

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

TUESDAY, SEPTEMBER 20TH, 2022

JOSH L. HORNE CONFERENCE ROOM

BOARD MEMBERS PRESENT

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

BOARD MEMBERS NOT PRESENT

MR. BILL BLACKMAN, VICE CHAIRMAN
MR. JAMES JOHNSON

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, PARRISH AND PARTNER, LLC

MR. TERRY MACALUSO, LAND DEVELOPER PRACTICE LEADER, WK DICKSON

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. 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, and Mr. Terry Macaluso from WK Dickson, and Mr. Tim Gruebel from Parrish and Partners.

GUEST SPEAKERS

READING / APPROVAL OF MINUTES

The minutes from the previous meeting held in June were distributed prior to the meeting and read by the board members. A motion was made by Carl Warren 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 September 30th, Angie Hess and I attended our ARPA funding kickoff meeting with our team members on the EDA grant to review all the required forms, documentation, and deadlines for

reporting on our EDA grant. On August 12th, Mr. Kennedy and I met with Mr. Doug Broughton and his staff along with Mr. Michael Stocks to discuss the status of our Above Ground Fuel Farm Project. At the end of the meeting, we all agreed it was a suitable time to issue the Notice to Proceed and begin work on the project post haste. On August 13th, Tim Gruebel, Garry Hodges, and I met with Vince Durham to discuss the Obstruction clearing project. Mr. Durham produced copies of the Avigation Easements which were on file at the Wilson County Clerk's office. On August 16th, I attended the NC Airports Association Region 1&2 meeting at Cape Fear Regional Airport where we were briefed on how to take advantage of utility and telecom cost saving methods. We also were introduced to the NC Division of Aviation's new environmental and planning program manager, Ms. Martha Hodge.

Finance Management

Martin and Starnes are currently working on our FY 21 Audit which will be due October 31st.

Airport Operations and Maintenance

Over the past month maintenance technicians have been begun transitioning to primarily ditch maintenance as fall approaches we are preparing for wet weather and vegetative cover removal from the drainage facilities. MBR has completed roofing and paint renovation work on Hangar #3 and has begun roof work on Hangars 4. SE&M is wrapping up HVAC system replacement on the FAA/CAP/Flight School building. Mr. Richard Winstead has submitted his resignation as Airfield Operations Manager and has returned to work at Metro Aviation. I have advertised Statewide and Nationally to fill this vacant position and have interviewed 5 candidates already.

KRWI Fixed Based Operations

KRWI fuel sales are up again from July as we sold approx. 23K gal. (up from 22K gal.) of Jet A fuel and over 11K gal. last month (up from 8K gal.) of AvGas resulting in a record month with approx. \$209K in fuel sales and Fee revenues in August. Sales at the Self-Serve fuel farm are averaging over 5K Gal. per month accounting for 14% of fuel sales now.

FINANCIAL REPORT

Carl Warren stated that the financial statements for August, overall looked good. All revenues were looking great but was concerned on some of the expenditures; both were in Operations and Maintenance. Dion explained that these were high due to the summer grass cutting season as well as fixing up the hangars. During the fall and winter, these repairs will cease, and the budget will work itself out. Adjusting the budget in the spring is always a possibility it needed. A motion was made by Dan Herring and seconded by Johnson Bissette to approve the August financial report. All board members in attendance approved.

ENGINEER'S REPORT - WK DICKSON

Rocky Mount-Wilson Regional Airport Project Progress Report September 20, 2022

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

NCDOA has finished their review and has passed the Master Plan and Airport Layout Plan to FAA for final approval. FAA approval is expected no later than July of 2023.

Separate meetings with Nash and Wilson County Planning Departments were held on August 3rd to discuss the proposed text changes for the Airport Overlay district portion of each counties Unified Development Ordinance (UDO). The text changes will be reviewed by each counties planning board, discussed at a public hearing, and then finally considered for approval by each county board of commissioners. The review process will begin in September and take 2-3 months for final acceptance.

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 schedule has been delayed due to availability of the preferred fuel tank vendor, Fuel Tech Incorporated. A new tank vendor has been engaged and the Notice to Proceed was issued to Calvin Davenport on September 12th. The contract duration is 362 days, and the schedule completion date is September 9, 2023.

3. Self-Serve Fueling Station

Contract and grant close out is underway and is expected to be completed in the next 30 days.

ENGINEER'S REPORT – PARRISH & PARTNERS

Obstruction Clearing (Design/Bidding)

- **Current Status**
 - Awaiting confirmation of State Funding
 - Coordination with Marth Hodge at NCDOA on EA vs. CatEx
 - Public Involvement letters ready for review.
 - Awaiting site meeting with USACE regarding tree removal in wetlands
- **Changes Since Last Discussion**

- NCDOA Provided original Exhibit A depicting easements
- Met with Vince Durham
 - Located aviation easements dating back to 1960's
 - Suggested meeting with County Planning Director for coordination

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

Mr. Viventi recommend to the Board that an evaluation committee be formed to review the RFP submittal packages for the Aviation Industrial Park Feasibility Study. Chairman Garry Hodges asked for volunteers to serve on the committee, review the proposals and to make a recommendation to the Airport Authority at the next regular meeting in October. Mr. Viventi will prepare a scoring matrix based on the RFP requirements and send them to the committee members for their use in evaluating the proposals and schedule a committee meeting in the next few weeks. The three members that were appointed to the committee are:

Mr. Johnson Bissette
Mr. Charles Mullen
Mr. Dan Herring

NEW BUSINESS

Mr. Viventi informed the board members that Senator Barnes has allocated \$100K with zero local match to Rocky Mount-Wilson Regional Airport from the State of NC short term budget. Mr. Viventi will report back to Senator Barnes on how this money would be used at the airport. Mr. Viventi recommended to the board that the award be allocated towards the design of Phase 2 of the T-Hangar Project.

A motion was made by Dan Herring and seconded by Johnson Bissette for the project to be done by WK Dickson and to proceed with the design of the new T-Hangar. All board members in attendance approved.

CLOSED SESSION

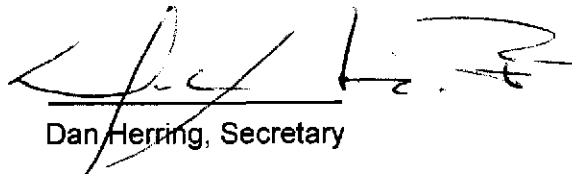
The Airport Authority went into closed session at 12:58 p.m. to discuss Personnel Matters. The closed session was adjourned at 1:22 p.m.

In open session at 1:25 p.m., a motion was made by Carl Warren and seconded by Johnson Bissette to increase the Personnel Budget from \$536K to \$610K for the purpose of recruiting qualified candidates for any position that the airport director deemed necessary. All board members in attendance approved.

CLOSING / ADJOURNMENT

At 1:26 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, sweeping initial "D".

Dan Herring, Secretary