

M I N U T E S

OF THE

ROCKY MOUNT - WILSON REGIONAL AIRPORT AUTHORITY

H E L D

TUESDAY, APRIL 16, 2019

JOSH L. HORNE CONFERENCE ROOM

MEMBERS PRESENT

MR. JOHNSON BISSETTE, CHAIRMAN, MR. ELTON NEWTON, OUTGOING VICE CHAIRMAN
MR. DAN HERRING, SECRETARY MR. CARL WARREN, TREASURER,
MR. CHARLES MULLEN, MR. JEFF LOCKHART
MR. GARRY HODGES, MR. JAMES JOHNSON III

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 and Mr. James Johnson III, Mayor pro tem, City of Wilson as our new Board member representing the City of Wilson.

Mr. Bissette presented the out-going Vice Chairman, Mr. Eldon Newton a plaque in appreciation for his years of dedicated service to the Rocky Mount – Wilson Airport Authority and thanked him for his commitment to the board. Mr. Eldon accepted the plaque and thanked the City of Wilson and the Airport Authority for the opportunity to serve. Mr. Bissette nominated Mr. Garry Hodges to the Vice Chairman Position. Mr. Charles Mullen made a motion for Mr. Hodges to serve as Vice Chair. The motion was seconded by Mr. Warren and the motion was carried unanimously. Mr. Hodges accepted the position and was congratulated by all in attendance.

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 March 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

Since winter is now over, operation personnel have been busy spraying herbicide on paved areas and around the perimeter fencing in order to stunt spring vegetation in those areas. Personnel have also begun cleaning up the landscaped areas and replacing mulch and adding new flowers in the flower beds. Operations have also been tooling up the equipment this month in preparation for the upcoming mowing season. All SPCC reports from the FBO have been collected and reviewed and the Fuel farm and fuel trucks have been inspected. ARFF training for airport firefighters was completed and a thorough review of RWI's ACM & AEP to describe those duties required by ARFF personnel and our mutual aid agencies was performed. The ARFF Nitrogen bottle was changed out and suppressant foam supply was replenished after the FAA inspection. Four (4) after hours Atlantic City Charter trips were covered by the

ARFF crews in the past 30 days. Driver training and required badging for the pavement contractors and their materials and security subcontractors was completed as well.

North Carolina Airport Association (NCAA)

From March 16th through the 19th, I attended the NCAA's annual airport conference held at the Pinehurst Resort in Pinehurst NC. The conference is attended by airport commissioners, executives and staff, as well as professionals serving the industry through regulatory, engineering, consulting, products and more. Each year's conference is supported by sponsors, exhibitors and advertisers and each of these contributors have an opportunity to present themselves to the Association through various events and exhibits. This year was another record turnout and I had the opportunity to discuss our current and upcoming programmed projects with Mr. Bobby Walston, director and Mr. Jon Arnold, deputy director of the Division of Aviation as well as Mr. Braden Phillips, director of the FAA Airports District Office. I was also able to personally extend our gratitude on behalf of the Airport Authority and our contributing sponsors for all of their recent funding support this past fiscal year. I was also able to meet with representatives of Titan Fuels and Campbell fuel companies regarding our upcoming Fueling RFP.

Elizabeth City State University (ECSU) Aviation Career Program

On March 16th, the airport hosted ECSU's Aviation Career program's kickoff Barnstorming recruiting event at RWI. ECSU flew in two of their training aircraft, a Cirrus SR22 and a Cessna 172 to RWI and set up their STEM mobile UAV recruiting unit on site in order to showcase their 4 year degree program curriculum options and to highlight their NC share transfer program with NC community colleges. Once again good weather enabled for a nice day with a good turnout of young people interested in a career in aviation.

US Air Force Auxiliary – Civil Air Patrol (CAP)

On March 23rd the North Carolina Wing CAP held their annual air operation meeting at RWI. 12 of the 18 aircraft assigned to the wing were on hand with their crews for mandatory training and facility inspections. This meeting had been postponed twice due to inclement weather but the weather held out this time and our guests were treated to a nice lunch and were fueled up by the FBO for their respective return trips to their home bases throughout the state.

Federal Aviation Administration (FAA)

On March 27th and 28th the FAA performed its annual airport compliance inspection at RWI. The inspection was performed by Ms. Taiya Carter who inspected the airport systems, facilities, and procedures for compliance with 14 CFR part 139. The airport passed the inspection pending three items which were identified for attention and addressed including faded vehicle access signs, faded fuel farm and truck placards and driver training currency. All the pending discrepancies have since been remediated.

Public Relations

On March 28th, we gave a presentation and tour to the local chapter of the American Society of Quality (ASQ) here at the RWI. The meeting was requested and organized by Mr. Walt Mercer, Customer Quality Assurance manager with Cummins Rocky Mount Engine Plant. The group had many questions regarding the Airport facility conditions and processes for quality control. After the presentation we gave the group a tour of the airfield facilities including the Fire House and ARFF unit.

Pavement Rehabilitation Project

On April 3rd we held the preconstruction conference for the pavement rehabilitation project at the Josh Horne conference room. Members of the FAA, as well as contractors for the pavement project and the MALSR project were in attendance and we were able to update the preliminary project schedule and coordinate the scheduling and sync up the runway and ILS closures between the two projects in order to save money on a redundant threshold light bar replacement. WK Dickson will provide detailed minutes and a follow up report.

Medium Intensity Approach Lighting System Rail (MALSR)

Construction progress is underway on the MALSR project with junction boxes being set and electrical work being completed both outside and inside the fence line. Construction on the access road is currently being slowed by excessive rains. FAA has NOTAM'd the ILS inoperative until the runway has reopened and MALSR project is complete.

Taxi lane and T-Hangar Project

On April 9th we opened bids for the Taxi lane and T-Hangar project at the airport conference room. Three responsive bids were opened from PLT, Wooten and Fred Smith contractors. The apparent low bidder is PLT Construction Company of Wilson at approx.. \$3.1M. WK Dickson will provide a detailed bid tab to all parties and a preconstruction conference is anticipated to be held sometime this month.

FBO REPORT:

Mr. J.B. Williams reported on the FBO operations and stated his fuel sales were close to 12,300 gallons sold for March and that they were dead in the water until the runway were to re-open. Mr. Williams requested that the board consider relieving Air Care of his three hangar lease payments for the three months that he will be essentially out of business.

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)**
Draft documents are being finalized and will be submitted to NCDOA and FAA, final approval is anticipated summer of 2019.
2. **Runway and Taxiway Rehabilitation project.**
Construction is underway! Notice to proceed was issued for April 8th, 2019 and Runway shutdown is scheduled to begin the week of April 15th. Work conducted so far includes preparation of staging areas for the temporary onsite asphalt plant, and installation of culverts along the existing and proposed perimeter access roads. The first bi-monthly progress meeting is scheduled for April 23rd.
3. **T-Hangar Development Project**
The Bid Opening for this project was held on April 9th and three bids were submitted. The apparent low bidder is PLT Construction from Wilson, NC, with a bid of \$3,122,885. This project is funded 100% with state money and construction will begin this summer.
4. **Self-Serve Fueling Station**
NCDOA has completed their review of the design documents and final documents are being prepared for bidding and permitting. Non-Primary Entitlement Funding is being used for this project.

5. Underground Fuel Farm Closure and Above Ground Fuel Farm Improvements.

This 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 above ground fuel farm area. Preparation of design documents for permitting and bidding is underway, and bidding is scheduled for June. This project has been awarded state funding for design and construction; estimated project cost is \$340,000.

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 Grant Admin./Environmental/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-Hanger 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 February and March prepared by Anthony & Tabb, PA. Mr. Warren informed the Board that Cash Flow was positive and Revenues exceeded and Disbursements were less than the monthly target. Mr. Warren recommended approval of the reports. A motion was made by Mr. Mullen to approve the Reports. The motion was seconded by Mr. Lockhart and the motion was carried unanimously.

BUSINESS:

UNFINISHED BUSINESS

Mr. Bisette asked about the status of the sanitary sewer system tie in to the County. Mr. Viventi informed the board that the County was no longer interested in take over of the existing lift station and now recommended instead that the airport to tie into their new lift station across the street. Mr. Viventi proposed adding a utility sheet to the Master Plan to show all of the current airport utility features and to show a possible new gravity sewer tie in to the County's sewer system that way it would be eligible for State or Federal funding considerations in the future. Mr. Kennedy advised that WK Dickson could prepare an estimate to present to the State for consideration of a modification request to the Master Planning Grant.

NEW BUSINESS:

Mr. Viventi presented draft copies of the fuel supplier Request For Proposals (RFP) and the Engineering and Planning Services Request for Qualifications (RFQ) to the board for review and consideration. Mr. Viventi advised the board that the RFP would give all national fuel suppliers a opportunity to present their best proposal for contract fuel services. And that our Consulting RFQ was due and was a mandatory item for continued Federal Funding. Mr. Viventi recommended that an evaluation committee be appointed to review the RFP and RFQ documents and make a recommendation to the Board for consideration.

Chairman Bissette appointed Mr. Mullen to Chair the committee and Mr. Hodges and Mr. Johnson to serve as members to the same. A motion was made by Mr. Warren to give the committee the authority to revise, approve and advertise the RFP and RFQ as necessary. The motion was seconded by Mr. Herring and carried unanimously.

Mr. Hodges recommended that the Director give a presentation to the City of Rocky Mount City Council at their City Council meeting scheduled on the 22nd of the month and to also give the same presentation to all the municipal partners giving them and update on the airport and the current projects.

Correspondence:

T-Hangar, Approval for request for aid application, NCDOT 03/04/19

RW Full depth Reclamation and TW Overlay, Grant Execution and Notice to Proceed 03/04/19

Letters of Bd. Member Appointment and Appreciation, City of Wilson 03/22/19

Obituary, Willard Gathings Plentl, Jr. 08/03/45 – 03/23/19

T-Hangar Project, Letter of Approval, NC Dept. of Environmental Quality 03/25/19

Economic Development Funding Program Application, Jon Arnold PE 03/25/19

NCAA Annual conference agenda 03/17/19

T-Hangar and Taxilane signed CATEX 04/01/19

Pre-Construction meeting agenda 04/03/19

Reberg Storage Tank Environmental Insurance Renewal Application 04/04/19

Current Boards and Commissions Roster 04/08/19

Proposal to decommission RW 04 ILS Outer Marker, FAA 04/09/19

Announcements:

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

Airport Administrative Offices closed Easter Monday 04/22/19

Airport Update and Project Presentation Rocky Mount City Council 04/22/19

CSX Groundbreaking 04/24/19

Wilson EAA Chapter Meeting 05/04/19

Next Airport Authority meeting: 05/21/19

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

EXECUTIVE SESSION

At approximately 12:55 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.

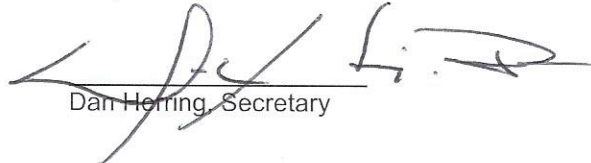
At approximately 1:25 PM Chairman Bisette re-opened the general meeting.

Mr. Hodges made a motion to waive the lease payments for Air Care's three hangars for three months while the airport runway was closed. Mr. Herring seconded the motion and the motion was carried unanimously.

CLOSING / ADJOURNMENT:

At approximately 1:30 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:

A handwritten signature in black ink, appearing to read 'Dan Herring', is written over a horizontal line. The signature is stylized with a large 'D' and 'H'.

Dan Herring, Secretary