



ROCKY MOUNT – WILSON REGIONAL AIRPORT AUTHORITY MEETING MINUTES

**TUESDAY, FEBRUARY 18, 2025
JOSH L. HORNE CONFERENCE ROOM**

BOARD MEMBERS PRESENT

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

BOARD MEMBERS NOT PRESENT

MR. MICHAEL WETHERINGTON
MR. JOHNSON BISSETTE

GUEST

MR. BOB LEAGUE

EX OFFICIO & STAFF PRESENT

MR. JOSH PUSSER, AIRPORT DIRECTOR
MR. DAKOTA SUGGS, AIRPORT MANAGER
MS. JESSICA DEAVER



CALL TO ORDER

The February 2025 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. James Johnson led the Pledge of Allegiance.

INTRODUCTIONS

Chairman Hodges welcomed Bob League, Ann McDowell representing Pine Tree Services, Jason Kennedy and Greg Kershaw representing W.K. Dickson, and Carrie Voigt.

READING AND APPROVAL OF MINUTES

The minutes from the January board meeting were distributed prior to the meeting and read by the board members. A motion was made by Mr. Carl Warren, seconded by Mr. Charles Mullen to approve the minutes. All board members in attendance unanimously approved.

ENGINEER'S REPORT - WK DICKSON

Public Outreach for Airport Land Use Planning, Unified Development Ordinance

Jason Kennedy from W.K. Dickson provided updates on the public outreach efforts related to the Airport Land Use Planning and Unified Development Ordinance (UDO). Jason has prepared an email for Nash County, which includes the necessary documents for public outreach. He has also left a message to follow up and ensure the county is prepared to receive the email. Given a recent leadership change within the county, Jason intends to confirm their readiness and ensure that the email is properly processed.

Garry Hodges recommended that Jason contact Jonathan directly to confirm that the county commissioners are aware of the project and are prepared for the outreach. Additionally, Garry encouraged Jason to maintain personal contact, as a direct outreach would provide a more effective and personal approach.

The email submitted will include the public outreach plan and request the county's concurrence on the plan within 2 to 4 weeks.

Rezoning of Property Along Highway 97

Josh forwarded a public notice regarding the rezoning of property along Highway 97 that borders the airport. The property, currently zoned as planned industrial, is proposed to be rezoned to general industrial. Jason has left a message with Adam Tyson to obtain further information and ensure that the rezoning does not conflict with the planned Unified Development Ordinance (UDO). The objective is to confirm that the rezoning will not impact the project and to ensure that all parties are in agreement. Jason will be seeking official documentation regarding this matter to confirm its alignment with the project.

Fuel Farm Paving and Safety Measures

The change order for additional paving, safety measures, and site lighting for the Fuel Farm has been approved by the necessary parties, including the Division of Aviation. The contractor is scheduled to begin work in early March. The surveyor will be dispatched to stake out the work area as soon as possible to ensure the project is executed as planned.

Project Status and Approvals

Greg Kershaw provided an update on the corporate hangar project. Currently, the project is on hold, awaiting responses from the North Carolina Division of Aviation. Once the required approvals are received, the project will be ready to proceed with the request for bids. Specifically, approval is still pending for the design documents and the 90% plan review, which has been with the Division of Aviation for approximately one month—a standard timeframe for review.

The team is aiming to secure all necessary approvals prior to issuing the bid request to avoid potential addendums. According to Greg, the project is on track with the timeline established last year.

In relation to the AIG deadline, Greg assured that there would be no issues in meeting the required submission deadlines. Bids are expected to be in hand by mid-April, with an estimated construction cost of \$1.9 million for the project.

Garry inquired about the project timeline, and Greg estimated the construction phase to take approximately 120 days. However, he noted that the contractor's start date would be influenced by the availability of building materials and the contractor's schedule. These factors may introduce variability into the timing.



Garry raised concerns about potential timing delays and the handling of pay requests. Greg acknowledged that the state typically processes grant reimbursements faster in the summer months than in the winter or spring. The reimbursement timeline can vary significantly, ranging from 2-3 weeks to as much as 2-3 months. While the timeline is uncertain, the team will focus on being as efficient as possible in reviewing, approving, and submitting grant reimbursement requests in order to expedite payment.

Jason reminded the board that language had been incorporated into previous contracts to inform contractors that payments would be funded through a grant. This ensures that all parties are aware of the potential delays and Jason encourages the board to use similar language in future contracts.

Greg reported that he recently learned that all funds from the DoA's Federal grant program, which includes the AIG funds, will be released in 2025 and the required local match for these funds has been reduced from the previous 10% to 5%.

Josh suggested incorporating a 90-day price hold into the contract to mitigate price fluctuation. Jason agreed to explore this option further, noting that there may be general statutes that limit payment timelines to contractors. He will review these details to ensure compliance.

Garry expressed concerns regarding the timing of the project and emphasized the need to carefully consider ways to mitigate any potential hardships. Jason committed to examining the estimated cash flow for the project to develop a more realistic plan for processing the general contractor's pay applications in a timely manner.

Other Projects

Jason provided a brief update on other ongoing projects, noting that there is no significant new information at this time, and they are primarily awaiting funding.

ENGINEER'S REPORT - PARRISH AND PARTNERS

A representative from Parrish and Partners was not present at the meeting. Josh Pusser read a report sent by the firm. The obstruction clearing is on track. Phase Two is almost done. We will need to get an additional \$100,000 from the DOA to complete Phase Two. Parrish and Partners are in the process of submitting a change order for additional tree removal and we have been in contact with DOA to discuss additional funding.



DIRECTORS REPORT - Josh Pusser

The budget is currently in excellent shape, and a budget amendment has been prepared for review.

The search for a new auditor is underway, with all firms reviewed being on the Local Government Commission (LGC) list. Belinda Johnson has provided a quote of \$7,500, while other audit quotes range from \$14,500 to \$50,000.

A motion was made by Mr. Garry Hodges to proceed with hiring Belinda Johnson for the 2025 audit. The motion was seconded by Mr. Carl Warren. All board members in attendance unanimously approved.

There are plans for landscaping improvements, including the creation of a small, pet-friendly area.

Hangars are currently at full capacity despite recent increases in the margins. There is a growing need for community space to accommodate larger aircraft.

We have sold a small amount of fuel to the military, and Josh would like to expand this program in the future.

The beacon repair is in progress, with only the runway markers pending. We are ensuring all preparations are in place for nighttime inspections.

Discussions are ongoing regarding the renewal and renegotiation of certain hangar leases to ensure optimal use of the facilities.

Josh intends to visit supporting cities and counties to conduct presentations about the airport and introduce himself to key stakeholders.

A meeting with the FAA inspector in Atlanta took place at the beginning of the month. The inspector is expected to be more stringent than previous inspectors. We have several months to prepare for the upcoming inspection and are focusing on readiness.

William Hale is currently investigating the acquisition of a second fire truck. However, new regulations regarding the foam used in firefighting have raised concerns. The foam in question is carcinogenic, and while most airport fire departments continue to use it, there are significant environmental cleanup costs associated with its use. Given that only 29 airports in the United States have made this change, we are researching alternative options. As a result of these new findings, the purchase of a second fire truck has been temporarily placed on hold.



FBO / OPERATION REPORT - Dakota Suggs

In January, we sold 18,200 gallons of full-service fuel, representing an increase compared to the previous year. However, self-service fuel sales were down from last year, with 1,400 gallons sold. Avgas sales reached 2,200 gallons on full service and 2,600 gallons on self-service, both of which show an improvement compared to January 2024. As weather conditions improve, we anticipate these numbers will continue to rise.

We are now back in compliance with the wildlife management plan, ensuring all necessary protocols are being followed.

We are in the process of implementing the required changes to the Airport Certification Manual (ACM), ensuring that all information is current.

We successfully passed the Titan Quality Control inspection, demonstrating our commitment to maintaining high operational standards.

The lawn equipment is fully prepared and will be operational by late March to early April, ready for the upcoming season.

The airport beacon has been added to the list of NC SPAM (Statewide Pavement Management) projects, further advancing our infrastructure improvements.

TREASURER'S REPORT - Mr. Carl Warren

It has been a good month overall, with fuel margins showing noticeable improvement. To manage costs, we reallocated funds to cover the expenses associated with tree clearing. Additionally, a second transfer was made to cover the second pay application for the tree clearing project. The refund for these expenses is expected to be processed within 4 to 6 weeks.

Josh has proposed upgrading the sales system to enhance accuracy in reporting. The upgrade would reduce the need for manual calculations, particularly in tracking fuel numbers, thereby improving operational efficiency and data precision.

Mr. Charles Warren made a motion to approve the financial report. The motion was seconded by Mr. Dan Herring and the motion was carried unanimously.



BUDGET AMENDMENT - Mr. Josh Pusser

Some budget line items required recategorization to more accurately reflect their allocations. Additionally, funds were reallocated between categories as necessary to ensure proper alignment with current needs. While we are overall under budget, these adjustments are aimed at improving the accuracy and precision of the budget moving forward.

Mr. Charles Warren made a motion to approve the budget amendment. The motion was seconded by Mr. Dan Herring and the motion was carried unanimously.

NEW BUSINESS

None

OLD BUSINESS

None

CLOSED SESSION

Mr. James Johnson made a motion to continue the meeting in closed session for the purpose of discussing financial matters. The motion was seconded by Mr. Carl Warren and the motion was carried unanimously. Closed session began at 1:01 PM.

The board returned to open session at 1:07 PM.

ADJOURNMENT

The board reconvened after discussing financial matters, no comments or decisions were made. The board adjourned at 1:09 PM, there being no further business to come before the board, the meeting of the Rocky Mount – Wilson Regional Airport Authority was adjourned.