

Wednesday, August 17th, 2022



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

Pitt-Greenville Airport Authority Board Meeting
August 17th, 2022
11:30 a.m.
Pitt-Greenville Airport Conference Room

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

Board Members not present were Mike Roberson, Dr. Venkat Gudivada, Les Robinson.

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

Other attendees included Dave Silver, Attorney; Jay Talbert, Talbert & Bright; Scot Webster, Southern Bank; Brooks Bunting, Southern Bank; and Charlie Wells, Southern Bank.

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 July 20th, 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 Chris Nunnally, seconded by Cheryl Brown motion was unanimous, motion carried, minutes were approved.

Financial Report

Executive Director Bill Hopper stated that fuel sales are down for the month of July due to the price of fuel. Terry Monday stated that Pitt Greenville Airport is moving along on the Hangar project. July was slower than the past few months because it's audit month. Terry Monday states that it is hard to compare July to the

rest of the months. Executive Director Bill Hopper stated that there is one finding from the audit that will be corrected August 17th, 2022. This correction has to do with the amount of money that has to be deposited daily. Terry Monday stated that even though Pitt Greenville Airport has a large project going on, the cash balance in the bank has increased in the last three months.

Southern Bank

Scot Webster, Charlie Wells, and Brooks Bunting came to Pitt Greenville Airport to discuss Infinex and other bank related topics. Executive Director Bill Hopper states that investing \$2,000,000 into an account with Southern Bank is a smart thing to do, however Executive Director Bill Hopper would like to have more time to watch how the cash flow is doing with the Hangar Project.

Executive Director Report:

- Executive Director Bill Hopper seeking board approval for a bank account for the state grants. Executive Director Bill Hopper states that one of the conditions associated with the SCIF's grant is that Pitt Greenville Airport must report interest earned on a quarterly basis. Also starting with the NCDOT 2020 grant the state has been distributing the money and in return Pitt Greenville Airport must pull from that money as it is spent. Pitt Greenville Airport had a few issues with PFC's being received prior to spending in the past, an account was opened to correct this issue for PFC's and that has cleared up all past concerns. Executive Director Bill Hopper recommends that Pitt Greenville Airport opens a new checking account for the NC grants to keep the funding separated. Motion to approve was made by Dan Mayo, seconded by Terry Monday motion unanimous, motion carried, motion approved.
- Executive Director Bill Hopper requested approval for the following to be bank signatories. John Banks; Chairman, Cheryl Brown; Vice Chairman; Terry Monday; Treasurer/Secretary, Bill Hopper; Executive Director, and April Cannon; Finance & Administration Manager. Motion to approve was made by Dan Mayo, seconded by Chris Nunnally motion unanimous, motion carried, motion approved.
- Executive Director Bill Hopper was requesting approval to raise the

minimum amount for deposits to \$50,000 and to hold onto deposits for no more than two consecutive business days. This amount reflects that some tenants alone can send one check for \$20,000 to \$30,000 in addition to include if no one is available for a daily deposit. Motion to approve was made by Dan Mayo, seconded by Cheryl Brown. Motion unanimous, motion carried, motion approved.

- Executive Director Bill Hopper was requesting that the Board move the October 19, 2022, meeting to October 26, 2022. The Takeoff Air Service Conference is during the October 19th, 2022, Board meeting and it is important that Executive Director Bill Hopper be present at the conference to meet with prospective Airlines. Motion to approve was made by Chris Nunnally, seconded by Dan Mayo. Motion was unanimous, motion carried, motion approved.
- Executive Director Bill Hopper was requesting that the Board approve an agreement with Titan Aviation Fuels to lease one 3,000-gallon Jet A Truck with a Gasoline Powered F750 Chassis for \$1,700 per month and one 1,200-gallon Avgas Truck with a Gasoline Powered F450 Chassis for \$800 per month (Total \$2,500 per month). This will replace our leased 1985 Jet Truck at \$802.51 per month, and our 1985 Avgas truck that is owned by the airport. The airport will sell the Avgas truck. Going forward, this will be alignment with the airports planned replacement schedule. Motion to approve lease after a review and approval from Pitt Greenville Airport Attorney was made by Dan Mayo, seconded by Cheryl Brown. Motion was unanimous, motion carried, motion approved.
- Executive Director Bill Hopper was requesting approval to have Care Master to do the work as quoted for the amount of \$25,577.72. Executive Director Bill Hopper stated that at the direction of the Board, the Airport staff looked into details about the four quotes received to clean the mold in Hangar 22. The two companies with prices significantly lower than the other two companies did not quote to handwash and chemically treat the mold. This will be needed to better assure the mold that is present does not have a chance to be reestablished. Motion to approve was made by Dan Mayo, seconded by Cheryl Brown, motion was unanimous, motion carried, motion approved.
- Executive Director Bill Hopper was requesting Board approval to enter into an easement with NCDOT so that they have access to airport property that is in and around the Memorial Drive bridge located south of Runway 2. An

amount of \$2,375.00 will be paid to the airport for the rights to the easement and is subject to FAA approval to enter into the agreement. Motion to approve was made by Terry Monday, seconded by Dan Mayo motion was unanimous, motion carried, motion approved.

- Executive Director Bill Hopper was seeking Board approval to enter into an easement with John Davis with a not to exceed amount of \$15,000. Motion to approve was made by Terry Monday, seconded by Cheryl Brown motion unanimous, motion carried, motion approved.
- Executive Bill Hopper is requesting approval on a Change Order for Corporate 5 Hangar Project Cares Grant 53, Greenville Utilities has required a change to the water line. The original water line was \$3,359.58 and the substitute water line is \$3,702.34. This will increase the overall contract amount from \$9,066,340.59 to \$9,066,701.35 (increase of \$360.76). Motion to approve was made by Terry Monday, seconded by Cheryl Brown motion unanimous, motion carried, motion approved.
- Executive Director Bill Hopper was requesting approval on the Change Order in AIP 44 to remove the asbestos at 791 W. Belvoir in the amount of \$9,500. Executive Director Bill Hopper stated that this must be done by August 31st, 2022, to be reimbursed by the FAA. Motion to approve was made by Cheryl Brown, seconded by Chris Nunnally motion unanimous, motion carried, motion approved.
- Executive Director Bill Hopper stated that Pitt Greenville Airport had its annual FAA Airport Certification Inspection July 20-22, 2022. The inspection included physical observations of the airport grounds in both daylight and at night, verification of training and inspection records, inspection of fueling facilities, inspection of wildlife activities and capabilities of emergency responses. The staff was well-prepared for the very in-depth inspection over a two-day period. Regarding the Runway painting, the Airport will be required to have it complete by February 2023. Pitt Greenville Airport is looking into quotes to do the work. As a way of staying proactive with this safety-related item, going forward the airport will budget to have the runway painted once every two-years.
- Executive Director stated that CRJ 700 will be flying into Pitt Greenville Airport on September 7th, 2022. These flights will offer first class and will seat 66 passengers. Pitt Greenville Airport is currently a category 4 airport.

Due to the new flights coming into the airport, PGV will be moving up to a category 3 airport. Executive Director Bill Hopper stated that he would like to have an evening gathering for the tenants in September 2022.

CARES ACT

•Cares Act Operational \$8,268,200.00(Reimbursed \$6,717,023.03 as of 8/3/2022, Leaving \$1,551,176.97)

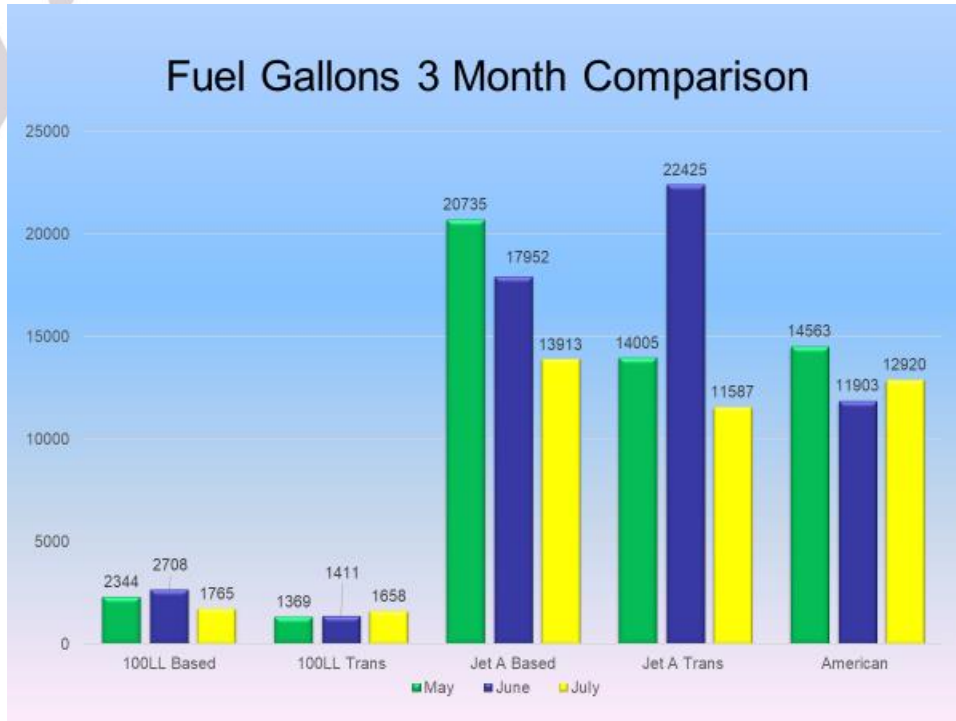
Federal/State/Local Projects

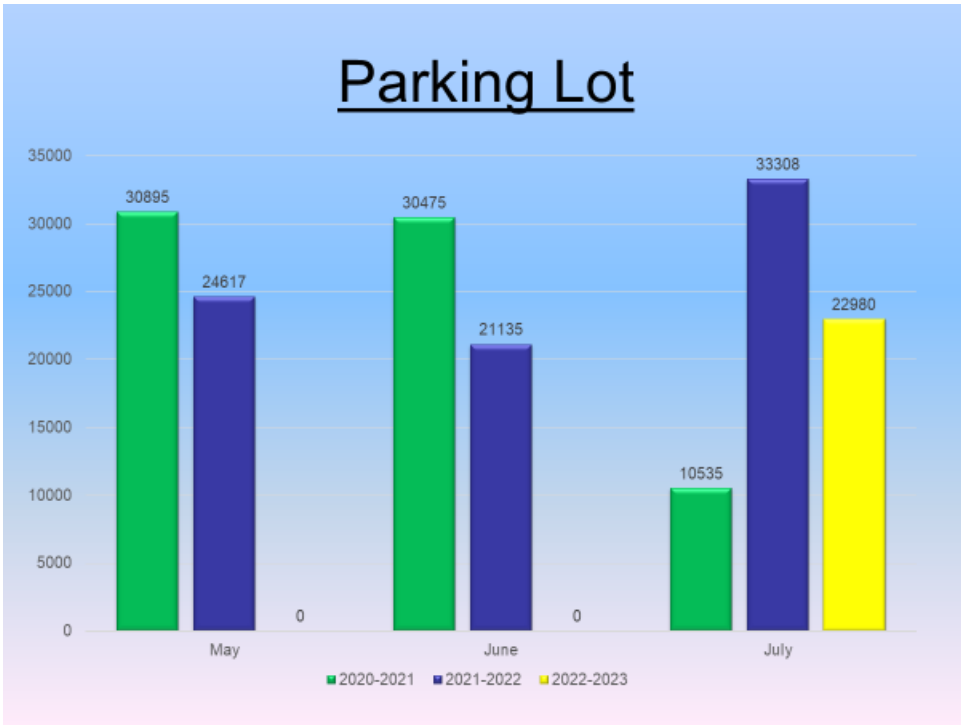
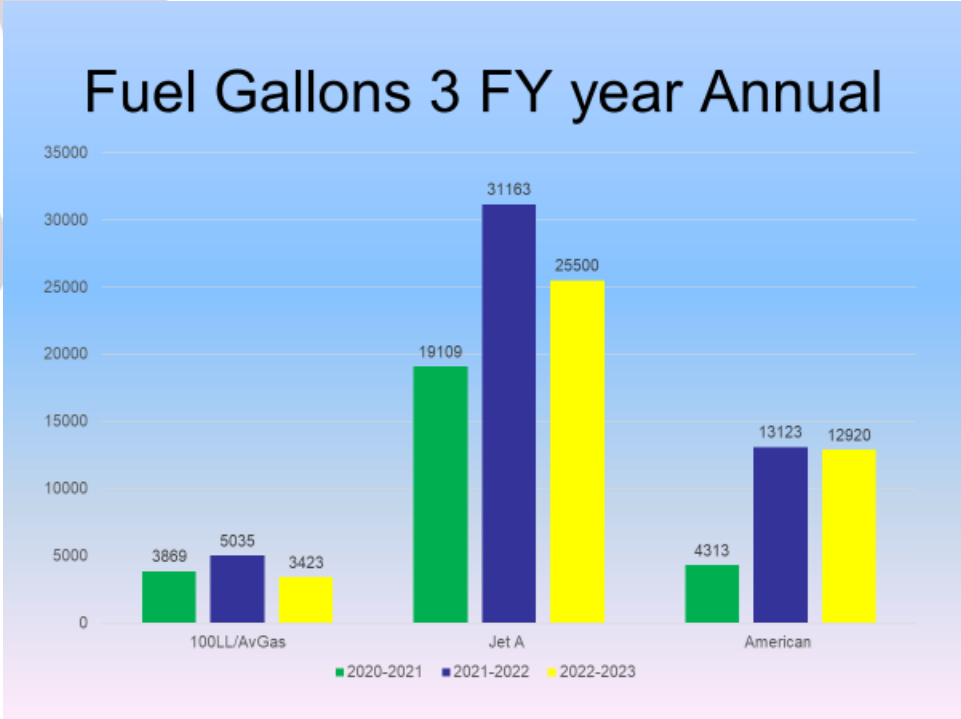
- **AIP 44 Fund 88 FY17- DNL Land/Noise**
 - Final parcel has been completed
 - Close out will be soon
- **AIP 52 Taxiway A North/ Runway Subgrade**
 - Design complete, Grant Closure in progress
- **AIP 53 “PGV17” Hangars 27, 28, 29, 30 & 31**
 - Three structures are
 - Siding is on one of the Hangars
- **PGV 18 Fund 45 FY Hangars 25 & 26**
 - Bids are complete
 - NCDOT/SCIF Grant Project
 - Contracts being accepted

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 2,384
 - Enplane 2,267
- **Charters**
 - Deplane 168
 - Enplane 168





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		
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	10,281	

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 Terry Monday, 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 Cheryl Brown, motion was unanimous, motion carried, and approved.

Chairman Comments:

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Chairman Banks asked if there were any further discussions or questions, with no one coming forward Chairman Banks called the August 17th, 2022, Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully submitted,

Cidni Mills
Administrative Assistant