

October 16th, 2024



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

Pitt-Greenville Airport Authority Board Meeting

October 16th, 2024

11:00 a.m.

Pitt-Greenville Airport Conference Room

Board Members present: John Banks, Chairman; Terry Monday, Vice Chairman/ Treasurer Dan Mayo, Mark Porter and Mike Roberson

Board Members not present: Les Robinson, Cheryl Brown, and Chris Nunnally

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

Other attendees included Dave Silver, Attorney; Eric Clark, First Citizens Bank; Ken Whitehurst; First Citizens Bank; Kyra Vagel, McFarland Johnson;

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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

Board Minutes from the September 18th 2024, Pitt Greenville Authority Board meeting were emailed to all members to review. Chairman Banks asked if there were any changes or recommendations to the minutes. Attorney Dave Silver suggested "than" be changed to "then". With no other corrections, a motion to approve the minutes were made by Terry Monday, 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 Terry Monday motion was unanimous, motion carried, and approved.

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

Executive Director Report:

- Executive Director Bill Hopper was asking approval for the CIP adjustment from the Board regarding expiring funds. The board discussed the projects and have tabled the decisions on the Capital Improvement program. Hopper stated that the North 24 project is the highest priority project on Pitt Greenville CIP. Hopper stated that making these changes are extremely important to keep the

project moving forward, also ensuring that Pitt Greenville Airport doesn't lose funds to expiration.

- Executive Director Hopper has requested an increase in the Ward and Smith Budget contract for additional meetings and legal services regarding the North 24 project. There will be a community event on November 14, 2024 and additional documentation that needs to be completed. A motion to not exceed \$10,000 was made by Terry Monday, seconded by Mark Porter motion unanimous, motion carried, motion approved.
- Executive Director Bill Hopper stated that Eneco East is the contract on-call HVAC vendor with the airport. Pitt Greenville received a quote to replace 4 heaters in Hangar 17 for \$11,425. The heaters in Hangar 17 are out of service and need replacement. Executive Director Bill Hopper was seeking approval to replace 4 heaters in Hangar 17 from Eneco East in the amount of \$11,425. A motion to approve was made by Mark Porter, seconded by Terry Monday motion unanimous, motion carried, motion approved.
- Executive Director Bill Hopper stated that direction from Chairman Banks was given to convert the old conference room into Executive Director Bill Hoppers office. The new security office will be Hoppers old office. Hopper spoke with CBC about putting up a partition wall up. New flooring and paint will be going in Hoppers new office. Hopper spoke with Chris West, stated that West is nervous about

what the sub-contractors will find behind the wall due to previous floods causing water damage and mold. Hopper stated that SCI and MIS will be involved as well to provide security and technical support. Executive Director Bill Hopper stated that this entire project will cost \$33,000. A motion not to exceed \$33,000 was made by Terry Monday, seconded by Dan Mayo.

- Executive Director Bill Hopper gave the floor to Operations Manager John Hanna, Hanna advised that there hasn't been an update from Pair Electronics. Pair Electronics hasn't responded. Mike Roberson stated that he will get with John regarding who to contact next.

Parking Booth

Operations Manager John Hanna stated that Pitt Greenville Airport is still collecting data. Airport staff will be having a meeting with a different company on October 17th, 2024. Chairman Banks wants a cost comparison between placing an employee in the Parking Booth and buying a new machine. Operations Manager John Hanna will provide additional information at the next Board meeting.

Interns

Administrative Assistant Cidni Mills gave a quick update regarding the Interns. Mills stated that the Interns sent out the October newsletter and the press release is still being discussed regarding where to

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publish the article. Chairman Banks stated that he wants the Press Release due next month. Operations Manager John Hanna and Administrative Assistant Cidni went over the Marketing Analytics presentation.

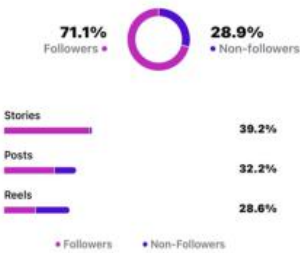


Instagram Analytics

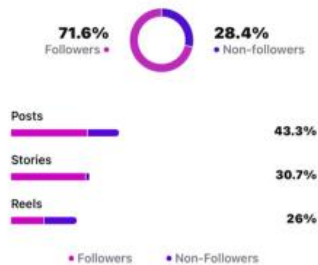
Last 7 Days



Last 14 Days



Last 30 Days

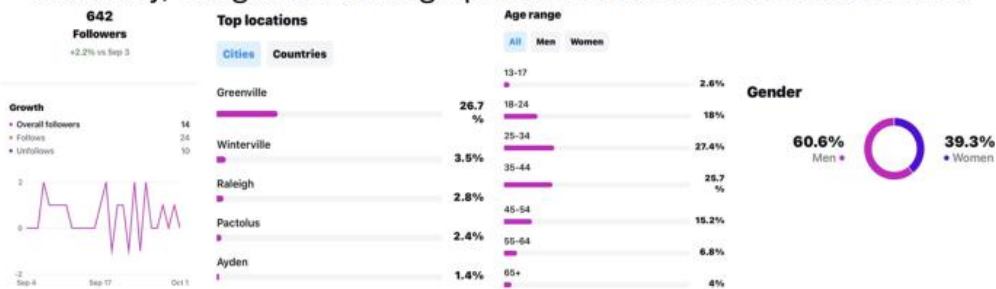


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Instagram Analytics Continued

- Our followers have increased by 2.2% from September 3rd, 2024
- 26.7% of our activity comes from Greenville
- Currently, our gender demographic is 60.6% men to 39.3% women



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Facebook Analytics



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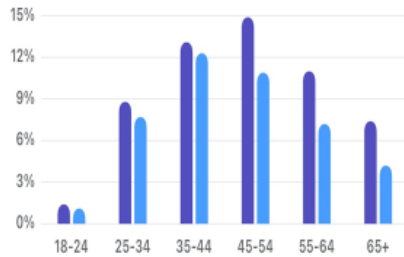


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Age and gender



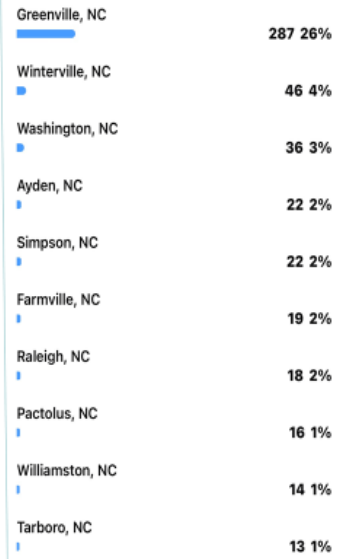
56.4% Women 43.6% Men



Top countries



Top cities



Federal/State/Local Projects

- **PGV-18 Fund 45- Hangars 25 & 26 (NCDOT/SCIF)**
 - Trader Construction complete
 - CBC Design/Build in progress
 - Both Hangars are leased
 - Work Authorization with TBI
 - 1 Estimated completion September/October 2024
 - 1 complete with tenant

- **North 24 Project NCDOT Fund 47 (North 24 NCDOT/SCIF)**
 - Deeds are revised completed June 17th 2024
 - Legal reviews with Ward & Smith and The Graham Nuckolls Conner Law Firm
 - NCDOT funding started December 2022
 - 1st Community meeting August 6th 2024
 - Pitt County meeting to be presented in September 2024
 - Community event November 14th 2024

- **AIP-54 Fund 93 FY 22 Taxiway A North/RWY Subgrade Construction**
 - Initial scope is complete
 - Completing closeout paper work
 - ST. Wooten change order for soft spot March 2024
 - Scheduling for ST Wooten to repair soft spot

- **AIP-55 Fund 94 FY 23 Taxiway A South**
 - \$4,240,000 million has been approved by Board on 7/19/2024
 - Started Phase 1 schedule to end September 2024
 - Phase 2 to start October 2024
 - 30 days marking to complete in December 2024
- **Fund 49-General Aviation Terminal- ARFF Renovation, TRDF Grant**
 - Work authorization Talbert & Bright signed on 7/17/2024
 - Designs being reviewed by Engineering and Airport Authority
 - Reviewing other concepts

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Operations Report

Operations Reports

- **Airline**
 - Enplane 3,362
 - Deplane 3,245,
- **Charter**
 - Enplane 160
 - Deplane 160



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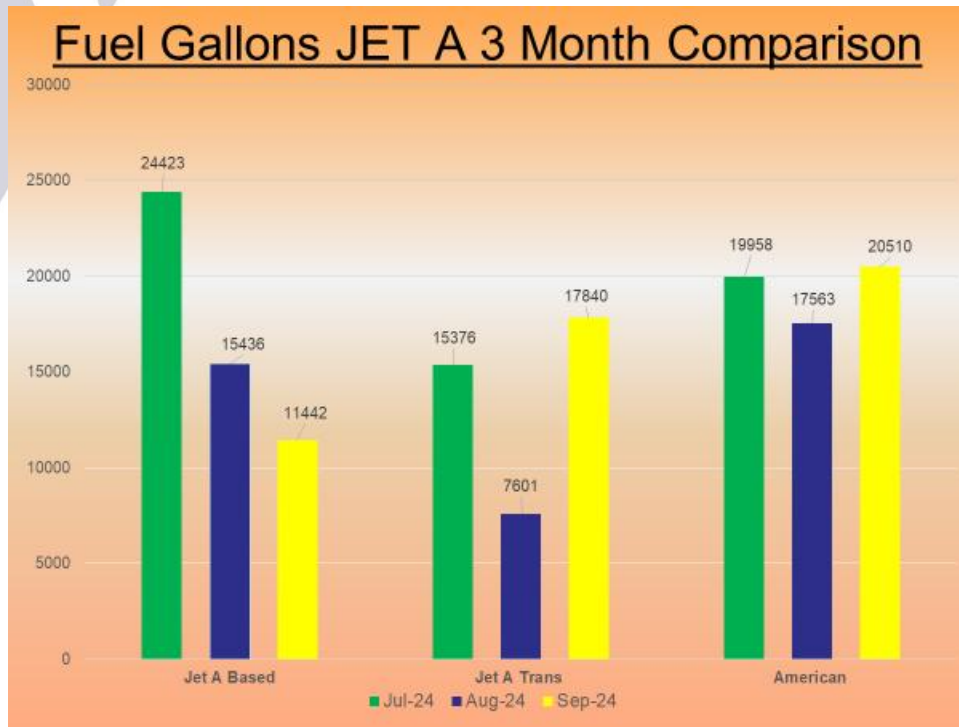
Operations Report

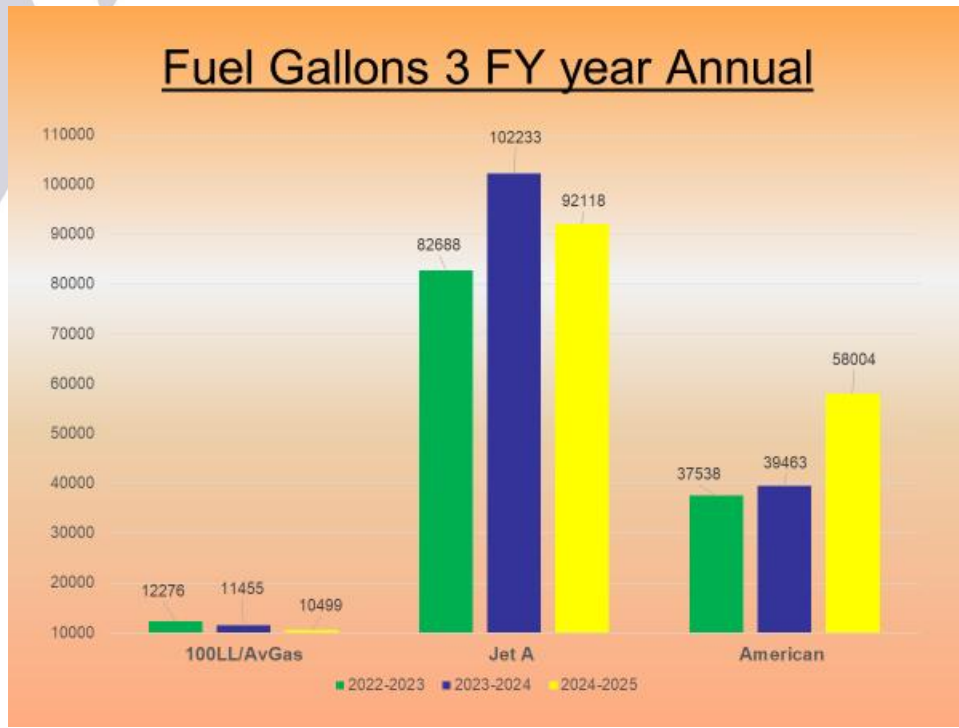
	2018	2019	2020	2021	2022	2023	2024	% Change
Jan	1,021	1,357	1,627	1,637	1,382	1,319	834	(0.5815) ↓
Feb	1,218	1,377	1,398	1,367	1,391	1,071	1,718	0.3766 ↑
Mar	1,280	1,717	1,104	991	1,490	1,217	1,729	0.2961 ↑
Apr	1,659	1,545	554	2,001	1,552	1,194	1,715	0.3038 ↑
May	1,157	1,981	1,021	2,238	1,350	1,392	1,911	0.2716 ↑
Jun	1,600	1,558	1,367	1,490	1,611	1,380	1,668	0.1727 ↑
Jul	1,291	1,733	1,451	1,589	1,399	1,508	1,328	(0.1355) ↓
Aug	20	1,845	1,353	1,504	1,443	1,733	1,498	(0.1569) ↓
Sep	266	1,833	1,366	1,910	1,441	1,820	1,251	(0.4548) ↓
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	13,652	

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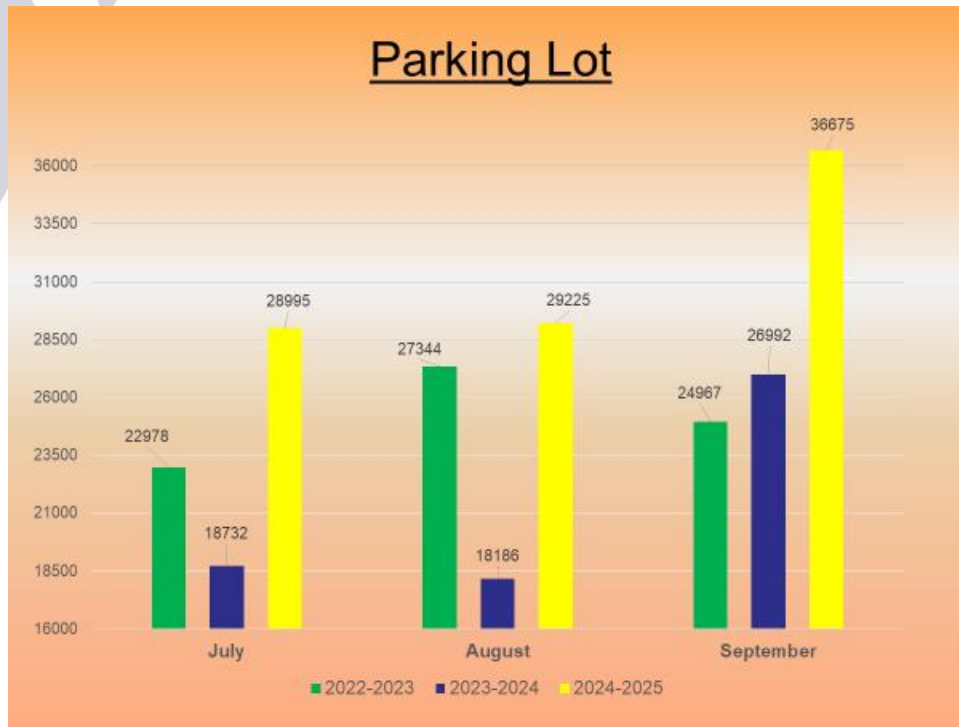




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First Citizen's Bank

Executive Director Bill Hopper introduced Eric Clark and Ken Whitehurst from First Citizen's Bank. Whitehurst stated that First Citizen's Bank would like to focus on different strategies for Pitt Greenville Airport regarding government entity. Terry Monday asked how much more income will this produce, Monday also wants to look into document G.S 159-30 and see what Pitt Greenville Airport can do. Monday states that Executive Director Bill Hopper, Finance Manager April Cannon and himself will get together to create an account report.

Financial Report

Terry Monday started to discuss the PNL sheet he provided for the Board. Terry Monday stated that it is from high dollar to low dollar, Terry Monday proceeded to review other financial documents he provided for the Board. Terry Monday brought attention to the balance sheet for Fund 51. Terry Monday reminded the Board that based on the reports provided, in 14 months Pitt Greenville Airport will be completely out of money.

Chairman's Comments:

Chairman Banks stated that he wants all Tenants to receive a PGV jacket and hat for Christmas along with the usual Aunt Ruby's Peanuts. Chairman Banks asked if the globes lights for the Terminal side of the airport have been ordered, Operations Manager John Hanna stated more has been ordered and the project is almost complete. Chairman Banks asked about the John Deere, Operations Manager John Hanna stated that the John Deere will be at Pitt Greenville Airport sometime between December and January.

Chairman Banks wants to know what visuals will be provided by McFarland Johnson and Ark Consulting be for the November 14th Community meeting, Chairman suggests a 3-D Image presentation. This discussion has been tabled to the next Board meeting. Chairman Banks asked if Executive Director Bill Hopper if he got in touch with Phoenix Signs, Mike Roberson stated that Phoenix Signs came out to Pitt Greenville Airport, took pictures and also provided a quote for the signage.

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Adjourn

Chairman Banks asked if there were any further discussions or questions, with no one coming forward Chairman Banks called the October 16th 2024 Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully submitted,

Cidni Mills
Administrative Assistant