

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, March 19, 2024, at 4:00 p.m. with a quorum present.

Smith Reynolds Airport Board Members Present:

Mr. Thomas McKim, Chairman
Ms. Gayle Anderson, Vice Chairman
Mr. Perry Hudspeth, Board Member
Ms. Cynthia Jeffries, Board Member
Mr. Clarence Lambe, Board Member
Mr. Basil Yap, Board Member
Mr. William Moore, III, Board Member (Remote)
Mr. Joshua Burcham, Board Member
Ms. Tonya McDaniel, County Commissioner/Board Member

Also Present:

Mr. Mark Davidson, A.A.E.; Airport Director, Forsyth County
Mr. Gordon Watkins, Attorney, Forsyth County
Ms. Becca Colangelo, Signature Flight Support
Mr. Myles Regier, Forsyth Technical Community College
Ms. Tracy Whitaker, Forsyth Technical Community College
Mr. James Moose, AVCON, Inc. (Remote)
Mr. Chris Vogler, Forsyth County (Remote)
Mr. Shoaib Quader, Forsyth County
Ms. Shanna Smith, Forsyth County
Mr. Bob Oglesby, AOPA

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 March 19, 2024, 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. No Airport Board Member may discuss or vote on any contract with a nonprofit organization, or any appropriation to the nonprofit, if that Board Member is a director, officer, or governing board member of the nonprofit organization."

3. Approval of Minutes

A motion was made to approve the January 16, 2024 (Regular minutes).

Motion	Lambe
Second	Hudspeth
Result	Approved
Vote	Unanimous

4. Public Comments

Mr. Bob Oglesby, AOPA Airport Representative. Mr. Oglesby shared information about the KINT Pilot Group that meets on the first Wednesday of each month and invited everyone to attend future meetings.

5. Financial Review

Mr. Davidson gave an overview of the Airport Department's financial statements developed from the County's FC Connect System for January and February 2024. Mr. Davidson summarized the financial statements using a scorecard which included notes and insight into the budget.

6. Minimum Standards for Commercial Aeronautical Activities, and Rules and Regulations

The current Minimum Standards, and Rules and Regulations at Smith Reynolds Airport were adopted by the Airport Commission of Forsyth County on November 15, 2011.

A motion was made to adopt the updated Minimum Standards at Smith Reynolds Airport subject to County Attorney review effective April 1, 2024.

Motion	Anderson
Second	Hudspeth
Result	Approved
Vote	Unanimous

A motion was made to adopt the updated Rules and Regulations at Smith Reynolds Airport subject to County Attorney review effective April 1, 2024.

Motion	Lambe
Second	Jeffries
Result	Approved
Vote	Unanimous

7. Economic Development Update

Mr. Davidson provided an update of the capital projects that had a direct economic impact.

A new Consolidated and Restated Lease Agreement with Signature Flight Support will go to the County Commissioners for approval on March 21, 2024. The new lease will include recent improvements such as Corporate Hangar 1 and space inside the Terminal Building. The lease will also include a reduction to the leased ramp space due to the recent FAA inspection which does not allow any aircraft or fuel trucks to be parked in the Runway Object Free Area (ROFA). Under the

lease, Signature will be granted a ten-year term extension in exchange for investing \$5 Million in a new fuel farm.

The County Commissioners approved the contract with Avcon, Inc. to work with Terracon for the Site 4 – Task Order for Landfill for \$87,708. Mr. Davidson is working with Commissioner McDaniel to potentially rezone portions of Site 4.

The Carwash Project is over budget and Mr. Davidson is working on value engineering to get the cost down to the project budget.

ArchSTUDIO7 was selected for the Piedmont Propulsion Systems Floor "Pit" Project.

The 3820 N. Liberty Street bids for the soft doors was due on March 15 and waiting to hear from Purchasing.

The NCDOT Division of Aviation biannual Economic Impact Study is about to start, and it is important for all the tenants to participate when asked to fill out a survey.

8. Capital Improvement Update

Mr. Davidson updated the Airport Board on various other capital projects at the Airport.

A public meeting to review the Environmental Assessment (EA) required for Taxilane Lima and the MRO Hangar will be held on March 25 at the Carl H. Russell Community Center from 4:30 p.m. to 7:30 p.m.

Taxiway Alpha Rehabilitation received one bid of \$8.6 Million. Mr. Davidson is working with Sharpe Brothers and AVCON to value engineer the project to lower the cost. Additional funds are being requested from the NCDOT. Once approved, the project should last about 66 days.

The Airfield Lighting and Signage design is complete. The FAA advised that they have moved up the priority for funding. Staff thinks the project will begin in the Summer of 2025.

The Resource Institute will start on the Brushy Fork Creek Project this week.

Improvements to the 4001 North Liberty Street facility should start this summer. BAR Construction has been selected and the County's Construction Manager is taking it to the County Commissioners for approval.

9. Airport Operations Update

Mr. Davidson gave an update on fuel volumes and flight operations at the Airport.

A service contract with Atlantic Emergency Solutions has been executed for the Crash Fire Rescue truck. The truck will be taken out of service to perform necessary repairs.

The Jim Shaw's ACE Camp for Middle School will be held from June 24-June 28 and High School will be held July 8 – July 12.

Signature Flight Support is planning to host a "Community Day" Event on May 8 from 9:30 a.m. to 4:30 p.m. This date may change.

10. Proposed Airport Board Retreat

Chairman McKim advised that plans are being made to hold a Board Member Retreat in May or later. Historic documents have been circulated to Board members for review to provide insight into previous studies.

The next SRAB meeting will be on May 21, 2024.

11. Other Business

No other business

12. Adjourn

A motion was made to adjourn the meeting at 4:57 p.m.

Motion	Hudspeth
Second	Lambe
Result	Approved
Vote	Unanimous

Composed by Shanna K. Smith

Respectfully Submitted:



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

Received:



Thomas F. McKim, Chairman