



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

**TUESDAY, SEPTEMBER 16, 2025
JOSH L. HORNE CONFERENCE ROOM**

BOARD MEMBERS PRESENT

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

BOARD MEMBERS NOT PRESENT

MR. MICHAEL WETHERINGTON
MR. JOHNSON BISSETTE
MR. JAMES JOHNSON

EX OFFICIO & STAFF PRESENT

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

GUESTS

MS. NATALIE PUSSER
MS. MORGAN COLEY, MARTIN & STARNES
MR. JONATHAN NICHOLS, SERVPRO
MR. JASON KENNEDY, ARDURRA



CALL TO ORDER

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

INTRODUCTIONS

Chairman Hodges welcomed Natalie Pusser, Morgan Coley representing Martin & Starnes, Jonathan Nichols representing ServPro and Jason Kennedy representing Ardurra.

INVOCATION

Mr. Charles Mullen led the invocation.

PLEDGE

Mr. Dan Herring led the Pledge of Allegiance.

READING AND APPROVAL OF MINUTES

The minutes from the August board 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. Carl Warren to approve the minutes. All board members in attendance unanimously approved the August 2025 Board Meeting Minutes.

ENGINEER'S REPORT - JASON KENNEDY, ARDURRA

1. Terminal Plan Update - Hangar Development Area Schematic Design

Jason presented the Terminal Plan Update to the Board, noting it as the first step toward development of the 11 acres currently owned by Nash County that have been designated for future hangar construction in the existing Airport Layout Plan (ALP). At the request of Josh and Garry, Jason and his team will refine and update the ALP to reflect current tenant needs and prepare plans for advancement. Several options for hangar placement and taxiway alignment will be examined. Jason also shared a map of the area identified for development.

Garry reported that a current tenant has expressed interest in developing the section of land located in the northwest corner along Highway 97. The tenant intends to pursue a land lease and construct a hangar at this location as soon as possible. While the property is currently owned by Nash County, there is an understanding that ownership will transfer to the Airport once formal development plans are established.

Jason reported that Ardurra's scope of services for the current plan is estimated at \$37,943, of which 90% would be funded through Non Primary Entitlement (NPE) funds. The Airport's share would be 10%, approximately \$3,794. Jason noted that his team will prepare approximately five alternative layouts, allowing the Board and interested tenants to select a preferred option or combine elements to create a final plan.



Dan Herring made a motion to approve the Airport's contribution of approximately \$3,794 (10%) toward Ardurra's preparation of the project plan, including layouts for the undeveloped land designated for future hangar and taxiway development. The motion was seconded by Charles Mullen and carried unanimously.

2. Taxiway Safety Area Analysis and Design (Work Authorization #3)

Discussion of the project began when a tenant with a larger aircraft raised concerns. Their pilot noted that a small earth berm near the taxiway could pose a risk of a wing strike. Ardurra has since confirmed the obstruction, and expanding the taxiway safety area is necessary to safely accommodate aircraft of that size. With larger aircraft expected to use the airport more frequently, this improvement is seen as both necessary and forward-looking.

Jason and his team have prepared a work authorization to address the issue, which includes a three-acre detailed survey and grade plan, along with a subsurface engineering survey.

During discussion, Garry noted the presence of older sewer lines in the area that could create problems if not carefully analyzed. The board also discussed broader water and sewer concerns, including the idea of transferring service to a different municipality. However, because the costs of such a transfer would fall on the airport, it is not considered feasible at this time. A future shift may be warranted if the airport develops an industrial park, which would significantly increase sewer demand.

The proposed work authorization covers final design plans, contracting and bidding services, and a preliminary "desktop" analysis of all other taxiway safety areas. Jason reported the total cost as \$136,700, with the airport responsible for approximately \$13,670.

Jason addressed a question regarding the project's timeline and funding. He noted that approximately \$300,000 in AIG funds will be available next year, but it is uncertain whether those funds can be applied to this project. For now, his team recommends planning to use Division of Aviation funds. Based on current projections, budget availability may not come until FY 2027, which would align with this time next year. Jason added that beginning work now would provide a clearer picture of costs by the time DoA 2027 funds are released.

Garry asked whether the survey and subsurface utility engineering portion could be conducted separately. Jason confirmed that cost would be closer to \$25,200, potentially less if all four digs are not required.

Garry suggested gathering more information and revisiting the discussion at the next board meeting.



3. Corporate Hangar #8 (Construction)

On Friday, the airport received a notice of award from AIG for the corporate hangar construction grant. This award allows the airport to move forward, including issuing a conditional notice of award to the contractor. Garry recommended authorizing Josh to send a letter of intent to the general contractor.

Charles Mullen made a motion to send out a letter to the contractor of the new Corporate Hangar issuing a conditional award. The motion was seconded by Dan Herring and the motion carried unanimously.

4. Underground Fuel Farm Closure and Above Ground Fuel Farm Improvements

The subcontractor's schedule for final installations is still being finalized, but installation is expected in the last week of October.

DIRECTORS REPORT - Mr. Josh Pusser

Josh reported that fuel sales came in higher than projected this month; Dakota will provide details in his report. The call tree has been eliminated during business hours, and customer service hours have been extended on weekdays. Josh has been working with our insurance company to secure full reimbursement for damage and losses related to the fire. The 2024 audit is now complete, and the auditor will present later in the meeting. Josh is also coordinating with the sponsor cities to release back payments that were delayed pending the audit's completion.

Financially, the airport is under budget in nearly every category. With the slow season approaching, this trend is expected to continue. This year, the airport absorbed credit card processing fees for tenant rent payments in order to ease the transition after recent hangar rental increases. Beginning next year, tenants will again be charged credit card processing fees.

Josh proposed a budget amendment to reallocate funds from the overestimated sales tax error into the 401(k) budget line. The board agreed that a formal vote was not required for an amendment of this size and informally concurred with the change.

FBO / OPERATION REPORT - Mr. Dakota Suggs

Dakota reported fuel sales for August: Jet Fuel: 20,200 Gallons, Jet Self Serve: 900 Gallons, Av Fuel Sales: 2,800 Gallons, Av Self Serve: 7,100 Gallons

The airport serviced one military aircraft and hosted the Full Throttle Air Show team twice. Two water main leaks at Bill Rowe's Hangar 7 were repaired by a plumber. We welcomed two new Hangar 2 tenants: a Robinson helicopter and a Piper Malibu. Both tenants have expressed interest in the T-hangar, but no space is currently available.



ServPro continues managing the fire demolition, with repair bidding to begin once the demo is complete. Dakota has been collecting bids for the FBO roof; two have been submitted and two more are anticipated. Carolina Fencing completed repairs on the Vickers Road fence.

Driver ID badges continue to be distributed across the airfield per FAA recommendations.

TREASURER'S REPORT - Mr. Carl Warren

Carl noted that personnel expenses were slightly higher than anticipated. Josh acknowledged that his projections may have been a bit ambitious and added that costs typically rise during the warmer months due to increased outdoor maintenance.

A motion was made to approve the August 2025 Financial Report by Dan Herring. The motion was seconded by Charles Mullen and carried unanimously.

NEW BUSINESS

Jonathan Nichols from ServPro with Fire Restoration Update

Jonathan from ServPro provided an update to fire restoration. He noted that ServPro is independently owned and expressed appreciation for the airport's business. Weekly updates have been provided to Dakota and shared with Josh and the board.

ServPro was on site within 24 hours of the fire. Initial steps included air purification and deodorization, as well as carpet cleaning to return the main area to working order. The team then moved to containment, during which asbestos was discovered. A third-party asbestos abatement company was brought in, and exterior abatement work is scheduled for the last week of September. This will complete ServPro's mitigation and cleaning efforts. Jonathan reported that the independent investigation has concluded, allowing removal of the damaged golf cart and cleanup of that area to begin.

Jonathan stated that ServPro would like to submit a bid for the repair work and emphasized the strong working relationship with both the adjustor and the airport team.

Garry thanked Jonathan and his team for their efforts.

Morgan Coley, Martin & Starnes with the FY 2024 Audit

Morgan reported that Fiscal Year 2024 revenues increased by \$134,252 (4%), primarily due to higher hangar and facility revenues as well as capital contributions. Expenses decreased by \$421,809 (12%), reflecting reductions in fixed-base operations, personnel services, and operations and maintenance costs. The total net position increased by \$188,057, driven by the increase in capital contributions.



The quick ratio for FY 2024 was 2.35. Morgan noted that the Local Government Commission typically raises concern when the ratio falls below 1. The decrease from FY 2023's ratio of 10.56 was attributed to the known sales tax issue.

Garry thanked Morgan and her team for completing the audit. He asked whether the LGC allows auditors to expand beyond a three-year term. Morgan recommended that the board contact the firm's partners to discuss year to year pricing and commitments. She will also pass along the airport's interest to her partner, Erica Brown, who will follow up.

FY 2025 Audit

Josh identified several irregularities concerning the proposed auditor. While Garry suggested deferring the vote on the 2025 auditor until the next meeting, Carl expressed concern that such a delay could jeopardize our ability to complete the audit within the required timeframe.

Carl Warren made a motion to approve the hiring of Martin and Starnes for the 2025 audit, for an amount not to exceed \$20,000. The motion was seconded by Dan Herring and carried unanimously.

Garry acknowledged Josh's birthday and the board sang Happy Birthday.

OLD BUSINESS

None

ADJOURNMENT

The board adjourned at 1:31 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