



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

Pitt-Greenville Airport Authority Board Meeting
March 20th 2024
11:00 a.m.
Pitt-Greenville Airport,
Conference Room

Board Members present: John Banks, Chairman; Dan Mayo, Cheryl Brown, and Mike Roberson

Board Members not in attendance: Terry Monday, Vice-Chairman, Chris Nunnally, Mark Porter, and Les Robinson.

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

Other attendees included: Dave Silver, Attorney; Jay Talbert, Talbert & Bright; Zach Staff and Elana Essig; 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 the February 20th 2024, Pitt Greenville Airport Authority Board meeting were emailed to all members for review. Chairman Banks asked if there were any changes or recommendations to the minutes. With no corrections, a motion to approve the minutes was made by Dan Mayo, seconded by Mike Roberson, motion was unanimous, motion carried, minutes were approved.

Executive Director Report:

- Executive Director Bill Hopper was seeking Board approval for the repair of the soft spot on Runway 2/20 in the amount of \$140,965. It is the engineer's opinion that the grouting done as a part of the project addressed the subsurface voids that caused the soft spot and now milling, paving and grooving is needed to bring this to a close. The project has a net underrun of \$466,802.63 and the cost to do this final work is quoted at \$140,965. 90% of this will be funded by the FAA AIP and the other 10% will be funded by PFC. The standard FAA warranty is 1 year. ST Wooten is also requesting release of the original 50% retainage from the main scope of the project. A motion to approve was made by Cheryl Brown, seconded by Dan Mayo. Motion unanimous, motion carried, motion approved.
- Executive Director Bill Hopper was seeking Board approval to enter into a one-year agreement with Volaire in the amount of \$57,500. Executive Director Bill Hopper stated that there wasn't a lot of activity taking place over the last couple of months and the choice was made to wait until this specific moment to continue with the agreement. The rate will be the same as last year, it will be a monthly payment of \$2,500 which will be \$60,000 per year. The Board opted to pay the lump sum at the start and save one month of payment for a total of \$57,500 with the agreements being under the same terms and conditions. Motion to approve was made by Dan Mayo, seconded by Cheryl Brown. Motion unanimous, motion carried, motion approved.
- Executive Director Bill Hopper was requesting approval to enter into an agreement with McFarland Johnson, Inc under the terms and conditions for a PDP in a not to exceed amount of \$490,000. McFarland Johnson provided the Board with a Work Authorization

proposal for a Terminal Project Definition Plan (PDP) for the terminal. This project will use the TRDP funds awarded to the airport in the amount of \$500,000. The proposal is a not to exceed amount of \$490,000. The objective of the project is to complete a level of work that will qualify us for a Federal Building Infrastructure grant for design of a new GA terminal and Fire Station and other needed designs/prep work for laying out a conceptual for the airline terminal. The funds are somewhat limited for such an effort so having a not to exceed arrangement will allow Pitt Greenville Airport to utilize the funds in such a way that will maximize the results of the project. This discussion has been tabled to the next Board meeting.

- Executive Director Bill Hopper gave Operations Manager John Hanna the floor to discuss the 2020 Oshkosh Striker ARFF Vehicle. Operations Manager John Hanna stated that a team member damaged the primary Aircraft Rescue & Firefighting Oshkosh Striker while repositioning it during charter operations. Repairs will be required to remain compliant per CFR Part 139. Although the truck is drivable, the air compressor and air lines are compromised and are continuously running due to the stated damage above. As a result, additional wear and tear to the ARFF truck will cause further damage. Pitt Greenville Airport received a quote from Atlantic Emergency Solutions in the amount of \$40,225.12. Once reimbursed the Airport Authority insurance provider's deductible will be \$5,000 out of pocket. Chairman Banks asked if there will be any training implemented to help prevent another accident, Operations Manager John Hanna stated that there will be training courses for compliance officers, driving courses and alert procedures put in place.

Federal/State/Local Projects

- **FY- North 24- Fund 47**

- Deeds being revised for names on titles
- Legal Reviews Ward and Smith
- NCDOT funding started in 12/2022

- **AIP 54 Fund 93 FY 22 Taxiway A North/RWY Subgrade Construction**
 - Almost complete 95% Final Inspections
 - Soft Spot and Invoices pending
 - Change order # 2

- **AIP 55 pending award Fund 94 FY 23 Taxiway A South**
 - -10% is coming from PFC's
 - -Expected to start 2024
 - -\$4,240,000 million has been approved by the Board on July 19th 2023 to accept grant when offered.

- **PGV- 18 Fund 45 FY- Hangars 25 & 26 (3 NCDOT/partial SCIF Grant**
 - Trader Construction complete
 - CBC Design/Build in progress
 - Work Authorization with TBI

- **AIP 53 Fund 44 FY 22- Hangars 27, 28, 29, 30 & 31**
 - Construction is complete and is pending invoices and close out approval

Operations Report

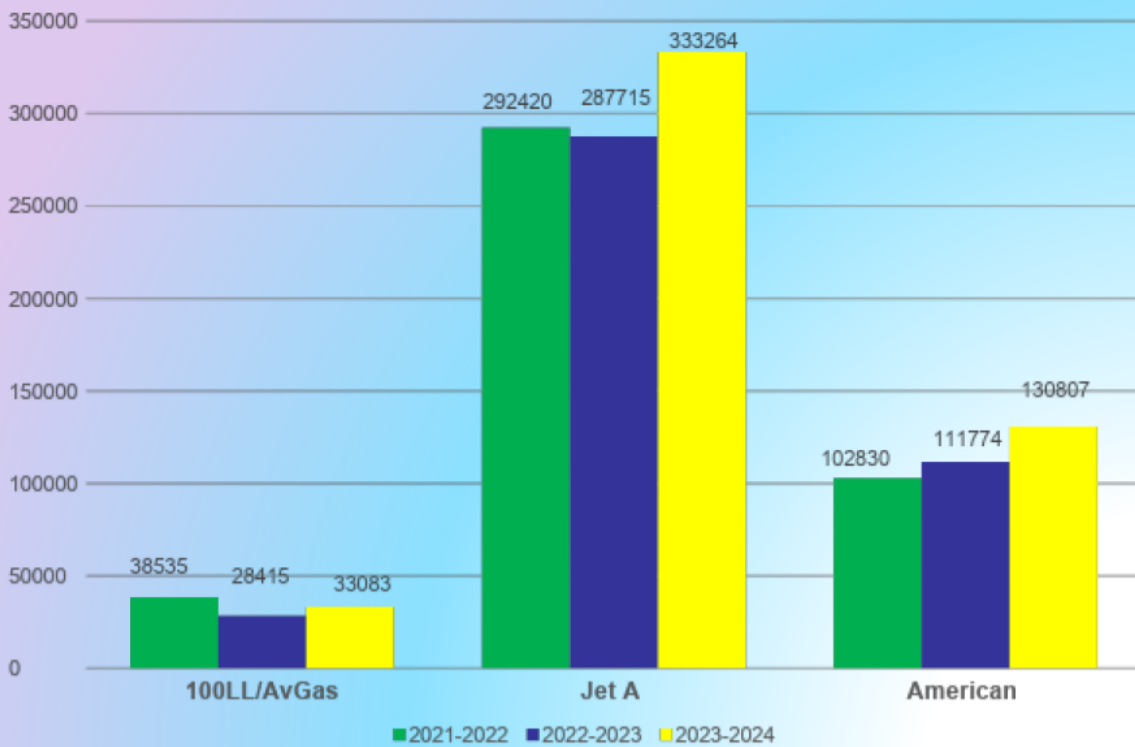
- **Airline**
 - Deplane 3,124
 - Enplane 2,910
- **Charters**

- Deplane 297
- Enplane 398

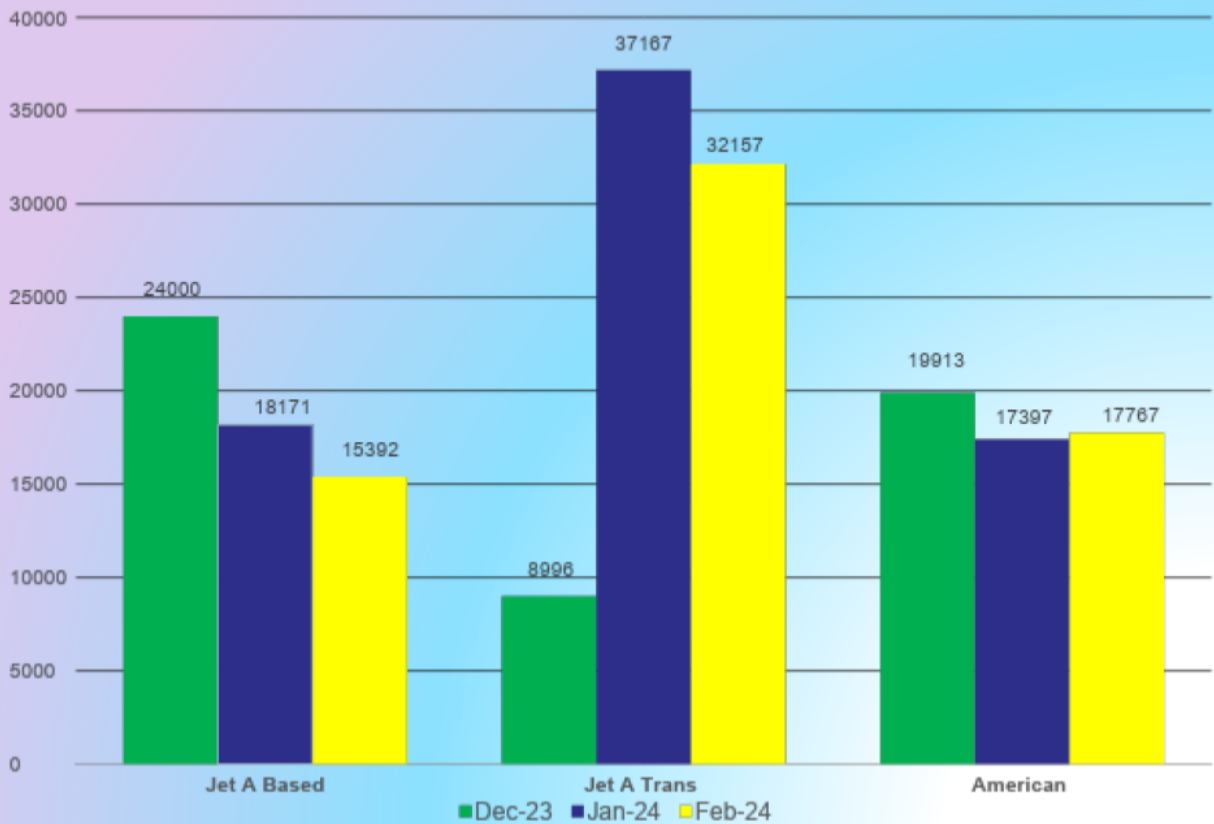
Operations

	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	1,718	0.3766	↑
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	2,552		

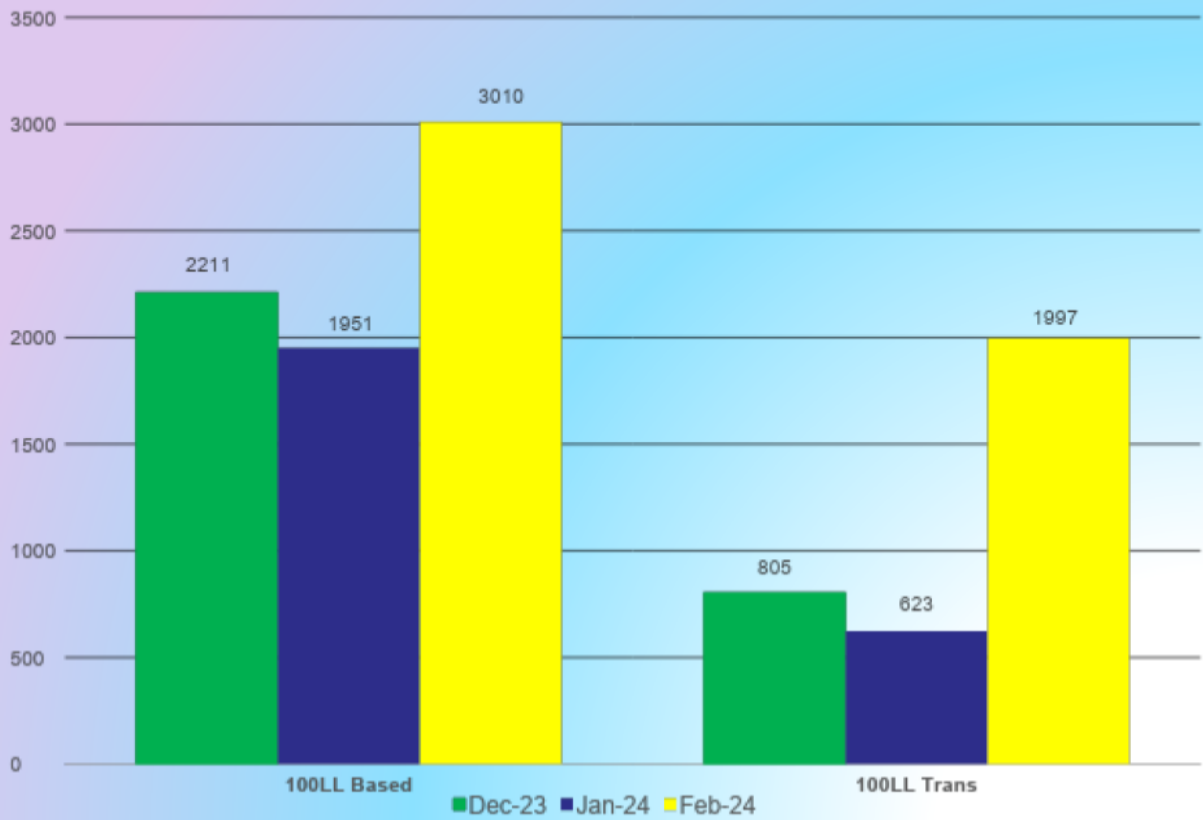
Fuel Gallons 3 FY year Annual



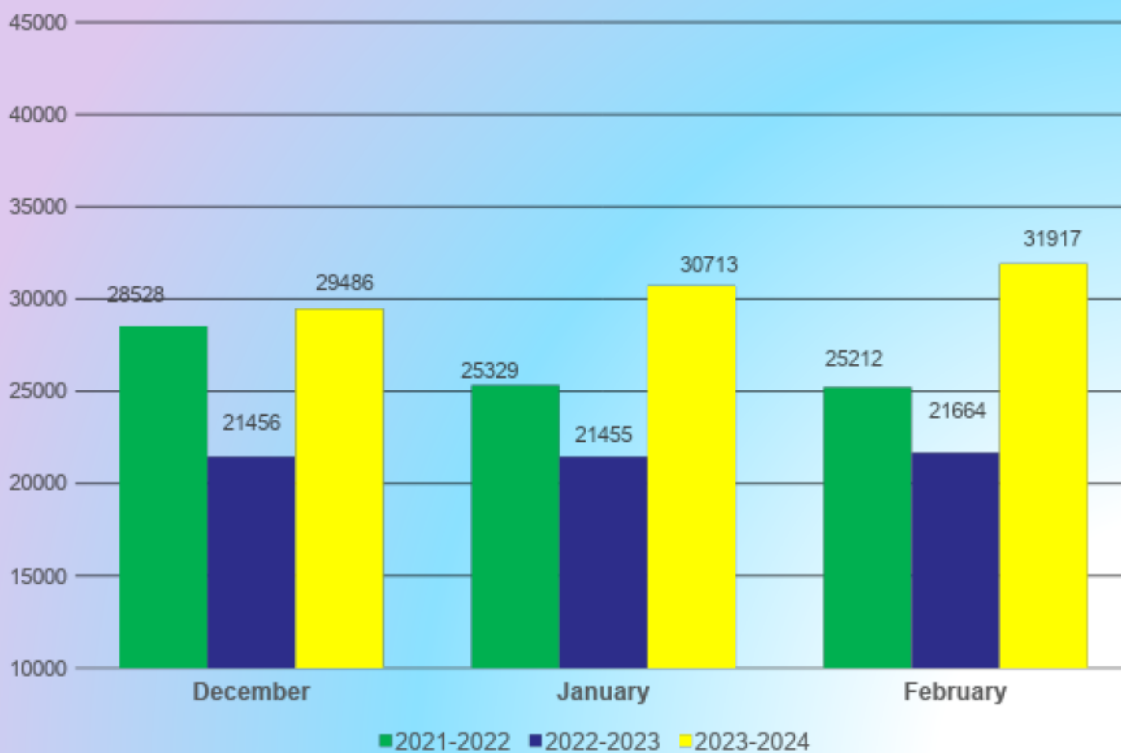
Fuel Gallons JET A 3 Month Comparison



Fuel Gallons AVGAS 3 Month Comparison



Parking Lot



Financial Report

Finance & Administration Manager April Cannon stated that for the budget process everyone was given a budget schedule for FY 24 & 25. The first Finance Committee meeting happened March 20th 2024 at 10:00 AM. The Finance Committee has suggested that Pitt Greenville Airport sends out the proposed budget for FY 24 & 25 to the rest of the Board for review and any questions or concerns they might have. There will be another Finance Committee meeting in April for continuation for any additional information. Finance & Administrative Manager April Cannon stated that if there are any

questions or changes that need to be made on the proposed budget to email Executive Director Bill Hopper or herself and the proper adjustments will be made.

The Board was provided with Budget Amendment #2 for FY 23 & 24 fund 65, Finance & Administrative Manager April Cannon stated that there is a growth in expenses for Buildings and Grounds for all the new projects to keep up maintenance. The budget expenses will go up again in either May or June of 2024 as the final budget amendment. Corporate Hangars 27-31 rent has been decreased due to the fact that all 5 Hangars have not been rented out as of this moment. The current amounts are adjusted based on the 2 Hangars that are rented and the transit customers that use the Hangars.

Finance & Administrative Manager April Cannon stated that there is another adjustment regarding the LEO. American Airlines has agreed to start reimbursing 50% of the LEO cost that Pitt Greenville Airport has to handle. There will still be a reimbursement from TSA as of now, this is also being reviewed by TSA, and American Airlines will help with 50% of that remaining balance. A motion to approve these budget amendments was made by Dan Mayo, seconded by Mike Roberson. Motion unanimous, motion carried, motion approved.

Chairman Comments:

Chairman Banks requested a closed session

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; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract. A motion to go into



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closed session was made by Dan Mayo, seconded by Mike Roberson motion was unanimous, motion carried, and approved.

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

Chairman Comments:

Chairman Banks asked if there were any further discussions or questions, with no one coming forward Chairman Banks called the March 20th, 2024, Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully submitted,

Cidni Mills
Administrative Assistant



PITT-GREENVILLE
AIRPORT

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