



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

Pitt-Greenville Airport Authority Board Meeting  
Held on Wednesday, July 19, 2023 at 11:00 am  
Airport Fire Rescue Building of the Pitt-Greenville Airport

Board Members present: John Banks, Chairman; Terry Monday, Vice Chairman/Secretary/Treasurer; Dan Mayo; Cheryl Brown; Les Robinson.

Board Members not present: Christopher Nunnally; Mike Roberson;

Staff members present: Bill Hopper, Executive Director; April Cannon, Finance and Administration Manager.

Other attendees included Dave Silver, Attorney

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 June 21, 2023 Pitt Greenville Airport Authority Board meeting were emailed to all members for review. A motion to approve the minutes was made by Dan Mayo seconded by Les Robinson 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 also 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 Terry Monday, seconded by Les Robinson motion was unanimous, motion carried, and approved.

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

### **Executive Director Report:**

#### **Taxiway A South Grant**

- Executive Director Bill Hopper was requesting approval from the Board to accept a Grant with the FAA for \$4,240,00 to fund the design and construction of the Taxiway A South Rehabilitation. The grant offer is anticipated to be done prior to the August 23, 2023 board meeting. The Local share will be \$471,111 and will be funded thru PFCs. A motion to enter into the agreement for the Taxiway A South with FAA for \$4,240,000 was made by Les Robinson, seconded by Terry Monday motion unanimous, motion carried, motion approved

#### **ARK Zoning**

As part of the rezoning for properties with the North 24, engineering services will be required in addition to the legal services. Ark Consulting Group, PLLC has offered an agreement in a not to exceed amount of \$35,350. Arks work will be done in conjunction with the legal work being done by Ward & Smith. The properties need to be rezoned to utility-industrial. A motion to enter into a not to exceed agreement with Ark Consulting Group in the amount of \$35,350 was made by Dan Mayo, seconded by Terry Monday motion unanimous, motion carried, motion approved.

### **GUC Water and Sewer Easement**

Executive Director Hopper advised the board that an easement with Greenville Utilities Commission is needed with the sewer and water improvements from the Hangar 25&26 PGV 18 Infrastructure Project. The lines are not in the same place as before meaning the areas in need of an easement have changed. A motion to enter into an easement agreement with GUC was made by Terry Monday, seconded by Dan Mayo motion unanimous, motion carried, motion approved.

### **Womack**

Executive Director Hopper advised the board that Womack Electric Supply quoted 2-24 foot runs with track lighting for the new Conference room in the total of \$9,906.82. The airport received approval for the purchase from Chairman John Banks prior to the July 19, 2023 board meeting. A copy of the quote was given to the board.

### **S&J Generator Services**

Executive Director Hopper provided a copy of S&J Generator Services quote in the amount of \$3,000. The quote is to provide an annual inspection on the two diesel generators used to back up the airfield lighting and the terminal building. Chairman John Banks approved to move forward with the A&J Generator services quote prior to the July 19, 2023 board meeting.

### **Vacation Schedule**

Executive Director Hopper provided the board with a copy of the newly adopted City of Greenville Vacation schedule effective 7/1/2023. The changes that were made are a 15-year accrual and an increase in hours per month, per year for all service factors except under the 5 years of service. A motion to approve the airport to adopt the vacation schedule as provided was made by Cheryl Brown, seconded by Terry Monday motion unanimous, motion carried, motion approved.

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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 Cheryl Brown motion was unanimous, motion carried, and approved.

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

- **AIP-53 Fund 44 FY 22- Hangars 27,28, 29,30 & 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 10th, 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- Hangar 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

### **Operations Report and Financial Report**

A motion for acceptance of documents for operational report, financial reports and presentation as submitted for July 19, 2023 was made by Terry Monday, seconded by Dan Mayo motion unanimous, motion carried, motion approved.

- **Airline**

- Deplane 2,485
- Enplane 2,278

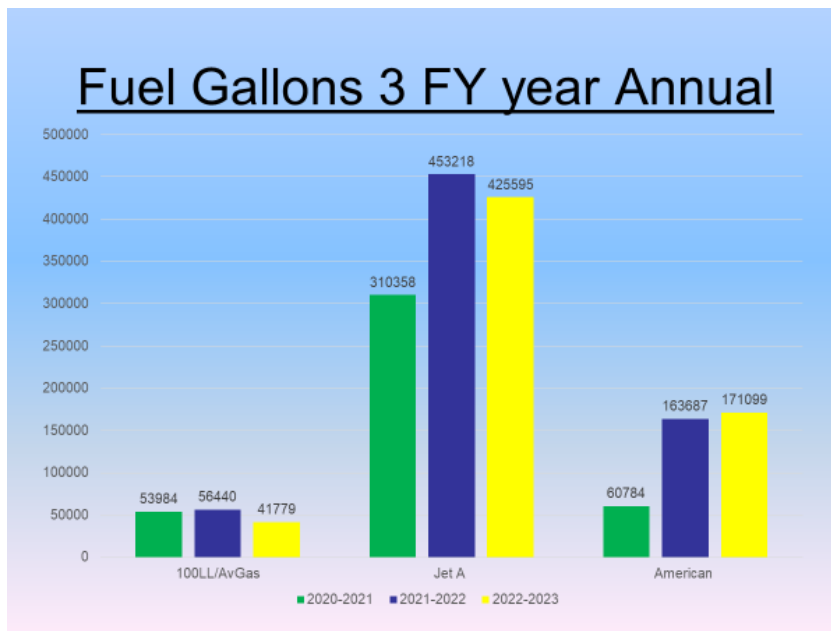
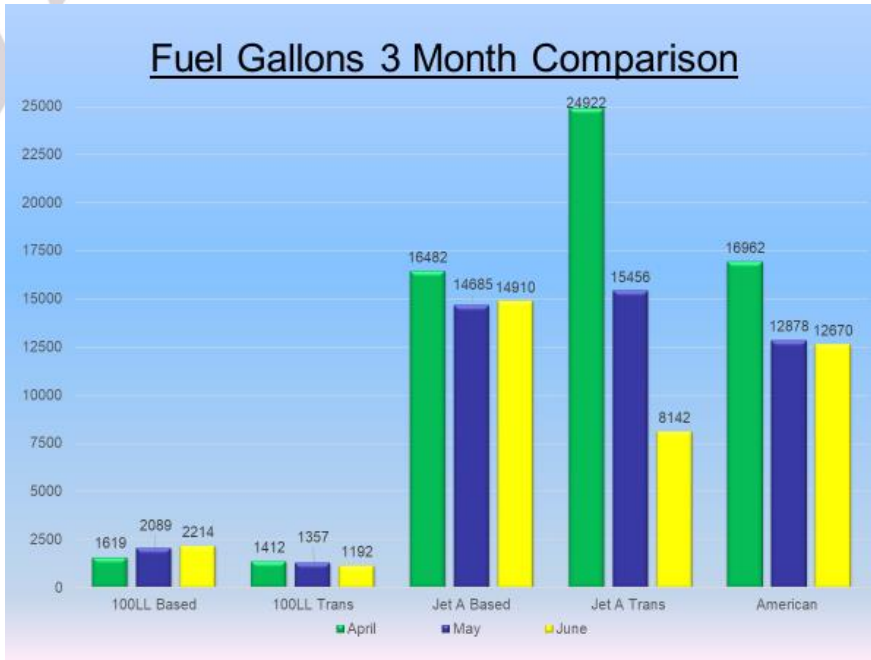
- **Charters**

- Deplane 153
- Enplane 0

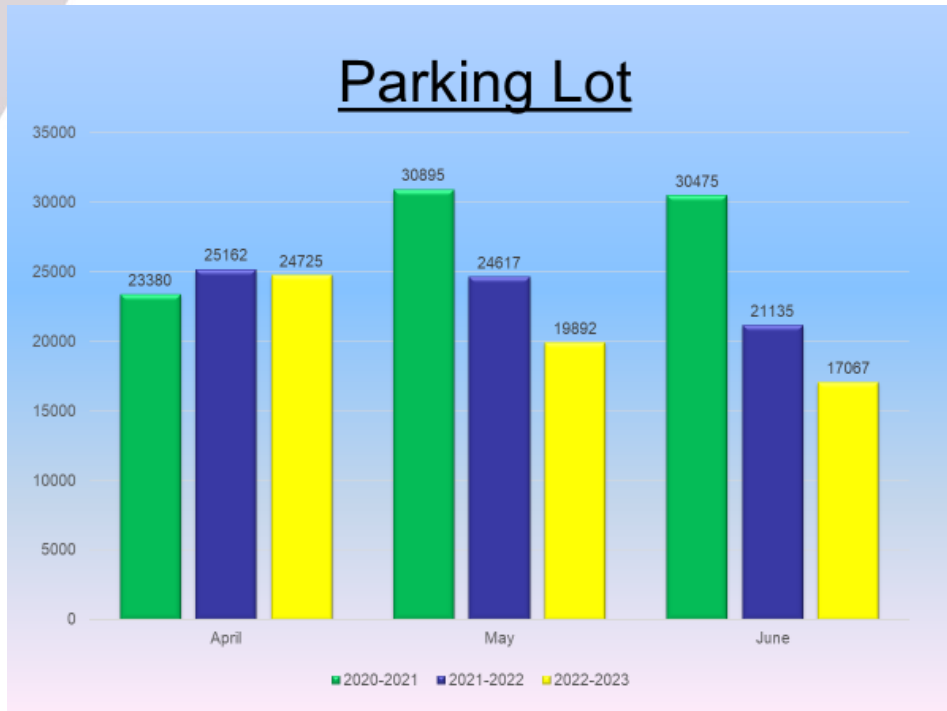
- There were no Casino Charters this month and only 1 ECU departure.

## 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	1,159	-0.1924	↓
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	1,392	0.0302	↑
Jun	1,600	1,558	1,367	1,490	1,611	1,380	-0.1674	↓
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				
Total	13,776	19,867	15,258	19,706	15,721	7,413		







## Financial Report

Martin & Starnes Assoc. will be on-site for auditing FY 22-23 the week of July 24th.

**Adjourn** Chairman Banks asked if there were any further discussions or questions, with no one coming forward Chairman Banks called the July 19, 2023 Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully submitted,

April Cannon



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Finance and Administration Manager