

Wednesday, September 21<sup>st</sup>, 2022



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

**Pitt-Greenville Airport Authority Board Meeting  
September 21<sup>st</sup>, 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, Mike Roberson, Les Robinson.

Board Members not present were Dr. Venkat Gudivada.

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

Other attendees included Dave Silver; Attorney, Eric Stumph; Talbert & Bright.

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 August 17<sup>th</sup>, 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. Cheryl Brown recommended that “Chairman Clark” be changed to “Chairman Banks”. 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.

**Executive Director Report:**

- Executive Director Bill Hopper stated that Pitt Greenville Airport has a new restaurant called First Class Bistro coming to the Airport. The owners of the restaurant plan to be open by the beginning of October. Terms of the

agreement will remain the same as previous approved leases. Executive Director Hopper stated that hours of operation will be from 1 ½ hours prior to flight to 1 hour after the last flight. Hours can vary pending the Airline schedule.

- Executive Director Bill Hopper stated that back in July during the Pitt Greenville Airport Authority Board meeting of the Pitt-Greenville Airport Authority Board it was discussed that McFarland Johnson has completed amendment request documentation for three open Passenger Facility Charge applications. Each of the amendment requests have been developed based on current project estimates. These amendments will not lead to a project closeout and can be amended again at a later date if necessary. Executive Director Bill Hopper requested approval for applications and amendments as presented in the July Board meeting. Motion to approve was made by Dan Mayo, seconded by Chris Nunnally motion unanimous, motion carried, motion approved.
- Executive Director Bill Hopper states that Pitt Greenville Airport is anticipating receiving an offer from NCDOT for 2023 NC Airport Capital improvement program grant in the amount of \$1,196,533. Executive Director Bill Hopper requested approval from the board to accept a grant in the amount of \$1,196,533, subject to receiving the offer from NCDOT, Aviation Division, under the 2023 NC Airport Capital improvement program. Motion to approve was made by Mike Roberson, seconded by Dan Mayo. Motion unanimous, motion carried, motion approved.
- Executive Director Bill Hopper stated a reminder to the Board that the October Board meeting is going to be on October 26<sup>th</sup> instead of October 19<sup>th</sup>.
- The Board discussed banking investment options for fund 66 and decided to table to a future meeting pending review of cash flow needs.
- Custom Builders proposal was brought to the board by executive hopper for proposal of design for \$99,000. A Motion to approve pending conformation with NCDOT for design and build was voiced by Terry Monday and Cheryl Brown, motion unanimous, motion carried, motion approved.

## **CARES ACT**

•Cares Act Operational \$8,268,200.00(Reimbursed \$6,717,023.03 as of 8/3/2022, Leaving \$1,551,176.97) Per Executive Director Bill Hopper advised the cares grant will be complete by January or February of 2023.

### **Federal/State/Local Projects**

- **AIP 44 Fund 88 FY17- DNL Land/Noise**
  - Closeout in progress
- **AIP 52 Taxiway A North/ Runway Subgrade**
  - Grant closure in progress pending closeout documents
- **AIP 54 Fund 93 FY 22 Taxiway A North/RWY Subgrade Construction**
  - Completed construction grant bidding in progress
- **AIP 53 “PGV17” Hangars 27, 28, 29, 30 & 31**
  - 4 structures are up
  - Siding is being put on
  - More quotes requested for exterior lighting, currently at \$48,000 and \$17,000
- **PGV 18 Fund 45 FY Hangars 25 & 26**
  - NCDOT pending approval of design
  - NCDOT grant project

### **Operations Report**

Executive Director Hopper advised the board that the new ASP has been approved for the new security requirement and that Pitt Greenville Airport is ready for the new CRJ 700 to be brought in. American Airlines have not been fully certified for arrival so the Embraer has been brought back in temporarily. American Airlines should have the new CRJ 700 aircrafts in by October 2022 and will vary until January 2023. Fuel sales for jet slightly declined but avgas sales slightly increase.

### **Airline**

- Deplane 2,520
- Enplane 2,336
- **Charters**
  - Deplane 150

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– Enplane 150

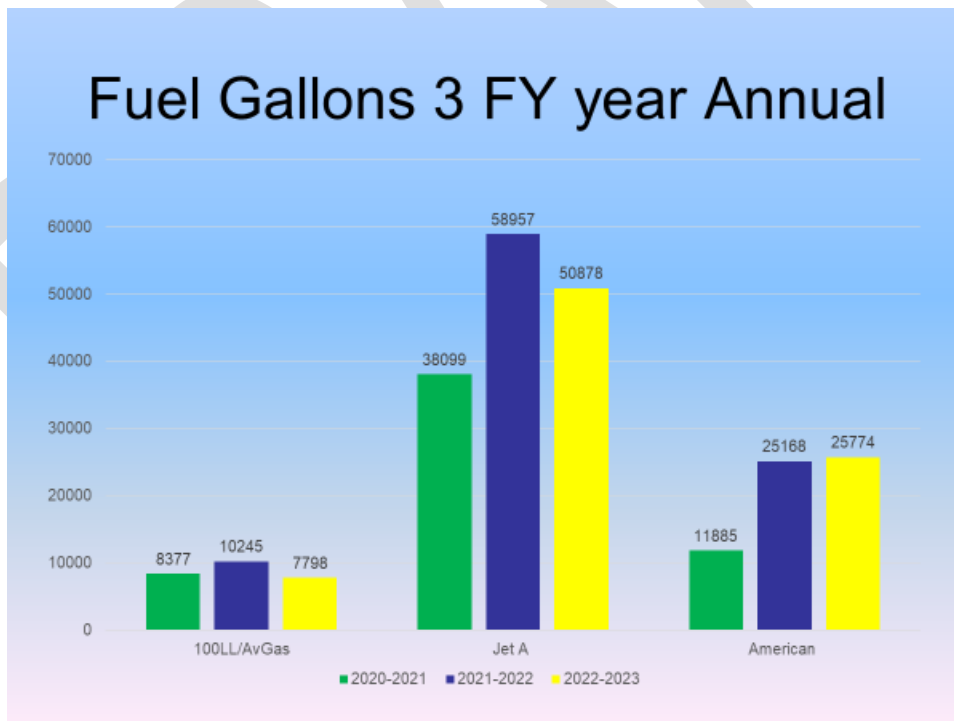
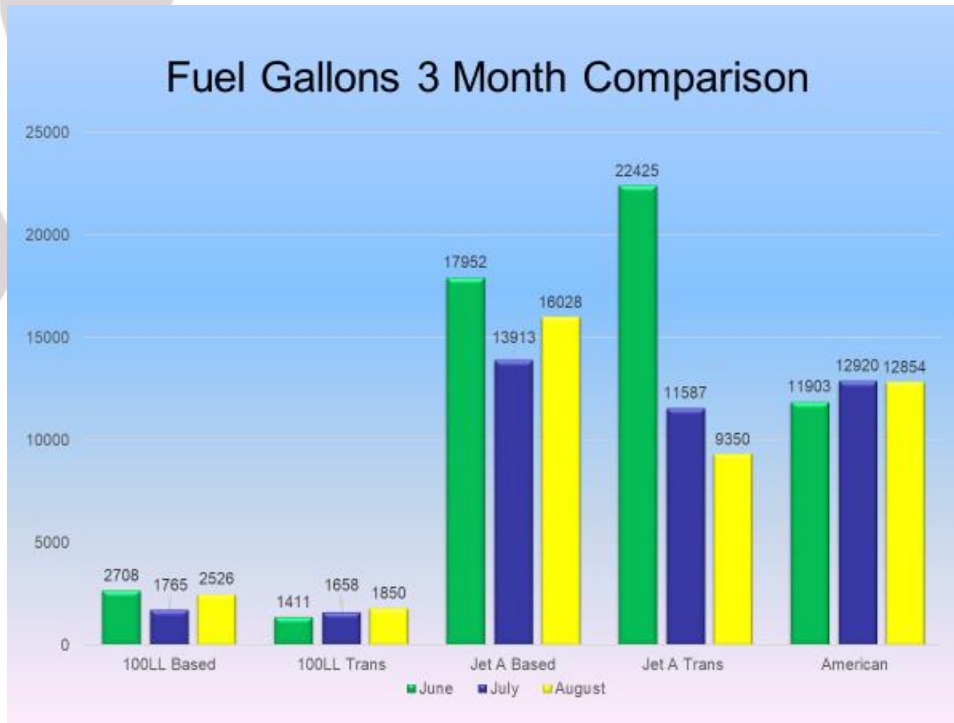
### **Financial Report**

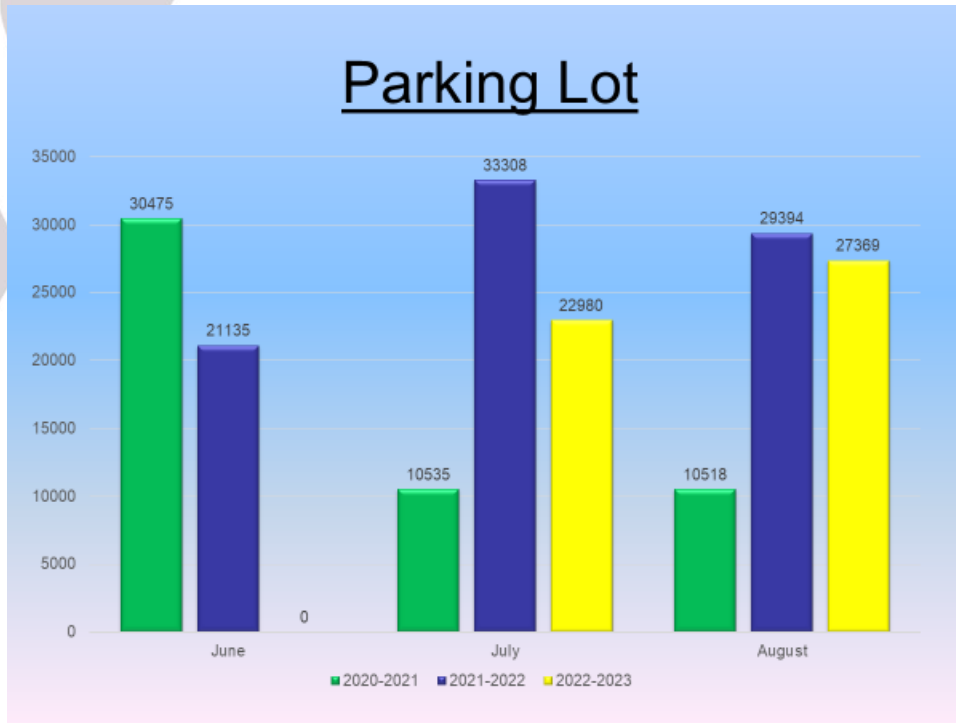
Finance and Administration Manager April Cannon advised the Board that the budget for AIP 54 Taxiway A north project has changed in the amount of \$302,103.70 for additional scope. This will require a budget amendment to increase and accept as presented in the AIP 54 grant. The original budget ordinance was \$4,242,793.34 and is now \$4,544,897.04. Executive Director Bill Hopper requested approval for a budget amendment to the Taxiway A North project totaling \$4,544,897.04. Motion to approve was made by Dan Mayo, seconded by Chris Nunnally motion unanimous, motion carried, motion approved.

Finance & Administrative Manager April Cannon stated that fuel sales are down due to the break in charter activity. Fuel prices have been fluctuating a lot over the past few months which has caused a fluctuation in Jet Transient sales.

The parking booth is going up compared to the last two months. Operations Manager Richard Nanney has advised that the parking booth has been operating better and the issues of the new cash machine have been corrected.

The audit is close to completion, the only hold up is the new Gasby 87 and regulated lease addition. This is a new requirement that Pitt Greenville Airport has contracted with Debt Book for consulting and accurate reporting.





### 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			
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			
	<b>13,776</b>	<b>19,867</b>	<b>15,258</b>	<b>19,706</b>	<b>10,281</b>		

**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:**

Chairman Banks asked about the mold in Hangar 22. Executive Director Bill Hopper stated that Pitt Greenville Airport has a \$5,000 deductible, the insurance company will cover what remains.

Chairman Banks inquired if there was any movement regarding the Davis easement. According to Executive Hopper FAA communication is still pending and when additional information is received he will communicate it with the Authority Board.

Eric Stumph advised the Airport Authority Board that continuation of data collecting for Runway 8/26 is required to apply for a future Grant or Assistance.

Executive Hopper Advised that FAA will be doing a visit once their clearance is given. The updated ACIP has been submitted. Chairman Banks stated that even if a physical visit did not occur a Zoom conference or call is needed.

Executive Director Hopper advised there has been communication regarding the new sign that will be in place on the outside terminal. There is no estimated date as of yet for completion.

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Chairman Banks asked if there were any further discussions or questions, with no one coming forward Chairman Banks called the September 21<sup>st</sup>, 2022, Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully submitted,

Cidni Mills  
Administrative Assistant

DRAFT