

**Pitt-Greenville Airport Authority Board Meeting**  
**September 15, 2021**  
**11:30 a.m.**  
**Pitt-Greenville Airport Conference Room**

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

Staff members present: Bill Hopper, Executive Director; Richard Nanney, Operations Manager; Cidni Mills, Administrative Assistant; and Alan Leggett, Operations Officer.

Other attendees included Attorney Dave Silver; Eric Stumph Talbert & Bright, Inc.; Dr. Daniel Koechler, CEO North American Aerospace Industries 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 August 18, 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 Mike Roberson, seconded by Cheryl Brown motion was unanimous, motion carried, minutes were approved.

Chris Nunnally started out speaking about exploring new creative ideas about creating a transportation authority regionally. There are vehicles that are approachable to secure items with the county for transportation projects. This would be a long-term plan that is required to pass ordinances in Raleigh, NC. Janice Gallagher is willing to come down to speak with the county and airport about options. The transportation board would have to be different from the authority board. The board will discuss what information would need to be addressed before schedule a meeting.

**Executive Director Report:**

Bill Hopper introduced Dr. Daniel Koechler of NAAI. Dr. Koechler advised that they are beginning to move forward in starting their business that is located on site at the Pitt Greenville Airport. They are in the process of waiting for the final FAA inspection. On Friday an Airline is coming in to check how their business will be operating. This can allow them to begin a \$90mil project.

Grant AIP 52 \$243,214 (grant agreement Design & Bidding Taxiway A North & Soft Spot & Carroll Estate)

A motion to approve the AIP 52 Grant agreement was voiced and made by John Banks, seconded by Chris Nunnally motion was unanimous, motion carried, and approved

Proposal Nature Chem

This will include trees and shrubs at the south end of the airfield. A tree removal has been done thru out the swamp area. This proposal was approved by Terry Monday and John Banks, prior to the board meeting. This work has been completed for \$19,462.00

Passenger Facility Charge

PFC Transfer from fund 23 to fund 43 AIP 49 GA Apron \$35,326.37 and PFC Transfer from fund 23 to fund 88 AIP 44 DNL Land \$23,593.93 are being transferred thru the PFC disbursements program. A motion to approve the transfers as noted was made by John Banks, seconded by Mike Roberson motion was unanimous, motion carried, and were approved

Cares Act:

- (Reimbursed 4,240,099.76) (\$ 4,028,100.24 left in \$8,268,200.00 grant) this amount includes \$320,437.64 still pending from FAA from end of August.

Federal/State/Local Projects

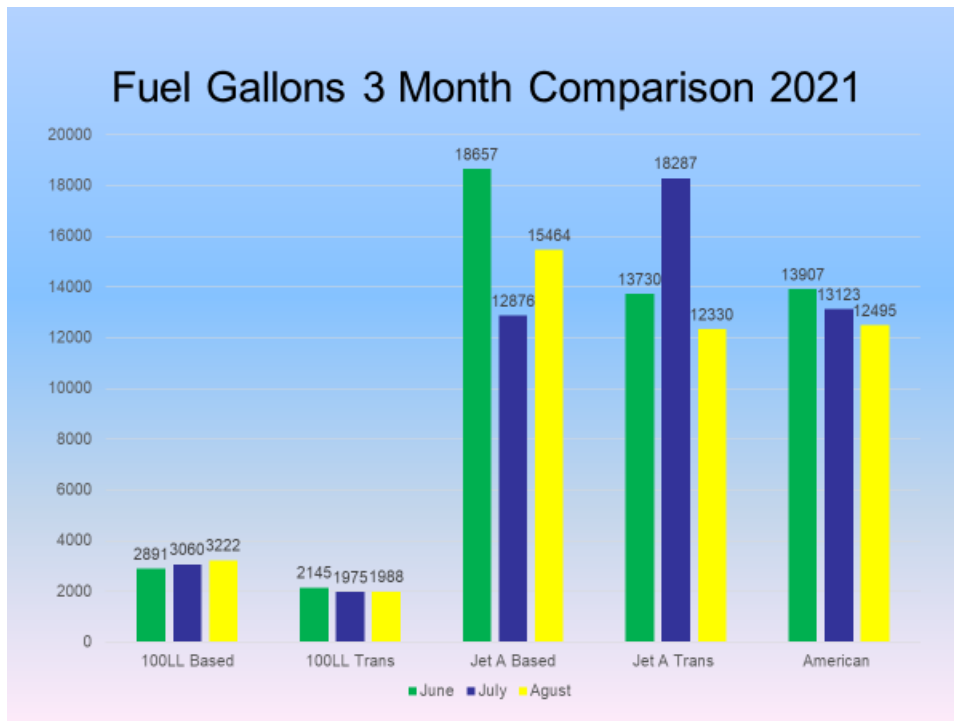
- **AIP-44 FY 17 DNL Land/Noise**
  - Added another year approved by FAA
  - \$1mil reach out to homeowners in Land noise area.
  - Part 2 add on for some homes can include noise reduction options instead of purchase.
  - Board requested map of land that is included in project area.
- **AIP-47 FY 19 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 November.
- **Hangars 27, 28, 29, 30 & 31**
  - Bidders did not meet goal 9.3%
  - Farrior Sons is pending eligibility certification.
  - Cheryl makes the decision on Administrative Good Faith DBE Review
  - Expected date for project is undecided.
- **AIP 52 Taxiway A North FY21**
- RWY 8/26 repaving is in CIP 2023

Bill reached out to Mr. Butterfield to be approved as part of infrastructure

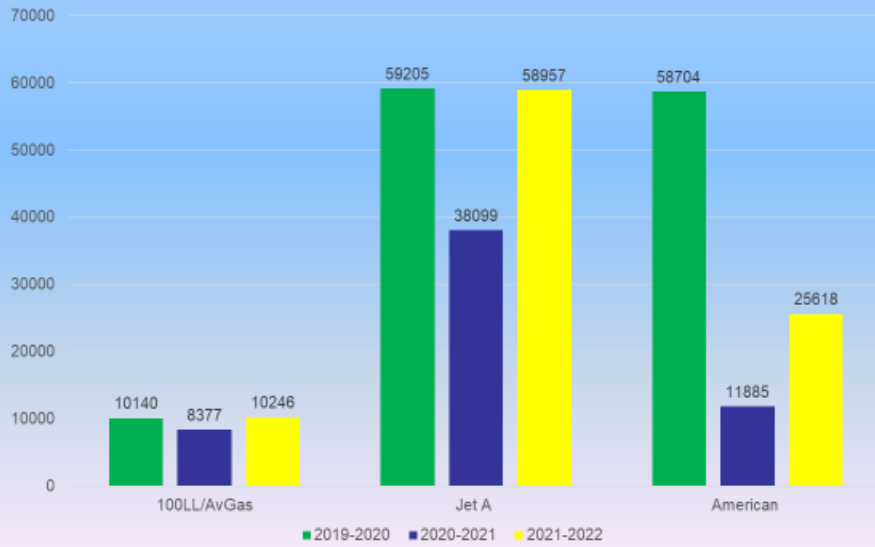
**Operations Report**

- Deplane 3178
- Enplane 3036

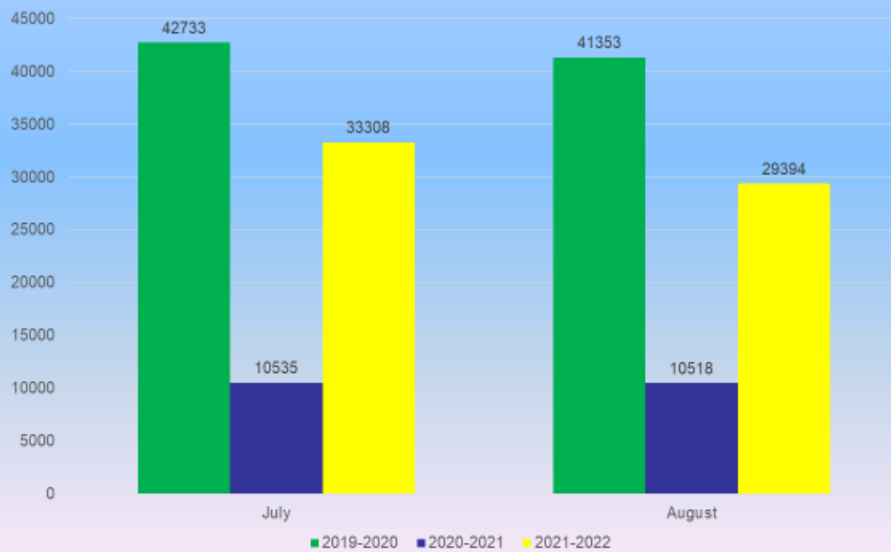
Hopper advised that numbers are declining. There was a spike around Labor Day weekend. It is in hopes according to American that they will be returning to five flights a day.



## Fuel Gallons 3 FY year Annual



## Parking Lot



## 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			
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	12,817		

**Financial Report:**

Hopper advised that income did drop due to decrease in fuel sales and Airline frequency. The finances are in line.

Eric Clark explained specific reports dealing with funds 51 & 65. These two funds are co-existing to show the lease income from the T-hangar and Corporate Hangar per the agreement that was created when hangars were built. Clark advised that once these hangars are paid for the income would start going into the operational fund 65.

Clark advised cash gross profit fund 66 \$930,546.86 currently. That is the difference of reimbursement between cares act for operational and operating losses. This is an operating reserve in the case the airport operates on a loss after cares.

PGV 15 \$300,00 was put a side for North Taxiway property that was being considered. This is designated into this fund and currently should remain there.

It has been advised that the reporting is much clearer than it ever had been.

**Closed Session:**

Wednesday, September 15, 2021



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

PITT-GREENVILLE  
AIRPORT

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 economic development [143-315.11(5)] and to discuss a personnel issue [143-318.11(6)].

A motion to go into closed session was made by Mike Roberson, seconded by John Banks motion was unanimous, motion carried, and approved.

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

**Chairman's Comments:**

Banks questioned if there will be bids on carpeting for the airport. It has been advised that it is being considered.

Clark stated that there are priorities to utilize the cares funding for future economic development. The drainage near the hangars is a high priority to be on the list. Design and Engineering for additional hangars are being discussed.

Clark and Banks stated yes that Hopper can move forward with contacting Talbert & Bright in regards to the utility and drainage.

Chairman Clark asked if there were any further discussion or questions, with no one coming forward Chairman Clark called the September 15,2021 Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully submitted,

April Cannon  
Finance & Administration Manager