

M I N U T E S

OF THE

ROCKY MOUNT - WILSON REGIONAL AIRPORT AUTHORITY

H E L D

TUESDAY, SEPTEMBER 17, 2019

JOSH L. HORNE CONFERENCE ROOM

MEMBERS PRESENT

MR. JOHNSON BISSETTE, CHAIRMAN
MR. DAN HERRING, SECRETARY, MR. CARL WARREN, TREASURER
MR. JAMES JOHNSON, BD. MEMBER, MR. BILL BLACKMAN, BD. MEMBER
MR. GARRY HODGES, VICE CHAIRMAN VIA TELECONFERENCE

EX OFFICIOS & STAFF PRESENT
MR. DION J. VIVENTI, CM, PE, CFII
DIRECTOR & FINANCE OFFICER

OTHERS PRESENT

MR. JEFF KIRBY, PE, PARRISH & PARTNERS
MR. TIM GRUEBEL, PE, PARRISH & PARTNERS
MR. RICHARD OSBORNE, AICP, PARRISH & PARTNERS

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. Jeff Kirby, Mr. Tim Gruebel and Mr. Richard Osborne of Parrish and Partners, PA. and thanked them for sponsoring the meal.

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. Bill Blackman to approve the minutes. All board members in attendance approved.

PRESENTATION:

Mr. Jeff Kirby, Mr. Tim Gruebel and Mr. Richard Osborne each contributed to a Power Point slide presentation on behalf of Parrish and Partners, LLC highlighting their team, project approach and customer centered methodology. The contingent also presented project boards showing colored sketches of proposed preliminary future development ideas for the RWI terminal area, corporate hangar expansion area and multimodal aviation industrial park.

REPORTS:

DIRECTOR'S REPORT:

Mr. Viventi briefed the Authority Members with the following Director's Report for the previous month:

Airport Operations and Maintenance

During the month of August, operations personnel continue to concentrate their efforts on mowing the airfield and terminal areas. Staff has also been weeding the landscaping areas around the terminal and are busy painting doors and trim on buildings. Staff reports no damage due to Hurricane Dorian and no flooding occurred at the airport. The new runway and taxiway drained very well during the storm with no significant ponding or drainage issues to report. The

John deer tractor received its annual maintenance and the bush hogs have been repaired and put back into operation. Operations staff are scheduled to attend their annual wildlife hazard training and part 139 safety and security training next month. Staff is installing a security camera system in the terminal building which will provide 24-hour remote surveillance monitoring and recording.

Fixed Based Operations

Since opening the FBO on August 5th the airport has sold 19,639 gallons of Jet A fuel and 2,152 gallons of AvGas Fuel totaling 21,791 gallons for the month of August which has exceeded the target goal of 20,000 gallons. Target goal for fuel sales for September is 30,000 gallons. Fuel prices in August were the lowest in a 100-mile radius as advertised in Globalair.com, Airnav.com and Flightaware.com. We have received several compliments on the fuel price and level of service from our tenants and transient customers who have been topping off their tanks whenever weight and balance allows. All line staff have been trained to provide proactive marshalling procedures and to give "Red Carpet" treatment including welcome mats, complimentary ice water and baggage handling to all customers. We have added Hertz rental cars to the terminal parking area, and they have provided a new complimentary courtesy car, for short term pilot and crew use. The transient hangar is full of airplanes including two twins and two turbine aircraft. New Line crew staff have been completing their required fuel safety training from supervisors who have recently completed their annual fueling safety train the trainer training.

Public Relations

On August 21st, I attended the Wilson Chamber of Commerce Ambassador program luncheon at their office in Wilson and gave an updated airport presentation to the group. On August 22nd, Dan Herring and I attended the Rocky Mount Kiwanis Club at the Benvenue Country Club in Rocky Mount and gave the same presentation to that group as well. Both meetings were well attended, and the presentation was well received with many interesting and thoughtful questions. On August 28th, Mr. Garry Hodges and I were interviewed on Live TV on the Morning Show with Sandra Smith at the WHIG broadcast station studios on the Wesleyen College Campus in Rocky Mount to talk about the airport status and all the new things going on here.

North Carolina Airports Association (NCAA)

On August 23rd, we hosted the NCAA Region 1 meeting here at RWI. The meeting was well attended with over 50 people including representatives from other airports in our region, consulting groups and members of the Division of Aviation. A presentation was given by Ms. Bonani Langan, an Associate Engineer at Wood Environment & Infrastructure Solutions, Inc. in Durham, NC on Per and Polyfluoroalkyl Substances (PFAS) a chemical we use on our ARFF equipment. Mr. Randy Finger, Division of Aviation Statewide Programs Manager gave a presentation on "Airport Documentation" and Mr. Todd Meyer, PE, Senior Airport Project Manager gave an update on the Division of Aviation. We were also able to showcase the recently completed Pavement Improvement project to the DOA contingency including our new airport project manager, Mr. James Fuller.

Airport Capital Improvement Projects

Runway and Taxiway Rehab: On August 27th and Sept. 12th, 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 to discuss construction progress, schedule coordination and status of Requests for Information (RFI)s and Submittal packages. Highlights from the meeting include change order coordination for the perimeter road and drainage ditches and status of the electrical lighting completion. Also, the new apron marking and tie down plan has been finalized and will be completed by end of September. Pavement Grooving has been completed. Work is still projected to be completed under budget and ahead of Schedule.

Underground Fuel Farm Closure and Above Ground Fuel Farm Improvements: The existing underground 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. The 20,000-gallon Jet A Above ground storage fuel farm improvements plans are still under review by NCDOA. Bidding will be conducted after NCDOA review is complete.

T-Hangar Development Project: Construction started on August 15th and Installation of Erosion Control Measures and site clearing is underway. Structural steel for the 6-unit and 7-unit hangar buildings have been delivered to the site. Contract completion for this 185-day construction project is February 16th, 2020. Our first construction meeting was held on August 27th and we mainly discussed scheduling and coordination. We are working through permitting issues with the County Fire Marshall and, are also coordinating with the contractor on alternatives for the storage building relocation including moving it to the apron instead of locating it at the fuel farm.

Self-Serve Fueling Station: 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. Contract documents including the notice to proceed are currently being executed and start of construction is anticipated for October.

FINANCIAL REPORT:

Budget & Finance Committee

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 has prepared a budget amendment for the first quarter to include separate codes for the FBO revenues and disbursements and has created a separate capital improvements project category that shows both expenses and disbursements of prior years' finances along with current years' funding levels. The Authority's Auditor, Mr. Steve Hackett of William R. Huneycutt, PLLC has completed the 2018 draft Audit and it has been submitted to the LGC for approval. Financial highlights from the report are: 1) The assets and deferred outflows of resources of the Rocky Mount-Wilson Airport Authority exceeded its liabilities and deferred inflows of resources at the close of the fiscal year by \$8,281,777 (NET POSITION) 2) The Authority's total net position increased by \$324,495.

Monthly Accounting Reports

Mr. Warren briefed the board members on the financial reports for August prepared by Anthony & Tabb, PA. and informed the Board that Cash Flow was positive. A motion was made by Mr. Herring to approve the Reports. The motion was seconded by Mr. Blackman and the motion was carried unanimously. Mr. Warren pointed out that we have revised the July and August reports to show new FBO line item codes and revised the report to show all capital improvement projects separately as multiyear project ordinances.

Capital Improvement Projects Funding Status

Federal Non-Primary Entitlement (90%)

FY 14-15: \$250,000 - Currently Allocated towards Master Plan and Airport Layout Plan (Planning)

FY 16-19: \$550,000 - Currently Allocated towards Self-Serve Fuel Farm (Design and Construction)

FY 20: \$150,000 - Designated for Obstruction Removal (Design and Construction)

FAA Apportionment (90%)

\$6.1M - Pavement Rehabilitation (Design and Construction)

FAA Discretionary (90%)

\$3.9M - Pavement Rehabilitation (Design and Construction)

State Aid to Airports (90%)

\$3.4M - Pavement Rehabilitation (Design and Construction)

\$340K - Underground Fuel Farm Removal and AST Improvements (Design and Construction)

Strategic Transportation Initiative (100%)

\$3.5M T-Hangar Development (Design and Construction)

Local Pavement Rehabilitation Project

\$423K - City of Rocky Mount -

\$423K - City of Wilson

\$211K - Edgecombe County

\$211K - Nash County

\$211K - Wilson County

BUSINESS:

Old Business:

Mr. Viventi reported that the completed FY18 draft financial statement has been approved by the LCG and forwarded to our local partners for review. Mr. Viventi provided an amended FY18 audit contract to the board for approval reflecting a one-month time extension. Mr. Carl Warren made a motion to approve the extension, the motion was seconded by Mr. Herring and the motion was carried unanimously.

New Business:

Mr. Viventi requested that the next meeting be scheduled on the second Tuesday of the month, October 8th instead of the usual meeting date on the third Tuesday due to a scheduled family vacation that week. All board members in attendance agreed to the revised meeting date request and Chairman Bisette approved the schedule change. Mr. Johnson informed the board that he would not be able to be in attendance on October 8th.

Chairman Bisette commented on our neighbor, Dr. Phipps' complaints regarding construction work adjacent to and possibly on his property including tree removal and grading where the T-Hangars were being built and requested that the Airport Director and him visit the area to ascertain the situation and meet with Dr. Phipps to discuss his concerns.

Correspondence:

08/22/19 Landlord Waiver – SET Air LLC
08/15/19 FY 18 Audit Response Letter – Battle, Winslow, Scott & Wiley, P.A.
08/23/19 NCAA Region Two Meeting Agenda
09/04/19 Airfield Condition Report – FAA
09/09/19 AV-509, AV-510 & Certificate of Payment Allega Cement Contractors
09/10/19 FY 18 Draft Audit review email NC Dept. of Treasurer, LGC
09/10/19 Grant Agreement modification change Approval – NCDOT Div. of Aviation
09/12/19 NCDOT Remittance Advise – Invoice number 1/23415 & 1/23419
09/12/19 Amendment to Contract to Audit Accounts – William R. Huneycutt, CPA, PLLC
09/13/19 5-Star Review Comments as advertised on Airnav.com
09/16/19 FAA NRA T-Hangar Approval Final Determination
09/17/19 FAA NRA Self-Serve Fuel Farm Approval Final Determination
09/18/19 Self-Serve Fuel Farm Construction contract and performance Bond – First Petroleum Services

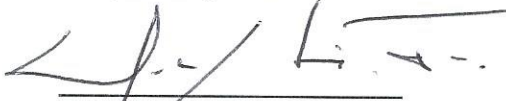
Announcements:

Wilson EAA Chapter 1047 Meeting 10/05/19
Next Airport Authority meeting: 10/08/19
Wilson Rotary Presentation: 10/23/19
NC Airports Association Region One meeting: 11/08/19
Runway and Taxiway Rehab Project Anticipated Completion date: 12/15/19
T-Hangar Project Anticipated Completion date: 02/15/20

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