

January 17th, 2024



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

Pitt-Greenville Airport Authority Board Meeting
January 17th, 2024
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 Les Robinson.

Board Members not present: Cheryl Brown, Mark Porter, and Mike Roberson

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; Eric Stumph, Talbert & Bright;

Other attendees present: Dave Silver, Attorney Airport Authority Board Council; Drew Ligon, Attendee;

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 December 20th, 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 (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 Chris Nunnally, seconded by Dan Mayo 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.

Financial Report

Administration & Finance Manager April Cannon stated that the Board should've received a copy of Jill Vang email from Martin & Starnes regarding approximately 5 projects that have been closed for the past couple of years. These Audit closeout reports are to transfer funds to zero out all of the accounts since the projects are completed. Next year's Fiscal year audit will not show these projects. A request has been made to transfer all the funds provided through email to operational fund 65, which will also be a part of reserved funding.

Administration & Finance Manager April Cannon stated that this transfer will zero out all of the funds to zero. The individual projects were DNL Land Noise, AIP 51, AIP 56, AIP 49, and AIP 47. Funds for AIP 49 will have to be transferred in the amount of \$10,171. All other funds will be transferred to fund 65. The auditor put fund 65 as a balance of the Operational fund and if the Board wants it transferred to fund 21 which is the Cash Reserved account the Board has the right to do so.

A motion to transfer funds in and out as appropriate to Fund 65 was made by Terry Monday, seconded by Chris Nunnally. Motion was unanimous, motion carried, motion approved.

Executive Director Report:

Report on Sterile Area doors

Executive Director Hopper stated that he received two approvals for purchases that are the value of \$2,500 and over but less than \$10,000.

Advanced Door Automation in the amount of \$5,827.88, approval was given by Terry Monday. This will repair the exit doors from the sterile area for the terminal.

Womack Electric Supply in the amount of \$3262.00, approval was given by Chairman John Banks. This is to replace the fluorescent lighting in the airport maintenance building with LED lighting.

Go Air Sign at Hangar 29

Executive Director Bill Hopper briefed the Board on the new sign at Hangar 29.

It will be a lighted LED sign mounted to the building, Executive Director Bill Hopper stated that it adds to the activity that is going on at Pitt Greenville Airport.

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 95% complete
- Final inspection in process
- Invoices pending
- 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
- Expected to start in 2024

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

- Trader Construction complete
- Easement approved for sewer and water with GUC
- 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 reviewed and corrected name titles attorney handling

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- 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

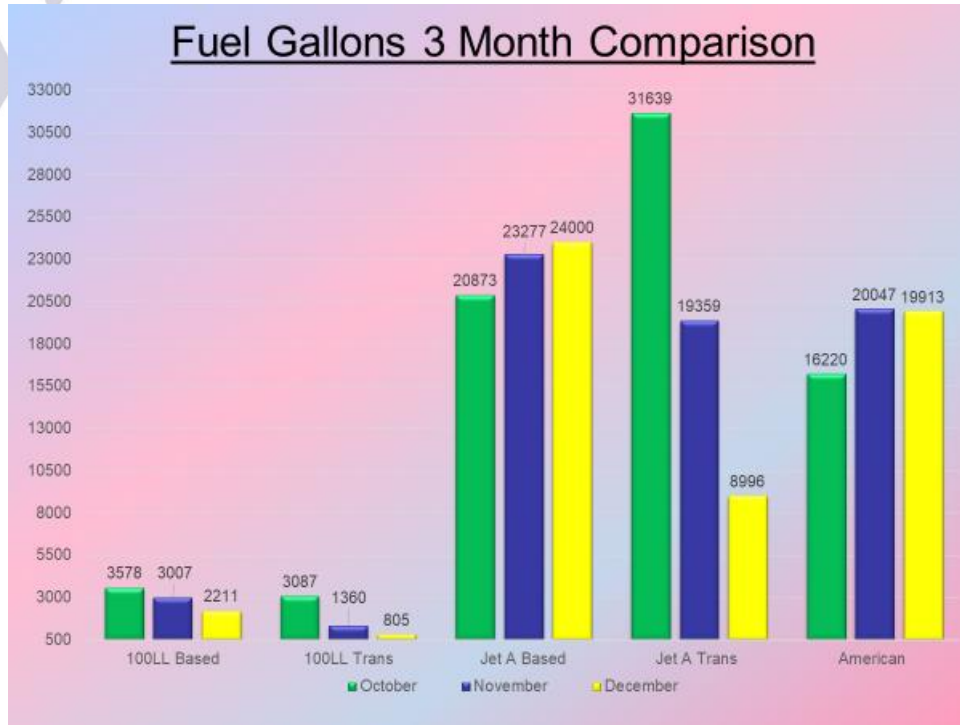
	2018	2019	2020	2021	2022	2023	% Change	
Jan	1,021	1,357	1,627	1,637	1,382	1,319	-0.0478	↓
Feb	1,218	1,377	1,398	1,367	1,391	1,071	-0.2988	↓
Mar	1,280	1,717	1,104	991	1,490	1,217	-0.2243	↓
Apr	1,659	1,545	554	2,001	1,552	1,194	-0.2998	↓
May	1,157	1,981	1,021	2,238	1,350	1,392	0.0302	↑
Jun	1,600	1,558	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		

Operations Reports

- **Airline**
 - Deplane 3,158
 - Enplane 3,139

- **Charters**
 - Deplane 64
 - Enplane 64







Chairman’s Comments:

Executive Director Bill Hopper will meet with American Airlines to discuss LEO Reimbursement. Chairman Banks asked Executive Director Bill Hopper about Runway 8 & 26, Executive Director Bill Hopper stated that he received a call from the FAA, Runway 8 & 26 didn’t qualify by operations standards. Executive Director Bill Hopper stated that will reach out to the State regarding partial funding.

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At the next Board meeting Chairman Banks would like a date on when gate 27-31 will be ready. Chairman Banks asked about the cameras in Hangars 27 & 31, cameras are up and working. Chairman Banks was advised that access control for the patio is still in progress. Chairman Banks was also advised that Go Air switched their utilities.

Chairman Banks stated that he will be setting dates for the Stanfield and Smithfield business trip. A plane for 8 will be setup and dates will be sent out shortly. Chairman Banks wants attendees to admire the GA and Terminal of Stanfield and Smithfield Airport.

The June 19th 2024 Board meeting has been changed to June 12th 2024. Motion to approve was made by Terry Monday, seconded by Chris Nunnally. Motion unanimous, motion carried, motion approved.

The Board discussed current and future leases.

Adjourned

Chairman Banks asked if there were any further discussions or questions. With no one coming forward a motion to call the January 19th, 2024 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,
Cidni Mills
Administrative Assistant