

**Pitt-Greenville Airport Authority Board Meeting
February 17, 2021
11:30 a.m.
Pitt-Greenville Airport Fire House**

Board Members present: Eric Clark, Chairman John Banks, Vice-Chairman, Terry Monday, Secretary/Treasurer, and Cheryl Brown Board member via Zoom: Dr. Dan Mayo, and Chris Nunally. Board Member not present: Dr. Jim Morris, and Will Litchfield.

Staff members present: Bill Hopper, Executive Director; Richard Nanney, Operations Manager; April Cannon, Finance and Administration Manager, Alan Leggett, Operations Officer and Wanda Smith, Administrative Assistant. Other attendees included Attorney Dave Silver, Eric Stumph and Jay Talbert of Talbert & Bright, Inc.

Guest: Justin Allen, Martin Starnes & Associates, CPAs. PA

Chairman Clark confirmed a quorum and with no one registered or enrolled to speak, Chairman Clark closed the Public Forum and called the monthly Airport Authority Board meeting to order.

Minutes from the January 20,2021 Pitt-Greenville Airport Authority Board Meeting

Minutes from the January Pitt Greenville Airport Authority Board meeting were emailed to all members for review. Chairman Clark asked if there were any changes or recommendation to the minutes. With none spoken, motion to approve the minutes was made by Vice-Chairman Banks, seconded by Cheryl Brown. Motion was unanimous, motion carried, minutes were approved. Chairman Clark turned the floor over to Director Hopper.

Executive Director Report

- Martin & Starnes Auditor workshop/Presentation
- Corporate Hangars
The board discussed the possibilities of Design & Bid for 3 Corporate Hangars.

A motion to accept Corporate Hangars 27, 28 & 29 TBI Project No. 3511-2101 Work Authorization thru Talbert & Bright was voiced by Vice-Chairman Banks, seconded by Terry Monday, motion was unanimous, motion carried, and motion was unanimously approved.

- 2 AH-64 Apache Helicopters ECU/ ROTC Static Display
 - Event to be held March 26, 2021.
 - Airport staff is welcome to check out the helicopters.
 - PGV has been authorized to do a press release for the event.
- Cares Act
 - \$2,435,028.67 Reimbursed as of 1/31/2021
 - \$5,833,171.33 remaining from initial \$8,268,200.
- Terminal Improvements
 - HVAC should be finishing up this month.
 - Maintenance has begun getting costs on some aesthetic work in the airport terminal such as carpeting, wallpaper, and painting.
 - The airport is in the process of getting prices to replace the old logo currently on the floor in the terminal with the new logo.

Federal/Local Projects

- AIP-44 FY 17 DNL Land/Noise
 - Per Eric Stumph, we are waiting on one property.
- AIP-47 FY 19 ARFF Vehicle-Director Hopper and Richard Nanney
 - Richard Nanney and Mark Leggett will be doing final inspection in Wisconsin in February.
 - After inspection, road test, and temperature test, Vehicle will be shipped one week later.
 - Oldest truck will be surplus and second truck will be the backup pending repairs including a new gasket replacement.
 - Line crew will be getting one-week training as part of the original agreement.
- AIP-49 GA Apron
 - Landscaping to be done by Dillon's hangar.
 - Chris West will start work on the canopy next week. Aside from minor items, it should be completed in one month.
 - Eric Stumph is working with the City of Greenville regarding the concrete.
- AIP 51 Corporate Taxi-lane
 - Construction started.
 - Fence is scheduled to be completed March 1, 2021.
 - QTA moved to new location.

Operations Report

January 2021

Fuel Sales 100 LL

Transient down 77.5%

Based up 87.8%

Fuel Sales Jet A

Transient down 30.3%
Based down 63.3%
American Airline down 87.2%

Currently the financials show a comparison from the past year to current, the Board would like to start seeing a month vs month breakdown.

G.A.R.D is 1637 up from last year by 1%

Parking Lot Summary \$6,307.00

Airline Passenger Numbers

Passenger number are growing showing the economy is attempting to return to normal. Enplanements were 672 and deplanements are 649.

American Airlines Update Director Hopper

- Starting March 2021, American will offer two flights per day.
- American Airlines is scheduled to offer 3 flights per day in April 2021 and increasing to 4 flights in May, 2021.
- The Airport will be proactively advertising the return of American Airlines and the accumulation of flight offerings in the coming months.

Financial Report Secretary/Treasurer Monday & Finance Manager, April Cannon

- Per April, January fuel sales are up due to Charters and American Airlines purchasing fuel.
- Secretary Monday shared the fuel sales from October of 2020 increased due to Political figures, with President Trump bringing in over \$180,000 and Novembers increase was largely due to the military flights which yielded around \$112,000. January fuel sales were at \$93,000.
- The airport will see a credit on Storm water charges due to the annual report for Greenville Utilities. The report measures Marketing, Air Service, and Economic Development expenses.
- AIP 49 will currently show a negative balance until the FAA and Cares Act local share reimbursement is received.
- After review with Justin the local share from Cares for AIP 49 will go directly into the GA Apron AIP 49 fund. This process will help the Board and the Auditor track all reimbursement and expenditures for the project.
- The initial \$366,237.98 will be transferred from Fund 65 into Cares Act Fund 43 as part of local shares.
- This will bring the balance from \$465,000 to \$99,000. There are still PFC funds that have to go into the project.
- The board has requested that the cash gross profit start accumulating in its own separate fund. The transfer will take place in the impending month the cash gross profit occurs.

Wednesday, February 17, 2021



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

**PITT-GREENVILLE
AIRPORT**

A motion to approve the monthly allocation of the cash gross profit to be transferred into a separate fund account was made by Vice-Chairman Banks, seconded by Terry Monday, the Motion was unanimous, motion carried and approved.

PFC

- All application amendments have been approved by FAA. The amount the Board approved during the meeting with Zach will be transferred before the end of February from Restricted to disbursed cash reserves.

Chairman's Comments

Chairman Clark thanked everyone for attending the meeting, their commitment and efforts to bring the Airport up to the standards it needed to be. Chairman Clark asked if there were any further discussion or questions, with no one coming forward Chairman Clark called the Pitt Greenville Airport Authority February 17, 2021 meeting adjourned.

Respectfully submitted,
Wanda Smith
Administrative Assistant