

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

Tuesday, November 15, 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. JOHNSON BISSETTE
MR. CHARLES MULLEN
MR. JAMES JOHNSON

BOARD MEMBERS NOT PRESENT

EX OFFICIOS & STAFF PRESENT

MR. DION J. VIVENTI, CM, PE CFII DIRECTOR & FINANCE OFFICER

MS. TAMMY MOSELEY, OFFICE ADMINISTRATOR
PATRICK ROBERTON, AIRFIELD OPERATIONS MANAGER

GUESTS PRESENT

MR. JASON KENNEDY, PE, WK DICKSON INC

Mr. TIM GRUEBEL, JENNIFER MARTIN AND HILLARY CRAWFORD, PARRISH AND
PARTNER, LLC

OPENING

CALL TO ORDER

A regular meeting of the Rocky Mount – Wilson Regional Airport was called to order by Chairman Garry Hodges at 12:00 p.m.

INVOCATION

Mr. Bill Blackman 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 Ms. Jennifer Martin and Ms. Hillary Crawford from Parrish and Partners.

Mr. Dion Viventi introduced Patrick Robertson.

GUEST SPEAKERS

READING / APPROVAL OF MINUTES

The minutes from the previous meeting held in September 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

The work authorization for the T-Hangar design project has been submitted by WK Dickson and recommended it for approval contingent on receipt of the State budget allocation through Nash County. The work authorization submitted by Parrish and Partners for the Aviation Industrial Park Feasibility Study and Master Plan has been reviewed and will be updated and recommended for approval as well.

Finance Management

The contract amendment with Martin and Starnes to extend the preparation schedule has been executed by the Chairman and Treasurer and is now forthcoming. A third quarter budget adjustment in January to account for expenses relating to the new Aviation Industrial park masterplan update and the T-Hangar design projects will be prepared.

Airport Operations and Maintenance

Mr. Patrick Robertson has joined the KRWI Airport team as of November 8th as our new Airfield Operations Manager. Mr. Robertson comes well qualified and has recently relocated to Rocky Mount from his hometown of New Bern where he served as an assistant Operations Manager at Coastal Carolina Regional Airport and an assistant to Director of Marketing at Titan Aviation Fuels. Patrick is a graduate from Embry Riddle where he graduated with a BS in Business Administration.

Over the past month our in-house maintenance technicians have continued ditch and drainage maintenance in preparation of a wet winter ahead. Technicians are also starting to work on repairs and vegetation removal of our perimeter fencing as well.

Hangar renovation continues MBR has completed work on Hangar #3 and continues to work on the roofing and paint renovation work on Hangar #4. SE&M has completed the HVAC system replacement and begun exterior lighting upgrades to the Hangar #4.

KRWI Fixed Based Operations

KRWI fuel sales went way up in October as we sold approx. 32K gal. (up from 25K gal.) of Jet A fuel and almost 9K gal. of AvGas (9K gal. last month) resulting in another great month of fuel

flowage over 41K with approx.. \$245K in fuel sales and Fee revenues for October (A new record). Sales at the Self-Serve fuel farm last month were over 3K Gal. accounting for approx..9% of our total fuel sales. On October 30th, Mr. Brian Helms submitted his resignation as FBO manager and Dakota Suggs has stepped up as interim manager.

FINANCIAL REPORT

Carl Warren stated that the financial statements for September overall looked good. All revenues were looking great but was concerned on some of the the expenditures; both were in Operations and Maintenance. Dion explained that these were due to crossing of invoices and some adjustments needed and the budget will work itself out.

A motion was made by Johnson Bisette and seconded by Charles Mullen to approve September financial report. All board members in attendance approved.

ENGINEER'S REPORT - WK DICKSON

Rocky Mount-Wilson Regional Airport
Project Progress Report
November 15th, 2022

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

FAA has completed their review and has issued approval of the Airport Master Plan and ALP update. Coordination with NCDOA is underway for final signatures of the approved documents.

Text changes to the Airport Overlay District sections of the Uniform Development Ordinance (UDO) for both Nash and Wilson Counties have been submitted and are under review. The proposed text change will update the UDO language for each county to reflect the most current airspace map and land use planning recommendations from the newly approved Airport Layout Plan.

A meeting with Nash County Planning staff will be held in the next few weeks prior to the text change being considered by the Nash County Planning Board and County Commissioners.

The Wilson County Planning Board discussed the proposed text change during their meeting on October 17th. At this meeting the board elected to not make a recommendation on the text change until after Nash Counties review is complete.

2. Underground Fuel Farm Closure and Above Ground Fuel Farm Improvements.

Paving of the Fuel Farm driveway is underway and is expected to be complete by Friday November 18th. The 20,000-gallon Jet-A tank is scheduled to be delivered and installed in Summer of 2023.

ENGINEER'S REPORT – PARRISH & PARTNERS

Obstruction Clearing (Design/Bidding)

☐ Current Status

- o Awaiting confirmation of State Funding
- o Coordination with Marth Hodge at NCDOA on EA vs. CatEx
- o Awaiting meetings with County planning director(s)
- o Awaiting site meeting with USACE regarding tree removal in wetlands
- ☐ Changes Since Last Discussion
- o None
- ☐ Look Ahead
- o Public Notice
- o Complete EA and Submit to NCDOA
- o SHPO Coordination for tree removal near house in Runway 04 Approach
- o Final review of plans by NCDOA
- o Bidding

Aviation Industrial Feasibility Assessment and MP Update

- ☐ Current Status
- o Awaiting contract approval
- ☐ Changes Since Last Discussion
- o Contract Submitted for Review
- ☐ Look Ahead
- o Project Kickoff Meeting November 15, 2022
- o Subconsultant contracting
- o Begin data collection

BUSINESS

UNFINISHED BUSINESS

NEW BUSINESS

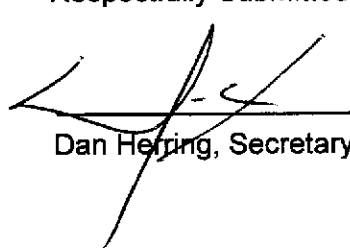
Mr. Johnson Bissette confirmed a December 13th Christmas Party at 6 o'clock pm. A \$250.00 deposit was made by Mr. Bissette to secure the reservation at Daniels in Wilson. Members may bring one Guest (spouse) and should rsvp Dion or Tammy.

CLOSED SESSION

CLOSING / ADJOURNMENT

At 12:50 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