

November 15<sup>th</sup>, 2023



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

**Pitt-Greenville Airport Authority Board Meeting**  
**November 15<sup>th</sup>, 2023**  
**11:00 a.m.**  
**Pitt-Greenville Airport Conference Room**

Board Members present: John Banks, Chairman; Terry Monday, Vice Chairman/ Treasurer Dan Mayo, Mark Porter, Chris Nunnally, and Cheryl Brown

Board Members not present: Mike Roberson, and Les Roberson and

Staff members present: Bill Hopper, Executive Director; Operations Manager, Richard Nanney, Administrative & Finance Manager; April Cannon, Cidni Mills, Administrative Assistant; Bobby Smith, Maintenance Foreman, and Holly Jordan; Terminal Services

Other attendees included Dave Silver, Attorney; Jay Talbert, TBI; Amanda Sheridan, McFarland-Johnson; and Jill Vang, Martin & Starnes

**Public Comment Period**

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

**Martin & Starnes**

Jill Vang presented the FY 23-23 Audit for Pitt Greenville Airport. Jill Vang stated that this year's audit was the best one so far. Pitt Greenville Airport had no findings, a quick ratio and a timely audit submission. Vice Chairman/Treasurer asked if everything is completed with the audit. Jill Vang stated that the Audit has been submitted to the LGC and she is currently waiting on a response. Attached is the Martin & Starnes Presentation.

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Martin Starnes PGV  
- 2023 New Audit Pr

Timothy Reeder the North Carolina State Representative presented Pitt Greenville Airport with a \$500,000 check. Representative Timothy Reeder stated how amazed he was at how much Pitt Greenville Airport has grown. Representative Timothy Reeder stated that he is excited to see how Pitt Greenville Airport will expand and advance to the next level.

### **Approval of Minutes**

Minutes from October 18<sup>th</sup>, 2023, Pitt Greenville Airport Authority Board meeting was emailed to all members for review. A motion to approve the minutes with no changes was made by Mark Porter, seconded by Dan Mayo 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. A motion to go into closed session was made by Mark Porter, seconded by Cheryl Brown motion was unanimous, motion carried, and approved.

A motion to come out of closed session was made by Terry Monday, seconded by Mark Porter, motion was unanimous, motion carried, and approved.

**Executive Director Report:**

- Executive Director Bill Hopper stated that he received a quote from Eneco East in the amount of \$102,880 for the HVAC System. Executive Director Bill Hopper also stated that he received a quote from Advanced Mechanical in the amount of \$91,920. This service comes with a warranty which costs the total amount \$101,445. Executive Director Bill Hopper stated that he doesn't believe that Eneco East did not offer a warranty. Mark Porter stated that 3 units need replacement and the other units can be replaced as needed. Terry Monday asked if Pitt Greenville Airport will do this project in stages, Mark Porter stated that this project will be done in phases. Mark Porter also stated that there could be a change in the cost amount no higher than 10%. Pitt Greenville Airport received two bids that were identical, and the Board voted on the lesser amount. Mark Porter recused himself from this vote. A motion to approve was given by Cheryl Brown, seconded by Dan Mayo. Motion unanimous, motion carried, motion approved.

Chairman Banks asked about the warranty Advanced Mechanicals and Eneco East provided. The extended warranty is less than \$2,000 for Advanced Mechanical Mark Poter highly suggests that Pitt Greenville Airport gets the extended warranty. A general warranty is for 1 year and the extended warranty is for 5 years. And the same goes for Eneco East. Mark Porter recused himself from this vote. A motion to approve was made by Cheryl Brown, seconded by Terry Monday.

- Executive Director Bill Hopper was requesting approval from the Board to have the regulator repaired for a total of \$21,930.72. Pitt Greenville Airport had an airfield lighting regulator go out of service and used a spare that was on hand. Executive Director Bill Hopper stated that airfield lighting regulators have a long lead time, making the need to keep a spare on hand very important. Pitt Greenville Airport received a quote from Rifenburg North Carolina to repair the regulator that went out of service. The parts to repair the regulator are \$14,660.72 with an additional \$7,720 for labor, equipment, material and shipping for the total amount \$21,930.72. Executive Director Bill Hopper stated that it is very important for Pitt Greenville Airport to keep a regulator on standby. Chairman Banks recommended that Pitt Greenville Airport repair the regulator and keep the spare parts. Motion to approve was made by Dan Mayo, seconded by Terry Monday motion unanimous, motion carried, motion approved.
- Work Authorization for Hangar 25&26 in the amount of \$30,600 from Talbert & Bright was brought to the board. Motion to approve a not to exceed amount of \$30,600 was made by Dan Mayo, seconded by Mark Porter motion unanimous, motion carried, motion approved.
- Executive Director Bill Hopper stated that the incandescent lights in Hangars 22 and 24 need repair and/or replacement. Executive Director Bill Hopper stated that now is a good time to replace the lights with LED. Executive Director Bill Hopper stated that LED will use less electricity, they will last longer, and provide better lighting that will enhance safety. Pitt Greenville Airport received a quote from Womack Electric in the amount of \$23,300 to provide the lights and a quote from Kennedy Electrical Service to do the replacement and installation

in the amount of \$8,400. Executive Director Bill Hopper was seeking approval to purchase the lights from Womack for \$23,300 and to have Kennedy Electrical Service do the installation in the amount of \$8,400. Chairman Banks stated that he wants Operations Manager Richard Nanney to get Bobby Smith to contact Johnathan Pennypacker to discuss having less fixtures and more lumens. This has been tabled until the next Board meeting where a new quote will be brought to the board.

### **Parking Booth**

Holly Jordan was asked to talk about the issue regarding the Parking Booth, Holly Jordan stated that the left lane of the parking booth is out, the machine updates itself at 1 AM and never cuts back on. The right lane goes out by itself, and the intercom system is going to voicemail on its own. Chairman Banks asked the staff to be more attentive to the Parking Booth. Chairman Banks said unfortunately there isn't much Pitt Greenville Airport can do about the Parking Booth, Chairman Banks stated that he wants a sign put on the Parking Booth with Pitt Greenville Airports number to allow the customers to have a way to reach the staff if there are any problems.

### **Interns**

Chairman Banks asked for an update, Administrative Assistant Cidni Mills stated that the interview went well, and that Pitt Greenville Airport is ready for more candidates. Chairman Banks stated that he wants the interns to work with the line crew for one week and then work with Cidni Mills the following week. Chairman Banks would like Administrative Assistant Cidni Mills to come up with bullet training for the interns. Chairman Banks also wants the interns to work 4-6 hours a day, 3-4 days a week.

## **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 95% complete, 2 weeks ahead of schedule
  - Final inspection in process
  
- **AIP-55 (Pending Grant) Fund 94 FY 23 Taxiway A South**
  - \$4,240,000 million has been approved by Board on 7/19/2023 to accept grant when offered
  - 10% is coming from PFC's
  
- **PGV-18 Fund 45 FY- Hangar 25 & 26 (2 NCDOT/SCIF Grants)**
  - Trader Construction in progress
  - Easement approved for sewer and water with GUC
  - Entered a contract with CBC
  
- **FY- NCDOT Fund 47 36244.52.21.1 (North 24)**
  - Rezoning started
  - Board is discussing
  - NCDOT funding started in 12/2022

## Operations Report

### Operations Reports

- **Airline**
  - Deplane 3,512
  - Enplane 3,276
  
- **Airline Charter**
  - Deplane 163
  - Enplane 164
  
- **Charters**
  - Deplane 1481
  - Enplane 1326



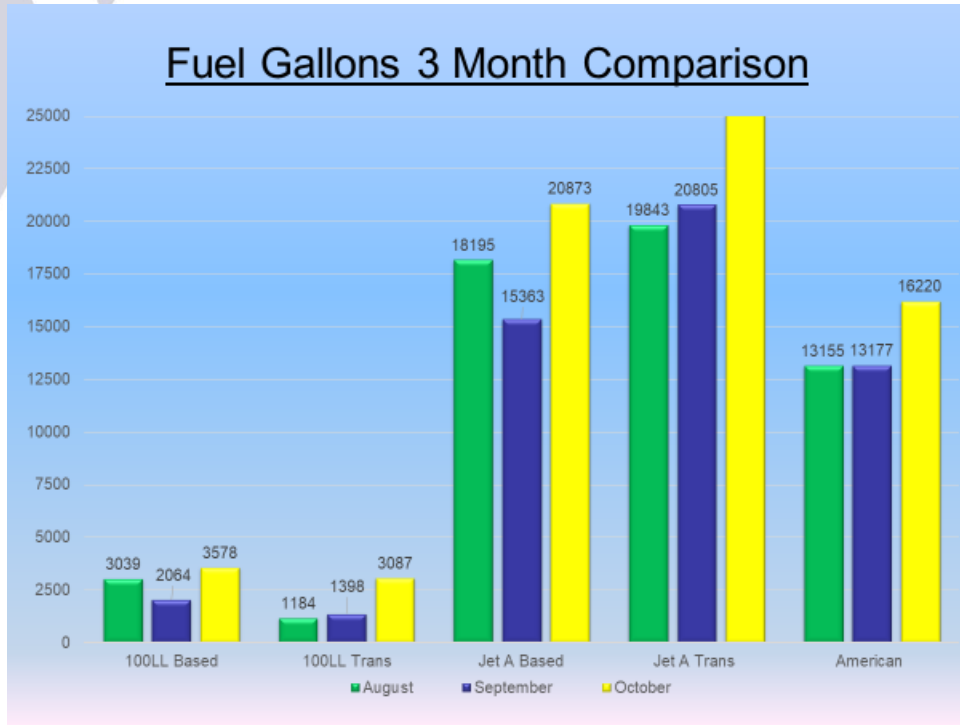
One aircraft left at the end of September, and returned at the beginning of October.  
There was a military deployment aircraft that was an enplanement only, thus the difference in  
the numbers.

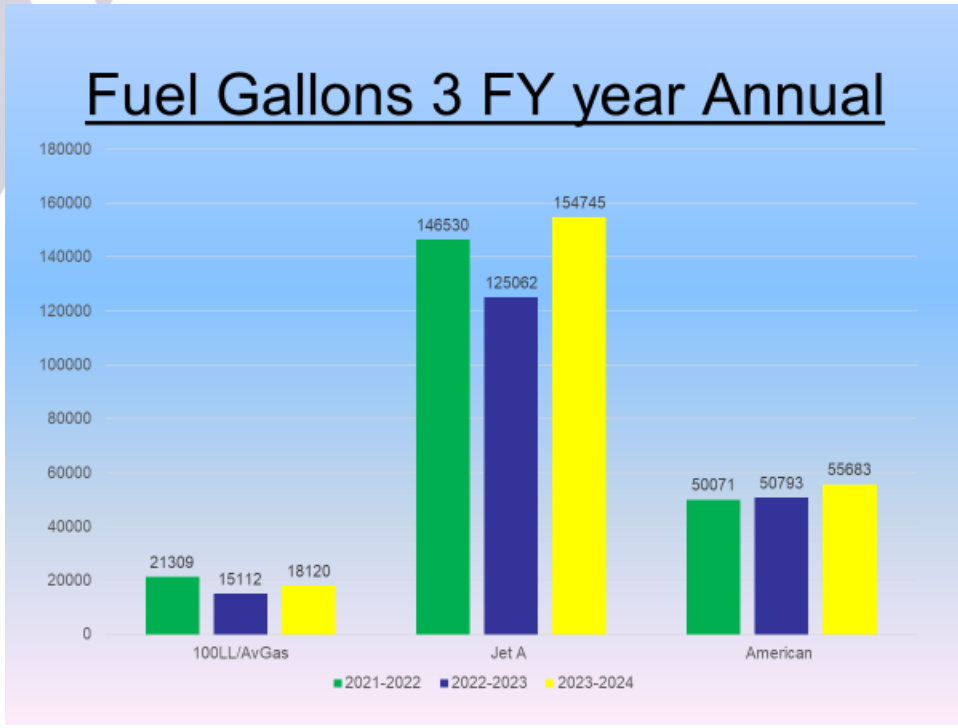


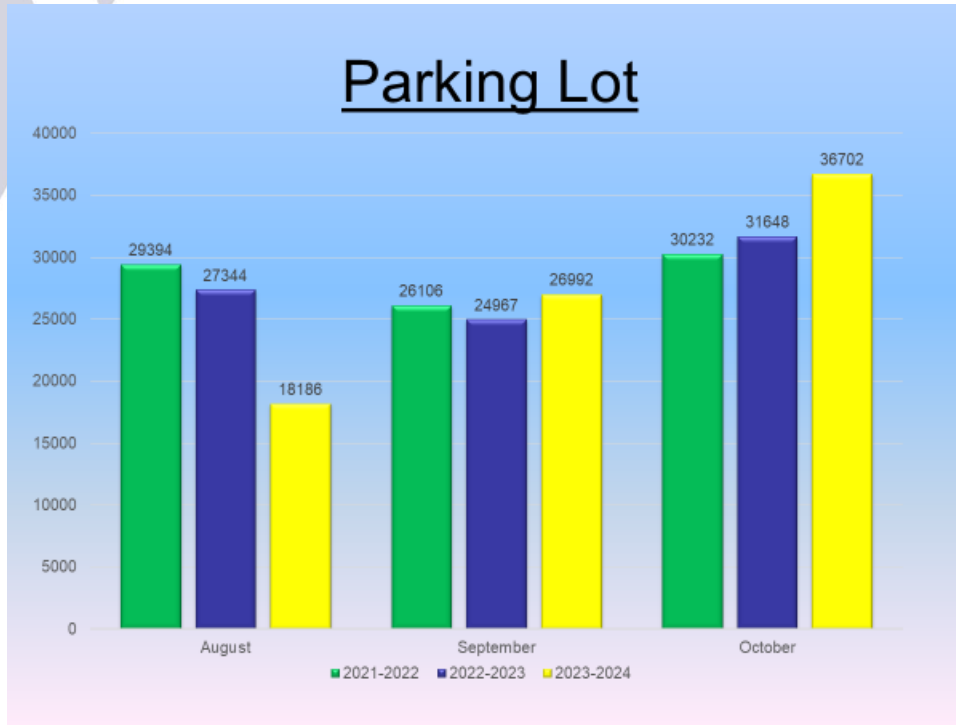
## Operations

	2018	2019	2020	2021	2022	2023	% Change	
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	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	1,399	1,508	0.0723	↑
Aug	20	1,845	1,353	1,504	1,443	1,733	0.1673	↑
Sep	266	1,833	1,366	1,910	1,441	1,820	0.2082	↑
Oct	1,615	1,857	1,290	1,664	1,250	2,177	0.4258	↑
Nov	1,383	1,604	1,463	1,775	1,261			
Dec	1,266	1,460	1,264	1,540	0			
	<b>13,776</b>	<b>19,867</b>	<b>15,258</b>	<b>19,706</b>	<b>15,570</b>	<b>14,811</b>		









**Financial Report**

Finance Manager April Cannon stated that since the transfer of fund 66 has been stopped, Pitt Greenville Airport has seen a decrease in lost revenue, but still needs to find other revenue sources. Finance Manager April Cannon stated that the Budget Amendments should be prepared at the next Board meeting. Chairman Banks stated that Fund 51 a restricted hangar fund will be discussed at the next Board meeting. Chairman Banks wants to look further into the storm water laws and will discuss it at the next Board meeting.

**Chairman's Comments:**

Chairman Banks asked about the update on patio, Executive Director Bill Hopper stated that the patio should be completed the first week of December.

Chairman Banks asked about the camera system for Hangars 27 & 31. Executive Director Bill Hopper stated that the cameras should be going up 3 days before thanksgiving.

Chairman Banks asked about the gates, Executive Director Bill Hopper stated that Pitt Greenville Airport is still waiting on the cell phone activation for the gate. Executive Director Bill Hopper also stated that he spoke with John Davis about the cell phone code and John prefers to have access to the gate from his phone rather than having to punch in a physical code at the gate.

Chairman Banks asked about software maintenance for Veoci, Chairman Banks asked for a breakdown of how Veoci works and wants it to be presented to the Board at the next Board meeting.

Chairman Banks asked about 2 specific lights at the front of the Airport, as well as lights for the PGV ramp sign. Chairman Banks wants to have a quote by November 27<sup>th</sup>, 2023. There is a possible quote for \$2,100, this will be discussed at the next Board meeting.

Vice Chairman/ Treasurer asked if Pitt Greenville Airport could raise the prices on fuel. Chairman Banks stated that it will be discussed at the next Board meeting.

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Chairman Banks wants a budget cut created for marketing; Chairman Banks stated that this will still need to be high enough to be considered in storm water credit. Chairman Banks wants Executive Director Bill Hopper to have this ready at the next Board meeting.

Chairman Banks asked Executive Director Bill Hopper about the LEO reimbursement assistance from American Airlines for security law enforcement. An update is expected at the December meeting. A motion was made by Dan Mayo, seconded by Terry Monday to have the hourly rate for security law enforcement to be raised to \$42.50 as shown in the PCSO contract the motion was 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 November 15<sup>th</sup>, 2023, Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully submitted,

Cidni Mills  
Administrative Assistant