

Pitt-Greenville Airport Authority Board Meeting

December 17th, 2025

11:00a.m

Pitt-Greenville Airport Conference Room

Board Members present: Dan Mayo, Chairman; Michael Overton, Vice-Chairman; John Banks; Les Robinson, Mark Porter and Craig Goess

Staff members present: Bill Hopper, Executive Director; John Hanna, Operations Manager; April Cannon, Finance & Administration Manager; Cidni Mills, Administrative Assistant; Malaysia Johnson; Marketing Intern

Other attendees included Kyra Vagle, McFarland Johnson; Jay Talbert, Talbert & Bright; and Drew Ligon.

Public Comment Period

With no one registered to speak, Chairman Mayo closed the Public Forum and called the monthly Airport Authority Board meeting to order.

Approval of Minutes

Board Minutes from the November 19, 2025. Pitt Greenville Authority Board meeting were emailed to all members to review. Chairman Mayo asked if there were any changes or recommendations to the minutes. With no corrections, a motion to approve the minutes were made by Vice-Chairman Michael Overton seconded by John Banks

Board Minutes from the October 28, 2025 special meeting. Pitt Greenville Authority Board meeting were emailed to all members to review. Chairman Mayo asked if there were any changes or recommendations to the minutes. With no corrections, a motion to approve the minutes were made by Craig Goess, seconded by John Banks

Executive Director Report

Executive Director Bill Hopper gave a report to the Board regarding the jetbridge. Hopper stated that the jetbridge at gate 1 had a lift column give way rendering it out of service. Pitt Greenville Airport received a quote from Aero Bridgework, Inc. in the amount of \$3,115 for travel and assessment to repair the jetbridge. Hopper stated that he received approval from Chairman Mayo on December 3, 2025 to move forward with the repair.

Executive Director Bill Hopper was seeking approval for Aero Bridgework, Inc., to repair the lift columns on the jetbridge to gate 1 in the amount of \$54,091.14. Hopper stated that the lift columns on the jetbridge to Gate 1 had failed. There are two lift columns on either side of the jetbridge and they operate simultaneously to lift and lower the jetbridge to meet the door to the aircraft. Hopper stated that Pitt Greenville Airport contacted Aero Bridgeworks, Inc to assess and repair the jetbridge. After the assessment, they found that “ball-screw” was damaged and had to be replaced. The other ball-screw was found to be seriously worn and would likely fail in the near future. Hopper stated that the jetbridge has been in use since 2010, and the useful life is 15 years.

Hopper stated that Oshkosh Aerotech is the only other known vendor that works on jetbridges and Pitt Greenville Airport has previously used them, unfortunately Oshkosh Aerotech were extremely unresponsive and labor plus travel was exponentially expensive.

The Board asked for the estimated time to fix the jetbridge. Executive Director Bill Hopper stated that it should be shortly after the New Year but he will come back with an exact date at the next Board meeting. Vice Chairman Michael Overton asked how long the jetbridge has been down and Operations Manager John Hanna stated that it's been down for about 2 weeks. Vice Chairman Michael Overton asked about jetbridge 2, with Executive Director Bill Hopper responding saying American personnel won't let it be used. The Board suggested meeting with American Airlines to discuss and express safety issues regarding gate 1 and possibly using gate 2 instead. Vice Chairman Michael Overton suggested that Pitt Greenville Airport needs a full assessment on the jetbridge and have Aero Bridgework, Inc. check jetbridge 2 as well.

Craig Goess stated that the Chairman should be contacted immediately regarding the jetbridge then notify the rest of the Board members.

A motion to have a full assessment on jetbridge 1 and 2 which will include repairs as well as speaking with American Airlines was made by John Banks, seconded by Vice-Chairman Michael Overton motion was unanimous, motion carried, and approved.

Executive Director Bill Hopper was seeking approval to repair the terminal fire sprinkler system in the amount of \$14,876. Hopper stated that as a result of our required annual inspection of the terminal building the fire sprinkler system needed repairs. Pitt Greenville Airport received a quote from Williams Sprinkler in the amount of \$14,876. Chairman Mayo, Vice-Chairman Michael Overton and Executive Director Bill Hopper will meet with the Fire Marshall to discuss a grace period to receive another quote. A motion to not exceed \$14,876 pending receiving another quote and Fire Marshall not approving the extended time to receive quote was made by Vice-Chairman Michael Overton, seconded by John Banks motion was unanimous, motion carried, and approved.

Federal/State/Local Projects

FEDERAL/STATE/LOCAL PROJECTS

- **Fund 49- General Aviation Terminal – ARFF Renovation, TRDF Grant**
 - ▶ Work Authorization Talbert & Bright signed 7-17-2024
 - ▶ Designs being reviewed by Engineering and Airport Authority
 - ▶ IFE Complete
 - ▶ McFarland Johnson Scope Designs to be sent to Authority Board
 - ▶ NTE \$79,994
- **North 24 Project NCDOT Fund 47 (North 24 NCDOT/SCIF)**
 - ▶ Deeds are revised completed June 17, 2024
 - ▶ NCDOT funding started in December 2022
 - ▶ 1st Community meeting August 6, 2024
 - ▶ Community Board Meeting November 14, 2024
 - ▶ Ward & Smith presenting at City and County Council meetings 2025
 - ▶ McFarland Johnson/ Environmental 60 days waiting on FAA
 - ▶ Scope design
 - ▶ IFE complete in October 2025

FEDERAL/STATE/LOCAL PROJECTS

- Perimeter Fence Replacement- NCDOT/AIG
 - ▶ Application Submitted
 - ▶ \$1.1 Mil
 - ▶ Contract Approval—Perimeter Fence Project—Seegars Fence Co., Inc.
 - ▶ Work Authorization Approval—McFarland Johnson, Inc
 - ▶ October 2025 to start project
 - ▶ FAA for ASP and TSA



4

OPERATIONS REPORT

Airline

- Enplane 2,950
- Deplane 2,847

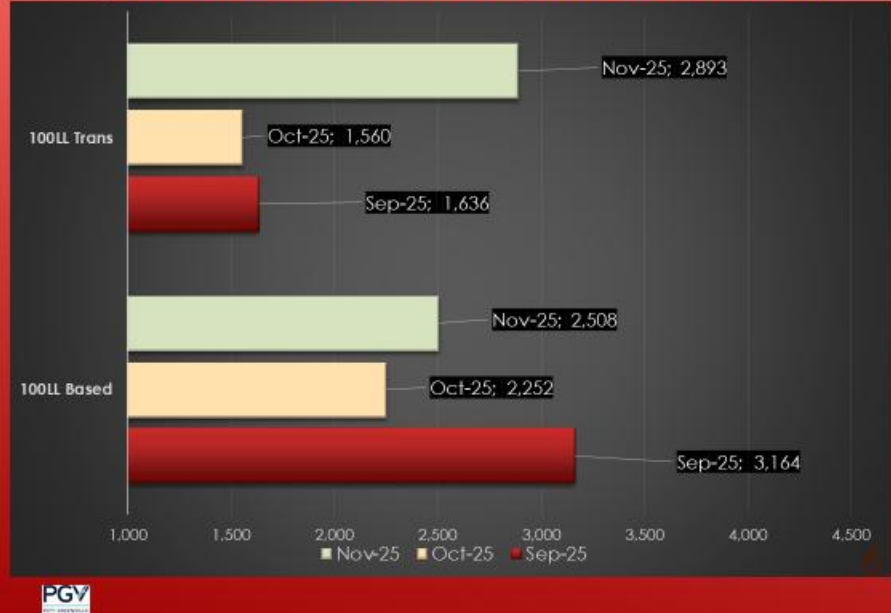
Charter

- Enplane 764
- Deplane 922

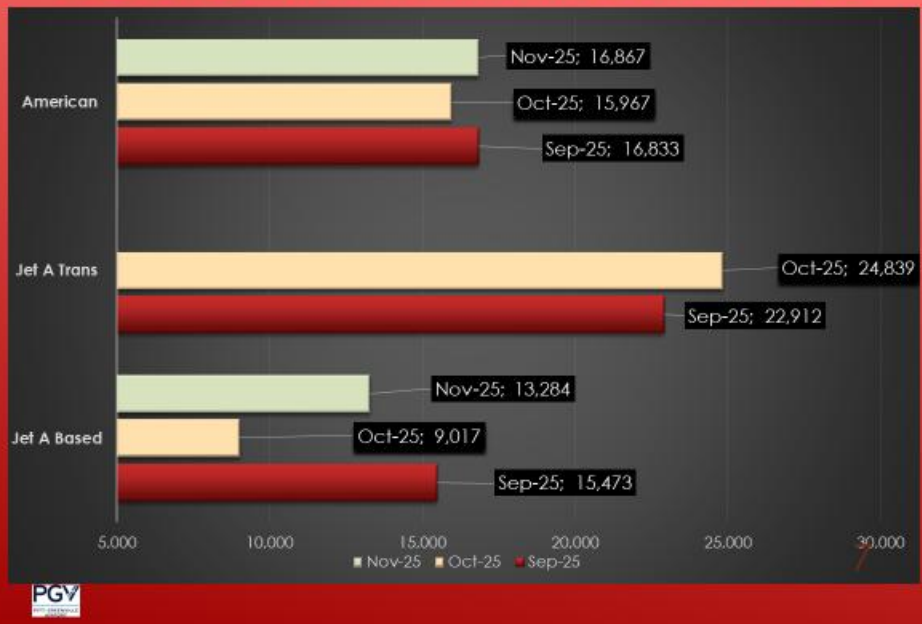


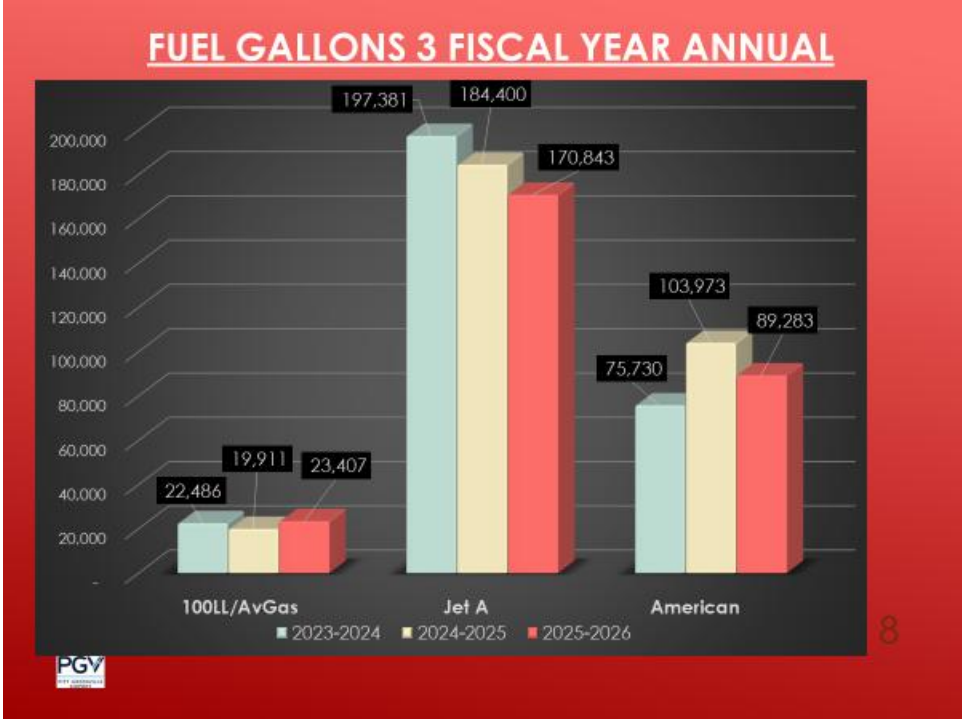
5

FUEL GALLONS AVGAS 3 MONTH COMPARISON



FUEL GALLONS JET A 3 MONTH COMPARISON





Operations Report

Operations Manager John Hanna stated that as previously presented to the Board at the August 2025 Board meeting, the FAA inspector advised Pitt Greenville Airport to address worn airfield markings and pavement cracks resulting from routine wear and tear. These deficiencies pose potential safety risk, particularly related to foreign object debris (FOD) and possible pilot disorientation. Hanna stated that in response to that, Pitt Greenville Airport solicited quotes from multiple vendors. Initially HI-LITE was the only vendor to submit a proposal. Hanna stated that since then, HASCO Inc. and Remac Inc. have also submitted bids. In addition, Pitt Greenville Airport consulted the North Carolina Department of Transportation-Aviation Division (NCDOTA) and received

a list of approved contractors with unit pricing for reference and comparison.

Operations Manager John Hanna stated that the Board previously approved a not to exceed amount \$144,000 to complete the necessary work. Following review of all proposals, Remac Inc. an NCDOTA-approved vendor was identified as the lowest qualified bidder, with a proposal totaling \$112,665.50. This work is scheduled for March 2026, the FAA has been notified of the updated timeline and has granted an extension.

Operations Manager John Hanna gave an update to the Board on the ongoing roofing work at the Main Commercial Terminal and General Aviation Terminal. Hanna stated that to ensure the most cost-effective approach, multiple vendors were invited to submit pricing for the required repairs. While Service Roofing and Sheet Metal Co. provided the lowest initial estimate, Pitt Greenville Airport subsequently obtained an additional quote from Roofing Solutions totaling \$4,450 for the specific areas requiring immediate attention. Upon review, the Chairman and Vice Chairman approved proceeding with this scope of work. Hanna stated that repairs authorized under this approval are currently underway.

Hanna stated that Pitt Greenville Airport has received a detailed roof assessment from Gregory Roofing, and Pitt Greenville Airport is waiting on a second assessment from Baker Roofing. These evaluations will support the understanding of the overall condition of both roofs and help inform any future repair or replacement recommendations.

Operations Manager John Hanna gave a 2025 recap regarding Airport Operations.

John Banks inquired if the fuel trucks were being rehabbed for North 24. Further discussion will be provided at coming board meetings.

Finance Report

Finance & Administration Manager April Cannon stated that the Finance Consultants are 85% done with the financials and Rates discussions. Vice Chairman Michael Overton advised the consultants will be bringing their presentation report to the January 2026 Board meeting.

Cannon stated that Fund 94 & 95 amounts have been switched on the balance sheet due to an entry error at the accountant office and the accountant from Jenkins Management will be correcting the fund balance statement. Cannon stated that all salaries invoices were included in this month's financials. The City of Greenville provided all invoices quickly due to the biweekly pay not splitting between two months. Moving forward with salaries the board was advised that they are paid on a biweekly pay period, so not all invoices are generally included due to this pay cycle. Flight Management is officially paid off and Dillon's Aviation paid one of the past due amounts but is still 4 months behind. Cannon stated that Pitt Greenville Airport is maintaining the same monthly \$80-100,000 loss.

John Banks asked if money was transferred out of the savings on the PNL account. John Banks also asked about the Passenger facility charge sheet. Cannon advised that all the funds that were transferred were

done as approved in the Authority Board November meeting as provided.

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. A motion to go into closed session was made by John Banks, seconded by Vice-Chairman Michael Overton motion was unanimous, motion carried, and approved.

A motion to come out of closed session was made by Vice-Chairman Michael Overton, seconded by John Banks, motion was unanimous, motion carried, and approved.

Adjourn

Chairman Mayo asked if there were any further discussions or questions, with no one coming forward Chairman Mayo called the December 17, 2025 Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully,

Cidni Mills

Administrative Assistant