

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

Tuesday, September 21st, 2021

JOSH L. HORNE CONFERENCE ROOM

BOARD MEMBERS PRESENT

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

BOARD MEMBERS NOT PRESENT

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. BOB LEAGUE, AICP & MR. JORDAN REEDY, CITY OF ROCKY MOUNT
MR. MICHAEL BASS, OWNER, BASS AVIATION
MR. JOE HARTSFIELD, HARTSFIELD NATIONAL AIRCRAFT
MR. BEN FARMER, UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS

OPENING

Call To Order

A regular meeting of the Rocky Mount – Wilson Regional Airport was called to order by Chairman Garry Hodges at 12:04 p.m.

Invocation

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

Pledge

Mr. Garry Hodges led the Pledge of Allegiance.

Introductions

Chairman Hodges welcomed all visitors that attended the board meeting. These included Mr. Jason Kennedy, Mr. Tim Gruebel, Mr. Bob League, Mr. Jordan Reedy, Mr. Michael Bass, Mr. Joe Hartsfield, and Mr. Ben Farmer.

READING / APPROVAL OF MINUTES

The minutes from the previous meeting held in June, July, and August were distributed prior to the meeting and read by the board members. A motion was made by Carl Warren and seconded by Bill Blackman to approve the minutes. All board members in attendance approved.

REPORTS

Director's Report

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

Executive Administration

On August 19th, we held a virtual Economic Development Admin. Grant Status update meeting with our partners in Nash County, NCDOA and the Federal EDC to discuss the next steps to

completing our application for the Aviation Industrial Park. Our working group followed up again on August 26th and September 17th to strategize on the title of the application and the ultimate scope of work. On August 25th, I met with the TSA to review the annual safety and security audit report. On September 8th, Chairman Hodges and I appeared on WHIG TV to give an update on current projects at the Airport and discuss the future expansion plans with the Aviation Industrial Park.

Finance Management

All FY 21 documents have been submitted to Mr. Hackett, CPA for our annual financial review which will again be a single audit this fiscal year. Deadlines for submittal are October 31st and December 31st.

Airport Operations and Maintenance

Over the past month, All-Green has completely renovated our terminal area landscaping and we have received some nice compliments. Airfield mowing has been intense due to warm temperatures and plenty of rain.

Metal Buildings Restoration LLC (MBR) has continued to work on our building restoration projects as follows:

- 1) Completed steel structural restoration on the GSE building and began adding wall panels
- 2) Began treating the Fire station roof with Astec sealants
- 3) Finished repairs on Hangar #1 and resumed painting of the exterior walls

KRWI Fixed Based Operations

KRWI fuel sales are down 10K gallons for the month of August as we sold less Jet A fuel and AvGas (approx...23 gal. & 3K gal. respectively) as compared to July resulting in over \$130K in Fuel Sales and Fee revenues over the past two months. The Self-Serve fuel farm is up and operational this month as a trial period to see how well the equipment is running. Thus far, we have sold 1,000 gallons of AvGas and 500 gallons of Jet A at the site to date.

Financial Report

Mr. Carl Warren, Treasurer, stated that the airport had a healthy Operational account and that the Capital account looks good. The airport has had a few big expenses in July and August due to the renovations for Hangar #1 and for insurance premiums for the airport. A motion was made by Mr. Dan Herring to approve the financial report and seconded by Mr. Bill Blackman. The motion was carried out unanimously from all board members in attendance.

Engineer's Report - WK Dickson

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

NCDOA review of the Forecasting Chapter is underway. Once this review is completed, Airport Layout Plans will be submitted to NCDOA and FAA for review. Mr. Jason Kennedy, WK Dickson, gave everyone a printed a copy of the Airport Layout Plan (ALP). Jason discussed how far we have come with the masterplan and what the future holds for Rocky Mount-Wilson Regional Airport.

2. **Runway and Taxiway Pavement Rehabilitation project.**

Installation of the new runway lighting fixtures is scheduled to be done in October.

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

Invitation to bid for the 20,000-gallon AST Jet-A Fuel Tank has been issued to contractors. Bid opening will be October 14th.

4. **T-Hangar Development Project**

Communication between RWI and PLT is ongoing for finalization of contract close out.

5. **Self-Serve Fueling Station**

Fuel Farm was opened to the public on August 30th, 2021.

Engineer's Report – Parrish & Partners

Obstruction Clearing (Design/Bidding)

→ Current Status

- Grant Documentation Complete

→ Changes Since Last Discussion

- 90% Design Complete
 - ✦ To review with Airport Director
 - ✦ Additive Bid Items
- Areas Added from ALP Mapping
- Environmental site visit and initial wetlands review complete

→ Look Ahead

- 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

GUEST SPEAKERS

Mr. Michael Bass introduced himself to the Board and stated that he had been in business for over 20 years at Mount Olive Airport and has outgrown his current facility there and is looking for a satellite location to continue to grow his aircraft maintenance operations. He is currently negotiating with J.B. Williams to acquire AirCare's assets and wishes to negotiate a lease transfer agreement with the airport for hangar #1.

Mr. Joe Hartfield spoke to the board about his business dealings with Mr. Bass and stated that Mr. Bass and he has a very trustworthy relationship, and that Bass Aviation performs a lot of his maintenance work for him. Mr. Hartfield stated that he was interested in partnering with Bass Aviation to provide Part 135 operations and aircraft sales at Hangar #1 through a sub-lease and wants to move 5 aircraft to RWI.

Mr. Bob League introduced himself as the City of Rocky Principal Transportation Planner. Mr. League informed the Board that the Rocky Mount Metropolitan Planning Organization (MPO) intends to allocate 100 points (the full amount available) to the Airport's Strategic Transportation Initiative Plan (STIP) 2.0 funding request for Terminal upgrades. Bob also advised the Board that NCDOT has a project planned for the Spring of 2022 near the airport. A left turn lane will be installed on NC 97 for traffic to turn onto Old Carriage Road. Bob also mentioned that the roadside historical marker at the RWI entrance needs repair. He stated that he was sure this will be a low priority, but he would inquire with NCDOT to have it restored.

Mr. Ben Farmer, Senior Regional Planner for the Upper Coastal Plains Council of Government (UCPCOG) introduced himself and gave a presentation on the efforts being made by the Airport and the UCPCOG in coordination with the Federal Economic Development and the NCDOT Economic Development Agencies to apply for Federal funding assistance towards the Aviation Industrial Park Development Feasibility Study:

UCPCOG is assisting RWI with applying for a grant from the US Department of Commerce, Economic Development Administration (EDA). We are seeking funding from EDA's American Rescue Plan Economic Adjustment Assistance fund.

The application is for a joint landside and aviation industrial park feasibility study, focusing on the proposed industrial park on the southeast side of the airport. The proposed feasibility study scope of work includes:

- Identification of strategic goals for the County and Airport
- Evaluation of land needs and site selection
- Site evaluation to include:
 - Critical infrastructure capacity
 - Access and circulation to include coordination with the North Carolina Department of Transportation Division 4 for necessary access improvements and State Transportation Improvement Program (STIP) Coordination with the Rocky Mount Metropolitan Planning Organization ○ Multimodal facility needs ○ Review of wetland inventory mapping
 - Review of existing topography and floodplain mapping
- National Environmental Policy Act (NEPA) Needs Assessment
- Alternative Rail Alignment Analysis
- Market Assessment to include:
 - Identification of target businesses
 - Development of pad-ready infrastructure to maximize attraction for target businesses
- Development of program phasing
- Cost estimating and funding source identification
- Development of recommended Airport Master Plan documents

We are asking EDA for \$320,000, matched by \$80,000 from the airport's capital reserve fund.

The project must tie into EDA's investment priorities, which include:

- Recovery & resiliency
- Equity
- Workforce development
- Manufacturing
- Exports & FDI
- Technology-based economic development
- Environmental sustainability

UCPCOG has worked with Dion on finding a fit with all 7 priorities.

Next Steps:

- 1) Obtain support letters for municipal and industrial partners
- 2) Provide a funding match commitment letter
- 3) Update KRWI's SAM.gov account and DUNS registration
- 4) Prepare Grant Application and submit before deadline

BUSINESS

Unfinished Business

There was no unfinished business discussed.

New Business

There was no new business discussed.

Correspondence and Announcements

There was no correspondence or announcements discussed.

Closed Session

The airport Authority Board Meeting went into closed session at 1:13 for the purpose of discussing personnel matters. The closed session adjourned at 1:30 pm.

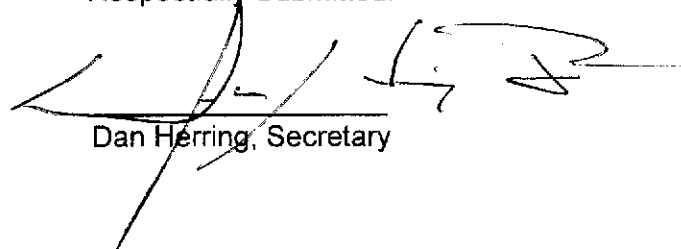
Open Session

The airport Authority Board resumed Open session at 1:35 pm and voted unanimously to approve a performance incentive bonus of 5% to the Airport Director to be approved quarterly. The first quarterly bonus to be awarded on October 1st, 2021.

CLOSING / ADJOURNMENT

At 1:45 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