

SMITH REYNOLDS AIRPORT BOARD
2739 AVIATION DRIVE
WINSTON-SALEM, NORTH CAROLINA 27105
MINUTES OF MEETING

A hybrid meeting of the Smith Reynolds Airport Board was held on Tuesday, January 16, 2024, at 4:00 p.m. with a quorum present.

Smith Reynolds Airport Board Members Present:

Mr. Thomas McKim, Chairman (Remote)
Ms. Gayle Anderson, Vice Chairman
Mr. Perry Hudspeth, Board Member
Mr. Nicholas Pierce, Board Member
Ms. Cynthia Jeffries, Board Member
Mr. Clarence Lambe, Board Member
Mr. Basil Yap, Board Member
Mr. William Moore, III, Board Member
Mr. Joshua Burcham, Board Member

Also Present:

Mr. Mark Davidson, A.A.E.; Airport Director, Forsyth County
Mr. Gordon Watkins, Attorney, Forsyth County
Ms. Becca Colangelo, Signature Flight Support (Remote)
Mr. Anthony Charaf, North State Aviation
Mr. Greg Purvis, Forsyth Technical Community College
Mr. James Moose, AVCON, Inc. (Remote)
Mr. Chris Vogler, Forsyth County (Remote)
Mr. Shoaib Quader, Forsyth County
Ms. Shanna Smith, Forsyth County
Mr. Bob Oglesby, AOPA Airport Representative
Mr. Keith Howard
Mr. Scott Piper (Remote)

Purpose of Meeting: To review the following agenda items and pass the necessary motions for conducting airport business.

1. Call to Order

Chairman McKim called the January 16, 2024, Smith Reynolds Airport Board (SRAB) meeting to order at 4:00 p.m.

2. Conflict of Interest Statement

Chairman McKim read the following statement: "It is the duty of every Smith Reynolds Airport Board member to avoid conflicts of interest. If any Board Member has a conflict of interest or appearance of conflict with respect to any matters coming before the Smith Reynolds Airport Board today, they should identify the conflict, refrain from any participation in the matter involved, and leave the meeting room during Board

consideration of such matter. No Airport Board Member may discuss or vote on any contract with a nonprofit organization, or any appropriation to the nonprofit, if that Board Member is a director, officer, or governing board member of the nonprofit organization."

3. Approval of Minutes

A motion was made to approve the November 14, 2023 (Regular minutes) as amended.

Motion	Lambe
Second	Jeffries
Result	Approved
Vote	Unanimous

4. Public Comments

No public comments

5. Financial Review

Mr. Davidson gave an overview of the Airport Department's financial statements which were developed from the County's FC Connect System for November and December 2023. Mr. Davidson summarized the financial statements using a scorecard which included notes and insight into the budget.

6. Hybrid Board Meeting

The Airport Board must vote to authorize Board Members to have hybrid meetings until June 30, 2024.

A motion was made to authorize board members to have hybrid meetings until June 30, 2024.

Motion	Anderson
Second	Pierce
Result	Approved
Vote	Majority

7. Minimum Standard for Commercial Aeronautical Activities

Mr. Davidson presented the updated Minimum Standards for Commercial Aeronautical Activities at Smith Reynolds Airport. The current Minimum Standards at Smith Reynolds Airport were adopted by the Airport Commission of Forsyth County on November 15, 2011. A final version will be circulated to board members for review before the next board meeting.

8. Airport Rules and Regulations

Mr. Davidson presented the updated Rules and Regulations for Smith Reynolds Airport. The current Rules and Regulations at Smith Reynolds Airport were adopted by the Airport Commission of Forsyth County on November 15, 2011. A final version will be circulated to board members for review before the next board meeting.

9. Economic Development Update

Mr. Davidson thanked the Airport Board for approving the Avis Budget lease agreement and advised that they have moved into their temporary office located in the lower parking lot of the Terminal Building. They will operate from the trailer until the terminal construction is completed. In addition, WC Construction has started design on the Rental Car / County Vehicle Fleet Washing Station which should be done prior to the Terminal Building.

Mr. Davidson and Kyle Haney are meeting monthly with Greater Winston-Salem, Inc. to discuss airport economic business opportunities. On December 12, 2023 Anthony Charaf, NSA General Manager, hosted the monthly meeting and he provided insight into business operations and how the organizations can help with workforce development. Ellis Kiefer was in attendance and she has recently been promoted to the new Vice President of Economic Development for the Greater WS.

In order to proceed with the hangar door project at 3820 N. Liberty Street, the County is taking a new approach. Fabric doors are less expensive and the excess funds can be used to install a new security fence that can surround the property.

The County is moving forward with a Landfill Assessment. Mr. Davidson is taking an agenda item to the County Commissioners for approval in February. The recommendation is for Avcon to contract with Terracon to complete the assessment. This is one of the necessary steps to develop Site 4. In addition, Mr. Davidson is working with Commissioner McDaniel in order to potentially rezone portions of Site 4.

Mr. Davidson advised that the County is working with Signature Flight Support on the second restated and consolidated lease agreement. The new agreement is necessary to include recent improvements such as the Corporate Hangar (CH1) and the terminal building proposed leasehold. Signature will lease approximately 2,850 square feet and has committed to \$550,000 towards the Terminal Renovation project. In addition, the County needs to reduce the ramp and remove the 1976 fuel farm since the FAA is requiring the Airport to restrict any obstructions from the Runway Object Free Area (ROFA) and Runway Safety Area (RSA). Signature is willing to invest in a new fuel farm if the County is willing to extend the term. Mr. Davidson will take the new lease to the County Commissioners for approval.

10. Capital Improvement Update

The Taxiway Alpha Rehabilitation project is proceeding, and bids are due in February. The plan is to start construction in May once the contract is approved by the County and funding is approved by the NCDOT. The lights on Taxiway Alpha are permanently out of service and the FAA is reviewing our request to use reflectors until funding is available to replace all the lights on the airfield.

The Terminal Building Renovations are going well and Mr. Davidson shared pictures of the progress. The project should be completed in January 2025.

Airport Operations Update

Mr. Davidson gave an update on fuel volumes and flight operations at the Airport.

The Jim Shaw's Ace Academy will be held June 24 through June 28 for the middle school students and July 8 through July 12, 2024 for the high school students.

The next SRAB meeting will be on March 19, 2024.

11. Other Business

The Board Members recommended holding a strategic planning retreat outside of the regularly scheduled meeting. The Airport Director will work with the Board Members to schedule a date and time.

12. Adjourn

A motion was made to adjourn the meeting at 4:57 pm

Motion	Hudspeth
Second	Lambe
Result	Approved
Vote	Unanimous

Composed by Shanna K. Smith

Respectfully Submitted:



Mark R. Davidson, A.A.E., Airport Director

Received:



Thomas F. McKim, Chairman