

Pitt-Greenville Airport Authority
Held on April 15, 2020 at 11:30 am
Conference Room of the Pitt-Greenville Airport

Board Members present in person: Eric Clark, Chairman; John Banks, Vice-Chairman; Terry Monday. Members on conference call included Buddy Zincone, Secretary/Treasurer; Dr. Dan Mayo; Dr. Jim Morris; Chris Nunnally. Board Member not in attendance was Will Litchfield.

Staff members in person: K.W. Bill Hopper A.A.E, Executive Director and Wanda Smith. Attendees on conference call were April Cannon and Attorney Dave Silver. Public on the phone were Eric Stumph, Talbert & Bright Inc.; Jay Talbert, Talbert & Bright Inc.; and Marcie Spivey, Martin & Starnes Associates.

Chairman Clark called the authority meeting to order and confirmed there was a quorum. Chairman Clark proceeded to open 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. Marcie Spivey gave a summary on the audit with the option of billing the excess costs to cover they FY 19 audit by paying ½ this year and ½ next year.

Marcie discussed problems found such as the lateness of the report and adjustment of entries being corrected and completed on time. Another solution would be to have someone at the airport having access to our accounts, and able to verify our financial status at any time. Terry Monday is working closely with Nancy Day to implement the change-over to Quick Books by July 1, 2020. We would be starting with a month-end checklist to see the balance sheet.

A question was also asked about monies left in close-out projects and if we could move it around or if it had to be returned. It was stated FAA does allow options to move funding only with approval from the FAA. Chairman Clark asked if this had to be decided today or if it could be tabled to a later date. Terry Monday said a lot depended on the accounting. Bill Hopper suggested it be presented for acceptance at the June meeting. Terry Monday stated it should read “acknowledge” instead of “accept”.

John Banks had questions about our procedure for purchase order approval. Marcie Spivey stated every purchase should have a pre-approval. Bill Hopper explained all purchase orders between \$500.00 - \$2500.00, must be pre- approved by Operations Manager and Finance and Administration Manager. Any amount consisting of more than \$2500.00 must be pre-approved by Executive Director, with payments requiring two signatures, one consisting of an authorized board member.

Chairman Clark concluded the Public Comment Period by thanking Marcie Spivey for her feedback.

Executive Director's Report:

Dr. Morris asked why the public was not informed about an employee testing positive for the COVID 19 virus. Chairman Clark told the group that according to the Director of the Health Department felt it was necessary, and may be counter-productive. Mr. Hopper informed the group that a Public statement had been prepared should the need arise or a member of the press reach out. Bill Hopper shared to all of the Board via phone and email informing them of the positive test result. He also notified all employees, provided face masks for the staff and public encouraging them to wear them. An additional 500 more masks have also already been ordered. Dr. Morris asked to be noted in the minutes the he "opposed" this action of not making this public, and felt employees should have been "required" to wear a mask.

Voltaire Proposal:

Rates will hold for 2020/2021 and increase in 2022. In two years we either have to use the money to expand or lose it. Terry Monday made a motion to accept the proposal motion was seconded by Buddy Zincone, unanimously approved.

Audit FY 18-19

Bill Hopper forwarded the FY 18-19 audit to the Board, stating we were moving in the right direction with recommendations for improvement. Six identified weaknesses surrounding financial and budget reporting were mentioned. John Banks made the motion to accept the audit, Dr. Morris seconded, unanimously approved.

Auditor FY 19-20 Contract

Audit conducted by Martin Starnes & Associates of Hickory, NC is very straight-forward with a \$42,000 00 split over a two-year period. Motion made to renew with Starnes was made by Dr. Jim Morris and seconded by Buddy Zincone, unanimously approved.

Budget FY 20-21

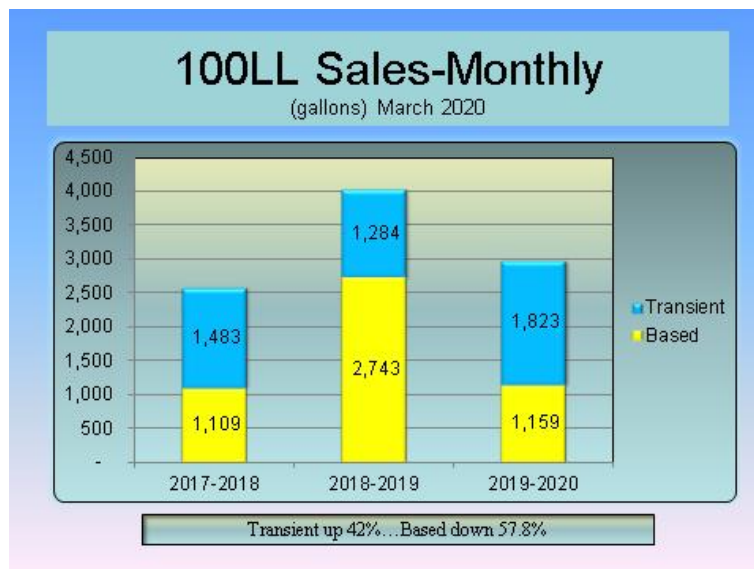
Initial budget will be discussed April 29 at the Finance Committee meeting. Bill Hopper and April Cannon are working on the budget. Bill Hopper made a motion to increase the reimbursable

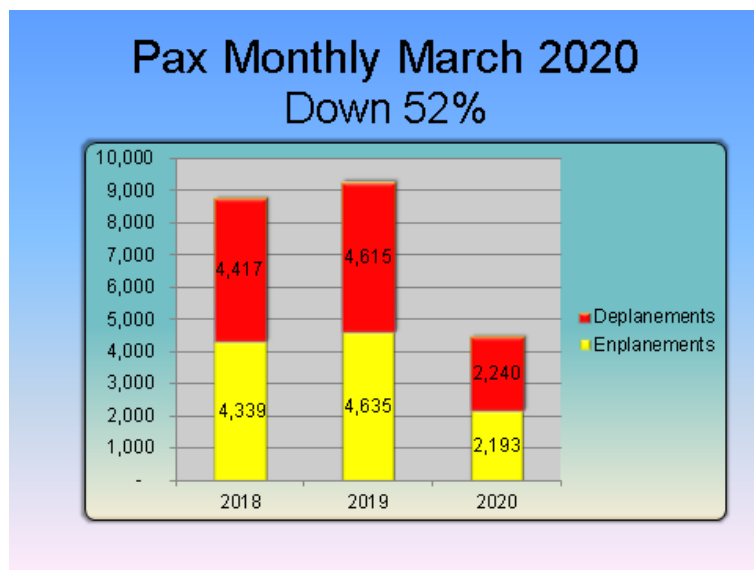
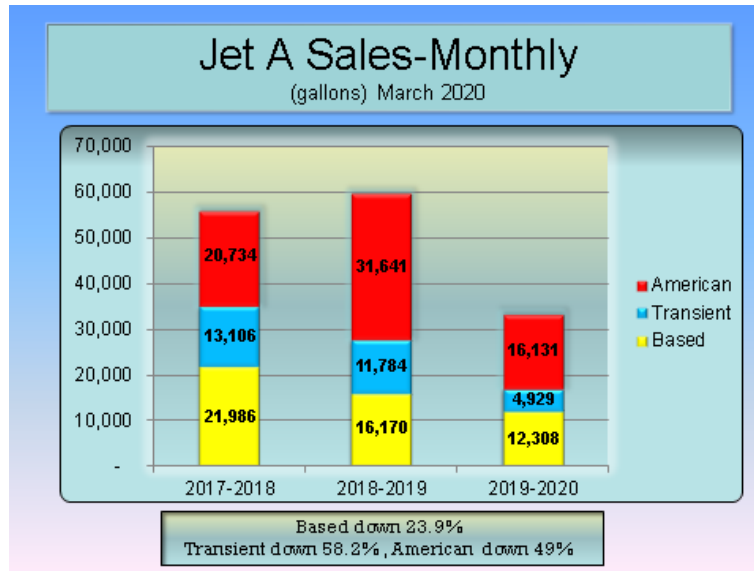
amount for the ARFF truck by \$15,582.00. Talbert & Bright, Inc., of Wilmington, NC will write up the grant for the Corporate Taxi Lane (Supplemental AIP) as part of the CARES Grant to create aircraft access. An amount of \$1,777,484.00 will be used to consider an infrastructure to build a corporate hangar. Terry Monday made motion to accept, seconded by Buddy Zincone, unanimously approved.

Operation Report:

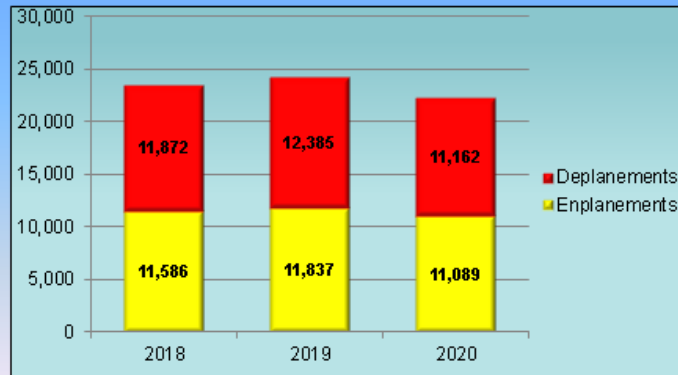
Airline load factors for June had a high of 80.6%, a low of 7.6%.

Sales of 100LL, and Jet for both Transient and Based aircraft were down.

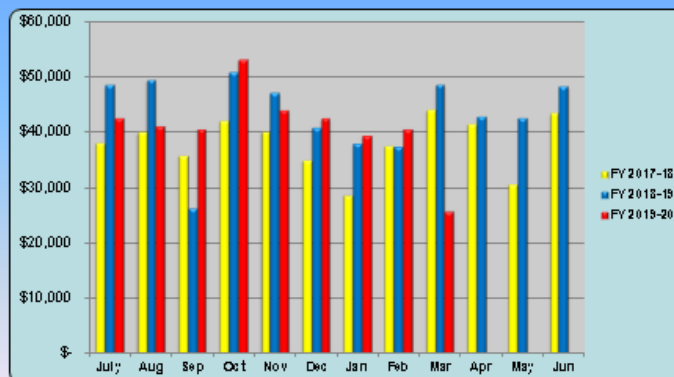




Pax Traffic YOY-To-Date Down 18.4%



PGV Parking Lot Operations FY 2019-20



Parking Lot down 46.9% and
down 4.4% YTD

Financial Report

- March 2020
 - Revenues \$213,451.73
 - Expenses \$ 365,405.95
 - Net income **(\$154,954.22)**
- YTD **(\$193,260.51)**
- Cash balance \$3,250,977.75
- Hangar Construction Fund \$ 1,236,451.58
 - Corporate Hangar \$ 10,478.50 , YTD \$790,026.66
 - T-Hangar \$ 5,540.94 , YTD \$446,424.92
- Unrestricted \$ 475,901.97
- Total Restricted \$ 1,538,624.20
 - Current Project Restricted \$ 604,550.73
 - PFC Restricted Checking Account \$934,073.47

Chairman Comments:

Chairman Clark stated that he appreciated the staffs' hard work during the events that have been taken place. He was also grateful for the staff and consultants' work on the financial and operations to make the Airport operate to a higher efficiency.

COCIV19 Update, Motion

Bill Hopper read the formal motion for the COCIV19 Teleconference to the group, motion to accept was made by Buddy Zincone, seconded by Terry Monday, motion passed unanimously. (Formal Motion for COVID19 Teleconference is attached)

Formal Motion For COVID19 Teleconference

- In light of North Carolina Governor Roy Cooper's Executive Order No. 116 on March 10, 2020, declaring a state of emergency to take protective actions to prevent the spread of COVID-19, and in compliance with the Governor's Executive Order No. 117 on March 14, 2020, urging all persons to maintain social distancing whenever possible, and in compliance with the Governor's Executive Order No. 120 on March 23, 2020, directing local government to put in place appropriate public health measures such as social distancing, and in compliance with the Governor's Executive Order No. 121 on March 27, 2020, requiring individuals to stay at home except for limited circumstances, The Pitt-Greenville Airport Authority will allow board members to attend meetings and vote on motions remotely until such time as the Governor lifts the state of emergency.

With there being no more business to attend, the MOTION TO ADJOURN was made by John Banks, seconded by Buddy Zincone, and unanimously approved. The meeting was adjourned. The next meeting of the Airport Authority will be held at 11:30 a.m. on Wednesday May 20, 2020.

Respectfully submitted,

Wanda Smith
Administrative Assistant