

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

Tuesday, January 19, 2021

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

BOARD MEMBERS NOT PRESENT

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 12:04 p.m.

INVOCATION

Board Member, Mr. Carl Warren, 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

READING / APPROVAL OF MINUTES

The minutes from the previous meeting held in November, 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 December 7th , I met with Mr. Gruebel of Parrish & Partners to discuss their scoping proposal for a planned Runway safety project based on data obtained from the FAA showing obstruction penetrations to both Runway approaches. On December 14th, Mr. Charles Mullen, Chairman Garry Hodges, and I met with Nash Co. Bd. of Commissioners Chairman, Mr. Robbie Davis and Nash County Manager, Mr. Zee Lamb to discuss further the property transfer request on behalf of the Airport Authority based on Strokin Racing's request to build new aircraft

hangars on taxiway Delta. I have subsequently prepared a formal letter of request and submitted it to the County Manager. The Chairman of the Bd responded in kind and forwarded the airport a letter informing the Airport Authority that it agrees to transfer a 2-acre portion of contiguous land to accommodate the proposed future hangar development. On December 17th I met with a Mr. Will Bryson of NatureChem to discuss their company's contract airfield maintenance services. On December 21st, I met with Mr. Richard Walls of Walls Electrical Engineering to inspect the project site and review the proposed Runway LED lighting change order design. On December 29th I met with Mr. Timothy Walker to review his proposal to offer local rental car services to the airport. On the first week of January, my staff and I completed Employee Evaluations for all full and part time employees for 2020 and updated all employee tax documentation, health plan and retirement options. On January 8th I attended a virtual airport advanced briefing hosted by the NCDOT and presented by Director Bobby Walston on the State of Aviation and its economic impact and to advise airports on the upcoming press releases and airport manager's toolkits and talking points for local municipal presentations. On December 12th we reconvened for the NCDOT DOA Quarterly Airport Managers meeting in which KRWI was featured prominently in the Division of Aviation's new project presentation.

Airport Operations and Maintenance

Over the past few months, it has been very wet, and the growing season has come to an end, so operations staff have begun shifting from airfield mowing to equipment maintenance and upgrades and repairs of buildings and systems. Wildlife hazard refresher training was conducted on site and routine Hangar Inspections have started. Maintenance Technicians have also continued to replace outdated and inefficient fluorescent tube lighting in the terminal with new LED flat panel replacements. Hangar #1 restoration efforts are in full swing as Operations Staff removed the overgrown trees and bushes from the north side of the building to prepare for upcoming repairs and repainting. Metal Building Restoration Inc. completed the Aztec Roofing project on Hangar #1 and are preparing updated estimates for the gutter and sheeting repairs.

Fixed Based Operations

Fixed Based Operations sales continue to soar for the months of November and December as we sold 34,514 and 26,417 gallons of fuel resulting in approx. \$109,700 and \$85,000 in fuel sales respectively for those months. The FBO began catering again to freight runs during the past few months primarily for CDC which accounts substantially to the increase in revenues totaling over \$125,180 and \$106,505 respectively for November and December. Note: November fuel sales are the highest recorded at the airport since 2016. The FBO completed remodeling of the old commercial ticket sales counter area and converted it to a more modern café area which now includes café style tables and stools for GA pilots, patrons, and guests to snack in the vending area. Artwork on the walls were donated by Titan Aviation depicting historical aviation events in history with a Aeroshell theme.

CONSULTING / PROJECT DEVELOPMENT

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

NCDOA has requested that the master plan be updated to reflect 2019 as the baseline year and acknowledge possible impacts of COVID-19 on future airport operations and development.

Given that the existing 2017 forecasting aligns with actual observations from 2017-2020, and the uncertainty of predicting how COV-19 may impact airport operations and development, RWI does not believe that the plan update is needed and submitted a letter requesting NCDOA reconsider this direction. In December, NCDOA responded with direction to update the plan as requested, so that it reflects the most current information available.

2. Runway and Taxiway Pavement Rehabilitation project.

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. 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 to replace the capacity of the underground tanks that were removed.

NCDOA has requested updated cost estimates and detailed justification to support the use of grant funds for the additional tank. These items are being prepared and will be submitted to NCDOA this month.

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. RWI is waiting on the contractor to submit the final pay request, as-built survey and contract close out documents.

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. Once the system is complete, Titan fuels will conduct acceptance testing of the new tanks. Estimated project completion is March 2021.

Project 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 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

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 November and December 2020 and stated that we continue to have good news on freight and fuel sales. Mr. Warren stated that there will be a meeting in February to discuss how the airport could be self-sustaining. A motion was made by Mr. Bill Blackman to approve the finance reports and the motion was seconded by Mr. Johnson Bissette. The motion was carried unanimously.

BUSINESS

Unfinished Business

There was not any unfinished business to discuss.

New Business

There was not any new business to discuss.

Correspondence and Announcements

Correspondence:

03/11/20 Civil Air Patrol – Certification of Appreciation from Tar River Composite Squadron for Wilson JROTC tour

06/19/20 AECOM –Professional Services invoice for Independent Fee Evaluation for T-Hangar development

08/27/20 PGUI – Public Officials Management & employment Practices Liability Quotation

09/25/20 John Deere - Purchase Order for Hardee Rear Boom Mower

09/28/20 KRWI – Record of Negotiations with WKD for Runway & Taxiway Pavement Rehab project letter to NCDOT

09/28/20 KRWI – Record of Negotiations with WKD for T-Hangar and Taxilane project letter to NCDOT

09/28/20 Metal Building Restoration Contract for Hangar #1 Roof repair

09/29/20 KRWI – Request for Reimbursement for Claim #5 for Runway and Taxiway Design project to NCDOA

09/29/20 NCDOT – Risk Assessment Notification Letter

10/01/20 NCDOT – Notification of Award – Airfield Improvements - \$150,000

10/01/20 S&ME – UST tank closure confirmation correspondence

10/08/20 ABCO – T-Hangar repair invoice for B-2

10/20/20 NCDOT – Funding Support Update for NC General Aviation Airports

10/29/20 RNC – Signed venue agreement

11/13/20 WK Dickson – Notification of substantial completion letter to PLT for T-Hangar Construction

10/30/20 NCDEQ – Letter of project closure report for sedimentation and erosion control for T-Hangar construction

11/16/20 NCDOA – Runway and Taxiway Overlay Design close out notification

11/21/20 KRWI – T-Hangar project Agreement Change Request to NCDOA

11/25/20 KRWI – Above Ground Fuel Farm Improvements 20,000 Gallon Jet A Tank Justification letter to NCDOA

11/25/20 KRWI – Above Ground Fuel Farm Improvements Request for additional funding and authorization to bid letter to NCDOA

11/25/20 KRWI – Runway Full Depth Reclamation Agreement Change Request to NCDOA

11/25/20 KRWI – Taxiway and Hangars request for reimbursement to NCDOA

12/31/20 NCDEQ – Underground Storage Tank Permit Tank Fee Notice to Air Care

11/28/20 NCDOT – Grant Agreement modification Approval for LED Runway lighting Change order request

09/11/20 KRWI – Submitted Revised Airport Certification Manual to FAA

12/01/20 Bill Rowe – Lease renewal letter for Hangar #7

12/04/20 KRWI – Property transfer request letter to Nash County

12/17/20 Nash County – Property transfer approval letter

01/04/21 WK Dickson - Application for Payment #13 transmittal

Announcements:

Wilson County Bd. of Commissioners Airport Briefing: February 1st, 2021

Next NCAA Bd. of Directors Meeting date: February 12th, 2021

Next Airport Authority Regular Meeting date: February 16th, 2021

Annual NCAA Airport Conference (Virtual) March 9th- March 11th, 2021

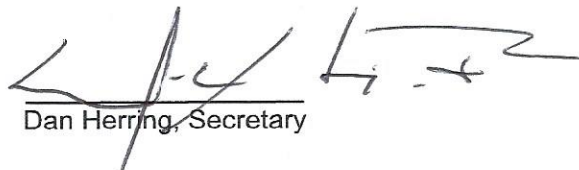
Self-Serve Fuel Farm anticipated completion date: March 2021

Runway and Taxiway Rehab Project LED Runway Lighting upgrade anticipated completion date: June 2021

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