

M I N U T E S

OF THE

ROCKY MOUNT - WILSON REGIONAL AIRPORT AUTHORITY

H E L D

TUESDAY, DECEMBER 18, 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
CDR. BENJAMIN NORRIS, USCG

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.

INVOCATION

Mr. Garry Hodges delivered the invocation and blessed the food

PLEDGE

The pledge of allegiance was led by Chairman Bissette

INTRODUCTIONS

Mr. Bissette 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. Eldon Newton to approve the November 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 Localizer Relocation project has been completed and the flight check was completed on December 11th. The ILS approach is operational and the of service NOTAM has been removed. The new MALSR Approach Lighting replacement funding has been approved by the FAA and the Contractor has been notified to proceed. Construction is set to begin in January and I am anticipating notification of a pre-construction conference to be scheduled soon. The RWI maintenance crews have completed seasonal mowing operations and have winterized the mowing equipment into the maintenance building. The maintenance team has begun tree trimming around the parking areas and pavement edge vegetation removal around the ramp areas. Our annual County Fire Marshall inspection was completed and all inspection items have been addressed including emergency exit battery replacement, fire extinguisher replacements and miscellaneous housekeeping of fire hazards in hangars. The airport encountered it's first winter storm and subsequent runway closure this month but we activated our winter storm action plan and were able to have the runway plowed and reopened within 24hours after the snowfall event. The wind cone on the Runway 4 end was downed by gusty winds in November and has been re-erected. The PAPI's on Runway 22 were NOTAM'd temporarily out of service in December but have been since reset by our electrical contractor and returned to service. Several deer managed to jump the perimeter fence in November and December, most were successfully herded out of the airfield but three had to be depredated due to their injuries sustained trying to escape. On December 6th, Mr. Brian Helms and myself attended an airport fueling safety and operations workshop at Stanly County Airport sponsored by ITRE and NCAirTAP.

North Carolina Airports Association (NCAA)

On November 1st, I was informed that I had been voted on as the Region One representative for the NCAA and attended my first meeting held at the Division of Aviation in Raleigh on November 30th. I also attended the Region One meeting held at Albert J. Ellis Airport on December 14th where Mr. Keith Merritt gave a presentation on Airport Legal issues and Mr. Jon Arnold gave an update on the Division of Aviation.

North Carolina Division of Aviation (DOA)

On November I attended the DOA Airport Leadership and Management Program Course number 2 held in Raleigh at the McKinnon Center. This course focused on Airport Legal issues and Government Regulations as part of an ongoing program for certification from the NCDOT in airport management.

Nash County Commissioner's Meeting

On December 3rd, I attended the Nash County Commissioner's meeting by Authority Chairman Johnson Bissette, Authority member Mr. Charles Mullen, and Mr. Jason Kennedy from WK Dickson to present to and answer questions regarding the pavement project local match funding request in the amount of \$211,458 to be disbursed over the current and next fiscal year. The Commissioners voted unanimously to approve the request.

Wilson County Commissioner's Meetings

On December 3rd, I attended the Wilson County Commissioner's meeting accompanied by Authority Chairman Johnson Bissett and Mr. Paul Smith from WK Dickson to present to and answer questions regarding the pavement project local match funding request in the amount of \$211,458 to be disbursed over the current and next fiscal year. The Commissioners voted to postpone the vote until December 11th in order to answer legal and obligation questions. Authority members, Mr. Jeff Lockhart, Mr. Johnson Bissett, Mr. Garry Hodges, and Mr. Dan Herring along with Mr. Jason Kennedy and I were all on hand to answer questions before the board and after which the Commissioners unanimously voted to approve the request.

Edgecombe County Commissioner's Meeting

On December 3rd, Authority member, Mr. Carl Warren and Mr. Jason Kennedy of WK Dickson attended the Edgecombe County Commissioner's meeting to present to and answer questions regarding the pavement project local match funding request in the amount of \$211,458 to be disbursed over the current and next fiscal year. The Commissioners unanimously voted to approve the request.

City of Rocky Mount Council Meetings

On December 12th, I attended the City of Rocky Mount Council meeting of the Whole along with Authority member, Mr. Garry Hodges to answer any questions regarding the pavement project local match funding request in the amount of \$422,916 to be disbursed over the current and next fiscal year. The City Manager, Michelle Small – Toney and the City Finance Officer Mr. Kenneth Hill recommended approval of the funding to be allocated during the current fiscal year. Mr. Garry Hodges attended the subsequent City Council meeting where the Board unanimously voted to approve the request.

City of Wilson Council Meeting

On December 13th, I attended the City of Wilson Council meeting accompanied by Authority Chairman, Mr. Johnson Bissette, Authority members, Mr. Jeff Lockhart, Mr. Dan Herring and Mr. Garry Hodges along with Mr. Bobby Walston of the NCDOT Division of Aviation. Mr. Bissette, Mr. Walston and I all gave presentations to the Council regarding the pavement project and local match funding request in the amount of \$422,916 to be disbursed over the current and next fiscal year. Mr. Joe Hartsfield of Hartsfield

Aviation of Wilson also gave a briefing on facts surrounding the project and the importance of the airport to the community. Mr. Bisette answered questions regarding the project and the founding Airport Authority Charter. The Council did not make any motions regarding the request but instead decided to postpone the measure to a later date to be determined.

FBO REPORT:

Mr. J.B. Williams reported on the FBO operations had sold less fuel then last month. Mr. Williams stated that he attributed the reduced fuel sales to the fact that the Localizer was out of service and that the freighter aircraft that wanted to land here were not equipped with GPS navigation equipment. J.B. also reported Air Care had secured next years' service contract with Beechcraft for their piston powered aircraft.

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)

Sponsors and Stakeholder meeting was held on November 20th, 2018. Input received at this meeting will be compiled into the draft documents and submitted to NCDOA and FAA for review in early 2019, final approval is anticipated summer of 2019.

Runway and Taxiway Rehabilitation project.

Confirmation of local match for Construction Funding is pending approval by City of Wilson. All other sponsors have formally approved their portion of the local match. Full project funding award results in Anthony Allega Inc. as the low bidder, and ST Wooten and Barnhill as the number two and three low bidders respectively. Anthony Allega Inc has verbally agreed to extend their bid price until December 11th, 2018, ST Wooten has confirmed their prices are good until January 11th, 2019 and Barnhill has extended their prices until January 15th, 2019. Anticipated Notice to Proceed for start of construction is March 15th, 2019.

T-Hangar Development Project

The 90% design package was submitted to RWI and NCDOA for review on November 14th. Review Comments from RWI and NCDOA have been provided and will be addresses during the preparation of project Bid documents. Bidding will take place in February 2019 and construction is scheduled to begin in June of 2019. Total estimated project value is approximately \$1.9 million, funded 100% with State grant dollars.

Self-Serve Fueling Station

Design for this project is underway and 90% design documents and costs estimate will be submitted to RWI and NCDOA in January 2019. Bidding is scheduled for late February 2019 and construction is anticipated to begin in May. Non-Primary Entitlement Funding is being used for this project.

Underground Fuel Farm Closure

Work Authorization review is underway by NCDOA and design work is expected to begin early 2019. 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 annually, 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

FY 18: \$150,000 Not yet obligated to a project

Other Funding Awards

Pavement Rehabilitation (State and Federal Funding): \$14.8 million

T-Hangar Development Project: (State Funds): \$1.9 Million

Underground Fuel Farm Removal: (State Funds): \$340,000

FINANCIAL REPORT:

Monthly Accounting Reports

Mr. Viventi reviewed the financial reports for November from Anthony & Tabb, PA. Mr. Warren recommended approval of the reports. A motion was made by Mr. Newton to approve the Reports. The motion was seconded by Mr. Lockhart and the motion was carried unanimously.

Annual Financial Audit

Mr. Viventi gave the board an update on the current status of the Audit process and presented a draft copy of the 2017 financial statements prepared by William R. Huneycutt CPA PLLC for the board's review and approval. A motion was made by Mr. Carl Warren to approve the draft report and the motion was seconded by Mr. Herring. The motion was passed unanimously.

BUSINESS:

UNFINISHED BUSINESS

Mr. Viventi advised the board that the Request for Qualifications (RFQ) for professional services 5-year renewal period was due and that the State would be requiring the Authority to advertise the RFQ as part of their mandated FAA federal obligations.

NEW BUSINESS

Mr. Kennedy and Mr. Viventi gave a presentation on the updated Transportation Improvement Program (TIP) list recommendation to the Authority for consideration. After some discussion and questions from the board members, Mr. Charles Mullen made a motion to approve the TIP as drafted and to submit the list to the Division of Aviation. Mr. Herring seconded the motion and the motion was passed unanimously.

CORRESPONDENCE:

NC Public Power – RMT Wilson Airport Energy Survey – 11/1/18
NCDST – Official notification of 2017 Audit Contract Approval – 11/2/18
RWI – Attorney Letter of Consent – 11/8/18
William R. Huneycutt, CPA, PLLC – FY 17 Financial Position Ltr. and Draft Financial Statements 11/30/18
USDOT FAA – National Based Aircraft Inventory Program – 12/17/18
Parsons – Rocky Mount Project Manager Transition – 12/12/18

ANNOUNCEMENTS:

Next Airport Authority meeting: 01/15/19
RW & TW Rehabilitation project Notice to Proceed: 3/15/19

EXECUTIVE SESSION

At approximately 1:17 PM Chairman Bisette announced that the board would be adjourning and would enter into executive session for the purpose of discussing economic development and excused all non-board members.

At approximately 2:10 PM Chairman Bisette re-opened the general meeting.

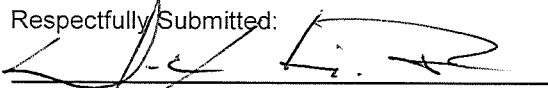
ACTION:

Mr. Carl Warren made a motion to hold a Self-Sustaining Committee meeting some time before the next regular board meeting to discuss economic development. Mr. Eldon Newton seconded the motion and the motion passed unanimously.

CLOSING / ADJOURNMENT:

At approximately 2:15 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