

Wednesday, July 15, 2020



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

Pitt-Greenville Airport Authority  
July 15, 2020, at 11:00 a.m.  
ARFF Building of the Pitt-Greenville Airport

Board Members present: Eric Clark, Chairman; John Banks, Vice-Chairman; Mr. Buddy Zincone; Dr. Jim Morris; Mr. Terry Monday; Dr. Dan Mayo;

Board Member not in attendance: Mr. Will Litchfield; and Mr. Chris Nunally

Staff members present: K.W.(Bill) Hopper A.A.E, Executive Director, Richard Nanney, Operations Manager, April Cannon, Finance & Administrative Officer, Attorney Dave Silver, Eric Stumph and Jay Talbert of Talbert & Bright, Inc., and Mark Leggett, Maintenance Foreman and Wanda Smith, Administrative Assistant. Nelson Freeman Kirkpatrick/Townsend

Chairman Clark opened the public comment period inviting any members of the public to come forward. With no one coming forward, Chairman Clark called the Pitt-Greenville Airport monthly Board meeting to order.

Minutes from June 17, 2020 Board Authority Meeting

Minutes from the June 17, 2020 meeting were emailed to all members for approval. Motion to approve the minutes was made by Vice-Chairman Banks, seconded by Dr. Jim Morris. Motion carried and the vote was unanimous.

Director's Report: Bill Hopper

- a. Board Resolution-taken care of at previous meeting.
- b. NCDOT Grant Discussion
- c. Master Plan Discussion
  - Identify, Agree and Accomplish-Chairman Clark stated the object was to prioritize how we can generate more revenue streams in a 3 to 4 year plan and utilize the areas to achieve those objectives now that the Cares money is available.
  - General understanding of the condition of the facilities of passenger terminal and overall facility and determine how much money we put in hangar development and in supporting the rental car revenue component and passenger terminal to upgrade and modernize and refresh the passenger terminal.
  - Set the priorities in the hanger facilities and determine what needs to be done facility wise. Richard Nanney and Mark Leggett will be here to discuss the

deferred maintenance we need to address.

- Hangars Update: We need to address the two hangars first. Eric S, Terminal Aerial Drawings-PowerPoint presentation. Corporate Taxi lane. Discussed with the group and shared information on the PowerPoint. Eric-Getting space filled. Getting 2 hangars done immediately. Quotes from experts. Vice Chairman Banks quoted \$3million.
- Anticipated Start date is September for the Corporate Taxi Lane. Bid job start date was originally in April, contractor would have to agree to start earlier. Under consideration at the moment.
- Is there any other place to put the quick turn area that would be cheaper than the \$600,000.00? Can we work around the wash pit? Is there any other place to put the quick turn area where the infrastructure exists? Chairman Clark feels this is an excessive amount for a car wash and is asking if there is a less expensive alternative that this existing infrastructure?
- North Corporate Taxiway is forcing us to address the quick turn area. We want to move on this. At the direction of the board, we will look at other alternatives per Director Hopper. Chairman Clark suggested we look at other ways to spend the \$600,000 in other revenue producing means.
- Hangar 24 built 5 years ago is able to support the Gulf Stream 650 per Eric Stumph. The plan for the 3 hangars will give us the ability to house anything we would encounter over the next 2-3 years. Allocate it while the Cares money is there.
- Chairman Clark suggested a timeline for construction. Vice-Chairman Banks asked about the approach and what needed to be done. Eric Stumph replied that a request to engage the staff, and contractors and to use Cares Act money you would have to file NC Procurement Laws and get FAA's blessing before you begin. Chairman Clark would like to see this in progress by the end of September. Eric Stumph stated we would need to have a design build process or fee that spells out the three buildings we want, including the proposal and perimeters we want, and publicly advertise. Vice-Chairman Banks will get the board some guidance needed before we proceed.
- Dr. Morris suggested we put a limit on how much we spend. We have access to \$4.2 million, not to exceed \$4 million. Cost budget may dictate a lot of the hangar details such as insulation or office areas or other upgrades. We can save on the amenities. Vice-Chairman Banks stated these amenities would fall on the tenants. Base units consists on insulation, heaters like hangers 22 and 24 together with the contract bid and we have those specks. The cost to use those plans would be \$7000.00. This is the RGB hangar (22) and is a little less than 12,000 square feet. Some modification would be needed due to hierarchy on the flood gates.

Wednesday, July 15, 2020



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

#### Cares Act Grant Update:

- Written list of priorities (Chairman Clark)
- Roadmap of where we go and how we utilize this money
- What we use as AIP/Cares
- Special thank you to Maintenance and Richard Nanney for getting good prices on the equipment on the list below budget prices. Able to get one item locally. Purchased items used and refurbished and able to purchase below projected.

Terminal and General Aviation (Repair, Refresh and Defer Maintenance) Mark Leggett, Maintenance Foreman

- East Group is surveying the HVAC system, will be looking to the board to address some deferred maintenance.
- Infrastructure items HVAC and roof are our main concerns at this point.
- Serious roofing issues with the terminal, including rotten rafters, missing shingles and leaks above the escalators. We also have cracks in the masonry work. Extensive structural work is needed.
- General Aviation area needs upgrading to be more inviting like the typical FBO's. We do not currently have amenities most FBO's have like a typical front counter where visitors can purchase items.
- Several aesthetic issues need attention such as carpet and replacing old wallpaper.
- We hope to get a contractor in and have prices and quotes in for the August meeting. Main issue is to fix the main infrastructure items before we begin on the aesthetic items.

Dr. Morris suggested we have list of priorities and on-going scheduled maintenance list to keep us on track and let us know how much we need to budget on maintenance each year. We will know more once East Group completes their efficiency test.

Director Hopper suggested making the boarding area into a conference area could possibly be a revenue producer and add to the amenities of the terminal. Director Hopper will get confirmation that heating and are fine requiring no HVAC work.

Hangar Development Timeline & Overview and Timeline of facilities challenges

826 to preserve the pavement is eligible for AIP funding according to Eric Stumph. Another opportunity would be to use Cares Act monies to rehabilitate runway. Vice-Chairman Banks stated according to Amy's emails, based on the traffic study it would be eligible for AIP. With the help of Tommy Dupree, ADO Chief, we could build a case to make the runway eligible as a secondary runway but must be approved by FAA Headquarters. No written guidance of percent of traffic.

Wednesday, July 15, 2020



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

Initial HVAC PM \$9852.00

HVAC-preventive maintenance (East Group) performing an efficiency check. Cleaning strainers, coils, filters

ADA Compliant Ramp NTE \$60,000.00 to include shipping

Mechanical (1968) not stairs, get non-mechanical ramp. 2 Vendors: Timberline & Budget. This one has adjustable height; Director Hopper is recommending Timberline GFC.

Utility Tractor \$14745.58

Full size vs. lawn John Deere with a 60" mowing deck including a fan.

TUG \$69,550.00

Revenue producer that doesn't require tow bar  
Refurbished, purchased locally.  
Richard Nanney will check the battery age per Vice-Chairman's request.

Utility Vehicle \$18,361.74 (Kubota)

4x4 Pickup currently has – does not leave the grounds  
Perimeter check  
Local vendor  
Heat and AC  
Already have John Deere here at Airport

Belt Loader NTE \$17,500

Car Rental QTA  
Accept Corporate Grant pending receipt of Grant offer.  
Conditional Award of contract pending receipt of Grant offer.  
Hangar Rates Project

Federal/State/Local Projects

**Airport Projects**

*AIP-44* FY17 DNL Land/Noise

- Home closest to the taxiway may be available for purchase. Attorney Silver feels we may be in a better position to purchase it now.

*AIP-46 FY Clearing/Obstruction/Land*

- Talbert & Bright are assembling final close-out packages. Once we have received these, we will know the project has been closed.

*AIP-47 FY 20 ARFF Vehicle-Addition*

- Rescue Vehicle being assembled in Oshkosh, Wisconsin.
- CARES Act will provide approximately \$70,000.00 towards local share.
- In cue to be built and completed November 2020.
- No New updates available.

*AIP-49 FY 20 GA Apron*

- Construction started May 11, 2020.
- Tie downs put in place.
- Further work has been hindered due to the weather.
- Meetings held with group to make sure everyone is aware of what's going on.
- Notams issued.
- Drainage structure is on hold.

Corporate Taxi-lane:

- Application has been turned in.
- We should be notified no later than September.
- 10% paid for by Cares Act Grant.

**Load Factors**

|                   |             |                   |             |
|-------------------|-------------|-------------------|-------------|
| • <b>May 2020</b> | High 40%    | <b>April 2020</b> | High 34%    |
|                   | Low 9%      |                   | Low 4%      |
|                   | Average 23% |                   | Average 12% |

**April's Operations Report**

- *Fuel Sales 100LL*  
Transient down 68.8%  
Based down 76.7%
- *Fuel Sales Jet A*  
Transient down 89.5%  
Based down 67.9%  
Airline down 87.5%
- *Parking revenues down*

Wednesday, July 15, 2020



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

- 96.3% YTD down 13.5%
- *Passengers down 95%*
- *Passengers down YOY down 29.55*

**May's Operations Report:**

- *Fuel Sales 100LL*
  - Transient down 59.4%
  - Based down 63.8%
- *Fuel Sales Jet A*
  - Transient down 18.9%
  - Based down 18.9%
- Airline down 92.6%
- Parking revenues down
- 92.4% YTD down 22.5%
- Passengers down 81.9%
- Passengers down YOY down 43.89%
- G.A.R.D down 48%

**Financial Report**

*May2020*

- Revenues \$95,611.91
- Expenses \$157,256.03
- Net Income (61,644.12)

*YTD (\$344,706.28)*

*Cash Balance \$2,437,496.16*

*Hangar Construction Fund \$1,270,153.05*

- Corporate Hangar \$13,036, YTD \$816,098.66
- T-Hangar \$3,309.34 \$, YTD 454,054.39

*Unrestricted \$796,224.90*

*Total Restricted \$1,314,269.78*

- Current Project Restricted \$371,120.21
- PFC Restricted Checking Account \$943,149.57

Motion for closed session by Vice-Chairman Banks, seconded by Dr. Mayo, motion was unanimous, motion carried.

Motion to exit closed session Vice-Chairman Banks, seconded by Secretary/Treasurer Zincone, motion was unanimous, motion carried.

Motion to adjourn Terry Monday, seconded by Dr. Mayo, motion was unanimous, motion carried.

Wednesday, July 15, 2020



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

Respectfully submitted,

Wanda Smith  
Administrative Assistant