

September 18, 2024



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

**Pitt-Greenville Airport Authority Board Meeting
September 18, 2024
11:00 a.m.
Pitt-Greenville Airport,
Conference Room**

Board Members present: John Banks, Chairman; Vice-Chairman/Secretary Treasurer, Terry Monday; Dan Mayo, Les Robinson, Cheryl Brown and Chris Nunnally.

Board Members not in attendance: Mark Porter, and Mike Roberson.

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

Other attendees included: Dave Silver, Attorney; Jay Talbert, Talbert & Bright; Zach Staff, McFarland Johnson, Kyra Vagel, McFarland Johnson and Bryan Fagundas, Ark Engineering

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

Board Minutes from the September 18th 2024, Pitt Greenville Airport Authority Board meeting were emailed to all members for review. Chairman

Banks asked if there were any changes or recommendations to the minutes. With no corrections, a motion to approve the minutes was made by Dan Mayo, seconded by Les Robinson, motion was unanimous, motion carried, minutes were approved.

Executive Director Report:

- Executive Director Bill Hopper was seeking Board approval in the amount of \$10,000 for legal support that will be needed from Ward & Smith. To date, the legal services from Ward & Smith is \$32,973.75. An additional \$10,000 is anticipated. Ward & Smith specializes in zoning for the North 24 with the City of Greenville, Executive Director Bill Hopper stated that having them on board to provide legal services is extremely important. This discussion has been tabled to the next Board meeting, Executive Director was advised to bring more information regarding how he wants Ward & Smith to structure the community meeting, agenda for the meeting, and how Ward & Smith will be beneficial at the meeting.
- Executive Director Bill Hopper was seeking Board approval to enter into an agreement provided by McFarland Johnson for within Work Authorization 1 in the not to exceed amount of \$33,200 to perform work on the North 24. Executive Director Bill Hopper stated that after consultation with the FAA, McFarland Johnson and airport staff have been given direction in proceeding forward with the North 24 Project. The FAA recommends that PGV continue with the planned community interactions, PGV will also update the Airport Layout Plan to reflect the use of North 24. Executive Director Bill Hopper stated that there will be a community meeting on November 14th 2024 at 5:30pm.

Executive Director Bill Hopper stated that in addition to the work being

done by Ark Engineering and the legal assistance being provided by Ward & Smith for the actual rezoning, will pave the way for actual construction in making the area shovel ready for prospective clients. All the funding will be provided by the FAA and NCDOT grants that have been set aside specifically for the project. The project anticipated to be \$4 million and funding is approximately 50% each from the FAA and NCDOT. Executive Director Bill Hopper reached out to McFarland Johnson to provide a Work Authorization perform initial work that will include concept drawings for the community interaction and rezoning applications, updating the Airport Layout Plan and administrative services needed for funding applications and management for FAA and NCDOT funding. Executive Director Bill Hopper stated that prior to executing the agreement PGV will be having an Independent Fee Assessment done by East Group to verify the estimated costs are fair. A motion to approve McFarland Johnson Work Authorization was made by Chris Nunnally, seconded by Les Robinson motion unanimous, motion carried, motion approved.

- Executive Director Bill Hopper stated that PGV was instructed to repair the doors on the elevator in the non-sterile area of the terminal. Executive Director Bill Hopper was seeking approval for Schindler Elevator Corporation to make the necessary repair. PGV received a quote from Schindler Elevator Corporation in the amount of \$14,760 for the repair. A motion to approve was made by Terry Monday, seconded by Chris Nunnally motion unanimous, motion carried, motion approved.
- Executive Director Bill Hopper stated that he received approval from John Banks, Chairman, to proceed with two needed tasks that were each over \$2,500 and under \$10,000. Terracon, Water Testing at passenger screening area— GSA required that testing be conducted and they will reimburse up to \$3,500. PGV received a quote from Terracon to do the testing in the amount of \$2,870

Custom Building Company has additional painted markings for no-parking hashing in front of the Hangar doors at the Hangars 25 & 26. CBC was given a quote of \$2,233 to do so. Executive Director Bill Hopper asked CBC to give PGV a quote to also do the same hashing in front of Hangar 27-31. Executive Director Bill Hopper received a quote of \$6,625.70 for this, totaling \$8,858.70. PGV will be receiving reimbursement from NCDOT for Hangars 25 & 26. Executive Director Bill Hopper stated that he will be requesting reimbursement for the other Hangars as well.

Federal/State/Local Projects

- **PGV-18 Fund 45 - Hangars 25 & 26 (3NCDOT/SCIF Grants)**
 - Trader Construction complete
 - CBC Design/Build in progress
 - Both Hangars are leased
 - Work Authorization with TBI
 - Estimated completion September/October 2024

- **North 24 Project NCDOT Fund 47 (North 24 NCDOT/SCIF)**
 - Deeds are revised complete June 17, 2024
 - Legal reviews Ward & Smith
 - NCDOT funding started in December 2022
 - Council members being presented with deed changes
 - Community meeting August 6th, 2024
 - County meeting to be presented in September 2024

- **AIP-54 Fund 93 FY 22 Taxiway A North/RWY Subgrade Construction**
 - Initial scope is complete

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- ST. Wooten change order for soft spot March 2024
- Scheduling for ST. Wooten to repair soft spot
- **AIP-55 Fund 94 FY 23 Taxiway A South**
 - \$4,240,000 million has been approved by Board 7/19/2024
 - Started Phase 1 schedule to end September 2024
 - Phase 2 to start in October 2024
 - 30 days marking to complete in December 2024
- **Fund 49-General Aviation Terminal – ARFF Renovation, TRDF Grant**
 - Work Authorization Talbert & Bright signed July 17th 2024

Operations Report

- **Airline**
 - Deplane 3,238
 - Enplane 3,260

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Operations Reports

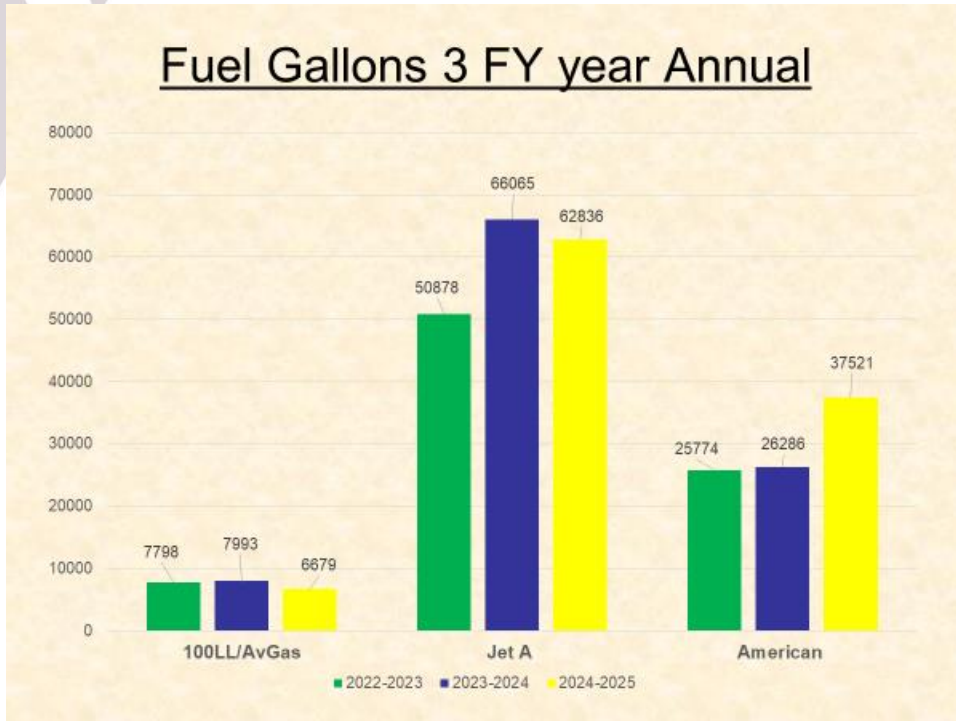
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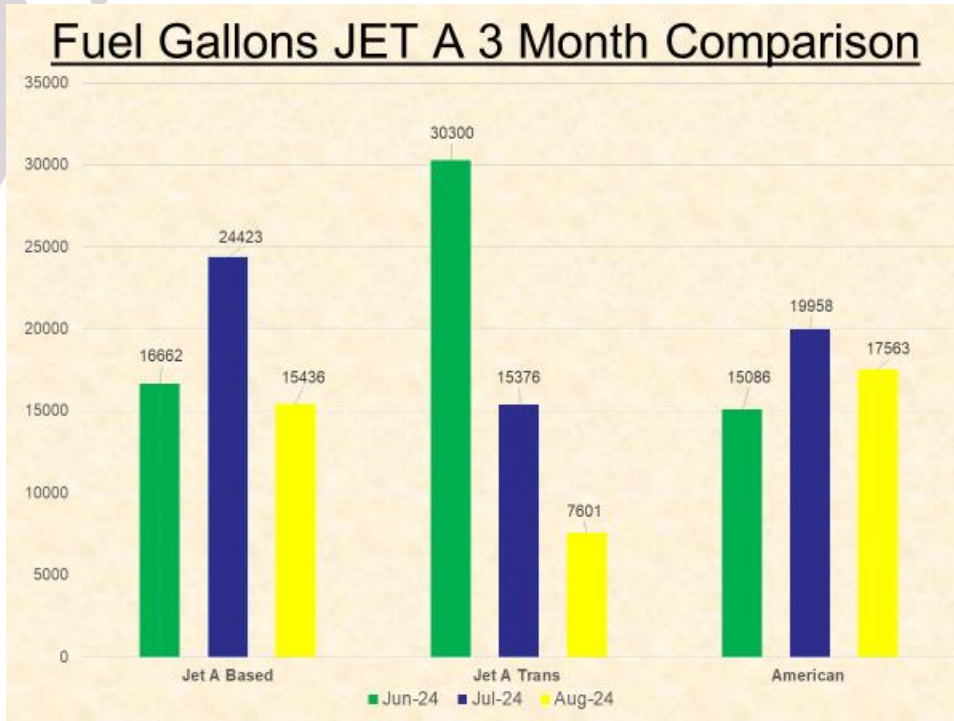
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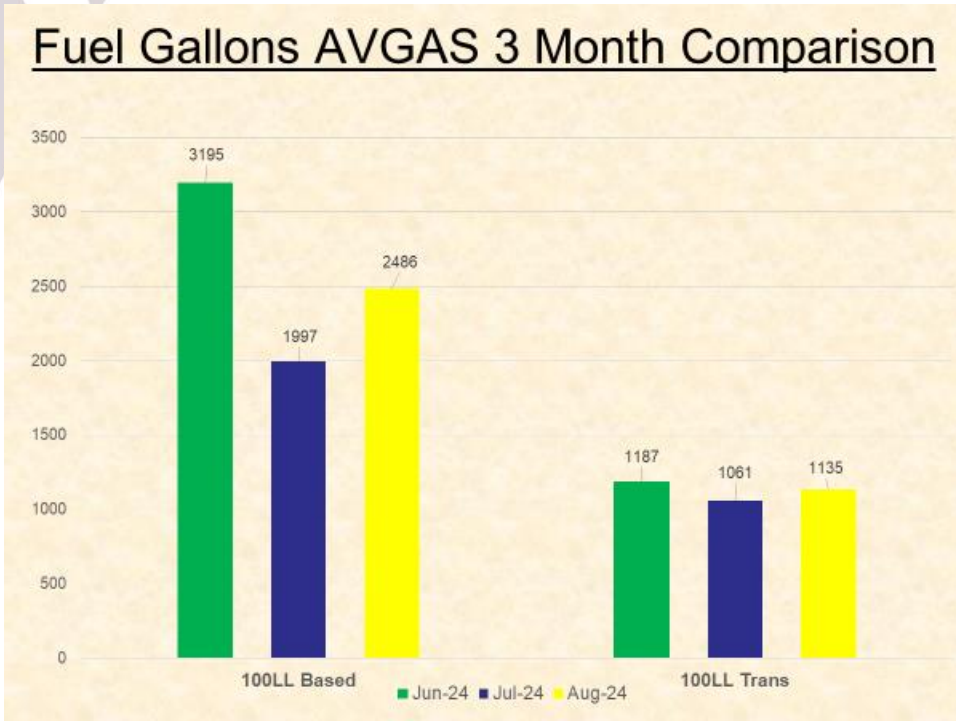
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Financial Report

Finance & Administration Manager April Cannon stated that the Audit for FY 23 & 24 is complete and should be uploaded by October 2024. Cannon stated that the Board needs to start discussing more to reach out to the City and County for funding. PGV has \$1.3 million in the bank which covers operational expenses, and local shares. Cannon stated that unless PGV is receiving reimbursements quicker than there is minimum to no money to cover these costs of paying contractors prior to receiving funds. PGV has about 12-16 months before operational funds run

out. PGV is running off of rolling funds. Cannon stated that the 3 checking accounts PGV has are the PFC account, and NCDOT restricted funding accounts, and the Operational account. Once the audit is complete money will need to be transferred from the Operational reserves and gross profit account to cover the annual operational loss. The board will discuss how to move forward with presenting information to both the City and the County for financial assistance.

Chairman Comments:

Chairman Banks wants to have recommendations regarding the Parking Booth at the next Board meeting. Chairman Banks stated that Vice Chairman Terry Monday, Executive Director Bill Hopper and himself will have a meeting with the City and County regarding funds, Chairman Banks stated that he will provide a date at a later time.

Chairman Banks asked about 8 & 26, Executive Director Bill Hopper stated that he talks with the FAA 2 times a month, he's still waiting to hear from DC.

Chairman banks gave the floor to Executive Director Bill Hopper, he stated that there was a VIP visitor on Tuesday and Saturday. Security has been elevated and the everything went smoothly.

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Executive Director Bill Hopper stated that Operations Manager John Hanna and the Operations crew did a phenomenal job, the Operations crew received very high praises and great feedback regarding the visit.

Dan Mayo would like for the Board members to have another tour of the Airport, Executive Director Bill Hopper stated that he can call whenever he's ready for a tour.

The board questioned the benefits of the parking booth system. Past experiences show there are issues that need to be corrected. Chairman Banks requested a cost analysis be presented by Operations Manager Hanna to provide the loss, and cost of time of staff/repairs to the equipment. The board discussed if it would be more productive to return staff to the parking booth or look into a new system. The analysis is requested for the next board meeting.

Les Robinson asked about information that the Interns are participating in. Airport Interns have been utilizing the Airport social media accounts, greeting customers at aircrafts, and connecting with different community opportunities. They are in the process of creating an Airport Newsletter that the board has requested a copy of for the next board meeting.

Les requested information regarding the survey questions and the

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statistics be brought to the next board meeting.

Chairman Banks asked if there were any further discussions or questions, with no one coming forward Chairman Banks called the September 18th, 2024, Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully submitted,

Cidni Mills
Administrative Assistant

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