

Wednesday, January 19, 2022



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

Pitt-Greenville Airport Authority Board Meeting
January 19, 2022
11:30 a.m.
Pitt-Greenville Airport Conference Room

Board Members present: Eric Clark, Chairman; Terry Monday, Secretary/Treasurer; Dan Mayo; John Banks, Vice-Chairman; Mike Roberson.

Members attending over Zoom Chris Nunnally; Cheryl Brown.

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.

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 January 19, 2022, 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.

Financial Report:

Finance and Administration Manager Cannon started out by advising the board that the new fiscal year budget is coming up. There will be a finance committee meeting that the board will need to set up a date to discuss any amendments and

the new FY 2022-2023 budget. The board was advised that the CARES ACT reimbursements have been brought up to date with a request at this time of \$497,304.86

The fuel sales are growing over the past couple months. Charters have been a big contributor to fuel sales.

Questions regarding the LEO expenses and reimbursements were addressed as the Airport has been receiving invoicing delayed due to staffing changes at the County.

Finance and Administration Manager Cannon advised that rental car revenues are staying on path. Some of the revenue has been delayed in receiving but this has been due to mail being delayed not from the rental car companies.

Executive Director Report:

- Executive Director Bill Hopper was seeking approval for the following Board Meetings to be changed to February 23, 2022 and June 22, 2022. A motion to approve the change of date for the Board Meeting was voiced and made by Mike Roberson, seconded by Terry Monday motion unanimous, motion carried, and approved.
- Executive Director Bill Hopper was seeking approval to make changes to the fee schedule. Board Members stated that a motion was not need but they give the Executive Director the authority to make changes to the fee schedule as the Director sees fit. Executive Bill Hopper must advise the Board when such changes have been made. The board also requested a public release on foreflight be shown when this is complete.
- Martin & Starnes is pending completion of the FY 20-21 audit due to FAA response on AIP 47 and AIP 49. The board advised to make sure the LGC is aware the audit is late due to the FAA finalizing information for these two grants. There will be an amended contract for Martin & Starnes as soon as a date is given from the FAA. The board will then be presented with an amended agreement.

CARES ACT

- Cares Act \$8,268,200 (reimbursed \$5,176,146.63 includes amount of \$497,304.86 currently pending, leaving \$3,092,053.37 left in the grant).
- The board than discussed the CARES grant items. It has been requested that the Executive Director bring and items that are still needed to the board. Terminal renovations are currently in progress. There is a preventative maintenance program that is being put into place by the Maintenance department. It will be offered to local vendors that are compatible.

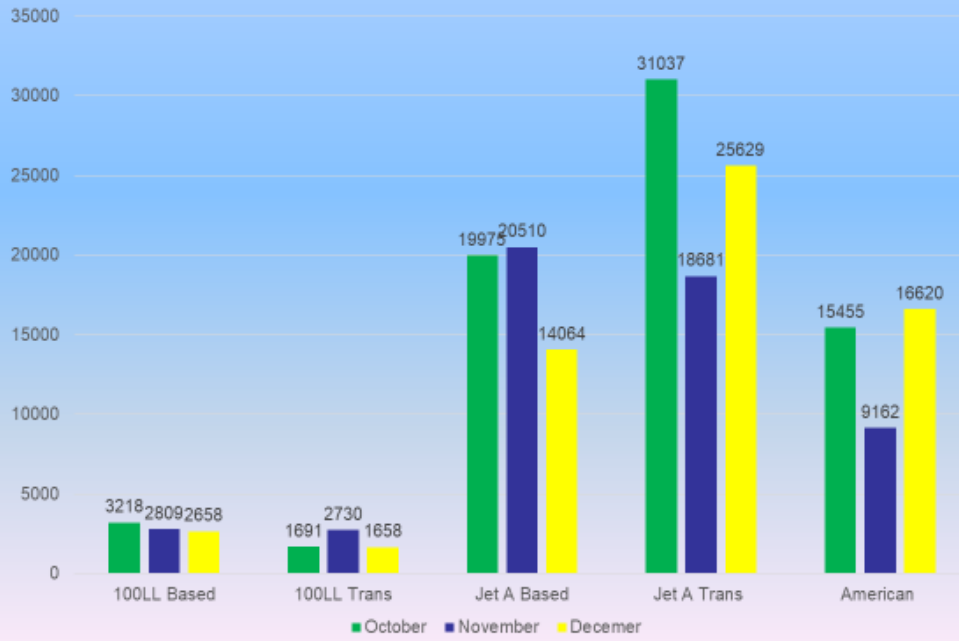
Federal/State/Local Projects

- **AIP-44 FY 17 DNL Land/Noise**
 - There are two parcels pending responses. Project needs to be finished by September 17, 2022.
- **AIP-47 FY 19 ARFF Vehicle**
 - Complete, pending AIP 49 GA Apron closeout for final reimbursement.
- **AIP-49 FY19 GA Apron**
 - Almost complete, waiting FAA approval for amendments.
- **AIP 51 Corporate Taxi-lane**
 - Punch list items pending regarding electrical issues. Will move forward in the Spring.
- **AIP 52 Taxiway A North/ Runway Subgrade**
 - Bidding begins April 2022.
- **PGV 17 Hangars 27, 28, 29, 30 & 31**
 - Contract negotiation and Legal agreements are currently being considered.
- **PGV 18 Hangers 25 & 26**
 - TBI Inc. is in process of preparing the design specs. Begins in February.

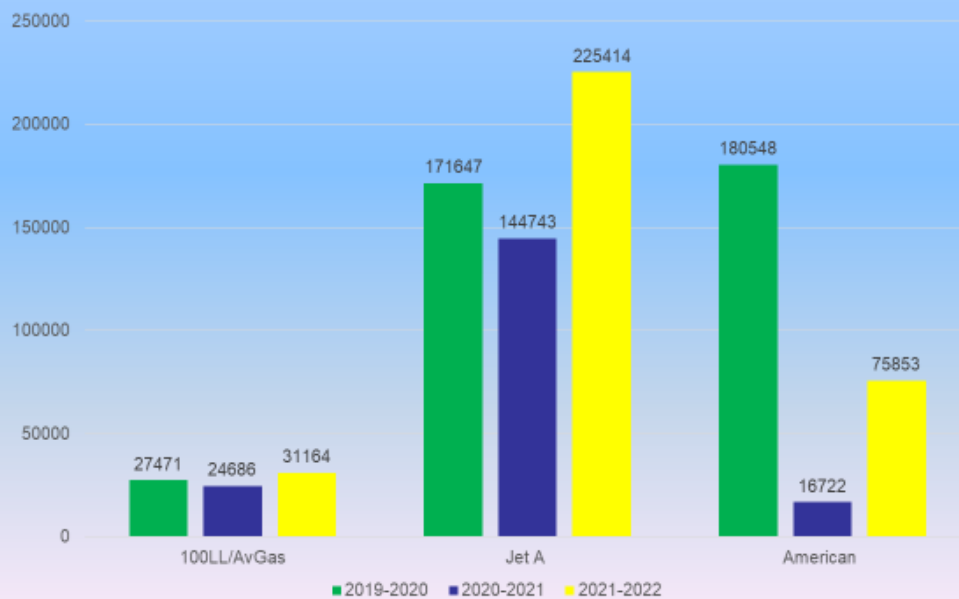
Operations Report

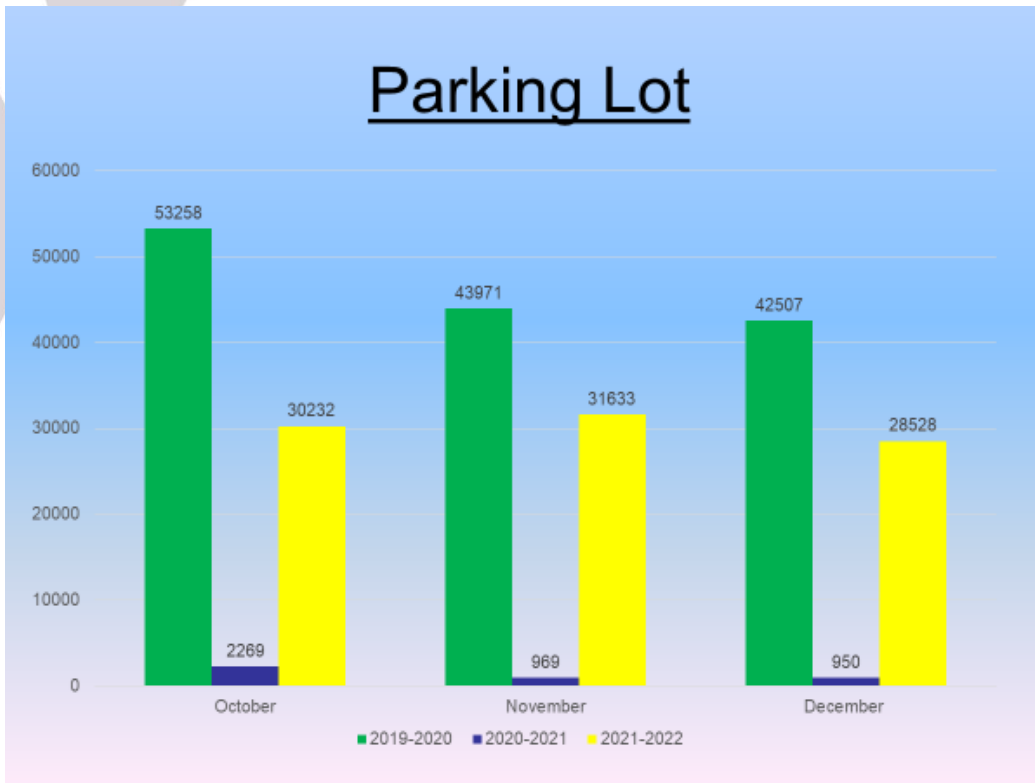
Executive Director Hopper advised that the numbers have been good. Fuel sales have been steady

Fuel Gallons 3 Month Comparison 2021



Fuel Gallons 3 FY year Annual





G.A.R.D

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	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	1,664	22%	↑
Nov	1,383	1,604	1,463	1,775	18%	↑
Dec	<u>1,266</u>	<u>1,460</u>	<u>1,264</u>	<u>1,540</u>	<u>18%</u>	↑
	13,776	19,867	15,258	19,706		

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Closed Session:

The board then moved into 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 Chris Nunnally, seconded by Terry Monday motion was unanimous, motion carried, and approved.

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

Chairman Comments:

Chairman Clark asked if there were any further discussion or questions, with no one coming forward Chairman Clark called the January 19, 2022, Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully submitted,

Cidni Mills
Administrative Assistant