

The regular meeting of the Pitt-Greenville Airport Authority was held Wednesday August 15, 2018 at 11:30 am in the Conference Room of the Airport Terminal Building. Board Members in attendance were: Eric Clark, Chairman (by Phone); John Banks, Vice-Chairman; Louis "Buddy" Zincone, Treasurer; Jimmy Garris, Commissioner; Dr. Dan Mayo; Aileen Wilson; and Jim Morris. Staff members in attendance were Betty Stansbury, Executive Director; April Cannon, Office Manager; and David Silver, Airport Counsel. Visitors attending were Brian Barnett, Pitt County Deputy County Manager; Amy McLane, Talbert & Bright; Seth Gullledge, The Daily Reflector, and Cheri Mitchell, Visitor.

Vice-Chairman Banks called the authority 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. Vice-Chairman Banks then invited any members of the public to come forward.

Cheri Mitchell advised the board that she would like to offer her skills to volunteer at the airport. Stansbury advised that she would contact her when any volunteer opportunities are available.

With there being no more public comments Banks asked the Board to address the board meeting minutes held on July 18, 2018. With there being one change to the information a motion to approve the minutes was offered by Louis Zincone, seconded by Dan Mayo, and the vote to approve was unanimous.

The board was then presented with information regarding the transition to Tyler Munis Accounting. Mr. Barnett advised that training will be held from September 18th thru the 21st. Pitt County has already set up the firewalls so that the Airport and the County funds will not co-mingle with each other. Stansbury mentioned that the MUNIS reports will run concurrent with the QuickBooks reports from Oct-Dec. January 1, 2019 is the go-live date. Melonie Bryan (a former finance manager at the County) will be doing part time consultant work to assist with training, developing cross walks, and set up of the Munis accounting.

Board Requests:

There was no community service workers in June.

Airline load factors had a high of 85%, a low of 50% and an average of 69.6%

The local EAA Chapter will be bringing a B-17 aircraft to PGV on October 26-28. It will be offering flights and tours open to the public. Registration is suggested.

Stansbury stated that nearby airports with subsidies include Washington (\$118,656), Rocky Mount (\$118,000) and Pinehurst (\$141,688). Jacksonville and New Bern do not receive subsidies. Stansbury advised that the subsidies are for the operational budgets. PGV has had over \$1 million net loss over the past 10 years. Banks advised that the Hangar Reimbursements will pay operations around \$140k a year after the 3-5 year pay back. Stansbury is working on a financial projection to present to the City and County. Banks stated that \$500,000 has been spent over the past 5 years on replacement of aged equipment.

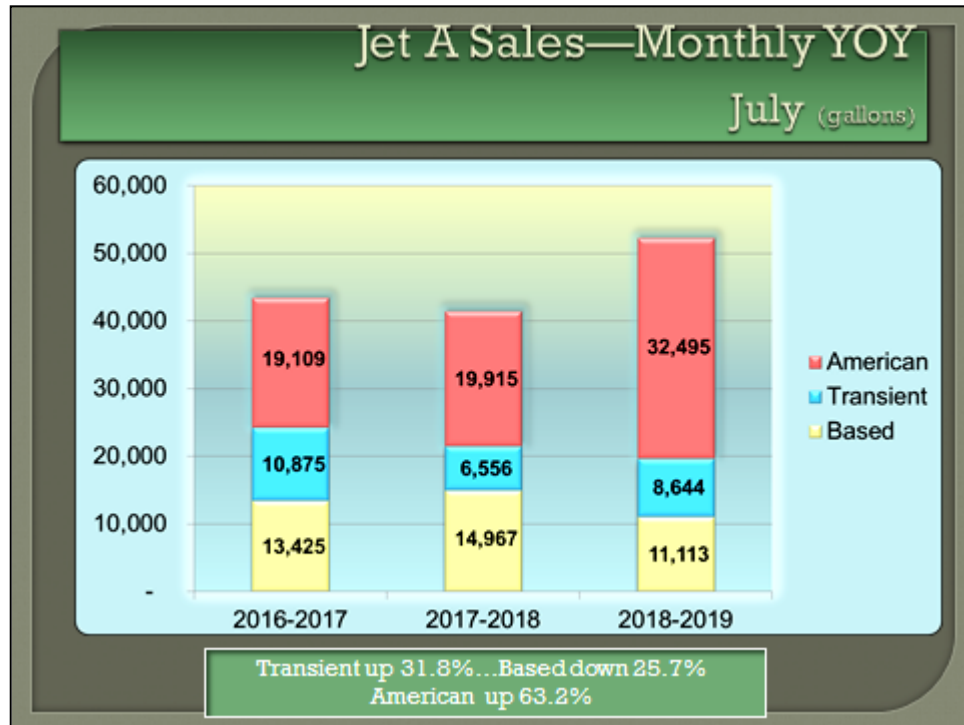
Construction Updates:

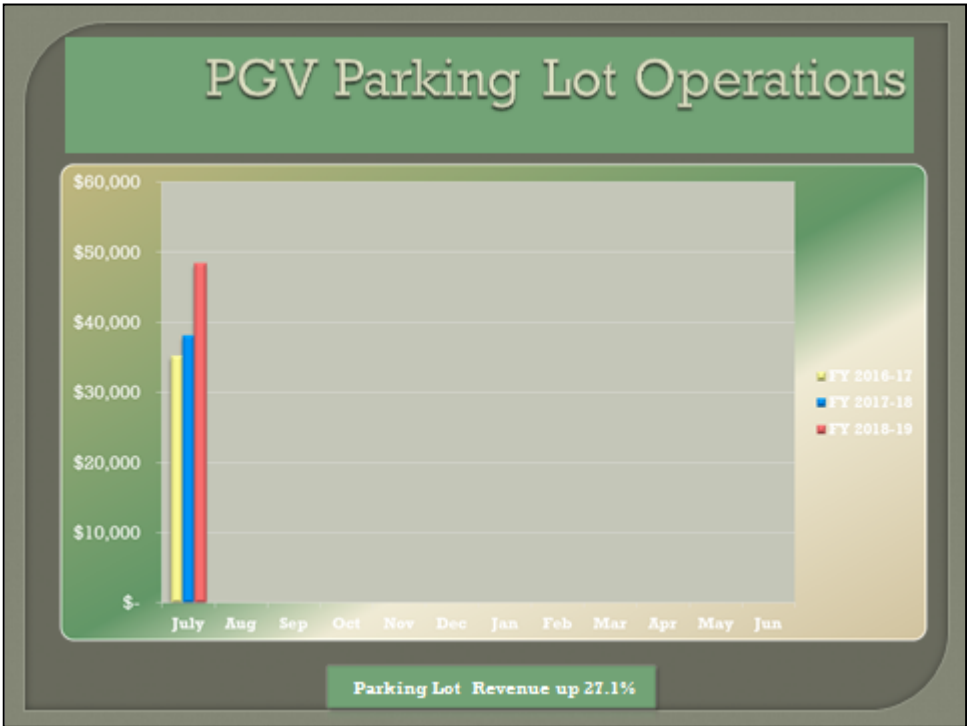
The next project to start is the tree clearing on three ends of the runways.

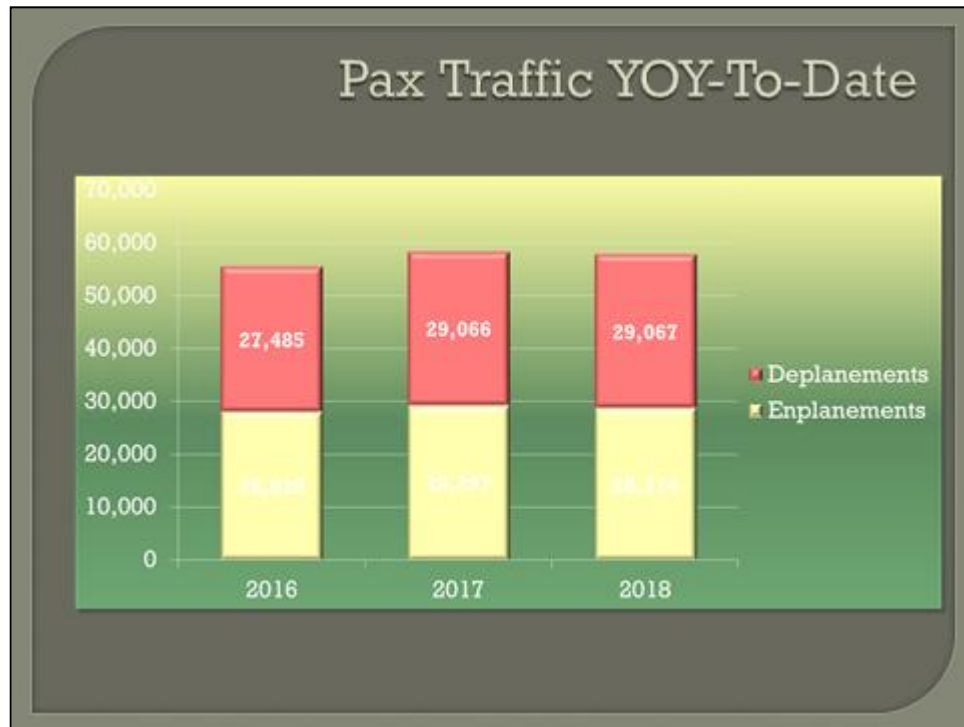
Storm drain improvements are planned to the midfield area near Parker Overton and Grady White Boats Hangars and at the approach end of runway 26.

Airport’s Operational & Maintenance Report, Parking Lot Operations and Regional Airline Carrier activity

The fuel sales for July were 100LL based down 43%, transient up 5.1%, JetA - Based down 25.7%, Transient up 31.8%, and Airline up 63.2%. Total fuel sales for July are 8% of projected budget. The parking lot revenue was up 27.1%. Total passengers are up 23.9%.







Year End Financial Report:

The Revenues for July are \$278,981 (8.3% of budget), Expenses \$191,346 (6.7%), net income \$87,636, and cash balance is \$2,697,441. Stansbury stated that \$1.8 mil is unrestricted and \$912,000 is restricted to Hangar construction.

Stansbury also informed the board that there is a structural beam that will need to be replaced on the corner of the terminal. The engineers estimated cost is \$35,000. The beam is wood timber that has a life limit of 15 years when sealed and maintained. The board requested that different options be considered for a more permanent life span. It has been suggested to look towards metal not wood. The current beam will weaken if not replaced due to weather and natural conditions.

There will be a \$750,000 transfer from the corporate taxilane project back into cash reserves. NCDOT covered this amount at 100%.

Directors Action Items:

Bids were taken on clearing the land on Rwy 26 end which entails 36 acres of wet lands. The low Bid was Sawyer Land Development. The Board was asked to authorize the Executive Director to sign a contract with Sawyer Land Development for runway 8/26 obstruction removal, for a not to exceed amount of \$1,026,971. A motion to approve was voiced by Jim Morris, seconded by Jimmy Garris, and the vote to approve was unanimous.

The board was asked to authorize the Executive Director to sign a work authorization with Talbert & Bright for survey, construction administration and flood study for the runway 8/26 approach clearing, for a not to exceed amount of \$198,808. City of Greenville has notified Stansbury that they will require a flood plain permit, which includes a flood study and a no rise no impact certification. A motion to approve was voiced by Jim Morris, seconded by Buddy Zincone, and the vote to approve was unanimous.

The board was asked to authorize the Executive Director to sign an amendment to a work authorization with Talbert & Bright for additional survey work for the runway 20 tree removal, for a lump sum of \$10,450. For post clearing survey a stamped letter is required from the surveyors. A motion to approve was voiced by Jimmy Garris, seconded by Buddy Zincone, and the vote to approve was unanimous.

It was brought to the board to authorize the Executive Director to sign a work authorization with Talbert & Bright for construction administration and survey work related to the runway 2 approach clearing, for a lump sum of \$49,900. A motion to approve was voiced by Dan Mayo, seconded by Buddy Zincone, and the vote to approve was unanimous.

The board was asked to authorize the Executive Director to sign a work authorization with Talbert & Bright for a Runway 8/26 pavement strength analysis, for a lump sum of \$5000. Last month PGV had an annual certification inspection and it was discovered that there was a discrepancy in the master records. The pavement strength was inaccurate. This is not a grant eligible authorization. A motion to approve was voiced by Jim Morris, seconded by Dan Mayo, and the vote to approve was unanimous.

The board was asked to authorize the Executive Director to accept a FAA grant of \$1,657,181 for obstruction removal for runways 2/20 and 8/26. A motion to approve was voiced by Jimmy Garris, seconded by Jim Morris, and the vote to approve was unanimous.

The board was asked to authorize the Executive Director to accept a FAA Grant of up to \$3M for the north corporate taxi lane extension. This is discretionary funding that has been earmarked for smaller airports. The grant has to be accepted before September 1st. Construction would need to be started within 6 months. A motion to approve was voiced by Eric Clark, seconded by Buddy Zincone, and the vote to approve was unanimous.

Establish criteria for a Design/Build delivery method for construction contracts and approve the D/B delivery method for the potential construction of 1 or 2 corporate hangars on the north taxi lane. A motion to adopt the criteria for qualifications was voiced by Jim Morris, seconded by Jimmy Garris, and the vote to approve was unanimous.

Closed Session:

The board then went into closed session to discuss matters related to the purchase of real property, the location or expansion of businesses in the area served by the airport, and for attorney consultation. A motion to move into closed session was offered by Jim Morris, seconded by Jimmy Garris, and the vote to approve was unanimous.

A motion to come out of closed session was offered by Jim Morris, seconded Buddy Zincone, and the vote to approve was unanimous.

With there being no more business to attend to the MOTION TO ADJOURN was made by Buddy Zincone, seconded by Jim Morris and the meeting was adjourned following a unanimous vote. The next meeting of the Airport Authority will be held at 11:30am on Wednesday October 17, 2018.

Respectfully submitted,

Betty Stansbury

