

January 25, 2023



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

Pitt-Greenville Airport Authority Board Meeting
January 25th, 2023
11:30 a.m.
Pitt-Greenville Airport Conference Room

Board Members present: John Banks, Chairman; Cheryl Brown, Vice Chairman; Terry Monday, Secretary/Treasurer; Mike Roberson; and Chris Nunnally.

Board Members not present: Dan Mayo; Dr. Venkat Gudivada; and Les Robinson.

Staff members present: Bill Hopper, Executive Director; Richard Nanney, Operations Manager; Cidni Mills, Administrative Assistant.

Other attendees included Dave Silver, Attorney; Jay Talbert & Bright;

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

Minutes from December 21st, 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 December 21st, 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.

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 Terry Monday, seconded by Cheryl Brown 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.

Executive Director Report:

Baggage Cart Purchase

- Executive Director Bill Hopper stated that Pitt Greenville Airport has always had to load bags in the pickup truck as well as the passenger seats of the pickup truck. This is not safe and also does not look professional. Pitt Greenville Airport has purchased a baggage cart from Carolina GSE in the amount of \$5,695. The prices were compared to other vendors and the next lowest amount is \$6,500. Executive Director Bill Hopper requested approval for this purchase from the Board Chairman John Banks and he gave his approval. As required by the Purchase Policy, after receiving approval from the Executive Committee member, Pitt Greenville Airport reported the purchase at the next scheduled Board meeting.

Water Damage Remediation-Baggage Claim Report

- Executive Director Bill Hopper stated that the drywall in the area around the baggage belt needs to be removed. Executive Director Bill Hopper stated that when the sprinkler gave way it drenched the area and it is just a matter of time before mold starts to develop. Pitt Greenville Airport will be receiving

insurance reimbursement for the work with \$5,000 deductible. Pitt Greenville Airport got a quote from CareMaster in the amount of \$8,166.06. Pitt Greenville Airport was informed by the vendor that they might find more areas to remove once they start digging into the walls so the price may go up. Per the Purchase Policy for up to \$10,000, Executive Director Bill Hopper received approval from a member of the Executive Committee and will report the purchase to the Board at the next Board meeting. Executive Director Bill Hopper received approval from Terry Monday.

Baggage Drop Off Heaters

- Executive Director Bill Hopper stated that the area where bags are dropped off onto the baggage carousel is very susceptible to the cold. It is the area where freezing occurred on Christmas day of this year, causing significant damage to the baggage claim area and conference room. As a preventive measure, it was recommended that Pitt Greenville Airport to install heaters and set them to activate when the temperature hits 40-degrees. Pitt Greenville Airport received a quote from our on-call HVAC contractor to install two heaters for \$6,842. Executive Director Bill Hopper received approval to make the purchase from Terry Monday and reported the purchase at the January 25th, 2023 Board Meeting.

PGV Entrance Signs

- Executive Director Bill Hopper stated that Pitt Greenville Airport will be replacing the metal signs at the front of the entrance of the terminal to LED Lighted PGV signs, this will enhance the airport branding on Memorial Drive. Pitt Greenville Airport received a price from Signs Now in the amount of \$20,158.11. Due to the price being over \$10,000, Executive Director Bill Hopper requested a second quote from FastSigns and they

quoted \$8,779.55. Due to the difference in price between the two vendors, Executive Director Bill Hopper compared the two quotes and spoke with FastSigns to confirm the price in which they did. As directed by the Purchase Policy, because it's between \$2,500 and \$10,000, Executive Director Bill Hopper requested approval from a member of the Board's Executive Committee and will report the purchase at the next Board meeting. Executive Director Bill Hopper received approval from Terry Monday for such purchase at the January 25th, 2023 Board meeting.

Move Parking Cash Machine to Terminal

- Executive Director Bill Hopper stated that the Cash Machine will cost \$3,200 to be put inside the building. Chairman Banks wants to give the Cash Machine time inside the building to see if it will work properly.

ReLeaf Display

- Executive Director Bill Hopper stated that the ReLeaf Incorporated Display Organization is a nonprofit organization. The organization wants trees to continue to flow in Greenville NC. The organization reached out to Pitt Greenville Airport to have displays in the terminal. Executive Director Bill Hopper stated that it shows a union for the community. The Board agrees that having the display is a good idea.

Volaire Agreement

- Executive Director Bill Hopper stated that Pitt Greenville Airport has been working ad hoc with Volaire Aviation Consultants that dates back prior to him arriving at the Airport in February, 2019. Executive Director Bill Hopper stated that the contact, Will Berchelmann has been a great team member in our endeavor to expand air service at Pitt Greenville Airport. Executive Director

Bill Hopper stated that going forward he would like to enter a contract with Volaire and have their services on retainer. Executive Director Bill Hopper stated that the services include support at air service development conferences, community support and presentation, 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. Executive Director Bill Hopper stated that Pitt Greenville Airport hasn't done a leakage study since 2018 and that the airport is due for one as we find our way out of the pandemic. Pitt Greenville Airport is also looking to team up with community members. Executive Director Bill Hopper stated that at the December Board meeting the Board tabled the agreement to provide time for legal review. Executive Director Bill Hopper requested approval at the January Board meeting to enter into an agreement with Volaire Aviation Consultants for a 12-month period in the amount of \$60,000. Executive Director Bill Hopper stated that if Pitt Greenville Airport pays for the entire year upfront a \$2,500 discount will be applied. Executive Director Bill Hopper recommends that we pay the whole amount upfront, in that case the cost will be \$57,500. Attorney Dave Silver has reviewed the agreement and found no issues. A motion to approve was made by Cheryl Brown, seconded by Chris Nunnally motion unanimous, motion carried, motion approved.

Minimum Standards

- Executive Director Bill Hopper stated that Minimum standards establish minimum criteria for general aviation commercial and non-commercial services provided at Pitt Greenville Airport. By setting these minimum standards, all potential operators at Pitt Greenville Airport will start from a level playing field. This also projects Pitt Greenville Airport to provide the best services possible to its users. The Board members table this to the next

Board meeting to give the Attorney Dave Silver time to look into the previous standards.

Rules and Regulations

- Executive Director Bill Hopper stated that the Rules and Regulations establish criteria to ensure that operators and users of Pitt Greenville Airport meet safety and operational standards at Pitt Greenville Airport. Rules and Regulations set standards that ensure safety and fairness among all the users of Pitt Greenville Airport. It also protects the airport when negligent activities do take place that are not in compliance with the Rules and Regulations. The Board tabled this decision to the next Board meeting to allow Attorney Dave Silver to find and look over the previous copy of Rules and Regulations. Chairman Banks wants the Board to take time and read the Rules and Regulations.

USDA Wildlife Agreement

- Executive Director Bill Hopper is seeking approval for the contract for the period of January 1st, 2023 to June 30, 2023 in the amount of \$10,000. Executive Director Bill Hopper stated that USDA, APHIS, and Wildlife Services has provided safety to aviation at Pitt Greenville Airport for many years. They are the recognized leader across the country in the prevention of wildlife damage to aircraft as well as protecting the flying public from such collisions. A new contract with them is due to provide the service at Pitt Greenville Airport. Pitt Greenville Airport is very unfortunate that Wildlife Services has an office in the Pitt County Complex, so the response has always been timely. A motion to approve was made by Chris Nunnally, seconded by Terry Monday motion unanimous, motion carried, motion approved.

Personnel Policy Update

- Executive Director Bill Hopper was seeking approval for the Pitt Greenville Airport Personnel Policy with requested changes. The main change is the addition of leave for military service. Pitt Greenville Airport has an employee that has enlisted in the NC National Guard and it showed that we have no guidance on employees in the military. The other changes are house cleaning items. A copy of the Personnel Policy will be attached to the minutes. A motion to approve was made by Terry Monday, seconded by Cheryl Brown motion unanimous, motion carried, motion approved.

CARES ACT

Cares Act Operational Fund \$8,268,200.00

- As of December 2022
- Reimbursed \$7,854,921.47
- Leaving \$413,278.53

Federal/State/Local Projects

- **AIP 53 Fund 44 FY 22- Hangars 27-31**
 - Construction is progressing
 - Leases are being discussed
- **AIP 54 Fund 93 FY 22 Taxiway A North/RWY Subgrade Construction**
 - Tentative Construction starts on April 3rd, 2023.
 - Executive Director Bill Hopper will contact NCDOT
 - Executive Director Bill Hopper will provide quotes per Chairman's request.
- **PGV 18 Fund 45 FY Hangars 25 & 26**
 - Design in progress, Executive Director Bill Hopper will have an update at the February Board meeting.
 - Infrastructure construction starting soon

- **FY- NCDOT Fund 47 FY- Hangar 25 & 26 NCDOT/SCIF Grants**

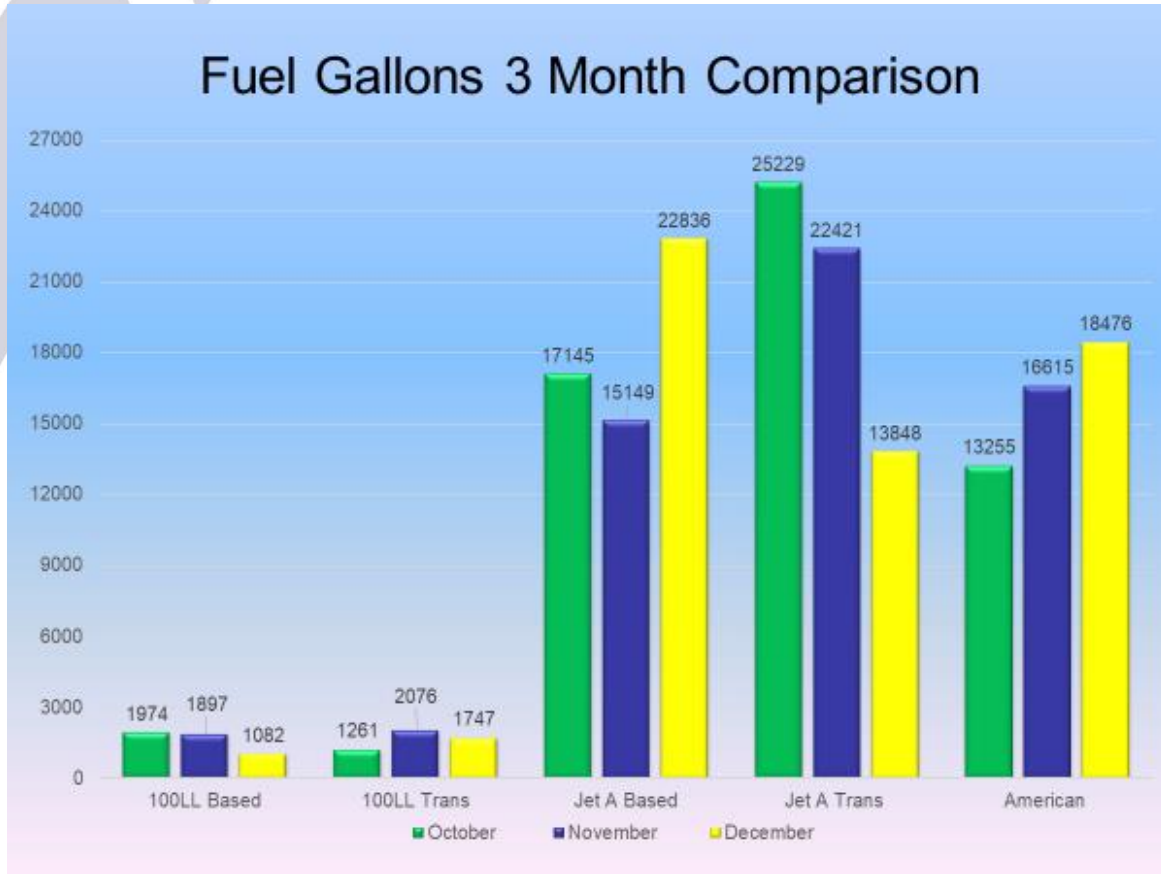
- NCDOT funding has started, temporary budget pending funding options.

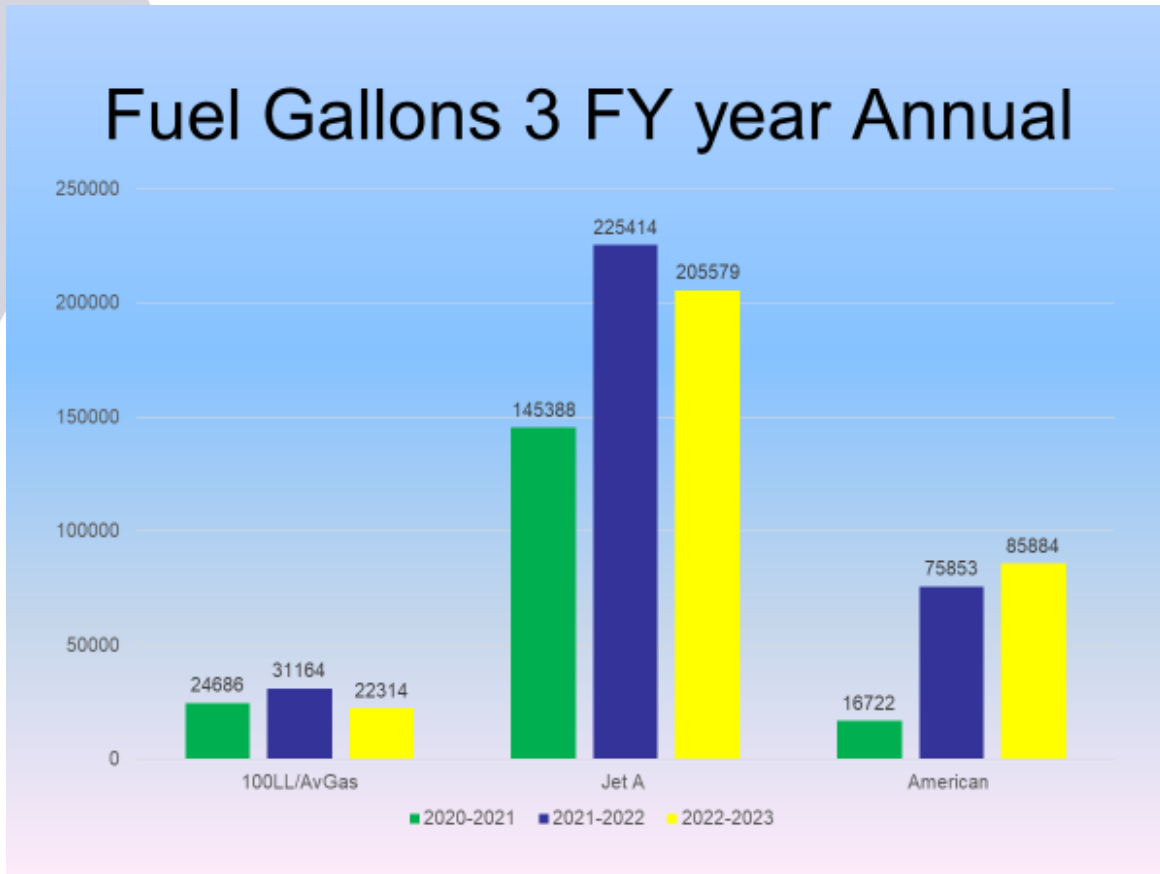
Chairman Banks wants Executive Director Bill Hopper to look into tree removal. Chairman Banks wants Executive Director Bill Hopper to provide a quote to 2 Board members. A motion to approve was made by Terry Monday, seconded by Cheryl Brown motion unanimous, motion carried, motion approved.

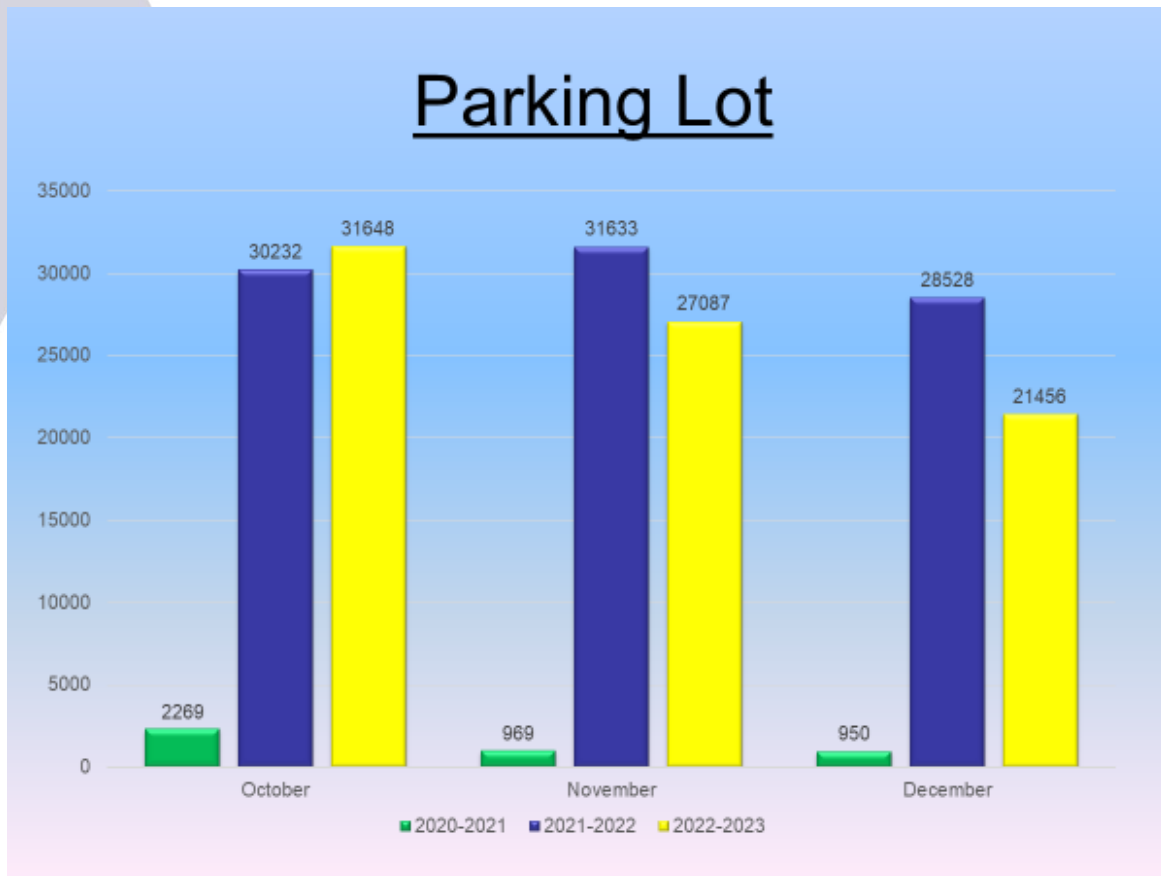
Operations Report

Executive Director Hopper advised that basketball season is coming to an end, but baseball season is right around the corner. Operations are slowly decreasing. American Airlines has increased in the number of passengers boarding flights.

- **Airline**
 - Deplane 2,015
 - Enplane 1,827
- **Charters**
 - Deplane 960
 - Enplane 960







Experimental Aircraft Association Meeting

Terry Monday stated that the EAA meeting has helped get the word out about the restaurant. Terry Monday wants Executive Director Bill Hopper to reach out to other airports who have EAA programs and get them involved.

Financial Report

Treasurer Terry Monday stated that there are a few end of the year items, Terry Monday stated that Pitt Greenville Airport hasn't done anything to affect the revenue stream. Terry Monday wants the public to know that the American Airlines counter closes 45 minutes prior to the flight.

Chairman Comments:

Chairman Banks asked Jay with Talbert and Bright about the ARB drawings, Jay Talbert will get back to him on it.

Chairman Banks asked Operations Manager Richard Nanney about the lights, Operations Manager Richard Nanney stated he and the Maintenance Foreman will look into it at the beginning of next week.

Chairman Banks asked Operations Manager Richard Nanney about the car lift, Operations Manager Richard Nanney stated it is operational as of January 25, 2023.

Chairman Banks suggested that PGV changes vending machine vendors.

Chairman Banks stated that he wants Pitt Greenville Airport Managers to decide which employees will be cross trained. Chairman Banks states that it's important for these employees to be cross trained.

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Chairman Banks asked about the shelters by Hangars 25 & 26, Operations Manager Richard Nanney wants to hold off on those until after construction is done.

Adjourn 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