

The regular meeting of the Pitt-Greenville Airport Authority was held Wednesday, October 20, 2017 at 11:30 am in the Conference Room of the Airport's Terminal Building. Board Members in attendance were: Eric Clark, Chairman; John Banks, Vice-Chairman; Jimmy Garris, Commissioner; Julie Carlson; Jim Morris; Aileen Wilson; and Kandie Smith, Mayor. Staff members in attendance were Betty Stansbury, Executive Director; April Cannon, Business Manager; and David Silver, Airport Counsel. Visitor in attendance was Dave Nelson; Observer.

Chairman Clark 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. Chairman Clark then invited any members of the public to come forward.

Dave Nelson spoke as a concerned citizen regarding the condition of the airport and airline. He expressed that he felt there is a lack of communication between the public, Airline, and Airport. With a change in flights and the type of older aircrafts being used by the airline, Nelson felt that the airline was going to cause negative feedback on the airport as a whole. Clark advised the board that there will be an airline conference sometime this month.

The board then went into closed session to discuss matters related to the location or expansion of businesses in the area served by the airport. The motion to go into closed session was voiced by Jimmy Garris, seconded by Jim Morris, and the vote to approve was unanimous.

The motion to come out of closed session was voiced by Julie Carlson, seconded by Jimmy Garris, and the vote to approve was unanimous.

The board requested a motion to move the minutes from closed session to open session regarding moving forward with SCASD and pursuing conferences and costs of airline incentives. The motion was offered by Jim Morris, seconded by Julie Carlson and the vote to approve was unanimous.

During closed session the board discussed the SCASD Grant program and the cost of air service development activities. The board is concerned about the costs of the conferences and not seeing any current results. Stansbury advised that we are currently pursuing the SCASD Grant. Banks stated that without the conference it will give almost no chance for additional air service. Smith advised there have been issues with the local airline and there needs to be some changes made before considering any incentives. Stansbury advised that the CRJ aircraft should be coming back in spring 2018 which should resolve many of the airline issues.

#### Legislative Meeting:

Banks advised that he has been to Raleigh to meet with our State Legislators. The current budget has recurring funds (as opposed to non-recurring) for RDU airport. PGV airport has been allocated \$377,000 for each of the next 2 years, as compared to Raleigh Durham receiving \$50mil recurring. The other nine commercial service airports believe that they should become recurring the same as Raleigh Durham. He will be attending a legislative meeting this coming week in regards to the recurring funds to try to change the other airports to recurring as well.

The Board then addressed the MINUTES OF THE REGULAR MEETING held September 20, 2017. With there being a minor change to the information regarding the restaurant a motion to approve the minutes was offered by Jim Morris, seconded by Julie Carlson, and the vote to approve was unanimous.

Updates:

Community Service had 1 worker, 4 visits totaling 22 hours.

The SCASD grant application is due on December 15, 2017. The window for application submittals opened last Friday. The total amount available is \$10 mil. There will be 10-12 airports selected out of this. We will be asking for letters of support from the Airline, Mayor, Representatives and Congress members.

Federally funded and Local Projects:

The taxilane reconstruction project is on schedule. The south taxilane is complete, and the North is set to be done by Thanksgiving. PGV has received a Golden Leaf grant for \$754,000, which means the project is 100% state funded.

The Light/Sign/Vault project is scheduled for completion by Thanksgiving week. The Vault is being installed next week.

The Parking Lot renovation project is currently installing its 2nd exit lane. This project will be completed in mid-late December.

The Rwy 2/20 Rehab project for the main runway is still expected to start in April 2018. The grant has been approved. Communication between the Airport and Airline will discuss the four day closure of the runways. The airport will inform the airline and tenants about the closure several times over the next few months.

Financial Report:

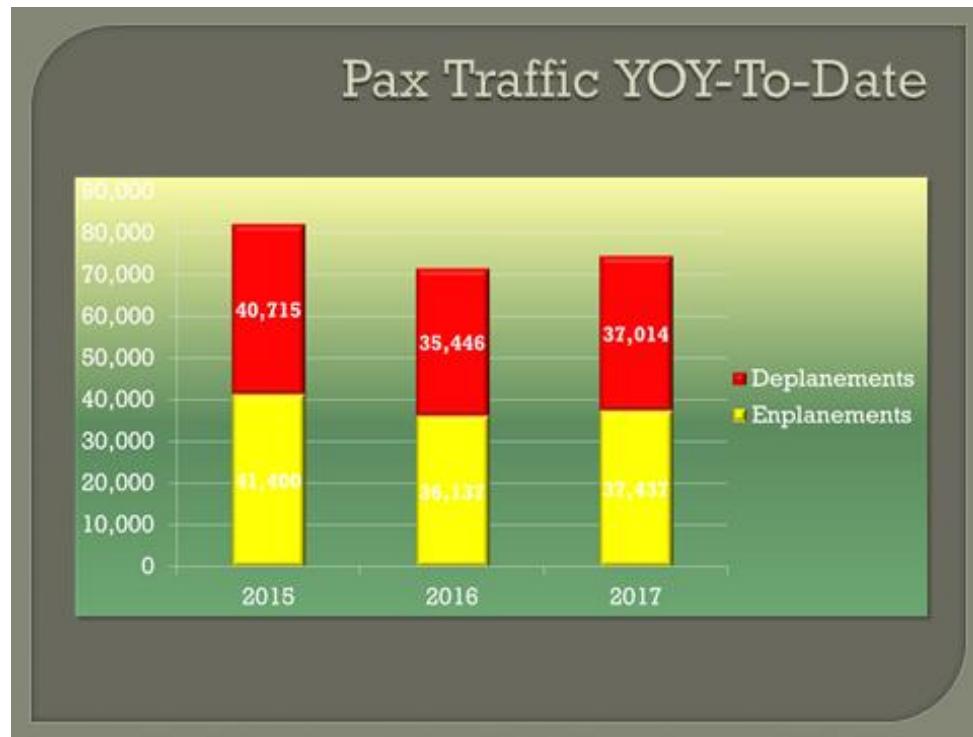
The Revenues for September are \$245,295, Expenses \$133,865, with a net income of \$111,430. The cash Balance is \$3,623,626. The unrestricted is \$2,308,075 and the restricted value is \$1,315,551. Stansbury advised that the minimum cash reserve should be 3-6 months' worth of operational expenses.

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

Stansbury started out stating that the fuel sales for September were 100LL 4,629 (up 17%), JetA Based 8,448(down 48%) and Jet A transient 13,856 (up 113%), Airline 15,797 (down 30%). The parking lot revenue was \$ 36,000 (down 5.7 %). Total passengers are at 7,081 (down 7%). The load factors for the airline flights average 66%, high 88%, and low 30%. Stansbury stated that the load factors are low due to cancellations.







#### Chairman Comments:

Clark started out by requesting the standings of the Red Heron Café. He would like to know the date of grand opening and when they will be advertising and requested that Stansbury notify the board.

The airport has signed up to create an infomercial with the Chamber of Commerce, called the Chamber minute. This will film in December. Stansbury stated that City and County have offered to produce a separate one to run on their channels. Smith stated that this would be beneficial because it offers more information. Banks stated he would like for the airport to be involved with the City and County videos because it will give a better understanding to the public how the relationship between the Airline and the Airport operate. Clark advised that there needs to be more marketing and communication between the airport and the public.

Clark questioned the freeze on FEMA funds. Stansbury advised that the FEMA funds have been unfrozen for the airport. She also stated they were included in the FY 17-18 budget, but will not change the cash flow by a significant amount.

#### Action Items Directors Comments:

Stansbury requested authorization to sign a land lease with Four S's LLC for a twenty year term, plus two five-year rental options at fair market value. The current lease has been reviewed by the airport legal counseling. A motion to approve was voiced by Julie Carlson, seconded by Jimmy Garris, and the vote to approve was unanimous.

Stansbury requested the approval to expend up to \$2100 for a staff Christmas party or incentive. It is up to the discretion of the Executive Director to either offer a party or gift card. A motion to approve was voiced by Jimmy Garris, seconded by Jim Morris, and the vote to approve was unanimous.

Stansbury requested that the board authorize the Executive Director to enter into a five year blanket agreement with Talbert and Bright Inc. for professional services on a project by project basis. The Federally required selection process was followed with three firms short-listed and interviewed. The selection committee that consisted of the City Engineer, County Engineer, PGV Board Vice-Chairman, and Executive Director; recommends that we maintain and renew a Five year master contract with Talbert & Bright Inc. Each project must go to Board for approval. Stansbury advised that we are required to do an IFE on projects to verify the proposed professional service fees are not overpriced. A motion to approve was voiced by Jim Morris, seconded by John Banks, and the vote to approve was unanimous.

As there was no more business to attend to a MOTION TO ADJOURN was made by Jimmy Garris, seconded by Julie Carlson and the meeting was adjourned following a unanimous vote. The next meeting of the Airport Authority will be held at 11:30am on Wednesday November 15, 2017.

Respectfully submitted,

Betty Stansbury