

ROCKY MOUNT – WILSON REGIONAL AIRPORT AUTHORITY MEETING
Tuesday, November 19th, 2024
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 PUSSER, AIRPORT DIRECTOR
MR. DAKOTA SUGGS, AIRPORT MANAGER
MS. JESSICA DEEVER

CALL TO ORDER

The November 2024 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, 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 Mr. James Johnson and seconded by Mr. Carl Warren to approve the minutes. All board members in attendance unanimously approved.

ENGINEER'S REPORT - PARRISH AND PARTNERS

The tree clearing project is scheduled to start the week of November 25th in residential areas. The environmental study is completed.

ENGINEER'S REPORT - WK DICKSON

Mr. Jason Kennedy provided an update on several topics. WK Dickson and RWI are working with Nash County on a public involvement plan for the Airport Land Use Planning UDO Update, including notifications, an open house, and property-specific discussions to prevent incompatible development and secure FAA funding. The Underground Fuel Farm project has a new 20,000-gallon Jet-A tank, with remaining grant funds allocated for upgrades. Design and bidding for Corporate Hangar #8, funded by the FAA, will conclude by April 2025, with plans for an 80x100 hangar approved for bidding. Additionally, Mr Kennedy discussed available grant funding for a new corporate hangar project, outlining the various hangar sizes and associated revenue potential. Mr. Garry Hodges motioned to proceed with the development of an 80x100 hangar. T-Hangar Development Phase II awaits construction funding.

An outline of Mr. Kennedy's presentation follows:

1. Airport Land use Planning unified development ordinance (UDO) Update
 - a. We met with Nash County (county manager, assistant county manager, some commissioners and county attorney) and they have requested that RWI submit an outline of the public involvement before it goes to the board. WK Dickson will prepare the plan and resubmit back to them so they can review and the commissioners can have awareness before notice is sent to the public
 - i. This is not a requirement, but something they've asked the airport to do to help the commissioners. The proposed plan is a notification to affected property owners, an open house information session with a presentation of the proposed change and an opportunity for one-on-one discussions about how individual properties may be affected. Property Owners may submit written comments and questions prior to the amendment process.
 - ii. It's important to get in front of this now and get improved protection of the airport so that non-airport development does not hinder figure airport growth and non-airport development does not hinder ongoing airport operations. We're trying to help the planning department to give them more information so they can make informed decisions.
 - iii. If the changes aren't implemented, we might lose some FAA funding (non compatible development near airports could result in FAA scrutiny and jeopardize future FAA funding)
 - iv. Current plan for this public outreach approximately \$10,000 and WK Dickson can continue on current contract for this
 1. Mailings and an open house
 2. Board asks that open house reps be prepared with maps of affected properties to speak with those land owners.

2. Underground Fuel Farm Closure and Above Ground Fuel Farm Improvements
 - a. 20,000 gallon Jet-A tank installed, tested and commissioned for use 1/23/24. One year warranty inspection completed 11/12/24. A few minor issues (tank placards and stickers) were addressed as part of the warranty. There is around \$100,000 left in grant, so during inspection, RWI requested pricing on additional improvements such as lighting, an additional testing port and new digital tank monitors for the two older tanks located within the fuel farm.
3. Corporate Hangar #8 (Design/Bidding)
 - a. This design project is funded 100% by FAA Non-Primary Entitlement funding. Design and bidding are scheduled to be complete by April 2025. Construction costs are programmed to be funded with available NPE and BIL/AIG dollars at 90%. \$2.6 million available through 2026
 - i. Josh suggests an 80 x 100 hangar that will maximize the opportunities for use and the current funding can make this happen. He estimates approximately \$40,000 annual revenue (versus \$10,000 for the 80 x 60)
 1. Current estimate for 80 x 100 hangar (site work and construction) is at \$2,222,35 at \$140/sq foot of building
 2. Discussion of door height: 22 foot door height, Greg recommends a hydraulic door. Sliding doors are cheaper but hydraulic are less labor intensive and faster to operate.
 - ii. 20 foot space between hangar and parking could be added on as office space at a later date
 - b. Chair proposes a motion to proceed with bidding for 80 x 100 hangar, 2nd motion from Johnson Bissette.
4. T-Hangar Development Phase II - Design
 - a. No new information, next steps are pending award of construction funding

TREASURER'S REPORT

Mr. Warren reviewed the new monthly financial statement format. In July, higher one-time expenses were recorded but are not expected to recur. In August, professional fees/accounting costs exceeded the annual budget due to QuickBooks expenses and a contractor taking on additional duties after an employee departure. The Chairman acknowledged the upfront costs involved in cleaning up the books, which were offset by reduced labor expenses. September saw a typical seasonal increase in insurance costs.

Overall, the team is pleased with the operating cash balance of \$410,194 at the end of October. The Chairman aims to have 20-25% of annual operating expenses on hand at any time, an increase from previous years where the goal was closer to 10%

Following the report from Mr. Warren, a motion was made by Johnson Bissette to approve the year-to-date financials from July. The motion was seconded by Mr. Dan Herring. The board members in attendance unanimously approved. A motion was made by Johnson Bissette to approve the year-to-date financials from August. The motion was seconded by Mr. Dan Herring. The board members in attendance unanimously approved. A motion was made by Johnson Bissette to approve the year-to-date financials from September. The motion was seconded by

Mr. Dan Herring. The board members in attendance unanimously approved. A motion was made by Johnson Bisette to approve the year-to-date financials from October. The motion was seconded by Mr. Dan Herring. The board members in attendance unanimously approved.

DIRECTORS REPORT - Josh Pusser

We had a successful visit from future Vice President JD Vance, during which we brought in airstairs from Greenville and refurbished some older equipment. Shortly after, Eric Trump made a surprise visit, followed by Speaker of the House Mike Johnson the following Monday. These visits underscore the importance of this runway in a battleground state like North Carolina.

During recent political visits, the maintenance stairs were the only ones available for larger planes. Although they were functional, they were not ideal for passengers wearing high heels. Josh recommends investing in a used but reliable set of stairs, within the \$10,000–\$15,000 range.

Financially, things continue to improve, but there is still work to be done.

Regarding the security system, we are currently awaiting the arrival of the cameras.

We received reimbursement funds from the runway project, which can be allocated toward cost overruns on other projects.

Our fire services are fully operational again. While some board members may have received complaints, we want to emphasize that we are doing the best we can with the available equipment and within a realistic budget.

We also held a UDO meeting with Jason, identifying a few foundational needs to analyze in the coming months, likely for further discussion in spring or summer.

The JD Vance visit generated revenue of just over \$30,000.

Airfield Maintenance Operations & KRWI Fixed Based Operations

	Jet	Jet Self Serve	Total Jet	Avgas	Avgas Self Serve	Total Avgas	Monthly Totals (in Gallons)
October 2024	26,014.00	1,775.60	27,789.60	2,980.70	5,938.22	8,918.92	36,708.52

Total fuel sales for the month reached 36,700 gallons, an increase from 27,600 gallons in the previous month. Avgas sales accounted for 8,800 gallons. All fuel farms and trucks are operating normally. We plan to acquire a second jet truck with a 3,000-gallon capacity. According to the Titan rep, the truck is currently undergoing repairs at their shop, with delays caused by the recent hurricane.

Winter projects include winterizing the lawn mowers and tractor, applying a fresh coat of wax, and refurbishing the old tractor and GPU. The exact issue with the GPU remains undiagnosed. Grass maintenance is fully up to date, and the fields are in good condition. Additionally, an old taxiing light was repaired and is now operational.

NEW BUSINESS

None

OLD BUSINESS

None

CLOSED SESSION

Mr. Garry Hodges made a motion to continue the meeting in closed session for the purpose of discussing personnel matters. The motion was seconded by Carl Warren and the motion was carried unanimously. Closed session began at 1:35 PM.

The board returned to open session at 1:45 PM

ADJOURNMENT

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.

Respectfully Submitted:

Dan Herring, Secretary