

Pitt-Greenville Airport Authority Board Meeting

April 16th, 2025

11:00 a.m.

Pitt-Greenville Airport Conference Room

Board Members present: John Banks, Chairman; Terry Monday, Vice Chairman/ Treasurer Dan Mayo Chris Nunnally, Mike Roberson, Michael Overton, Les Robinson and Mark Porter

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

Other attendees included Dave Silver, Attorney; Kyra Vagel, McFarland-Johnson;

Public Comment Period

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

Approval of Minutes

Board Minutes from the March 26th 2025, Pitt Greenville Authority Board meeting were emailed to all members to review. Vice Chairman Monday asked if there were any changes or recommendations to the minutes. With

no other corrections, a motion to approve the minutes were made by Chris Nunnally, seconded by Dan Mayo.

Executive Director Report

- Executive Director Bill Hopper gave a report regarding Hardee's Plumbing Company. Hardee's Plumbing Company provided back flow repair and retest services in the amount of \$3,464.79, which was approved by John Banks
- Executive Director Bill Hopper state that the AC & Heating unit in the Pitt Greenville Airport firehouse isn't working and needs replacing. Pitt Greenville Airport received two quotes from Eneco East, LLC in the amount of \$10,750 and Advance Mechanical, Inc in the amount of \$11,750. Eneco East quoted 95% AFUE, 120k BTU and a 10-year warranty on the heat exchanger, while Advance Mechanical quoted 96% AFUE, 100K BTU and 20-year warranty on the heat exchanger. A motion to not exceed \$11,750 was made by Chris Nunnally, seconded by Dan Mayo. Mark Porter excused himself from this vote.
- Executive Director Bill Hopper gave a report to the Board regarding the Oshkosh Aerotech. Hopper stated that Vice-Chairman Terry Monday gave approval for the purchase of the motor gear & sprocket for JetBridge 1 in the amount of \$7,513.24
- Executive Director Bill Hopper gave a report regarding Rebel Services, LLC. Rebel Services, LLC came out to clean the Jet Tank in the amount of \$4,568.91, which was approved by Vice-Chairman Terry Monday

- Executive Director Bill Hopper gave a report regarding Ward & Smith, PA. Hopper stated that Vice-Chairman Terry Monday approved moving forward with Ward & Smith in the amount of \$6,050. Bidding will begin in early 2026, with construction starting 2 months after.
- Executive Director Bill Hopper gave a report regarding East Carolina Carpet & Interiors. Hopper stated that Pitt Greenville Airport will be replacing the carpet in the General Aviation Pilot's Lounge in the amount of \$3,130.61. This has been approved by Chairman Banks
- Executive Director Bill hopper stated that he is seeking approval for the renewal of Pitt Greenville Airport annual contract with VEOCI at a total cost of \$23,904. Hopper stated that VEOCI provides the digital platform that Pitt Greenville Airport relies on for Operational coordination, wildlife management, work orders, and most importantly, compliance related documentation and record keeping. Hopper stated that renewing this contract is vital for ensuring continuous access to the tools, resources, and it's also a compliance requirement.

Executive Director Bill Hopper stated that it is crucial to maintain this system without interruption to ensure both operational continuity and compliance with FAA standards. Chairman Banks asked how long will it take to have reports in the system, Operations Manager John Hanna stated that Kelly Ingram will have the reports in by August 2025. Les Robinson asked if there had been any problems with the system, Operations Manager John Hanna stated that communication wasn't correctly provided before entering into a contract with Veoci.

Moving forward Operations Manager John Hanna stated that the Training & Compliance Officer Kelly Ingram will be taking ownership of Veoci to provide asset management. A motion to approve Veoci for 1 more year was made by Terry Monday, seconded by Dan Mayo, motion was unanimous, motion carried, motion approved.

Federal/State/Local Projects

- **AIP-54 Fund 93 FY 22 Taxiway A North/RWY Subgrade Construction**
 - Closeout in progress
- **AIP-55 Fund 94 FY 23 Taxiway A South**
 - Pending final punch list, invoice, final inspections
 - Transfer Local Share 2/19/2025 pending closeout
 - Pending grant/PFC amendments before final transfer
- **PGV-18 Fund 45 FY- Hangar 25 & 26 (3NCDOT/SCIF Grants)**
 - Closeout in progress with TBI
- **Fund 49- General Aviation Terminal – ARFF Renovation, TRDF Grant**
 - Work Authorization Talbert & Bright signed 7-17-2024
 - Designs being reviewed by Engineering and Airport Authority
- **North 24 Project NCDOT Fund 47 (North 24 NCDOT/SCIF)**
 - Deeds are revised complete June 17,2024
 - Legal reviews with Ward & Smith and The Graham Nuckolls Conner Law Firm
 - NCDOT funding started in December 2022

- 1st Community meeting August 6, 2024
- Pitt County meeting to be presented in September 2024
- Community Board Meeting November 14, 2024
- Ward & Smith presenting at City and County Council meetings

Operations Report

Operations Manager John Hanna briefly talked about the Pitt Greenville Airport 2025 Triennial Emergency Drill. Hanna thanked Dan Mayo and Pitt Community College for all the help that was provided. Mike Roberson asked what the protocol was for incoming air traffic, Hanna stated that their will be communication on 122.8 CTAF/Unicom for air traffic. Operations Manager John Hanna stated that Pitt Greenville Airport received the John Deere and has been putting it to great use. Chairman Banks stated that if any equipment is needed for next year the Board needs to know now. Chairman Banks asked Dan Mayo to briefly share his experience in Colorado, Dan Mayo shared his experience and stated that great insight was provided regarding what's going on in Aviation.

OPERATIONS REPORTS

- **2025 Triennial Emergency Drill,**
- **April 12, 2025**



OPERATIONS REPORTS

- **Airline**
 - Enplane
 - Deplane
- **Charter**
 - Enplane 95
 - Deplane 152



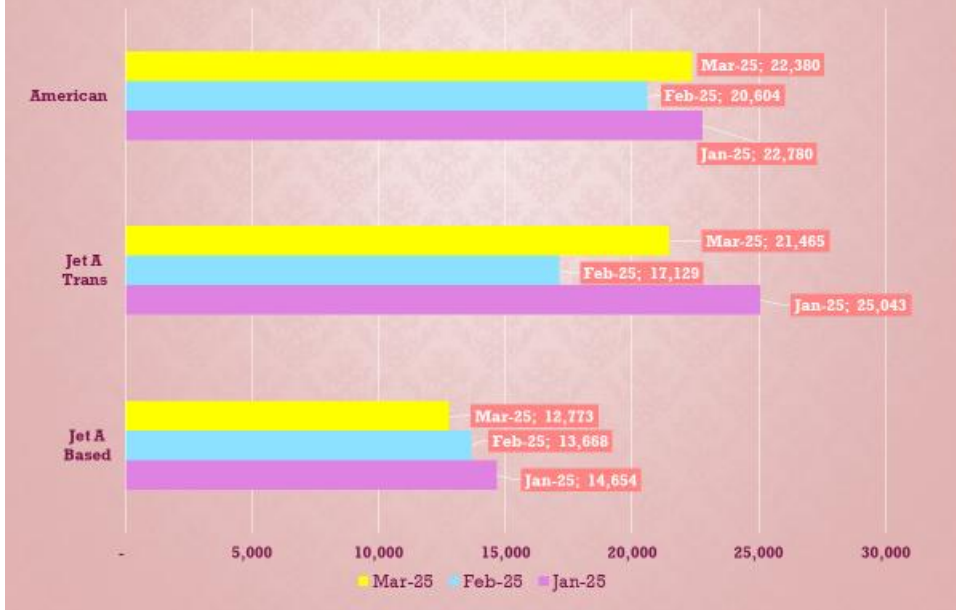
OPERATIONS REPORTS

	2018	2019	2020	2021	2022	2023	2024	2025	% Change	
Jan	1,021	1,357	1,627	1,637	1,382	1,319	834	1,368	0.3904	↑
Feb	1,218	1,377	1,398	1,367	1,391	1,071	1,718	1,375	(0.2495)	↓
Mar	1,280	1,717	1,104	991	1,490	1,217	1,729			
Apr	1,659	1,545	554	2,001	1,552	1,194	1,715			
May	1,157	1,981	1,021	2,238	1,350	1,392	1,911			
Jun	1,600	1,558	1,367	1,490	1,611	1,380	1,668			
Jul	1,291	1,733	1,451	1,589	1,399	1,508	1,328			
Aug	20	1,845	1,353	1,504	1,443	1,733	1,498			
Sep	266	1,833	1,366	1,910	1,441	1,820	1,251			
Oct	1,615	1,857	1,290	1,664	1,250	2,177	1,599			
Nov	1,383	1,604	1,463	1,775	1,261	1,932	1,393			
Dec	1,266	1,460	1,264	1,540	offline	660	1,190			
	13,776	19,867	15,258	19,706	15,570	17,403	17,834	2,743		

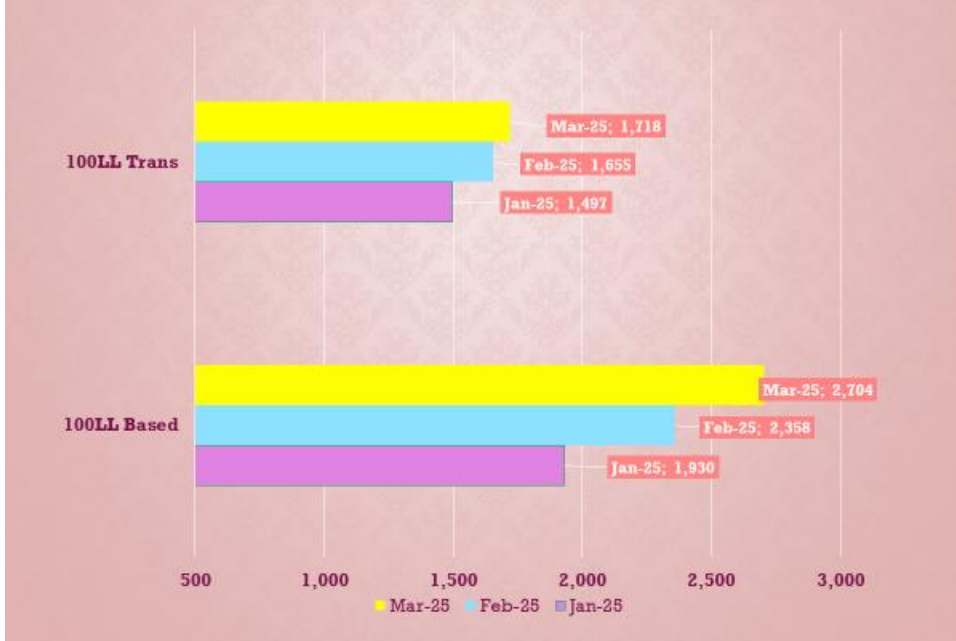
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FUEL GALLONS JET A 3 MONTH COMPARISON



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Financial Report

Finance & Administrative Manager April Cannon stated that the monthly Operational loss continues. Cannon stated that the budget which will need to be approved at the May 2025 Board meeting is being revised. There will also be a meeting with the City and County regarding funds to help Pitt Greenville Airport. Cannon stated that the 2 Money Market accounts are up and has earned \$4,000.

Adjourn

Chairman Banks asked if there were any further discussions or questions, with no one coming forward Chairman Banks called the April 16th 2025 Pitt Greenville Airport Authority Board meeting adjourned