

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

TUESDAY, AUGUST 16TH, 2022

JOSH L. HORNE CONFERENCE ROOM

BOARD MEMBERS PRESENT
MR. GARRY HODGES, CHAIRMAN
MR. BILL BLACKMAN, VICE CHAIRMAN
MR. CARL WARREN, TREASURER
MR. JAMES JOHNSON
MR. JOHNSON BISSETTE
MR. CHARLES MULLEN

BOARD MEMBERS NOT PRESENT

MR. DAN HERRING, SECRETARY

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 12:02 p.m.

INVOCATION

Mr. Garry Hodges delivered the invocation and blessed the food.

PLEDGE

Mr. Garry Hodges led the Pledge of Allegiance.

INTRODUCTIONS

Chairman Garry Hodges welcomed Mr. Jason Kennedy 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 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 July 19th, Jason Kennedy and I attended the Division of Aviation annual planning meeting for RWI with Ms. Rachel Bingham, PE to review RWI's current mandatory requirements status and to discuss the airport's planning goals. Ms. Bingham stated that RWI's request for the Obstruction Clearing safety project was now on the State's Aid to Airports Funding priority list for next fiscal year and that we would be receiving an award amendment to add \$50K to our STIP Grant to cover the contract budget differential previously negotiated with PLT. On July 26th, I attended the NCDOT Aviation Airport Virtual Workshop. Director Bobby Walston reported that FY 23's budget of \$160M included \$100M towards Commercial Service Airports, \$10M towards Economic Development and \$49M towards GA airports. He also reported that \$38M of State Capitol Infrastructure funding would also be available. The DOA is also providing for the first time, funding of 50% towards Operations monitoring systems up to \$3000. On August 8th, Jason Kennedy and I met with both the Wilson County Planning Director, Mr. Mark Johnson and the Nash County Planning Director, Mr. Adam Tyson to review the proposed Uniform Development Ordinance changes. Both meetings with very productive and both Counties recommended that we provide an executive summary to move forward to schedule a formal review at their respective monthly planning meetings. On Thursday August 12th, I met with Agent Brad McConnell, Transportation Security Inspector with the TSA for our annual Airport Security inspection. Agent McConnell commented that the airport was ahead of the curve for a GA airport and noted that if we were to become a Commercial service airport anytime in the future that we would be well positioned to transition due to the current security measures in place.

Finance Management

Martin and Starnes have begun their field work with our FY 21 Audit, and we have submitted all documents electronically. Steve Hackett of Huneycutt & Jason Creel of Anthony and Tabb has been assisting them with our Accruals/Payables. As of June, we have transitioned from QuickBooks to Anthony & Tabb to complete our payroll services.

Airport Operations and Maintenance

Over the past two months maintenance technicians have been continuing to mow, mow and mow some more in full force as the growing season is at its peak. MBR has completed renovation work on Hangar #2 and has begun work on Hangars 3 & 4. I have submitted a formal request to NCDOT DOA to include preventative maintenance on our existing concrete aprons which would include power washing and joint replacement to prevent Spalding.

KRWI Fixed Based Operations

KRWI fuel sales are up slightly from May as we sold approx. 23K & 22K gal. respectively (up from 21K gal.) of Jet A fuel and over 8K gal. last two months (up from 7K gal.) of AvGas resulting in approx... \$400K in fuel sales and Fee revenues in June and July. Sales at the Self-Serve fuel farm are averaging over 4K Gal. per month accounting for half of our Avgas sales. Self-Serve Jet A volume is getting closer to 10% of Jet A sales now.

FINANCIAL REPORT

Carl Warren stated that the June Financials look good and that there was nothing abnormal to report. Sales Report looks good. FBO Ending YTD was at \$358K gain and Operating Cost is at \$303K. This does not include any sustaining subsidies. July had an Operating Expense in the amount of \$37K for hangar repair. A motion was made by Bill Blackman and seconded by Charles Mullen to approve the financial reports for June and July. All board members in attendance approved.

ENGINEER'S REPORT - WK DICKSON

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. Calvin Davenport has proposed a new tank vendor EnviroSafe Above Ground Fuel Tank Systems. A submittal from Calvin Davenport outlining the details of the proposed tank system is expected this month. The construction schedule will be updated when the tank system has been accepted by RWI and the delivery date has been confirmed.

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 and is expected to be completed in the next 60 days.

ENGINEER'S REPORT – PARRISH & PARTNERS

Obstruction Clearing (Design/Bidding)

- Current Status
 - Awaiting confirmation of State Funding
 - Awaiting Meetings with Nash and Wilson County Attorneys
 - EA in progress
 - Awaiting site meeting with USACE regarding tree removal in wetlands
- Changes Since Last Discussion
 - NCDOA Provided original Exhibit A depicting easements
- 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

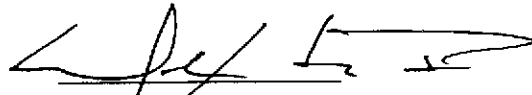
There was no unfinished business discussed.

CLOSED SESSION

CLOSING / ADJOURNMENT

At 1:04 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