

**Pitt-Greenville Airport Authority Board Meeting
December 21st, 2022
11:30 a.m.
Pitt-Greenville Airport Conference Room**

Board Members present: John Banks, Chairman; Mike Roberson, Chris Nunnally, Dan Mayo, Dr. Venkhat Gudivada, and Les Robinson.

Board Members not present: Cheryl Brown, and Terry Monday.

Staff members present: Bill Hopper, Executive Director; Richard Nanney, Operations Manager; April Cannon, Finance and Administration Manager; Cidni Mills, Administrative Assistant.

Other attendees included Dave Silver, Attorney; Eric Stumph, Talbert & Bright; Chris West, Custom Builders;

With no one registered to speak, Chairman Banks closed the Public Forum and called the monthly Airport Authority Board meeting to order.

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 Chris Nunnally, seconded by Mike Roberson motion was unanimous, motion carried, and approved.

A motion to come out of closed session was made by Chris Nunnally, seconded by Mike Roberson, motion was unanimous, motion carried, and approved.

Chris West

Chris West from Custom Builders briefly discussed the design of Hangars 25 & 26. Chris West stated that there will be battery back-up. There will be 10x10 for finished floor elevation. There also will be 307 knockout space elevated 5x1 feet.

Executive Director Report:

- a. 2023 Airport Authority Board Schedule-requires Board approval,
January 25, 2023
February 22, 2023
March 15, 2023
April 19, 2023
May 17, 2023
June 21, 2023
July 19, 2023
August 23, 2023
September 20, 2023
October 18, 2023
November 15, 2023
December 20, 2023
- b. Chris West briefing on Hangar design
- c. COR 13-16 Hangars 27-31-Report to Board
- d. COR 17-Gate Valves in the amount of \$14,047.02
- e. COR 18-BDA Installation of A BDA system in four hangars and install two windows in Hangar 31-totaling \$122,079.21
- f. COR Log to Date-Report
- g. Request for Equipment Shelter 40x40 in the amount of \$17,485.14 from Boss Buildings.
- h. Approval needed for a JLG 60 Ft manlift from LiftsToday in the amount of \$44,950 including shipping.
- i. An 8” PTO wood chipper was purchased with approval from Chairman Banks in the amount of \$2,722.40 from OTS company.

- j. Approval to purchase a two-post vehicle lift in the amount of \$7,102.49 was given by Chairman Banks and purchased at East Coast Tires.
- k. Scissor Lift-report to Board. Maintenance Foreman Bobby is still waiting for prices on the scissor lift. He anticipates it running from \$7500 to 10,000. We have received approval from Chairman Banks if it is under the \$10K threshold. If it isn't, we'll go thru the process for purchases over 10K.
- l. Based Tenant Fuel Rate, Memo attached to board minutes is the new proposed change.

Financials

- A. PFC Transfer \$51,421.78 from fund 23 to fund 88 AIP 44
- B. NCDOT Grant Budget 36244.52.21.1 adopted

All Executive Director items were provided to the Board for review. Executive Director items A-L and Financials A & B were approved. Motion to approve was made by Chris Nunnally, seconded by Cheryl Brown. Motion unanimous, motion carried, motion approved.

Approval of Minutes

Minutes from November 16th, 2022, Pitt Greenville Airport Authority Board meeting were emailed to all members for review. Chairman Banks requested for minor changes to be made to the November 16th, 2022 minutes. A motion to approve the minutes with requested changes were made by Mike Roberson, seconded by Chris Nunnally motion was unanimous, motion carried, minutes were approved.

Chairman List

- Ramp and airfield lighting- Bobby Smith is still looking, will have a discussion by January 15th 2023.
- Progress on NTSB seminar for local emergency management personnel – Operations Manager Richard Nanney will have the event

ready to go by the spring time, Executive Director Bill Hopper wants a safety seminar every 6 months.

- When will the abandoned cars from hurricane Florence be removed? – Executive Director Bill Hopper stated that the cars will be removed by the following week.
- Status update on renters waiting for T-Hangars that have moved into Hangar 11- 4 Tenants are in Hangar 11, Operations Manager Richard will talk to potential tenant.
- Discussion about Federal funding for the Pitt Greenville Airport General Aviation side of the terminal- Currently Executive Director Hopper is trying to figure out how to get more funding because NCDOT will not cover the full project.
- Discussion about contacting and receiving a response from the NCDOT- Executive Director Bill Hopper is still waiting for a response.
- During storm water reconstruction by Dillon's, have the tenants been advised on the route they will use to access their Hangars? – Will be discussed in the upcoming construction meeting.
- During construction of Hangars 25-26 where will the construction company access the ramp with equipment and personnel? – There's a plan that will be discussed in the preconstruction meeting.
- Runway 8-26 position on AIP program? -This will be the year after next. The planning will be in 2025 and the construction will be in 2026.
- Lights on signs of new Hangars, second quote- Currently waiting on one more quote, will have before the next Board meeting.
- Status on parking lot money machine issues- The parking booth vendor that installed the parking booth machine is Southern Time. Southern Time is currently working with Pitt Greenville Airport to get the machine unlocked and back operating.

Closed Session #2:

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 Dan Mayo, seconded by Mike Roberson motion was unanimous, motion carried, and approved.

A motion to come out of closed session was made by Mike Roberson, seconded by Dr. Venkhat Gudivada motion was unanimous, motion carried, and approved.

Voltaire

We have been working with ad hoc with Voltaire Aviation Consultants since prior to Executive Director Bill Hopper arriving at Pitt Greenville Airport in February 2019. Our Contact, Will Berchermann has been a great team member in our endeavor to expand air service at Pitt Greenville Airport. Going forward Executive Director Bill Hopper would like to enter a contract with Voltaire and have their services retainer. The services will include support at air service development conferences, community support and presentations, and obtaining and providing data such as a leakage study. A leakage study will provide data on the number of people in our catchment area that are using other airports such as RDU. Pitt Greenville Airport have not done a leakage study since 2018 and is currently due for one. Executive Director Bill Hopper is requesting Board approval to enter into an agreement with Voltaire Aviation Consultants for a 12-month period in the amount of \$60,000. If Pitt Greenville Airport pays for the entire year upfront the airport will get a \$2,500 discount. Executive Director Bill Hopper is in favor of the discount and states that the cost will become \$57,500. The Board would like the Pitt Greenville Airport Authority Attorney to review this agreement, the Voltaire Agreement has been tabled until the January Board meeting.

CARES ACT

Cares Act Operational Fund \$8,268,200.00

- As of November 2022
- Reimbursed \$7,429,505.37
- Leaving \$838,694.63

Federal/State/Local Projects

- **AIP 53 Fund 44 FY 22- Hangars 27-31**
 - Construction is progressing
- **AIP 54 Fund 93 FY 22 Taxiway A North/RWY Subgrade Construction**
 - Tentative Construction starts on April 3rd, 2023.
- **PGV 18 Fund 45 FY Hangars 25 & 26**
 - Infrastructure will be starting soon
- **FAA ACIP Update 2023-2027**
 - Moving forward next year more numbers will be needed for Operations
 - Executive Director Bill Hopper will provide the Board with a spreadsheet to show the local shares.

Operations Report

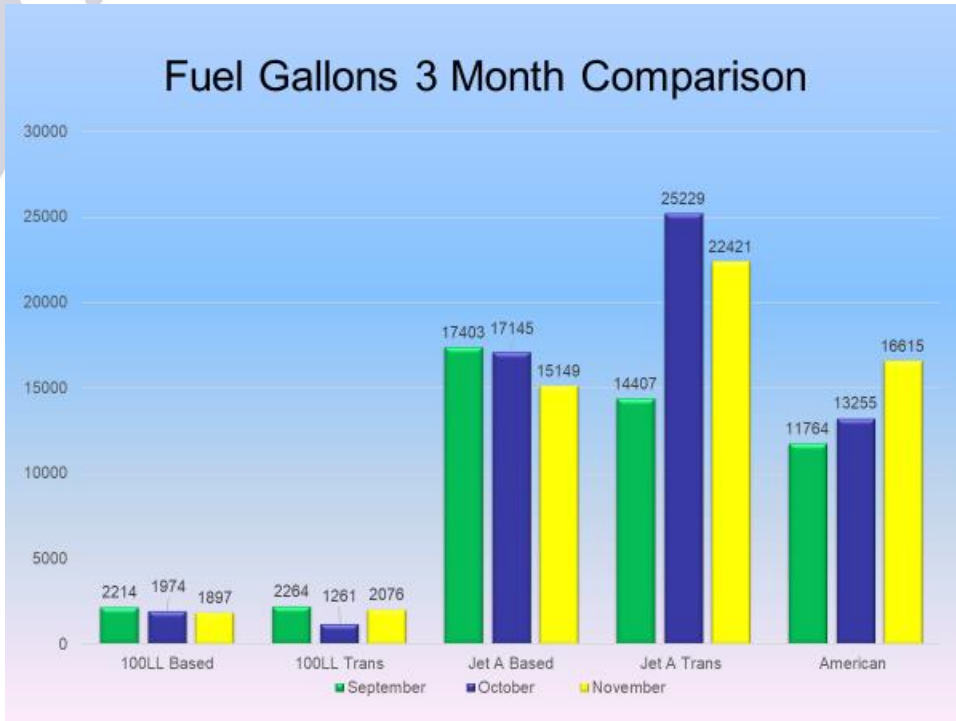
Executive Director Hopper advised that it is the end of football season for Charters, but Basketball season has started. Operations are slowly decreasing. American Airlines has increased in the number of passengers boarding flights.

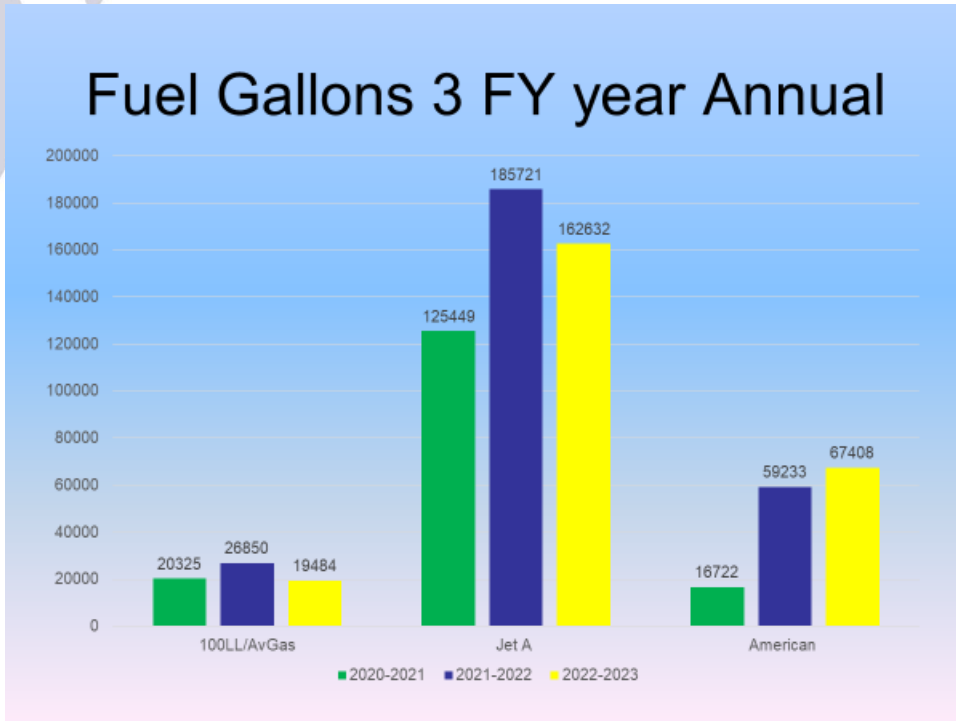
- **Airline**
 - Deplane 2,551
 - Enplane 2,429
- **Charters**

- Deplane 1,040
- Enplane 1,042

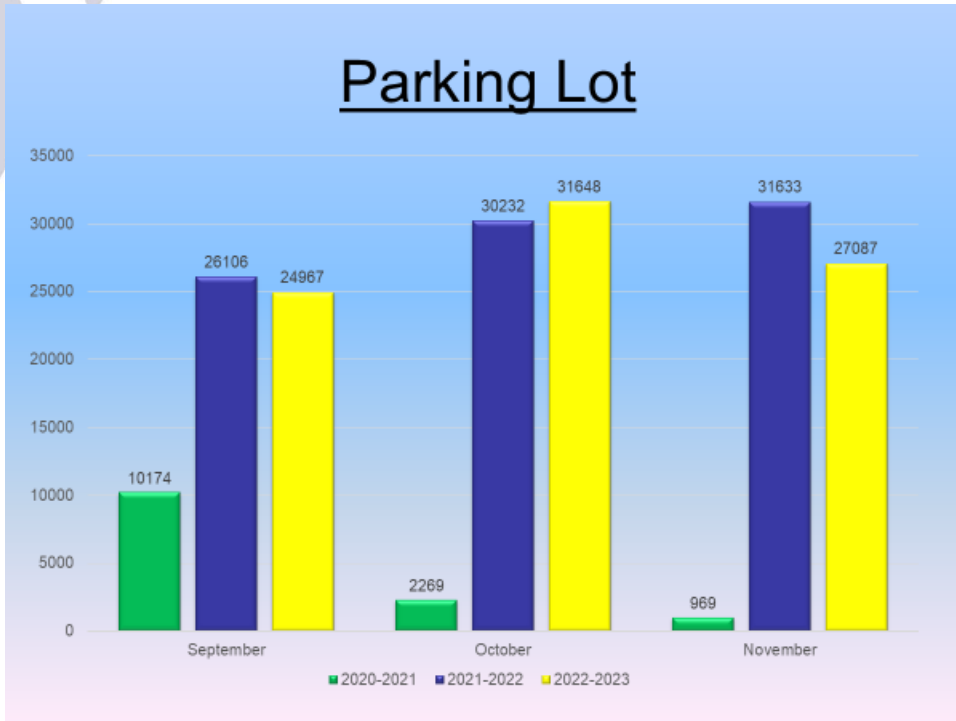
Operations

	2018	2019	2020	2021	2022	% Change	
Jan	1,021	1,357	1,627	1,637	1,382	-0.1845	↓
Feb	1,218	1,377	1,398	1,367	1,391	0.0173	↑
Mar	1,280	1,717	1,104	991	1,490	0.3349	↑
Apr	1,659	1,545	554	2,001	1,552	-0.2893	↓
May	1,157	1,981	1,021	2,238	1,350	-0.6578	↓
Jun	1,600	1,558	1,367	1,490	1,611	0.0731	↑
Jul	1,291	1,733	1,451	1,589	1,399	-0.1358	↓
Aug	20	1,845	1,353	1,504	1,443	-0.0423	↓
Sep	266	1,833	1,366	1,910	1,476	-0.294	↓
Oct	1,615	1,857	1,290	1,664	1,100	-0.5127	↓
Nov	1,383	1,604	1,463	1,775	1,115	-0.5919	↓
Dec	1,266	1,460	1,264	1,540			
	13,776	19,867	15,258	19,706	10,281		





DRAFT



DRAFT

Financial Report

Finance & Administration Manager April Cannon stated that the PFC budget that was approved in the Executive Director report is for AIP 44 financial completion. The amount has been verified with McFarland Johnson. The NCDOT Grant Budget 36244.52.21.1 that the board approved will possibly be used for the GA Terminal final decision will depend on the Airport Board and Executive Director. Finance & Administration Manager April Cannon stated that Pitt Greenville Airport is stable but currently operating in a monthly loss. Revenue has dropped in November 2022. Expenses are at its highest. Financial & Administration Manager April Cannon advised the Board that the Parking Booth is still having issues and that money is still locked inside the machine. Operations Manager Richard Nanney stated that Southern Time is working with Pitt Greenville Airport to get the machine up and working.

Chairman Comments:

Chairman Banks asked if there were any further discussions or questions, with no one coming forward Chairman Clark called the December 21st, 2022 Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully submitted,

Cidni Mills
Administrative Assistant