

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, December 14, 2021, 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 (Remote)  
Mr. Ted Kaplan, County Commissioner (Remote)  
Mr. Perry Hudspeth, Board Member  
Mr. Nicholas Pierce, Board Member  
Mr. Jed McMillan, Board Member (Remote)  
Mr. Michael Baughan, Board Member  
Ms. Cynthia Jeffries, Board Member  
Mr. Clarence Lambe, Board Member

**Also Present:**

Mr. Mark Davidson, A.A.E, Airport Director, Forsyth County  
Mr. Gordon Watkins, Attorney, Forsyth County  
Mr. Kyle Mounts, Mount Aero Properties (Remote)  
Mr. Jeff Hunter, Mount Aero Properties (Remote)  
Ms. Becca Colangelo, Signature Flight Support  
Ms. Tara Connell, Piedmont Flight School (Remote)  
Mr. James Moose, AVCON, Inc.  
Mr. Andy Dale, AOPA  
Mr. Keith Howard, Forsyth County Resident  
Mr. Shoaib Quader, Forsyth County (Remote)  
Ms. Shanna Smith, Forsyth County

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 December 14, 2021, 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 the November 16, 2021 (Regular minutes)

Motion	Lambe
Second	Hudspeth
Result	Approved
Vote	Unanimous

### 4. Public Comments

Public comments from Mr. Keith Howard

### 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 November 2021. Mr. Davidson summarized the financial statements using a scorecard which included notes and insight into the budget.

### 6. Mount Aero Properties Proposal for Improvements

Mr. Kyle Mounts presented a proposal which included a request for funding from the County towards capital improvements to Mount Aero Properties current leasehold. Mr. Mounts discussed prior hangar renovations and the current state of the hangar. The presentation included a list of requested improvements and some revision to the existing lease to justify the expense. In addition, Mr. Jeff Hunter discussed the current condition of the hangar and gave additional insight on what needed to be done for his operation. Chairman McKim advised that no action needed to be taken by the Board and Mr. Davidson was directed to work with Mr. Mounts to see if a proposal can be finalized for later consideration.

### 7. Canadian Snow Birds

After careful consideration, Steve Flippin withdrew his request which was to host the Canadian Snow Birds in May of 2022. Mr. Flippin advised Mr. Davidson that he may bring the request to the Board for an event in 2023.

### 8. Economic Development Update

The State Budget was approved which included \$5 Million for AeroX and \$11,500,000 to Smith Reynolds Airport in FYE 2022 and another \$11,500,000 in FYE 2023. The funds will be transferred to the NCDOT Division of Aviation for distribution. Mr. Baughan thanked Forsyth County for the support and advised that a portion of the funds will be used to acquire ground radar and weather sensing equipment.

Mr. Davidson advised that the County Manager directed him to develop a spending plan and present it to the County Commissioners on February 10, 2022. A portion of the new grant funds will be required to finish the new corporate hangars and terminal building renovation since costs and scope of work have increased.



Months ago, the Smith Reynolds Airport Board did not agreed to fund a request from North State Aviation to install modular offices in the facility at 4001 North Liberty Street. In order to proceed with the proposed project, NSA is investing in its leasehold by removing and installing new work booths at an estimated cost of \$250,000.

#### **9. Airport Operations Update**

Mr. Davidson gave an update on fuel volumes and flight operations at the Airport. The snow equipment has been prepared for the winter season. Mr. Davidson mentioned to the Board Members that our current snow blower was manufactured in 1976 and no longer has 4 wheel drive, but the Airport and Vehicle Fleet Department has done a good job keeping it in service.

Mr. Davidson will present three Resolutions to the County Commissioners which include Design and Bid services for Taxiway Alpha, Master Service Agreement with AVCON, Inc., and two NCDOT grants for the reimbursement of "Exhibit A" which depicts all the properties included on the Airport Layout Plan. The County Commissioners are scheduled to vote on the Resolutions on January 6, 2022.

Mr. Davidson gave an update on the corporate hangar and advised that Shelco is finishing up with the schematic design. This project is a Design-Build Project and Shelco will get quotes from their suppliers and subcontractors and provide a Guaranteed Maximum Price (GMP). This project is going to be higher than originally budgeted due to the demolition and the increased cost of materials.

Walter Robbs is working to provide the County with a new estimate for the Terminal Building Renovation. The revised fees and scope will have to be approved by the County Commissioners.

The design for the Rehabilitation of Runway 15-33 is 100% complete and bidding will be soon in order to start construction in the summer. Drainage will also be addressed in the scope of work.

NC Cooperative Extension is moving to a different location and the Airport is looking into new concepts to tie in the existing NC Cooperative Extension (Agricultural Building) into the master plan for a possible aircraft parking ramp and hangar development.

The Airport is considering hosting a public meeting regarding Taxiway Lima in March 2022.

The next SRAB meeting will be on January 18, 2022.

#### **10. Other Business**

#### **11. Adjourn**

A motion was made to adjourn the meeting at 5:04 pm

Motion	Hudspeth
Second	Lambe
Result	Approved
Vote	Unanimous

*Composed by Shanna K. Smith*

*Respectfully Submitted:*

DocuSigned by:

*Mark Davidson - Director A.A.E.*

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

Received:

  
Thomas F. McKim, Chairman