

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

Tuesday, March 16, 2021

Airport Terminal Lobby

BOARD MEMBERS PRESENT

MR. GARRY HODGES, CHAIRMAN
MR. BILL BLACKMAN, VICE CHAIRMAN
MR. DAN HERRING, SECRETARY
MR. JAMES JOHNSON, III
MR. CHARLES MULLEN
MR. JOHNSON BISSETTE

BOARD MEMBERS NOT PRESENT

MR. CARL WARREN, TREASURER

EX OFFICIOS & STAFF PRESENT

MR. DION J. VIVENTI, CM, PE CFII
DIRECTOR & FINANCE OFFICER

MRS. ANGELA HESS, FINANCE MANAGER

GUESTS PRESENT

MR. JASON KENNEDY, PE, WK DICKSON
MR. TIM GRUEBEL, PE, PARRISH & PARTNERS
MR. JOE HARTSFIELD, HARTSFIELD NATIONAL AIRCRAFT INC.

OPENING

CALL TO ORDER

A regular meeting of the Rocky Mount – Wilson Regional Airport was called to order by Chairman Garry Hodges at 12:03 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 and Partners, and Mr. Joe Hartsfield from Hartsfield National Aircraft Inc.

READING / APPROVAL OF MINUTES

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

Executive Administration

On February 24th I met with Nash County Economic Development Director, Mr. Andrew Hagy to discuss the Aviation Industry in the area in preparation for the upcoming WRAL feature report. On March 1st I met with Mr. Randy Duncan of Metal Restorations to review his proposal to complete the Hangar 1 restoration project. Our NCDOA project manager, Mr. James Fuller and I met for our annual Airport Planning meeting on March 3rd and discussed minimum requirements, project status and TIP prioritization. On March 4th we held a Microsoft Teams meeting with NCDOA Economic Development Director, Amanda Conner to discuss the Aviation Industrial Park Feasibility Study Grant Application process. On March 5th participated in the

NCAA Will Plentl Annual award nomination committee meeting to help choose next year's award recipient for the Airports Conference to be held in August at Pinehurst Resort. On March 6th I flew (5) volunteer CAP sorties for US Air Force Junior ROTC Cadet program at Triangle North Airport. On March 9th I gave a tour and airport update presentation to Justin Keene, Mathew Whitley, and Callie Stutts at Southern bank. On March 11th I met with Tracie Daniels and Nichole Trahan who gave us a demonstration of the new Atlas Point of Sale software from Titan Aviation Fuels. And on March 12th participated in the quarterly Board meeting of the ECSU Aviation Advisory Board where we had a lively discussion on the future of Electric Aircraft for flight training.

Finance Management

Mr. Steve Hackett, CPA of William Huneycutt CPA, PLLC completed our FY20 Single audit this past month and on March 2nd the LGC completed their final review and acceptance of our Financial reports for the year 2020. These reports have been distributed to all our municipal partners. Since then, we have received an updated figure of \$302,339K for our local tax returns from the City of Rocky Mount and expect to receive a refund this April.

Airport Operations and Maintenance

February set another record in rainfall over the airfield, with still no signs of flooding or ponding anywhere on the paved areas of the airport. This past month maintenance staff was primarily involved in assisting the FBO with handling fueling and freight operations.

KRWI Fixed Based Operations

KRWI personnel have set new records for the month of February as we sold 75,112 gallons of fuel (more than twice as much as last month's record) resulting in over \$272K in fuel sales for last month. The FBO continues to build momentum catering to another great month with freight runs contributing to our highest monthly FBO revenues to date totaling over \$311K in February up from the previous record of \$133K in January. Titan continues to be a great partner and this month has provided the FBO with free Atlas invoicing software which has been implemented at the front desk which we anticipate will save us countless hours of valuable time and paperwork and help reduce costs and errors.

CONSULTING / PROJECT DEVELOPMENT—WK DICKSON

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. Final acceptance of the amendment for additional work is expected in the next 1-2 weeks.

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.

Estimated construction cost of the above ground fuel farm improvements exceeds the original grant award amount. The justification letter for the 20,000-gallon Jet A tank and request for additional funds have been accepted by NCDOA and will go to the next NCDOT Board of Transportation meeting on April 7th and 8th. Bidding is scheduled to begin in April after NCDOT approves the additional funding request.

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.

Titan Fuels conducted an inspection of the system on March 10th, 2021 and issued comments to be addressed by the contractor. Punch list inspection is scheduled for March 22nd, 2021.

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 21: TBD

CONSULTING / PROJECT DEVELOPMENT—PARRISH & PARTNERS

Obstruction Clearing (Design/Bidding)

Current Status

Work Authorization (WA) submitted to NCDOA on February 18, 2021
Comments received on March 12, 2021
Revisions due to NCDOA March 16, 2021

Changes Since Last Discussion

Environmental Assessment (EA) will not be required per NCDOA
Public Meetings will be offered virtually
Exhibit A Avigation Easement data received

Look Ahead

Anticipated WA Approval and Independent Fee Analysis (IFA) within 30 days.
Performed by NCDOA
Project Ordinance approval by Airport Authority
Grant Issuance and work commencement within 60 days

AIRCRAFT MAINTENANCE REPORT

Mr. J.B. Williams was not in attendance and did not submit a report.

FINANCIAL REPORT

Mr. Carl Warren, Treasurer, was not present for the meeting but reviewed the finance reports for February 2021 and emailed Mr. Dion Viventi stating that we continue to have good news on freight and fuel sales. Mr. Viventi also stated that we have met our revenue goal within the third quarter of the airport's fiscal year. A motion was made by Mr. Dan Herring to approve the finance reports and the motion was seconded by Mr. Charles Warren. 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:

2/08/21 Rocky Mount - Wilson Airport - Above Ground Fuel Farm Improvements project justification Cover letter

2/08/21 NCDOA - FY 20 & 21 Non Primary Entitlement Block Grant Expense Plan combination entry submittal

2/10/21 Rocky Mount - Wilson Airport - 2020 Audit Response Letter

2/10/21 William R. Huneycutt, CPA, PLLC - 2020 Financial Audit Report

2/15/21 Parrish & Partners Proposed Work Authorization No. 1 - Obstruction clearing (Design/Bid)

2/16/21 T-Hangar & Taxilane Project - PLT Contractors Approved Pay Request No. 14

2/16/21 Battle, Winslow, Scott & Wiley, P.A. - 2020 Audit response letter

3/02/21 NC Department of State Treasurer - LGC Audit Review Notice

3/03/21 NCDOA / RWI Annual Planning Meeting Minutes

3/04/21 US EDA Economic Development Grant - Opportunity Synopsis

3/05/21 T-Hangar and Taxilane project - Request for Reimbursement No. 9 to NCDOA

3/09/21 Edgecombe County - Budget Planning Schedule

3/12/21 US Bank / Atlas FBO Software - Gateway Agreement

3/12/21 US Army Special Warfare Training Group – Pre-Disaster Site Assessment

Announcements:

4/2/2021 – 4/4/2021: Easter Break

4/7/2021 – 4/8/2021: NCDOT Monthly Board of Transportation meeting

4/15/2021: Self-Serve Fuel Farm anticipated completion date

5/1/2021: Wilson Experimental Aircraft Association Poker Run

5/15/2021: Above Ground Fuel Farm Improvements anticipated Advertised Bid date

5/31/2021: Memorial Day

6/15/2021: Runway and Taxiway Rehab Project LED Lighting upgrade anticipated start date

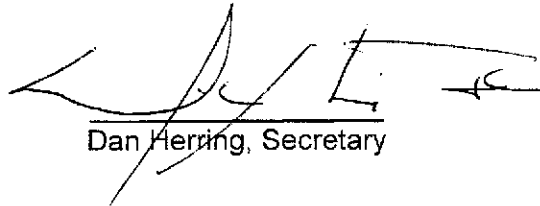
7/4/2021: Independence Day

8/9 –8/13: NCAA Annual Conference

CLOSING / ADJOURNMENT

At 1:09 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