

Pitt-Greenville Airport Authority Board Meeting
October 20, 2021
11:30 a.m.
Pitt-Greenville Airport Conference Room

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

Staff members present: Bill Hopper, Executive Director; Richard Nanney, Operations Manager; April Cannon, Finance and Administration Manager; Cidni Mills, Administrative Assistant; and Steven Holloman, Training Compliance Officer.

Other attendees included Attorney Dave Silver; Eric Stumph, Talbert & Bright, Inc.

With no one registered to speak Chairman Clark closed the Public Forum and called the monthly Airport Authority Board meeting to order.

Approval of Minutes

Minutes from the September 15, 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 Mike Roberson motion was unanimous, motion carried, minutes were approved.

Executive Director Report:

- Executive Director Hopper was seeking approval for a contract with Custom Building Company to rehabilitate Hangar 5 in the amount of \$65,136.00. There is a 10-calendar day hold price with tomorrow being the due date. CBC did the initial roofing on this hangar and will be reskinning, color matching, installation, and door replacement seals. There were 3 quotes received and this is the lowest of all. A motion to approve was made by Dan Mayo, seconded by Mike Roberson motion was unanimous, motion carried, motion approved.
- A request to accept a grant offer and enter into a grant agreement with FAA for CARES Act Development funding. The board voiced NTE amount of \$9.8 mil. A motion to approve was made by Terry Monday, seconded by Cheryl Brown motion was unanimous, motion carried, motion approved.

- Executive Director Hopper was also seeking approval for work authorization for NTE \$355,489.32 with Talbert & Bright for construction management & administration of Hangars 27, 28, 29, 30 & 31. The board discussed the costs plus possible \$400,000 worth of change orders, and how much Cares funding and NCDOT funding will be available. Hopper advised there should be an estimate of \$550-\$600,000 cares funding left over for site prep. After the board discussed the costs and IFE it was agreed to table this motion until the November board meeting or a special call meeting to discuss costs.
- Hopper then requested approval to enter into a contract with Farrior & Sons for construction of Hangars 27,28,29,30 & 31 which is currently pending a grant offer. A motion to approve was made by Terry Monday, seconded by Dan Mayo motion was unanimous, motion carried, motion approved.
- Work Authorization with TBI for design & administrative services for not to exceed \$99,956 pending IFE for site prep work for Hangars 25 & 26 was discussed among the board. There are current drainage concerns that will be handled, flooding, parking improvements, coordination lines for electrical. The land and underground infrastructure will be prepared per Talbert & Bright. A motion to approve was made by Dan Mayo, seconded by Chris Nunnally motion was unanimous, motion carried, motion approved.
- Executive Hopper proceeded by requesting approval for purchase & installation of vehicle shelters with East Carolina Unlimited in laydown area. It was suggested by board that storage space be non-visible to public, include closed sides and be inside security fence. Hopper advised that this is part of the quotes being requested and lowest quote is being offered at \$15,194 for two 26' x 36' shelters. A motion to approve was made by Dan Mayo, seconded by Cheryl Brown motion was unanimous, motion carried, motion approved.
- The board then discussed the request of approval to accept NCDOT Aviation 2022 grant offer for \$946,367.00. Hopper advised the formula for North Carolina state has changed the amount PGV will receive from the last round. Economic impact has also affected the grant amounts for some of the eastern areas such as PGV, Newbern, and Jacksonville who have decreased amounts. Unlike Asheville, Wilmington and Greensboro who have increased. The NCDOT grant will be allocated to Hangar 25 & Hangar 26 project. It is required to have been encumbered to a direct project and needs to be under contract with in 2 years of signing. A motion to approve was made by Cheryl Brown, seconded by Dan Mayo motion was unanimous, motion carried, motion approved.
- Executive Hopper is seeking approval to enter an agreement for removal of terminal modifications with Custom Building in the amount of \$12,995.00. It includes the removal of the upper level waiting area fountain, and the older phone bank by baggage. The board advised wants full quote to include all fountains, flooring removal and repair, and wall replacement repairs. This has been tabled until full scope and costs are available for review.

- The 2004 Oshkosh ARFF fire truck was approved for repair by Vice Chairman John Banks prior to the board meeting thru discussion with Executive Hopper. The V-92 engine will need to be removed and repaired by Riddick Repair Service with an estimated cost of \$12,596.50.
- Vice Chairman John Banks prior to the board meeting thru discussion with Executive Hopper has approved for PGV to enter into an agreement with Third Street Landscape Services for Terminal & GA landscaping. This includes handling the airline, general aviation and front entrance areas weekly and twice a year hedging and seasonal plants. The service is provided from March to November at an annual cost of \$18,000.

Executive Hopper informed the board of a promotional offer for October 2021. PGV is offering all general aviation avgas aircrafts a based discounted price on fuel if flying in on any Saturday in October to order from the Flight Café restaurant. It has been promoted on the airport website, Facebook, and foreflight.

There will be a general aviation tenant's event at Dillon's Aviation in November date TBD.

Cares Act:

- Cares Act reimbursed \$4,432,973.59 (\$3,835,226.41 still in Delphi cares grant.)

Federal/State/Local Projects

- **AIP-44 FY 17 DNL Land/Noise**
 - Added another year approved by FAA
 - \$1mil reach out to homeowners in Land noise area.
 - Part 2 add on for some homes can include noise reduction options instead of purchase.
- **AIP-47 FY 19 ARFF Vehicle**
 - Complete, pending AIP 49 GA Apron closeout for final reimbursement.
- **AIP-49 FY19 GA Apron**
 - Almost complete looking to be closed by end of year.
- **AIP 51 Corporate Taxi-lane**
 - Couple more punch list items pending completion by end of the year.
- **AIP 52 Taxiway A North/ Runway Subgrade**
 - Next year grant estimated spring/summer 2022
- **PGV 17 Hangars 27, 28, 29, 30 & 31**
 - TBI pending Work Authorization
 - Farrior & Sons pending agreement
 - Grant pending
 - Expected date for project is undecided.

Operations Report

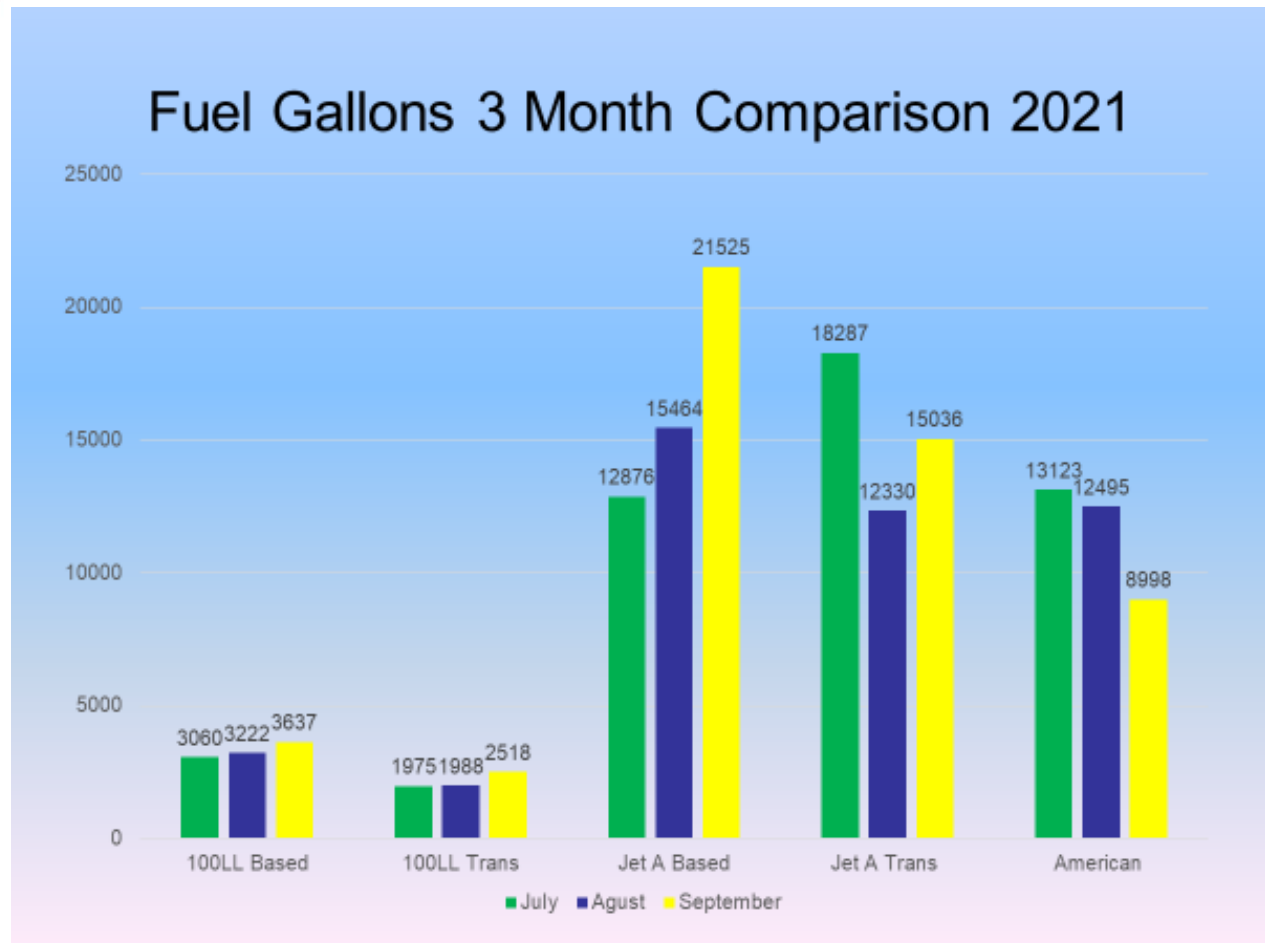
Airline

- Deplane 2953
- Enplane 2856

Charter

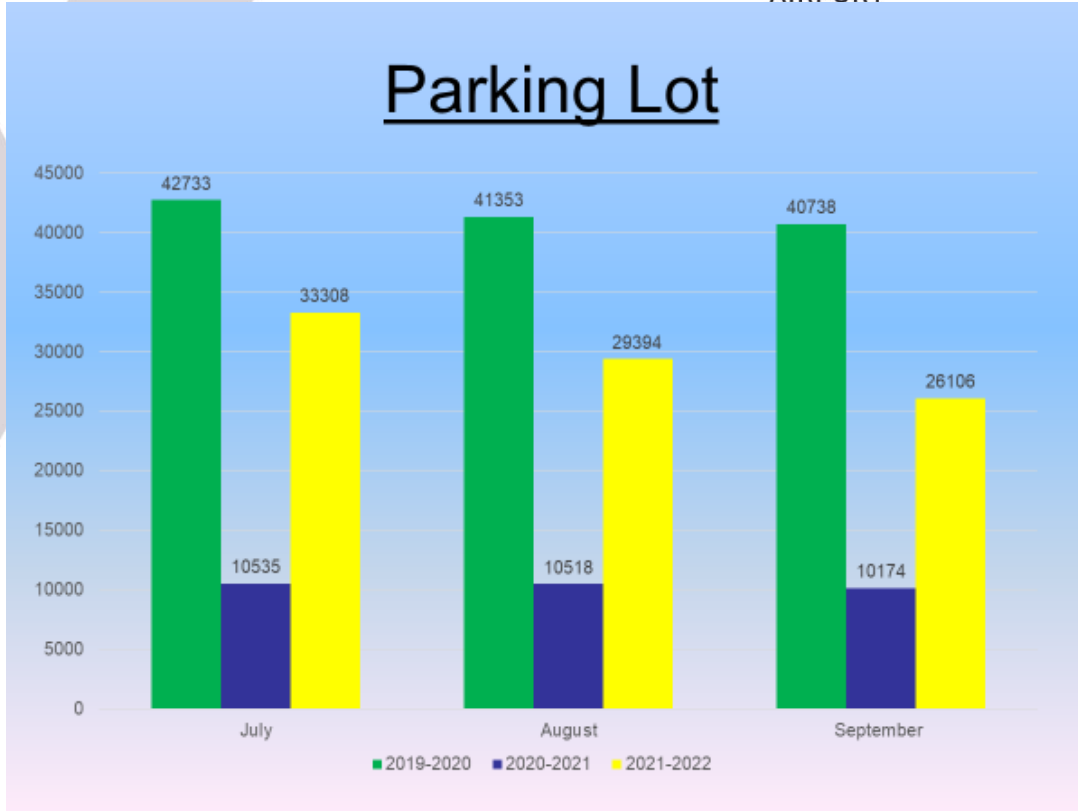
- Deplane 992
- Enplane 1,017

Hopper advised there is no estimated time frame to when the Airlines will be adding another flight. All flights have been having full load factors. The month of October has had many Med flights which has contributed to fuel sales. Hopper advised the board that based price is charged based off of cost of fuel. Prices verify on fuel delivery costs.



Fuel Gallons 3 FY year Annual





G.A.R.D

G.A.R.D						
	2018	2019	2020	2021	% Change	
Jan	1,021	1,357	1,627	1,637	1%	↑
Feb	1,218	1,377	1,398	1,367	-2%	↓
Mar	1,280	1,717	1,104	991	-11%	↓
Apr	1,659	1,545	554	2,001	72%	↑
May	1,157	1,981	1,021	2,238	54%	↑
Jun	1,600	1,558	1,367	1,490	8%	↑
Jul	1,291	1,733	1,451	1,589	9%	↑
Aug	20	1,845	1,353	1,504	10%	↑
Sep	266	1,833	1,366	1,910	28%	↑
Oct	1,615	1,857	1,290			
Nov	1,383	1,604	1,463			
Dec	<u>1,266</u>	<u>1,460</u>	<u>1,264</u>			
	13,776	19,867	15,258	14,727		

Financial Report:

Finance and Administration Manager Cannon advised that parking income has decreased due to enplanements being lower for less flights in October. Charters increased the fuel revenues and will continue to do so in the following month with charters already scheduled to come in. Financials this month have been stable with some expenses looking higher than normal in the maintenance area. Cares act grant is helping covering major costs to bring the Airport back up to a current level. The board advised that having maintenance plans in place is crucial for PGV.

Cannon reminded the board that the Quarterly finance meeting was coming up prior to the November meeting. Chairman Clark stated that they would meet to discuss any budgets, amendments or reviews that need to be handled.

Chairman's Comments:

Secretary Monday started out advising the board that he would like to look into changing or removing some of the fees associated with piston aircrafts. The board decided to discuss this at a future meeting.

The board discussed possible options to participate with flight schools who participate in cross country flights and determined that this will need to be discussed further during another meeting after options being researched more.

Chairman Clark asked if there were any further discussion or questions, with no one coming forward Chairman Clark called the October 20, 2021 Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully submitted,

April Cannon
Finance & Administration Manager