



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

**TUESDAY, JUNE 17, 2025
JOSH L. HORNE CONFERENCE ROOM**

BOARD MEMBERS PRESENT

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

BOARD MEMBERS NOT PRESENT

MR. MICHAEL WETHERINGTON

EX OFFICIO & STAFF PRESENT

MR. JOSH PUSSEY, AIRPORT DIRECTOR
MR. DAKOTA SUGGS, AIRPORT MANAGER
MS. JESSICA DEEVER
MS. CARRIE VOIGT

GUESTS

MR. JASON KENNEDY, ARDURRA
MR. BOB LEAGUE
MRS. NATALIE PUSSEY



CALL TO ORDER

The June 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 representing Ardurra, Bob League and Natalie Pusser.

INVOCATION and PLEDGE

Mr. Charles Mullen led the invocation.

PLEDGE

Mr. James Johnson led the Pledge of Allegiance.

READING AND APPROVAL OF MINUTES

The minutes from the May 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 May 2025 Board Meeting Minutes.

ENGINEER’S REPORT - JASON KENNEDY, ARDURRA

Underground Fuel Farm Closure and Above Ground Fuel Farm Improvements

Significant progress has been made since the last meeting. Ongoing coordination with the contractor has focused on finalizing equipment. Enhancements will be made to the two existing tanks, and a new monitor will be installed on the digital meter. Once complete, the airport will have the capability to remotely monitor fuel levels, expected to be completed in the next couple of weeks.

Corporate Hangar #8 (Design/Bidding)

Since the last meeting, a notice of rejection was issued to Bidder #1 due to multiple irregularities, including an unsigned certification/attestation form and several omissions throughout the proposal. Additional information was requested from Bidders #2 and #3, and the Division of Aviation was consulted throughout the process.

A draft award recommendation has been prepared for Bidder #2, who has demonstrated relevant experience and confirmed their understanding of the airport’s funding process.

Bid tabulations were submitted to the Division of Aviation by the June 9 deadline to initiate processing of AIG funds. We are now awaiting receipt of funding before the contract can be officially awarded. While no formal communication has been sent, Jason



recommended notifying the selected bidder of our intent to award once funds are received.

In response to a question about potential steel pricing impacts due to tariffs, Jason confirmed that pricing is locked in for 120 days. Garry noted that based on his industry contacts, no pricing increases have been observed to date.

T-Hangar Development Phase II - Design

No new information in this report.

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

No new information in this report.

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

No new information in this report. The legislation is still in progress.

DIRECTORS REPORT - Josh Pusser

Obstruction Clearing Project

Josh reported that while no formal update was received from Parrish and Partners, the tree clearing project is now complete. The FAA has been notified that all obstructions have been removed, and the final pay application has been submitted.

Part 139 Inspection Report

Josh shared that the Part 139 inspection report was completed and circulated last week. The most pressing issue is with our current Firefighting truck, which contains foam with banned "forever chemicals." Replacing the foam alone would cost over \$100,000. Instead, Josh recommends purchasing a compliant skid unit and truck upon which to mount the unit, with an estimated cost between \$50,000 and \$60,000.

Garry questioned if the skid unit should be installed on a larger truck, and Josh confirmed that the airport currently does not own a suitable vehicle. He recommends purchasing a ¾-ton truck, which could serve multiple operational purposes beyond firefighting.

The board discussed whether this investment aligns with the broader value of maintaining Part 139 certification. Garry raised the question of whether it is cost effective to continue participating in the program given the capital investment required. Josh added that selling the current truck now, before expected mechanical failures, might recoup around \$10,000. He also noted the purchase price 5000 vs a ¾ ton truck for \$20,000



Josh mentioned that if a high-impact development like the rumored casino were to come to the area, the airport might be able to seek contributions from such stakeholders for future capital needs.

The airport has submitted a request to the senate office for funding toward a new fire truck. This marks the second or third time the request has been made. Josh recommends retaining the current truck for one more year and reevaluating options in the next fiscal year.

New Hangar Project - Bidder Response

Josh reported that the first bidder for the new hangar project has not formally appealed the rejection but did raise some concerns. The airport attorney responded with a formal letter. While the situation remains unresolved, the bidder still has the opportunity to file a formal protest.

Fuel Farm Upgrades

Josh shared that fuel supplier prices increased by 15 cents today. With the new monitoring system, Dakota will be able to remotely adjust pricing in real time based on available inventory, market changes, and weather conditions.

Equipment Purchase – Mowing Options

After evaluating an autonomous mower, staff determined that a larger traditional mower with triple the cutting width offers a better value for the airport's current needs.

Purchasing Authority Discussion

Garry noted that while The Board had recently increased the Director's purchasing threshold, there are upcoming capital needs that may exceed that limit. A motion was introduced by Dan Herring to authorize Josh Pusser to make larger discretionary purchases, provided he first consults the Chair of the Board. The motion was seconded by Charles Mullen and passed unanimously.

FBO / OPERATION REPORT - Dakota Suggs

Dakota shared photos of the recent uptick in military traffic. Following the parade in Washington, D.C., several military aircraft stopped in to refuel.

May 2025 Fuel Sales: Jet Fuel 22,000 Gallons Full Service. Self Serve: 1,500 Gallons, Avgas 3,400 Gallons Full Service. Self Serve 5,900 Gallons

The new illuminated sign on the ramp is now functioning and lights up at night. Jet Truck 2 had several hydraulic hoses replaced. Dakota has received quotes for replacing select LED lighting around the facility. Wildlife permits are current and approved through December 2025. Additionally, the airfield beacon is back in service.



Part 139 Compliance Update

As part of ongoing Part 139 compliance, the airport must update the Wildlife Management Plan. The airport is due for a full Wildlife Hazard Assessment, which is required approximately every ten years for airports receiving FAA grant funding. The estimated cost is around \$60,000. Although the airport has a one-to-two-year window to complete the assessment, it's important to demonstrate progress to the FAA. Garry asked whether the cost can be paid in installments; Dakota will follow up to confirm. While we did not receive a write up on this year's report, we likely will next year if we have not made any steps forward.

Garry also raised concerns about the financial and staffing demands of meeting the Part 139 corrections. Dakota reported that much of the necessary paperwork has already been completed with little to no additional manpower hours. Josh added that while the required updates may be time intensive, particularly the development of a new, more comprehensive Airport Emergency Plan, the approach is to simplify the Airport Emergency Plan in order to save time and resources long term.

The most significant anticipated cost from the inspection (aside from a potential skid unit and truck purchase) relates to signage. The FAA inspector flagged concerns with both signage and reflective pavement markings. Dakota recommends implementing a phased Sign Replacement Plan, spread over 5 to 7 years, to manage the cost and show good faith to the FAA.

Dakota noted that several of the write-ups are overlapping, meaning one corrective action may address multiple issues, further reducing the actual effort and cost involved.

TREASURER'S REPORT - Mr. Carl Warren

Sales Tax Overpayment Resolution

Garry provided an update on the ongoing sales tax issue involving the City of Rocky Mount. After consulting with a former Secretary of Revenue for guidance, he was connected with the current Secretary, who collaborated with staff and legal counsel to propose a resolution.

The Department of Revenue has agreed to limit the review period to the past three years. The agreed upon plan is for the Airport to submit an amended return and issue a lump sum check to the City of Rocky Mount for the identified overpayment. In turn, the City will forward the full amount to the North Carolina Department of Revenue.



Once the payment clears, the Department of Revenue will issue a final report stating the matter is resolved with no penalties or interest assessed. The airport will be fully cleared of the issue.

Dan Herring made a motion to issue the lump sum payment to the City of Rocky Mount to finalize the overpayment matter. The motion was seconded by Charles Mullen and carried unanimously.

May 2025 Financial Report

Carl inquired about outstanding income expected before the end of the fiscal year. Josh responded that he anticipates the revenue will include the final payment for the obstruction clearing project, proceeds from the recent sale of several equipment items and anticipated sales tax refunds.

Dan Herring made a motion to approve the May 2025 Financial Report. The motion was seconded by Johnson Bissette and carried unanimously.

Budget Amendment

Josh reported that the CPA completed a projection of anticipated spending through the end of the month. To ensure adequate coverage, particularly in the personnel category, the CPA recommended shifting funds between a few budget lines. The personnel line saw the most significant adjustment. Josh expressed confidence that the Airport will remain within budget for all categories over the next 13 days.

James Johnson made a motion to approve the Budget Amendment. The motion was seconded by Carl Warren and carried unanimously.

Fiscal Year 2026 Budget

Josh explained that adjustments were necessary to the Fiscal Year 2026 budget, primarily because the sales tax lump sum payment will be made in the current year rather than next year, as previously anticipated. He also introduced several new budget categories to improve tracking and allow for more detailed financial analysis.

Carl Warren reviewed some of the refinements and reclassifications made to better categorize spending. Josh highlighted the following updates: Fuel purchases are now separated by type to ensure clearer reporting on sales tax-exempt transactions. Administrative costs have been broken into more specific categories, such as internet, phone, and security grouped together, and insurance and bonding separated out. Credit card processing fees now appear in their own distinct line item.

While these changes are relatively minor, they represent a more thoughtful and transparent approach to budget management going forward.

Dan Herring made a motion to approve the Fiscal Year 2026 budget. The motion was seconded by Johnson Bissette and carried unanimously.



OFFICER APPOINTMENTS

Garry notes it is the custom at the June board meeting to vote for Chairman and Vice Chair for the upcoming fiscal year.

Dan Herring made a motion to approve Garry Hodges as Fiscal Year 2026 Chairman and Johnson Bissette as Fiscal Year 2026 Vice Chairman. Charles Mullen seconded the motion and it carried unanimously.

NEW BUSINESS

None

OLD BUSINESS

None

ADJOURNMENT

The board adjourned at 1:05 p.m., there being no further business to come before the board, the meeting of the Rocky Mount - Wilson Regional Airport Authority was adjourned.