M I N U T E S

OF THE

ROCKY MOUNT - WILSON REGIONAL AIRPORT AUTHORITY

H E L D

TUESDAY, JANUARY 15, 2019

JOSH L. HORNE CONFERENCE ROOM

MEMBERS PRESENT

MR. JOHNSON BISSETTE, CHAIRMAN, MR. ELDON NEWTON, VICE CHAIRMAN
MR. CARL WARREN, TREASURER,
MR. CHARLES MULLEN, MR. GARRY HODGES

EX OFFICIOS & STAFF 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. GRONNA 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.

INVOCATION

Mr. Charles Mullen 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 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. Garry Hodges and seconded by Mr. Charles Mullen to approve the November 2018 minutes. All board members 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

Operations replaced 3 Runway light bulbs and all flood light batteries plus exit signs in the terminal building. Minor maintenance was completed on the operations pickup truck and All Fire Martial Inspections were completed. The short-term parking lot was cleaned and dead bushes removed from the terminal area. Management completed Annual Full-Time Employee evaluations on January 9th.

City of Wilson Council Meeting

On December 20th, I attended the City of Wilson Council meeting accompanied by Authority Member, Mr. Eldon Newton, I gave a brief presentation and answered questions regarding the pavement project and local match funding request in the amount of $422,916. The City Council approved the funding request unanimously contingent that the airport authority write a letter to the Nash County Commissioners requesting a portion of the ad-valorem taxes be reverted back to the airport authority to address their concerns in regards to equitable distribution of the tax revenue.

FBO REPORT:

Mr. J.B. Williams reported on the FBO operations were slow and that approximately 19K gallons of fuel was sold. JB also noted that maintenance business was extremely slow for the previous month.

CONSULTANTS REPORT:

Mr. Jason Kennedy, PE gave the Board an update on the status of the following airport projects:

1. **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.

2. **Runway and Taxiway Rehabilitation project.**

Local Match is confirmed, and the Notice of Award has been issued and accepted by Anthony Allega Incorporated. Preparation of Contract Documents for execution is underway and pre-construction coordination is being scheduled. Anticipated start of construction is March 18th, 2019.

3. **T-Hangar Development Project**

Preparation of Design Documents for permitting and bidding is ongoing. Advertisement for bidding will be in February and construction is scheduled to begin in early June. Total estimated project value is approximately $1.9 million, funded 100% with State grant dollars.

4. **Self-Serve Fueling Station**

Design for this project is underway and 90% design documents and costs estimates have been submitted to NCDOA and RWI for review. 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.

5. **Underground Fuel Farm Closure**

Work Authorization review is underway by NCDOA and design work is expected to begin in February 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.

6. **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 and Mr. Warren briefed the board members on the financial reports for December prepared by Anthony & Tabb, PA. Mr. Warren recommended approval of the reports. A motion was made by Mr. Mullen to approve the Reports. The motion was seconded by Mr. Hodges 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 contract prepared by William R. Huneycutt CPA PLLC for the FY ending 2018 Audit for the board's review and approval. A motion was made by Mr. Carl Warren to approve the contract and the motion was seconded by Mr. Eldon. The motion was passed unanimously.

<u>BUSINESS:</u>

UNFINISHED BUSINESS

Mr. Warren the board that the Self-Sustaining Airport Sub-committee was not able to meet during the Christmas break due to scheduling conflicts. The committee members agreed to schedule a new date before the next regularly scheduled meeting in February.

NEW BUSINESS

Mr. Hodges recommended that the board write a "Thank you" letter to the contributing municipalities for their unanimous decisions to contribute to the airport their percentages of local match requirements for the upcoming Pavement Rehabilitation Project and provide a schedule timeline on the anticipated project. Mr. Viventi advised the Board members that a timeline and schedule could be provided once the contract negotiations has been completed and a contract has been signed. Chairman Bissette also recommended writing a letter to the Nash County Commissioners requesting consideration of the City and County of Wilsons request that a portion of the County's Ad Valorem taxes that are collected from based aircraft owners be reverted back to the Airport Authority in order to address equity distribution concerns. Mr. Mullen stated that he believed that this issue should be dealt with between County and City Managers and not initiated by the Airport Authority and further recommended that the Authority wait until he had a chance to discuss this issue with the County Manager, Mr. Zee Lamb and report back at the next regularly scheduled meeting.

Correspondence:

William R. Huneycutt, CPA, PLLC – FY 17 Financial Position Ltr. and Financial Statements 11/30/18

WK Dickson PA, - Runway and Taxiway Pavement Rehabilitation and Access Road Improvements Project Contract Signed Notice of Award – Anthony Allega Cement Contractor Inc. 12/21/18

William R. Huneycutt, CPA, PLLC – FY 18 Contract to audit Financial Statements 01/10/19

Lamar Advertising Inc. – Billboard Advertisement Contract 01/14/19

NC Division of Aviation – 2019 Aviation Economic Impact Study 01/19

Announcements:

Next Airport Authority meeting: 02/19/19

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

CLOSING / ADJOURNMENT:

At approximately 1:55 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