

Wednesday, May 17, 2023



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

**Pitt-Greenville Airport Authority Board Meeting**  
**May 17, 2023**  
**11:00 a.m.**  
**Pitt-Greenville Airport,**  
**Fire Rescue Building**

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

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

Other attendees included: Attorney Dave Silver and Eric Stumph Talbert & Bright Inc.

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 the March 27, 2023, Pitt Greenville Airport Authority Board meeting were emailed to all members for review. There was no quorum for the April 26<sup>th</sup> board meeting. 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 Chris Nunnally, 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 Dan Mayo, seconded by Terry Monday motion was unanimous, motion carried, and approved.

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

Chairman Banks asked about the NTSB meeting on June 27<sup>th</sup> 2023, Chairman Banks inquired about the guidelines of photography for crash sites. Chairman Banks also asked about potentially having a drone here at Pitt Greenville Airport.

### **Executive Director Report:**

- The Board discussed a new start time for Board meetings, a motion to change the time of the Board meeting from 11:30 am to 11:00 am was made by Chris Nunnally, seconded by Terry Monday motion was unanimous, motion carried, motion approved.
- Executive Director Bill Hopper gave an update on the conference room. Executive Director stated that there will be a new AV system, panel window blockers, TV system, fridge and a lockable credenza. Executive Director estimated that the conference room should be done by the second or third week in June 2023.
- Executive Director Bill Hopper was requesting approval to enter into the real estate engagement agreement with Ward & Smith. Executive Director Bill Hopper stated that all property purchased for the runway extension, noise program, as well as a number of other properties remain zoned as they were with the previous owner. Executive Director Bill Hopper stated that Pitt Greenville Airport plans to develop properties at the north end of the airfield and east runway 2 & 20 adjoining Greenfield Terrace neighborhood, and will need to zone the properties purchased in this area. Ward & Smith has extensive experience with the City of Greenville in zoning, and were recommended by Bryan Fagundus of ARK Consulting Group. A motion to not exceed in the amount of \$25,000 was made by Terry Monday, seconded

by Chris Nunnally motion unanimous, motion carried, motion approved.

- Executive Director Bill Hopper discussed the Specialty FDR for Fencing at the new hangars. The amount of the new fencing is \$69,000 for Hangars 27-31, this will be replacing the old fencing with new security gates with code lock. Executive Director Bill Hopper stated that this motion was already approved by Chairman Banks and Terry Monday. Fencing will begin mid-June 2023.
- Executive Director Bill Hopper stated that the HVAC unit at Hangar 10 needs repair. Pitt Greenville Airport was informed by our HVAC contractor that the control unit is part of what needs repair, and it is obsolete. The unit was original from when the Hangar was built 23 years ago. Pitt Greenville Airport received a quote from Eneco East, LLC in the amount of \$4,020 to replace the Mini-Split and control unit at Hangar 10. Executive Director Bill Hopper received approval for this purchase from Terry Monday and John Banks.
- Executive Director Bill Hopper stated that Pitt Greenville Airport has had an airfield lighting regulator go out of service for Runway 2/20 lights. Executive Director Bill Hopper stated that because of the lead time to get a regulator, Pitt Greenville Airport will keep one in stock so that it can be immediately installed. Executive Director Bill Hopper expressed that if Pitt Greenville Airport didn't have a spare regulator the main runway would have been closed until a new one was purchased. Pitt Greenville Airport received a quote from Rifenburg North Carolina, LLC, to make the necessary regulator replacement and then rebuild the ADB regulator that was taken out. The total amount is \$7,270 and Pitt Greenville Airport received approval from Terry Monday.
- Finance & Administration Manager April Cannon advised the board that the QuickBooks needed to be updated to a new subscription to maintain the maintenance and control of the account. The QuickBooks 2023 has become an annual subscription, so each year it will need to be updated. Pricing will vary each year. This year it cost \$2,527.81. Approval was pre-given by board member Terry Monday before the 5/31/2023 expiration date. Terry Monday gave an update on the importance of updating the QuickBooks system, Terry Monday stated that QuickBooks is still the cheapest option for what services the Airport requires.
- Executive Director Bill Hopper stated that Chairman Banks and himself

have been discussing the development of the 24 acres of land Pitt Greenville has, this will be part of the rezoning process. Executive Director Bill Hopper discussed where the funding for this development will come from. Executive Director Bill Hopper states that Pitt Greenville Airport has reserved funds for building another Hangar. Executive Director Bill Hopper states that Pitt Greenville Airport could potentially put in a taxi lane, and also a road that will provide access off of the old Belvoir highway. This project could potentially be called North 24 Corporate Area. This project is estimated to be close to \$4 million dollars.

- Executive Director Bill Hopper stated that Pitt Greenville Airport received a quote from Womack regarding the lighting system. Executive Director Bill Hopper stated that the quote amount is slightly under \$65,000. The quote was previously \$40,000 but 20 additional lights were added. Executive Director Bill Hopper stated that there is a 10-year limited warranty. Executive Director Bill Hopper stated that Pitt Greenville Airport received 3 quotes in total and Womack was the better option. Chairman Banks asked if there was a timeline on the installation, Operations Manager Richard Nanney stated that he will have an update on the timeline at the next Board meeting. A motion to approve was made by Terry Monday, seconded by Cheryl Brown motion unanimous, motion carried, motion approved.
- The board discussed the selection process for the RFQ that was put out to bid regarding the Engineering Firm Consultants. There were 5 bids received which have been handed out to the board members for review. Executive Director Hopper will email a schedule out to the Board.

Mike Roberson spoke about the Free to be Me event that takes place on May 20<sup>th</sup> 2023 at 10 am to 2pm. Mike Roberson stated that this is a family and friends' event but it is invite only. There will be fire trucks, police cars, bouncy houses, 4 or 5 fixed wing aircraft and 1 helicopter. Volunteers will have on yellow shirts.

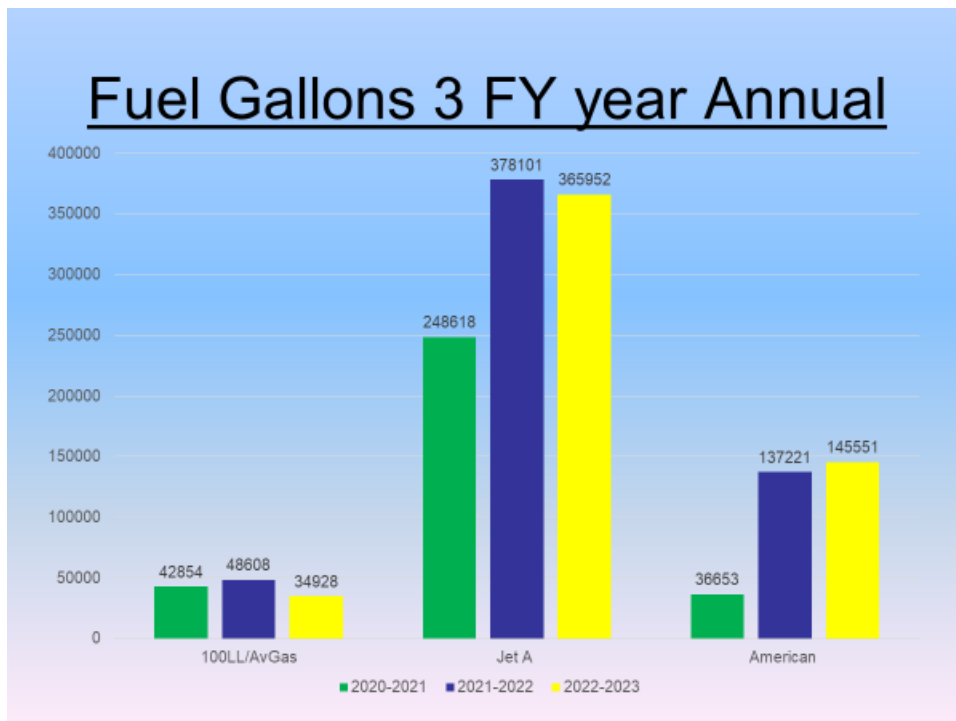
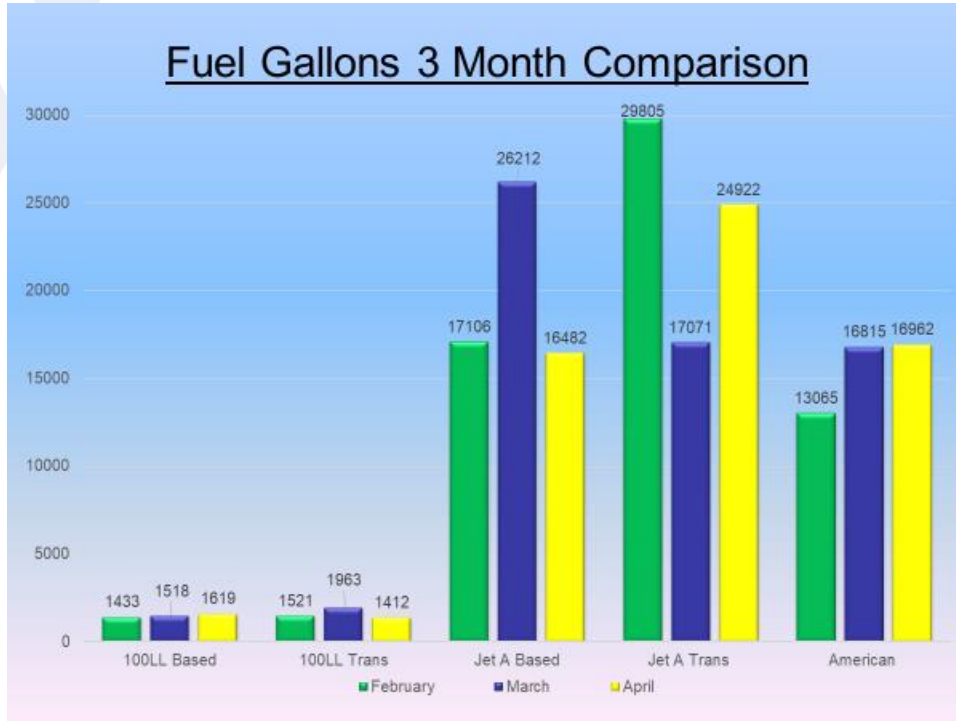
### **Federal/State/Local Projects**

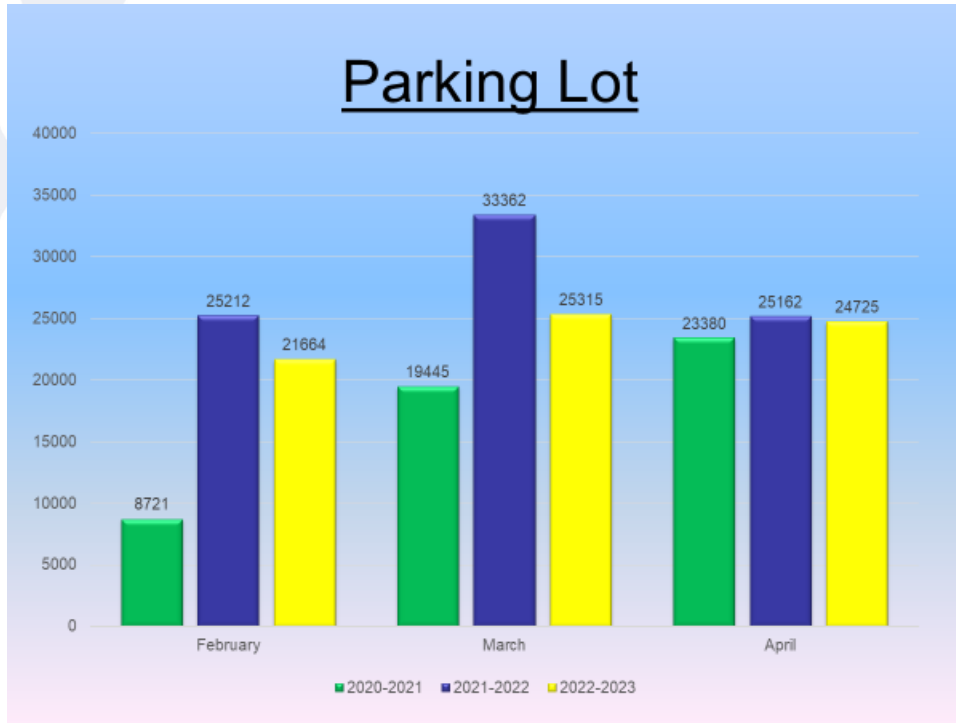
- **AIP 53 Fund 44 FY 22- Hangars 27, 28, 29, 30 & 31**
  - Leases are being discussed
  - Leakage in Hangars still a punch list item
- **AIP 54 Fund 93 FY 22 Taxiway A North/RWY Subgrade Construction**
  - Estimated to be completed July 2023
- **PGV 18 Hangars 25 & 26 NCDOT/SCIF Grants**
  - Design is in progress
  - Proposal should be made soon
  - Construction will begin in June 2023
- **Fund 47 NCDOT Funding**
  - Funds are being considered for different projects.

### Operations Report

- **Airline**
  - Deplane 2,628
  - Enplane 2,629
- **Charters**
  - Deplane 722
  - Enplane 552

The variance is due in part to charters that either dropped off or picked up a team for example, Avelo Airlines picked up the ECU Men's Basketball team and ECU Women's softball team in Wichita, Kansas and dropped them off at 0215 on April 24, 2023. The teams flew commercial flights out of RDU, so the 80 passengers were counted as deplanement only. Champion Air also had either enplanements or deplanements for the month of April.





### 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 and Administration Manager April Cannon provided all board members with the FY 23-24 budgets. The FY 23-24 budgets will not be voted on until the June 2023 Board meeting. All budgets for FY 23-24 will be made public on the PGV website for public review. Finance and Administrative Manager April Cannon also stated that there will need to be a public hearing meeting before the June 21<sup>st</sup> board meeting which will take place at 10:45a.m.

Fuel and Parking revenues were low. The board questioned the parking booth system and if there is a way to correct any and all issues.

Expenses are off due to pending salary/benefit invoices from the City of Greenville. The current benefit invoices are behind by 5 months.

## **Chairman Comments:**

Chairman Banks asked about the NTSB meeting on June 27<sup>th</sup> 2023, Chairman Banks inquired about the guidelines of photography for crash sites.

Chairman Banks also asked about potentially having a drone here at Pitt Greenville Airport. Executive Director Hopper and Operations Manager Richard Nanney will look into the photography from onsite incidents. Dan Mayo advised options to look into for a Drone, as well as training to be commercially Qualified to operate one.

Chairman Banks asked about the ARK designs, Executive Director Bill Hopper stated that a quote has been given and he will have it ready for the Board at the next Board meeting.

Chairman Banks asked if the maintenance crew received any spare parts for the Hangars, Operations Manager Richard Nanney stated that the Maintenance crew had received spare parts.

Chairman Banks asked about the damaged shelter, Operations Manager Richard Nanney stated that there is another shelter that could potentially collapse also. Executive Director Bill Hopper stated that he will reach back out to the company to get an update.



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Chairman Banks asked about Veoci, Executive Director Bill Hopper stated that the software is supposed to be set up by the end of the month. Pitt Greenville Airport will use software for a month to make sure the software is working correctly.

Chairman Banks was asked about details regarding the plane crash on the other side of the river, Chairman Banks stated that Pitt Greenville Airport has no information at this time.

Chairman Banks lets the Board know to take Dr. Venkhat off the email list as he has resigned from the Airport Authority Board.

Chairman Banks asked if there were any further discussions or questions, with no one coming forward Chairman Banks called the May 17<sup>th</sup>, 2023, Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully submitted,

Cidni Mills  
Administrative Assistant