

MEETING MINUTES

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

HELD

Tuesday, September 15th, 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

MRS. ANGELA HESS, OFFICE MANAGER

GUESTS PRESENT

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 Garry Hodges at 12:05 p.m.

INVOCATION

Board Member, Charles Mullen, 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 to the meeting.

READING / APPROVAL OF MINUTES

The minutes from the previous meeting held in August, were distributed prior to the meeting, and read by the board members. A motion was made by Mr. Bill Blackman and seconded by Mr. 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:

ADMINISTRATION

On September 2nd, I drafted a response letter to the NC Treasurers office regarding our FY 2019 LGC Unit Audit review letter dated June 30th, 2020 and submitted it to the Director of Fiscal Management, Ms. Sharon Edmondson, MPA, CPA for review and comment. Ms. Edmondson granted the airport a deadline extension in order that the board may approve it at their next regularly scheduled monthly meeting. On September 4th, I provided the Airport's 2020 Annual Part 139 Airport Certification Inspection discrepancy response letter to Mr. John N. Fotiadis, FAA Southern Region Airport Certification Safety Inspector. On September 9th, the airport received its official Part 139

compliance notification letter commending RWI on its expeditious response on all identified discrepancy corrections. Over the past month, the Operations manager, the FBO manager, & EMS chief and I have completed an updated draft of the Airport Certification Manual based on the FAA's latest guidelines and will be submitting it to the FAA for their approval next month. The airport has received three estimates to repair the roof on Hangar 01 and that I recommend contracting with Metal Building Restoration Inc. based on the prepared summary and comparison quote sheet. A motion was made by Dan Herring to move forward with the roof repair of Hangar 01 and seconded by Mr. Charles Mullen.

AIRPORT OPERATIONS AND MAINTENANCE

During the months of June and July, operations staff continued to perform extensive mowing operations over the entire property including landside and airside areas with assistance from our temporary / seasonal part-time employees. The old rotary bush hog required new blades to be installed and a turnbuckle repair on the leveling wheels. The operations supervisor, Mr. Pauly Reason, has drafted an updated airfield inspection plan for the new Airport Certification manual and prepared and updated winter maintenance plan. Our in-house technicians finished up landscaping around Hangar 08 and installed new mailboxes on Fuel Farm Lane for tenants on FAA Drive. With the assistance of Riffenburg Electrical Contractors, the PAPIs were reset on RW 04. Dish Technologies is currently installing infrared WIFE cameras on all Electronic gates which will be added to our existing security and surveillance system. Last month we removed the old Air Care sign on Hangar 021 and replaced it with the new LED "KRWI" lighted panels.

FIXED BASED OPERATIONS

Fixed Based Operations continue to attract customers to TWI over the past month. FBO fuel sales were holding steady over the month from 17,905 gallons sold in July to 17,286 gallons in August. The FBO catered to one freight run since last report. Aircraft washing and detailing services have continued to increase revenues as more and more customers are finding out about the service, the FBO collected over \$4,700 in fees and received another 5-star review online.

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 22nd, 2019 and the project was accepted as substantially complete. The 1-year warranty inspection with the contractor is scheduled for September 22nd, 2020.

Additional design documents are being prepared by WK Dickson for issuance to the general contractor for final pricing and construction of the LED Runway lights.

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 on 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.

4. T-Hangar Development Project

All 23 T-Hangars units are complete and have been turned over to the airport for use. Remaining work includes construction of new maintenance building, removal of temporary erosion control devices and completion of punch list items. Estimated completion date for all work is October 31st, 2020.

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 on December 10th, 2019, tanks were delivered to the site on June 12th, 2020. The general contractor's most current schedule shows work will be completed by August 28th. Currently work is not complete, and coordination is ongoing to address several outstanding construction issues.

6. Airport Minimum Improvements Safety Project

\$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 NEP Funds:

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

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 August and recommended that the board approve the reports. A motion was made by Mr. James Johnson to approve the finance reports for August and the motion was seconded by Mr. Dan Herring. The motion was carried unanimously.

BUSINESS

UNFINISHED BUSINESS

Mr. Viventi informed the board that both he and Mr. Mullen had reviewed the qualifications and references regarding the Astec roofing contract and finding them satisfactory recommended to the board to move forward with the roof repair project. After a brief discussion, the board directed Mr. Viventi to contact Astec and have them begin the work as soon as possible.

NEW BUSINESS

Mr. Dion Viventi notified the board that he, Mr. Charles Mullen, and Mr. Garry Hodges will be attending the Nash County Commissioner's meeting on September 21st, 2020 where he plans to give a presentation on the airport. Dion asked Mr. Bill Blackman when he could make his presentation to the Wilson County Commissioner's. Mr. Blackman said that it would be sometime in November 2020.

CLOSING / ADJOURNMENT

At 1:15 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