

Pitt-Greenville Airport Authority
Held on Wednesday July 31, 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. Board Members that were not in attendance were Mike Fitzpatrick, Commissioner

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

Visitors attending were Eric Stumph, Talbert & Bright Inc. (TBI); Jay Talbert, Talbert & Bright Inc.; and 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 started out by introducing Terry Monday a new member of the board. He brings experience as a pilot, an engineering degree, and certified public accountant. W

Clark then addressed the board meeting minutes held on June 19, 2019. A motion to approve the minutes was offered by Louis Buddy Zincone, seconded by Jim Morris and the vote to approve was unanimous.

Executive Director's Report:

SCASDP:

Hopper advised that the application for the SCADP grant was submitted on 7/12/19 with an airport letter of support. Community support has been fantastic and greatly appreciated.

FY 17-18 Audit Update:

Final response from LGC has been given and the FY 17-18 audit has been approved. A motion to approve the and adopt the FY 17-18 audit was offered by Jim Morris, seconded by Louis Buddy Zincone, and the vote to approve was unanimous.

FAA Inspection Update:

Hopper advised the inspection has been completed and there were notable improvements made since last year and the FAA was pleased. FAA advised there are some improvements and corrections needed with training, an inspections daily. There have been no repeat offenses per Nanney. Clark advised Nanney has been a positive impact on the operations department and appreciates his work.

Air Force One and Air Force Two:

Both aircrafts arrived July 17, 2019. Hopper advised that the staff was very attentive and the operation was a smooth transition for an important visit.

Resolutions:

Resolution to authorize the Executive Director to apply for and accept a Federal Aviation Administration Airport Improvement Program Grant Offer for an Aircraft Rescue and Firefighting Vehicle in the amount of up to and including \$664,844." A motion to approve was offered by Jim Morris, seconded by John Banks and the vote to approve was unanimous.

Resolution to authorize the Executive Director to enter into a contract with Oshkosh Truck Corporation of Oshkosh, WI, for the purchase of an Aircraft Rescue and Firefighting Vehicle in the amount of up to and including \$716,025'. A motion to approve was offered by Jim Morris, seconded by John Banks and the vote to approve was unanimous.

Resolution to enter into an agreement with Talbert & Bright, Inc., of Wilmington, NC to provide engineering support and administrative expenses for the purchase of an Aircraft Rescue and Firefighting Vehicle in the amount of up to and including \$5,229." A motion to approve was offered by Jim Morris, seconded by John Banks and the vote to approve was

unanimous.

Resolution to apply for and accept a Federal Aviation Administration Airport Improvement Program Grant Offer for the General Aviation Apron Expansion & Rehabilitation, Carrol Estate & Dillard Estate Easements, and Design for Relocation of Rotating Beacon in the amount of up to and including \$4,247,450. A motion to approve was offered by Jim Morris, seconded by Dan Mayo and the vote to approve was unanimous.

Resolution for the Airport to enter into an agreement with the North Carolina Department of Transportation (Division of Aviation) for the purposes of future and as-yet unspecified safety or maintenance services to be performed by said Department in accordance with the terms, conditions and provisions hereof at no cost to the airport. A motion to approve was offered by Dan Mayo, seconded by Louis Buddy Zincone and the vote to approve was unanimous.

Resolution for the Executive Director to transfer \$57,456.38 from cash reserves to cover costs associated with the design of a New Corporate Taxilane. A motion to approve was offered by Jim Morris, seconded by Louis Buddy Zincone and the vote to approve was unanimous.

Resolution for the Board of Directors to approve a resolution for the Pitt Greenville Airport Authority to enter into an agreement with Martin Starnes & Associates of Hickory, NC, to audit the financial statements of the business-type activities as of June 30, 2019." A motion to approve was offered by Louis Buddy Zincone, seconded by Dan Mayo and the vote to approve was unanimous.

Projects Updates:

AIP46: Runway 8/26 Clearing, RWY 20 Obstructions

Stumph advised that this project is near completion pending a punch list.

AIP 45 Runway 2/20 runway rehab

Contractor proposes to perform repairs on soft spot following the re-opening of Runway 8-26. Repair involves: mechanically remove wood pieces, fill voids with hot melt

sealant. Final negotiation of terms is in progress with Talbert & Bright.

AIP 44 DNL Noise Land

There are Seven Parcels included in the DNL Noise Land Project. One boundary survey, three appraisals, four Phase I EDDA and various owner contacts performed in 2017 and 2018. New offer letters were sent out to all parcels. 1 parcel is pending for Cogdell-Daniels, 3 right of entries have been authorized, 1 right of entry was declined, and 2 have not responded.

GA Apron:

Talbert & Bright are in the progress of the Topographic survey, SUE complete environmental (CATEX), and a draft was submitted to FAA Memphis ADO on 3/25/2019. The final design is nearing completion. Airport and TBI are in process of applying for grant.

ARFF Firetruck:

The airport will be replacing their existing Oshkosh 1500. Talbert & Bright has a signed work Authorization to prepare the bid package. Schedule provided to ADO 2/1/2019 – bidding has been completed. CATEX Simple Written Record – submitted to and approved by FAA Memphis ADO 4/5/2019. Document preparation is nearing completion. Bids received for contract with OSH Kosh. Estimated project cost is 93,000. Airport and TBI are in process of applying for grant.

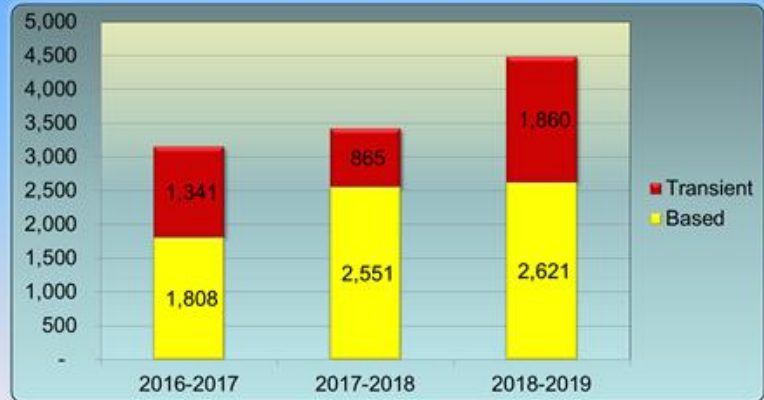
Operation Report:

Airline load factors for June had a high of 82%, a low of 48.2% and an average of 70%.

In June 2019, sales of 100LL for based aircraft was up 2.7%, transient was up 115.1%. JetA Based was up 17.7%, Transient up 73.6%, and Airline up 3.8%. The parking lot revenue was up 11.5%. Passengers are up 0.09%. YOY passengers are up 9.52%. Monday stated that the fuel prices are having a major impact on fuel sales due to being the lowest avgas fuel service.

100LL Sales--Monthly YOY

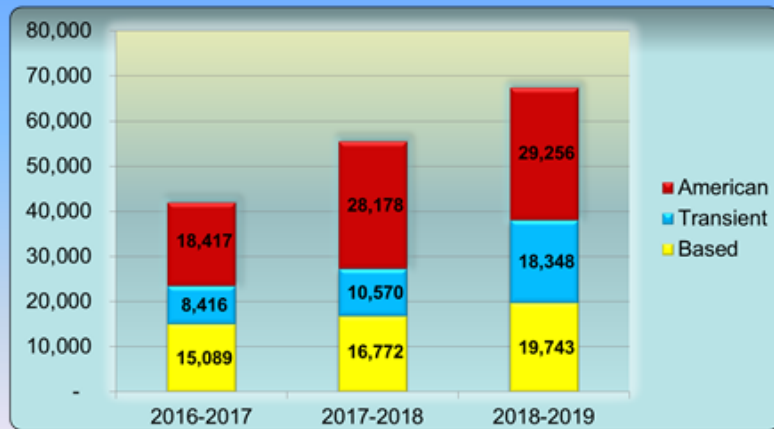
(gallons) June 2019



Transient up 115.1%...Based up 2.7%

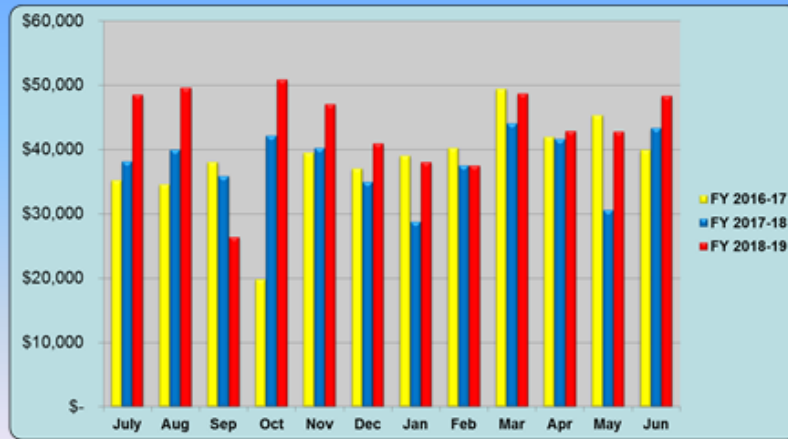
Jet A Sales—Monthly YOY

(gallons) June 2019



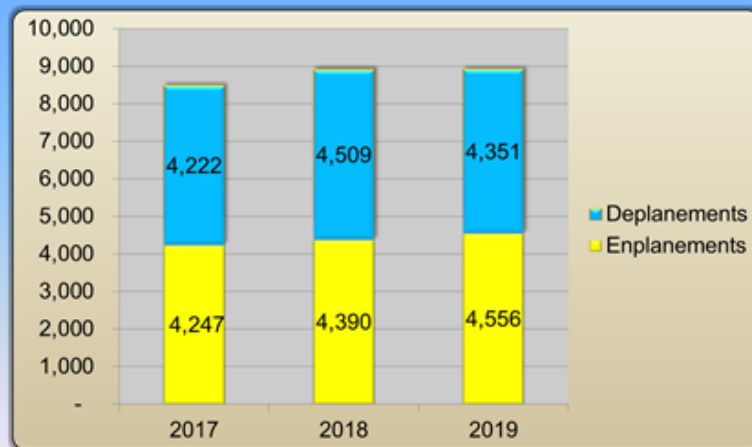
Transient up 73.6%...Based up 17.7%
American up 3.8%

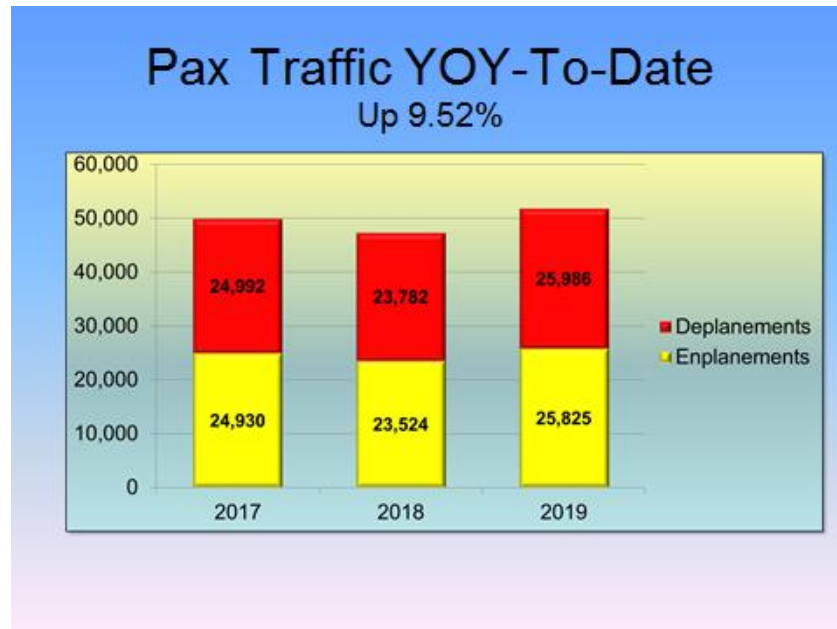
PGV Parking Lot Operations FY 2018-19



Parking Lot Up 11.5% YTD

Pax Monthly June 2019 Up 0.09%





Financial Report:

The Revenues for June 2019 were \$293,613.60, Expenses \$354,960.45, net (\$61,346.85), YTD (\$40,831.23) and cash balance is \$3,174,020.19. Hangar funds are \$1,084,234.94, Restricted Funds \$844,865.75 and Unrestricted \$1,244,919.50.

Chairman Comments:

Clark stated that he appreciate the staffs hard work during the events that have been taken place at the airport. He also is grateful for the staff and consultants work with the financial and operations to make the Airport operate to a higher efficiency.

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 August 21, 2019.

Wednesday July 31, 2019 Minutes



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

Respectfully submitted,

April Cannon
Finance & Administration Manager