

Pitt Greenville Airport Authority Board Meeting

January 15th 2025

11:00 a.m.

Pitt Greenville Airport Conference Room

Board Members present: John Banks, Chairman; Chris Nunnally, Dan Mayo, Michael Overton, and Mark Porter

Board Members not present: Terry Monday, Vice Chairman/Treasurer, Mike Roberson, and Les Robinson

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; Eric Stumph, Talbert & Bright; Jeff Wood, McFarland Johnson; and Gabby Saltori, WNCT

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 December 11th 2024, 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 Dan Mayo, Chris Nunnally, motion was unanimous, motion carried, minutes were approved.

Executive Director Report

- Executive Director Bill Hopper stated that Pitt County Sheriff's office contract will be increasing from \$42.50 to \$47.50. Motion to approve pending Dave Silver reviewing contract was made by Chris Nunnally, seconded by Mark Porter.
- Executive Director Bill Hopper stated that he received approval for the Gas Fired Unit Heater Replacement at Fire Station-Eneco East in the amount of \$3,795 from Chairman Banks.
- Executive Director Bill Hopper stated that he received approval for Legal counsel for North 24 zoning-Ward & Smith in the amount of \$3,965 from Vice Chairman/Treasurer Terry Monday.
- Executive Director Bill Hopper stated that the FAA required Independent Fee Estimate for North 24 Environment-Independent Fee estimates, LLC in the amount of \$2,660 from Chairman Banks.
- Executive Director Bill Hopper was seeking approval from the Board to enter into an agreement with McFarland Johnson, Inc for

Environmental Services for North 24 Development Project in the amount not to exceed \$234,700. Pitt Greenville Airport conducted the FAA-required Independent Fee Estimate and McFarland Johnson is 6% below the amount determined by the IFE contractor. The IFE estimated \$248,958 to perform the needed work. Motion to approve was made by Chris Nunnally, seconded by Mark Porter.

Federal/State/Local Projects

❖ PGV-18 Fund 45 - Hangar 25 & 26 (3NCDOT/SCIF Grants)

- ❖ Trader Construction complete
- ❖ CBC Design/Build
- ❖ Work Authorization with TBI
- ❖ Both Hangars are leased and occupied

❖ 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

❖ **AIP-54 Fund 93 FY 22 Taxiway A North/RWY Subgrade Construction**

- ❖ Initial scope is complete
- ❖ ST. Wooten change order for soft spot March 2024
- ❖ ST. Wooten to repair soft spot
- ❖ Pending final painting and inspections

❖ **AIP-55 Fund 94 FY 23 Taxiway A South**

- ❖ \$4,240,000 million has been approved by Board on 7/19/2023
- ❖ Started Phase 1 schedule to end September 2024
- ❖ Phase 2 to started in October 2024
- ❖ 30days marking to complete

❖ **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

Operations Report

Operations Manager John Hanna gave a presentation to the Board regarding the GSE Replacement and contingency to include, Portable water, LAV cart, Tug and the Lektro. Board was provided with quotes and presentations. Chairman banks asked for equipment request updates with Revenue vs backside costs of requested equipment, Trade in Values, Rental Units, Compare to other Airports.

Operations Reports

- ▶ **Airline**
 - ▶ Enplane 3,887
 - ▶ Deplane 3,657
- ▶ **Charter**
 - ▶ Enplane 118
 - ▶ Deplane 118



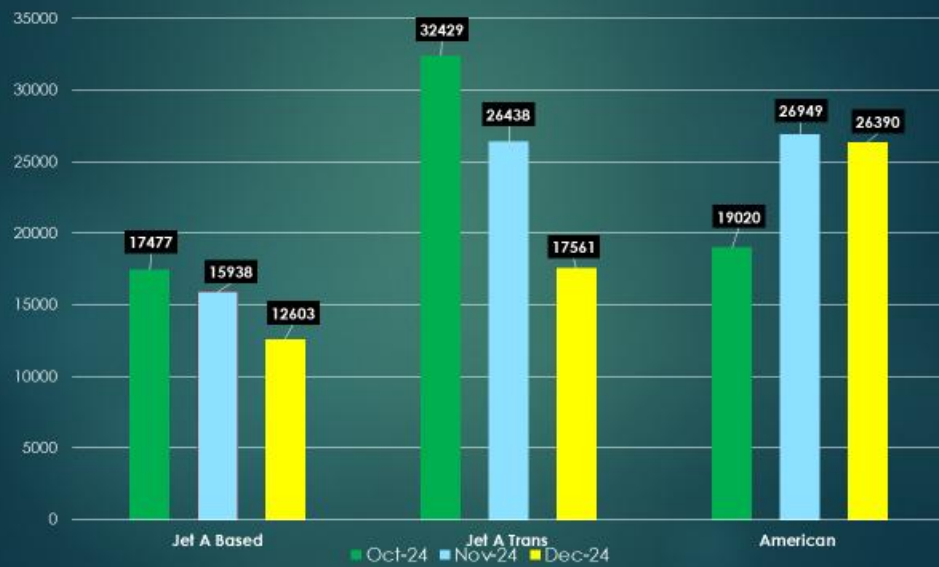
Operations Reports

	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		#DIV/0!	↓
Nov	1,383	1,604	1,463	1,775	1,261	1,932	1,393	(0.3869)	↓
Dec	1,266	1,460	1,264	1,540	offline	660	1,190	0.4454	↑
	13,776	19,867	15,258	19,706	15,570	17,403	16,235		

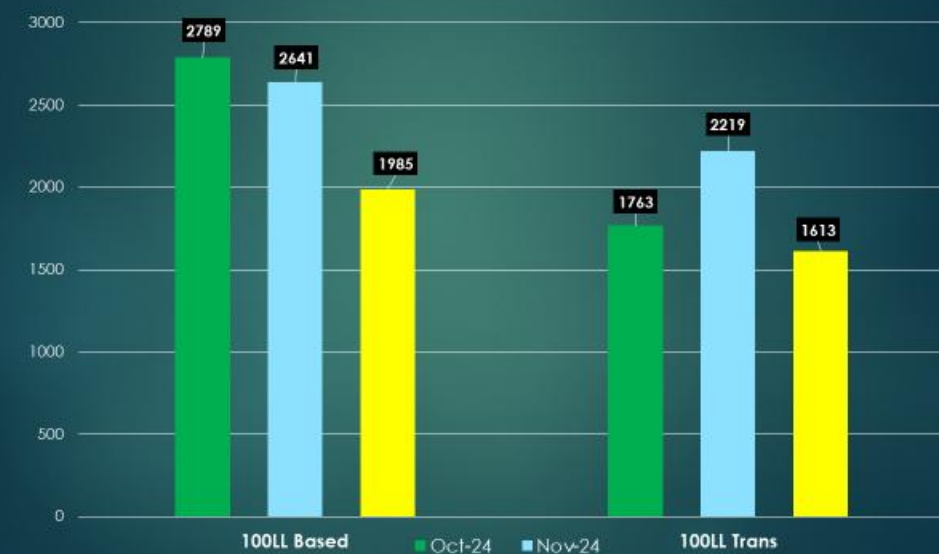
Fuel Gallons 3 Fiscal year Annual



Fuel Gallons JET A 3 Month Comparison



Fuel Gallons AVGAS 3 Month Comparison





Parking Booth

PGV Parking lot follow up and update costs. 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 wants a comparison analysis of parking with Jacksonville, Newbern, and surrounding Airports. Chairman Banks also wants a benefit analysis, payback & total based on needs and wants from Executive Director Bill Hopper, Operations Manager John Hanna, and Finance & Administrative Manager April Cannon.

Finance Report

Finance Manager April Cannon stated that Pitt Greenville Airport is still operating in a \$30,000-\$60,000 loss over the past few months. Fuel sales are down due to 3 Hangars being vacant. Transfers will start to occur for operational loss from reserves in the coming months pending discussions with consultants. The Engineering and PFC consultants are also looking into NCDOT funds to figure out where the rest of the local funds will come from.

NCDOT funds are required to be encumbered by set time frames. If there are any grants that has funds unable to be encumbered by there current projects, this can be used for local share of current AIP projects with approval.

April Cannon stated that the Board will see changes on the balance sheet over the next couple months once all transfers are complete with Consultant guidance and board approval.

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, motion approved.

A motion to come out of closed session was made Dan Mayo, seconded by Mark Porter, motion was unanimous, motion carried, motion approved.

Chairman Comments:

Chairman Banks stated that he would like for the Board Members and Pitt Greenville Airport to come together with ideas for local share project funds.

Adjourn

Chairman Banks asked if there were any further discussions or questions, with no one coming forward Chairman Banks called the January 15th 2025 Pitt Greenville Airport Authority Board meeting adjourned. Motion to adjourn was made by Chris Nunnally, seconded by Dan Mayo motion was unanimous, motion carried, motion approved.

Respectfully submitted,
Cidni Mills
Administrative Assistant