

Wednesday, June 17, 2020



Pitt-Greenville Airport
400 Airport Road
Greenville, NC 27834
252.902.2025

Pitt-Greenville Airport Authority
Held on June 17, 2020 at 11:30 am
ARFF Building of the Pitt-Greenville Airport

Board Members present: Eric Clark, Chairman; John Banks, Vice-Chairman; Mr. Buddy Zincone; Dr. Jim Morris; Mr. Terry Monday; Dr. Dan Mayo; and Mr. Chris Nunally,

Board Member not in attendance: Mr. Will Litchfield;

Staff members present: K.W.(Bill) Hopper A.A.E, Executive Director, Richard Nanney, Operations Manager, April Cannon, Finance Officer, Attorney Dave Silver, Eric Stumph of Talbert & Bright, Inc., and Wanda Smith, Administrative Assistant.

Chairman Clark opened the public comment period inviting any members of the public to come forward. With no one coming forward, Chairman Clark called the Pitt-Greenville Airport monthly Board meeting to order.

Minutes from May 20, 2020 Board Authority Meeting

Minutes from the May 20, 2020 meeting were emailed to all members for approval. Motion to approve the minutes was made by Vice-Chairman Banks, seconded by Dr. Jim Morris. Motion carried and the vote was unanimous.

Director's Report: Bill Hopper

- a. Board Recognition
 - Chairman Clark recognized Secretary/Treasurer "Buddy" Zincone for his dedication and service as Secretary/Treasurer over the last 8 years July 2012 – June 2020, to the board. Director Hopper then presented Buddy an aerial plaque.
 - Chairman Clark also asked Secretary Zincone if he would be willing to stay on beyond June until a replacement could be found.
 - Secretary/Treasurer Zincone's parting advice to the board was to make sure they knew where the money was coming from when considering future purchases.
- b. Aviation Attorney Agreement
 - With the authorization of the Chair and Vice-Chairman, Director Hopper sent an email to the board informing them that we have entered into an agreement effective June 3, 2020, with Flaster Greenberg, Attorneys at Law of Philadelphia, PA to provide legal services with regard to two hangar

agreements, giving a range of \$3000-\$5000 for the requested service.6/3/20.

- The work requested is to assist in grant assurance compliance associated with another hangar lease extension and to assist in grant assurance compliance associated with another hangar lease.
- We have talked to FAA and got a course for correction on the guidelines and everything has been approved and is ready to go.
- Eligible for reimbursement through the CARES Act grant and will contribute to the improvement and viability of the airport.

c. HVAC Engineering Proposal

- During the tour of the terminal, Terry Monday noticed some irregularities in the vents and the board decided there was a need to have mechanical engineers come in. With the approval of the Chair and Vice-Chairman, we have entered into an agreement on June 10, 2020 with East Group out of Morrisville to come in and make the necessary repairs costing between \$13,000 -\$19,000.00 not to exceed \$19,000.00. This will make sure the building is secure.
- Boone is working with a representative from East Group.
- Eligible for reimbursement through the CARES Act grant and will contribute to the improvement and viability of the airport.

d. Jet Bridge Rehab

- We are requesting approval to enter into an agreement with Atlantic Constructors, Inc. of Richmond, VA to perform the repair work#1. The cost not to exceed \$97,347.80.
- The jet bridge is an integral part of airline operations and has significant wear and tear over the years with very little maintenance.
- Due to the proprietary nature of the product, the repair is sole source.
- Eligible for reimbursement through the CARES Act grant and will contribute to the improvement and viability of the airport.

Motion was made to approve the above-mentioned was made by Dr. Morris, and seconded by Dr. Mayo. Motion was approved, motion was unanimous, motion carried.

e. Purchasing Policy

- Chairman Clark stated we would need to get multiple bids when considering purchases.
- Dr. Morris inquired if there would be a process in how we chose the winning bid. He suggested the process be in writing. This was tabled until the next meeting upon further discussion.
- Director Hopper mentioned there would be some items where we had no

choice in the matter such as those with the FAA, which requires us to go with the lowest qualified bidder.

f. COVID 19 Update

- Director Hopper continues to hand out masks out every flight he is available.
- American Airline is not 'requiring' passengers to wear masks although, it is being strongly advised.
- Heavy focus continues to be on cleaning and sanitizing the airport. Making a point to ensure our patrons are seeing the cleaning and sanitizing process in action.

g. Cares Act Grant Update

- Board members were sent a copy of the Cares Act "Equipment Needs List" the prices reflect a very conservative pricing list as taxes were not included.
- Bill will be giving these lists out monthly showing what we have purchased with the Cares Act Grant and what charges have been taken out.
- Eric asked if we could go back to January 20 and replace "lost income" with Cares Act Grant. April informed Chairman Clark and the board that she had already submitted the first reimbursement request in on Monday, June 15, 2020 for the amount of \$7150.00.
- We will probably go after large ticket items back to January 2020 for most of the reimbursement. Going after all of it is more effort than it is worth, and we will be able to extend reimbursement on the other end until the funds are exhausted.

h. Budget FY 20-21

- Budget was handed out in the May 20 meeting and was publicly posted for the required 10 days. At this time the board would like to have the budget approved and move forward.
- The 2020-2021 budget is reduced by 10%.
- We are expecting an increase in expenses as hours of operation will be changing in August to accommodate earlier and later flights.
- Currently we are running hours of 6:00 a.m. to 9:00 p.m., but in August the plan is to go back to normal operational hours of 4:00 a.m. to 12:00 a.m.

i. Transfer of Funds

- After the 2018-2019 audit completion the final amount in cash reserves is \$44,967.03. Motion was made to move the money by Dr. Dan Mayo, seconded by Dr. Jim Morris. Motion was unanimous, motion carried.

- j. Computer Replacement
 - We are currently running Windows 7 beginning in August the County will no longer support that system.
 - We have ordered 8 laptops for staff and seeking board approval by August 1st. Motion was made by Dr. Mayo and seconded by Dr. Morris. Motion was unanimous and motion carried.

- k. Election of Officers
 - Attorney Silver began the selection of officer's process beginning with the nomination of Board Chairman. Vice-Chairman Banks nominated Eric Clark. Motion made to accept was made by Dr. Morris and seconded by Dr. Mayo. Motion passed unanimously, motion carried.
 - Dr. Mayo nominated John Banks for Vice-Chairman, Dr. Mayo made motion to accept, Dr. Morris seconded the motion, motion was unanimous, motion carried...
 - Dr. Morris nominated Terry Monday as Secretary/Treasurer. Vice-Chairman Banks seconded, motion was unanimous, motion carried.

- l. Review of Master Plan
 - 5, 10, 20 year plan
 - Projects: Pen & Ink, Supplemental
 - Guide going forward.

Chairman Clark feels a workshop is needed to go over changes, projects. Those proposed, pending and completed. Plans and amendments are needed to include the Cares Act Grant and Talbert & Bright. Dr. Morris inquired what it would take to update the master plan, and how often it had to be updated. Director Hopper will send an email with possible dates for the workshop and a list of goals we expect to achieve with this workshop. One of these goals is to focus on the next phase of the Corporate Hangar. He will also give these dates to the public. Dr. Morris stated we needed to decide what we hope to accomplish.

Director Hopper stated it is eligible for funding every 10 years, and typically is between 15-20 years. Between full Master Plans "Pen & Ink" changes are made to show updates in real time. He also advised this was a very intense process that could take up to 2-4 years with an extensive public process. Vice-Chairman Banks is currently working with Talbert & Bright and Eric Stumph to determine what size aircraft we expect to get and a more detailed plan. We have to create new revenue and make sure we have the right inventory on the ground.



Director Hopper asked to take a moment to introduce Marion Slaton, Operations Chief to the Board. Operations Chief Slaton is the supervisor over the line crew and works closely with the FAA and TSA. She has worked hard to bring us in compliance with Federal regulations. Director Hopper wanted to recognize her for her service with this and with help during the COVID 19 as well.

Airport Projects

AIP-44 FY17 DNL Land/Noise

- Home closest to the taxiway may be available for purchase. Attorney Silver feels we may be in a better position to purchase it now.

AIP-46 FY Clearing/Obstruction/Land

- Talbert & Bright are assembling final close-out packages. Once we have received these, we will know the project has been closed.

AIP-47 FY 20 ARFF Vehicle-Addition

- Rescue Vehicle being assembled in Oshkosh, Wisconsin.
- CARES Act will provide approximately \$70,000.00 towards local share.
- In cue to be built and completed November 2020.
- No New updates available.

AIP-49 FY 20 GA Apron

- Construction started May 11, 2020.
- Tie downs put in place.
- Further work has been hindered due to the weather.
- Meetings held with group to make sure everyone is aware of what's going on.
- Notams issued.
- Drainage structure is on hold.

Corporate Taxi-lane:

- Application has been turned in.
- We should be notified no later than September.
- 10% paid for by Cares Act Grant.

Load Factors

• May 2020	High 40%	April 2020	High 34%
	Low 9%		Low 4%
	Average 23%		Average 12%

Wednesday, June 17, 2020



Pitt-Greenville Airport
400 Airport Road
Greenville, NC 27834
252.902.2025

April's Operations Report

- *Fuel Sales 100LL*
Transient down 68.8%
Based down 76.7%
- *Fuel Sales Jet A*
Transient down 89.5%
Based down 67.9%
Airline down 87.5%
- *Parking revenues down*
96.3% YTD down 13.5%
- *Passengers down 95%*
- *Passengers down YOY down 29.55*

May's Operations Report:

- *Fuel Sales 100LL*
Transient down 59.4%
Based down 63.8%
- *Fuel Sales Jet A*
Transient down 18.9%
Based down 18.9%
- *Airline down 92.6%*
- *Parking revenues down*
92.4% YTD down 22.5%
- *Passengers down 81.9%*
- *Passengers down YOY down 43.89%*
- *G.A.R.D down 48%*

Financial Report

May2020

- Revenues \$95,611.91
- Expenses \$157,256.03
- Net Income (61,644.12)

YTD (\$344,706.28)

Cash Balance \$2,437,496.16

Hangar Construction Fund \$1,270,153.05

- Corporate Hangar \$13,036, YTD \$816,098.66
- T-Hangar \$3,309.34 \$, YTD 454,054.39

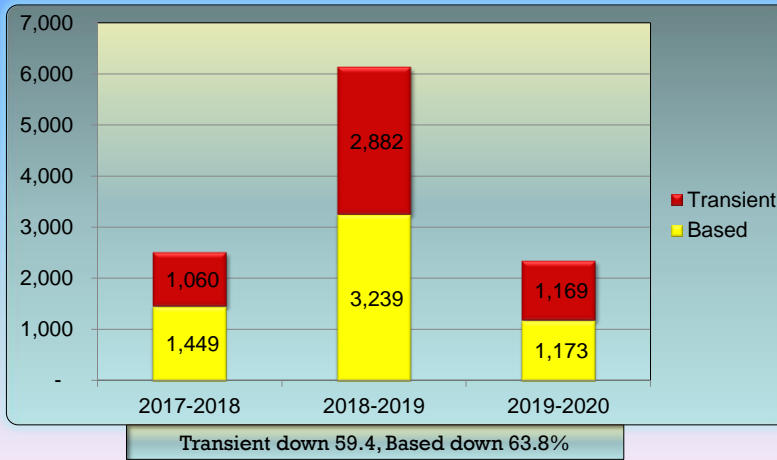
Unrestricted \$796,224.90

Total Restricted \$1,314,269.78

- Current Project Restricted \$371,120.21
- PFC Restricted Checking Account \$943,149.57

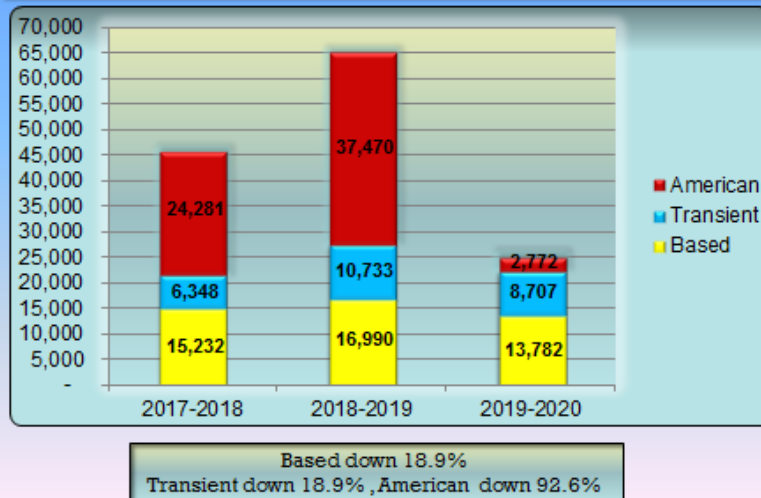
100LL Sales-Monthly

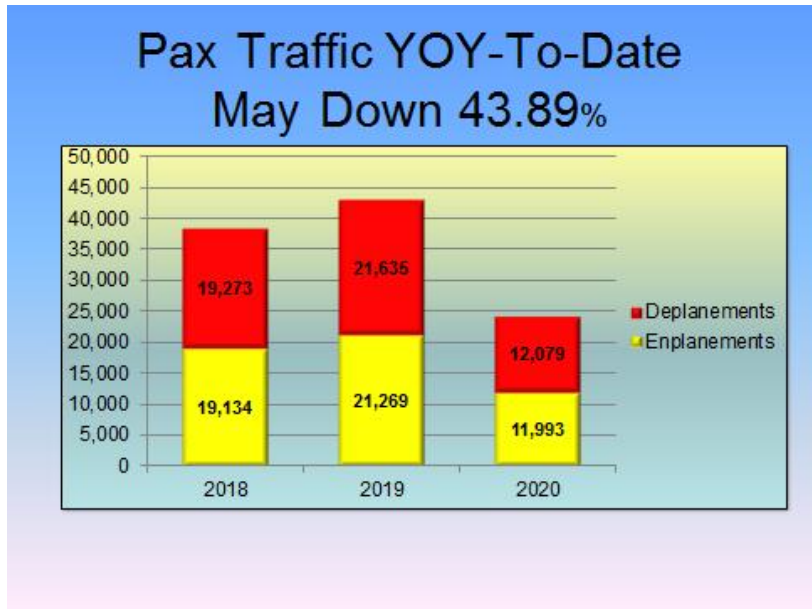
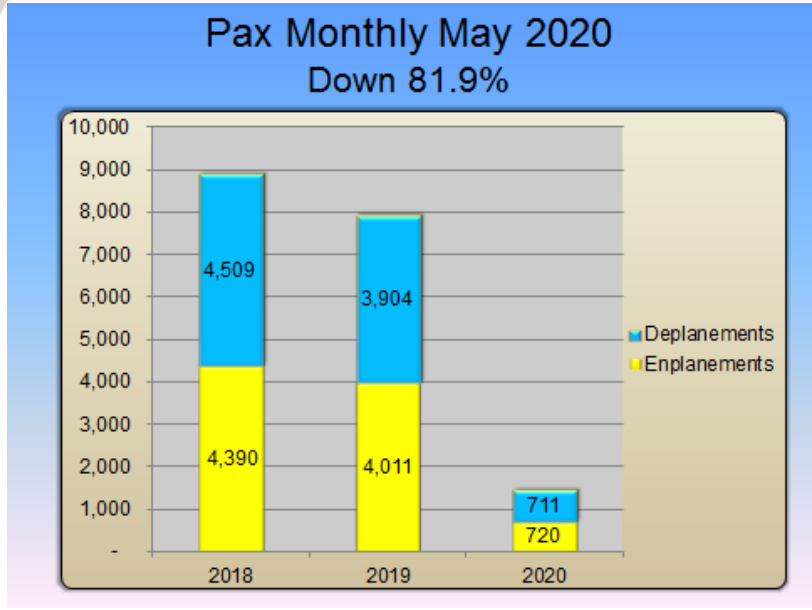
(gallons) May 2020



Jet A Sales-Monthly

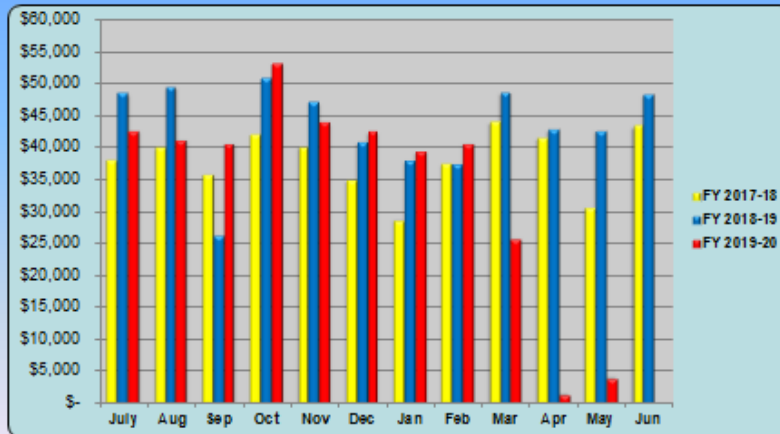
(gallons) May 2020





PGV Parking Lot Operations

May 2020 FY 2019-20



Parking Lot down 92.4% and down 22.5 % YTD

G.A.R.D Report

G.A.R.D

	2018	2019	2020	% Change	
Jan	1,021	1,357	1,627	20%	↑
Feb	1,218	1,377	1,398	2%	↑
Mar	1,280	1,717	1,104	-36%	↓
Apr	1,659	1,545	554	-64%	↓
May	1,157	1,981	1,021	-48%	↓
Jun	1,600	1,558	1,367	-12%	↓
Jul	1,291	1,733			
Aug	20	1,845			
Sep	266	1,833			
Oct	1,615	1,857			
Nov	1,383	1,604			
Dec	1,266	1,460			
Total	13,776	19,867	7,071		

Wednesday, June 17, 2020



Pitt-Greenville Airport
400 Airport Road
Greenville, NC 27834
252.902.2025

The board then voted to go 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, which privilege is hereby acknowledged. Motion to go into closed session was voiced by Vice-Chairman Banks, seconded by Dr. Mayo, motion was unanimous, motion carried.

Motion to exit closed session was voiced by Vice-Chairman Banks, seconded by Secretary/Treasurer Zincone, motion was unanimous, motion carried.

Motion to adjourn Terry Monday, seconded by Dr. Mayo, motion was unanimous, motion carried.

Respectfully submitted,

Wanda Smith
Administrative Assistant