

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

A remote meeting of the Smith Reynolds Airport Board was held on Tuesday, May 19, 2020, at 4:00 p.m. with a quorum present.

Smith Reynolds Airport Board Members Present:

Mr. Scott G. Piper, Chairman
Mr. Jim Shaw, Vice 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. David Mounts, 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. Greg Purvis, Forsyth Technical Community College
Mr. Andy Dale, AOPA
Mr. Gordon Watkins, Attorney, Forsyth County
Mr. Kyle Haney, Forsyth County
Mr. James Griffin, Forsyth County
Mr. Kirby Robinson, Forsyth County
Mr. Todd Luck, Forsyth County
Mr. Shoaib Quader, Forsyth County
Mrs. Shanna Smith, Forsyth County
Mr. James Moose, Avcon, Inc.

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

1. Call to Order

Chairman Piper called the May 19, 2020, Smith Reynolds Airport Board (SRAB) meeting to order at 4:00 p.m. and 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.

2. Approval of Minutes

A motion was made to approve March 11, 2020, regular minutes.

Motion	Anderson
Second	Shaw
Result	Approved
Vote	Unanimous

A motion was made to approve May 4, 2020, special business meeting minutes.

Motion	Hudspeth
Second	Baughan
Result	Approved
Vote	Unanimous

3. Public Comments

There were no public comments.

4. Financial Review

Mr. Davidson gave an overview of the Airport Department's financial statements which were developed from the County's Performance software for the months of March and April 2020. Mr. Davidson summarized the financial statements using a scorecard which included notes and insight into the budget and actual figures. During the briefing, Mr. Shaw requested Mr. Davidson provide warranty information in regards to the scheduled repairs to the Crash Fire Rescue Truck. Mr. Davidson advised that he would email the information to Mr. Shaw. Mr. Mounts inquired about the well-being of the staff and tenants of the Airport amid the Covid-19 pandemic. Mr. Davidson advised that the Department is well and the staff is following the County's recommended safety protocols. Other safety precautions taken by tenants were briefly mentioned.

To provide insight into the Airport Department's proposed Fiscal Year Ending 2021 budget, Mr. Davidson reviewed meeting notes from March 10, 2020 with the County Manager and Budget Analyst. The County Commissioners are scheduled to review and approve the proposed budget in June.

5. Forsyth Technical Community College

Mr. Greg Purvis, Aviation Coordinator, introduced himself and gave a progress report on the Mazie S. Woodruff Aviation Technology Lab at Smith Reynolds Airport. Mr. Purvis announced that the facility is schedule to be completed this fall. Mr. Purvis reported overseeing the ordering of equipment and parts, as well as submitting manuals to the FAA in order to offer courses in the spring of 2021. Mr. Purvis explained the benefits of being able to provide outside curriculums and offer tailored classes for companies such as North State Aviation.

6. Economic Development Update

Mr. Davidson announced that North State Aviation was able to bring back all of the furloughed employees and has been working with United Airlines to temporarily store B737s and B757s. Mr. Davidson reported that due to the requirement to keep the middle seat open, United Airlines has decided not to send any additional aircraft to Smith Reynolds. With the new information, the parking plan has been revised and the aircraft will be moved to Taxiway F and Runway 4-22 will be reopened.

Mr. Davidson announced the American Airlines has committed to bringing Boeing 737s in June and A321s in July. Mr. Davidson reported that Mr. Quader has been working with American Airlines to explain our local procedures in regards to friction testing and has done a great job.

The President signed into law the CARES Act on March 27, 2020, which included a \$100 Million Dollars to be awarded as economic relief to eligible General Aviation Airports. Mr. Davidson advised that Forsyth County has been awarded a grant in the amount of \$157,000 and unlike other grants the funds can be used for operational expenses such as payroll. Mr. Davidson advised that it is scheduled for approval by the County Commissioners on Thursday, May 21, 2020.

Mr. Davidson announced that the most recent newsletter will be published and sent out in June. This edition of the newsletter contains articles on the Flight School, Taxiway Quebec, Forsyth Tech Aviation Center, and the Airport/Whitaker Park Strategic Area Plan.

Mr. Davidson announced that the North Carolina Airport Association (NCAA) annual conference has been canceled this year and next year's conference will be held in Pinehurst on March 8-10, 2021. Mr. Davidson announced that he is the Conference Chair for 2021 and the 2022 NCAA conference will still be held in Winston-Salem.

Mr. Davidson announced that Mr. Mark Owens will be presenting at the June SRAB Board Meeting. Mr. Owens will be providing an overview of new Greater Winston-Salem, Inc. organization and their efforts to continue progress with the Aerotropolis Task Force.

Mr. Kyle Haney from Economic Housing & Development gave an update on the Economic Development Administration Grant for repairs at 4001 N. Liberty Street. Mr. Haney advised that the County did not receive the grant. However, additional funds have been allocated under the CARES Act and the County is re-submitting a grant application.

7. Terminal Area Improvements Update

Mr. Davidson gave an overview of the County's process in moving forward with the Terminal Area Improvements. Signature Flight Support's current lease has language that outlines the process for evaluating the leasehold improvements that will be reverting to the County on January 1, 2021. Kirby Robinson, Assistant Director of General Services, developed a scope of work with input from the Airport Department and has issued an RFQ for appraisal services. Mr. Davidson advised that once the County has established rates moving forward with Signature Flight Support, the County will have a better idea in regards to the market rent for the proposed improvements. In order to keep the projects moving, the County is developing three separate RFQs for design service for the quonset hangar, two new corporate hangars, and the terminal building.

Due to timing of the proposed improvements and future negotiations with Signature, Mr. Davidson asked the SRAB if they wanted to inject a competition for a second FBO. As a public use airport, the County is obligated to entertain additional FBOs if they can meet the minimum standards, are financially viable, meet the safety requirement, and the Airport has land for development. Mr. Davidson advised that if the SRAB wants to move forward and solicit for a second FBO, the County would advertise and direct the private sector to the opportunity on the Airport's website. The website would include data for the entities to conduct research into the opportunity.

Mr. Baughan suggested an input analysis be performed to determine what is wanted by studying other airports and how they operate. Mr. Hudspeth wanted to know what happens if a second FBO failed? Mr. Mounts suggested that the Airport find out who is interested and their proposed business model. Mrs. Anderson suggested sending a letter of interest out first and see who responds before the analysis is performed. After some discussion, the staff was instructed to proceed with the solicitation of letters of interest.

8. Airport Operations Update

Mr. Davidson gave an update on operations and fuel volumes for the months of March and April. The statistics provide insight into the impact of the COVID-19 pandemic at the Airport. In connection with the pandemic, Mr. Davidson announced that the Bandits are scheduled to leave Smith Reynolds Airport on May 26, 2020 to perform fly-overs at the Triad hospitals to honor the front line health workers. Coverage of the event will be provided by WXII.

Mr. Davidson advised that the Airport is working with the NCDOT and the bridge contractor since they need to use a large crane to place several girders. To accommodate the required work, the Airport will be closed from 7pm to 6:45am on May 27th, May 28th, and May 29th, June 1st, June 2nd, and ending June 3rd. Mr. Quader has informed tenants and will issue NOTAMS. After this work is done, the NCDOT does not anticipate any additional closures required. The Contractor will continue to use a smaller crane for the remaining work.

Mr. Davidson advised that the chiller plants located at 4400 Lansing Drive and the Terminal are both broken and is working with the General Services Department and the Finance Department to procure funds for a replacement. Mr. Davidson advised that there is water leaking at the ground support equipment at North State Aviation and is working with the County Manager and Chief Financial Officer to procure emergency funding. The cost of this repair is approximately \$60,000.

Mr. Davidson reported that the County is still waiting for a final determination in regards to Taxiway A Modification to Standard. One FAA Division has approved, but the other Department is requiring additional study to look at the taxiway object free area.

Mr. Davidson reported that Avcon is currently working on the design for the 15-33 rehabilitation runway project. In addition, a task order to start design on the drainage project has been approved by the NCDOT and the agreement is now routing through contract control. If grant funding is approved, AVCON will finish environmental work for Taxiway L.

The Smith Reynolds Airport Board will have its next remote meeting on June 16, 2020 at 4pm.

9. Other Business

10. Adjourn

A motion was made to adjourn the meeting at 4:47 pm

Motion	Hudspeth
Second	Baughan
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

DocuSigned by:
 Received: *Scott G. Piper*
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 Scott G. Piper, Chairman