

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

Tuesday, September 19th, 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

BOARD MEMBERS NOT PRESENT

MR. MICHAEL WETHERINGTON
MR. JOHNSTON BISSETTE

EX OFFICIOS & STAFF PRESENT

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

MRS ANGELA HESS, FINANCE MANAGER

GUESTS PRESENT

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

Chairman Hodges delivered the invocation and blessed the food.

PLEDGE

Mr. James Johnson led the Pledge of Allegiance.

INTRODUCTIONS

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. James Johnson 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

This August I formally notified the NCDOT that the Rocky Mount – Wilson Airport would be applying for the Federal Aviation Administration Air Terminal Program (ATP) Project Grant in hopes of receiving an award to construct a new Airport Terminal area. The grant is very competitive and last year three airports (EWN, CLT and AVL) totaling more than \$72M. Emphasis in the application will be addressing Historically disadvantaged business opportunities and job creation in our Tier 1 counties. The building construction will emphasize the use of recycled materials and utilization of low energy technology, including Solar power, LED lighting, High Efficiency premium glass panels and HVAC systems. We will also be touting an EV charging station for aircraft & ground vehicles as part of the project. On October 12th, I have a meeting scheduled with our new Airport Project Manager (APM), Ms. Robin Peele of the Division of Aviation to discuss our Economic Development grant request to add an additional hangar to support our new Tenant, Rampart Aviation's desire to relocate their maintenance facility from Atlantic City to RWI. On August 31st and after over 21 years of service to the State of North Carolina & Local Government, I submitted my one month notice of retirement and formal resignation as Airport Director to Chairman Hodges for the Board's consideration. It has been an extremely satisfying experience working for the Authority and helping the airport to achieve many goals over the past seven years working with everyone here at RWI! Before the end of the month, I will post the advertisements to fill the Director's position with NCAA, AAEE and the local newspapers in hopes that the board my interview numerous candidates and ultimately fill the vacancy with a very qualified replacement.

Finance Management

Our August financial reports have been prepared by Anthony & Tabb, CPA, and are reviewed by staff and are ready to be approved at this time. Also, our Audit for FY 22 has been completed. Martin & Starnes are prepared to make a presentation on their report at this or our next board meeting in October. Once it has been reviewed and approved by the board it can be submitted to the LGC. The deadline for submittal is October 31st.

Airport Maintenance Operations

During the month of August, we have been concentrating our efforts on airfield mowing and ditch maintenance. We had a problem with the ExMark zero-turn mower's charging system, but this issue was corrected by premier equipment. Our back -up Bush hog for the New Holland has been scheduled for repairs & maintenance by Premier equipment as well. We have purchased a new boom sprayer for the Mule and started spraying all perimeter roads and turning them back to their original condition. The boom sprayer seems to be working exactly as predicted, perfect for gravel roads. Next month we will be performing more herbicide applications to the fence line and navigational facilities access roads. The front parking lot renovation project has been completed with new striping thanks to the help of Fulford and Jones. We have gone with a bid for the rainwater damage done to hanger 4 kitchen and office areas, the lowest bidder was a contractor, Crowder construction. Their bid was for \$12,000 for everything. Which was our lowest bidder by far. Last month we spent \$1,800 on fixing and maintaining equipment,

getting tires for both the mule and golf cart and ordering herbicide and oil and filters for upkeep of equipment. The rotating beacon light is currently inoperative, and we have issued a NOTAM and contacted our airfield electrical contractor, Riffenburg, to address the problem. After one full year of service Mr. Patrick Robertson has submitted his resignation. Before his departure Mr. Robertson shepherded us through the annual FAA part 139 inspection, we finalized the FAA inspection with Marion Fletcher in August all discrepancies addressed and updates to the ACM are now complete. We wish Patrick the best of luck in his endeavors. Mr. Daniel Lee has been promoted from Grounds and Equipment Supervisor to assume the role of Airfield Operations Manager and is off to a great start.

KRWI Fixed Based Operations

August 2023 was a strong month for our FBO. Jet fuel remained steady at 16.2k gallons for the month compared to July's 16.3k. Avgas nearly doubled in sales soaring up to 8.1k gallons from 4.9k. We can most likely attribute this to better weather than the previous month. Our total fuel flowage for the month was a steady 26.4k gallons. Self-serve Jet fuel accounted for 16.1% of our Jet fuel sales. With August closing we have seen significant progress with our self-serv Avgas repairs. The air leak was fixed, and the floating suction replaced. When the new pump is installed, the self-serve will be fully repaired and operational. With the assistance of, Mr. Braxton Brooks from Titan fuels, a new pump and motor have been ordered and we expect it to be installed in the next few weeks by Rebel Services of Ripley, Mississippi for the month of September, the FBO will shift focus to replacing the filters on all our equipment. Each one will likely take 2-4 hours but once it's done, we will complete one of our 139 inspection requirements a year early.

Public Safety

The new ARFF logo has been completed and will be utilized on the Fire Dept. Station 21 uniforms. We have the option to purchase the logo so that we can incorporate it into our correspondence and uniforms, etc. at will. Fire Extinguisher and air pack inspections have been completed. All the annual training classes at Contentnea Fire Department, with Coopers and East Care all went well. Upcoming first aid training for employees will be sponsored by the Civil Air Patrol on September 30th at the FAA building. We are waiting for a quote from CW Williams for repairs to the ARFF truck radiator. During the month of August, we have been reviewing upgrades to our AOA electronic access gates to help reduce unauthorized transgressions from non-tenants without escort as recommended by the TSA. We have been looking closely at several companies that utilize a more modern cell phone-based product that does not require WIFI and allows simple Bluetooth access to our tenants as well as remote access and restriction permissions to the FBO and Airfield Operations managers.

FINANCIAL REPORT

Mr. Carl Warren went over the financial statements for July 2023. Mr. Warren stated that KRWI had heavy revenue due to almost 100% of T-Hangar payments as well as Fixed Base

Operations Fueling revenue. Carl also went over the financial statements for August 2023 stating that the Administration Expenses were up due to the General Insurance being paid in advance instead of monthly payments. Carl handed out a report to all board members showing the profit and loss of August 2023 and FY 2023 YTD. Carl said that it was a good start to the new fiscal year especially since this does not include any subsidies. 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 submitted the board the following report:

Obstruction Clearing (Design/Bidding)

- ➔ Current Status
 - Awaiting confirmation of State Funding
 - NEPA Approved o Public Notice Complete
 - Submit bid documents for NCDOA
 - Establish DBE goals
 - Obtain concurrence to bid
 - 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 completed and approved
- ➔ 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 o Finalizing Report after no comments from NC Railroads
 - o ALP update submitted to NCDOA for review
 - o Masterplan Amendments submitted to NCDOA for Review
- Changes Since Last Discussion o ALP & Masterplan complete and submitted
- Look Ahead o Respond to NCDOA comments when they are received

PROJECT PROGRESS REPORT - WK DICKSON

Mr. Jason Kennedy submitted the board the following report:

1. **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 with Nash County Planning has been requested by RWI, however the date and time has not yet been confirmed.

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

The 20,000-gallon Jet-A tank 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.

Meetings with the contractor Calvin Davenport Inc. (CDI) were held on July 20th and September 7th to discuss project status. RWI has requested that CDI provide an updated schedule with a guaranteed tank delivery date, written explanation of why the tank has been delayed and a change order request to reflect the resulting schedule change no later than September 15, 2023.

The contract end date is currently September 9th, 2023. A notice of late project delivery and associated liquidated damages was submitted to CDI on September 13th. (See attached)

3. **T-Hangar Development Phase II (Design)**

This project includes development of the next 24 Hangar units and associated site work. Final Design, permitting, preparation of bid documents is underway.

4. **T-Hangar Development Phase II (Utility Relocation Coordination and Bidding)**

A subsequent Work Authorization (WA#5) for Utility Relocation Coordination, Bidding and associated Grant Administration Services has been reviewed by RWI. Work Authorization #5 is attached for consideration and approval. Use of RWI Bipartisan Infrastructure Law (BIL) funding is anticipated for this effort.

BUSINESS

NEW BUSINESS

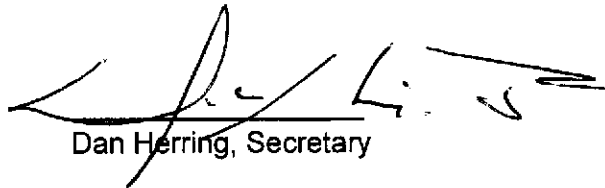
CLOSING SESSION

Mr. Carl Warren made a motion to go into close session and was seconded by Mr. Charles Mullen. At 12:56 p.m., the board went into closed session to discuss Personnel Matters.

ADJOURNMENT

At 1:39 p.m., the board returned to open session. Chairman Hodges stated that Mr. Dion Viventi will remain as the Airport Director until October 31st, 2023. On November 1st, Mr. Jarrett Moss will become the Interim Airport Director until such time when the new director for Rocky Mount – Wilson Regional Airport will be found. 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