

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, July 19, 2022, 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 (Remote)
Mr. Clarence Lambe, Jr., Board Member
Ms. Cynthia W. Jeffries, Board Member
Mr. Basil Yap, Board Member (Remote)
Mr. Joshua Burcham, Board Member
Mr. William Moore III, Board Member

Also Present:

Mr. Mark Davidson, A.A.E; Airport Director, Forsyth County
Mr. L. David Mounts, Piedmont Flight Training (Remote)
Mr. R. Scott Krewson, Piedmont Flight Training (Remote)
Mr. James Moose, AVCON, Inc. (Remote)
Mr. Roger Holden, Holden Systems Inc. (Remote)
Mr. Chris Vogler, Forsyth County (Remote)
Mr. Andy Dale, AOPA (Remote)
Mr. Shoaib Quader, Forsyth County
Mr. Charlie Creech, North State Aviation (Remote)

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 July 19, 2022, Smith Reynolds Airport Board (SRAB) meeting to order at 4:00 p.m.

2. Welcoming and swearing in of new Smith Reynolds Airport Board Members

Mr. Josh Burcham and Mr. William Moore III were sworn in.

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.

4. Approval of Minutes

A motion was made to approve both the May 17, 2022 (Regular Meeting) and June 7, 2022 (Special Meeting) minutes after corrections have been made.

Motion	Lambe
Second	Jeffries
Result	Approved
Vote	Unanimous

5. Public Comments

No Public Comments

6. Financial Review

Mr. Davidson gave an overview of the Airport Department's financial statements which were developed from the County's Performance software for May and June. Mr. Davidson summarized the financial statements using a scorecard and provided additional insight since the financial statements for June were the last of the fiscal year.

7. Piedmont Flight Training

Due to a change in plans from the last Airport Board Meeting in May, Mr. Davidson provided an update to the Board regarding the lease with Piedmont Flight Training (PFT). On July 13, 2022, David Mounts approached the Airport Department requesting a new ground lease to construct a new facility on the south ramp. PFT is not interested in moving to a temporary location and the primary reasons cited included Signature's proposed leasing terms, the cost to move twice, FAA test site certification, and the difficulty in moving two flight simulators. In addition to private funds to build the new facility, the County would pursue an economic development grant with the NCDOT Division of Aviation to construct new shade ports, sidewalk, and rehabilitate the aircraft parking ramp and auto parking lot. Although the County wants to work with PFT to develop a new location on the south ramp, County Management is concerned about the time it would take to build a structure and the negative impact it could have on the terminal building renovation project.

Mr. Mounts provided an overview of PFT's current plan and new partnership with Elizabeth City State University (ECSU). The new partnership impacts ten counties and the demand for services has increased dramatically. They are excited to move to the south ramp and require capital improvements to the area in addition to the private investment made by PFT. Mr. Mounts cited statistics of the growth of flight training and Advanced Air Mobility. Mr. Mounts requested the Board to position itself for emerging markets.

Mr. Mounts answered a number of questions from the SRAB.

8. Remote Meeting Option

On August 15, 2022, the NC State of Emergency will expire. The State of Emergency gave the Airport Board the authority to meet either remotely (no in-person meeting), in a hybrid fashion (in-person, but allowing remote participation for some), or fully in-person. The new Forsyth County policy allows the Airport Board to choose how it will meet for each fiscal year. The Remote Participation Policy was adopted on June 23, 2022, and it applies to County-appointed boards, including the Airport Board. Therefore, it is necessary for the Airport Board to select a meeting option. A motion was made to adopt the hybrid fashion meeting option for the rest of the County’s fiscal year ending June 30, 2023.

Motion	Jeffries
Second	Hudspeth
Result	Approved
Vote	Unanimous

9. Rates and Charges Policy

Back in 2010, the Airport Commission of Forsyth County adopted a Rates and Charges Policy to assist in maintaining compliance with the Airport Sponsor Grant Assurances and to maintain fiscal responsibility and oversight of the assets at the Airport. Now that the Airport Commission has been dissolved, it is necessary to update the Policy to reflect Forsyth County. The intent of the policy is to benefit the public by the establishment of a standardized system of rates and charges. A motion was made to adopt the Rates and Charges Policy for the Forsyth County Airport Department once it has been approved in final form by the County Attorney.

Motion	Lambe
Second	Jeffries
Result	Approved
Vote	Unanimous

10. Schedule of Charges, Fees and Rents

It is necessary to update the Schedule of Charges, Fees and Rents to reflect Forsyth County and to ensure rates are current with the market. The Schedule is posted on the Airport’s web site and provides the public with an understanding of the rate structure at Smith Reynolds Airport. To update the rates the staff contacted numerous airports across the region and utilized data from recent appraisals. A motion was made to adopt the Schedule of Charges, Fees and Rents for the Forsyth County Airport Department and to be implemented by the Airport Director at his discretion.

Motion	Lambe
Second	Anderson
Result	Approved
Vote	Unanimous

11. Economic Development Update

Mr. Davidson advised that the Aerotropolis Task Force is scheduled to meet August 23, 2022 and a new agreement was approved by the County Commissioners with Piedmont Propulsion Systems (PPS) in June. PPS is a current tenant at Smith Reynolds Airport leasing a facility at 4400 Lansing Drive. The new lease includes 54,396 square feet of building on 2.9 acres of land. According to PPS this makes the leasehold the largest dedicated propeller facility in the world with FAA Certifications. Under the new agreement with the County, the annual rent is increasing from \$177,604.40 to \$224,683.40. The Agreement became effective July 1, 2022 and ends June 30, 2032, with the option for the tenant to extend the term for two additional periods of ten years. The new proposed agreement has annual Consumer Price Index (CPI) adjustment with a minimum of 2% and a cap of 3.5% and Fair Market Rent Value (FMRV) adjustments through the term. PPS has 53 full time employees.

12. Capital Improvement Update

Mr. Davidson provide a summary of the following projects:

Runway 15-33 Rehabilitation Update – (\$6.8M) Closed on June 5th and reopened on June 28th. Sharpe Brothers finished early for Phase 1. Although the runway is open, the asphalt still needs a few weeks before permanent marking can be applied. Starting in August, the Runway will be closed at night in order to groove the surface and apply permanent marking. The night closures will be from 19:00 to 07:00 and can take up to 3 weeks to complete.

Corporate Hangars Update – (\$10M) Demolition and clearing the site has been going on since they started in May. The slabs will take a long time, but in November they should start putting up the walls. They have until June to finish the contract, but they want to finish as soon as they can.

Terminal Building Update (\$12M) Walter Robbs and C Design are working on finalizing the schematic designs. After they have been approved they will start with the design documents and construction documents.

Security Upgrades Update (\$350K) Airport is transitioning to the County's access system and an agreement was executed for \$21K with Strategic Security Solutions. The next step is to tie in the two new gates and run fiber to all gates and new cameras.

FBO Remodeling Update (\$500K) Signature Flight Support is remodeling their existing leasehold. The new corporate hangars have no office space and they plan to update their facility to accommodate. An estimated 20% of the cost is to comply with ADA codes. They are still interested in leasing space in the Main Terminal and the design team has incorporated their requirements.

Quonset Hut Update – James Anderson secured a contract with SKA and the contract was signed two weeks ago. The structural engineer will give us a schedule soon and we will coordinate with Signature for access.

Taxiway Alpha Update – (\$15.5M) The Airport Department is proceeding with design plans and environmental studies. AVCON has been in contact with the FAA and the State historical preservation office to keep the project going. Construction projected to bid in May 2023 with construction starting in the summer of 2023.

Taxilane Lima and Ramp Update – (\$16M) Finalizing the Environmental Assessment to send to the NCDEQ. Design is at 90% and we are trying to get everything done to advertise in November 2022 for construction in 2023.

Improvements to 4001 N. Liberty Street Facility Update – (\$4,450,677). SKA is the engineer and they are developing the package to be bid to contractors. Over the past two months they have been gathering information on site.

Airfield Lighting and Signage Project Update - (\$3M) The scope of work was approved by NCDOT and we are in the early stages of that project.

Master Plan Update – NCDOT told us to wait until we are done with Taxiway Alpha. We have made pen and ink changes to Airport Layout Plan (ALP) and the FAA is reviewing the latest version of Exhibit A which is the property map.

Roof Rehabilitation at 3820 North Liberty Street Update – (\$296,304) The contract with BIRS was executed and they started July 12, 2022. The project should take 90 days. The Airport Department has been working with City/County Purchasing Department to issue a RFQ to secure an engineer to help with developing construction documents to replace the hangar doors, window and old electric panels.

4001 North Liberty 100 Ton Chiller Update – Contract was approved by the County Commissioners on May 5th. Contract has been awarded to Valley Boiler. The Chiller will be custom built and we should receive it in December for installation in January and February.

Epes Facility Update – City/County Purchasing is issuing a RFP to replace siding, painting, and roof repair in August.

4001 North Liberty Street Cord Wheels Update – Equipment was delivered and installed on July 15, 2022.

4400 Lansing Drive Roof Update – (\$200K) RFP went out to the public and is due July 22, 2022. Once awarded it should be done in the Fall 2022.

13. Airport Operations Update

Mr. Davidson gave an update on fuel volumes and flight operations at the Airport. On May 26, 2022, the Airport hosted a special mission unit from the US Army Special Operations Command at Fort Bragg. Shoib worked with the group to utilize the approach end of Runway 4 and Taxiway Foxtrot from 7:30pm to 2am. There were seven helicopters and they followed US 52 to minimize the noise impact to the neighbors. The Airport also hosted the Jim Shaw ACE Academy from June 13 to 17 for middle school students and June 27 to July 1 for high school students. From all feedback, the ACE Academy was a success.

The next SRAB meeting will be September 20, 2022.

14. Other Business

15. Adjourn

A motion was made to adjourn the meeting at 5:35pm

Motion	Hudspeth
Second	Lambe
Result	Approved
Vote	Unanimous

Respectfully Submitted:



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

Received:



Thomas F. McKim, Chairman