

AIRPORT COMMISSION OF FORSYTH COUNTY  
SMITH REYNOLDS AIRPORT  
WINSTON-SALEM, NC 27105  
MINUTES OF MEETING

A regular meeting of the Airport Commission of Forsyth County (ACFC) was held on Thursday, November 29, 2018 at 4:00 p.m. with a quorum present.

**Commissioners Present:**

Mr. Scott G. Piper, Chairman  
Mr. James Shaw, Vice Chairman  
Mr. Perry Hudspeth, Commissioner  
Mrs. Gayle Anderson, Smith Reynolds Advisory Board  
Mr. L. David Mounts, Smith Reynolds Advisory Board

**Also Present:**

Mr. Mark Davidson, A.A.E, Airport Director  
Mr. Mike Darcangelo, AVCON  
Mrs. Becca Colangelo, Signature Flight Support  
Mr. Shoaib Quader, ACFC  
Ms. Karen Barns, Venture Café  
Mr. George Cline, AirBoss Inc.  
Mr. Edward Plowden, Castle Heights Community  
Mrs. Ann Plowden, Castle Heights Community

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

**1. Call to Order**

Chairman Piper called the November 29, 2018 meeting to order at 4:00 p.m.

**2. Approval of Minutes: October 23, 2018 (Regular Minutes)**

A motion was made to approve the October 23, 2018 regular minutes.

Commissioners Vote:

Motion	Piper
Second	Shaw
Result	Approved
Vote	Unanimous

Smith Reynolds Advisory Board Vote:

Result	Approved
Vote	Unanimous

**3. Acknowledge Receipt of Financial Statements (October 2018)**

A motion was made to acknowledge receipt of the financial statements for October 2018.

Commissioners Vote:

Motion	Piper
Second	Shaw
Result	Approved
Vote	Unanimous

Smith Reynolds Advisory Board Members Vote:

Result	Approved
Vote	Unanimous

**4. Public Comments**

Mr. Ed Plowden of the Castle Heights Community requested information regarding future improvements at Smith Reynolds Airport. Mr. Plowden was concerned about developments adjacent to Teresa Avenue and the Castle Heights neighborhood. Chairman Piper and Mr. Davidson provided a brief overview and exchanged contact information with Mr. Plowden to continue communications.

**5. Innovation Ecosystem**

Ms. Karen Barnes was invited and introduced by Board Member Mounts. Ms. Barnes provided an overview of the Venture Café in Winston-Salem and explained some of the benefits of connecting the Airport to the Innovation Quarter.

**6. Air Show**

Mr. George Cline was invited by Chairman Piper to discuss the possibility of hosting an air show. Mr. Cline provided some insight into the history of air shows at Smith Reynolds and some of the constraints and concerns. Although he is not available to manage a future show, he does have connections if the Board decides to host an air show in the future. The topic will be discussed at a future Board Meeting.

**7. NCDOT Division of Aviation - Letter of Agreement for Airport Safety / Maintenance Projects**

The North Carolina Department of Transportation - Division of Aviation (NCDOT-DOA) and the ACFC are both concerned with maintaining the facilities of the Smith Reynolds Airport to enhance the safety of the traveling public and flight operations. Therefore, an agreement has been developed by the NCDOT-DOA for both parties to execute to ensure continued assistance from the NCDOT-DOA for the next five years. The work performed by the NCDOT-DOA may include joint and crack sealing, pavement repairs and patching, surface treatments, overlays, drainage improvements and pavement markings.

A motion to allow the Chairman to execute the Airport Safety/Maintenance Agreement developed by the NCDOT-DOA as submitted by staff.

Commissioners Vote:

Motion	Anderson
Second	Hudspeth
Result	Approved
Vote	Unanimous

Smith Reynolds Advisory Board Members Vote:

Result	Approved
Vote	Unanimous

**8. Amend Capital Budget FYE 2019**

Since the approval of the Capital Budget FYE 2019, the ACFC has been able to obtain approval from the NCDOT Division of Aviation to spend expiring FAA Entitlement funds. Management recommends adding the following project:  
SRA-264 Terminal Fencing \$100,000

Additional funds of \$60,000 have been included in the six month Capital Budget FYE 2019 that was submitted to the County Budget Department. This was done since the project will span over the transition to the County. The amended budget does not require a public review period according to the Local Government Commission (LGC) and our auditor.

A motion was made to amend FYE 2019 Capital Budget.

Commissioners Vote:

Motion	Shaw
Second	Anderson
Result	Approved
Vote	Unanimous

Smith Reynolds Advisory Board Members Vote:

Result	Approved
Vote	Unanimous

**9. Audit Firm Contract**

Mr. Davidson explained that the Local Government Commission (LGC) advised that a final audit must be conducted for the period of July 1, 2018 to December 31, 2018. To conduct the audit for the six month period and assist with dissolving the ACFC, Stout Stuart McGowan & King has proposed a fee of \$12,900.

A motion was made to execute the contract to audit accounts with Stout Stuart McGowan & King for the six month period and assist in dissolving ACFC.

Commissioners Vote:

Motion	Piper
Second	Anderson
Result	Approved
Vote	Unanimous

Smith Reynolds Advisory Board Members Vote:

Result	Approved
Vote	Unanimous

## 10. Forsyth County Transition – PTO Payout

Mr. Davidson advised that the ACFC's current policy allows employees to accumulate more hours than the maximum amount allowed by Forsyth County which is 240 hours. To correct the balance before transitioning to the County on January 1, 2019, the staff is requesting permission to allow the ACFC to pay employees for earned PTO beyond 240 hours. Adequate funds are within the current operating budget due to the transition to the County.

A motion was made to adopt and implement the recommendation to allow the ACFC to pay employees for PTO earned beyond the County maximum amount of 240 hours.

Commissioners Vote:

Motion	Mounts
Second	Hudspeth
Result	Approved
Vote	Unanimous

Smith Reynolds Advisory Board Members Vote:

Result	Approved
Vote	Unanimous

## 11. Economic Development Update

Mr. Davidson briefed the Commissioners on economic efforts such as the Smith Reynolds Airport Transportation Summit and Piedmont Triad Partnership's recent efforts to brand the NC Core. Airport Management is continuing to work with Aero8, Forsyth County Economic Development, and City/County Planning, to develop a grant application to DataMax to obtain funds to construct a building at the Airport.

## 12. Other Business

There was no other business.

## 13. Airport Activity Updates

Mr. Davidson reported on operations, fuel volumes, staff accomplishments, and capital projects. Next Airport Commission meeting is scheduled for December 18, 2018 at 2:00 p.m.

**14. Adjourn**

A motion was made to adjourn the meeting at 5:06 p.m.

Motion	Anderson
Second	Mounts
Result	Approved
Vote	Unanimous

Smith Reynolds Advisory Board Members Vote:

Result	Approved
Vote	Unanimous

*Composed by Mark R. Davidson, A.A.E.*

*Respectfully Submitted:*

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

*Received:*

  
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*Scott G. Piper, Chairman*