

M I N U T E S

OF THE

ROCKY MOUNT - WILSON REGIONAL AIRPORT AUTHORITY

H E L D

TUESDAY, NOVEMBER 19TH, 2019

JOSH L. HORNE CONFERENCE ROOM

MEMBERS PRESENT

MR. JOHNSON BISSETTE, CHAIRMAN, MR. GARRY HODGES, VICE CHAIRMAN
MR. DAN HERRING, SECRETARY
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.
Mr. Jason Kennedy, PE, WK Dickson

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. and Mr. Jason Kennedy of WK Dickson

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. Charles Mullen to approve the minutes. All board members in attendance approved.

PRESENTATION:

Mr. Kennedy gave a briefing on the current status of the T-Hangar and Fuel Farm Projects.

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 October, operations staff worked on buildings and grounds repairs including replacement of exterior light fixtures on the terminal and FAA buildings and repairs to HVAC systems on Hangar #'s 5&7. Field operations equipment has been temporarily stored alongside the firehouse for the winter until the new maintenance storage shed is completed. Operations installed a new secure mailbox in front of the terminal area and culvert safety markers along the perimeter road. Hangar and groundwork included filling holes and maintaining landscaping around the buildings. On October 3rd. The Operations manager, Mr. Paul Reason and I attended the NCAirTAP Airport Leadership and Management Program Safety and Security training together at the McKimmon Center in Raleigh. Since then, all operations staff have completed their annual updated part 139 safety and security training this month.

Fixed Based Operations

Fuel prices in October were once again the lowest in a 100-mile radius as advertised in Globalair.com, Airnav.com and Flightaware.com. Customer reviews continue to come in with 5-star ratings on service. In order to help increase fuel sales and as part of our marketing partnership with Titan fuels RWI is now offering 3X AeroClass Points at Rocky Mount - Wilson Airport through December 31, 2019. Titan Aviation fueling Train-the-trainer training with Mr. Helms and Mr. Scott was completed in Kentucky this past week. The FBO has completed their first aircraft Detailing service to Hartsfield National Aircraft. The new custom JetA truck is anticipated to be delivered this month. The new FBO sign renovation has been completed with Shell brand partner logo along with the Airport logo displayed just outside the terminal building on the main ramp.

Facility fees are up for October from approx.. \$3,000 to \$4,057. Retail sales for the month are approx.. \$292. JetA Fuel sales are down in October (21,826 gal.) compared to 24,582 gal. in September. AvGas Sales are up in October (2,381 gal.) compared to 1,999 gal. in September. Total fuel sales are down 21,826 gallons for the month of October compared to 26,581 gallons for the month of September which is still shy of the target goal of 30,000 gallons. Revenues for the first three months of FBO operations total: \$222,034.73 (Aug-Oct).

North Carolina Airports Association (NCAA)

On November 8th I attended the NCAA region one meeting held at the Cape Fear Regional Jetport. Mr. James E. Capps gave a presentation on updating based aircraft information into the new FAA database system. Mr. Tom Zajkowski of NC AirTAP gave a presentation on FAA guidance to airports seeking to acquire counter-UAS systems and Ms. Ashley Clowes gave an NC DOA Aviation update on the latest aviation system news, grants and development guidance.

Airport Capital Improvement Projects

Runway and Taxiway Rehab: On October 22nd, The final project inspection and walk through was completed and an associated punch list for all remaining items to be addressed was distributed. Estimated final cost review will be completed after pay request #7.

T-Hangar Development Project: NCDOT Request for Award (RFA) has been approved and the project grant has been issued by the State. Construction is progressing approx. one month behind schedule, but the concrete pad and structural steel framing has been erected on the first building the 6-unit Hangar "A". Forms have been placed and concrete is scheduled to be poured sometime next week for the 7-unit, Hangar "B". Contractor pay requests numbers 1 and 2 have been reviewed and approved by the engineer and submitted to the State for payment. Change orders to address the fencing, utilities and storage building have been prepared by the engineer for review.

Self-Serve Fueling Station: The Independent Fee Analysis (IFA) has been completed by the State and fee negotiations have been completed on the construction and administration services with our Engineer. As soon as the State issues the grant the Contractor will be ready to begin work and order the materials for construction.

AIRCRAFT MAINTENANCE REPORT:

Mr. J.B. Williams reported that last month was a slow month for aircraft maintenance due to miserable weather but that the radio shop was doing great due to all the ADS-B installs. J.B. also stated that Air Care is continuing with advertising to generate new income.

FINANCIAL REPORT:

Budget & Finance Committee

The Committee met on November 13th to review the Financial Statements and discuss the 2019 budget and Annual Audit status.

Monthly Accounting Reports

Mr. Viventi briefed the board on the financial reports for September and October and that the airport is currently slightly under budget on revenues and disbursements for the months of September and October but that revenues currently exceed disbursements. Mr. Viventi also reported that cash flow is low due to taxes paid out on the Pavement Improvement Project that were not reimbursable by the NCDOT. Mr. Garry Hodges made a motion to accept the financial reports for September and October. The motion was seconded by Mr. Bill Blackmon and approved unanimously.

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:

Mr. Garry Hodges made a motion to not meet in December. The motion was seconded by Mr. Herring and was unanimously passed.

Correspondence:

08/20/19 T-Hangar Project Fully Executed Work Authorization #2 – WK Dickson
10/10/19 Claim adjustment letter – Greg, Hemmann, North American Risk Services
10/11/19 Grant Admin Review Meeting Agenda, WK Dickson
10/21/19 Pavement Project Internal Audit notification – Betsy Beam, NC Div. of Aviation
10/23/19 T-Hangar Project Internal Audit Letter – Greg Turnage, PLT Construction
11/04/19 Self-Serve Fuel Farm Project Fully Executed Work Authorization #1 – WK Dickson
11/04/19 Engineering Project Services Internal Audit notification – Betsy Beam, NC Div. of Aviation
11/05/19 Hour change / Airport Data Change Receipt - FAA
11/05/19 NPE Grant Modification Request – Jason, Kennedy, PE., WK Dickson
11/07/19 Self-Serve Fuel Farm Project., NCDOA Vendor Commitments Form – First Petroleum
11/07/19 Self-Serve Fuel Farm Project., NCDOA DBE/MBE/WBE Goal Cert. – First Petroleum

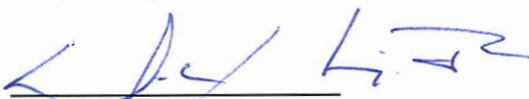
Announcements:

Self-Serve Fuel Farm anticipated completion date: 02/29/20
New T-Hangar Project anticipated completion date: 03/16/20
NC Airports Association Annual Conference: 04/20/20 – 04/22/20
Runway and Taxiway Rehab Project 11-month warrantee walk through 10/22/20

CLOSING / ADJOURNMENT:

At approximately 1:35 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