

The regular meeting of the Pitt-Greenville Airport Authority was held Wednesday, May 17, 2017 at 11:30am in the Conference Room of the Airport's Terminal Building. Board Members in attendance were: John Banks, Chairman; Eric Clark, Vice-Chairman; Buddy Zincone, Secretary/Treasurer; Jimmy Garris, Commissioner; Allen Thomas, City of Greenville Mayor; Jim Morris; Aileen Wilson; and Julie Carlson. Staff members in attendance were Betty Stansbury, Executive Director; April May, Business Manager; Erin Henry, Executive Assistant; and David Silver, Airport Counsel. Visitor attending was Terrille Faison, PGV Airport Lineman.

Chairman Banks called the meeting to order and confirmed there was a quorum and then opened the Public Comment Period and explained the procedures to be followed by those wishing to speak. Chairman Banks then invited any members of the public to come forward.

Terrille Faison, PGV Lineman, addressed the board about his qualifications, references and his request for a salary increase.

The Board then addressed the MINUTES OF THE REGULAR MEETING HELD April 12, 2017. With there being no changes made, a motion to approve the minutes was offered by Julie Carlson, seconded by Jim Morris, and the vote to approve was unanimous.

#### Updates:

Red Heron Café' is scheduled to open June 2<sup>nd</sup>. The board advised that there should be marketing, advertisements done to let the public know when they are up and operating.

Community Service workers 3 workers, 3 visits, and 36 hours total.

HouseBill#275 (Storm water fee) was passed by the House on 4/24. It passed the First reading in Senate on 4/25 and was referred to Senate Rules and Operations(R/O) on 5/16 Senate R/O referred it to Ag/Env/Natural Resources, with a Committee hearing on Thursday, then if favorable, it goes back to R/O. It will result in an estimated annual savings of \$100,000, which must be used to attract new business or else refund the money back to City. Banks stated he had attended the house committee meeting, and was told that new hangars can be considered new business.

The State Budget proposal for FY18 and FY 19 has non-recurring funds for NC commercial service airports (based on economic output), PGV is proposed to receive \$377,070 in FY18 and \$377,070 in FY19. Funds must be used for capital improvements or debt service.

Hangar Construction project from 2015 is still awaiting the reimbursement of funds from NCDOT. The airport has been attempting for over a year to get the promised \$366,000. However, the information requested has been changing, so this has been taking longer than expected. Stansbury stated that she will be considering outsourcing the State grant administration functions.

A tenant survey has been sent to 38 based tenants on 5/4/17. There were three responses. Transient and based pilots will be asked to participate from May 15-June 15. Then the airport will ask terminal tenants during June 15-30.

Stansbury advised that the CY17 LEO grant reimbursement funds are still frozen. The proposed federal budget for FFY18 eliminates all LEO grant funding. After consideration of flexible, off site response options Stansbury consulted with the City Police Chief on April 25<sup>th</sup>, and is attempting a meeting with the County. The response with the City Chief was that he could not guarantee a response time. TSA requires a guaranteed response time to the airport. He also stated that there cost would be higher than that of the County.

Parking Booth equipment upgrade is in production. It has their tentative operational date by July 1. We are waiting on revised pricing on the construction of the second exit lane.

Federally funded projects:

Lights/signs/vaults project has started mobilization by receiving deliveries and equipment. This project is estimated at \$2.8 million. The taxiway lights will be done during the day, but the runway work will be done during the night after the last flight. This project should be complete by Nov 2017.

Taxilane reconstruction project will have pre bid May 23<sup>rd</sup> and Bid opening on June 6<sup>th</sup>. The completion is scheduled for Oct 2017. The engineers have a revised the estimate to \$2.05 million compared to \$1.86 mil original quote due to added drainage. Betty stated as soon as there is an actual amount after the bid she will request an adjustment to the grant from the Department of Commerce. If we are unable to receive additional funding from DOC. The gap funds may come from the state Legislative Budget Bill.

The Runway 2/20 Rehabilitation project should open bids by June 6<sup>th</sup>. The grant is expected to be received in August or September. This project will be to reconstruct the primary runway in the summer of 2018. During this the primary runway will be closed for 4 weeks, but both runways will be closed for 4 days for work in the intersection. This project will be an \$8 mil project. There was an EA workshop on May 16<sup>th</sup> at the Airport, there were no attendees.

Haw Drive properties are still in the process of getting tree removal and closure on the parcels. The properties are required because of height requirements. Some properties are being considered for the DNL Noise land.

The board then discussed the Financial Report:

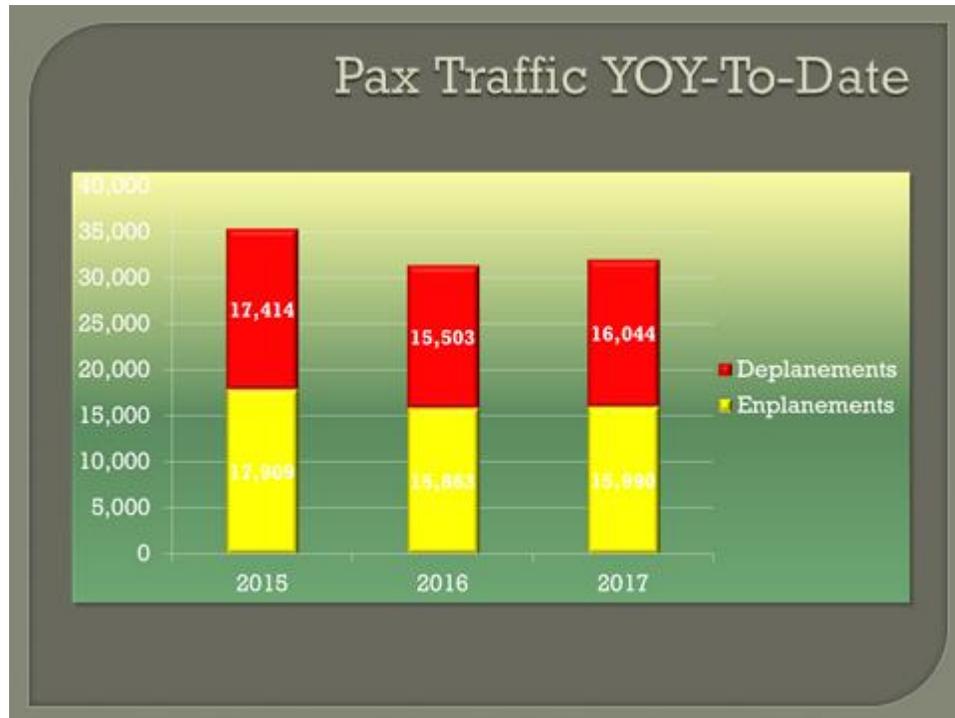
In April the Revenues are \$217,748, Expenses \$275,245, Net loss \$57,497. Year to date loss is at \$128,268. The estimated year end loss is \$200,000. Cash Balance \$4,206,300, unrestricted \$2,277,734 and restricted \$1,928,566. There will be a conversion to a new accounting system called Munis on or about July 1<sup>st</sup>. The County and City both use this system. There is a new revised cost \$7,900 (was \$5,600). The revised amount is due to a check writing system, the cost does include training for our employees.

The Authority was then requested to take under discussion the Airport's Operational & Maintenance Report, Parking Lot Operations and Regional Airline Carrier activity

Stansbury started out stating that the fuel sales for April were \$3,463 of 100LL (down 20%), \$26,605 JetA Based (down 5.7%) and Jet A transient (up 47.8%), Airline \$23,852 (up 17.1%). The parking lot revenue was \$41,971 (up 11%). Total passengers are at 8,333 (up 10.1%) from April 2016 and up 1% from March 2017. The load factors for the airline flights for April average 76% high 87% low 44%.







The board then went into closed session to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body to discuss pending litigation of Plaintiffs Craig F. Goess and Benjamin Rodriguez versus Pitt-Greenville Airport Authority and to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

The Motion to go in to closed session was made by Jimmy Garris and seconded by Jim Morris.  
The Motion to come out of closed session was made by Jimmy Garris and seconded by Julie Carlson

Budget Committee:

Zincone advised that there was a change from Stansbury's recommendations of the budget proposal. The evaluation of employees needs to go from 3.2% COLA, to 2% COLA and 1.2% merit based on performance evaluations. Highlights from the budget per Stansbury are that is a flat balanced budget from FY 16-17. Stansbury requested the board to consider an incentive program for employees. It will be quarterly awards based on exceptional high performance, excellence in operations, and significant cost savings for airport. It would be a nomination program, which would be reviewed by the management team. Aileen Wilson stated that the program is a good idea, but should be held off until after evaluations and operational considerations are handled.

Stansbury stated that the budget does include the replacement of the 1999 15' bush hog (\$33K), replace 1985 fork lift (\$25K), and replace 2005 Chevy pickup (\$40K). Banks advised that there was once an account for equipment. Stansbury made the board aware the funds from previous have been exhausted. Banks stated that he can research some used equipment and see if he can find lower costs on equipment.

The Motion to approve the FY 17-18 budget as stated was voiced by Jim Morris and seconded by Eric Clark and the vote to approve was unanimous.

A motion that there will be a public hearing for the Budget FY 17-18 on June 21, 2017 at 11:25am was voiced by Mayor Allen Thomas, seconded by Buddy Zincone, and the vote to approve was unanimous.

Action Items:

Stansbury requested the approval of Work Authorization for \$93,345 with Talbert and Bright for professional services related to land acquisition for up to 7 parcels in the 65 DNL noise contour for runway 2/20. This will cover the appraisals, due diligence and other related costs. A motion to approve was offered by Eric Clark, seconded by Buddy Zincone, and the vote to approve was unanimous.

Chairman Comments:

Banks stated the process for the Haw Drive parcel that is being considered to be used for different purposes is taking longer than planned. The house is in useable condition; it will not be sold, but is possibly able to be leased for a community need. FAA stated that amount has to be based on fair market amounts. Stansbury stated that Kandie Smith has been communicating with the community. The board would like more details on market values, community requests, and potential service organizations in the community.

As there was no more business to attend to a MOTION TO ADJOURN was made by Jimmy Garris, seconded by Jim Morris and the meeting was adjourned following a unanimous vote. The next meeting of the Airport Authority will be held at 11:25am on June 21, 2017.

Respectfully submitted,

Betty Stansbury