

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

Tuesday, June 16th , 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
MR. BILL BLACKMAN

EX OFFICIOS & STAFF PRESENT

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

ANGELA HESS, OFFICE MANAGER

GUESTS PRESENTS

Mr. Jason Kennedy, PE, WK Dickson

OPENING

CALL TO ORDER

A regular meeting of the Rocky – Mount Wilson Regional Airport was called to order by Chairman Johnson Bissette at 12:02 p.m.

INVOCATION

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

PLEDGE

The Pledge of Allegiance was led by Chairman Bissette.

INTRODUCTIONS

Chairman Bissette welcomed Mr. Jason Kennedy.

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 Garry Hodges and seconded by Charles Mullen 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 serviced the mowers and tractors and continued mowing with the large tractor and Batwing mower over the entire property including landside and airside areas. Technicians have cleaned up the vegetation around the entrance to prepare for renovation of the Marquis sign. Staff has doubled up on zero turn mowing around all runway and taxiway lights and signage in the RSAs and OFAs. Staff has cleaned up vegetation growing around the segmented circle and continued to remove vines that are growing on the remainder of perimeter fencing around the airfield. Operations has repaired two more water leaks found near Hangar #1. Maintenance Technicians have installed a new pair of drain tiles on the perimeter road that crosses the materials depot access road. Two new picnic tables with umbrellas have been added to the FBO area. Several recalls and parts replacements were made to the maintenance Mule and it is back in operational status. Operations

management arranged for Hangar #7 HVAC repairs to be completed this month by Narron Heating and Airconditioning Service. Gate #5 is temporarily closed as the electric has failed and several attempts to repair it have not been successful. Since COVID 19 has restricted FAA staff from completing their on-site Part 139 field inspections, we have uploaded all self-inspection reports directly to the FAA for review. On Friday June 5th, I received a courtesy call from Mr. Steve Hicks, director of the FAA Southern Region Airports District Office that KRWI has been awarded the FAA Southern Region Annual General Aviation Safety Award for 2019.

FIXED BASED OPERATIONS

Due to the Governor Cooper's COVID-19 Phase 2 orders, Fixed Based Operations have begun to bounce back slightly as business aircraft operations are beginning to pick back up especially with piston avgas aircraft customers. FBO fuel sales were up since last month 6,276 gallons to 10,889 gallons sold. The cost of fuel has since leveled off but not before we were able to top off our tanks. The FBO did not cater to any Charter Trips but we did one freight operation this past month. Aircraft washing and detailing services have continued to increase revenues. FBO staff mounted a new live tracking screen and pricing board in the retail area. The FBO has also recently received four new 5-star reviews this past month from transient customers lauding the excellent service they have received and complimenting us on the new Runway.

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, 2020. Work progress has been impacted by weather and construction issues. The current estimated project completion for the T-Hangars and associated paving in July 1st. Change Order #2 has been prepared for approval and includes additional elements selected to be included in the project. Change items include replacement of the old maintenance building with a larger building, additional site lighting around the T-Hangars, and an additional gate opening in the new perimeter security fence. Change Order #2 is approximately \$26,000 and includes a 60-day schedule extension for the construction of the larger maintenance building.

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 10, 2019, tanks were delivered to the site on June 12th, 2020, and 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 sees him walking briskly to and from his vehicle daily and he has been working from his office at Air Care.

FINANCIAL REPORT

Mr. Carl Warren stated that the financial statement looks good and there was not anything to talk about. He did state that it would be a great idea to go ahead and pay off the \$50,000 loan in July and possibly consider sending a credit to each subsidy if the budget allows in the next fiscal year. A motion was made by Garry Hodges to approve the finances of the airport and seconded by Charles Mullen. The motion was carried out unanimously from all board members.

BUSINESS

UNFINISHED BUSINESS

There was no unfinished business to discuss.

NEW BUSINESS

Mr. James Johnson stated that it was time to vote on new officers for the Airport Authority. Chairman Johnson Bissette agreed and started the process to nominate new officers. A motion was made by Carl Warren and seconded by James Johnson for Mr. Garry Hodges to become the new Chairman. The motion was carried unanimously. A motion was made by Mr. Johnson Bissette and seconded by James Johnson to name Mr. Bill Blackman as Vice Chairman. The motion was carried unanimously. Mr. Carl Warren and Dan Herring will remain as Treasurer and Secretary, respectively.

Garry Hodges made a motion to not have an Airport Authority Meeting in the month of July. Carl Warren seconded that motion. The motion was carried unanimously from all board members in attendance.

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:



Dan Herring, Secretary