



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

**TUESDAY, MAY 20, 2025
JOSH L. HORNE CONFERENCE ROOM**

BOARD MEMBERS PRESENT

MR. GARRY HODGES, CHAIRMAN
MR. JAMES JOHNSON
MR. DAN HERRING
MR. CARL WARREN
MR. MICHAEL WETHERINGTON
MR. JOHNSON BISSETTE

BOARD MEMBERS NOT PRESENT

MR. CHARLES MULLEN

EX OFFICIO & STAFF PRESENT

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

GUESTS

MR. JASON KENNEDY, ARDURRA
MR. GREG KERSHAW, ARDURRA
CARRIE VOIGT, CONSULTANT



CALL TO ORDER

The May 2025 meeting of the Rocky Mount – Wilson Regional Airport was called to order by Chairman Garry Hodges at 12:02 p.m.

INTRODUCTIONS

Chairman Hodges welcomed Jason Kennedy and Greg Kershaw representing Ardurra and Carrie Voigt.

PLEDGE

Mr. Garry Hodges led the Pledge of Allegiance.

READING AND APPROVAL OF MINUTES

The minutes from the April board meeting were distributed prior to the meeting and read by the board members. A motion was made by Mr. James Johnson, seconded by Mr. Carl Warren to approve the minutes. All board members in attendance unanimously approved the April 2025 Board Meeting Minutes.

ENGINEER'S REPORT - ARDURRA

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

Jason Kennedy of Ardurra reported a productive phone conversation with Mr. Jonathan Boone, Assistant County Manager of Nash County. During the call, Jason inquired about the status of the Senate bill that has impacted the county's ability to consider revisions to the Unified Development Ordinance (UDO). According to Mr. Boone, Nash County interprets the current legislation to mean that any new land use guidance introducing additional restrictions, whether related to airspace or land use, would require written consent from every affected property owner prior to adoption. Furthermore, any such changes must be formally drafted and approved by the Board of County Commissioners.

At present, Nash County leadership has not received confirmation of any updates or progress on the anticipated bill to overturn these restrictions. The bill remains in committee. Garry added that numerous comments are being submitted on the proposed revision, with many stakeholders expressing that the original bill was rushed. As a result, legislators are taking a more deliberate approach with the revision process.

Garry concluded that, at this time, the most prudent course of action is to wait until the new bill is written and revisit our strategy once more clarity is available.



Underground Fuel Farm Closure and Above Ground Fuel Farm Improvements

Most of the project work has been completed, with only a few items outstanding. The contractor is expected to provide a final update prior to the next board meeting. At this time, only a few lights remain to be delivered and installed. Once installation is complete and the final inspection is conducted, the project can be closed out.

Garry inquired whether any excess grant funds are anticipated. Jason responded that once the final equipment is received and installed, the full grant amount will have been utilized, and the grant can then be officially closed.

Corporate Hangar #8 (Design/Bidding)

Bids for the hangar project were opened on May 13. Six bids were received, indicating strong interest in the project. The bid amounts ranged from \$1.4 million to \$1.7 million, all coming in under the estimated cost of \$1.9 million, making the submissions competitive and within budget.

Jason's team has compiled a bid tabulation and is currently reviewing each proposal for completeness and accuracy. This includes checks on mathematical calculations, unit pricing and total costs. During the review process, several irregularities were identified within the top three bids.

Bidder #1 was found to have several key deficiencies:

- Omission of the required Letter of Competency, as outlined in the general provisions of the proposal package
- Failure to include a signature on the second page of the bid form
- Lack of indication that they would meet the Disadvantaged Business Enterprise (DBE) goal
- Absence of listed minority or subcontractors
- Inclusion of a firm that is not a certified DBE

Jason noted that while omission of the Letter of Competency is not uncommon and can sometimes be requested post-submission, the cumulative issues with Bidder #1 render the proposal irregular. His team recommends that the bid be rejected on those grounds.

Garry inquired whether these deficiencies are sufficient legal cause to reject the bid. Jason responded that while he is not an attorney, he has extensive experience in the bidding process and referenced the clause: *"The owner reserves the right to reject any irregular proposal and to waive technicalities if such waiver is in the best interest of the owner and conforms to local laws and ordinances."*

Jason confirmed that legal counsel should be consulted prior to taking action. Josh has already initiated that process. If the Airport chooses to reject the bid, legal counsel will need to prepare a formal letter outlining the basis for rejection.



In response to a question, Jason noted that his firm has previously worked with Bidders #1 and #3, but not Bidder #2. Following an inquiry from Dan regarding the working relationship with Bidder #1, Garry recommended moving the discussion to a closed session.

CLOSED SESSION

Mr. Dan Herring made a motion to continue the meeting in closed session for the purpose of discussing the hangar project bids. The motion was seconded by Mr. James Johnson and the motion was carried unanimously. Closed session began at 12:19 p.m.

The board returned to open session at 12:55 p.m. with a motion made by Mr. Michael Wetherington. The motion was seconded by Mr. Dan Herring and the motion was carried unanimously.

In closed session, the sales tax issue and the New Hangar Bids were discussed. Mr. James Johnson made a motion for the Board to disqualify Bidder #1 due to technical reasons and the specific grounds outlined in Section 20.09 and for the airport is to request that Bidders #2 and #3 submit missing paperwork in a timely manner. The motion was seconded by Mr. Carl Warren. The motion was carried unanimously.

RESUME ENGINEER'S REPORT - ARDURRA

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.

DIRECTORS REPORT - Josh Pusser

Our budget remains strong and on track. While account balances are slightly lower at the moment, this is due to several capital outlays that are scheduled for reimbursement within the month.

Tree clearing operations are now complete. We successfully renewed our lease with Rampart Aviation, our most valuable leaseholder.

Staffing levels are solid. We've onboarded new remote assistants and welcomed Beverly Stroud, CPA, to the team. She brings strong expertise in local government finance.

We're excited about the upcoming hangar project. We've also seen a modest uptick in military traffic. While we don't yet have an official Part 139 report, we plan to present one next month. The most pressing compliance issue remains ARFF coverage, but Josh has a solid plan in place to address it.



Most leases are set for renewal with a July 1 start date. These will include a higher escalation clause than in previous years.

Looking into the next fiscal year, we anticipate the need to replace and upgrade certain equipment. Additionally, while we've patched a few small roof leaks, they continue to recur — indicating a need for a more permanent capital solution.

Mr. Dan Herring calls for a motion that would authorize Carl Warren, Josh Pusser and Garry Hodges, in coordination with the attorney Vincent Durham, to sit down with NC Department of Revenue to address our sales tax issue. The motion was seconded by Mr. James Johnson and the motion was carried unanimously..

Mr. Garry Hodges needs to leave the meeting and asks Mr. Johnson Bissette to take over as chair of the meeting.

FBO / OPERATION REPORT - Dakota Suggs

We sold 21,000 gallons of Jet-A fuel—slightly down from the same period last year. AvGas sales totaled 11,000 gallons, showing an increase year-over-year.

We've welcomed a new line technician, Dawnte. With extensive experience from his time in the Army, he arrived well-prepared and required minimal onboarding. Titan has updated their fuel training program; it's now fully online and valid for 12 months. All staff will complete this updated certification if they haven't already. Additionally, Zach is on track to complete his fuel supervisor certification in October.

Hangar 7 is leak-free, and the urinal is back in service. The damaged wall at the Barnhill hangar has been successfully patched.

We anticipate a very busy summer for AvGas sales. With the most competitive pricing on the East Coast, we expect strong traffic.

TREASURER'S REPORT - Mr. Carl Warren

Josh reports a significant improvement in Jet-A fuel margins over the past year. The airport's bank balance is strong, with operating expenses down and revenue up compared to the same period last year—an encouraging trend.

Electricity costs came in higher than expected this cycle. Garry is currently investigating the cause and will report back with findings.



Carl and Josh anticipate a budget amendment next month to balance out a few line items.

Josh attached a proposed budget to the board package and encouraged the board to review the numbers and the vote for this budget can be made at the next meeting.

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

The board discussed generalities of the new budget.

NEW BUSINESS

None

OLD BUSINESS

None

ADJOURNMENT

The board adjourned at 1:40 p.m., there being no further business to come before the board, the meeting of the Rocky Mount - Wilson Regional Airport Authority was adjourned.