

M I N U T E S

OF THE

ROCKY MOUNT - WILSON REGIONAL AIRPORT AUTHORITY

H E L D

TUESDAY, AUGUST 21, 2018

JOSH L. HORNE CONFERENCE ROOM

MEMBERS PRESENT

MR. JOHNSON BISSETTE, CHAIRMAN, MR. ELDON NEWTON, VICE CHAIRMAN
MR. DAN HERRING, SECRETARY, MR. CARL WARREN, TREASURER
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
MS. GRONA JONES, CITY OF WILSON

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.

PLEDGE

The pledge of allegiance was led by Chairman Bissette

INVOCATION

Mr. Charles Mullen delivered the invocation and blessed the food

INTRODUCTIONS

Mr. Bissette welcomed Mr. J.B. Williams of Aircare Inc., Mr. Jason Kennedy of WK Dickson, PA and Ms. Gronna Jones of the City of Wilson.

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 June 2018 minutes. 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 rain has returned with over 15 inches of rainfall over the last few months which has increased our vegetation growth substantially thus requiring extra duty on mowing operations. Our maintenance Technician has power-washed our compass rose on the FBO ramp making it look much more visible from the air. The NCDOA has provided their maintenance contract services to re-paint our Taxiway to Runway lead out centerlines with retroreflective glass beaded paint to address our discrepancy from our most recent annual FAA part 139 inspection. Cedar Peaks has installed a 5-step regulator for our Precision Approach Path Indicator (PAPI) lights so that we can utilize the Pilot Controlled Lighting (PCL) feature to activate them 24-7.

Transportation Security Administration (TSA)

On July 5th, I met with Patricia Macomber, Aviation Transportation Security Inspector with the TSA here at RWI to conduct our annual general aviation airport inspection as well as the annual Flight School CFI inspection. The airport and the flight school both passed their respective inspections. The TSA does not issue any follow-up letters reporting on the visit unless there is an alleged violation and, in our case, there are none. Also, the Raleigh office is changing our TSA profile (in the national data base) from an independent CFI to a flight school (FlyRWI, LLC) with two instructors.

Nash County Convenience Center

On July 12th, Mr. Charles Mullen and I attended a meeting in the airport conference room between with representatives from Nash County including Manager, Mr. Zee Lamb, Planning Director, Ms. Nancy Nixon, Health Dept. Director, Mr. Bill Hill and County Attorney, Mr. Vince Durham regarding the County's proposal to locate a Solid Waste Convenience Center near the airport on Preacher Joyner Road. A discussion was held regarding the County's plans to locate the convenience center on Preacher Joyner Road approximately 6000' from the end of and in line with the approach to Runway 22. Airport Staff addressed the dangers associated with this location and presented information from our recent Wildlife Hazards assessment as well as guidance from the FAA advisory circular No. 150.5200 34a concerning new municipal solid waste landfills near Federally obligated public airports. Our biggest concern was that the site was located 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. Copies of the approach plate diagram for the RNAV GPS LPV approach as well as standoff pictures from inside the cockpit at that location were distributed to the group for analysis of the impact of a distraction at that location to a pilot on final approach to the airport. Mr. Mullen and I both recommended to the group that it may be wise for the County to consider investigating an alternative location for the convenience center for safety's sake and that it would be in all party's best interest to do so.

US Air Force Auxiliary - Civil Air Patrol (CAP) / US Coast Guard (USCG) AUXAIR

On July 14th, I attended the USCG annual safety training and completed the required open water survival and egress training at Elizabeth City Air Station. On August 6th I completed the required annual Form 5 Flight evaluation with the District Standards and Evaluations Officer. On August 11th, Captain Gary Shelley and I completed the Bi-Annual Mountain Flying training in Asheville NC. On August 20th Captain Shelley and I relocated N726CP, a 2015 G1000/GFC 700 equipped Cessna 172S model to RWI for monthly basing for the Tar River Composite Squadron. The C182 previously based here has been swapped out for the more cadet friendly C172 model so that we can assist two local squadron cadets to qualify for solo pilot training and instruction towards a private pilot certificate.

North Carolina Airport Technical Assistance Program (NCAirTAP)

On July 19th I attended the first of a series of Airport management leadership training at Charlotte Douglass International Airport. this training course reviewed with participants the numerous federal, state, and local regulations that apply to airport operations in North Carolina. The training was geared to new and current N.C. airport officials, managers, and operations staff. Presentations included an interactive workshop for participants to work on reviewing and revising their airport's Rules and Regulations and Minimum Standards documents. NC AirTAP is a joint effort and sponsored by the Institute for Transportation Research and Education (ITRE), the NCDOA and the NCAA to support the state's public- and private-sector airport professionals.

North Carolina Dept. of Transportation Division of Aviation (NCDOT DOA)

On July 30th I attended a Statewide conference call with staff members of the DOA and other airport managers and their consultants to review the requirements for application to the FAA for a portion of the \$1B FAA Supplemental Discretionary Funding currently being offered to Non-Hub and Small GA airports for 100% Airport Improvement Program grants. On July 31st, Paul Smith and I attended a conference call with Ron McCollum with the DOA to discuss the Possibility of requesting a portion of that FAA supplemental funding for use on the Pavement Rehabilitation Project totaling over \$14.3 M to fund the entire pavement project and it was agreed that this would be an appropriate opportunity to make that request. On August 4th, the application for FAA supplemental Discretionary funding was submitted directly to the FAA Airport District Office for consideration for phase one consideration.

Federal Aviation Administration (FAA)

On July 31st, Mr. Jason Kennedy and I attended a conference call with Ms. Ja'Monta Smith Program Manager and Mr. Phillip Braden, Director, FAA Memphis Airport District Office to discuss the possibility of applying for Supplemental Discretionary Funding for the RW and TW Rehabilitation Project. We talked about the fact that we had already applied for discretionary funding and wanted to know if it would be appropriate to also apply for the Supplemental funding as well. Mr. Braden affirmed that there would be no confusion if we did and that the request for discretionary funding had already been made but encouraged us to also apply for the supplemental funding since we were in a good position to be considered for it since the project was a runway health project and it had already been bid and would be shovel ready before March 1st 2019.

On August 14th, Mr. Jason Kennedy and I met with FAA staff members Mr. John Fowler, Mr. Chip Baldwin and Mr. Tom Oliver of Airport Technical Operations (ATO) at the RDU Air Traffic Control Tower to discuss scheduling coordination for upcoming Airport project work. The discussion involved upcoming removal of the Localizer and MALSR light stations from the RSA before the end of September to meet the congressional deadline. After demolition, the new Localizer site will be constructed with return to service targeted for December. Then the MALSR will be replaced which should be completed in March. The MALSR was recently knocked out of service by a lightning strike. An evaluation was performed and extensive re-cabling would be required to return it to service. Since it will be removed in a month, repairs will not be undertaken. The airport has bid the rehab work for the runway and connectors with an option to rehab the parallel taxiway. The project will take between 100 and 260 days, depending on the final scope of work. Regardless, it will start with a 90-day runway closure for rehab work. Since the FAA plans to award on November 27th, we may ask the ADO to help accelerate it to run the outage concurrent with the planned ILS outage.

Public Safety

On August 2nd the operations team successfully completed their annual live fire training at the South Carolina Fire Academy in Columbia SC. This training is required annually for Airport Rescue Fire Fighters (ARFF) in order to maintain the FAA part 139 certification. On August 15th the operations team attended Wildlife Hazard Training conducted by the United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) Wildlife Services in accordance with Title 14 Part 139 Certification of Airports and FAA Advisory Circular 150/5200-36a. This training was sponsored by the NCDOT DOA.

Annual Airport Audit

On August 15th, I received correspondence from Mr. Ron McCollum, Airport Project Manager from NCDOT and Mr. Joseph Gilroy, Manager of Finance and Grants from NCDOT regarding our 2016 Annual Audit informing me that Ms. Cheterra Sheff, CPA and Senior Auditor with the Office of the Inspector General with NCDOT is currently completing Audit Report reviews for entities that received both State and Federal Transportation funds in FY 2016. Ms. Sheff emailed information to NCDOT that RWI recently underwent an audit of its FY16 expenses. Our auditor, Mr. Huneycutt, identified two federal expenditures that were not correctly categorized and pushed RWI's total federal expenditures over the \$750,000 threshold for Single Audit Act of 1984 compliance. Mr. Gilroy responded to Mr. Huneycutt advising that compliance monitoring proceed for RWI in accordance with SAA requirements. Ms. Sheff has forwarded email regarding the grant payments at RWI that should have been recorded for FYE16 and now bring total federal expenditures to more than \$750,000. The Division of Aviation advises that compliance monitoring proceed. According to our auditor, to correct the 2016 financial statements for the unrecorded grant receivables & associated payables at 6/30/16 would cause the financials to not reconcile with the schedule of expenditures of federal awards. Since recording these amounts would cause the Authority to be subject to a Single Audit both the financials and the compliance statements & reports would all be submitted to the federal clearinghouse for approval. Therefore, they feel it would be better to do another financial statement audit also to ensure no other items were missed in the initial audit. Our auditors have discussed this with the Local Government Commission, since they are a third party to the contract, and they are in agreement. On August 17th, Mr. Huneycutt forwarded us a contract to re-audit these

accounts and has sent a wish list of items that will need to be provided in preparing the audit. The Fee for completing the Audit is \$5,500. The Fee for writing the financial Statements is \$3,000. The 75% cap for interim invoice approval for the audit contract is \$6,375. Staff recommends approval of the contract.

North Carolina Airports Association (NCAA)

On August 17th I attended the NCAA Region One meeting held at Wilmington International Airport (ILM). Members of the NCDOA staff were on hand as well as Director Bobby Walston who made a presentation on the status of the Division providing information on personnel changes, program news and funding updates that included among other things an announcement that RWI had been selected to receive \$6.05M in FAA discretionary funding for FY 19.

FLY-RWI Aviation Academy

On June 26th, FLY-RWI successfully soloed Mr. Charles "Chuck" Roberson in the Piper Tomahawk on Runway 4. Chuck is the son of Mr. Sandy Roberson who is a locally based pilot who keeps his aircraft here at RWI. On July 13th, Mr. Jarrett Moss successfully passed his private pilot certificate in the N382CF with Mr. Johnny Joe Henley, DPE based at ISO – Mr. Moss who is a college student enrolled in the 4-year Aviation degree program at ECSU also grew up in the neighborhood just off the end of RW 22. He said he remembered seeing airplanes flying over his house when he was a kid and always dreamed of becoming a pilot – congratulations to Jarrett! On August 11th, Mr. Jonathan Stancil made his successful long cross-country flight in the PA-38 and is now studying for his FAA Private Pilot written exam.

Experimental Aircraft Association (EAA)

From July 22nd through the 25th, I attended the annual EAA Airventure conference in Oshkosh, WI. I attended numerous aviation events and met with many aircraft vendors and individuals in the aviation industry on behalf of t KRWI. I also manned a volunteer recruiting booth for the US Coast Guard Auxiliary in order to promote our US armed forces in aviation and give back to our community in a meaningful way.

FBO REPORT:

Mr. J.B. Williams reported on the FBO operations and stated that things are doing well and that he had not sold any aircraft recently but that Mr. Sandy Roberson had just purchased a Pilatus PC-12 and was basing it here along with his Cirrus in the FBO hangar at RWI

CONSULTANTS REPORT:

Mr. Jason Kennedy, PE gave the Board a presentation on the Runway and Taxiway Rehabilitation project Bid Tabulation and an update on the status of the following airport projects:

Airport Master Plan and Airport Layout Plan (ALP)

Development of Terminal Area layout alternatives is underway. These alternatives will illustrate various options for future improvements of the airport entrance, parking, Terminal Building, hangars, ARFF and maintenance facilities. Various alternatives will be presented at meetings with Airport Authority and other stakeholders to solicit feedback. Feedback will be considered in the selection of the preferred terminal area layout that will be shown on the final Master Plan and Airport Layout Drawing.

Runway and Taxiway Rehabilitation project

Bid opening was conducted on July 27th. Four bids were received, and the bid prices are very competitive and align with the Engineers Estimate (see attached bid summary). The determination of the low bidder will depend on the outcome of the Modification to Standard (MOS) request and the amount of construction funding that is awarded for the project. Confirmation of construction funding and MOS is

anticipated before the end of November. Selection of low bidder and notice of award must be issued no later than November 27th. Anticipated Notice to Proceed for start of construction is March 15th, 2019.

A separate grant application for FAA Supplemental Funds was also submitted requesting funding for the entire project in the amount of \$14.3 million. If awarded through this grant source, funding is provided at 100%.

T-Hangar Development Project

Work Authorization has been approved, and the grant setup process is underway. Survey and Geotechnical investigation will likely begin in August. Design and bidding is attentively scheduled for fall and winter, so that construction to begin in Spring of 2019. Total estimated project value is approximately \$1.9 million dollars, funded 100% with State grant dollars.

Self-Serve Fueling Station

This project includes design and bidding for a new self-serve fueling station and associated site improvements located on the south apron. Work Authorization review is complete, and design work is expected to October. Available NPE funding will be utilized for this project.

Underground Fuel Farm Closure

Work Authorization review is underway and design work is expected to begin late summer. 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 has been awarded state funding for design and construction.

Funding Update

\$150,000 of Non-Primary Entitlement funding is issued to the airport annual, from the FAA. Below is a summary of RWI program for NPE Funds:

FY14 & 15: Master Plan and Airport Layout Plan Update: \$250,000

FY16: Self-Serve Fuel Farm Design/Bidding: \$100,000

FY 16 & 17: Self-Serve Fuel Farm Construction: \$235,000

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 months of June 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. Warren and Mr. Viventi stated that there were some revisions that would need to be done to the June financial report before it could be recommended for approval and that the June financial report would be the last one prepared by CRI. Mr. Viventi reported that he and Mr. Warren had also reviewed and recommended for approval to the Chairman who signed the contract with Anthony & Tabb, PA to perform CPA services for the next fiscal year and that the first report for July would be ready at the next meeting. Mr. Warren advised the board that fiscal year 2017-2018 budget may need to be amended upon further review of the June financial report.

Annual Financial Audit

Mr. Viventi recommended to the Board to approve the contract documents prepared by William R. Huneycutt CPA PLLC to perform a single audit of the accounts for FY 15-16. Mr. Dan Herring made a motion to approve the contract and engagement letter with William R. Huneycutt, CPA PLLC and to give the Director authority to execute at his discretion any further agreements necessary to complete the audit work on behalf of the Authority. The motion was seconded by Mr. Garry Hodges and passed unanimously by the Board.

BUSINESS:

UNFINISHED BUSINESS

Mr. Mullen reported to the Board that the County had decided not to build the proposed Convenience Center on Preacher Joyner Rd. and that if they decided to build one that they would look for a site that was at least 5 miles away from the airport. Mr. Mullen stated that Mr. Viventi was well prepared for the meeting with the County and that he felt that he had made a very convincing argument to the County to rethink the location of the convenience center where it would not affect operations at the airport based on the information he presented at the meeting.

Mr. Lockhart inquired into the status of the sewer transfer project. Mr. Kennedy reported that the ball was in the County's court and that we expected to hear something back from them based on the inspection results of the lift station from our last meeting with them on site.

NEW BUSINESS

There was no new business to discuss

CORRESPONDENCE:

Anthony & Tabb, P.A., CPA – Compilation Engagement Letter – July 1st, 2018

NC Division of Environmental Quality - Energy, Mineral and Land Resources – Letter of Approval – RW & TW Pavement Rehabilitation Project – July 16th, 2018

NCDOA – FAA Supplemental Funding Conference Call minutes – July 30th, 2018

FAA Supplemental Appropriation (FY 2018-2020) Project Request – RW & TW Pavement Rehabilitation Project – August 4th, 2018

FAA ATO Meeting minutes – August 14th, 2018

William R. Huneycutt, CPA PLLC – FY 16 Audit contract – August 17th, 2018

ANNOUNCEMENTS:

LOC and MALSR Planning meeting conf. call: 8/22/18

Civil Air Patrol Aerospace Day: 9/8/18

Next Airport Authority meeting: 9/18/18

RW & TW Rehabilitation Selection of Low Bidder: 11/27/18

RW & TW Rehabilitation project Target Grant award: 2/1/19

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

EXECUTIVE SESSION

At approximately 12:55 PM Chairman Bissette announced that the board would be adjourning and would enter into executive session and excused all non-board members.

At approximately 1:10 PM Chairman Bissette re-opened the general meeting.

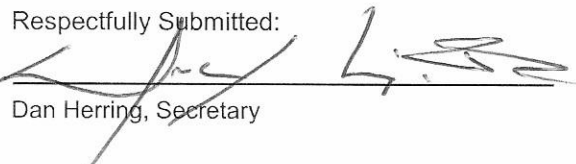
ACTIONS

Mr. Newton made a motion to direct the Airport Director to pay Ms. Joyce Joyner a retirement bonus of \$7,400.00 in appreciation for her many years of service to the Airport Authority. The motion was seconded by Mr. Dan Herring and was passed unanimously by the Board.

CLOSING / ADJOURNMENT:

At approximately 1:15 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