

Wednesday, October 21, 2020



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

**Pitt-Greenville Airport Authority
October 21, 2020 at 11:30 am
Conference Room of the Pitt-Greenville Airport**

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

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, and Jonathan McCredie and Sean Flanagan of Fennick McCredle Architecture.

Chairman Clark confirmed a quorum and called the monthly Board meeting to order.

Public Comment Period: Chairman Eric Clark opened the public comment period. With no one coming forward, and no one on the phone or on Zoom, Chairman Clark closed the public comment period.

Minutes from September 16, 2020 Board Authority Meeting

Minutes from the September 16th meeting had been emailed to all members for review. Motion to approve the minutes was made by Vice-Chairman John Banks, seconded by Cheryl Brown. Motion was unanimous, motion carried, minutes were approved. Chairman Clark turned the floor over to Executive Director Hopper.

Executive Directors Report

- Hangar Development Information – Pitt Greenville Airport Authority has put together a plan for hangar development with two scenarios. Jonathan McCredie and Sean Flanagan, along with Talbert & Bright will be with us on Zoom to go over the options, and answer questions. Because of the Federal funding, the construction of the hangars is more complex than when we built Hangars 22 & 24. Director Hopper is putting together revenue projections we should realize from renting the hangars. Director Hopper will be sending out the options with a schedule and projected cost.

Director Hopper turned the floor over to Jonathan McCredie to discuss hangar development. Cheryl Brown made a motion to go into closed session. Motion seconded by Vice-Chairman Banks, with no further discussion the motion was unanimous and motion carried.

Motion to come out of “closed session” was made by Cheryl Brown and seconded by Vice-Chairman Banks. Motion was unanimous, motion carried.

Motion was made by Cheryl Brown to proceed with the scope of work to pursue Plan “B” plus site work from Fennick McCredle Architecture on 10.21.2020, contingent upon the total cost. Vice-Chairman Banks seconded the motion, and with no further discussion, motion was unanimous and motion carried.

- **Additional HVAC Work** – Director Hopper has provided quotes to make various repairs that are needed as a result to our investigative work with the HVAC system in the terminal. Once we have made the repairs that total \$14,527, we will have the ducts cleaned, complete the system check with East Group and request quotes for scheduled PM and maintenance. As the Board discussed, there has been deferred maintenance that has caught up with us and we are hoping that going forward we will have an efficient system. Estimated cost is \$10,000. Director Hopper will be seeking approval at a future meeting to approve a preventative maintenance program to maintain the system in the future. Motion to proceed as scoped was voiced by Cheryl Brown, Vice-Chairman Banks seconded the motion, motion was unanimous, motion passed.
- **Tree Removal** – Director Hopper has advised there are a number of trees at the south end of the airfield that are infringing on the approach to Runway 2. This should be done every 3 years which will also be done at a much lower price going forward. Unfortunately, the written quote will not be available till tomorrow morning and will get it out as soon as I receive it. The quote is just shy of \$50K from Nature Chem. Three companies were contacted and only one replied. The cost is \$40,700.00. A motion was made to go with the removal of these trees by Cheryl Brown and seconded by Dr. Dan Mayo. Motion was unanimous, motion passed.
- **Painting & Sealing** – We have received quotes to paint the terminal parking, GA parking and loop road and received quotes to seal pavements that are not being “milled & filled”. The low quote is \$24,364.44 from Carolina Paving in Greenville. After construction is done, we will restripe all surfaces that are not being paved. Moving forward Pitt Greenville Airport will be coming up with a three-year preventative maintenance plan.to

seal and paint these surfaces. Motion to approve to approve the quote from Carolina Paving was made by Vice-Chairman Banks, seconded by Dr. Dan Mayo. Motion was unanimous, motion passed.

- **GA parking lot** – The GA Parking Lot needs 1-1/2 milled and repaved. The quotes are attached. Everything out front will either have sealed pavement, new pavement, and new markings. We will develop a schedule for sealing and painting going forward to preserve the life of the pavements. Barnhill bid \$32,615.00, and Wooten from Rocky Mount bid \$29,320. Motion was made to go with S.T. Wooten by Vice-Chairman Banks and seconded by Cheryl Brown. Motion was unanimous, motion passed.

CARES Act Update – 1.2 million in equipment purchases had been approved. Would like to include equipment and maintenance. Would like to capitalize equipment so we can depreciate on them and the maintenance items are just things we will continue to do such as the parking lot and the roof. This will not raise the requested amount. Some of the work is scheduled for next year but Director would like to start work earlier. Some items on the list are to repave the parking lot and repair the terminal roof. Director Hopper is considering in putting them in expense instead of the operating budget. Roof work is expected to begin next week. Chairman Clark feels we should do a budget amendment as opposed to reclassify as capitalization.

Airline Update- Pitt Greenville Airport Authority is still waiting to hear from American Airlines. Everything is hinged upon what happens in Washington DC. The big question is what is the Cares Act going to be? Will keep the Board updated. Right now, everything seems to be stalled. We did hear this could continue on to December 1st or could end as early as election day. Prior to COVID 19, we were looking at \$310,000.00 we received from the airline. Then we went to \$200,000.00. Vice-Chairman Banks asked if there was anything in the TSA or ticket area that needed repairing we could do while they were closed? We have currently painted the offices, considered steaming the carpets, and painting. We are pursuing several other projects such as the ceiling tiles and other areas.

Schedule Suspension Projects-Mark will be updating the front parking lot replacing the rubber tire mulch and put in gravel.

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Presidential Visit October 15th- Director Hopper gave a special "thank you" to Vice-Chairman Banks, and staff for all their hard work during the visit. We did collect some revenue including \$5000.00 for use of the facility, and \$50,000.00 to \$60,000.00 in fuel sales.

Federal/Local Projects

AIP-44 FY 17 DNL Land/Noise

- Eric Stumph. No New information

AIP-46 FY 18 Clearing/Obstruction/Land

- Pending FAA Close out

AIP-47 FY 20 ARFF Vehicle-Addition

- No new information

AIP-49 FY 20 GA Apron

- Work is a little behind due to weather but is still scheduled to open before the end of the month.

Corporate Taxi-lane

- No new information

Load Factors

September 2020

High 75 %

Low 25%

Average 47%

August 2020

High 65.25%

Low 18.5%

Average 39%

September Operations Report

Fuel Sales 100 LL

Transient down 44.7 %

Based down 12.8 %

Fuel Sales Jet A

Transient down 38.3%

Based 18%

American down 76.2%

Passengers down 66.25%

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Passengers YOY down 53.46%



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G.A.R.D. no access
Parking revenues down 75%

G.A.R.D. down 16%
Parking Lot down 75.3%

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 66.25%
Passengers YOY down 51.8%
G.A.R.D. 27%
Parking revenues down 74.6%

Financial Report

September 2020

- Operations Revenues \$141,608.26
- Expenses \$267,096.74

Net income not including Cares Reimbursement **(\$125,488.48)**

Cares Act September \$474,480.78

Net Income with Cares Act \$348,992.30

YTD Net \$778,332.11

YTD Cares Act Reimbursed \$1,246,722.56

Fiscal Year to Date \$1,239,572.37

Cash balance \$3,230,964.09

- Hangar Construction Fund \$1,344,060.07
 - Corporate Hangar \$ 11,536.00
 - YTD \$ 871,490.27

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- T-Hangar \$ 4,755.00
- YTD \$ 472,569.80

- Unrestricted \$1,272,307.94
- Total Restricted \$1,100,099.97
 - Current Project Restricted \$ 389,510.51
 - PFC Restricted Checking Account \$ 710,589.46

August 2020

- Revenues \$133,487.31
- Expenses \$363,024.64

Net Income not including Cares reimbursement **(\$229,537.33)**

Cares Act August \$505,169.51

Net Income with Cares Act \$275,632.18

YTD Net \$420,958.42

YTD Cares Act Reimbursed \$765,091.59

Fiscal Year to Date \$1,239,572.37

Cash balance \$2,960,082.94

Hangar Construction Fund \$1,327,769.07

- 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

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Chairman's Comments

Chairman Clark thanked everyone for the successful Presidential visit and suggested we make notes for the next visit. Chairman Clark also acknowledged all the time and hard work that has gone into getting the hangar information together. After thanking everyone for attending and with no further discussion or questions, motion to adjourn was made by Cheryl Brown, seconded by Vice-Chairman Banks. Motion was unanimous, motion carried and meeting was adjourned.

Respectfully submitted,

Wanda Smith

Administrative Assistant

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