

SMITH REYNOLDS AIRPORT BOARD  
3801 NORTH LIBERTY STREET  
WINSTON-SALEM, NORTH CAROLINA 27105  
MINUTES OF MEETING

A hybrid meeting of the Smith Reynolds Airport Board was held on Tuesday, September 19, 2023, 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. Basil Yap, Board Member (Remote)  
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  
Mr. Kevin Brookshire, Signature Flight Support  
Mr. Charlie Creech, North State Aviation  
Mr. Anthony Charaf, North State Aviation  
Mr. Greg Purvis, Forsyth Technical Community College  
Mr. James Moose, AVCON, Inc.  
Mr. Chris Vogler, Forsyth County  
Mr. Shoaib Quader, Forsyth County (Remote)  
Ms. Shanna Smith, Forsyth County  
Mr. Keith Howard  
Mr. Justin Collins (Remote)  
Mr. Andy Dale, AOPA

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 September 19, 2023, Smith Reynolds Airport Board (SRAB) meeting to order at 4:00 p.m.

**2. Service Recognition – Charlie Creech and Russ Kota**

Mr. Creech and Mr. Kota were recognized for their years of service with North State Aviation and rapport with Smith Reynolds Airport.

**3. 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."

#### **4. Approval of Minutes**

A motion was made to approve the May 23, 2023 (Regular minutes)

Motion	Pierce
Second	Anderson
Result	Approved
Vote	Unanimous

#### **5. Public Comments**

No Public Comments

#### **6. Financial Review**

Mr. Davidson reviewed the adopted budget for Fiscal Year Ending 2024 and provided an overview of the Airport Department's financial statements which were developed from the County's FC Connect System for May, June, July, and August 2023. Mr. Davidson summarized the financial statements using a scorecard which included notes and insight into the budget.

#### **7. NCDOT Aviation's Safety, Preservation, and Maintenance Program – Letter of Agreement**

The current Letter of Agreement between Forsyth County and the NCDOT for the Airport Safety/Maintenance Projects is expiring and it is time to renew. This program helps publicly owned and operated airports perform safety and maintenance improvements at 100% state funding. The new Letter of Agreement will supersede all previous agreements and will expire on December 31, 2028.

A motion was made to allow the SRAB Chairman to execute a new Letter of Agreement for Airport Safety/Maintenance Projects with the NCDOT after it has been processed in the County's Contract Control System and approved by the County Attorney.

Motion	Jeffries
Second	Hudspeth
Result	Approved
Vote	Unanimous

#### **8. Lookup Flight Academy, LLC**

Lookup Flight Academy, LLC is requesting that the Airport Department reduce the financial burden of the leasehold and past-due amounts associated with the rental increases established in the current lease in the total amount of \$55,069.72.

The Airport Department recommends terminating the existing lease and executing a new lease with a smaller premises. Under the new lease the annual rent will be \$42,000 instead of \$121,998 under



the current lease. Instead of forgiving the entire amount due to the County, the Airport Board discussed executing a new agreement with a start date of June 2023, which would make Lookup Flight Academy responsible for the leasehold they were actually using. This action would require Lookup to pay rent for the months they missed, but for the small leasehold which equates to \$3,500 a month.

A motion was made to allow the SRAB Chairman to execute a new lease agreement with an effective date of June 1, 2023 after it has been executed by Lookup Flight Academy, LLC and after it has been developed and processed in the County's Contract Control System and approved to form by the County Attorney.

Motion	Hudspeth
Second	Pierce
Result	Approved
Vote	Unanimous

#### **9. Schedule of Charges, Fees, and Rents - Revision Request**

A new agreement for community hangar space at 3820 N. Liberty Street has been created for aircraft owners searching for storage space. The new agreement will allow aircraft owners to lease space in the hangar at market rate of \$0.50 per square foot per month. If approved, the new rental rate will go into effect October 1, 2023.

A motion was made to adopt the Schedule of Charges, Fees, and Rents for the Forsyth County Airport Department.

Motion	Anderson
Second	Pierce
Result	Approved
Vote	Unanimous

#### **10. Economic Development**

Mr. Davidson advised that each month he is meeting with the Forsyth County Economic Development Department and the staff of Greater Winston-Salem Inc. to improve communication and to prepare for business opportunities. In July, the group came for a tour of the Airport. Signature is leasing CH1 for \$283,748.22 a year and the hangar is being used every day. The Airport Department is hopeful that the CH2 will receive more use during Wake Forest University's Parents Weekend and Homecoming. In an effort to share the economic impact of the Airport with the community, Mr. Davidson spoke to the Rotary Club on July 27, Jim Longworth's television show on August 9, International Right of Way Chapter 35 on August 18, and the Northwood Estate Neighborhood Meeting on August 24.

#### **11. Capital Improvement Update**

Mr. James Moose with Avcon, Inc. gave an update on a number of capital projects including the MRO Hangar, Site 4 and 5 Development Concepts, Taxiway Alpha, and Airfield Lighting Rehabilitation. Mr. Davidson provided additional insight into environmental concerns associated with the various projects and a status update on Brushy Fork Creek, Epes Transports Facility upgrades and the proposed hangar doors at 3820 North Liberty Street.

#### **12. Airport Operations Update**



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

Mr. Davidson shared pictures of an aircraft incident involving a student from Lookup Flight Academy, LLC on August 22 as well as an aircraft accident that occurred on September 18 that involved a student from Piedmont Flight Training. Although there was aircraft damage, neither event had any injuries.

Mr. Davidson shared pictures of the Piedmont Airlines 75<sup>th</sup> Anniversary Luncheon and thanked Vice Chairman Anderson, and Board Members Hudspeth and Pierce for attending. The event was a big success and included all of the Tom Davis family including grandson and Airport Board Member Nicholas Pierce, and his wife and children.

Mr. Davidson shared pictures of the ribbon cutting event for CH1 and CH2, and the groundbreaking for the Terminal Building. Feedback from the community was good with over 100 people in attendance including State Representatives, County Commissioners, City Council Members, and Airport Board Members.

The next SRAB meeting will be on November 14, 2023.

**13. Other Business**

No other business


**14. Adjourn**

A motion was made to adjourn the meeting at 5:17 pm

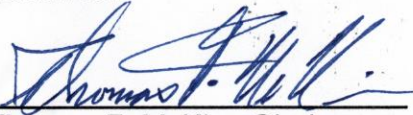
Motion	Hudspeth
Second	Anderson
Result	Approved
Vote	Unanimous

*Composed by Shanna K. Smith*

*Respectfully Submitted:*

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

*Received:*

  
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Thomas F. McKim, Chairman