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, May 17, 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 (Remote)

Mr. Perry Hudspeth, Board Member

Mr. Nicholas Pierce, Board Member

Mr. Clarence Lambe, Jr., Board Member

Mr. Basil Yap, Board Member

Also Present:

Mr. Mark Davidson, A.A.E; Airport Director, Forsyth County

Mr. Gordon Watkins, Attorney, Forsyth County

Mr. R. Scott Krewson, Piedmont Flight Training

Mr. Michael Vinay, Signature Flight Support (Remote)

Ms. Becca Colangelo, Signature Flight Support

Mr. James Moose, AVCON, Inc. (Remote)

Mr. Max Maxwell, Look Up Aviation, LLC

Mr. Josh Rohder, Look Up Aviation, LLC

Mr. Scott Piper (Remote)

Mr. Chris Vogler, Forsyth County

Mr. Christopher Ong, Forsyth County (Remote)

Mr. Shoaib Quader, Forsyth County

Ms. Shanna Smith, Forsyth County

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

Call to Order

Chairman McKim called the May 17, 2022, Smith Reynolds Airport Board (SRAB) meeting to order at 4:00 p.m.

Welcoming and swearing in of new Smith Reynolds Airport Board Member Mr. Basil Yap was 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 the March 15, 2022 (Regular minutes)

Motion	Lambe		
Second	Hudspeth		
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 March and April. Mr. Davidson summarized the financial statements using a scorecard and provided additional insight into the proposed Fiscal Year Ending 2023 Airport Department Operating Budget which has been submitted for approval to the Forsyth County Commissioners.

7. Look-Up Aviation, LLC - Capital Investment Extension

Lookup Aviation is the official east coast distributors for South African company Sling Aircraft. Effective April 1, 2021, the company entered an agreement with Forsyth County to lease space at 3820 North Liberty Street to sell, showcase, assemble, and store aircraft. Under the agreement, Look Up Aviation agreed to invest in the first year no less than \$100,000 in the facility in exchange for no rent the first two (2) months and a monthly rent reduction of \$500 over the course of the seven (7) year potential term. Look Up Aviation was unable to meet the deadline in the agreement and is requesting an extension to make the \$100,000 investment. The owner, Max Maxwell attended the meeting and provided reasons for not meeting the deadline such as labor force reductions, slowdowns in the production of materials needed to complete the work and waiting for the Airport Department to make other improvements such as the roof.

A motion to allow the SRAB Chairman to execute a new lease amendment after it has been executed by Look Up Aviation LLC and processed in the County's Contract Control System and approved by the County Attorney.

Motion	Hudspeth		
Second	Pierce Approved		
Result			
Vote	Unanimous		

8. Piedmont Flight Training – Infrastructure Request

Mr. Scott Krewson presented to the SRAB a new location proposal for the Piedmont Flight Training. The flight school is planning to move to Signature Flight Support's current FBO location for the short term and is looking for a long term base of operation. The proposal if for a new facility to be built on the south ramp and the flight school would like the County to construct the 2,500 square foot facility with five shade ports for an estimated \$550,000. The flight school is willing to commit to a long term agreement at a proposed rate of \$10 per square foot.

Mr. Davidson advised that the south ramp is a good location for the operation and suggested the County investigate grants from the NCDOT Division of Aviation. Amanda Conner, NCDOT DOA Business Development Manager advised that the project might be eligible for a 100% grant. Mr. Davidson advised that the south ramp is one of the last remaining parcels for aeronautical development and the County has funds to ensure we plan and maximize the space.

9. Economic Development Update

The County is working with Mark Owens to host another Aerotropolis Task Force Meeting this summer. This past month Greater WS, Inc. assisted in updating the Airport's website to include business and lease opportunities brochures.

Mr. Davidson is working on a new lease agreement with Piedmont Propulsion to take to the County Commissioners for approval. In addition, lease negotiations have started with North State Aviation for the new MRO Hangar development. The new hangars budget is \$14.9M. Avis Rental Car Systems and Hertz Corporation have both signed a month-to-month lease extension at the Airport which will permit flexibility during the terminal renovations.

In April, Winston-Salem hosted the North Carolina Airports Association annual conference which included over 400 attendees and 51 exhibitors. Chairman McKim and Board Member Yap attended the conference and provided positive feedback. Mr. Davidson provided some insight into what was discussed at the conference which was focused on cultivating innovation.

Mr. Davidson shared photos of the Corporate Hangar Groundbreaking which included Chairman McKim, County Commissioners, City Council Member Burke, Tenants, Airport Staff, Shelco executives, and other guests.

10. Capital Improvement Update

The Runway 15-33 Rehabilitation Project with Sharpe Brothers and AVCON is upcoming and will close the runway for 28 days starting June 5th to July 2nd. The runway closure was announced on the front page of the Winston-Salem Journal, Fox 8 News, Airport website, and the Pilot Group Meeting.

The Terminal Building Design Project with Walter Robbs and Callahan & Pierce Architects, PA has resumed and is looking to finalize the design in approximately five

months. Mr. Davidson submitted an application with the FAA under the Bipartisan Infrastructure Law for \$5 Million for the Terminal Building and \$2 Million for the Tower.

A contract with Strategic Security Solutions is in routing in Contract Control for the security upgrades to get the Airport on the County's access control system.

James Anderson secured a contract with a structural engineer for the Quonset Hut.

Taxiway Alpha Project is in the design and environmental stage and Avcon, Inc. is working on 30% design. The construction is projected to be bid out in May 2023 with construction starting in the summer of 2023.

The Environmental Assessment is being finalized and the Design is 90% complete for Taxiway Lima. September 2022 is the projected advertised date with construction in 2023.

The EDA Grant for 4001 N. Liberty Street is moving forward and SKA is the engineer and they are developing the package to bid to contractors. During their inspection, they found some major infrastructure issues and are working on a plan.

The NCDOT instructed the Airport to wait until Taxiway Alpha is complete before updating the Master Plan. Pen and ink changes have been made to the Airport Layout Plan and the FAA is reviewing the latest version of Exhibit A.

The purchase and installation of the 100 Ton Chiller for North State Aviation was approved by the County Commissioners on May 5^{th} .

The Epes Building Painting and Roof Projects are going out to bid with City/County Purchasing.

11. Airport Operations Update

Mr. Davidson gave an update on fuel volumes and flight operations at the Airport. And advised the Airport Department is preparing for the FAR Part 139 Inspection. Over the past several weeks, Shoaib Quader has been working on new Letters of Agreement with the Tower and FAA for Alerts and ATC Zero situations.

Mr. Davidson shared photos of the highly attended Pilot Cook-Out.

The ACE Camp Academy will be hosting middle school students from June 13th to 17th and high school students from June 20th to 24th. The Quality Education Academy will be hosting students from June 27th to July 1st.

Mr. Davidson recognized Shanna Smith for 20 years of service with the County.

The next SRAB meeting will be July 19th.

12. Other Business

13. Adjourn

Received:

A motion was made to adjourn the meeting at 4:59 pm

Motion	Hudspeth		
Second	Lameb		
Result	Approved		
Vote	Unanimous		

Composed by Shanna K. Smith

Thomas F. McKim, Chairman

Respectfully Submitted:

Mark Davidson - Director A.A.E.

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

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