

Pitt-Greenville Airport Authority Board Meeting

August 19, 2026

11:00a.m

Pitt-Greenville Airport Conference Room

Board Members present: Dan Mayo, Chairman; Michael Overton, Vice-Chairman; John Banks, Travis Albea, Seth Hardee, and Craig Goess

Staff members present: Brandon Craft, Executive Director; John Hanna, Operations Manager; April Cannon, Finance & Administration Manager; Tom Colomey, Finance Consultant; Cidni Mills, Executive Assistant; Esteban Avila, Finance Specialist; Chase Hill, Operations Chief; Racheal Gliniak, Security and Compliance Officer

Other attendees included Amanda Bastianelli, McFarland Johnson; Gavin Fahnestock, McFarland Johnson; Zach Staff, McFarland Johnson; Elana Essig, McFarland Johnson; Dave Silver, Attorney; Jay Talbert, Talbert & Bright; Rene Banglesdorf, Fly Girls; and Drew Ligon

Call to Order

- Chairman Mayo called the August 19, 2026, Pitt-Greenville Airport Authority Board meeting to order at 11:00 a.m.

Public Comment Period

- Chairman Mayo opened the floor for public comments. No public comments were made.

Approval of Previous Minutes

- Board members received and reviewed the minutes from the July 17, 2026, meeting. With no suggested changes a motion to approve was given by Vice Chairman Michael Overton, seconded by John Banks.

Financial Report and Budget Amendment

- **Presenter:** April Cannon, Tom Colomey
- **Audit Update:** The external auditor is completing the fiscal year audit, on track for an October completion. They are assessing assets, liabilities, and late vendor invoices. Some PBC (Provided by Client) adjustments are expected.

- **July Financial Performance:** The airport recorded a net loss of \$174,000 for July 2026, attributed to prior year follow-ups, retirement/vacation payouts, and having two executive directors on staff during a transition. Expenses are expected to decrease due to canceled marketing contracts and consultant changes.
- **Operating Revenue:** Revenue was down in July due to fuel sales. However, parking booth revenue increased by 28% following a rate change. April stated new rates and charges should lead to higher revenue percentages.
- **Operating Expenses:** Marketing and maintenance expenses were down. Contracts have been signed with Piedmont, and funds from the Repair and Replacement (R&R) account will be used for maintenance programs.
- **Budget Amendment #2:** A budget amendment for Fiscal Year 2026 was presented for approval. The amendment includes adjustments for GASB 87 (leases) and GASB 96 (software/vendor contracts), which require setting up a liability for accrued interest and principal on long-term agreements. It also reflects final year-end auditing numbers. Tom clarified these are non-substantive accounting standards that have no net effect on the budget.
- **Decisions Reached:** The Board approved Budget Amendment #2 for FY2026.
- **Motion**
 - **Motion:** "For the board to vote on the approved budget amendment number two, as provided by Tom for the fiscal year twenty twenty six budget amendments and auditor numbers."
 - **Made By:** John Banks
 - **Seconded By:** Travis Albea
 - **Discussion:** None
 - **Vote Result:** The motion passed unanimously
 - **Resolution Adopted:** The Board approved Budget Amendment #2 for Fiscal Year 2026.

Finance Consultant's Report

- **Presenter:** Tom Colomey
- **Discussion Summary:** Tom reported on recent activities and ongoing projects.

- **Recent Accomplishments:** Developed and submitted FY2026 Budget Amendment #2; refined SOPs for travel, credit cards, and internal purchasing; supported the rates and charges review; provided a compensation analysis for the Executive Director.
- **Current Projects:** Continuing budget management process upgrades, with the first monthly review workshop next week; compiling separate cost centers as requested by the board.
- **Future Plans:** Finalize the monthly budget management process and provide ongoing support.

Executive Director's Report (Hot Wash)

- **Presenter:** Brandon Craft, Executive Director
- **Discussion Summary:** Brandon summarized the management team's activities over the past month.
- **Partnership and Stakeholder Engagement:** Met with American Airlines to address baggage wait times; met with Avis and Enterprise to improve rental car availability; strengthened partnerships with the Greenville Marketing Committee, Pitt Community College, and the Greenville Fire Department; attended City Council and County Commissioners meetings.
- **Operational and Administrative Updates:** Completed the "Airline Office Area Number Two" upgrade; developed a new organizational chart, including Esteban Avila as the new full-time Finance Specialist; welcomed a new Maintenance Foreman, Adam.
- **Leasing Agreement Negotiations:** Provided an update on upcoming negotiations for outdated agreements with Avis (2015), Enterprise (2008, now month-to-month), USGS (expired 2017), and American Airlines (2018). Key negotiation points will include rent percentage, parking rates, and service standards. He noted New Bern's recent five-year Avis agreement as a reference.

New Mission, Vision, and Core Values

- **Presenter:** Brandon Craft, Executive Director
- **Discussion Summary:** Brandon presented a new mission statement, vision statement, and core values developed collaboratively by the airport staff.

- **Mission Statement:** "PGV safely connects Eastern North Carolina to the world through reliable aviation services, exceptional customer care, and strong commitment to our community."
- **Vision Statement:** "To be Eastern North Carolina's gateway of choice. Trusted for excellence, valued by our community, and connecting our region to greater opportunity."
- **Core Values:** Safety First, Exceptional Service, Integrity, Accountability, Excellence, One Team, and Community Commitment.
- **Guiding Principle:** "One team, one mission, one commitment to excellence."
- Brandon stated the plan was to add this branding to the website, letterhead, and potentially display it. Attorney Dave Silver advised that the board itself should formally adopt the statements, as they represent the board's mission.
- **Decisions Reached:** The board approved the adoption of the new statements.
- **Motion**
 - **Motion:** To adopt the proposed mission statement, vision statement, core values, and guiding principles.
 - **Made By:** Chairman Mayo
 - **Seconded By:** Vice-Chairman Michael Overton
 - **Discussion:** A board member stated that it is the board's mission statement and should be formally adopted.
 - **Vote Result:** Unanimous approval
 - **Resolution Adopted:** The mission, vision, core values, and guiding principles were adopted.

North 24 AIG Grant Acceptance

- **Presenter:** Brandon Craft, Executive Director
- A memo noted that on June 29, 2026, PGV submitted an Airport Infrastructure Grant (AIG) application to the FAA for \$3,873,191 for the North 24 development project (total cost \$6,312,800).
- The project will construct a new taxi lane, perimeter road, parking lot, fuel pad, electric aircraft charging station, and fencing.

- The FAA grant agreement was received on August 7, 2026. The Executive Director requested board authorization to accept the grant.
- **Decisions Reached:** The board moved to accept the FAA AIG grant.
- **Motion**
 - **Motion:** To accept the FAA Airport Infrastructure Grant agreement for the North 24 development project and authorize the Executive Director to execute all necessary documents for acceptance.
 - **Made By:** Seth Hardee
 - **Seconded By:** John Banks
 - **Discussion:** Clarification on funding sources, fiscal years, and encumbrance timing.
 - **Vote Result:** Unanimous approval
 - **Resolution Adopted:** The grant was accepted.
- **Action Item**
 - **Description:** Execute the FAA AIG grant agreement and proceed to encumber NC AIP funds. Initiate the contractor agreement and prepare a notice to proceed.
 - **Responsible Person:** Executive Director (Brandon Craft)
 - **Due Date:** September 30, 2026

Report on Prior-Approved Purchases and Facility Upgrades

- **Presenter:** Brandon Craft, Executive Director
- **ARFF Truck Tires:** The board-approved tire purchase from last month changed due to supply constraints. The cost increased by \$8,559 for alternative domestic tires, with the difference funded from the Asset Renewal and Replacement Fund.
- **Asset Renewal and Replacement Fund:** The remaining balance is \$381,730 from an original budget of \$430,000. Tom Colomey noted the fund should be replenished to \$430,000 in the upcoming budget meeting.
- **Elevator Upgrade:** An elevator door malfunction requires a full button board upgrade, as existing boards are obsolete. The cost is \$9,465, funded from Facilities Maintenance and approved by Chairman Mayo via email.

- **Second Airline Office Upgrade:** The total cost was \$16,114. The scope included addressing suspected asbestos and discovered mold. Certified contractor Care Master found no asbestos and remediated the mold.
- **Action Item**
 - **Description:** Include the replenishment of the Asset Renewal and Replacement Fund in the next budget meeting.
 - **Responsible Person:** Executive Director (Brandon Craft).
 - **Due Date:** By the budget meeting next week (week of August 24, 2026).

PGV Fly-In Event Report

- **Presenter:** Brandon Craft, Executive Director
- The event far exceeded expectations with 1,153 attendees. 40 children participated in Discovery Flights, and there were 12 aircraft on static display.
- Vendors included Chick-fil-A and others, who experienced heavy demand.
- The event was praised by board members, city council members, and the community.
- Positive feedback suggests making the fly-in an annual event, which the Executive Director intends to propose.

Consultant Project Updates

- **Presenter:** Amanda Bastianelli, McFarland Johnson
- **North 24 Project:** Proceeding to contract with Fred Smith Company. The contract will be executed before the end of September to encumber state funds. Construction is slated for spring 2027 with completion by summer 2027.
- **Perimeter Fence Replacement:** Change Order 5 is drafted. Additional FAA AIP grants of ~\$500,000 were secured, enabling the expansion of fence work from ~5,000 to ~15,000 linear feet. Total project cost is approximately \$1.5 million. Completion is anticipated in September 2026.
- **Runway 8/26 Reconstruction:** Currently at 60% design, with FAA review next month. Funding shifted to include FAA discretionary funds, increasing available funding to ~\$12.5 million. The project will be shelved until FY2028 to align with funding availability.

- **GA Terminal:** This state-funded project is complete. The next step is to discuss options for using remaining grant funds.
- **Rates and Charges:** The report deliverable is being drafted, with a presentation to the board soon.
- **CIP Submission:** The Fiscal Year 2027-2031 CIP is being submitted to the FAA next week. Amanda Bastianelli offered to make it available to the board.

Discussion on Runway 8/26 Narrowing

- **Presenter:** Amanda Bastianelli, Zach Staff
- The runway is currently 4,997 feet long, just shy of the 5,000 feet required for airlines to use as a secondary runway in ideal conditions. The project scope has increased from rehabilitation to a full reconstruction (base course and asphalt) based on geotechnical findings.
- The FAA has requested the runway be narrowed from its current oversized width to 75 feet.
- Zach Staff explained that in 2025, the FAA established a new "legacy crosswind runway" category. Runway 8/26 no longer qualifies as a necessary crosswind runway due to wind pattern shifts. This new guidance allows federal funds for reconstruction but requires narrowing it to a width suitable for small aircraft (nominally 60 feet, but the FAA is allowing 75 feet).
- Runway 8/26 requires reconstruction because of its current pavement condition. The Board and airport leadership have pursued funding for this project for several years. With funding now available, the current project approach includes reconstructing and narrowing the runway.
- All lighting for the runway will be replaced with new LED lighting. The project does not include new approach lights.

Discussion on Geotechnical Study and Construction Quality Assurance

- **Presenter:** Amanda Bastianelli and Elana Essig
- John Banks inquired about geotechnical core samples and liability if sinkholes appear post-construction.
- Amanda Bastianelli confirmed a thorough geotechnical investigation was carried out, which determined the need for full reconstruction.

- To mitigate issues, an on-site Resident Project Representative (RPR) and Quality Assurance (QA) checks will ensure the subgrade achieves 100% density before paving. Any issues would be addressed with the contractor as a punch-list item.
- Amanda Bastianelli confirmed that asphalt specifications will be developed to address the known issue of rust coming up from the material.

McFarland Johnson Company and Grant Program Overview

- **Presenter:** Amanda Bastianelli, Gavin Fahnestock
- Amanda Bastianelli provided an overview of McFarland Johnson (MJ), an engineering and planning firm specializing in small and non-hub airports.
- Gavin Fahnestock was introduced as an in-house grant specialist. He explained that the airport receives ~\$1.3 million annually in passenger entitlements. Additional funding is available through discretionary grants, which are being used for the runway project.
- Gavin Fahnestock reviewed North Carolina state grant opportunities and noted the goal is to position projects in the CIP to secure funding, citing the "legacy runway program" as a successful example.

Grant Opportunities and Additional Services Discussion

- **Presenter:** Gavin Fahnestock
- Gavin Fahnestock discussed leveraging various federal grants (TSA, Dept. of Commerce) and noted the airport's location in an "opportunity zone" could be an advantage.
- Brandon Craft announced an upcoming no-cost consultation with a group specializing in hazard mitigation grants to ensure the airport can resume operations quickly after major events.
- Gavin Fahnestock explained that administrative costs for managing FAA grants (up to 2% of the project total) can be recovered. Grant application fees can also be included as project costs.
- A Board member raised concerns about funding for terminal maintenance (roof, elevators, AC). Gavin Fahnestock clarified that as a non-hub airport, there are expanded eligibilities for terminal funding, but this is an additional service MJ can provide, not one currently underway.

- Zach Staff emphasized the need for the board to establish a clear priority list for projects to target grant applications effectively. A Board member agreed, suggesting MJ provide a list of eligible projects first.
- Brandon Craft confirmed the board is beginning the process of identifying priorities and aligning them with future plans and available grants.

PFC Program and Comprehensive Rate Analysis

- **Presenter:** Zach Staff, Gavin Fahnestock and Elana Essig
- **PFC Program:** Zach Staff explained the Passenger Facility Charge (PFC) program, a \$4.50 charge on passenger tickets. The airport has approximately one year of collection authority remaining, and a new application must be prepared to avoid a lapse in this revenue.
- **Comprehensive Rate Analysis:** Gavin Fahnestock introduced a rate analysis project covering airline, charter, and General Aviation (GA) rates. The goal is to update rates established in 2016, which are significantly below competitors (14% to 80% below average). A new dynamic model has been developed based on the FY2027 budget, benchmarking against five regional airports, and a terminal inventory audit.
- **Proposed Charter Rates:** Elana Essig explained the new rate model. Proposed changes include moving to a per-1,000-pound landing fee and adding a "heavy jet" category for RON and ramp fees. These changes are projected to increase revenue by approximately \$57,000 annually.
- **Decisions Reached:**
 - The new proposed charter rates were implemented.
 - The new proposed GA rates were implemented.
- **Implementation Update**
 - **Discussion Summary:** The new proposed charter rates went into effect on August 18, 2026. Updated GA pricing will be in effect at 12:00 p.m. on August 19, 2026.
- **Action Item**
 - **Description:** The consulting team will provide a full, final report on the rate analysis.

- **Responsible Person:** The consulting team (Elana's team).
- **Due Date:** By the next board meeting.

Business Development and Fuel Strategy

- **Presenter:** Rene Banglesdorf
- **Hangar Lease Enforcement:** Overdue CPI escalations for four corporate hangars are being enforced, effective September 1, 2026.
- **Fuel Marketing:** Engaged with Titan Aviation Fuel for joint marketing efforts to attract transient aircraft. An email campaign to 42,000 contacts was sent on August 19, 2026.
- **Fuel Payment Policy Change:** The current "fuel now, pay later" policy will change to a "pay-at-delivery" policy.
- **Implementation of Atlas/Titan System:** Effective July 1, the airport implemented the Atlas Titan system for fueling transactions, allowing for immediate invoicing and payment.
- **Decisions Reached:**
 - Effective October 1, 2026, PGV will transition from directly extending credit for fuel purchases to a pay-at-delivery system. Customers who prefer to pay at the end of the month may use a no-fee fuel card offered through Atlas/Titan. This will allow customers to maintain substantially the same monthly payment arrangement while shifting responsibility for financing the fuel purchases from PGV to Atlas/Titan. The Board supported the change because it maintains payment flexibility for customers while improving the airport's cash flow and reducing its financial exposure.

Proposal for 3% Administrative Charge on Non-Fuel Credit Cards

- **Presenter:** Rene Banglesdorf
- **Discussion Summary:** A proposal was made to adopt a 3% administrative fee for credit card usage that is not a fuel credit card (e.g., Mastercard, Visa). This is allowable under NC law and is anticipated to save approximately \$40,000 annually. The fee will apply to all credit card uses, including hangar rent, but will exclude parking.

- **Decisions Reached:** The motion to implement the fee was adopted.
- **Motion**
 - **Motion:** "Approve the airport group's administrative fee on all credit card uses with the exception of parking."
 - **Moved By:** Vice-Chairman Michael Overton
 - **Seconded By:** John Banks
 - **Discussion:** Clarifications on scope and the need for a 30-day notice period for tenants.
 - **Vote Result:** Adopted (no objections were recorded).
 - **Resolution Adopted:** The 3% administrative fee was approved.
- **Action Item**
 - **Description:** Issue a tenant communications letter announcing the 3% administrative fee and available options, with at least 30 days' notice.
 - **Responsible Person:** Rene Banglesdorf
 - **Due Date:** By the end of August 2026.

Titan Rewards Program and Tenant Communications

- **Presenter:** Rene Banglesdorf
- **Titan Rewards Program:** The program provides points for fuel card purchases. Implementation is targeted for the end of August 2026, with training planned for the week of August 24.
- **Tenant Communications:** A tenant meeting, sponsored by Titan Fuel, is scheduled for September 30, 2026, at 5:00 p.m. to discuss the changes and facilitate on-site fuel card sign-ups.
- **Decisions Reached:** Proceed with the implementation and communications plan.

Pricing Methodology for Transient Fuel

- **Presenter:** Rene Banglesdorf
- **Discussion Summary:** The current "retail minus" pricing for transient fuel will be switched to a "cost-plus" model to stabilize margins and align with Titan's pricing

assistance. Tenants and the airline are already on cost-plus. Titan will assist weekly in setting competitive pricing.

- **Key Questions Raised:**

- How is profit defined and how are all costs (labor, trucks, fuel farm, maintenance, etc.)

- **Responses Provided:**

- Profit is the amount over the total cost to deliver fuel into the aircraft, not just the wholesale cost. It was acknowledged that some cost elements are not yet fully calculated. Titan will help clarify the methodology during a visit at the end of September.

- **Decisions Reached:** Intent to set cost-plus for transient fuel at approximately current effective margin levels, with further refinement pending.

Fuel Sales Performance

- **Discussion Summary:** Concern was raised that jet fuel sales were reportedly down 35% last month. The standard monthly fuel sales report was not available at the meeting.
- **Decisions Reached:** The variance will be investigated once proper reports are available.
- **Action Item**
 - **Description:** Produce and review the monthly fuel sales report to validate the 35% variance and analyze its causes.
 - **Responsible Person:** Management/Finance staff, including Rene Banglesdorf and Tom Colomey.
 - **Due Date:** By the next Board meeting.

Operational and Business Development Priorities (Next 30 Days)

- **Presenter:** Rene Banglesdorf
- **Discussion Summary:** Priorities for the next 30 days include: finalizing revised leases, outreach to a flight school and maintenance facility, communicating fuel and billing changes, building a prospect database, and preparing for the September 30 tenant meeting.

Closed Session

- A motion was made, seconded, and approved to enter a closed session to discuss personnel issues and economic development. Motion to enter close session was made by Seth Hardee, seconded by John Banks

A motion was made, seconded, and approved to come out of closed session to discuss personnel issues and economic development. Motion to come out of close session was made by Travis Albea, seconded by Seth Hardee

Adjourn

A motion to adjourn was made and passed. Chairman Mayo declared the August 19, 2026, Pitt-Greenville Airport Authority Board meeting adjourned.

Respectfully submitted by

Cidni Mills

Executive Assistant