

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

Tuesday, March 19, 2024

JOSH L. HORNE CONFERENCE ROOM

BOARD MEMBERS PRESENT

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

BOARD MEMBERS NOT PRESENT

MR. MICHAEL WHETHERINGTON
MR. JAMES JOHNSON

EX OFFICIOS & STAFF PRESENT

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

GUESTS PRESENT

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

Executive Administration

The month of February has been a busy one and the primary focus has been towards lobbying the Division of Aviation, DOT, and Metropolitan Planning Organization (MPO) for points towards the State Transportation Improvement Program (STIP). We have currently applied for a new terminal building through this program. This has consisted of me going to the TCC meetings in Rocky Mount and coordinating on-site meetings at the airport with the MPO and DOT. The points scale is based on 300 points. 100 points come from the DOA, 100 points come from the DOT, and 100 points from the MPO. The MPO has already pledged full support for the new terminal building, and we anticipate a full 100 points from them. The DOT and DOA seemed happy about this project, and we are looking to score very well with both.

We encountered a problem on Sunday, March 17th when a pilot reported that the 100LL self-serve pump would not cut back on after filling up his fuel tanks. After investigating, we noticed that the breaker tripped and tried resetting it. When we cut the pump back on, the breaker would trip again. We contacted Steve Smith to come out and troubleshoot the issue. Steve reported back that everything on the electrical side was fine and said there must be a problem internally with the pump or motor. We contacted Rebel Fuel Services the following day since the motor and pump would both be covered under warranty. Rebel reported to us that they had a technician pass away and was conducting a safety stand down. They did reassure us that they would have a technician out to us on Monday, March 25th, and that we are at the top of their priority list. Special attention will be given to this situation due to the previous issues with the self-serve fuel pump. We are going to find out why the pump failed, how to prevent it, and see if there are any other options for pumps.

Finance Management

Our February financial reports have been prepared by Anthony Tabb and Creel and were reviewed by staff and are ready to be approved at this time. During the month of February, our biggest expense was \$6000.00 and that was to Lindsey Architecture. This expense was for the layout drawings of the new Terminal Building. We are still trying not to spend on any unnecessary expenses; however, we are slowly buying what we need to fix and upkeep field equipment as the new cutting season is fast approaching.

Airport Maintenance Operations

Operations started mowing the islands around the airport and trimming bushes, so they look neat and clean. We had to put a new thermostat and water pump on the Chevy Tahoe due to those going out. Caleb Proctor has successfully completed the fueling training and is now able to help

- Current Status
 - o NCDOA comments received
- Changes Since Last Discussion
 - o Meeting with Chairman to discuss responses
- Next Steps
 - o Submit responses along with Letter from Chairman
- Look Ahead
 - o 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 5th 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. The formal request for use of these funds was submitted to NCDOA on March 7, 2024.

- 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. Completion of punch list work is underway and is expected to be completed by April 1st.
- 3. T-Hangar Development Phase II -Design**
This project includes development of the next 24 Hangar units and associated site work.

