

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

Tuesday, May 18th, 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
MS. JENNIFER MARTIN, 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

Mr. Charles Mullen delivered the invocation and blessed the food.

PLEDGE

The Pledge of Allegiance was led by Mr. Dan Herring.

INTRODUCTIONS

Chairman Hodges welcomed Mr. Jason Kennedy from WK Dickson and Ms. Jennifer Martin from Parish and Partners.

READING / APPROVAL OF MINUTES

The minutes from the previous meeting held in April, were distributed prior to the meeting, and read by the board members. A motion was made by Mr. Carl Warren 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:

Executive Administration

On April 23rd, a meeting was held at RWI with Mr. Ron Townley, Planning & Development Services Director for the Upper Coastal Plain Council of Governments along with Patsy McGee, Assistant County Manager with Nash County to discuss the application process for the Federal Economic Development grants. Mr. Viventi reported that they will begin putting an application package together in the next few months for grant to help fund the Aviation Industrial park Feasibility Study.

On Saturday May 8th, the Airport hosted a Congressional God Medal award ceremony for the family of Lt. Jesse Coltrain, a Rocky Mount native and member of the Civil Air Patrol. The medal was posthumously by Col Edward Anglovich, a Commander of the NC Wing of CAP to his

grandson, Mr. Terry Newell, on the front lawn of the airport on a beautiful but breezy afternoon to a well-attended crowd of guest from around the area. The even was covered by the Rocky Mount Telegram on the following Tuesday's paper.

Our part 139 onsite field inspection was scheduled for May 13th but due to the fuel shortage caused by the colonial pipeline compromise the onsite inspection was cancelled, however we were able to upload all our self-inspection documentation for review and the onsite inspection has been rescheduled for some time in mid-June.

On May 11-12th the annual FAA workshop / conference which was held virtual / online and hosted by the FAA Southern Region Director, Mr. Phillip Braden. The conference featured many topics of discussion including Funding updates, inspection schedules and new FAA guidance on new PFB rule changes and additions.

A great article about Rocky Mount – Wilson Regional Airport was printed prominently in this month's edition of Airport Improvement magazine with several pages featuring highlights of the recent T-Hangar and Fuel Farm projects. Airport Improvement magazine is a national publication and this month's edition featured RWI very positively alongside stories about airports such as PHL, DCA, STL, MIA, GSP, and LAX.

Finance Management

The proposed budget for Fiscal Year 22 is now ready for the Board's review. The proposed balanced budget shows a total increase of 25% from \$1.7 M to 2.1 M primarily due to increase in fuel sales based on extrapolated data from last year's financial numbers. The new budget also includes a line item for 20% refund of subsidies to our municipal sponsors and Capital account transfer that covers all project funding required for local matches. The Project Ordinance section has also been updated to reflect the funding award increase of \$405K from the State for the Above Ground Fuel Farm Project and a section that includes the new 100% funded Obstruction Removal Project.

Airport Operations and Maintenance

Operations staff has been working hard this month cleaning up around the terminal area. Staff has been mowing the grass around the entryways and parking areas. The flags have been replaced and the flower beds of both the air and land side have been weeded, mulched, and annual flowers have been planted. Staff has begun mowing the runway safety areas with the bushhog and around the runway and taxiway lighting with the zero turn mowers. This spring we are focusing on updating and upgrading all airport gates and access areas as per TSA recommendations. The electronic gates have been getting annual maintenance and repairs done. HID access boxes have been added and WIFI cameras are being installed with remote openers at all four locations.

KRWI Fixed Based Operations

KRWI fuel sales are up for the month of April mainly to a spike in Avgas sales and piston operations as we sold 24,058 gallons of Jet A fuel and 4,974 gallons of Avgas resulting in approximately \$100K in fuel sales and fee revenues for last month. Our new Titan provided Atlas invoicing software training is complete and we have made a 100% transition from the legacy POS equipment.

CONSULTING / PROJECT DEVELOPMENT—WK DICKSON

Mr. Jason Kennedy briefed the board on the following project status:

Airport Master Plan and Airport Layout Plan (ALP)

The grant modification has been submitted to NCDOA that will add the report update and additional forecasting work to the project grant. The master plan report and forecasting will be updated and submitted to NCDOA for acceptance in June.

Runway and Taxiway Pavement Rehabilitation project.

Pricing for the LED Runway lights has been received and is under review. If approved, construction of lights is tentatively scheduled for Summer 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.

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, 2020. Final As- built survey was submitted by PLT on March 9th, 2021 and partial close out documents were submitted by PLT on April 22, 2021.

RWI and PLT view the facts and cost regarding late delivery of the project differently and reaching an agreement on these matters does not appear feasible. A request has been submitted to NCDOA for award of additional grant funds needed to pay PLT in full. Coordination with PLT regarding close out will continue after a response from NCDOA is received.

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 was conducted by RWI and WKD on March 22nd, 2021. System start-up and testing began the week of April 19th and is still underway. The fuel pump on the Avgas system has been returned to the pump manufacturer for repair and is expected back to the site by May 23rd.

Rocky Mount -Wilson Regional Airport Summary of
NPE Funding Allocation
Revision 5/17/21 Prepared by: WKD/JPK

FY 14	NPE	Local	Total	Spent
Hangar Access Road and Water Line	\$30,521.00	\$3,391.22	\$33,912.22	\$33,912.22
Airfield Lighting and Signage (design)	\$41,665.00	\$4,629.44	\$46,294.44	\$46,294.44
Airport Master Plan and ALP Update	\$77,814.00	\$8,646.00	\$86,460.00	\$86,460.00
Total	\$150,000.00	\$16,666.67	\$166,666.67	\$166,666.67
FY 15	NPE	Local	Total	Spent
Airport Master Plan and ALP Update	\$106,021.00	\$11,780.11	\$117,801.11	\$117,801.11
Self-Serve Fuel Farm	\$43,979.00	\$4,886.56	\$48,865.56	\$48,865.56
Total	\$150,000.00	\$16,666.67	\$166,666.67	\$166,666.67
FY 16	NPE	Local	Total	Spent
Airport Master Plan and ALP Update	\$6,390.00	\$710.00	\$7,100.00	\$7,100.00
Self-Serve Fuel Farm	\$143,610.00	\$15,956.67	\$159,566.67	\$159,566.67
Total	\$150,000.00	\$16,666.67	\$166,666.67	\$166,666.67
FY 17	NPE	Local	Total	Spent
Airport Master Plan and ALP Update	\$32,767.00	\$3,640.78	\$36,407.78	\$36,407.78
Self-Serve Fuel Farm	\$117,233.00	\$13,025.89	\$130,258.89	\$130,258.89
Total	\$150,000.00	\$16,666.67	\$166,666.67	\$166,666.67
FY 18 (Expires June 2022)	NPE	Local	Total	Spent
Self-Serve Fuel Farm	\$150,000.00	\$16,666.67	\$166,666.67	\$166,666.67
Total	\$150,000.00	\$16,666.67	\$166,666.67	\$166,666.67
FY 19 (Expire June 2023)	NPE	Local	Total	Spent
Self-Serve Fuel Farm	\$131,022.00	\$14,558.00	\$145,580.00	\$61,283.22
Airport Master Plan and ALP Update	\$288.15	\$32.02	\$320.17	\$0.00
Unencumbered	\$18,689.85	\$2,076.65	\$20,766.50	\$0.00
Total	\$150,000.00	\$16,666.67	\$166,666.67	\$61,283.22
FY 20 (100% Grant) (Expires June 2024)	NPE	Local	Total	Spent
Airport Master Plan and ALP Update (Amend-1) pending	\$5,038.00	\$0.00	\$5,038.00	\$0.00
Airport Master Plan and ALP Update (Amend-2) (pending)	\$17,090.00	\$0.00	\$17,090.00	\$0.00
Self-Serve Fuel Farm (pending)	\$91,705.22	\$0.00	\$91,705.22	\$0.00
Unencumbered	\$36,166.78	\$0.00	\$36,166.78	\$0.00
Total	\$150,000.00	\$0.00	\$144,962.00	\$0.00
FY 21 (100% Grant) (Expires June 2025)	NPE	Local	Total	Spent
Obstruction Removal	\$150,000.00	\$0.00	\$150,000.00	\$0.00
Total	\$150,000.00	\$0.00	\$150,000.00	\$0.00
Total NPE this report	\$1,200,000.00			
NPE FY 14-FY 21 (eight years) Total:	\$1,200,000.00			

CONSULTING / PROJECT DEVELOPMENT—PARRISH & PARTNERS

Ms. Jennifer Martin briefed the board on the following project status:

Obstruction Clearing (Design/Bidding)

Current Status

Work Authorization (WA) approved by Jamie Fuller at NCDOA
NCDOA to perform independent Fee Analysis

Changes Since Last Discussion

NONE

Look Ahead

Project Ordinance and Work Authorization approval by Airport Authority
Grant Issuance within 60 days

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 finance reports for April 2021 and stated that he did not see anything out of the ordinary on the financial report and recommended approval. A motion was made by Mr. Dan Herring to approve the finance reports and the motion was seconded by Mr. Charles Mullen. The motion was carried unanimously.

BUSINESS

Unfinished Business

After hearing Ms. Jennifer Martin, from Parrish & Partner, the Airport Authority directed Mr. Dion Viventi, to proceed with the Obstruction Removal project. A motion was made by Mr. Dan Herring to grant Mr. Viventi the authority to act on behalf of the board in all matters relating to and the execution of all documents pertaining to the project. The motion was seconded by Mr. Charles Mullen. The motion was carried out unanimously.

New Business

Mr. Dion Viventi brought before the board the new budget for Fiscal Year 2021-2022. After a brief discussion among the board members, Mr. Carl Warren recommended that the proposed budget be approved as presented. A motion was made by Mr. Bill Blackman to approve the budget and was seconded by Mr. Charles Mullen. All in attendance approved and the motion was passed.

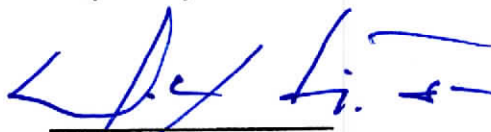
Closed Session

The Airport Authority Board Members went into a closed session at 1:16 pm for the purpose of discussing economic development. The meeting adjourned at 2:16 pm and the board notified Mr. Dion Viventi, of their decision to approve a new Lease agreement between the Airport Authority and Air Methods Corp. for Hangar #4.

CLOSING / ADJOURNMENT

At 2:16 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

