

M I N U T E S

OF THE

ROCKY MOUNT - WILSON REGIONAL AIRPORT AUTHORITY

H E L D

TUESDAY, SEPTEMBER 18, 2018

JOSH L. HORNE CONFERENCE ROOM

MEMBERS PRESENT

MR. JOHNSON BISSETTE, CHAIRMAN, MR. ELDON NEWTON, VICE CHAIRMAN
MR. CARL WARREN, TREASURER
MR. CHARLES MULLEN, MR. JEFF LOCKHART

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.

INVOCATION

Mr. Charles Mullen delivered the invocation and blessed the food

PLEDGE

The pledge of allegiance was led by Chairman Bisette

INTRODUCTIONS

Mr. Bisette welcomed Mr. J.B. Williams of Aircare Inc. and Mr. Jason Kennedy of WK Dickson, PA

READING / APPROVAL OF MINUTES:

The minutes were previously distributed and read by the board members. A motion was made by Mr. Eldon Newton and seconded by Mr. Carl Warren to approve the August 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

On September 10th, Brian Helms and I attended the Nash County Emergency Operations Center Briefing for Hurricane Florence and shared the Airport Emergency Management Plan with several officials. After a conference call with the FAA and the NC Division of Aviation the decision was made to close the airport on Wednesday Sept. 12th. However due to the eventual southerly trend in the storm the airport was only NOTAM'd closed from 8PM Thursday Sept. 13th through 8AM Saturday Sept. 14th due to high winds and rain associated with downgraded Tropical Storm Florence. Ultimately no new wind or rain damage has been reported due to the storm to date. However, the terminal building roof is leaking as is the case after every rain storm. The drainage system on the airport has appeared to be function well after all the cleanout efforts during the Spring and Summer.

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

On August 23rd, Civil Air Patrol Cadet Major Richard Green successfully Soloed in the Cessna C-172, N726CP here at RWI and has since begun his cross-country training. On Saturday September 8th, the Tar River Composite Squadron hosted the Group 3 Aerospace Education day providing Cadets with Flight Simulator training, Model rocketry experiments, Drone demonstrations, Orientation flights in the Cessna C-172 and a Gyrocopter demonstration flight as well as a book presentation of "Touching the face of God" by CAP squadron member and author, Lt. Ray Haas who wrote of the historical account of the famous WWII aviator and author, John Gillespie Magee, Jr. of the poem "High Flight".

Federal Aviation Administration (FAA)

On August 22nd a conference call was held to discuss runway closures, equipment outages, and hours of construction for the Rocky Mount (RWI) LOC Phase I Construction Project. Parsons subcontractor, Infinite Energy Construction (IEC), Inc. is in the process of scheduling their subcontractors and finalizing lead times for their materials. During this call, we also confirmed the pre-construction meeting date and time for the Localizer Phase I effort to be held on Thursday, September 20th.

Experimental Aircraft Association (EAA)

On September 1st I attended the monthly EAA chapter meeting held at the Wilson Industrial Airport. Mr. Grant Clow with Republic Airlines did a presentation on FAA's new ATD-2 pilot program at CLT to streamline flight scheduling and system efficiency.

Nash County Planning Board

On September 17th, I attended the Nash County Planning Board meeting to address concerns regarding a high-density Rezoning request for a property located on Jordan Rd. within the Class Echo airspace surrounding the airport. I also forwarded a memo to the planning Director, Ms. Nancy Nixon regarding compatibility and land use surrounding the airport based on FAA guidance. The Planning Board voted to recommend approval of the request. The County Commissioner's meeting is scheduled for October 1st where the conditional use request will go up for a vote.

The board instructed the Director to write a letter to the Nash County Commissioners to oppose the re-zoning request and any cluster development near the airport and to request that property owners receive full disclosure when purchasing a home within close proximity to the airport.

FBO REPORT:

Mr. J.B. Williams reported on the FBO operations and stated that it had been a slow month with fuel sales being down below 21,000 gallons last month and that this month had only sold approximately 9000 gallons thus far.

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)

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. Alternatives will be presented at a future meeting with the 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.

Mr. Viventi asked about the status of the new Branding Plan Contract. Mr. Kennedy stated that he was planning a meeting with Mr. John Kelly in Raleigh in the next 2-4 weeks to discuss further and that an amendment would be required to the Master Plan to accommodate the Branding plan.

Mr. Viventi asked if the zoning plan in light of the recent re-zoning request before the Nash County Planning Dept., an overlay would help communicate with the County any conflicts in re-zoning requests that may come up again in the future. Mr. Kennedy stated that the UDO update is typically done after the master plan is completed once we get the draft to the DOA over the Holidays but said that he will request that the UDO draft be completed earlier in the process to more accommodate our needs.

Runway and Taxiway Rehabilitation project.

Since the last meeting, we learned that the Modification to Standard for corrections to the Runway Vertical Curve has been approved. This approval allows for the use of the Full Depth Reclamation (FDR) rehabilitation method for the runway. This is a very positive outcome because FDR is the preferred method. Bids received for the runway rehabilitation reflect a project cost of \$8.0 million. The price for the entire project including Runway, Taxiway and Taxiway Connector improvements is \$14.3 million. Selection of low bidder will be done upon award of construction funding and notice of award must be issued no later than November 27th. Anticipated Notice to Proceed for start of construction is March 15th, 2019.

Mr. Viventi asked Mr. Kennedy to elaborate on the increase in design fees for the project. Mr. Kennedy stated that there would be an additional fee increase primarily due to the work needed to complete the MOD approval process with the FAA. Mr. Kennedy also stated the FAA discretionary award letter for \$6.2M toward the runway project was forthcoming.

T-Hangar Development Project

Work Authorization has been approved, and the grant setup process is underway. Survey and Geotechnical investigation will be completed this month. 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.

Mr. Kennedy also stated that the NEPA processes had begun on this project and that the construction funding had been allocated by the State awaiting the bid process to be completed before issuing the award letter.

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 begin in October. Available NPE funding will be utilized for this project.

Mr. Viventi stated that he was very pleased with WK Dickson for working with us on negotiating a reduction of the fee and manhours after the IFA had been completed.

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.

Mr. Viventi asked about the status of the scope and fee proposal. Mr. Kennedy stated that the proposal is being prepared and should be ready to review today after the meeting.

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. Warren reviewed the financial reports for July and August noting that he appreciated the new reporting style from Anthony & Tabb, PA and reported that all discrepancies on the financial report for CRI's June report would be resolved during the Audit process when the auditor makes the post fiscal year adjustments and recommended approval for June, July and August financial reports. A motion was made by Mr. Warren to approve the Reports. The motion was seconded by Mr. Jeff Lockhart and the motion was carried unanimously.

Annual Financial Audit

Mr. Viventi informed the board that all information requested by the Auditor had been submitted for FY 15-16 & FY 16-17 and that the Auditor was working to have the financials completed ASAP and would update the board on their status as new information comes in on the completion date.

BUSINESS:

UNFINISHED BUSINESS

Mr. Viventi informed the board that Mr. Mike Tolson was no longer the County Engineer and Mr. Mike Phillips was acting County Engineer until a replacement was hired. Mr. Viventi stated that he had met with Mr. Phillips and that Mr. Phillips informed him that the County was no longer interested in taking over the City of Sharpsburg lift station for several reasons including the condition of the pumps and the problems with integrating another force main into their new system but instead recommended connecting with a new gravity sewer line directly from our manhole to theirs across the street on Old Carriage Rd. Mr. Viventi stated that this would require some surveying to verify the feasibility of connecting the gravity system but that based on the ground elevations and existing manhole inverts that it was entirely probable due to the relief in grade and depth of the structures.

NEW BUSINESS

There was no new business to discuss

CORRESPONDENCE

WK Dickson – Self Serve Fuel Farm Design Contract for Services Work Authorization #7 – 8/20/18

NCDOA – 2018 Non-Primary Entitlement Funding Grant (\$150,000) allocation letter – 9/7/18

NCDOT – Taxiway and Hangars AV Cert, 508, 509, 510 and Project budget summary – 9/12/18

NCDOT – RW & TW Rehabilitation AV 502, 509, 510 and Project budget summary – 9/12/18

NCDOT – Master Plan and ALP update AV 502, 509, 510 and Project budget summary – 9/12/18

Nash County – Memo Re-Zoning request - Planning Bd. Meeting Agenda — 9/17/18

ANNOUNCEMENTS

LOC and MALSR Pre-Construction Meeting: 9/18/18

CAP Wing-wide Operations Meeting and Aircraft Inspection: 9/22/18

FAA Runway Closure NOTAM: 9/24/18 – 9/27/18

Next Airport Authority meeting: 10/23/18 * (note: 4th Wednesday)

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 1:40 PM Chairman Bissette announced that the board would be adjourning and would enter into executive session and excused all non-board members.

At approximately 1:45 PM Chairman Bissette re-opened the general meeting.

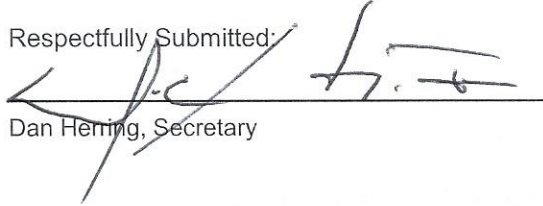
ACTION:

The board decided to hold the next regular meeting on the fourth Tuesday in October on the 23rd instead of the usual third Tuesday due to a schedule conflict.

CLOSING / ADJOURNMENT:

At approximately 1:50 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