

M I N U T E S

OF THE

ROCKY MOUNT - WILSON REGIONAL AIRPORT AUTHORITY

H E L D

TUESDAY, OCTOBER 8, 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, MR. BILL BLACKMAN, BD. MEMBER

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

OTHERS PRESENT

MR. J.B. Williams, President, AirCare Inc.

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, President of Air Care Inc.

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. Carl Warren and seconded by Mr. Bill Blackman to approve the minutes. All board members in attendance approved.

PRESENTATION:

There were no presentations.

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 September, operations staff worked on multiple field equipment repairs including replacement of blades and spindles to both zero turn mowers. Public signage and a new security camera system that provides 24-hour remote surveillance monitoring and recording was added to the terminal area. Repairs to the terminal building included the water fountain and grease trap venting system, outside lighting replacement and painting of doors and trim work. Operations will next be installing a new secure mailbox in front of the terminal area. Hangar and groundwork included filling holes and maintaining landscaping around the buildings. Two members of the operations staff attended mandatory annual wildlife hazard training in Greenville this month and two more will attend next month. All operations staff will be completing updated part 139 safety and security training this month.

Fixed Based Operations

The airport has sold 24,582 gallons of Jet A fuel and 1,999 gallons of AvGas Fuel totaling 26,581 gallons for the month of September which is shy of the target goal of 30,000 gallons. Target goal for fuel sales for October is 30,000 gallons. Fuel prices in September were the lowest in a 50-mile radius as advertised in Globalair.com, Airnav.com and Flightaware.com. Customer Service reviews are going up. Everyone has loved the changes. The fuel prices along with the customer service has been a big hit. People also love the red carpet. I am seeing the fuel sales going up every month. We have 4 reviews, three on air nav and the other on AOPA. All have been 5-star reviews. Aircraft fueling training with one new employee is complete. A second new employee is halfway there. The FBO has begun offering aircraft Detailing services to the public as of October 2nd. The FBO manager will be working directly with this as well as training our part-time employees on how to properly wash aircraft.

Public Relations

On September 23rd, I attended the Wilson Rotary club at Something Different Cafe in Wilson and gave an updated airport presentation to the group. The updated presentation included many pictures of the recently completed construction projects and the many transient jets that have been coming to RWI since our re-opening. On October 2nd, the Wilson Times printed another very positive news article on the airport entitled "Airport upgrades hangars, fuel facilities: Aviation business booming at RWI" by Drew Wilson which spotlighted many of the capital improvement projects at the airport and highlighted the increased Fixed Based Operations which have occurred since the airport reopened.

North Carolina Airports Association (NCAA)

On September 4th I attended the NCAA board of directors meeting held at the Winston Salem airport. The annual budget was passed and a new award in honor of Mr. William Plentl was discussed. Mr. Thad Howell from the Division of Aviation gave an update on current funding, revised grant procedures and new staff positions.

Airport Capital Improvement Projects

Runway and Taxiway Rehab: On August 27th and Sept. 24th, 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 the proposal and estimate to complete an LED runway lighting replacement with remaining grant funding. The new apron marking and tie down plan will not be completed by end of September but should be done by mid-October. Work is still projected to be completed under budget and ahead of Schedule. The final project inspection and walk through is scheduled for October 22nd. Estimated final cost review will be completed after pay request #7.

Underground Fuel Farm Closure and Above Ground Fuel Farm Improvements: The engineer has received the contractors pay request for the work completed thus far and will be reviewing it before recommending payment. The engineer is also working through questions with S&ME staff about whether or not additional monitoring wells are required. A 90% design package for the Above Ground Storage Tank has been submitted to the State and review comments have been received and bid documents are being prepared by WKD. I have requested addition of a monitoring system and a catwalk that extends over all three tanks.

T-Hangar Development Project: Construction is moving along and final grading for the first pad is currently under way. Contractor pay requests numbers 1 and 2 have been received and are being reviewed by the engineer for recommendation of payment. Replacement backflow prevention valves at the front bypass valve box have addressed the long-endured water pressure issue. Water meters for Hangar numbers 1-3 and the FAA building have been added to the utility work. The contractor will be providing a cost estimate for the replacement storage building relocation work before the next progress meeting. I met with the Chairman on September 27th and our neighboring property owner Dr. Phipps on October 2nd to discuss the tree removal work and grading operations adjacent to his property and showed and apologized to him where 3 or possibly 4 of his trees had been removed. Dr. Phipps related his concerns about the history he has had in the past with the airport but expressed that he was not particularly worried about this singular issue and was looking forward to a renewed relationship with the airport moving forward and was more interested in the possibility of negotiations of the sale of his contiguous property to the airport.

Self-Serve Fueling Station: The NCDOA has approved the environmental CATEX for the project and Notice of award was accepted by First Petroleum on September 5th. Released for construction drawings have been released and signed contracts are in hand. Notice to Proceed was issued for October 1st. The State Request for Award (RFA) is waiting on First Petroleum to confirm their DBE goals.

AIRCRAFT MAINTENANCE REPORT:

Mr. Williams reported that last month started off big but has slowed down and that they are still struggling along. J.B. stated that Air Care has sent out a bunch of mailers promoting the Beech Aircraft side through social media and direct mailers to let their customers know that they are back in operation and to try and stimulate more business

FINANCIAL REPORT:

Budget & Finance Committee

The Committee met on October 7th to review finances and discuss the budget and Annual Audit status

Monthly Accounting Reports

Mr. Warren reported that the financial report for September has not been finalized but that the airport is currently slightly under budget on revenues and slightly under budget on disbursements for the month of September but that revenues currently exceed disbursements and our cash flow is good.

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:

No old or new business was discussed

Correspondence:

06/30/18 KRWI Financial Statements – Dion J. Viventi, Finance Officer
07/05/19 Communication with Those Charged with Governance – William R. Huneycutt, CPA
08/26/19 PTS NOTAM proj to cancel VOR/DME Approach – John Walker, FAA
09/17/19 Notification of expiring NPE funds – Betsy Beam, NCDOA
09/19/19 Independent assessment solicitation – WK Dickson
09/21/19 State Block Grant NPE allocation award letter – Bobby L. Walston, PE, NCDOA
09/21/19 State Risk Assessment letter and matrix – Bobby L. Walston, PE, NCDOA
09/30/19 Notice to Proceed, Self-Serve Fuel Farm project – Jason P. Kennedy, PE, WKD
10/04/19 NCAA Board Meeting Agenda and July 2019 Minutes
10/07/19 FY 19 Audit Engagement Letter – William R. Huneycutt, CPA

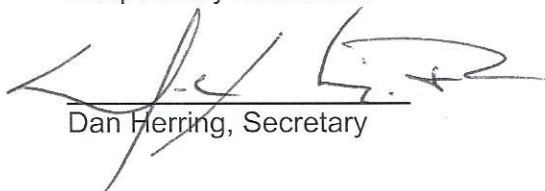
Announcements:

Runway and Taxiway Rehab Project Final Inspection 10/22/19
Wilson EAA Chapter 1047 Meeting 11/02/19
Next Airport Authority meeting: 11/19/19
Runway and Taxiway Rehab Project anticipated completion date: 12/15/19
Self-Serve Fuel Farm anticipated completion date: 01/29/20
T-Hangar Project anticipated completion date: 02/16/20

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