

MEETING M I N U T E S

OF THE

ROCKY MOUNT - WILSON REGIONAL AIRPORT AUTHORITY

H E L D

TUESDAY, APRIL 21ST, 2020

AIRPORT TERMINAL LOBBY

BOARD MEMBERS PRESENT

MR. JOHNSON BISSETTE, CHAIRMAN
MR. GARRY HODGES, VICE CHAIRMAN
MR. DAN HERRING, SECRETARY
MR. CARL WARREN, TREASURER
MR. JAMES JOHNSON, III
MR. BILL BLACKMAN

BOARD MEMBERS ABSENT

MR. CHARLES MULLEN

EX OFFICIOS & STAFF PRESENT

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

GUESTS PRESENT

MR. PAUL SMITH, PE, W.K. DICKSON, INC.
MR. JOE HARTSFIELD, PRESIDENT HARTSFIELD NATIONAL AIRCRAFT, INC.

OPENING:

CALL TO ORDER

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

INVOCATION

Vice Chairman Garry Hodges delivered the invocation and blessed the food.

PLEDGE

The pledge of allegiance was led by Chairman Bissette.

INTRODUCTIONS

Chairman Bissette welcomed Mr. Smith 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. Garry Hodges and seconded by Mr. Bill Blackman to approve the minutes. All board members in attendance approved.

PRESENTATION / GUESTS:

Mr. Smith gave a briefing on the CARES Act and how the NC Division of Aviation (NCDOA) was administering the Federal funds which were being distributed to NC Commercial and General Aviation Airports. Mr. Viventi informed the Board that he had applied for \$69,000.00 in 100% funded grant monies and had been in contact with Mr. Rachel Bingham, Senior Project Manager at NCDOA regarding processing the grant.

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 March, due to the increase in temperatures and daylight, operations staff have begun necessary airfield maintenance including mowing weed whacking and herbicide applications. Several sections of the perimeter road have been repaired due to erosion and New high visibility yellow tie down chains have been added to the apron area.

Operations has completed several repairs on the Terminal building this month including replacement of the terminal building main HVAC system by Pemberton and much needed repairs & maintenance to the roof by BM Roofing contractors. Inefficient lighting in Hangar #2 has been replaced with LED lighting. Inoperable exterior overhead lighting around the exterior of the terminal building has been repaired by SE&M. The staff has also completed renovating the breezeway and walkway areas on the apron side of the terminal including, sanding, and painting the breezeway columns and power washing the sidewalk areas. Work has also begun on the landside parking areas in front of the terminal building adding new mulch and flowers in the planting areas.

The airport's required part 139 annual inspection has been re-scheduled from April to June by the FAA's certification inspection office. The airport's wildlife Depredation permit with the US Department of Fish and Wildlife and the North Carolina Wildlife Resource Commission has been renewed for another year. We have also coordinated with FAA and have registered with their on-line NOTAM services. Completion of the RW 4 Approach Lighting System (ALS) has been delayed due to problems encountered with the electrical cables under the highway and delay of replacement parts delivery. FAA has informed us that they are awaiting additional funding from Washington and currently cannot give us a timeline on completion date due to this.

Fixed Based Operations

Due to the COVID-19 Pandemic and subsequent nationwide response, Operations have declined dramatically. FBO revenues were down for March as we only sold 11,431 gallons over the past month and received \$2,644 in Fee revenues. The FBO did not cater to any Charter Trips or Freight operations this past month. Repairs however were made to the Ground Services Equipment during the down time and Aircraft washing and detailing services have remained busy. The cost of fuel dropped dramatically recently due to overproduction of crude oil, so we purchased a full load of AvGas and Jet A fuel early this month to take advantage of the reduced pricing.

Consulting / Project Development

1. Airport Master Plan and Airport Layout Plan (ALP)

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

2. Runway and Taxiway Rehabilitation project.

Final Inspection was conducted on October 22nd, 2019 and the project was accepted as substantially complete. Completion of remaining taxiway sign panels has been finished and project close out is underway.

3. 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. The schedule for bidding and release of construction funds is uncertain due to current NCDOT cash balances and financial management.

4. 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. Mr. Viventi advised the Board that the T-Hangar project was behind schedule, he and the engineer have put together a grant modification request to the State along with an amendment to the work authorization to cover the additional construction administration expenses incurred due to the extension in time as obligated by our grant agreement.

5. 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 site work has begun. Project is scheduled to be completed in May.

6. 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

Project 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 did not submit a report. Mr. Viventi reported that J.B. was back at Aircare and doing better but keeping social distance.

FINANCIAL REPORT:

The Budget and Finance Committee met earlier on April 21st to review the Financial Statements and discuss the 2019 budget and Annual Audit status. Mr. Warren briefed the board on the financial reports for February and March 2020 prepared by Anthony Tabb, CPA and reported that total current assets were \$225,479.47, current liabilities were \$47,537.83 and the fund balance was \$7,727,990.54. Total Operating Revenues were at 47.00% and total operating expenditures were at 50.06%. Mr. Warren informed the Board that the committee recommended approval of the February and March 2020 finance statements. Mr. Dan Herring made a motion to accept the financial reports as recommended. The motion was seconded by Mr. Garry Hodges and the Board approved the motion unanimously.

BUSINESS:

Unfinished Business:

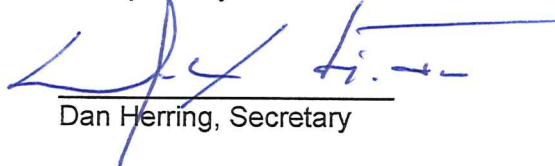
Mr. Viventi distributed copies of the revised draft Procurement & Conflict of Interest Policy which had been reviewed and included revisions by the Airport Authority's Attorney, Mr. Vince Durham. Mr. Viventi recommended the revised document be adopted by the board effective beginning next FY, July 1st, 2020. A motion was made by Mr. Garry Hodges to approve and adopt the policy as recommended. The motion was seconded by Mr. Dan Herring all in attendance approved unanimously.

New Business:

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:



Dan Herring, Secretary

