

Pitt-Greenville Airport Authority Board Meeting
July 21, 2021
11:30 a.m.
Pitt-Greenville Airport ARFF Firehouse

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

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; Justin Allen, Martin Starnes & Associates and Aaron Little, Martin Starnes & Associates.

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 June 16, 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 John Banks, seconded by Chris Nunnally motion was unanimous, motion carried, minutes were approved.

Executive Director Hopper started out by introducing the current auditors Justin Allen and Aaron Little from Martin Starnes & Associates out of Hickory, NC. This will be their third year of doing the Pitt Greenville Airport Audit. Executive Director Hopper stated that with the hard work from Terry Monday, April Cannon, and some other staff members that the result of their efforts are showing in this year's audit.

Justin advised that the current FY 20-21 audit was moving along smoothly. It appears to be progressing as scheduled. Justin advised the board that all the budgets that were approved should clear up any findings for this year. He also stated that the procurement policy that the board has approved will clear up the finding from last year.

Mr. Allen informed the board that one of the things that the Airport and Authority Board need to make sure to stay in compliance with is to make sure there is a separation of duties among different staff, accountants, and consultants. With there not being a big financial staff, it is crucial to follow policy to keep a legal separation of duties to stay compliant and not end up with any findings.

For next year's audit Mr. Allen advised that the capital outlay has been identified as a good tracking system for most of the items. He did advise that there needs to be an additional system or process in place to track all assets and equipment on the property.

Martin & Starnes will need to be advised when Talbert & Bright receive more information regarding AIP 47 ARFF Truck additional funding, and Taxiway A funding for the coming year. Eric Stumph advised that AIP 47 is pending the completion of AIP 49 project.

Mr. Allen advised that the goal is to have everything to the LGC by the due date in October.

Chairman Clark thanked the auditor Justin Allen for the information and is glad to hear that the adjustments April Cannon and Terry Monday have been making to better the financial system is having a positive impact on the audit and financial position. Chairman Clark proceeded to thank Finance & Administration Manager Cannon for the perseverance and patience over the past years to move forward and help establish a better system that helps everyone and reflects the accuracy required. Clark stated that he is glad to hear that the hard work Executive Director Hopper and April Cannon have been pushing thru is allowing for Martin Starnes & Associates to have a clearer audit and provide the Board with accurate and beneficial information.

Financial Report:

Finance & Administration Manager Cannon advised the board that the financials were steady compared to June. With the finance audit currently in progress the finance report is limited until the final numbers are complete.

Parking Booth income continues to maintain \$30,000 over the past two months. Executive Hopper mentioned that this may level off in August due to the Airline not increasing its frequency.

Cannon advised that some of the final numbers for the end of the month may seem a little higher and that is due to it being the end of the year. Salary invoices were received in time for the end of the year.

With the new accounting system, it is preventing not having as many accounts payable adjustments as prior years because of the ability to enter everything in when received.

Chairman Clark continued by welcoming Mike Roberson as the newest board member of the Pitt Greenville Airport Authority Board. He stated that he looks forward to seeing what he brings to the board with his entrepreneurial style.

Closed Session:

The board then moved to a closed session to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in

negotiations discuss economic development opportunities. A motion to go into closed session was made by John Banks, seconded by Cheryl Brown, motion was unanimous, motion carried, and approved.

The Board then also moved into a second closed session to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee. A motion to go into closed session was made by John Banks, seconded by Chris Nunnally, motion was unanimous, motion carried, and approved.

A motion to come out of closed session was made by Mike Roberson, seconded by Chris Nunnally, motion was unanimous, motion carried, and approved.

Executive Director Report:

Executive Director started out by looking for approval for work authorization for \$92,063.82 with Talbert & Bright for the new Hangar construction project. The work authorization covers adding 2 more hangars to initial scope, architectural, advertisement. The pre-bid will be August 4, The Bids are due August 19 with a contingent date of August 27. A motion to approve the work authorization was voiced by Chris Nunnally, seconded by Dan Mayo, motion was unanimous, motion carried, motion approved.

Executive Director also seeks approval for the AIP 44 DNL Land work authorization for \$43,760 with Talbert & Bright. A motion to approve the work authorization was voiced by John Banks, seconded by Chris Nunnally, motion was unanimous, motion carried, motion approved.

The board was presented with the letters for just compensation on 2 parcels included in the AIP 44 DNL Land project. It has been requested to approve the just compensation offer letter for both properties located on Belvoir Rd in the amounts of \$110,000 and \$118,000. A motion to approve the work authorization was voiced by Chris Nunnally, seconded by Cheryl Brown, motion was unanimous, motion carried, motion approved

Cares Act:

- Reimbursed \$3,794,226.02 with (\$4,473,973.98 million) left out of \$8,268,200.00 grant. Investments this year were to clean up deferred investments from previous years. Executive Director Hopper stated that he hopes the revenue from the future Hangar project will start to cover operational programs.

Mater Plan Review:

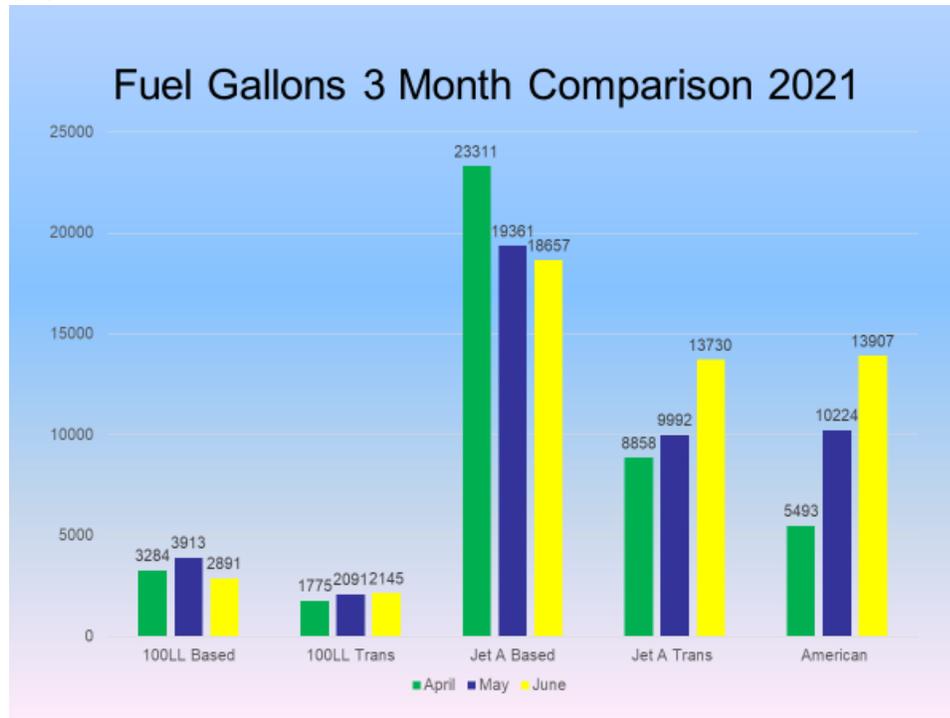
- Vice-Chairman Banks started out stating that progress for the life span of RWY 8/26 needs to be addressed. Currently there is no Air Carrier service allowed on this runway. Executive Director Hopper informed the Board that RWY 8/26 operates with an approximately 21% of operations.
- Properties on Highway 11 are possibility for future development.
- General Aviation renovation is stated to happen in next couple years.

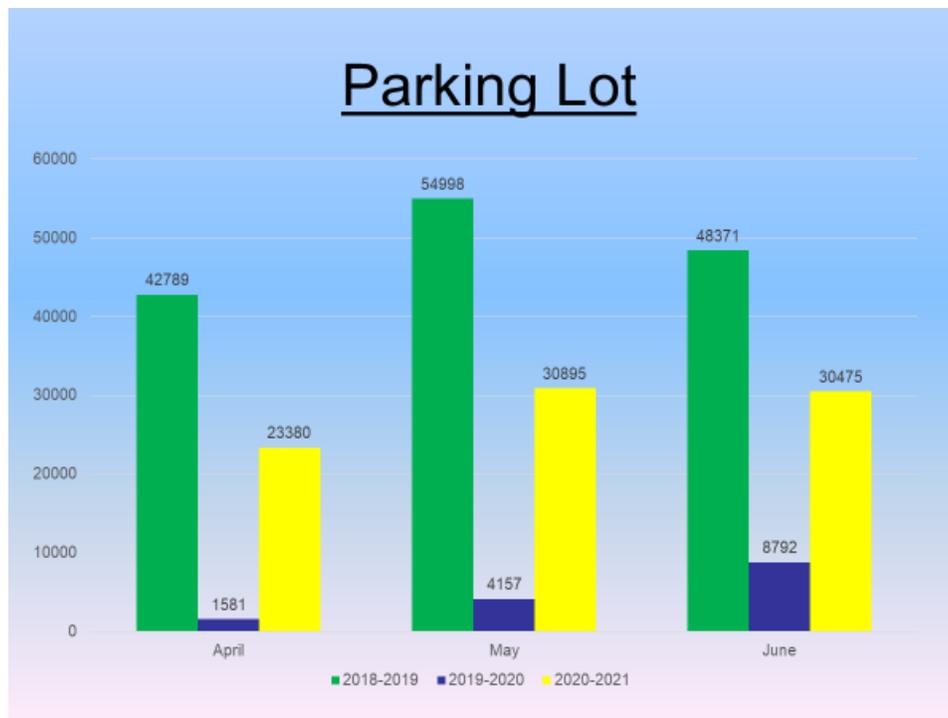
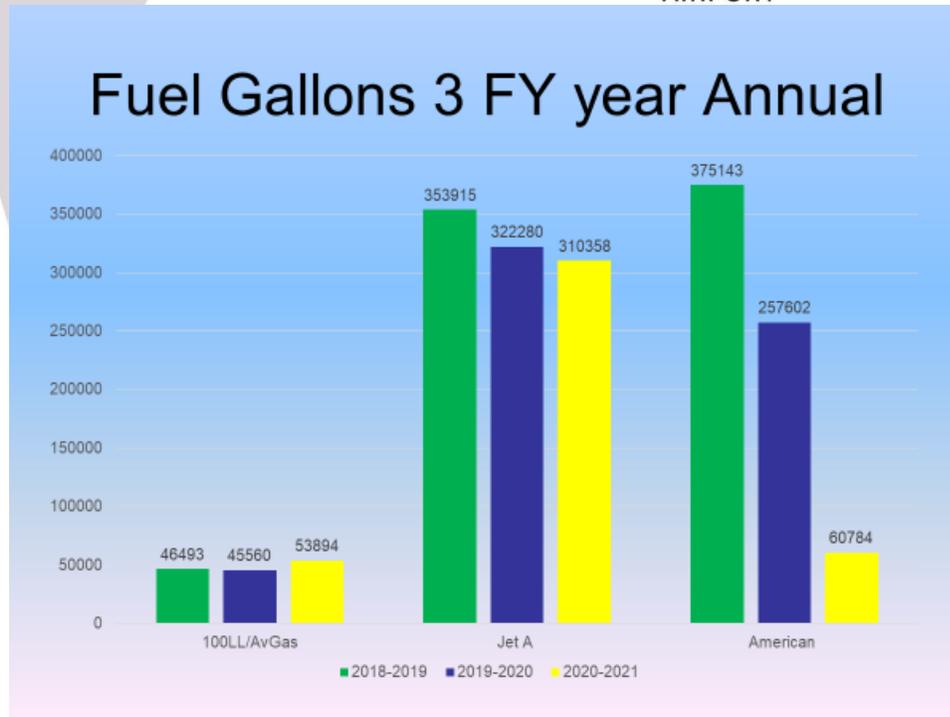
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- Increasing the Fuel Farm size to benefit more sales. Consider having an additional Jet truck or Jet tank. Self-Serve fueling was considered but had more drawbacks than full-service options.
- The Master Plan has 10-20 years from 2014 before needing to be updated.

Operations Report

- Deplane 3425
- Enplane 3194





Federal/State/Local Projects

- AIP-44 FY 17 DNL Land/Noise
 - Per Eric Stumph still hoping to progress on a couple of properties. There are 4

Wednesday, July 21, 2021



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

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properties being reviewed. Two properties are being sent offer letters.

- AIP-47 FY 19 ARFF Vehicle
 - Additional cost pending approval from AIP 49 will not be done by June 2021
- AIP-49 FY19 GA Apron
 - Almost complete looking to be closed by end of year.
- AIP 51 Corporate Taxi-lane
- Hangars 27, 28, 29, 30 & 31
 - Project will need to be encumbered by August 31.
- Taxiway A North FY21
 - Design is complete
 - FAA has delayed discretionary money, and a decision on entitlement money has not been set yet.

Chairman's Comments:

Chairman Clark thanked the board and staff for there time and commitment.

Chairman Clark asked if there were any further discussion or questions, with no one coming forward Chairman Clark called the July 21,2021 Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully submitted,

April Cannon
Finance & Administration Manager