

**ROCKY MOUNT – WILSON REGIONAL AIRPORT
AUTHORITY MEETING**

Tuesday, August 18th, 2020

Airport Terminal Lobby

BOARD MEMBERS PRESENT

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

EX OFFICIOS & STAFF PRESENT

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

GUESTS PRESENT

Mr. Jason Kennedy, PE, WK Dickson
Mr. Tim Gruebel, PE, Parrish and Partners Consultants
Mr. Trey Lewis, Regional Representative, Sen. Thom Tillis, US Senate
Ms. Betty Jo Shephard, Field Representative, Sen. Richard Burr, US Senate
Mr. Joe Hartsfield, President, Hartsfield National Aviation

OPENING

CALL TO ORDER

A regular meeting of the Rocky Mount – Wilson Regional Airport was called to order by Chairman Garry Hodges at 12:00 p.m.

INVOCATION

Special guest, Mr. Jason Kennedy, delivered the invocation and blessed the food.

PLEDGE

The Pledge of Allegiance was led by the Chairman, Mr. Garry Hodges.

INTRODUCTIONS

Chairman Hodges welcomed Mr. Jason Kennedy from WK Dickson, Mr. Tim Gruebel from Parrish and Partners, and Mr. Joe Hartsfield from Hartsfield Aviation. A special welcome was given the Mr. Trey Lewis, Regional Representative for Sen. Thom Tillis, and Ms. Betty Jo Shephard, Field Representative for Sen. Richard Burr.

READING / APPROVAL OF MINUTES

The minutes from the previous meeting held in June, were distributed prior to the meeting, and read by the board members. A motion was made by Vice Chairman, Mr. Bill Blackman to approve the minutes, the motion was seconded by Mr. Carl Warren. The motion was carried unanimously.

DIRECTOR'S REPORT

Mr. Viventi briefed the Authority Members with the following Director's Report for the previous month:

ADMINISTRATION

Last month, on July 17th, the airport hosted a virtual meeting with the Federal EDA, the NCDOT, the Rocky Mount MPO and Nash County Economic Development to discuss the Aviation Industrial Park Master Plan project. Also last month, Mr. Hodges and I participated in the Nash County Economic Digital Focus Group to discuss the proposed park. Over the past two months the airport added two part time employees to cover the weekend shift as operational numbers are now picking up. This month, KRWI received

the Federal CARES Act grant funding to help over salary costs incurred during the COVID pandemic in the amount of \$69,000 from NCDOT. This month the airport has negotiated a short-term monthly lease with Adams Aviation to provide additional Aircraft and Powerplant maintenance services here on the field. The Annual FAA 14 CFR part 139 in-person inspection RWI was canceled this year, however, RWI submitted all records to the FAA for review and comment. Last week, Mr. Reason and I attended the FAA's annual Southern Region virtual airport conference where the FAA made a formal announcement on August 11th, that RWI had received FAA's Southern Region annual GA Safety Award. The actual awards will be co-presented at their next conference scheduled in April 2021. On August 12th, Mr. Helms and I completed the NCAirTAP Airport Leadership and management virtual FBO Course.

AIRPORT OPERATIONS AND MAINTENANCE

During the months of June and July, operations staff performed extensive mowing operations over the entire property including landside and airside areas as recent weather conditions have proved to be very conducive to healthy vegetative growth. Riffenburg Electrical contractors completed necessary repairs to the rotating beacon and the entrance sign lighting to the airport. In house maintenance technicians have made two waterline repairs at Hangar 1, cleaned up the segmented circle and replaced damaged ceiling tiles. B&M Roofing was hired to repair the remaining leaks in the terminal building. The Airport purchased a new zero-turn mower for the airfield mowing around the new taxi lights and signage. Our in-house technicians repaired the old mowers which will now be used to maintain the landside grassed areas. C&C industries performed a complimentary Apron sweep and FOD removal of the entire apron to demonstrate their services if needed in the future. Segars Fencing was hired to repair the electric gate after several attempts to repair in-house proved unfruitful as it was soon discovered that the electrical circuit board needed replacement. Dish Technologies has completed the airport wide WIFI system this month and WIFI is now available for free to all airport tenants and transient customers.

FIXED BASED OPERATIONS

Fixed Based Operations continue to increase slightly more as business and pleasure aircraft operations are picking up more these past two months. FBO fuel sales were up over the past two months from 10,956 and 17,905 gallons in June and July, respectively. The FBO catered to one Charter Trip and four freight runs since last report. Aircraft washing and detailing services have continued to increase revenues as more and more customers are finding out about the services. The FBO continues to reel in 5 star reviews from transient customers who have reported that after reading the last few month's outstanding reviews, decided to stop in for themselves, not to be disappointed by our excellent facilities and southern charm and courtesy.

CONSULTING / PROJECT DEVELOPMENT

1. Airport Master Plan and Airport Layout (ALP)

WK Dickson is finalizing the plans and will be submitting them to NCDOT for review and approval.

2. Runway and Taxiway Rehabilitation Project.

I am pleased to report that Allega Cement Contractors has agreed to complete the high intensity LED runway lighting replacement change order work we recently requested utilizing their subcontractor, Southeast Electrical, to take advantage of the remaining grant funds in the Runway / Taxiway Rehabilitation Project.

3. Underground Fuel Farm Closure and Above Ground Fuel Farm Improvements

The UST removal project is complete. The Above Ground Fuel Farm Improvements project design is now complete and awaiting approval from the NCDOT DOA to go to bid. When approved, this project will add the 20,000-gallon Jet A tank to the existing above ground fuel farm and provide much needed additional volume capacity. NCDOT recently announced that all new project funding request will not be considered until Spring 2021.

4. T-Hangar Development Project

The vertical construction portion is substantially complete, and all the asphalt paving has been completed as well. PLT must still establish suitable vegetative covering before DEQ will release them to fill in the temporary sedimentation pond and finish all remaining grading and seeding. Change Order #2 has been approved and includes the additional elements items requested including 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

First Petroleum contractors have recently installed the fuel pumps and cross walk to the tanks. Riffenburg has completed the electrical panel and underground service. Goldsboro Signs will be onsite on Friday to install the Aeroshell sign. The project is scheduled to be completed by the end of August.

6. Airport Minimum Improvements Safety Project

I have been coordinating recently with Mr. Tim Gruebel, PE of Parrish and Partners and our DOA Airport Project Manager, Mr. James Fuller, PE to put together an advantageous strategy to combine our Obstruction Clearing, RPZ property acquisition and ODAL approach lighting improvement projects into one Safety Project that hopefully will rank high and compete strong for Federal AIP funding this year which has been recently announced may be funded at 100%. Mr. Gruebel presented a

preliminary plan exhibit and cost estimate and discussed how the project could be funded at 100% with AIP grants.

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.

FINANCIAL REPORT

The Treasurer, Mr. Carl Warren reviewed the finance reports of the airport for June and July and recommended that the board approve the reports. A motion was made by Mr. Dan Herring to approve the finance reports for June and July and the motion was seconded by Mr. Charles Mullen. The motion was carried unanimously. Mr. Viventi advised the board that we had received our annual audit review letter from the LGC for FY19 and that he will prepare a response letter.

BUSINESS

UNFINISHED BUSINESS

There was no unfinished business to discuss.

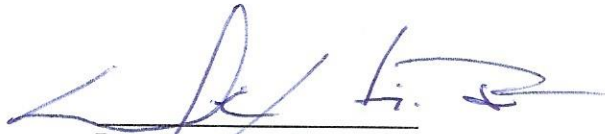
NEW BUSINESS

Mr. Trey Lewis gave a briefing to the board on the Hill's Act. Ms. Betty Jo Shephard gave a briefing on the Hero's Act and Mr. Gruebel gave a briefing on the Status of General Aviation and current industry trends.

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