



**ROCKY MOUNT – WILSON REGIONAL AIRPORT AUTHORITY MEETING  
TUESDAY, JANUARY 28, 2025  
JOSH L. HORNE CONFERENCE ROOM**

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS NOT PRESENT**

MR. MICHAEL WETHERINGTON

**EX OFFICIOS & STAFF PRESENT**

MR. JOSH PUSSEY, AIRPORT DIRECTOR  
MR. DAKOTA SUGGS, AIRPORT MANAGER  
MS. JESSICA DEEVER



## **CALL TO ORDER**

The January 2025 meeting of the Rocky Mount – Wilson Regional Airport was called to order by Chairman Garry Hodges at 12:00 p.m.

## **INVOCATION**

Mr. Garry Hodges delivered the invocation and blessed the food.

## **PLEDGE**

Mr. Garry Hodges led the Pledge of Allegiance.

## **INTRODUCTIONS**

Chairman Hodges welcomed Ann McDowell representing Pine Tree Services, Jeff Kirby representing Parrish & Partners, Jason Kennedy and Greg Kershaw representing W.K. Dickson, and Carrie Voigt.

## **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 Charles Mullen, seconded by Johnson Bisette to approve the minutes. All board members in attendance unanimously approved.

## **ENGINEER'S REPORT - WK DICKSON**

Greg Kershaw provided an update on the hangar design and bidding process.

- Design & Approvals
  - Design is 90-95% complete.
  - Plans submitted to NCDOA, awaiting feedback before state approval. The state is currently very busy, but the current estimate is a mid February submission to the state
- Project Scope
  - 80x100 hangar with concrete apron, paved parking, and sidewalk.
  - Bathroom will be put in the facility at back left
  - 20' width reserved for possible future office space
  - Cold weather plumbing mitigation: Discussing baseboard heating in the restroom. Greg will discuss bathroom heating and insulation and report back at February meeting
  - Radiant heat planned for the hangar, but not the restroom.
  - Door opening: 80'x24'

- Construction Considerations
  - Roof: Pitched metal (24-gauge) with downspouts
  - Bid Additives, Budget Permitting: Insulation on interior walls, hydraulic door option
  - Door Type: Preferred hydraulic, but electric rolling door as backup if budget is tight
  - Drainage Concern: Greg will verify if the design accounts for potential heavy rain runoff
- Financials
  - Design bid fee: \$115,000.
  - Estimated annual rental revenue: Minimum \$18,000.
- Next Steps
  - Greg will update the board after receiving state review comments, then proceed to bid.

A motion was made by Dan Herring, seconded by Johnson Bisette to approve WK Dickson to move forward with the bid process once the project is approved by the NCDOA. All board members in attendance unanimously approved.

Jason Kennedy provided an update on the public outreach plan to the Nash County Commissioners.

The next step is to present the public outreach plan to the Nash County Commissioners, including a mailed public notice and an open house meeting for affected residents. Before public notification, commissioners prefer to hold an informal small-group meeting. Wilson County residents who may be impacted will also be notified. The outreach will include a mailer with a QR code linking to more information and an open house with a presentation, Q&A, and one-on-one discussions using a GIS mapping tool. RWI will document public feedback and attend county meetings to address any questions.

Update on the Underground Fuel Farm and Above Ground Fuel Farm Improvements: Change order for additional payment approved by the state and received by the contractor. Should see movement in the next few weeks.



## **ENGINEER'S REPORT - PARRISH AND PARTNERS**

The contractor has begun work on the obstruction clearing project, focusing on tree removal. While progress is going well, Jeff needs direction from the Board regarding additional clearing. The FAA provided obstruction coordinates, and a surveyor flagged two trees in the area that exceed height limits. Parrish Partners recommends clearing all trees in the affected area now to avoid a return visit in the near future. However, the current budget only covers the FAA-identified obstructions (green and orange areas) and does not include funds for additional clearing. Expanding the project could cost an additional \$500,000 to \$1,000,000. Jeff outlined two options: (1) proceed strictly with FAA's request, leaving nearby trees, or (2) request additional funding from the Division of Aviation while working within budget constraints. Given the uncertainty of future FAA surveys and funding availability, Jeff recommends limiting clearing for now and seeking an expanded budget to avoid exceeding the current grant. The Board will discuss the matter in a closed session and revisit it later in the meeting.

## **DIRECTORS REPORT - Josh Pusser**

The airport has hired William Hale as a part-time fire chief, who also serves as the Rocky Mount Fire Marshal.

A new Part 139 Inspector has been very detailed, and Josh plans to meet with her in Atlanta next month.

Fuel sales increased in December, with the second fuel truck proving valuable, especially for emergency helicopters. To reduce tabulation errors, fuel sales are now processed manually. Facility improvements are being considered, including replacing terminal windows due to failed insulation—Josh will gather bids for discussion at the next meeting.

Josh is also exploring the purchase of a second fire truck, potentially a used one for around \$50,000. We can appeal to the state and for a safety grant.

Additionally, Josh will present a budget amendment in February to address misclassified expenses from the previous administration.



## **FBO / OPERATION REPORT - Dakota Suggs**

- November Jet Fuel Sales: 22.7k Full service, 1.2k Self service
- November Avgas Sales: 3.1k, Self service 4.5k
- December Jet Fuel: 17.3k, Self service 1.2k
- December Avgas: 1.6k, Self service 4.2k

December saw slightly higher activity than previous years.

Dakota re-certified Supervisor Field Training earlier this month.

A bid request for roof repairs in Hangar 7 has been issued.

Gates 2 and 5 are operational following minor repairs.

The new bird cannon is fully functional.

Titan will replace the alternator on the new jet truck, though it is performing well overall.

There have been multiple requests for de-icing, and we nearly lost a large flight due to the lack of this capability. A 60-gallon de-icer cart costs \$7,900, with \$2,400 per barrel lasting about a year. We could charge \$1,000–\$2,000 per plane, depending on size. To attract new clientele, we will actively advertise de-icing services.

A motion was made by Charles Mullen, seconded by Carl Warren to approve \$10,464 to purchase the new de-icer cart and corresponding accessories. All board members in attendance unanimously approved.

## **TREASURER'S REPORT - Mr. Carl Warren**

Reviewing the detailed budget: The IT budget includes new cameras that were previously approved. There is an ongoing investigation into the increase in the electric category. The maintenance and repairs budget is high due to unexpected expenses, including a hangar leak after Hurricane Helene that did not meet the insurance deductible. Josh believes some repairs may be miscategorized. Professional fees have exceeded the budget and will be addressed in the February amendment. TV and internet costs were over budget but had prior board approval.

A motion was made by Johnson Bissette, seconded by Charles Mullen to approve the budget. All board members in attendance unanimously approved.

## **NEW BUSINESS**

None



## **OLD BUSINESS**

None

## **CLOSED SESSION**

Carl Warren made a motion to continue the meeting in closed session for the purpose of discussing airport business. The motion was seconded by Charles Mullen and the motion was carried unanimously. Closed session began at 1:35 PM.

The board returned to open session at 1:45 PM

## **ADJOURNMENT**

The board reconvened after deliberating on the obstruction-clearing matter. They decided to proceed with the clearing project as outlined in the original contract.

The board At 1:45 PM, there being no further business to come before the board, the meeting of the Rocky Mount – Wilson Regional Airport Authority was adjourned.