

Pitt-Greenville Airport Authority
Held on Wednesday September 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; Jim Morris; Mayor PJ Connelly. Board Members that were not in attendance were Dr. Dan Mayo and Terry Monday.

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; David Silver, Airport Counsel and Rena Bunns, Economic Development Specialist.

Visitors: There were no visitors in attendance.

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 members from the public present, the public comment period was closed.

Clark then addressed the board meeting minutes held on August 21, 2019. A motion to approve the minutes was offered by Buddy Zincone, seconded by Jim Morris and the vote to approve was unanimous.

Executive Director's Report:

HURRICANE DORIAN:

Hopper spoke about Hurricane Dorian that affected our area two weeks prior (Sept. 5th-7th). He was very pleased with the preparation, the communication with tenants and the overall performance. There were a few leaks in the terminal building and flooding. Hopper stated, "It was almost like a drill and everyone came together as a team". Hopper stayed overnight as well as other staff. He greatly appreciated Richard, his crew and commended Boone in Maintenance who really pulled through.

Dr. Morris complimented Hopper on his lines of communication and keeping the Board informed.

ECU FOOTBALL TEAM:

It was Bill Hopper's first time experiencing operations for the ECU football team last weekend. Hopper commended Richard and Jinta for their experience and handling of the event. The airport made sure team support was on display. An Allegiant Aircraft was here. Allegiant Airlines was the charter operator.

PG Café:

PG Café now Flight Café did a dry run this morning. They served breakfast for everyone in the Airport Terminal (Airlines, TSA and Administrative Office) this morning. Mr. Ron Dixon the Curator of the Café intends to go to local businesses and begin advertising. Chairman Clark asked if they were going to be serving in the passenger screening area? Hopper said, Yes they are considering doing a rolling cart where they will be serving coffee, pastries and other items.

CHAMBER OF COMMERCE:

PGV will be hosting the Chamber of Commerce Board meeting on October 23rd. It is being held in the lounge area next to the Flight Café.

Experimental Aircraft Association (EAA):

Ford Tri-Motor will be here from October 31st to November 3rd. They will be selling rides and give people the opportunity to look at the plane. It's an airplane that has three engines, one on the nose and one on each wing.

TOUCH-A-TRUCK:

Touch-A-Truck is an event sponsored by the Youth League on April 18th and the rain date will be April 25th. The airport will look into getting an aircraft for the event.

Marketing and Promotion:

PGV recently hired Rena Bunns to fill the Economic Development Specialist position. She will be tasked with promoting the airport and marketing the airport for revenue opportunities. Ms. Bunns was selected from a great pool of applicants.

Load Factors Update:

Significant changes and holding around 70%
Fuel sales to the airlines have decreased.

FEDERAL PROJECTS:

SCASDP Grant

Still pending

PFC

No change.

AIP 44 DNL Noise Land

There are Seven Parcels included in the DNL Noise Land Project. Updates completed.
One property has sold. Three others pending.

AIP 45 Runway 2/20 runway rehab

Issues still pending
PGV seeking warranty extension
Final payment pending

AIP46: Runway 8/26 Clearing, RWY 20 Obstructions

Pending closeout
Dillard property – Requesting FAA make payment with regard to trees and turf (\$22,000
worth of landscaping). FAA doesn't want to pay. PGV waiting response as to why not.

AIP 47

Pending grant

ARFF Firetruck:

Application submitted to FAA and we have received award. Completing the process to
move forward.

GA Apron

Nothing pressing

AIP 49

Pending grant

Fuel Sales

100LL

August 2018 to August 2019 100LL down 2 percent
Operations numbers are up significantly

Jet A Sales

Overall year to year sales were down.

Decrease in sales

Airlines have not been ordering a lot of fuel to travel to Charlotte.

Transient Aircraft - Sales are up.

Base Aircraft - Sales are down.

Hopper indicated decrease possibly due to the loss of abased aircraft.

P&L comparing August 2018 to August 2019 fuel and oil sales were down at \$53, 485.00.
Price fluctuation could account for decrease.

Parking Lot Operations

Parking lot revenue is down.

Commensurate with the passenger numbers.

An increase in ride sharing companies at the Airport may be having an effect on the numbers.

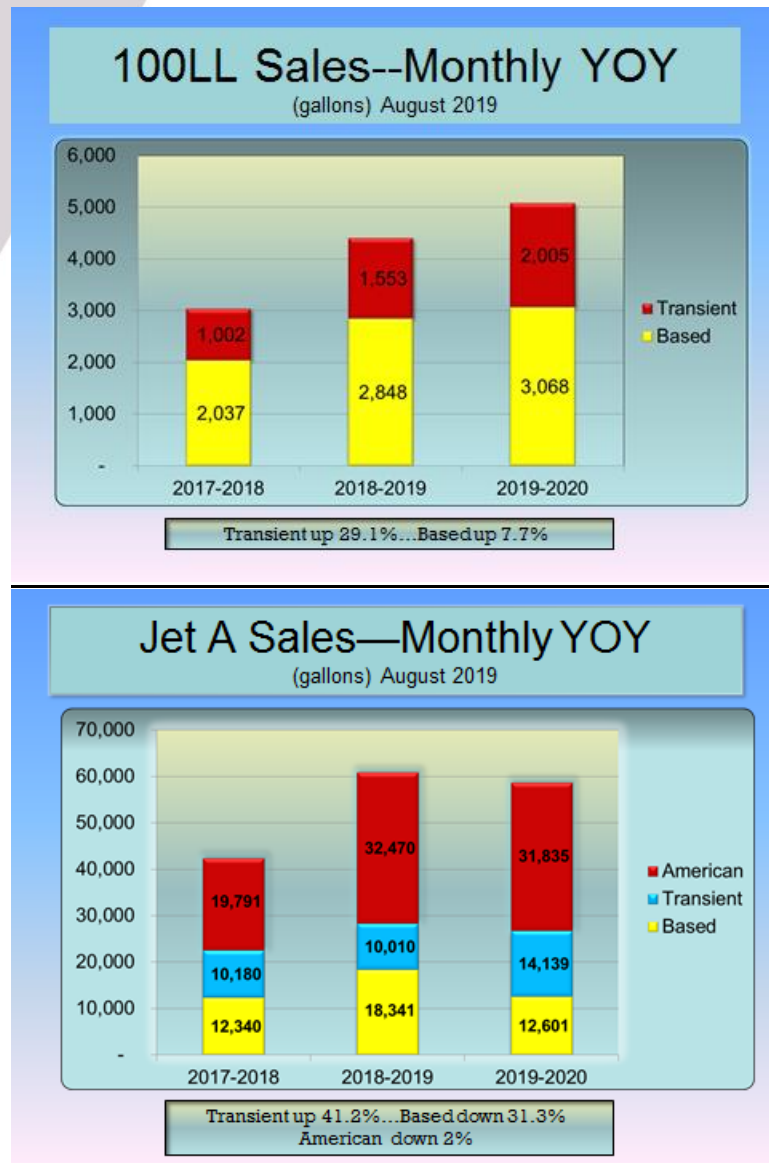
Passenger Counts

Down in August

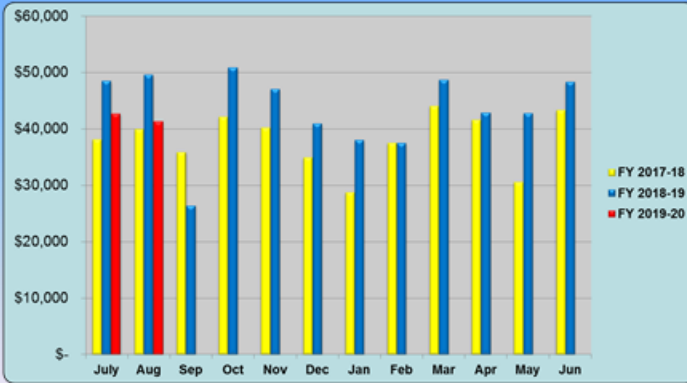
Year to year is up 2 percent

G.A.R.D

G.A.R.D is the computer system that measures the amount of take offs and landings.
 Numbers look good
 One runway was closed in August

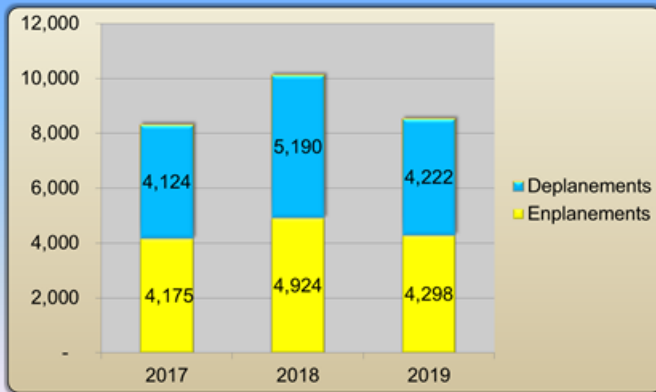


PGV Parking Lot Operations FY 2019-20

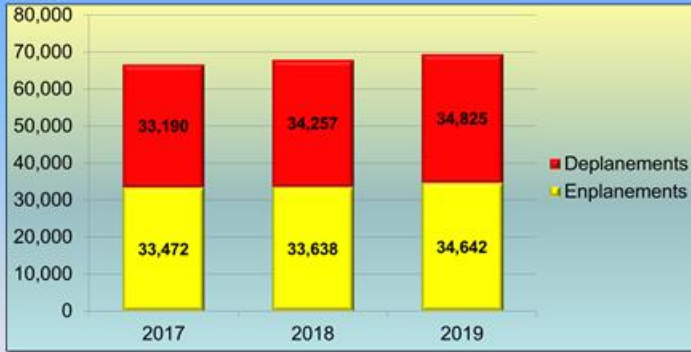


Parking Lot down 16.6% YTD

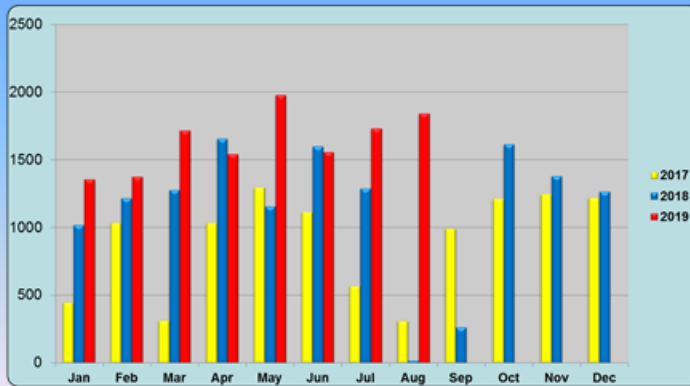
Pax Monthly August 2019 Down 15.76%



Pax Traffic YOY-To-Date Up 2.32%



G.A.R.D Tracking



Up 9125% YTD

Financial Report

- August 2019
 - Revenues \$269,907.04
 - Expenses \$361,831.38
 - Net income \$(91,924.34)
- YTD \$6,434.48
- Cash balance \$2,775,529.92
- Hangar Fund \$ 1,121,187.65
- Unrestricted \$ 270,548.63
- Total Restricted \$1,383,793.64
 - Current Project Restricted \$596,397.39 will have drawdown in September financials \$
 - PFC Restricted Account \$787,396.25

Financial Reporting:

Decrease in June due to payment not received due to timing in payroll invoicing.

Decrease also due to fees being billed for old audit that was completed for last fiscal year and new audit being conducted for this fiscal year.

More of a timing issue between the audit and the payroll matter occurring at the same time. Not an Operational loss.

Overall a great month

PGV was able to purchase fuel before increases kick in due to situation in Saudi.

Hopper informed the Board that he would be comparing prices to the other area airports and will adjust prices accordingly.

Chairman Comments:

Chairman Clark informed the Board that he; Bill Hopper and possibly Melonie Bryan were going to meet with the accounting firm in order to drill down a step further on the financials to get a little more detail.

Chairman Clark will come back and report on how much money was recaptured on the investments in the Corporate Hangars and the T-Hangars. This will be done in preparation to revisit PGV Airport's Five Year Plan.

Chairman Clark will like to have this completed in the next 30 to 60 days in order to share with both City of Greenville and Pitt County officials and others.

Chairman Clark has no additional comments.

Condition of Runway 8-26 pavement

Hopper would like to rehab all the pavements.
Possible addition to the capital improvements budget

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 October 16, 2019.

Respectfully submitted,
Rena F. Bunns
Economic Development Specialist