

**Pitt-Greenville Airport Authority Board Meeting**  
**November 16<sup>th</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, Mike Roberson, Chris Nunnally, and Dan Mayo.

Board Members not present: Les Robinson and Dr. Venkhat 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; Jay Talbert, Talbert & Bright; Clay Brown, and Jill Vang, Martin & Starnes.

Stuart Dillon, Dillon's Aviation has registered to speak during the Public Comment period. Stuart Dillon stated that he was speaking to present the Board with a proposal. Mr. Dillon stated that a tenant next to his Hangar has vacated the Hangar space. He gave the Board the proposal stating that it could be beneficial to Dillon's Aviation. Chairman Banks asked if there were any questions for Stuart Dillon at this time, Terry Monday asked about Dillon's rental fleet, and how the Linemen were doing about getting to him in a timely manner. Stuart Dillon stated that the Linemen are doing a good job. Chairman Banks stated that unless there are any more questions he declares the Public Comment period closed.

With no one else registered to speak, Chairman Banks closed the Public Forum and called the monthly Airport Authority Board meeting to order.

## **Martin & Starnes**

Jill Vang presented the Martin & Starnes presentation.

2 Findings noted in FY2022:

Finding 2022-001 Material Weakness noted for over-expenditure in the Operating Fund.

Finding 2022-002 Material Weakness noted for significant audit adjustments.

The LGC is normally concerned with a quick ratio less than 1

Current assets- excludes prepaids, inventories, and restricted cash

Current liabilities- excludes compensated absences & liabilities payable from restricted assets. Revenue Increased by \$1,679,471 or 80.29% in Unrestricted Net Position. Charges for Services increased by \$1,456,592 or 71% mainly due to the increase in fuel sales. Federal and State Contributions decreased by (\$3,038,115) or 54.1% due to decrease in project activity. CARES Act Funding decreased by (\$249,012) or 8.5%. Cost of Sales and Services increased by \$1,153,770 or 32% due to increase in cost of fuel. Depreciation increased by \$687,709 or 31%. Management has provided a corrective action plan. Details are in the Compliance sections of the financial statements.

## **Approval of Minutes**

Minutes from October 26<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 recommendations to the minutes. With no corrections, a motion to approve the minutes was made by Chris Nunnally, seconded by Dan Mayo 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. 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 Chris Nunnally, seconded by Mike Roberson, motion was unanimous, motion carried, and approved.

### **Executive Director Report:**

- Executive Director Bill Hopper was seeking approval to make the proper correction to the sprinkler system. The City of Greenville Fire Code Chief inspected the terminal recently, in the inspection a number of items with the sprinkler system required correction. Pitt Greenville Airport reached out to Williams Fire Sprinkler; this is the same company we used for fire protection services. The company quoted us \$13,054.00 to correct what was noted in the inspection. Motion to approve was made by Chris Nunnally, seconded by Cheryl Brown. Motion unanimous, motion carried, motion approved.
- Executive Director Bill Hopper requested approval for the installation of the SCULLEY system in the amount of \$9,182.82. Per a FAA Directive via National Fire Protection Agency 407, Pitt Greenville Airport will be required to have a SCULLEY overfill protection system installed on all fueling delivery systems. The two new trucks currently have them installed and Pitt Greenville Airport will be required to have them installed on the two older fuel trucks and the fuel farm. This has to be accomplished prior to June 2, 2023. Pitt Greenville Airport requested quotes from three companies and only one company, Rebel Services, was responsive in providing a quote. Motion to approve was made by Cheryl Brown, seconded by Terry Monday. Motion unanimous, motion carried, motion approved.

- Executive Director Bill Hopper was requesting approval of Change Orders 11 & 12. With regard to Change Order 11 for \$1,223.39, a damaged sanitary sewer line was discovered when Farrior's site work subcontractors were doing in the area of Hangars 25 & 26. The exact cause of the damage to the sewer line is difficult at best to confirm. Executive Director Bill Hopper reached out to Eric Stumph, Eric Stumph helped negotiate the decrease in price which benefits Pitt Greenville Airport. Change Order 12 for \$2,907.41 is for 34-wheel stops. The wheel stops were not included in the bid and were added as part of City of Greenville plan review. Motion to approve both change orders was made by Dan Mayo, seconded by Cheryl Brown.

### **CARES ACT**

- Cares Act Operational Fund \$8,268,200.00 (Amount after pending reimbursements for October and small part of November \$7,339,419.55, Leaving \$928,780.45.)

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

- **AIP 53 Fund 44 FY 22- Hangars 27-31**
  - Construction is progressing
  - Hangar 27 should be ready for occupancy by the first week in January.
  - Hangars 28-31 will be ready for occupancy the following month
  - Door for Hangar 27 has been put up
  - Door for Hangar 27 will be put up on Friday, December 9<sup>th</sup> 2022
- **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
  - Revised contracts back from CBC
  - Contract has been signed
  - Should have preliminary designs soon

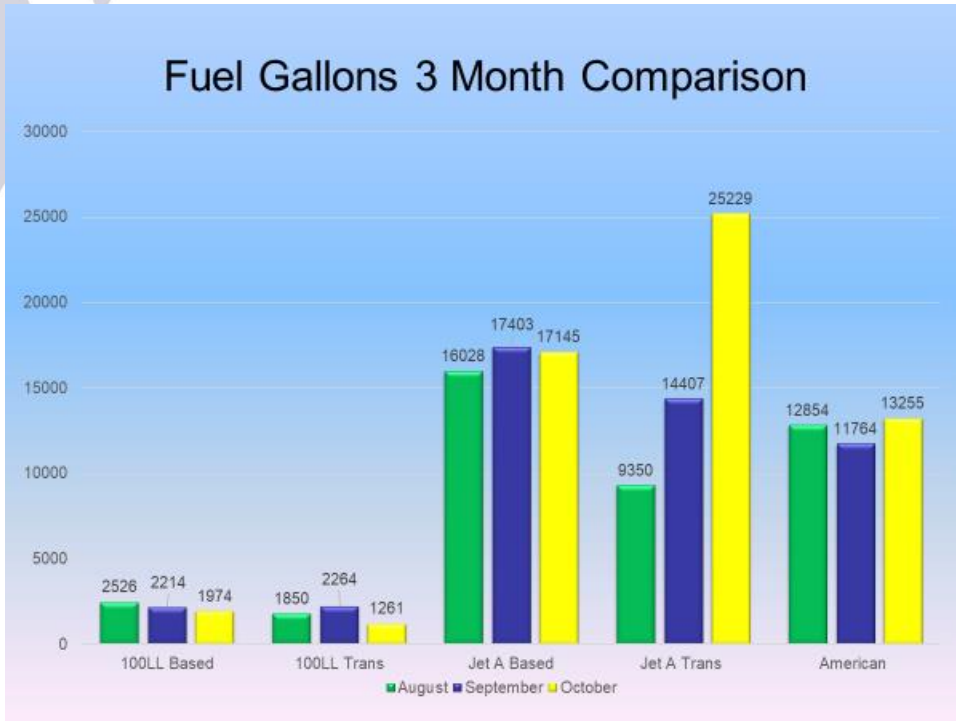
### **Operations Report**

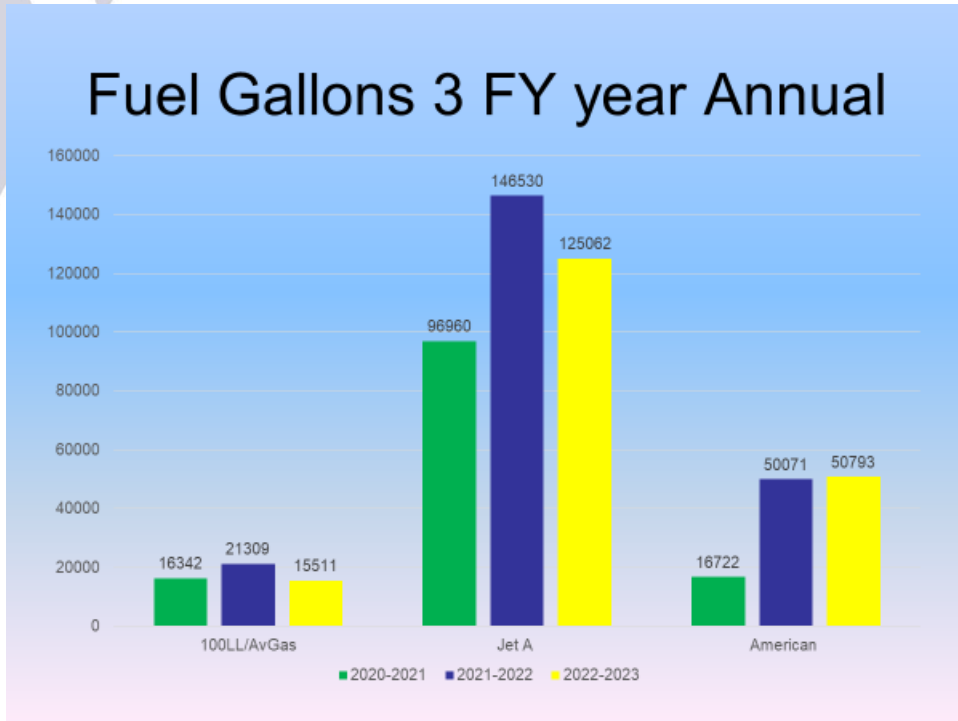
Executive Director Hopper advised that it has been a heavy month for Charters, and that operations are slowly decreasing. American Airlines has increased in the number of passengers boarding flights.

- **Airline**
  - Deplane 2,698
  - Enplane 2,614
- **Charters**
  - Deplane 969
  - Enplane 724
  - The difference is due to Sun Country Charter that deplaned on October 3, 2022, however, left on September 30, 2022 (88 passengers).
  - There was an ECU Charter that deplaned on October 2, 2022, however, left on September 30, 2022 (157 passengers).

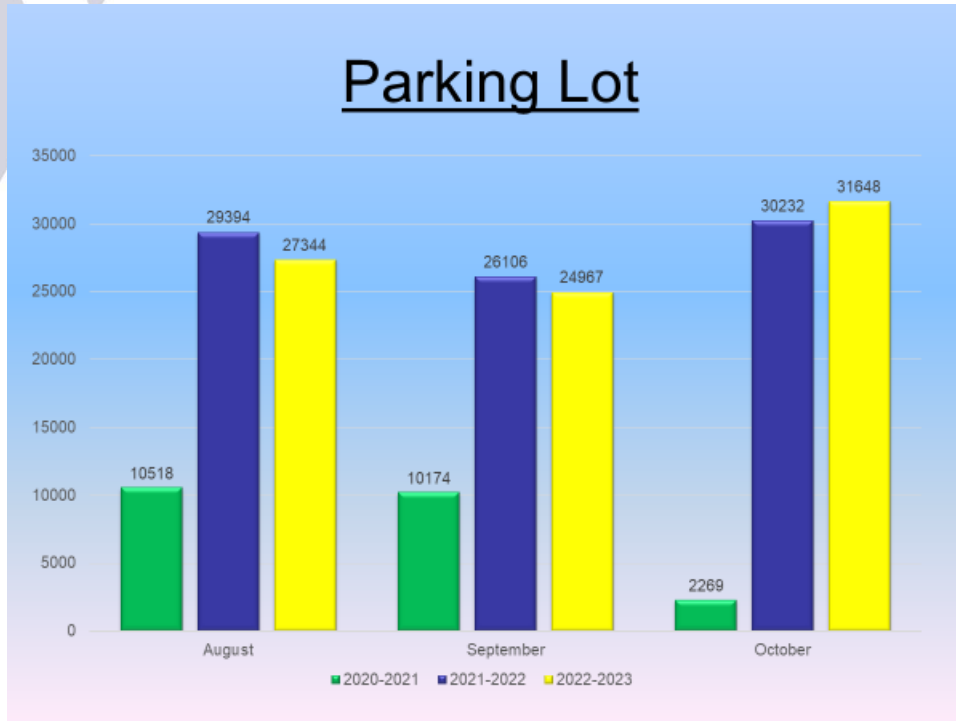
## Operations

	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	1,100	-0.5127	↓
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>		









## Financial Report

Finance & Administration Manager April Cannon addressed the specific reports Chairman Banks wanted from the previous Board meeting. Finance & Administration Manager April Cannon stated that the 5-year P&L projection report will be provided in a future Board meeting. The Financial & Administration Manager stated that the Audit is getting ready to be submitted, there will be adjustments that will clear up old projects before the fiscal year ends. Amendments will also be done to capital projects and PFC; Pitt Greenville Airport is currently waiting on the FAA to close out three projects. Financials for the month of October have been steady. There was a decrease in fuels sales except the transient jet fuel sales that had a high

increase, there has also been an increase in professional fees due to the approved GUC fees for the Hangars. The Cares Act funds will run out in January or February of 2023. Cannon stated that another amendment Pitt Greenville Airport will see between December 2022 and January 2023 is AIP 47 will be doing a financial PFC close out, this project is already closed with FAA. Cannon stated that Pitt Greenville Airport will be transferring some of the PFC funds over so Pitt Greenville Airport will be able to financially close out on the books and thru auditors. Cannon stated that once she hears back from Zach Staff and is informed on how much of the transfer is approved then Pitt Greenville Airport can proceed with the transfer which will be ready for approval at the next Board meeting.

**Chairman Comments:**

Chairman Banks stated that the Board members should think about what was discussed during the Board meeting regarding discretionary money to build either Hangars or anything towards Capital projects. Chairman Banks wants the Board members to start thinking of a plan on whether they would like to build more Hangars or upgrade the General Aviation terminal.

Chairman Banks asked Jay Talbert about the repairing of Runway 8 & 26. Executive Director Bill Hopper stated that Jay Talbert and himself will be talking with the FAA on the 28<sup>th</sup> of November regarding Runway 8 & 26. FAA is trying to defer this project. It is the board's concern that the Runway 8&26 will be pushed to far back and cause more damage to the Runway.

Chairman Banks asked about the plan for the lights on the ramp. Operations Manager Richard Nanney stated that Pitt Greenville Airport has been looking at quotes but a new revised quote is needed. Chairman Banks wants Operations Manager Richard Nanney to get a competitive quote for some of the Hangars by the road. Chairman Banks asked Operations Manager Richard Nanney what his long-term strategy on maintaining the lights, Operations Manager Richard Nanney stated that Pitt Greenville Airport could replace the

lights with LED lights. Chairman Banks told Operations Manager Richard Nanney to make sure the LED lights have a 5-year warranty and to ask the company who is providing the quote to give a 1,000-watt equivalent in LED, and to include information on the beam spread the lights will provide. Chairman Banks also stated to make sure the kelvin temperature is at 4,000 degree, so you have a crisper light. Chairman Banks suggested a company called Iron Planet, Chairman Banks stated that this company auctions off heavy equipment.

Chairman Banks asked Operations Manager Richard Nanney about the man lift for continual maintenance, and what the internal cost would be compared to the contractors' cost. According to Operations Manager Richard Nanney to purchase a piece of equipment will be expensive, as well as to rent one will be costly. It takes 3 men to operate. It will need to be researched how the internal labor will compare to a contracted vendor.

Chairman Banks asked Operations Manager Richard Nanney if he has started his planning phases of the Regional meeting with Greensboro FSDO to discuss community response to off-airport aircraft accidents. Operations Manager Richard Nanney stated that he has Steven Holloman and Marion Slaton preparing it for him.

Chairman Banks asked how much is Pitt Greenville Airport spending on First Class Bistro. Operations Manager Richard Nanney stated that the Health Inspectors came and there is a list of things that needs to be corrected. Chairman Banks asked for the responsibilities of the Tenant and what are the responsibilities of Pitt Greenville Airport regarding the restaurant, Executive Director Bill Hopper stated that it's Pitt Greenville Airport responsibility to give the tenant the restaurant in good condition, in return it's the tenants responsibility to keep it up during his leasing period. Chairman Banks asked what is the tenant's responsibility once the restaurant is turned back over to Pitt Greenville Airport, Executive Director Bill Hopper stated that it's the

tenant's responsibility to return the restaurant back in good condition as was received. Executive Director Bill Hopper stated that after the list reported by the Health inspector is completed the restaurant will be turned over to the tenant. Attorney Dave Silver and Mike Roberson expressed concern about the income of the restaurant, Executive Director Bill Hopper stated that the restaurant owner will provide a report on how much revenue has been brought in. Mike Roberson recommends that Pitt Greenville Airport receives a report for not only gross sales but also gross purchases. Mike Roberson asked if Pitt Greenville Airport is doing anything about the fenced in seating area, Executive Director Bill Hopper stated that he offered the tenant the space in front of the restaurant, if the tenant needs more space then Pitt Greenville Airport will put stanchions in that area and will add tables.

Chairman Banks asked if the Easement had been signed, Executive Director Bill Hopper stated that the FAA finally approved the easement, prices are being quoted on the gates. Pitt Greenville Airport has to put the value in the easement, Executive Director Bill Hopper stated that the FAA will not accept an easement with the value not included, The FAA wants a monetary easement. Executive Director Bill Hopper stated that the FAA highly recommended that Pitt Greenville doesn't use CARES ACT money, it will cause complications regarding the Federal requirement. Chairman Banks stated that he wants Executive Bill Hopper to have it completed by the next Board meeting.

Chairman Banks asked Operations Manager Richard Nanney about the parking lot system and if the machine is still malfunctioning, Operations Manager Richard Nanney stated the parking lot machine is working fine.

Chairman Banks stated that the staff has put together suggestions on what they would like to see regarding the internship. Chairman Banks will send out an email around the first of the year regarding the responsibilities of the interns.

Chairman Banks stated that there was a discussion about Zoom meetings, Dave Silver stated that the State of North Carolina emergency provisions that allowed a public meeting to be on Zoom had expired. Therefore, in order to attend a meeting, the Board member has to be present, if a Board member wants to attend but can't be physically present then it will be decided bases on a case by case situation. If a board member is not physically present they will not be part of a vote, closed session, or quorum. If someone needs to be here for a vote or quorum it will need to be in the discussion with approval.

Chairman Banks stated that the engineering contract lease has come up for review. Executive Director Bill Hopper will be working on what Pitt Greenville Airport has to do in the next phase.

Chairman Banks asked if there were any further discussions or questions, with no one coming forward Chairman Clark called the November 16th, 2022, Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully submitted,

Cidni Mills  
Administrative Assistant