

M I N U T E S

OF THE

ROCKY MOUNT - WILSON REGIONAL AIRPORT AUTHORITY

H E L D

TUESDAY, FEBRUARY 19, 2019

JOSH L. HORNE CONFERENCE ROOM

MEMBERS PRESENT

MR. JOHNSON BISSETTE, CHAIRMAN, MR. DAN HERRING, SECRETARY
MR. CARL WARREN, TREASURER, MR. JEFF LOCKHART
MR. CHARLES MULLEN, 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. GRONNA JONES, CITY OF WILSON
MR. WILLIAM BASS, 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 and Mr. William Bass 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. Carl Warren and seconded by Mr. Charles Mullen to approve the January 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 personnel have removed all the diseased Crepe Myrtles from the front entrance and they have been disposed of. The supplemental windsock at the Runway 22 end was replaced while the supplemental wind sock at runway 4 was torn down by heavy winds and has been removed. Two major holes created by heavy rains this season along the perimeter fence have been filled and compacted. The roof and gutters have been cleaned on the top of the heavy equipment shed. The airport operations pick-up appeared to be leaking anti-freeze and was taken to Pridgen's maintenance shop where it was determined to be a worn water pump and was repaired. Meter readings on the fuel farm were recorded for amounts pumped for the month. After-hour Fire and rescue service was provided for 4 Atlantic City Charter trips for the month of January. The flag pole in front of the terminal building was repaired and new flags were hung. Maintenance was performed on the drainage ditch at the front entrance to help with water flow. Metro Aviation has requested permission to replace their existing office trailer with a new one. I advised them that it could not be located in the same location due to the ultimate taxilane proposed in that location, however a more suitable location would be on the north east side of the hangar. I informed them that a site plan and permit process would need to take place and a proposal submitted to me for recommendation to the board before any changes could be approved.

Personnel / Human Resources

On January 8th I completed annual employee evaluations for our full-time staff positions. Our part-time maintenance technician, Mr. Louis Smith informed us early this month that he would no longer be available to work during the upcoming mowing season and submitted his resignation. Operations has hired and trained a new part-time maintenance technician this month, Mr. Phillips Dobbins of Wilson on airport familiarization, communications, driver training, facilities cleaning, airport perimeter patrols, inspections and mowing operations. I have completed a thorough review of our existing personnel policy manual and have discovered some much-needed improvements since its last revision in 1994. I have begun drafting an updated personnel manual which reflects all necessary provisions required by OSHA and the North Carolina State Human Resources Act (G.S. 126). I plan to have a draft copy ready for the Authority's review before the next regularly scheduled meeting in March.

Federal Aviation Administration (FAA)

I have been in corresponding with our newly assigned part 139 inspector, Ms. Taiya Carter, Airport Certification Safety Inspector from the Airports Division, Southern Region in College Park, GA. Ms. Carter plans to perform our annual inspection on the 25th -27th of this March. I have directed operations staff to prepare and organize all annual records for inspection and have prepared an updated Airport Certification Manual checklist (ACM) and corresponding Airport Emergency Plan (AEP) checklist and forwarded it to her for ease of evaluation in anticipation of her arrival.

Pavement Rehabilitation Project

On January 31st, I met with representatives from the Division of Aviation, Anthony Allega Cement Contractor Inc. and our Consultants from WK Dickson to discuss Value Engineering items for the upcoming Runway full depth reclamation, Taxiway overlay and connector improvements contract. A summary report was prepared by WK Dickson and will be distributed via separate cover. The North Carolina Department of Transportation has approved the Airport's 90% request for Aid in the amount of \$12,871,858.00. An approval letter from Director Bobby Walston, dated February 6, 2019 has been forwarded to the Authority. A contract has been subsequently signed by the Airport Authority with Anthony Allega Cement Contractor Inc. in the amount of \$14,302,065.82 for completion of the proposed project. The fully executed contract was dated February 15th, 2019 and certified bonds signed on January 23rd, 2019. The Notice to Proceed date is March 15th and the contract time is set to 250 calendar days with a liquidated damages clause for contract time overrun set at \$2,000 per calendar day. The contract amount is based on unit prices submitted by the contractor on July 27th, 2018. A project timeline will be provided by the contractor after the pre-construction conference is held.

North Carolina Airport Association (NCAA)

On February 8th, I attended the NCAA region one meeting held at Wilmington International Airport (KILM) where I received briefings from WSP USA on updates to the National Environmental Protection Act (NEPA) and how they apply to current airport project permitting requirements. Mr. Jon Arnold, Deputy Director with the NCDOT Division of Aviation (DOA) also gave a briefing on the DOA's grant updates, prioritization cycle and cash flow improvements, their new Economic Development report and new staff positions as well as other miscellaneous items pertaining to airport management courses and current statewide maintenance operations.

North Carolina Airport Technical Assistance Program (NC AirTAP)

On February 13th, Brian Helms and I attended the 3rd NC AirTAP Airport Leadership and Management Program (ALMP) as part of a twelve-part certification program for the NC airport management certification provided by the NCDOT at no cost to NC airport management personnel. This month's course centered

on Operations and Maintenance with safety inspectors from the FAA's airport district office in Atlanta assisting with the presentations and training.

US Air Force Auxiliary - Civil Air Patrol (CAP)

The NC Wing-wide Operations meeting which was re-scheduled for January 19th at KRWI due to inclement weather the previous month was once again cancelled due to inclement weather. A new date has been scheduled in late March and will instead be held at Halifax – North Hampton Regional Airport (KIXA) instead due to the upcoming scheduled airport closure.

Experimental Aircraft Association (EAA)

The Wilson Chapter 1047 EAA Chapter elected me to the Board of Directors and I attended my first Board meeting in that capacity on January 22nd. One of the interesting items that was discussed was the chapter's desire to participate in and apply for an annual student pilot scholarship program that could possibly award two \$10K scholarships to two qualifying students in this area. More information to follow.

FBO REPORT:

Mr. J.B. Williams reported on the FBO operations and stated his fuel sales were down for January and that approximately 12.4K gallons of fuel was sold. JB also noted that maintenance business was doing much better than the previous month and that the maintenance hangar was full.

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. Contract Documents have been executed and pre-construction coordination is underway to determine the notice to proceed date.
3. **T-Hangar Development Project**
Pre-bid meeting will be held on February 19th, and bid opening is scheduled for March 12th. 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 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 January prepared by Anthony & Tabb, PA. Mr. Warren recommended approval of the reports. Mr. Warren informed the Board that Cash Flow was positive and Revenues exceeded and Disbursements were less than the monthly target. A motion was made by Mr. Mullen to approve the Reports. The motion was seconded by Mr. Herring and the motion was carried unanimously.

BUSINESS:

UNFINISHED BUSINESS:

Mr. Mullen reported to the Board that he had discussed the Ad-Valorem taxes remittance request with the Nash County Manager and was informed that the County and City Managers were discussing the issue and that it would be handled by and between the respective Municipal Managers.

Mr. Viventi informed the Board that he had written individual letters to each of the local Municipalities thanking them for their generous contributions to the local match requirement of the Pavement Improvement Project and included in the letters an update of the grant process and construction progress of the project. After the letters were reviewed by the Board, the Chairman signed them and directed Mr. Viventi to forward them to their respective County and City Managers.

NEW BUSINESS:

Mr. Viventi informed the Board that multiple project contract and documentation execution for the Pavement Improvement Project, the Taxiway and T-Hangar Project and Both the Self-Serve and Fuel Farm Mitigation Projects were forthcoming. Mr. Hodges made a motion to grant Mr. Viventi authority to act on behalf of the Airport Authority to execute all documents regarding these upcoming design and construction project contracts and associated documents. The motion was seconded by Mr. Mullen and the motion was carried unanimously.

CORRESPONDENCE:

NC Division of Aviation – Approval of Request for Aid Application 02/6/19

Zee Lamb – Property Acquisition email 02/14/19

Jason Kennedy, PE, WK Dickson – Temporary use of Taxiway Memo 2/15/19

Anthony Allega Cement Contractor Inc. - Runway and Taxiway Pavement Rehabilitation and Access Road Improvements Project Construction Contract 02/15/19

US Wildlife Services – Wildlife Management Work Initiation document 2/19/19

KRWI – Local Municipality Formal project announcement letters 2/19/19

ANNOUNCEMENTS:

T-Hangar Project

Advertisement for bids: 2/8/19

Pre-Bid Meeting: 2/19/19

Bid due date: 3/12/19

Anticipated start date: 5/27/19

Next Airport Authority meeting: 03/12/19

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

NCAA Annual Airport's Conference: 3/16-19/19

FAA Part 139 Airport Inspection: 3/25-27/19

EXECUTIVE SESSION

At approximately 12:54 PM Chairman Bissette announced that the board would be adjourning and would enter into executive session for the purpose of discussing personnel and economic development and excused all non-board members.

At approximately 1:24 PM Chairman Bissette re-opened the general meeting.

ACTION:

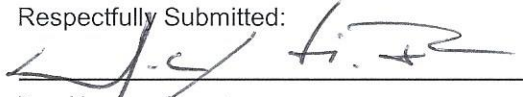
Mr. Carl Warren made a motion to approve the recommendations by the Self-Sustaining Committee to adopt the draft airport self-sustaining plan and to direct the Airport Director to begin negotiations with AirCare Inc. and Eagle Transport Inc. to renew their long-term leases presented by the Director reflecting the current market rate and using the adopted draft uniform lease template provided by the Airport's Attorney. The motion was seconded by Mr. Jeff Lockhart and was carried unanimously.

Mr. Bissette made a motion for the Airport to cover full Family medical insurance coverage for the Airport Director as part of his benefits package. The motion was seconded by Mr. Gary Hodges and the motion was carried unanimously.

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