

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

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

OPENING:

CALL TO ORDER

A regular meeting of the Rocky Mount - Wilson Regional Airport was called to order by Mr. Johnson Bisette, Chairman at 12:15 PM.

INVOCATION

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

PLEDGE

The pledge of allegiance was led by Mr. Bisette.

INTRODUCTIONS

Mr. Bisette welcomed Mr. Williams and Mr. Hartsfield.

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. Charles Mullen and seconded by Mr. Dan Herring to approve the minutes. All board members in attendance approved.

PRESENTATION / GUESTS:

Mr. Hartsfield Introduced himself and thanked the Bd. for all their efforts in improving the airport and gave a briefing on Hartsfield Aircraft Services, Inc.

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 February, operations staff have continued making repairs to and reinforcing the perimeter fencing. Our crews have also removed brush and old bushes from the around the entrance areas and breezeway on the airside to make room for new flower planters.

Operations has begun much needed repairs on the Terminal building this month. We have received three estimates for the terminal building main HVAC system repair project from Allred, Pemberton and SPC mechanical contractors. Pemberton submitted the lowest bid and was selected to perform the work and has begun removing the old system and installing new electrical works for the new system this past week. Maintenance to the roof has begun with leak

repairs by BM Roofing contractors. Inoperable exterior overhead lighting is being repaired by SE&M and new LED lighting is being added to the terminal breezeway. The staff have also been sanding and painting the breezeway columns and power washing the sidewalk areas.

The airport's required part 139 annual inspection has been scheduled for this Spring and we have been contacted by the FAA's newest inspector who will be visiting us in April.

Fixed Based Operations

FBO revenues were up for February as we sold 20,107 gallons over the past month and received over \$6,200 in Fee revenues. The FBO catered to 4 Atlantic City Charter Trips this past month. The FBO has purchased the original Piedmont Air-Stairs from AirCare and plan to use it on the larger freight haulers that do not have their own steps.

Consulting / Project 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 22nd, 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. A report of the excavation and encountered contaminants was submitted to NCDEQ for review. On February 25th, 2020 NCDEQ issued a letter that no further action is required for this incident.

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 documents is underway, and the project will be ready for advertisement for bidding in March. The schedule for bidding and release of construction funds is uncertain due to current NCDOT cash balances and financial management.

T-Hangar Development Project

Construction started on August 15th, 2019 and the contract completion date is March 13th, 2020. Work progress has been impacted by weather and construction issues. The current estimated project completion date as reported by the contractor is May 18th, 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 10th. Material acquisition is underway, and all work is scheduled to be completed on April 8th, 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 reported that he was feeling much better and that the doctors had released him back to work. Mr. Williams stated that aircraft maintenance was up and that Aircare actually had more work than they can keep up with. J. B. said that the maintenance hangar was full of airplanes that were waiting on parts.

FINANCIAL REPORT:

Mr. Viventi distributed copies of the draft Financial Statements for FY19 prepared by William Huneycutt, CPA, PLLC. Mr. Viventi stated that the financial Statements were recommended for approval by Mr. Carl Warren. The Statements were unanimously approved by the Board. Mr. Viventi distributed copies of the prepared Project Ordinances and stated that Mr. Carl Warren has recommended them for approval by the Board for all current Capital Improvement projects. The Board approved the ordinances and they were signed by the Chairman Bisette and Secretary Herring.

BUSINESS:

New Business:

Mr. Viventi distributed copies of a prepared draft Procurement & Conflict of Interest Policy to be reviewed for adoption by the Board that includes all current Federal and State laws and guidelines recommended by the Local Governance Council. The Policy format is based on the University of North Carolina School of Government Publications Basic Legal Requirements for Construction "Most Restrictive Rule" Procurement Requirements under the Federal Uniform Guidance for North Carolina Local Governments, Comparison of Federal Uniform Guidance and State Procurement Requirements for North Carolina Local Governments and the Uniform Guidance Procurement Requirements for North Carolina Local Governments. Adoption of a Procurement and Conflict of Interest Policy has been also recommended by the Auditor and has been shown as a Finding in the last two Fiscal Year Financial Statements Reports.

Mr. Viventi informed the Board that the North Carolina Airports Association's annual conference scheduled for April has been postponed till June due to the COVID-10 Pandemic.

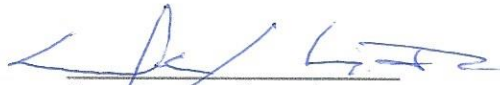
Mr. Hodges reported that Nash Co. Commissioner, Mr. Wayne Outlaw has requested a meeting to discuss a location for a new convenience center nearby that will not conflict with Airport operations.

The Board decided to hold an election in June to nominate and vote for the offices of Chairman and Vice Chairman of the Rocky Mount – Wilson Airport Authority.

CLOSING / ADJOURNMENT:

At approximately 1:29 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