

M I N U T E S

OF THE

ROCKY MOUNT - WILSON R  
EGIONAL AIRPORT AUTHORITY

H E L D

TUESDAY, JUNE 18, 2019

JOSH L. HORNE CONFERENCE ROOM

MEMBERS PRESENT

MR. JOHNSON BISSETTE, CHAIRMAN, MR. GARRY HODGES VICE CHAIRMAN  
MR. DAN HERRING, SECRETARY  
MR. JAMES JOHNSON III, BD. MEMBER, MR. BILL BLACKMON, BD. MEMBER

EX OFFICIOS & STAFF PRESENT  
MR. JEFF LOCKHART, PAST CHAIRMAN  
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. JOSH PUSSEY, TITAN FUELS

## **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 Air Care Inc., Mr. Jason Kennedy of WK Dickson, PA., Ms. Gronna Jones, City of Wilson and Mr. Josh Pusser of Titan Fuels.

## **READING / APPROVAL OF MINUTES:**

The minutes from the previous meeting were distributed prior to the meeting and read by the board members. A motion was made by Mr. Charles Mullen and seconded by Mr. Garry Hodges to approve the minutes. All board members in attendance approved.

## **PRESENTATION:**

Mr. Josh Pusser of Titan Aviation Fuels based in New Bern, NC gave a PowerPoint presentation on their formal proposal to provide Aviation Fueling services to the Airport and distributed a handout copy of the proposal. Mr. Pusser informed the Board that he would be our local sales rep. and pointed out that Titan also supplied Wilson Industrial Airport and that we would have the opportunity to share fuel loads with W03.

## **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 are still focusing their efforts mainly on mowing inside and outside of the area of operations and landscaping the flower beds and entrance areas. The ARFF vehicle received its annual servicing. Staff has been assisting the pavement project prime and sub-contractors with package deliveries.

### **Bi-Monthly Pavement Rehabilitation Construction Progress Meetings**

On May 21st, and June 4th, 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 May 30<sup>th</sup>, I endorsed the second Cadet at Tar River, Cadet Justin Newcomb for his first solo flight in the Cessna C-172 G1000 at Wilson Industrial Airport (W03) on RW 21. Cadet Newcomb subsequently was awarded his Civil Air Patrol Cadet Solo wings to wear on his uniform.

### **FLY-RWI Aviation Academy**

FLY-RWI has been working bi-weekly with Cadet Green on training towards in the PA-38 funded by the Wilson Chapter of the EAA and is currently preparing to take his private pilot check ride.

### **Logistics and Freight Operations**

On May 31<sup>st</sup>, Mr. Brian Helms our Operations Supervisor and I met with Mr. Sam Hunter, Solutions Specialist of Old Dominion and Ms. Ericka Zito, Logistics Manager of Transplace at Cummins Rocky Mount Engines Plant to discuss how we can accommodate the freight and logistics needs for their operations and how we can preposition the airport for success in the future to help them deliver their products more efficiently by air at RWI. We then met with Mr. Greg Howard of GFE equipment in Elm City to review a lease agreement on a 5000lb forklift. We also met on June 17<sup>th</sup> with Ms. Dominique DeFrancisci, Business Development Manager and Mr. Brian Sar, Rental Account Manager with Ryder Rental Trucks to discuss lease and rental rates on their heavy-duty trucks to see if we can also accommodate delivery options as well.

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

On June 3<sup>rd</sup>, the proposals for Fueling Suppliers and Statements of Qualifications (SOQs) for Consulting Services were received. Four proposals for Fueling were received from: World Fuel, Campbell Oil, Titan Aviation Fuels and AvFuel. Three SOQs were received from Delta Consultants, Parish and Partners and WK Dickson. The Evaluation Committee completed their review of the submittals utilizing a scoring matrix based on the formal requirements in the request documents and plan to make their recommendations to the Airport Authority on June 18<sup>th</sup>.

### **Underground Storage Tank (UST) Mitigation and Fuel Farm upgrade**

On June 4<sup>th</sup>, the Airport hosted a project pre-bid meeting for prospective bidders for the UST project. Mr. Jason Kennedy of WK Dickson and I met with three contractors on site to discuss the scope and show them the limits of construction and answer questions on the project. Informal bids are due June 27<sup>th</sup>.

### **Public Relations**

On June 5<sup>th</sup>, I met with the Wilson Agribusiness club and gave a public presentation on the airport at their monthly meeting at Parker's BBQ in Wilson. On June 11<sup>th</sup> I attended the Rocky Mount Optimist Club meeting and gave their group an airport presentation at the Benvenue Country Club in Rocky Mount. On June 17<sup>th</sup>, Bd. Members Charles Mullen, Garry Hodges and I gave the Nash County Commissioners an update on the airport and the construction progress report at the Claude Mayo building in Nashville.

### **North Carolina Division of Aviation (DOA)**

On June 12<sup>th</sup>, Mr. Garry Hodges and I met with representatives from the DOA including Director Bobby Walston and our new APM, Mr. Jammie Fuller to discuss our TIP request for funding assistance of the Aviation Industrial Park Feasibility Study. We were accompanied by our MPO Director, Mr. Bob League, Assistant Wilson County Manager, Mr. Ron Hunt and our Consulting partners at WK Dickson, Mr. Paul Smith, Mr. Jason Kennedy and Mr. Terry Macaluso. WK Dickson facilitated the discussion with a PowerPoint presentation and we reviewed several exhibits showing the proposed site and logistics infrastructure under consideration on the SE border of the airport.

### **Budget & Finance Committee**

On June 13<sup>th</sup>, the Budget and Finance Committee met to evaluate the May financial statements review the current budget. Our Auditor, Mr. Steve Hackett of William R. Huneycutt PLLC conference called in and reported that he was busy completing the 2018 Audit expected it to be completed within the contract time in July. The Committee reports that the airport is currently slightly under budget on revenues and well under budget on disbursements and that no 4<sup>th</sup> quarter budget amendments are necessary for the end of this fiscal year. The Treasurer recommends approval of the Financial Statements for May. On June 14<sup>th</sup>, Ms. Angela Hess and I met with Mr. Joshua Thomas, Vice President of and Mr. Matt Whitley, Regional Manager of Southern Bank to discuss account services and strategic local financial partnership possibilities with the airport going into FY 2020. A follow up meeting is scheduled later this month.

### **FBO REPORT:**

Mr. J.B. Williams reported on the FBO operations and stated he was coasting along and sold 2100 gallons of fuel for Helicopter operations. Mr. Williams stated that they tried to do some aircraft maintenance work offsite during the shutdown, but the FAA would not allow it. J.B. also requested that the airport consider a 10yr long term lease at an increased rate that he had negotiated with the Director.

### **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 70 of the 250-day construction schedule. Full Depth Reclamation of the Runway is complete and runway paving started on Thursday June 13<sup>th</sup>.

**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 tank removal work is scheduled for July. Bidding for the AST project is scheduled for July. This project has been awarded state funding for design and construction.

**4. T-Hangar Development Project**

Pre-Construction meeting was held on June 4<sup>th</sup> with PLT Construction Co. Inc. Pre-construction coordination is underway, and construction is expected to begin on July 15<sup>th</sup>. Grant funds were awarded for this project on May 2<sup>nd</sup>, 2019 in the amount of \$3,500,000. This project is funded 100% with state money through the Strategic Transportation Investments (STI) Program.

**5. Self-Serve Fueling Station**

This project will construct a new 24-hour self-serve fuel farm, offering both Jet A and Avgas located on the southern end of the existing ramp. The Pre-Bid meeting is scheduled for today (6/18/19) at 2:00 pm and bids are scheduled to be opened on July 2<sup>nd</sup>, 2019. 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 briefed the board members on the financial reports for May prepared by Anthony & Tabb, PA. Mr. Viventi informed the Board that Cash Flow was positive, and Revenues exceeded and Disbursements. Disbursements were also less than the monthly target. Mr. Warren emailed the board recommending approval of the reports. A motion was made by Mr. Hodges to approve the Reports. The motion was seconded by Mr. Mullen and the motion was carried unanimously.

## **BUSINESS:**

### **UNFINISHED BUSINESS**

Mr. Viventi presented a long-term lease agreement negotiated with Air Care and recommended it for the Board's approval. Mr. Dan Herring made a motion to approve the new lease. The motion was seconded by Mr. Charles Mullen and the motion was carried unanimously.

Mr. Viventi presented the results of the consultant selection committee meeting whereas the committee recommended that the Authority approve two firms for on-call planning and design services, WK Dickson and Parrish and Partners for the next five years. Mr. Bissett made a motion to approve the selection committee's recommendations and authorize the Director to review and execute all contract documentation on behalf of the Airport Authority. Mr. Herring seconded the motion and the motion was carried unanimously.

Mr. Viventi presented the results of the Fuel Supplier selection committee meeting whereas the committee recommended Titan Aviation Fuels as the sole fuel supplier to the Airport Authority for the next five years. Mr. Bissett made a motion to approve the selection committee's recommendations and authorize the Director to review and execute all contract documentation on behalf of the Airport Authority. Mr. Herring seconded the motion and the motion was carried unanimously.

### **NEW BUSINESS:**

Mr. Viventi advised the Board that Self-Serve Fuel Farm Project bid opening would be conducted during the Board's summer recess and a contract to begin construction and provide construction administration services would be forthcoming. Mr. Herring made a motion to authorize the Director to review and execute all documents on behalf of the Board to begin the Self-serve fuel farm construction project. Mr. Mullen seconded the motion and the motion was carried unanimously.

## **Correspondence:**

06/30/18 Rocky Mount Wilson Airport Authority - Internal Controls Memo

05/29/19 CFE Equipment Corp. Forklift Lease Quote

06/06/19 UST Fuel Farm Closure and Removal Project – NCDOT Approval of Request for Aid

06/06/19 Wilson County – Notice of Appointment Airport Authority – Commissioner Bill Blackman

06/06/19 Wilson County – Appreciation Letter – Airport Authority Member Jeff Lockhart

06/12/19 Meeting Agenda and presentation – RWI Industrial Park Master Plan Meeting

06/17/19 Airport Update presentation – RWI

06/18/19 RWI office lease agreement – FLY-RWI LLC.

**Announcements:**

T-Hangar Project Anticipated start date: 07/01/19

Wilson EAA Chapter 1047 Meeting 07/06/19

NCAA Bd. Of Directors Meeting 07/19/19

Scheduled Runway Reopening: 07/24/19

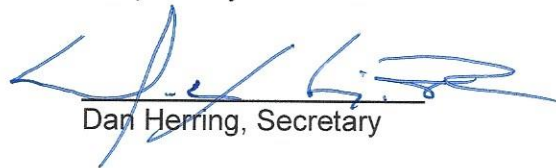
Next Airport Authority meeting: 08/20/19

NCAA Region One Meeting: 08/23/19 (at RWI)

**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:

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

Dan Herring, Secretary