

Wednesday, June 22, 2022



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

**Pitt-Greenville Airport Authority Board Meeting
June 22, 2022
11:30 a.m.
Pitt-Greenville Airport Conference Room**

Board Members present: Eric Clark, Chairman; John Banks, Vice-Chairman; Terry Monday, Treasurer; Mike Roberson; Chris Nunnally.

Members attending over Zoom: Dan Mayo, Attorney Dave Silver.

Board Members not present were Cheryl Brown and Will Litchfield.

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

Other attendees included Eric Stumph, Talbert & Bright,

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 May 18th, 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 Chris Nunnally, seconded by Terry Monday motion was unanimous, motion carried, minutes were approved.

Eric Clark asked to move the closed session that was scheduled to be held at the end of the Board Meeting to the beginning of the Board meeting. Chris Nunnally gave a motion to modify the agenda to move the closed session, Mike Roberson seconded the motion. Motion was unanimous, motion carried, motion approved.

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 Chris Nunnally, seconded by Mike Roberson, motion was unanimous, motion carried, and approved.

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

Executive Director Report:

- Executive Director Bill Hopper requested approval to add onto the purchase of W Belvoir. Owners indicate money is still owed through a grant with the City of Greenville. The recommended not to exceed amount is \$18,000. This will be added onto the amount of the house which is approximately \$119,000. The \$18,000 is not FAA reimbursable for the purchase of W Belvoir, which totals to the amount of \$136,000. Motion to approve was made by Terry Monday seconded by Dan Mayo motion was unanimous, motion carried, motion approved.
- Executive Director Bill Hopper requested approval to accept a contract with the lowest qualified bidder, not to exceed the amount of \$263,562.50 to be awarded to the lowest qualified bidder per FAA guidelines. Motion to approve was made by Chris Nunnally seconded by John Banks motion unanimous, motion carried, motion approved.
- Executive Director Bill Hopper was seeking approval to enter into a contract with Martin & Starnes for the audit of FY 21-22 for \$31,175.00. Motion to approve was made by John Banks motion unanimous, motion carried, motion approved.
- Executive Director Bill Hopper was seeking approval for acceptance of the

work authorization AIP 44 DNL Land #4. Additional work had to be done by Talbert & Bright such as the purchasing of a new property and getting a new audit. Motion to approve was made by Chris Nunnally seconded by Terry Monday motion unanimous, motion carried, motion approved.

- Executive Director Bill Hopper was seeking approval for acceptance of the Work Authorization AIP 44 Construction/Demolition. This Work Authorization is for Construction Administration and Field Management for the demolition of the properties. Motion to approve was made by Mike Roberson seconded by Chris Nunnally motion unanimous, motion carried, motion approved.
- Executive Director Bill Hopper states that the Ground-Breaking Ceremony will be held at the Pitt Greenville Airport Construction Site on June 30th 2022. Chairman Clark wants to know how the ceremony is being promoted. Bill Hopper states that he is working with the NBAA, they expressed an interest in doing an article. They see the project as a unique way of making the Hangars. NBAA promotes business aircraft & general aviation. There will also be a local press release.
- Executive Bill Hopper sent out a spreadsheet showing the various options that Pitt Greenville Airport Authority has for investments. Bill Hopper suggests that Southern Bank will be the best option with Infinex. Southern Bank is offering 4 contracts at 6-month intervals. Which will allow for better cash flow, it gives the opportunity to withdraw cash back after 6 months if needed for immediate cash flow. 2.429% to 3% interest are in the proposal, Bill Hopper recommends that we invest \$2 million dollars of the money we have on hand. Terry Monday suggested we table the investment discussion until the next Board Meeting. Chairman Clark stated that if Pitt Greenville Airport Authority decides to wait 30 days to decide then there needs to be a rebid, which should be closer to the meeting date. Investment Discussion was tabled to the next Board Meeting in July, will relook at the current rates at that time.

Election of Board Officers for 2022-2023

At the request of Chairman Clark, David Silver Pitt Greenville Airport Council conducted the election process.

David Silver called for nominations for Chairman Terry Monday nominated John Banks. No other nominations were presented and David Silver closed the nominations and called for a vote. The board voted unanimously for John Banks as Chairman.

David Silver called for nominations for Vice- Chairman John Banks nominated Cheryl Brown. No other nominations were presented and David Silver closed the nominations and called for a vote. The board voted unanimously for Cheryl Brown as Vice-Chairman.

David Silver called for nominations for Secretary/Treasurer. John Banks, Eric Clark, and Mike Roberson nominated Terry Monday. No other nominations were presented and David Silver closed the nominations and called for a vote. The board voted unanimously for Terry Monday as Secretary/Treasurer.

David Silver stated with position as Executive Director, Kim Bill Hopper is unanimously delegated as the Finance Officer to the board.
David Silver called all elections to a close.

These new appointed positions will go into effect July 1st, 2022.

CARES ACT

Cares Act Operational (Reimbursed \$6,276,633.42 leaving \$1,991,566.58 left in the \$8,268,200 grant) Includes reimbursements pending. Executive Bill Hopper states that Pitt Greenville Airport Authority is going to run out of Cares Act reimbursement right around the time the Hangars are done being built. Bill Hopper states there might be a timing issue, which Pitt Greenville Airport Authority has been aware of. Terry Monday expresses concern that Pitt Greenville Airport Authority is not timely submitting for the Cares Act reimbursement. Bill Hopper states that this concern is being looked into.

Federal/State/Local Projects

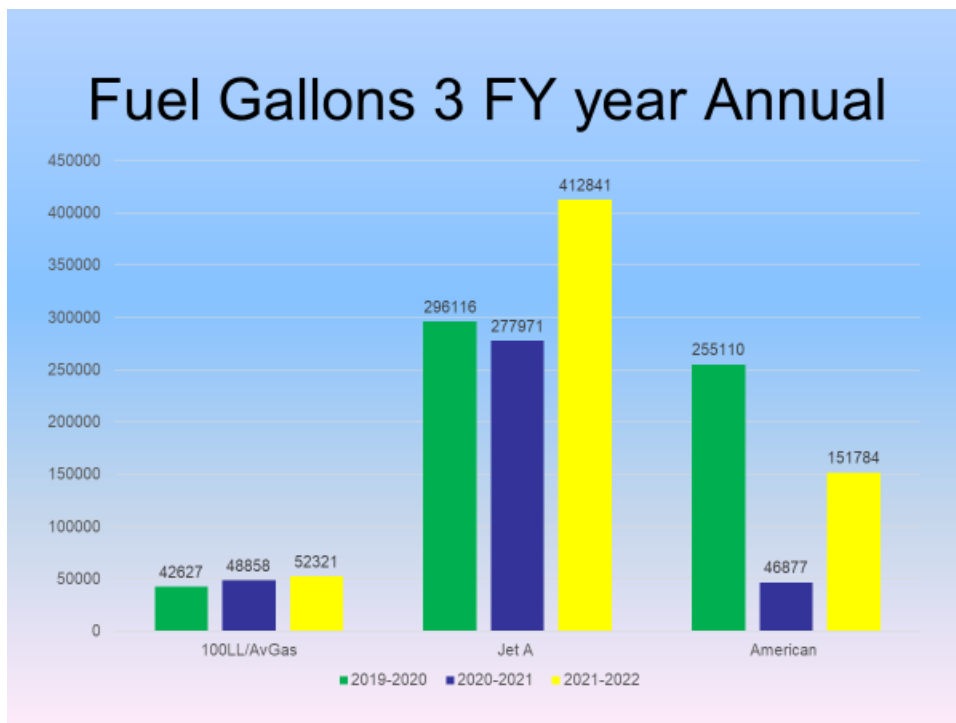
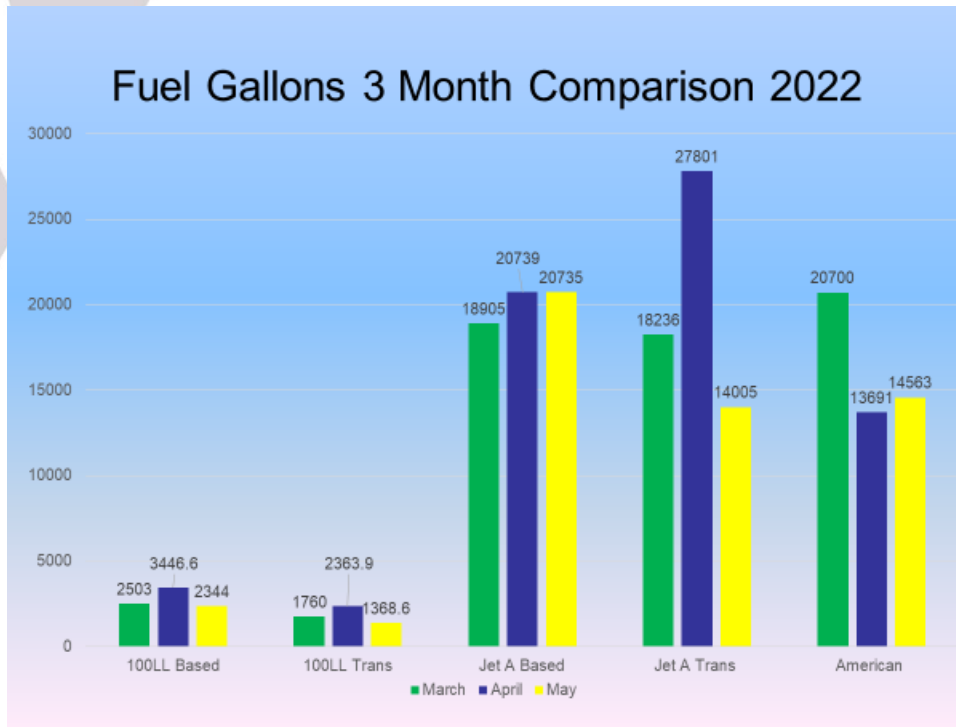
- **AIP 51 Corporate Taxi-lane**
 - Landscaping punch list items pending
- **AIP 52 Taxiway A North/ Runway Subgrade**

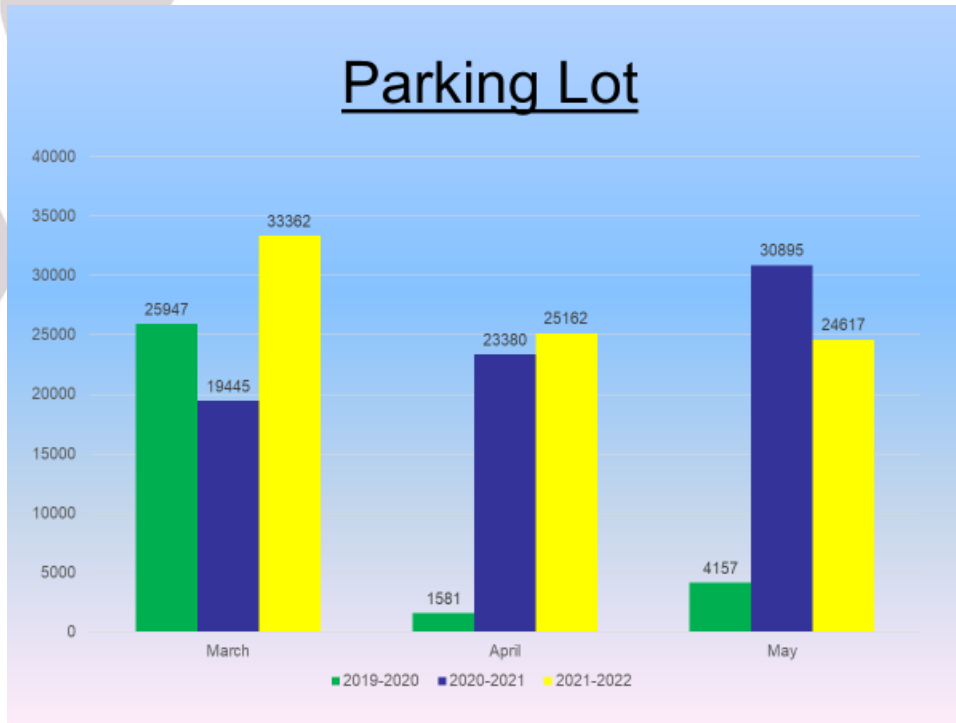
- Had 3 Bids on June 21st for construction
- Bids are still under review
- Bill Hopper will request approval at the next Board meeting to enter into a contract with whomever Pitt Greenville Airport Authority chooses.
- **AIP 53 “PGV17” Hangars 27, 28, 29, 30 & 31**
 - Ground Breaking Ceremony was held at Pitt Greenville Airport Construction Site on June 30th 2022 at 9:00 A.M.
- **PGV 18 Hangars 25 & 26**
 - The Committee consist of John Banks, Cheryl Brown, Tim Corley and Bill Hopper
 - Pitt Greenville Airport Authority has 4 statement of qualifications that Bill Hopper forwarded to the Board.
 - The committee had a zoom meeting June 23rd at 4:00 P.M.
 - Bill Hopper is currently working on a date during the first two weeks in July to grade the interest and to also come up with a selection
 - Pitt Greenville Airport received 2 bids, rebids will be held on June 28th.
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Operations Report

Executive Director Hopper advised that the numbers have been steady. Fuel sales have been stable. American Airlines will have CRJ 700 which is a larger aircraft coming to Pitt Greenville Airport starting in September 2022. This larger aircraft will offer First Class.

- **Airline**
 - Deplane 2,687
 - Enplane 2,343
- **Charters**
 - Deplane 242
 - Enplane 242





G.A.R.D

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	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			
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	<u>1,266</u>	<u>1,460</u>	<u>1,264</u>	<u>1,540</u>	-	-	
	13,776	19,867	15,258	19,706	7,165		

Financial Report:

Treasurer/Secretary Terry Monday started out by advising the board that fuel sales are currently fluctuating due to the price of fuel fluctuating over the past 2 months. The parking lot is down and expenses are steady. A few things that benefitted Pitt Greenville Airport was getting over the maintenance cost and a few other costs that has now leveled out. Pitt Greenville Airport loses around \$80,000-\$100,000 dollars a month due to operational expenses, but that doesn't consider the reimbursement of the Cares Act. Terry Monday states that Pitt Greenville Airport needs to keep a close watch on this so that there will be a smooth transition when the Cares Act funds run out. Chairman Clark asks if the next quarter will be a more accurate reflection of day to day operational activities now that all the maintenance expenses are out of the way. Terry Monday states that June, July, and August will be a slow time, but as far as operational expenses it will give the Pitt Greenville Airport a good handle on these things. As far as total revenue versus expenses the high prices for fuel has cut back on the leisure time for General Aviation traffic.

Chairman Comments:

Chairman Clark thanks everyone for being here, thanks everyone for their time, hard work and dedication. Chairman Clark said that it has been a pleasure to serve with everyone. Chairman Clark stated that this will be his last Board Meeting and looks forward to seeing how Pitt Greenville Airport is going to take things to a whole new level. Chairman Clark advised the board that if there is anything he can do to help don't hesitate to call and ask.

Chairman Clark asked if there were any further discussions or questions, with no one coming forward Chairman Clark called the June 22nd, 2022, Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully submitted,

Cidni Mills
Administrative Assistant