

Pitt-Greenville Airport Authority Board Meeting

October 15, 2025

11:00a.m

Pitt-Greenville Airport Conference Room

Board Members present: Dan Mayo, Chairman; Michael Overton, Vice-Chairman; John Banks; Mark Porter; Christopher Nunnally; Craig Goess

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

Other attendees included: Dave Silver, Graham Nuckolls Conner Board Attorney; Kyra Vagle, McFarland Johnson; Bob Overby, McFarland Johnson; Jay Talbert, Talbert & Bright

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 September 17, 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 Chris Nunnally

Executive Director Report

Executive Director Hopper was seeking approval to enter into an agreement with McFarland Johnson, Inc. for the Design & Bidding Services of the North 24 in the amount not to exceed \$465,000. Hopper stated that as required by the NCDOT, Aviation, Pitt Greenville Airport did an Independent Fee Estimate with IFE, LLC, to ensure a fair value in the work. IFE, LLC estimated that NTE value of the work to be \$426,243.50 which is an 8.5% difference. Pitt Greenville Airport conducted an in-depth comparison and determined that the NTE quote from McFarland Johnson is fair. Hopper stated that NCDOT, Aviation grant money will be used for 100% of the work. Motion to approve was made by Mark Porter, seconded by Chris Nunnally motion was unanimous, motion carried, and approved.

Executive Director Hopper gave a report regarding 2 approved purchases that had value over \$2,500.

Limitless Welding & Fabrication in the amount of \$2,750.48 – this was needed to repair a pump on a plow truck in preparation for the winter season. Approval was given by Chairman Mayo on September 17, 2025

East Carolina Collision Center in the amount of \$3,316.98 – this was to repair a personal vehicle of an employee. The vehicle was damaged by another employee operating an aircraft tug and backing into the vehicle. The deductible is \$5,000 so insurance will not cover it. Approval was given by Chairman Mayo on October 3rd, 2025

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

Operations Manager John Hanna introduced Racheal Gliniak as the new Compliance & Training Officer. Racheal gave a Veoci update.

VEOCI – Quarterly Update



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

WORK ORDER HOURSTAKEN

Operations and Maintenance are using Veoci to track hours taken to complete work orders

From 07/01/2025 to 10/03/2025

TOTAL HOURS 313.05

These hours reflect the 125 work orders that have been completed

To Date

TOTAL HOURS 970.9

These hours reflect all work orders that have been completed



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WORK ORDERS

From 07/01/2025 to 10/03/2025

149

total work orders have been entered into Veoci,
this includes FAR Part 139 work orders and non 139 work orders
as well as, opened and closed orders


Total Work Orders to Date

932

WORK ORDERS

1. Work Order Identification

WO ID
1088

Issued By
 Chase Hill

Issued Date and Time
09/01/2025 10:57

Category ID (Do not delete)
<No Value>

Description of Work
Blue tug lift table switch INOP

Inventory To Be Used


Item Name
rocker switch- blue tug

General Category
Miscellaneous

Vendor
pilot john

Part Number
EC-2054-01

Current Amount In Stock
1

Cost Per Unit 
145.76



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2. Maintenance Performed

Date and Time Reviewed
09/03/2025 11:06

Completion Info

Date and Time Corrected
10/01/2025 15:08

Comments/Corrective Actions
replaced switch.

INVENTORY



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We are currently using Veoci to track inventory, which includes:

- all airfield lights
- electrical supplies
- ARFF truck supplies
- fuel farm and fuel truck parts
- miscellaneous fluids
- jet bridge items
- tractor and lawn mower items

Air Field Lights	16	Select	All	/	None
Bathroom Supplies	1	Select	All	/	None
Electrical Supplies	9	Select	All	/	None
Firetrucks	5	Select	All	/	None
Fuel Farm/Truck parts	17	Select	All	/	None
Interior Lights	7	Select	All	/	None
Miscellaneous	101	Select	All	/	None
Outdoor Lights	12	Select	All	/	None
Plumbing Supplies	16	Select	All	/	None
Tractors/Lawn Mowers	17	Select	All	/	None
Vehicles	27	Select	All	/	None



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INVENTORY

How does it work?

Veoci makes it easy to enter new items and update existing items. Once the items are entered, they can be selected during the work order process to subtract the item from current inventory. Then it can be viewed in the consumed inventory.

Quick View Links	Quick Create Links
View Current Inventory	Create Form Entry: Add Inventory (Purchases)
View Added Inventory	Create Form Entry: Consume Inventory (When you use inventory for something that is not a work order)
View Consumed Inventory	Put inventory in the database that isn't there already
View All Work Orders	

INVENTORY



Pitt-Greenville Airport
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Air Field Lights	16	Select	All
runway light 200w/150w	28		
60w halogen spotlight for malse	10		
30/40 taxi way bulbs	30		
Red LED bulb 8W	0		
Sign light bulb	21		
in pavement bulb	24		
400W bulb - rotating beacon	2		
tetrahedron bus bar	2		
In-pavement light bolts 3/8-16x4	25		
breakaways	3		
jet bridge bulb 300w	5		
Papi Light Bulbs 200w	19		
90 watt led light bulb	26		
end of runway light 12v 300w	3		
replacement bulb holder runway	10		
Reil lights	6		

Bathroom Supplies	1	Select	
Gloves	19		

Electrical Supplies	9	Select	
Spring for tow bar	3		
black socket for Elektro	1		
wiper switch	0		
gaskets	0		
butterfly valve.	0		
sensor cord	0		
2 plug flat extension	4		
30a fuse	5		
60a fuse	8		

Firetrucks	5	Select	All
light	0		
tail light- oshkosh T1500	0		
LED Strobe Lamp oshkosh T-150C	1		
plugs for firetrucks	3		
plugs - firetruck	5		

Interior Lights	7	Select	All
light panels 22.5" x 46.5" lens	0		
6V batteries- emergency lights	8		
40 watt pendent lights	0		
Led lights - hangar	0		
4 lamp ballast	9		
2 lamp ballast	9		
3 lamp balast	3		

Fuel Farm/Truck parts	17	Select	
transmission filter jet 1	0		
Avgas nozzle cover	1		
Jet nozzle cover	2		
wipper blades	0		
jet truck dead-man switch	5		
Jet truck dead-man cord	0		
avgas truck proximity sensor	1		
Single point dust cover Jet T3	2		
single point dust cover JET T1	2		
Battery shut offs	4		
single point nozzle seal	2		
Fuel filter.	1		
Avgas 3 air filter	1		
V belt	1		
V belt 2	1		
Battery	0		
Bush hog wheels	3		

INVENTORY



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Tractors/Lawn Mowers	17	Select	
tractor 3/8" hose	0		
spiral hose wrap	0		
1/2 AG style hose fitting	0		
hose fitting for tractor	0		
hose fitting - tractor	0		
mower blades- john deere	6		
mower blades - scag	3		
John Deere oil filter	1		
John Deere hydraulic filter	1		
John Deere HY-gard 5Gal hydraul	1		
Antenna	1		
Filler Cap	1		
Radio	0		
john deere tractor- wiring kit	1		
john deere 1435 Axle	6		
John Deere 300 pulley	0		
john deere 300 V-belt	0		

Plumbing Supplies	16	Select	
water coolant - water fountain	1		
hose clamp	0		
3" hose plug	0		
3" hose attachment	0		
urinal performance kit	4		
pipe fitting	0		
faucet	1		
PVC cover 4"	4		
urinal repair kit	2		
PVC cover 3"	2		
water closet performance kit	4		
sink faucet	2		
Actuator cartridge	5		
lav faucet	0		
water faucet assembly	3		
handle repair kit	1		

Outdoor Lights	12	Select	All
60W LED light bulbs	16		
beacon	1		
socket adaptor parking lot lights	6		
light globe parking lot	2		
24W LED bulb 120-277 range vol	16		
LED med. flood light 30W bronze	30		
small globe parking lot	0		
Photo sensors	5		
36 watt led parking lot lights	36		
400w light for Carol Van	6		
Beacon light	3		
American baggage and overhang	18		

Vehicles	27	Select	All
water pump gasket kabota	0		
water pump kabota	0		
Windshield wipers chevy	0		
kubota rivets - door panel	10		
Kubota grommets	0		
fan belt - kabota	0		
alternator - yellow tug	0		
Avgas T1 wiper blades	0		
F150 oil dipstick	0		
Oil filter 1042	0		
Air filter chevy	0		
Air filter 2487	1		
compact battery switch	3		
cartridge	0		
Carburetor- yellow tug	4		
Yellow tug air filter	0		
Ignition coil (module)- yellow tug	0		

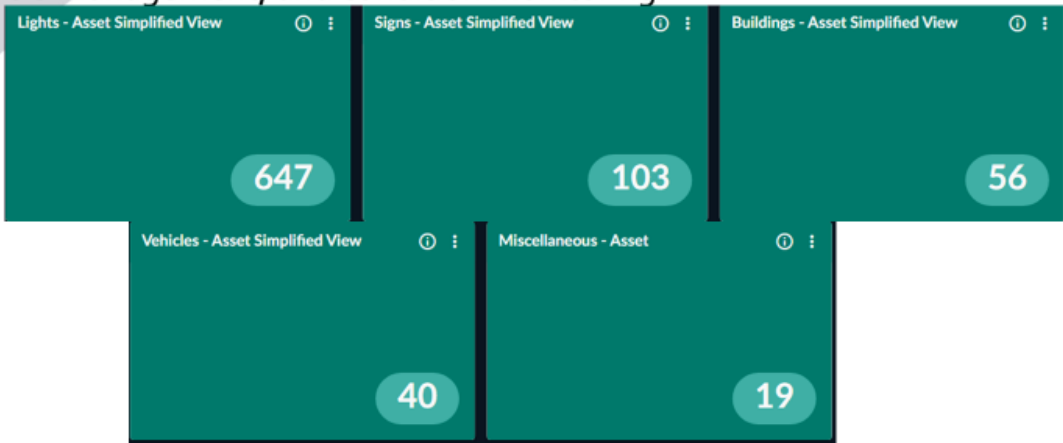
Thermostat	0
Brake line	0
Battery- yellow tug	0
yellow tug fuel pump	0
Oil filter - yellow tug	0
Fuel filter - yellow tug	0
spark plugs	3
Yellow tug - module	1
F150 oil filter	0
F250 oil filter	0

ASSETS



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We also use Veoci to manage assets. This helps with asset inventory, lifecycle management, and condition monitoring.



LIFECYCLE MANAGEMENT



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VEHICLES - ASSET			
Vehicles - Asset - #839797319			
Number			
8704			
Name			
Kubota Utility Vehicle			
Equipment Type			
Other Motorized			
Asset in use			
<input checked="" type="radio"/> Yes			
Storage Location			
35.632877219717244, -77.38147366020713			
<input type="checkbox"/> Show Map Thumbnail			
Date Acquired			
05/27/2020			
Description of Work	Maintenance Work Status?	Date Initiated	
Kubota sway bar link nut missing.	Completed	2 days ago	
recently inst. flashing beacon on Kubota creates large amounts of interference with 122.8 unicom frequency.	Completed	2025-Aug-13 09:37	
Kubota Headlight INOP	Completed	2025-Sep-17 14:22	
kubota door panel fell off & tire flat.	Completed	2025-Aug-25 10:11	
Kubota driver's door INOP	Completed	2025-Aug-17 08:31	

RECORD KEEPING



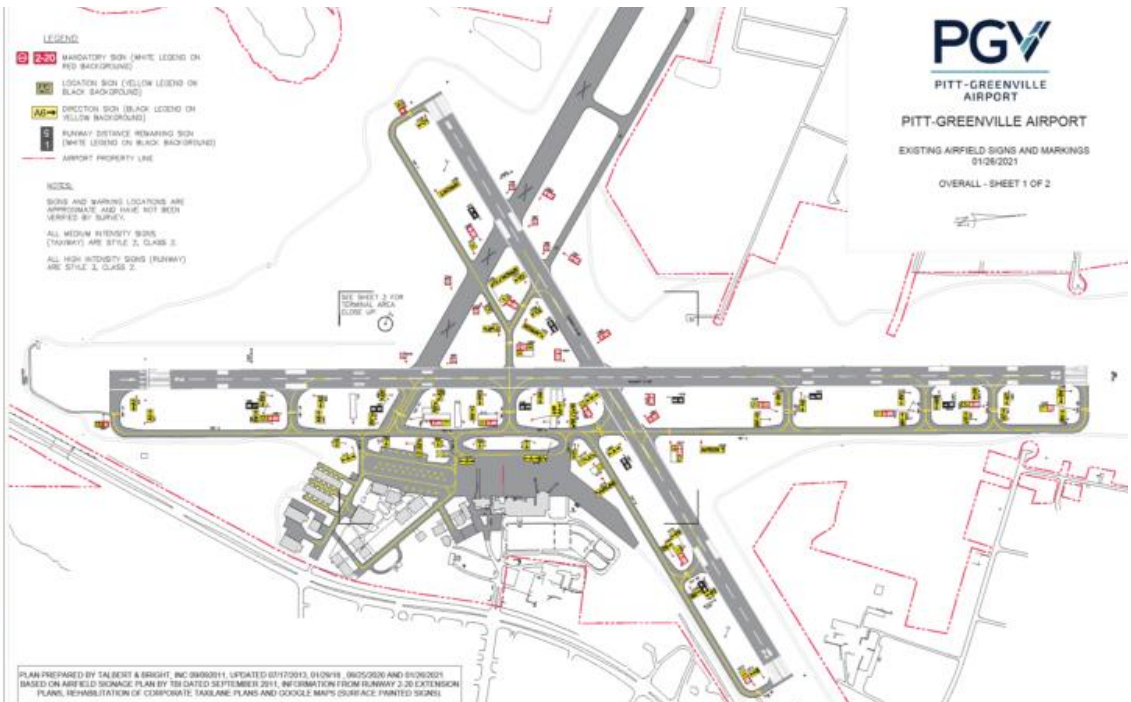
Pitt-Greenville Airport
 2500 Airport Road
 Greenville, NC 27834
 252.902.2025

As you can see, PGV is using VEOCI to track and manage work orders.

- Work Order Status
- Inventory Status
 - Current Inventory Stock
 - Inventory Usage
 - Inventory Purchased/Added
- Total Assets (Inventory organized by category)

We are able to track Asset maintenance, be proactive by establishing a threshold for when inventory is low, and document expenses.

Item Name	General Category	Vendor	Part Num...	Cost Per Unit	Current Amount ...	Amount Used	New Amount Remaining	Threshold for "order more" ...
tractor 3/8" hose	Tractors/Lawn Mowers	phillips	100R1606	99.5	1	1	0	
spiral hose wrap	Tractors/Lawn Mowers	phillips	93075	51.15	1	1	0	
1/2 AG style hose fitting	Tractors/Lawn Mowers	phillips	AG4F4	10.5	1	1	0	
hose fitting for tractor	Tractors/Lawn Mowers	phillips	06U106	7.8	1	1	0	
hose fitting - tractor	Tractors/Lawn Mowers	phillips	06UP08	10.81	1	1	0	
60w halogen spotlight for malser	Air Field Lights	Blueglobs	mals60p38	33.33	3	1	2	5



Operations Report

Operations Manager Hanna stated that due to recent concerns, professional mold testing was conducted in the Airline Ticket Offices and the hallway adjacent to the Sheriff's Office. The results confirmed the presence of mold in both areas, necessitating immediate remediation. Pitt Greenville Airport solicited 3 quotes from licensed mold contractors. After evaluating the proposals, Servpro was identified as the lowest responsive and responsible bidder at the amount of \$11,305. Hanna stated that remediation work will be scheduled after hours to avoid disrupting regular operations. Hanna stated that due to Servpro's competitive pricing, strong reputation, and flexibility with our schedule, Pitt Greenville Airport recommends awarding the contract to Servpro. The Board requested that Hanna bring back options for remediations regarding humidifiers for both areas. A motion to approve was made by Chris Nunnally, seconded by Mark Porter

The Board also asked about quotes regarding the roof leaks. Hanna stated that Pitt Greenville Airport is still waiting on quotes.

Operations Manager Hanna was seeking approval to proceed with the \$22,2854.25 replacement using certified OEM components. In the August 2025 Board meeting a memo was presented for approval to proceed with replacing required airfield signage under FAA Title 14 CFR Part 139. Hanna stated that majority of Pitt Greenville's Airport existing airfield signs were installed in 2017-2018 under the Runway 2-20 & Taxiway A project. While components were warranted for up to 4 years, environmental wear, particularly from southern-facing signage. Has led to significant deterioration. A 7 to 8-year replacement cycle is

standard for this region, and the current signage has reached the end of its service life.

Vendors confirmed that sign panels must be replaced with original equipment manufacturer (OEM) parts to maintain FAA certification, as mixing components voids warranties and compliance. John Hanna stated that the FAA has set a compliance deadline of December 31, 2025. A motion to approve was made by Chris Nunnally, seconded by John Banks motion was unanimous, motion carried, and approved.

Operations Manager John Hanna was seeking approval for a not to exceed amount of \$144,000 to complete any necessary work to address the worn airfield markings and pavement cracks resulting from routine wear and tear. Hanna stated the FAA inspector advised that Pitt Greenville Airport address the worn airfield markings and pavement cracks resulting from routine wear and tear. These deficiencies are considered potential safety risk, particularly concerning foreign object debris (FOD) and possible pilot disorientation. Hanna stated that in response to what the FAA inspector advised, Pitt Greenville Airport solicited quotes from multiple vendors. To date, HI-LITE was the only vendor to submit a proposal. Pitt Greenville Airport has reached out to the NCDOTA and has recently received a list of approved contractors with unit pricing for reference and comparison. Hanna stated that should a qualified, lower cost vendor be identified from the NCDOTA approved list or through other outreach efforts, Pitt Greenville Airport will proceed with the lowest and qualified vendor to ensure cost effective completion of the project. A motion to approve not to exceed

\$144,000 pending receiving 2 additional quotes that include joint seal and rubber removal was made by Mark Porter seconded by Vice-Chairman Michael Overton. Motion was unanimous, motion carried, and approved.

Operations Manager John Hanna was seeking Board approval to enter into a lease agreement with TITAN Aviation Fuels, enabling Pitt Greenville Airport to acquire new aviation refueling equipment.

TITAN proposes leasing 2020-2023 refuelers to Pitt Greenville Airport with TCS digital meters and wireless capability.

- One (1) 5,000-gallon Jet-A Refueler at \$2,800 a month.
- One (1) 1,000-gallon Avgas Refueler at \$900 a month.

TITAN has also included the following benefits as part of a potential 5-year lease agreement:

- First 6 Months Free (Up to \$27,000 value)
- Trade-In Credit (\$10,000 value)
- Loaner Truck Access (\$1000-\$3500 value each occurrence)

This aligns with our fleet replacement schedule:

- Both trucks to be replaced have mandatory maintenance that total between \$8,000-\$12,000.
- This will significantly increase our Jet-A capacity that is needed with an additional demand at PGV.

Operations Manager Hanna stated that for these reasons, Pitt Greenville Airport is proposing Option #2 (Digital Meter Lease) and authorize the proposed 5- year lease agreement with TITAN Aviation Fuels to capture the significant incentives and realize the operational and financial advantages for PGV.

John Banks had asked what was the vision for fueling at North 24, John Banks also stated that he doesn't see a lot of avgas fueling at North 24 and that depreciation of the fuel trucks shouldn't matter. Operations Manager John Hanna stated that TITAN offered \$5,000 for each fuel truck and that if Pitt Greenville Airport goes with the lease agreement then the first 6 months are free. Hanna stated that a 5-gallon truck is \$313,000 per truck but the ROI doesn't compare for a new Avgas truck. Rehab on the current fuel trucks are due between January and February of next year. The Board requested that Hanna get quotes and have them ready at the next Board meeting.

Vice-Chairman Michael Overton stated that Pitt Greenville Airport can buy a truck not from TITAN but still use TITAN fuel and would like Hanna to look into 3-year leases instead of 5-year. The Board decided to keep the current Avgas truck and a motion to approve a 3-year lease at \$2,800 for the 5k Jet-A truck was made by Vice-Chairman Michael Overton, seconded by Craig Goess. Motion was unanimous, motion carried, and approved.

Attorney Dave Silver requested, and received, direction on details to include in the drafting of a formal policy statement for Pitt Greenville Airport's Tenant Improvement Allowance Program, specifically the proposed end date of the program and the types of improvements included within the program.

Operations Manager John Hanna gave an update on the USDA space. The USDA will be using the office space in the old fire house for Wild Life services for the next 10 years.

Operations Report Continued



Operations Report

Airline

- Enplane 3,287
- Deplane 3,058

Charter

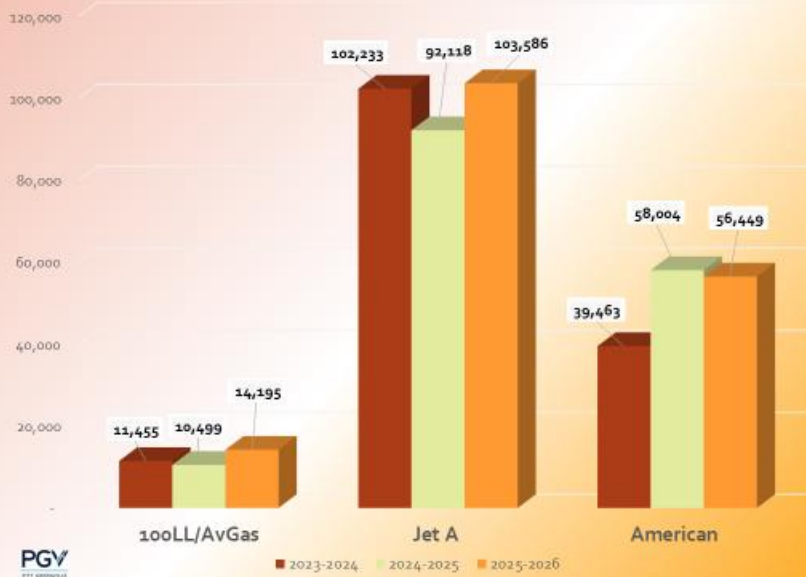
- Enplane 176
- Deplane 0

- Enplane from last month Casino Charter

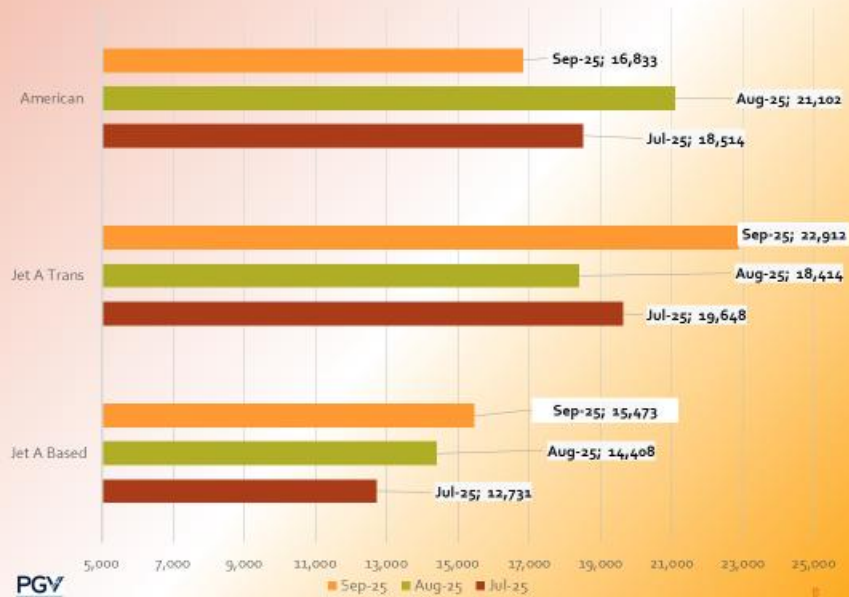
PGV
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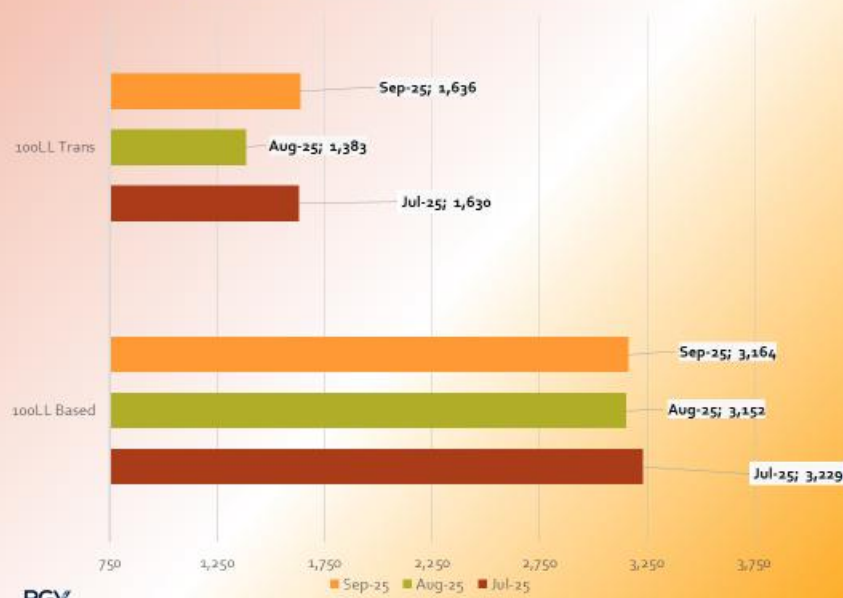
Fuel Gallons 3 Fiscal year Annual



Fuel Gallons JET A 3 Month Comparison



Fuel Gallons AVGAS 3 Month Comparison



Parking Lot 3 Fiscal Years



Finance Report

Finance Manager April Cannon stated that the Pitt Greenville Airport is still operating at a \$60,000-\$80,000 loss. Cannon stated that she transferred \$393,338.14 from the Money Market Account to the Operational Account to cover current operational expenses. The Auditor from Martin & Starnes will attend the next Board meeting to present the Audit. Transfer to move funds around to balance current operations will be brought to the November board meeting. Chairman Mayo stated that the Finance Consultants will bring the strategies and reports they have been working on to the November or December Board meeting. John Banks asked about the funds for the property that was once in an account. Cannon stated that those funds were moved by the Airport Board about a year ago to cover expenses for Operations. Cannon also stated that the drop off point of financials is still estimated to be the end of the fiscal year. The Board asked if there were any tenants who were behind on their bill, Cannon responded currently Dillon's Aviation, Flight Management, and Go Air are currently the only tenants who are outstanding on their bills. The board was provided an accounts receivable aging report on all tenants as requested.

Parking Booth

Vice-Chairman Michael Overton asked about the parking booth screen. Operations Manager John Hanna stated that the screen recently went out and it cost \$4,000-\$5,000 to fix. The parking booth system only goes out during power and generator outages. Hanna stated that the Designa system Pitt Greenville Airport has is becoming obsolete and a new system is \$40,000. Vice-Chairman Michael Overton requested that

Hanna to price out a new system. John Banks requested that the airport staff talk with other airports to see what type of systems are being used. A motion to approve the \$5,000 fix was made by John Banks, seconded by Vice-Chairman Michael Overton. Motion was unanimous, motion carried, and approved.

Executive Director Bill Hopper let the Board know that if they wanted to join the Runway 5K to let airport staff know to get signed up.

Executive Director Bill Hopper stated that First Class Bistro is only open for catering and will officially close at the end of the month.

Adjourn

Chairman Mayo asked if there were any further discussions or questions, with no one coming forward Chairman Mayo called the October 15, 2025 Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully,

Cidni Mils

Administrative Assistant