

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

Tuesday, November 17th, 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
MR. JOHNSON BISSETTE
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. Al Oats, President & Owner, Strokin Racing Inc.
Mr. Doug Broughton, PM, Calvin Davenport GC, Inc.
Mr. Zee Lamb, Nash County Manager
Mr. Jason Kennedy, PE, WK Dickson
Mr. Tim Gruebel, PE, Parrish & Partners

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

Board Member, Mr. Charles Mullen, delivered the invocation and blessed the food.

PLEDGE

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

INTRODUCTIONS

Chairman Hodges welcomed Mr. Jason Kennedy from WK Dickson, Mr. Tim Gruebel from Parish & Partners, and Mr. Doug Broughton, from Calvin Davenport, to the meeting. He also welcomed Mr. Zee Lamb, Nash County Manager, and Mr. Al Oats from Strokin Racing, Inc.

READING / APPROVAL OF MINUTES

The minutes from the previous meeting held in October, were distributed prior to the meeting, and read by the board members. A motion was made by Mr. Charles Mullen and seconded by Mr. Bill Blackman 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 October 26th, Mr. Jason Kennedy and I attended the T-Hangar Final Inspection meeting with PLT Contractors and ABCO Builders to finalize punch list items and discuss final acceptance of the project. Also, on that day I attended the Nash County Commissioners meeting where Mr. Ted Abernathy with Economic Leadership gave a presentation on the Nash County Economic Development Strategic Plan. On November 2nd, RWI accommodated a visit from the Vice President of the United States, Mike Pence, and catered to Air Force 2, and their

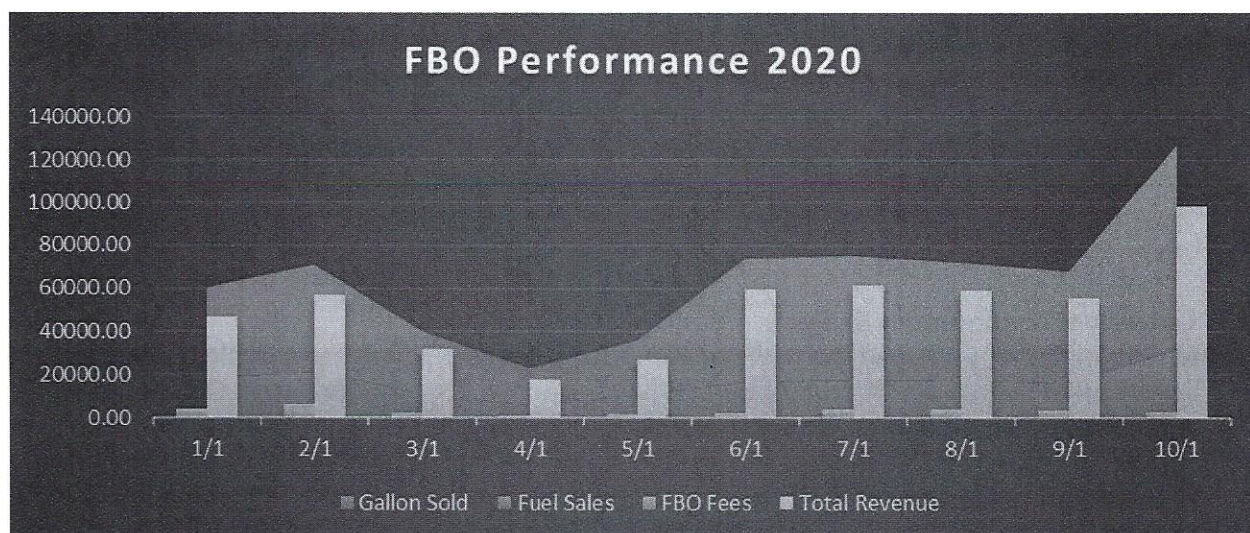
accompanying logistics aircraft, the C-17 Globemaster III. The airport provided the venue for the rally which attracted more than 1800 people according to the Secret Service.

AIRPORT OPERATIONS AND MAINTENANCE

Since last month, operations staff began ditch cleaning operations over the entire airfield starting with those drainage structures closest to the terminal area in preparation for winter rains and wildlife hazard mitigation. Our in-house technicians have begun replacing the old HID exterior lighting on the maintenance barn and fire house with new LED wall packs. The new electric sliding gate on the south side entrance to the T-Hangars is now operational and all tenants have been given a gate code in order to gain access. Metal Building Restorations have completed the prep work on Hangar #1 and have begun sealing the roof.

FIXED BASED OPERATIONS

Fixed Based Operations fuel sales were up substantially for the month from 16,112 gallons sold in September to 32,019 gallons in October collecting over \$94,000 in fuel sales. The FBO collected over \$3,100 in fees including another aircraft detailing job and received yet another 5-star review online. Total revenue for the FBO this month exceeds \$98,000 which represents an increase of almost 80% from last reporting period. Mr. Viventi distributed to the board a graph showing the FBO revenue performance for 2020 showing an overall increase in fuel sales and fees except for a noticeable dip from February through April due to the COVID pandemic outbreak.



CONSULTING / PROJECT DEVELOPMENT

1. Airport Master Plan and Airport Layout Plan (ALP)

A meeting with NCDOA was held on September 22 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.

Actual airport development and growth that has occurred from 2017 to 2020 closely matches the planned development and forecasted growth shown in the previously prepared report which uses 2017 as the base year. Estimated cost for the requested plan update is \$20,000 and can be funded with NPE funding.

Given that the existing 2017 forecasting aligns with actual observations from 2017-2020, and the uncertainty of predicting how COVID-19 may impact airport operations and development, RWI does not believe that the plan update is warranted or will produce valuable new information. RWI submitted a letter to NCDOA requesting that this update not be required and is awaiting a response.

2. Runway and Taxiway Pavement Rehabilitation project.

The grant budget modification is processing that will add design and construction administration of 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 of 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. NCDOA recently issued notification that projects with existing grant awards may be allowed to bid and go to construction at this time. An updated cost estimate has been submitted to NCDOA and authorization for bidding has been requested.

4. T-Hangar Development Project

All 23 T- Hangar units and the new maintenance storage building are complete and have been turned over to the airport for use. Final inspection was conducted on October 26th and a few remaining punch list items are being finalized.

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. Coordination is ongoing to correct outstanding punch list items. Once the system is complete, Titan fuels will conduct acceptance testing of the new tanks. Estimated project completion is January 2021.

Funding Updates

\$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 NPE Funds:

NPE FY14 & FY15: 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 & 21: TBD

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 for October and stated that we continue to have good news on the operations report. The Operating Revenues are right on schedule for the year, and the Fixed Based Operations Revenue had a good month. The Revenue was \$102,000 and the Expenditures were \$49,000, showing a gain of \$53,000 and that is a track we want to take. Operations Expenditures shows some spending that includes the A-Boom mower for \$17,000, as well as \$33,000 for the roof repair for Hangar #1. Mr. Garry Hodges asked Mr. Zee Lamb when we could expect our Sales Tax Refund. Mr. Lamb said that he wished he could nail down a day, but we should expect the refund sometime in the spring. Mr. Carl Warren 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. Al Oats, from Strokin Racing, Inc., came to talk about a proposed development where he would like to build two hangars for his G-3, possibly a G-5, and possibly a helicopter. He and Mr. Viventi have talked for a while discussing the options which include numbers, and a good location for the hangars. Mr. Tim Gruebel and Mr. Doug Broughton, Mr. Oats' contractor, got together and discussed a design plan and where the hangars would be built. Mr. Viventi has prepared a draft lease for Mr. Oats to review. Mr. Oats stated that he is ready to sign the lease and wants to get things started. Mr. Gruebel stated that the preliminary site does work well using a design build format for the project with a rapid pace to complete site design permitting so that the construction can begin. Mr. Broughton stated that from design to completion, the project could take anywhere from 9 months to a year. The corporate hangar that is being proposed in the area will follow in line with this proposed development, so for it to all work out, we need some type of commitment from Nash County to secure any additional property outside

of the Airport property limits to accommodate a larger hangar than previously anticipated. Mr. Hodges requested that Nash County consider a transfer of ownership of the 11-acres contiguous to the Rocky Mount -Wilson Regional Airport for this development as well as future corporate developments. Mr. Zee Lamb stated that Nash County would be a friendly partner. Mr. Lamb stated that the Nash County board of Commissioners were planning to have a closed session meeting on December 7th to discuss the request for transfer of the property to the airport.

Mr. Viventi made a recommendation to the board to write a formal request to the County to consider the land transfer and if it is approved to then continue to move forward with the proposed development planning along with Mr. Oates. Mr. Mullen made a motion for the Director to proceed as per the recommendation. The motion was seconded by Mr. Dan Herring. All in attendance approved.

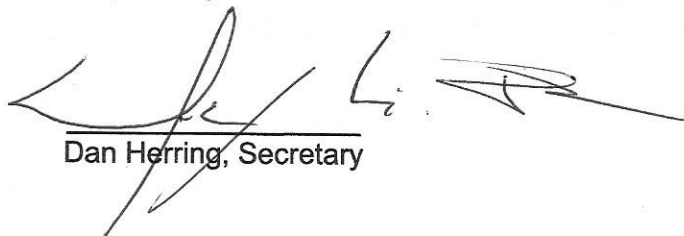
New Business

Mr. Viventi made a recommendation for the Authority to recess for the month of December and resume in January 2021. The motion was made by Mr. Carl Warren and seconded by Mr. Charles Mullen. All in attendance approved.

CLOSING / ADJOURNMENT

At 1:07 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