

Pitt-Greenville Airport Authority Board Meeting
April 21, 2021
11:30 a.m.
Pitt-Greenville Airport Fire House

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

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, Jay Talbert and Eric Stumph 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.

Approval of Minutes

Minutes from the March 17th 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

Director Hopper moved to go over Financials first, with no objection, Financials were moved up.

Financials:

- The finance committee has been meeting to establish a budget for FY 21-22.
- Martin Starnes will be onsite in May for the pre-interim audit, during this time Zach from McFarland Johnson, Secretary Terry, Director Hopper and April will meet with Justin in preparation of budgets and amendments to be made by the June 2021 meeting.
- April informed the Board the Parking numbers were up to \$19,000.00 for the month of March with the new extra flight, with anticipation of more growth when American brings in an additional flight in May.
- Rental Cars numbers have continued to grow with the Airline bringing in more flights.
- Expenses have remained steady with exception of maintenance going up due to all the repairs. This is occurring due to the terminal repairs such as painting, roofing, outside paving, HVAC systems.
- February gross profits were \$91,000

- March gross profit \$129,000 still needs to be transferred.
- PNL relative to budget, \$200,000 below budget. We will be making budget amendments in June and the finance committee will review budget amendments and other questions. Such as cost of goods sold will offset the budget based on the fuel sales.
- Eric Stumph advised the board that the reimbursement for the ARFF fire truck has been delayed due to the invoicing process by Oshkosh being a lump sum. This is causing the Airport having to communicate with FAA and get approval for over cost.

Executive Director Report:

- **Auditor Contract**

Director Hopper reports the contract for Martin Starnes & Associates sent out with original \$23,425 split single audit /PFC audit as required, \$18,425 is for the single audit part and \$5000 if for the PFC audit part. Motion to approve was made by Dr. Morris, seconded by Secretary Monday. Motion was unanimous, motion carried, motion approved.

Economic Development Relations

- 90 acres north of air field.
- Link to us when they go to the CBD website.
- Getting prices talking with Greenville ENC Alliance regarding environmental.
- Greenville ENC Alliance CBD
- Previews of Diligence.
- Pull all stake holders together to recognize importance of airport, and economic development.
- Quasi site selector to include in a list, to target businesses and industries who operate around airports.
- Target business that locates near airport, no fees, just cooperate and collaborating with them. Putting the airport in the spotlight.

Cares Act:

- \$2,906,846.01 (reimbursed) \$5,361,353.99 left in \$8,268,200.00 grant.

Maintenance:

- Deferred Maintenance
- Parking Lot paved
- Painting interior of terminal
- HVAC systems upgrades
- Compressors are bringing in fresh air.
- Appearance of terminal has greatly improved.

Federal/State/Local Projects

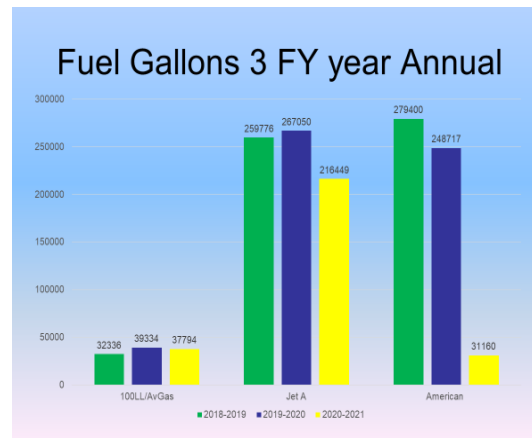
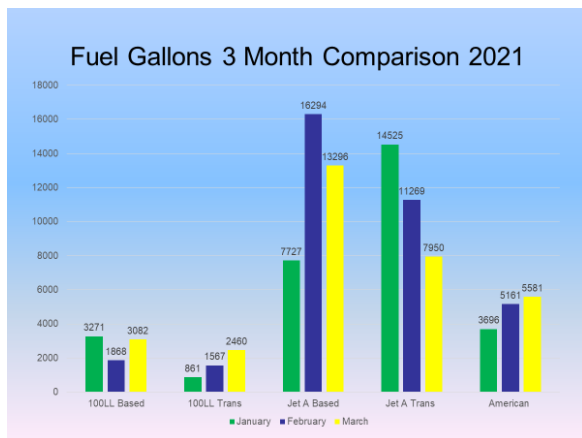
- AIP-44 FY 17 DNL Land/Noise
 - Per Eric Stumph still hoping to progress on a couple of properties.
- AIP-47 FY 19 ARFF Vehicle
 - New ARFF truck has been delivered

- Training with Oshkosh has been completed
- Pending Foam concerns
- Pending FAA request, additional cost will not be done by June 2021
- AIP-49 FY19 GA Apron
 - Finish Seal Coat, tie downs,
 - Final work at Hangar 12 once the Canopy is complete
 - Canopy Material are delayed, so holding final work to be completed.
- AIP 51 Corporate Taxi-lane
 - Under construction with good progress
 - Board is requesting to be informed of steps being taken as they occur.
 - Drainage Installation in progress
- Hangars 27, 28, & 29
 - In progress
- Taxiway A North FY21
 - Design has started
 - Bid will be scheduled in a few weeks

Operations Report

- Deplane 2118
- Enplane 2095
- Average per year is between 24,000 to 25,000.
- Mainly leisure travelers but remaining optimistic.
- Weekends are showing the highest days
- American Airlines will be increasing to 5 flights per day by May.
- Discussion on whether or not we would see business travel increase was mentioned and the board remains optimistic. Chairman Clark commented on seeing and hearing a lot of positive feedback and all the social media surrounding the airport.
- Director Hopper advised that there will be more advertising over the next couple months. There will be 2 billboards located on Hwy 264, and will be lighted at night.

Per the board's request April has revised the reports to be viewed in a comparison format.



Director Hopper advised that he is hopeful by summer that fuel sales will show signs of growth. Avgas customers show that they have been flying this month in a jump in transient sales. Jets and Airline fuel sales still tend to be on the lower side but are showing a positive change.

Parking has been showing a great increase compared to the past months of when COVID had a major impact on the parking booth operations. The parking booth revenues doubled over the past month, yet we are still shy of 50% of a normal month.

G.A.R.D machine was down over a two-week period so numbers are not accurate at this time. We anticipate having a good report on RWY 8/26 going back one year by the next board meeting according to Operations Officer Alan Leggett. Talbert & Bright stated that if nothing was done to 8/26 the runway could possibly be patched and FOD under control; it will only last another couple years with the declining curve steepening every year.

Chairman's Comments

Chairman Clark stated that the new financials have become clearer to advise what the gross profit margin is on fuel sold. Secretary Terry stated that the current fuel profit margin is around 35% to 40%. The cost of goods sold has not been broken out in the financials the entire fiscal year. This will be clearer when there are less journal entries and the entire fiscal year is in one system.

The board discussed the reason self service is not beneficial for the Airport. It does not allow for financial growth. Customer Service has grown with the operations staff. The airport staff has become very attentive and quick to respond on the Unicom it is showing a good reflection on the communication becoming clearer.

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,

April Cannon
Finance & Administrative Manager