

Pitt-Greenville Airport Authority Board Meeting

July 17, 2026

11:00a.m

Pitt-Greenville Airport Conference Room

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

Staff members present: Brandon Craft, Executive Director; April Cannon, Finance & Administration Manager; John Hanna, Operations Manager; Cidni Mills, Administrative Assistant; Esteban Avila, Finance Intern; Barry Gingras, Maintenance Foreman; Chase Hill, Operations Chief; Racheal Gliniak, Security Compliance Coordinator

Other attendees included Dave Silver, Attorney; Rene Banglesdorf, Aviation Consultant, Amanda Bastianelli, McFarland Johnson; Kyra Vagle, McFarland Johnson; and Drew Ligon

Approval of Minutes and Introductions

- The minutes from the June 17th meeting were approved by Seth Hardee, seconded by Vice-Chairman Michael Overton
- The board welcomed Travis Albea as a new member.
- Attendees introduced themselves, including representatives from various organizations

Financial Report and Budget Amendments

- The July financial report is currently unavailable as the window for the fiscal year 2025-2026 is still open for finalization.
- The auditor is scheduled for July 27th, 2026.
- The August meeting will include year-end financials for FY 25-26 and the standard July financials.
- Two budget amendments were proposed and approved:

- Move \$120,000 from capital replacement (parking booth equipment) to professional service consulting fees for Fly Girls' marketing and leasing work. 65-5602 upgraded park equipment to 65-4208 Consultants. Motion to approve was made by Vice-Chairman Michael Overton, seconded by Seth Hardee
- Move \$110,000 from parking equipment expenses to economic development for a contract with Invest Greenville to promote the airport. 65-5602 upgraded park equipment to 65-4202. Motion to approve was made by Vice-Chairman Michael Overton, seconded by Seth Hardee

County Funding and Executive Director's Report

- The Board of Commissioners for Pitt County has appropriated \$250,000 for Pitt Greenville Airport in the fiscal year 2027 budget.
 - The board approved a motion to accept these funds. Motion to approve was made by Seth Hardee, seconded by Vice-Chairman Michael Overton
 - The funds will be placed in "other income" to offset operational losses, not to increase spending.
- The Executive Director, Brandon Craft, provided a monthly update on his activities:
 - **Government Relations:** Met with legislative representatives in Raleigh, hosted a tour for Travis, and attended Chamber of Commerce and Invest Greenville meetings.
 - **Grants:** Submitted a TSA law enforcement reimbursement grant and explored hazard mitigation grants with Pitt County Emergency Management.
 - **Capital Projects:** The North 24 project was bid, stormwater repair was completed by the city, and the restaurant lease was executed, targeting an August 1st opening.
 - **Business Development:** Partnering with Visit Greenville for a banner during the Little League Softball World Series.
 - **Operations:** Successfully completed the FAA inspection and pressure washed the GA area. Ads over the escalator were removed.

Operational Updates and Unforeseen Expenses

- There was a price increase of \$9,272 for the previously approved HVAC units (6 and 7).
- A new freezer was purchased for the restaurant for \$4,774.12 after the old one failed.
- The stormwater repair by the City of Greenville is estimated to cost around \$5,000, significantly less than contractor quotes of \$22,000 and \$24,000.

Fence Replacement and Project Approval Process

- A tree from a neighboring property fell, damaging a security fence.
- A quote from Seegers to replace the fence was received for \$4,435.
- Chairman Mayo signed off on the fence replacement as the cost is below the deductible.
- A request was made to allow the executive committee to approve projects over \$10,000 to avoid delays until the next board meeting in August.
 - Several upcoming projects are critical for the airport's future and need to be started as soon as possible.

Consultant Project Updates: McFarland Johnson

- **North Twenty-Four Project:**
 - The pre-bid meeting had a large turnout.
 - Three bids were received from Fred Smith, Barnhill, and ST Wooten.
 - A notice of intent to award was issued to the low-bidder, Fred Smith, for the entire project, including all add-ons.
 - The award covers the base project, perimeter room, a future electric aircraft charging station, and cameras over the terminal.
 - The submission is with the FAA, and a grant agreement is expected by September 2026.
- **Fence Project (North Twenty-Four):**
 - The project is still under construction and has quadrupled in size.
 - The current work is on the most recent portion of the fence, funded by a recently accepted grant.

- Construction is scheduled to be completed by the end of September 2026.
- **Runway 8/26 Reconstruction:**
 - The project design is underway but currently on hold.
 - The hold is pending FAA funding availability, expected in fiscal year '28.
 - The FAA agreed to provide discretionary funding to upgrade the project from rehabilitation to reconstruction based on Geotech findings.
- **Rates and Charges:**
 - McFarland Johnson is drafting rates and charges for GA, charter, and commercial operations.
 - A presentation and report on this will be provided at the next board meeting.
- **Future Opportunities:**
 - A presentation on financial planning analysis for the GA terminal will be given at the next board meeting.
 - The team is also exploring funding options for painting the inside of the airport.

Consultant Project Updates: Rene Banglesdorf, Fly Girls;

- **Marketing & Leasing:**
 - Marketing materials for five available hangars have been developed and distributed.
 - A meeting with Invest Greenville was held to discuss attracting MROs.
 - One lease has expired since 2020 and needs to be addressed.
 - Sample leases from other airports were collected to help modernize the airport's current lease agreement.
- **Operational Improvements:**
 - A meeting was held with fuel supplier Titan Aviation to discuss their services, including data analysis and marketing support.
 - The Atlas FBO software went live on July 1, 2026, to improve efficiency and data collection on transient traffic.

- An analysis was conducted on the cost to insure each hangar, ranging from \$1,500 to \$5,000.
- **Priorities for Next 30 Days:**
 - Continuing marketing hangars.
 - Finalize the revised lease agreement.
 - Advance the flight school opportunity.
 - Develop a fuel strategy.
 - Build a prospect database.

Consultant Project Updates: Tom Colomey

- **Training and SOPs:**
 - Created and led a training program on budget management for staff.
 - Developed SOPs for travel, per diem, reimbursable expenses, and credit card policy. The internal purchasing SOP is still under development.
- **Ongoing Support:**
 - Supported the rates and charges effort with McFarland Johnson.
 - Continuing training and guiding staff, including an intern, on the budget management process.
- **Contract Status:**
 - The current contract with Tom Colomey ends on September 25, 2026.
 - A notice was sent to amend the contract to an hourly, as-needed consulting basis, which Tom has agreed to.

Noctopics Parking System

- Manufacturing is underway for payment stations and barrier gates, with a specialized white coating for weather resistance.
- A mid-September 2026 delivery is anticipated, with a target operational date of October 1, 2026.
- The vendor is working with a local company to repaint parking lot lines at their own cost.

- John Hanna will be the official point of contact for the project.

FAA Part 139 Annual Inspection Overview and Results

- The inspection occurred from June 22-24, 2026; the overall assessment was very positive, with inspectors noting hospitality, dedicated staff, and recent improvements.
- Safety areas were well maintained; pavement management and cost-effective solutions were complimented.
- Locally developed, airport-specific training and use of DigiCast were praised; monthly training follows 12- and 24-month cycles.
- Airfield markings: Taxiway Alpha was repainted; the FAA recommends runway repainting next.
- The emergency response drill team achieved an on-site and spray time of 2 minutes 25 seconds, meeting the 3-minute compliance requirement.
- **Inspection Discrepancies:** Five discrepancies were found out of 123-line items, with three resolved the same day. Zero discrepancies were found on the airfield, fuel, and safety areas. Noted issues included expired RF gear, a missing internal memo (resolved), and an outdated checklist in the Airport Certification Manual.
- **Conclusion:** The inspection was successful with strong recognition of operations, training, and maintenance. Planning is needed for runway repaint and training record enhancements.

Fueling Operations, Wildlife, and Perimeter Compliance

- Fuel storage areas and fueling operations were improved, and a 5K fuel truck investment addressed prior issues. Fuel farm maintenance was thorough.
- Fence line improvements addressed prior wildlife-related discrepancies, and the Veoci wildlife tracking system was praised.
- **Conclusion:** Previous wildlife, perimeter, and fueling concerns have been effectively mitigated and met standards.

Veoci System Update and Inventory Management

- Veoci is used for work order management, inventory control, and asset tracking. From October to early July, maintenance logged over 900 hours across 228 completed work orders.

- Current inventory counts are done annually, with plans to classify inventory (A/B/C/D) and check high-use "A" items more frequently. Surplus items will be auctioned via a US.gov platform.
- **Conclusion:** Veoci is effective for work/inventory/asset management. Controls will be strengthened with classification, frequent checks, surplus disposal, and tool tracking.

Equipment, Escalators, and Jet Bridge Status

- Equipment inventory (mowers, trucks, etc.) details are verified, and work orders track maintenance history, with FAA praising the process.
- Digital forms support daily compliance inspections, wildlife logs, and security checks.
- Escalator drive chains were replaced under warranty, and both units are operational. The jet bridge is functional, with some repairs deferred for cost efficiency.
- Maintenance coverage is expanding to include night shifts and weekends.
- **Conclusion:** Current inventory and work order processes are FAA-recognized. Digital systems support regulatory compliance. High-priority customer-facing assets have adjusted maintenance schedules.

ARFF Gear, Truck, and Foam Transition

- **Gear Compliance:** Per FAA/NFPA, ARFF PPE has a 10-year lifespan. Multiple items in inventory have expired or will expire by the next inspection. A motion was passed to approve the purchase of replacement gear for approximately \$17,400.54 from the asset renewal fund, with a commitment to documented due diligence. A motion to approve was made by Chairman Mayo, seconded by Vice-Chairman Michael Overton.
- **ARFF Truck "R2":** The 2004 "R2" truck has deteriorated and is not FAA-compliant, limiting the airport's ability to meet Index Charlie coverage for larger aircraft. All tires have dry rot and lights are failing. Funding of \$22,702 was approved from the repair/replacement fund for LED light and tire replacements to restore it toward compliance. A motion to approve was made by Chairman Mayo, seconded by Vice-Chairman Michael Overton.

- **Foam Transition:** The airport is transitioning from AFFF to environmentally friendly F3 foam. A pilot program with the State Fire Marshal is planned, where the state will take custody of the old foam and manage its disposal after the trucks are flushed three times. The airport will need to purchase approximately 500 gallons of F3 foam at an estimated cost of \$30,000 and train staff on new application procedures.
- **Conclusion:** Approval was granted for new ARFF PPE and R2 truck repairs. The airport is proceeding with the F3 foam transition via a state pilot program to ensure readiness and compliance. Motion to approve was made by Chairman Mayo, seconded by Vice-Chairman Michael Overton

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 Vice-Chairman Michael Overton

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 Seth Hardee, seconded by Vice-Chairman Michael Overton

A motion was made, seconded, and approved to create a Financial Specialist position at the rates discussed in closed session. Motion to enter close session was made by Seth Hardee, seconded by Vice-Chairman Michael Overton

Adjourn

Chairman Mayo asked if there were any further discussions or questions, with no one coming forward Chairman Mayo called the July 17th, 2026, Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully submitted by

Cidni Mills

Executive Assistant