

MEETING M I N U T E S

OF THE

ROCKY MOUNT - WILSON REGIONAL AIRPORT AUTHORITY

H E L D

TUESDAY, JANUARY 21ST, 2020

JOSH L. HORNE CONFERENCE ROOM

MEMBERS PRESENT

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

EX OFFICIOS & STAFF PRESENT

MR. DION J. VIVENTI, CM, PE, CFII
DIRECTOR & FINANCE OFFICER

GUESTS PRESENT

MR. TIM GRUEBEL, PE, PARRISH AND PARTNERS
MS. MARTI WATTS, PMP, BRPH
MR. STEVE GALLAGHER, PE, BRPH
MR. JOE HARTSFIELD, PRES. HARTSFIELD NATIONAL AVIATION

OPENING:

CALL TO ORDER

A special meeting of the Rocky Mount - Wilson Regional Airport was called to order by Mr. Johnson Bissette, Chairman at 12:00 PM.

INVOCATION

Mr. Garry Hodges delivered the invocation and blessed the food.

PLEDGE

The pledge of allegiance was led by Chairman Bissette.

INTRODUCTIONS

Mr. Bissette welcomed Mr. Mr. Tim Gruebel of Parrish and Partners and Ms. Marti Watts and Mr. Steve Gallagher of BRPH and Mr. Joe Hartsfield of Hartsfield National Aviation.

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. All board members in attendance approved.

PRESENTATION:

Mr. Gruebel gave a briefing on their Parish and Partner's preliminary proposed airport and aviation industrial park expansion plan. Ms. Watts and Mr. Gallagher presented on their company's experience, contacts and expertise in attracting on site aerospace and industrial tenants.

REPORTS:

DIRECTOR'S REPORT:

Mr. Viventi briefed the Authority Members with the following Director's Report for the previous two months.

Airport Operations and Maintenance

During the months of November and December, operations staff have been making repairs to the buildings and grounds including replacement of lighting fixtures, taxiway and runway lights, fixing fencing and gates and making repairs to the vehicles and equipment including new tires and tool box for the operations truck and replacing batteries for the Fire Truck and New Holland tractor. The MALSR was once again scheduled in December for a flight check but due to continuing electrical issues was not ready for testing. The ILS was successfully repaired by FAA's Raleigh Technical Operations Staff and has been placed back online.

Several deer were successfully corralled out of the perimeter fence without any injuries or incidents. The Operations and Security manager, Mr. Paul Reason has begun recurrent training and badging for employees, tenants and contractors for 2020. We have revised the Airport Inspection procedures and checklists to reflect the new perimeter road patrol and RSA access roads made possible by the Pavement Rehabilitation project and have submitted them to the FAA as part of our Aircraft Certification Manual (ACM).

The HVAC system at Hangar number seven failed and due to it being over 30 years old and leaking coolant needed to be replaced. Three estimates were received from local mechanical contractors and the Heat Pump Unit was ultimately replaced by Narron Contracting for \$6,250. The main terminal HVAC system has failed, and the secondary system is now taking the load for the entire building. Both Heating systems for the FAA radio building have also failed. We have solicited three Mechanical contractors for estimates to replace the Heat strips, compressor and condensing units for both buildings as they are over 40 years old and cannot be repaired.

Barnhill Contractors has requested nonstructural upgrade/replacement of the recently removed distressed bathroom area inside of Hangar number five in lieu of building an office addition to the hangar and will request 50% reimbursement once the work is completed and paid for. Estimates for this work is approx... \$10,000.00

The water Main backflow and surge protection valves for Hangars 1,2 and 3 have failed and have been temporarily bypassed until they can be replaced. I have asked PLT contractors to provide an estimate to repair the valve assembly as part of the T-Hangar project since their waterline crews are currently onsite building the water main system for that project anyway. PLT has provided an estimate to the engineer who is currently reviewing it on our behalf and if found to be acceptable we shall request it be added into the project as a change order.

Upon request from the Deputy Associate Administrator from the FAA, I have registered with and RWI is now utilizing the new FAA NOTAM management system in order to streamline NOTAM online.

Fixed Based Operations

The FBO is continuing our marketing partnership with Titan fuels and RWI is now offering 2X AeroClass Points at Rocky Mount - Wilson Airport through January 31, 2020. Fuel prices in November and December were the lowest in a 50-mile radius as advertised in Globalair.com, Airnav.com and Flightaware.com. FBO revenues were down again for November and December as we sold 27,331 gallons over the past two months and received approx.. \$95K in revenue generated. Titan Aviation delivered the new custom JetA truck last month and it has been thoroughly inspected and approved by Titan for use on the ramp. The FBO manager has moved his office into the retail area for better visibility and customer relations. The FBO purchased a courtesy/crew car, a 2004 Chevrolet trail blazer, for \$1450 in good condition and it is now available to pilots and crew members for a small fee for their quick convenience without having to call for a taxi service or wait for a car rental.

On December 17th, The Wilson Chamber of Commerce held a ribbon cutting ceremony for their new member, Hartsfield National Aircraft here at the terminal building. It was well attended by prominent members of the community and the Airport Authority. Mr. Joe Hartsfield,

accompanied by his friends and family, stated that he was very pleased to be able to have this special occasion at the FBO and informed everyone that his business brokering aircraft has grown substantially in recent years and intends to move his operation eventually to the airport. Mr. J.B. Williams commented that it was the first time in RWI history that he has seen a ribbon cutting ceremony here at the airport. "We're very thankful to all the representatives from the chamber and local elected officials as well as the leaders from the Rocky Mount/Wilson Airport who were in attendance for our Ribbon Cutting Ceremony! We're honored to continue to offer first class aircraft brokerage and acquisition services to our current and future clients both locally and around the world!"....Joe Hartsfield.

Airport Planning and Development

Airport Master Plan and Airport Layout Plan (ALP)

On November 26th, Mr. Charles Mullen and I along with Mr. Jason Kennedy of WK Dickson met with Mr. Zee Lamb at the Nash County Manager's office to discuss the draft ALP and the proposed Uniform Development Ordinance (UDO) with members of the Nash County planning Dept. and the Chairman of the County Commissioners, Mr. Robbie Davis. We also discussed the proposed Aviation Industrial Park and associated land acquisition as shown on the document. The draft documents are still being finalized by the Engineer. Once the Engineer completes their work they are to be submitted by WK Dickson on behalf of the Airport to the NCDOA and the FAA for review and approval.

Terminal Rehabilitation

On December 30th I met with Mr. Bob League, Transportation Planner for the Rocky Mount Urban Area Metropolitan Planning Organization (MPO) at the City of Rocky Mount Engineering Dept. to review our SPOT 6.0 Strategic Transportation Initiative (STI) Grant Request application. The application request is for 90% of a \$4.1M estimate to rehabilitate and renovate the existing 9000 SF terminal building including furnishings and reconstruct the entrance and parking facilities including landscaping. The MPO has pledged 100 points (maximum) towards this project. We conferenced called with Mr. James Fuller, our Airport Project Manager with the Division of Aviation in order to coordinate the submittal process and confirm the project number. Follow-up meetings will be with the new NCDOT Division 4 Engineer, Mr. Kevin Bowen and NCDOT Transportation Div. 4 Bd. Member, Mr. Gus Tulloss to advise them on this project request and seek their support as well.

Airport Capital Improvement Projects

T-Hangar Development Project

On November 26th, December 10th, December 17th and January 7th, we held construction progress meetings with WK Dickson and PLT Contractors to discuss project status and schedules. On December 11th, I met with members of the NCDOA and WK Dickson to discuss the status of the grant request and to review the first pay requests from the contractor and engineer. The first building is near complete and the electricians are finishing up their electrical work. The second building framing has been erected but the concrete slab was discovered to be constructed incorrectly and is currently under repair by the contractor. The third building slab has been staked out and concrete forms will be put in place this week. The original contract completion date is February 15th, 2020 however work progress is behind schedule and is now

projected to be completed by April 17th, 2020. PLT construction has submitted a request for contract schedule extension and this request is under review by the engineer. Eleven tenants have so far signed leases and have paid in advance to reserve spots for their aircraft once the hangars are available for use.

Runway and Taxiway Rehabilitation project.

Final Inspection was conducted on October 22nd, 2019 and the project was accepted as substantially complete. The last two pay requests have been submitted and are currently under review by the engineer and the State respectively. Remaining punch list items include completion of several taxiway sign panels and this work will be completed upon delivery of the sign panel materials. The NCDOT has issued an amended Notice of Award to cover additional expenses by the Engineer for the design work.

Self-Serve Fueling Station

On Tuesday December 10th, we held a pre-construction meeting with WK Dickson and First Petroleum to review the submittal status and agree on a schedule to construct the new 24-hour self-serve fuel farm for JetA and AvGas. The facility will be located on the southern end of the existing ramp. Notice to Proceed was issued for this project on December 10th. Material acquisition is underway, permits have been applied for, and all work is scheduled to be completed no later than April 8th, 2020.

Underground Fuel Farm Closure and Above Ground Fuel Farm Improvements.

The existing underground tanks have been excavated and removed from the airport. During removal contaminated soils and ground water were encountered. Analytical testing results show that the encountered contaminants are above the allowable concentration levels. A report of the excavation and encountered contaminants has been prepared and will be submitted to the state for review. Upon review, the state will determine if any additional action is required to address the containments or if they may be left in place. The airport has withdrawn it's notice of insurance claim until a response is given by the State. NCDOA has completed their review of the Above Ground Fuel Farm Improvements design plans and bidding documents are being finalized. This project will add a 20,000- gallon Jet A tank to the existing above ground fuel farm. NCDOA has indicated that state funding for this project will not be available until the spring. Bidding will be completed once schedule of funding is confirmed.

AIRCRAFT MAINTENANCE REPORT:

Mr. J.B. Williams was not in attendance and no report was given.

FINANCIAL REPORT:

The Budget and Finance Committee met on January 20th to review the Financial Statements and discuss the 2019 budget and Annual Audit status. Mr. Viventi informed the Board that the committee recommended approval of the December 2019 finance statements prepared by Anthony Tabb, CPA. Mr. Viventi briefed the board on the financial report for December and reported that total current assets were \$208,981.86, current liabilities were \$49,659.50 and the fund balance was \$7,218,181.41. Total Operating Revenues were at 32.07% and total operating expenditures were at 35.58%. Mr. Viventi reported that cash flow was back to normal and that

the line of credit with Southern Bank had been established. Mr. Dan Herring made a motion to accept the financial reports for December. The motion was seconded by Mr. Garry Hodges and the Board approved the motion unanimously.

BUSINESS:

The Board thanked Mr. Tim Gruebel and Parrish and Partners for sponsoring the lunch which was catered by Marty's BBQ in Wilson.

Correspondence:

11/14/19 Notice of withdraw of insurance claim – Admiral Insurance Company
11/25/19 Amendment to contract to audit accounts – William R. Huneycutt, CPA, PLLC
11/26/19 T-Hangar Project Progress Meeting Minutes – WK Dickson
11/29/19 Account Closeout Receipt – BB&T
11/29/19 LOGOS user account request for LGC-203 – NC Dept. of State Treasurer
12/10/19 T-Hangar Project Progress Meeting Minutes – WK Dickson
12/10/19 Self-Serve Fuel Farm Pre-Construction Meeting Minutes
12/11/19 Meeting minutes from meeting with NCDOA
12/11/19 Amended Notice of Award for Pavement Rehabilitation Project - NCDOT
12/12/19 Self-Serve Fuel Farm Pay Application No. 1 – WK Dickson
12/12/19 NOTAM Management letter – Winsome Lenfert, Dep. Assoc. Administrator, FAA
12/17/19 T-Hangar Project Progress Meeting Minutes – WK Dickson
12/18/19 Underground Fuel Farm Mitigation Pay Request No. 1 – WK Dickson
01/07/20 T-Hangar Project Progress Meeting Minutes – WK Dickson
01/11/20 Pavement Rehabilitation Project Error Notification Letter to NCDOA
01/13/20 Hangar No. 5 Bathroom rehab estimate – Showplace Homes
01/16/20 T-Hangar Pre-Pavement Conference Meeting Agenda
01/16/20 LOGOS user account request for LGC-203 for Jason Creel, CPA

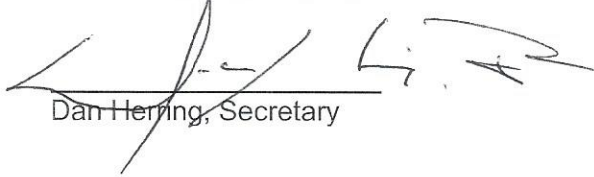
Announcements:

Self-Serve Fuel Farm anticipated completion date: 04/08/20
New T-Hangar Project anticipated completion date: 04/17/20
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 1:15 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 black ink, appearing to read 'Dan Herring', is written over a horizontal line. The signature is stylized with a large 'D' and a long horizontal stroke.

Dan Herring, Secretary