

Pitt-Greenville Airport Authority Board Meeting
October 18th, 2023
11:00 a.m.
Pitt-Greenville Airport Conference Room

Board Members present: John Banks, Chairman; Terry Monday, Vice Chairman/Treasurer; Mark Porter, and Mike Roberson.

Board Members not present: Cheryl Brown, Dan Mayo, Chris Nunnally, and Les Roberson.

Staff members present: Bill Hopper, Executive Director; Operations Manager, Richard Nanney, Administrative & Finance Manager; April Cannon, Cidni Mills, Administrative Assistant, and Celeste Holloman, Security & Compliance Coordinator.

Other attendees included Dave Silver, Attorney; McFarland Team, McFarland-Johnson; and Jay Talbert, Talbert & Bright.

Public Comment Period

Porcia Willis spoke and stated that she is running for Greenville City Council at large, she stated that she saw Pitt Greenville Airport in the newspaper and wanted to stop by. Porcia Willis stated that she grew up in Greenville, saw the airport grow and expand, and she has a business which allowed summer camp children to come and take a tour of the airport. Porcia Willis stated that she supports the airport, and she doesn't see any reason why Pitt Greenville Airport can't be a huge success. Porcia Willis stated that she is an advocate for growth here at Pitt Greenville Airport.

Angela Mitchell stated that she is also running for City Council at large, she stated that she also grew up in Greenville and has seen the airport expand. Angela Mitchell stated that she realized that Pitt Greenville Airport has been doing a lot of work and she has seen Pitt Greenville Airport in the news a lot lately. Angela Mitchell stated that the Airport needs to be expanded. Unknown stated that she remembers planes coming in to Pitt Greenville Airport a few years ago and she wasn't satisfied. Angeline Mitchell stated that she is excited to see this airport grow.

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

Approval of Minutes

Minutes from September 14th, 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 Mike Roberson motion was unanimous, motion carried, minutes were approved.

Executive Director Report:

- Executive Director Bill Hopper was seeking Board approval in the amount of \$30,891.66 to make the needed initial repair. Executive director Bill Hopper stated that the GPU for Jet-bridge #1 is not working, Executive Director Bill Hopper stated that in order to diagnose what is needed, the initial repairs need to be made. Pitt Greenville Airport received a quote from JBT to make the repairs in the amount of \$30,891.66. If the Jet-bridge needs continued repair, then he requests that the Board allows him to consult with the Chairman or Vice Chairman to consider additional repairs that may be needed while the technician that can make the repair are in town. Chairman Banks asked about a warranty, Executive Director Bill Hopper stated that there is a 1-year warranty. Mark Porter asked when was the last time the jet bridge was worked on, Executive Director Bill Hopper stated that the Pitt Greenville Airport had preventative maintenance on the jet bridge 6 months ago. Motion to approve in the amount of \$61,000.00 was made by Mike Roberson, seconded by Mark Porter.
- 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 \$7,270 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. The Board tabled this discussion to the next Board meeting.
- Executive Director Bill Hopper stated that the incandescent lights in Hangars 22 and 24 need repair and/or replacement. Executive Director Bill Hoppe 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. The total cost is \$31,700. A motion to not exceed \$31,700 pending inspection was made by Mike Roberson, seconded by Mark Porter.

- 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 makes 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. Mark Porter also stated that there could be a change in the cost amount. Chairman Banks stated that he would like to get more information on the quote, this discussion was tabled to the next Board meeting.
- Executive Director Bill Hopper reported to the Board that Pitt Greenville Airport had repairs done to the new Holland tractor in the amount of \$5,165.97. Operations Manager Richard Nanney stated that the employees from New Holland Tractor recommended that Pitt Greenville Airport either rebuild or replace the tractor. Chairman Banks stated that Pitt Greenville will have buy a new tractor in the near future. Chairman Banks states that he wants the Board to think long term about how much money Pitt Greenville Airport would be spending on repairs versus buying a new one.

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

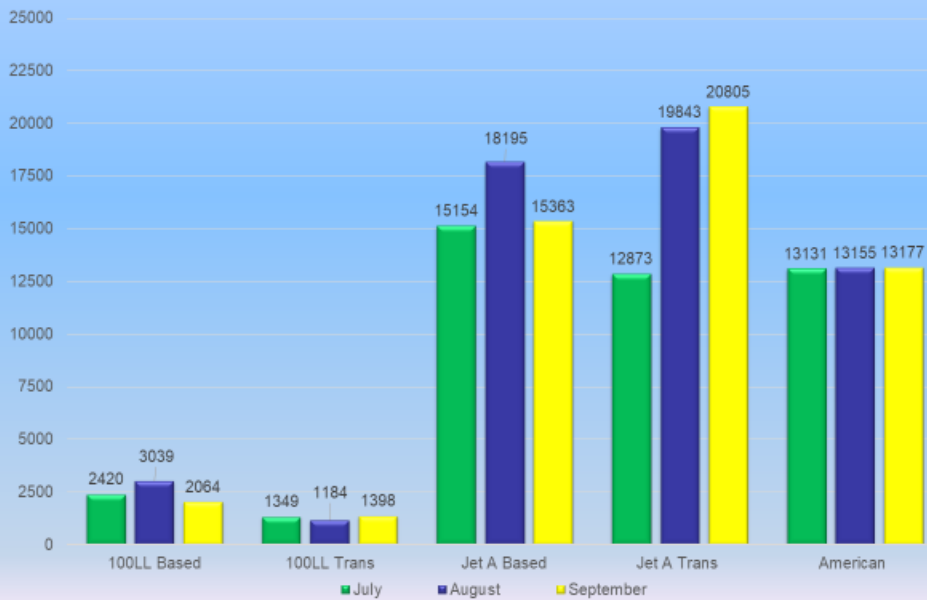
- **Airline**
 - Deplane 2,857
 - Enplane 2,838
- **Charters**
 - Deplane
 - Enplane



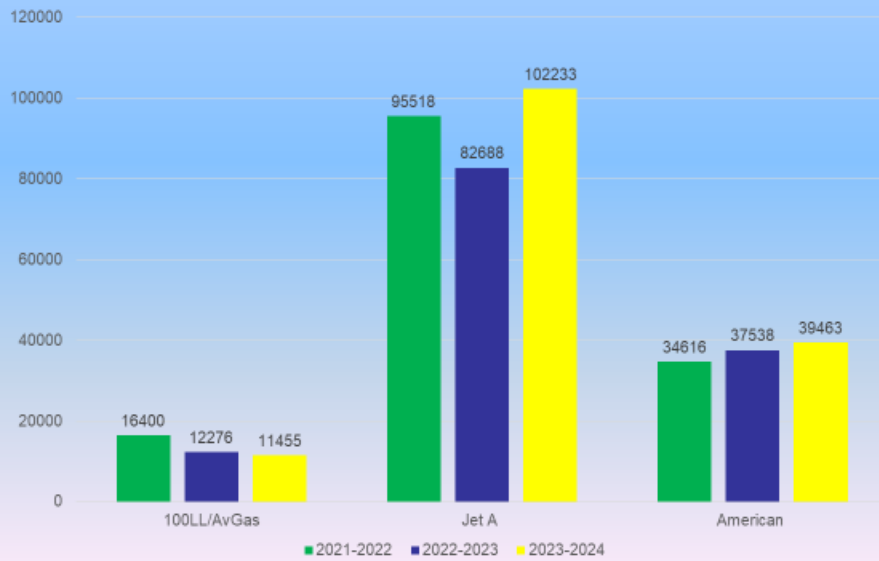
Operations

	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			
Nov	1,383	1,604	1,463	1,775	1,261			
Dec	1,266	1,460	1,264	1,540	0			
	13,776	19,867	15,258	19,706	15,570	12,634		

Fuel Gallons 3 Month Comparison



Fuel Gallons 3 FY year Annual



Parking Lot



Financial Report

Finance Manager April Cannon stated that for the month of September revenue went up, the parking lot revenue also went up do to the third turn around flight. Finance Manger April Cannon stated that she will present a budget amendment at the next Board meeting due to maintenance reaching their budget.

Chairman's Comments:

Chairman Banks asked about the update on patio, Executive Director Bill Hopper stated that the patio should be completed in December 2023. Chairman Banks asked about the gate at the close runway, Executive Director Bill Hopper stated that this project is completed, and Pitt Greenville Airport is working with SCI for security. Chairman Banks asked about 2 specific lights at the front of the Airport, Executive Director Bill Hopper will get in contact with the contractors regarding the lights. Chairman Banks asked about the camera system for hangars 27-31, Executive Director Bill Hopper stated the cameras were going in Thanksgiving week. Chairman Banks asked the drone for Pitt Greenville Airport, Chairman Banks will reach out to Dan Mayo regarding the drone.

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 Mike Roberson 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.

Adjourn

Chairman Banks asked if there were any further discussions or questions, with no one coming forward Chairman Banks called the October 18th, 2023, Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully submitted,

Cidni Mills
Administrative Assistant