

**Pitt-Greenville Airport Authority Board Meeting
03/17/2021
11:30 a.m.
Pitt-Greenville Airport Fire House**

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

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

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.

Approval of Minutes

Minutes from the February 17, 2021 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 for the Executive Directors report

PFC Update

- Continues working with Zach Staff of McFarland & Johnson.
- Some changes will have to be made due to Cares Act funding and some amendments showing allocation of funds. More information will be presented on availability.

Security Upgrade

- Security upgrades were originally planned in the 2022 FY FAA, AIP, and CIP for the \$1M involving replacement of the existing infrastructure. These changes were in anticipation of American Airlines up gauging the size of aircraft at PGV to more than 60 passenger seats.

- Security standards upgrade to a category III, presently a category IV.
- TSA/Marion Slaton and Director Hopper discussed the possibility of an upgrade to our existing equipment. Enhancements to existing infrastructure will run us a small fraction of the \$1M originally programmed. FAA agrees the existing security-related infrastructure with enhancements will meet TSA Category III standards.
- Director Hopper is requesting approval for \$43,522.52 to make the necessary upgrades. The Board was given two quotes from SCI Technologies for \$21,635 and \$2350, a quote from TelosID for \$2,799.29, and a quote from FastSigns in the amount of \$16,783.23. These are all necessary to upgrade our security.
- SCI Technologies is quoting a badge printer, badge stock, and card readers to bring the existing access control system up to the increased standards. Director Hopper is seeking approval for \$23,985 with SCI Technologies.
- TelosID will provide a Green Bit Dacty Scan 84C to enable us to take digital fingers prints and submit them to FBI for vetting. The Airport will charge \$50 per badge to cover our cost for vetting and use of the equipment.
- FastSigns will be providing 188 signs to be posted on the perimeter fences on every gate and every 300 feet between gates as required by TSA.
- The Airport will be putting signs on the fences around the perimeter, putting in card readers, and begin finger printing. The Airport will also post signs every 300 ft. to be in compliance with the North Carolina trespassing laws.
- TSA has given the Airport a date of May 31st for the higher level of security to begin.
- Most affected are those who go to the terminal. We will be remaking badges, and adding fingerprinting, along with more extensive training on airport security. Airline, Airport personnel, and mechanics including those at Dillon's Aviation will be the ones most affected.
- A motion was made to include all three parts of the security upgrades from TelosID, SCI and FastSigns not to exceed \$50 thousand.
- Chris Nunally made the motion to approve all three, not to exceed \$50,000, motion was seconded by Vice-Chair Banks, motion was unanimous, motion carried.

Terminal Improvements

- Director Hopper received quotes to paint and repair walls in the terminal from Slate Painting for \$47,500 and are waiting on more. Director Hopper is seeking approval from the Board not to exceed \$47,500.
- Quote received from Construction Specialties of NC to replace the foyer floor mats in the

Terminal with the new logo costing \$16,569. Director Hopper is seeking approval for both projects using Cares Act funding.

- Motion to approve both projects using Cares Act funding was made by Cheryl Brown, seconded by Chris Nunally. Motion was unanimous, motion carried.

Taxiway A North Rehabilitation (2021 CIP)

- Programmed for FY 2021 in the FAA AIP for \$3.6million. Director Hopper is seeking approval for work authorization on the Work Formulation and Design and Bidding Services with TBI.
- TBI started at \$247,995, and are now at \$233,833.
- Vice-Chairman Banks inquired about the lights and signage. These updates were just done two years ago. Per Eric Stumph the taxiway intersection, striping and signage, all need to be consistent. Some signs either need to be eliminated or replaced. At that time, we were not updating the taxiway. Focus was on the runway.
- Access road will be using millings instead of new material per Eric Stumph.
- Questions regarding the insurance was posed to the Board. Per Eric Stumph, we have to include contract insurance, with changes reflecting what's happening at the airport.
- A motion to approve request for design and bidding services in the amount of \$220,093.20 was made by Vice-Chairman Banks, seconded by Secretary Monday. Motion was unanimous, motion carried.

Cares Act Update

- Reimbursed \$2,723,442.29
- Remaining \$5,544,757.71
- Total Balance \$8,268,200.00 under agreement not including the \$9.8 million we will be seeking used as capital.

Federal/Local Projects

- AIP-44 FY 17 DNL Land/Noise
 - Per Eric Stumph, there are no updates at this time.
- AIP-47 FY 19 ARFF Vehicle
 - New fire truck was delivered.
 - Training for the truck will begin next week with Oshkosh.

- The AFFF foam used as fire retardant, has PFAS in it with Teflon. PGV is looking at a new type of foam. None current according to FAA. Will not be our primary response vehicle until the foam issue is resolved. We should have an answer by October.
- Will keep the Board updated.
- AIP-49 FY19 GA Apron
 - Payment work is almost complete.
 - Work beginning on the area of Dillon's hangar
 - Got approval from City Building Code so hoping to start soon.
 - Chris with CBC is ready to begin work on the overhang and platform.
- AIP 51 Corporate Taxi-lane
 - Meeting with Sawyer, they will be prime contractor on this project.
 - Greenville Utilities is reviewing and inspecting area.
 - A work authorization to shift the Taxilane will be required.
 - Working with design specifications regarding the appearance. Board wishes to continue on with the current theme.
 - Eric Stumph meet with architect, mechanical engineer to make sure we are on the same page, including the appearance of the runway to comply with current codes.
 - Hoping to have the specs out by May 31, 2021 and award of contract on July 10, 2021.
 - Construction starting by the end of July.
 - Board is requesting to be informed of steps being taken as they occur.

Operations Report

February 2021

Fuel Sales 100 LL

Transient down 17.4%

Based up 31.2 %

Fuel Sales Jet A

Transient down 47.6%

Based down 12%

American Airline down 77.6% about \$4400.00 in February.

January Fuel Sales \$93,000

February Fuel Sales \$109,000

Total Revenue \$350,000.00

Up about 20% over January

Airline Passengers 879 Enplane and 797 Deplane
Charter Passengers 253 Enplane
G.A.R.D down is 1367 down 2%
Passenger loads at 80% and continues to rise.
Overall operations up 2%

Parking Lot \$8721 up 27.7% from January

- January \$6,175
- February \$8,130
- March \$11,075 thru March 17th.

Financial Report Secretary/Treasurer, Terry Monday/Finance Officer, April Cannon

- Total Revenues were \$167,000 in February.
- Expenses and revenues staying steady.
- Cares Act \$183,000 pending for the month.
- March \$5.3M out of \$8.9M
- \$14,040.50 collected last month from hangar.
- Approximately \$17,936 invoiced each month.
- PNL showing cash gross profits as requested.
\$90,906,86 transferred out of Operational Fund into the Reserve Fund.
- Allowing Cares money to fund our operation expenses until depleted. (Chairman Eric Clark)
- AIP report showing where money has been spent on AIP Projects
- Last month spent \$377,000 on projects in cash.

Finance Committee will get together with Martin Starnes to establish procedures to incorporate the new accounting systems consistency going forward. Secretary/Treasurer Monday met with the consultant Melanie Bryan and what should happen when you look at the fund balance on balance sheet, it should equal the net income for that project for all time. Fund 91 net income \$24,922, the fund balance shows \$15,163.30, making it off \$9759.00, due to a journal entry made to roll up CIP. This is where we need assistance from Martin Starnes. They will be doing the audit, if they are part of the process, it will make things go smoother. Secretary Terry stated that every net income should equal the fund balance on all projects.

Wednesday, March 17, 2021



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

**PITT-GREENVILLE
AIRPORT**

Now we can look at the AIP report and the change on the balance sheet, if it doesn't match we can fix it immediately. Out of the \$2.7 reimbursed, \$91,000 has gone into the Fund 91 starting in February. Terry proposes we have Martin & Starnes to come here and look into the accounts before the end of April to clean up accounts and be in sync with the auditor.

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. He noted the improvement in the radio communication and service level and responsiveness and it is being acknowledged by pilots and other airport staff.

Vice Chairman Banks asked about the progress of the HVAC, Director Hopper stated they would be checking temperatures this afternoon on the AC work. Need to replace one unit.

Alan Leggett is putting together the numbers for the G.A.R.D and will keep updated, Director Hopper will have more information at the next Board meeting.

Chairman Clark asked if there were any further discussion or questions, with no one coming forward Chairman Clark called the March 17, 2021 Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully submitted,

Wanda Smith

Administrative Assistant