

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

Tuesday, April 20th, 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. CHARLES MULLEN
MR. JAMES JOHNSON, III

BOARD MEMBERS NOT PRESENT

MR. JOHNSON BISSETTE

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. DAVID ADAMS, ADAMS AVIATION

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.

Closed Session

Once the Airport Authority Meeting was in session, Chairman Garry Hodges asked for a Closed Session to discuss personnel matters. The Closed Session started at 12:00 pm and was adjourned at 12:10 pm. No action was taken.

INVOCATION

Chairman, Garry Hodges, delivered the invocation and blessed the food.

PLEDGE

The Pledge of Allegiance was led by Chairman James Johnson.

INTRODUCTIONS

Chairman Hodges welcomed Mr. Jason Kennedy from WK Dickson, Mr. Tim Gruebel from Parish and Partners, and Mr. David Adams with Adams Aviation.

READING / APPROVAL OF MINUTES

The minutes from the previous meeting held in March, 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:

Executive Administration

On March 18th, the Director, Mr. Dion Viventi met with Brian Tonelli and Brandi Langham with Hertz rental cars to discuss the possibility of making KRWI a designated rental car station in

their directory and keeping Hertz rental cars on standby over the weekends. They also discussed the possibility of contracting directly as Hertz agents if car rental continues to increase at the present rate. On March 22nd Mr. Viventi met with First Petroleum and WK Dickson to review punch list items on the new Self-Serve Fuel Farm. The Soak test was rescheduled after the contractor failed to pass a flow test. Mr. Viventi reported that on March 23rd he had received a letter from Mr. Pauly O. Reason informing him of his resignation as Airport Operations Manager on April 12th due to health reasons. On March 23rd Mr. Viventi met with the NCAA scholarship committee to vote on this year's recipient of the Bruce Matthew's scholarship award. On April 12th Mr. Viventi participated in several conference calls with both Nash County Economic Development and Carolinas Gateway Partnership to discuss Project Icarus and submitted KRWI as a possible Green field candidate. On April 13th Mr. Viventi participated in the NCDOT Aviation – NC Airports Community Quarterly Virtual Meeting. On April 14th WRAL featured Rocky Mount – Wilson Airport in an Economic Development Spotlight article sponsored by Nash County. On April 15th Mr. Viventi completed Session 8 of 12 of the ongoing Airport Leadership and Management Program sponsored by NCDOT and NC State University. On April 16th Mr. Viventi completed an updated Pollution Insurance policy application that for the first time did not include any Underground Storage Tanks (USTs) and included a rider for acts of terrorism. Mr. Viventi reported that this month the Airport hosted the local Civil Air Patrol's Model Rocketry course where 10 cadets were able to complete the requirements necessary to receive the coveted Model Rocketry badge. Mr. Viventi reported that since last month, the airport has added two new based aircraft to the field, including a King Air 200 owned by RCA Farms and a Cirrus SR 20 owned by Chris Critzer.

Finance Management

The Finance Officer, Mr. Viventi, reported that Mr. Steve Hackett, CPA of William Huneycutt, CPA, PLLC has provided a contract to audit the Airport Authority's accounts for FY 21 for a fee of \$14,000. Last year's contract fee was \$13,000. Mr. Viventi reported that he has reviewed the contract and recommend its approval to the Board. Mr. Viventi reported that the Authority has received their tax refund from the City of Rocky Mount in the amount of \$302,339K for our local taxes paid through 2020. Mr. Viventi reported that this month he completed the annual subsidy requests submissions for each County and municipal supporter in the same amount as last year. Mr. Viventi reported that to his knowledge, this amount has not changed in over a decade.

Airport Operations and Maintenance

Operations staff has begun ramping up for the growing season and have begun weeding the terminal flower beds and spraying herbicide on pavement areas. Technicians have begun mowing ditch sections and runway safety areas. Staff replaced the old key code box on gate No. 5 with a new card reader and we will begin transitioning to Airport – wide HID access protocols as recommended by TSA. All personnel have completed their annual TSA safety training and all line personnel have received updated forklift training from GFE this month and received their certifications.

KRWI Fixed Based Operations

KRWI fuel sales are down for the month of March mainly due to a reduction in freight operations as we sold 21,144 gallons of fuel resulting in approx. \$178K in fuel sales and Fee revenues for last month. Titan provided the FBO staff with free Atlas invoicing software training and we have made a 100% transition from the legacy POS equipment.

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 approved.

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 exceed 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. 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. System start up and testing is scheduled for the week of April 19th, 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) approved by Jamie Fuller at NCDOA
NCDOA to perform independent Fee Analysis
Anticipate completion by next Authority Meeting

Changes Since Last Discussion

NEPA Documented CATEX required
P&P will assist Authority with public notice via postcards to land owners
Public Meetings will be offered virtually upon request on one-to-one basis

Look Ahead

Project Ordinance approval by Airport Authority
Grant assurance within 60 days
Have begun work at-risk to ensure timely completion of project

NCDOA Maintenance Program

Upcoming Budget Year for NCDOA: Anticipated To Fund State Maintenance Program

Will assist Authority with coordination of joint sealing concrete apron
Will assist Authority with any markings on old aprons
Will assist Authority with water blasting concrete aprons

AIRCRAFT MAINTENANCE REPORT

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

FINANCIAL REPORT

Mr. Carl Warren, Treasurer, reviewed the financial reports for March 2021 and stated that he did not see anything on the financial report that needs to be discussed. He reviewed the Operational Checking account and stated that the balance is the highest he has ever seen. A motion was made by Mr. James Johnson to approve the finance reports and the motion was seconded by Mr. Dan Herring. The motion was carried unanimously.

BUSINESS

Unfinished Business

There was not any unfinished business to discuss.

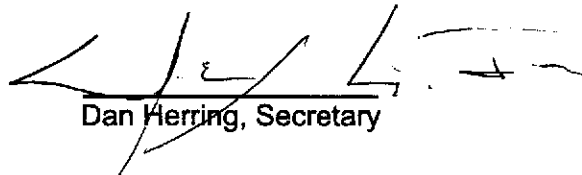
New Business

Mr. Dion Viiventi distributed a copy of the FY 21 Audit contract prepared by William Huneycutt, CPA, PLLC. for review and discussion. There were some concerns voiced from the board members on the letter from the LGC regarding the timeliness of completion of the single audit by Mr. Hackett. The Treasurer, Mr. Carl Warren recommended signing the proposed contract with Huneycutt, CPA for the upcoming FY 21 single audit and to consider looking into other options for the next FY. A motion was made by Mr. Charles Mullen to approve the Audit Contract with William Huneycutt. The motion was seconded by Mr. Dan Herring. All board members present 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