

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

Tuesday, October 20th, 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. JAMES JOHNSON, III

BOARD MEMBERS NOT PRESENT

MR. JOHNSON BISSETTE
MR. CHARLES MULLENS

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
Mr. Paul Smith, 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 12:00 p.m.

INVOCATION

Chairman Garry Hodges delivered the invocation and blessed the food.

PLEDGE

The Pledge of Allegiance was led by Mr. Dan Herring.

INTRODUCTIONS

Chairman Hodges welcomed Mr. Jason Kennedy and Mr. Paul Smith from WK Dickson to the meeting.

READING / APPROVAL OF MINUTES

The minutes from the previous meeting held in September, 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 with corrections. 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 22nd, I attended an online virtual meeting with NCDOA and WK Dickson to discuss the status of the RWI ALP update project and subsequent review submittals. On September 24th, October 1st, and October 5th, I met with Mr. Al Oats to discuss his desire to construct a new Box Hangar for his Gulfstream III. On September 29th, I met with Mr. Ryan Schultz of Carolina Gateways Partnership to discuss the updates at the

airport and to provide him with a copy of our recent PPT presentation and additional pictures for there use in the marketing property and economic development in the area. Mr. Schultz has released an email blast featuring the airport to prospective clients with the information provided. On October 2nd, I met with Allega Cement and Southeast Electrical contractors along with our team from WK Dickson to perform the 11-month warrantee walk through for the RW & TW rehabilitation project. On October 14th, Mr. Garry Hodges and I attended the Nash County Duke NRG site readiness meeting at the Nash County Board of Commissioners meeting in Nashville.

AIRPORT OPERATIONS AND MAINTENANCE

During the months of September, 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. Our in-house technicians have begun replacing old fluorescent lighting with more energy efficient LED ceiling panels in the terminal building. Operations staff has constructed new mailboxes for the FAA drive tenants and installed them at the new electronic gate and repaired the Bi-fold hangar door on Hangar #6. Our in-house technicians finished up landscaping around hangar #8 and installed new mailboxes on Fuel Farm Lane for tenants on FAA Drive. Operations acquired a new A-boom mower attachment for the John Deere tractor which will be used to maintain the drainage ditches on the airfield and reduce wildlife habitat during the winter months. The marquee sign at the entrance was refurbished with new paint, panels, decals, and new LED lighting was installed. Metal Building Restorations have begun installing the new Aztec roofing on Hangar #1.

FIXED BASED OPERATIONS

Fixed Based Operations fuel sales were down for the month from 17,286 gallons sold in August to 16,112 gallons in September. The FBO catered to two freight run since last report. Aircraft washing and detailing services have continued to contribute to revenues as another based customer procured RWI to clean and wash their aircraft. The FBO collected over \$3,800 in fees and received two more 5-star reviews online. The Clark aircraft TUG has been renovated with new tires, lights, and seats with the help of Carolina GSE.

CONSULTING / PROJECT DEVELOPMENT

1. Airport Master Plan and Airport Layout (ALP)

A meeting with NCDOA was held on September 22nd to discuss the status of the ALP and Master Plan project. NCDOA requested that the master plan be updated to reflect 2020 as the baseline year and acknowledge possible impacts of COVID-19 on future

airport operations and development. An amendment to the work authorization for this additional work has been prepared and submitted to NCDOA for discussion.

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 was conducted on October 2nd, 2020. A few more minor issues were identified which the contractor agreed to correct. The grant budget modification is processing that will add design and construction administration for the runway lights to the grant. Additional design documents will be prepared by WK Dickson for issuance to the general contractor for final pricing and construction of the LED Runway lights. Construction of lights is tentatively scheduled for Spring 2021.

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

The existing underground tanks have been excavated and removed from the airport. The Above Ground Fuel Farm Improvements project will add a 20,000-gallon Jet A tank to the existing above ground fuel farm. The schedule for bidding and release of construction funds is uncertain due to current NCDOT cash balances.

4. T-Hangar Development Project

All 23 T-Hangar 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. 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 NEP Funds:

NPE FY14 & FY15: Master Plan and Airport Layout Plan Update: \$250,000

NPE FY16 & FY19: 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 September and recommended that the board approve the reports. A motion was made by Mr. Dan Herring to approve the finance reports for September and the motion was seconded by Mr. Bill Blackman. The motion was carried unanimously.

BUSINESS

Unfinished Business

Mr. Smith discussed the meeting with the NCDOA regarding the ALP Master Plan and the State's request to reset the baseline to start at 2020 instead of 2017 as originally written. Mr. Viventi expressed his concerns regarding the additional \$20,000 in cost to implement the revised study when the forecasting actually predicted the growth accurately. After some discussion, a motion was made by Mr. James Johnson and seconded by Mr. Bill Blackman for Mr. Viventi to write a letter to NCDOA requesting reconsideration of the State's request to accept the completed masterplan forecasting using the 2017 data.

Mr. Carl Warren mentioned his concerns with Sharpsburg Sewer service and how much we are using to warrant the \$650 fee that the Airport Authority must pay each month. Mr. Kennedy pointed out that based on the amount of water the airport currently uses, the sewer bill from Nash County would be significantly higher based on their billing rates and that staying with Sharpsburg as long as the Lift station was functional and the Town of Sharpsburg would still accept our flow would be in the airport's best interests.

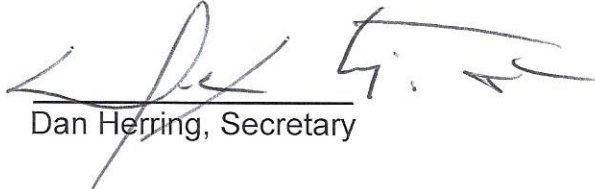
New Business

Mr. Dion Viventi reported to the board that he received a call from the Nash County planning department informing him of the purchase of an 11 acre property adjacent to the airport by a builder intending to develop the property with residential housing on Hwy 97 and requesting information regarding the building height restrictions that apply to the property.

CLOSING / ADJOURNMENT

At 1:21 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