

Wednesday, February 23, 2022



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

**Pitt-Greenville Airport Authority Board Meeting
February 23, 2022
11:30 a.m.
Pitt-Greenville Airport Conference Room**

Board Members present: Eric Clark, Chairman; John Banks, Vice-Chairman; Mike Roberson; Cheryl Brown; Dan Mayo.

Board Members not present were Will Litchfield, Terry Monday and Chris Nunnally.

Staff members present: Bill Hopper, Executive Director; April Cannon, Finance and Administration Manager; Cidni Mills, Administrative Assistant.

Other attendees included Attorney Dave Silver; Eric Stumph, Talbert & Bright, Inc; Ray Marconi, 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 February 23, 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 Cheryl Brown motion was unanimous, motion carried, minutes were approved.

Executive Director Report:

- Executive Director Bill Hopper was seeking approval to enter into the Eneco East agreement. After reviewing the proposal Eneco East was \$3,000 lower on the monthly preventive maintenance program, and has lower per hour rates. Proposal is for one-year period which is March 1, 2022 through

February 28, 2023, with an option to extend at the discretion of the airport from March 1, 2023 to February 29, 2024. Motion to approve was voiced by Dan Mayo, seconded by John Banks. Motion was unanimous, motion carried, motion approved.

- Executive Director Bill Hopper was requesting Budget Amendment for PGV 17 and PGV 18 Hangar Projects. This request has been tabled to next Board Meeting due to Board Members expressing multiple concerns such as timing issues and confusion, Board members would like Hopper to gather more information on PGV 18 Hangars 25 & 26.

Tri-Annual Exercise

- FAA Emergency Response requirement for every three years, selected date to perform exercise is March 5, 2022.

FAA Infrastructure Grants

- Specifically used for terminal projects, General Aviation terminals and air terminals, currently in the infancy stage.

Air service

- Bill Hopper and Eric Clark went to Roots America to have meetings with multiple airlines, currently there is a pilot shortage, this is affecting regional and regional carriers. Shortage could possibly delay Small Community Air Service grant by one or two years.

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).

Federal/State/Local Projects

- **AIP-44 FY 17 DNL Land/Noise**
 - There are no responses. Project needs to be finished by September 17, 2022.
- **AIP-47 FY 19 ARFF Vehicle**

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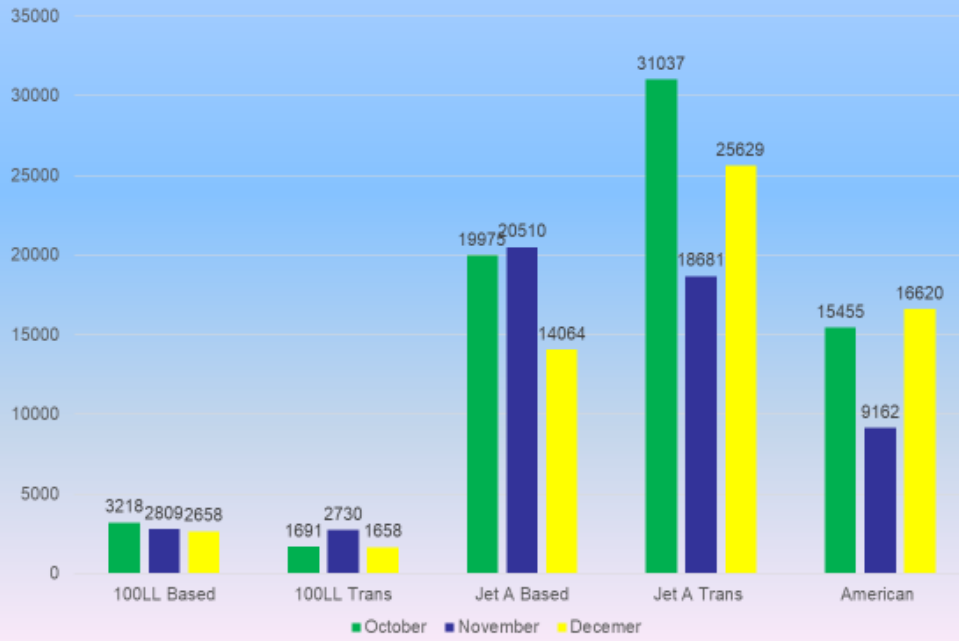
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- Complete, pending AIP 49 GA Apron closeout for final reimbursement.
- **AIP-49 FY19 GA Apron**
 - Almost complete, waiting FAA approval for amendments.
- **AIP 51 Corporate Taxi-lane**
 - Punch list items pending regarding electrical issues. Will move forward in the Spring.
- **AIP 52 Taxiway A North/ Runway Subgrade**
 - Bidding begins April 2022, awaiting construction grant from FAA
- **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.

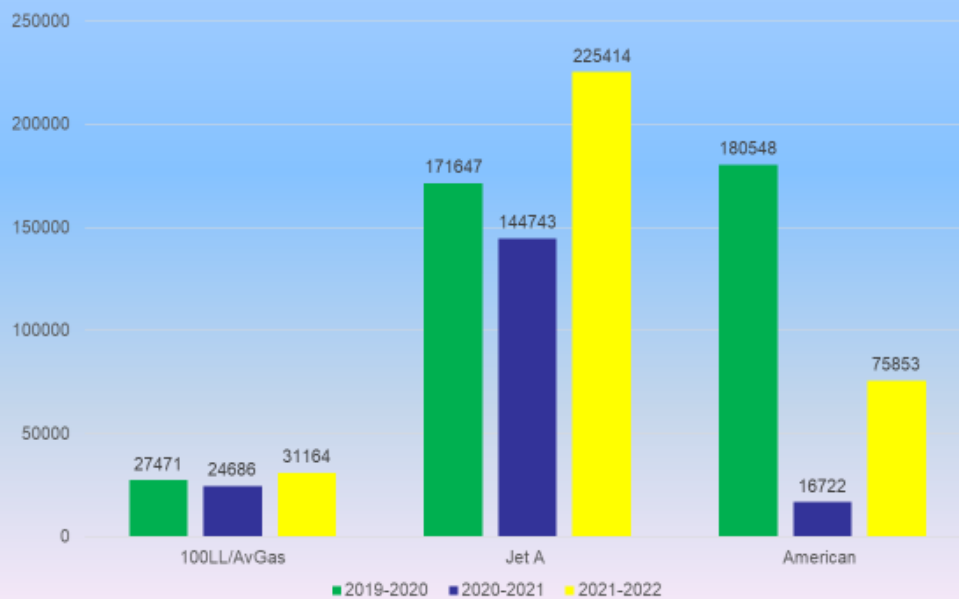
Operations Report

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

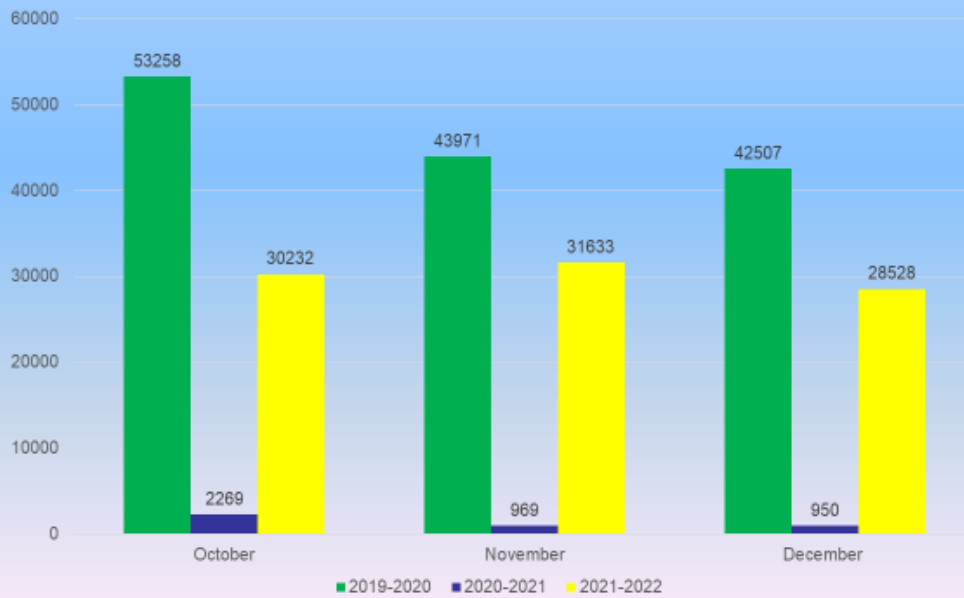
Fuel Gallons 3 Month Comparison 2021



Fuel Gallons 3 FY year Annual



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	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		

Financial Report:

Finance and Administration Manager Cannon started out by advising the board that the fuel sales are decreasing over the past couple months due to snow storms. Parking booth and charter flights are down as well due to snow storms.

Expenses and reimbursements are delayed due to LEO invoices being behind over the past two months because of staffing changes in the law enforcement.

Increase in maintenance expenses due to fire truck repairs.

During March and or April the Airport will start bringing out the new budget and amendments that may come due to operational expenses. Currently waiting on previous audit, auditor is waiting on AIP 47 & AIP 49 response from the FAA.

Questions regarding the flood insurance were addressed as the Airport has been seeing dramatic increases in the policies, Cannon spoke with Murray White Insurance about the general fluctuation and we are currently standard in regards to flood insurance.

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 Dan Mayo, seconded by Mike Roberson 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.

Chairman Comments:

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Chairman Clark asked if there were any further discussion or questions, with no one coming forward Chairman Clark called the February 23, 2022, Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully submitted,

Cidni Mills
Administrative Assistant