

MEETING MINUTES
OF THE
ROCKY MOUNT – WILSON REGIONAL AIRPORT AUTHORITY
HELD

TUESDAY, JANUARY 17TH, 2023

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

GUESTS PRESENT

MR. JASON KENNEDY, PE, WK DICKSON INC

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. Garry Hodges led the Pledge of Allegiance.

INTRODUCTIONS

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

READING / APPROVAL OF MINUTES

The minutes from the previous meeting held in October were distributed prior to the meeting and read by the board members. A motion was made by Bill Blackman and seconded by Carl Warren 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 December 6th Jason Kennedy and I met with Nash County to discuss the proposed UDO text and mapping changes. On December 16 Airport staff held our annual TSA Airport safety and security review meeting as we anticipate our annual TSA inspection in February. We have tentatively scheduled our annual tabletop Emergency Action Plan meeting in March and the FAA has scheduled our annual Part 139 inspection in April.

Finance Management

The 2021 FY Audit for the audit is scheduled to be completed by Martin and Starnes by the end of January and will be distributed to our municipal partners. A third quarter budget amendment will also be ready by the end of January to account for expenses relating to the new Aviation Industrial park masterplan update and the T-Hangar design projects. The results from the NCDOT Division of Aviation Airport Economic Development survey have been completed and

distributed to our regional municipalities. KRWI economic impact has increased to 77 million, up by 10% from the last study in 2021.

Airport Maintenance Operations

Over the past few months, we have been concentrating on drainage maintenance as we have completed all of the ditch clean out work and begun cleaning up of our stormwater retention basin and outlet control facility. Hangar renovation continues as we have completed the exterior lighting upgrades to Hangar numbers 2,3 & 4. The FAA building interior renovations have also been completed.

KRWI Fixed Based Operations

KRWI fuel sales for November and December were down from October at approx. 25K & 19K gal. of Jet A and 9K & 6K gal. respectively (32K gal. of Jet A fuel and 9K gal. of AvGas last month) resulting in total fuel flowage of approx.. 66K gallons and approx.. \$300K in total FBO revenues for the past two months. Sales at the Self-Serve fuel farm accounted

for approx..24% of our total revenue.

FINANCIAL REPORT

The accountants were still working on the financial Statements. Carl Warren stated that the bank balances overall looked good and that we would go over the financial statements in the February meeting. A motion was made by Johnson Bissette and seconded by Dan Herring to approve. All board members in attendance approved.

ENGINEER'S REPORT - WK DICKSON

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

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 and county leadership was held on December 6th to discuss the proposed change. During the meeting feedback was provided on how to revise the change request. The requested information is being prepared, and a follow-up meeting will be scheduled with staff 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.

Driveway paving and most of the sitework for the Fuel Farm is complete. The 20,000-gallon Jet-A tank is scheduled to be delivered and installed in Summer of 2023.

3) T-Hangar Development Phase II (Design)

This project includes development of the next 24 T-Hangar units and associated site work

(See attached Figure-1). Design Survey and Geotechnical Investigation is currently underway. The design is scheduled to be completed between March and June so that bid plans are ready by July 1st, 2023. Project Progress Report November 15th, 2022

ENGINEER'S REPORT – PARRISH & PARTNERS

1) Obstruction Clearing (Design/Bidding)

Current Status:

- a) Awaiting confirmation of State Funding
- b) Coordination with Marth Hodge at NCDOA on EA

Changes Since Last Discussion:

- a) USACE Completed No Permit Required Determination for Wetland Tree Removal
- b) 10% Plans Ready for Final Internal QC and submission to NCDOA

Look Ahead:

- a) Public Notice
- b) Complete EA and Submit to NCDOA
- c) SHPO Coordination for tree removal near house in Runway 04 Approach
- d) Final review of plans by NCDOA
- e) Bidding

2) Aviation Industrial Feasibility Assessment and MP Update

Current Status:

- a) Contract Approved
- b) Work Underway (See Attachment)

Changes Since Last Discussion:

- a) Kickoff Meeting
- b) Weekly Project Status Updates

Look Ahead: Complete Tasks 1-3

BUSINESS

GUEST SPEAKERS

UNFINISHED BUSINESS

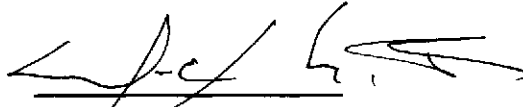
NEW BUSINESS

CLOSED SESSION

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:



Dan Herring, Secretary