

SMITH REYNOLDS AIRPORT BOARD
SPECIAL REMOTE BUSINESS MEETING
MINUTES OF MEETING

A special remote meeting of the Smith Reynolds Airport Board was held on Tuesday, May 4, 2020, at 11:00 a.m. with a quorum present.

Smith Reynolds Airport Board Members Present:

Mr. Scott G. Piper, Chairman
Mr. Tom McKim, Secretary/Treasurer
Mr. Ted Kaplan, Board Member and County Commissioner
Mr. Perry Hudspeth, Board Member
Mrs. Gayle Anderson, Board Member
Mr. Nicholas Pierce, Board Member
Mr. Jed McMillian, Board Member
Mr. Michael Baughan, Board Member

Also Present:

Mr. Mark Davidson, A.A.E, Airport Director, Forsyth County
Mrs. Becca Colangelo, Signature Flight Support
Mr. Jim Hopkins, Signature Flight Support
Mr. Andy Dale, AOPA
Mr. Gordon Watkins, Attorney, Forsyth County
Mr. Kyle Haney, Forsyth County
Mr. Kirby Robinson, Forsyth County
Mr. Todd Luck, Forsyth County
Mr. Shoaib Quader, Forsyth County
Mrs. Shanna Smith, Forsyth County

Purpose of Meeting: To review and respond to multiple requests for rent relief from tenants due to the COVID-19 pandemic.

1. Call to Order

Chairman Piper called the May 4, 2020, Smith Reynolds Airport Board (SRAB) Special Business Meeting to order at 11:00 a.m.

2. Public Comments

No public comments

3. Conflict of Interest 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.

4. North State Aviation – COVID 19 Rent Relief Request

Mr. Davidson explained how the County has been working with North State Aviation to navigate the COVID 19 crisis. One solution was to convince the airlines that NSA and the Airport has available MRO services and the capabilities to park aircraft they have temporarily taken out of service. With assistance from AVCON, the Airport supplied NSA with a number of different parking configurations and a plan to protect the asphalt surfaces with steel plates to distribute the weight. The situation got critical a month ago when NSA was finalizing the work on three aircraft and no other aircraft were scheduled to come to INT until August. In addition, NSA/MROH was concerned about the safety of the workers and made a decision to temporarily furlough the entire workforce of 141 employees and contractors. During the month of April, the auto parking lot was empty at 4001 N. Liberty Street, while NSA/MROH management continued to work with the various airlines to convince them to come to INT. United Airlines committed to bringing 40 aircraft for maintenance and parking, while American Airlines has committed to two lines of maintenance on B737s and A321s starting on June 1, 2020.

Mr. McKim inquired about security at the Airport and Mr. Davidson reported that the Forsyth County Sheriff's Office has committed to having officers stationed at the Airport for nighttime patrols when the tower is closed. Mr. Baughan voiced operational concerns since Runway 4-22 would be closed for aircraft parking. Mr. Pierce shared insight into the maintenance required to store the aircraft and the positive impacts on NSA in regard to employment. Mr. Piper advised that the FAA approved parking plan includes a committee to address operational concerns.

Mr. Davidson advised that the County received a letter and an email from NSA requesting rent relief during this crisis. A motion was made to approve the request from NSA for a rent abatement for the month of April 2020 and defer the rent for the month of May 2020 until the end of the lease term.

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| Motion | McKim |
| Second | Hudspeth |
| Result | Approved |
| Vote | Unanimous |

5. Signature Flight Support COVID 19 Rent Relief Request

Mr. Davidson explained how Signature Flight Support is attempting to keep their operations open and retain employees with different measures such as changing the hours of operation. Mr. Davidson reported that the CaresAct does not address FBOs and other measures are being taken by the FBO industry. Forsyth County received a letter from Signature Flight Support on April 6, 2020, to waive rent.

Mr. Hopkins discussed Signature Flight Support's strategy to mitigate the financial impact and welcomed any assistance from the Airport Board.

Mr. Piper summarized the existing lease with Signature Flight Support and how it calls for a \$400,000 capital investment in the FBO leasehold by December 31, 2020. To date, Signature Flight Support has spent a portion of the funds but is required to spend an additional \$275,000. Since the terminal area improvements project has been taking longer than expected, Mr. Piper proposed extending the current deadline.

A motion was made to prepare an Amendment to the Signature Flight Support Lease Agreement which extends the capital investment deadline to June 30, 2021, and authorizes the Chairman to execute the Amendment.

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| Motion | McKim |
| Second | Anderson |
| Result | Approved |
| Vote | Unanimous |

6. Adjourn

A motion was made to adjourn the meeting at 11:32 am

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| Motion | Hudspeth |
| Second | McKim |
| Result | Approved |
| Vote | Unanimous |

Composed by Shanna K. Smith

DocuSigned by: *Respectfully Submitted:*
Mark Davidson - Director A.A.E.
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Mark R. Davidson, A.A.E., Airport Director

Received: DocuSigned by:

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Scott G. Piper, Chairman