

M I N U T E S

OF THE

ROCKY MOUNT - WILSON REGIONAL AIRPORT AUTHORITY

H E L D

TUESDAY, JANUARY 16, 2018

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. GARRY HODGES

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 at 12:00 PM.

APPROVAL OF MINUTES:

A motion was made by Mr. Dan Herring and seconded by Mr. Carl Warren to approve the November 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:

FLY-RWI Aviation Academy

On November 25th, Mr. Jonathan Stancil successfully soloed in the Piper Tomahawk on Runway 22 during a beautiful North Carolina Sunset here at RWI. "That was simply unbelievably awesome" Mr. Stancil said when he opened the cockpit door after taxiing up to the terminal ramp. "The plane takes off so much faster without an instructor" Jonathan said with a smile. Jonathan's solo marks the 4th FLY-RWI solo flight in the Tomahawk since training began in April 2017. A video of Jonathan's first take-off and landing can be viewed on FLY-RWI's Facebook page along with a picture of him and the aircraft.

Internet Service Provider (ISP) upgrade

On November 30th, RWI officially connected to the internet utilizing Suddenlink Communications as our new service provider. The Coaxial buildout from the fiber optic line on NC 97 to the terminal building was completed in October and the new Modem/Routers were installed in November at no cost to the airport. Our previous service provider, CenturyLink, could not provide the airport with enough bandwidth to meet our growing communications and IT needs so we were able to switch providers when our contract expired and our build was completed. The new service not only gives us a tremendous increase in download / upload speeds (over 300/30 compared to 25/5) but we are also able to get all three phone lines as well for over \$140 less per month and the television is included. Because we bundled our services, we were also able to cancel our Direct TV satellite bill as well for an additional savings of another \$140 per month.

MALSR & LOC projects

On December 6th, I met with representatives from the FAA and The City of Rocky Mount Utility Department to discuss pre-planning, permitting and project scoping for the Medium Intensity Approach Lighting System with Rails (MALSR) upgrade and the Localizer Antennae array (LOC) relocation. Both projects will require upgraded Radio shelter facilities and access road improvements. I have briefed the project with the Nash County Planning dept. as well. This project is currently under design and will be going out to bid this spring with anticipated construction starting this summer. These projects are being completed and funded 100% by the Federal Aviation Administration (FAA) and at no cost to the airport.

NCDOA Maintenance Program Project

On December 7th, a final inspection was performed on the NCDOA maintenance project by CH2M Hill Construction Engineering Co. The project, completed last November consisting of Apron crack seal and slurry coating, Taxiway centerline grinding and restriping and Beacon renovation was completed by Hasco Contracting Inc. and Tri-Mat LLC.

Runway / Taxiway Rehabilitation Design Project

On December 12th, I forwarded a letter to each of our Municipal Sponsors regarding the degrading status of the airport's Runway and Taxiway pavement areas and the critical role this aging facility provides to the region. The letter also states that the Airport Authority is currently coordinating with the FAA and the NC Division of Aviation (NCDOA) to seek a 90/10 grant to fund a rehabilitation construction solution based on the outcome of the Alternative Analysis being formulated under the Design grant currently funded by the Sponsors and the NCDOA. A timeline to help provide clarity of the anticipated schedule was included in the letter along with photographs of operations at the airport over the past year to demonstrate visually an up to date picture of the facility's well utilized transportation connection to the rest of the aviation system.

Rocky Mount MPO Long Range Transportation Plan

On December 13th, I attended The Rocky Mount Metropolitan Planning Organization (MPO) long-range transportation plan development kickoff meeting held at the Rocky Mount City Hall. As a valued stakeholder within the region, the airport was invited to weigh in on the development of this plan through a collaborative focus group meeting. During this meeting, I was able to suggest transportation improvements, lodge concerns about existing conditions, and ask questions about the direction we are headed. Mr. Bob League headed the meeting with their consultant team from Kimley-Horn and Associates who facilitated the focus group. As usual, I unabashedly promoted the importance KRWI on behalf of the Authority and made suggestions regarding improvements in public transportation links such as bus service and possible rail connection to the airport in the future.

Public Relations

On December 13th, Mr. Garry Hodges and I attended the Carolina Gateway Partnership Economic Development event held at the Edgecombe Community College where Governor Roy Cooper made the announcement regarding Corning's decision to base their warehouse facility in Edgecombe County and the subsequent job creation that is anticipated by this facility as well as their sister fiber optic line manufacturing facility being built in Durham County. Many State, regional and local community leaders attended this event and I was able to shake the Governor's hand and thank him personally for coming and making this important announcement. I also had the opportunity to meet with Ms. Rochelle Small-Toney, Rocky Mount's new City Manager, exchanged cards and made plans to meet again soon to discuss the airport.

South Side T-Hangar Improvement project

On December 18th, I forwarded a letter to Mr. Sam Lawhorn, our new Airport Project Manager with the NCDOA. The letter addresses the airport's current operations and based aircraft information and specifically requests prioritization of our Strategic Transportation Initiative Project (STIP) request number AV-5845 for new T-Hangar construction at RWI at the Southside Hangar Development area. I also included with the letter a copy of the current waiting list of 17 pilots with Light GA aircraft wishing to base their aircraft here at RWI. The project is estimated to cost approximately \$1.9M and take approximately one year to complete. If the request is approved, RWI would stand to receive 100% funding from the State for this much needed improvement project

Self-Sustaining Airport Committee Meeting

On December 20th, The Self-Sustaining Airport Committee consisting of the following members: Treasurer, Carl Warren, Board Member Jeffrey Lockhart and Managing Director, Mr. Dion Viventi, met for the second time to further investigate and develop 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 January 16th.

Experimental Aircraft Association / Civil Air Patrol

On January 6th, I gave a presentation to the Wilson EAA chapter 1047 on the Civil Air Patrol Hurricane Maria Disaster Relief Mission which I was deployed on from October 15-21, 2017. I shared photos taken from the trip and briefed the audience on the impact and devastation of the storm and the relief effort that followed. The meeting was well attended and the presentation was well received with many questions from the group.

FBO REPORT:

Mr. J.B. Williams reported on the FBO operations and stated that business was impacted by the snow storm but that helicopter fueling remained constant. Mr. Williams reported that no aircraft had been sold.

OLD BUSINESS:

PROJECT UPDATES

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.

Geotechnical Investigation of the existing pavement has been completed. Test results indicate that the underlying subgrade material appear to be in good condition, and that cracking throughout the pavement are typically age related. Environmental documentation has been submitted and approval is expected this month. Alternative Development for the Pavement Rehabilitation is underway. Various alternatives are being investigated to determine the most cost-effective rehab approach.

Sanitary Sewer Observation and Assistance

Repair work is ongoing. 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

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. This project will be prioritized for state funding in January of 2018.

Hangar Development Project

A T-Hangar and Taxi-lane project has been conditionally awarded state funding for fiscal year 2025. A request to have this project accelerated for fiscal year 2019 has been prepared and will be submitted to NCDOA. Requests of this type are considered on a case by case basis by NCDOA. If the request is approved by NCDOA, design of this project could begin immediately to prepare for construction during the summer of 2018. If awarded. grant funding will cover 100% of project cost.

Funding Update

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

FINANCIAL REPORT:

Mr. Viventi and Mr. Warren reported that they had met and reviewed the financial report for the month of November 2017 and Mr. Warren recommended approval. Mr. Herring made the motion to approve the report and Mr. Hodges seconded the motion, and the report was unanimously approved.

At 12:55 pm, Chairman Bissette 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 1:35 pm.

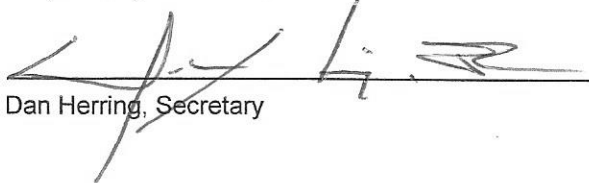
ACTION:

The Board instructed the Director to begin negotiations for new long term leases with any remaining month to month corporate hangar leases.

ADJOURNMENT:

At approximately 1:45 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