

Wednesday, September 16, 2020



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

**Pitt-Greenville Airport Authority
September 16, 2020 at 11:30 am
Conference Room of the Pitt-Greenville Airport**

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

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

Guest speaker Jim Bell, DBIA, LEED AP Design-Build Division Leader CPL H & SEL at Bobbitt.

Vice-Chairman Banks confirmed a quorum and called the monthly Board meeting to order.

Public Comment Period: Vice-Chairman John Banks opened the public comment period. With no one coming forward, and no one on the phone or on Zoom, Vice-Chairman Banks closed the public comment period.

Minutes from August 19th, 2020 Board Authority Meeting

Minutes from the August 19th meeting had been emailed to all members for review. Motion to approve the minutes was made by Dr. Dan Mayo, seconded by Chris Nunally. Motion was unanimous, motion carried, minutes were approved. Vice-Chairman Banks turned the floor over to Executive Director Hopper.

Executive Directors Report

Cares Act Equipment Operations Budget Amendment

- \$765,000.00 Cares Act Receipts Collected including Capital Outlay
- \$174,000.00 Capital Outlay through August 30th. Local Share in AIP, getting guidance from FAA,

GUC Easement for North State Steel Inc. Sewer Line

- Grant Greenville Utilities an easement to use the property, and in the event PGV Airport could use the property in the future it would be beneficial to have the sewer line there. Easement has been drafted and sent to the board members for approval. Easement must also be approved by City of Greenville, Greenville Utilities and Pitt County. Also must be approved by two different sectors: Airports office and Obstruction Operating Businesses making sure we didn't upset the land or any instruments. It's a \$4875.00 lump sum. Staff is requesting the PGV Board approve pending the FAA's approval of 7460-1, environmental and approval of agreement. Attorney Silver would like to make sure the minutes reflect this is pending FAA's approval. Motion was made to approve the easement by Secretary Terry Monday and seconded by Dr. Jim Morris. Motion was unanimous, motion passed.

Terminal Parking Repairs

- Seeking reimbursement from Cares Act Grants
- Two quotes if less than \$100,000.00.
- \$98,574.00 S.T. Wooten
- \$99,000.00 Barnhill
- Executive Director suggests we go with S.T. Wooten. Executive Director Hopper suggested the work take place during the suspension of flight service in October. Secretary Monday asked if the work could be done in sections, Executive Director Hopper explained the work would be completed at one time due to the anticipated lack of activity at the time of the work. A motion was made by Dr. Dan Mayo and seconded by Dr. Jim Morris. Motion was unanimous, motion carried.

Federal/Local Projects

AIP-44 FY 17 DNL Land/Noise

- Still pending due to the possibility of purchasing two more properties per Eric Stumph.

AIP-46 FY 18 Clearing/Obstruction/Land

- Plans to be completely closed out by the next Board meeting.

AIP-47 FY 20 ARFF Vehicle-Addition

- Mark Leggett will be going out to Oshkosh to do a pre-inspection and hope to have it by Thanksgiving or first week of December.

AIP-49 FY 20 GA Apron

- Work going on right now.
- A little behind due to weather but should be caught up with plans to be completed by Thanksgiving or the end of the year at the latest.

Corporate Taxi-lane

- Working on the paperwork with hopes to start April, but still hopeful of starting earlier.

Load Factors

August 2020	July 2020
High 65.25 %	High 81%
Low 18.5%	Low 33%
Average 39%	Average 51%

August Operations Report

Fuel Sales 100 LL

Transient down 25.1 %
Based down 2 %

Fuel Sales Jet A

Transient down 41.8%
Based 19.3%
American down 76.2%

Passengers down 62.77%
Passengers YOY down 51.8%
G.A.R.D. down 27%
Parking Lot down 74.6% and 1.7% YTD

July Operations Report

Fuel Sales 100 LL

Transient down 18.6 %
Based down 27.7 %

Fuel Sales Jet A

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Transient down 71.3%
Based 1.5%
American down 83.9%

Passengers down 59.51%
Passengers YOY down 50.31%
G.A.R.D. down 16%
Parking Lot down 75.3%

Financial Report

August 2020

- Operations Revenues \$133,487.31
- Plus the Cares Act Reimbursement \$363,024.64
- Minus the Expenses \$

Net income not including Cares Reimbursement **(\$229,537.33)**

Cares Act August \$505,169.51

- Cares Act has been a lifeline to the Airport due to the loss of revenue we have not recovered. Expenses are staying the same such as salaries and utilities. Through the Cares Act fund we have received \$700,000 to date.
- A budget amendment is being requested to add the equipment list of the \$1.2 million that has already been approved for the Capital Cares Act reimbursement to include it in the operational budget. There will be subcategories in the budget if approved today. The auditors said it would make their job a lot easier. Director Hopper requested a motion to increase 1.2 million to include the Capital Outlay. Motion was made by Secretary Monday and seconded by Dr. Mayo, motion was unanimous, motion passed. Secretary Monday stated we didn't change the budget, we just moved it from one fund to another to make it easier to understand and track.

Net Income with Cares Act \$275,632.18

YTD Net \$420,958.42

YTD Cares Act Reimbursed \$765,091.59

Cash balance \$2,960,082.94

- Hangar Construction Fund \$1,327,769.07

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- Corporate Hangar \$ 17,783.61
- YTD \$ 859,954.27
- T-Hangar \$ 3,889.44
- YTD \$ 467,814.80
- Unrestricted \$1,412,898.42
- Total Restricted \$1,091,966.20
 - Current Project Restricted \$ 389,870.51
 - PFC Restricted Checking Account \$ 702,095.69

July 2020

Revenues	\$129,690.89
Cares Act	\$259,922.08
Expenses	\$238,678.67
Net Income	\$150,934.30

YTD \$150,934.30

Cash Balance \$2,458,207.88

Hangar Construction Fund	\$1,306,096.02	
Corporate Hangar	\$13,036.00	YTD \$842,170.66
T-Hangar	\$5,245.00	YTD \$463,925.36

Unrestricted	\$762,241.35
Total Restricted	\$1,083,979.43
Current Project Restricted	\$389,870.51
PFC Restricted Checking account	\$694,108.92

Prior to Chairman's Comments, Director Hopper introduced the guest speaker Mr. Jim Bell of Bobbit. Mr. Bell will be discussing Design-build. Mr. Bell shared Design-build does meet FAA/Federal Acquisition Guidelines with ADO approval. Per Duane Johnson at the Memphis ADO, the FAA will approve based on the experience the team has with Design-build because of its newness at Pitt-Greenville and for the FAA as well. FAA will approve for this project based on the time restraints. It is a two-step process including a short list based on qualifications Quality Based Selection (QBS) and secondly the firm selected based on points earned system based on technical proposal and price proposals Best Value Selection (BVS). Mr. Bell worked with Director Hopper and Eric Stumph to craft an RFQ that demonstrates what you are looking for and price has to be a component of that. Vice-Chairman asked if best price meant best quality, Mr. Bell replied that was certainly a possibility. This is what is required for the federal qualifications. In NC, Design-build does meet the requirements by two ways. The first being

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based entirely on qualifications (QBS) and the second by Design-build bridging (BVS), this is considered best value this allows for price and technical difficulty. To move forward we would need to:

- Determine and prioritize project goals. What is the timeline and budget?
- PGV & Talbert create design criteria package to show where it's going to be and the size and the requirements for the type of aircraft we want.
- Submit request for alternative project delivery system to ADO. This would go to Jumante for processing. They would want documentation of the experience of the team selected. We choose the scoring and how each question is weighted. We determine the technical score and the sliding ratio with as much subjectivity as possible.
- RFQ crafted that clearly meets FAA and NC requirements.
 - Shortlist based on qualifications. (3-5 firms)
 - Technical proposal on how meet goals and DB experience.
 - Price proposal.
 - Selection based on weighted numeric scoring system incorporating technical proposal on how to meet goals and DB experience and price proposal to select the firm.

Chairman's Comments

Vice-Chairman Banks thanked everyone for attending and with no further discussion or questions, motion to adjourn was made by Dr. Jim Morris and seconded by Dr. Dan Mayo, motion was unanimous, motion carried and meeting was adjourned.

Respectfully submitted,

Wanda Smith

Administrative Assistant