



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

**TUESDAY, APRIL 15, 2025
JOSH L. HORNE CONFERENCE ROOM**

BOARD MEMBERS PRESENT

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

BOARD MEMBERS NOT PRESENT

MR. MICHAEL WETHERINGTON
MR. JOHNSON BISSETTE

EX OFFICIO & STAFF PRESENT

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



CALL TO ORDER

The April 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 Jason Kennedy and Greg Kershaw representing W.K. Dickson, Bob League and Carrie Voigt. Chairman Hodges recognized Jessica Deaver for arranging lunch and dessert for the meeting.

PLEDGE

Mr. Garry Hodges led the Pledge of Allegiance.

READING AND APPROVAL OF MINUTES

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

ENGINEER'S REPORT - WK DICKSON

Airport Land Use Planning, Unified Development Ordinance (UDO) Update

Jason Kennedy presented an update on the Airport UDO. We remain in a holding pattern waiting for direction from the county on interpretation of that general statute before we can make any changes.

Underground Fuel Farm Closure and Above Ground Fuel Farm Improvements

Jason continued with the update that the paving has been completed for the underground fuel farm. We're waiting on a few pieces of equipment before we close out the project.

Corporate Hangar #8 (Design/Bidding)

Greg Kershaw updated the board on the Corporate Hangar Project. The AIG funding application has been submitted to the state and forwarded to the FAA. The project has been advertised for bids, and a preconstruction meeting is scheduled for later today to address any questions from potential bidders. Bids will be opened on May 6. If fewer than three bids are received, the project will be re-advertised, after which the airport can proceed with opening any bids submitted. The budget for the project was originally based on a 10% local match; however, it was recently confirmed that the airport's required contribution will be only 5%. The original budget will remain in place to provide some flexibility. Currently, two companies appear to be interested in bidding. Jason noted that a contractor he spoke with did not anticipate any issues with the 150-day hold period before contract award. Both Jason and Greg are optimistic about the response.



T-Hangar Development Phase II -Design

No new information in this report, next steps are pending award of construction funding.

5T-Hangar Development Phase II -Utility Relocation Coordination and Bidding

No new information in this report, next steps are pending award of construction 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. He reported that Phases 1 and 2 of the base bid are complete, but the project significantly exceeded its original budget. A landowner complaint regarding removal has been addressed and resolved. Parrish and Partners have submitted a quote of approximately \$330,000 for the removal of an additional 12.5 acres. Josh recommended closing out the current project and considering a new project or reopening it in the future, once additional funding is secured and the scope is more clearly defined. He also suggested engaging a different consultant to manage the next phase. Garry added that he felt the airport was not adequately represented by Parrish and Partners throughout the project, citing concerns with the initial per-acre pricing, which he has communicated directly to their team. He proposed that the airport formally notify Parrish and Partners to close out the project in its current state and take any necessary steps to finalize the report with the FAA. Should the FAA conduct a re-survey and request further work, the airport will be in a better position to manage the process effectively.

A motion to close the obstruction clearing project with Parrish and Partners was made by Mr. Charles Mullen, seconded by Mr. James Johnson. All board members in attendance unanimously approved.

DIRECTORS REPORT - Josh Pusser

Operations & Facilities

- The budget remains strong and stable.
- Ongoing improvements continue around the fuel farm. Landscaping upgrades are progressing bit by bit, with sod installation planned next.
- Josh has a list of small improvement projects he'd like to pursue over the next year and is actively exploring grant funding opportunities to support them.
- The hangars are currently at full capacity, and staffing levels are optimal as we head into the busy season.



Business Development & Tenants

- The airport is working on a potential agreement with a new charter company based in Atlantic City. They plan to park at the airport weekly, arriving Sundays and departing Fridays. The airport has been assisting their pilots with transportation back to Raleigh-Durham using the courtesy car.
- Eagle has demoed a larger aircraft and has expressed interest in occupying the new hangar space when their plane is delivered in 2027. They're also interested in leasing office space, and there's hope that funding can be found to include that in the hangar buildout.
- Josh is confident that the new hangar will fill quickly once available.

Equipment & Technology

- Garry, Josh, and Dakota recently demoed an autonomous, gas-powered mower. While the technology is promising and requires an operator nearby, the team doesn't plan to move forward this year but may revisit it in the future.

Planning & Events

- Josh plans to begin working with the CPA this week on next year's budget.
- He would also like to host an open house this fall, possibly featuring activities for kids, a fire truck, and a medical helicopter to showcase the airport's role in the community.

Compliance & Inspections

- The annual Part 139 inspection is scheduled for mid-May. A state inspector is visiting this week to conduct a pre-inspection and help the team prepare.

Community & Growth Opportunities

- With the upcoming development of the Johnson & Johnson plant, there is expected to be increased traffic and interest from J&J employees, contractors, and associated teams—presenting new growth opportunities for the airport.

Staffing

- A question was raised about seasonal staffing. The airport will operate this summer with five full-time and three part-time staff. Weekend coverage is strong. During slower periods, the fully staffed team can take on small projects like painting sidewalks and general upkeep.

FBO / OPERATION REPORT - Dakota Suggs

In March, fuel sales were strong: 16,000 gallons of Jet A were sold, with 2,300 gallons through self-serve. Aviation Gas (AvGas) sales totaled 3,900 gallons, with 1,900 gallons self-serve. On



the equipment side, the John Deere is back in operation and work is ongoing to repair the air conditioning. The blue tractor has also been repaired and only needs a coolant service. The yellow truck has been fixed and is now being prepared for surplus sale. Notably, the gray tug from the 1960s now has a working fuel gauge for the first time in 15 years. The arm mower was successfully sold last week. The airport also welcomed visits from Johnson & Johnson representatives, as well as two visits from the Governor. Preparations are underway for the upcoming Part 139 inspection, including detailed work like clearing out taxiway lights and signage. Pollen season has arrived, and while recent rain provided temporary relief, staff continue to wash equipment weekly. Titan repaired the bottom load valve, and Rod deep-cleaned the fuel farm to improve its appearance ahead of inspection. A new digital fuel log system has been implemented, making tracking more manageable. A new Bonanza aircraft has arrived and is currently housed in the community hangar, with plans to move it into a T-hangar soon. Staff also discovered and removed an old concrete junction box from the 1980s, helping further clean up the site. Installation of the new airport sign is scheduled to begin on Thursday. April has been busy, with fuel sales already halfway to the monthly goal—weather permitting, this trend should continue. There has also been increased inquiry into freight pricing. Board members asked about the ownership of the new Bonanza and about the status of the old underground fuel farm. Dakota confirmed that no further action is required, as soil testing has been completed and the site can remain as is.

TREASURER'S REPORT - Mr. Carl Warren

The financials were presented in a new format this month, and Carl expressed satisfaction with the overall numbers. Josh noted a minor error related to consultant fees, which had been automatically classified under Jet A cost of goods sold in QuickBooks. These fees—primarily for legal and accounting services—total approximately \$4,000 and will be correctly reclassified in next month's report. Importantly, this misclassification does not impact overall revenue.

There were no major expenditures this month. Josh highlighted that a significant transfer was made to the capital account, but most of those funds are expected to be reimbursed through upcoming grants. Additionally, a large fuel purchase was made this month, which will last for some time, helping balance the numbers in the next report. A recent budget amendment related to staffing costs has been implemented, and spending is now on target. Total operating revenues increased by 4% this month, driven not only by fuel sales but also by an increase in hangar rent.

A motion to accept the March 2025 Financial Report was made by Mr. Charles Mullen, seconded by Mr. Dan Herring. All board members in attendance unanimously approved.

NEW BUSINESS

None



OLD BUSINESS

None

CLOSED SESSION

Mr. Charles Mullen made a motion to continue the meeting in closed session for the purpose of discussing personnel and financial matters. The motion was seconded by Mr. Dan Herring and the motion was carried unanimously. Closed session began at 12:38 p.m.

The board returned to open session at 12:53 p.m.

ADJOURNMENT

The board reconvened after discussing financial and personnel matters.

The Board discussed personnel matters and approved extending Josh Pusser's contract for a second year of employment with Rocky Mount-Wilson Airport. The extension includes a cost-of-living adjustment, bringing his annual salary to \$122,000, along with a \$10,000 merit bonus. The finalized contract is on file with the Human Resources Department.

Discussion was also held regarding financial matters, but no decision was made. The board adjourned at 12:56 p.m., there being no further business to come before the board, the meeting of the Rocky Mount – Wilson Regional Airport Authority was adjourned.