

June 26, 2024



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

**Pitt-Greenville Airport Authority Board Meeting**  
**Wednesday, June 26<sup>st</sup>, 2024**  
**11:00 a.m.**  
**Pitt-Greenville Airport Conference Room**

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

Board Members not present: Chris Nunnally, Mike Roberson, and Les Robinson

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

Engineering Attendees present: Jay Talbert, Talbert & Bright;

Other attendees present: Dave Silver, Attorney Airport Authority Board Council; Eric Ayers, Intern for The Graham Nuckolls Conner Law Firm, PLLC; Rodney guest of Cheryl Brown, Greg James, John Deere;

**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 May 15<sup>th</sup>, 2024, 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 Dan Mayo, seconded by Terry Monday was unanimous, motion carried, minutes were approved.

Cheryl Brown was recognized for her outstanding and gratefully appreciated work she has done on the Pitt Greenville Airport Authority Board. She was gifted with an Aerial and a beautiful bouquet of flowers.

**Vote on Non-Operational Budgets FY 24-25 & Operational FY 23-24 Budget Amendments**

Finance and Administration Manager April Cannon stated to the Board that there are a couple of projects that needs an end of the year budget amendment. Fund 66 was the original cash gross profit, the reason that Fund 66 has a budget is due to interest added onto it. It is generalized at the moment due to Pitt Greenville Airport not putting any more money into it. Fund 66 is the fund that will be covering the Operational department for the next year or so.

The Infinex investment Fund 66 and Fund 51 are for possible future Hangars. They will be turning in August 2024 and December 2024. Brooks Bunting will attend the July 2024 Board meeting to discuss all possible options regarding what the interest rate will continue to be for Fund 66 and Fund 51

This budget will cover Pitt Greenville Airport for FY 23-24 and FY 24-25 beginning budget. Fund 51 is the airports Corporate Hangars 22, 24 and T-Hangars. This is the fund that Pitt Greenville Airport currently transfers over any of the rental income. Finance Manager April Cannon stated that when the budget was approved at the previous Board meeting the Board decided not to transfer anymore of the rental income into Fund 51 beginning FY 24-25. This Budget Amendment for FY 23-24 will be up until June 2024 and FY 24-25 is the final transfer that will move over to July.

Chairman Banks asked how much money Pitt Greenville Airport has been putting back into Fund 51 every month. Finance and Administration Manager April Cannon stated that it ranges between \$14,000-\$19,000 a month.

Chairman Banks asked Terry Monday if it was wise for Pitt Greenville Airport to take the \$1.4 million from Fund 51 and merge in with the \$1

million from Fund 66. Terry Monday advised against it. Terry Monday suggest that Pitt Greenville Airport schedules a meeting with Southern Bank to get more insight on how to move forward with Fund 66 & Fund 51.

Chairman Banks stated that at the next Board meeting there will be a Finance meeting with Southern Bank beforehand.

Finance and Administration Manager April Cannon stated that Fund 65 FY 23-24 Operational Budget Amendment was sent to the Board via email. Finance and Administration Manager April Cannon was seeking approval for the Fund 23, Fund 66, Fund 51 FY 24-25 Non-Operational Budgets and the FY 23-24 Fund 65 Amendment, Fund 51 amendment, Fund 66. A motion to approve all budgets was given by Dan Mayo, seconded by Terry Monday motion unanimous, motion carried, motion approved.

### **Executive Director Report:**

### **Election of Board Officers for 2024-2025**

At the request of Chairman Banks, Attorney David Silver, Pitt Greenville Airport Council conducted the election process.

David Silver called for nominations for Chairman, Cheryl Brown nominated John Banks, Mark Porter seconded the nomination. No other nominations were presented, and David Silver closed the nominations and called for a vote. The board voted unanimously for John Banks as Chairman.

David Silver called for nominations for Vice- Chairman, John Banks nominated Terry Monday, Cheryl Brown seconded the nomination. No other nominations were presented, and David Silver closed the nominations and called for a vote. The board voted unanimously for Terry Monday as Vice-Chairman.

David Silver called for nominations for Secretary/Treasurer. Cheryl Brown nominated Terry Monday, Dan Mayo seconded the nominations. No other nominations were presented, and David Silver closed the nominations and called for a vote. The board voted unanimously for Terry Monday as Secretary/Treasurer.

David Silver stated with position as Executive Director, Kim Bill Hopper is unanimously delegated as the Finance Officer to the board. David Silver called all elections to a close

### **AWOS**

Executive Director Bill Hopper stated that the AWOS was quickly becoming obsolete and the State will be providing a new AWOS system but Pitt Greenville Airport has to pay for the installation. Executive Director Bill Hopper reached out to Rocky Kennedy in regards to the ILS Services, and stated that Rocky is still working on the quote for the AWOS system. Operations Manager John Hanna stated that he will provide pricing for the AWOS at the next Board meeting. Executive Director Bill Hopper gave Operations Manager John Hanna the floor to further explain the AWOS system.

Operations Manager John Hanna stated that the AWOS system will be down for some time due to the installation of the new AWOS system. In the meantime, the only back up system Pitt Greenville Airport would have is the backup system, without the backup system AWOS wouldn't operate and that results into American Airlines not being able to fly into Pitt Greenville Airport. The Board advised

Operations Manager John Hanna at the last Board meeting to look into the cost of training.

Operations Manager John Hanna stated that according to the FAA in order to become a non-towered airport weather observer there are certain certifications Pitt Greenville Airport has to achieve. The first initial training should be provided by the FAA. Operations Manager John Hanna stated it will take a couple of months to get the Operations crew trained. 3 Operations crew members will be trained and also Executive Director Bill Hopper will also receive training for the Backup system. A motion to move forward with the Backup system was given by Terry Monday, seconded by Dan Mayo motion unanimous, motion carried, motion approved.

### **New Holland Tractor**

Operations Manager John Hanna stated to the Board that the New Holland tractor needs repairing, currently the tractor is down due to a secondary pump issue. Repair for the pump is \$8579, this will bring the total cost for repair of the tractor to \$16,000 which includes labor. The New Holland tractor was stated to have a life span of 20 years but it has only lasted for 9 years. Pitt Greenville Airport received a quote



for the trade in value from Quality Equipment in the amount of \$18,000.

Operations Manager John Hanna gave the floor to Greg from John Deere to explain the options for the New Holland tractor. Greg stated that a state contract would be easy to obtain and purchase. Greg stated that there were lease options and will get back with John regarding the warranty on the tractor as well as cost for a boom mower. Greg gave 3 different options for cost of repair vs purchase. John Deere 6105E for \$86,395.89; John Deere 6110M for \$121,487.60 currently in stock; New Holland S6.125 to repair current New Holland \$8,579.81.

A motion to repair the pump in the currently owned New Holland in the amount of \$8579.81 was made by Terry Monday, seconded by Dan Mayo motion unanimous

### **Legal Services for North 24 Zoning**

Executive Director Bill Hopper is seeking approval for legal fees with Ward & Smith in the amount of \$5,500 for a total of \$35,500.

Executive Director Bill Hopper stated that the Board previously approved \$30,000 in legal fees for the North 24 zoning. Pitt Greenville Airport incurred \$703.75 above the approved \$30,000 and per a Quote received from Ward & Smith anticipated additional up to total of



\$35,500. Executive Director Bill Hopper stated that this is a result of unanticipated deed corrections and requested community outreach by the Greenville City Council.

Executive Director Bill Hopper recommends that Pitt Greenville Airport should have its own meeting, and that this effort is being reimbursed by NCDOT grants. A motion to not to exceed was given by Terry Monday, seconded by Dan Mayo motion unanimous, motion carried, motion approved.

### **Parking Lot**

Executive Director Bill Hopper reported to the Board that the scanner and associated hardware for two exit lanes in the terminal need replacing, this was approved by Terry Monday, and Chairman Banks in the amount of \$8481.68

### **Advanced Door Automation**

Executive Director Bill Hopper reported to the Board that recently the set of automatic doors that secure the exit to the preboarding sterile area stopped working. This was approved by Chairman Banks in the amount of \$4552.55.

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

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

- Construction is complete
- Pending closeout by Talbert & Bright, Inc will be done before the end of August 2024.

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

- Initial scope is complete
- ST. Wooten change order for soft spot March 2024
- Rezoning should be completed by August 2024

### **AIP-55 Fund 94 FY 23 Taxiway A South**

- \$4,240,000 million has been approved by Board on 7/19/2023
- Expected to start in 2024

### **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)**

- Deeds are being revised for names on titles
- NCDOT funding started in 12/2022
- Council members being presented with deed changes
- Legal reviews Ward & Smith


**GA – ARFF Renovation, TRDF Grant**

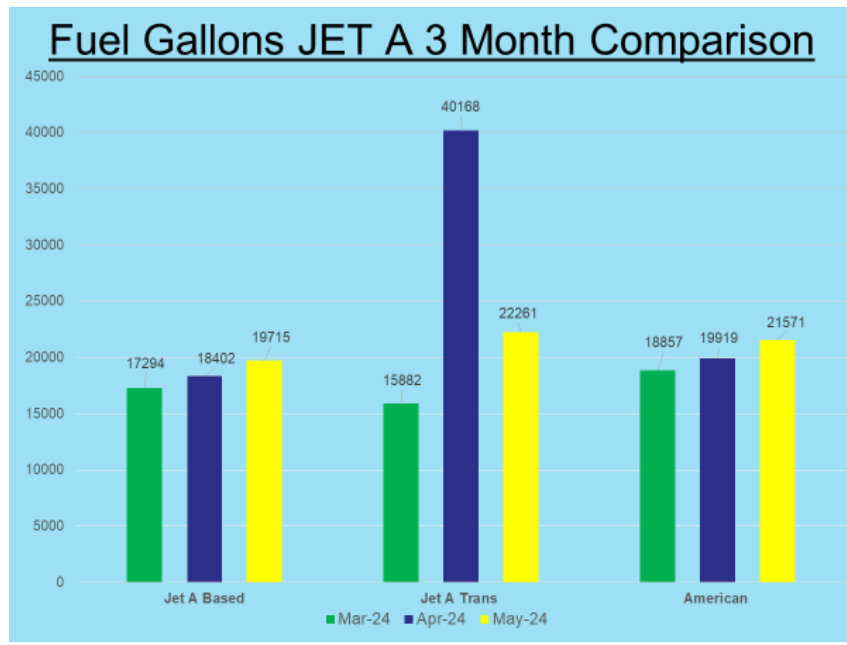
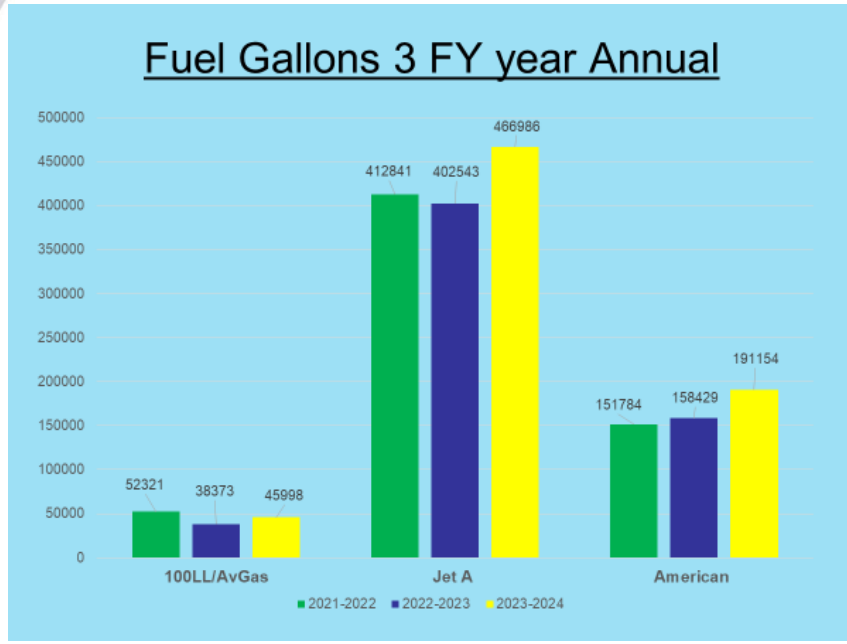
- Work Authorization thru Talbert & Bright is being considered with revisions pending Engineering Architects designs.

**Operations Report**

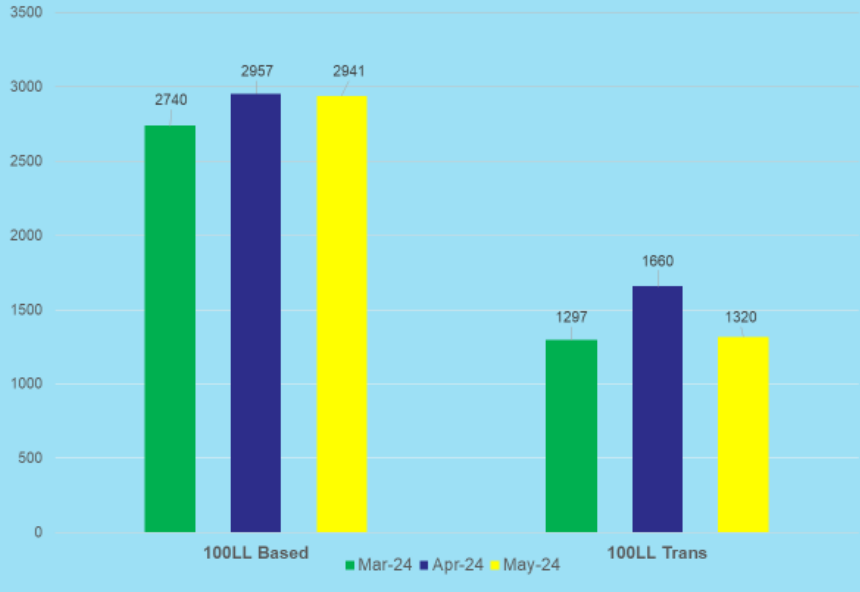
**Operations Reports**

- **Airline**
  - Enplane 3,403
  - Deplane 3,416
- **Charters**
  - Enplane 76
  - Deplane 30
- No Casino Flights for May 2024

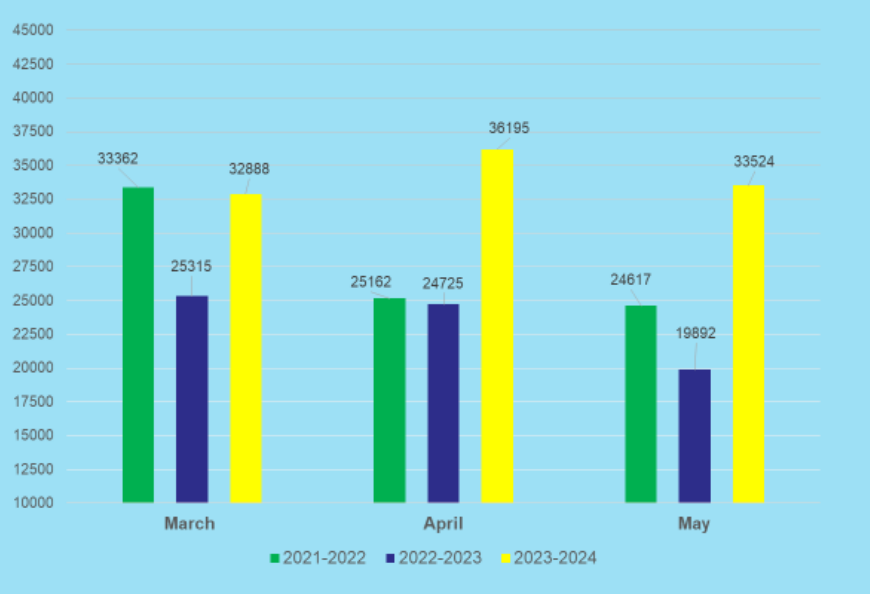




### Fuel Gallons AVGAS 3 Month Comparison



### Parking Lot



## **Financial Report**

Finance and Administration Manager April Cannon stated that Pitt Greenville is currently still operating at a loss. Terry Monday confirmed some changes will need to be made in the coming years.

Finance and Administration Manager April Cannon requested a transfer of \$358,049.24 from fund 23 PFC to AIP-54 Fund 93 FY 22 Taxiway A North/RWY Subgrade Construction. A motion to approve the PFC transfer in the amount of \$358,049.29 was made by Dan Mayo, seconded by Cheryl Brown motion unanimous, motion carried, motion approved.

The board discussed the Volaire costs. Vice-Chairman Monday requested more information on what has been achieved thru the Air service consulting.

### **Closed Session**

To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations 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 Terry Monday, 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 Terry Monday motion was unanimous, motion carried, motion approved.

### **Chairman's Comments**

Chairman Banks asked about T-Hangar costs per square ft. Executive Director Bill Hopper stated that it is \$6 per square ft. Executive Director Bill Hopper stated that the T-hangar rates will be changing to \$275.00 a month starting October 1<sup>st</sup> 2024. Executive Director Hopper will send out correspondence to all tenants prior to August 1<sup>st</sup>. Chairman Banks requested and update on the age and values of the airport Hangars.

Chairman Banks would like for the Pitt Greenville Airport staff to put an Aerial in the new conference room.

### **City of Greenville 401K**

The Board was presented with the updated City of Greenville 401K contribution plan. The new benefit plan will offer employees a 3% gross or minimum of \$40 per pay period. A motion to adopt and approve the new City of Greenville 401K Contribution plan was made by Dan Mayo, seconded by Cheryl Brown.

### **Storm Water**

Attorney Dave Silver stated that the statue regarding storm water states that Pitt Greenville Airport can not be charged for storm water. Attorney Dave Silver advise that Pitt Greenville Airport show proof and



refuse to move forward with paying Greenville Utilities for storm water. It was agreed upon the Board that Chairman Banks will decide how to proceed.

### **Viper Radios**

Operations Manager John Hanna presented the Board with a presentation at the previous Board meetings regarding purchasing Viper Radio's. A motion to approve Pitt Greenville Airport buying 3 Viper Radios in the amount of \$11,674.54 was made by Cheryl Brown, seconded by Dan Mayo motion unanimous, motion carried, motion approved.

### **Adjourned**

Chairman Banks asked if there were any further discussions or questions. With no one coming forward a motion to call the June 26<sup>th</sup>, 2024 adjourn was made by Cheryl Brown, seconded by Dan Mayo motion was unanimous, motion carried, motion approved, Pitt Greenville Airport Authority Board meeting was adjourned.

Respectfully submitted  
Administrative Assistant  
Cidni Mills