

MEETING MINUTES
OF THE
ROCKY MOUNT – WILSON REGIONAL AIRPORT AUTHORITY
HELD
TUESDAY, FEBRUARY 21ST, 2023

BOARD MEMBERS PRESENT

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

BOARD MEMBERS NOT PRESENT

MR. BILL BLACKMAN, VICE CHAIRMAN
MR. JOHNSON BISSETTE

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
MR. TIM GRUEBEL, PE, PARRISH & PARTNERS

OPENING

CALL TO ORDER

A regular meeting of the Rocky Mount – Wilson Regional Airport was called to order by Chairman Garry Hodges at 12:01 p.m.

INVOCATION

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

PLEDGE

Mr. Dan Herring led the Pledge of Allegiance.

INTRODUCTIONS

Chairman Garry Hodges welcomed Mr. Jason Kennedy, from WK Dickson and Mr. Tim Gruebel, from Parrish and Partners.

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 Mr. Carl Warren and seconded by Mr. 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 February 16th, 2023, we lost our Board Member and Vice Chairman, Granger, "Bill" Blackman who passed away. Commissioner Blackman was elected as county commissioner for district seven in 2014. He served on numerous other boards including Diversified Opportunities, Wilson County Board of Health, Wilson County Properties, and many others. Bill was a tremendous supporter of the airport and dedicated community servant. He represented Wilson County in the highest esteem and worked diligently in his role here as our Vice Chairman of the Rocky Mount - Wilson Airport Authority. He was prudent, pragmatic and contributed greatly to the recent successes of the airport's development endeavors. He will be greatly missed and always appreciated for his humor, candor, honesty and dedication to the Board, and we will keep his family and friends in our prayers. Flowers were sent to the Wake on behalf of the Airport Authority.

On February 10th, Patrick Robertson and I attended the NCAA Region one meeting at KOAJ in Jacksonville NC. The primary presentation was on best practices for Lobbying the NC Legislature for funding Airport Improvement projects. Director Bobby Walston also announced his upcoming retirement after 30 years of service. On February 14th, I attended an online Teams meeting marking the kickoff of our Aviation Industrial Park SWAT analysis. The primary purpose of the meeting was to identify the four main SWAT category items and the list of stakeholders. A start of study letter will be distributed along with an online survey to the stakeholders for their input into the analysis. On February 16th, Chairman Hodges, Tim Gruebel of Parrish and Partners and I met with Mayor Roberson and Senator Lisa Barnes at their respective offices to discuss the possibility of obtaining unclaimed ARPA funding to be utilized as a Legislative grant towards the preliminarily planned Airport Corporate Hangar Project. We supplied both elected officials and their staff with a one sheet white paper, conceptual layout and proposed language to be considered as proposed into the upcoming Long term budget cycle. Our Annual ARFF tabletop Emergency Action Plan meeting has been scheduled for Tuesday, February 28th and the FAA has scheduled our annual Part 139 inspection in April.

Finance Management

Completion of the 2021 FY Audit has been postponed by several weeks by Martin and Starnes and is now anticipated to be finished by the end of March. Copies will then immediately be distributed to our municipal partners. Our third quarter budget amendment will be delayed until completion of the Audit. Project Ordinances to account

for expenses relating to the new Aviation Industrial park masterplan update and the T-Hangar design projects will accompany the proposed amendment. Our finance team has been working to catch up with accounts receivable and employee enrollment in ORBIT and BCBS since the recent transition of our Admin Manager. These numbers which will also reflect in our upcoming financial reports.

Airport Maintenance Operations

Over the past month, we have drainage maintenance and vegetation cleanup of our stormwater retention basin and outlet control facility. The spillway now flows unimpeded and the large trees and surrounding overgrowth has been removed. Hangar renovation continues on Hangar #4 as the new gables, gutters and downspouts have been installed and the roof recoating is being finished this week. On January 25th, the FBO manager, Operations Manager and I attended our annual Wildlife hazard assessment and mitigation training at KFAY in Fayetteville, NC. On January 31st, All full-time employees attended annual CPR and AED training conducted by Nash Community College here at KRWI. The Main focus for February has been Edging all Runways, Taxiways and Aprons in anticipation of the spring growing season.

KRWI Fixed Based Operations

Last month the KRWI FBO made some cosmetic upgrades to the retail and common terminal areas. We also replaced fuel hose on the 5000-gallon Jet A truck we replaced all of our fuel farm fuel filters.

KRWI fuel sales for January were down Compared to December 2022 fuel sales. Jet A sales in January were at 18.3k Gallons (Down from 18.9k gallons) while Avgas sales were at 4.8k gallons (down from 6.6k). These numbers bring our total fuel flowage of approximately 23.2k for the month of January with FBO sales, merchandise and operation fees generating approximately \$121k of revenue in fuel sales. Sales at the Self-Serve fuel farm accounted for approximately 20% of our total fuel revenue.

ENGINEER'S REPORT – PARRISH & PARTNERS

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 will be submitted back to Nash County by March 1st.

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). Geotechnical Investigation is complete, and design survey is be completed this month. The design is scheduled to be completed between March and June so that bid plans are ready by July 1st, 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
- ☐ Changes Since Last Discussion
 - o USACE Completed No Permit Required Determination for Wetland Tree Removal
 - o Bid Plans Ready for Final Internal QC and submission to NCDOA
 - o Meeting with Nash County Planning to coordinate public notice
 - o Complete EA and Submit to NCDOA
 - o SHPO Coordination for tree removal near house in Runway 04 Approach
- ☐ Look Ahead
 - o Public Notice
 - o Final review of plans by NCDOA
 - o Bidding

Aviation Industrial Feasibility Assessment and MP Update

- ☐ Current Status
 - o On schedule
 - o Work Underway (See Attachment)
- ☐ Changes Since Last Discussion
 - o Stakeholder inclusion and coordination
 - o Coordination with NC Rail Roads
 - o SWOT Analysis underway
 - o Data collection nearing completion
 - o Operational Assessment nearing completion
- ☐ Look Ahead
 - o Complete Tasks 1-3

BUSINESS

GUEST SPEAKERS

UNFINISHED BUSINESS

NEW BUSINESS

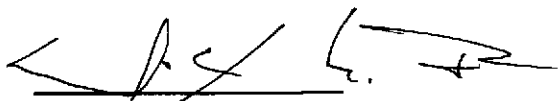
We will hold our annual spring equinox pancake fly-in on Saturday March 18, 2023.

CLOSED SESSION

CLOSING / ADJOURNMENT

At 12.58 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