ROCKY MOUNT – WILSON REGIONAL AIRPORT AUTHORITY MEETING

Tuesday, August 15th, 2023

JOSH L. HORNE CONFERENCE ROOM

BOARD MEMBERS PRESENT

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

BOARD MEMBERS NOT PRESENT

MR. MICHAEL WETHERINGTON

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 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 12:00 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 Jason Kennedy and Tim Gruebel to the meeting

GUEST SPEAKERS

READING / APPROVAL OF MINUTES

The minutes from the previous meeting were distributed prior to the meeting and read by the board members. A motion was made by Mr. Charles Mullen and seconded by Mr. Carl Warren to approve the minutes. All board members in attendance unanimously 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 14th we hosted the children from Word Tabernacle church for a successful VBS tour around the airport. On July 20th I met with National Foam to discuss the upcoming AFFF mandated decommissioning and transition to NFFFF for the ARFF facility. The ARFF truck circuit repairs are now complete and the ARFF truck is now fully operational. On July 22nd we completed our terminal area parking resurfacing and marking project. From July 26th – 30th I attended the Annual EAA fly-in at Oshkosh WI along with our neighbors and partners at Adventist World Aviation in Wilson. On August 5th I attended the Wilson EAA meeting at W03 to report on the current airport operations and future upgrades. On August 10th I will be meeting with Senator Thom Tillis to discuss our appropriations funding request for the Corporate Hangar Project.

Finance Management

Our June and July financial reports are ready to be reviewed at this time. For FY 22 we are under budget, and we are off to a good start for FY 23 which started July 1st.

Airport Maintenance Operations

The months of June and July were very hot and dry, so we were able to catch up on more airfield mowing. We had some equipment breakdowns, but we were able to either fix the equipment, or use another piece and do what needs to be done. On June 23rd the ARFF team attended their annual Live Fire training at the South Carolina Fire Academy. The FAA completed their annual Part 139 inspection on June 26th and the airport passed with only a few minor discrepancies which have been corrected. Opterra Solutions have completed the vegetation suppression spraying on all our drainage ditches which will help keep maintenance and wildlife down to a minimum.

KRWI Fixed Based Operations

July 2023 was a good month in fuel sales after a lackluster June. Our Jet fuel sales rose to 21.6k gallons from 16.3k. Avgas also increased to 4.9k from 3.7k. This brings our total fuel flowage to 26.5k gallons with approximately $116k of revenue in fuel sales. Self-service accounted for 32% of Jet fuel sales in July thanks to Rampart Aviation's training program. In July we nearly broke our all-time ops record of 303, we fell short at around 270 ops. Rebel services are scheduled to come and perform the repairs on our Avgas self-serve facility on the 21st and they will also perform the annual maintenance while they are here.

FINANCIAL REPORT

Mr. Warren went over the financial statements for June 2023. Mr. Warren stated that nothing was noteworthy regarding Revenue and budget was balanced on Expenses. Carl gave a report to all board members showing the profit and loss of June 2023 and FY 2023 YTD. July Financials were received late from the accountant and did not have time to review them. Mr. Dan Herring made a motion to approve the June financial report, and Mr. Charles Mullen seconded the motion. All board members in attendance unanimously approved.

ENGINEER'S REPORT – PARRISH & PARTNERS

Mr. Tim Gruebel gave the board the following report:

Obstruction Clearing (Design/Bidding)

- Current Status
  - Awaiting confirmation of State Funding
  - NEPA Submitted to Martha Hodge for approval
  - Public Notice Complete
  - State Clearinghouse approval obtained
  - Need to setup meetings during/after bidding to follow up with:
    - Dr. Ervin Phipps, Southern Stars Holding Company (Only highly objectionable Landowner)
    - Multiple Landowners wanting to cut their own timber
    - Multiple Landowners wanting to confirm State Funding
- Changes Since Last Discussion
  - Numerous approvals
  - NEPA successfully negotiated to CATEX from EA
- Next Steps
  - Submit Bid Documents to NCDOA
    - Final Review
    - Establish MBE/WBE goals
    - Obtain Concurrence to advertise for bid
  - Bidding

Aviation Industrial Feasibility Assessment and MP Update

- Current Status
  - Awaiting Final comments from Stakeholders on Final Draft Report
  - ALP updated – Need to schedule review meeting with Airport Director
  - Masterplan Amendments – Need to schedule review meeting with Airport Director
- Changes Since Last Discussion
  - ALP & Masterplan complete and ready for review
- Look Ahead
  - Finalize report based on stakeholder comments
  - Submit to ALP & Masterplan to NCDOA for review

PROJECT PROGRESS REPORT - WK DICKSON

Mr. Jason Kennedy gave the board the following report:

- **Airport Land Use Planning, Unified Development Ordinance (UDO) Update**
  Documents have been provided to Nash County as requested for the next meeting regarding the proposed text change. The next meeting has been requested, however a date and time has not yet been confirmed.

- **Underground Fuel Farm Closure and Above Ground Fuel Farm Improvements.** Driveway paving and sitework for the Fuel Farm is complete. The 20,000-gallon Jet-A tan was previously scheduled to be delivered and installed in July. Due to an unexpected delay of a long lead time item, the tank delivery date is now scheduled for December.

- **T-Hangar Development Phase II (Design)** This project includes development of the next 24 Hangar units and associated site work 90% design documents were submitted to RWI on June 2nd for review. Final Design, permitting, preparation of bid documents is underway.

- **T-Hangar Development Phase II (Utility Relocation Coordination and Bidding)** A subsequent Work Authorization for Utility Relocation Coordination, Bidding and associated Grant Administration Services will be submitted to RWI for review this week. Use of RWI Bipartisan Infrastructure Bill (BIL) funding is anticipated for this effort.

<u>BUSINESS</u>

NEW BUSINESS

Mr. Charles Mullen made a motion to appoint Mr. James Johnson as Vice Chairman for the Airport Authority and was seconded by Mr. Dan Herring. Mr. Charles Mullen made a motion to reappoint Mr. Carl Warren as Treasurer and was seconded by Mr. James Johnson. Mr. Charles Mullen made a motion to reappoint Mr. Dan Herring as Treasurer and was seconded by Mr. James Johnson. All board members in attendance unanimously approved.

A very high possibility of a casino will be built in Nash County, bringing more business to Rocky Mount – Wilson Regional Airport. If business increases, Mr. Dion Viventi has brought attention of things that need to change around the airport that include the following:
24/7 FBO
Logistics; Shuttle
Security on ramp; add more cameras
Parking
Gates, Lifter and Splitters
Overnight Hangar Space
Electric Vehicle Charging Station
Obtain another ARFF vehicle

CLOSING SESSION

At 1:17 p.m., the board went into closed session to discuss Personnel Matters.

ADJOURNMENT

At 1:39 p.m. the board returned to open session. Mr. Johnson Bissett made a motion to increase the salary of the Airport Director to $130,000 / year retroactive to July 1st. Mr. Carl Warren seconded the motion. The motion was carried. At 1:40 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