

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

Tuesday, May 21, 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
MR MICHAEL WETHERINGTON

BOARD MEMBERS NOT PRESENT

MR. JAMES JOHNSON

EX OFFICIOS & STAFF PRESENT

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

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. Charles Mullen delivered the invocation and blessed the food.

PLEDGE

Mr. Dan Herring led the Pledge of Allegiance.

INTRODUCTIONS

GUEST SPEAKERS

Mr. Bob League thanked the director, Josh Pusser, for coming to the Civil Air Patrol Meeting last Thursday night.

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 Bissette and seconded by Mr. Charles Mullen to approve the minutes. All board members in attendance unanimously approved.

REPORTS

DIRECTOR'S REPORT

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

Executive Administration

NCDOT Safety, Preservation, and Maintenance (SPAM) projects have been scheduled to resume. 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. RWI will be scheduled in the coming weeks. For the past 36 days I have: concentrated on reducing FBO and operational expenses, studying the revenue numbers and reasons for lower numbers, transitioning from previous and interim managers, maximizing employee cross training, meeting, and greeting based clients and new customers, updating security, studying existing and upcoming project, and getting acclimated. We have received our sales tax refund with a current net position of \$272,220. Freight traffic is down, and I have started reaching out to make sure we are not losing business. We had our part 139 inspection, and it went very well.

Finance Management

Great News! We have received our Sales Tax Refund in the amount of \$155,914.00!! Our March and April financial reports have been prepared by Anthony Tabb and Creel and were reviewed by the Airport Director and are ready to be approved at this time. During the month of April, there were three big expenses that needed to be paid. One was for Dependable Coating in the amount of \$15,428.00 for the repairs on Hangar One (Bass Aviation). The second expense was for JFS Power Equipment in the amount of \$15,608.18 for the purchase of a new lawn mower. The last big expense was for SPC Mechanical. According to the lease agreement, Air Methods provided multiple estimates for two new heaters. Jarrett Moss, Interim Director at the time, agreed to the amount invoiced as \$17,600; with Air Methods paying \$9,450, leaving IKRWI paying the remaining balance of \$8,150. The total sale of Jet A fuel was in the amount of \$119,070, an increase of \$16,000 and Avgas in the amount of \$43,176.46, an increase of \$400. Our net position at the end of April was \$134,270.88.

Airport Maintenance Operations

Daniel Lee has resigned as operations manager. I will not be replacing this position at this time. We have a lot of catching up to do on grounds and equipment upkeep.

KRWI Fixed Based Operations

April was a fantastic month for fuel sales. We sold a total of 26k gallons of Jet fuel, up from the previous month's 22.1k. On the Avgas side we sold 8.1k gallons up from 5.2k gallons. Both piston and jet traffic remained on the rise throughout the month contributing to the fantastic sales. The Avgas Self-Serve has been fully repaired and is running without issue.

FINANCIAL REPORT

Mr. Carl Warren went over the March and April Financial Statements during this meeting. Carl stated that there was not anything out of the ordinary for the month of March to discuss. For the month of April, Carl stated that the airport was not good financially. We are not bringing in enough revenue and that is a big concern. We are not there to be considering self-sustaining. Mr. Dan Herring mentioned that we may need to raise our gas prices. Mr. Johnson Bissette 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.

Chairman Hodges stated that the Airport Authority should reserve \$68,500 of Operational Funding for the local match needed for the Obstruction Clearing Project. Mr. Charles Mullen

made a motion to approve the local match funding, and Mr. Dan Herring seconded the motion. All board members in attendance unanimously approved.

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.

- 2. Underground Fuel Farm Closure and Above Ground Fuel Farm Improvements.**
The 20,000-gallon Jet-A tank has been installed, evaluated, 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 have been submitted and approvals are pending.

- 4. T-Hangar Development Phase II -Utility Relocation Coordination and Bidding**
Utility Relocation Coordination with City of Rocky Mount Energy Resources has been completed. The city has provided an estimate of \$43,000 to complete the relocation of existing overhead power lines and above ground transformers needed for this project.

The estimated construction cost for the project is approximately \$5.0 million. Through 2024 RWI will have access to approximately \$1.5 million of BIL/AIG and NPE funding combined. Discussions are underway to determine the preferred construction funding and bidding approach for this project.

BUSINESS

NEW BUSINESS

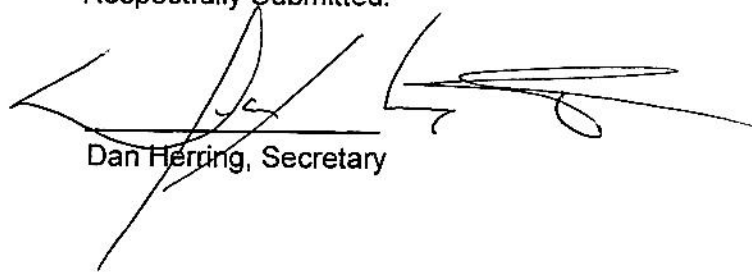
OLD BUSINESS

CLOSING SESSION

ADJOURNMENT

At 1:12 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 read 'Dan Herring', is written over a horizontal line. The signature is stylized and extends above and below the line.

Dan Herring, Secretary