

Wednesday, October 26th, 2022



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

**Pitt-Greenville Airport Authority Board Meeting
October 26th, 2022
11:30 a.m.
Pitt-Greenville Airport Conference Room**

Board Members present: John Banks, Chairman; Cheryl Brown, Vice-Chairman; Terry Monday; Treasurer/Secretary, Mike Roberson, and Les Robinson.

Board Members attending by Zoom: Dr. Venkat Gudivada.

Board Members not present: Dan Mayo, and Chris Nunnally.

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

Other attendees included Jay Talbert; Talbert & Bright, Eric Stumph; Talbert & Bright, 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 September 21st, 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 Cheryl Brown, seconded by Terry Monday motion was unanimous, motion carried, minutes were 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 Mike Roberson, seconded by Cheryl Brown motion was unanimous, motion carried, and approved.

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

Executive Director Report:

- Executive Director Bill Hopper stated that there was a document given to the Board that is a quote from Greenville Utilities for water and sewer hookups for Hangars 27-31. Due to the short timeframe needed for the hookup, Executive Director Bill Hopper made a request of approval from the Pitt Greenville Airport Board Executive Committee. The amount quoted is \$40,712.00. Pitt Greenville Airport is presently working with the City of Greenville to have Stormwater Credit applied toward the payment of this as Economic Development. At this particular time, Pitt Greenville Airport has not yet received confirmation from the City of Greenville. If Pitt Greenville Airport is not able to use Stormwater Credit, then Pitt Greenville Airport will be reimbursed with the CARES Act funds.
- Executive Director Bill Hopper requested approval to have Overhead Door Company repair the rollup door for the outbound baggage located at the American Airlines ticket counter. Due to this repair being under \$10,000, Executive Director Bill Hopper requested this approval from Terry Monday, Secretary/Treasurer. Overhead Door Company will do this repair for a total of \$8,325. Custom Door & Gate also quoted in the amount of \$9,520. Motion to approve was made by Terry Monday. Per the PGV Purchase Policy this request did not need a second approval.
- Executive Director Bill Hopper was requesting board approval for both escalator handrails to be replaced in the amount of \$17,155 plus applicable taxes. Executive director Bill Hopper stated that the handrail on one escalator is in need of replacement and in very short time, the other escalator

handrail will also need to be replaced. While the vendor is mobilized, it makes sense to replace both escalator handrails at the same time. Executive Director advised that the equipment must go through Schindler because they are the manufacturing company of the escalator. Motion to approve was made by Terry Monday, seconded by Cheryl Brown. Motion unanimous, motion carried, motion approved.

- Executive Director Bill Hopper requested approval that conduit be installed so that Pitt Greenville airport can take a well-planned direction in the installation of data lines for the new hangars. This will also provide ease in future line installations and/or repairs in the future. The conduit provides a tunnel underground and under paved areas, wires can be easily removed and installed. Executive Director Bill Hopper provided documentation Change Order 10 in the amount of \$12,886.66 to accomplish this task. Motion to approve was made by Terry Monday, seconded by Cheryl Brown. Motion was unanimous, motion carried, motion approved.
- Executive Director Bill stated that NAAI gave notice that they will be terminating their lease. Executive Director Bill Hopper approved the termination, and NAAI will have to have their area cleared out by November 30th, 2022.
- Executive Director Bill presented the 5-year P & L Net Projection and Chairman Banks stated that he wants certain changes to be made to the presented plan. Chairman Banks wants the plan to be more realistic so Executive Director Bill Hopper and Finance & Administrative Manager April Cannon were advised to make the proper adjustments to the 5-year P & L Net Projection Plan and present it at the next Board meeting.

CARES ACT

- Cares Act Operational \$8,268,200.00 as of September 30, 2022 (Reimbursed \$7,039,189.71, leaving \$1,229,010.29.)

Federal/State/Local Projects

- **AIP 53 Fund 44 FY 22- Hangars 27-31**
 - Construction is progressing

- **AIP 54 Fund 93 FY 22 Taxiway A North/RWY Subgrade Construction**
 - Contracts and Bonds received back from S.T. Wooten
 - Will scheduled pre-con shortly
- **PGV 18 Fund 45 FY Hangars 25 & 26**
 - Continuing to process Trader shop submittals; state sewer approval in progress; will schedule pre-con shortly
 - Contracts were signed with Custom Building Company

Operations Report

Executive Director advised the board that American sales were down due to cancelled flight because of a certification issue American was having internally with the new CRJ700. American is down to 2 flights a day currently. The CRJ700 should be back to Pitt Greenville Airport according to American Airlines December schedule.

Jet Fuels have been increasing due to an increase in charter flights.

- **Airline**
 - Deplane 2,329
 - Enplane 2,392
- **Charters**
 - Deplane 396
 - Enplane 599
 - The difference is due to monthly charter flights that departed at the end of one month, and returned at the beginning of the following month (53 August return in September +150 September to return in October= 203)

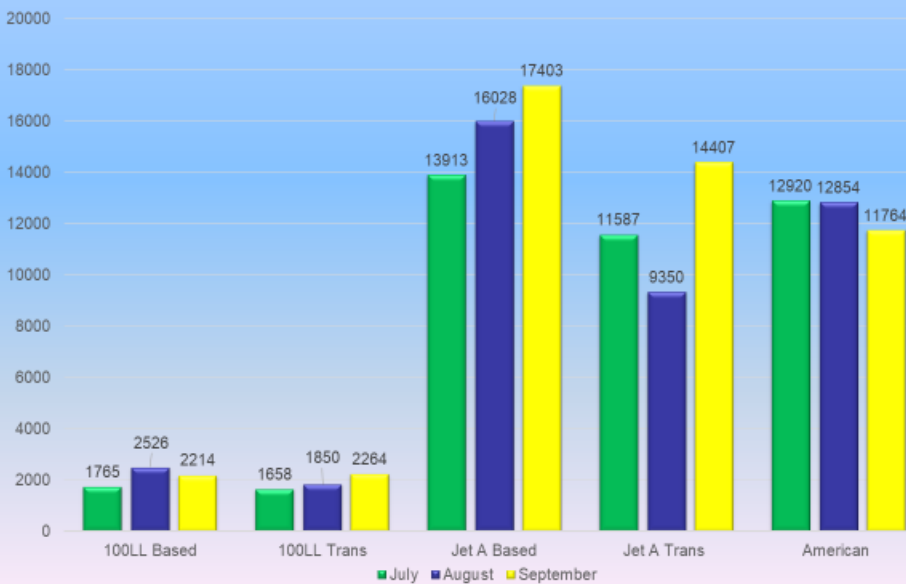


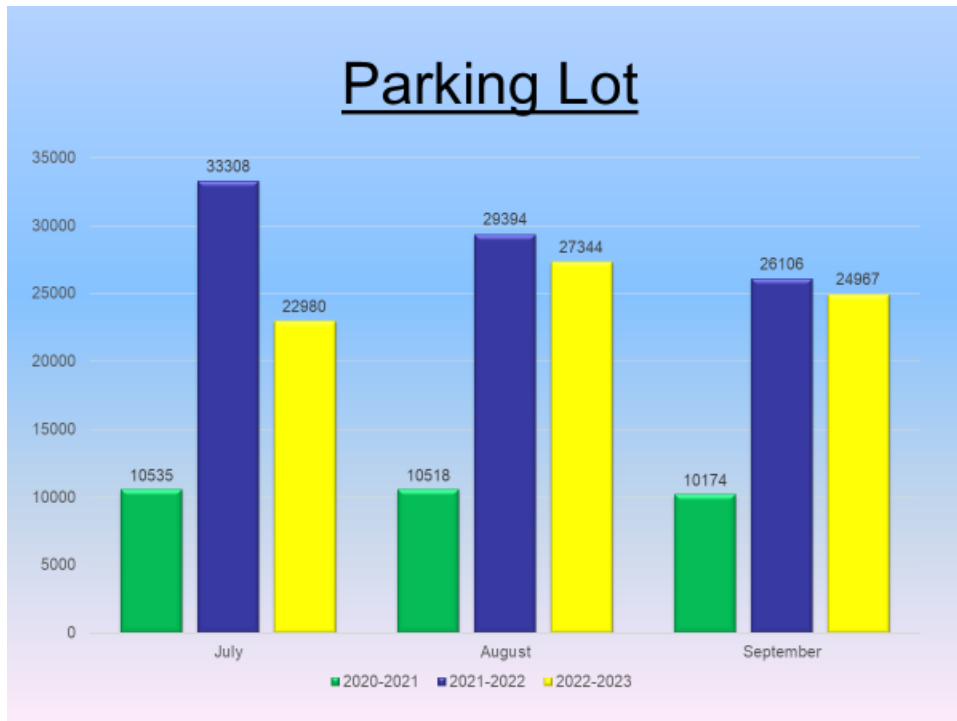
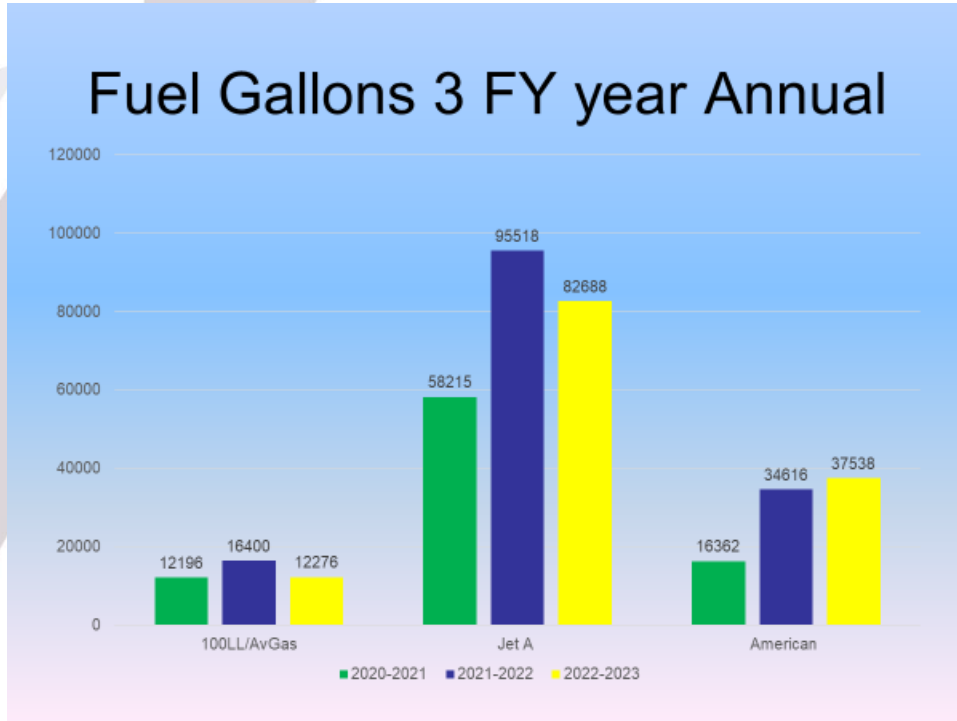
PITT-GREENVILLE AIRPORT

Operations

	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	1,399	-0.1358 ↓
Aug	20	1,845	1,353	1,504	1,443	-0.0423 ↓
Sep	266	1,833	1,366	1,910	1,476	-0.294 ↓
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	10,281	

Fuel Gallons 3 Month Comparison





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Financial Report

Finance & Administrative Manager April Cannon stated that the financial report for the month of September was good, fuel sales were up due to charters. The parking booth has been fluctuating that last couple of months, and operation expenses are going to look down due to last month having an extra payroll period.

The audit is currently in progress of completion and being submitted. The auditors are hoping to be out here in the month of November to give a presentation to let everyone know where we're at. April Cannon stated that Pitt Greenville Airport is currently at the earliest point that we've ever been in when submitting the audit to LGC.

Terry Monday stated that there were 2 findings the auditors found, one was that the budget did not match the expenses in one of the new funds. The board will review the budgets and amendments when adding new budget lines to the operation fund.

The second finding was year-end entries by accountant not entered in time for audit. Terry Monday stated that this doesn't affect the quality of reports, the auditors would like for it to be cleaner.

Chairman Banks wants April Cannon to go back and get a balance of what is in fund 51, T-Hangar, Hangar 22 and 24. He would like to know the amount of reimbursement amount that is still owed to clear up the Hangar reimbursement agreement. Dave Silver requested that it be put in the Board Minutes presentation in November.

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Chairman Comments:

Chairman Banks asked about the lighting on the airfield and what is being done about it? Executive Director Bill Hopper stated that he will have an answer prepared for him by the next Board meeting.

Chairman Banks stated that he wants to ensure that the Toyota Camry is being used for customers.

Chairman Banks asked Executive Director Bill Hopper and Operations Manager Richard Nanney to discuss personnel needs. Executive Director Bill Hopper stated that Pitt Greenville Airport is looking at reorganizing some of the tasks that is being done by the staff. We are proud to announce that one of our staff members has joined the national guard, this means that the staff member will be gone one weekend a month and two weeks during the year. Coverage will be needed. Executive Director Bill Hopper states that an OPS position will be needed to provide coverage. Executive Director Bill Hopper stated that he would like to have staff cross trained and asked Operations Manager Richard Nanney to go into detail regarding the cross training. Operations Manager Richard Nanney stated that the lineman will be cross trained in maintenance and the Parking Booth. Staff will be rotated between departments to be cross trained. A motion to approve the reclassification of the Economic Marketing Specialist position that was vacant to an Operations Officer position based on future information being provided by Operations Manager Nanney to show the return on investment. This will be provided at the next Board Meeting. A motion to approve was given by Mike Roberson, seconded by Cheryl Brown. Motion was unanimous, motion carried, motion approved

Chairman Banks asked about the Easement, Executive Director Bill Hopper stated that he is still waiting on the FAA to get back with him. Chairman Banks stated that there is \$300,000 in a restricted fund that Pitt Greenville Airport has had for years, Chairman Banks asked Terry Monday, Secretary/Treasurer if the money should be moved around or should it stay in the restricted funds account. Terry Monday stated that for right now the money should be left in the account, April Cannon and himself will get together sometime next month and discuss what the best options are for this account.

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Chairman Banks stated that he would like for Operations Manager Richard Nanney to put together a seminar with NTSB, the FAA, and the County Emergency Department to ensure that each department knows what to do and what not to do if there is an unfortunate plane crash. Nanney advised that one of the communication concerns is the radio compatibility between all emergency departments with the Airport. Chairman Banks requested an update on moving forward at the next board meeting.

Chairman Banks asked for an update with the restaurant, Executive Director Bill Hopper stated that they are still getting things going. Chairman Banks asked how much is Pitt Greenville Airport contributing to getting the restaurant going. Executive Director Bill Hopper stated that Pitt Greenville Airport is contributing to the restaurant, there is a lot of cleaning that had to be done, sprinkler system, and degreasing the pipes due to a prior tenant. Chairman Banks wants Executive Director Bill Hopper to have facts and figures to present to the Board at the next meeting.

Chairman Banks asked if there were any further discussions or questions, with no one coming forward Chairman Clark called the October 26, 2022, Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully submitted,

Cidni Mills
Administrative Assistant