

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, November 15, 2022, at 4:00 p.m. with a quorum present.

**Smith Reynolds Airport Board Members Present:**

Mr. Thomas McKim, Chairman  
Ms. Gayle Anderson, Vice Chairman  
Mr. Perry Hudspeth, Board Member  
Mr. Nicholas Pierce, Board Member (Remote)  
Ms. Cynthia Jeffries, Board Member  
Mr. Clarence Lambe, Jr., 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  
Mr. James Moose, AVCON, Inc. (Remote)  
Mr. Chris Vogler, Forsyth County (Remote)  
Mr. Shoaib Quader, Forsyth County  
Ms. Shanna Smith, Forsyth County  
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 November 15, 2022, 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."

**3. Approval of Minutes**

A motion was made to approve September 20, 2022 meeting minutes.

Motion	Hudspeth
Second	Lambe
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 Performance software for September. Mr. Davidson summarized the financial statements using a scorecard which included notes and insight into the budget. Mr. Davidson advised that the County is migrating to new accounting software and due to the migration, the staff was not able to obtain the financials for October.

Mr. Davidson reported that the Airport's internal audit has been completed and the report has been submitted to the County Manager.

#### **6. Piedmont Propulsion Systems**

General Manager Paul Bolton presented to the SRAB and gave an overview of Piedmont Propulsion Systems (PPS) operations and organization. Mr. Bolton also announced that PPS was awarded the US Army's Red Stone UH-60 Black Hawk rotor hub repair contract for \$11.5 million for five years.

#### **7. Aero8 – Proposed Lease Agreement**

Mr. Davidson presented to the SRAB an updated lease proposal with Aero8, Inc. to lease 3,687 square feet of operational space at an initial rate of \$2.86 per square foot and 2,260 square feet of administration office space at a rate of \$3.86 for one (1) year with three (3) additional one year mutually agreed upon renewal options. The total annual rate rent including electric and auto parking equates to \$20,052.42 or \$1,671.03 monthly.

A motion was made to approve a new lease agreement with Aero8, Inc.

Motion	Hudspeth
Second	Anderson
Result	Approved
Vote	Unanimous

#### **8. Economic Development Update**

On November 10, 2022, County Commissioners approved a Resolution authorizing the submission of an application to the North Carolina Department of Transportation – Division of Aviation (NCDOT-DOA) to apply for and accept, if awarded, a grant to fund the South Aircraft Parking Ramp Improvements project at Smith Reynolds Airport for



\$1.8 million with a \$200,000 local match. This economic development grant is contingent upon finalizing a development agreement with Piedmont Flight Training (PFT).

Mr. Davidson and Mr. Watkins are still working with David Mounts on the ground lease located adjacent to the South Ramp. The County Commissioners agreed to some general terms, but the ground lease has not been finalized or approved by the County Commissioners.

Based upon the economic development opportunities in the EVTOL (electric vertical take-off and landing) market, Site 4 at Smith Reynolds has been designated as a potential location for a company to assemble EVTOL aircraft. The technology is clean and quiet and it appears to be compatible with the existing neighborhoods surrounding the Airport. In order to capitalize upon this opportunity, the Airport staff would like to start the planning process and the steps required for a FONSI (finding of no significant impact). On December 15<sup>th</sup> Mr. Davidson will present to the Board of County Commissioners a request to approve an agreement with Avcon Engineers and Planners, Inc. for rezoning services and conceptual graphics at the Airport.

LookUp Aviation is requesting to lease more space at 3820 N. Liberty Street and have indicated that their business is doing well.

## **9. Capital Improvements**

The County issued a Request for Qualifications (RFQ) to design and build a Maintenance Repair and Overhaul (MRO) Hangar and the deadline for submissions was November 9, 2022. The County has budgeted \$14.9 million for the project and received five proposals. The next step is to select the winning firm based upon qualifications and take the contract to the County Commissioners.

The Terminal Building design is being finalized and construction should start around May if bids are reasonable.

The Corporate Hangar Project is on schedule. James Anderson is also working on an amendment to the contract due to draining issues under the lower parking lot.

The County executed an agreement with Strategic Security Solutions to add the Airport to the County's existing access control system.

James Anderson advised that we should hear soon on the condition of the Quonset Hut from the Engineers Report.

Avcon Engineers and Planners, Inc. are working on a 60% design plans for the Taxiway Alpha project.

Mr. Davidson advised that the NCDOT-DOA has concerns about the Environmental Assessment (EA) that was just submitted for the Taxilane Lima project. Now the EA is

being divided into two projects to focus on the Taxilane and to separate the Obstruction Removal project adjacent to Runway 15-33.

The Economic Development Administration (EDA) project for 4001 N. Liberty Street is moving forward and the engineer is working on developing a package to bid to contractors.

Mr. Davidson is presenting Resolution to the County Commissioners for the Airfield Lighting and Signage Project. The scope of work has been approved by the NCDOT-DOA.

#### **10. Airport Operations Update**

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

The triennial disaster drill required by the Federal Aviation Administration (FAA) was held on Saturday, November 5, 2022. Several agencies and volunteers participated in the event and it was a success.

The County Commissioners approved the grant with the NCDOT-DOA for the new ADS-B System and 1200.Aero was the winning bidder. This service is also 50% reimbursable by the NCDOT-DOA. Mr. Davidson gave a preview of the reporting capabilities.

Mr. Davidson reported that the Clemson football team charter went well.

Mr. Davidson thanked Shoaib Quader for his hard work for the County's Community Outreach Day that was held at the Department of Social Services building.

The County Commissioners approved a Resolution to apply for a grant from the North Carolina Land and Water Fund for the Brushy Fork Creek. The County is asking for \$320,000 with a \$80,000 local match.

The KINT Pilot Group had a cookout on October 5<sup>th</sup> at the South T-Hangars. The next meeting will be on December 7<sup>th</sup>.

Chairman McKim mentioned the number of fuel prices at the Airport and Mr. Davidson advised Signature Flight Support apologized for the oversight and fixed the issue the next day.

Chairman McKim acknowledged Commissioner Kaplan's 12 years of service as County Commissioner and his service on the Smith Reynolds Airport Board.

The next SRAB meeting will be on January 17, 2023.

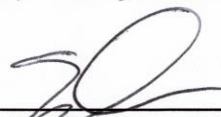
**11. Other Business**

**12. Adjourn**

Meeting adjourned at 5:06 pm

*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