

M I N U T E S

OF THE

ROCKY MOUNT - WILSON REGIONAL AIRPORT AUTHORITY

H E L D

TUESDAY, MAY 21, 2019

JOSH L. HORNE CONFERENCE ROOM

MEMBERS PRESENT

MR. JOHNSON BISSETTE, CHAIRMAN, MR. GARRY HODGES VICE CHAIRMAN
MR. DAN HERRING, SECRETARY MR. CARL WARREN, TREASURER,
MR. JEFF LOCKHART, 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
MR. PAUL SMITH, 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. 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 Air Care Inc. and Mr. Paul Smith 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. 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 the Runway closure, Operations personnel has been focusing their efforts mainly on mowing inside and outside of the area of operations and landscaping the flower beds and entrance areas. No charter trips or ARFF training to report. Staff has been assisting the pavement project prime and sub-contractors with utilities locations and deliveries coordination.

Request for Proposals (RFP) and Request for Qualifications (RFQ)

On April 22nd, the RFP for Fueling Suppliers and RFQ for Consulting Services Evaluation Committee completed their review of the formal request documents presented at the Airport Authority meeting held on April 16th, and agreed on approval and release for advertisement. Responses are due beginning of June.

Public Relations

On April 22nd, Airport Authority Board Members Mr. Garry Hodges and Mr. Dan Herring and I attended the City of Rocky Mount City Council Meeting and gave a public presentation on the airport and updated the Council on the progress of the Pavement Rehabilitation Project and status of the Strategic Master Plan and forthcoming construction projects for the next year. On April 23rd, I interviewed with senior

editor of Business View Magazine who plan to release an article in conjunction with the Aircraft Owners and Pilot's Association (AOPA) on the progress of current revitalization efforts at the Rocky Mount – Wilson Regional Airport.

Bi-Monthly Pavement Rehabilitation Construction Progress Meetings

On April 23rd, and May 7th, the airport hosted the bi-monthly construction progress meetings facilitated by WK Dickson and attended by representatives of the Prime Contractor and Sub Contractors for the Pavement Rehabilitation Project as well as representatives from the FAA and Contractors involved with the MALSR reconstruction project to discuss construction progress, schedule coordination and status of Requests for Information (RFI)s and Submittal packages.

US Air Force Auxiliary – Civil Air Patrol (CAP)

On April 2nd, Maj. Gary Shelley and I flew as mission crew from the Tar River Composite Squadron in our based aircraft (CAP 3226) in support of the US Army's 3-58th Airfield Operations Battalion (AOB) Air Traffic Control (ATC) unit flying 2 sorties and 6 hours of Precision Approach Radar (PAR) approaches and pattern operations for the Army's mobile training unit located at Harnett Regional Jet Port (KHRJ)

FLY-RWI Aviation Academy

FLY-RWI has temporarily relocated during the runway shutdown to Wilson Industrial Airport (W03). After an especially long and wet winter season with very little activity, flight training has resumed at W03 and two pilots have soloed in the PA-38.

Budget & Finance Committee

On April 16th and May 14th, the Budget and Finance Committee met to formulate and finalize the proposed budget for fiscal year 2019-2010 based on the most recent financial reports from March and April and recommendations from the Self-Sustaining Airport Committee.

Self-Sustaining Airport Committee (SSAC)

The SSAC met via conference call on May 5th to discuss the current lease agreements in place and recommendations for the Maintenance hangar lease (Hangar #1) and to present them to the board for approval at the next regularly scheduled meeting.

North Carolina Division of Aviation (DOA)

On May 5th, I met with representatives from the DOA including Ms. Rachel Bingham, Senior Project Manager to complete our annual State Airport review meeting along with Mr. Jason Kennedy of WK Dickson. Ms. Bingham introduced Mr. Jammie Fuller as our newly appointed Airport Project Manager representing the NE region. Topics of review included: Mandatory items status, Available Programs, AV101-103 Checklists, the Electronic Billing System, Available and obligated Non-Primary Entitlement funds and the status of our current Awards and Grants. We also discussed upcoming Strategic Transportation Initiative (STI) and coordination with our MPO and RPO and NCDOT Division Engineer for any recommended projects for STI 6.0

FBO REPORT:

Mr. J.B. Williams reported on the FBO operations and stated his fuel sales were very low but were still selling fuel primarily for Helicopter operations. Mr. Williams stated that Air Care would like to stay at RWI as a maintenance operation and requested that the Authority renew his lease on a short-term bases at the same rate for maintenance hangar #1.

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 for review and approval.
2. **Runway and Taxiway Rehabilitation project.**
Construction is underway and today is day 43 of the 250-day construction schedule. To date, the project is on schedule and on budget. Full Depth Reclamation of the Runway is complete and runway paving will start in the next 1-2 weeks.
3. **Underground Fuel Farm Closure and Above Ground Fuel Farm Improvements.**
Preparation of design documents for permitting and bidding is underway. Bidding of the UST removal is scheduled for June and bidding for the AST will be in July. This project has been awarded state funding for design and construction.
4. **T-Hangar Development Project**
Bid Opening was held on April 9th and three bids were received. The apparent low bidder is PLT Construction from Wilson, NC, with a bid of \$3,122,885. Grant funds were awarded for this project on May 2nd, 2019 in the amount of \$3,500,000. The Notice of Award has been issued to the contractor and the anticipated Notice to Proceed is July 15th, 2019. This project is funded 100% with state money through the Strategic Transportation Investments (STI) Program.
5. **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.
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

FY 19: \$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): \$3.5 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 April 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. Lockhart to approve the Reports. The motion was seconded by Mr. Hodges and the motion was carried unanimously.

BUSINESS:

UNFINISHED BUSINESS

Mr. Viventi reported that the long-term lease renewal with SET Air LLC had been finalized and executed.

NEW BUSINESS:

Mr. Viventi requested consideration of the board to review the revised Director employment contract.

Correspondence:

02/22/19 Pavement Reconstruction Project - Fully Executed Grant Agreement

04/16/19 Notice of Transition – Ron McCollum - NCDOT DOA NE Region Airport Project Manager

04/16/19 Pavement Reconstruction Project – Fully Executed Pay Request #1

04/22/19 Meeting Minutes from Bi-monthly construction progress meeting on April 3rd.

04/22/19 Self-Sustaining Airport Committee coordination email

05/02/19 Construct Taxiway and Hangars – Notice of Award

05/08/19 Fully Executed Lease Agreement – SET Air LLC

05/13/19 Underground Fuel Farm Closure & Removal AV508 DBE/MBE/WBE Goal Notification and Certification

05/13/19 Underground Fuel Farm Closure & Removal AV509/AV510 DBE/MBE/WBE Vendor Commitments/Awards/Payments Certification

05/13/19 T-Hangar & Taxilane Notice of Award of Construction Contract to PLT Construction Co.

05/13/19 Pavement Reconstruction Project – Pay Request #1 Payment Verification Letter

05/17/19 Annual Airport Planning Meeting Agenda

Announcements:

New Scheduled RWI Runway closure dates: 04/15/19 – 07/24/19

Request For Qualifications for Consulting Services due date: 06/03/19

Request For Proposals for Aviation Fuel Suppliers due date: 06/03/19

Memorial Day 05/27/19

T-Hangar Project Anticipated start date: 06/01/19

Wilson EAA Chapter 1047 Meeting 06/01/19

Airport Update Presentation – Nash County Bd of Commissioners 06/17/19

Next Airport Authority meeting: 06/18/19

EXECUTIVE SESSION

At approximately 12:49 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 items and excused all non-board members.

At approximately 1:11 PM Chairman Bisette re-opened the general meeting.

The Board instructed the Director to write a one-year short-term lease at the existing rate for Air Care's Maintenance operations and present it to Mr. Williams for execution. Mr. Lockhart made a motion to approve the Director's contract. Mr. Warren seconded the motion and the motion was carried unanimously.

CLOSING / ADJOURNMENT:

At approximately 1:18 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