

Wednesday, May 18th, 2022



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

**Pitt-Greenville Airport Authority Board Meeting
May 18, 2022
11:30 a.m.
Pitt-Greenville Airport Conference Room**

Board Members present: Eric Clark, Chairman; John Banks, Vice-Chairman; Dan Mayo; Terry Monday, Treasurer;

Members attending over Zoom: Mike Roberson.

Board Members not present were Cheryl Brown, Christopher Nunnally, and 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, Marcie Spivey, Auditor, Martin Starnes & Associates, CPAs, P.A.

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

Martin Starnes & Associates, CPAs, P.A. Presentation

Auditor Marcie Spivey discussed with the Board Members about unmodified opinion, Cooperative Staff, Performance Indicators/Findings, and Self-Reporting. There was one Finding the auditor caught, details on the Finding will be attached to the minutes. This Finding will require a response from Pitt Greenville Airport, PGV is required to reach out to Local Government Submission and explain why the grant was sent late, state that the Pitt Greenville Board Members are aware and were told of the Findings by the auditor on May 18th, 2022 during the audit presentation provided by Martin & Starnes. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial

statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include: a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor; b) the status of the prior year audit findings; c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

The Auditor contract for Fiscal Year 22-23 will be discussed during the June 22, 2022 Board Authority Meeting.

Approval of Minutes

Minutes from the April 20, 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 Dan Mayo motion was unanimous, motion carried, minutes were approved.

Executive Director Report:

- Executive Director Bill Hopper requested approval to accept NCDOT 2022 SCIF Grant \$2,061,494.00 with New Budget PGV 19 Fund 46. Project hasn't been designated to anything, Bill Hopper has plans for the grant money to be used for infrastructure renovations. Motion to approve was

made by Dan Mayo, seconded by Mike Roberson, motion was unanimous, motion carried, motion approved.

- Executive Director Bill Hopper discussed AIP 53 (PGV17) Fund 44 Hangars 27-31 Budget Amendment which was completed to make budget match AIP 53 grant, which was recently approved by the FAA. This amendment also includes a transfer of \$1,030,747 to PGV 18 Fund 45. Motion to approve was made by Dan Mayo, seconded by John Banks motion was unanimous, motion carried, motion approved.
- Executive Director Bill Hopper was seeking approval for PGV 18 Hangar 25& 26 Fund 45 to accept \$1,030,747 transferred from Fund 44. A motion to approve PGV 18 Fund 45 Budget Amendment to include the transfer from Fund 44 AIP 53 was made by John Banks, seconded by Dan Mayo motion was unanimous, motion carried, motion approved.
- Executive Director Bill Hopper discussed the AIP 52 Taxiway A North Budget Amendment. FAA AIP 52 was revised to match official grant after speaking with Talbert & Bright who advised that the grant will fall under 100% coverage not 90% as originally considered. A Motion to approve was made by Dan Mayo, seconded by Mike Roberson motion was unanimous, motion carried, motion approved.
- Pitt Greenville Board brought FY 22-23 to a vote to approve all budgets as submitted in April 2022. A public hearing was held, no one was in attendance. A Motion to approve all FY 22-23 budgets were made by Dan Mayo, seconded by Mike Roberson. Motion was unanimous, motion carried, motion approved.
- Executive Director Bill Hopper would like for the Board to appoint a design/build committee for Hangars 25 & 26. Bill stated he would want John Banks, Cheryl Brown along with himself on the committee. Chairman Clark stated that this does not need a vote from Board.
- Pitt Greenville Board Voted on the Establishment of Criteria for a Design-Build delivery method for Hangar 25/26 project. August 31 is the deadline to have under contract. Randy Fender from Talbert & Bright will do the

statement qualifications, Bill Hopper will forward a copy to Cheryl Brown and John Banks. Motion to establish criteria design build criteria method for construction contract and approve using design build delivery method for Hangars 25 & 26 was made by Dan Mayo, seconded by John Banks motion was unanimous, motion carried, motion approved.

- Executive Director Bill Hopper requested approval to set just compensation at the new appraisal value, subject to conformation by the pending review appraisal. A motion to establish just compensation at the value of the appraisal for the parcel located on Belvoir Rd was made by Mike Roberson, seconded by Dan Mayo motion was unanimous, motion carried, motion approved.
- Finance and Administration Manager April Cannon discussed investment options. First National Bank gave Pitt Greenville Airport information regarding investment options. Southern Bank was currently waiting for their investment banker to return to work, a meeting has been scheduled for June. State Employees Credit Union stated that currently they are not accepting any new commercial clients and do not have available accounts for Government accounts. First Citizens Bank is pending information from the cooperate office. Chairman Clark suggested contacting Truist and Bank of America.

CARES ACT

Cares Act \$8,268,200 (reimbursed \$5,810,730.14, leaving \$2,457,469.86 left in the \$8,268,200 grant). There are pending amounts for April 2022 that have not been approved by Cares Team yet.

Federal/State/Local Projects

- **AIP-44 FY 17 DNL Land/Noise**
 - (pending parcels)
 - Approval to purchase property
 - Closes out in August 2022
- **AIP 51 Corporate Taxi-lane**
 - Landscaping punch list items pending

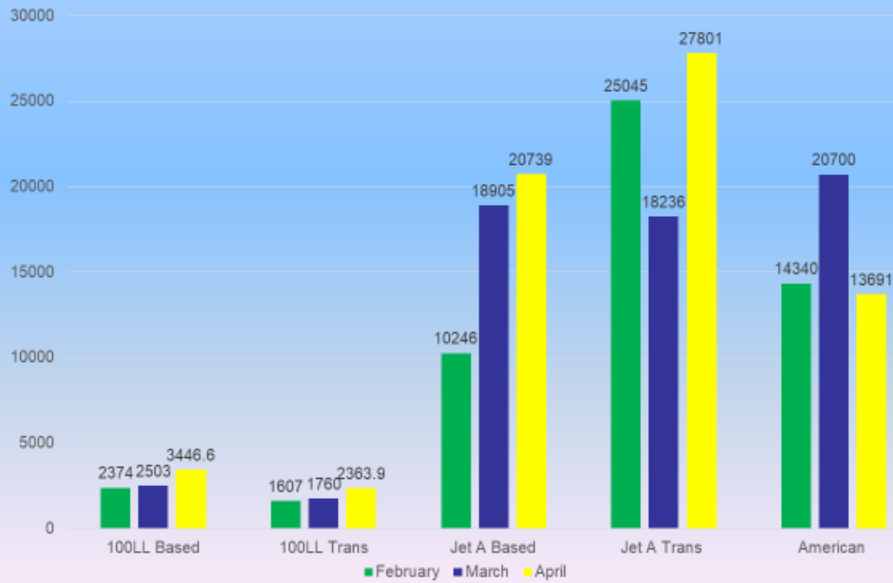
- Eric Stumph will send in final paperwork
- **AIP 52 Taxiway A North/ Runway Subgrade**
 - Expected to have money released and in the system by July 2022 for grant to be issued in late August- September 2022
 - Pre-Bid on June 7th, 2022.
 - Bid opening date one June 21st, 2022
 - Contingency Bid opening date on June 29th, 2022
- **AIP 53 (PGV 17) Hangars 27, 28, 29, 30 & 31**
 - Bill Hopper will send Board Members potential dates for ground breaking ceremony.
 - Bill Hopper will discuss electrical issues with construction company.
- **PGV 18 Hangers 25 & 26**
 - The Board will appoint a design/committee.
 - Bill Hopper suggested John Banks, Cheryl Brown and himself.

Operations Report

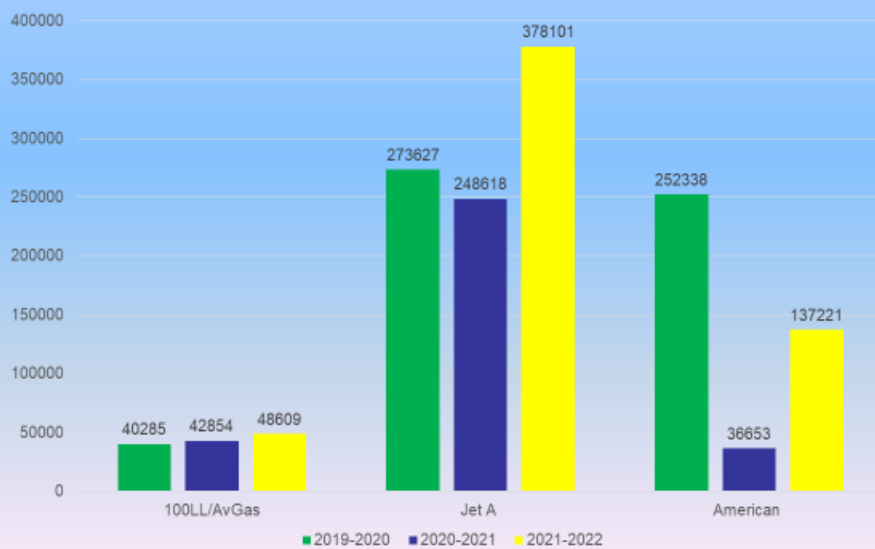
Executive Director Hopper advised that the operations have been steady. Fuel sales have been increasing. American Airlines flights have been decreased to two flights a day.

- **Airline**
 - Deplane 2,569
 - Enplane 2,333
- **Charters**
 - Deplane 338
 - Enplane 236

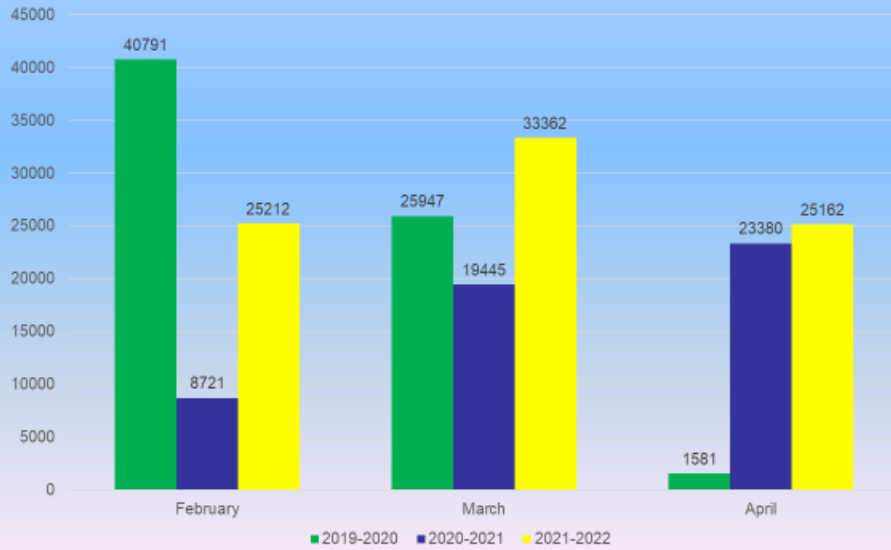
Fuel Gallons 3 Month Comparison 2022



Fuel Gallons 3 FY year Annual



Parking Lot



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			
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	1,266	1,460	1,264	1,540			
	13,776	19,867	15,258	19,706	5,815		

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Financial Report:

Finance and Administration Manager Cannon started out by advising the board that fuel sales greatly increased for the month of April. The Parking booth revenue has declined for the month of April due to a drastic change in American Airlines flight schedule. Cannon informed the Authority Board that expenses haven't declined nor increased, expenses are on a steady path as of currently. There will be a deeper view into expenses next month. June will be the final month Pitt Greenville Airport Authority can make any amendments or adjustments to the Operational Budget. It the end of the Fiscal Year 21-22.

The auditor was planning to come to Pitt Greenville Airport the third week in June but due to the contract being delayed until the next Board Meeting, the auditor will be here on July 18th 2022.

Chairman Comments:

Chairman Clark advised the Board to be in tune with emails and any communication regarding the ground-breaking ceremony. Chairman Clark wants Executive Bill Hopper to really push advertising for the new Hangars being built.

Chairman Clark asked if there were any further discussion or questions, with no one coming forward Chairman Clark called the May 18th, 2022, Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully submitted,

Cidni Mills
Administrative Assistant