

M I N U T E S

O F T H E

ROCKY MOUNT - WILSON REGIONAL AIRPORT AUTHORITY

H E L D

TUESDAY, FEBRUARY 20, 2018

JOSH L. HORNE CONFERENCE ROOM

M E M B E R S P R E S E N T

MR. N. JOHNSON BISSETTE, CHAIRMAN
MR. CARL WARREN, TREASURER MR. DAN HERRING, SECRETARY
MR. JEFF LOCKHART MR. CHARLES MULLEN

S T A F F P R E S E N T

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

O T H E R S P R E S E N T

MR. J. B. WILLIAMS, AIR CARE INC.
MR. JASON KENNEDY, PE, W.K. DICKSON, PA
MR. SAMUEL LAWHORN, PE, NCDOT

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 January 2018 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:

North Carolina Airports Association

On January 19th, I attended the Region one meeting held at the Albert J. Ellis Airport in Jacksonville, NC where the North Carolina Division of Aviation (NCDOA) gave the group updates on their Fiscal year funding for Airport Improvement projects including the Strategic Transportation Initiative Project (STIP) and their Unmanned Aerial Vehicle (UAS) or "Drone" program. I registered to attend the annual conference which will be held this year at the Grove Park Inn in Asheville, NC next month from March 25th through the 28th. I also plan to attend the NCAA Legislative Day which is scheduled for Tuesday, May 15th, 2018 from 5:30 pm to 7:30 pm at the Museum of Natural History, Raleigh, NC.

Civil Air Patrol

On January 21st, 1st Lt. Dave Hopewell and I relocated N9930E a Cessna Skylane from LHZ to RWI as its new home base which will be the first time a CAP aircraft has been based at RWI since 2006. On January 23rd Lt. Hopewell and I flew two US Air Force funded Search and Rescue training missions for the Squadron and two aircrew members completed their Mission Scanner Ratings. On the same day the Tar River Composite Squadron was called upon to fly a photogrammetry training mission as part of the NC Wing Statewide Search and Rescue Exercise (SAREX) which we were able to fly a time on target sortie as part of the exercise. On January 25th I gave the first check flight to the newest Form 5 pilot to be added to the Wing roster since 2004 to Lt. Hopewell who previously served in the US Air Force as a B-52 Bomber pilot during the Vietnam War. On February 10th Lt. Hopewell and I attended the NC Wing Conference and was able to join the Wing in congratulating our very own Lt. Nicholas Green who received the Aerospace Education Officer of the year Award. The Wing Commander personally extended his congratulations to the NC-057 Composite Squadron in achieving many goals this past year here at RWI. In addition, on February 18th, I was able utilize our newly based aircraft to fly Cadet Airman Basic 1st Class Graham on his first Orientation flight since joining the Squadron in September.

Experimental Aircraft Association

On February 3rd, I attended the monthly EAA chapter 1047 meeting at W03 in Wilson. The chapter has decided to have two Young Eagles events for 2018 and would like to have the Spring event at RWI. This would be a great opportunity for young people and their parents to become more familiar with aviation and visit us here at RWI. At the last EAA event our chapter flew over 50 Young Eagles at W03 and if the weather is good we can probably expect to fly even more as word is getting out surrounding this fantastic opportunity for prospective young pilots.

FLY-RWI Aviation Academy

On February 6th while visiting with the FAA Flight Safety District Office (FSDO) to renew my Certified Flight Instructor (CFI) Certificate I met with Aviation Operations Safety officer Mr. Nicholas Kubli who recommended that FLY-RWI Aviation Academy consider moving from a 14 CFR part 61 training operation towards a part 141 operation and offered technical assistance and expertise to help facilitate the transition. This would require standardized training operational procedures to be approved and monitored by the FAA FSDO but if certification were to be achieved would allow training of US armed services veterans to utilize VA loans to train towards FAA Pilot Certifications as well as realization of a reduction in required training hours towards certain certificates. On February 16th, Air Care completed radio upgrades to the Piper Tomahawk and FLY-RWI was able to provide complimentary flights to the Sandy Cross Troop 37 Cub Scouts on an absolutely beautiful spring like day.

Taxiway Lighting and Signage Project Warranty Walk Through

On February 8th, Mr. Jason Kennedy and I met with representatives from Cedar Peaks to conduct the 11-month project warrantee walk through in order to determine if there were any final remaining issues to be reconciled prior to the end of the 12-month warrantee period expiration after project completion. The primary items discussed were the final pay request and change order reflecting the LED apron lighting, installation locations of conduit weep drains, Precision Approach Path Indicator (PAPI) warm up timing and checking of the Home Run Manholes for water intrusion. Final project close out is expected to be completed within the next 30-60 days.

Public Relations

On February 15th, City of Rocky Mount Appointed Board members Mr. Dan Herring and Mr. Garry Hodges and I met with The City's new Manager, Ms. Rochelle Small – Toney during a lunch meeting in Downtown Rocky Mount. We had a good discussion on the importance of the airport to the community, its history, present condition and future plans revolving around the Strategic Master Planning effort. We talked about the current design project underway to address the Runway and Taxiway condition and the anticipated future costs of rehabilitation. We also discussed the amazing growth over the past few years and Board's efforts to attract even more based aircraft with the possibility of construction of more Corporate and T-Hangars to meet the demand. We shared with Ms. Small – Toney our plans to address the aging underground fuel farm with help from the State and Federal Government. Ms. Small – Toney recommended that I give a presentation to the City Council.

Airport Maintenance

This month Operations began the long and arduous process of cleaning out over 3000 linear feet of concrete flumes located in the drainage swales between the runway and taxiways of the airport. The concrete flumes have been filled with debris, soil and heavy amounts of vegetation over the years and were clogging the drainage system and reducing the flow and discharge of runoff from our Runway Safety Areas. Excess vegetation had been choking our catch basins and erosion had begun to undermine several areas of the flume system due to years of neglect. Although the airport has a maintenance project request submitted to the NCDOA for help with maintenance project funding for this issue, I felt it was necessary to begin immediately addressing this particular problem in house in the interim before further damage to the drainage system cause addition problems beyond the scope of our internal asset's ability to address.

Personnel Benefits improvement package

On February 13th, I met with Mr. Gus Tullos of Standard Insurance to discuss the details of adding a comprehensive benefit improvement package to existing and future Airport Authority employees including Vision and Dental insurance, Short Term and Long-Term Disability insurance and Group Life insurance packages designed to help the airport recruit and retain qualified full-time employees into the future. I have also contacted representatives recommended by BB&T for competing quotes to be presented to the

Board at a later date for consideration along with an accompanying update to the Airport's personnel policy. The current personnel policy was last updated in 1994.

Tele-Meeting with North Carolina Division of Aviation (NCDOA)

On February 16th, Mr. Paul Smith and Mr. Jason Kennedy and I attended a teleconference with Mr. Jon Arnold, Deputy Director and Mr. Sam Lawhorn, Airport Project Manager of the NCDOA to discuss the status of several existing funded projects including the Runway and Taxiway Rehabilitation Design Project, the Strategic Master Plan Project and several proposed project funding requests including South Side T-Hangar Project, the Fuel Farm mitigation project, the Self-Serve Fuel Farm project. This was a very constructive and productive meeting and will be discussed in more detail as part of this month's Consultant's report provided by WK Dickson.

Internet Service Provider (ISP) upgrade

On February 13th, I met Mr. John Autry, Regional Sales Manager and Ms. Evelyn Israel, Sales Manager for Suddenlink Communications to discuss the possibility of extending cable service to all the hangars located at RWI Airport. Since acquiring Suddenlink services on November 30th, RWI has experienced a significant increase in service (over 300/30 MPS) since switching from CenturyLink and other tenants on the airfield have expressed interest in an infrastructure connection as well. The following day cable was connected from our new Ped located at the terminal building to the Firehouse at no charge to the airport and internet service should be completed within the next few weeks. Mr. Autry assured us that it is definitely possible to provide extended connection to the rest of the hangars at RWI at this point available upon request.

FBO REPORT:

Mr. J.B. Williams reported on the FBO operations and stated that fuel sales were down mainly since freight runs were down.

OLD BUSINESS:

PROJECT UPDATES

Airport Master Plan and Airport Layout Plan (ALP)

The draft forecasting chapter of the Master Plan has been submitted to NCDOA for review and approval. Approval of the forecasting is anticipated by the end of February. 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.

Environmental documentation (CATEX) has been approved and the draft preliminary engineering report is complete. Mr. Kennedy handed out draft copies of the Preliminary Engineering Report for the Runway and Taxiway Rehabilitation Project to all in attendance. Mr. Kennedy also gave a brief presentation on the report findings and results of the Alternatives analysis study. The draft report identifies four rehabilitation alternatives. Discussions with project stakeholders and NCDOA are ongoing to determine the recommended alternative and funding approach.

Underground Fuel Farm Closure

The project includes the decommissioning and removal of existing underground storage tanks at the old fuel farm and design of a new 20,000 gallon above ground tank to be located at the primary fuel farm area. This project is being considered for state funding for this year. If awarded funding the project will likely begin this spring and will take six months to complete.

Sanitary Sewer Observation and Assistance

Repair work is ongoing. Upon completion, the Town of Sharpsburg's 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.

T-Hangar Development Project

This project includes construction of 15 T-Hangars and associated taxi-lanes. It has been conditionally programmed for state funding for fiscal year 2025. A conference call meeting was held on Friday February 16th, 2018 with Jon Arnold and Sam Lawhorn of NCDOT to discuss RWI's request to fund the project in FY 2018 or 2019. During the meeting NCDOT voiced their support to complete the project early. NCDOT will provide a formal response in the next few weeks. If awarded, grant funding will cover 100% of project cost and design could begin as early as this summer.

Funding Update

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

NCDOT REPORT:

Mr. Lawhorn briefed the Authority on the following Project Funding requests:

- 1) FAA discretionary - Runway Rehabilitation Project: The State has submitted and recommended the Runway and Taxiway Rehabilitation construction Project to the FAA for discretionary funding consideration for next fiscal year. Mr. Lawhorn advised that the FAA has signaled that the initial request for \$5.3M in funding for this project has been ranked high on their priority list and that if additional funding is needed based on the engineering report that the State would have to know soon and request that additional funding and that there was no guarantee that it would be available but that in the past the FAA was able to supplement if additional funds became available. It was also noted that in the past the FAA has not funded the entire 90% of the project and requesting additional State funding may be needed. Mr. Kennedy stated that if the project was scaled back to rehabilitating only the runway and not the taxiway that the project could be reduced to approx. \$8.3M using the full depth reclamation option. Sam was to verify if the FAA would allow this. If approved this project would be funded with a 90% grant requiring a 10% local match.
- 2) Strategic Transportation Initiative (STI) - T-Hangar Development Project: The Division of Aviation (DOA) may recommend reprioritization of our STI project to the Board of Transportation. If considered this recommendation would require two months of review after submittal before it would come up for approval. If approved this project would be funded with a 100% grant.
- 3) State's Aid to Airport's program - Fuel Farm Mitigation Project: The DOA is considering this as a prioritized project for next fiscal year and may recommend it to the Board of Transportation for approval at their next meeting. If approved this project would be funded with a 90% grant requiring a 10% local match.

4) FAA Annual Non-Primary Entitlement (NPE) Grant - Self-Serve Fuel Farm project: The use of 2017 & 2018 FAA NPE funds towards the design and construction of this project will be approved. (This approval was voted on by the RWI Board. NCDOT cannot approval the use of FY 18 NPE, until it is received from FAA.) This project will be funded with a 90% grant requiring a 10% local match.

FINANCIAL REPORT:

Mr. Viventi and Mr. Warren reported that they had met and reviewed the Accountant's financial report for the months of December 2017 and January 2018 and briefed the board on the Authority's financial status. The current cash flow report was distributed to the Board for review and Mr. Warren recommended approval of the financial reports. Mr. Herring made the motion to approve the report and Mr. Warren seconded the motion, and the report was unanimously approved.

Mr. Viventi advised the Board that certification of local funds would be a precondition to project funding approval and that approx. \$70K in reserve funds were available to appropriate and approx. \$55K would be needed to meet the two fuel farm project's local match requirement until next year's funding requests could be sent to the Sponsors for consideration.

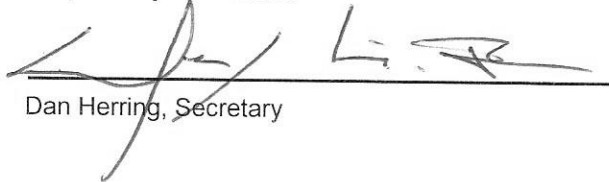
ACTION:

The Board voted unanimously to allocate reserve funds towards the self-serve fuel farm and fuel farm mitigation projects and instructed the Director to transfer such funds to the capital account to in order to secure and certify local funding for the fuel farm projects.

ADJOURNMENT:

At approximately 1:55 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