

March 27th, 2023



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

Pitt-Greenville Airport Authority Board Meeting

**March 27th, 2023
11:30 a.m.**

Pitt-Greenville Airport Fire House

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

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

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

Other attendees included Dave Silver, Attorney; Johnathan Petty packer, Womack.

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

Womack

Johnathan Petty packer provide the airport authority board with a proposal for new lighting around the airport. It was estimated between \$10,000-\$30,000 pending the amount of warranties and labor. The board decided on allowing Womack to install test lights to compare

the brightness and usage. After testing is concluded the board will decide how to move forward.

Approval of Minutes

Minutes from February 6th, 2023, February 22nd, 2023, and February 28th, 2023, Pitt Greenville Airport Authority Board meeting and Emergency Board meeting were emailed to all members for review. A motion to approve the minutes was made by Chris Nunnally, seconded by Cheryl Brown motion was unanimous, motion carried, minutes were approved.

Closed Session:

To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session. A motion to go into closed session was made by Terry Monday, seconded by Les Robinson motion was unanimous, motion carried, and approved.

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

Executive Director Report:

- Executive Director Bill Hopper stated that he had the requested quote for the shelters near Dillon’s Aviation. The quote was for \$19,800 per shelter.

Taxiway A South

- Executive Director Bill Hopper was requesting approval from the Board to enter into an agreement with Talbert & Bright, Inc for the design portion of the Taxiway A South Rehabilitation Project in the amount not to exceed \$213,632.40. Executive Director Bill Hopper states that he currently negotiated as a part of the FAA-required Independent Fee Estimate process. The amount was reduced resulting from this process. The project with design and construction combined is budgeted at \$3.6 million. A motion to approve the agreement with Talbert & Bright, Inc was made by Terry Monday, seconded by Chris Nunnally motion unanimous, motion carried, motion approved.
- Executive Director Hopper requested approval for Budget Ordinance Fund 94 for Taxiway A South for the new IFE amount \$175,100.40. A motion to approve the budget was made by Chris Nunnally, seconded by Cheryl Brown motion unanimous, motion carried, motion approved.

PFC Program

- Executive Director requested approval to enter into a Work Authorization with Talbert & Bright for subcontracting with McFarland & Johnson in the amount of \$32,584 for the PFC program. A motion to approve was made by Chris Nunnally, seconded by Dan Mayo motion unanimous, motion carried, motion approved.

VEOCI Agreement

- Executive Director Bill Hopper stated that Pitt Greenville Airport has software provided by Aerocloud that is limited in its applications. Executive Director Bill Hopper explained that Aerocloud maintains a record of daily inspections, and it is incapable of integrating this with a workorder system that also maintains a record of associated costs and labor. Two other vendors have been located that are capable of the additional applications. Pitt Greenville Airport received a quote from Veoci for \$22,800 annually. Pitt Greenville Airport also reached out to ProDIGIQ and the company wouldn't provide a quote because they said they couldn't match Veoci's quote. Executive Director requested that Pitt Greenville Airport enter into an agreement with Veoci to provide Certification Record Keeping and Work Order Management in the amount of \$22,800 annually. Steven advised that after speaking with Pitt County MIS there will be no interference with their system since it is cloud based. A motion to approve was made by Mike Roberson, seconded by Dan Mayo motion unanimous, motion carried, motion approved.

DebtBook Agreement

- Executive Director Bill Hopper stated that GASB 87 provides guidance and requirements for record keeping that is part of our annual financial audit. GASB 87 is a record of all leases and GASB 96 is a record of all contracts. Martin & Starnes recommended that Pitt Greenville Airport engage with DebtBook, a software company that specializes in the organization of records. The requirements for GASB 87 were in effect for last year's audit and GASB 96 is a new requirement that begins with the current audit. Executive Director Bill Hopper suggested the 2-year subscription for \$38,000. Chairman Banks would like an email with more information sent out to the Board. A motion to approve was made by Terry Monday, seconded by Dan Mayo motion unanimous, motion carried, motion approved.

Runway 2/20 Painting

- Executive Director Bill Hopper stated that the FAA is requiring Pitt Greenville Airport to paint Runway 2-20 by July 2023. This requirement was noted in the 2022 inspection report. Due to Pitt Greenville Airport having a Taxiway A North project that is anticipated to be completed by July 2023 the FAA gave Pitt Greenville Airport until the end of the project when a painting subcontractor will be mobilized as a part of the project. Runway 2/20 will cost \$104,582.76 and RWY 8/26 is \$72,209.10. After the board discussed RWY 8/26 future plans to rehabilitate the runway. Executive Director Bill Hopper requested Board approval to enter into an agreement with HASCO, Inc of Greensboro, NC in the amount of \$104,582.76 to paint both runways at Pitt Greenville Airport. A motion to approve was made by Dan Mayo, seconded by Cheryl Brown motion unanimous, motion carried, motion approved.
- Executive Director Bill Hopper advised the board that The First-Class Bistro required a new ice machine. After approval with Chairman Banks, Executive Director Hopper purchased one from KATOM for \$4,046.54.
- Executive Director stated that the floor in TSA has been replaced. Executive Director Bill Hopper was given the approval from Chairman Banks to replace the tile for \$2,994.00
- Executive Director Bill Hopper advised the board that there was a tree removal for Hangar 27-29 completed by Crystal Coast Tree Service. Approval was given by Chairman. Pitt Greenville Airport has been given a permanent Certification of Occupancy.
- Chairman Banks advised he would like an update on the additional tug and Quotes on new fencing.

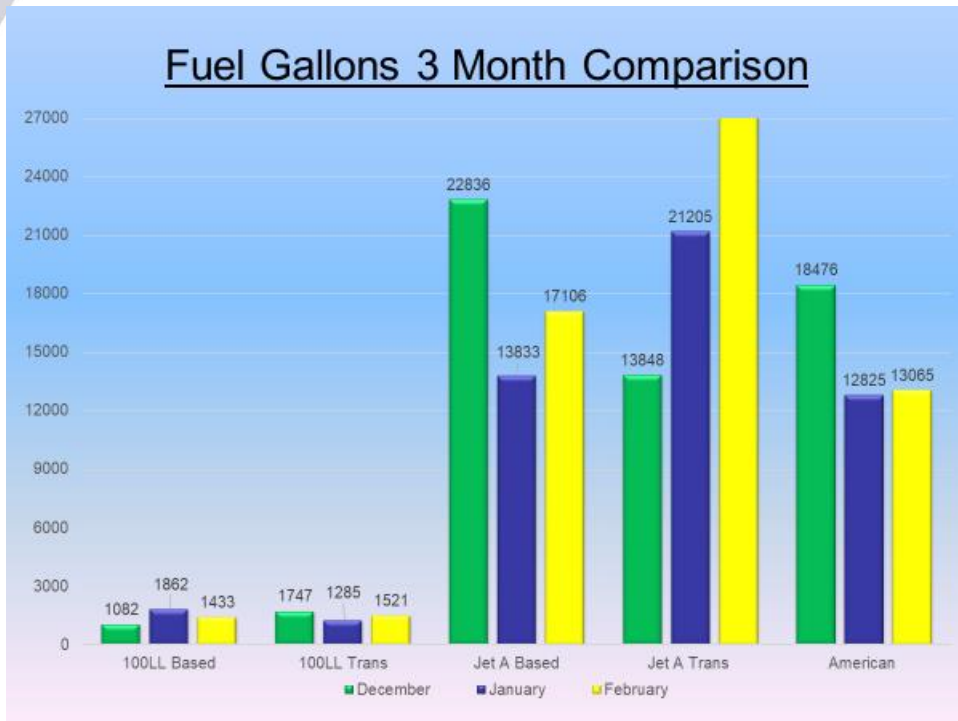
Federal/State/Local Projects

- **AIP 53 Fund 44 FY 22- Hangars 27-31**
 - Checklist in process
 - Leases are being discussed
- **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**
 - Design in progress
 - Infrastructure construction starting soon
- **FY- NCDOT Fund 47 FY- Hangar 25 & 26 NCDOT/SCIF Grants**
 - NCDOT funding has started, temporary budget pending funding options.

Operations Report and Financial Report

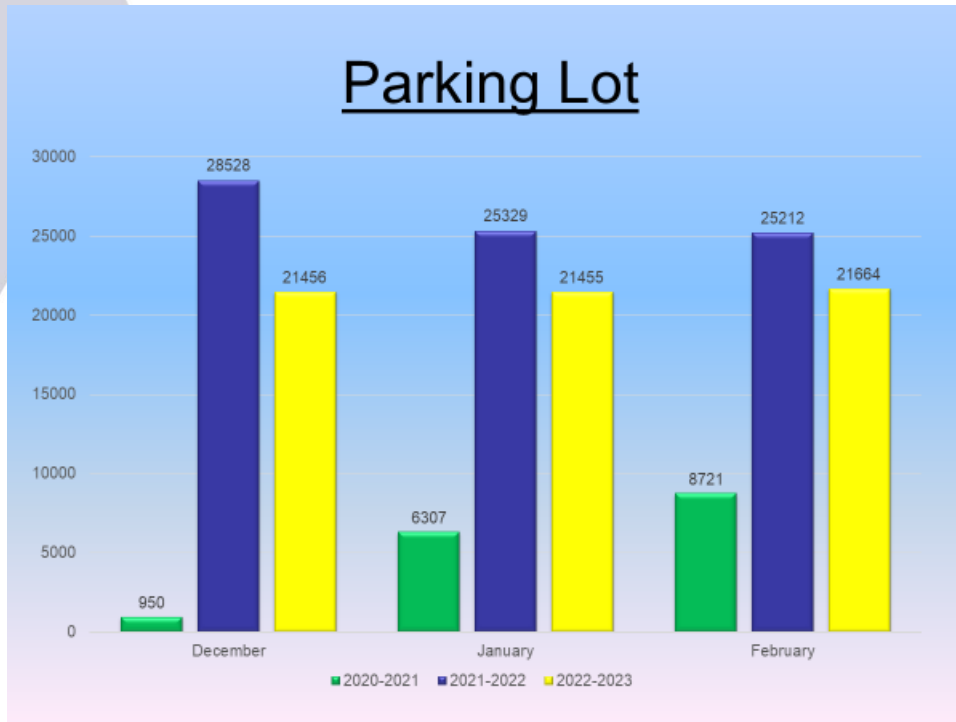
A motion for acceptance of documents for operational report, financial reports and presentation as submitted for March 15, 2023 was made by Mike Roberson, seconded by Dan Mayo motion unanimous, motion carried, motion approved.

- **Airline**
 - Deplane 2,223
 - Enplane 2,182
- **Charters**
 - Deplane 960
 - Enplane 960



Fuel Gallons 3 FY year Annual





Chairman Comments:

Mike Roberson advised about his trip to the Airline Conference. He explained options on how to go about utilizing the Pitt Greenville Airport for multiuse to bring in revenue. There will be more discussion about events and use of the new conference room.

Chairman Banks asked about TBI getting elevation information regarding the water inside and outside the Hangars. Executive Director Bill Hopper and Operations Manager Richard Nanney stated they will have an update for the Chairman at the next Board meeting.

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Chairman Banks stated that he will get with Cidni Mills by the end of the week to discuss the internship positions.

The parking booth machine and Southern Times have been discussed with the board and airport staff. There are multiple issues still occurring with the equipment. Chairman Banks requested a report for the next board meeting to show the rest of the board all of the issues and time frame that this has been occurring.

The board took a vote to move the April board meeting and change the time from April 19,2023 at 11:30am to April 26, 2023 at 11:00am. A motion to approve the board meeting change was made by Mike Roberson, seconded by Dan Mayo motion unanimous, motion carried, motion approved

Adjourn Chairman Banks asked if there were any further discussions or questions, with no one coming forward Chairman Banks called the March 27th, 2023 Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully submitted,

Cidni Mills
Administrative Assistant