Pitt-Greenville Airport Authority Board Meeting July 16th, 2025

11:00 a.m.

Pitt-Greenville Airport Conference Room

Board Members present: Day Mayo, Chairman; Terry Monday, Treasurer; John Banks, Chris Nunnally, Mike Roberson, Les Robinson and Mark Porter

Board Members not present: Michael Overton, Vice-Chairman;

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

Other attendees included Heather Bridgforth, Graham Nuckolls Conner Attorney; Kyra Vagel, McFarland-Johnson; Amanda Sheridan, McFarland-Johnson, Drew Ligon, Shan Hossain, Board of Commissions Intern; Katie Wagner, City of Greenville Intern; Ben James, City of Greenville;

Public Comment Period

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

Approval of Minutes

Board Minutes from the June 18th 2025, Pitt Greenville Authority Board meeting were emailed to all members to review. Chairman Mayo 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 was seeking approval to transfer funds of \$50,087 from the current North 24 project NCDOT grant 35244.52.22.1 into the New Fence Perimeter Project. The Initial project budget is initial until the FAA grant is approved. Hopper stated that this project will be 95% funded by FAA and the other 5% will be funded by the state which covers the local portion of the project. Motion to transfer funds to the New Fence Perimeter project and to approve to Budget Ordinance in the amount of \$1,011,729 was made by Chris Nunnally, seconded by John Banks
- Executive Director Bill Hopper was seeking approval from the Board to accept grant from the 2022 BIL AIG in the amount of \$951,642 when it's offered by the FAA. Hopper stated that Pitt Greenville Airport submitted a grant application in the amount of \$951,642 to utilize our 2022 Bipartisan Infrastructure Law Airport Infrastructure

Grant, which is set to expire September 30,2025 if not encumbered. Hopper stated that the funds will be used for the Perimeter Fence Replacement Project, and will fund 95% of the design & construction administration as well as the construction. The other 5% will be funded by the NCDOT, Aviation. Motion to approve pending FAA approval was made by Chris Nunnally, seconded by Mike Roberson

• Executive Director Bill Hopper was seeking approval for Pitt Greenville Airport to enter into an agreement to replace fencing as specified in the big documents with Seegars Fence Co., Inc., in the amount of \$840,384. Hopper stated that this approval is contingent on Pitt Greenville Airport receiving a grant for the project. The project will be funded 95% from the FAA in the amount of \$798,365 and the other 5% will be funded from NCDOT in the amount of \$42,019. Hopper stated that as required by the FAA for Airport Improvement Program Funding, we publicly requested bids for our Perimeter Fence Project.

Pitt Greenville Airport only received one bid and as required by NC state law when receiving less than 3 bids, Pitt Greenville Airport must return the only bid received without opening it and set another date for the second bidding. That second bidding date was set for 5/27/2025 and once again Pitt Greenville Airport only received one bid. Pitt Greenville Airport received one bid from Seegars Fence Co., Inc. in the amount of \$423,491.

Hopper stated that this is well below the amount of the grant that is set to expire if not encumbered on or before September 30,2025. Pitt Greenville Airport received approval from the FAA to increase the number of linear feet of fence to be replaced at the per linear foot rate quoted in the bid to utilize as much of the expiring grant as

possible. Hopper stated that Pitt Greenville Airport has submitted the grant application to the FAA and is currently eating for a grant offer that is anticipated in August 2025. Motion to approve pending grant offer was made by Mike Roberson, seconded by Chris Nunnally motion was unanimous, motion carried, and approved.

- Executive Director Bill Hopper was seeking approval to allow McFarland-Johnson, Inc. to provide construction administration services per the work authorization in the not to exceed amount of \$73,400. Hopper stated that this request is contingent upon the airport receiving the FAA grant offer for 2022 BIL AIG funding. 95% of this project is funded by FAA in the amount of \$69,730 and the other 5% is funded by the NCDOT in the amount of \$3,670. Hopper stated that as required by the FAA Pitt Greenville Airport did an IFE analysis for McFarland Johnson, Inc. to do Construction Administrations for the FAA-funded Perimeter Fence Rehabilitation Project. The IFE ensures that the work will be done for a fair amount.
- Executive Director Bill Hopper gave a report on the Aerobridgeworks. There was a maintenance assessment of the Jetbridges in the amount of \$4,840. This was to inspect both Jetbridges at Pitt Greenville Airport and have the needed repairs done. Hopper stated that this proposed work was approved by Treasurer Monday on 6/16/2025.
- Executive Director Bill Hopper gave a report on Servpro doing remediation work for mold issue in office area of Hangar 15.
 Hopper stated that it was reported by the tenant that there was a mold smell in Hangar 15. After investigation, Servpro recommended that the impacted wall be removed and replaced.

HVAC drainage issue was suspected and Pitt Greenville Airport will be taking a look at the wall. This proposed work was approved by Chairman Mayo on 7/9/2025

Federal/State/Local Projects

<u>Fund 49- General Aviation Terminal – ARFF Renovation, TRDF</u> <u>Grant</u>

- Work Authorization Talbert & Bright signed 7-17-2024
- Designs being reviewed by Engineering and Airport Authority
- TBI advised enlarged parking and requested updates have been placed into recent design

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

- Deeds are revised complete June 17,2024
- NCDOT funding started in December 2022
- 1st Community meeting August 6, 2024
- Community Board Meeting November 14, 2024
- Ward & Smith presenting at City and County Council meetings
- McFarland Johnson/Environmental 60 days waiting on FAA
- Scope design in process

Perimeter Fence Replacement-NCDOT/AIG

- Draft application submitted
- \$1.1 million
- Contract approval- Perimeter Fence Project- Seegars Fence Co., Inc.
- Work Authorization Approval- McFarland Johnson, Inc

Operations Report

John Hanna gave a report that was requested by the Board regarding Veoci.





WORK ORDER HOURSTAKEN

Operations and Maintenance are using Veoci to track hours taken to complete work orders

From 01/01/2025 to 07/09/2025

TOTAL HOURS 719.05

These hours reflect the work orders that have been completed



Pitt-Greenville Airport 400 Airport Road Greenville, NC 27834 252 902 2025

WORK ORDERS

From 01/01/2025 to 07/09/2025

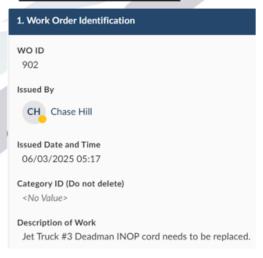
324

total work orders have been entered into Veoci, this includes FAR Part 139 work orders and non 139 work orders as well as, opened and closed orders

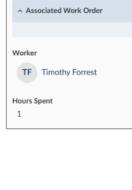
WORK ORDERS



Pitt-Greenville Airport 400 Airport Road Greenville, NC 27834 252,902,2025







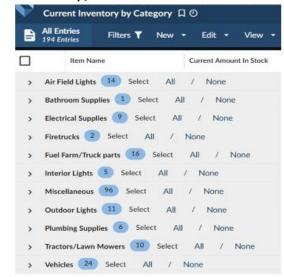
INVENTORY



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

We are currently using Veoci to track inventory, which includes:

- · all airfield lights
- · electrical supplies
- ARFF truck supplies
- · fuel farm and fuel truck parts
- · miscellaneous fluids
- · jet bridge items
- · tractor and lawn mower items

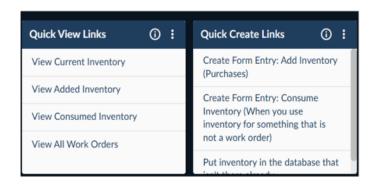




INVENTORY

How does it work?

Veoci makes it easy to enter new items and update existing items. Once the items are entered, they can be selected during the work order process to subtract the item from current inventory. Then it can be viewed in the consumed inventory.



Item Name Current Amount in Stock Air Field Lights 30/40 taxi way bulbs 54 runway light 200w/150w 9 in pavement bulb 25 60w halogen spotlight for malser 5 Sign light bulb 3 tetrahedron bus bar 2 In-pavement light bolts 3/8-16w4 25 breakaways 3 jet bridge bulb 300w 5 Papi Light Bulbs 200w 19 90 watt led light bulb 26 end of runway light 12v 300w replacement bulb holder runway 10

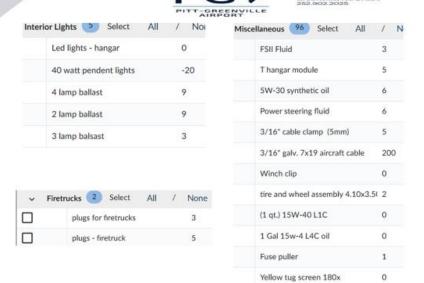




Pitt-Greenville Airport 400 Airport Road Greenville, NC 27834 252 402 2025

Fuel Farm/Truck parts 16 Select	All
Jet nozzle cover	5
Avgas nozzle cover	4
jet truck dead-man switch	5
Jet truck dead-man cord	О
avgas truck proximity sensor	1
Single point dust cover Jet T3	2
single point dust cover JET T1	2
Battery shut offs	4
single point nozzle seal	2
Fuel filter.	1
Avgas 3 air filter	1
transmission filter jet 1	1







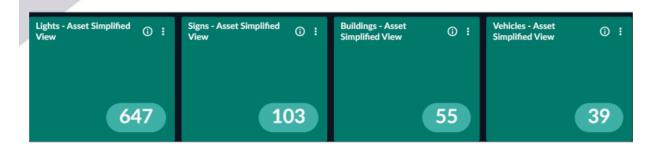
Pitt-Greenville Airport 400 Airport Road Greenville, NC 27834 252,902,2025

24

Brakeleen - parts cleaner

ASSETS

We also use Veoci to manage assets. This helps with asset inventory, lifecycle management, and condition monitoring.

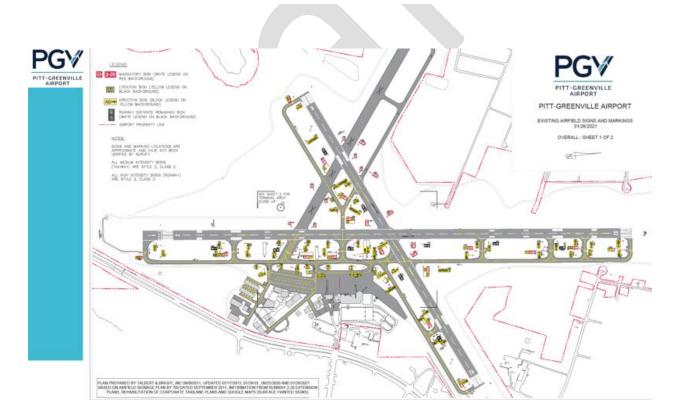


LIFECYCLE MANAGEMENT



Pitt-Greenville Airport 400 Airport Road Greenville, NC 27834 252 902 2025

ID: - Critical: - Avgas T#1 OTS. Fuel leakage. Vehicles - Asset - #839849751 ID: - Critical: - Avgas Truck 1 will not start WORKFLOW ID Work Orders 1063546669 WORKFLOW ID Work Orders 1021851785 ID: - Critical: - AvGas T1 needs wiper blades ID: - Critical: - Avgas Truck #1 won't start WORKFLOW ID Work Orders 1437923815 Number WORKFLOW ID Work Orders 934177902 6701 ID: - Critical: - Can't open the driver door from inside. ID: - Critical: - Avgas T#1 fuel leakage by the hose sp... WORKFLOW ID Work Orders 1035751301 WORKFLOW ID Work Orders 1035166756 Name ID: - Critical: - Avgas T#1 won't start. 95 Ford Avgas #1 ID: - Critical: - bonding cable on AVGAS truck 1 is sta... WORKFLOW ID Work Orders 1138367990 WORKFLOW ID Work Orders 927982000 **Equipment Type** ID: - Critical: - Avgas T#1 won't start. ID: - Critical: - Beacon on Avgas T1 inop WORKFLOW ID Work Orders 1024981178 Fueling WORKFLOW ID Work Orders 1297278446 ID: - Critical: - Lanyard for fuel nozzle cap on Avgas T... Asset in use WORKFLOW ID Work Orders 1034367952 ID: - Critical: - Avgas Truck 1 will not start. Yes WORKFLOW ID Work Orders 972002310 ID: - Critical: - Will not Start



Operations Manager John Hanna gave a report to the Board regarding overtime, schedule options, cost savings, and environment. Hanna stated that as requested by the Board the total overtime hours from January 2023 to July 10, 2025. The request is justified by the approved 24-hour operational schedule and the increase in our staffing to 10 full-time employees.

Year	Total Overtime Hours = 1.5x Pay
2023	2,222.45 hours
2024	3,054.50 hours
2025 (YTD)	1,807.25 hours (as of July 10) = \$49,127.58 in overtime

- **2023:** Equivalent to approximately 1.07 full-time employees (based on 2,080 hrs/year).
- 2024: Equivalent to approximately 1.47 full-time employees.
- **2025 YTD:** If this trend continues, we are on track to exceed 3,600 overtime hours by year-end over 1.5 full-time equivalents.

Operational Strain: High overtime requirements have consistently placed pressure on the current workforce, leading to fatigue, reduced productivity, and an elevated risk of errors.

Increased Costs: Overtime is paid at a premium rate (typically 1.5 times regular pay), making it less cost-effective than hiring full-time staff.

Scheduling Gaps: Without a 24-hour schedule, critical operational coverage during off-peak hours relies on ad hoc overtime, leaving the airport vulnerable to delays, safety concerns, and reduced service continuity.

This staffing level will allow for:

- Proper shift rotations and rest periods.
- Reduced need for unscheduled overtime.
- Increased resilience during peak periods or employee absences.

The trend in overtime hours demonstrates that our current staffing model is inadequate for our operational needs. By implementing a 24-hour schedule and increasing full-time employees to 10, we will improve efficiency, reduce long-term costs, and enhance safety and service levels.

Operations Manager John Hanna was seeking approval for the purchase of a refurbished Hobart Model 60CU24 diesel powered GPU to support aircraft operations on the airfield. After evaluating both refurbished and new equipment options Hanna recommend the purchase of the following refurbished unit:

Refurbished GPU Proposal:

- Power Output: 60 kVA 400 Hz AC & 28.5V DC
- **Condition:** Refurbished, load bank tested, newly painted white
- Accessories: Includes new dual-output cables
- **Warranty:** 120-day parts warranty
- Typical Usage Life: 1,000 to 4,000 hours
- Total Cost: \$49,000

This unit offers a cost-effective solution with reliable performance to meet our GPU needs, particularly given the minimal operational hours we anticipate annually. For comparison, a brand-new unit from Pilot Johns (Tronair Model 11-429-000) is available at a significantly higher cost of \$86,301.15. While new equipment does offer extended warranties and longer expected lifespans, the \$37,301.15 price difference does not justify the marginal benefit for our current usage requirements. The refurbished Hobart unit has been tested under load and is backed by a parts warranty, offering a strong balance between cost-efficiency and operational reliability.

Recommendation:

Approve the purchase of the refurbished Hobart 60CU24 ground power unit for \$49,000 (not including taxes and shipping), representing a savings of over 43% compared to a new unit, while still meeting the operational demands of our airport. A motion to approve with a not to exceed amount of \$50,000 was made by Chris Nunnally, seconded by Les Robinson motion was unanimous, motion carried, and motion approved.

Operations Manager John Hanna gave a report to the Board regarding the July 2025 FAA Inspection.



Presented to: PGV Staff

By: Christopher VanMeter, Inspector Patrick Rogers, Lead Inspector

FAA Southern Region, Airports Division

Date: July 9, 2025



Overall

- Thank you for your assistance!
- · Well-maintained airfield
- · Professional, dedicated staff!
- · Records can be improved
- Lots of new signs and markings
- Recent TWY A rehab



Well managed and very safe airport!

July 7-9 2025

PGV Pitt-Greenville Airport



2

What is the FAA inspection for?

Validation of the airport's self-inspection program

 To ensure compliance with all requirements of 14 CFR part 139, for certificate holders

How do we do that?

Detailed airfield and records inspection

Safety of the traveling public







Minor today, but beginning to produce aggregate







Loose aggregate





Federal Autotion Apprintments



Protectal Astraction Administration

Lead-off Markings: Rubber Accumulation



2-20 Markings







2-20 Markings: Discoloration







Several SPHPS Faded





Federal Aviation
Administration

Foderal Arration Administration

Overall - Beautiful Runway



Re-paved section holding up nicely



Safety Areas



Safety Areas: New Equipment Hard at Work







Location vs Mandatory Instruction Panels









Excellent Night Visibility on Most Signs





Ady 7-9, 2025

PGV Pis-Greenville Airpot

Federal Aviation Administration

AN74.202

POV Pre-Greenville Asport

Pederal Aviation Administration

8-26 Marking Condition Poor







ARFF timed response drill

Excellent Primary ARFF Vehicle



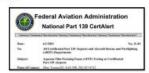








CertAlert 21-01



3. Background. Title 14 Code of Federal Regulation (CFR) Part 139 requires airport operators to maintain their ARFF vehicles and their fire suppression operating systems. To help ensure their operability, the FAA recommends vehicle system testing occurs within the 6-month period before the airport's periodic airport certification safety inspection, Airports must maintain proper successful documentation of the testing and have it available during the periodic inspection. If the

TWY A @ TWY A5, East side

Truck #1; Time 2:15 (Water) Successful Dry Chemical Discharge









Produced Aviation Administration



Wildlife Hazard Management		U	N/A
6. Wildlife Hazard Management Plan Formulated and Implemented when Required by FAA (337e)		~	П
7. Plan Addresses Required Contents (337f)	1		
Plan Addresses Requirements for and, where applicable, copies of local, State, and Federal wildlife control permits. (337f3)	1		
Procedures to Review and Evaluate the Plan every 12 CCM or as Required (337f6)	1		
10. Airport Personnel Training Program by a Qualified Wildlife Biologist (337f7)	1		

Part 139.337(e)(1)

- (e) When the Administrator determines that a wildlife hazard management plan is needed, the certificate holder must formulate and implement a plan using the wildlife hazard assessment as a basis. The plan must —
- (1) Provide measures to alleviate or eliminate wildlife hazards to air carrier operations;



Wildlife Hazard Management





Pederal Aviation Administration

Wildlife Hazard Management









- Wildlife was promptly harassed during inspection
- Additional resources were dispatched to harass wildlife – Great response!



1000

Federal Aviation Administration

Compliance Letter Items

- 139.337(e)(1)- The current wildlife hazard management plan is failing to eliminate a wildlife hazard on the airfield. Gaps in/under airfield perimeter gates must be addressed. Drainage culverts allowing coyote access must be fixed. Planned correction date: 12/1/25
- 139.311(d)- Airport is not properly maintaining marking and sign systems.

Planned correction date: 12/31/25

- Delamination and fading observed on sign panels
- Several faded SPHPS

July 7-9, 2025

PGV Pitt-Greenville Airport



125

Inspection; overall

- Qualified, dedicated staff!
- · Lots of good airfield maintenance practices!
- Keep up the investment in airfield markings
- Good investment in LED signs/lights
- · Solid ARFF response
- · Great digital self-inspection platform
- Add exclusions to upcoming fencing projects
- · Safe fueling operations

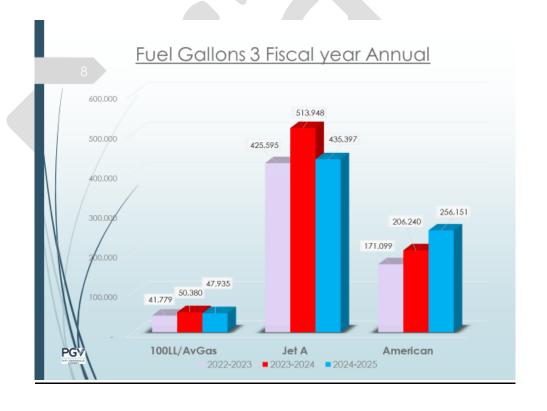
VERY SAFE AIRPORT!

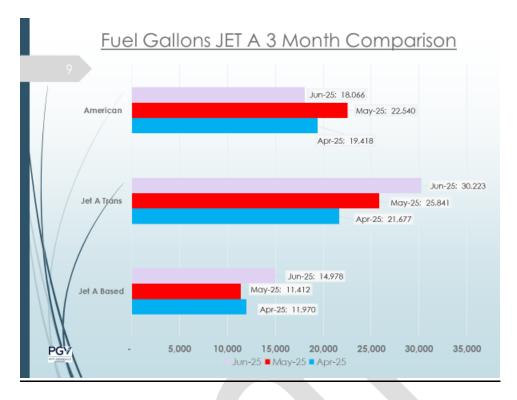


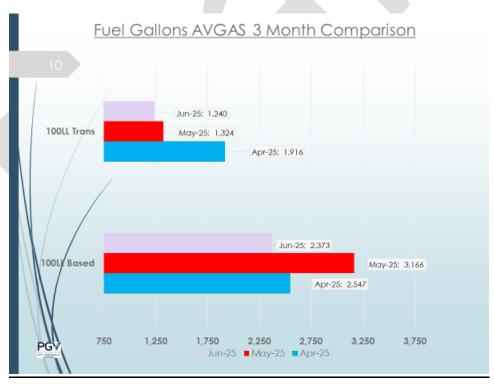
Operations Report Continued













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 Terry Monday, seconded by John Banks motion was unanimous, motion carried, and approved.

A motion to come out of closed session was made by Chris Nunnally, seconded by Terry Monday, motion was unanimous, motion carried, and approved.

<u>Adjourn</u>

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

