

February 20<sup>th</sup>, 2024



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

**Pitt-Greenville Airport Authority Board Meeting**  
**February 20<sup>th</sup>, 2024**  
**11:00 a.m.**  
**Pitt-Greenville Airport Conference Room**

Board Members present: Terry Monday, Vice Chairman/ Treasurer, Les Robinson, Mike Roberson, Cheryl Brown and Mark Porter

Board Members not present: John Banks, Chairman; Chris Nunnally and Dan Mayo.

Staff members present: Bill Hopper, Executive Director; Operations Manager, John Hanna; Administration & Finance Manager, April Cannon; Cidni Mills, Administrative Assistant;

Engineering Attendees present: Zach Staff, McFarland Johnson; Jay Talbert, Talbert & Bright;

Other attendees present: Dave Silver, Attorney Airport Authority Board Council; Scot Webster, Southern Bank; Brooks Bunting, Southern Bank; and Johnathan Pennypacker, Womack;

**Public Comment Period**

With no one registered to speak, Vice-Chairman/Treasurer Monday closed the Public Forum and called the monthly Airport Authority Board meeting to order.

### **Approval of Minutes**

Minutes from January 20<sup>th</sup>, 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 Les Robinson, seconded by Mike Roberson motion was unanimous, motion carried, minutes were approved.

### **Lights for Hangar 22 & 24**

Executive Director Bill Hopper was given approval from Chairman Banks to replace the lights in Hangars 22 & 24. Pitt Greenville Airport received a quote from Womack in the amount of \$25,850. Johnathan Pennypacker stated that the fixtures arrive in approximately 2 weeks. Kennedy Electric also gave a quote in the amount of \$12,800 for conversion wiring and installation.

Executive Director Bill Hopper stated that these lights are later generation LED lights and are more efficient. A motion to approve both contracts and to move forward with option 1 was made by Les Robinson, seconded by Mike Roberson motion was unanimous, motion carried, minutes were approved.

It has been requested by the board that the Airport look into updating lights and any maintenance for all hangars.

### **Southern Bank**

Scot Webster and Brooks Bunting gave an update regarding Infinex. Fund 66 will roll over in 2 days, Fund 51 rolled over after 6 months of the account being open and has a rate of 4.9%. Brooks Bunting stated that there could possibly be a rate cut by the end of the year. A motion to move forward with reinvesting half in the first 6 months then the other half in the second 6 months was made by Les Robinson, seconded by Mark Porter. Motion was unanimous, motion carried, motion approved.

### **Executive Director Report:**

#### **Cooke Landscaping**

Executive Director Hopper stated Cooke Landscaping of Farmville provided mowing service to properties owned by the airport and off the airfield. It is mostly the properties the airport purchased in and around Greenfield Terrace. They have proposed to continue the same price of \$3,600 per month, in addition they have provided us a quote of \$500 per month to maintain the landscape on the landside of Hangar 27-31. The board advised next year they would like the landscaping to go out for bids to the public. A motion to approve was made by Mike Roberson, seconded by Mark Porter. Motion unanimous, motion carried, motion approved.

### **Schindler Elevator Corporation**

Executive Director Bill Hopper is seeking approval to enter into an agreement with Schindler Elevator Corporation at the amount of \$1,535 per month starting December 1, 2023. This will be for 5- years with an annual increase not to exceed 4% each year. Schindler Elevator Corporation is the sole source and proprietary vendor for the elevators and escalators in the airport terminal building. Pitt Greenville Airport had a service agreement with them to perform preventive maintenance, required safety inspections and on-call services since November 10, 2014. The last contract ended November 30<sup>th</sup>, 2023 at the amount of \$1875 per month. The airport is due for another 5-year agreement and Bobby Smith renegotiated the monthly rate to \$1535 per month. A motion to approve was made by Les Robinson, seconded by Mark Porter. Motion unanimous, motion carried, motion approved.

Executive Director Bill Hopper is requesting approval to replace both handrails of the “down” escalator in the amount of \$18,085 by Schindler Elevator Corporation. The handrails for the “down” escalator have begun to split and needs replacing. The airport has received a quote in the amount of \$18,085 plus applicable taxes to replace the handrail which includes labor. A motion to approve was made by Les Robinson, seconded by Mark Porter, motion unanimous, motion carried, motion approved.

### **Scissor Lift**

Executive Director Bill Hopper briefed the Board on the scissor lift, approval was given by Vice Chairman Terry Monday to purchase a used scissor lift in the amount of \$5,713.30 from United Rentals. The brand is Snorkel and it's 19- feet.

### **Federal/State/Local Projects**

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

- Construction is complete
- Pending Closeout

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

- Almost 95% complete
- Final inspection in process, soft spot being reviewed
- Invoices pending from Contractor and TBI
- Pending closeout documents

#### **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
- 10% is coming from PFC's
- Middle of April 2024 construction will start

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

- Trader Construction complete
- CBC Design/Build in progress
- Work Authorization with TBI

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

- Rezoning project started
- Deeds are being revised for names on titles
- NCDOT funding started in 12/2022
- Presented to the City and County in February 2024
- Present Rezoning plan in March 2024
- Receive City and County approval in April 2024

**Operations Report**

## Operations Reports

- **Airline**
  - Deplane 3,026
  - Enplane 2,880
  
- **Charters**
  - Deplane 64
  - Enplane 64





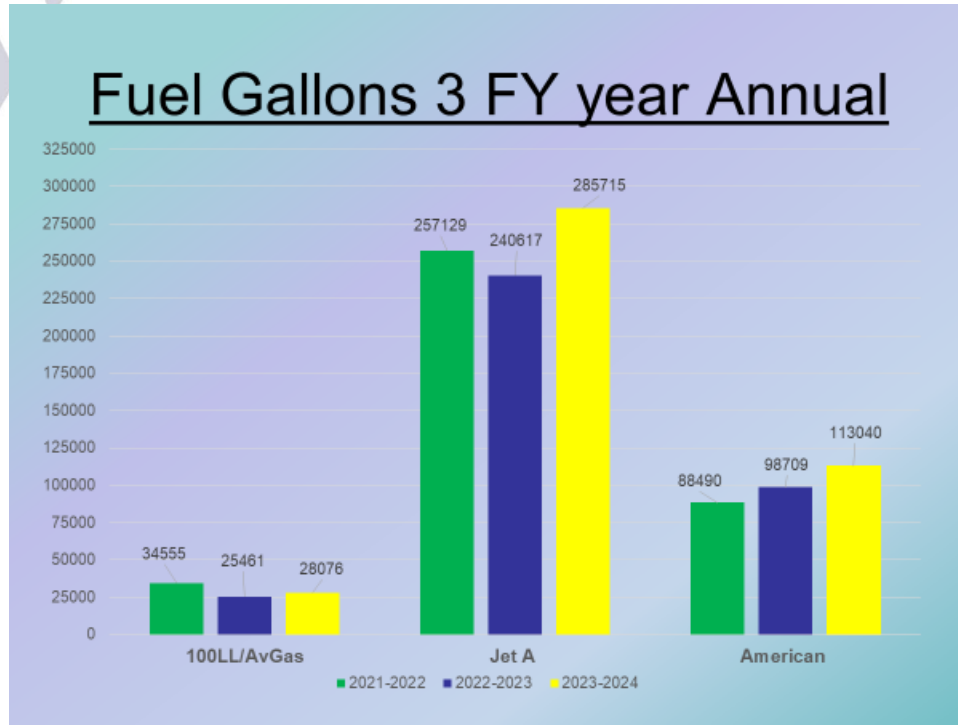
PITT-GREenville  
AIRPORT

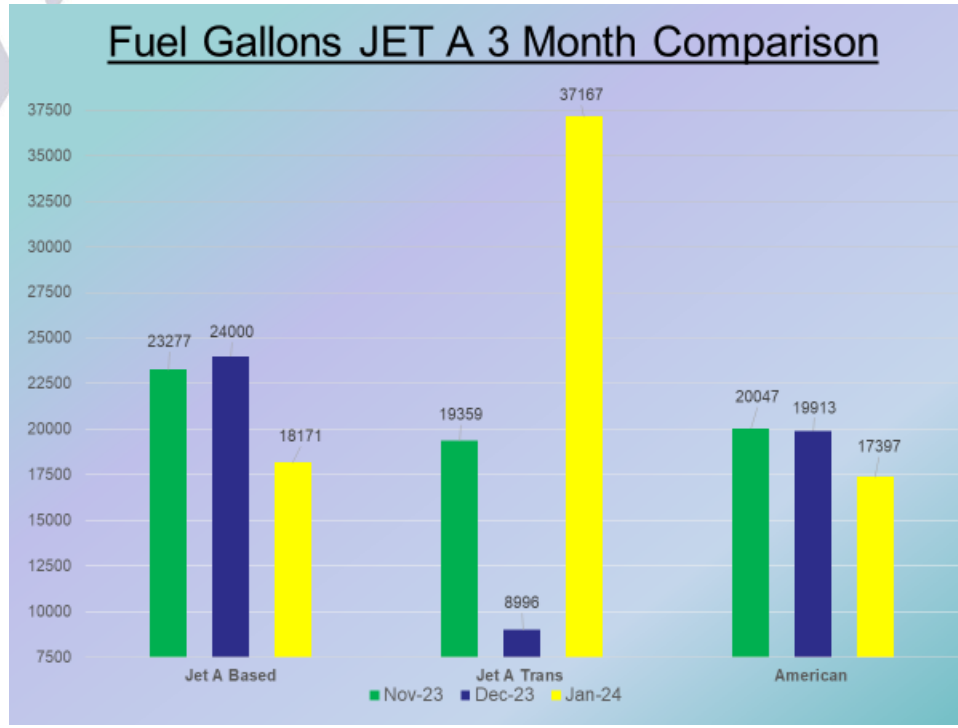
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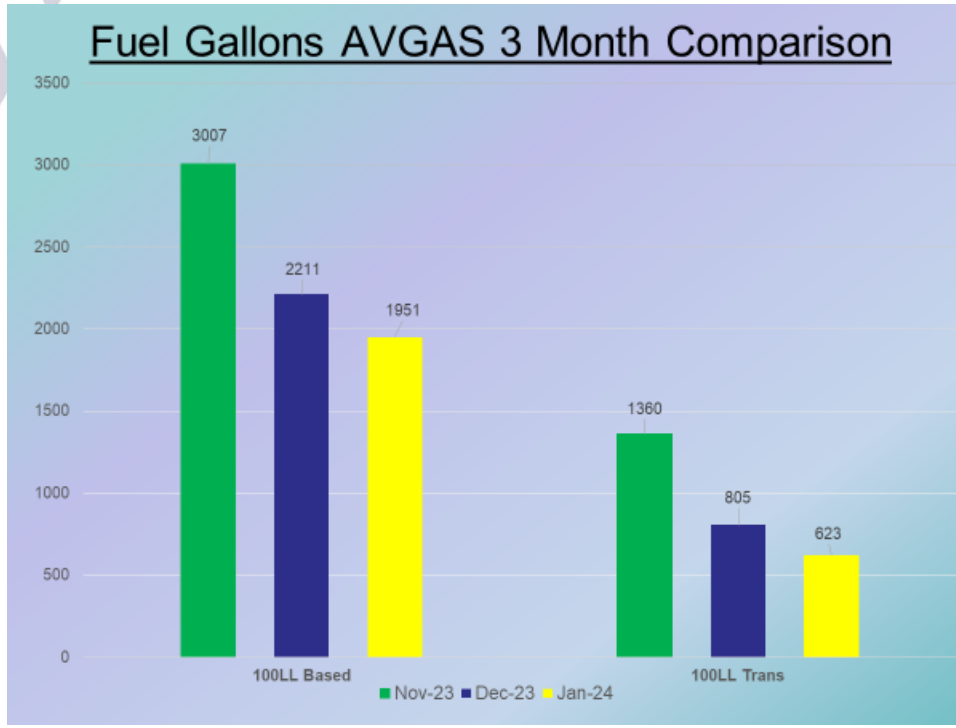
## Operations

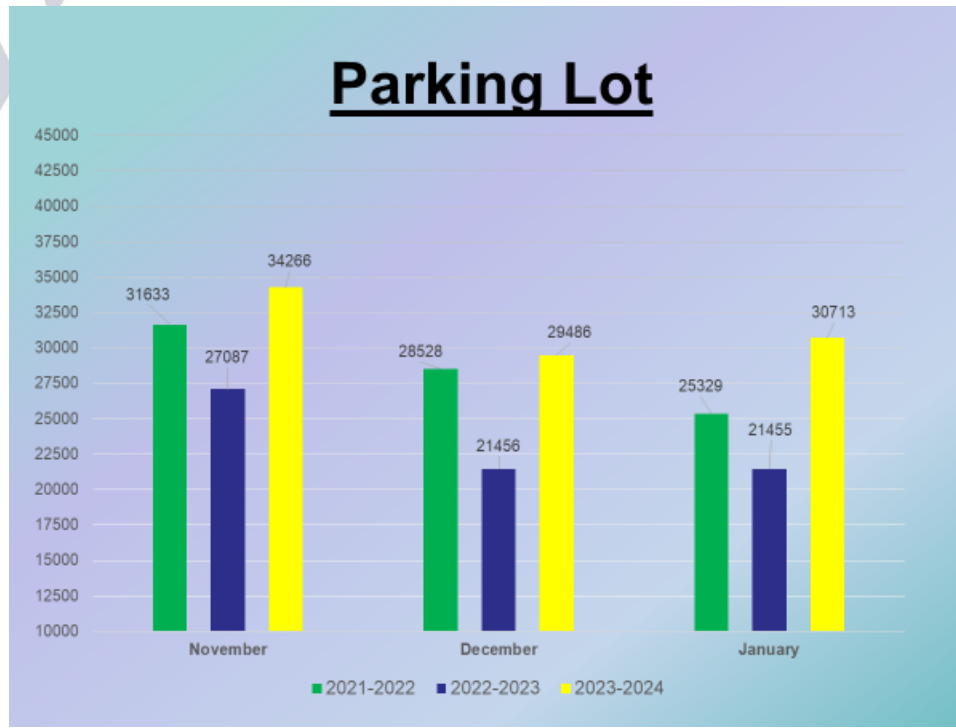
	2018	2019	2020	2021	2022	2023	2024	% Change	
Jan	1,021	1,357	1,627	1,637	1,382	1,319	834	(0.5815)	↓
Feb	1,218	1,377	1,398	1,367	1,391	1,071			
Mar	1,280	1,717	1,104	991	1,490	1,217			
Apr	1,659	1,545	554	2,001	1,552	1,194			
May	1,157	1,981	1,021	2,238	1,350	1,392			
Jun	1,600	1,558	1,367	1,490	1,611	1,380			
Jul	1,291	1,733	1,451	1,589	1,399	1,508			
Aug	20	1,845	1,353	1,504	1,443	1,733			
Sep	266	1,833	1,366	1,910	1,441	1,820			
Oct	1,615	1,857	1,290	1,664	1,250	2,177			
Nov	1,383	1,604	1,463	1,775	1,261	1,932			
Dec	1,266	1,460	1,264	1,540	offline	660			
	13,776	19,867	15,258	19,706	15,570	17,403	834		











### **Financial Report**

Finance & Administration Manager April Cannon stated that the adjustments the Board approved last month for projects are zeroed out. The PNL total for the transfer of projects was \$287,380.92, this was the auditing amount that was transferred to closeout all the capital projects that have been previously done. Finance & Administration Manager April Cannon advised the Board to take into consideration that there's a \$3596.00 net income, January's income does not reflect the current month due to the project adjustment. When you remove the \$287,380.92 that was used for projects the airport is still operating at a \$270,000 loss. January's income was only \$283,000 and PGV

expenses are greatly outweighing the revenue. Finance & Administration Manager stated that the Board and Staff need to look into finding more revenue for the airport to cover the expenses and loss. Vice-Chairman Monday advised all to look towards the future and consider ideas to bring the Airport to a balance. The Airport will be having meetings with the County and City council.

### **McFarland Johnson Presentation**

Zach Staff stated that preparation for the terminal redevelopment project that is coming forth, Chairman Banks and Executive Director Bill Hopper asked him to start taking a look at other GA Terminals in the area. McFarland Johnson is working with Pitt Greenville Airport regarding a scope for a project definition plan which will incorporate 15% design plans for new improvements and construction for the GA Terminal and Fire House. Zach Staff states that he anticipates to have this ready for the Board at the next meeting. McFarland Johnson provided a presentation to the board for future projects and other terminals that have been recently renovated.

### **Adjourned**

Vice Chairman Monday asked if there were any further discussions or questions. With no one coming forward a motion to call the February 20<sup>th</sup>,

February 20<sup>th</sup> ,2024



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2024 meeting adjourn was made by Mike Roberson, seconded by Mark Porter motion was unanimous, motion carried, motion approved, Pitt Greenville Airport Authority Board meeting was adjourned.

Respectfully Submitted,  
Cidni Mills  
Administrative Assistant