

M I N U T E S

OF THE

ROCKY MOUNT - WILSON REGIONAL AIRPORT AUTHORITY

H E L D

TUESDAY, OCTOBER 23, 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  
MR. JOSEPH BARKEVICH, AICP, W.K. DICKSON, PA  
MR. CRAIG FISHEL, ATP, BARNHILL CONTRACTING INC.  
MR. JOSEPH HARTSFIELD, PRESIDENT, HARTSFIELD NATIONAL AIRCRAFT, INC.

## **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. Dan Herring and seconded by Mr. Garry Hodges to approve the September 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**

Over the past few weeks, The Parsons Group has been overseeing the demolition and construction work for the of the Localizer Relocation project. All of the non-frangible objects in both Runway Safety Areas have been removed before the September 30<sup>th</sup> deadline and the new Localizer Array and Radio shelter sites have been successfully graded and concrete pads have been poured. The RWI maintenance crews have removed a nuisance overgrown pine tree from the front entry ditch and the Taxiway connectors have been cleared of vegetation growing in the pavement cracks. Numerous deer have been entering the airport property over the past few weeks primarily due to pressure from local hunting and have been successfully harassed or depredated accordingly. Light motor maintenance was performed on Hangar #5.

#### **Federal Aviation Administration (FAA)**

On September 19<sup>th</sup>, I attended the Pre-Construction meeting for the Rocky Mount (RWI) LOC Phase I Construction Project. Parsons subcontractor, Infinite Energy Construction (IEC), Inc. scheduled to begin work the following week.

#### **Nash County Commissioner's Meeting**

On October 1st, I attended the Nash County Commissioner's meeting to submit a formal letter of opposition on behalf of the Airport Authority regarding the proposed conditional use rezoning request CU – 180901 located on Jordan Rd less than one mile from the airport property. The Commissioners voted to approve the request.

#### Underground Fuel Farm Closure Meeting

On October 4<sup>th</sup>, I met with Steve Moore, Line Manager with Aircare Inc. to discuss the upcoming closure of the Underground Storage Tanks (UST) and reviewed the Guidelines for Site Checks, Tank Closure, and initial response and abatement for UST releases. Mr. Moore informed me that he had removed all of the usable fuel from the tanks and wanted me to know that there was still some unusable contaminated fuel at the bottoms of the tanks that he was not able to remove. I informed him that I was currently reviewing the contract documents for the remediation project and that I believed that the contract work would take care of formal closure of the USTs and removal of any remaining hazardous materials contained in the tanks and would notify him once we had the final contract documents in hand.

#### North Carolina Division of Aviation (DOA)

On October 12<sup>th</sup>, the DOA sent a letter of request to participate in the Division of Aviation airport Safety Preservation and Maintenance Program (SPAM) and renew our agreement. This program provides publicly owned airports with airfield safety and maintenance related improvements at 100% state funding. Staff recommends execution of this document. On October 17<sup>th</sup>, The DOA mailed a notification of award for the Runway Full depth Reclamation, TWY Overlay & Direct Access Improvements (Construction) in the amount of \$6,059,100.00 in DIS funds, \$4,262,759.00 in APP Funds & \$3,000,000.00 in State Funds, requiring a local match of \$1,480,207.00 for a total of \$14,802,066.00 in project funding. This award is sufficient in amount to execute a contract with the lowest bidder for the preferred project which was Allega Construction. Staff recommends acceptance of the award once a formal certification of local match can be obtained.

#### UNC Charlotte College of Engineering

On October 15<sup>th</sup>, I attended the 2018 Airport Engineering Onsite Seminar hosted by the UNC Charlotte College of Engineering at the Carolina's Aviation Museum at Charlotte Douglass International Airport. And received 11 hours of professional development credits. At the seminar I met with the NCDOT DOA director, Mr. Bobby Walston and discussed the funding strategy for the Runway Rehabilitation and Taxiway overlay Project

#### Airport Marketing & Branding Meeting

On October 19<sup>th</sup>, I met with Jason Kennedy, PE with WK Dickson along with Mr. Bill Kamp and John Kelly of Kamp Creative and Quest Fire to discuss branding and marketing strategies as part of the Airport Master Planning process. Mr. Kelly and Mr. Kamp explained how they would apply a pragmatic and systematic approach by analyzing Internal, external and output data over a 6-12-week period depending on user availability in order to build a better brand and attract customers by highlighting the airport's strongpoints and future vision. Mr. Kelly will be submitting a proposal for us to review in the next few weeks and would like to attend our Strategic Master Plan presentation with the Sponsors.

#### FBO REPORT:

Mr. J.B. Williams reported on the FBO operations had sold approximately 23,000 gallons of fuel last month. J.B. stated that over the next 2-3 months they were expecting heavy freight operations. Mr. Williams also reported that last month two more of their employees had completed the Phillips 66 Aviation Fuel Quality Control training course.

#### 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.

#### 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 27<sup>th</sup>. Anticipated Notice to Proceed for start of construction is March 15<sup>th</sup>, 2019.

#### 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.

#### 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.

#### 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. Warren reviewed the financial reports for September from Anthony & Tabb, PA and recommended approval of the reports. A motion was made by Mr. Bisette to approve the Reports. The motion was seconded by Mr. Hodges and the motion was carried unanimously.

## Annual Financial Audit

Mr. Viventi informed the board that the Auditor had completed the draft revised FY 16 Audit and distributed copies for the board to review. Mr. Viventi advised that once the draft FY 16 Audit was approved by the LGC then the Auditor would be able to commence working on the FY 17 Audit. Mr. Viventi also advised the board that the Auditor has requested a contract amendment to grant a time extension for the FY 17 Audit as well. A motion was made by Mr. Eldon Newton to approve the contract amendment and the motion was seconded by Mr. Mullen. The motion was passed unanimously and the amendment was signed by the Chairman.

## **BUSINESS:**

### UNFINISHED BUSINESS

Mr. Kennedy and Mr. Barkevich gave an extensive PowerPoint briefing on the Draft Strategic Master Plan and exhibited hard copies of the draft Airport Layout Plan for the board members to review. Included in the review were discussions on three prospective terminal development plans for consideration and three phases of prospective future development. Mr. Viventi informed the Board that the Notice of Award from the NCDOT was in hand for \$13.3M of combined Federal and State funding for the Runway and Taxiway Pavement Project and that a local match of approximately \$1.4M would need to be secured. Mr. Viventi recommended to the board that the consultants facilitate a presentation to the sponsors regarding both the draft planning project and pavement projects for their consideration before the contract bid expiration date. Mr. Viventi advised the board that Mr. Norris Tolson and Ms. Krista Ikert with the Carolinas Gateway Partnership had offered to host the meeting since more seating would be required to accommodate the guests.

### ACTION

A motion was made by Mr. Garry Hodges to hold the next regularly scheduled meeting at Carolinas Gateway Partnership and to present the draft Strategic Master Plan and Airport Layout Plan along with the detailed funding information on the Pavement Rehabilitation Project to all of the Sponsors together at one time and for the Director to write a letter regarding the above inviting the City and County Managers and their designees to attend. The motion was seconded by Mr. Dan Herring and the motion was passed unanimously.

Mr. Viventi distributed a copy of the revised Underground Fuel Farm Removal & Above Ground Fuel Farm Improvements Contract for Services Work Authorization #9 dated 10/5/18 and reported that he was satisfied with the revisions and recommended approval of the design contract.

### ACTION

Mr. Dan Herring made a motion to approve the contract and to grant the Director authorization to act on behalf of the Authority to execute any documents relating to the project going forward. The motion was seconded by Mr. Garry Hodges and unanimously passed by the Board.

### NEW BUSINESS

Mr. Viventi distributed a copy of the NCDOT DOA Airport Safety / Maintenance Program Agreement and recommended approval of renewal of this agreement as it would allow the DOA to perform approved maintenance projects on the airport under the State's annual contract.

## ACTION

A motion was made by Mr. Eldon Newton to approve the NCDOT DOA maintenance contract renewal and seconded by Mr. Garry Hodges. The motion was approved unanimously and the contract was signed by the Chairman.

## Correspondence:

NCDOT – Economic Funding Program \$7.3M fund balance informational Flyer – 9/01/18

KRWI – Conditional Use Rezoning Formal Opposition Letter – 10/01/18

WK Dickson – Underground Fuel Farm Removal & Above Ground Fuel Farm Improvements Contract for Services Work Authorization #9 – 10/5/18

USDOT FAA – Airport Certification Manual Electronic Upload request notification – 10/10/18

NCDOT DOA – Airport Safety / Maintenance Program Agreement – 10/12/18

KRWI – Financial Statements Confirmation letter to William R. Huneycutt, CPA, PLLC – 10/15/18

NCDOT DOA – Notification of Award, Runway Full Depth Reclamation, TWY Overlay & Direct Access Improvements (Construction) for \$13.3M – 10/17/18

William R. Huneycutt, CPA, PLLC – Amendment to Contract to Audit Accounts – 10/18/18

## Announcements:

Next Airport Authority meeting: 11/20/18

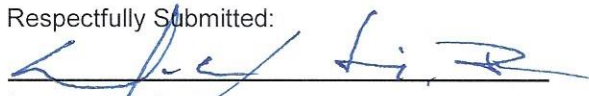
RW & TW Rehabilitation Selection of Low Bidder: 11/27/18

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

## CLOSING / ADJOURNMENT:

At approximately 2:05 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:

  
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Dan Herring, Secretary