

M E E T I N G   M I N U T E S

O F   T H E

R O C K Y   M O U N T   -   W I L S O N   R E G I O N A L   A I R P O R T   A U T H O R I T Y

H E L D

T U E S D A Y ,   F E B R U A R Y   1 8 T H ,   2 0 2 0

J O S H   L .   H O R N E   C O N F E R E N C E   R O O M

M E M B E R S   P R E S E N T

M R .   D A N   H E R R I N G ,   S E C R E T A R Y   ( A C T I N G   C H A I R M A N ) ,  
M R .   C A R L   W A R R E N ,   T R E A S U R E R  
M R .   B I L L   B L A C K M A N ,   B D .   M E M B E R  
M R .   J A M E S   J O H N S O N ,   I I I ,   B D .   M E M B E R  
M R .   C H A R L E S   M U L L E N ,   B D .   M E M B E R

E X   O F F I C I O S   &   S T A F F   P R E S E N T

M R .   D I O N   J .   V I V E N T I ,   C M ,   P E ,   C F I I  
D I R E C T O R   &   F I N A N C E   O F F I C E R

G U E S T S   P R E S E N T

M R .   A N D R E W   H A G Y ,   N A S H   C O .   D I R .   O F   E C O N O M I C   D E V E L O P M E N T

## **OPENING:**

### **CALL TO ORDER**

A regular meeting of the Rocky Mount - Wilson Regional Airport was called to order by Mr. Dan Herring, Secretary and acting Chairman at 12:00 PM.

### **INVOCATION**

Mr. Charles Mullen delivered the invocation and blessed the food.

### **PLEDGE**

The pledge of allegiance was led by Mr. Herring.

### **INTRODUCTIONS**

Mr. Herring welcomed Mr. Andrew Hagy, Director of Nash County Economic Development.

## **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 / GUESTS:**

Mr. Hagy introduced himself, gave the board a background bio and a briefing on his duties and goals to build a new program as the new Nash County Economic Development Director. The Board shared their visions of the Airport's plans for expansion and development and Mr. Viventi gave a briefing on the 20-year strategic master plan and Airport Layout Plan update status.

## **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 months of November and December, operations staff have been making repairs to the buildings and grounds including upgrading the Ramp entrance way landscaping and painting and signage of fencing around the terminal and corporate gates. Perimeter fence repairs have been made with several trees and vines being removed from the north section of the perimeter fence. The maintenance crew also removed a tree stump from the parking area. One deer was removed from the airport operations area this month.

The airport self-inspection procedures and required part 139 inspection list have been reassessed, updated and redesigned to reflect the current conditions at the airport since the pavement rehabilitation and FBO acquisition and the subsequent updates have been sent to the FAA for approval. The tires on the Patrol truck were worn out and one went flat so we replaced all four with budget tires from Walmart.

The terminal building main HVAC system has quit and we have solicited bids from local contractors to repair the system. So far, we have received 2 out of 4 estimates and hope to receive the rest before the end of the week. Initial intel reveals that this will be a large expense as the existing system is rather large (12 tons) and must be replaced including the compressor and air handling unit since it is over 40 years old. The contractors for Barnhill have been steadily working on the bathroom replacement project at Hangar No. 5 and should be wrapping up soon. Maintenance is also investigating a roof leak on Hangar No. 5 and have reached out to several contractors for an estimate for repairs. We have received two estimates for the rooftop HVAC units for the FAA building and hope to receive at least one more before we can proceed with those replacements as well.

#### Fixed Based Operations

FBO revenues were up for January as we sold 17,754 gallons over the past month and received approx.. \$69K in revenue generated. The FBO has started their detailing service and has already served 6 aircraft owners with cleaning and polishing their airplanes. The FBO has begun soliciting third party catering as well. We also picked up one after hours freight run for CDC.

#### Consulting / Airport Planning and Development

Airport Master Plan and Airport Layout Plan (ALP)

Draft documents are being finalized and will be submitted to NCDOA in March for review and approval.

Runway and Taxiway Rehabilitation project.

Final Inspection was conducted on October 22<sup>nd</sup>, 2019 and the project was accepted as substantially complete. Remaining punch list items include completion of several taxiway sign panels. This work will be completed upon delivery of sign panel materials.

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 Above Ground Fuel Farm Improvements project will add a 20,000- gallon Jet A tank to the existing above ground fuel farm. Preparation of final design drawings is underway and the project will be advertised for bidding in March.

#### T-Hangar Development Project

Construction started on August 15<sup>th</sup>, 2019. Construction of the 6-unit hangar is 95% complete and the building slab for the 10-unit hangar has been constructed. Framing of the 7-unit building was delayed due to a construction issue with the foundation. The original contract completion date is February 16<sup>th</sup>, 2020 and additional work added to the project as defined in Change Order #1 extends the completion date to March 13<sup>th</sup>. Work progress has been impacted by weather and construction issues. The current estimated project completion date as reported by the contractor is May 18<sup>th</sup>, 2020.

#### 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. Notice to Proceed was issued for this project on December 10<sup>th</sup>. Material acquisition is underway, and all work is scheduled to be completed on April 8<sup>th</sup>, 2020.

#### Funding Update

\$150,000 of Non-Primary Entitlement (NPE) funding is issued to the airport annually, from the FAA. Below is a summary of RWI program for NPE Funds:

NPE FY14 & FY15: Master Plan and Airport Layout Plan Update: \$250,000

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

#### 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%)

### **AIRCRAFT MAINTENANCE REPORT:**

Mr. J.B. Williams was not in attendance and no report was given. Mr. Viventi reported that he had visited J.B. at Nash County Hospital and that he was recovering fast from his surgery, feeling much better and planned to be back at the airport soon once the doctors released him to return to work.

### **FINANCIAL REPORT:**

The Budget and Finance Committee met earlier on February 18<sup>th</sup> to review the Financial Statements and discuss the 2019 budget and Annual Audit status. Mr. Warren informed the Board that the committee recommended approval of the January 2019 finance statements prepared by Anthony Tabb, CPA. Mr. Warren briefed the board on the financial report for January and reported that total current assets were \$225,479.47, current liabilities were \$47,537.83 and the fund balance was \$7,234,679.02. Total Operating Revenues were at 38.64% and total operating expenditures were at 40.56%. Mr. Blackman made a motion to

accept the financial reports for December. The motion was seconded by Mr. Mullen and the Board approved the motion unanimously.

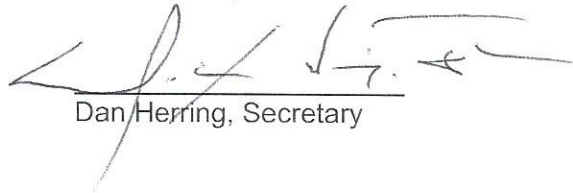
**BUSINESS:**

There was no new or old business to come before the Board

**CLOSING / ADJOURNMENT:**

At approximately 12:47 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 dark ink, appearing to read 'Dan Herring', is written over a horizontal line. The signature is stylized with a large initial 'D' and a long horizontal stroke extending to the right.

Dan Herring, Secretary