

MEETING MINUTES
OF THE
ROCKY MOUNT – WILSON REGIONAL AIRPORT AUTHORITY
HELD

Tuesday, May 19TH , 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. CHARLES MULLEN

BOARD MEMBER ABSENT

MR BILL BLACKMAN

EX OFFICIOS & STAFF PRESENT

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

ANGELA HESS, OFFICE MANAGER

GUESTS PRESENTS

MR. TIM GRUEBEL, PARRISH & PARTNERS
DAVID ADAMS, ADAMS AVIATION
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 Bisette at 12:00 p.m.

INVOCATION

Board member, Charles Mullen, delivered the invocation and blessed the food.

PLEDGE

The Pledge of Allegiance was led by Chairman Bisette.

INTRODUCTIONS

Chairman Bisette welcomed Mr. Adams and Mr. Gruebel.

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 Carl Warren to approve the minutes. All board members in attendance approved.

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 April, operations staff have begun major airfield mowing with the large tractor and Batwing mower paying special emphasis on the Runway Safety Areas (RSA) and Object Free Areas (OFA). Technicians have also been zero turn mowing around all runway and taxiway lights and signage in the RSAs and OFAs. Staff has also begun removing vines that are growing on perimeter fencing in the SW corner of the airfield. Operations has completed several repairs on Corporate hangars this month including repairs to the vinyl fencing behind Hangar #8 and repair of a water leak near Hangar #7. We have also received our annual Wildlife Depredation permits from Wildlife services that were renewed in March.

FIXED BASED OPERATIONS

Due to the continuing COVID-19 required lockdown orders, the FBO have continued to suffer from suppressed business as aircraft operations are down approximately 95%. FBO revenues were down even further in April as we sold only 6,276 gallons, down over 3,000 gallons from the previous month. The cost of fuel has continued to drop to all-time lows so we will purchase fuel as soon as volumes decrease enough to take on another load. The FBO did not cater to any charter trips or freight operations again this past month, so the FBO staff has begun assisting airports operations with landscaping around the terminal area while continuing to concentrate on aircraft washing and detailing services to help offset loss in revenues.

CONSULTING / PROJECT DEVELOPMENT

1. Airport Master Plan and Airport Layout (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 22, 2019 and the project was accepted as substantially complete. Completion or 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 JetA tank to the existing above ground fuel farm. The schedule for bidding and release construction funds is uncertain due to current NCDOT cash balances.

4. T-Hangar Development Project

Construction started on August 15, 2019 and the contract completion date is March 13th. Work progress has been impacted by weather and construction issues. The current estimated project completion date as reported by the contractor is May 29, 2020.

5. Self-Serve Fueling Station

This project will construct a new 24-hour self-serve fuel farm, offering both JetA and Avgas located on the southern end of the existing ramp. Notice to Proceed was issued for this project on December 10, 2019. Material acquisition is underway and site work has begun. Project is scheduled to be completed in June.

6. Funding Update

\$150,000 on 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 FY 14 & FY 15—Master Plan and Airport Layout Plan Update: \$250,000

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

NPE FY 20--\$150,000 TBD

Project Funding Update

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) (90%)

AIRCRAFT MAINTENANCE REPORT

Mr. J.B. Williams was not in attendance and did not submit a report. Mr. Viventi reported that he talked with J.B. the other day and he is healthy and doing well.

FINANCIAL REPORT

Mr. Warren stated that there was not a lot to talk about on the financial statements. We spent \$31,000 in operations because of the AC unit, fixing the roof, and the leak on Corporate Drive. Mr. Mullen asked if we had any ceiling tiles to replace the stained tiles. Mr. Viventi said that he will have Paul order them. A motion was made by Mr. Herring to approve the finances of the airport and seconded by Mr. Hodges. Mr. Viventi distributed a copy of the Audit contract with William R. Huneycutt for CPA PLLC for FY20 for \$13,000. Mr. Warren made a motion to approval the contract with the Auditor. The motion was seconded by Mr. Hodges and all in attendance approved and the motion passed. The Contract was signed by Chairman Bissett.

BUSINESS

UNFINISHED BUSINESS

Mr. Herring asked about the paving around the T-Hangars. Mr. Viventi stated that the contractors were working through some problems and that paving had been delayed. Mr. Hodges asked if any rain would be able to get into the hangars. Mr. Viventi said no because there is a lip that will stop the rain from coming in. Dion stated that RWI did get the CO for the first two hangars. Mr. Hodges mentioned about getting a PR event scheduled soon, but because of COVID-19, we need to wait until at least September. Mr. Viventi also stated that he wanted to wait and have everything done before having any event.

NEW BUSINESS

There was no new business to discuss

CLOSED SESSION

At this time, the regular meeting was closed at 12:30. A Closed Session started at 12:30 for the purpose of discussing economic development.

CLOSING / ADJOURNMENT

At 1:00 p.m., there being no further business to come before the board, the meeting of the Rocky Mount – Wilson Regional Airport Authority was adjourned.

Respectfully Submitted:

A handwritten signature in blue 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.

Dan Herring, Secretary