

**Pitt-Greenville Airport Authority Board Meeting
November 17, 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; Cheryl Brown; Mike Roberson; 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 Alan Leggett.

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 October 20, 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 Chris Nunnally, seconded by Dan Mayo motion was unanimous, motion carried, minutes were approved.

Executive Director Report:

The Board addressed the requested change of date for the December Airport Authority Board Meeting. A motion to approve the date of the authority board meeting be changed to December 8, 2021 was voiced by John Banks, seconded by Chris Nunnally motion was unanimous, motion carried, motion was approved.

Executive Director Hopper then requested approval of the NCDOT Hangar 25&26 budget ordinance for PGV 18 fund 45. A motion to approve the Fund 45 Budget ordinance was voiced by Mike Roberson, seconded by Cheryl Brown motion was unanimous, motion carried, motion was approved.

A request for approval of a Work authorization with Talbert & Bright for construction management & administration of Hangars 27, 28, 29, 30 & 31 that was tabled from last month was reintroduced to the Authority Board. After discussion about fair proposal and the complete independent fee estimate. A motion to approve the Work Authorization request was voiced by

Chris Nunnally, seconded by Dan Mayo motion was unanimous, motion carried, motion was approved.

Executive Director Hopper advised that he is seeking approval for terminal flooring removal & replacement with Luxury Vinyl tile. It is spill resistant and cleans easier than carpet. The quote is for Carpet Design Center in the amount of \$56,742.19. The Board has requested information to follow for the sound balance of echoing in a larger area. A motion to approve Carpet Design Center and proceed was voiced by Mike Roberson, seconded by Chris Nunnally motion was unanimous, motion carried, motion was approved.

Executive Director Hopper than requested approval for Custom Building Company “CBC” to proceed with terminal modifications for \$28,007.00. This will include the removal of the water fountains and phonebanks in the terminal. CBC has made it known that without knowing what is behind the structures there is no way to advise of damage that will need to be repaired. The Authority Board discussed options for repair and possible Art/Sculpture options. Further discussion regarding possible options to represent the community in Art/Sculptures/painting will continue at the next board meeting. A motion to approve CBC was voiced by Terry Monday, seconded by John Banks motion was unanimous, motion carried, motion was approved.

There will be a General Aviation reception held at Dillon’s Aviation on November 19, 2021 from 6pm-8pm. This will be a GA community event under the New Canopy.

Cares Act:

- Cares Act reimbursed \$4,574,206.62 (\$3,693,993.28 still in Delphi cares grant includes pending FAA requests.)

Federal/State/Local Projects

- **AIP-44 FY 17 DNL Land/Noise**
 - Added another year approved by FAA.
 - All land owners have been advised and sent certified letters for request.
 - The Airport has been diligent about contacting all parcels that are in zone area.
 - Including sound installation options.
- **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.
 - Pending FAA and contractor discussion.
 - Remaining funding will be moved to AIP 47 to cover extra expense on ARFF Vehicle
- **AIP 51 Corporate Taxi-lane**
 - Couple more punch list items pending completion by end of the year.
 - Per Eric Stumph there is still fencing security in process.
- **AIP 52 Taxiway A North/ Runway Subgrade**
 - Next year grant estimated spring/summer 2022.

- Bid Process in March 2022.
- **PGV 17 Hangars 27, 28, 29, 30 & 31**
 - FAA pending Grant
 - Farrior & Sons is ready to start pending grant
 - There is currently some interest in Hangars.
 - Pricing is held until December 2021 per bid agreement. If FAA does not give response to grant and extension request will need to be submitted to contractor.
- **PGV 18 Hangars 25 & 26**
 - Meeting with Geo Tech
 - Board to discuss project during December 8th meeting

The board discussed the reskinning of Hangar 5. It has been advised it will be 2 weeks for material to arrive and is expected to be done by the end of the year. Banks advised he wants to know the wing clearance from the hangar. Roberson advised that Jay Talbert advised him the clearance has been calculated. Executive Director Hopper advised the signing of the lease is in progress, due to changes being made in lease.

Operations Report

Airline

- Deplane 3,514
- Enplane 3,315

Charter

- Deplane 745
- Enplane 745

Executive Director Hopper informed the board that the load factors pre-pandemic was 70%. American Airlines is currently operating at 3 flights a day. A lot of travel is not business travel, it is falling more towards leisure. Fuel sales for American and Jet transient were high for the month of October 2021.

Financial Report:

Finance and Administration Manager Cannon advised that NCDOT has already reimbursed some funding for PGV 18 Hangar 25&26 project. Parking income has stayed steady due to passengers. Fuel sales have gone up with transient aircraft and charters still coming in strong. There should be a couple more months of charter sales before the football season ends. Executive Director Hopper advised even though expenses still tend to be a little higher than income, Cares funding is still covering the operational account and has about another year left.

Finance and Administration Manager Cannon advised the Authority Board that due to the change in the December board meeting that there will be no Financial Report for the meeting. This is because there is not enough ample time to complete a financial close out for the month. The

Wednesday, November 17, 2021



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

**PITT-GREENVILLE
AIRPORT**

Finance & Administration Manager will be in training for the ACE Certification program. The Board decide to continue to keep the approval of the Airport Authority Board Meeting date change for December without financials.

Secretary Monday advised that over the last three months you will see income and expenses randomly fluctuate. Maintenance is higher because of all the maintenance programs and fixing the Airport up. He advised the actual cash loss monthly is slowly going down. The Cares Act is covering the expense overage and the cash gross profit is being put into fund 66.

Closed Session:

The Authority Board then went into closed session to discuss matters relating to economic development, contract, or commitment. A motion to go into closed session was voiced by John Banks, seconded by Chris Nunnally, motion was unanimous, motion carried, motion was approved.

A motion to come out of closed session was voiced by John Banks, seconded by Mike Roberson, motion was unanimous, motion carried, motion was approved.

Chairman's Comments:

The board agreed that in the December 8th meeting they will discuss the fee schedule for ramp and landing fees.

Chairman Clark asked if there were any further discussion or questions, with no one coming forward Chairman Clark called the November 17, 2021 Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully submitted,

April Cannon
Finance & Administration Manager