

**Pitt-Greenville Airport Authority Board Meeting**  
**Wednesday June 21<sup>st</sup> 2023**  
**11:00 a.m.**  
**Pitt-Greenville Airport Fire Rescue Building**

Board Members present: John Banks, Chairman; Terry Monday, Treasurer/Secretary; Mike Roberson, Chris Nunnally, Dan Mayo and Les Robinson.

Board Members not present: Cheryl Brown; Vice Chairman.

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

Other attendees included Dave Silver; Scot Webster, Southern Bank; Brooks Bunting, Infinex Group; Eric Stumph, Talbert & Bright; and Tom Slater, R S &H.

During the public comment period Brooks Bunting and Scot Webster gave an update on the Infinex investments. Brooks advised that the 6-month investment will be coming up for a decision needed to be made by the board to rollover the investment. Infinex will return to the August board meeting for a full update on rates and the board will vote at the August board meeting.

**Approval of Minutes**

Minutes from May 17<sup>th</sup>, 2023, and May 31<sup>st</sup>, 2023, Pitt Greenville Airport Authority Board meetings were emailed to all members for review. Chairman Banks asked if there were any changes or recommendation to the minutes. With no corrections, a motion to approve the minutes was made by Dan Mayo, seconded by Mike Roberson 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; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract. A motion to go into closed session was made by Mike

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

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

### **Executive Director Report:**

#### **Budget FY 23-24 and Budget Amendments FY 22-23**

- Finance Manager April Cannon stated that the operational Cares Grant is complete. April Cannon stated that she spoke with the auditors on June 20<sup>th</sup> about GASB 87 and GASB 96 which has been implemented by DebtBook as required by auditors. A motion to approve all FY 23-24 budgets as presented and all FY 22-23 budget amendments as presented was made by Terry Monday, seconded by Les Robinson, motion was unanimous, motion carried, motion approved.

#### **RFQ Engineering**

- Executive Director Bill Hopper stated that on July 19<sup>th</sup>, 2023, the Board will begin the interviews for the Engineering RFQ bids. The interviews will be in 20-minute increments prior to the July Board Meeting from 9am to 11am.

#### **Election of Board Officers for 2023-2024**

At the request of Chairman Banks, Attorney David Silver, Pitt Greenville Airport Council conducted the election process.

David Silver called for nominations for Chairman, Terry Monday nominated John Banks, Les Robinson seconded the nomination. No other nominations were presented, and David Silver closed the nominations and called for a vote. The board voted unanimously for John Banks as Chairman.

David Silver called for nominations for Vice- Chairman Chris Nunnally nominated Terry Monday, Dan Mayo seconded the nomination. No other nominations were presented, and David Silver closed the nominations and called for a vote. The board voted unanimously for Terry Monday as Vice-Chairman.

David Silver called for nominations for Secretary/Treasurer. Dan Mayo nominated Terry Monday, Chris Nunnally seconded the nominations. No other nominations were presented, and David Silver closed the nominations and called for a vote. The board voted unanimously for Terry Monday as Secretary/Treasurer.

David Silver stated with position as Executive Director, Kim Bill Hopper is unanimously delegated as the Finance Officer to the board. David Silver called all elections to a close.

- Executive Director Bill Hopper stated that Pitt Greenville Airport has two jet bridges that require annual maintenance to best assure they are operational as often as possible. Jetbridges are expensive and require very unique services that very few companies can provide. Executive Director Bill Hopper stated that JBT provided Pitt Greenville Airport with a quote in the amount of \$18,757.36 to provide the annual maintenance for both jet bridges. Executive Director Bill Hopper stated that Maintenance Foreman Bobby Smith has investigated other options and JBT is the only provider he can find. Executive Director Bill Hopper requested Board approval for the PM to be done by JBT in the not to exceed amount of \$18,757.36. Motion to approve was made by Chris Nunnally, seconded by Les Robinson motion was unanimous, motion carried, motion approved.
- Executive Director Bill Hopper stated that he already received approval from Chairman Banks regarding the GPU on the jetbridge. Executive Director Bill Hopper stated that Pitt Greenville Airport had a GPU on the jetbridge mostly used by American Airlines go out of service. The GPU provides ground power to the aircraft while it is attached to the jetbridge so that the aircraft does not have to provide power while it's on the ground. Executive Director Bill Hopper stated that it is a very important component to provide so that the aircraft does not put wear and tear on its auxiliary power unit. JBT will provide the necessary parts for Pitt Greenville Airport to repair the GPU for \$4,282.78.
- Executive Director Bill Hopper stated that he already received approval from Chairman Banks to proceed with repairing the Enterprise/National/Alamo counter. Executive Director Bill Hopper advised that Pitt Greenville Airport had to remove drywall to expose the pull-down gate at the Enterprise Rental Car counter. Slate Painting will make repairs to the drywall in the amount of \$3,750. Executive Director Bill Hopper stated that the repairs will also include a removable panel so that drywall will not have to be removed for any future repairs.

## **Federal/State/Local Projects**

- **AIP 53 Fund 44 FY 22- Hangars 27-31**
  - Completion punch list still in process
  - Elevation of leaks being inspected
  - Construction is complete
- **AIP 54 Fund 93 FY 22 Taxiway A North/RWY Subgrade Construction**
  - Almost complete 95%, 2 weeks ahead of schedule
  - Final Inspections in process
  - Painting to be complete around July 10<sup>th</sup>, 2023
- **AIP (Pending Grant) Fund 94 FY 23 Taxiway A South**
  - \$3.7 million has been confirmed to be allocated
  - 10% is coming from PFC's
- **PGV 18 Fund 45 FY- Hangars 25 & 26 NCDOT/SCIF Grants**
  - Trader Construction in progress is on a delay
  - Entering a contract with CBC.
- **FY- NCDOT Fund 47 36244.52.21.1 (Project TBD)**
  - Project not determined, Board is still discussing
  - NCDOT funding started in 12/2022.

The Board discussed RWY 8/26 paint that is fading. Executive Director Hopper advised PGV is still waiting on a response from the FAA for consideration. It has been discussed that the visibility is becoming unclear, and that a quote will be needed to paint out points for visibility.

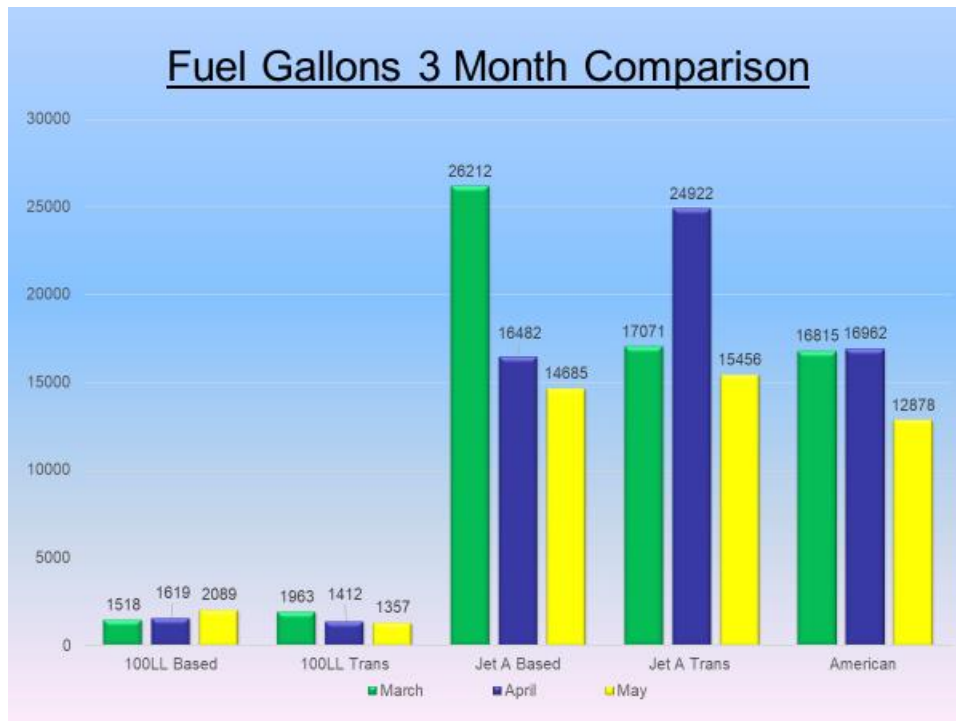
## **Operations Report**

- **Airline**
  - Deplane 2,193
  - Enplane 2,016
- **Charters**
  - Deplane 299
  - Enplane 159

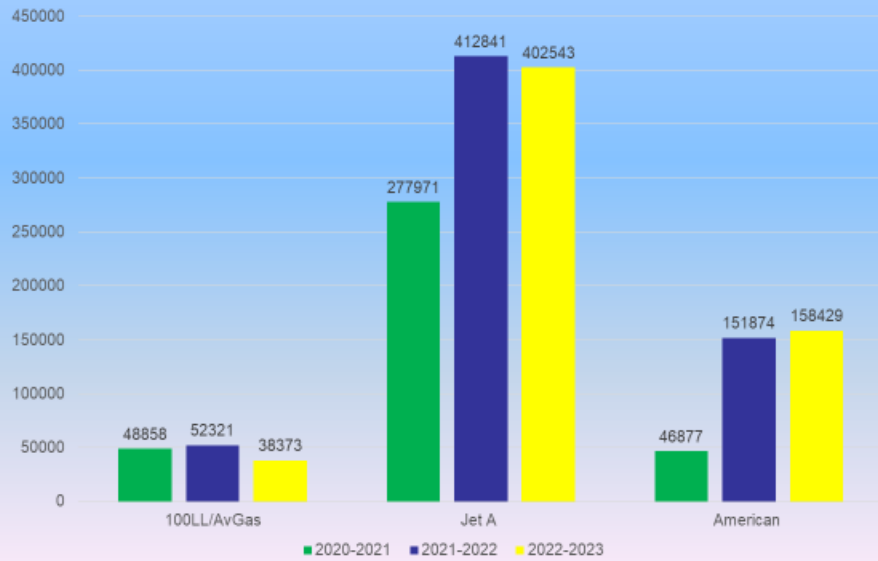
-During the month of May there were more deplanements than enplanements due to ECU's departures from RDU and the use of charter flights for the return to PGV only.

Executive Director advised the numbers are low for the month which can be due to less charters during this month. The Airline will be bringing back a possible 3<sup>rd</sup> flight in September.

Chairman Banks inquired about the status of the parking booth issues. It has been requested by the board that PGV receive quotes on either a solution for the current issues with the new machine or a new parking booth system/company. The board stated if the parking booth needs to start being staffed than this will be discussed further at the next board meeting.



## Fuel Gallons 3 FY year Annual



## Parking Lot



## Operations

|     | <u>2018</u> | <u>2019</u> | <u>2020</u> | <u>2021</u> | <u>2022</u> | <u>2023</u> | <u>% Change</u> |   |
|-----|-------------|-------------|-------------|-------------|-------------|-------------|-----------------|---|
| Jan | 1,021       | 1,357       | 1,627       | 1,637       | 1,382       | 1,319       | -0.0478         | ↓ |
| Feb | 1,218       | 1,377       | 1,398       | 1,367       | 1,391       | 1,071       | -0.2988         | ↓ |
| Mar | 1,280       | 1,717       | 1,104       | 991         | 1,490       | 1,217       | -0.2243         | ↓ |
| Apr | 1,659       | 1,545       | 554         | 2,001       | 1,552       | 1,194       | -0.2998         | ↓ |
| May | 1,157       | 1,981       | 1,021       | 2,238       | 1,350       |             |                 |   |
| Jun | 1,600       | 1,558       | 1,367       | 1,490       | 1,611       |             |                 |   |
| Jul | 1,291       | 1,733       | 1,451       | 1,589       | 1,505       |             |                 |   |
| Aug | 20          | 1,845       | 1,353       | 1,504       | 1,488       |             |                 |   |
| Sep | 266         | 1,833       | 1,366       | 1,910       | 1,441       |             |                 |   |
| Oct | 1,615       | 1,857       | 1,290       | 1,664       | 1,250       |             |                 |   |
| Nov | 1,383       | 1,604       | 1,463       | 1,775       | 1,261       |             |                 |   |
| Dec | 1,266       | 1,460       | 1,264       | 1,540       |             |             |                 |   |
|     | 13,776      | 19,867      | 15,258      | 19,706      | 15,721      | 4,801       |                 |   |

### Financial Report

Finance & Administrative Manager April Cannon stated that the airport is operating in a loss monthly. Terry Monday advised the board that the operational loss is generally \$100,000 monthly.

The board was informed that the ESP reimbursement is behind from the City of Greenville pending the City meeting to revise their budget for the Reimbursement of the Economic Stimulus Program.

Finance & Administrative Manager April Cannon advised the board that the auditors will be on site at PGV during the week of July 24<sup>th</sup>.

### Chairman Comments:

Chairman Banks asked about the lighting project with Womack. Operations Manager Richard Nanney stated that work regarding the lights started June 20<sup>th</sup>, 2023.

Chairman Banks asked about the fencing timeline, Operations Manager Richard Nanney stated that fencing construction starts in August 2023.

Chairman Banks asked where we stood with the Shelter that collapsed during the storm. Executive Director Bill Hopper stated that the shelter collapsed, Executive Director Bill Hopper spoke with the insurance company and was told that the shelter was past the warranty even though it was only up for less than two months. Due to this information Pitt Greenville Airport received the airport has decided to withhold doing business with East Carolina Unlimited, LLC.

Chairman Banks asked about the NTSB training, Administrative Assistant Cidni Mills stated that so far 30 individuals have RSVP.

Chairman Banks wanted an update on the airplane that crashed on the other side of the river. Executive Director Bill Hopper stated that he received a phone call on June 18<sup>th</sup>, 2023, and was told that the aircraft should be cleared out by the end of the week. The plane currently sits at the end of the closed runway. No preliminary causes have been given.

Chairman Banks asked about Veoci, Executive Director Bill Hopper stated that Celeste Holloman is currently in training, the software isn't fully running right now. The system should be live as of July 1<sup>st</sup> as required.

Chairman Banks wanted an update on the Drone, Executive Director Bill Hopper stated that he will get with Dan Mayo before the next meeting.

Chairman Banks spoke with Janice about the ESP Credit, there will be a meeting involving Chairman Banks, Terry Monday, Sam Croon, Bill Hopper and April Cannon. The meeting will involve how to receive County tax values in the beginning of the year instead of towards the end.

Chairman Banks asked if there were any further discussions or questions, with no one coming forward Chairman Banks called the June 21<sup>st</sup>, 2023, Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully submitted,

Cidni Mills  
Administrative Assistant