

Wednesday, March 16, 2022



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

**Pitt-Greenville Airport Authority Board Meeting
March 16, 2022
11:30 a.m.
Pitt-Greenville Airport Conference Room**

Board Members present: Eric Clark, Chairman; John Banks, Vice-Chairman; Cheryl Brown; Dan Mayo; Terry Monday; Chris Nunnally.

Board Members not present were Will Litchfield, and Mike Roberson

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; Tim Corley, Assistant County Manager & accounting engineer; Sam Croon, Assistant County Manager; Kelly Andrews, Pitt County Economic Development; Will Berchelmann, Volaire Aviation Consulting.

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 March 16, 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 advised the board that the NCDOT funding for PGV 18Hangar 25 & 26 project must be set by 8/1/2022. The budget will stay as is until Talbert & Bright design is ready and under contract. TBI &

Randy Fenner are set to meet on March 17th to discuss the scope, approach and to have package ready.

CARES ACT

- Cares Act \$8,268,200 (reimbursed \$5,425,019.61, leaving \$2,843,180.39 left in the grant).

Federal/State/Local Projects

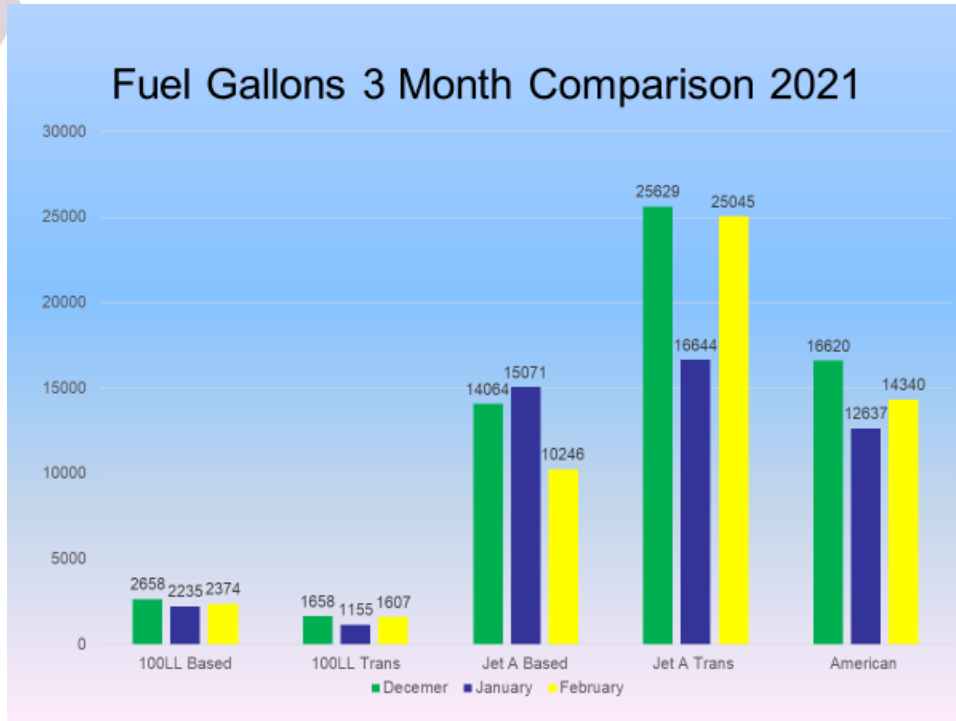
- **AIP-44 FY 17 DNL Land/Noise**
 - Still currently waiting on two parcels, highly unlikely that two parcels are going to come to agreement.
- **AIP-47 FY 19 ARFF Vehicle**
 - Complete, pending AIP 49 GA Apron closeout for final reimbursement.
- **AIP-49 FY19 GA Apron**
 - waiting FAA approval for amendments.
- **AIP 51 Corporate Taxi-lane**
 - Punch list items pending
 - Completion set for Spring 2022
- **AIP 52 Taxiway A North/ Runway Subgrade**
 - Awaiting construction grant from FAA
 - Set to begin in Spring 2022
- **PGV 17 Hangars 27, 28, 29, 30 & 31**
 - Proceeding with ground work. Could potentially schedule a ground-breaking ceremony for April, 2022.
- **PGV 18 Hangers 25 & 26**
 - TBI Inc. is in process of finishing the design specs.

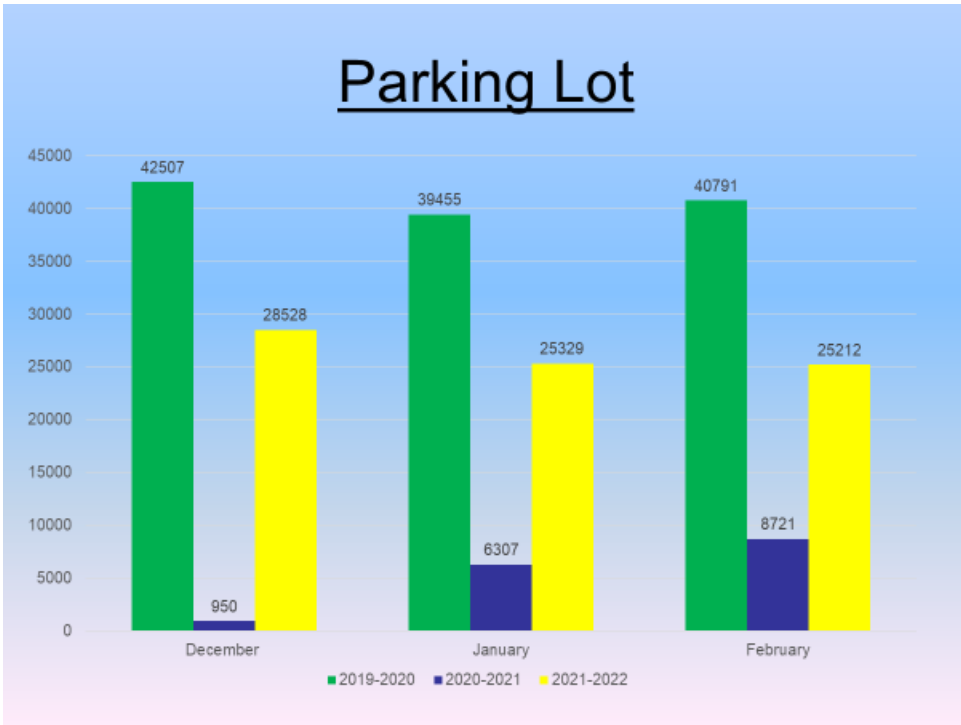
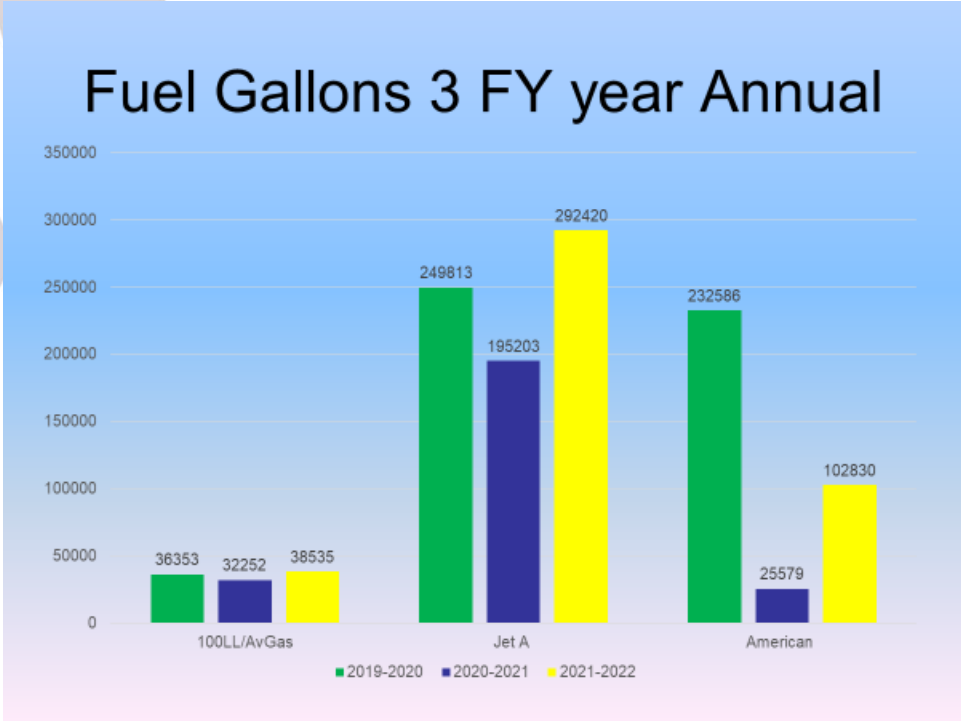
Operations Report

Executive Director Hopper advised that the numbers have been steady. Fuel sales have been stable. American Airlines flights have been decreased to three flights a day.

- **Airline**
 - Deplane not available

- Enplane not available
- **Charters**
 - Deplane 546 (one routed due to foggy weather)
 - Enplane 588





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			
Apr	1,659	1,545	554	2,001			
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	-	-	-
Total	13,776	19,867	15,258	19,706	2,773		

Financial Report:

Finance and Administration Manager Cannon started out by advising the board that during March and April the Airport will start bringing out the new budget and amendments that may come up.

FY 20-21 audit is currently pending with auditor because of FAA amendments that are pending for AIP 47 ARFF Truck & AIP 49 GA Apron.

Expenses are up for the month of February due to salaries catching up and LEO invoices being delayed.

Income has been stable & fuel sales have increased over the past couple months. There is a delay in LEO reimbursements from TSA due to the invoices being late and new procedures that are being required for the program.

Budget is currently in process for fiscal year 2022-2023, The finance committee will be meeting on April 5th to review and discuss the proposed budget. The

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scheduled date for Public hearing and board vote is anticipated to be May, 18th 2022.

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 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 Terry Monday, seconded by Dan Mayo 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.

Open Session:

The board moved into open session. A Motion by Dan Mayo to adjust employee compensation in accordance with the report made by the Executive Director in closed session that was prepared over multiple months with the intention and goal of being able to retain trained employees and to attract quality employees in the future. Motion seconded by Cheryl Brown and motion was unanimous, 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 March 16, 2022, Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully submitted,

Cidni Mills
Administrative Assistant