

**Pitt-Greenville Airport Authority**  
**Held on Wednesday December 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. Jim Morris; Mayor PJ Connelly; 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; Rena Bunns, Economic Development Specialist; David Silver, Airport Counsel

**Visitors:** Jay Talbert, Talbert & Bright

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 September 18, 2019 and October 16, 2019. A motion to approve was made by Chairman Clark to approve with adjustments to previous graphs to reflect the correct months. Motion second by Buddy Zincone.

**Executive Director's Report:**

**Upcoming Events:**

**Halloween Event:**

PGV had its first Halloween Event. There were more than 300+ in attendance. Planning for much more involvement from the Tenants (rental car agency and TSA) in the terminal next year to make sure they get in on the fun.

**Boarding Area:**

We've had four events in the area. We had one birthday event and the word got out. And then we had another. People have been continually inquiring about the space. The Chamber of Commerce Board meeting was held in the same space.

We're actually looking at closing the space in and Boone has been obtaining quotes to on how much it would cost to complete the project.

**Flight Café:**

We have been receiving great feedback on the Café. They serve great food. We will be receiving information on gross receipts in order to see where they are as far as an increase in revenue.

**Event Space:**

Chairman Clark inquired as to what was being done to get the word out about the restaurant and the event space.

Vice Chairman Banks asked Mayor Connelly if we would be able to obtain a block of space on the City of Greenville's community channel. Mayor Connelly agreed he would be happy to share the information on his social media page.

Chairman Clark expressed that it's important to have fresh marketing, to continually let people know what's happening at the airport in order to keep a positive flow of positive energy.

Mayor Connelly suggested that it is important for the airport to have a seat at the table with other community partners such as the City of Greenville, ECU, etc., to become part of the conversation in order to gain exposure and possibly gain access to a much larger part of the population.

The more information out there concerning the event space and what the airport has to offer would be appealing to other boys and girls that would like to have their birthdays here at the airport as well.

Vice Chairman Banks inquired about getting involved with the S.T.E.M program and letting them know the airport is available to host their programs.

Rena has also connected with the S.T.E.M instructors at some of the area schools and has registered PGV with the GrowLocal program.

Chairman Clark suggested the Board pool their resources together to assist with getting the word out to the public about the services being offered here at the airport. The Board will also be providing information to Rena and Bill to assist with the Economic Development piece.

**Football Charters:**

Hopper commented that the Line Crew did a fantastic job this season. Richard Nanney advised that there was only one minor issue with the Jet Bridge stairs getting stuck, but no other issues.

**Passenger Counts:**

**October 2019**

**Load Factors Update:**

High 76%  
Average 65%

**November 2019**

High 85%  
Average 75%

**FEDERAL PROJECTS:**

**SCASDP Grant**

Still pending; possibly late January or early February 2020 for decisions to be announced.

**PFC**

McFarland & Johnson and Talbert & Bright are doing a very good job in coordinating the information so that we have a better understanding of where we are with regard to PFC.

**AIP 44 DNL Noise Land**

Closings pending on three purchases.  
Couple of homeowners still interested in selling.  
Preparing for demolition.

**AIP 45 Runway 2/20 runway rehab**

Analysis completed.

Assessing necessary repairs to be completed.

#### **AIP 46**

Clearing obstructions are

#### **AIP 47**

Contract for the fire truck sent to OshKosh for signatures. It is a 300 day project. Hopefully the new fire truck will be in the bay by next Fall.

#### **GA Apron**

Resolutions provided to the Board for their review and approval for contracting with Barnhill Construction.

#### **Fuel Sales**

Please see attached graphs for October 2019 and November 2019.

#### **Parking Lot Operations**

Please see attached graphs for October 2019 and November 2019.

Chairman Clark still interested in knowing how ride sharing companies at the Airport may be having an effect on the numbers.

Hopper looking into city and county ordinances on how to go about charging ride sharing companies that conduct business at the Airport.

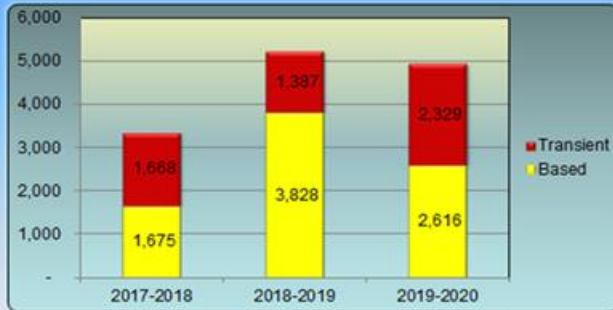


PITT-GRENVILLE AIRPORT

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

### 100LL Sales--Monthly YOY

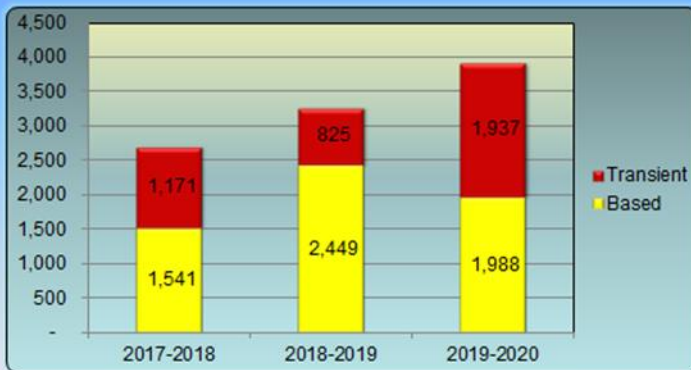
(gallons) October 2019



Transient up 67.9%... Based down 31.7%

### 100LL Sales--Monthly YOY

(gallons) November 2019



Transient up 134.6%... Based down 18.8%

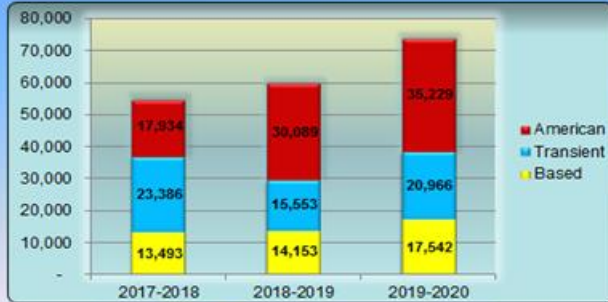


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**PITT-GREENVILLE  
AIRPORT**

### Jet A Sales—Monthly YOY

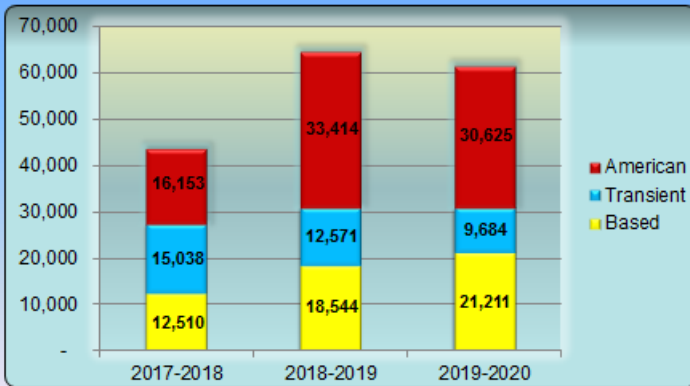
(gallons) October 2019



Transient up 34.8% ... Based up 23.9%  
American up 17.1%

### Jet A Sales—Monthly YOY

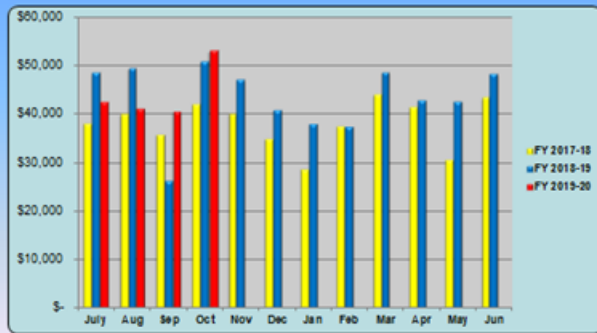
(gallons) November 2019



Transient down 23% ... Based up 14.4%  
American down 8.3%

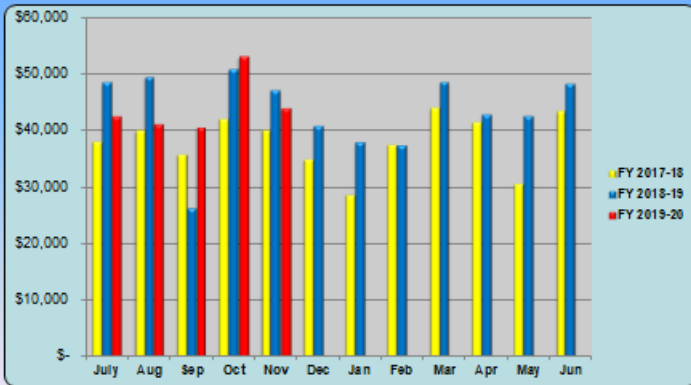
Passenger Counts

**PGV PARKING LOT OPERATIONS  
 OCTOBER FY 2019-20**



Parking Lot up 1.6 % YTD

**PGV Parking Lot Operations  
 NOVEMBER FY 2019-20**

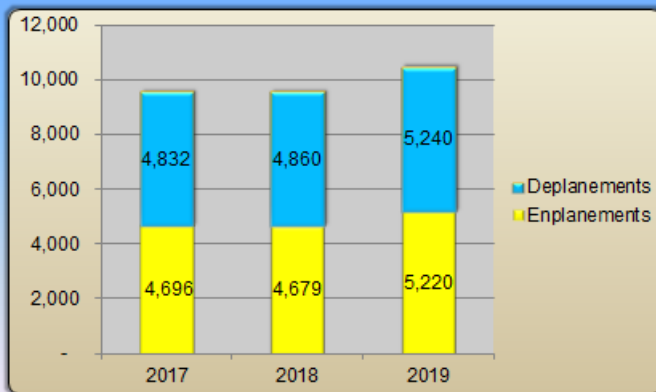


Parking Lot down 0.2 % YTD

### Pax Monthly October 2019 up 23.3%

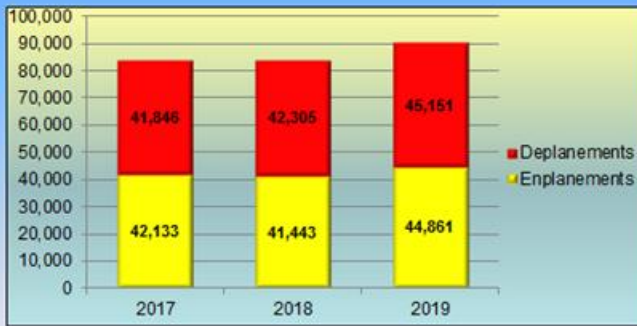


### Pax Monthly November 2019 up 15.93%





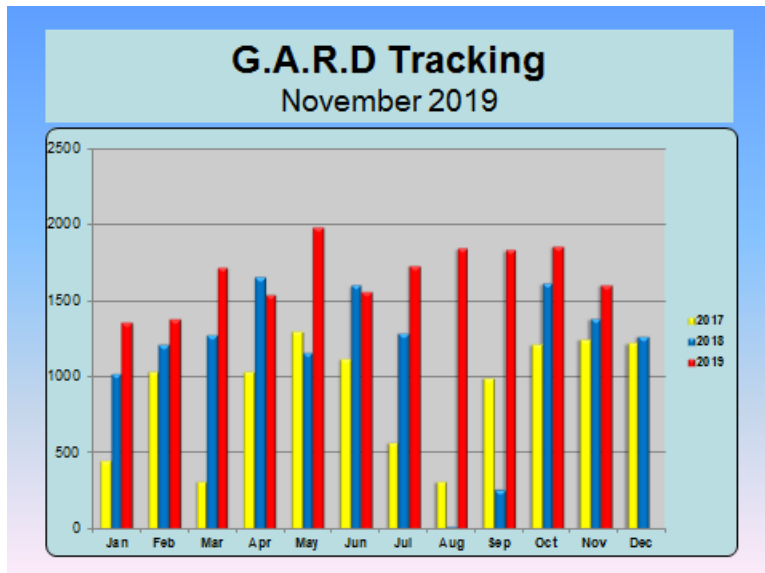
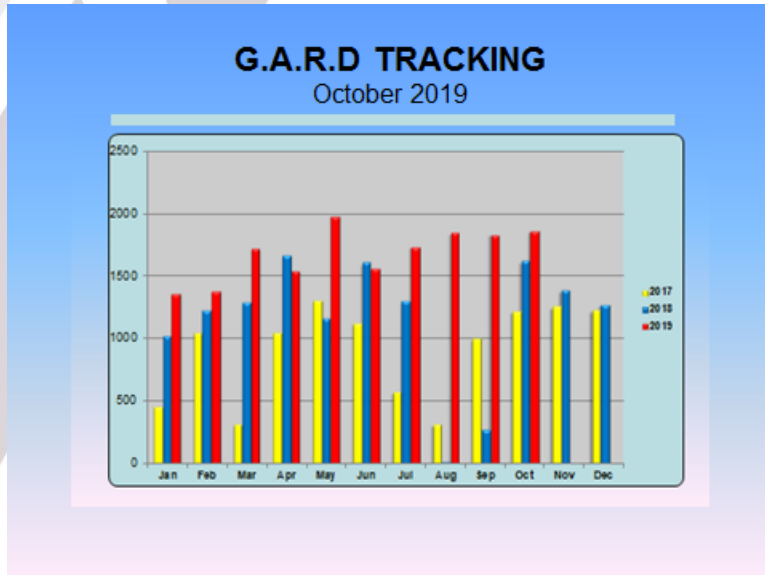
**PAX TRAFFIC YOY-TO-DATE**  
 October Up 7.48%



**Pax Traffic YOY-To-Date**  
 November Up 8.3%



**G.A.R.D:**



## G.A.R.D

G.A.R.D				
	2017	2018	2019	% Change vs previous year
Jan	450	1,021	1,357	33% ↑
Feb	1,037	1,218	1,377	13% ↑
Mar	315	1,280	1,717	34% ↑
Apr	1,035	1,659	1,545	-7% ↓
May	1,299	1,157	1,981	71% ↑
Jun	1,117	1,600	1,558	-3% ↓
Jul	571	1,291	1,733	34% ↑
Aug	313	20	1,845	9125% ↑
Sep	995	266	1,833	589% ↑
Oct	1,214	1,615	1,857	15% ↑
Nov	1,247	1,383	1,604	16% ↑
Dec	1,222	1,266		

### Financial Report:

## Financial Report

- October 2019
  - Revenues \$316,802.23
  - Expenses \$352,006.42
  - Net income **\$(35,204.19)**
- YTD **\$(43,997.58)**
- Cash balance \$3,051,123.78
- Hangar Fund \$ 1,155,059.65
  - Corporate Hangar \$733,696.66
  - T-Hangar \$421,362.99
- Unrestricted \$ 546,521.29
- Total Restricted \$ 1,349,542.84
  - Current Project Restricted \$524,474.11
  - PFC Restricted Checking Account \$825,068.73

## Financial Report

- November 2019
  - Revenues \$239,800.22
  - Expenses \$288,084.73
  - Net income **\$(48,284.51)**
- YTD **\$(92,282.09)**
- Cash balance \$2,030,893.35
- Hangar Fund \$ 1,166,168.17
  - Corporate Hangar \$739,382.66
  - T-Hangar \$426,785.51
- Unrestricted \$ 415,541.66
- Total Restricted \$ 1,294,756.56
  - Current Project Restricted \$449,183.52
  - PFC Restricted Checking Account \$845,573.04

### Chairman Comments:

Respectfully submitted,  
Rena F. Bunns  
Economic Development Specialist