

February 19th, 2025



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

Pitt-Greenville Airport Authority Board Meeting
February 19th, 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, Les Robinson and Mike Roberson, Michael Overton.

Board Members not present: Mark Porter

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

Other attendees included Dave Silver, Attorney; Scot Webster, Sothern Bank; Lori, Southern Bank; Brooks Bunting.

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

Minutes from January 15th, 2025, Pitt Greenville Airport Authority Board meeting was emailed to all members for review. A motion to approve the minutes with minor changes was made by Mike Roberson, seconded by Dan Mayo motion was unanimous, motion carried, minutes were approved.

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Southern Bank Presentation

Pitt County City of Greenville Airport Authority- Main

Opened - 3/10/2023

Initial investment - \$2,000,000.00

Trade date - 3/16/23 of \$1,999,638.50 @ 4.104% maturing 2/22/24 to \$2,077,000.00

Trade date - 2/22/24 of \$2,077,267.58 @ 5.231% maturing 8/22/24 to \$2,131,000.00

Trade date - 8/22/24 of \$2,130,398.62 @ 4.803% maturing 2/20/25 to \$2,181,000.00

Current Value = \$2,176,695.69

Interest earned since inception = \$176, 695.69

Pitt County City of Greenville Airport Authority – Hanger Project

Opened -3/10/23

Initial Investment - \$1,000,000.00

Trade date - 3/16/23 of \$999,679.23 @ 4.515% maturing 9/14/23 to \$1,022,000.00

Trade date - 9/21/23 of \$1,021,666.41 @ 5.41% maturing 3/21/24 to \$1,049,000.00

Trade date - 6/24/24 of \$1,051,326.24 @ 5.232% maturing 12/19/24 to \$1,078,000.00

Trade date - 12/19/24 of \$1,078,036.90 @ 4.202% maturing 11/28/25 to \$1,121,000.00

Current Value = \$1,084,093.13

Interest earned since inception = \$84,093.15

A motion to renew Oasic Infinex Treasury for 6 months was made by Mike Roberson seconded by Dan Mayo motion was unanimous, motion carried, motion approved.

As of November 2024

Checking Account 0774 - Operational/FHA AIP (Airport Improv.)

Balance as of 11/30/2024 - \$2,555,405.87

Interest as of 11/30/2024 \$1,032.93

Checking Account 9429 – Restriction/State Grant

Balance as of 11/30/2024 - \$2,468,643.29

Interest as of 11/30/2024 \$1,060.32

Checking Account 0237 - Highest Restriction/ PFC (Passenger Fac.)

Balance as of 11/30/2024 - \$314,882.63

Interest as of 11/30/2024 \$134.17

The current banking accounts acquire \$215 monthly fees offset by earning interest credit on each account. In addition, according to Lori Martin PGV has been earning 0.45% actual interest on these checking accounts based on balances. This information raised the question regarding why Pitt Greenville Airport earned so little interest for having \$5 million.

- Option A – Switch the Checking Accounts over to regular Business Checking Account types (no interest earned) and add Money Markets to complement each Checking Account that earn more significant

interest. This account allows 5 transfers per month. It has a requirement of \$1 million in each account.

- Option B - Switch the Checking Accounts over to regular Business Checking Account types (no interest earned) and add Certificates of Deposit to complement each Checking Account that earn even more significant interest. Option 2 requires \$10,000 but minimum transfer of once without a withdraw penalty.

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 Mike Roberson, seconded by Dan Mayo, motion was unanimous, motion carried, and approved.

The board discussed the banking options pertaining to different money market accounts provided by Southern Bank and their presentations.

A motion to choose Option A Money Market with Southern Bank was made by Les Robinson, seconded by Dan Mayo motion was unanimous, motion carried, motion approved.

OPTION A:

Change Account Plan for #0774 (Operational/FHA AIP) to Business Plus (handles your activity levels, No Account Number Change) – Balance requirement of \$10,000

Add “Operational/FHA AIP” Public Funds Money Market (Requires \$1,000,000 Balance) at 3.00% Guaranteed Rate for 6 Months, then Revisit for “Exception Based Pricing”.

\$2,547.95 interest yield in first month vs. \$1,032.93 earned 11/30/2024

Change Account Plan for #9429 (Restricted/State Grant) to Business Basics (handles your activity levels, No Account Number Change) – Balance requirement of \$500

Add “Restricted/State Grant” Public Funds Money Market (Requires \$1,000,000 Balance) at 3.00% Guaranteed Rate for 6 Months, then Revisit for “Exception Based Pricing”.

\$2,547.95 interest yield in first month vs. \$1,060.32 earned 11/30/2024

Change Account Plan for #0237 (Highest Restriction/PFC) to Business Basics (handles your activity levels, No Account Number Change) – Balance requirement of \$500

Add “Highest Restriction/PFC” Public Funds Money Market at 3.00% Guaranteed Rate for 6 Months, then Revisit for “Exception Based Pricing”.

Ex.: \$200,000 yields \$509.58 interest yield in first month vs. \$134.17 earned 11/30/2024

Total “Proposed” Interest in First Month Under Option A =\$5,605.48

Interest in Current Arrangement for month of November as of 11/30/2024= \$2,227.42

Executive Director Report:

- Executive Director Bill Hopper was seeking approval for the McFarland Johnson Mini IFE for Desing & Bidding Services regarding the North 24 WA. Executive Director Hopper stated that

through an oversight on his part, representation by McFarland Johnson, Inc., at the City of Greenville Planning & Zoning Meeting was not included in the original contract. The estimated not to exceed amount is \$2,697. This increases the total not to exceed amount from \$33,200 to \$35,897. Executive Director Hopper stated that it is important to note that this is a not to exceed amount and it is also reimbursable. The team will strive to keep the costs for this contract at its lowest level. Motion to approve was made by Mike Roberson, seconded by Dan Mayo motion was unanimous, motion carried, motion approved.

- Executive Director Bill Hopper was requesting to enter into an agreement with McFarland Johnson, Inc. for the Construction Administration, Design & Bidding of the Perimeter Fence Project that will be funded by the FAA AIG grant in an amount not to exceed \$77,945. Executive Director Hopper stated that the Independent Fee Estimate by IFE, LLC was done for the Perimeter Fence Contract Administration, Design & Bidding by McFarland Johnson, Inc. The Independent Fee Estimate was \$79,513.10 and McFarland Johnson, Inc. gave a not to exceed estimate at \$77,945.00 (\$1,568.10 below the IFE). Executive Director Hopper stated that in consideration of the two estimates being very close and McFarland Johnson's estimate being less than the IFE, the quote appears to be fair and reasonable. A motion to not exceed \$77,945 was made by Dan Mayo, seconded by Terry Monday motion was unanimous, motion carried, motion approved.
- Executive Director Bill Hopper stated that the contract with Volaire Aviation Consultants expires March 19, 2025. Executive Director Hopper stated that he negotiated the same rate Pitt Greenville Airport

had last year. This will be the third year that the rate has not increased. Pitt Greenville Airport will have a leakage study updated this year as a part of the contract. In the last two years RDU has been the fastest growing airport in the country, making a fresh leakage study of great benefit. Executive Director Hopper stated that Pitt Greenville Airport can pay monthly at a rate of \$2,500 at \$60,000 per year, or we can pay lump sum at the start and save one-month of payment for a total of \$57,500. The agreement is under the same terms and conditions as last year as well. The contract will be effective March 20, 2025, and end March 19, 2026. A motion to approve was made by Les Robinson, seconded by Dan Mayo motion was unanimous, motion carried, motion approved.

- Executive Director Bill Hopper stated that the GPU is still not working, and the hose basket is damaged, both for Gate 1 Jetbridge. Pitt Greenville Airport received a quote from Oshkosh Aerotech, LLC in the amount of \$11,378.76 to make the repairs, both items in need of repair are sole source. Executive Director Hopper was seeking approval from the Board to enter into an agreement with Oshkosh Aerotech, LLC in Roy, UT, in the amount of \$11,378.76 to repair the Gate 1 Jetbridge GPU and HVAC Hose Basket. This discussion was tabled to the next Board meeting, Executive Director Hopper was advised to look further into this to see if American Airlines can pay for damages.
- Executive Director Bill Hopper gave a report to the Board regarding the repair to the GPU and the New Deal Deicing chemicals. Both were approved by Terry Monday, Vice Chair. The items are as follows:

- Pilot John, Inc., Repair to GPU in the amount of \$6,384.78 - The GPU is a very important part of the airport's ground support equipment. It provides remote ground power to aircraft customers and is also a revenue generator.
- New Deal Deicing, New Deal Solid Airfield Deicing Chemical in the amount of \$5,948.67 - our inventory was all used over the airport snow event and needed replacement. The FAA has very strict requirements on what can be used for airfield deicing due to the erosion sensitivities related to aircraft components. New Deal is approved for use by FAA.

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 Manager Report

- Operations Manager John Hanna gave an update regarding Pitt Greenville Airport Parking lot and the costs, along with an update comparing employee's vs cost of parking booth software, payback benefit, revenue estimate, quote on replacement of actual parking booth and costs to repair. Chairman Banks questioned why the maintenance for the Parking Booth wasn't kept up over the years. Mike

Roberson suggested a mobile app & kiosk. Operations Manager John Hanna stated that he will have a plan as requested by the board for the upkeep and financial requirements at the next Board meeting.

- Chairman Banks requested the number of on time flights & cancelled flights included in the Operations report at the next Board meeting as well.
- Operations Manager John Hanna gave an update regarding the Equipment request with Revenue vs backside costs of requested equipment, Trade in Values, Rental Units, compared to other Airports. Pitt Greenville Airport has turnout gear that is worn and unserviceable. At present, we also have staff that are sharing turnout gear. We also have staff where fitting into the existing turnout gear is difficult.
- Operations Manager John Hanna received two quotes on the needed gear. One quote from Fire Connections in Rocky Mount, NC in the amount of \$10,520.06 and another quote from All Hands Fire Equipment in Wall, NJ in the amount of \$13,529.35. Executive Director Bill Hopper along with Operations Manager John Hanna were seeking approval from the Board to purchase Firefighting Turnout Gear from Fire Connections in the amount of \$10,520.06 per their quote number 25-0409. Pitt Greenville Airport will work with Serve Pro to get the Fire-Fighting Turnout Gear cleaned; the old gear will be given to good use. Chairman Banks suggested giving the old gear to Pitt Community College. A motion to approve the purchase of the new Fire-Fighting Turnout Gear was given by Dan Mayo, seconded by

Mike Roberson motion was unanimous, motion carried, motion approved.

- John Hanna revisited the GSE requested equipment for A GPU, Portable Water Cart, and a New Lav Cart. After review and discussion of all quotes and water vendor options. A motion to approve the purchase of a portable water cart of \$4,250 and a New Lav Cart at \$12,744.00 with the agreement to use funds of \$18,000.00 from the Infinex Treasury interest account was approved and given by Dan Mayo, seconded by Mike Roberson motion was unanimous, motion carried, motion approved.

Operations Report

Operations Reports

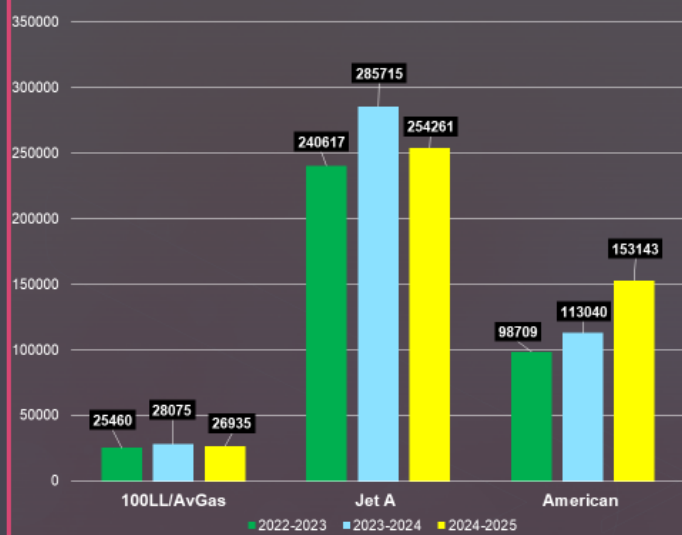
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- **Charter**
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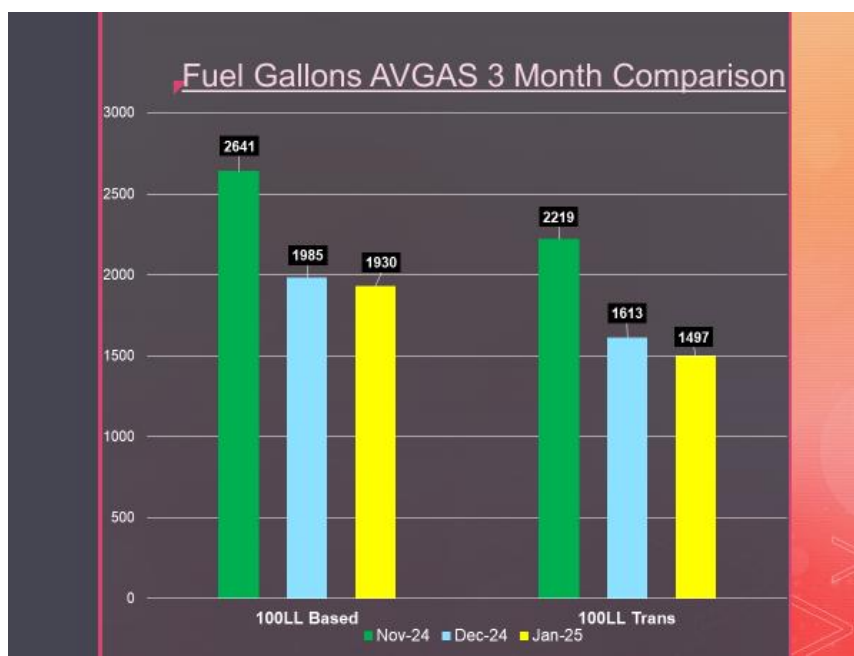
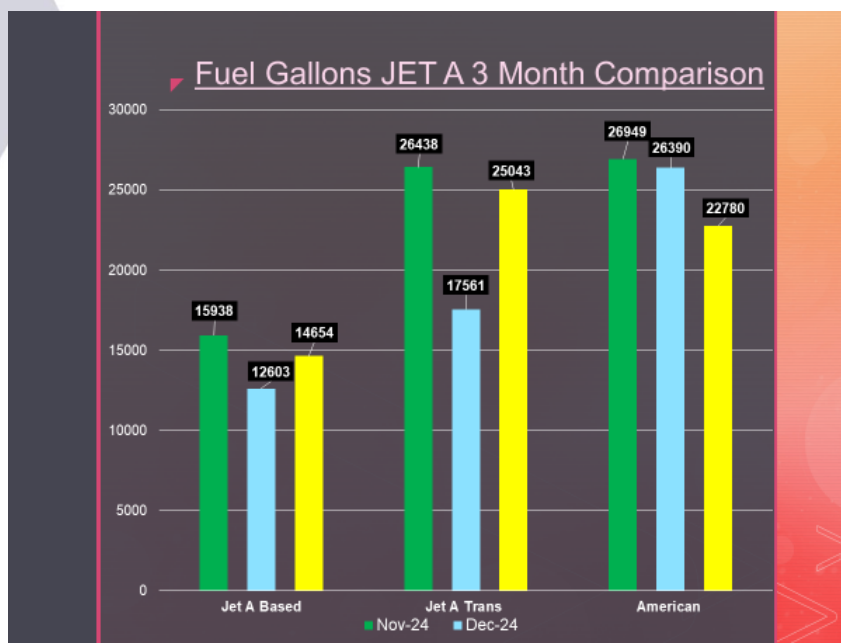


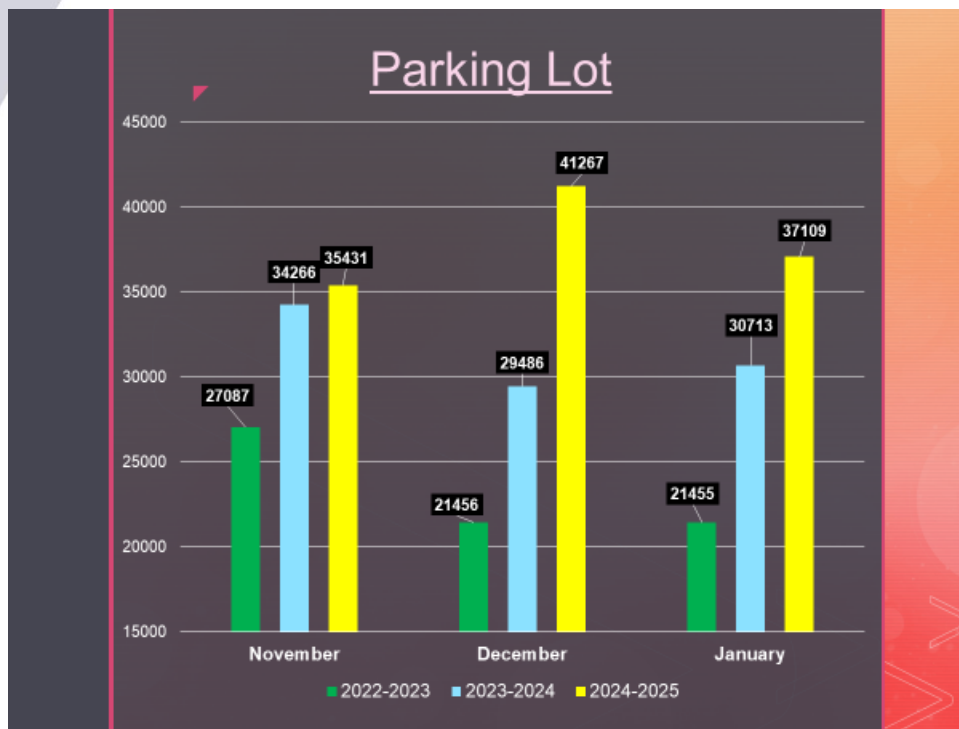
Operations Reports

	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	1
Feb	1,218	1,377	1,388	1,367	1,381	1,071	1,718		#DIV/0!	
Mar	1,280	1,717	1,104	991	1,490	1,217	1,729		#DIV/0!	
Apr	1,659	1,646	554	2,001	1,552	1,194	1,715		#DIV/0!	
May	1,157	1,981	1,021	2,238	1,350	1,392	1,911		#DIV/0!	
Jun	1,600	1,558	1,367	1,490	1,611	1,380	1,668		#DIV/0!	
Jul	1,291	1,733	1,451	1,589	1,399	1,508	1,328		#DIV/0!	
Aug	20	1,845	1,353	1,504	1,443	1,733	1,498		#DIV/0!	
Sep	266	1,833	1,366	1,910	1,441	1,820	1,251		#DIV/0!	
Oct	1,615	1,857	1,290	1,664	1,250	2,177	1,599		#DIV/0!	
Nov	1,383	1,604	1,453	1,775	1,261	1,932	1,393		#DIV/0!	
Dec	1,266	1,460	1,264	1,540	offline	660	1,190		#DIV/0!	
	13,776	19,867	15,258	19,706	15,570	17,403	17,834	1,368		

Fuel Gallons 3 Fiscal year Annual







Financial Report

Finance & Administrative Manager April Cannon discussed the operational loss that PGV is having monthly. The board and Executive Director have discussed the meetings that will occur with Pitt County and City of Greenville.

The board will be presented with the Fiscal year audit plan that will begin with in the next month.

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Finance & Administrative Manager April Cannon advised she will be in communication with McFarland Johnson in regards to the local share funds that will be coming from an NCDOT grant amendment for Fund 94 AIP 55 Taxiway A south.

Chairman's Comments:

Chairman Banks stated that he is giving the Board members time to mark up the draft regarding the GA Terminal. Chairman Banks would also like new prints regarding the aerial for Pitt Greenville Airport that will include the Runway, Taxiway and Hangar numbers.

Adjourn

Chairman Banks asked if there were any further discussions or questions, with no one coming forward Chairman Banks called the February 19th 2025, Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully submitted,

Cidni Mills
Administrative Assistant