

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, September 17, 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 (Remote)  
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  
Mr. Nicolas Pierce, Board Member

**Also Present:**

Mr. Mark Davidson, A.A.E.; Airport Director, Forsyth County  
Ms. Shontell Robinson, County Manager, Forsyth County  
Mr. Kyle Haney, Deputy County Manager, Forsyth County  
Mr. Gordon Watkins, Attorney, Forsyth County  
Ms. Becca Colangelo, Signature Flight Support  
Mr. Anthony Charaf, North State Aviation  
Mr. Greg Purvis, Forsyth Technical Community College  
Mr. Myles Regier, Forsyth Technical Community College  
Mr. James Moose, AVCON, Inc.  
Ms. Shanna Smith, Forsyth County  
Mr. Andy Dale, AOPA  
Ms. Barbara Knotts, Forsyth County (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 September 17, 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 May 21, 2024 (Regular minutes).

Motion	Hudspeth
Second	Jeffries
Result	Approved
Vote	Unanimous

**4. Public Comments**

No comments

**5. Remote Participation Policy**

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, 2025.

Motion	Hudspeth
Second	Pierce
Result	Approved
Vote	Unanimous

**6. Financial Review**

Mr. Davidson gave an overview of the Airport Department's financial statements developed from the County's Oracle System for May, June, July, and August. Mr. Davidson summarized the financial statements using a scorecard which included notes and insight into the budget.

**7. Novant Health Lease**

Novant Health is interested in leasing half of the space available in Corporate Hangar 2 (CH2) at 3817 N. Liberty Street for their corporate flight department operation. The hangar measures 20,000 square feet and Novant will be leasing 10,000 square feet at the market rate of \$12.50 per square foot per year. The base rent shall be adjusted annually by a fixed rate of 3%. In the agreement, the County included language that lets the tenant understand that the County will continue to seek to lease CH2 to third parties, including Novant's leasehold, since the County has a strong preference for a single tenant. If the County does find a tenant that wants the entire hangar, Novant has 30 days to match or exceed the alternative offer. In addition, since Novant will be the primary tenant, they will be responsible for all electric, water, stormwater, sewer and gas services to CH2 unless the County finds another tenant and execute an amendment to capture Novant's pro rata share of utilities.

A motion was made to allow the SRAB Chairman to execute a lease for space in Corporate Hangar 2 after it has been executed by Novant Health, processed in the County's Contract Control System, and approved to form by the County Attorney.

Motion	Hudspeth
Second	Moore
Result	Approved
Vote	Unanimous

**8. Special Events Transportation Lease**

On August 19, 2024, Penske Logistics who owns Epes Transport Systems, LLC sent an official letter to the County requesting permission to terminate the lease early. The current lease expires on January 30, 2025 and Epes pays monthly rent of \$5,502.36. Special Event Transportation is interested in leasing premises for the purpose of providing maintenance services to trucking tractors and trailers. The existing premises measures 10.18 acres with a facility that is approximately 16,000 square feet. The facility includes five bays and office space measuring approximately 4,200 square feet. The proposed monthly rent is \$6,000 per month and the new tenant is willing to take on more facilities maintenance than Epes Transport. The triple net lease is for a term of two years, with three mutually agreed upon one-year options. The rent would be adjusted annually with the CPI-U. Under the new lease, the County would still be able to develop a portion of the Premises as needed for Airport development.

A motion was made to allow the SRAB Chairman to execute a lease for the premises at 4455 Lansing Drive after it has been executed by Special Event Transportation, processed in the County's Contract Control System, and approved to form by the County Attorney. Prior to execution, the County will terminate the lease with Epes Transport Systems.

Motion	Hudspeth
Second	Moore
Result	Approved
Vote	Unanimous

**9. Mazie Woodruff Forsyth Tech Aviation Lab – B737 Aircraft Parking Lease**

This agenda item was pulled. Due to the condition of the aircraft, Forsyth Tech is no longer interested in the B737-400 donation from North State Aviation.

**10. Economic Development Update**

Mr. Davidson introduced the new County Manager, Shontell Robinson, and Deputy County Manager, Kyle Haney. Both shared information about themselves and that they were in support of the Airport.

Mr. Davidson advised that the NCDOT Division of Aviation is finalizing the biannual statewide economic impact and will be distributing the data in January. To assist in communicating the results, the Airport Department will work with Ed McNeil in the Communications Department.

Mr. Davidson thanked the Airport Board, Forsyth Tech, and County Management for supporting the NCDOT Board site visit that occurred on September 4, 2024.

Other items discussed include a new NCDOT grant opportunity for Advanced Air Mobility (AAM), Signature Flight Support is in the process of executing the new lease, and Terracon is working on the landfill assessment.

Mr. Davidson also gave updates on the MRO Hangar and the Taxiway Lima project. Although the Airport received the finding of no significant impact (FONSI), the 401 and 404 Permits need to be approved by the NCDEQ before any work can be conducted. Samet Corporation has been selected to design and build the MRO Hangar and the funds for the project are in the County's bank account.

ArchSTUDIO was selected to design the improvements for the facility leased by Piedmont Propulsion Systems. Piedmont Propulsion Systems recently acquired a new company called St. Technologies which specializes in locking washers.

Signature Flight Support is still working on a plan to relocate the fuel farm.

#### **11. Capital Improvement Update**

Mr. Davidson gave an update on the Terminal Renovation and shared photos of the progress. The Taxiway Alpha project is substantially complete. The design for Brushy Fork Creek is 60% complete and the Resource Institute is working with the County Attorney's Office to finalize the easements.

The Airport, in conjunction with AVCON, is looking to advertise for bid the Airfield Lighting and Signage project in November or December. This project will take approximately two years to complete. James Anderson is working on the final price for the carwash at the Airport and there is no update on the lower parking lot rehabilitation.

The Airport Department has no plans for leasing any aircraft spots in the 3820 Hangar due to the hangar door maintenance issues and the traffic light not working.

#### **12. Airport Operations Update**

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

The Airport passed the annual FAR Part 139 Inspection with a few discrepancies which have been addressed. CFR-1 Truck is being repaired and will take several weeks to complete. The Airport plans to use funds from the Federal Airport Infrastructure Grant to purchase a new CFR Truck.

The Jim Shaw ACE Academy was a success and Alexandria Shaw is looking to partner with Forsyth Tech and other entities. Forsyth Tech and the Airport are looking to host a public event in the spring of 2025. This was a recommendation from the Airport Retreat. The KINT Pilot Group meets on the first Wednesday of each month. The County is hosting the 4th Annual Fun Fest on September 21st.

The next SRAB Meeting is to be held on November 19th.

**13. Other Business**

Airport Board Member Perry Hudspeth asked about the status of naming an asset after former Airport Board Member Jim Shaw. The new County Manager heard the request and advised that the County has policies and they can look into the request.

**14. Adjourn**

A motion was made to adjourn the meeting at 4:50 pm

Motion	Hudspeth
Second	Pierce
Result	Approved
Vote	Unanimous

*Composed by Shanna K. Smith*

*Respectfully Submitted:*



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

*Received:*



*Thomas F. McKim, Chairman*