

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

**Tuesday, February 2024**

**JOSH L. HORNE CONFERENCE ROOM**

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS NOT PRESENT**

MR. MICHAEL WHETHERINGTON  
MR. JOHNSON BISSETTE

**EX OFFICIOS & STAFF PRESENT**

MR. JARRETT MOSS, CFI, INTERIM DIRECTOR  
MRS. ANGELA HESS, FINANCE MANAGER

**GUESTS PRESENT**

MR. JOSHUA PUSSER

## **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. Charles Mullen delivered the invocation and blessed the food.

### **PLEDGE**

Mr. James Johnson 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. Carl Warren 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**

Due to a financial issue at the state level, all NCDOT Safety, Preservation, and Maintenance (SPAM) projects have been put on hold indefinitely. This program is going to conduct joint seal, crack fill, and concrete repair to our ramp in front of the FBO, Hanger 4, and Hangar 5. The program was suspended at the Federal level due to an issue with wording on the contract. This is at NO FAULT of RWI. I am expecting to hear something back from the Division of Aviation within a month. We will be at the top of the list when this program is allowed to resume. This program is 100% funded by the state.

A decision was made regarding the use of our expiring 2020 NPE Funds. Work Authorization #5 for W. K. Dickson will be funded with this. This includes the utility coordination and bidding for Phase II of the T-Hangars. The remaining funds will be used to reimburse RWI for the work that was done by W. K. Dickson on the UDO project. From there, we can re-allocate those funds to something else.

January 18th, Daniel and I went to Fayetteville Regional Airport to attend the annual wildlife training class. We had to receive this training to be in compliance with our upcoming Part 139 inspection. We intend on hosting a wildlife training course on July 17th at RWI for all employees to attend.

### **Finance Management**

January Financial Statements, prepared by Anthony, Tabb, and Creel, have come in, reviewed by staff, and are ready for board approval. SE&M was paid \$13,576.38 for the electrical issue for Bass Aviation, and Cincinnati Insurance quarterly payment of \$5,349.00 was also paid. Jet A fuel was purchased for the 20K tank in the amount of \$48,809.89 for testing, and another purchase was made for actual fueling in the amount of \$25,617.95. At the end of January, our net position is \$194,608.55

### **Airport Maintenance Operations**

For the month of January, we focused on preventive maintenance. We got the oil changed in all the fuel trucks, and the oil in the mowing equipment has been changed so it can be ready to go this spring. We have gone over all equipment and checked the operations to make sure they are working properly. Crew cars have been inspected and are up to date for 2024.

### **KRWI Fixed Based Operations**

In January we met our fuel selling goals. Jet Fuel rose from 16.8k gallons to 20k gallons. Avgas, however, dropped from 4.3k to only 2.9k. This drop off is consistent with the winter months and the bad weather we had this month. Freight has picked up this month and has helped with fuel sales.

Johnny, from Rebel Fuels, came out and finished the final electrical work for the new fuel farm. He gave me a brief tutorial on how to run the Scully system. After running the soak test and hose

test for one week, Titan approved the farm for usage. We have already begun to sell fuel out of it. Our Titan inspection went very well with only a few minor corrections necessary. These corrections have already been addressed

## **FINANCIAL REPORT**

Mr. Carl Warren went over the financial statements for January 2024. Carl stated KRWI has done an excellent job of keeping the spending down in the operations account other than recurring monthly bills. The only expense that we had that was not a reoccurring bill was that expense for Bass Aviation when they had a power outage back in October. SE&M sent the invoice in January in the amount of \$13,576.38. Carl mentioned that the subsidies were up to date, and that KRWI should receive a tax refund in late March or Early April. 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
  - Bid Meeting held – Three bidders submitted
  - Bid tabulation completed – Lowest apparent bidder: Carolina Restoration & Cleaning LLC
- Next Steps
  - Prepare CA / RPR Work authorization for review & IFE / IfA
- Look Ahead
  - Approve Construction and Administration Work Authorization
  - Award Construction Contract

### **Aviation Industrial Feasibility Assessment and MP Update**

- Current Status
  - Report Finalized and submitted to NCDOA
- Changes Since Last Discussion
  - ALP & Masterplan review comments responses sent to NCDOA
  - Plans re-submitted to NCDOA for approval
- Next Steps
  - Receive any additional NCDOA comments / Respond
- 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. A meeting was held on February 5<sup>th</sup> with Tommy Mann of NCDOA. During the meeting RWI requested that all expenses for UDO update services be reimbursed with grant funding. Mr. Mann believes this will be allowed and requests the RWI submit additional information. If approved this grant will provide a 100% reimbursement (no local match required) for approximately \$24,500 of expenses previously incurred and future expenses associated with the UDO update.
- 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 23<sup>rd</sup>, 2024. The Punch list inspection of the improvements will be conducted on February 20<sup>th</sup>.
- 3. T-Hangar Development Phase II -Design**  
This project includes development of the next 24 Hangar units and associated site work. Final Design, permitting, preparation of bid documents will be finalized after the completion of Utility Relocation Coordination defined in Work Authorization #5 (see below)
- 4. T-Hangar Development Phase II -Utility Relocation Coordination and Bidding**  
Work Authorization #5 for this work has been approved by NCDOA and work is underway. This effort will be funded by FY 2020 Non-Primary Entitlement dollars at 100% (no local match required). Utility Relocation Coordination with City of Rocky Mount Energy Resources is scheduled to be completed by mid-April, and bidding is scheduled for May.

Mr. Hodges asked what the status on the utilities being moved. Jason said that WKD will coordinate with City of Rocky Mount and believes that the power lines will be put underground.

## **BUSINESS**

## **NEW BUSINESS**

A Letter of Agreement for Airport Safety/Maintenance Projects was passed around for review and signed by Mr. Garry Hodges, releasing liability to the FAA. A motion was made by Dan Herring and seconded by Carl Warren. All board members in attendance unanimously approved.

Martin, Starnes, and Associates sent a contract for auditing our FY 2023-2023 financials. The cost to pursue this contract is in the amount of \$18,040.00. The motion was made by James Johnson and seconded by Carl Warren. All board members in attendance unanimously approved.

## **CLOSING SESSION**

Mr. Dan Herring made a motion to go into closed session and was seconded by Mr. James Johnson. At 12:45 p.m., the board went into closed session to discuss Personnel Matters and Economic Development.

## **ADJOURNMENT**

At 1:40 p.m., the board came out of closed session and was agreed upon to proceed with offering Mr. Josh Pusser the position of Airport Director, pending approval of all board members and the passing of a background check and drug testing. If accepted the start date would be April or May timeframe.

At 1:43 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:



Dan Herring, Secretary