

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

Tuesday, April 19th, 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, TREASURER
MR. JAMES JOHNSON
MR. CHARLES MULLEN

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 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. Dion Viventi delivered the invocation and blessed the food.

PLEDGE

Mr. Charles Mullen led the Pledge of Allegiance.

INTRODUCTIONS

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

GUEST SPEAKERS

READING / APPROVAL OF MINUTES

The minutes from the previous meeting held in March were distributed prior to the meeting and read by the board members. A motion was made by Bill Blackman and seconded by Charles Mullen 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 March 23rd, I attended the first Comprehensive Economic Development Strategy (CEDS) Group virtual meeting to discuss implementation strategies for the next fiscal year hosted by Ben Farmer of the Upper Coastal Plains Council of Government. On March 31st, I attended the NCDOT Division of Aviation Economic Impact Study Briefing online where we discussed plans and changes for this study, and to get data collection tips for roll out of the new Impact study for 2023 including the managers' survey and local business questionnaires. On March 31st, Chairman Hodges and I held a teleconference with Senator Tillis' staff to discuss our whitepaper request for the Phase 1 Corporate Hangar area development and how it integrates into the airport's overall development strategy moving into the next decade. That same day I also met with Wilson County Planning and Inspections director Mr. Mark Johnson to brief him on the new airport layout plan and Strategic Master Plan. Mr. Johnson and I then toured the airfield and grounds, and we also discussed the importance of the proposed Unified Development Ordinance recommendations being prepared for his review. On April 1st, I met with our consultants from Parish and Partners to coordinate conduction of on-site environmental site visits as part of the Obstruction Removal Project. On April 15th, I met with Mr. Ray Walters with Blue Line Aviation and gave him a tour of our facilities and discussed fueling options and tie down availability for their growing flight training fleet.

Finance Management

The airport has been awarded the EDA's ARPA Award for a non-construction grant based on our submitted scope of work covering the planning project for the Aviation Industrial Park last month. I have coordinated with our partners in Atlanta, submitted all the required paperwork on behalf of the Authority and attended the mandatory kickoff meeting this month to review the General and Special provisions along with the reimbursement and reporting requirements. I have submitted our first CARES act reimbursement request for FY 22 to the NCDOT for review and I believe we can expect to receive confirmation and or approval within the next month. I have also researched and identified several accounting firms to who are available for audit services for FY 22 and will begin soliciting for service quotes over the next month as well.

Airport Operations and Maintenance

Over the past month, our in-house technicians have been begun mowing operations in full and our contract landscapers have begun planting decorative bushes and flowers. We have also made a few airfield and building lighting repairs and grading repairs in the runway safety area. The FAA has completed repairs to the Approach lighting system, and it has been tested and will be submitted for a flight check soon. As per FAA's new requirements, I have issued a staff Memo to include a response plan and procedures to staff for any unauthorized drone activity and to amend our Airport Emergency Plan to include those procedures.

KRWI Fixed Based Operations

KRWI fuel sales are up again from last month as we sold over 24K gal. of Jet A fuel and over 5K gal. of AvGas resulting in approx. \$167K 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. This month we also distributed 26 proprietary fuel cards to our Flight training partners at Fly-RWI and Blue Line Aviation who wish to more utilize the afterhours capabilities as flight training operations have been increasing steadily for both schools.

FINANCIAL REPORT

Carl Warren stated that the financials for March were outstanding due to the increase in fuel sales as well as receiving the sales tax refund in the amount of \$140,441.41. Dan Herring made a motion to approve the financials statements for March and was seconded by Charles Mullen. February Financials were looked over but not approved during the board meeting in February. During the March Airport Authority Meeting, Dan Herring made a motion and seconded by Bill Blackman to approve the February Financial Report.

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 were submitted to NCDOA for review on March 14th, 2022. Estimated dates for NCDOA and FAA approval is 6/1/2022 and 6/1/2023 respectively.

The proposed text change to the Airport Overlay District language was submitted to Nash County Planning Department on March 29, 2022, for review. The proposed changes will revise the existing Airport Overlay District to reflect the height restrictions and land use recommendations shown in the updated Airport Layout Plan. Coordination has also started with Wilson County to update the Wilson County Airport Overlay District language as well.

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 and an agreement for closeout terms has been reached. Final project close out is now underway.

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
 - Proceeding with EA
- Changes Since Last Discussion
 - Wetland review of airport site conducted on 4/1/2022
 - Work Authorization Amendment Under Approved and in IFA status with NCDOA
- 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
 - Finalize Plans and Phasing

BUSINESS

UNFINISHED BUSINESS

There was no unfinished business discussed.

NEW BUSINESS

Garry Hodges suggested that the Airport Authority should come together in December with their spouses for a Christmas Party at a date that will be determined closer to the holiday season.

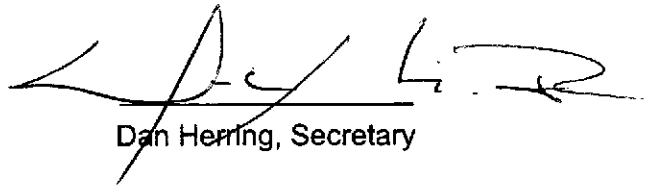
CLOSED SESSION

Carl Warren made a motion and was seconded by James Johnson to continue the Airport Authority Board Meeting in close session. Closed session began at 12:56 for the purpose of discussing Economic Development, Legal, and Personnel matters. Bill Blackman made a motion to close the meeting and was seconded by Carl Warren. The closed session adjourned at 1:12 pm.

CLOSING / ADJOURNMENT

At 1:13 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 'D' and 'H'.

Dan Herring, Secretary