

M I N U T E S

OF THE

ROCKY MOUNT - WILSON REGIONAL AIRPORT AUTHORITY

H E L D

TUESDAY, MAY 15, 2018

JOSH L. HORNE CONFERENCE ROOM

MEMBERS PRESENT

MR. ELDON NEWTON, VICE CHAIRMAN (ACTING CHAIR)
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
MR. JOHN CLAGETT, BOBBITT DESIGN BUILD INC.
NC-057 COMP. SQDN. COLOR GUARD

OPENING:

CALL TO ORDER

The meeting of the Rocky Mount - Wilson Regional Airport was called to order by Mr. Eldon Newton, Acting Chairman at 12:00 PM.

PLEDGE

The NC-057 Civil Air Patrol Color Guard presented and posted the colors, the pledge of allegiance was led by Vice Chairman Newton

INVOCATION

Mr. Charles Mullen delivered the invocation and blessed the food

INTRODUCTIONS

Mr. Viventi introduced Mr. John Claggett of Bobbitt Design Build, Inc.

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. Charles Mullen to approve the April 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 Operations and Maintenance

The growing season has begun and our maintenance techs have started initial mowing and trimming duties on landside and airside grassed areas. We have also completed approximately 50% of the sprucing up of the landscaped areas surrounding the terminal building. The Primary Wind Sock has been replaced near the ASOS station and the segmented circle has been cleaned and weeded. Operations has completed approximately 75% of the major drainage system cleanup project. Our Maintenance technicians have removed all of the vegetation and root mat from 90% of our concrete flumes and have cleaned up some of the large culvert aprons. We have also completed all A-Arm ditch mowing through a third-party contract with Farnpak Inc. for all the deep ditches on the airport property. Spring beautification efforts will continue until mid-June when we will begin to transition into full time mowing operations. The airport's annual FAA Part 139 inspection is anticipated sometime in mid-May.

Public Relations

On April 28th, Ms. Jan Squillace of the local chapter of the Ninety Nines completed the Airport ID marking project. She and her merry band of volunteers did a remarkable job with the assistance of members of our local Civil Air Patrol Squadron and members of the local EAA chapter. The markings are highly visible from the air in DOT yellow and make a great aesthetic addition to the airport.

North Carolina Airports Association (NCAA)

On May 3rd, Mr. Brian Helms and I attended the NCAA Region One meeting at the Southport Community Center in Southport NC. The North Carolina Department of Transportation, Division of Aviation (NCDOA) gave a very informative briefing on the current Federal and State funding status and a report on their efforts to perform a new Economic Impact Study for 2018. Survey templates have been created and the NCDOA is seeking assistance from the airport managers to contact airport users for their help in completing the surveys.

Experimental Aircraft Association (EAA)

On May 3rd, Mr. Brian Helms and I met with John Slatner, President of the Wilson EAA chapter 1047 at W03 and Mr. Bob Cassell, NC Young Eagles Coordinator to discuss logistics and coordination of the National Young Eagles day event to be held at KRWI on June 9th. Also in attendance were Maj. Will Hess and Lt. Liz Dunster of the Tar River Composite Squadron who have offered ground team support from the squadron members and Cadets. Mr. Steve Moore from Air Care was also on hand to offer assistance and offered a deep discount of fuel for the event. We are expecting 8-10 aircraft and over 100 children to attend. There will be an aircraft static display for safety briefing for all the Young Eagles and their parents. A drone demonstration will also take place and provide pictures and video of the event. The event will take place out of the FAA/CAP building on the FBO ramp. Registration is available on-line and in-person on the day of. The event will be advertised on the National EAA calendar and public service announcements will be made. A full color flyer will be distributed and circulated on social media and in the local news. We have contacted reporters from both the Rocky Mount Telegraph and the Wilson Times and invited them to attend.

Civil Air Patrol / USCG AUXAIR

On May 10th, the Tar River Composite Squadron of the Civil Air Patrol held a change of command ceremony during their regularly scheduled Squadron meeting. The Squadron's Cadet Drill team performed their first official posting of the colors since forming and several promotions and awards were presented by the out-going Commander, Major William Hess. Major Richard Laviano, Group III Commander, was on hand to officiate the transfer of Squadron Command duties from Major Hess to 1st Lt. Elizabeth Dunster who had previously served admirably as the Squadron's Public Affairs Officer. Major Hess will now assume duties as the Squadron's Deputy Commander for Cadets.

.NCDOT Division of Aviation (DOA)

May 4th, 2018 was Mr. Sam Lawhorn's last day as our NCDOA airport project manager. Sam has taken a position as an NCDOT District Maintenance Engineer and Mr. Ron McCollum from State Highways Design Build Services will be taking his place. Mr. McCollum has already begun working with us on our existing projects along with our consulting partners with WK Dickson. Please join me in welcoming Mr. McCollum and bidding Mr. Lawhorn success in his future endeavors.

Federal Aviation Administration (FAA)

On May 8th, the FAA hosted the pre-proposal meeting for the ASO-1814-00 RSA Sterilization project (MALSR upgrade and LOC relocation) was held here at RWI in the Terminal Conference Room. Ms. Carol Ann Stewart, PMP, with Parsons/T4 is the Principal Project Manager for FAA technical Support Services Contract 4 and Mr. Steve Stoker, Parsons Construction Manager conducted the meeting with representatives from the FAA design group and prospective bidders along with members of the City of Rocky Mount utility department. A conference call was set up with Ms. Karen Dorrell, PG, Senior Environmental Engineer for Parsons as well as others who were not able to attend in person. Mr. Jason Kennedy, PE from WK Dickson was in attendance to offer historical and technical expertise to the attendees. The purpose of the meeting was for Parsons to communicate offer requirements to the potential offerors and for potential offerors to ask questions regarding the scope of work and bidding

requirements. A site visit/tour of the project area was also conducted for all involved and interested. Proposals are due June 1st, 2018 and the Construction Subcontract Notice of Award / Notice to Proceed is scheduled for June 15th, 2018 with a Final Completion date of October 15th, 2018.

FBO REPORT:

Mr. J.B. Williams reported on the FBO operations and stated that fuel sales were up from last month and maintenance work has improved considerably. JB also reported that AirCare had received finder's fees for their share in a couple of factory direct aircraft sales.

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. 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

FAA will provide comments from their 90% review this week. Advertisement for bid is scheduled for May 20th, and bid opening is scheduled for June 12th. Grant application for FAA funds with certification of local funds is due no later than July 1st.

Underground Fuel Farm Closure

State funding for this project has been awarded and start of work is anticipated for June. 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.

T-Hangar Development Project

Design funding has been awarded and design will likely begin in June. Project funding covers 100% of project cost. Total estimated project value is approximately \$1.9 million dollars.

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.

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:

Monthly Accounting Reports

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

Annual Financial Audit

Mr. Viventi reported that on May 7th, the airport received a revised formal proposal letter from Mr. Robbie Bittner, III, Senior Manager with RSM McGladrey LLP for annual audit services for FY 2018. After negotiations during the previous month the revised proposal reflects a Not to Exceed fee amount of \$18,000 for the Audit costs. This amount includes preparation of the draft year-end financial statements since CRI does not perform those services. If a single audit is required an additional fee of \$6,500 would cover the Single Audit base fee and include one major program. As of this date we have not received an audit report from Maxton McDowell CPA for Audit services for FY 2017.

BUSINESS:

UNFINISHED BUSINESS

Mr. Viventi advised the board that he had reviewed T-Hangar Development project design scope and fee proposal submitted by WK Dickson and requested that the Division of Aviation utilize their on-call contract design services to perform an Independent Fee Evaluation (IFE) on behalf of the Airport Authority. Mr. Viventi reported that he anticipated that the review would be completed soon and requested that the Authority grant him permission to act on behalf of the Authority to execute all documentation necessary to complete the review process and ultimate grant funding for the project pending a favorable result from the IFE.

NEW BUSINESS

The Board discussed the fact that the FY17 Audit had not been received and asked Mr. Viventi if there were any updates to report on the status of the audit. Mr. Viventi stated that he was concerned that after many attempts to contact Mr. Gerrelene Walker that he was unable to reach her or receive any responses to his texts, voice mails and emails requesting a completion date. The board discussed the fact that the FY16 Audit was also overdue on its completion and lamented the fact that many accounting firms were no longer offering audit services to local governments entities due to the many requirements by the LGC. Mr. Viventi stated that he was also concerned regarding the repercussions of not having a completed audit to report to our sponsors prior to requesting funding for the next fiscal year. The board directed Mr. Viventi to continue to reach out to Ms. Walker as to the anticipated completion of the work and report back at the next meeting.

ACTIONS

Mr. Dan Herring made a motion to authorize Mr. Viventi to act on behalf of the Airport Authority and execute all documents necessary for the T-Hangar Development project completion. The motion was seconded by Mr. Carl Warren and the motion was unanimously approved.

CORRESPONDENCE

Mr. Viventi discussed and distributed copies of the following correspondence for the Board's review

NCDOA Notice of Award – Underground Fuel Farm Closure and Removal – State Funds: \$304,920

NCDOA Notice of Award - Construct TW and Hangars (Preliminary Engineering) – State Funds: \$194,000

FAA Letter of Consent and Permission – MALSR & LOC projects

NCDENR Financial Responsibility Form - MALSR & LOC Projects

NCDENR Financial Responsibility Form - RW & TW Rehabilitation Project

NC State Treasurer - NC Retirement Systems Division – Notice of Employer Contribution Rates –7.85%

Standard Insurance – Completed Commercial Ins. and Worker's Comp. Ins. Applications – 4/11/18

ANNOUNCEMENTS

Mr. Viventi advised and briefed the Board members on following upcoming calendar events:

Mr. Sam Lawhorn's last day as NCDOA Airport Project Manager 5/4

CAP Tar River Composite Squadron Change of Command Ceremony: 5/10

NCAA Region Two Meeting at JNX: 5/11

FAA Part 139 Annual Airport Inspection: 5/14-5/16

SE Cement Promotion Association FDR symposium: 5/16

Wildlife Hazard Training at JNX: 5/16

Airport Fueling Seminar at HRJ: 5/16

Rocky Mount Urban Area MPO TAC Meeting: 5/21

RW & TW Rehabilitation project Advertise for Bid: 5/21

NCAA Legislative Day: 5/23

CAP Middle East Region Search and Rescue College (MERSAR) 6/1-6/3

EAA National Young Eagles Day at RWI: 6/9

RW & TW Rehabilitation project Bids opening: 6/12

MALSR & LOC project Notice to Proceed: 6/15

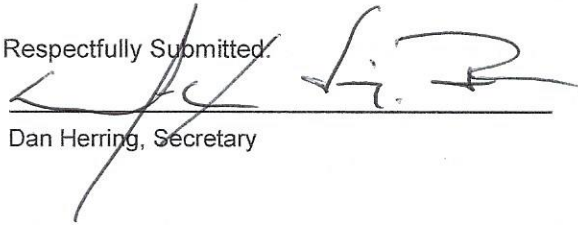
PROGRAM:

Mr. John Clagett of Bobbitt Design Build Inc. gave a very informative powerpoint presentation on the Design – Bid process covering the advantages of this project option and State Laws governing its utilization on State funded projects. Mr. Clagett also presented several renditions and floor plans of possible terminal building rehabilitation scenarios that would utilize the existing building's structure and footprint while modernizing the interior layout and refreshing the exterior façade. Mr. Clagett also presented a complete terminal reconstruction option for perusal as well.

CLOSING / 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:

A handwritten signature in black ink, appearing to read 'D. Herring', is written over a horizontal line. The signature is stylized with a large 'H' and a long horizontal stroke extending to the right.

Dan Herring, Secretary