

Wednesday, December 16, 2020



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

**Pitt-Greenville Airport Authority Board Meeting  
December 16, 2020 at 11:30 a.m.  
Pitt-Greenville Airport Fire House**

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

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

**Minutes from the November 16, 2020 Pitt Greenville Pitt-Greenville Airport Authority Board Meeting**

Minutes from the November 16th 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 Dr. Dan Mayo. Motion was unanimous, motion carried, minutes were approved. Chairman Clark turned the floor over to Executive Director Hopper.

**Executive Directors Report**

**ARFF Vehicle Update**

- Due to Covid 19, OshKosh operations are temporarily shut down delaying the November completion date.
- Completion is scheduled for February 2021.

**Patio Overhang at Hangar 12**

- Director Hopper presented the Board with a proposal from CBC (Custom Building Company) to construct an overhang providing a meeting place for our tenants and the general aviation community.

- (CBC) Custom Building Company provided a quote for \$52,492 with construction beginning in February immediately following the completion of the GA Apron project.
- Vice-Chairman Banks and Secretary Monday have been investing time and effort with CBC in the planning of this project.
- The General Aviation taxiway project should be completed mid-January; Director Hopper is seeking approval from the Board to move forward with this project in February 2021.
- Dr. Morris expressed a couple of concerns inquiring if this was the best use of the Airport's money. In response Director Hopper replied with explaining the benefits of having a patio overhang giving tenants and the community a nice gathering area with protection from the elements. Director Hopper included the location was close to the T Hangar and Dillions where a lot of activity takes place allowing a good place to come out and observe the daily aviation activities renewing excitement and interest in the Airport. Chairman Clark stated this would be good public relations by showing the community the Airport's appreciation of the general aviation community.
- Mr. Nunally commented the project would also address the Board's long-standing desire to focus on the future making the Airport more attractive to the community as stated in earlier Board meetings.
- Dr. Morris also expressed concerns regarding the significant amount of unknowns.
- Director Hopper addressed this by saying the "unknowns" mentioned were not an "add on", merely items not addressed in the project. The structure would simply provide shelter from the elements. No other items such as masonry or plumbing would be included. Director Clark and Director Hopper both thanked Dr. Morris for his input and encouraged everyone to express any concerns or suggestions they may have.
- Vice-Chairman Banks informed the Board of Dillon's offer to open his facility to the General Aviation community promoting General Aviation to come to Greenville, conduct business with Dillon's and increasing fuel sales. The overhang would provide pilots wishing to stay overnight access to a restroom. Vice-Chairman Banks shared talk on the field from other pilots in support of the overhang stating how much they like the idea of bringing more people to Greenville. The overhang is a good public relation move increasing fuel revenue and by having such a space, will help bring excitement and interest back to Pitt Greenville Airport.
- Director Hopper requested approval from the Board to accept the Overhang project and begin construction in February 2021. The motion to approve was made by Secretary Monday, seconded by Chris Nunally. Motion was unanimous, motion carried.

#### Auditor Financial Draft report

- Director Hopper stated even with Covid 19, the Airport remained on schedule thanks to the efforts of April Cannon, Justin Allen of Martin Starnes, and Secretary Monday working so closely together. Director Hopper is confident the Airport will keep the audit schedule in the coming year.
- The Board received the draft of the financial audit conducted by Martin & Starnes for review. The audit addressed two recurring findings. The first finding is the Uniform Guidance Policy. Once this has been approved by the Board, this would be taken away from the findings. The second finding is to create a budget for the cash reserve and PFC accounts. Once the budget has been created, approved by the Board, this finding would be taken off.
- It has been advised by Justin that the board would also need to make sure budget amendments are completed by June 30<sup>th</sup>.
- Today Justin needs approval for the entire final draft to enable him to submit it to the LGC in January. The only thing pending is guidance from the FAA on how to spend the CARES Act monies. Justin will be here in February to present the audit and can answer any questions the Board may have. Chairman Clark inquired if we had a PFC budget would the Airport have the information and tools needed to be in a position to give McFarland what they are requesting? April responded that Zach has submitted all the amendments to the FAA, once approved the Airport will be in a position to create a clear PFC and cash reserves budgets with the funds remaining in the PFC account. Today Justin needs approval from the Board so he can date the audit. Secretary Monday recommends we go ahead and approve the policy. Motion to approve the entire draft audit as presented by Martin Starnes was made by Vice-Chairman Banks, seconded by Dr. Morris. Motion was unanimous, motion passed.

#### Purchasing Policies

- Director Hopper submitted a draft in June 2020 regarding purchase policies. This draft was in response to one of the findings in the financial audit. Director Hopper has discussed these policies with Justin, April and Secretary Monday. Justin stated the policies, as he sees them, accomplish what they are intended to do. These policies also make it easier on the auditor.
- Director Hopper proposes a motion from the Board to approve the purchasing policies. On the contingency some things may need changing, Director Hopper says the Airport would make these changes as amendments. These policies will take off the findings in future audits. A Motion to approve the uniform purchasing policy as written in June 2020 was made by Vice-Chairman Banks and seconded by Cheryl Brown. Motion was unanimous, motion carried.

Director Hopper thanked everyone for their contributions during the pandemic. Staff has achieved improvements and bringing the airport up to standard. He thanked staff and the Board for their contributions during this difficult time of suspended air service and significant reduction in activity. Director Hopper is looking forward to 2021 and getting hangars built, American Airlines coming back and the possibility of a new airline. The Board has been really vested in the Airport.

#### CARES Act Update

- To date we have had \$1,859,188.00 reimbursed.
- Of the \$8.2 million under agreement, we still have \$6,408,874.00 not reimbursed; we will be seeking more reimbursements moving forward.
- Per Tommy Dupree in Memphis, we are just shy of \$9.8 million to go under agreement, pending FAA guidance on development which we should have by the end of the year. Once we have that instruction we can move forward by tapping into that development funding and begin with the development projects.
- Secretary Monday inquired about the Apron project, asking if we were within budget. The Airport spent \$3.3 million of the \$3.9 million budgeted.

#### Federal/Local Projects

- AIP-44 FY 17 DNL Land/Noise
  - Per Eric Talbert some funds are still remaining.
  - Looking at the possibility of getting more property.
- AIP-46 FY 18 Clearing/Obstruction/Land
  - Pending FAA Close out
- AIP-47 FY 19 ARFF Vehicle-
  - Due to Covid 19, OshKosh was shut down delaying our original date received of November.
  - Currently the inspection is due for February 2021.
  - \$17,000.00 has been paid leaving a balance of \$700,000.
- AIP-49 FY.9 19 GA Apron
  - Should be completed before end of the year.
  - Airfield has definitely changed and has a welcoming feel.
  - The contractors have been doing a great job.
- AIP 51 Corporate Taxi-lane
  - According to Eric Stump, no start has been set.

- Quick turn update
  - Shelter is up and fencing should be completed in the next week.
  - In progress of verifying water lines, and concrete.
  - Project estimated date of completing is beginning of next year.

Overview of the projects completed during Covid 19.

- Parking lots have been painted, sealed and repainted.
- \$5900.00 has been spent in HVAC repairs by East Group.
- East Group identified other areas needing repairs such as cleaning the duct work.
- Runway has been repainted.
- Purchase of ground equipment such as belt loaders and boarding ramp has improved the line men's job by preventing injuries associated with lifting heavy items.
- Roof work done and completed by Service Roofing.
- Fuel Farm tanks emptied and cleaned.

**Operations Report**

**November 2020**

High 75 %

Low 25%

Average 47%

*Fuel Sales 100 LL*

Transient down 42.6 %

Based up 44.4 %

*Fuel Sales Jet A*

Transient up 59.95%

Based down 38.7%

Suspended Airline

G.A.R.D down 9%

Military purchased 5,982 in Jet sales for November as well as Charter and Med-flights.

**Financial Report (Secretary/Treasurer Terry Monday)**

- Secretary Monday went over the reports that will be given at each Board meeting. (P&L) profit & loss report, the balance sheet and the AIP Report. November numbers reflect an increase in fuel sales and a continued decrease in parking lot revenue. Secretary Monday

- stated fuel sales are a huge driver in revenue and building a new hangar will help drive fuel sales.
- Secretary Monday discussed the 2 types of money we receive from the CARES Act grant. Reimbursement for project meaning if the airport doesn't spend the money, no reimbursement is received. Second is the reimbursement for operations such as the day to day cost of operations. April reminded the board that with the cares act it is not 100% reimbursement as there are still some things not eligible.
- Secretary Monday shared with the Board fuel sales were up in October and November. This is due to military and medical flights.
- Secretary Monday shared parking revenue went from the normal \$40,000 per month to \$1,000.00. The revenue from parking is due to Charter flights. Last month's income was roughly \$177,000.00 with \$111,000.00 of that being in fuel sales. Secretary Monday noted the other airports were seeing the same decline in revenue.
- Fuel and parking lot revenue is a huge contributor to the Airports income.
- Terry advised himself and the Airport accounting staff are still the process of reviewing and implementing a crossover for the accounts payable and receivables that are pre-existing from the old accounting system.
- Chairman Clark inquired about the Airport's electric bill and why there is such a discrepancy month to month. Secretary Monday stated there was no rhyme or reason in the month to month variance. Vice-Chairman Banks suggested we get an energy review.
- Mr. Nanney will contact Greenville Utilities to see if we could get the energy audit set up and inquire the cause regarding the difference in the Airports month to month variance. April informed the Board that Greenville Utilities (GUC) gives the Airport a credit each month for the storm water bill in lieu of a reimbursement. April informed the Board of GUC's inspection of the lines and meters just a few years back. No problems were found then, but there have been random spikes in accounting.
- April Cannon asked the board if there were any other reports they would like to see at the board meetings in addition to the ones already discussed.

Before chairman's comments, Director Hopper informed the board that American Airlines would be resuming flights on January 5, 2021 per Tracey Montross. In January 2021, there will be a 6:45 a.m. departure and a 6:00 p.m. arrival. In February, American intends to expand to 3 turns per day.

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**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 wished everyone Happy Holidays and adjourned the meeting.

Respectfully submitted,

Wanda Smith

Administrative Assistant