

Wednesday, July 20th, 2022



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

**Pitt-Greenville Airport Authority Board Meeting
July 20th, 2022
11:30 a.m.
Pitt-Greenville Airport Conference Room**

Board Members present: John Banks, Chairman; Cheryl Brown, Vice-Chairman; Dan Mayo, Dr. Venkat Gudivada.

Members attending over Zoom: Les Robinson.

Board Members not present were Mike Roberson, Chris Nunally, and Terry Monday.

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

Other attendees included Eric Stumph, Talbert & Bright; and Zach Staff, McFarland Johnson; and Dave Silver.

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

Approval of Minutes

Minutes from the June 22nd, 2022, Pitt Greenville Airport Authority Board meeting were emailed to all members for review. Chairman Banks asked if there were any changes or recommendation to the minutes. With no corrections, a motion to approve the minutes was made by Dan Mayo, seconded by Cheryl Brown motion was unanimous, motion carried, minutes were approved.

Financial Report

Finance Manager April Cannon started the financial report by stating that financials have been great for the month of June. Fuel sales have increased, due to the Jet transit fuel going up in the month of June. Avgas fuel has been steady. Expenses were down, there weren't a lot of maintenance issues, and salaries have

rebalanced out in the month of March. Parking booth is down slightly due to the enplanement and deplanement from American Airlines going down. April Cannon states that as far as the parking booth, the credit card machine had some issues and just recently got fixed to operate properly.

Currently Pitt Greenville Airport is being audited for the FY 21-22, which is going smoothly so we are still on the straight course to be done by October 2022. Cannon states that on the balance sheet, AIP 53 Fund 44 will list as PGV 17 Hangar Project. It is going to show negative \$1.8 million dollars, that is not 100% accurate. The negative \$1.8 million dollars is pending two FAA disbursements that have not been approved by the FAA. As of July, they were reimbursed, the project is now completely clear and there is a 90-cent balance left.

Cannon states that there is nothing pending and nothing outstanding in the PGV 17 Hangar Project. FAA has been taking a little longer to reimburse AIP 53 Fund 44 due to it being such a large project. Chairman Banks states that at the Groundbreaking Ceremony he mentioned that Pitt Greenville Airport has approximately \$1.8 million dollars in the reserved Hangar Fund that Pitt Greenville Airport has saved over the last six years. Pitt Greenville Airport will be using these funds shortly to build. Chairman Banks then states that the Hangar Fund has been very successful.

Chairman Banks wants April Cannon to give more details regarding the Parking Booth and how it was resolved in the August 17th, 2022, Board Meeting. April stated that the Parking Booth falls under the Operations Manager and he has more information regarding any process that has been done on the parking booth. The Operations Manager Richard Nanney then states that he advised the crew to keep a log of how often Pitt Greenville Airport must call Southern Time to include how successful Southern Time is with getting the equipment fixed, and how many people are being let out of the parking for free. Chairman Banks expressed concern regarding if this is an ongoing issue. Richard Nanney states he will give an in dept report at the next Board Meeting.

McFarland Johnson Presentation

As of April 30, 2022, PGV has \$767,292 in authorized remaining PFC collections with a legal expiration date of March 1, 2026

FAA projects that collections will be complete March 1, 2027

As of April 30, 2022, PGV has \$457,757 in unexpended (unreimbursed) PFCs.

Zach Staff stated that he will send the presentation to the Board Members.

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 (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract. A motion to go into closed session was made by Dan Mayo, seconded by Cheryl Brown motion was unanimous, motion carried, and approved.

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

Executive Director Report:

- Executive Director Bill Hopper discussed the proposed investment plan, Bill Hopper suggests that Infinex Group is the best fit for the Pitt Greenville Airport. Executive Director Hopper would like to wait and see what the rates would be by the next Board meeting. Chairman Banks wants Executive Hopper to go to First Citizens Bank and Southern Bank two days before the next Board meeting to see what the current rates are. The Board agreed that this discussion will be tabled until the next Board meeting.
- Executive Director Bill Hopper requested approval for a Budget Ordinance Fund 93 for the Taxiway A North Rehabilitation-Construction totaling \$4,242,793.34. The Board was given a budget sheet which shows all the cost associated with this ordinance. 90% will be funded by AIP, 10% will be local share which will be funded with passenger facilities charges. Non-AIP insurance provision is not funded. Pitt Greenville Airport will pay the Non-AIP insurance out of pocket in the amount of \$9,000. Chairman Banks asked if basic engineering project fees are both Talbert & Bright. Executive Director Bill Hopper stated that that is correct. Bill Hopper states that he is

currently doing an independent fee estimate, the not to exceed amount is \$4 million dollars. Executive Director Bill Hopper will get with Eric Stumph to discuss a final amount. Executive Director Bill Hopper states that it is required by the FAA that every project is over \$100,000 that an independence estimate must be done. Motion to approve was made by Cheryl Brown, seconded by Dan Mayo motion unanimous, motion carried, motion approved.

- Executive Director Bill Hopper was seeking approval to accept a grant by the FAA which is anticipated for the Taxiway A North Project in the total amount of \$3,810,507, ultimately the amounts for each type of FAA funding may be different than what is anticipated and will not be confirmed until the offer is made. Executive Director Bill Hopper anticipates receiving this grant by August 2022. Motion to accept the grant was made by Dan Mayo, seconded by Cheryl Brown. Motion unanimous, motion carried, motion approved.
- Executive Director Bill Hopper was requesting approval that Pitt Greenville Airport enters a contract with S.T Wooten for Taxiway A North Construction in the amount of \$3,927,793 plus the \$9,000 Non-AIP Insurance, contingent upon receiving a grant offer from FAA to fund 90% of the project. Bids were advertised and S.T Wooten was the lowest qualified bidder. Pitt Greenville also received bids from Fred Smith Company and Trader Construction. Motion to approve was made by Dan Mayo, seconded by Cheryl Brown. Motion was unanimous, motion carried, motion approved.
- Executive Director Bill Hopper was seeking approval for Construction Management and Administration for Taxiway A North Project, in a not to exceed amount of \$294,323.70 with Talbert & Bright. The final amount will either be confirmed, or a lower amount negotiated, depending on the results of the IFE. Motion to approve was made by Dan Mayo, seconded by Cheryl Brown. Motion was unanimous, motion carried, motion approved.
- Executive Director Bill Hopper states that he wants to give the Board the budget, all the bids are coming in higher than anticipated. Bill Hopper wants to be clear on how Pitt Greenville Airport is using the funds that are given.
- Executive Bill Hopper is requesting approval to amend the budget ordinance as revised and forwarded to the board for PGV 18 Hangars 25 & 26 Fund 45. Bill Hopper is looking at a budget of \$4,740,049 which includes state funding, a transfer of local funds from fund 51 for \$35,641 and a transfer of \$2,061,494 from fund 46 PGV 19 SCIF Grant. This reflects the increase of

construction cost. Motion to approve was made by Cheryl Brown, seconded by Dan Mayo motion unanimous, motion carried, motion approved. Motion to approve was made by Dan Mayo seconded by Cheryl Brown motion unanimous, motion carried, motion approved.

- Executive Director Bill Hopper was seeking approval to allocate the NC SCIF funding currently in PGV19 Fund 46 in the amount of \$2,061,494 to the PGV 18 Design-Build Hangar 25 & 26 Fund 45 Project. Pitt Greenville Airport received \$2,061,494 from the State of North Carolina in SCIF funding for FY 2021-2022. Bill Hopper recommended that the entire amount be allocated to the PGV 18 Design-Build Hangar 25 & 26 Fund 45 Project. The budget for the project has been 2,500,000. The remaining \$438,506 will be \$402,865 from the NCDOT 2022 Grant and \$35,641 from Fund 51 Hangar Development Fund and approved in another request at the July 20, 2022 meeting.
- A motion was made to approve the creation of the Letters of Intent for perspective leases on the newly constructed hangars Motion to approve was made by Dan Mayo seconded by Cheryl Brown motion unanimous, motion carried, motion approved.
- Executive Director Bill Hopper is requesting approval to enter a contract with Trader Construction for \$1,295,230. Bill Hopper stated that Trader Construction of New Bern was the first bidder, they came in at \$1,295,230. S.T. Wooten was the second bidder coming in at \$1,416,955.03. Bill Hopper states that this infrastructure must be in place by the time Pitt Greenville Airport starts pouring the foundation. Pitt Greenville Airport is going to use \$751,728.00 from the 2020 NCDOT grant and \$543,502.00 from the NCDOT 2022 grant. Motion to approve was made by Dan Mayo, seconded by Cheryl Brown motion unanimous, motion carried, motion approved.
- Executive Director was seeking approval for Construction Management and Administration for the Hangars 25 & 26 Infrastructure Project in the amount not to exceed amount \$118,443 with Talbert & Bright, Inc. Pitt Greenville Airport are presently having an independent fee estimate being done as required by FAA and the final amount will either be confirmed or a lower amount negotiated, depending on the results of IFE. Motion to approve was made by Dan Mayo, seconded by Cheryl Brown motion unanimous, motion carried, motion approved.

- Executive Director Bill Hopper is seeking to approve \$92,580 for change orders 1-5 for AIP 53 Hangars 27-31 fund 44 Project. This will come out of the additional \$136,972 of CARES Act funding allocated for the project. Motion to approve was made by Dan Mayo, seconded by Cheryl Brown motion unanimous, motion carried, motion approved.
- Executive Director Bill Hopper requested approval to allocate \$9,000 to the Hangar 27-31 Construction Project Fund 44 and \$35,641 to the Hangar 25 & 26 Fund 45 Design-Build Project. The Hangar 27-31 Construction Project has \$9,000 of associated cost that are not eligible for reimbursement under the CARES Act funding. The Hangar 25 & 26 Fund 45 Design-Build Project has a budget set at \$2,500,000. The available funding from the NCDOT 2022 Grant for the project is \$402,865. This combined with the SCIF funding amount of \$2,061,494 totals \$2,464,359. Allocating \$35,641 will bring the total budget to \$2,500,000. Motion to approve was made by Cheryl Brown, seconded by Dan Mayo motion was unanimous, motion carried, motion approved.
- Executive Director Bill Hopper was looking for a vote on one of the quotes for Hangar 22 remediation. After discussion, Chairman Banks and Attorney Dave Silver agreed that staff needs to review all four quotes by line item before voting to verify exact costs, and to determine the reason there is such a significant variance in price, The Board tabled to next meeting pending additional information.
- Executive Director Hopper advised the Board that the clock outside the airport is not accurate, which has the potential to cause issues for travelers. Executive Bill Hopper is seeking approval for a PGV lighted sign over the clock in the Airport terminal quote received by Advanced Sign & Service dated January 21,2022 and reconfirmed by e-mail June 28,2022. After discussion, Chairman Banks inquired with Signs Now to have a quote sent to Executive Hopper. A motion to approve a not to exceed amount of \$6,500.00, award to the lowest bidder was made by Dan Mayo, seconded by Cheryl Brown motion was unanimous, motion carried, motion approved.

CARES ACT

Cares Act Operational (Reimbursed \$6,437,955.70 leaving \$1,830,244.30 left in the \$8,268,200 grant) Not including \$161,987.05 reimbursements pending by FAA to complete June 2022 leaving \$1,668,257.25 in cares operational funding.

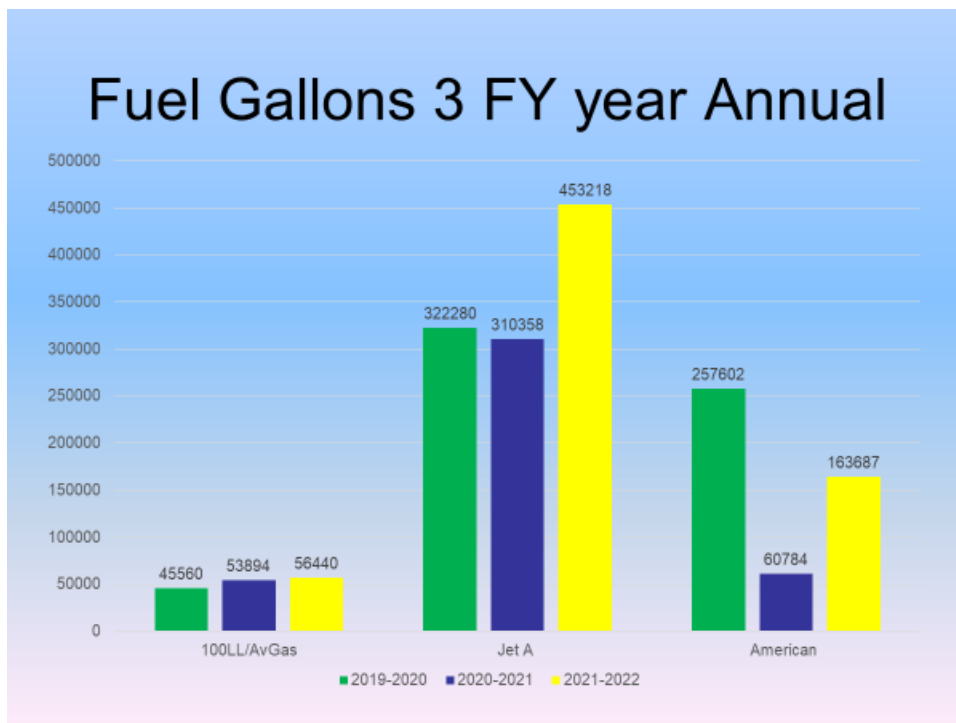
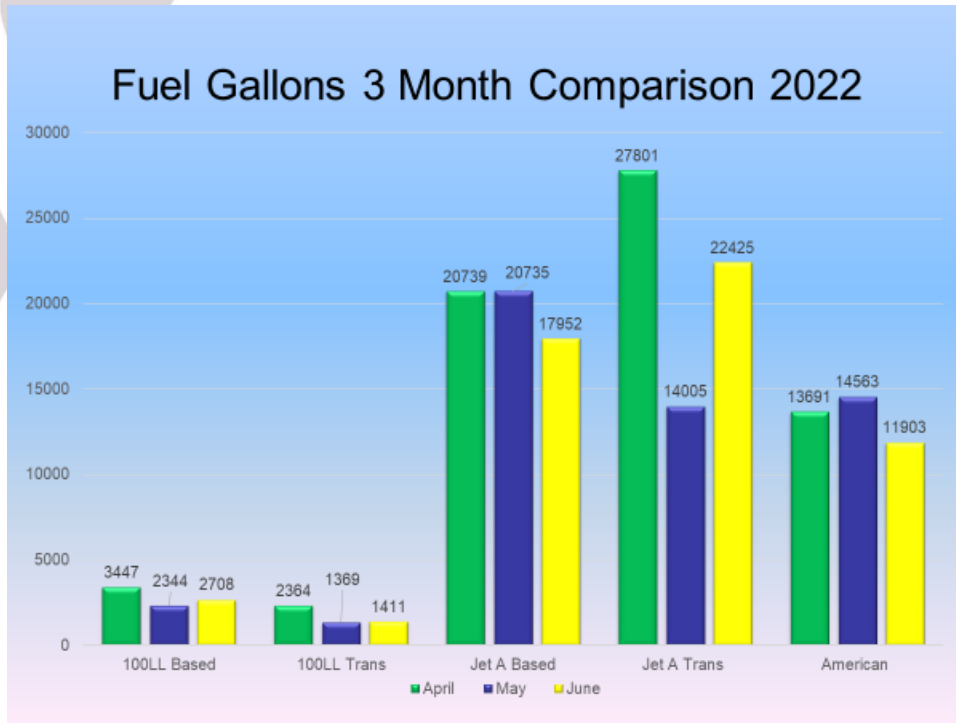
Federal/State/Local Projects

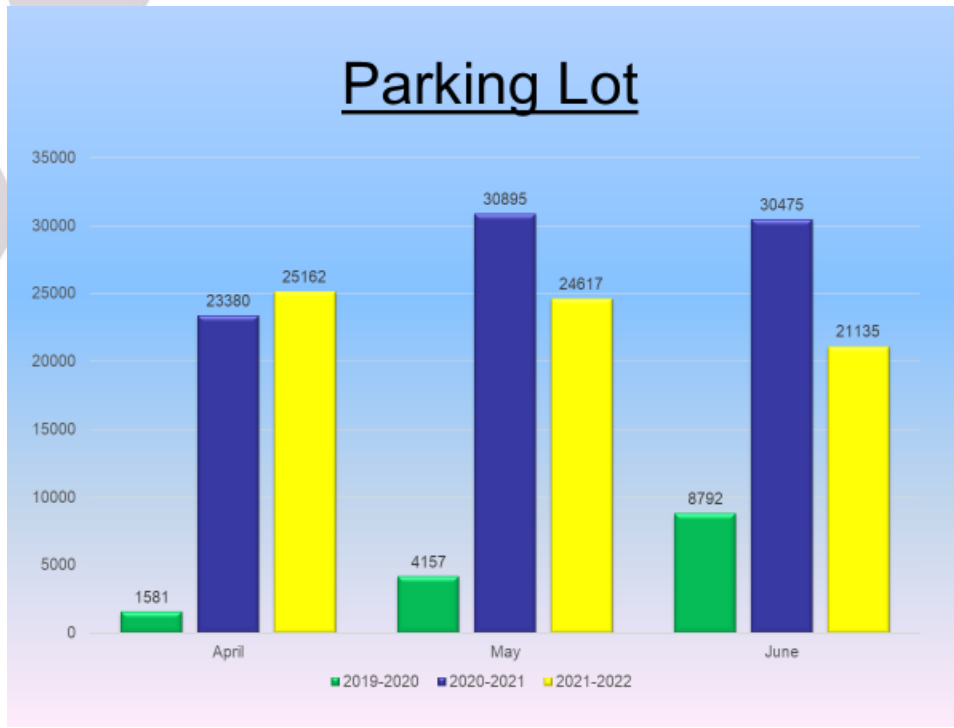
- **AIP-44 Fund 88 FY17- DNL Land/Noise**
 - (pending parcel,)
- **AIP 51 Corporate Taxi-lane**
 - Preparing to complete and submit five closeout documents
- **AIP 52 Taxiway A North/ Runway Subgrade Design**
 - Design complete
- **AIP Pending Taxiway A North/ Runway Subgrade Construction**
 - Preparing to enter a contract with S.T. Wooten
- **AIP 53 “PGV17” Hangars 27, 28, 29, 30 & 31**
 - Steel has been delivered and is now going up
- **PGV 18 Hangars 25 & 26**
 - A Design & Build Contract with Trader construction is waiting for approval

Operations Report

Executive Director Hopper advised that he met with American Airlines last month and was informed that currently the load factor is running at 85%.

- **Airline**
 - Deplane 2,435
 - Enplane 2,267
- **Charters**
 - Deplane 240
 - Enplane 240





G.A.R.D

G.A.R.D							
	2018	2019	2020	2021	2022	% Change	
Jan	1,021	1,357	1,627	1,637	1,382	-0.1845	↓
Feb	1,218	1,377	1,398	1,367	1,391	0.0173	↑
Mar	1,280	1,717	1,104	991	1,490	0.3349	↑
Apr	1,659	1,545	554	2,001	1,552	-0.2893	↓
May	1,157	1,981	1,021	2,238	1,350	-0.6578	↓
Jun	1,600	1,558	1,367	1,490	1,611	0.0751	↑
Jul	1,291	1,733	1,451	1,589			
Aug	20	1,845	1,353	1,504			
Sep	266	1,833	1,366	1,910			
Oct	1,615	1,857	1,290	1,664			
Nov	1,383	1,604	1,463	1,775			
Dec	1,266	1,460	1,264	1,540			
	13,776	19,867	15,258	19,706	8,776		

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Chairman Comments:

Chairman Banks stated that if any of the Board members or staff thinks of ways to help bring in revenue to the Airport then don't hesitate to let him know.

Chairman Banks asked if there were any further discussions or questions, with no one coming forward Chairman Clark called the July 20th, 2022, Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully submitted,

Cidni Mills
Administrative Assistant