Pitt-Greenville Airport Authority Board Meeting

September 16, 2026

11:00 a.m.

Pitt-Greenville Airport Conference Room

Board Members present: Dan Mayo, Chairman, Michael Overton, Vice Chairman, Travis Albea, John Banks, Chris Nunnall Craig Goess,

Staff members present: Brandon Craft, Executive Director, April Cannon, Finance and Administration Manager, John Hanna, Deputy Director, Cidni Mills, Executive Assistant, Dastla Rutherford, Maintenance Foreman, Esteban Avila, Finance Specialist,

Other attendees: Titan Aviation Fuels, Robbie Stallings and Dave Haynes, McFarland Johnson, Kyra Vagle, Attorney, Dave Silver, Executive Jet Management Vice-President, Libby Mintz, Talbert & Bright, Jay Talbert, Drew Ligon

Call to Order

- Chairman Mayo called the September 16th, 2026, Pitt-Greenville Airport Authority Board meeting to order at 11:00 a.m.

Public Comment Period

- Chairman Mayo opened the floor for public comments. No members of the public requested to speak, and no public comments were made.

Approval of Previous Minutes

- **Discussion Summary:** The Board reviewed the minutes from August 19, 2026, regular meeting. No additions or deletions were requested.
- **Motion**
    - **Motion:** Approve the minutes from August 19, 2026, Board meeting as presented.
    - **Moved By:** Vice Chairman Michael Overton
    - **Seconded By:** Chris Nunnally
    - **Vote Result:** Motion approved unanimously
    - **Resolution Adopted:** August 19, 2026, meeting minutes were approved.

Financial Report and Audit Closure Transfers

- **Presenter:** April Cannon, Finance and Administration Manager
- **Audit Closure Transfers:** The auditor identified three completed AIP Federal-related projects that could be closed financially and removed from the balance sheet and audit schedule. Staff requested approval for the following transfers:
    - Transfer $6,459.46 from the AIP 55 Fund 94 Taxiway Alpha South project account to Fund 65, the operational account.
    - Transfer $23,525.79 from the AIP 52 Fund 92 Taxiway Alpha North project account to Fund 65.
    - Transfer $25,287.15 from Fund 65 to Fund 93 to repay the remaining local share of AIP 54 Taxiway Alpha North construction.
- **Net Effect:** After the three transfers, Fund 65 will retain an additional $4,698.10. April explained that the transfers are year-end project closeout entries involving local-share funds.
- **Key Question Raised:** Does FAA approval have to be obtained before the funds are transferred to operations?
- **Response Provided:** April advised that separate FAA approval is not required because the project grants and local-share obligations were previously approved and the projects are officially financially complete.
- **Motion**
    - **Motion:** Approve the three project-closeout transfers for Fund 94, Fund 92, Fund 93 and Fund 65 as presented for audit and accounting purposes.
    - **Moved By:** John Banks
    - **Seconded By:** Travis Albea
    - **Vote Result:** Motion approved unanimously
    - **Resolution Adopted:** The Board approved the transfer of all three audit-related funds.

August Financial Performance and Reserve Transfer

- **Presenter:** April Cannon

- **Pitt County Allocation:** The August profit-and-loss statement shows a positive result because the airport received Pitt County's $250,000 allocation during the month. Excluding that allocation, the operational account recorded a net ordinary loss of $92,888.
- **Net Income:** The airport recorded an overall net loss of approximately $163,000 while awaiting reimbursement of ESP-related credits from the City of Greenville. Staff also reported that a second $250,000 local-government allocation from the City of Greenville remained pending.
- **Operating Trend:** The airport has generally been operating at a monthly loss of approximately $90,000 to $120,000. April explained that the losses are not tied to one unusual expense; recurring expenditures continue to exceed recurring operating revenue.
- **Cash Reserve Transfer:** On September 16, $330,725.10 was transferred from the money market cash reserve account to the operational account to cover operating needs and local reimbursable perimeter-fence project costs. Approximately 95% of the eligible project-related portion is expected to be reimbursed.
- **Remaining Reserves:** The operational money market cash reserve balance was reported at approximately $529,496 after the transfer. The replacement fund held approximately $2.6 million, but the Board was cautioned that those funds could be needed for operations within the next year if revenues and expenses do not move closer to balance.
- **Board Discussion:** Board members acknowledged the seriousness of the continuing losses. Management emphasized that revenue and cost-control initiatives are underway rather than allowing the trend to continue without intervention.

Revenue and Cost Control Initiatives

- **Presenter: Brandon Craft**
- **Parking Revenue:** Parking revenue has increased under the revised arrangement. Management expects gross revenue to decline somewhat when the planned 85/15 revenue-sharing structure begins, but the airport will avoid an estimated $30,000 to $50,000 in maintenance exposure associated with the prior arrangement.
- **Hangar Leasing:** Management reported that negotiations were nearing completion for the lease of two corporate hangars. The anticipated ten-year agreements were estimated to generate approximately $1.5 million over the lease terms.

- **Management Position:** Brandon Craft stated that the airport is actively pursuing new revenue, reducing avoidable costs, and reviewing operating decisions with the Executive Committee.

Fractional CFO Transition and Rates and Charges

- **Fractional CFO Transition:** Tom Colomey's contracted fractional CFO assignment will end September 25, 2026. PGV entered an arrangement with Paro to retain him on an as-needed hourly basis, allowing the airport to obtain support without continuing the prior monthly level of expense.
- **Work Completed:** During the final month of the assignment, Tom assisted with the final budget amendment, the rates-and-charges review, and a leadership budget-management meeting focused on spending, forecasting, and departmental accountability.
- **Rates and Charges:** The consultant's rates-and-charges report was completed and received the evening before the meeting. Brandon will circulate it to the Board for review, with a formal report planned for the next regular meeting.

Executive Director Monthly Report

- **Leadership Development:** April Cannon and Cidni Mills attended a women's leadership conference in Greenville. Brandon Craft and John Hanna began a twelve-course Airport Leadership and Management Training Program offered through North Carolina State University and NCDOT.
- **Government and Partner Engagement:** Management met with a representative of the North Carolina State Auditor's Office, continued regular discussions with the city and county managers, and hosted the airport's new NCDOT Division of Aviation grant liaison.
- **Vendor Oversight:** Airport leadership met with Cintas concerning uniform pricing and service issues and emphasized that vendor performance and charges will continue to be reviewed.
- **Marketing and Community Outreach:** PGV hosted a marketing committee meeting and airport tour for local business stakeholders and met with Pirate Radio to continue the airport's working relationship with the station.
- **Business Development:** PGV hosted a prospective airport partner with Pitt Community College and Invest Greenville and hosted a prospective maintenance, repair, and overhaul operator interested in leasing two hangars. Discussions also

continued with the airport's aviation consultant regarding airline-service opportunities.

- **Airport Appearance:** A deteriorated boat and trailer that had remained near the restaurant parking area for several years were removed.

October Board Meeting Date

- **Discussion Summary:** Management requested moving the next regular Board meeting to October 14, 2026. Several airport representatives will be attending the NBAA conference in Las Vegas during the regularly scheduled week, where they will work with Titan to promote PGV, and the Executive Director will be on scheduled leave.
- **Motion**
    - **Motion:** Move the October 2026 regular Board meeting to October 14, 2026, and publish the revised meeting date.
    - **Moved By:** Chris Nunnally
    - **Seconded By:** Vice Chairman Michael Overton
    - **Vote Result:** Motion approved unanimously
    - **Resolution Adopted:** The October Board meeting was rescheduled to October 14, 2026.
- **Marketing Committee Update**
- **Presenter:** Brandon Craft
- **Committee Composition:** Invest Greenville organized the committee under the leadership of Maria Satira. Participants included representatives of major local employers, educational institutions, health care organizations, and other business stakeholders.
- **Primary Objective:** The committee is working to increase local use of PGV. One proposed initiative is to host the executive assistants and travel coordinators who make travel arrangements for participating organizations.
- **Customer Experience:** Brandon reported receiving positive feedback concerning changes in customer service by American Airlines and TSA personnel. Management intends to use the committee's outreach to demonstrate improvements and encourage businesses to book travel through PGV.

Grant Consulting Authority

- **Presenter:** Brandon Craft
- **Initial Proposal:** Management presented a potential engagement with Insight Consulting Group, LLC, to research, write, and potentially administer grant applications. Insight had identified approximately $7 million in possible opportunities within a short period, including a potential $5 million Community Development Block Grant Economic Development opportunity and two additional opportunities totaling approximately $2 million.
- **Potential CDBG Uses:** The possible CDBG funding was discussed for projects such as jet bridge replacement, terminal roof replacement, and terminal painting. The consultant proposed a $16,000 upfront application cost and stated that the cost could be reimbursable if the grant were awarded. The consultant also reported a 98% success rate.
- **Eligibility Concern:** A Board member raised substantial concern that PGV may not be eligible for the state CDBG program because the airport lies within the City of Greenville, a HUD entitlement community. Correspondence from the North Carolina Department of Commerce was cited as indicating that state CDBG funds cannot be invested in an entitlement community. The consultant had provided a contrary preliminary opinion, so eligibility remained unresolved.
- **Fee Structure Concern:** The Board questioned paying a $16,000 upfront fee to pursue a grant for which eligibility had not been confirmed. Members discussed that government grant consultants are often compensated through administrative funds after an award rather than through a large upfront payment.
- **Scope Clarification:** Brandon clarified that he was not asking the Board to approve the $16,000 payment or to commit exclusively to Insight. He requested flexible authority to use qualified consultants when worthwhile grant opportunities arise, subject to review with the Executive Committee.
- **Additional Due Diligence:** The Board requested confirmation that any engagement would be nonexclusive, references from prior clients, information about Golden LEAF experience, coordination with existing aviation consultants, confirmation of eligibility from the responsible funding agency, and compliance with applicable procurement and grant-assurance requirements.

- **Motion**
    - **Motion:** Authorize the Executive Director to spend up to $30,000 to engage one or more consultants, in coordination with the Executive Committee, to explore and pursue grant opportunities for the airport. The authorization does not approve the proposed $16,000 upfront CDBG fee or a continuing retainer with a specific consultant.
    - **Moved By:** Travis Albea
    - **Seconded By:** Chris Nunnally
    - **Vote Result:** Motion approved unanimously
    - **Resolution Adopted:** The Executive Director received flexible authority of up to $30,000 for grant-consulting services, subject to Executive Committee coordination and project-specific due diligence.
- **American Airlines Reliability Report**
- **Presenter:** Brandon Craft, with operational clarification from John Hanna
- **Performance Metrics:** American Airlines reported a 98.6% completion rate, 90.7% turn performance, and a 99.7% connection rate through Charlotte.
- **Operational Concerns:** Management has observed an increase in maintenance-related issues and discussed the trend with the local American Airlines representative. The representative indicated that she is advocating for updated aircraft serving PGV.
- **Runway Language:** The Board questioned a reference to PGV runway constraints. John explained that the issue is specific to the performance limitations of the Embraer E145 during hot weather, thunderstorms, heavy rain, and higher contingency-fuel requirements. The airport's runway itself can accommodate substantially larger aircraft, including a Boeing 757.
- **Document Correction:** The Board identified a date error in the airline presentation concerning construction at Charlotte Douglas International Airport. The December 2026 construction-start date was recognized as a typographical error.
- **Decision Reached:** The report was received for information. Management will continue working with American Airlines on reliability, maintenance, and aircraft-assignment concerns.

Pitt County Sheriff's Office Contract

- **Presenter:** Brandon Craft and John Hanna
- **Contract Terms:** The hourly rate remains $47. Law-enforcement coverage averages approximately twelve hours per day, seven days per week, with adjustments based on American Airlines' schedule and delays.
- **Cost Sharing:** The airport has again been approved for the TSA Law Enforcement Officer Reimbursement Program. TSA is expected to reimburse approximately one-half of the eligible cost, with American Airlines and PGV each responsible for approximately one-quarter.
- **Motion**
    - **Motion:** Approve continuation of the Pitt County Sheriff's Office agreement at the existing rate of $47 per hour.
    - **Moved By:** Chairman Mayo
    - **Seconded By:** Chris Nunnally
    - **Vote Result:** Motion approved unanimously
    - **Resolution Adopted:** The Pitt County Sheriff's Office agreement was approved.

Passenger Facility Charge Work Authorization

- **Presenter:** Brandon Craft
- **Discussion Summary:** Work Authorization Number 10 with McFarland Johnson provides professional services for administration of the airport's Passenger Facility Charge program through December 31, 2027. The lump-sum amount is $23,800 and is expected to be reimbursed from collected Passenger Facility Charges.
- **Motion**
    - **Motion:** Authorize the Executive Director to execute Work Authorization Number 10 with McFarland Johnson for Passenger Facility Charge program administration through December 31, 2027, in the amount of $23,800.
    - **Moved By:** Chris Nunnally
    - **Seconded By:** John Banks
    - **Vote Result:** Motion approved unanimously

- **Resolution Adopted:** Work Authorization Number 10 was approved.

Equipment Repairs and Purchases

- **ARFF Vehicle Repair:** The Board was notified that Chairman Mayo had authorized a $7,954.68 valve repair for an ARFF Striker truck.
- **Escalator Cleaning Equipment:** PGV purchased an escalator-cleaning machine for $3,246.35. Existing maintenance coverage does not include routine cleaning of the escalator surfaces, and the equipment will allow staff to perform the work in-house at a lower recurring cost.

Fuel Sales and Cost Analysis

- **Presenters:** Brandon Craft and John Hanna, with input from Titan Aviation Fuels representatives; Robbie Stallings and Dave Haynes
- **Sales Trend:** Year-to-date fuel volume increased approximately 8.9%, from 163,801 gallons in the comparable 2025 period to 178,407 gallons in 2026. Avgas volume was trending upward while Jet A volume had declined during the spring and summer months.
- **Market Context:** Titan reported that the summer Jet A decline was not unique to PGV and was consistent with trends at several other airports. Fuel prices increased from an average of approximately $5.62 per gallon to $6.73 per gallon, resulting in an approximately 30% increase in total fuel spending even though volume rose by about 9%.
- **Rates and Charges Effect:** Recently implemented transient and charter fee schedules include fuel-purchase thresholds that waive certain ramp fees. Management expects the thresholds to encourage larger fuel purchases.
- **Board Request:** The Board requested a recurring monthly report showing net fuel margins and asked management to establish the airport's actual cost to deliver each gallon of Jet A and avgas. The analysis is to include the fuel farm, trucks, maintenance, leases, personnel, and other overhead without double-counting costs that support ARFF and Part 139 responsibilities.
- **Labor Allocation:** Staff discussed a preliminary allocation of approximately 60% of certain line-service labor to FBO activities and 40% to ARFF and Part 139 responsibilities. Board members requested a clear breakdown and support for the allocation rather than relying only on an estimate.

- **Fuel Truck Fleet and Titan Lease Proposal**
- **Current Fleet:** PGV currently operates with two Jet A refuelers and two avgas refuelers. Three vehicles are leased from Titan: a 5,000-gallon Jet A truck, a 3,000-gallon Jet A truck, and a 1,200-gallon avgas truck. PGV also owns an avgas truck that has recently returned to service. An older airport-owned 3,000-gallon Jet A truck is not operational.
- **Repair Versus Replacement:** An estimate of approximately $200,000 was received to restore the older Jet A truck. Used refuelers less than approximately ten years old were reported to cost well into six figures, while a new 5,000-gallon refueler has an estimated retail value of approximately $315,000 to $320,000.
- **Additional Capacity:** Management recommended adding a new 5,000-gallon Jet A refueler to support approximately 9% year-over-year fuel-volume growth, potential additional airline service, tenant growth, large-event demand, and faster response to customers. After completion of North 24, the existing 3,000-gallon truck is planned for deployment there to reduce runway crossings.
- **Technology:** The new truck will include a digital TCS meter integrated with Titan Atlas so fueling information can be transmitted directly for invoicing. Titan also offered to upgrade the leased 3,000-gallon Jet A truck and leased avgas truck with TCS meters, valued at approximately $12,000 each. Cellular iPads and an in-cab printer will provide operational and offline backup options.
- **Five-Year Lease Incentives:** Under the proposed five-year arrangement, Titan offered to reduce the monthly lease rate on each existing leased truck by $300 and provide the meter upgrades. The additional 5,000-gallon truck was described as adding approximately $1,600 per month before final taxes and adjustments.
- **Maintenance Responsibilities:** PGV would remain responsible for routine wear items and preventive maintenance, such as tires, hoses, and filters. Titan would be responsible for major repairs caused by normal wear, including significant engine work. Titan's maintenance facility is located nearby.
- **Flexibility:** Titan agreed that the contract can include a take-back provision if economic or operational conditions change and PGV no longer needs the additional 5,000-gallon truck.
- **Cost Clarification:** The current payment for three leased vehicles was reported as approximately $5,671 per month including taxes. The proposed total with the additional truck was discussed as approximately $6,900 per month plus applicable

taxes. Because several figures were stated using different tax assumptions, management will confirm the final total and written terms before execution.

- **Motion**
    - **Motion:** Approve adding one 5,000-gallon Jet A refueler under the five-year Titan lease proposal presented to the Board, including the stated technology upgrades, rate incentives, maintenance allocation, and take-back protection.
    - **Moved By:** Vice-Chairman Michael Overton
    - **Seconded By:** Travis Albea
    - **Vote Result:** Motion approved unanimously
    - **Resolution Adopted:** The additional 5,000-gallon Jet A refueler and five-year Titan lease proposal were approved.
- **Parking System Update**
- **Installation Schedule:** The payment stations were staged and ready to ship. The gates had been delayed in customs but were expected on site during the week of September 21. Stripping and installation will begin when the gates arrive, with October 1, 2026, remaining the target go-live date.
- **Training and Transition:** Internet and other information technology work has been completed. Training will be provided for administrators, airport staff, and rental-car companies. The physical system transition is expected to create approximately one hour of downtime.
- **Vehicles Already Parked:** Staff will establish a manual process for customers whose vehicles entered under the old system and exit after the new system becomes active. Advance signs will be posted to notify customers of the change.
- **Credit Card Processing:** Rather than display a separate 3% credit-card convenience fee at checkout, management plans to add $0.50 to the daily parking rate to cover average processing costs. Board members indicated support for incorporating the cost into the posted rate instead of presenting customers with a separate surcharge. No separate vote was recorded on this item.
- **McFarland Johnson Project Update**
- **Presenter:** Kyra Vagle

- **North 24:** Draft contract documents were sent to Fred Smith Company, and contract negotiations are underway. Construction remains planned for spring 2027.
- **Perimeter Fence:** The perimeter-fence project is nearly complete. Additional fence work extended the schedule, but completion is expected in October 2026.
- **Runway Reconstruction:** A runway-reconstruction design-review meeting with FAA and NCDOT was scheduled for September 17, 2026. The design will continue progressing toward the 90% stage following the review.
- **Rates and Charges:** The completed rates-and-charges report was transmitted to airport management on September 15, 2026.
- **General Aviation Terminal:** Approximately $350,000 remains available for planning-related services. McFarland Johnson is evaluating how the funds should be used among geotechnical work, surveying, environmental work, and related planning needs and will provide recommendations.

Closed Session

- Although a closed session appeared on the agenda, the Board did not enter closed session.

Adjourn

A motion to adjourn was made and passed by John Banks and Travis Albea, with no opposition. Chairman Mayo declared the September 16, 2026, Pitt-Greenville Airport Authority Board meeting adjourned

Respectfully submitted by

Cidni Mills

Executive Assistant