

July 17,2024



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

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

Board Members present: John Banks, Chairman; Dan Mayo, Mark Porter, Christopher Nunnally and Mike Roberson

Board Members not present: Vice-Chairman Terry Monday, Les Robinson, and Cheryl Brown

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

Engineering Attendees present: Jay Talbert, Talbert & Bright

Other attendees present: Heather Bridgforth, Graham Nuckolls
Conner Law Firm, PLLC

Public Comment Period

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

Approval of Minutes

Minutes from the June 26, 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 Christopher Nunnally motion unanimous, motion carried, minutes were approved.

Closed Session

To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations and to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. A motion to go into closed session was made by Dan Mayo, seconded by Christopher Nunnally motion was unanimous, motion carried, and approved.

A motion to come out of closed session was made by Christopher Nunnally, seconded by Dan Mayo motion was unanimous, motion carried, motion approved

Executive Director

Corporate Hangars

Executive Director Bill Hopper presented the board with a list of all Hangars at the airport and their estimated rates per SQ. FT. Leases will be determined by the age of hangars, and the lease term of the contract. There are currently 20 Corporate Hangars. The two new corporate hangars scheduled to be complete by mid-August have already been leased out to two tenants. All rates have been compared to surrounding airports and compiled off of a hangar rate study done pre-pandemic.

Talbert & Bright Work Authorization

Talbert & Bright provided a work authorization for the General Aviation project involving the TRDF grant. An email was sent out to the airport authority board showing different designs provided by the Wilson Group. The board advised this will take time to finalize a future design for the General Aviation and Aircraft Rescue Fire Fighting station. A motion to approve the work authorization and move forward was made by Christopher Nunnally, seconded by Dan Mayo motion was unanimous, motion carried, motion approved.

Mr. Rooter Quote

Executive Director Bill Hopper presented the board with a quote provided by Mr. Rooter to scale and clogging of sewer lines located in the terminal. The amount of repair is \$5,269.75 which has been pre-approved by Chairman John Banks on July 9, 2024. Mr. Rooter advised that some pipes will require more repairs to the lining. The board has requested a full quote at the next board meeting.

New Holland Tractor

Operations Manager advised that the initial repair last month has been complete. Unfortunately, the New Holland Tractor is reaching its early operational span. There are more repairs required on the Turbo pump and injectors with a quote of \$8,000 if done onsite at the Airport. If the New Holland Tractor needs to be transferred it could range up to \$10,000. This tractor was not designed to with stand the size of the operational need at the airport. The board has requested a quote for lease options for a new tractor, cost of a new tractor and cost for pm maintenance at the next board meeting.

Federal/State/Local Projects

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

- Construction is complete
- Pending closeout will be done before the end of August 2024.

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
- Scheduling for ST Wooten to repair soft spot
- Warranty on soft spot?

AIP-55 Fund 94 FY 23 Taxiway A South

- \$4,240,000 million has been approved by Board on 7/19/2023
- Started Phase 1 schedule to end September 2024
- Phase 2 to start in October 2024
- 30days marking to complete in November/December 2024

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

- Trader Construction complete
- CBC Design/Build in progress
- Work Authorization with TBI
- Both Hangars are leased
- Estimated completion August 2024

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

- Deeds are revised complete June 17,2024
- Legal reviews Ward & Smith
- NCDOT funding started in December 2022
- Council members being presented with deed changes
- Community meeting August 2024
- County meeting to be presented in September 2024

General Aviation Terminal – ARFF Renovation, TRDF Grant

- Work Authorization Talbert & Bright signed 7-17-2024

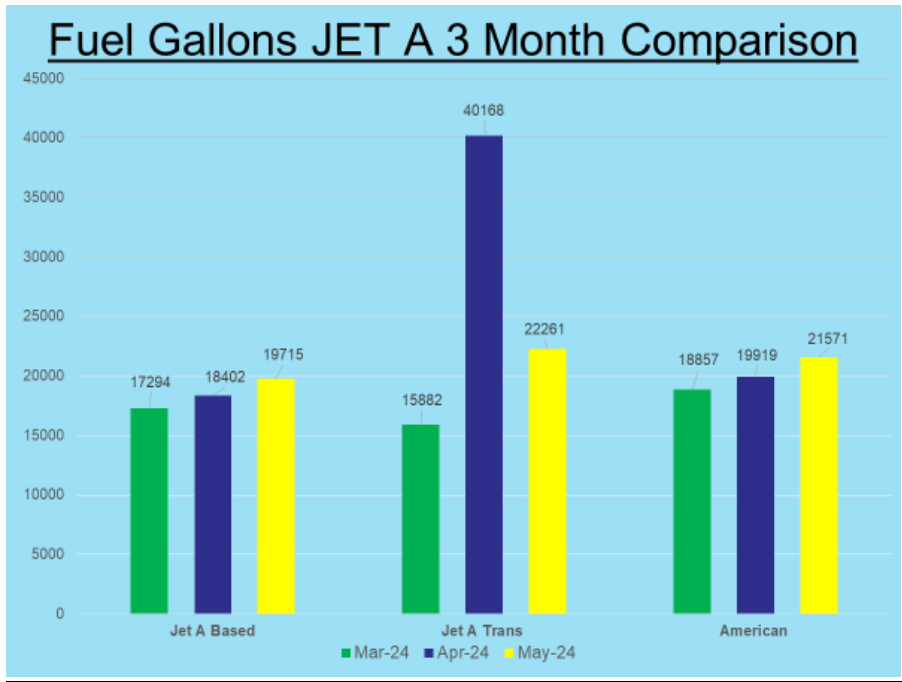
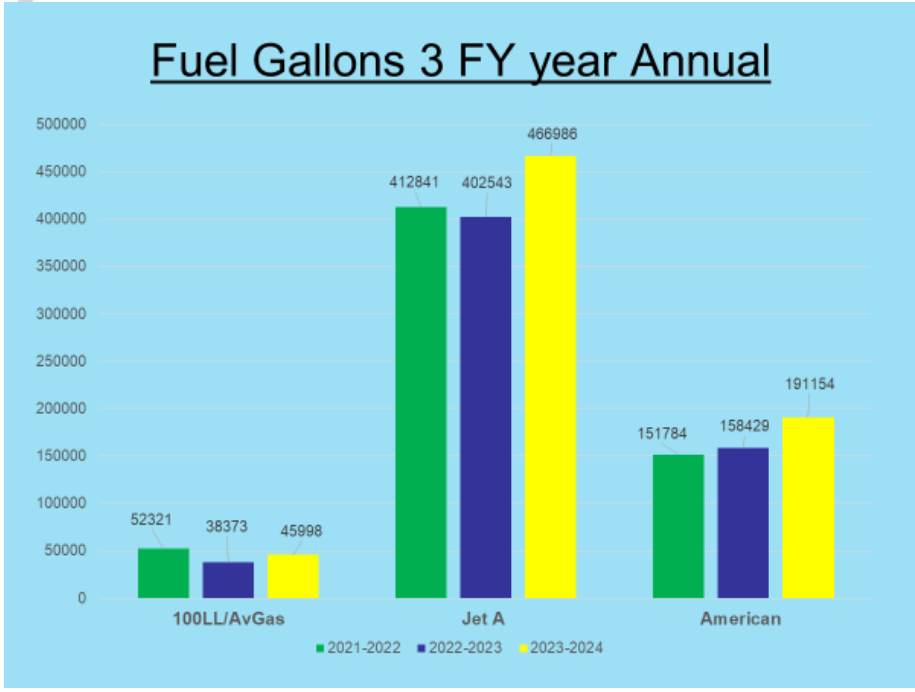
Operations Report

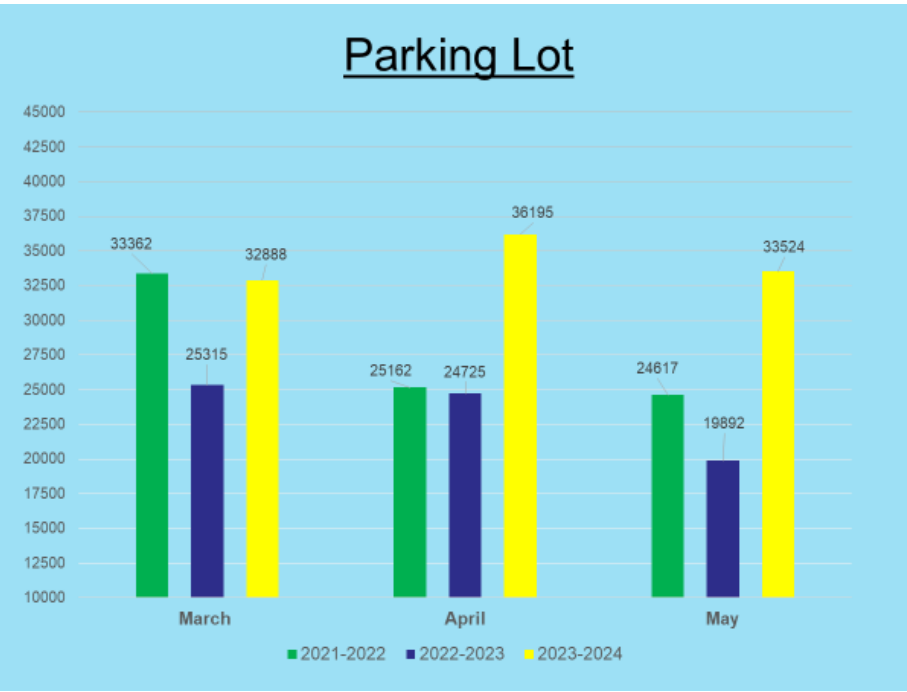
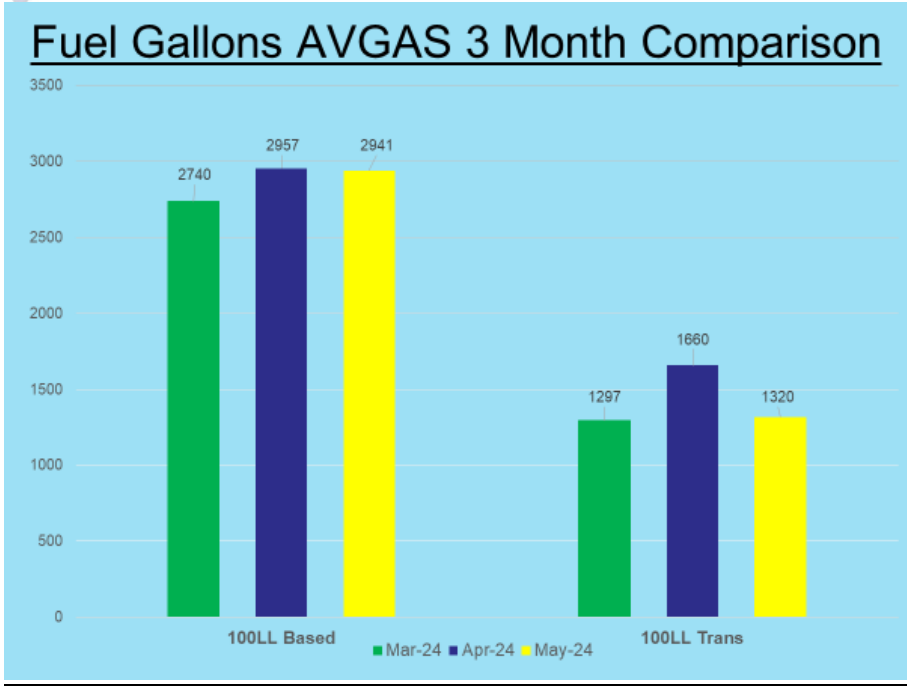
Executive Director Bill Hopper advised that load factors are at 80% for American Airlines. Casino flight is still a full load monthly. Jet A and Avgas fuel sales have increased for June. Based Avgas aircrafts have been flying more during the summer months. According to Executive Director Hopper the corporate jets tend to fly during the cooler months as opposed to the summer.

Parking Lot revenue has been increasing and is at the highest it has been since the pandemic.

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	1,715	0.3038 ↑
May	1,157	1,981	1,021	2,238	1,350	1,392	1,911	0.2716 ↑
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	7,907	





Financial Report

Finance and Administration Manager April Cannon advised the airport board that there are no financial reports at this time. They will be emailed as a draft estimate on Friday July 19, 2024. This is due to the annual audit that will be occurring Monday July 22, 2024 on site, so the accountant is holding the end of the year to be complete.

FAA Inspection FY 2023-2024

Executive Director advised the airport board that the Fiscal year 2023-2024 annual FAA inspection will be held on July 24th -July 26th

Chairman's Comments

Chairman John Banks questioned the 29 lights that are out in front of the terminal, canopy, street area. Operations Manager John Hanna advised the maintenance will look into this and advise an update at the next board meeting.

The PGV sign at the front entrance is not bright enough to see from the road. Chairman John banks requested quotes and ideas by the next board meeting to have this fixed.

Adjourned

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

Respectfully submitted
Finance and Administration Manager
April Cannon