

## **Pitt-Greenville Airport Authority Board Meeting**

**November 19<sup>th</sup>, 2025**

**11:00a.m**

### **Pitt-Greenville Airport Conference Room**

Board Members present: Dan Mayo, Chairman; Michael Overton, Vice-Chairman; Terry Monday, Secretary/Treasury; John Banks; Les Robinson, and Craig Goess

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

Other attendees included: Dave Silver, Graham Nuckolls Conner Board Attorney; Kyra Vagle, McFarland Johnson; Amanda Sheridan, McFarland Johnson; Susan Stevens, Finance Consultant; Jill Vang, Martin Starnes; 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 October 15, 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

Finance Manager April Cannon stated that the special Board Minutes will be brought to the December 17, 2025 Board meeting.

### **Executive Director Report**

Jill Vang from Martin Starnes gave a presentation for the 2025 Pitt Greenville Airport Audit. Vang stated that there were no audit findings, Pitt Greenville Airport submitted all documents in a timely manner leading to a timely audit submission.

### **Executive Director Report**

Executive Director Bill Hopper was seeking approval to reschedule the March 18, 2026 and April 18, 2026 Board meeting. Hopper requested that the March 18 meeting be moved to one week later on March 25, 2026 and the April 15 meeting be moved to April 22, 2026. Hopper stated that on March 18<sup>th</sup> the North Carolina Airports Association Conference will be taking place and on April 15<sup>th</sup> the Volaire Air Service Development Conference will be taking place. Hopper stated that both are very important events for the airport to participate in thus necessitating the schedule adjustments. A motion to approve was made by Vice-Chairman Michael Overton, seconded by Les Robinson motion was unanimous, motion carried, and approved.

Executive Director Bill Hopper gave a report on the LCD Display. Hopper stated that Pitt Greenville Airport contacted Designa Access Corporation to provide a new LCD Display screen at the exit lane in the

parking lot so that people can see the instructions. Pitt Greenville Airport received a quote in the amount of \$4,750.80. This was approved by Chairman Mayo.

Executive Director Bill Hopper gave a report on replacing the carpet in the FBO. Pitt Greenville Airport reached out to East Carolina Carpet & Interiors to replace the carpet in the waiting area and both rear and front entrances. Pitt Greenville Airport received a quote in the amount of \$3,028.42. This was approved by Chairman Mayo.

Vice-Chairman Michael Overton asked about airfield Bids, Operations Manager John Hanna stated that he hasn't heard back regarding any Bids.

### **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 to be 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

## Operations Report

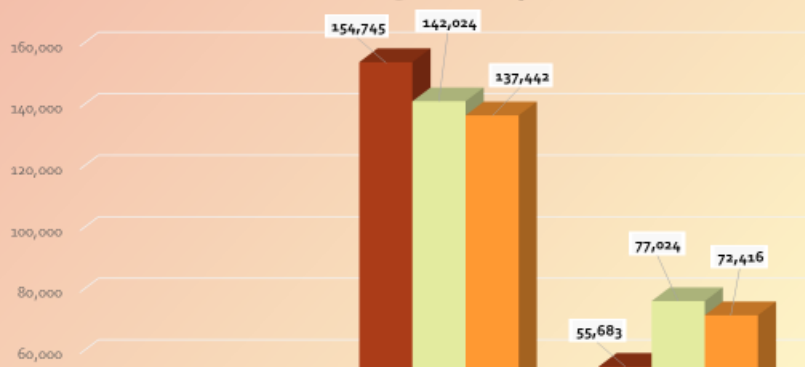
### **Airline**

- Enplane 3,257
- Deplane 3,244

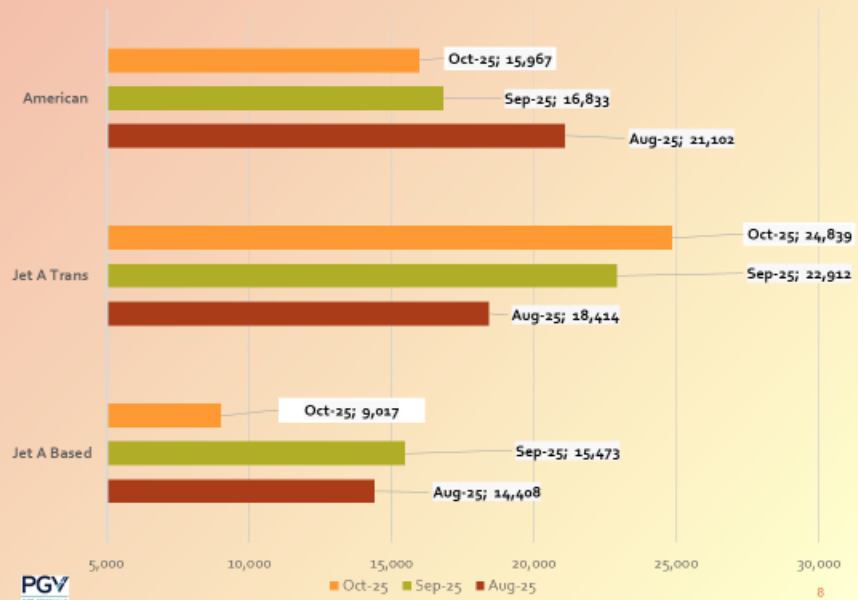
### **Charter**

- Enplane 612
- Deplane 475
- Charter split on last days of the month 163 October and deplaned 161 on November 1st

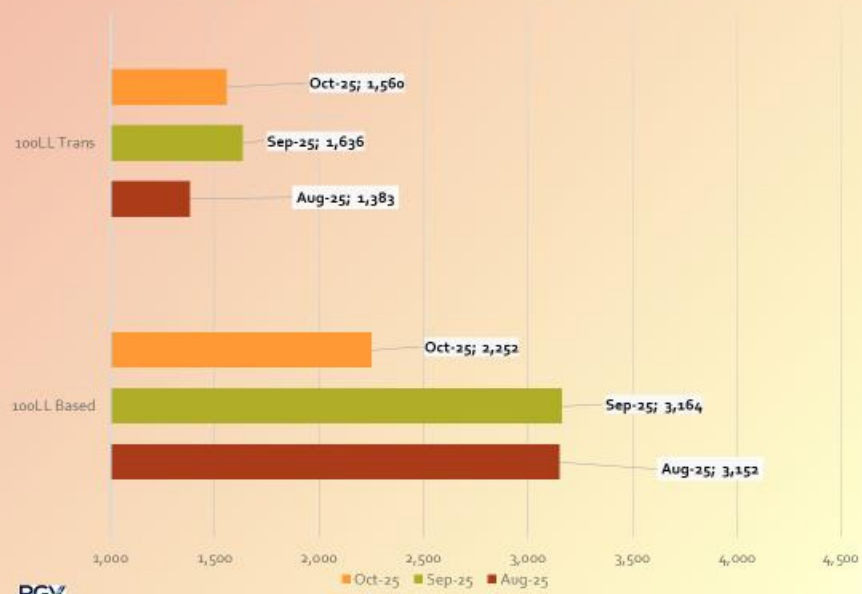
## Fuel Gallons 3 Fiscal year Annual



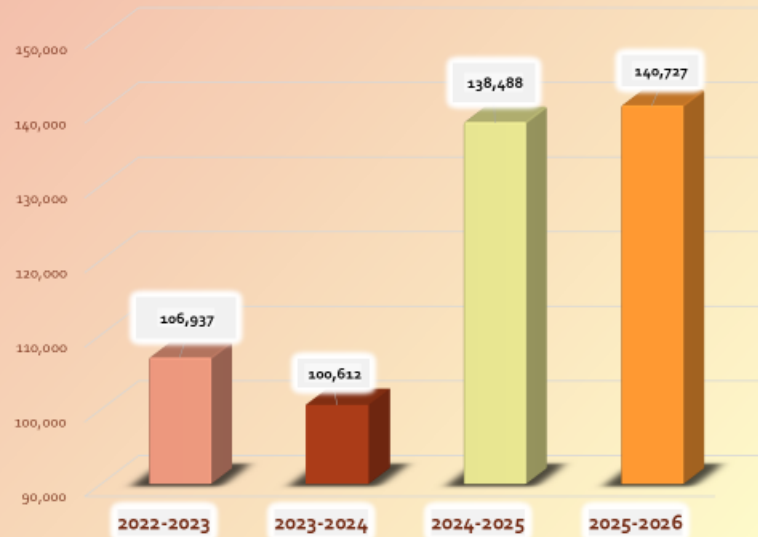
### Fuel Gallons JET A 3 Month Comparison



### Fuel Gallons AVGAS 3 Month Comparison



### Parking Lot 3 Fiscal Years



## Operations Report

Operations Manager John Hanna gave an update on the Parking Booth. Hanna stated that on August 1<sup>st</sup>, 2024 Parking lot rates were increased by \$1 for the second time in 11 years. The new parking lot rates were compared to EWN, OAJ, and FAY. Hanna stated that Designa gave Pitt Greenville Airport a quote for upgrades in February 2025, the latest version is X-25 and Pitt Greenville Airport has the X-19 version. The upgrade cost \$45,172.19, Hanna stated that this is strictly a software update and improved system connections between lanes. Hanna stated that Designa recently gave Pitt Greenville Airport a quote in the month of November, Pitt Greenville Airport still has the X-19 version and the current version of their system is X-25. Hanna stated that the upgrades as of November 2025 is now \$14,453 and it's still a software and improved system connection update between lanes.

Operations Manager John Hanna stated that the Parking Booth needed the following work done for conditions to be workable:

- The floor base has visible corrosion allowing water to settle on the inside of booth.
- The current building structure is not grounded and was struck by lightning twice.
- The roof currently leaks when heavy rainfall occurs.
- The Wi-Fi and electric connections need updating and reconfiguration.







Pitt-Greenville Airport  
Attn: Barry Gingras  
400 Airport Road  
Greenville, NC 27834

**RE: Parking Ticket Booth – HVAC Replacement**

We propose to replace the existing faulty heating and cooling for the parking/ticketing booth.

**Direct Replacement – RV Style Rooftop A/C and Electric Heater**

Direct Replacement of existing A/C and electric heater.

**Turnkey Price: \$4,675.00 \_\_\_\_ (Initial If Accepted)**

**Ductless Mini-Split Heat Pump**

Remove existing unit and install new ductless mini-split heat pump with ceiling cassette indoor unit.

**Turnkey Price: \$6,295.00 \_\_\_\_ (Initial If Accepted)**

**Warranty:**

- Standard Manufacturer's Warranty
- 1 Year ENECO East Labor

Price good for 30 days. Payment due within 15 days of invoice date.

Once work has begun, if any hidden issues such as asbestos, water or termite damage, structural damage and hidden electrical issues are uncovered and incur additional cost, we will provide you with an estimate to correct the issues.

To help prolong the life of your equipment, keep it operating at peak efficiency, and ensure manufacturer's warranties, we recommend regularly scheduled maintenance.

**SUBMITTED BY:** Joshua W. Seymour **DATE:** 1-15-2025  
(Joshua W. Seymour, Sales/Project Management)

**ACCEPTED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**PLEASE PRINT NAME:** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

(Any alterations to contract must be approved by EELLC) NC HVAC License #33244

Operations Manager stated that the HVAC repair in the Parking Booth is \$4,675 for the rooftop unit and \$6,295 for the split unit. Hanna recommended the split unit. Hanna stated that he will have a proposal for a new Parking Booth by March 2026.

### **Operations Report**

Operations Manager John Hanna was seeking approval in the not to exceed amount of \$15,000 to complete roof repairs on both the Main Commercial Terminal and the General Aviation Terminal. Hanna stated that to ensure competitive pricing, Pitt Greenville Airport requested 3 quotes from 3 different vendors. Based on the responses received, Service Roofing and Sheet Metal Co. who is a contractor Pitt Greenville Airport uses frequently and have positive experience with, submitted the lowest bid. Hanna stated that in order to address the roof issues in a timely manner and prevent further damage, Hanna recommended awarding the work to Service Roofing and Sheet Metal Co. and approving the necessary funding. Operations Manager John Hanna was given contact information from Michael Overton regarding a new company to reach out to for roof repairs. Vice-Chairman Michael Overton stated that he would like to see a 4<sup>th</sup> quote at the December 17<sup>th</sup> 2025 Board meeting.

A motion to approve the not to exceed amount of \$15,000 to complete roof repairs on both the Main Commercial Terminal and the General Aviation Terminal with provided 4<sup>th</sup> quote was made by Vice-Chairman Michael Overton, seconded by Terry Monday motion was unanimous, motion carried, and approved.

John Banks requested a map to be made to show where the damages are on the roof and wants to know why the damages keep reoccurring. Operations Manager John Hanna will have a map showing where the damages are at the next Board meeting.

## Finance Report

Finance & Administration Manager April Cannon was seeking approval to transfer funds from Fund 51 which is restricted for Hangars in the amount of \$1,495,383.44 into either a New Money Market account for an interest rate of 2.80% or into the current investment Infinex Treasury account currently at 3.65% for 6 months. Cannon gave a reminder to the Board that this funding will be needed for Hangars during the North 24 project. A motion to approve all funds to be moved into a 6month treasury account was made by Terry Monday, seconded by Vice-Chairman Michael Overton motion was unanimous, motion carried, and approved.

Finance & Administration Manager April Cannon was seeking approval to transfer funds from Fund 66 Money Market in the amount of \$1,370,175.08 to Pitt Greenville Airports Operational Checking account #0774 to cover Operational Expenses and AIP local shares not covered by NCDOT to maintain the minimum amount in the checking account. Terry Monday stated that he will meet with April to discuss the cash flow projection for the next 3-4 months. A motion to approve was made by Terry Monday, seconded by John Banks motion was unanimous, motion carried, and approved.

Cannon advised there is a request for Board approval to transfer funds from Fund 47 North 24 NCDOT 22.1 to Fund 94 Taxiway A South in the amount of \$236,868. This request also includes a transfer request for Board approval to transfer funds from Fund 23 Passenger Facility Charges to cover the remaining local share amount to fund 94 AIP 55 Taxiway A South in the amount of \$304,874.16

Total amount being transferred into Fund 94 AIP 55 is \$541,742.16 which covers the Airports final share of this project. A motion to approve was made by Terry Monday, seconded by Vice-Chairman

Michael Overton motion was unanimous, motion carried, and approved.

John Banks was curious about the AR Aging, Banks asked if Dillon's Aviation bill amount was decreasing. Cannon stated that Stuart Dillon from Dillon's Aviation has paid a month of his account and paid one month of Wilson Riggins, Flight Management account on November 18<sup>th</sup> 2025.

### **Chairman Comments**

Chairman Mayo stated that Pitt Greenville Airport is still working closely with the consultants and a meeting with ENC Alliance is to be determined. Chairman Mayo stated that Pitt Greenville Airport is meeting with Volaire by Zoom on November 19<sup>th</sup> 2025.

Terry Monday asked about ForeFlight, Operations Manager John Hanna stated that a few things were on hold due to the government shut down but in 3-4 weeks the new AWOS should be installed. The new AWOS should be up and running by January 2026. Hanna stated that Pitt Greenville Airport has 4 weather observers on staff.

Executive Director Bill Hopper stated that Pitt Greenville Airport is trying to change the legislations, after having a discussion with the Senator Pitt Greenville Airport was informed that the new legislation could be introduced in the spring of 2026.

Chairman Mayo gave a quick thank you to all who helped and participated in the Runway 5K.

Adjourn

Chairman Mayo asked if there were any further discussions or questions, with no one coming forward Chairman Mayo called the November 19, 2025 Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully,

Cidni Mils

Administrative Assistant