

M I N U T E S

OF THE

ROCKY MOUNT - WILSON R
EGIONAL AIRPORT AUTHORITY

H E L D

TUESDAY, AUGUST 20, 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. CHARLES MULLEN, BD. MEMBER

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. 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 12:04 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. Paul Smith, PE of WK Dickson, PA. and Ms. Gronna Jones, City of Wilson

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. Dan Herring and seconded by Mr. Garry Hodges to approve the minutes with corrections. 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:

Fixed Based Operations

On August 5th the airport officially reopened for business. Prior to the runway reopening, our operations staff with the assistance of Titan Aviation Fuel mechanics have been busy bringing the above ground fuel farm up to standards including replacement of the AvGas sump pump and shear pins and the JetA and AvGas filters. The fuel farm is now certified to NFPA 407, FAA 1050.15A & OSHA 1917.156 regulations for fuel storage and handling. New spill prevention control measures have been put into place and all line staff have been trained and certified in accordance with FAR 139.321 standards. A new point of sale system has been installed at the front desk and we have spruced up the terminal area and added a pilot and crew coded access to the terminal area for after-hours convenience. Since the Runway reopening, Rocky Mount – Wilson Airport has been directly selling aviation fuel to the public. Titan has provided a brand-new Ford F450 AvGas truck and a 2012 temporary Jet-A truck which has also been inspected and certified. The airport has also purchased Ground Service Equipment including a Harlan Tug, two Ground Power Units, a luggage cart and lavatory cart and Tronair tow bars and heads

from AirCare. So far, fuel sales have exceeded 11,000 gallons total in the first half of August as we have been averaging over 600 gallons of fuel sales a day. Our target fuel sales are 20,000 gallons for the month of August.

Airport Operations and Maintenance

During the summer months, operations personnel have been concentrating their efforts on mowing the airfield and terminal areas. Staff has also been removing dead and aged bushes from the landscaping areas around the parking areas and have been completing some much-needed painting of doors and doorways.

Bi-Monthly Pavement Rehabilitation Construction Progress Meetings

On July 30th, and August 13th, 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)

The Cessna C172 is back at RWI for the month of August and has been used for Cadet Orientation flights, pilot training and form 5 check rides.

FLY-RWI Aviation Academy

FLY-RWI has successfully trained two new private pilots in the last two months including Cadet Green who earned his PPL Certificate in July at KISO and Lt. Dobbins who earned his PPL certificate in August at KASJ.

Logistics and Freight Operations

The airport has secured a two-year lease on a new class V forklift truck from GFE. It has been used twice this month already for freight handling of logistics operations for Cummins Diesel Corp. along with Old Dominion Trucking and Xpojet Charters.

North Carolina Airports Association (NCAA)

On July 19th I attended the NCAA board of directors meeting held at the Winston Salem airport. Primary points of discussion were the annual operating budget and the conference schedule. RWI was also selected to host the next region one meeting on August 23rd and to showcase the recently completed Pavement Improvement project.

Budget & Finance Committee

On August 13th, Ms. Angela Hess and I attended the Basics of Financial Management Course held at Martin Community College and met with Ms. Sharron Edmundson, Director of the LGC to discuss our current Audit status. On August 14th, Mr. Carl Warren and I met with Mr. Jason Creel, CPA to discuss the FY17 Audit recommendations, to evaluate the June and July financial statements and to review the current budget. Our Auditor, Mr. Steve Hackett of William R. Huneycutt PLLC has been working to complete the 2018 draft Audit. The Committee reports that the airport is currently slightly under budget on revenues and well under budget on

disbursements for the 1st quarter. The committee also recommends amending the budget to include new codes for the Fixed Based Operations and to create a separate capital improvements project category that shows both expenses and disbursements of prior years' finances along with current years' funding levels.

FBO REPORT:

Mr. J.B. Williams reported on the FBO operations and stated business was slow but now that the doors have reopened, they have gradually been picking back up with 6-10 aircraft being currently worked on. J.B. also reported that Cessna is sold out of C-172S aircraft for the year.

CONSULTANTS REPORT:

Mr. Dion Viventi, PE gave the Board an update on the status of the following airport projects:

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.

Runway and Taxiway Rehabilitation project.

Today is day 134 of the 250-day construction schedule. Paving work for Runway and Taxiways is complete. North end of Parallel Taxiway electrical work (Phase 4 and 5) is ongoing and is projected to be completed by end of October. Pavement Grooving of the Runway will be completed at nights over the next two weeks, and final pavement markings will be installed in late September. Work is projected to be completed ahead of schedule and under budget.

Underground Fuel Farm Closure and Above Ground Fuel Farm Improvements.

The existing tanks have been removed and disposed of. During removal of the underground tanks, contaminated soils and ground water were encountered. Analytical testing results of the encountered contaminants are pending and when received will provide guidance on what next steps for remediation are required. Above ground storage fuel farm improvements plans are under review by NCDOA. Bidding will be conducted after NCDOA review is complete.

T-Hangar Development Project

Construction of this project started on August 15th. Clearing and grading of the site will be underway for the next 2-4 weeks and delivery of Hangar building materials has begun. Contract completion for this 185-day construction project is February 16th, 2020. \$3.5 Million has been awarded for the construction of this project, funded at 100% with state money through the Strategic Transportation Investments (STI) Program.

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. Bid Opening for this project was conducted

on July 16th and the apparent low bidder is First Petroleum Services, Inc. of Raleigh, NC with a bid of \$491,301. Non-Primary Entitlement Funding will be used for this project.

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 Self -Serve Fuel Farm Construction

FY 19: \$150,000 Self -Serve Fuel Farm Construction

Other Funding Awards

Pavement Rehabilitation (State and Federal Funding): \$14.8 million (90%)

T-Hangar Development Project: (State Funds): \$3.5 Million (100%)

Underground Fuel Farm Removal and AST Improvements: (State Funds): \$340,000 (90%)

FINANCIAL REPORT:

Monthly Accounting Reports

Mr. Warren briefed the board members on the financial reports for June and July prepared by Anthony & Tabb, PA. and informed the Board that Cash Flow was positive. Mr. Warren noted that for end of FY 18-19 Revenues exceeded Disbursements and Disbursements were also less than the monthly target and recommended approval of the June reports. A motion was made by Mr. Herring to approve the Reports. The motion was seconded by Mr. Mullen and the motion was carried unanimously. Mr. Warren also recommended that we revise the July reports to show new FBO line item codes and resubmit next month for review so that the board could see clearly how the new business was performing. Mr. Viventi reported on the FY18 draft financial statement and recommended that the board revise the budget to account for previous years financials on the capital project category and create individual project ordinances for each project funded with State or Federal Grant monies. The board directed Mr. Viventi to create the new FBO codes, coordinate with the accountant and to revise the budget accordingly to show the FBO codes and to reflect a separate project ordinance.

BUSINESS:

NEW BUSINESS:

Mr. Viventi advised the Board that the draft ALP would be reflecting new obstructions to both of the runway approaches based on the most recent approach survey work and recommended that we dedicate any new or unused non dedicated Non-Primary Entitlement funding toward removal of these obstructions identified in the new vertical approach plan and profiles as penetrations to the minimum approach slopes. Mr. Herring made a motion to adopt the Director's recommendations, seconded by Mr. Mullen. The motion was passed unanimously.

Correspondence:

06/21/19 Davis -Bacon Act; Fair Labor Standards Act Memo
07/08/19 KRWI Post Closing Entry for FY18
07/05/19 Hamilton Stephens, Steele & Martin, PLLC Legal services agreement letter
07/06/19 William R. Huneycutt, CPA PLLC Financial Engagement Letter
07/10/19 Runway & Taxiway Rehab Pay Application #4
07/10/19 Hazmat Emergency Response & Remediation Inc. Contract Agreement
07/12/19 KRWI Financial Statements Review and Approval letter
07/12/19 R.E. Thompson Construction, Inc. Proposal – Terminal Renovations
07/16/19 NCDOT Remittance Advise – Invoice number 3/23011
07/26/18 FY17 State and Local Government Finance Div. & Local Government Commission Letter
07/30/19 Directors and Officers Insurance renewal Application
08/20/19 Agreement for Professional Services Contract – WK Dickson & Co. Inc.
08/20/19 Agreement for Professional Services Contract – Parrish and Partners of NC, PLLC

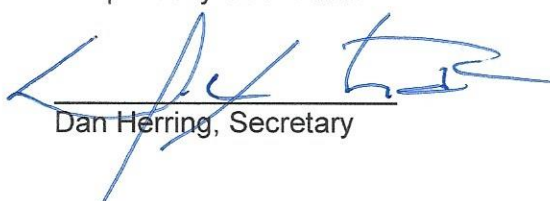
Announcements:

Self-Serve Fuel Farm Bid Opening 07/16/19
T-Hangar Project Start Date: 08/19/19
NCAA Region One Meeting: 08/23/19 (at RWI)
Wilson EAA Chapter 1047 Meeting 09/07/19
Next Airport Authority meeting: 09/17/19
T-Hangar Project Anticipated Completion date: 02/15/20

CLOSING / ADJOURNMENT:

At approximately 12:55 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