



ROCKY MOUNT – WILSON REGIONAL AIRPORT AUTHORITY MEETING

Minutes

Tuesday, September 17, 2024

TERMINAL BUILDING

BOARD MEMBERS PRESENT

MR. GARRY HODGES, CHAIRMAN
MR. JOHNSON BISSETTE
MR. CHARLES MULLEN
MR. JAMES JOHNSON
MR. MICHAEL WETHERINGTON

BOARD MEMBERS NOT PRESENT

MR. CARL WARREN
MR. DAN HERRING, SECRETARY

EX OFFICIOS & STAFF PRESENT

MR. JOSH PUSSER, AIRPORT DIRECTOR
MS. JESSICA DEAVER

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. Garry Hodges delivered the invocation and blessed the food.

PLEDGE

Mr. Charles Mullen led the Pledge of Allegiance.

INTRODUCTIONS

Chairman Hodges welcomed the following guests to the Airport Authority Meeting: Department of Aviation, WK Dickson, Parrish and Partners, local politicians, congress members and staff representatives.

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

Executive Administration

Several buildings, equipment, and fuel farms have needed attention. Roof leaks have been repaired. Self-serve avgas is back in service. The tree clearing project is scheduled to begin mid-October. Corporate hangar development is underway with design and soil analysis. We are actively working with multiple economic development partners to attract more aviation industry. Gary and I are actively working with our sponsors, partners, and legislators to secure funding for future development. I have completed LGC training with the UNC School of Government. I will be working the next several months on updated our rules and regulations, employee handbook, airport certification manual, website, and many other outdated manuals and documents. WK Dickson was chosen through an RFQ process for another five year contract for on call engineering.

Finance Management

Our August 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. As of August 31st 2024, our net position was \$409,081.25. We are continuing to decrease expenses, increase revenue, and raise margins to reflect current market rates. QuickBooks will be fully integrated during the month of September and going forward. We are able to tie our point-of-sale system, self-serve, inventories, and customer accounts to get a more accurate picture of performance and margins. We have eliminated the finance position, and I will handle the finance and human resources for now. I am concentrating on increasing our reserve fund to a minimum of 25%.

Airfield Maintenance Operations

Grass cutting has gotten back on schedule and has led to a noticeable drop in bird population on the airfield. We successfully convinced the local Canadian Geese to stay off the airfield. In the coming months we will be having each hangar's roof checked. I plan to have all leaks handled this year. September we will be changing filters in all fueling equipment. A few of our fueling personnel will be due for their two-year recurrent training on fueling. I will also be putting together a small forklift training class for our employees.

KRWI Fixed Based Operations

In August we sold 18k gallons of jet fuel down from 21.9k gallons. Of jet fuel sales; 14.7k were from full service and 3.2k were from self-service. As for Avgas we sold 6.7k gallons compared to 5.3k gallons in July. 1.3k gallons of Avgas were sold through the Self-Serve while the other 5.3k was sold through full service. The back pump on the Avgas self serv has been repaired allowing for a true bottom sump to be drawn from the tank. The filter vessel has been replumbed by Titan and is working as intended. We have a second Jet-A truck that will be delivered for backup.

TREASURES REPORT

None

NEW BUSINESS

None

OLD BUSINESS

None

ADJOURNMENT

At 2:11 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