

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

Tuesday, August 17th, 2021

JOSH L. HORNE CONFERENCE ROOM

BOARD MEMBERS PRESENT

MR. GARRY HODGES, CHAIRMAN
MR. BILL BLACKMAN, VICE CHAIRMAN
MR. CHARLES MULLEN
MR. JOHNSON BISSETTE

BOARD MEMBERS NOT PRESENT

Mr. BILL BLACKMAN, VICE CHAIRMAN
MR. CARL WARREN, TREASURER
MR. JAMES JOHNSON, III

EX OFFICIOS & STAFF PRESENT

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

MRS. ANGELA HESS, FINANCE MANAGER

GUESTS PRESENT

MR. PAUL SMITH, PE, WK DICKSON
MR. TIM GRUEBEL, PE, PARRISH & PARTNERS
MR. JEFF KIRBY, PE, PARRISH AND PARTNERS, LLC

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

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

PLEDGE

The Pledge of Allegiance was led by Board Member Dan Herring.

INTRODUCTIONS

Chairman Hodges welcomed Mr. Paul Smith from WK Dickson, Mr. Tim Gruebel and Mr. Jeff Kirby from Parish and Partners.

READING / APPROVAL OF MINUTES

The minutes from the previous meeting held in June, were distributed prior to the meeting, and read by the board members. Since there was not a quorum during this meeting, Chairman Garry Hodges decided to postpone approval of the minutes until the next Airport Authority meeting held in September.

DIRECTOR'S REPORT

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

EXECUTIVE ADMINISTRATION

On July 26th, I was invited to attend the Rocky Mount Rotary Club and give a presentation to the group and update them on our airport improvements and operational status. Each time I make one of these presentations I submit the date and group information along with a copy of the presentation to the NCDOT to add to their marketing database. This year we returned to the NC Airports Association annual conference which was held from August 10th through the 12th at Pinehurst Resort. The theme of the conference was "Enhancing the customer experience" with many presentations reflecting how to improve customer service. I had a chance to sit and

discuss with Director Bobby Walston and Economic Development manager, Ms. Amanda Connors specifics about our Economic Development grant application and was able to gather information directly from the FAA Southern Region Administrator and Deputy director on the funding profile for FY 21-22. The NCAA awarded the annual Bruce Mathew's award to the NCDOT and the Will Plentl Award to Director Bobby Walston. The NCAA also raised approx. \$10,000 towards their annual educational scholarship fund.

FINANCE MANAGEMENT

This Quarter we have been focusing on timely document submittals to Mr. Steve Hackett, CPA for our annual financial review which will again be a single audit this fiscal year. On July 25th we submitted to NC Dept. of the Treasury our annual LGC 203 report.

AIRPORT OPERATIONS AND MAINTENANCE

Over the past two months, we have been mowing extensively due to heavy growth. We purchased a batwing mower from Quality Equipment to replace the old one that is rusted through. We have hired All-Green landscaping to assist us in maintaining the landscaped areas around the terminal building and airport entrance.

Metal Buildings Restoration LLC (MBR) has been working on our building restoration projects as follows:

- 1) completed the repairs to the roof and walls of the Electrical Vault and it is now no longer leaking and looks quite new.
- 2) begun removing the wall and roofing panels on the GSE building and has prepped and begun restoration of the structural steel. The new panels are on order.
- 3) finished prepping Hangar #1 and has begun painting the exterior walls

On June 2nd, the airport conducted an annual tabletop emergency services exercise with EMS representatives from all three counties and both cities along with officers from the NC State Troopers and Nash County Sheriff's dept. On June 15th, we met with Mr. John Fotiadis of the FAA Airports division who was able to return in person this year and we conducted, completed and passed our annual 14 CFR Part 139 Airport safety inspections. On June 22nd, we held our annual Wildlife Hazard training with our operations staff and Mr. Aaron Bowden from USDA APHIS who assisted us in training and our annual review of our Wildlife Hazard Management Plan. On June 29th, I met with Mr. Robert Thomas of the TSA, and we conducted, completed and passed our annual airport security inspection and audit.

KRWI FIXED BASED OPERATIONS

KRWI fuel sales are up again for the months of June and July as we sold more Jet A fuel (approx. .21K & 32K Gallons respectively) but less AvGas (approx. .4K & 3K gallons respectively) as compared to June resulting in over \$159K in fuel sales and Fee revenues over the past two months.

FINANCIAL REPORT

Mr. Carl Warren, Treasurer, was absent for this meeting but spoke with Airport Director Dion Viventi and stated that all looked great on the June financial report and recommended a motion to approve the report.

CONSULTING / PROJECT DEVELOPMENT—WK DICKSON

1. Airport Master Plan and Airport Layout Plan (ALP)

The master plan report and forecasting were submitted to NCDOA for acceptance in June. The documents were reviewed, and comments are being addressed. The revised report and forecasting will be resubmitted to NCDOA in the next 2-4 weeks. Once the master plan report and forecasting review is complete, the Airport Layout Drawings will be submitted for NCDOA and FAA review.

2. Runway and Taxiway Pavement Rehabilitation project.

Change Order #6 for the Runway Lights and Lighted Wind cone has been executed by all parties. Installation of the new lighting fixtures is scheduled to be done in October. This schedule is driven by lead time of the lighting fixtures.

3. Underground Fuel Farm Closure and Above Ground Fuel Farm Improvements.

NC DOT Board of Transportation has approved additional funds needed for construction of the AST improvements. Target date for bid opening is set for September 28th.

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, and preliminary close out documents were submitted by PLT on April 22, 2021. Coordination with PLT regarding close out is underway.

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. The contractor attempted to demonstrate the systems are ready for acceptance most recently on Friday, August 13th but was not successful. An inspection report outlining the remaining issues that must be corrected was issued on Monday August 16th.

CONSULTING / PROJECT DEVELOPMENT – PARRISH & PARTNERS

Obstruction Clearing (Design/Bidding)

→ Current Status

- Grant RFA to be issued by NCDOA

→ Changes Since Last Discussion

- 90% Design Complete
 - Under Internal Review
- Areas Added from ALP Mapping
 - Adjusting Plans
- Environmental site visit and initial wetlands review complete

→ Look Ahead

- Review by Airport Director
- Submission to NCDOA
- Public Notice to residents

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

BUSINESS

Unfinished Business

There was not any unfinished business.

New Business

There was not any new business.

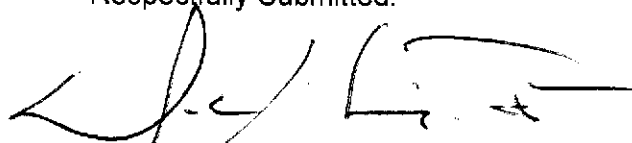
Correspondence and Announcements

There was not any correspondence and announcements.

CLOSING / ADJOURNMENT

At 1:00p.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