

May 15, 2024



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

Pitt-Greenville Airport Authority Board Meeting
May 15th, 2024
11:00 a.m.
Pitt-Greenville Airport Conference Room

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

Board Members not present: Chris Nunnally and Cheryl Brown

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

Engineering Attendees present: Talbert & Bright; McFarland Johnson

Other attendees present: Dave Silver, Attorney Airport Authority Board Council; Tim Corley, City of Greenville Engineer

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 April 17th, 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 Mike Roberson, seconded by Terry Monday 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. A motion to go into closed session was made by Terry Monday, 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 Terry Monday motion was unanimous, motion carried, motion approved.

Executive Director Report:

TBI Presentation

Talbert & Bright presented a GA terminal and ARFF presentation to the Board. Talbert & Bright expressed concern of confidentiality and in return PGV shall hold in confidence the presentation.

McFarland Johnson Presentation

McFarland Johnson presented a GA terminal and ARFF presentation to the Board. McFarland Johnson expressed concern of confidentiality and in return PGV shall hold in confidence the presentation

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Title VI Plan (Non-discrimination)

Executive Director Bill Hopper was seeking approval to enter into an NTE agreement in the amount of \$16,322 with Ken Weeden and Associates to complete the required Title VI Plan on or prior to the June 30, 2024 deadline. Executive Director Bill Hopper stated that back on April 17th 2024 at the Board meeting the FAA required that airports submit a Title VI (Non-discrimination) Plan for approval. The submittal deadlines have been stepped down by airport size, and the group that includes PGV is due by June 30th 2024. The plan requires an extensive amount of time and includes such items as reporting of local census data, local business data, and other items associated with demographics of the area. Once approved by the FAA, having the plan in place is a requirement for Federal grants.

Executive Director Bill Hopper stated that he reached out to three firms that PGV has experienced working with and received proposals from Ken Weeden & Associates (KWA) of Wilmington, NC in the Not to Exceed (NTE) amount of \$16,322 and McFarland Johnson, Inc (MJJ), of Binghamton, NY in the NTE amount of \$22,611. Executive Director Bill Hopper stated that he reached out to a third firm Wyrick-Robinson of Raleigh, and they did not have the capability to do a Title VI Plan. Motion to approve an agreement with KWA was made by Terry Monday, seconded by Mike Roberson motion unanimous, motion carried, motion approved.

Work Authorization-SCIF Grant Portion of North 24

Executive Director Bill Hopper stated that PGV was awarded a SCIF grant in 2022 in the amount of \$2,061,494. \$1,413,652.60 is being used for the construction of Hangars 25 & 26, and \$647,841.40 will be used for North 24. Executive Director Bill Hopper was seeking approval for a work authorization with Talbert & Bright in an amount not to exceed \$10,000 from NCDOT SCIF grant 36244.52.20.2 for grant administration toward North 24 Project. PGV anticipates a budget request for the North 24 will be requested for the North 24 project at an upcoming Board meeting that will include a breakdown of the grant to be applied. A revised memo will be sent out to the Board in regards to grammatical errors. A motion to approve was made by Terry Monday, seconded by Mike Roberson motion unanimous, motion carried, motion approved.

Ward & Smith

The Board authorized staff to enter into a NTE agreement in the amount of \$25,000 with Ward & Smith in our rezoning efforts for North 24. PGV had unforeseen complications associated with incorrect deeds that have to be corrected. This has caused delays in the process and added to the scope of work. This increase has been anticipated since December 13th, 2023 and PGV has now hit the \$25,000 amount with work still needing to be done.

Executive Director Bill Hopper was seeking approval to increase the NTE amount to \$30,000. A motion to approve a not to exceed amount of \$30,000 was made by Terry Monday, seconded by Mike Roberson motion unanimous, motion carried, motion approved.

AWOS Backup

Executive Director Hopper met with Greenville's City Manager Michael Cowin, it was recommended not to bring the AWOS request to the City Council. Therefore, Operations Manager John Hanna was requesting reconsideration from the Board to approve the purchase of the Orion 536 backup weather station as required for the certification of the Non-Federal Weather Observation (NF-OBCS) program when the primary Automated Weather Observing System (AWOS) is out of service for the amount of \$8475.00. Operations Manager John Hanna stated that the quoted price will include the interface, 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 as it directly impacts PGV's image and brand.

Operations Manager John Hanna lastly stated that the NF-OBS program would allow PGV operations to become certified aviation weather observers once the required training and testing are provided. This discussion has been

tabled to the next Board meeting. Chairman Banks has requested warranty and additional information.

APX 4000 P25 Portable Viper Radio

Executive Director Hopper met with Greenville’s City Manager Michael Cowin, it was recommended not to bring the request to the City Council. Therefore, Operations Manager John Hanna was requesting reconsideration from the Board to approve the purchase of 3 Motorola APX 4000 Series radios in the amount of \$11,674.54. These radios are essential to the safe operations of aircraft 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.

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 discussion has been tabled to the next Board meeting.

Kennedy Electric

Executive Director Bill Hopper stated that the authorization for Kennedy Electric to repair two ramp lights and the electrical supply to the Titan sign in the amount of \$3,500 was approved by Terry Monday on April 17th, 2024.

A motion to have the Airport projects and Operational reports reviewed and accepted through the minutes was made by Terry Monday, seconded by Mike Roberson 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 by Talbert & Bright, Inc

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

AIP-55 Fund 94 FY 23 Taxiway A South

- \$4,240,000 million has been approved by Board on 7/19/2023
- Expected to start in 2024

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

- Trader Construction complete
- CBC Design/Build in progress
- Work Authorization with TBI

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

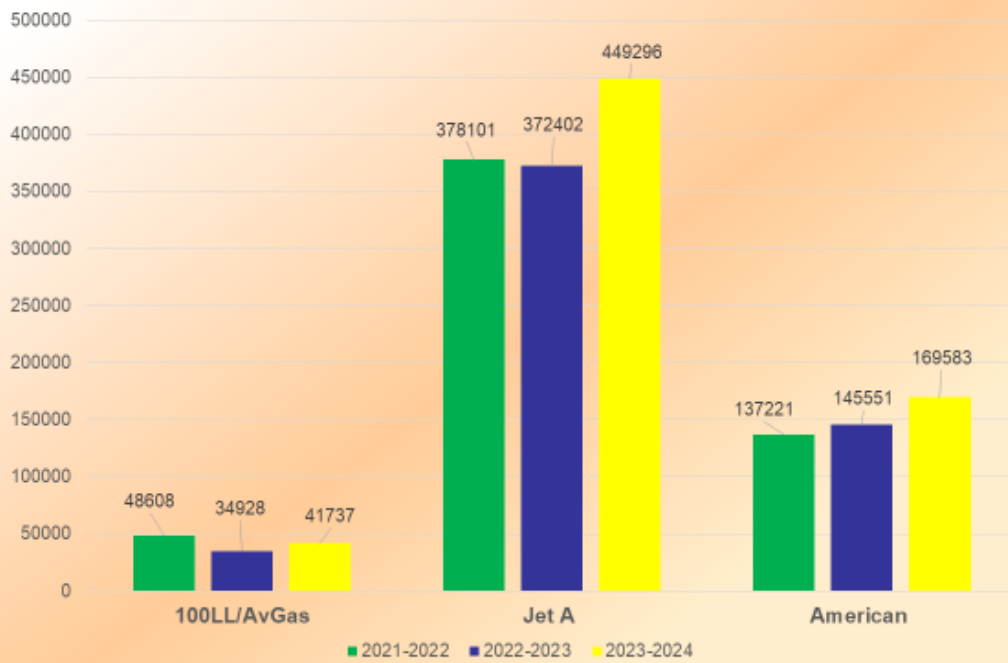
- Deeds are being revised for names on titles
- NCDOT funding started in 12/2022
- Council members being presented with deed changes
- Legal reviews Ward & Smith

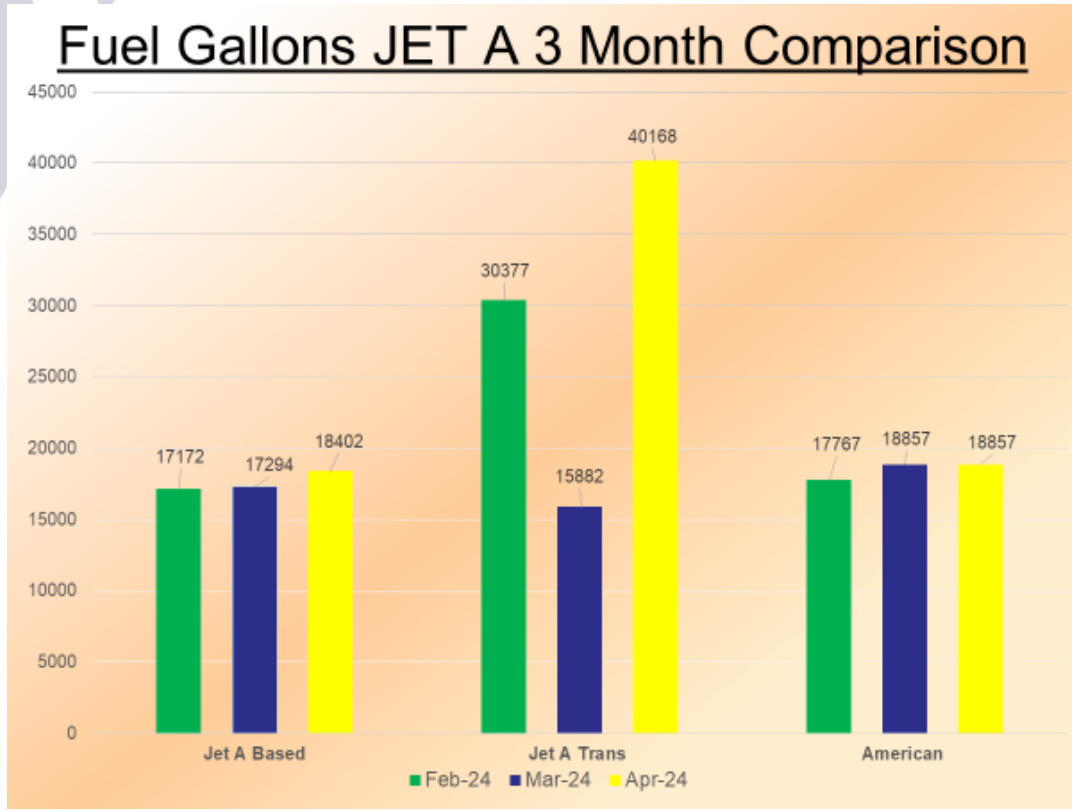
Operations Report

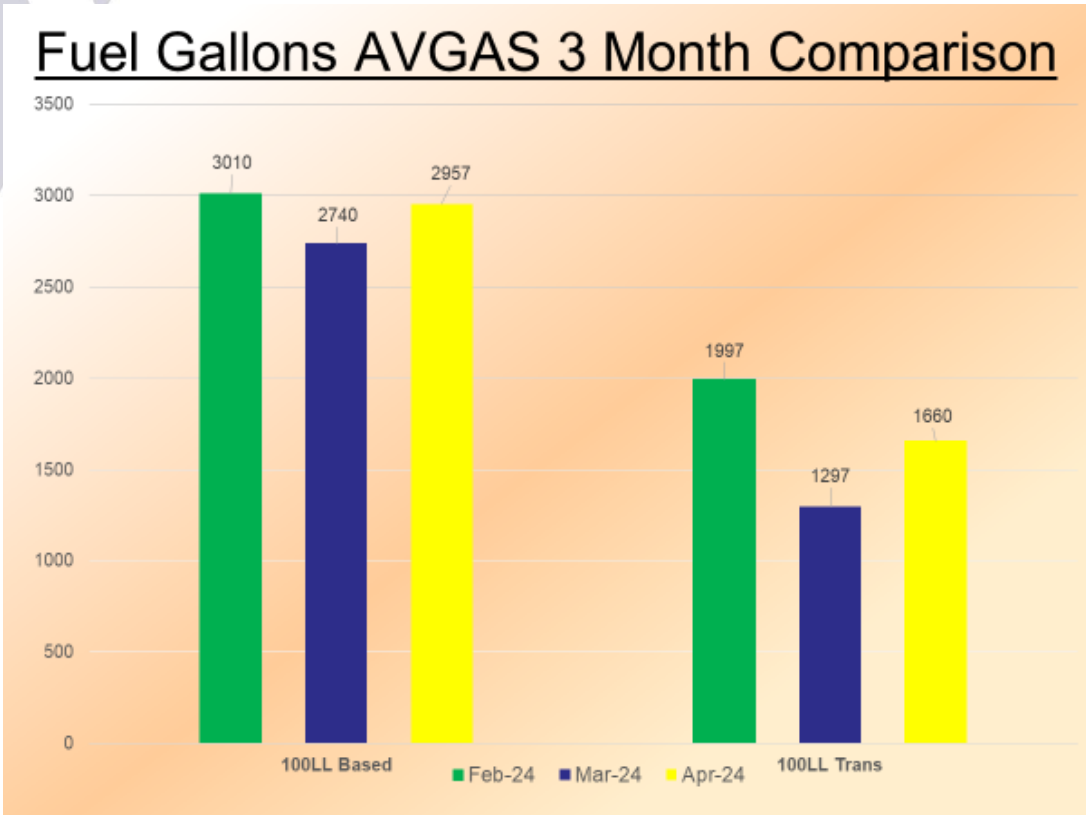
Operations

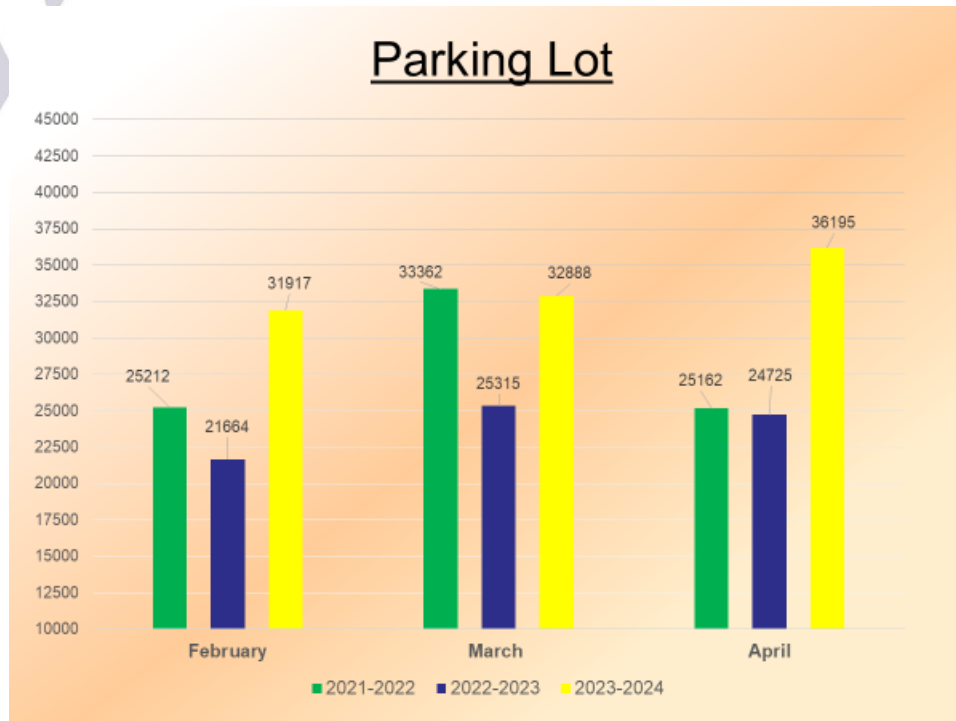
	2018	2019	2020	2021	2022	2023	2024	% Change
Jan	1,021	1,357	1,627	1,637	1,382	1,319	834	(0.5815) ↓
Feb	1,218	1,377	1,398	1,367	1,391	1,071	1,718	0.3766 ↑
Mar	1,280	1,717	1,104	991	1,490	1,217	1,729	0.2961 ↑
Apr	1,659	1,545	554	2,001	1,552	1,194	1,715	0.3038 ↑
May	1,157	1,981	1,021	2,238	1,350	1,392		
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	5,996	

Fuel Gallons 3 FY year Annual









Financial Report

Finance & Administrative Manager April Cannon stated that Fund 49 has a new grant which is the TRDF grant that will be used for GA Terminal & ARFF building renovation. TRDF grant was approved by Terry Monday, seconded by Mike Roberson motion unanimous, motion carried, motion approved.

Fiscal Year 24-25 Fund 65 Operational Budget

FY 24-25 Operational Budget was voted on by the Airport Authority Board after no one making any changes during the public review. FY 24-25 operational budget was approved by Terry Monday, seconded by Mike Roberson.

A motion to have the April 2024 Financial reports accepted through the minutes that were sent to all board members was made by Terry Monday, seconded by Mike Roberson unanimous, motion carried, motion approved

Chairman's Comments

Chairman Banks requested an update on PFAS Foam at the next board meeting.

June 4th will be a legislative event in Raleigh, NC.

Mike Roberson spoke out and stated that the Free to Be Me event was successful. He greatly appreciated the volunteers who made this event wonderful to all who attended.

Adjourned

Chairman Banks asked if there were any further discussions or questions. With no one coming forward a motion to call the May 15th, 2024 adjourn was made by Mark Porter, seconded by Mike Roberson motion was unanimous,

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motion carried, motion approved, Pitt Greenville Airport Authority Board meeting was adjourned.

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