

M I N U T E S

OF THE

ROCKY MOUNT - WILSON REGIONAL AIRPORT AUTHORITY

H E L D

TUESDAY, APRIL 17, 2018

JOSH L. HORNE CONFERENCE ROOM

MEMBERS PRESENT

MR. N. JOHNSON BISSETTE, CHAIRMAN MR. ELDON NEWTON, VICE CHAIRMAN
MR. CARL WARREN, TREASURER MR. DAN HERRING, SECRETARY
MR. JEFF LOCKHART MR. GARRY HODGES

STAFF PRESENT

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

OTHERS PRESENT

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

OPENING:

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.

INVOCATION

Mr. Garry Hodges delivered the invocation and blessed the food

INTRODUCTIONS

There were no visitors to introduce

READING / APPROVAL OF MINUTES:

The minutes were previously distributed and read by the board members. A motion was made by Mr. Dan Herring and seconded by Mr. Eldon Newton to approve the March 2018 minutes with no corrections. All in attendance approved.

REPORTS:

DIRECTOR'S REPORT

Mr. Viventi briefed the Authority Members with the following Director's Report for the previous month:

Airport Maintenance

The windy season is upon us and it has taken its toll on our Primary Wind Sock located near the ASOS station. It is ripping to shreds so we have ordered a replacement which should be here this week. The rainy / wet season will soon be coming to an end and we have completed approximately 50% of the major drainage system cleanup project. Our Maintenance technicians have removed all of the vegetation and root mat from 75% of our concrete flumes and have cleaned up most of the large culvert aprons. We rented a gas-powered dingo to assist in expediting the operation before the growing season starts and it has literally saved their backs as well. I have also instructed our maintenance team to begin cleaning up and dressing up our airside and landside landscaping areas as part of Spring cleaning and beautification efforts.

Public Relations

I have been contacted by Ms. Jan Squillace of the local chapter of the Ninety Nines (Inspiring Women Pilots since 1929) who would like to come volunteer to paint our Taxiway with our Airport name (Rocky Mount – Wilson). The airport would just need to provide the yellow paint and recommend a sponsor to put two or three volunteers up for the night in a local hotel / motel room. They would like to come paint on Friday and Saturday April 27th and 28th. The Ninety-Nines is the international organization of women pilots that promotes advancement of aviation through education, scholarships, and mutual support while honoring our unique history and sharing our passion for flight. Established in 1929 by 99 women pilots, the members of The Ninety-Nines, Inc., International Organization of Women Pilots, are represented in all areas of aviation today. And, to quote Amelia, fly "for the fun of it!"

Civil Air Patrol / USCG AUXAIR

Since March 21st, we flew two additional Scanner training sorties and since that time an additional two more aircrew members were added to the ranks of the Tar River Composite Squadron bringing the total squadron aircrew to eight. On April 7th, The Tar River Composite squadron also hosted a Point of Distribution Training event here at RWI for the NC Wing and trained twelve POD ground members. I also completed three additional Mission Pilot check rides for the wing utilizing the based Cessna 182. On April 1st the Squadron attended Glider training for Cadets at Triangle North Airport and I piloted the tow plane and trained two additional NC-057 pilots towards obtaining their tow pilot rating while accomplishing 18 Cadet training sorties.

Annual Financial Audit

Since March 21st, I have solicited six Accounting firms seeking proposals for Auditing services for next fiscal year. To date I have received one affirmative response from RSM McGladrey LLP who have an office located here in Rocky Mount. A preliminary fee estimate from Mr. Robbie Bittner, III, Senior Manager is anticipated to be in the range of \$27,500 for a single audit, this includes drafting the year-end financial statements since CRI does not perform those services. I expect that I will have a formal proposal letter from RSM McGladrey showing the depth of what all they can/will do for the Airport before the next meeting and possibly another quote to compare with.

NCAA 2018 Airports Conference

From March 25th through March 28th I attended the NCAA's annual airport conference at the Omni Grovepark Inn in Asheville NC. The theme of the conference was "The next Generation" and many of the seminar topics were centered around the future of aviation as it revolves and evolves around the next generation. I had a chance to talk to many vendors including representatives from Telics Acquisition Services, Rebel Services, Campbell Oil Company, Eastern Aviation fuels and Bobbitt Design build. I also spent valuable time discussing the status of our project funding requests with members of the Division of Aviation including Mr. Bobby Walston, Jon Arnold, and Sam Lawhorne.

Experimental Aircraft Association

On April 7th, I attended the Wilson EAA chapter 1047 meeting at W03. The chapter is interested in creating a Student Pilot scholarship and will be forming a committee this month to evaluate details and come up with a recommendation to the chapter. The Chapter has also talked about supporting our local CAP Cadets with assistance with funding towards their color guard team. More to follow.

Hangar Leases

Barnhill Contracting Corp. and Air Methods Inc. have signed their respective long-term leases for hangar numbers 4 & 5 respectively. The leases were fully executed on April 3rd and prorated till July 1st when they will begin their annual payments in advance. I am pleased to announce that Air Methods now plans to continue operating its maintenance division out of hangar 4 for the foreseeable future and Barnhill Contracting just purchased a brand-new Cessna CJ3 and has already hangared both it and their new helicopter in hangar 5. The next leases that are up for renewal are for Hangars 1,2 and 3 currently leased to Air Care Inc. which are scheduled to mature in August 2019.

Flight School

I am proud to announce that on April 14th Mr. Jordan Liles mastered the mighty Tomahawk and made his first solo flight here at RWI on RW 22 (on a blustery day mind you) and has joined the ranks of 4 other Tomahawk proficient pilots who have made their first solo flights here with FLY- RWI Aviation Academy in the last 12 months. You can see a picture of Jordan and his aircraft (N382CF) and a video of his first takeoff and landing on FLY-RWI's Facebook page.

FBO REPORT:

Mr. J.B. Williams reported on the FBO operations and stated that fuel sales were up a little from last month selling just under 15,000 gallons and that they have sold over 10,000 gallons so far this month.

CONSULTANTS REPORT:

Mr. Jason Kennedy, PE gave the Board an 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. Mr. Kennedy gave the Board a power point presentation on the results of the Preliminary Engineering Report and briefed the Authority on the alternative analysis and preferred alternative. 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 March 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. Lockhart seconded the motion, and the report was unanimously approved.

BUSINESS:

UNFINISHED BUSINESS

Mr. Viventi informed the board that he had solicited several local accounting firms listed under the NC LGC website advertising government accounting services and that only two of the firms contacted were available to provide Single Audit services to local government agencies at this time. One of the firms being CRI CPAs out of Wilson which could not provide audit services to the Authority due to an independence issue, the other being RSM McGladrey out of Rocky Mount. Mr. Viventi stated that he would begin negotiations on an annual Audit proposal with Mr. Robbie Bittner, III, CPA, MBA who is the Senior Manager with RSM US LLP and report back to the board at the next meeting.

NEW BUSINESS

Mr. Viventi briefed the Authority on the Ninety Nines proposal to provide Airport Identification markings on TW Alpha reflecting the Airport's name in DOT yellow paint. Ms. Jan Squillace of the 99's would be in charge of the project and requested that the project be completed on or about April 27th through 29th. Mr. Viventi stated that he could arrange for a NOTAM to be issued for temporary closure of the taxiway during the project and recommended that the Authority fund the paint, refreshments and one night's hotel stay for the volunteers. Mr. Viventi advised the Board that there was funding available to fund this project from the Goodwill budget under Promotions and Development.

ACTION

Mr. Garry Hodges made a motion to approve funding for the Ninety Nines volunteer project under Promotion and Development. The motion was seconded by Mr. Dan Herring and the motion was unanimously approved.

CORRESPONDENCE

Mr. Viventi distributed a copy of a letter provided by Air Care from the North Carolina Waste Management - Environmental Quality Division addressed to Air Care Inc. dated April 2, 2018 regarding Notice of No Further Action on Risk based corrective action for Petroleum Underground Storage Tanks Incident Number 12606 and that groundwater contamination meets the cleanup requirements for a low risk site but exceeds the groundwater quality standards established in Title 15A NCAC 2L .0202. And that the groundwater monitoring was completed by a third party (Mineral Springs Environmental, P.C.) and all groundwater monitoring wells had been filled. final requirement action completed was the necessary deed restriction on the Site. The Deed restriction actions had also been completed by Mineral Springs for Air Care Inc. as well.

Mr. Viventi distributed a copy of the Pollution insurance policy renewal quote from Standard Insurance for upcoming year and that it was for nearly the same amount as last year (\$2,500.00) and recommended that it should be included in the budget proposal for the following year and that it remain in effect until the fuel farm mitigation project could be completed.

Mr. Viventi distributed a copy of IFL Group's request for permission to utilize KRWI airport for cargo operations of their Boeing 727-200 with estimated landing gear weight bearing of 162,000 lbs. Mr. Viventi advised the board that since the aircraft weight was higher than the advertised weight bearing capacity of the runway, he had approved a maximum of only 12 operations until July 1st 2018.

ANNOUNCEMENTS

Mr. Viventi advised the board Barnhill Contracting has based their new Cessna CJ3 at RWI

Mr. Viventi advised the board on the following upcoming calendar events:

Meeting with Carolina Gateway Partnership: 4/17

Wildlife Hazard Training: 4/18 at OAJ and 5/16 at JNX

Director's Vacation: 4/20 – 4/27

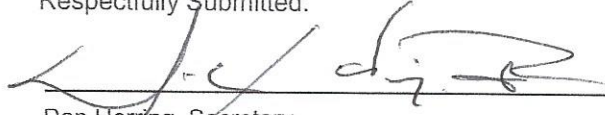
NCAA Region One Meeting: 5/3

NCAA Legislative Day: New date: 5/23

CLOSING / ADJOURNMENT:

At approximately 1:42 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