

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

Tuesday, January 16, 2023

JOSH L. HORNE CONFERENCE ROOM

BOARD MEMBERS PRESENT

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

BOARD MEMBERS NOT PRESENT

MR. MICHAEL WHETHERINGTON

EX OFFICIOS & STAFF PRESENT

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

GUESTS PRESENT

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. James Johnson delivered the invocation and blessed the food.

PLEDGE

Mr. Johnson Bissette 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

On December 13th, Garry, Dion, and I met with Wayne Outlaw and Robbie Davis to discuss the Unified Development Ordinance (UDO) for the rezoning to protect the airspace surrounding the airport. Wayne and Robbie both recommended getting the property owners' input on these issues before they meet again. Robbie is sending it back to the Technical Review Committee to get it ready for the next step. On December 19th, Daniel Lee went to Greenville, NC for a grant luncheon sponsored by AgCarolina Farm Credit. The KRWI ARFF Team received a grant from the AgCarolina Farm Credit in the amount of \$1,500. These funds will be used to purchase turnout gear to fit Daniel Lee. AgCarolina is interested in keeping us in the loop on future grant opportunities. During that afternoon, KRWI took delivery of our new 20,000-gallon Jet-A tank. The very next day, Guy M. Turner crane service was on site to move the tank into its new home. We are expecting to commission the tank within the next 2 weeks after all testing has been completed.

Finance Management

Our December financial reports have been prepared by Anthony & Tabb, CPA, and are reviewed by staff and are ready to be approved at this time. During the month of December, we have maintained our no-spending policy so that we can improve on our Net Position. At the end of the month, our Net Position was \$108,596.06. The biggest expense that was paid to Rebel Services, in the amount of \$43,933.90, to fix the pump and the floating suction.

Airport Maintenance Operations

For the Month of December, we finished mowing the ditches inside the fence. We started getting rid of the weeds on the fence line. We also started to remove the brush along the fence. We had a company come out and look at the beacon light to let us know what was going on with it. I have also completed our Annual Stormwater Inspection and found no signs of leaks and water seems to be draining properly from all ditches.

KRWI Fixed Based Operations

December is one of the slow winter months of the year. Jet fuel sales were down from 19.1k to 16.8k. Corporate flights going on Christmas break being the major reason for the sudden dip in sales. Avgas sales increased from 4.1k to 4.3k gallons despite the increase in frost and icy weather. We combatted some of the lower sales by picking up some winter detailing jobs. Just before we broke for Christmas our brand new 20k gallon fuel tank arrived on the field. Crane operations went smoothly, and she has been placed in her new home down at the fuel farm. In the coming months Rebel Fuels will be running the necessary test to make sure she is ready for service. When the tank becomes operational, we will be sending our loaner fuel truck back to Titan. Our other priority for the month is to prepare for our Titan compliance inspection on January 22nd. I anticipate a smooth inspection.

FINANCIAL REPORT

Mr. Carl Warren went over the financial statements for December 2023. Carl stated KRWI has done a good job on 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 the Self-Serve Fuel Farm. This was for Rebel Services in the amount of \$43,933 so that the pump and the flotation device can be fixed. 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
 - Bid Schedule issued
 - Notice of Award received – Construction / CA / RPR
- Changes Since Last Discussion
 - Bid Advertised on 1/5/24
- Next Steps
 - Pre-Bid meeting on 1/22/24
 - Last day for questions 1/29/24, issue addendums (if needed) 1/31/24
 - Bids Due 2/7/24
- Look Ahead
 - Review / 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

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

Tuesday, March 19th, 2024

JOSH L. HORNE CONFERENCE ROOM

BOARD MEMBERS PRESENT

MR. GARRY HODGES, CHAIRMAN
MR. DAN HERRING, SECRETARY
MR. JOHNSON BISSETTE
MR. JAMES JOHNSON

BOARD MEMBERS NOT PRESENT

MR. MICHAEL WHETHERINGTON
MR. CARL WARREN
MR. CHARLES MULLEN

EX OFFICIOS & STAFF PRESENT

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

GUESTS PRESENT

MR. JOSHUA PUSSER
MR. BOB LEAGUE

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. Jarrett Moss 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. James Johnson and seconded by Mr. Dan Herring to approve the minutes. All board members in attendance unanimously approved.

REPORTS

DIRECTOR'S REPORT

PROJECT PROGRESS REPORT - WK DICKSON

Mr. Jason Kennedy provided the board the following report:

Rocky Mount-Wilson Regional Airport

Project Progress Report

January 16th, 2024

1. **Airport Land Use Planning, Unified Development Ordinance (UDO) Update**
Documents have been provided to Nash County as requested for the next meeting regarding the proposed text change. The next meeting with Nash County Planning has been requested by RWI, however the date and time has not yet been confirmed.
2. **Underground Fuel Farm Closure and Above Ground Fuel Farm Improvements.**
The 20,000-gallon Jet-A tank was delivered on December 19, 2023. Tank installation was conducted the week of January 8th, and the seven-day soak test is scheduled to begin on Monday January 15th. Once the soak test is complete the tank will be ready for start-up and use by the airport. Installation, testing, start up and project close-out tasks are scheduled to be complete by February 9th, 2024.
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)**
A subsequent Work Authorization (WA#5) for Utility Relocation Coordination, Bidding and associated Grant Administration Services has been reviewed and approved by RWI. WA#5 was submitted to NCDOA for review on September 18th and NCDOA approval of the WA is pending. NCDOA provided review comments on the WA#5 scope to RWI in December and responses to these comments are being prepared for resubmittal to NCDOA. This effort will be funded by FY2020 Non-Primary Entitlement funding, which must be spent before May of 2024.

There was a question brought up about the repair bill for the self-serve fuel farm pump and floating suction. The board requested for Mr. Jason to review the original design specifications of the pump to ensure it was the correct size for the type of operation it was conducting. He will report on this at the next board meeting.

BUSINESS

NEW BUSINESS

CLOSING SESSION

Mr. Dan Herring made a motion to go into closed session and was seconded by Mr. James Johnson. At 12:58 p.m., the board went into closed session to discuss Personnel Matters and Economic Development.

ADJOURNMENT

At 1:15 p.m., the board came out of closed session and no decision needed to be made.

At 1:16 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