

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

Tuesday, December 19th, 2023

JOSH L. HORNE CONFERENCE ROOM

BOARD MEMBERS PRESENT

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

BOARD MEMBERS NOT PRESENT

MR. CHARLES MULLENS

EX OFFICIOS & STAFF PRESENT

MR. JARRETT MOSS, CFI, INTERIM DIRECTOR

GUESTS PRESENT

OPENING

CALL TO ORDER

A regular meeting of the Rocky Mount – Wilson Regional Airport was called to order by Chairman Garry Hodges at 12:00 p.m.

INVOCATION

Mr. Garry Hodges delivered the invocation and blessed the food.

PLEDGE

Mr. Jarrett Moss led the Pledge of Allegiance.

INTRODUCTIONS

GUEST SPEAKERS

READING / APPROVAL OF MINUTES

The minutes from the previous meeting were distributed prior to the meeting and read by the board members. A motion was made by Mr. James Johnson and seconded by Mr. Johnson Bissette to approve the minutes. All board members in attendance unanimously approved.

REPORTS

DIRECTOR'S REPORT

Mr. Moss briefed the Authority Members with the following Director's Report for the previous month:

Executive Administration

The month of November has been an interesting one. Last month was my first month serving as the Interim Director and I have thoroughly enjoyed the position and getting to work with everyone who plays a part in making this airport a success. On November 16th, RWI was selected to participate in an electrification grant sponsored by the Division of Aviation. AECOM, an infrastructure consulting firm, is writing the grant. This grant will bring an aircraft charging station to the ramp with the possibility of adding an electric charger in the parking lot. We are currently waiting to hear back on when the grant will be submitted and when we can expect to hear back. This will be 100% funded by the grant. On November 29th, Garry, Dion, and I went to the Division of Aviation to talk about our Airport Layout Plan (ALP) amendment. As it stands, the DOA will not be accepting our amendment that includes the ultimate plan. This includes the plans for a second runway, ATC Tower, and Industrial Park. We are working with Parrish & Partners to address the DOA's comments and are reworking the ALP to still show these areas without excluding anything. On December 13th, Garry, Dion, and I met with Wayne Outlaw and Robbie Davis to discuss the Unified Development Ordinance (UDO) for the rezoning to protect the airspace surrounding the airport. Wayne and Robbie both recommended getting the property owners' input on these issues before they meet again. We plan to go public starting this week.

Finance Management

Our November financial reports have been prepared by Anthony & Tabb, CPA, and are reviewed by staff and are ready to be approved at this time. As you are aware, we are under a holding pattern on spending until more revenue from Fuel and Fees come into the airport. There are two things that are worth mentioning that were paid in November. Fulford and Jones Asphalt for \$15,975.50 was the amount to fix the long- and short-term parking lot. The fuel tax for October 2022 was not paid until February 2023, because of this, KRWI incurred a penalty and interest fee in the amount of \$4,511.90. We keep a close eye on our finances and are aware every day when things change with expenses and revenue. We are currently in the process of looking at the past 3 years to review trends and how we can prepare for the lows.

Airport Maintenance Operations

For the month of November, operations personnel finished the edging of runway 4-22. We have started mowing all the ditches here at the airport. We have been working on getting quotes to fix or replace the beacon light due to not spinning at the appropriate speed and stopping at intervals. We cleaned and organized the OPS building. We have been in contact with the FAA to try and get the threshold light replaced that was struck by an aircraft at the end of runway 4.

KRWI Fixed Based Operations

November 2023 was a slightly above average month for us. Avgas sales continued to decline with the cold weather; dropping to 5.4k down from 8.2k. Half of the Avgas sold went through self-serve. Jet fuel sales rose up to 21.7k gallons sold from last month's 19.4k. 2.9k of these gallons were sold through Self-Serve. This brings our total fuel flowage to 27.2k for the month. General Aviation traffic slowed down during November and corporate traffic has begun to wrap up matters before Christmas. We fixed a substantial leak on the Jet Fuel farm last month when an

O-Ring failed. We managed to fix it in house for a lower cost. This month, the new 20k gallon fuel farm will be brought on site for testing. It will take about 16k gallons to run the test to standard. We will have to order extra fuel for it this month. The test will take 7-10 days to complete.

FINANCIAL REPORT

Mr. Carl Warren went over the financial statements for November 2023. Carl stated that the financial statements showed that there has not been any spending through the operations account other than recurring monthly bills. He did state that there was a concern about FBO revenue not being up to where it should be, but considered the possibility of an extra fuel purchase being the cause of less revenue coming in. The Airport Authority made the request to call other GA airports to see what financial program they use for monthly revenue and expenses. Also, find out when we will receive the Sales Tax Refund for the fiscal year 2022-2023. Mr. Dan Herring made a motion to approve the financial report, and Mr. Michael Wetherington seconded the motion. All board members in attendance unanimously approved.

ENGINEER'S REPORT – PARRISH & PARTNERS

Mr. Dion Viventi provided the board the following report:

Obstruction Clearing (Design/Bidding)

- Current Status
 - Revising Bid Schedule
- Changes Since Last Discussion
 - Bid Concurrence from NCDOA
- Next Steps
 - Advertise to Bid
- Look Ahead
 - Prepare Construction and Administration Work Authorization

Aviation Industrial Feasibility Assessment and MP Update

- Current Status
 - Report Finalized and submitted to NCDOA
- Changes Since Last Discussion
 - ALP & Masterplan review meeting with NCDOA
- Next Steps
 - Response to NCDOA comments
- Look Ahead

- Resubmit plans to NCDOA for approval

PROJECT PROGRESS REPORT - WK DICKSON

Mr. Jason Kennedy provided the board the following report:

Rocky Mount-Wilson Regional Airport

Project Progress Report

December 19, 2023

- 1. Airport Land Use Planning, Unified Development Ordinance (UDO) Update**
Documents have been provided to Nash County as requested for the next meeting regarding the proposed text change. The next meeting with Nash County Planning has been requested by RWI, however the date and time has not yet been confirmed.
- 2. Underground Fuel Farm Closure and Above Ground Fuel Farm Improvements.**
The 20,000-gallon Jet-A tank initially scheduled for delivery in July is now programmed to arrive at RWI on December 15, 2023. Installation of the tank, tank system catwalk, testing, start up and project close out tasks are scheduled to be complete by February 2024.
- 3. T-Hangar Development Phase II (Design)**
This project includes development of the next 24 Hangar units and associated site work. Final Design, permitting, preparation of bid documents will be finalized after the completion of Utility Relocation Coordination defined in Work Authorization #5 (see below)

T-Hangar Development Phase II (Utility Relocation Coordination and Bidding)

A subsequent Work Authorization (WA#5) for Utility Relocation Coordination, Bidding and associated Grant Administration Services has been reviewed and approved by RWI. WA#5 was submitted to NCDOA for review on September 18th and NCDOA approval of the WA is pending. This effort will be funded by FY2020 Non-Primary Entitlement funding, which must be spent before May of 2024.

BUSINESS

NEW BUSINESS

CLOSING SESSION

Mr. James Johnson made a motion to go into closed session and was seconded by Mr. Carl Warren. At 1:06 p.m., the board went into closed session to discuss Personnel Matters.

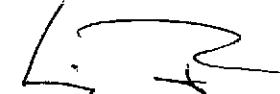
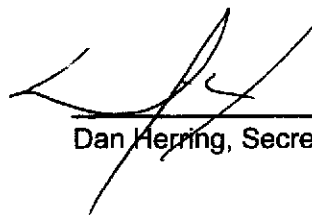
ADJOURNMENT

At 1:19 p.m., the board came out of closed session. The board would like to extend the position of Interim Director until April 1st, allowing more time to decide on the best candidate for the position.

The board has also decided that Dion Viventi, previous director of KRWI, does owe for his T-Hangar Lease for the remainder of the fiscal year in the amount of \$2,933.33.

At 1:25 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