

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

Tuesday, June 15th, 2021

JOSH L. HORNE CONFERENCE ROOM

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

OPENING

CALL TO ORDER

A regular meeting of the Rocky Mount – Wilson Regional Airport was called to order by Chairman Garry Hodges at 12:01 p.m.

INVOCATION

Board Member, James Johnson, 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 and Mr. Tim Gruebel from Parish and Partners.

READING / APPROVAL OF MINUTES

The minutes from the previous meeting held in May, 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. The motion was voted on and passed unanimously.

DIRECTOR'S REPORT

Mr. Viventi briefed the Authority Members with the following Director's Report for the previous month:

Executive Administration

On June 2nd, we held a joint tabletop exercise in conjunction with our municipal partners in mutual aid response here at RWI as part of our annual Emergency Operational Plan Review. Participants included representatives from Nash County Emergency Services, City of Rocky Mount Fire Dept., City of Wilson Fire Dept., Edgecombe County Fire Dept., the NC State Highway Patrol and NC Civil Air Patrol. This year we simulated a McDonnell Douglas DC-9 crash off the end of RW 22 and all participants had an opportunity to participate in discussing their various roles and contributions to the Hypothetical Emergency.

Our part 139 onsite field inspection is scheduled for June 15th and we are prepared to accommodate our new FAA inspector, Mr. John Fotiadis who was instrumental in assisting us this past year with our Airport Certification Manual Revisions. The head of the FAA field

inspection team, Mr. Patrick Rogers has already completed our document and records review and so this will be an on-site inspection for airfield standards compliance and ARFF readiness.

Another great article featuring Rocky Mount — Wilson Regional Airport was printed prominently on WRAL's online news site describing the area's aerospace presence including RWI and all the improvements here and Honeywell Aerospace, which employs nearly 270 people building fuel controls for a wide variety of aircraft and helicopters, business jets, military jets and commercial jets.

Finance Management

The 4th Qtr. amended budget for Fiscal Year 21 is now ready for the Board's review. The amended budget addresses the roughly 125% increase in fuel purchases and sales over the proposed budget along with other adjustments to our categories necessary to balance the budget for the remainder of the fiscal year. Excess income has also been distributed into personnel, operations, and our Capital account. On May 25th I requested \$23,000 in CARES and funding and the grant was approved and deposited into our Capital account on June 9th and subsequently transferred to our operations account thereafter.

Airport Operations and Maintenance

Over the past month, we have been making repairs to our mowing equipment and now that rain has returned, operations staff have been concentrating their efforts on mowing our 300+ acres of grass. We have also been getting ready for our annual Part 139 inspection by tuning up and practicing with our ARRF equipment in preparation for our emergency response test.

KRWI Fixed Based Operations

KRWI fuel sales are up again for the month of May as we sold slightly less Jet A fuel (19,392 gallons) but twice as much AvGas (8,209 gallons) as compared to last month resulting in approx. \$98K in fuel sales and Fee revenues for last month. We have also had a few more 5 Star rating reviews over the past month:

AIRNAV

From James Elliott on 11-May-2021

★★★★ Always the highest level of customer service. Flew in today and was treated to my first red carpet greeting. The airport director met my plane and drove me to the FBO where I enjoyed popcorn and candy and an iced Arnold Palmers. Consistently one of my favorite airports to visit and they always have great gas prices.

From Lydia Hambrick on 09-May-2021

★★★★ Wonderful place to fuel and stop, Ash welcomed us and took care of our every need. Highly recommend!!!

FOREFLIGHT

From Mark A. Homan on June 07, 2021

I heard good things about getting my Bonanza detailed by Brian and gave him a chance. I am so glad I did! We had just returned from a coast to coast 18-day trip and the airplane was completely filthy. When I went to pick it up, I could not be happier. Brian was very accommodating during the whole process, from giving recommendations on what kind of wax to

use and explaining everything that he was going to do. I will definitely be returning. You will not be disappointed if you give him a try.

From dcpilot on May 24, 2021

Great service! Landed after hours but we had access to the pilot's lounge, courtesy car and great hotel rates. Definitely will return.

From Mike Giardi on May 12, 2021

Rocky Mount gets a 10 out of 10. The service today had me thinking I had pulled up to the Ritz Carlton. The Director Dion arrives with cold water and a warm "Welcome Back". His new lineman Ashton was exceptionally professional and courteous as the staff always are. Keep up the good work Dion, it is always a pleasure to stop in.

FLIGHTAWARE

This FBO has treated me better than any I have been to in a long, long time - best fuel prices around and the service is incredibly fast and friendly - Brian and his staff are outstanding! I wish all FBOs gave this kind of hospitality Piper Cherokee.

FBO Operations at a Glance

FBO operations are way up with change in Flight Activity reporting from Flight Aware. Operations are up **550%** compared to the same week in 2019.

CONSULTING / PROJECT DEVELOPMENT—WK DICKSON

1. 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.

2. Runway and Taxiway Pavement Rehabilitation project.

Change Order #6 for the Runway Lights and Lighted Wind cone have been sent to Allega for signatures.

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.

NCDOT Board of Transportation has approved additional funds needed for construction of the AST improvements. Preparation of Bid documents is underway.

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, 2020. Final As-builts 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 grand funds needed to pay PLT in full. Coordination with PLT regarding close out will continue after a response from NCDOA is received.

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.

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. Test results for the 7-day soak test for each tank are expected to be completed by June 30th.

Funding Update

Total NPE this report: \$1,200,000.00

NPE FY 14 – FY21 (eight years) Total: \$1,200,000.00

CONSULTING / PROJECT DEVELOPMENT—PARRISH & PARTNERS

Obstruction Clearing (Design/Bidding)

Current Status

Grant RFA to be issued by NCDOA

Project work to begin officially once grant is in place

Changes Since Last Discussion

NCDOA completed RFA

Look Ahead

Grant issuance within 30 days

NEPA, Site visit by NEPA / Environmental Staff within two weeks
90% plans submitted to NCDOA within three weeks
NCDOA review anticipated to take longer than usual due to staffing issues

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 March 2021 and stated that he did not see anything on the financial report that needs to be discussed. 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 voted on and passed unanimously.

BUSINESS

Unfinished Business

Mr. Dion Viventi passed around the Amended Budget for Fiscal Year 2020-2021. The motion was made by Johnson Bissette and was seconded by Mr. Bill Blackman. The motion was voted on and passed unanimously.

New Business

Chairman, Garry Hodges that the Airport Authority to go into summer recess. A motion was made by Mr. Carl Warren to not hold a meeting in July. The motion was seconded by Mr. Charles Mullen. The motion voted on and passed.

Chairman Hodges stated that it was time to vote on new leadership of the board. A motion was made by Mr. Dan Herring and seconded by Mr. Johnson Bissette that all status shall remain the same.

Chairman: Garry Hodges
Vice Chairman: Bill Blackman
Treasurer: Carl Warren
Secretary: Dan Herring

The motion was voted on and passed unanimously.

Correspondence and Announcements

Correspondence:

03/1721 KRWI Annual Budget Request Ltr. — Wilson County 03/18/21 KRWI Annual Budget Request Ltr. — Edgecombe County

03/18/21 KRWI — FAA Land Ownership Verification Letter

03/22/21 NCDOT Management Discussion Letter 03/22/21 KRWI Renewal Application Storage Tank — Environmental Impairment Liability Coverage

03/22/21 Pauly Reason Letter of Resignation

03/22/21 KRWI Annual Budget Request Ltr. — City of Rocky Mount

03/22/21 KRWI Annual Budget Request Ltr. -Nash County 03/22/21 KRWI Annual Budget Request Ltr. - City of Wilson

04/09/21 NC Dept. of Treasury LGC Action Plan Request Ltr.

04/12/21 William R. Huneycutt, CPA, PLLC - Fully Executed FY 21 Audit Contract

04/14/21 KRWI Record of Negotiations — WKD Airport Master Plan & Layout Plan Amendment

04/14/21 NCDOT Amended Notification of Award Underground Fuel Farm Closure, Removal, & Replacement

04/16/21 KRWI Record of Negotiations — Above Ground Fuel Farm Improvements Project

04/16/21 KRWI Record of Negotiations — WKD Self Service Fuel Farm Contract Amendment

04/20/21 KRWI FY 20 Response Ltr. To NC Dept. of Treasury LGC

04/20/21 WKD Fully executed ALP Contract Work Authorization #5 Amendment-2 04/20/21 WKD Fully executed Self Service Fuel Farm Contract Work Authorization #1 Amendment-1

04/28/21 NCDOA Approved Self Service Fuel Farm Agreement Change Request

05/05/21 IJS Dept. of Commerce / Census Bureau 2021 Government unit Survey

05/06/21 Standard Insurance General Premium Summary Comparison FY 22

05/18/21 NCDOA Approved Self Serv Fuel Farm Request for Reimbursement Claim #7

05/18/21 NCDOA Approved Runway Rehab Project Request for Reimbursement Claim #11

06/03/21 FAA National Based Aircraft Report

06/08/21 Rocky Mount — Wilson Airport / Mutual Aid Tabletop exercise presentation and scenario

06/0821 WRAL | Nash County Economic Development Regional Aerospace Newspaper Article

Announcements:

FAA Part 139 On-site field Inspection: June 15th, 2021

Runway and Taxiway Rehab Project LED Runway Lighting upgrade anticipated start date: June 15th, 2021

Independence Day: July 4th, 2021

Above Ground Fuel Farm Improvements anticipated Advertised Bid date: July 15th, 2021

North Carolina Airports Association Annual Conference: August — 13th 2021

Closed Session

The Airport Authority Board Members went into closed session at 12:47 pm for the purpose of discussing personnel matters. The closed session adjourned at 1:02 pm.

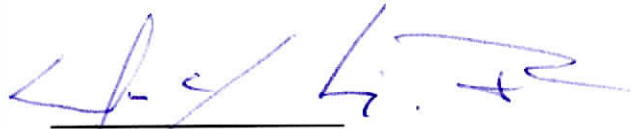
Reopening

The Board Members returned to open session at 1:02 pm. A motion was made by Mr. Carl Warren to increase the Director's salary by 5% beginning August 1st. and to provide a 5% quarterly performance bonus starting October 1st. based on the Director's recent Bi-Annual Evaluation. The motion was seconded by Mr. Charles Mullen. The motion was voted on and passed unanimously.

CLOSING / ADJOURNMENT

At 1:04 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