ROCKY MOUNT – WILSON REGIONAL AIRPORT AUTHORITY MEETING

Tuesday, October 17th, 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. MICHAEL WETHERINGTON
MR. JOHNSON BISSETTE
MR. JAMES JOHNSON

BOARD MEMBERS NOT PRESENT

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
MS. MORGAN COLEY, CPA, MARTIN STARNES & ASSOCIATES
MR. JARRETT MOSS, INTERIM DIRECTOR
MR. BOB LEAGUE

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. James Johnson delivered the invocation and blessed the food.

PLEDGE

Mr. Dan Herring led the Pledge of Allegiance.

INTRODUCTIONS

GUEST SPEAKERS

Ms. Morgan Coley, from Martin Starnes and Associates, came to speak to the board about the June 2023 Audit. Ms. Morgan stated that we had an Unmodified Opinion with No Exceptions. She provided a PowerPoint presentation showing that Revenue and Expenses were up since last year. Total Net Position was down in the amount of $368,004 from last year due to an excess amount of expenses. She also stated that Angie and Dion were very supportive in sending all fieldwork to MSA in a timely manner.

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

This past month I have been focusing on transition training with our Interim Director, Mr. Jarrett Moss. We have reviewed the transition binder, and he has been given full access to all airport applications and security provisions. On October 25th my staff and I met with SPATCO energy solutions to view their Fuel Management System presentation and to discuss how it could be utilized alongside our existing software and new Jet A fuel facility. On October 28th, Chairman Hodges, Jarrett Moss, and I met with the entire staff at the Division of Aviation at their office in Raleigh to complete our annual formal planning meeting where we discussed the airport's mandatory items, current grant profile and future funding opportunities. Since then, Jarrett and I have also both attended the NCDOA quarterly updates at the NCAA region 1 & 2 meetings at Wilmington and Statesville.

Finance Management

Our September 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 will be making a presentation on their report at 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

The month of September was a busy month for airfield operations here at KRWI. We got a lot of mowing done this month; we got all the safety areas done. We continued to mow all the islands, around the hangers and buildings. Patrick worked his last day with us here at KRWI on Friday September 22, 2023, and Mr. Daniel Lee stepped up to take his place and hit the ground running. We have had 5 companies come out to give quotes on replacing door seals for hanger doors. We are waiting to hear back from a few of them so we can go with the best option. Hanger 4 repairs from the water leak have been completed. We had Crowder Brothers Construction do the repairs for us; the final price came out to be $ 15,273.56. We have requested a quote from University PC for new external and internal cameras for the Terminal area.

The General Contractor, Calvin Davenport Inc. has submitted a change order request for change order #3. The change request is a no cost change and includes a 153-day contract schedule extension. The justification provided for the requested extension includes extensive tank shop drawing review time, reworking of proposed catwalk design to align with proposed and existing tanks, and a national part shortage and backorders.

WK Dickson Work Authorization #3 defines construction phase services for the project based on a project duration of 180 calendar days. The project schedule was previously extended with CO#1 from 180 calendar days to 362 calendar days. Change Order #3 if approved will extend the project duration to 515 calendar days. A work authorization amendment is needed to extend the duration of services provided by WK Dickson to align with the revised contract schedule.

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 will be finalized after the completion of Utility Relocation Coordination defined in Work Authorization #5 (see below)

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 and approved by RWI. WA#5 was submitted to NCDOA for review on September 18th and NCDOA approval of the WA is pending. Possible funding options for this effort include BIL/AIG or FY2020 Non-Primary Entitlement funding, which must be spent before May of 2024.

BUSINESS

NEW BUSINESS

CLOSING SESSION

ADJOURNMENT

At 1:22 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