

Pitt-Greenville Airport Authority
Held on Wednesday, February 18, 2020 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; Dr. Dan Mayo; Chris Nunnally, Commissioner and Terry Monday.

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

Visitors: Jay Talbert (Talbert & Bright), Devon Hayes and Scott Penegar (Southern Time)

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.

Executive Director's Report:

- **Grow Local** - PGV and Dillon's Aviation will host two schools for the Grow Local program being offered by the Greenville-Pitt Chamber of Commerce. We will have Ayden-Grifton (March 23rd) and Farmville Central (March 25th).
- **Desktop Training:** Combined exercises with City of Greenville Fire Department on Saturday, February 29th, 2020.
- Five MedVac aircraft came in on February 11th, 2020
- Doggy Day Out Saturday, February 8th, 2020 with "**Butters**".
- **Touch-A-Truck** – Youth League April 19th, 2020
 - Working to get an aircraft for the event.
- Free To Be Me – TBD
- **Southern Time:** Parking Booth setup. Revisiting cash option machine. Terminal is currently utilizing credit card machine only.
 - Machine will accept cash.
 - PGV selects maximum amount allowed.
 - Machine logs all transactions
 - Will not accept coins.
 - Bank vault recycles bills.
 - Machine escrows monies received and reduces counterfeit bill intake.

Executive Director's Report (cont'd):

- Online reports.
- Will free up employee time.

Some questions from the Board and responses from Southern Time:

- **Question:** Does it validate tickets?
Response: No
- **Question:** Is there a battery backup option?
Response: VOIP Intercom will dial down and gate will open automatically.
- **Question:** Is there an upgrade cost associated with this unit?
Response: They didn't know.
- **Questions:** Is there a camera system?
Response: Yes, records vehicle's license plate.

Economic Development:

Outreach:

- Advertising/Promotion:
 - WNCT-TV will be advertising with us.
 - PGV is having a WNCT-TV weather camera installed.

Community Engagement:

- **"PGV Placemats"** – March 7, 2020 *Saturday morning storytelling (Aviation) with children one Saturday per month. (Rena and other community volunteers will be guest storytellers)*
- *Partnering with Literacy Volunteers and Sheppard Memorial Library (will be bringing Book Mobile out to the Airport).*
- **"Have A Seat At The Table"** – PGV is working with Mike Emory Director of Public Information for Pitt County on a new promotional campaign.

Load Factors Update:

High 88%
Low 60%
Average 74%

FEDERAL PROJECTS:

SCASDP:

- Still no update

PFC Program Coordination:

- McFarland & Johnson doing a great job on compiling information and putting things together.

AIP DNL Noise Land:

- Currently have three properties; demolition due to begin.

AIP 47:

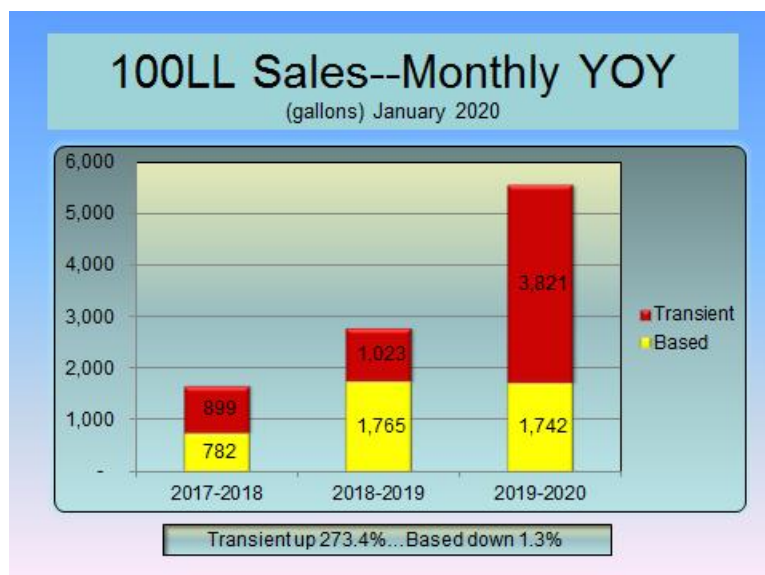
- ARFF Fire Truck being assembled

GA Apron:

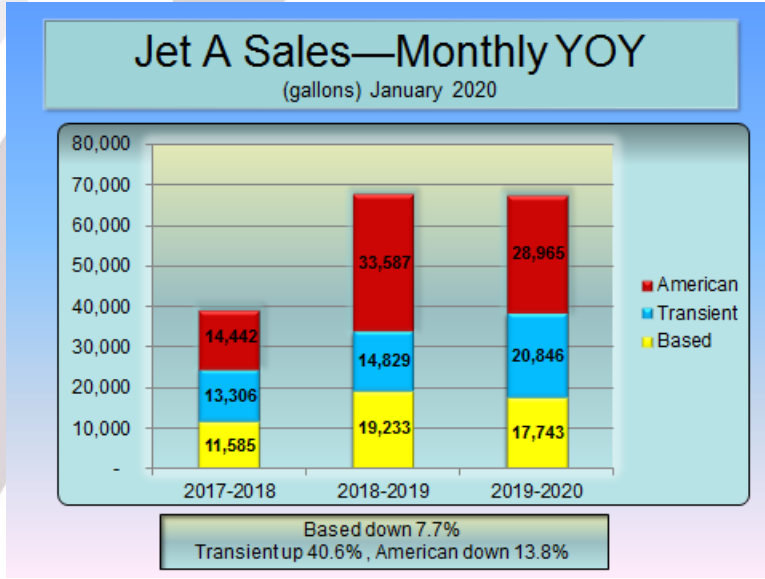
- Meeting with corporate tenants and American Airlines planned.

Fuel Sales:

- 100LL has increased
- Jet A has increased significantly (Transient)
- Based sales and American Airlines have decreased

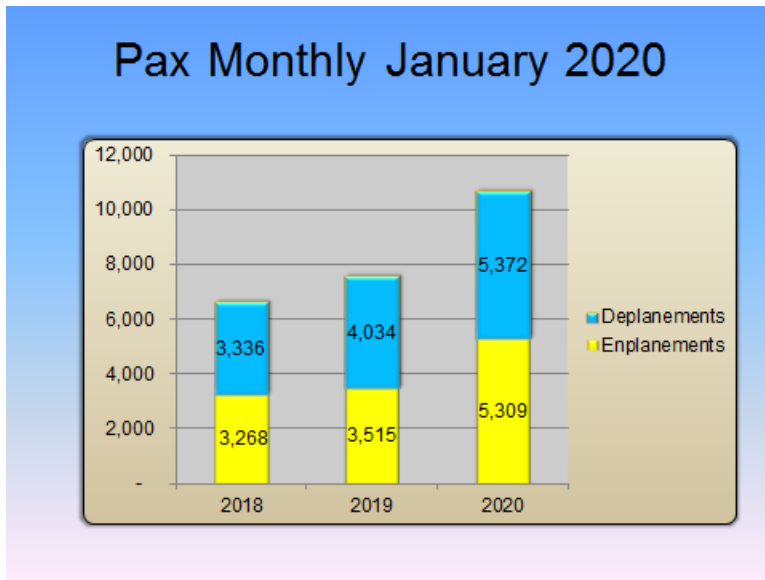


Fuel Sales (cont'd):

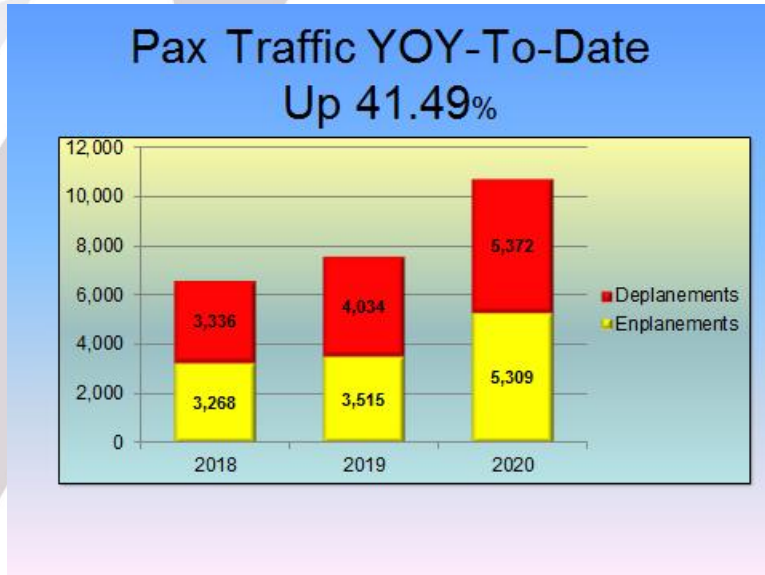


Passenger Counts:

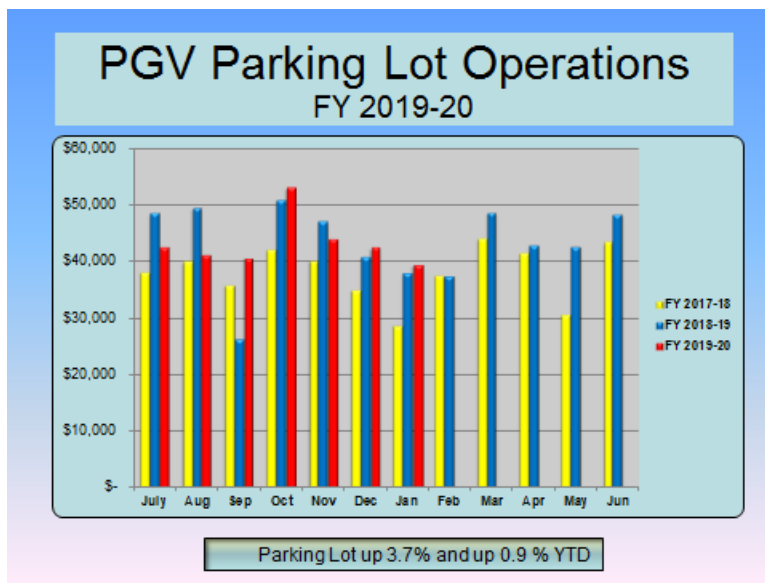
- Passenger #'s up
- Parking lot up



Passenger Counts (cont'd):



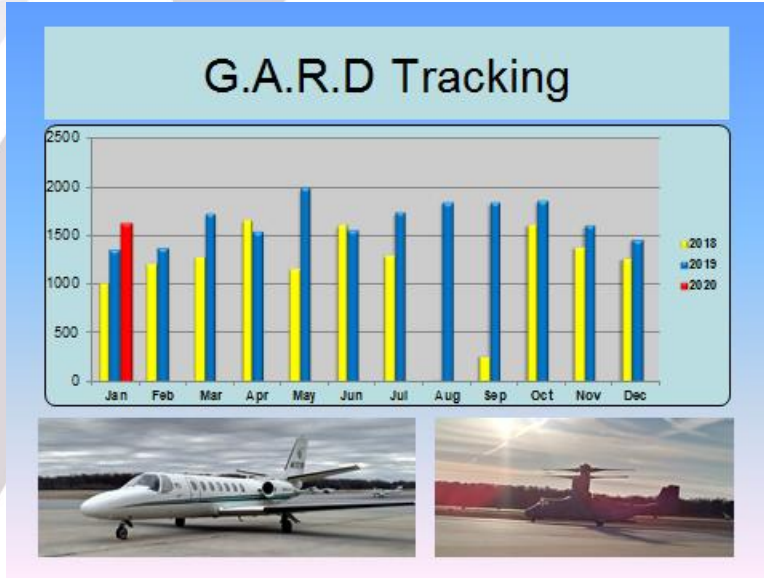
Parking Lot:



Ground Transportation:

- In talks with Uber and Lyft regarding possible fees for doing business at the airport.

G.A.R.D



Financial Report

Financial Report

- January 2020
 - Revenues \$294,411.50
 - Expenses \$ 408,290.79
 - Net income **(\$113,879.29)**
- YTD **(\$132,086.14)**
- Cash balance \$3,238,277.73
- Hangar Fund \$ 1,204,695.12
 - Corporate Hangar \$768,012.16
 - T-Hangar \$ 436,682.96
- Unrestricted \$ 547,342.04
- Total Restricted \$ 1,486,240.67
 - Current Project Restricted \$ 606,547.73
 - PFC Restricted Checking Account \$879,692.94

Chairman Comments:

Chairman's Comments



Closed to the Public:

- CLOSED SESSION -

To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.



Respectfully submitted,
Rena F. Bunns
Economic Development Specialist