roof vents and replacement of roof flashing over the office space. All the repair work is complete and the tenants are satisfied with the results.

Civil Air Patrol

August 19th, I flew the Wing's newest aircraft and attended National Aviation Day along with the North Carolina Wing Commander, Col. Jason Bailey and Wing Recruiting Officer, Capt. Dawn Stange and represented the Civil Air Patrol with a recruiting and information booth at the Wright Bros. Memorial State Park in Kitty Hawk. We were able to reach out to many prospective members and provide valuable information to the community regarding this amazing aviation volunteer program. On September 9th, I served as Tow Pilot at the Triangle North Glider Operations event. During this event, the Wing marked its 1000th Glider Sortie for the since the program was started in 2013 which has flown over 237 Glider Sorties just in 2017 making it No. 3 in the Country. On September 10th, the NC Wing decided to Base a Cessna Skylane C-182R at the Tar River Composite Squadron for Aircrew and Cadet training to be shared on a one-month rotation basis in conjunction with Halifax Squadron in Roanoke Rapids.

NCDOA Maintenance Program Project

Tri-Mat LLC and Hasco Contracting Inc. began our 100% funded maintenance project last month and has completed the Airport Beacon renovation. The apron crack seal and slurry coating is nearly completed and anticipated to be finished this week. The Taxiway centerline grinding is finished and the restriping should be completed sometime next week.

Passing of Anne Etheredge

On August 24th, Airport Authority Board member, Ms. Anne Mobley Etheredge, 71 of Rocky Mount passed. Ms. Etheredge served on the Rocky Mount – Wilson Regional Airport Authority for many years and also served on the boards for Unity Bank, Nash County Business Development Authority, Braswell Memorial Library, and United Community Ministries. She was a devoted member of the First Presbyterian Church where she served as an Elder and was a Lay Pastor. She is survived by her husband, John Etheredge, her son, Jonathan Etheredge, and daughter Jessica Smith. I attended the Visitation which was held on August 29th at Sunset Memorial Funeral Home in Rocky Mount. A private committal service was held on August 30th at First Presbyterian Church in Rocky Mount. A lovely spray of Flowers was sent on behalf of the Airport Authority. Ms. Joyce Joyner and I had a chance to speak with Ms. Anne at her home.

before her passing and she told us that serving the Airport Authority was both a privilege and a pleasure. Ms. Anne will be truly missed.

Public Relations

On September 7th, I recorded an Airport Informational Interview with Ms. Nancy Wilde, Account Sales Executive for First Media Radio. This interview was intended to broadcast to the public current information about the airport, it's operational makeup and to let the listenership generally know what is going on here at Rocky Mount – Wilson Regional airport. The interview will air on Oct 1st at 530 am on Power 95.5 and at 600 am on Big Dog 98.5 and Rock City 99.3. That same day I interviewed with Mr. Drew Wilson, Reporter for the Wilson Daily Times Newspaper and took him for an orientation flight in the Civil Air Patrol Cessna 172 Skyhawk. Mr. Wilson produced and exceptional online video and newspaper article in last Saturday's paper entitled: "Air Patrol plays vital role" and can be accessed here: <http://www.wilsontimes.com/stories/air-patrol-plays-vital-role,96233>

Runway / Taxiway Overlay Design Project

On September 14th, we received a letter from NCDOT stating that they have completed their final review of our request for aid application for the Runway and Taxiway Rehabilitation Design project in the amount of \$315,000 and have been approved to proceed to the next stage of the funding process. I have executed the agreement documentation on behalf of the Airport Authority and completed the Acceptance of Assurances, and the Pinning of the Request for Aid Application through the online Grant Management System (Partner Connect) and have uploaded all necessary documentation into the system for final acceptance.

Self-Sustaining Airport Committee Meeting

On Tuesday, September 12th, The Self-Sustaining Airport Committee consisting of the following members: Chairman Johnson Bissette, Treasurer, Carl Warren, Board Member Jeffrey Lockhart and Managing Director, Mr. Dion Viventi, met for the first time 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 committee met for approximately 2 hours and will report on their progress at the next regularly scheduled Airport Authority meeting on September 19th.

North Carolina Dept. of Transp. Division of Aviation Meeting

On September 15th, Mr. Jason Kennedy, PE and Paul Smith, PE of WK Dickson and I met with Mr. Sam Lawhorn, PE who is our new NE section Airport Project Manager with the NC Division of Aviation (DOA) to discuss our current grant and funding status with the State and to review the Highest priority projects currently listed on our Transportation Improvement project request list with the State. Specifically, we discussed the possibility of the proposed Runway and Taxiway Construction project to be submitted for the Federal Discretionary Funding list to be considered by the DOA in January. We informed the DOA that the Design project will be completed by March and we will be back in November with a preferred alternative and estimate for their review. We also discussed the possibility of the South Side Terminal T-Hangar and Fuel farm development project as a candidate for SDI 5.0 which will be receiving prioritizations from the DOA in the next month or two. The Airport currently has a Hangar project under consideration for SDI 4.0 which may qualify for 100% funding. We informed Mr. Lawhorn that we identified this project for 2017 NPE funding. I also requested that the DOA consider including our current Drainage maintenance project for 100% funding under next year's Maintenance program. Mr. Lawhorn informed us that it may be possible to conduct an inventory of our drainage system under the current contract with the State's Systems and Testing unit. Since Mr. Lawhorn is new to this position he requested that I send him a copy of our Airport Informational Power Point presentation for his familiarization.

FBO REPORT:

Mr. J.B. Williams reported on the FBO operations and stated that business was about the same. Freight was down but fuel sales were up about \$5K last month and that were no planes sold. Mr. Williams also reported UNC is building a hangar at LHZ. Mr. Williams stated that Air Methods plans to leave in February and have moved their helicopters but continue to perform maintenance on them at this location.

OLD BUSINESS:

No old business was discussed.

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. The draft forecasting chapter of the Master Plan has been submitted to NCDOA for review and approval. 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 will begin in October. This includes geotechnical investigation, survey and inspection of existing pavement and subgrade. 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

Repair work is ongoing and scheduled to be completed in October. Upon completion, the Towns engineer will provide a report stating what work has been done and a copy of the testing data showing that the meter has been tested and is working properly.

Fuel Farm Improvements and Hangar Development 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.

NCDOA Meeting

Dion Viventi, Paul Smith and Jason Kennedy met with Sam Lawhorn of NCDOA on September 15th. Funding strategies for the runway rehabilitation, fuel farm and hangar development projects was discussed. Coordination with NCDOA will continue over the next several months while NCDOA is prioritizing projects and planning for the fiscal year 2018.

Funding Update

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

ACTION:

The Board recommended that Mr. Viventi compose a letter addressed to all the sponsors informing them of the Airport's upcoming project funding requests and present to the Authority at the next meeting for review and approval.

FINANCIAL REPORT:

Mr. Viventi and Mr. Warren reported that they had met and reviewed the financial report for the month of July 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.

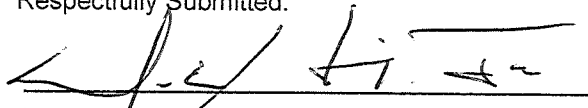
At 12:35 pm, Chairman Bisette made a motion to go into executive session for the purpose of discussion of any personnel and legal issues. Mr. Mullen seconded the motion. Motion was unanimously passed.

Regular session reconvened at 12:45 pm.

ADJOURNMENT:

At approximately 12:50 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