

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, November 14, 2023, at 4:00 p.m. with a quorum present.

Smith Reynolds Airport Board Members Present:

Mr. Thomas McKim, Chairman
Ms. Gayle Anderson, Vice Chairman
Ms. Tonya McDaniel, County Commissioner (Remote)
Mr. Perry Hudspeth, Board Member
Mr. Nicholas Pierce, Board Member
Mr. Clarence Lambe, Board Member
Ms. Cynthia Jeffries, Board Member
Mr. Basil Yap, Board Member
Mr. William Moore, III, Board Member
Mr. Joshua Burcham, 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. Kevin Brookshire, Signature Flight Support
Mr. Anthony Charaf, North State Aviation
Mr. Greg Purvis, Forsyth Technical Community College
Mr. James Moose, AVCON, Inc. (Remote)
Mr. Chris Vogler, Forsyth County
Mr. Shoaib Quader, Forsyth County
Ms. Shanna Smith, Forsyth County
Mr. Keith Howard
Mr. Andy Dale, AOPA
Mr. Bob Olsby, 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 November 14, 2023, 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 September 19, 2023 (Regular minutes)

Motion	Pierce
Second	Hudspeth
Result	Approved
Vote	Unanimous

4. Public Comments

Andy Dale announced he will no longer be the AOPA Airport Representative for Smith Reynolds Airport and that Bob Oglesby will be his replacement.

5. Financial Review

Mr. Davidson gave an overview of the Airport Department's financial statements which were developed from the County's FC Connect System for September and October 2023. Mr. Davidson summarized the financial statements using a scorecard which included notes and insight into the budget.

6. Automobile and Truck Rental Concession Agreement – Avis Budget Group

Mr. Davidson proposed new concession agreements with Avis Budget at the Airport. The new agreement includes language for during and after construction of the Terminal Building.

A motion was made to allow the SRAB Chairman to execute the new automobile rental concession agreements with Avis Budget Car Rental LLC after being developed and processed in the County's Contract Control System and approved by the County Attorney.

Motion	Lambe
Second	Anderson
Result	Approved
Vote	Unanimous

7. Advanced Air Mobility

Mr. Yap gave an update on the progression of Advanced Air Mobility and the building of a low-altitude traffic management system for drones with initiatives such as promoting the region as an advanced air mobility-friendly area and a statewide weather study. Mr. Davidson is also working on development options at the airport.

8. Economic Development

Mr. Davidson is working with Signature Flight Support and the County Attorney's Office to develop a new lease that includes all the recent capital improvements and modifications to their leasehold.

A new lease has been executed with Stitch Upholstery for shop space at 3820 N. Liberty Street.

In order to increase leasable space at Piedmont Propulsion Systems, the County has issued a request for qualifications to engineering firms. Bids are due December 20, 2023. Once a firm is selected, they can begin working on a design to fill the existing "pit". After construction, PPS will have more space and they plan to hire additional employees.

9. Capital Improvement Update

Mr. Davidson shared a presentation that summarized a variety of capital projects at the Airport. The presentation included the following information:

- Terminal Building – Under construction with completion in January 2025.
- Rental Car and County Fleet Vehicle Wash Station – Design contract in process.
- Taxiway Alpha – Construction in Summer 2024.
- 4001 North Liberty Street Improvements – Engineers working with Contractor to reduce scope to stay in budget.
- Airfield Lighting and Signage – FAA to provide funding in October 2024.
- Taxilane Lima and Ramp – Environmental Assessment is being reviewed by NCDOT.
- MRO Hangar – Waiting on EA.
- PPS Pit – Engineering firm is being selected.
- Brushy Fork Creek Mitigation – Received grant from NC Land and Water Fund (\$300,000).
- 3820 Hangar Doors – Looking at alternatives.
- EMAS Restoration – Project has been submitted for STIP funding in 2025.
- Landfill Redevelopment – Obtain qualifications from firms.

10. Airport Operations Update

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

The Crash Fire Rescue Truck has been out of service. Mr. Davidson is taking a new maintenance contract to the County Commissioners for approval that will provide quicker response and flexibility.

Mr. Davidson is working with Alexandria Shaw for another grant for the ACE Academy. The ACE Academy was able to host 58 students this past summer.

The next KINT Pilot's Meeting will be held on December 6th.

The next SRAB meeting will be on January 16, 2024.

11. Other Business

No other business

12. Adjourn

A motion was made to adjourn the meeting at 5:09 pm

Motion	Hudspeth
Second	Pierce
Result	Approved
Vote	Unanimous

Composed by Shanna K. Smith

Respectfully Submitted:

DocuSigned by:
Mark Davidson - Director A.A.E.
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Mark R. Davidson, A.A.E., Airport Director

Received:


Thomas F. McKim, Chairman