

March 26<sup>th</sup> 2025



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

## **Pitt-Greenville Airport Authority Board Meeting**

**March 26<sup>th</sup>, 2025**

**11:00 a.m.**

### **Pitt-Greenville Airport Conference Room**

Board Members present: Terry Monday, Vice Chairman/ Treasurer  
Dan Mayo, Mike Roberson, Michael Overton and Chris Nunnally

Board Members not present: John Banks, Chairman; Les Robinson,  
and Mark Porter

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

Other attendees included Dave Silver, Attorney; Kyra Vagel,  
McFarland Johnson; Jay Talbert; Talbert & Bright

### **Public Comment Period**

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

### **Approval of Minutes**

Board Minutes from the February 19<sup>th</sup>, 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.

### **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 Dan Mayo, seconded by Chris Nunnally motion was unanimous, motion carried, and approved.

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

### **Executive Director Report:**

- Executive Director Bill Hopper gave a report to the Board regarding the Oshkosh Aerotech-Repair Jetbridge #1. GPU Repair including half labor & half freight) will be paid by Pitt Greenville Airport. American Airlines will cover \$5,613.91 for the hose basket repair, the other half of labor, travel, and freight. This has been approved by Vice Chairman Terry Monday.
- Executive Director Bill Hopper gave a report to the Board regarding Aviation Laboratories. Aviation Laboratories replenished Type 1

Glycol de-icing fluid that was used during the ice storm in the amount of \$2,785. This has been approved by Chairman Banks.

- Executive Director Bill Hopper stated that the Independent Fee Estimate for Runway Design & Bidding Services for \$2742 was approved by Chairman Banks
- Executive Director Bill Hopper gave a report to the Board regarding Pilot John Inc. Executive Director stated that Pitt Greenville needed a new tow bar. Tronair 01-1270-0010 multi head aircraft tow bar for \$6824.70 was approved by Chairman John Banks.
- Executive Director Bill Hopper was seeking approval regarding the AWOS System. Executive Director Bill Hopper stated that the AWOS System that Pitt Greenville Airport currently has is becoming nonexistent. The AWOS currently has radios issues which are being addressed. NCDOT, Division of Aviation is providing an updated replacement to the Automated Weather Observation System. The AWOS was installed shortly after the flood from hurricane Floyd in 1999. Pitt Greenville Airport received a quote in the amount of \$35,406.31 from ILS Technical Services,

Inc of Pink Hill. Pitt Greenville Airport will pay \$35,406.31 for the installation of the AWOS. Motion to approve was made by Chris Nunnally, seconded by Dan Mayo motion was unanimous, motion carried, motion approved.

- Executive Director Bill Hopper stated that North 24 rezoning has been completed, McFarland Johnson is now looking into fence monitoring.

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

- **AIP-54 Fund 93 FY 22 Taxiway A North/RWY Subgrade Construction**
  - Finalizing invoices and paperwork finalizing invoices and paperwork
- **AIP-55 Fund 94 FY 23 Taxiway A South**
  - Pending final invoices and paperwork
  - Pending Final punch list, paint and final inspections

- Transfer Local Share 2/19/2025
- Close out and final budget is Pending NCDOT amendment with consultant for local share
- **PGV-18 Fund 45 FY- Hangar 25 & 26 (3NCDOT/SCIF Grants)**
  - Finalizing Invoices and close out documents from TBI and CBC Paperwork
- **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**

### **GPU update with usage & ROI costs**

Operations Manager John Hanna stated that the 2004 Hobart GPU currently in service at Pitt Greenville Airport is currently out of service while waiting for a refurbished computer board to be installed. This unit has accumulated a total of 3,309.4 hours of use and was purchased used in 2014 for \$40,000. Operations Manager John Hanna stated that it was evident that the unit has surpassed the typical lifespan expected for such equipment, which could be causing increase downtime and maintenance costs. Operations Manager John Hanna stated that given the current issues, it is prudent to consider replacing this unit with a new GPU to ensure reliability and continued service for the customers.

The GPU generates between \$13,000-\$26,000 annually in rental revenue. To justify the purchase of a new unit, Pitt Greenville Airport needs to assess the return on investment

(ROI). Assuming that the new GPU will be in service for an estimated 10 year. Operations Manager John Hanna went into detail regarding the ROI. In total the cost of a new GPU is \$85,000 with a low ROI of \$13,000 & High ROI of \$26,000.

### **Triennial**

Operations Manager John Hanna stated that the Triennial will be on March 29<sup>th</sup> from 12pm-3pm, 115 volunteers have confirmed they were coming and will arrive at 10am. There will also be Mutual Aid from the City & County as well.

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## Operations Reports

- ▶ **Airline**
  - Enplane 2,738
  - Deplane 2,657
- ▶ **Charter**
  - Enplane 308
  - Deplane 179



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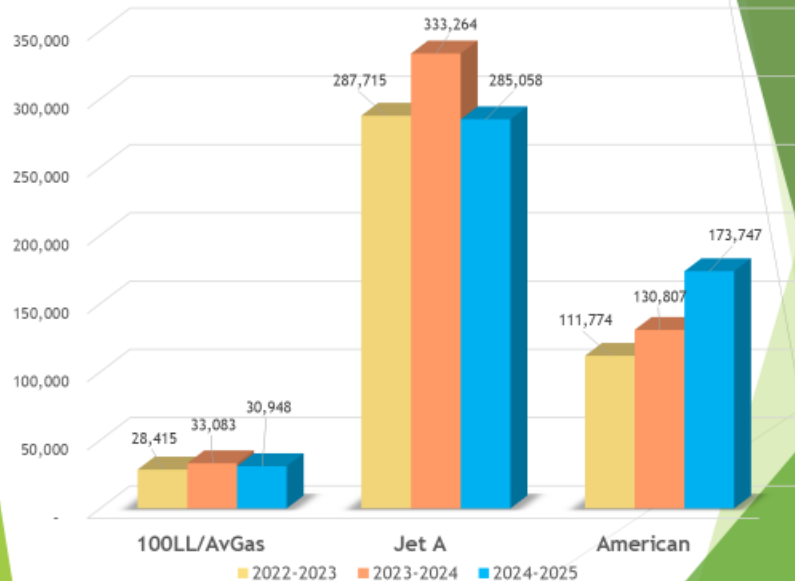


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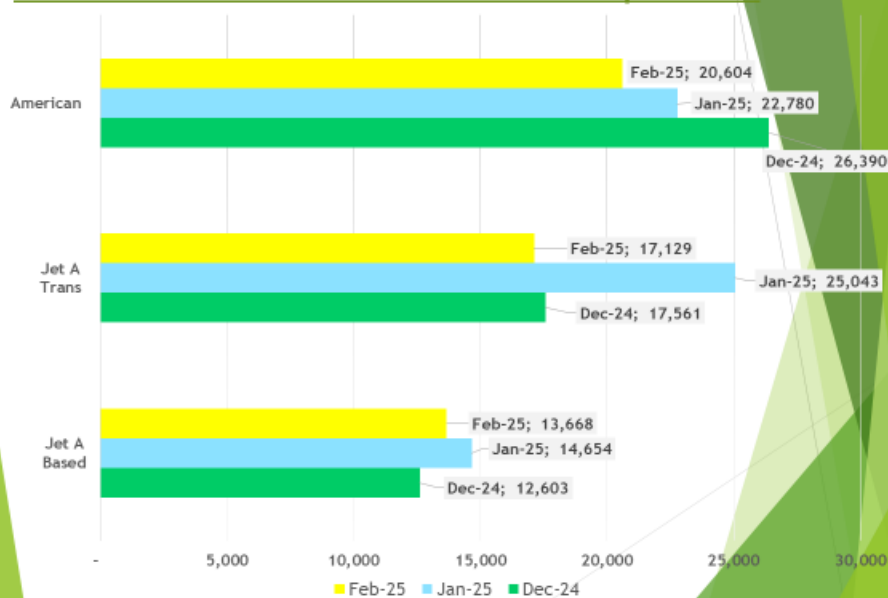
## Operations Reports

|     | 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 |            |

## Fuel Gallons 3 Fiscal year Annual

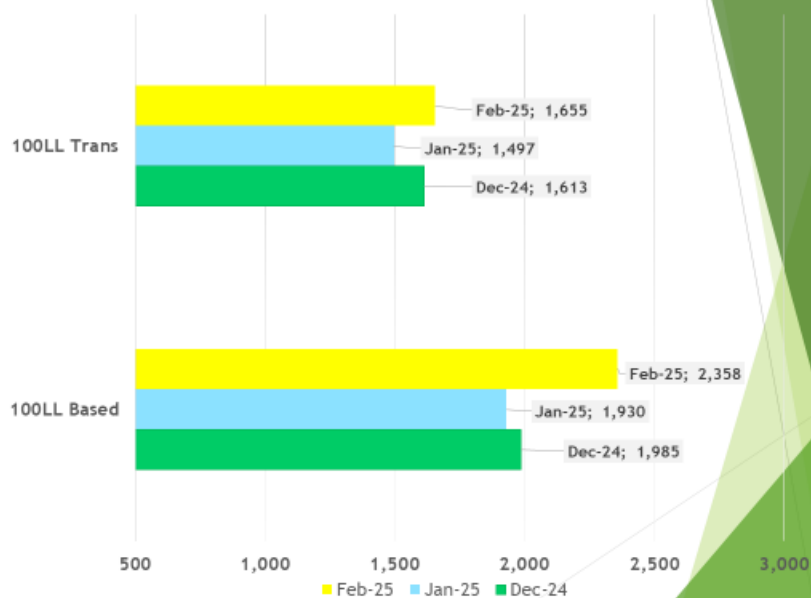


### Fuel Gallons JET A 3 Month Comparison

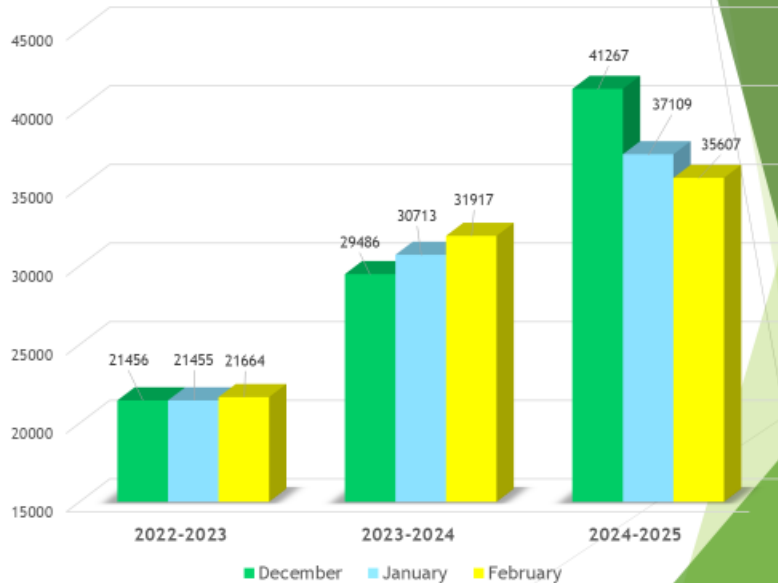


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### Fuel Gallons AVGAS 3 Month Comparison



### Parking Lot 3 FY and 3Month



### Financial Report

Finance & Administrative Manager April Cannon stated that 3 Board members will be needed for the FY 25-26 Finance Committee to discuss all draft budgets. Michael Overton volunteered himself to join the Finance Committee.

Executive Director Bill Hopper was seeking approval to enter into a contract with Martin Starnes & Associates for the 2025 Audit in the amount of \$54,000 (plus \$4,250 per major program over 2- other than PFC) Executive Director Bill Hopper stated that he has an engagement letter and other contract documents for Martin & Starnes Associates to conduct the 2025 independent audit. The fees for this year's audit total are \$54,000 (plus \$4,250 per major program over 2- other than PFC) compared to 2024's fee of \$45,500 (plus \$4,000 per major program over 2- other than PFC).

Executive Director Bill Hopper stated that in addition to normal inflation, this significant bump is the result of additional work required by OPEB 100 and OPEB 101 for Human Resources. Pitt county also uses MSA, Executive Director Bill Hopper spoke with Janis Gallagher to get a comparison on her fees as compared to last year. Executive Director Bill Hopper stated that Pitt County is also seeing a significant bump, and that Pitt County has also received proposals from other firms that also showed significant bumps and rates considerably higher than Martin Starnes & Associates.

Executive Director Bill Hopper and Finance & Administrative Manager April Cannon both agreed that Martin Starnes & Associates is an excellent collaboration to enter into a contract with. Motion to approve was made by Chris Nunnally, seconded by Dan Mayo motion was opposed by Michael Overton, motion carried, motion approved.

### **Chairman's Comments**

Vice Chairman Monday thanked everyone involved with the efforts of rezoning North 24.

### **Adjourn**

Chairman Monday asked if there were any further discussions or questions, with no one coming forward Chairman Monday called the March 26<sup>th</sup> 2025 Pitt Greenville Airport Authority Board meeting adjourned.

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Respectfully submitted,

Cidni Mills  
Administrative Assistant