

**Pitt-Greenville Airport Authority Board Meeting
June 16, 2021
11:45 a.m.
Pitt-Greenville Airport Conference room**

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

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 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 May 19, 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 no corrections, a motion to approve the minutes was made by Cheryl Brown, seconded by Jim Morris, motion was unanimous, motion carried, minutes were approved.

Executive Director Report:

Chairman Clark started out thanking board member Jim Morris for his many years of service to the Pitt Greenville Airport Authority. This meeting will be his final day. Executive Director Hopper stated that he valued all of Jim Morris services and presented him with a token of appreciation. Jim Morris stated he is thankful to have had the time to represent the board.

Budget FY 20-21, FY 21-22, Budget Amendments:

Executive Director Hopper moved on with the board meeting by turning it over to Finance & Administration Manager April Cannon to seek approval from the Authority board for all budgets, amendments that have been made public and were discussed during the public meeting held June 16th at 11:30am. The Proposed budgets were reviewed by the board at the May meeting. There were no changes directed by the board.

Finance & Administration Manager Cannon stated that Pitt Greenville Airport is looking for approval for Fiscal year 2020-2021 budgets for Fund 66 cash gross profit, Fund 21 cash reserve, and Fund 23 PFC, as presented to the board and public.

Cannon is seeking approval from the authority board for a budget amendment for Fund 91 AIP 47 ARFF Truck to increase the grant to \$754,071.00 to cover the cost of additional specs.

Cannon advised the Fund 51 Hangar Construction as consulted with Martin & Starnes requires an over due budget amendment to clear up past finances. A request is being made to the authority board to amend the budget to \$3,200,000.

Finance & Administration Manager Cannon stated that Pitt Greenville Airport is also looking for approval for Fiscal year 2021-2022 budgets for operational Fund 65 budgets for Fund 66 cash gross profit, Fund 21 cash reserve, and Fund 23 PFC as presented to the board and public.

A motion to approve all budgets and budget amendments as presented was made by Secretary/Treasurer Terry Monday, seconded by Cheryl Brown, motion was unanimous, motion carried, all budgets were approved.

Election of Board Officers for 2021-2022

At the request of Chairman Clark, David Silver Pitt Greenville Airport Council conducted the election process.

David Silver called for nominations for Chairman John Banks nominated Eric Clark, and Jim Morris seconded the nomination. No other nominations were

presented and David Silver closed the nominations and called for a vote. The board voted unanimously for Eric Clark as Chairman.

David Silver called for nominations for Vice- Chairman Jim Morris nominated John Banks, and Cheryl Brown seconded the nomination. No other nominations were presented and David Silver closed the nominations and called for a vote. The board voted unanimously for John Banks as Vice-Chairman.

David Silver called for nominations for Secretary/Treasurer. John Banks nominated Terry Monday, and Cheryl Brown seconded the nomination. No other nominations were presented and David Silver closed the nominations and called for a vote. The board voted unanimously for Terry Monday as Secretary/Treasurer.

David Silver stated with position as Executive Director, Kim Bill Hopper is unanimously delegated as the Finance Officer to the board.

David Silver called all elections to a close.

Executive Director Hopper continued the board meeting by presenting the board with a proposal to raise the T-Hangar rents to \$260 a month as discussed in previous meetings. Discussions have been brought about because of the last rate increase has been a few years and the expense of the airport has been increasing. The Pitt Greenville Airport currently has a waiting list for T-Hangar space that is continuously growing. After review the new rate would go into effect August 1, 2021 and will still maintain a demographically lower rate.

A motion to approve the rate increase for T-Hangars effective August 1, 2021 was voiced by Jim Morris, seconded by Cheryl Brown, motion was unanimous, motion carried, motion approved.

Executive Director Hopper is requesting approval for crack sealing on the Deicing apron. Eric Stumph advised that maintenance of this pavement will be beneficial to the airport. A quote was received in the amount of \$13,443.50 and Hopper advised Pitt Greenville Airport is in search of a second quote.

A motion to approve a not to exceed amount of \$13,443.50 was voiced by Vice Chairman John Banks, seconded by Cheryl Brown, motion was unanimous, motion carried, motion approved.

Cares Act:

- Reimbursed \$3,457,535.32 with (\$4,810,664.68) left out of \$8,268,200.00 grant.

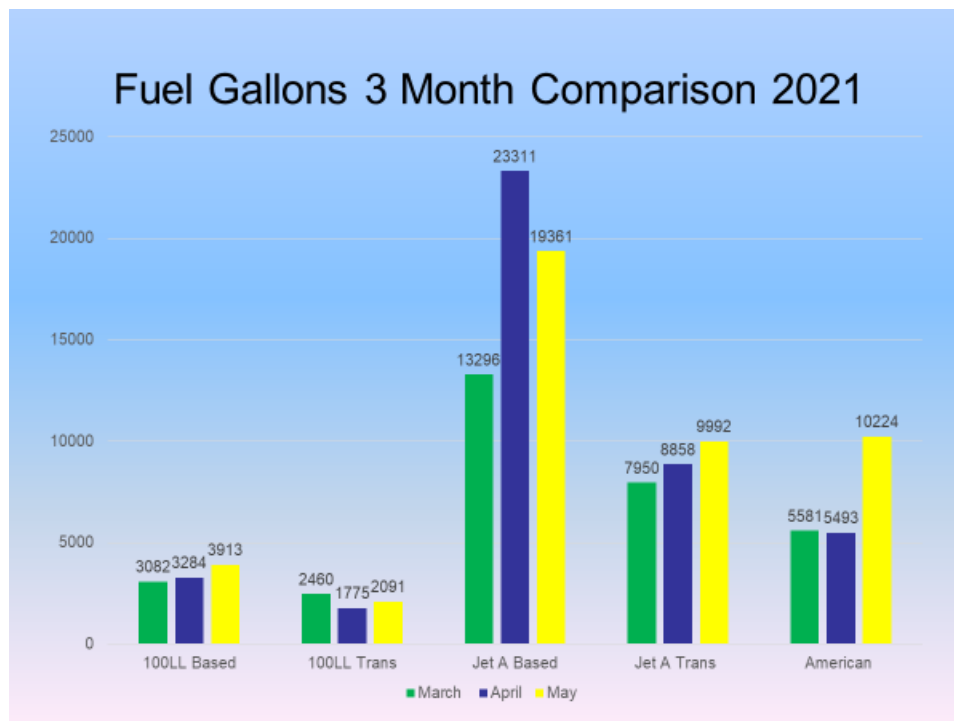
Operations Report

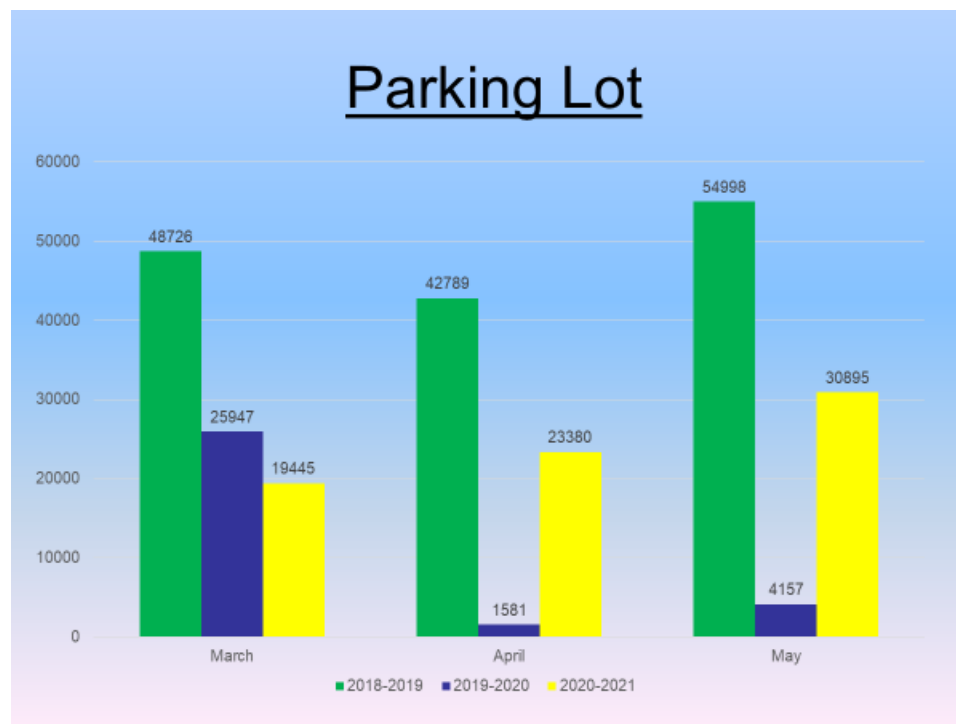
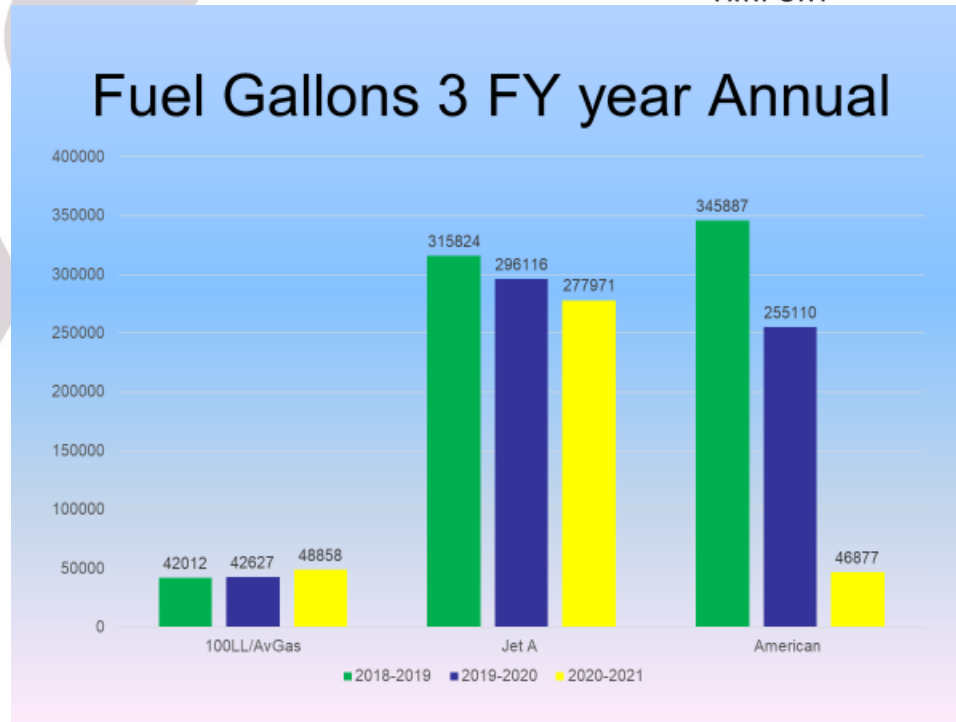
- Deplane 3363
- Enplane 3380

Executive Director Hopper advised that even though there was a fuel shortage last month the airport has been operating with minimal fuel shortage. The fuel shortage did not affect the Avgas sales from rising this month.

American Airlines has started to increase fuel sales to help conserve the fuel at their main hub. Annual sales are still on a steady incline. Their capacity is also increasing and maintain a current 80%. The Pitt Greenville Airport is still on a steady incline to reach 40,000 enplanements by the end of the year.

Executive Director Hopper mentioned that there may be an increase in Casino Charter flights going from 1 to 2 per month.





Financial Report:

Secretary/ Treasurer Monday started out the financial statements by informing the board about the steady incline in income. Much of this is due to the

Cares Act grant that the airport has needed. This shows in the facts that last year at this time the Pitt Greenville Airport had \$3mil. in the bank as opposed to know where there is close to \$4mil. The airport will still continue to move funds into the cash gross profit fund in the possibilities to build more hangars in the future.

One of the expenses that Monday focused on was the new HVAC system that has been updated. To date the cost has been estimated of \$90,000.

Maintenance programs are being created according to Executive Director Hopper. There have been many maintenance items that are being replaced and repaired. The airport is currently being painted looking to be complete soon. HVAC system repairs are in process.

Monday advised that fuel sales are growing, this month was a little slow with people holding back because of the fuel shortage that occurred. Parking lot revenue does continue to grow each month.

It was questioned if there was any information regarding the ARFF truck reimbursement and Cannon advised that the request is pending with FAA. Operations Manager Nanney noted that the increase in the budget was due to items not included in the initial project that is required for the ARFF rescue vehicle.

Cannon Advised that the auditor will be on site for a week in July to do onsite work for FY 20-21 audit. Monday informed the board that during this the accounts receivables should become cleared up on past financial carry overs.

Federal/State/Local Projects

According to Executive Director Hopper and Eric Stumph the Pitt Greenville Airport CIP is still pending and in review. One of the concerns and continued progress is to keep moving forward regarding the rehab for RWY 8/26 to avoid possible closure per inspector.

- AIP-44 FY 17 DNL Land/Noise
 - Per Eric Stumph still hoping to progress on a couple of properties. There are 2 properties that have been sent letters for right of entry, appraisals will follow.
- AIP-47 FY 19 ARFF Vehicle
 - Pending FAA Delphi request for \$ reimbursement on 90% of ARFF truck minus the additional requests on the vehicle.
 - Additional cost pending approval from AIP 49 will not be done by June 2021
- AIP-49 FY19 GA Apron

- Final painting is in progress.
- The helipad has not been painted as of yet.
- AIP 51 Corporate Taxi-lane
 -
- Hangars 27, 28, & 29
 - Design in progress, bid ad will run 6/17/2021
 - Pre-Bids are being held 6/30/2021
 - The Authority Board has requested the package be brought to the board by the next board meeting in July
- Taxiway A North FY21
 - Design is complete
 - FAA has delayed discretionary money, and a decision on entitlement money has not been set yet.

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 Cheryl Brown, seconded by Jim Morris, motion was unanimous, motion carried, and approved.

A motion to come out of closed session was made by Cheryl Brown, seconded by Jim Morris, motion was unanimous, motion carried, and approved.

A motion to approve negotiations as discussed during closed session was made by Cheryl Brown, seconded by Terry Monday motion was unanimous, motion carried, and motion approved.

Chairman's Comments:

Chairman Clark started out his comments by thanking the Pitt Greenville Airport staff for the step up on communication and great customer service. Pilot are complimenting the staff on a great response time and service.

Vice-Chairman Banks brought up the discussion on the design for new hangars in regards of installing a stud for the ability to have water, utilities, and a sink. Eric

Wednesday, June 16, 2021



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

PITT-GREENVILLE
AIRPORT

Stumph stated he will discuss with contractors on the options they can have. Information will be brought to the Authority Board at the July 21, 2021 meeting.

Chairman Clark advised that when American Airlines brings in the CRJ 700 it will be a requirement to use the Jetbridge.

Vice-Chairman specified that he would like a preventative maintenance program in regards to the HVAC system designed with East Group so that complications can be avoided in the future.

It has been brought attention from the Authority Board that they want a Landscaping company to start completing the landscaping at the airport. Per the board the staff should be delegated to do other necessary tasks. Vice-Chairman Banks stated there needs to be a professional landscaper to maintain the outside of the airport and he has advised that he would like the Pitt Greenville Airport to take requests/bids for the job.

Chairman Clark asked if there were any further discussion or questions, with no one coming forward Chairman Clark called the June 16, 2021 Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully submitted,

April Cannon
Finance & Administration Manager