

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

Tuesday, March 15th, 2022

JOSH L. HORNE CONFERENCE ROOM

BOARD MEMBERS PRESENT

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

BOARD MEMBERS NOT PRESENT

MR. CARL WARREN, TREASURER

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. James Johnson led the Pledge of Allegiance.

INTRODUCTIONS

Chairman Garry Hodges welcomed Mr. Jason Kennedy from WK Dickson and Tim Gruebel from Parrish & Partners

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 Charles Mullen and seconded by Dan Herring 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 February 23rd, I attended the online Comprehensive Economic Development Strategy (CEDS) Strategy Development Group Kick-off meeting held by the Upper Coastal Plain Council of Governments where I was able to share with the group the Airport Authority's Strategic Master Plan goals and brief them on the EDC grant application for the Aviation Industrial Park. On February 25th, I attended the T-Hangar Contract Mediation meeting. Rebecca Cheney of Hamilton, Stephens, Steel + Martin, PLLC will be providing the board with a briefing on the meeting during closed session. On March 1st, Chairman Hodges and I gave an Airport Briefing and Tour to the new Nash County Manager, Ms. Stacie Shatzer where we were able to also discuss the upcoming master planning initiative as well as the proposed Uniform Development Ordinance being provided as part of our submittal to the FAA. On March 5th, I attended the Wilson EAA Chapter 1047 meeting and briefed the membership on all the current activities and recent project completions at RWI as well as promote the upcoming 1st Annual Airport Fly-In. On March 9th, I attended the FAA Live Webinar stakeholder event to discuss the implementation details of the Bipartisan Infrastructure Law (BIL), including the Airport Infrastructure Grants and the Notice of Funding Opportunity for the Airport Terminal Program. On March 12th, RWI hosted the first Annual Pancake Fly-In breakfast. The weather was terrible, but the turnout was phenomenal as over 30 people showed up and a good time was had by all despite the cyclone bomb that passed through.

Finance Management

The FY 21 audit has been completed by William R. Huneycutt CPA PLLC, including Financial Statements along with the Communication with those charged with Governance. The reports dated February 28th, 2022, were forwarded to our office last week and copies of the report are ready for review and distribution. Mr. Steve Hackett, CPA will be providing the board with a briefing on the Audit report.

Airport Operations and Maintenance

Over the past month, our in-house technicians have been preparing our equipment for mowing operations performing scheduled maintenance and installing new blades, etc. Technicians have also been concentrating on edging the runway and taxiways as well as filling holes in the runway safety area. The old inoperable water fountains from the terminal building and firehouse have been removed. Management has begun reviewing, updating, and revising the Airport Certification Manual (ACM) in preparation for our annual FAA safety inspection.

KRWI Fixed Based Operations

KRWI fuel sales are up from last month as we sold approx. 18K gal. of Jet A fuel and approx. 5K gal. of AvGas resulting in approx. \$115K in fuel sales and Fee revenues over the past month. Sales at the new Self-Serve fuel farm again are averaging about 3K gallons per month.

FINANCIAL REPORT

Due to the busy tax season at hand, our accountant, Jason Creel, was unable to prepare a February Financial Statements in time to review for the board meeting. Review and approval will be held at the April Airport Authority meeting.

PRESENTATIONS / GUESTS

Mr. Steve Hackett, CPA of William R. Huneycutt CPA, PLLC presented the annual audit report for Fiscal Year ending June 30th, 2021, via conference call. Mr. Hackett briefed the board on the financial highlights and gave an overview of the Financial Statements:

- 1) Assets and deferred outflows of resources of the Rocky Mount Wilson Airport Authority exceeded its liabilities and deferred inflows of resources at the close of the fiscal year by \$26,757,910 (net position).
- 2) The Authority's total net position increased by \$81,439 mostly due to the increase in net income from fixed based operations and a grant from the CARES Act.

Mr. Hackett commented that there were no exceptions, findings, or concerns and that we have done a great job overall. The fact that the airport was generating cash internally was in itself very significant and that the Authority was heading in the right direction.

Mr. Hackett also reported that his office would be scaling back on audits as he was the only auditor on staff and he would be retiring and recommended that the Authority begin searching for a new firm to complete their audits.

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 have been submitted to NCDOA for review. Estimated dates for NCDOA and FAA approval is 6/1/2022 and 6/1/2023 respectively.

Coordination with Nash County Planning Department is underway to revise the existing Airport Overlay District to reflect the height restrictions and land use recommendations reflected in the updated Airport Layout Plan.

2. 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.

3. T-Hangar Development Project

Project work is complete. Initial mediation meetings with PLT regarding contract close out and final payment was held on February 25th, 2022. An agreement for closeout terms has not yet been reached and the mediation process is ongoing.

4. 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. Coordination with FPS is ongoing regarding contract close out and final payment.

ENGINEER'S REPORT – PARRISH & PARTNERS

Obstruction Clearing (Design/Bidding)

→ Current Status

- Awaiting confirmation of State Funding
- Awaiting approval of additional scope

→ Changes Since Last Discussion

- Discussion with NCDOA resulted in direction to phase project and enter for State Apportionment funding since cost exceeds current NPE available.
- 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

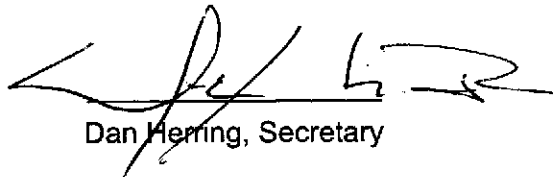
James Johnson made a motion and was seconded by Charles Mullen to continue the Airport Authority Board Meeting in closed session. Closed session began at 12:58 for the purpose of discussing Economic Development and legal matters. Johnson Bissette made a motion to close the meeting and was seconded by Bill Blackman. The closed session adjourned at 1:26 pm.

CLOSING / ADJOURNMENT

At 1:27 p.m., the board returned to open session. The board instructed and authorized the Director to continue to pursue with due diligence on negotiations with PLT until an amenable agreement can be reached and to inform the board and the NCDOA of the outcome of the mediation.

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.

Dan Herring, Secretary