



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

**TUESDAY, AUGUST 19, 2025
JOSH L. HORNE CONFERENCE ROOM**

BOARD MEMBERS PRESENT

MR. GARRY HODGES, CHAIRMAN
MR. JOHNSON BISSETTE
MR. JAMES JOHNSON
MR. CHARLES MULLEN

BOARD MEMBERS NOT PRESENT

MR. MICHAEL WETHERINGTON
MR. CARL WARREN
MR. DAN HERRING

EX OFFICIO & STAFF PRESENT

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

GUESTS

MR. JASON KENNEDY, ARDURRA



CALL TO ORDER

The August 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.

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 June 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. James Johnson to approve the minutes. All board members in attendance unanimously approved the June 2025 Board Meeting Minutes.

ENGINEER'S REPORT - JASON KENNEDY, ARDURRA

Underground Fuel Farm Closure and Above Ground Fuel Farm Improvements

Completion of the final fuel monitoring equipment has been slower than anticipated. Jason reported that he spoke with the contractor this morning, who expects to be on site within the next few weeks to complete the installation. By the next meeting, a firm installation date should be set, with the project potentially nearing closure.

Corporate Hangar #8 (Design/Bidding)

Jason presented an overview of project costs and key dates. As a reminder, the hangar will be funded through two sources: annual federal entitlement grants and an Airport Improvement Grant (AIG).

Construction Cost Breakdown:

- Site Work: \$299,605
- Hangar Construction: \$1,203,592
- Professional Services: \$315,460
- Total Project Cost: **\$1,818,657**
- Local Match: **\$110,178** (much lower than the original estimate of ~\$200,000)

The Division of Aviation is currently reviewing the numbers, with the FAA grant expected to be awarded in September. The first step will be to sign a work authorization with Ardurra for \$315,460 (local match: \$26,666). Following that, the Authority will need to submit an RFA and a certification of local funds, confirming \$60,180 (AIG portion) and \$23,312 (NPE portion) on hand, totaling \$110,178 in September.



The bid expiration deadline is October 10. Jason recommended issuing a formal notice of award immediately upon grant approval. Once the contract is executed, a pre-construction meeting will be scheduled. Anticipated construction start is March 16, 2026, with completion projected for August 12, 2026.

The Board discussed the proposed timeline, weighing weather risks against anticipated tenant demand. While starting earlier may be possible, it could expose the project to weather-related delays. Garry inquired about steel supply and costs, and Jason estimated a 12–16 week lead time, noting the contractor would provide more accurate details. Garry also asked Josh's opinion on the timeline, and Josh observed advantages to both an early start and waiting until March. Jason concluded that contractor input will ultimately guide scheduling and said he would follow up with them while awaiting the grant award.

DIRECTORS REPORT - Mr. Josh Pusser

Josh mentioned the rejected hangar construction bidder sent informal questions by email, no formal protest has been filed. Bid tabs have been published.

Jason also confirmed that the Authority will not be required to complete a wildlife management plan, saving a significant projected expense.

Plans remain in place to update airport signage over the next three to four years in order to spread costs.

The sales tax discrepancy has been resolved, paid, and is now closed. For Fiscal Year 2025, operating revenues came in under budget and overall performance was strong. No discounts were offered on hangar rentals, and all tenants are current on payments. Fuel sales were slightly down, though this reflects a nationwide trend in air freight rather than a loss to competing airports.



TREASURER'S REPORT

For June, the end of Fiscal Year 2025, operating revenue was at 77% and operating expenditures at 75%. The Authority ended the year with approximately \$480,000 in the bank, a strong position given the recent sales tax payment and the outstanding City of Wilson subsidy pending completion of its audit. Josh noted that last year's projections had been somewhat optimistic, while this year's are more realistic. Charles confirmed with Josh that sufficient funds are available for the hangar project. In response to Garry's question, Josh agreed that the Authority is likely about \$250,000 ahead compared to the same time last year. Charles Mullen moved to approve the June 2025 financials, the motion was seconded by Johnson Bisette, and it carried unanimously.

For July, revenue was slightly ahead of expectations due to prepaid annual hangar rent, while fuel sales were somewhat lower as a result of weather. Expenses were also higher than usual, driven by increased lawn maintenance costs from excessive rainfall. Charles Mullen moved to approve the July 2025 financials, the motion was seconded by Johnson Bisette, and it carried unanimously.

FBO / OPERATION REPORT - Mr. Dakota Suggs

Dakota recounts fuel sales as follows: June Fuel: Jet Fuel: 20,400 gallons. Jet Fuel Self Serve: 1,100 gallons. AvGas 2,400 gallons. AvGas Self Serve 7,500 gallons.

July Fuel: Jet Fuel: 16,400 gallons. Jet Fuel Self Serve: 300 gallons. AvGas 3,600 gallons. AvGas Self Serve 7,500 gallons

Dakota noted that traffic is expected to increase as snowbirds begin traveling south for the winter.

The FAA cited the Authority for a driver training program deficiency, which Dakota addressed by creating a new training presentation for tenants and employees. The program, along with fire extinguisher training, has been approved by the FAA.

Recent maintenance items included the Toro mower returning from the shop with a quieter new muffler, a repaired window in the Trailblazer, and a lock repair in Hangar 7. With assistance from Deana and Carrie, a revised ACM and Emergency Plan were submitted to the FAA ahead of the deadline, and a response is pending.

Caleb has departed for college, and a new part-time lawn maintenance employee has been hired. Herbicide was applied to ditches with mixed results, and Dakota will continue monitoring.



Upcoming tasks include replacing filters on all trucks and fuel farms (excluding the AvGas self-serve), performing oil changes on all vehicles and equipment, and installing a new battery in the golf cart. A roofing contractor has provided a quote for the main building, the T-hangar bathroom, and to evaluate recurring leaks in Hangar 7. In response to Garry's question about roof replacement, Dakota noted that Hangar 7's flat-top roof has been patched extensively and is awaiting pricing for a membrane replacement.

NEW BUSINESS

None

OLD BUSINESS

None

ADJOURNMENT

The board adjourned at 12:38 p.m., there being no further business to come before the board, the meeting of the Rocky Mount - Wilson Regional Airport Authority was adjourned.