

February 22nd 2023



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

Pitt-Greenville Airport Authority Board Meeting
February 22nd, 2023
11:30 a.m.
Pitt-Greenville Airport Conference Room

Board Members present: John Banks, Chairman; Terry Monday, Secretary/Treasurer; Mike Roberson; and Chris Nunnally, and Les Robinson.

Board Members not present: Dan Mayo; Dr. Venkat Gudivada; Cheryl Brown, Vice Chairman;

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; Eric Stumph, Talbert & Bright; Scott Webster, Southern Bank, Brooks Bunting, Infinex;

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 January 25th, 2023, Pitt Greenville Airport Authority Board meeting were emailed to all members for review. A motion to approve the minutes with requested changes were made by Chris Nunnally, seconded by Mike Roberson motion was unanimous, motion carried, minutes were approved.

Infinex

Brooks Bunting with Infinex spoke to the Board regarding yield rates, the rates are currently at a high of 4% or 5%. The Board will discuss and consider investment options.

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 Terry Monday, seconded by Les Robinson 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:

Approval of Design Agreement

Executive Director Bill Hopper is requesting approval to proceed with the Work Authorization in the amount not to exceed \$213,623.40, pending completion of the IFE analysis and negotiation. Talbert & Bright, Inc. has provided a work authorization request for the design portion of the Taxiway A South Rehabilitation project that will be 90% funded with FAA AIP and 10% funded with PFCs. The work is estimated at \$213,632.40. Executive Director Bill Hopper stated that he is presently analyzing the estimate through the FAA required Independent Fee Estimate (IFE) process. Executive Director stated that he received an IFE from another engineering firm as required and will analyze and will subsequently negotiate a fair fee.

Executive Director Bill Hopper stated that it is likely the final amount will be less than the NTE amount. Executive Director Bill Hopper stated that he normally does not make the request prior to completion of the IFE, but time does not permit this if we are to stay on the FAA schedule for funding application. The motion to approve the not to exceed amount of \$213,63.40, pending Talbert and Bright proposed budget was given by Mike Roberson, seconded by Terry Monday. Motion unanimous, motion carried, motion approved. Executive Director Bill Hopper is looking to have Bids in hand by July 2023. Executive Director Bill Hopper stated that he would like to use AIG funds for the PGV Terminal. Chairman Banks would like for Executive Director Bill Hopper to discuss AIG at the next Board meeting. Eric Stumph stated that he will have a budget prepared at the next Board meeting.

- b. Convert Old Boarding Area into a Conference Room – Request for construction approval
- c. Martin Starnes Audit Contract – Request for contract approval for FY 2022-2023
- d. Baggage Screening Room Renovations – Report of Airports portion
- e. Hangars 27-31 – Reports on Change Orders 19 & 20

All Executive Director items were provided to the Board for review. Executive Director items B-E were approved. Motion to approve was made by Terry Monday, seconded by Les Robinson. Motion unanimous, motion carried, motion approved.

Veoci FAA Certification & Work Order Software

Executive Director Bill Hopper recommended that PGV enters an agreement with Veoci to provide Certification Records Keeping and Work Order Management in the amount of \$22,800 annually. Executive Director Bill Hopper stated that PGV has software provided by Aerocloud in Connecticut,

that manages daily records required to comply with FAA Airport Certification standards. The FAA also requires airports to show proof that discrepancies have been corrected and the Aerocloud software is not capable of integrating this with the daily records. Executive Director Bill Hopper stated that Steven Holloman has reached out to two other known vendors that offer this software to the airport industry that is capable of managing workorders. As part of this feature, the software also has capability of tracking costs so that PGV can monitor budgets and maintenance costs. The other available vendors are Veoci of Connecticut and ProDIGIQ in California. PGV received a quote from Veoci for \$22,800 annually. ProDIGIQ did not provide a quote due to the time it would take to do so, knowing that Veoci would likely be lower. Chairman Banks asked if the Veoci is capable of being integrated with QuickBooks, Executive Director Bill Hopper stated that he will discuss the question with Steven and will have an answer by the next Board meeting.

CARES ACT

Cares Act Operational Fund \$8,268,200.00

- As of February 12th 2023
- Reimbursed \$8,227,090.33
- Leaving \$41,109.67

Federal/State/Local Projects

- **AIP 53 Fund 44 FY 22- Hangars 27-31**
 - Construction is progressing
 - Leases are being discussed
 - Construction meeting in early March 2023
- **AIP 54 Fund 93 FY 22 Taxiway A North/RWY Subgrade Construction**
 - Tentative Construction starts on April 3rd, 2023.
- **PGV 18 Fund 45 FY Hangars 25 & 26**

- Design in progress
- Infrastructure construction starting soon
- **FY- NCDOT Fund 47 FY- Hangar 25 & 26 NCDOT/SCIF Grants**
 - NCDOT funding has started, temporary budget

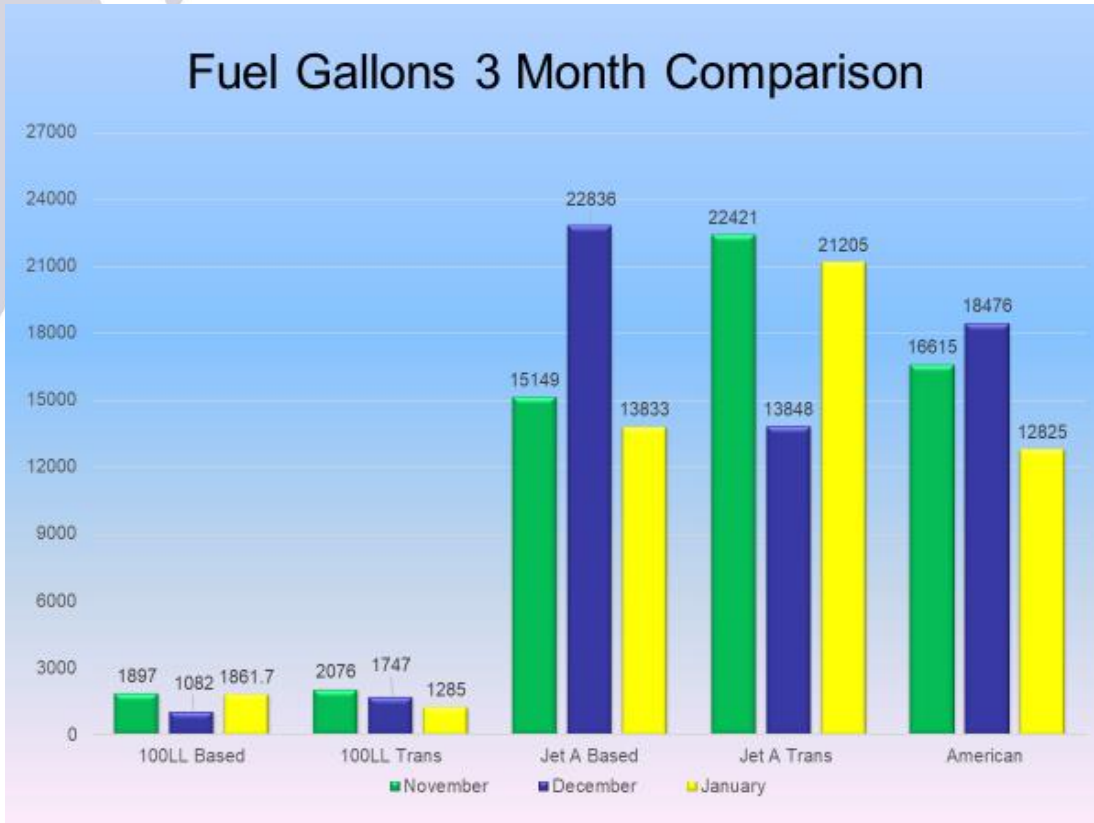
Operations Report

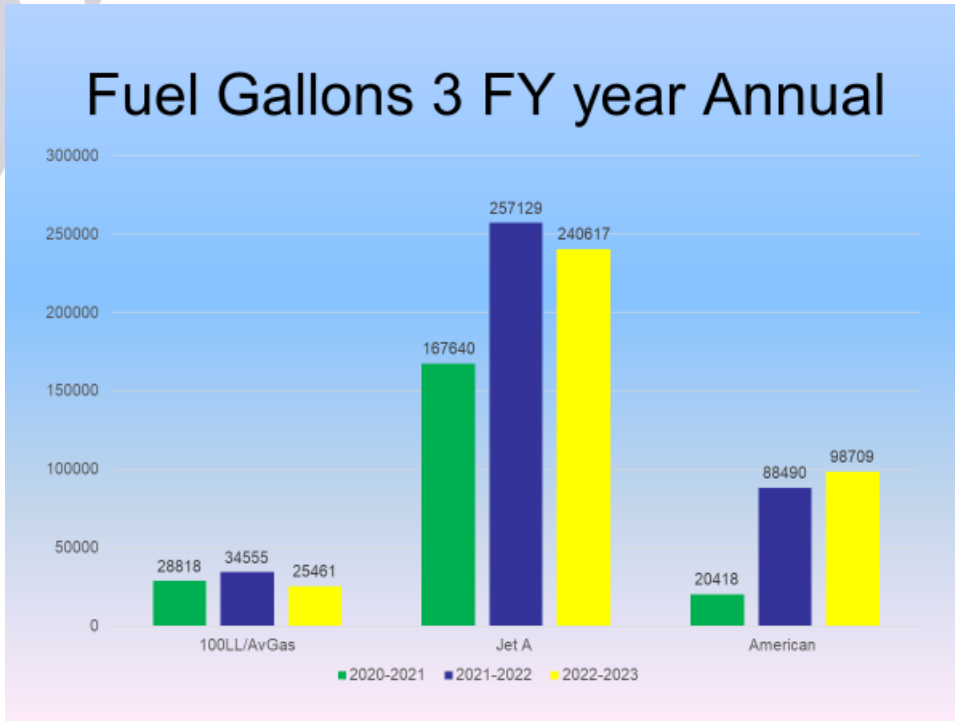
Executive Director Hopper stated that Operations are slowly decreasing. Executive Director Bill Hopper stated that the parking booth Cash Machine was down, Chairman Banks wants a report on the Cash Machines current issues. Chairman Banks asked about the status of the second tug, Operations Manager Richard Nanney stated that he is waiting on a response regarding the quote. Operations Manager Richard Nanney will have an update at the next Board meeting.

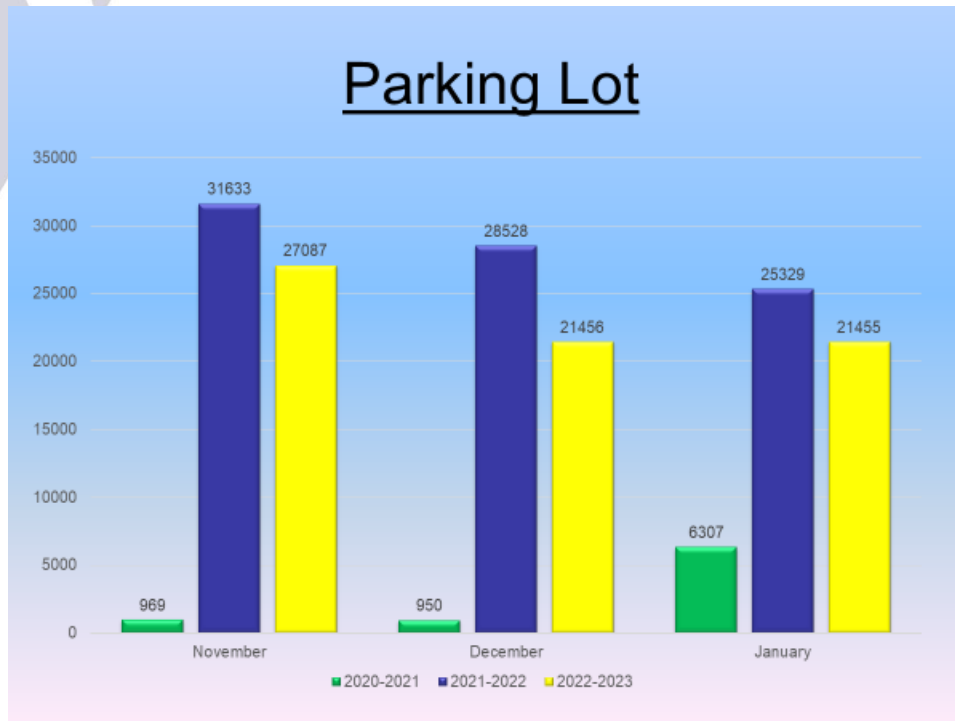
- **Airline**
 - Deplane 2,161
 - Enplane 2,179
- **Charters**
 - Deplane 942
 - Enplane 942

Operations

	2018	2019	2020	2021	2022	2023	% Change	
Jan	1,021	1,357	1,627	1,637	1,382	1,319	-0.0478	↓
Feb	1,218	1,377	1,398	1,367	1,391			
Mar	1,280	1,717	1,104	991	1,490			
Apr	1,659	1,545	554	2,001	1,552			
May	1,157	1,981	1,021	2,238	1,350			
Jun	1,600	1,558	1,367	1,490	1,611			
Jul	1,291	1,733	1,451	1,589	1,505			
Aug	20	1,845	1,353	1,504	1,488			
Sep	266	1,833	1,366	1,910	1,441			
Oct	1,615	1,857	1,290	1,664	1,250			
Nov	1,383	1,604	1,463	1,775	1,261			
Dec	1,266	1,460	1,264	1,540				
	13,776	19,867	15,258	19,706	15,721			







Financial Report

Finance & Administration Manager April Cannon stated that the Cares Act is in the process of being closed. The final reimbursements have been requested. Finance & Administration Manager April Cannon stated that \$75,429 has been transfer to the ARFF Fire Truck account from PFC. As discussed in previous Board meetings, the Board had given approval for the final PFC transfer to go through pending FAA amendment to the PFC programs. The transfer was for PFC Fund 23 to AIP 47 ARFF Vehicle Fund 91. The transfer was completed February 14th, 2023, per approval from Terry Monday. The Airport Authority Board gave a motion for complete approval on February 22nd, 2023. A motion to approve the transfer and complete the financial close out was made by Terry Monday, seconded by Les Robinson, motion was unanimous, motion carried, and approved.

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Finance & Administration Manager April Cannon stated that the finance committee has been established, the first meeting will be in March 2023 where the draft budgets will be discussed.

Chairman Comments

Chairman Banks wants Executive Director Bill Hopper to have a report for the cash flow per month based on fullness of Hangars. Chairman Banks asked about the shelters on the airfield near Dillons Aviation, Executive Director Bill Hopper will have a quote for the shelters at the next Board meeting.

Chairman Banks asked about how the law enforcement officers are being reimbursed. The Board was advised that the TSA reimbursement program for law enforcement is for gate time attendance only.

Adjourn

Chairman Banks asked if there were any further discussions or questions, with no one coming forward Chairman Clark called the February 22nd, 2023 Pitt Greenville Airport Authority Board meeting adjourned.

Respectfully submitted,

Cidni Mills
Administrative Assistant