

Pitt-Greenville Airport Authority  
Held on Wednesday August 18, 2019 at 11:30 am  
Conference Room of the Pitt-Greenville Airport

Board Members in attendance were: Eric Clark, Chairman; John Banks, Vice-Chairman; Buddy Zincone, Secretary/Treasurer; Dr. Dan Mayo; Jim Morris; Terry Monday; Mayor PJ Connelly; Mike Fitzpatrick, Commissioner

Staff members in attendance were K.W. Bill Hopper A.A.E, Executive Director; David Richard Nanney, Operations Manager; and David Silver, Airport Counsel.

Visitors attending were Eric Stumph, Talbert & Bright Inc. (TBI); John Mafera, McFarland Johnson; Melonie Bryan, Consultant.

Chairman Clark called the authority meeting to order and confirmed there was a quorum. 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. With no comments made by the public during this time the public comment period was closed.

Clark then addressed the board meeting minutes held on July 17, 2019. A motion to approve the minutes was offered by Dan Mayo, seconded by Jim Morris and the vote to approve was unanimous.

Closed Session:

A motion to go into closed 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 was offered by Buddy Zincone, seconded by Jim Morris and the vote to approve was unanimous.

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

A motion to approve staffing changes and offer employment at the levels indicated in the closed session subject to the Director receiving confirmation that this will be counted as economic development was voiced by Jim Morris, seconded by Buddy Zincone, and the vote to approve was unanimous.

Executive Director's Report:

Audit FY 18-19

Hopper advised that Martin & Starnes Associates which is the current auditors handling FY 18-19 have been here this past week. Hopper advised that they have been very helpful with identifying any changes such as naming, and identifying accounts for the coming year. Bryan stated that finance administrative manager will now have clearer communication with auditors and accountants to prepare financials. Bryan stated that the accounting structure is the way it needs to be. She stated that with a small accounting staff it is crucial to have an out source accountant so that everything stays compliant. The airport should remain processing the accounting in this manner, unless the airport accounting staff expands to bring it in house. Clark advised that there has been extensive research and revisions made with how the administrative and finance department operates and reports. This process has been beneficial to the airport and appreciates the hard work that has been occurring.

New Restaurant – PG Café

Hopper informed the board that the new restaurant is in preparation. The new owner Ron Dixon has named the new restaurant the PG Café'. He is a local chef who has an interest in southern comfort food. Dixon has signed an agreement with PGV. The agreement will be a percentage of gross. The first year will be 5%, second 7.5% and then 10% year three. It has been agreed that parking tickets will be validated for a certain time and cost for visitors to come to the restaurant without flying out. Dixon will also be looking into catering opportunities.

Chamber Leadership Institute reception Terminal- August 27, 2019

The Pitt Greenville Airport will be hosting a leadership institute reception for the Greenville Chamber. It will take place in the main terminal at 4:30-6:00pm.

### A Man Cargo Conference UAS

Hopper advised that Greenville is hosting a UAS conference in September. The Airport will be staffing a booth at this event. This is an aviation event that will be held at the Greenville Convention Center and sponsored by the Global Transpark in Kinston.

### Aircraft Pull

Hopper advised that on March 22, 2020 the airport will be in participation with an aircraft pull. It is for a homeless shelter organization. We are currently looking for an aircraft to use during this event.

### Touch-A-Truck

There will be a Touch –A- Truck held at the airport on April 19<sup>th</sup> and a rain date on April 26, 2020 sponsored by the Greenville Youth League.

### Personnel Policy

Hopper advised that there will be an updated personnel policy presented to the board. Management is currently reviewing the different aspects of the policy researching any updates that are needed. The current policy has not been revised since 2012.

### Community Service Work Program

There was one community service worker for 5 hours. The community service work program sends people when available.

### Project Updates

#### SCASDP

The SCASDP grant application has been submitted. The application was submitted with a twice daily service to Dulles Airport. Hopper advised that we should be aware of who has been awarded the grant in November. Other steps are to remain in contact with airlines for negotiating a possible second airline.

PFC Program Coordination

PFC 8 Amendment: pending with FAA  
New PFC 10 application: pending with FAA  
New PFC Work Authorization – draft July 31, 2019

AIP 44 DNL Noise Land

Seven Parcels, One boundary survey, three appraisals, four Phase I EDDA and various owner contacts performed in 2017 and 2018. Four EDDA updates completed; update audits due shortly; offer letters next.

AIP 45 Runway 2/20

NDT, Pavement Analysis, Repair Design – Report in preparation  
Warranty Issue – woody debris/pop-outs Contractor proposes to perform repairs Repair involves: mechanically remove wood pieces, fill voids with hot melt sealant.  
Final negotiations of terms are in progress.

AIP 46

Clearing, Land, Obstruction, Construction, Work Area 3 (26 end) – Construction is in progress. Runway 20 Departure Procedure update. The Carol Dillard yard light repairs are coordinated with NC Earthworks and have been completed. Dillard replacement trees and turf concerns are pending.

AIP 47 ARFF Firetruck- Pending Grant

Replace existing Oshkosh 1500  
Oshkosh bid received and accepted  
Bids (3) received July 30, 2019  
Low bidder – Oshkosh \$716,025  
Submitted Application to FAA 8/2/19

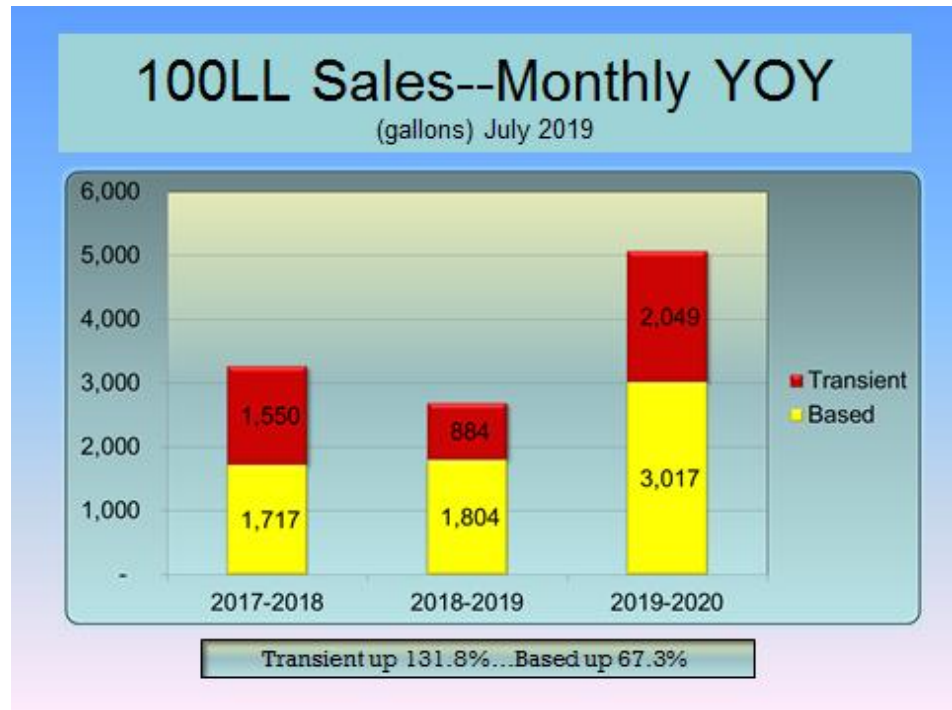
AIP 49 GA Apron-Pending Grant

Bids (3) opened 7/30/2019  
Low Bid – Barnhill- \$3,954,569.75  
Hopper advised this will improve safety at the airport.

Operation Report:

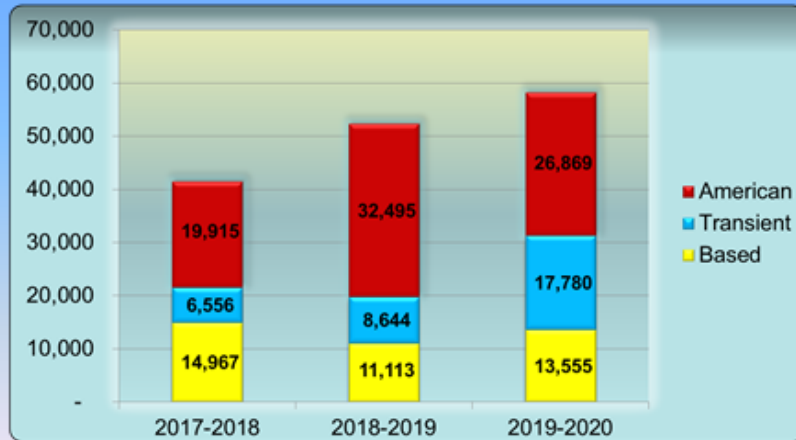
Airline load factors for June had a high of 81%, a low of 55% and an average of 72%. Hopper advised cancellations have been low and due to maintenance.

In July 2019, sales of 100LL for based aircraft was up 67.3%, transient was up 131.8%. JetA Based was up 22%, Transient up 105.7%, and Airline down 17.3%. The parking lot revenue was down 11.9%. Passengers are down 12.78%. YOY passengers are up 5.48%. GARD Report shows an increase of 34%.



### Jet A Sales—Monthly YOY

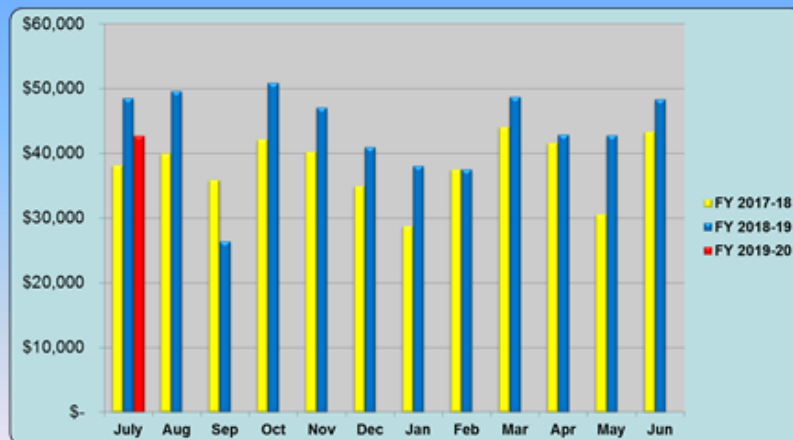
(gallons) July 2019



Transient up 105.7%...Based up 22%  
American down 17.3%

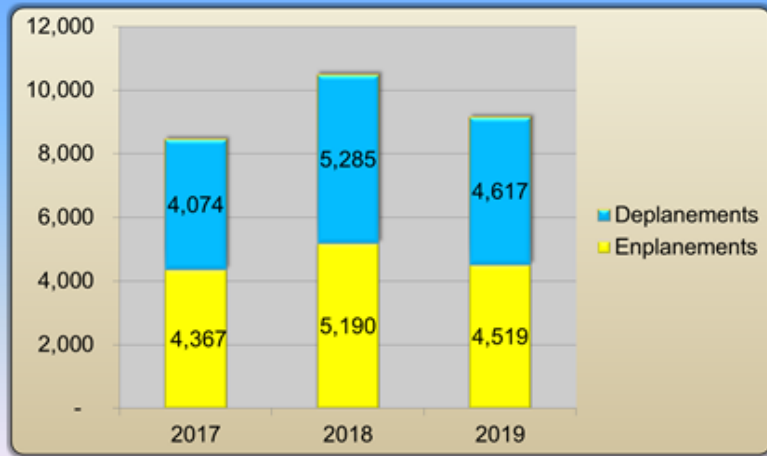
### PGV Parking Lot Operations

FY 2019-20



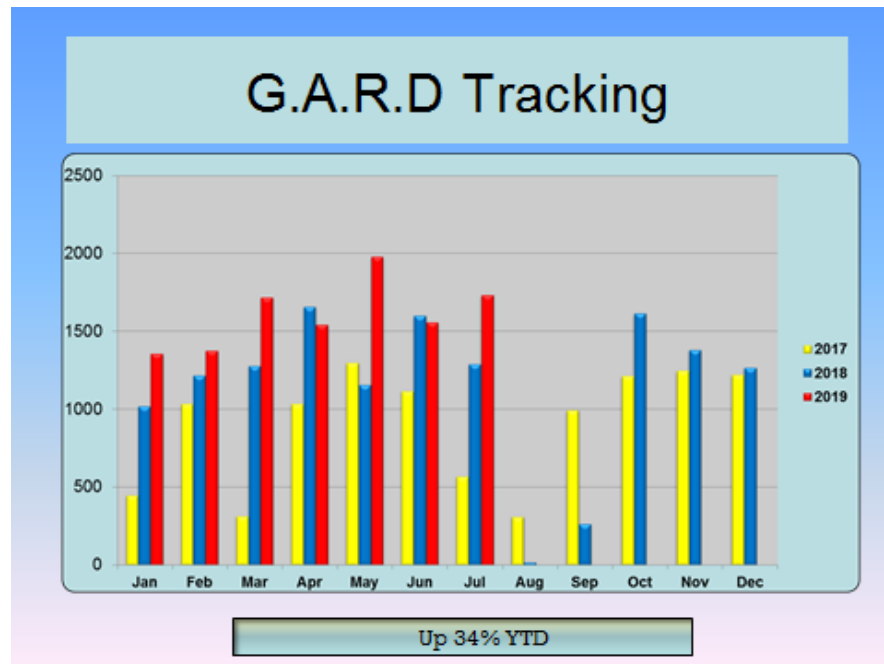
Parking Lot down 11.9% YTD

### Pax Monthly July 2019 Down 12.78%



### Pax Traffic YOY-To-Date Up 5.48%





Financial Report:

The Revenues for July 2019 were \$319,561.87, Expenses \$221,203.05, net \$98,358.82, YTD \$98,358.82 and cash balance is \$3,468,658.49. Hangar funds are \$1,111,109.87, Restricted Funds \$935,260.30 and Unrestricted \$1,422,288.32. It was advised net is due to delayed salary invoicing from the City payroll department.

Chairman Comments:

Clark advised he is grateful to the airport staff for involving the airport with community events to bring the community together.

Clark informed the board that Bill Hopper has been engaged with the community groups. Hopper has been speaking with the Greenville ENC Alliance, and establishing a relationship with other organizations.





Clark would like to take this time to thank Melonie Bryan for her counseling and guidance with airport functions and communications with the accounting department.

Stumph advised that the RWY 8-26 rehab project is built in the ACIP for the future. Hopper will be contacting FAA to discuss this project.

Mayor Connelly thanked Hopper for his interactions with the community and involving the airport with more events. He also stated the board and City appreciates the efforts to promote the airport into the community and surrounding areas.

With there being no more business to attend the MOTION TO ADJOURN was made by Jim Morris, seconded by Louis Buddy Zincone and the meeting was adjourned following a unanimous vote. The next meeting of the Airport Authority will be held at 11:30am on Wednesday September 18, 2019.

Respectfully submitted,

April Cannon  
Finance & Administration Manager