

Pitt-Greenville Airport Authority Board Meeting
August 23rd, 2023
11:00 a.m.
Pitt-Greenville Airport Conference Room

Board Members present: John Banks, Chairman; Mike Roberson, Mark Porter, and Dan Mayo.

Board Members not present: Terry Monday, Vice Chairman; Cheryl Brown, Chris Nunnally, and Les Robinson.

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

Other attendees included Dave Silver, Attorney; Zach Staff, McFarland-Johnson; Jay Talbert, Talbert & Bright; Chris West, Custom Building Company; Mike Pitt, Custom Building Company;

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 July 19th, 2023, Pitt Greenville Airport Authority Board meeting was emailed to all members for review. A motion to approve the minutes with there being no changes was made by Dan Mayo, seconded by Mike Roberson motion was unanimous, motion carried, minutes were approved.

Custom Building Company

Chris West from Custom Building Company stated that the steel for Hangar 25& 26 project will be delivered in December 2023. Final Inspection is

scheduled for 6/2024. The site work is pending a start date of September 18, 2023

Executive Director Report:

- Executive Director Bill Hopper stated that the Board requested the next Board meeting be moved to Thursday, September 14, 2023, at 11 AM. Motion to approve was made by Mike Roberson, seconded by Dan Mayo motion was unanimous, motion carried, motion approved
- Finance Manager April Cannon stated that the Budget Amendment FY 22-23 for Cares and GASB 87 is a formality appliance advised with the auditor, no pricing will change for the Budget Amendment, but amounts will be moved to cover the principal amounts for the new rented Jet trucks. Motion to approve was made by Dan Mayo, seconded by Mike Roberson motion was unanimous, motion carried, motion approved.
- Executive Director Bill Hopper presented the Board with the new Personnel Policy update. This is due to the vacation accruals approved at the July board meeting. Motion to approve the new Personnel Policy was made by Mike Roberson, seconded by Dan Mayo motion was unanimous, motion carried, motion approved.
- Executive Director Bill Hopper was seeking Board approval to enter a five-year contract with McFarland-Johnson, Inc of Binghamton NY and Talbert & Bright, Inc of Wilmington, NC. Pitt Greenville Airport conducted interviews of consultants following the requirements of the FAA. Pitt Greenville Airport selected McFarland-Johnson, Inc. for the primary on call firm and will have Talbert & Bright, Inc for the alternate on call firm. Executive Director Bill Hopper stated that both contracts are for a period of five years and will require concurrence from FAA. Motion to approve was made by Dan Mayo, seconded by Mike Roberson motion unanimous, motion carried, motion approved.

- Executive Director Bill Hopper was seeking approval to enter into an agreement with USDA-Wildlife Services for \$10,000. The agreement is retroactive to July 1st, 2023, and will expire June 30th, 2024. Executive Director Bill Hopper stated that USDA- Wildlife Services will reduce and/or eliminate aviation safety issues pertaining to damage caused by coyotes, nutria, white-tailed deer, Canadian geese, beaver, and other wildlife and their activities. Motion to approve was made by Mike Roberson, seconded by Mark Porter motion was unanimous, motion carried, motion approved.
- Executive Director Bill Hopper was requesting Board approval for Hangars 25 & 26 Infrastructure-Change Order 1. Executive Director Bill Hopper stated that there were several unknowns in the project that weren't going to be discovered until Pitt Greenville Airport started digging. With the exception of CO1-G, that is the case with all the items. Executive Director Bill Hopper stated that CO1-G was a light base that was no longer needed after lights were installed on the Hangar. The base was a hazard to vehicles that parked in the lot in front of the Hangar. Motion to approve the Change Order in the amount of \$47,532.76 was made by Dan Mayo, seconded by Mike Roberson motion was unanimous, motion carried, motion approved.
- Executive Director Bill Hopper stated that there are two versions of the final change order for AIP 53 Hangars 27-31 project. Pitt Greenville Airport is still trying to sort out the problem with the leaking and one remedy may be to install ventilation hoods. Executive Director Bill Hopper stated that Talbert & Bright is looking into the possibility of this being the responsibility of others to cover the cost for the vent hoods if this is to be done. The total amount for the vent hoods is \$16,481.01. Executive Director Bill Hopper stated that the cost of vent hoods version one is \$21,050.54 and the cost of vent hoods version two is \$37,531.55. Executive Director Bill Hopper recommended that the Board approves version two at \$37,531.55, Executive Director Bill Hopper also

recommends that the Board approves version one pending the outcome of due diligence that Talbert & Bright has underway. The change order also includes the addition of a 4-foot pedestrian gate at Hangar 5 and increasing the width of the taxi lane centerline from 6” to 8”. Motion to approve version 2 was made by Dan Mayo, seconded by Mike Roberson.

- Executive Director Bill Hopper was seeking approval from the Board for the patio fence in the not to exceed amount of \$19,219. Executive Director Bill Hopper stated that he received a quote from Seegars Fencing in the amount of \$19,219 to install an 8-inch-high ornamental fence behind the conference room, restaurant and baggage claim. This will create an outdoor patio space that complies with TSA requirements. Executive Director Bill Hopper states that this feature could possibly attract more people to Pitt Greenville Airport. Executive Director Bill Hopper envisions people that will use it are people waiting for flights, watching airplanes, people using the conference room and patrons of the restaurant. Executive Director Bill Hopper also requested approval for the needed security hardware in the amount of \$6,078. Executive Director Bill Hopper stated that there will be two gates in the fence, and they will be required to have security hardware that alerts airport personnel should they be activated. Executive Director Bill Hopper received a quote from SCI Technologies in the amount of \$6,078. The total amount to not exceed is \$25,297. The Board tabled this discussion until the next Board meeting pending a cost report for the project. Chairman Banks also advised that the board’s recommendation is to also have a final report of the costs for the New completed Conference room. With this report the board will like to see an agreement plan for renting out the conference room for events.
- Executive Director Bill Hopper reported to the Board that two purchases have been made since the previous Board meeting. Pitt Greenville Airport had two unrelated concerns regarding the dust and or mold by air outlets in the terminal. These concerns came from TSA and

American Airlines. Pitt Greenville Airport had the air ducts cleaned in 2020 and decided to immediately address the concerns. Per Purchase Policies, Executive Director Bill Hopper received approval from an Executive Committee board member Vice Chairman/Secretary Treasurer Terry Monday to move forward in the amount of \$17,500 with Eastern Air Duct. Chairman Banks has requested video/pictures of before and after cleaning.

- Executive Director Bill Hopper stated that TSA also had issues with the heat in the baggage screening area during screening operations. Pitt Greenville Airport received a quote from Eneco East to install a \$9,000 BTU mini split that will add to the heating and cooling capabilities in the baggage screening area. Executive Director Bill Hopper stated that it will also help supplement the café area. Executive Director Bill Hopper received approval from Chairman Banks to purchase and install the mini split in the amount of \$3,268.

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 Dan Mayo, seconded by Mike Roberson motion was unanimous, motion carried, and approved.

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

Adjourn

Wednesday, August 23rd 2023



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

Chairman Banks asked if there were any further discussions or questions, with no one coming forward Chairman Banks called the August 23rd, 2023, Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully submitted,

Cidni Mills
Administrative Assistant