

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

Tuesday, June 21st, 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. JOHNSON BISSETTE
Mr. Charles Mullen

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 INC

Mr. Tim Gruebel, PE, Parish 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 11:58 p.m.

INVOCATION

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

PLEDGE

Mr. Johnson Bissette led the Pledge of Allegiance.

INTRODUCTIONS

Chairman Garry Hodges welcomed Mr. Jason Kennedy from WK Dickson.

GUEST SPEAKERS

READING / APPROVAL OF MINUTES

The minutes from the previous meeting held in May were distributed prior to the meeting and read by the board members. A motion was made by Bill Blackman and seconded by Johnson Bissette 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

We have a draft Request for Proposals (RFP) prepared for Consulting and Planning services for the Aviation Industrial Park Feasibility Study and Airport Master Plan update for Board review and approval. Last month we secured a fully executed short term lease for hangar #2 with Rampart Aviation who have based their Casa 212-200 at RWI. On June 10th I attended the NC Airport's Association Region 1 meeting held at KILM where we were briefed by the NC Division of Aviation on current FAA and State Regulatory priorities and policies.

Finance Management

On May 22nd, we solicited Requests for Proposals specifically for Annual Audit Accounting Services to four firms with offices located in NC - I have prepared a response matrix and staff recommendation for the Board's review. Since this is the last month of the FY 22, we have a 4th quarter budget amendment recommendation prepared to update the budget prior to end of the Fiscal Year to account for major impacts because of unanticipated increases in costs due primarily to inflation and rising fuel prices. We also have a proposed budget prepared for Fiscal Year 22-23 ready for Board review.

A motion was made by Dan Herring and seconded by Bill Blackman to approve Martin Starnes and Associates as Rocky Mount – Wilson Regional Airport's new auditor.

A motion was made by Carl Warren and seconded by Dan Herring for approval on the 4th Quarter Amended Budget.

A motion was made by Carl Warren and seconded by Charles Mullen for approval on the Proposed Fiscal Year Budget.

All motions were approved by all board members in attendance.

Airport Operations and Maintenance

Over the past month maintenance technicians have been keeping up with airfield maintenance including mowing, weed eating and airfield lighting repairs. MBR has begun working again on our roof repairs for the remaining hangars and has removed all the rusty and damaged gutters and downspouts for future replacement. MBR has also begun making exterior repairs to Hangar #2 in advance of move in date of Rampart Aviation on July 1st. On May 23rd and 24th, we completed and passed our annual 14 CFR Part 139 inspection with Mr. Marion Fletcher of the FAA Airport Certification Safety Branch. Last month the operations team completed their annual Wildlife Hazards Training which was hosted here onsite at RWI with the help of Mr. Aaron Bowden of the USDA APHIS Wildlife Services Division. On June 16th, the Airport Rescue and Fire Fighting Crew attended and passed their annual 14 CFR Part 139 Live Fire refresher training in Columbia South Carolina.

KRWI Fixed Based Operations

KRWI fuel sales are down from last month as we sold approx. 21K gal. (down from 34K gal.) of Jet A fuel and over 7K gal. (down from 8K gal.) of AvGas resulting in approx. \$185K (down from \$251K) in fuel sales and Fee revenues over the past month. Sales at the Self-Serve fuel farm are up again at 4.7K Gal. (up from 3.9K gal. last month).

FINANCIAL REPORT

Carl Warren stated that the May Financials look good and that there was nothing abnormal to report. Sales Report looks good. FBO is at a \$291K gain and Operating Cost is at \$249K This does not include any sustaining subsidies. A motion was made by Bill Blackman and seconded by Johnson Bisette to approve the financial report. All board members in attendance approved.

ENGINEER'S REPORT - WK DICKSON

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

Estimated dates for NCDOA and FAA approval of the Master Plan and Airport Layout Plan is 7/1/2022 and 7/1/2023 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.

A similar text change is being prepared for Wilson County and is scheduled to be submitted for their review on July 1st.

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. The pre-construction meeting was held on May 5th. The project is behind schedule due to delays in tank equipment manufacturing. Calvin Davenport has not yet received confirmation of the tank delivery date.

3. Self-Serve Fueling Station

An agreement has been reached with First Petroleum Services regarding final payment for this project. Contract and grant close out is underway.

ENGINEER'S REPORT – PARRISH & PARTNERS

Obstruction Clearing (Design/Bidding)

- Current Status
 - Awaiting confirmation of State Funding
 - Awaiting Approval of Property Owner Letter by AA
 - Recommend Attorney Review of Letter
 - EA in progress
 - Awaiting site meeting with USACE regarding tree removal in wetlands
- Changes Since Last Discussion
 - Approval of WA to perform EA
 - USACE request for on-site meeting to determine allowed clearing without mitigation
 - EA work started
 - Plans at 100% pending any changes based on public notice or USACE comments
- Look Ahead
 - Public Notice
 - Complete EA and Submit to NCDOA
 - SHPO Coordination for tree removal near house in Runway 04 Approach
 - Final review of plans by NCDOA
 - Bidding

BUSINESS

UNFINISHED BUSINESS

There was no unfinished business discussed.

NEW BUSINESS

At the end of each fiscal year, a motion is to be made to determine who will be the new officers on the board for the following fiscal year. A motion was made by Johnson Bissette to re-appoint all board officers to remain in their current stations for the next fiscal year. The motion was seconded by Mr. James Johnson. The motion was carried unanimously to re-appoint the following officers:

Chairman: Garry Hodges
Vice Chairman: Bill Blackman
Treasurer: Carl Warren
Secretary: Dan Herring

Mr. Carl Warren made a motion for the board to go into recess for the month of July. The motion was seconded by Mr. Charles Mullen. The motion carried unanimously.

CLOSED SESSION

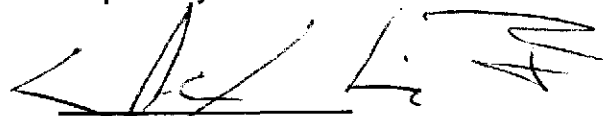
Carl Warren made a motion to continue the airport meeting in closed session for the purpose of discussing personnel matters. The motion was seconded by Johnson Bissette and the motion was carried unanimously. Closed session began at 12:52.

The board returned to open session at 1:19 pm. Mr. Garry Hodges recommended that the board discontinue the Director's quarterly performance bonuses, amend the Director's contract to increase the annual salary to \$116,500 and to provide a stipend benefit to the Director to cover annual rent for an aircraft T-Hangar. A motion was made by Mr. Bill Blackman to accept the Chairman's recommendation. The motion was seconded by Mr. Carl Warren. The motion carried unanimously.

CLOSING / ADJOURNMENT

At 1:20 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