

Pitt-Greenville Airport Authority Board Meeting
May 19, 2021
11:30 a.m.
Pitt-Greenville Airport Conference room

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

Staff members present: Bill Hopper, Executive Director; Richard Nanney, Operations Manager; April Cannon, Finance and Administration Manager; and Alan Leggett, Operations Officer.

Other attendees included Attorney Dave Silver, Eric Stumph of Talbert & Bright, Inc., Uconda Dunn and Brad Hufford; Greenville ENC Alliance.

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 April 21, 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 a minor correction, a 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 introduced the Greenville ENC Alliance who gave a presentation to the airport authority board. Greenville ENC Alliance has been working in conjunction with the Pitt Greenville Airport to make some connections from a revenue stand point.

The presentation began with Uconda informing the board that they will be marketing the area. Uconda and Brad have been meeting with Site selection consulting. In pin pointing economic development Greenville's location is an 8-hour drive to New York, down to Jacksonville Florida, as far west as Nashville, Tennessee, and Atlanta, Georgia. Our industrial park is 40 miles to I-95 on a four-lane highway. The population is grown about 7.5% over the last 10 years. Greenville Alliance market in three industry sectors Advanced Manufacturing, Pharmaceutical, and Medical Devices supplies. A consultant contracted thru ENC will be able to inform them what companies will be interested and could benefit from this community. One of the greatest assets in Greenville are the Utilities from Greenville Utilities because they have a 99% rating. Many companies will look for this to keep their company operations up and running. Brad stated that they are out marketing, promoting and in contact with consultants daily. According to Brad there is a due diligence that needs to be completed prior to reaching out

directly for a lease or consultation. Phase 1 environmental needs to be complete. Cultural and archaeological review to make sure there is no burial or Indian grounds. There is a larger list of requests and surveys that businesses will require prior to any negotiations. ENC Alliance has advised that Greenville is a perfect location and with the airport right inside of Pitt County limits and it shows businesses that they won't have to travel 1 to 2 hours away like most places.

Executive Director Report:

Executive Hopper advised that there is a quote for \$16,450 from Eneco to replace Hangar 12 Dillon's Aviation heating system. A second quote is still pending a response. The system has had maintenance before but the time has come where the system does need to be replaced. A motion to approve a not to exceed amount of \$16,450 was made by Dan Mayo, seconded by Chris Nunnally motion was unanimous, motion carried, and approved

Fiscal Year 21-22 Budgets have been reviewed by the finance committee and emailed to the authority board. The budget will be made public following this meeting along with two additional budgets for FY 20-21 PFC and FY 20-21 Cash Reserve. According to Cannon the board will be emailed budget amendments that will be looking for approval during the June 2021 meeting. A motion to allow the budgets to be made available to the public was made by Vice-Chairman John Banks, seconded by Secretary Terry Monday motion was unanimous, motion carried, and approved.

Executive Hopper informed the board that the Chamber of Commerce business expo this year is a Golf Tournament being held at the Greenville Country club on May 21 and the Pitt Greenville Airport will be participating. This will be a good marketing opportunity to connect with other businesses.

Cares Act:

- Reimbursed \$3,105,505.91 with (\$5,162,694.09) left out of \$8,268,200.00 grant.
Executive Hopper advised this is a great opportunity to update and create a deferred maintenance program. Having the use of cares money Pitt Greenville has been able to accomplish maintenance renovations and repairs on items that have not been updated in many years. Terminal painting and New HVAC systems have been a priority to get complete.

Federal/State/Local Projects

- AIP-44 FY 17 DNL Land/Noise
 - Per Eric Stumph still hoping to progress on a couple of properties. September 30 is FAA timeline to use the rest of the funding.

Executive Hopper requested approval for a Work Authorization for AIP 44 to include appraisals. A motion to approve was made by Vice-Chairman Banks, seconded by Dan Mayo. motion was unanimous, motion carried, approved.

- AIP-47 FY 19 ARFF Vehicle
 - Pending FAA Delphi request for \$640,000 for reimbursement on 90% of ARFF

- truck minus the additional requests on the vehicle.
 - o Additional cost pending approval from AIP 49 will not be done by June 2021
- AIP-49 FY19 GA Apron
 - o Seal coat will be applied within the next week, and needs to cure for 90 days.
 - o Steel delayed for overhang, but the fence has been complete.
- AIP 51 Corporate Taxi-lane
 - o Under construction with good progress
 - o Relocating of the beacon tower.
 - o Sign on memorial drive will be getting removed.
- Hangars 27, 28, & 29
 - o In progress
 - o Design in progress, bidding June 13.
 - o Plans for review to the board will be May 28.
 - o Steel is on delay
- Taxiway A North FY21
 - o Design in progress
 - o Bid will be in September
 - o Estimate of \$3.6 million

Silver advised that the statute for an informal bidding process states that the board would have to approve to change the bidding process of the airport. A decision to advertise solely by electronic means, whether for particular contracts or generally for all contracts that are subject to this Article 143-129 Procedure for letting of public contracts shall be approved by the governing board of the political division of the state at the regular meeting of the board. A motion to operate to advertise all public projects by electronic means was made by Cheryl Brown, seconded by Chris Nunnally motion was unanimous, motion carried, and approved.

Closed Session:

The board then moved to a closed session to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease .A motion to go into closed session was made by Dan Mayo, seconded by Chris Nunnally motion was unanimous, motion carried, and approved.

A motion to come of closed session was made by Dan Mayo, seconded by Vice-Chairman John Banks motion was unanimous, motion carried, and approved.

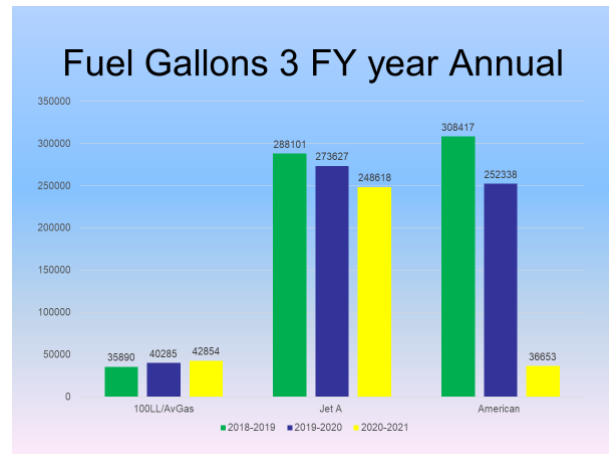
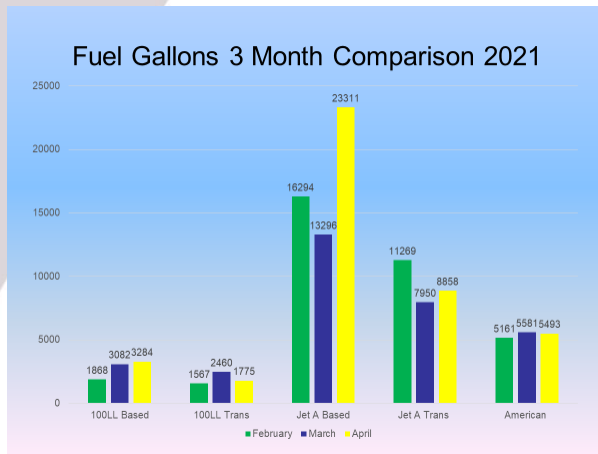
A motion to give authority to the airport to enter into a lease as discussed during closed session was made by Dan Mayo, seconded Cheryl Brown motion was unanimous, motion carried, and approved.

Operations Report

- Deplane 3000

- Enplane 2954

Executive Director Hopper advised that even though there has been a fuel shortage the airport has been operation with no issues. The Operations team has pulled together, and Richard Nanney Operations Manager and Timothy Forrest made sure that the fuel supply stayed full, and keeping American and East Care flying was a strong concern.



RWY8/26:

Alan Leggett has been keeping track of the operations numbers on RWY 8/26. Pitt Greenville is currently sitting at 27%. Runway 8/26 was being used most during the beginning of the month of May, with the wind change RWY 2/20 was more active in the later weeks. Leggett advised that in the beginning of the year it is generally around 12 % but during the mid-year it increases aircraft activity. This is a necessary RWY that needs rehabilitation.

Financial Report:

Cannon advised that the parking Lot has been increasing. The month of April we collected close to \$25,000 which is half of what was the norm before Covid happened. As of May we are already at \$19,000. The airline financials are still pending invoices. Rental cars revenue is increasing with the traffic flow of American flights coming back. The Airline fuel for May is going to be one of the highest that we have had in months. The cash gross profit \$329,000 is set aside in the new account request by the board.

Last week Justin from Martin & Starnes was on site starting the pre-interim audit for FY 20-21. There was a discussion with him regarding all the budgets that need to be approved prior to the end of the month. Cannon will be emailing the board all the required budgets and then will be providing access to the public on June 1st this will allow the required time to approve at the June Board meeting. The PFC Consultant is in process of preparing a draft budget with the airport for both fiscal years required.

One of the budget amendments will be for the ARFF truck to cover the added expenses on the

Wednesday, May 19, 2021



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

PITT-GREENVILLE
AIRPORT

vehicle.

Chairman Clark advised that he wants Executive Director Hopper to contact the County regarding the tax's hangar agreement for the corporate hangars by the end of the week.

Secretary Monday asked about the insurance that is showing up on the balance sheet as a prepaid expense. It shows that it has been accumulating for possibly up to 8 years. Cannon advised that the auditor handles the close out of the accounts receivable from previous years based on the way the airport use to be set up, and that with the new accounting system that has started in October it should help clear up future concerns. Secretary Monday stated that the accumulation of receivables and payables will need to be adjusted with the auditor and clear up the adjustments to be accurate.

Secretary stated that the customer service at Pitt Greenville Airport has been stepped up and appreciated. Pilots are commenting the quickness of response and attention to customer friendly experience.

Chairman's Comments:

Chairman Clark started out by stating the responses he is getting about the operations staff answering the Unicom and their customer service is showing a positive experience.

The airport improvements are very visible and are showing a better appearance.

It was asked if there is still talk about another airline and per Chairman Clark there will be a follow up meeting.

Chairman Clark asked if there were any further discussion or questions, with no one coming forward Chairman Clark called the May 19, 2021 Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully submitted,

April Cannon
Finance & Administrative Manager