

April 17th 2024



Pitt-Greenville Airport
400 Airport Road
Greenville, NC 27834
252.902.2025

Pitt-Greenville Airport Authority Board Meeting
April 17th, 2024
11:00 a.m.
Pitt-Greenville Airport Conference Room

Board Members present: John Banks, Chairman; Terry Monday, Vice Chairman/ Treasurer, Chris Nunnally, Les Robinson, Dan Mayo, and Mark Porter

Board Members not present: Mike Roberson and Cheryl Brown

Staff members present: Bill Hopper, Executive Director; Operations Manager, John Hanna; Finance and Administration Manager, April Cannon; Cidni Mills, Administrative Assistant

Engineering Attendees present: Jay Talbert, Talbert & Bright; Amanda Sheridan, McFarland and Johnson

Other attendees present: Dave Silver, Attorney Airport Authority Board Council; Seth Woodard, Congressman Don Davis Representative

Public Comment Period

Seth Woodard spoke on behalf of Congressman Don Davis and presented the Pitt Greenville Airport with 2 commendable plaques one for Advances of Aviation House of Representatives Congressional Record and the other for The Heartbeat of our Community House of Representatives Congressional Record.



Approval of Minutes

Minutes from March 20th, 2024, Pitt Greenville Airport Authority Board meeting were emailed to all members for review. A motion to approve the minutes with no changes was made by Dan Mayo, seconded by Chris Nunnally, was unanimous, motion carried, minutes were approved.

Closed Session

To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease and To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. A motion to go into closed session was made by Chris Nunnally, seconded by Dan Mayo motion was unanimous, motion carried, and approved.

A motion to come out of closed session was made by Dan Mayo, seconded by Les Robinson motion was unanimous, motion carried, motion approved.

Executive Director Report:

Audit Contract

Finance & Administration Manager April Cannon stated that the new fiscal year 23 & 24 audit is coming up. Martin Starnes & Associates are getting ready to do a pre-interval audit pending the Board approving this FY 23-24 contract. Martin Starnes & Associates has completed The Pitt Greenville Airport audit for the past 2 year. Finance & Administration Manager April Cannon stated that Martin Starnes & Associates pre-interval Audit is scheduled to begin in May pending Board approval. The Audit fee includes up to 2 major programs of \$34,000, Financial statements & drafting are \$4,400, PFC audit is \$5,750, and the other non-attest items is \$1,350.

The total amount for the Martin Starnes & Associates contract is \$45,500. Finance & Administration Manager April Cannon stated that this does not include if there are any additional fees for a major program that they come across while performing the Audit which would cost an additional \$4,000 for up to 2 more programs. A Motion to enter into a contract with Martin Starnes & Associates regarding the Fiscal Year 2023-2024 audit was approved by Terry Monday, seconded by Mark Porter, motion was unanimous, motion carried, and approved.

AWOS Backup

Operations Manager John Hanna was seeking approval for the purchase of the Orion 536 backup weather station as required for the certification of the

Non-Federal Weather Observation (NF-OBS) program when the primary Automated Weather Observing System (AWOS) is out of service for the amount of \$8,475. The quote includes the interface, the lighting protection, monitor, hardware, and installation. This will relieve the operational impact of inbound and outbound aircraft if the primary AWOS fails normally causing cancellations and delays of air carrier operations.

Operations Manager John Hanna stated that the NF-OBS program also would allow PGV operations to become certified aviation weather observers once the required training and testing are provided. This also supports American Airlines, and any other carrier in the future. Chairman Banks wants Operations Manager John Hanna to look into a back-up battery for the AWOS back-up system and have quotes for the May board meeting. This request has been suggested to be taken to the City of Greenville and Pitt County.

Gregory Poole

Executive Director Bill Hopper gave an update regarding generator repair, Gregory Poole has completed the repairs for the generators. The cost to repair the emergency generators for the airfield and for the terminal was \$3,154. Executive Director Bill Hopper stated that there was a power outage March, 28th 2024 and both generators did not operate. This resulted in the airport being closed and resulting in a 2-hour delay of the American Airlines flight. Pitt Greenville Airport called in emergency repair from Gregory Poole Equipment Company and both generators had batteries that had failed. This purchase for immediate assistance was approved by Terry Monday, Vice Chairman.

Runway 26 REIL Repair

Executive Director Bill Hopper gave an update regarding Rifenburg North Carolina, LLC in the amount of \$4,428 to rebuild the Runway End Identifier Light (REIL) for Runway 26- Executive Director Bill Hopper stated that Rifenburg is the only local company capable of repairing airfield lighting. Pitt Greenville Airport has had failure of the REILs to Runway 26. The REILs are critical component to visual guidance for aircraft to identify the end of the runway when landing. This purchase was approved by Terry Monday, Vice Chairman.

APX 4000 P25 Portable Viper Radio

Operations Manager John Hanna was seeking Board approval for the purchase of 3 Motorola APX 4000 Series radios in the amount of \$11,674.54. Operations Manager John Hanna stated that the radios are essential to the safe operations in the event of emergencies as they provide a direct line of communication with Pitt County Emergency Management (PCEM) local mutual aid, and Law enforcement agencies. In addition, the radios will be utilized during VIP movement, Drills, and any large- scale event at Pitt-Greenville Airport.

Operations Manager John Hanna stated that the recommendation of purchase was made in collaboration with Jimmy Hodges (Deputy Director, PCEM) as part of the Airport Emergency Plan (AEP) revisions and improvements. The purchase of these radios does not include the programming or encryption as our partners at PCEM have agreed to assist to alleviate the cost. This request has been suggested to be taken to the City of Greenville and Pitt County.

Title VI Plan

The Title VI plan is due June 30th, 2024. Executive Director Bill Hopper has reached out to McFarland Johnson to see if this work can be done by them. The not to exceed amount for a proposed work authorization is \$22,610.90.

Executive Director Bill Hopper will look into seeking other additional quotes from an attorney per the request of the board. This discussion has been tabled to the next Board meeting.

5 Unfunded mandates

- LEO Reimbursement- TSA will no longer pay reimbursement starting 4/30/2024
- Transitioning from firefighting foam with PFAS to Fluorine free foam
- TSA mandated employee screening
- Safety Management System detailed plan will be required
- Storm Water testing- DEQ is beginning to enforce.

Executive Director Bill Hopper advised the Board that the Board meeting in June falls on June 19th 2024 which is a holiday, that was previously changed to June 12, 2024. It is the request that a motion be approved to change it to June 26th to give the ability to make end of the year adjustments before the end of the Fiscal year. A motion to change the Board meeting to June 26th 2024 was made by Terry Monday, seconded by Dan Mayo motion unanimous, motion carried, motion approved.

Federal/State/Local Projects

AIP-53 Fund 44 FY 22-Hangars 27, 28, 29, 30 & 31

- Construction is complete
- Pending Closeout from Talbert & Bright
- 2 Hangars are rented, 3 Available

AIP-54 Fund 93 FY 22 Taxiway A North/RWY Subgrade Construction

- Initial scope is complete
- ST. Wooten change order for soft spot March 2024
- Rezoning should be completed by August 2024
- Milling during the night for runway closure.

AIP-55 Fund 94 FY 23 Taxiway A South

- \$4,240,000 million has been approved by Board on 7/19/2023 to accept grant when offered
- 10% is coming from PFC's
- Expected to start in Spring 2024

PGV-18 Fund 45 - Hangar 25 & 26 (3NCDOT/SCIF Grants)

- Trader Construction complete
- CBC Design/Build in progress
- Work Authorization with TBI
- 2 possible tenant contracts being considered

North 24 Project NCDOT Fund 47 (North 24 NCDOT/SCIF)

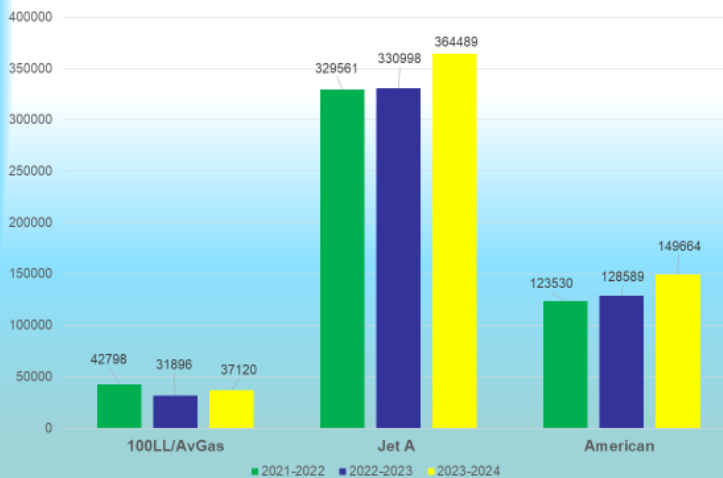
- Deeds are being revised for names on titles
- NCDOT funding started in 12/2022
- Legal reviews Ward & Smith

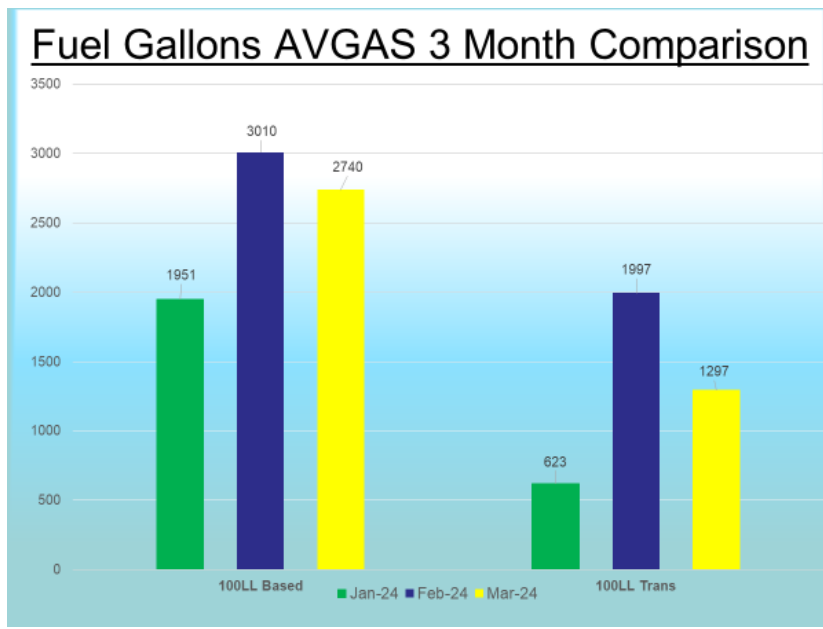
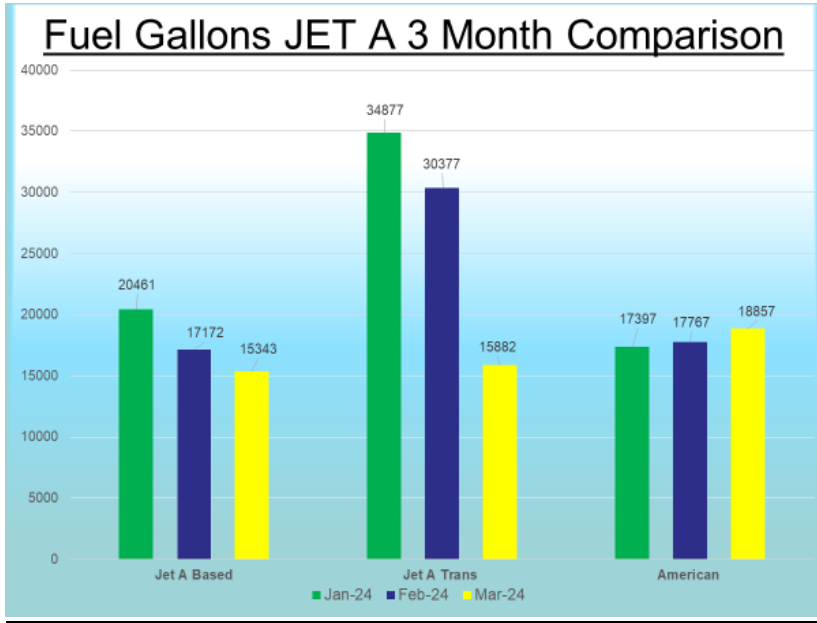
Operations Report

Operations

	2018	2019	2020	2021	2022	2023	2024	% Change	
Jan	1,021	1,357	1,627	1,637	1,382	1,319	834	(0.5815)	↓
Feb	1,218	1,377	1,398	1,367	1,391	1,071	1,718	0.3766	↑
Mar	1,280	1,717	1,104	991	1,490	1,217	1,729	0.2961	↑
Apr	1,659	1,545	554	2,001	1,552	1,194			
May	1,157	1,981	1,021	2,238	1,350	1,392			
Jun	1,600	1,558	1,367	1,490	1,611	1,380			
Jul	1,291	1,733	1,451	1,589	1,399	1,508			
Aug	20	1,845	1,353	1,504	1,443	1,733			
Sep	266	1,833	1,366	1,910	1,441	1,820			
Oct	1,615	1,857	1,290	1,664	1,250	2,177			
Nov	1,383	1,604	1,463	1,775	1,261	1,932			
Dec	1,266	1,460	1,264	1,540	offline	660			
	13,776	19,867	15,258	19,706	15,570	17,403	4,281		

Fuel Gallons 3 FY year Annual







Financial Report

Finance & Administration Manager April Cannon stated that the Finance Committee discussed the FY 24-25 budget and wants to further discuss the budget with the rest of the Board to see if there are any changes that needs to be made before the budget goes public. Operations are at a loss of \$100,000 a month and this has already been discussed with the board during monthly meeting by Terry Monday, Vice Chairman and Finance & Administration Manager April Cannon. There were no changes requested of the proposed FY 24-25 Budget that was provided. The Airport Authority Board advised approval to make the FY 2024-2025 available for public review. The Budget will be posted on the airport website for review and voted upon during the May 15, 2024 Authority Board meeting.

Chairman's Comments

Chairman Banks requested that Operations Manager John Hanna find out if there are any more leaks in the New Hangars.

Chairman Banks also wants a report on how much revenue the restaurant generated in the past 12 months and how much it is costing the airport.

During the Chairman's comments Executive Director Bill Hopper gave an update on different events that will be taken place at the airport, the Grow Local event will be hosted at Hangar 29 on Thursday April 18th 2024. Grow Local is an initiative where Pitt County businesses open their doors to host local middle and high school students, providing the students the chance to explore different career paths.

The next event is the Free to be Me event which will be held on April 27th 2024. This event was created by Mike Roberson to give pediatrics with chronic and critical illnesses a chance to fly and experience aviation.

Chairman Banks asked about signage on the new patio observation area and when it will be publicized. Executive Director Hopper advised that they have been ordered.

Adjourned

Chairman Banks asked if there were any further discussions or questions. With no one coming forward a motion to call the April 17th, 2024 adjourn was made by Les Robinson, seconded by Dan Mayo motion was unanimous, motion carried, motion approved, Pitt Greenville Airport Authority Board meeting was adjourned.

Respectfully submitted by
Administrative Assistant
Cidni Mills