

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

Tuesday, February 16, 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
MR. CHARLES MULLEN

BOARD MEMBERS NOT PRESENT

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. Tim Gruebel, PE, Parrish & Partners

Airport in Red Oak. On February 9th, Mr. Kennedy of WK Dickson hosted a teleconference for NCDOA Airport Project Manager, Mr. James Fuller, and me to discuss and make final recommendations on the Above Ground Fuel Farm Improvement project justification letter to the DOT where we all agreed that the project would be recommended to the Division as a project to consider for funding at the March Bd. of Transportation meeting. On February 10th I teleconferenced with the editor of Airport Improvement magazine to discuss their intentions to interview us and feature an article about KRWI in the March edition of their national distribution. On February 12th I attended the NCAA Board of Director's meeting where the Bd. voted to move the 2021 annual convention from March to August in Pinehurst NC. NCDOA Director, Mr. Bobby Walston reported that the FAA would soon be releasing annual funding information and that there were some new bills circulating in congress to continue funding through FY 21.

Finance Management

On February 2nd, The Self-Sustaining Airport Committee composed of Chairman Hodges, Mr. Johnson and Treasurer Warren and I met in the Airport Conference room to discuss the next step in our endeavor to achieve Self-Sustaining status. The Committee's recommendation to the Board is two new line items to next year's budget proposal including: 1) Add a 20% subsidies rebate line item for the municipal partners into the budget as a disbursement and 2) Add a Capital Reserve Line item into the budget. The Capital Reserve could be designated to fully fund the annual FAA Non-Primary Entitlement Grant 10% Local Match. The budget committee will be meeting this month to finalize a draft budget for FY 21-22. On February 1st, Ms. Angela Hess and I met to plan out a strategy to transition away from ADP for payroll over completely to QuickBooks online to reduce costs and streamline information to the accountants and auditor. On January 28th, Mr. Steve Hackett, CPA of William Huneycutt CPA, PLLC forwarding us an email requesting a contract amendment be approved by the Board to extend the 2020 audit contract to February 28th. On February 14th I signed the Auditor's Management Representation Letter and forwarded it to Mr. Hackett.

Airport Operations and Maintenance

Over the past few months, the airport has continued to see record rainfall resulting in a very wet airfield, regardless the new runway, taxiway and taxilane construction has proved to be an outstanding improvement as there have been no signs of flooding or ponding anywhere on the newly constructed facilities. Maintenance staff has continued to work on equipment maintenance and upgrades and repairs of buildings and systems. Maintenance Technicians have also continued to replace outdated and inefficient fluorescent tube lighting in the terminal with new LED flat panel replacements. The Hangar #1 roof restoration project has been completed and since then there have been no leaks reported there for the first time in over two decades.

KRWI Fixed Based Operations

KRWI sales continue to soar even higher for the month of January as we sold 35,917 gallons of fuel (A new record) resulting in over \$117K in fuel sales for last month. The FBO continues to build momentum catering to record freight runs during the past month again primarily for CDC which accounts substantially to the increase in our highest monthly FBO revenues to date totaling over \$133K for January. Note: The FBO ran out of fuel this month as we struggled to keep up with deliveries so after talking with our supplier, Titan sent us a 5000-gallon fuel truck lease free until we can complete our fuel farm upgrades. Since the Airport has been conducting most of the freight and cargo operations at Night, I have contracted with Unifirst Corp. to provide all Line personnel with Flame resistant High-Visibility Coveralls to be worn when operating on the aviation ramp.

CONSULTING / PROJECT DEVELOPMENT

Mr. Kennedy briefed the board on the following projects:

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. The Work Authorization amendment defining this additional work has been submitted to NCDOA for review.

Runway and Taxiway Pavement Rehabilitation project.

Additional design documents have been 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.

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 requested updated cost estimates and detailed justification to support the use of grant funds for the additional tank. These items were prepared and submitted to NCDOA and a response regarding requested funding is expected by February 19th.

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 as-built survey and contract close out documents, prior to issuance of final payment.

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 has been ongoing since October 2020 for correction of construction issues and pricing for requested change order items. Once the system is complete, Titan fuels will conduct acceptance testing of the new tanks. Estimated project completion is March 2021.

Mr. Gruebel briefed the board on the following projects:

Obstruction Removal

This project consists of the coordination and bidding of a tree removal project needed to remove existing obstructions to approaches for runway 04 and 22. Current commercial cargo and corporate traffic have driven an immediate need to clear the known obstructions. Extensive FAA Flight Procedures Team in Atlanta is required to identify all of the FAA identified obstructions to the following procedures:

- Runway 04 – ILS and RNAV
- Runway 22 – RNAV and VGS
- Runway 22 - VOR-DME 34:1

The proposed design will entail:

1. Identification of property owners offsite
2. Coordination with owner to review existing aviation easements
3. Assist owner with preparation of public notice
4. Preparation of plans for use in identification of obstructions
5. Coordination with FAA Flight Procedures Team

Parrish and Partners Scope of Work Contract for Design/Bidding Phase Services
Obstruction Clearing (Grant NPE - TBD)

RWI – Work Authorization No. 1 Page 2 of 8

6. Coordination with NCDOA
7. Preparation of engineering reports, material quantities and cost estimates.
8. Preparation of federal specifications and project manual
9. Project bidding and recommendation for award.

Total estimated project budget is \$209,000.00

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 20: Self-Serve Fuel Farm (Design and Construction): \$700,000

NPE FY 20 - 21: Obstruction Removal

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 January 2021 and stated that we continue to have good news on freight and fuel sales. A motion was made by Mr. Dan Herring to approve the finance reports and the motion was seconded by Mr. Johnson Bissette. The motion was carried unanimously.

BUSINESS

Unfinished Business

Mr. Dion Viventi stated that Mr. Steve Hackett, the auditor for Rocky Mount-Wilson Regional Airport, has requested another extension for the single-audit of fiscal year 2020-2021.

New Business

There was not any new business to discuss.

CLOSING / ADJOURNMENT

At 1:19 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