

**Pitt-Greenville Airport Authority Board Meeting**  
**September 14<sup>th</sup>, 2023**  
**11:00 a.m.**  
**Pitt-Greenville Airport Conference Room**

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

Board Members not present: Les Robinson, Mike Roberson.

Staff members present: Bill Hopper, Executive Director; Operations Manager, Richard Nanney, Cidni Mills, Administrative Assistant.

Other attendees included Dave Silver, Attorney; Zach Staff, McFarland-Johnson;

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 August 16<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 Dan Mayo, seconded by Cheryl Brown 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 Dan Mayo, 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:**

- Executive Director Bill Hopper stated that the Board needs to discuss and vote on the Cash Gross profit. Executive Director Bill Hopper stated that Pitt Greenville has been taking Cares Act funds and putting it into a bank account. Executive Director Bill Hopper turned the discussion over to Terry Monday. Terry Monday stated that over the last couple of years Pitt Greenville Airport has been able to cover any short falls with Cares Act funds. Terry Monday stated that he would like to see how much money is being transferred every month so that Pitt Greenville Airport can see where the cash flow is coming from. Motion to stop transferring funds from fund 65 operations to fund 66 cash gross profit immediately and to start transferring money out of the Cares Act account to the operation account to make up the monthly short fall when Terry Monday approves the appropriate month to start was approved by Chris Nunnally, seconded by Mark Porter motion unanimous, motion approved, motion carried.
- Executive Director presented the Board with a detailed printout of the estimated patio work including the amount. John Banks asked about a \$3,000 table and stated he would like for Cidni Mills to find a cheaper option. John Banks suggested a Soft Treat picnic table. John Banks expressed that if the Board has any ideas or suggestions to feel free to reach out. A motion to approve the not to exceed amount of \$57,000 patio was made by Terry Monday, seconded by Cheryl Brown motion was unanimous, motion carried, motion approved.
- Executive Director Bill Hopper stated that all the rooftop units and mini splits for the older portion of the Terminal, General Aviation, and the Fire Station are aging out and need replacing. Executive Director Bill Hopper stated that for the

rooftop units a crane will be needed. Executive Director Bill Hopper received quotes from Eneco East in the amount of \$102,880 that includes three rooftop units, three mini splits and the price for the crane. Executive Director Bill Hopper stated that all units need replacement with unit 5 presently being taken offline and waiting to be replaced. Executive Director Bill Hopper was seeking approval from the Board not to exceed in the amount of \$102,880. The Board decided to table this discussion till the next Board meeting, Mark Porter will get with the Executive Director to discuss other options.

### **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**
  - \$4,240,000 million has been approved by the Board on 7/19/2023 to accept when grant is offered
  - 10% is coming from PFC's
- **PGV-18 Fund 45 FY- Hangar 25 & 26 (2 NCDOT/SCIF 1 GRANTS)**
  - Trader Construction in progress is on a delay
  - Entering a contract with CBC.

- Easement approved for sewer and water with GUC
- **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**

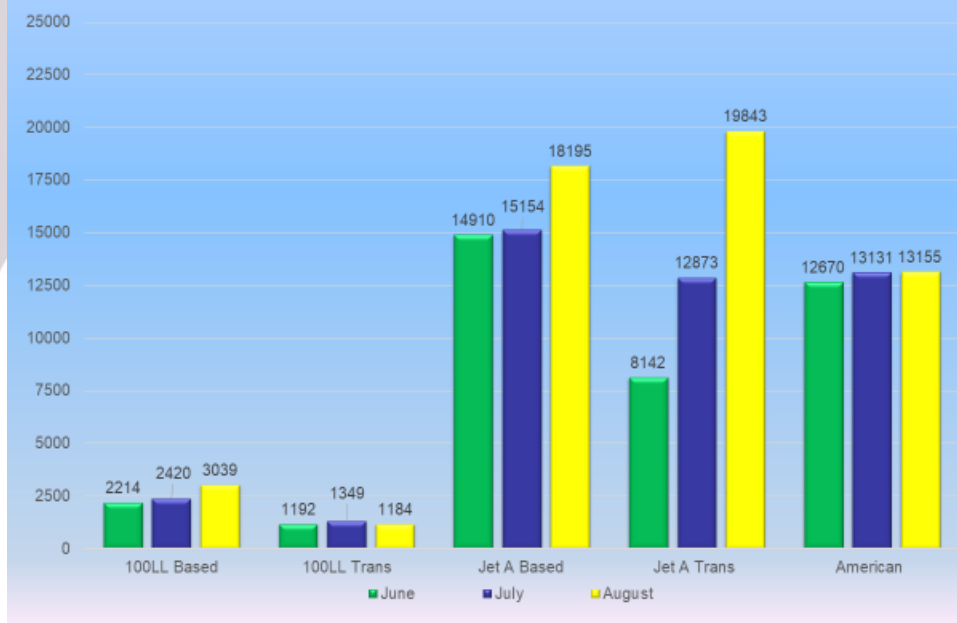
- **Airline**
  - **Deplane 2,214**
  - **Enplane 2,315**
- **Charters**
  - **Deplane 179**
  - **Enplane 179**

## 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	1,319	-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	1,476			
Oct	1,615	1,857	1,290	1,664	1,100			
Nov	1,383	1,604	1,463	1,775	1,115			
<u>Dec</u>	<u>1,266</u>	<u>1,460</u>	<u>1,264</u>	<u>1,540</u>	-	-	-	-
	13,776	19,867	15,258	19,706	15,309	10,814		

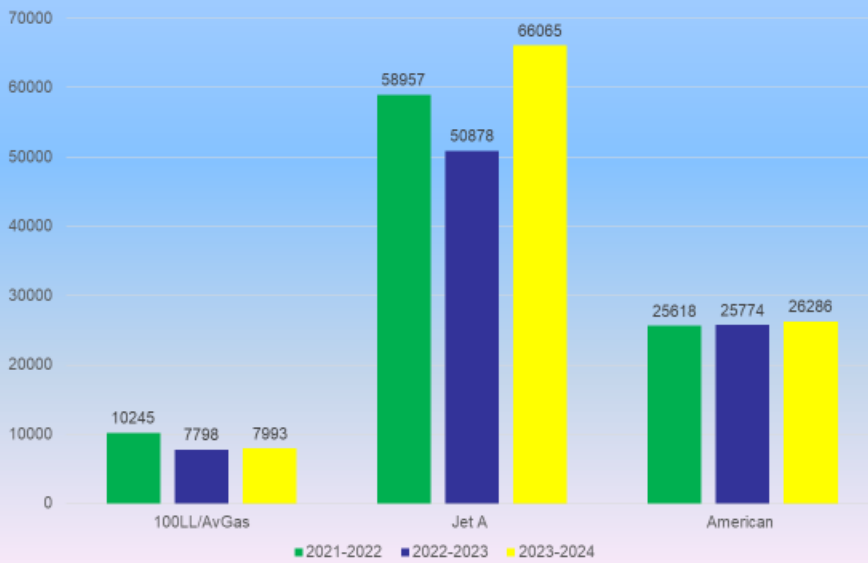
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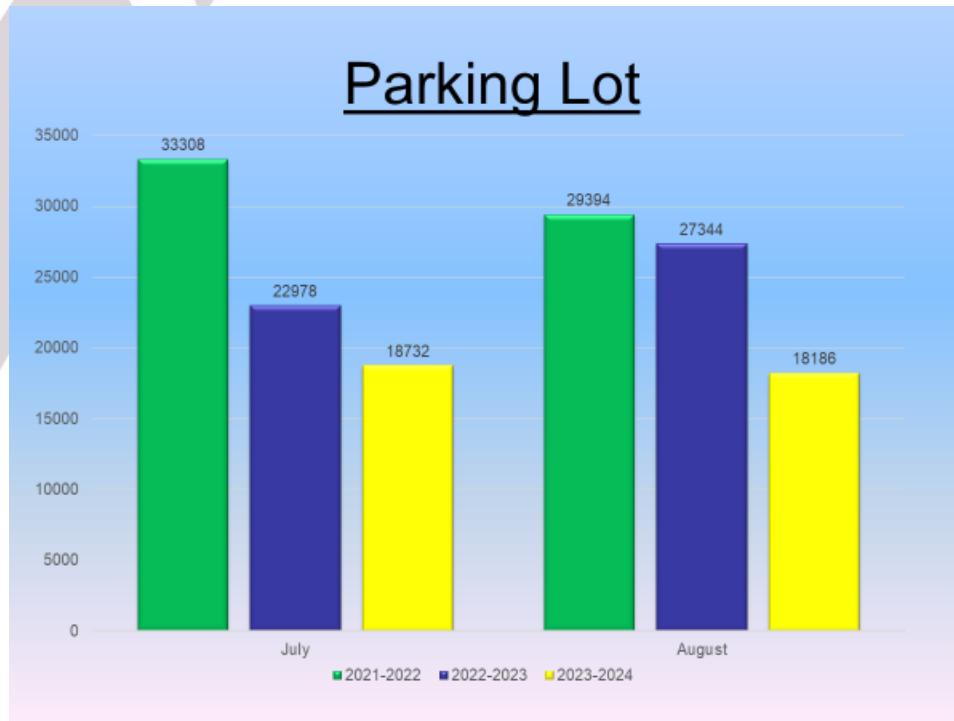
### Fuel Gallons 3 Month Comparison



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## Fuel Gallons 3 FY year Annual





**Chairman’s Comments:**

Chairman Banks asked about the update on cameras for Hangars 27-31, Executive Director Bill Hopper stated that he received a quote from only one company even though he reached out to three. Chairman Banks asked about Veoci, Executive Director stated that Veoci was up and running. Chairman Banks asked about the leakage study and wants Executive Director Bill Hopper to send the leakage study out to the Board. Chairman Banks asked about the leaks in the Hangars, Operations Manager Richard Nanney stated that the leaks are still there faintly, and Executive Director Bill Hopper stated that the vents are helping with the leaks. Chairman Banks would like for



Executive Director Bill Hopper to work with Zach Staff from McFarland-Johnson on economic development for the Airport Terminal.

**Adjourn**

Chairman Banks asked if there were any further discussions or questions, with no one coming forward Chairman Banks called the September 14<sup>th</sup>, 2023, Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully submitted,

Cidni Mills  
Administrative Assistant