

M I N U T E S

OF THE

ROCKY MOUNT - WILSON REGIONAL AIRPORT AUTHORITY

H E L D

TUESDAY, JUNE 19, 2018

JOSH L. HORNE CONFERENCE ROOM

MEMBERS PRESENT

MR. JOHNSON BISSETTE, CHAIRMAN,
MR. ELTON NEWTON, VICE CHAIRMAN, MR. DAN HERRING, SECRETARY
MR. CHARLES MULLEN, MR. JEFF LOCKHART MR. GARRY HODGES

EX OFFICIOS 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 Bisette, Chairman at 12:00 PM.

PLEDGE

The pledge of allegiance was led by Chairman Bisette

INVOCATION

Mr. Charles Mullen delivered the invocation and blessed the food

INTRODUCTIONS

Mr. Bisette welcomed Mr. J.B. Williams of Aircare Inc. and Mr. Jason Kennedy of WK Dickson, PA. Mr. Viventi reported that Mr. High had called and regretted that he would not be able to attend.

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 May 2018 minutes with 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 dry season is now upon us and we have begun stepping up our mowing operations especially in the seasonally wet areas of the airport which normally show drainage problems and are difficult to mow during the winter months. We have also begun removing dead and diseased trees from the property that have been hindering mowing operations as well. Mowing equipment have been undergoing extensive maintenance over the past few months and this has paid off as the equipment is now working overtime to combat excessive vegetative growth especially in the Runway Safety Areas (RSAs) which are required by the FAA to be kept between 6" and 12" high in order to keep wildlife hazards to a minimum.

Federal Aviation Administration (FAA)

On May 15th and 16th the FAA performed its annual airport compliance inspection at RWI. The Inspection was performed by Mr. Herman Smith who inspected the airport systems, facilities, and procedures for compliance with 14 CFR part 139. The airport passed the inspection pending six items which were identified for attention and addressed including vegetation control, safety area grading, parking of fuel trucks, expired fuel supervisor training and TW centerline markings. Operations has requested an extension regarding the Taxiway striping until the State Maintenance Contract can be secured. All other issues have been remediated.

Civil Air Patrol / USCG AUXAIR

On May 21st, Mr. Brian Helms performed our annual required Safety and Security training for the Tar River Composite Squadron. From May 31st through June 3rd I volunteered as a Mission Pilot instructor for the CAP Middle East Region Search and Rescue College (MERSAR) at Fort Pickett VA which had a record turnout of over 300 students this year. After MERSAR Captain Shelley and I picked up and brought back N908CP, a 2015 G1000 glass cockpit equipped Cessna Skylane which is now based at RWI on a rotational basis for Cadet Pilot and Emergency Services training for the Squadron.

North Carolina Airports Association (NCAA)

On May 23rd, the NCAA hosted the NC Legislative Day reception at the NC Museum of History. Board members Dan Herring, Gary Hodges and I attended the event and spent the afternoon meeting and talking about our airport with members of the Board of Transportation, North Carolina Legislature and Staff members of the Division of Aviation. Dan, Gary and I took this opportunity to thank our representatives and board members for their recent support thus this year towards much needed improvements at the airport via grants from the State Aids to Airport program and the Strategic Transportation Initiative. We were also able to meet and greet our new Airport Project Manager (APM) Mr. Ron McCollum who agreed to come to an Airport Authority meeting very soon.

Nash County Convenience Center

On June 4th, I attended a conference call with Nash County Manager, Mr. Zee Lamb, Planning Director, Ms. Nancy Nixon and Health Dept. Director, Mr. Bill Hill regarding the County's plans to locate a Solid Waste Convenience Center near the airport on Preacher Joyner Road. I had received an email on May 22nd regarding the proposed site and a proposed public hearing scheduled for June 4th. I had called on the County Planner when I received the email to voice my concerns regarding the potential for the site to generate an unwanted wildlife hazard particularly as a bird attractant. I sent an email to the County manager on May 25th advising that I would plan to oppose the proposal unless assurances could be made that the site would not violate FAA advisory circular No. 150.5200 34a concerning new municipal solid waste landfills near Federally obligated public airports. My biggest concern was that the site was located approximately 6000' from the end of and in line with the approach to Runway 22 and that aircraft on the RNAV GPS approach would be directly over the landfill at approximately 1000' AGL. Open containers of solid waste are known for attracting birds and a bird strike at this altitude and location would not give a pilot much time or distance to recover from and or glide to the runway if an engine loss or catastrophic failure were to occur. The County planner has since informed me that the public hearing would be postponed until July 9th and has asked that I submit a letter outlining these concerns for review at the hearing.

Wilson County Public Hearing

On June 5th, Board member Jeff Lockhart and I attended the Wilson County annual Budget Public Hearing at the Wilson County Agricultural Center in Wilson. I was given a chance to express appreciation on behalf of the Airport Authority for contributions by the County in the past and requested approval of our budgetary request for FY 2018-19 which includes annual subsidies as well as local matches for the Airport's proposed capital improvement projects as submitted to the County Manager, Ms. Denise Stinagle and Finance Director, Ms. Tiffany Reese. The County manager had included the subsidy request in the budget and the County Commissioners approved the budget but it did not include our request for the local match. After the meeting Ms. Stinagle informed us that when the other municipalities approve their budgets and include the local matches the County would then be more inclined to request a budget amendment to include the local match as well and to let them know when this occurred as they would review it again at that time for consideration. Ms. Reese also informed us that the County was also waiting on the airport to submit its 2016-17 Audit before it could evaluate the local match request.

Experimental Aircraft Association (EAA)

On June 6th, The Airport hosted an EAA Rally for National Young Eagles (YE) Day here at RWI. The local EAA chapter 1047 teamed up with the Apex Chapter and senior and cadet volunteers of the Tar River Composite Squadron of the Civil Air Patrol and coordinated the first YE Rally here at RWI since 2007. The local radio stations in Rocky Mount, WPWZ, WDWG and WZAX all played public service announcements the week leading up to the event. The event flyer was advertised by both the Wilson Times and the Rocky Mount Telegram which both printed very nice articles on the event afterwards. 12 Pilots volunteered with 12 Aircraft including a Gyrocopter demonstrator and a fixed wing static display for ground and safety instruction. Mother nature also helped out by providing blue skies, fair winds and mild temperatures helping to contribute to a very successful turnout with 116 children flown and no incidents.

NCDOT Division of Aviation (DOA)

On June 7th, Mr. Jason Kennedy and I held a conference call with Mr. Ron McCollum our new APM with the DOA to discuss the status of our recent Modification of Standard (MOS) requests for our Pavement Rehabilitation Project currently under review with the FAA. The MOS requests are regarding the pavement mix and vertical curve requirements presently shown in the 90% design proposal which are aimed at substantially reducing the cost of the project. We also requested that the State consider a possible start of construction date in the Spring of 2019 vs. Fall of 2018 in order to attract more bidders and avoid construction during the winter season which could also potentially save money on the project as well.

FBO REPORT:

Mr. J.B. Williams reported on the FBO operations and stated that things are pretty good with a lot of freight runs last month and over 24,000 gallons of fuel sold this month already.

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 reported that he and Mr. Warren had met previously and reviewed the Accountant's financial report for the month of May 2018 and briefed the board on the Authority's financial status. The current cash flow report was also distributed to the Board for review. Mr. Viventi stated that all disbursements were below 92% in their respective categories and that revenues were on target for the end of the fiscal year. Mr. Warren sent correspondence recommending approval of the financial reports in his absence. Mr. Newton made the motion to approve the report and Mr. Lockhart seconded the motion, and the report was unanimously approved.

Yearly Budget

Mr. Viventi advised the board that an amended budget would not be needed for this fiscal year 2017-2018 since it was anticipated that revenues would be overbudget and disbursements would fall below budget by year's end. Mr. Bissette noted that this was the first time that he has recalled being on the board and not having to amend the budget.

Mr. Viventi presented a draft budget for fiscal year 2018-2019 that was prepared by the budget committee prior to the board meeting. The draft budget as recommended shows an estimated 803% increase compared to last fiscal year's budget. Major adjustments to the budget were primarily due to large increases in anticipated development grants currently under review by the state for possible awards next fiscal year. Secondary adjustments to the budget were in accordance with increases in operational income due to new long-term leases, development grant updates. The budget also included increases in accounting services fees to be rendered reflecting an anticipated single audit based on larger receipts and disbursements above state and federal thresholds in line with the requested development grants and local matches. Mr. Warren forwarded correspondence recommending approval of the FY18-19 Budget, Mr. Herring made a motion to approve the recommended budget and Mr. Mullen seconded the motion and the motion was passed unanimously.

Annual Financial Audit

Mr. Viventi reported that after numerous attempts to reach Ms. Walker that he was not successful in communication with her and subsequently contacted Maxton McDowell's office regarding such and

arranged a meeting with Mr. McDowell and Mr. Huneycutt to discuss the status of the contract and completion of the audit. Mr. Viventi presented to the board a letter of engagement and a new contract proposal which was drafted on June 1st and executed on June 6th with William R. Huneycutt to complete the FY17 Audit. The new contract also reflects an increase in fees based on an anticipated requirement to perform a single audit due to LGC threshold requirements in state and federal expenditures. Mr. Viventi also reported that on June 8th he received a letter from Ms. Walker stating that she would not be performing any more audits. Mr. Viventi advised the board that the new audit contract was submitted to NC Treasury Dept. on June 7th and subsequently reviewed and approved on June 14th.

BUSINESS:

UNFINISHED BUSINESS

There was no unfinished business to report

NEW BUSINESS

The board directed Mr. Viventi to compose a formal letter of opposition of the proposed County Convenience Center for the Chairman to sign and deliver if the County decided to hold a public hearing in pursuit of plans to construct the facility at the currently proposed location on Preacher Joyner Rd.

CORRESPONDENCE

FCC – Radio Station Authorization License Renewal – June 2018 – November 2022

NC DENR Financial Resp. Form (REV 6/12) - RW & TW Rehabilitation Project, Permit Fee = \$2,340 (36 Ac)

NC DOA – Master Plan Quarterly Project Status Reports 4th QTR 2017 & 1st QTR

Nash County Planning Dept. email notice – Convenience Site Proposal

The East Group – Minutes from Sewer Pump Station inspection / meeting – June 8th

FAA – 14 CFR Part 139 Compliance Letter – May 15, 2018

FAA – Modification to Standards (MOS) Conference Call minutes – June 1, 2018

William R. Huneycutt CPA PLLC – Letter of Engagement and Contract for Audit Services – FY 2016-17

NC Dept. of Treasury – Notice of 2017 Audit Contract Approval – June 14th, 2018

Standard Insurance – Cert. of Appreciation (16yrs) & Premium Summary Comparison – FY 2018-19

ANNOUNCEMENTS

RW & TW Rehabilitation project Advertise for Bid: 6/21

RW & TW Rehabilitation project Pre-Bid Meeting: 6/26

Community Christian Summer Camp Airport Field Trip: 7/3

Nash County Planning Dept. Public Hearing: 7/9

RW & TW Rehabilitation project Bids opening: first: 7/17, second: 7/24

RW & TW Rehabilitation anticipated Notice to Proceed date: 3/15/19

MALSR & LOC project Planning Meeting 8/15

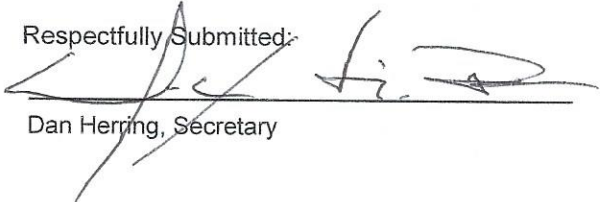
ACTIONS

Mr. Charles Mullen made a motion to execute the annual summer recess for the Authority and cancel the regularly scheduled meeting for July. The motion was seconded by Mr. Jeff Lockhart and was carried unanimously. The next meeting will be held at its regularly scheduled time in August.

CLOSING / ADJOURNMENT:

At approximately 1:05 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