

**ROCKY MOUNT – WILSON REGIONAL AIRPORT AUTHORITY
MEETING**

Tuesday, April 16, 2024

JOSH L. HORNE CONFERENCE ROOM

BOARD MEMBERS PRESENT

MR. GARRY HODGES, CHAIRMAN
MR. DAN HERRING, SECRETARY
MR. CARL WARREN, TREASURER
MR. JOHNSON BISSETTE
MR. CHARLES MULLEN

BOARD MEMBERS NOT PRESENT

MR. MICHAEL WHETHERINGTON
MR. JAMES JOHNSON

EX OFFICIOS & STAFF PRESENT

MR. JOSH PUSSEY, AIRPORT DIRECTOR
MRS. ANGELA HESS, FINANCE MANAGER
MR. JARRETT MOSS, PUBLIC SAFETY

GUESTS PRESENT

Chairman Hodges welcomed Mr. Anthony Laws to the board meeting. Mr. Laws is a Senior Aviation Electrical Engineer with Ardurra and is based in Raleigh, NC. Mr. Laws has over 30 years of experience with Airfield Maintenance

Mr. Hodges also welcomed our new Airport Director, Josh Pusser, to the Airport Authority meeting, and said that the board is looking forward to working with him. Mr. Hodges also thanked Mr. Jarrett Moss for his devotion to the airport and stepping up as Interim Director.

OPENING

CALL TO ORDER

A regular meeting of the Rocky Mount – Wilson Regional Airport was called to order by Chairman Garry Hodges at 12:00 p.m.

INVOCATION

Mr. Dan Herring delivered the invocation and blessed the food.

PLEDGE

Mr. Charles Mullen led the Pledge of Allegiance.

INTRODUCTIONS

GUEST SPEAKERS

READING / APPROVAL OF MINUTES

The minutes from the previous meeting were distributed prior to the meeting and read by the board members. A motion was made by Mr. Johnson Bisette and seconded by Mr. Charles Mullen to approve the minutes. All board members in attendance unanimously approved.

REPORTS

DIRECTOR'S REPORT

Mr. Moss briefed the Authority Members with the following Director's Report for the previous month:

Executive Administration

Gentlemen, it has been an honor and a pleasure to serve as your Interim Director for the last 6 months. The experience I have gained will serve me for a lifetime. I cannot be more thankful for the opportunity you have given me and if I can ever be of any assistance in the future, I hope that you will not hesitate to reach out to me. I look forward to working with Josh to ensure a smooth transition over the next couple of weeks. The first week in April, Garry and I attended the NCAA Conference in Asheville, NC. We attended many different general sessions to gain valuable information on the aviation industry, connect with our consultants, meet other aviation related businesses, and build valuable connections with other airport professionals. I look forward to passing this amazing information along to Josh.

Mr. Josh Pusser, Airport Director, stated that KRWI is too top heavy on staff members, and employees will be cross trained to work both FBO and Operations. Airport grounds do not look appealing and will be addressed. Mr. Pusser also stated that even though the expenses are down, the revenue is not where it needs to be in the 4th quarter of the year.

Finance Management

Our March financial reports have not been received yet by Anthony Tabb and Creel due to the tax season and this being a busy time of the year for them. During the month of March, the biggest expense was fuel and the new radiator for the fire truck. The radiator cost \$4,487.00. Jet A fuel had a total cost of \$77,474.12. We are still trying not to spend on any unnecessary expenses and trying to go cheap as possible when things are being bought.

Airport Maintenance Operations

At the end of February, Jake from Barnhill notified us of the paint bubbling up on the hangar. We contacted Sherman-Williams, and a representative was sent out to investigate. The rep was left speechless as he had no idea how this happened. The rep assured us that Sherman-Williams was going to make it right and would cover it under warranty. The first week of April, Sherman-Williams sent out a painting crew to repaint Hangar 5. The painting work was reinspected and looks great. We have been in contact with dependable coating solutions to get the roof on hanger 1 fixed to where it has been leaking. The first week of April, Dependable Coatings came out and made the necessary repairs to stop the leaks. Dependable also completed warranty work on Hangar 3 for a small spot that was still leaking as well as a small spot on the firehouse

roof. They advised us that if we find any new leaks or the old leaks continue, to call them back and they will warranty the work.

KRWI Fixed Based Operations

March was a great month for fuel sales. We sold 22.1k gallons of Jet A fuel and 5.2k gallons of Avgas. While Jet fuel did go down slightly compared to February, we believe this is due to the periods of bad weather later in the month. Piston traffic stayed consistent and as March ended, we began to see a massive pick up in traffic. This month our focus is getting our Avgas Self-Serve back in operation. Midway through the month of March, the pump suddenly seized. Rebel Services was contacted, and a technician was sent out to diagnose the issue. When the tech pulled everything apart, it was found that there was no oil left in the driveshaft. The tech also commented that the pump "looked as if it was 10 years old" judging based on the wear. Rebel replaced the pump on Friday, April 12th and is back in full operation with new guidance on how to operate. It is currently unknown why the driveshaft had no oil in it, but the tech did state it was nothing the airport had done wrong. The old pump is being sent back to the manufacturer for testing to determine the cause.

FINANCIAL REPORT

Mr. Carl Warren was not present for the Authority Meeting in March and the financial statements for February were not approved. At this time, Carl went over the February financials and stated that he does not see anything that stands out that needs to be talked about. The subsidies were up to date and the expenses were still down, which is good. KRWI needs to be able to be self-sustaining and for that to happen, we need to bring in more revenue. Dan Herring made a motion to approve the financial report, and Mr. Charles Mullen seconded the motion. All board members in attendance unanimously approved.

ENGINEER'S REPORT – PARRISH & PARTNERS

Mr. Dion Viventi provided the board the following report:

Obstruction Clearing (Design/Bidding)

- Current Status
 - Notice of Award received – Construction / CA / RPR
- Changes Since Last Discussion
 - Contract timeline coordination with apparent low bidder: Carolina Restoration & Cleaning LLC
- Next Steps

- CA / RPR Work authorization sent to NCDOT for review & IFE
- Look Ahead
 - Award Construction Contract

Aviation Industrial Feasibility Assessment and MP Update

- Current Status
 - NCDOA comments received
- Changes Since Last Discussion
 - Meeting with Chairman to discuss responses
- Next Steps
 - Submit responses along with Letter from Chairman
- Look Ahead
 - Once NCDOA approval received – submittal to FAA for review / Approval

PROJECT PROGRESS REPORT - WK DICKSON

Mr. Jason Kennedy provided the board the following report:

Rocky Mount-Wilson Regional Airport Project Progress Report

1. **Airport Land Use Planning, Unified Development Ordinance (UDO) Update**
RWI is waiting for the next steps from Nash County for approval of the requested UDO text change. Expenses for the UDO update services will be reimbursed with grant funding. The grant will provide 100% reimbursement (no local match required) for approximately \$24,500 of expenses previously incurred and future expenses associated with the UDO update. During the meeting, Jason stated that the grant will not be eligible for grant reimbursement.
2. **Underground Fuel Farm Closure and Above Ground Fuel Farm Improvements.**
The 20,000-gallon Jet-A tank has been installed, tested, and was commissioned for use on January 23rd, 2024. The Punch list inspection of the improvements was conducted on February 20th and a follow up inspection was conducted on April 9th. There are a few punch list items that have not been completed. Coordination with the contractor is ongoing for the close-out of the remaining work.

3. T-Hangar Development Phase II -Design

This project includes development of the next 24 Hangar units and associated site work. Final Design, permitting and preparation of bid documents will be finalized concurrent to the Utility Relocation Coordination defined in Work Authorization #5 (see below). Permit submittal packages for Nash County Planning and NCDEQ Erosion Control Permit are being prepared and will be submitted this month.

T-Hangar Development Phase II -Utility Relocation Coordination and Bidding

Utility Relocation Coordination with City of Rocky Mount Energy Resources is underway. Bidding is scheduled for May. The application documents for use of BIL/AIG funding will be prepared in May and submitted to NCDOA and FAA. FAA estimates that this grant application will take up to four months for approval.

BUSINESS

A proposed agenda has been brought to the board for approval. This change reflects that the consultant's report will go before the director's report and the financial report. Mr. Carl Warren made a motion to approve the proposed agenda, and Mr. Johnson Bissette seconded the motion. All board members in attendance unanimously approved.

NEW BUSINESS

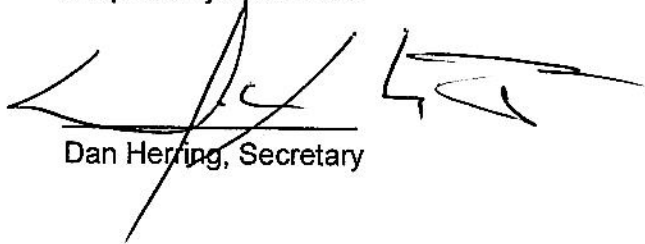
Due to the absences of board member, Michael Wetherington who is appointed by Wilson County, Chairman Hodges requested Mr. Johnson Bissette to reach out to Mr. Wetherington to see if he would like to stay on the board for Rocky Mount – Wilson Regional Airport Authority.

CLOSING SESSION

ADJOURNMENT

At 12:47 p.m., there being no further business to come before the board, the meeting of the Rocky Mount – Wilson Regional Airport Authority was adjourned.

Respectfully Submitted:

A handwritten signature in black ink, appearing to be 'Dan Herring', written over a horizontal line. The signature is stylized and somewhat cursive.

Dan Herring, Secretary

