

December 20,2023



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

**Pitt-Greenville Airport Authority Board Meeting
December 20th, 2023
11:00 a.m.
Pitt-Greenville Airport Conference Room**

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

Board Members present Virtually: Les Robinson (non-voting)

Board Members not present: Cheryl Brown and Mark Porter

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

Engineering Attendees present: Amanda Sheridan, McFarland Johnson; Jay Talbert, Talbert & Bright.

Other attendees present Virtually: Dave Silver, Attorney Airport Authority Board Council

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.

Approval of Minutes

Minutes from November 15, 2023, Pitt Greenville Airport Authority Board meeting were emailed to all members for review. A motion to approve the minutes with no changes was made by Chris Nunnally, 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 and To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

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

Executive Director Report:

Hangar 22& 24 Discussion on board inspection, New Quotes

Executive Director Hopper advised the board that pending quotes were waiting Board approval for the lights on Hangar 22 and Hangar 24. Chairman Banks advised that after inspection he is advising the board and airport to move forward with the replacements as requested.

Talbert & Bright Taxiway A South CA Work Authorization

Executive Director Hopper requested approval for the work authorization provided to the board for Talbert & Bright in the amount of \$349,211.70 for construction administration on the Taxiway A South project. The WA came in less than the FAA required independent fee estimate that came in at

\$363,052.58. The project came in with one bid during the initial bids. It also only received one bid during the rebid process. FAA has advised that there is potential FAA funding to cover the overage on the contractor bid, but it could take months to get. The project is set to start potentially in March 2024. A motion to approve the work authorization was made by Dan Mayo, seconded by Chris Nunnally motion was unanimous, motion carried, motion approved.

Taxiway A South Construction-Fred Smith Construction

Executive Director Hopper requested approval from the board to enter into a contract with Fred Smith Construction of Raleigh in the amount of \$4,789,788.00 for the reconstruction of Taxiway A South to include an add alternate 1 to rehabilitate drainage in the vicinity of Taxiway A South. The base bid is \$4,334,978.00 and the add alt 1 is \$454,810.00. A motion to approve was made by Dan Mayo, seconded by Chris Nunnally motion was unanimous, motion carried, motion approved.

Cameras for Hangar 27-31 update

The board was advised that the cameras for Hangars 27-31 has been complete. Security measures are in place for recording and storage. Mike Roberson advised on behalf of SCI Technologies that the system will maintain storage on 2-3week basis and update automatically. There are no requirements for holding footage.

New Patio Update

The new patio that will be located on the ramp side of the main terminal is almost complete. It should be available for access by late January, early February. The furniture will be delivered on December 22nd. The access control is set to be complete on December 27th and 28th. Painting is to be complete in early January 2024.

Veoci sample report

Compliance & Training Officer Celeste Holloman presented the Airport Authority Board with a presentation of how Veoci will work for asset inventory. The new system will track all assets and costs for auditing purposes. Celeste informed the board that work orders will now connect to each asset. The system will show current and used inventory, hours, labor costs, total costs, unit costs and used consumed inventory. The board advised that they would like to see reporting on a consistent basis from Veoci. Celeste advised that auditing reports will not be available until the work orders, assets and inventory are done. Chairman Banks advised that by the next board meeting Celeste needed to have all inventory complete and implemented or the airport needed to move forward with finding a more efficient way to complete it and bring it to the board. Chairman Banks advised that either Celeste or Operations Manager Richard needed to verify the process was being used properly among the line and maintenance departments. Chairman Banks also advised that the inspection of the parking

lot lights needed to be done daily by the operations line crew as there are many that are not working.

Zoning Discussion + deed request from Board

Attorney Dave Silver advised the board that he is currently in the process of having all deeds properly titled in the correct name. According to statute all deeds need to be in the name of Pitt County-City of Greenville Airport. There is a schedule that will be followed to present the request to both Pitt County and the City of Greenville board member to vote on approval of a quick claim deed request. The request will need to be present to the board and to the council meetings prior to start rezoning airport property.

Discussions with JNX & TTA

Executive Director Hopper advised that he has been in discussion with Johnson County Airport (JNX) and Raleigh Executive Jetport (TTA) to tour their airport terminals. Pitt Greenville Airport is looking to renovate the Airport Terminal and General Aviation side of the Airport. Touring other airports can establish a vision of good ideas for passengers and pilots. The board will look to send airport staff and board members to tour these Airport Terminals is February 2024.

PGV Signs ramp Quotes and Lights for outside terminal Quotes

Executive Director Hopper advised that he still waiting on quotes for both the signs on the ramp and lights for the outside airport terminal. Chairman Banks advised to bring to the next board meeting for review.

Marketing

The board was informed by Executive Director Hopper that he is in process of decreasing the marketing costs as requested the board. It is currently down to \$90,000.00 pending contracts expiration dates. There will be no print publications, radio announcements, and limited media. Hopper also informed the Board that because of contracts in place, some marketing will eventually cancel when the contracts expire.

American Airlines speak to them regarding coverage of LEO

Executive Director Hopper spoke with James Seadler from American Airlines to consider an agreement for Law Enforcement Officer (LEO) security reimbursement assistance. The discussion with American Airline is to request a shared responsibility or reimbursement of the costs of LEO security in the airport. Chairman banks advised Executive Director Hopper to move forward with finding an agreement with American Airlines and bring updates to the board.

Retirement

Operations Manager Richard Nanney will be retiring at the end of the month. Executive Director Hopper advised that his replacement John Hanna will be starting at the end of January.

Operations Officer Brandon McNeil after 19 years of service is also leaving at the end of the month and moving forward with his own business.

Operations Chief Marion Slaton retired at the end of November. Executive Director Hopper advised that her replacement Morgan Reeves started shortly after.

Federal/State/Local Projects

AIP-53 Fund 44 FY 22-Hangars 27, 28, 29, 30 & 31

- Project is complete, pending final invoices from Talbert & Bright

AIP-54 Fund 93 FY 22 Taxiway A North/RWY Subgrade Construction

- Almost complete
- Final inspection in process, Core samples for runway are pending
- TBI to give update next board meeting
- Ridges in soft spot of runway

AIP-55 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
- Project budget changed due to one bid \$5,325,096.43
- 10% is coming from PFC's
- Funding AIP, PFC, NCDOT

PGV-18 Fund 45 - Hangar 25 & 26 (3NCDOT/SCIF Grants)

- Trader Construction complete
- Easement approved for sewer and water with GUC
- Entered a contract with CBC

- Project on a pause for requirements
- Part 163 property proof EA
- Cat-EX documents pending requirement
- Talbert & Bright providing draft by Friday of required information.

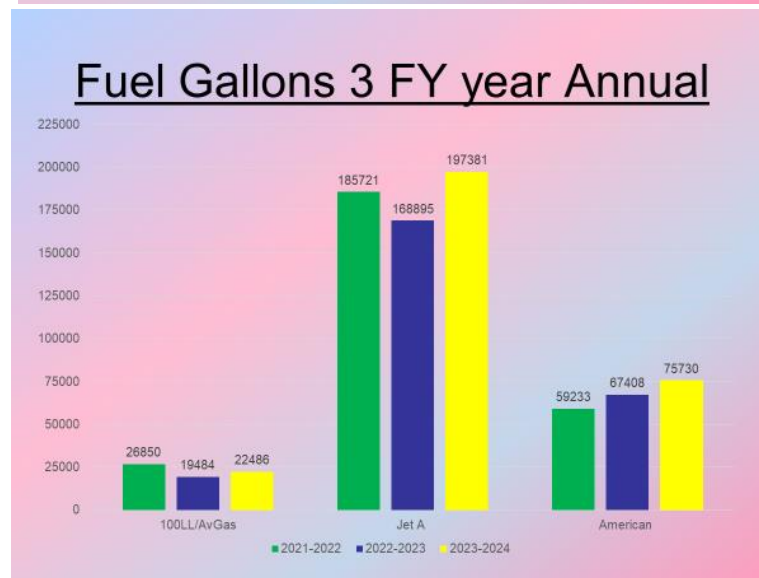
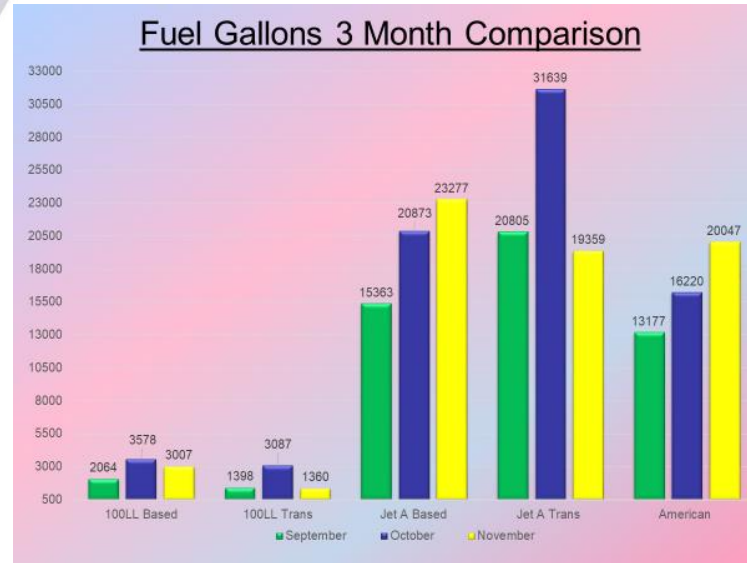
North 24 Project NCDOT Fund 47 (North 24 NCDOT/SCIF)

- Rezoning project started
- Board is discussing grants
- NCDOT funding started, Budget and grants revised with board approval
- Deeds are being reviewed and corrected name titles attorney handling

Operations Report

Executive Director Hopper advised to the board that operations are slowing down due to Football Charters have ended. They will pick up in the following months for basketball. The staff has done a fantastic job thru out the charter season and will continue to do so in the coming charters.

American fuel sales continue to increase with the additional flight. This month the transient fuel has decreased compared to prior months because of charter flights. Based fuel has increased.





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	1,932	0.3473	↑
Dec	1,266	1,460	1,264	1,540	-	-	-	-
	13,776	19,867	15,258	19,706	15,570	16,743		

Financial Report

McFarland Johnson North 24 Budget discussion

Amanda Sheridan from McFarland Johnson brought a budget that advised the proposed funding of the North 24 project. It includes funding that will now be split with a SCIF grant 36244.52.20.2 currently under the Hangar 25 & 26 project, 36244.52.23.1 NCDOT, 36244.52.22.1 NCDOT. The board requested a full scope to be sent out to the board by the February board meeting to explain why there are multiple lines of Engineering fees/Construction fees in the design and the construction phases on McFarland Johnson budget estimates presented.

Fund 45 Hangar 25&26 and Fund 47 North 24 Budget Amendments

Finance and Administration Manager April Cannon presented the board with a copy of the revised budget for Hangar 25 & 26 provided by Talbert & Bright to include the transferring of NCDOT funds between fund 45 Hangar 25& 26 and Fund 47 North 24. Per the recommendation of Executive Director Hopper grants 36244.52.21.1 will be transferred from fund 47 North 24 to fund 45 Hangar 25&26 to match the encumberment of the grant. Also included in the budget amendment there will be a transfer from fund 45 to fund 47 to balance out the SCIF grant 36244.52.20.2. All interest that has accrued with each grant will follow the correct grant in a transfer dated end of December/ Early January after accounting calculations are made with accountant and engineer. A motion to approve the revised budget for Fund 45 and fund 47 was made by Chris Nunnally, second by Terry Monday, motion was unanimous, motion carried, motion approved.

FY 23-24 Budget Amendment#1

Finance and Administration Manager April Cannon presented the board with a budget amendment for the airport operational budget for FY 23-24. A motion to approve the revised budget as provided was made by Terry

Monday, second by Dan Mayo, motion was unanimous, motion carried, motion approved.

Fund 51 discussion

The Airport Authority Board discussed stopping the ongoing transfer of funds from T-Hangar /Corporate Hangar 22&24 rent to fund 51 restricted Hangar funds. After discussion and consideration, the Authority Board decided to continue the transfer moving forward. The Authority Board will review again in 6 months prior to the new budget of FY 24-25.

PGV15 Fund 42

The Airport Authority Board took under discussion \$300,000.00 that is currently in a fund from a previous project that was never completed. After discussion the board decided to move the funds from fund 42 PGV15 to fund 51 hangar construction, this will also close fund 42. A motion to approve was voiced by Terry Monday, seconded by Mike Roberson, motion carried, motion was approved.

Chairman's Comments:

Parking Booth Cash

Chairman Banks brought up discussion about the Airport parking booth cash machine. Some board members, Airport Council Silver and staff advised their concern that this might cause an inconvenience to passengers/visitors by removing all cash options from the parking booth. Chairman Banks advised that many airports have this in place and it will be a step forward for the airport. A motion to remove the cash option at the parking booth was brought to the board by Chairman Banks. A motion to approve was voiced by Mike Roberson, seconded by Terry Monday, motion carried, motion was approved. Chairman Banks advised that he wants the airport to put signs around

advising there will be no cash and a sign with a phone number or showing the intercom button for passengers/visitors to call staff or an on-call number. Chairman Banks advised Operations Manager Nanney and Executive Director Hopper to inform Designa Southern Time to remove the cash option from the multi payment machine inside the terminal.

Dillon's Aviation

Vice-Chairman Monday advised that there is a section of Dillon's Aviation patio that needs to be repaired. A piece of concrete will need to be filled in. Chairman Banks advised the airport to either verify if the maintenance department can fill this in or get a quote from CBC to repair this.

Interns

Chairman Banks suggested that more intern options be sent to Pitt Greenville Airport from the Colleges in the area. Dan Mayo advised he currently has a few resumes of interested applicants. The board has been advised that one intern has been chosen to start in late January or early February. They will be assigned to marketing and customer service for the airport.

Adjourn

Chairman Banks asked if there were any further discussions or questions. With no one coming forward a motion to call the December 20th, 2023 adjourn was made by Chris Nunnally, seconded by Terry Monday motion was unanimous, motion carried, motion approved, Pitt Greenville Airport Authority Board meeting was adjourned.

Respectfully Submitted,
April Cannon
Finance and Administration Manager