

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

Tuesday, February 15th, 2022

JOSH L. HORNE CONFERENCE ROOM

BOARD MEMBERS PRESENT

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

BOARD MEMBERS NOT PRESENT

MR. CHARLES MULLEN

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 INC
MR. TIM GRUEBEL, 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. Garry Hodges delivered the invocation and blessed the food.

PLEDGE

Mr. Carl Warren led the Pledge of Allegiance.

INTRODUCTIONS

Vice-Chairman Blackman welcomed Mr. Jason Kennedy from WK Dickson, Tim Gruebel from Parrish & Partners, and J.B. Williams from Air Care.

GUEST SPEAKERS

Presentation

In honor of many years of service to Rocky Mount – Wilson Regional Airport, the Airport Authority provided a portrait that was presented to Mr. J.B. Williams upon his retirement from Air Care. Chairman Garry Hodges told Mr. Williams that the airport was very appreciative to him for the long-time service that he had provided to and for the airport. Mr. Hodges asked Mr. Williams what advice he would give to the board to help the airport succeed. He said this airport was nice but was not going anywhere until Mr. Viventi became the airport director. Mr. Williams stated the board needs to stay the course and stay on track.

READING / APPROVAL OF MINUTES

The minutes from the previous meeting held in January were distributed prior to the meeting and read by the board members. A motion was made by Bill Blackman and seconded by Carl Warren 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 January 24th, the Chairman and I hosted Senator Lisa Barnes to present to her an update on the Airport's Capital Development and Operational status. We also provided Senator Barnes with a white paper outlining our specific request for State Funding towards the Corporate Hangar development project being proposed on Taxiway Delta north or Hangar #7. On January 25th I attended the NC Div. of Aviation Quarterly Airports Meeting where the State briefed the airport community of all the latest updates in NC Aviation including the schedule for the upcoming Airport Conference to be held this year in Winston Salem in April. On February 14, 2022, we executed the construction contract with Davenport Construction to begin work on the Above Ground Fuel Farm improvement project.

Finance Management

We have completed our EDA grant application submittal to Ms. Hillary for the KRWI Airport Industrial Park Feasibility Study and Master Plan update. The EDA has reviewed the package and our Attorney, Mr. Vince Durham provided a legal opinion on behalf of the Airport Authority attesting to the Board's legal ability to accept the grant funding. A special tele session was called and a unanimous decision by the Board to accept the grant and was dually executed by the Chairman, Treasurer and Finance Officer. The final application has been submitted to the Federal Economic Development Agency for review. This culminates the items requested by EDA in the Further Consideration letter. At this point the project can commence with due diligence reviews. No award can be made until after the due diligence phase is complete and the grant award is executed. EDA anticipates grant awards being issued by September 2022. We have been instructed to not proceed with any further work in the EDA application as it can jeopardize EDA's ability to make the grant award. We have a virtual meeting set up for January 26th, but because we had provided the items Mr. Sherman was going to explain, she notified us that she did not have any further information to convey. She informed us that she would be happy to keep and answer questions we have, if any, in the interim she will continue pushing the project reviews forward.

Airport Operations and Maintenance

Over the past month, our in-house technicians have been making repairs to our water line and perimeter road. Last month we also completed renovation work to the Fire house and have

updated the accoutrements. The ARFF building is now suitable and ready to host visitors and provide a venue for training activities for staff and municipal partners.

KRWI Fixed Based Operations

KRWI fuel sales are down from last month as we sold approx. 11K gal. of Jet A fuel and approx. 5K gal. of AvGas resulting in approx. \$72K in fuel sales and Fee revenues over the past month. Sales at the new Self-Serve fuel farm continue to do well averaging 3K gallons per month.

FINANCIAL REPORT

Mr. Carl Warren stated that the financial statements are looking good. Our expense is still under the 58% margin of where we are for the year. He also mentioned that we also have the Sales Tax Refund that we will receive in the next couple of months. Dan Herring made a motion to approve the financial statements and seconded by Johnson Bissette. 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 has approved the plan forecasting and initial project report submittal. Airport Layout Plans are being finalized and will be submitted to NCDOA and FAA for review on March 1st, 2022. Estimated dates for NCDOA and FAA approval is 6/1/2022 and 6/1/2023 respectively.
2. **Runway and Taxiway Pavement Rehabilitation project.**
Installation of the new runway lighting fixtures has been completed. A local contractor will be utilized to correct a grading issue within the shoulder of Taxiway A that was identified during the one-year warranty inspection. The grading work and close out of the grant is expected to be completed in the next few months. Congratulations on the completion of this successful project!
3. **Underground Fuel Farm Closure and Above Ground Fuel Farm Improvements**
Construction of the Above Ground Fuel Farm Improvements has been awarded to Calvin Davenport Inc. of Rocky Mount, NC. Grant funding for the project has been awarded, and pre-construction coordination with Calvin Davenport is underway. Project work is scheduled to begin in May and will be completed in December of 2022.
4. **T-Hangar Development Project**
The next step towards an agreement for contract closeout will be mediation with PLT. Mediation will be held on February 25th, 2022.
5. **Self-Serve Fueling Station**

The existing contract completion date for this project is May 23, 2020. The project was conditionally accepted by RWI and opened to the public on August 30, 2021, reflecting a late delivery by 434 days. Coordination with First Petroleum Services (FPS) for the completion of final punch list items has been ongoing since the system was opened on August 30, 2021.

RWI notified FPS on February 7, 2022, of accumulated liquidated damages and other expenses incurred by the owner for late project delivery. The notification also requested the schedule for completion of outstanding work, and justification for warranted contract schedule extensions that may reduce liquidated damages. Submittal of this information by FPS has been requested no later than February 21, 2022.

ENGINEER'S REPORT – PARRISH & PARTNERS

Obstruction Clearing (Design/Bidding)

- ➔ Current Status
 - Additional Erosion Control Design nearing completion
- ➔ Changes Since Last Discussion
 - 90% Comments Addressed
 - Work Authorization Amendment Under Review
- ➔ Look Ahead
 - Complete EA and Submit to NCDOA
 - SHPO Coordination for tree removal near house in Runway 04 Approach
 - Permitting for Erosion Control with NCDEQ
 - Prepare Additive Bid items as directed by NCDOA
 - Submit 100% Plans for NCDOA Review

BUSINESS

UNFINISHED BUSINESS

There was no unfinished business discussed.

NEW BUSINESS

There was no new business discussed.

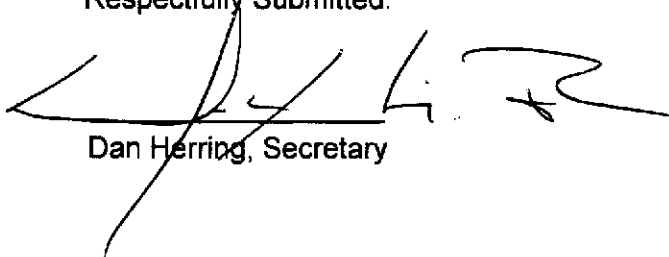
CLOSED SESSION

The Airport Authority Board Meeting went into closes session at 1:37 for the purpose of discussing Economic Development. The closed session adjourned at 1:45 pm.

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:

A handwritten signature in black ink, appearing to read 'Dan Herring', is written over a horizontal line. The signature is stylized with a large initial 'D' and a long horizontal stroke.

Dan Herring, Secretary