

M I N U T E S

OF THE

ROCKY MOUNT - WILSON REGIONAL AIRPORT AUTHORITY

H E L D

TUESDAY, MARCH 20, 2018

JOSH L. HORNE CONFERENCE ROOM

MEMBERS PRESENT

MR. ELDON NEWTON, VICE CHAIRMAN – ACTING CHAIRMAN
MR. CARL WARREN, TREASURER MR. DAN HERRING, SECRETARY
MR. JEFF LOCKHART MR. CHARLES MULLEN

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. Eldon Newton, Vice 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 February 2018 minutes with 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:

Airport Maintenance

Growing season will be shortly upon us so I've instructed our Operations staff to service and start up all mowing and maintenance equipment and prepare an updated maintenance schedule. We have hired two temporary part time maintenance technicians to assist us through the season and they are being trained and briefed on Airport safety and security measures in advance of planned work tasks inside the runway safety areas. Mr. Brian Helms and I have also met with the tenants in hangar's 4 & 5 regarding maintenance needs for the hangars and have been working with our mechanical and electrical contractor to put together estimates for any needed repairs such as HVAC, plumbing and lighting work.

Civil Air Patrol / USCG AUXAIR

Since February 23rd, we flew four additional Scanner training sorties and since that time two more aircrew members were added to the ranks of the Tar River Composite Squadron bringing the total squadron aircrew to six. On February 24th, Lt Ray Haas completed his initial Form 5 check ride in the Cessna Skylane bringing the total pilot ranks to Four pilots for the squadron. On February 25th, we flew two more additional Orientation flights for the Squadron as well. On March 6th, Sector NC was called up on orders by the Coast Guard on an Outer Banks Search mission to locate lost containers from cargo vessel which capsized in the Oregon Inlet during the recent Nor'easter storm. Cdr. Sjostedt and I were able to locate two semi-submerged Maersk Shipping Co. Con-Ex containers approx. 12 miles off shore with a Cessna Skylane and radio their coordinates into the Coast Guard Station. The information will be used to alert vessels of the debris in the shipping lanes.

Annual Financial Audit

On February 26th, Ms. Gerrelene Walker completed the field work necessary to begin our annual audit. The Authority was presented with the contract for services at its regularly scheduled meeting in June 2017. The Authority unanimously approved and signed the contract to perform these services during their monthly meeting held on August 15th, 2017. I signed and submitted the Auditor Questionnaire and annual report of deposits and investments (LGC-203) as required by G.S. 159-33 in September. The Audit is required to be completed annually and due to the State Local Government Commission (LGC) by the end of October each year but it has not been completed as of this date. G.S. 159-34 & the LGC requires that the Airport Authority be subjected to an Audit based on generally accepted auditing standards (GAAS). Since the Authority expended more than \$500K in State financial assistance last year, a single audit must be performed in accordance with the State Single Audit Implementation. When I spoke to Ms. Walker she was not sure when the audit would be completed but stated that she is hoping to have it done sometime in before April 1st and April 30th at the latest. She informed me that local government audits are very difficult to complete now that the LGC has so many requirements for processing. Ms. Walker also informed me that she would not be submitting a contract for audit services for next fiscal year. Ms. Walker

did provide some recommendations of other auditors in the immediate area that may be interested in performing our audit. At this time, staff recommendation is that we begin seeking qualified accounting firms to perform our annual audit services for next fiscal year before next audit season starts.

Experimental Aircraft Association

On February 27th, the EAA chapter 1047 board of trustees met and decided to hold the next Young Eagles event at KRWI this spring on June 9th 2018 which happens to coincide with National Young Eagles Day. This will 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.

Taxiway Lighting and Signage Project Warranty Walk Through

On March 3rd, Mr. Jason Kennedy and I met with Jesse Bogue and Larry Pierce from Cedar Peaks Contracting to confirm the Warranty Walk through items remaining to be completed for the project and estimated the amount necessary to replace the taxi-light circuit drain. We also located the rest of the drains, flagged and evaluated them as prospects for a concrete headwall upfit in order to protect them from mowing operations. The work was subsequently completed the following week. Larry and Jesse also determined that our existing 3-step regulator could be easily converted to a 5-step regulator with approximately \$600 worth of parts replacements which would solve the PAPI indicator switch-on delay. The 5-step regulator would essentially keep the lens heaters activated and thus eliminate the delay time essential for fog removal prior to lighting activation. We will request the above items to the final change order for review by the NCDOT during final close out of the project.

Aircraft Emergency Landing

On March 10th, we received a MAY-DAY radio call from a pilot of an Extra EA-400 who was reporting engine trouble during instrument conditions approx. 10 miles East of the field and was not confident that he was going to be able to make it to the airport. The pilot crash landed safely in a farm field about 4 miles east of the airport in Sharpsburg and called us on our land line for assistance. We collected his coordinates and notified 911 of his situation. Emergency crews were dispatched to the scene of the crash landing and the pilot reported no injuries. A few days later the US Air Force Rescue Coordination Center called us to verify if the Emergency Location Transmitter was still broadcasting and with remote assistance from the Pilot we were able to disable the signal and make arrangements with our FBO to assist in recovery efforts.

FBO REPORT:

Mr. J.B. Williams reported on the FBO operations and stated that it was a the slowest month ever with fuel sales at approx. 11,300 gallons and no aircraft sales and very little maintenance work being done. He also stated that they were losing Barnhill's King Air but expected to gain three additional piston twins in the hangar

OLD BUSINESS:

Mr. Viventi advised the board the Mr. Scott Burkhead had passed away suddenly last month and that the status of the contract between The Burkhead Group and WK Dickson for sub-consulting services regarding branding and marketing as part of the Master Planning project were currently on hold until Mr. Burkhead's family and the remaining members of the company decided on the future of the corporation.

Mr. Viventi presented the board with copies of long term leases signed by Barnhill Contracting Corp. and Air Methods Corporation for hangar numbers 4 & 5 respectively and recommended them for approval. The lease documents being previously distributed to the board and reviewed the previous month had been signed by both Lessees and were ready for execution.

ACTION:

Mr. Charles Mullen made a motion to approve both leases as presented. The motion was seconded by Mr. Jeff Lockhart and the motion was unanimously approved.

PROJECT UPDATES

Mr. Jason Kennedy, PE gave the Board and update on the status of the following airport projects:

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. 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 Preliminary engineering report is complete. 60% design plans reflecting the Full Depth Reclamation alternative will be submitted to NCDOA this week for review.

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. NCDOA has verbally indicated that this project will be likely be funded with state funds, and formal award will be issued in May.

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

Funding approval for this project is anticipated at the May NC Board of Transportation meeting. 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 NCDOA to discuss RWI's request to fund the project in FY 2018 or 2019. During the meeting NCDOA voiced their support to complete the project early. 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 and is programmed for the design of the self-serve fuel farm.

FINANCIAL REPORT:

Mr. Viventi and Mr. Warren reported that they had met and reviewed the Accountant's financial report for the month of February 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. Mullen made the motion to approve the report and Mr. Herring seconded the motion, and the report was unanimously approved.

Mr. Viventi advised the board that a contract for auditing services would be needed to be in place by June of this year.

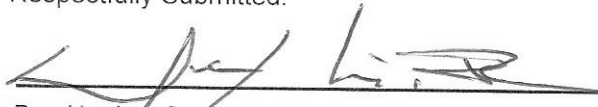
ACTION:

Mr. Warren made a motion for Mr. Viventi to begin soliciting proposals for Audit services from qualified CPAs and report back to the board with a recommendation. The motion was seconded by Mr. Mullen and the motion was unanimously approved.

ADJOURNMENT:

At approximately 1:21 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