

M I N U T E S

OF THE

ROCKY MOUNT - WILSON REGIONAL AIRPORT AUTHORITY

H E L D

TUESDAY, MARCH 12, 2019

JOSH L. HORNE CONFERENCE ROOM

MEMBERS PRESENT

MR. JOHNSON BISSETTE, CHAIRMAN, MR. ELTON NEWTON, VICE CHAIRMAN
MR. DAN HERRING, SECRETARY MR. CARL WARREN, TREASURER,
MR. CHARLES MULLEN, MR. JEFF LOCKHART
MR. GARRY HODGES (BY TELECONFERENCE)

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
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. Dan Herring and seconded by Mr. Carl Warren to approve the February 2019 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

On March 6th, we met with Brent Fisher, Nash County Assistant Director of Fire/Rescue Emergency Management to review and update the Emergency Operations Plan. Nash County Emergency management also provided new VIPER radios and installed them on our emergency vehicles on March 3rd at no charge to the airport. Monthly Fuel truck and Fuel farm inspections and Meter readings were recorded for fuel amounts pumped for the month. Fire and rescue service were provided for 3 after hours and 2 operating hours Atlantic City Charter trips for the month of February. Operations personnel have replaced 3 runway light bulbs this month, recharged the ARFF Nitrogen bottle and performed leaf removal from the short and long term parking areas. In house operations personnel received their annual safety extinguishing agent training and aircraft evacuation and rescue training this month. Metro Aviation received their annual Driver Safety training along with Allega's contractor employees. All annual SPCC reports were collected and reviewed from Air Care Inc. A fire broke out on the airport property during construction operations on the MALSR project on Hornes Road. The West Mount Fire Dept. responded with their Brush Fire truck and suppressed the fire within 20 minutes with assistance from the US forestry service and airport operations personnel.

Taxi lane and T-Hangar Project

On February 19th we hosted a non-mandatory Pre-Bid meeting at the airport conference room to review the plans, answer questions and provide a site tour of the project area for prospective bidders. Mr. Jason Kennedy led the meeting which was well attended. I believe that at this point there are over 14 plan holders of which there are at least 4 prospective bidders.

US Dept. of Wildlife Services

On February 22, I met with Mr. James E. Capps of the USFWS who came to RWI and performed a wildlife hazards site visit and to set traps for the two Red-tailed hawks nesting and hunting on the airfield. The trapping was unsuccessful but Mr. Capps plans to return this spring to make another attempt at relocating the birds of prey.

North Carolina Airport Association (NCAA)

On February 22nd, I attended the NCAA Board of Directors meeting held in Charlotte, NC. The board elected one new member representing region two and one at large member. A new secretary and treasurer were also voted in and plans for the annual conference were finalized.

Nash County Planning Board Technical Review Committee (TRC)

On February 28th, I met with the Nash County TRC to review upcoming planning projects in the county and to review the permit application for the Airport Pavement project Batch asphalt plan. The permit has been approved.

NCDOT Division of Aviation (DOA)

On March 4th, the DOA performed a pavement condition index (PCI) evaluation on our existing pavement conditions. This will be the last data set to be acquired prior to the execution of the airfield pavement project and will provide much needed information to the state regarding the degradation of the facility prior to rehabilitation.

Wilson County Commissioners meeting

On March 4th, I attended the Wilson County Commissioners regularly scheduled meeting and gave a presentation on the North Carolina Dept. of Transportation Aviation Impact Study and a briefing on the results regarding Rocky Mount – Wilson Regional Airport. I also gave the board an update on all the airport planning and construction projects currently underway and answered several corresponding questions from the board.

Medium Intensity Approach Lighting System Rail (MALSR)

On March 6th, I attended a preconstruction conference held for the MALSR project for runway 4 at the terminal building hosted by the airport and led by Mr. Mike Genson, Project manager for Parsons. The Notice to Proceed was issued in full and a Hybrid Patriot MALSR installation project was approved to begin immediately. Mr. Chip Baldwin from the FAA RDU system support center was also in attendance to answer any questions regarding funding and implementation.

FBO REPORT:

Mr. J.B. Williams reported on the FBO operations and stated his fuel sales were close to 14,000 gallons sold for February and that freight sales with Cummings was picking up. JB also noted that maintenance business was still going strong again this 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.

Pre-Construction coordination is underway with the Allega and Notice to Proceed date will be set this week. A detailed construction schedule will be developed in next few weeks which will confirm the dates and duration of the runway closure. During construction bi-monthly progress meetings will be held to evaluate work completion and review schedule progress.

3. T-Hangar Development Project

Pre-bid meeting was held on February 19th, and bid opening is scheduled for March 26th. This project is funded 100% with state money.

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 will be schedule after NCDOA review is complete. Non-Primary Entitlement Funding is being used for this project.

5. Underground Fuel Farm Closure

Work Authorization for design and bidding is being reviewed by NCDOA. 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

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FINANCIAL REPORT:

Monthly Accounting Reports

Mr. Viventi reported that due to the short month and meeting schedule change, the financial reports for both February and March would be presented at the April meeting. Mr. Warren briefed the board on the current Cash Flow reporting that it was positive and that Revenues exceeded and Disbursements were less than the monthly target. A resolution was presented by Mr. Viventi to approve a single signature approval for disbursements by check and electronic payments. A motion was made by Mr. Dan Herring to approve the Resolution. The motion was seconded by Mr. Charles Mullen and the motion was carried unanimously.

BUSINESS:

NEW BUSINESS:

The board recommended that the new project plans be displayed in the terminal area for public informational purposes. Mr. Kennedy offered to have the project plans suitably mounted and bring them to the airport for public display.

CORRESPONDENCE:

Bidder Pre-Bid meeting agenda 02/19/19

USFWS Work initiation document for wildlife damage management 02/19/19

NCAA Bd of Directors meeting agenda 02/22/19

Hunt High School Air Force JROTC Flight Academy Scholarships official request for assistance 02/26/19

Raven Aerostar Industries Stratosphere Balloon Operations request 02/28/19

Wilson County Commissioners meeting agenda 03/04/19

Airport presentation and RWI economic impact study results 03/04/19

Pre-Construction meeting agenda 03/6/19

ANNOUNCEMENTS:

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

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

RW & TW Rehabilitation project Notice to Proceed: 4/08/19

Anticipated RWI Runway closure 04/15/19 – 07/14/19

Next Airport Authority meeting: 04/19/19

T-Hangar Project Anticipated start date: 5/27/19

EXECUTIVE SESSION

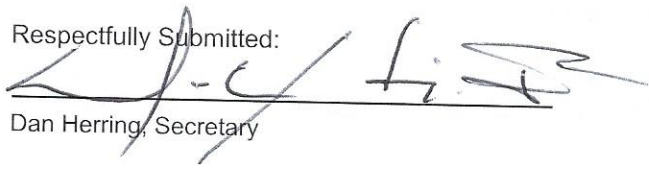
At approximately 12:43 PM Chairman Bisette announced that the board would be adjourning and would enter into executive session for the purpose of discussing personnel and economic development and excused all non-board members.

At approximately 1:50 PM Chairman Bisette re-opened the general meeting.

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