

June 18th 2025



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

Pitt Greenville Airport Authority Board Meeting

June 18th 2025

11:00 a.m.

Pitt Greenville Airport Conference Room

Board Members present: John Banks, Chairman; Terry Monday, Vice Chairman; Dan Mayo, Chris Nunnally, Mike Roberson, and Les Robinson

Board Members not present: Mark Porter and Michael Overton

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

Other attendees include Dave Silver, Attorney; Zofia Silver, Graham Nuckolls Conner Intern, Kyra Vagel, McFarland-Johnson; Amanda Sheridan, McFarland-Johnson; Shan Hassani, Board of Commissions Intern

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 May 21st 2025, Pitt Greenville Airport Authority Board meeting were emailed to all members for review. Chairman Banks asked if there were any changes or recommendations to the minutes. With no corrections, a motion to approve the minutes was made by Les Robinson, Chris Nunnally, motion was unanimous, motion carried, minutes were approved.

Executive Director Report

- Executive Director Bill Hopper was seeking approval of the Pitt Greenville Airport Budget for FY 25-26 a motion to approve was made by Chris Nunnally, seconded by Dan Mayo. Motion was 5x1, motion carried, and approved.
- Executive Director Bill Hopper presented the Board with the Budget Amendment for FY 24-25 and stated that line items have been changed. A motion to approve was made by Chris Nunnally, seconded by Dan Mayo, motion unanimous, motion carried, and approved.
- Finance and Administration manager presented the Board with the revised Taxiway A south final budget. A motion to approve was made by Chris Nunnally, seconded by Dan Mayo, motion unanimous, motion carried, and approved.
- Executive Director Bill Hopper was seeking approval from the Board to enter into an agreement with McFarland Johnson, Inc., in the amount of \$459,000. The FAA is funding 95%, leaving Pitt Greenville Airport to fund the remaining 5% using NCDOT, Aviation grant. Hopper stated that Pitt Greenville Airport received Work Authorization 4 from McFarland Johnson, Inc., for Design

Bidding Services for Runway 8/26 Rehabilitation Project. It is in the amount of \$459,000. As required by the FAA for grant funded projects over \$100,000, an independent fee estimate was done by IFE, LLC. The IFE had a figure of \$434,136, 5.8% difference with MJJ's amount of \$459,000. Hopper stated that this is well within the 10% prescribed by FAA. A motion to approve was made by Chris Nunnally, seconded by Terry Monday motion was unanimous, motion carried, and approved.

- Finance & Administration Manager April Cannon gave an update on the money transfer. An investment of \$2 million was transferred August 21st. \$1 million was transferred to the Hangar Investment Fund November 28th. Finance Manager April Cannon stated that there's only 9 months left of funding until accounts are completely depleted.
- Operations Manager John Hanna stated that due to constant air traffic of LabCorp, East Care, while also having weather delays, mechanical issues, there is a need for 2 additional operational staff. Hanna stated that this addition will be \$88,000 a year. Mike Roberson asked if there's been any adjustments to the schedule and stated that he would like for the schedule to be staggered for operations until the financials can be figured out. Operations Manager John Hanna will provide the overtime annually cost to the next Board meeting and will have a report for the Board every month. A motion to allow admin to have 2 additional operations positions was made by Chris Nunnally, seconded by Dan Mayo motion was unanimous, motion carried, and motion approved. Chairman Banks stated that all tenants should know that Pitt Greenville Airport will soon be 24 hours.
- Executive Director Bill Hopper gave a report on the revised 1 to 2024/2025 Wildlife Services Cooperative Agreement in a not to

exceed amount of \$6,000 which was approved by Chairman Banks on 6/11/2025.

- Executive Director Bill Hopper gave a report regarding the ice machine for line services. Hopper stated that Equipment Plus gave Pitt Greenville Airport a quote in the amount of \$5,990.60 which was approved by Chairman Banks on 6/11/2025.

Board of Elections

Chairman Nominations- Dan Mayo and Michael Overton were both nominated for Chairman, by a show of hands Dan Mayo was elected as Chairman of the Pitt Greenville Airport Board of Authorities.

Vice-Chairman Nominations- Michael Overton was nominated for Vice-Chairman, by a show of hands Michael Overton was elected as Vice- Chairman of the Pitt Greenville Airport Board of Authorities.

Secretary/Treasurer nominations- Terry Monday was nominated for Secretary/Treasurer, by a show of hands Terry Monday was elected as Secretary/Treasurer of the Pitt Greenville Airport Board of Authorities.

Federal/State/Local Projects

- **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
- 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

Operations Report

Operations Manager John Hanna gave a report regarding the GPU ROI for 30 rentals of the GPU. Hanna stated that the life span for the GPU is 20 years and Flex Jet has been requesting the GPU more frequently.

1st year- 40% (negative)

2nd year- 19% (negative)

3rd year- Will finally start to see increase

Operations Manager John Hanna stated that Pilot John has been trying to fix the problem but didn't come up with a solution. The GPU on the Jet-bridge was being worked on by a Georgia vendor name Aero Jet-Bridge. Aero Jet-Bridge came, evaluated Jet Bridge 1 & 2 and did a few minor repairs. This request has been tabled to

the next Board meeting. Operations Manager John Hanna will provide a new ROI quote & warranty information due to Pilot John selling the GPU Pitt Greenville Airport requested.

OPERATIONS REPORT

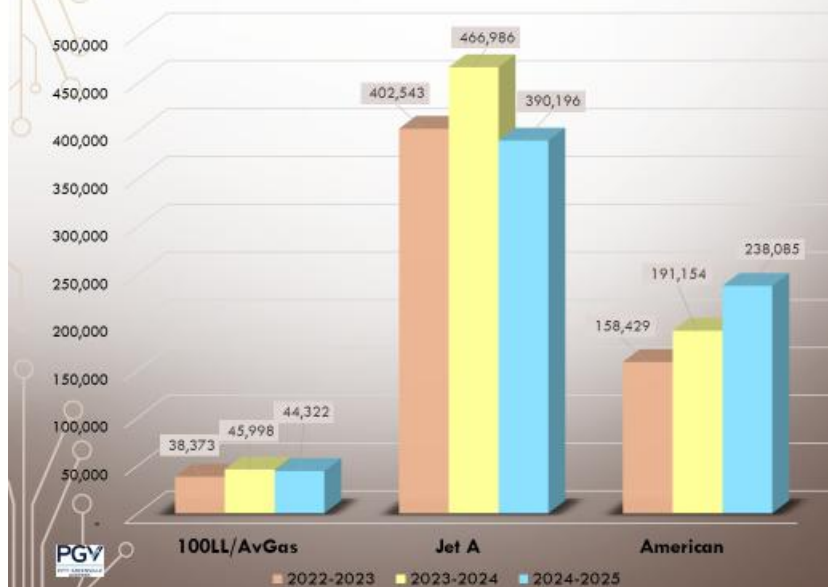
- **Airline**
 - Enplane 3,332
 - Deplane 3,333
- **Charter**
 - Enplane 92
 - Deplane 92

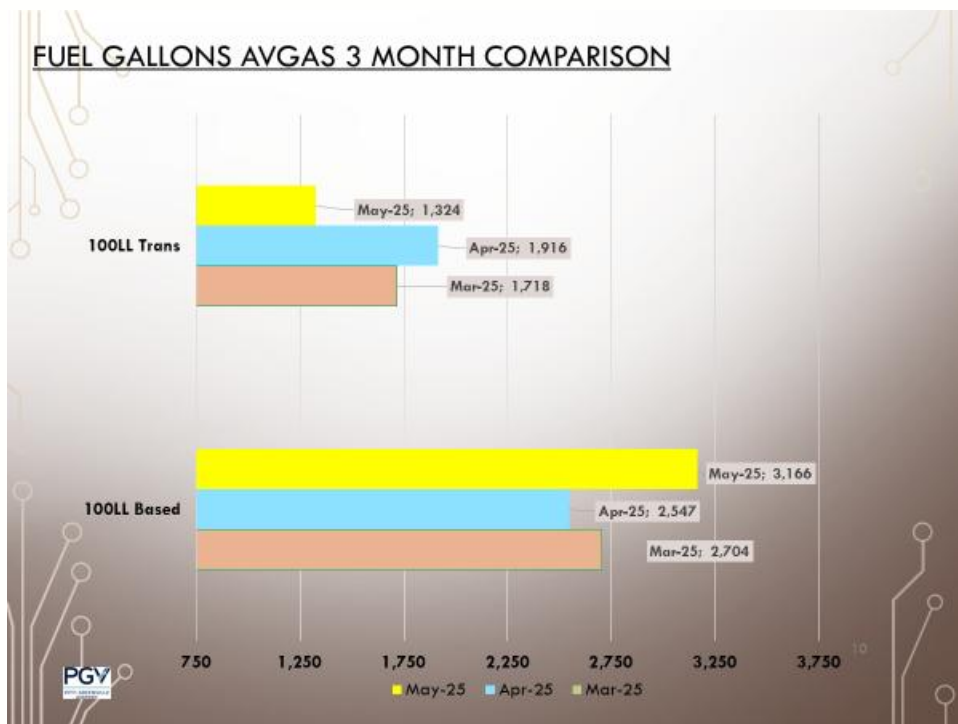
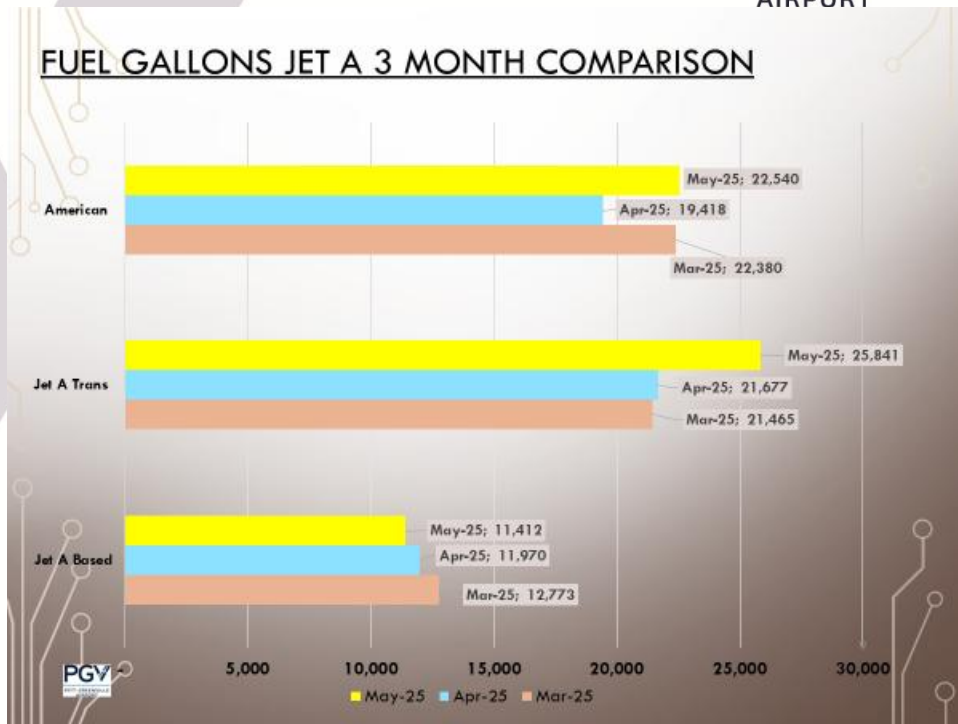


OPERATIONS REPORTS

	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	1,609	(0.0746)	↓
Apr	1,659	1,545	554	2,001	1,552	1,194	1,715	1,772	0.0322	↑
May	1,157	1,981	1,021	2,238	1,350	1,392	1,911	1,804	(0.0593)	↓
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	7,928		

FUEL GALLONS 3 FISCAL YEAR ANNUAL







Financial Report

The Pitt Greenville Airport Authority board voted on an increase for the 401K benefits. It will match the new percentage offered by the City of Greenville increase of 1% making the contribution 4% to all Full-Time employees.

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 Chris Nunnally 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.

Chairman's Comments

Chairman Banks asked about the Perimeter Fence Replacement project. Executive Director Bill Hopper stated that Pitt Greenville Airport received Bids, submitted the grant and should hear back in a few months. The Bids came in lower than expected. Chairman Banks requested a scope at the next Board meeting.

Chairman Banks asked about the GA terminal. Staff from McFarland Johnson stated that a scope will be provided within the next two weeks.

June 18th 2025



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

Adjourn

Chairman Banks asked if there were any further discussions or questions, with no one coming forward Chairman Banks called the June 18th 2025 Pitt Greenville Airport Authority Board meeting adjourned