

The regular meeting of the Pitt-Greenville Airport Authority was held Wednesday, July 19, 2017 at 11:30 am in the Conference Room of the Airport's Terminal Building. Board Members in attendance were: John Banks, Vice-Chairman; Buddy Zincone, Secretary/Treasurer; Jimmy Garris, Commissioner; Jim Morris; Aileen Wilson; and Julie Carlson. Staff members in attendance were Betty Stansbury, Executive Director; April May, Business Manager; and David Silver; Airport Counsel. Visitors in attendance included Seth Thomas Gulledge, The Daily Reflector.

Chairman Banks called the authority meeting to order and confirmed there was a quorum and then opened the Public Comment Period and explained the procedures to be followed by those wishing to speak. Chairman Banks then invited any members of the public to come forward. With there being no public wishing to speak they continued with the meeting.

The Board then addressed the MINUTES OF THE REGULAR MEETING held June 21, 2017. With there being no changes made, a motion to approve the minutes was offered by Buddy Zincone, seconded by Jim Morris, and the vote to approve was unanimous.

Updates:

Red Heron Café has not set an opening date due to inspections requiring additional tasks to be done, but they are hoping to open in August 2017. There will be another health inspection coming up, but not yet scheduled.

Community Service workers 1 worker, 3 visits, and 24 hours total.

The FAA conducted its annual certification inspection on July 11 and July 12. Two discrepancies were noted, the Airport Certification Manual needs revision and the Fuel Farm recordkeeping needs to indicate date and time of repairs.

The State Legislator will provide funding assistance for \$377,070 per year for 2018 and 19 for capital projects. They also approved an \$83,000 Legislative earmark to assist with flood damage repair and \$640,000 from DOT-Aviation to help with the taxilane project.

The storm water fee reduction bill passed with an effective date of January 1. For Fy18 this will result in a storm water fee reduction of about \$50K in FY18, and \$100K in FY19. Stansbury stated that at some point the board will need to advise their preference on use of these funds. If funds are not used they must be returned to the City of Greenville.

The airport has updated Dillon's Aviation by repainting the hangar; the Tetrahedron was also repainted and refurbished last week.

Federally funded projects and Action Items:

The lights/signs/vaults project is well underway. This project is estimated at \$2.8 million. They are currently at 40% completion and are expected to be finished by Nov 2017.

The taxilane reconstruction project has opened bids on June 22 and June 29. There was one bid from ST Wooten. The base bid is \$3,024,948; Soft costs are \$329,501 giving a total project cost of \$3,514,257. Funding sources are coming from Department of Commerce for \$1.66M, Department of Transportation \$1.1M and an amount of \$754K will be either Golden Leaf or PGV reserves. Stansbury stated that they have made an adjustment on the bid alternates due to project costs; they will be keeping the crack sealing, but rejecting all other alternates. One alternate was to provide temporary access to hangars with a temporary fence, but this has

been rejected due to the cost. This brings the total cost for the project at \$3,046,948. Stansbury requested that the board authorize the Executive Director to accept the low bid of ST Wooten for the repair of the corporate taxilanes and crack sealing of the general aviation ramp at a not to exceed price of \$3,046,948; to amend a work authorization with Talbert and Bright for an additional \$256,751 for construction administration, testing and inspection; to accept grants from the NC DOT-Aviation Division for a total of \$1,110,000 for the project; to encumber \$754,257 from airport reserves and to apply to the Golden Leaf Foundation for funding assistance of \$754,257 and if successful use said funds to reimburse the PGV reserves and to sign any required documents. A motion to approve was voiced by Julie Carlson, seconded by Jim Morris, and unanimously approved.

The Runway 2/20 Rehabilitation project which was estimated to be an \$8 mil project had two bid openings one on June 13 and June 22. There were two bids received on June 22 with the low bid coming from Trader Construction of New Bern at \$9,526,263. The total project cost will be \$10,139,059 with a local match of 10% estimated at \$1,013,905. The grant is expected in August or September and has a construction start date in March 2018. Stansbury stated that the FAA has committed \$7 million so far, and is looking for the remainder, Stansbury will know more in August.

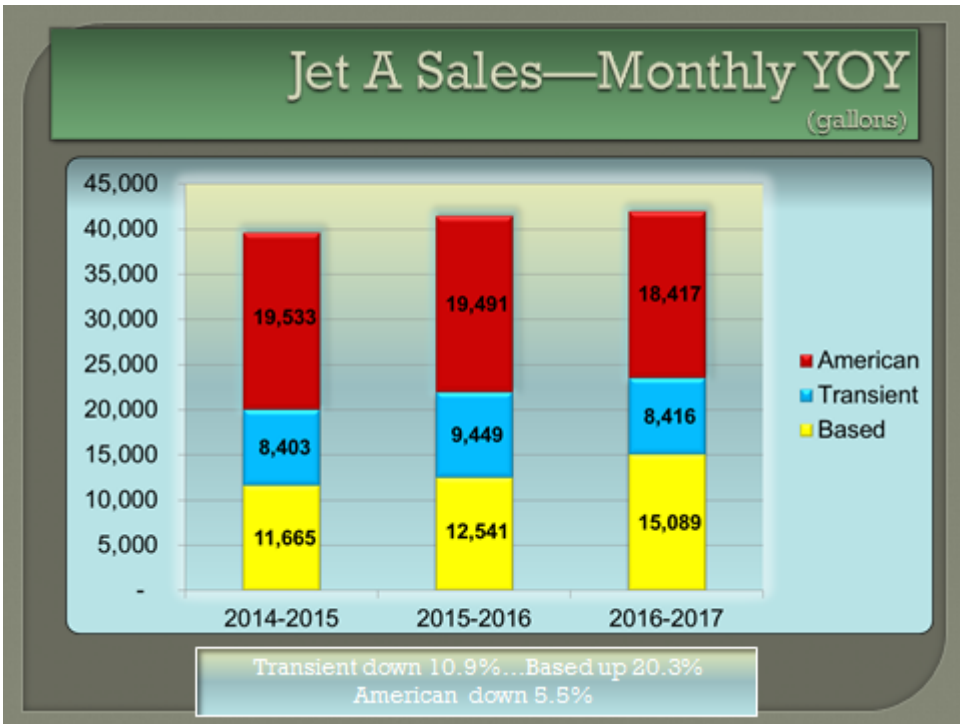
The Executive Director requested the following – Contingent upon the receipt of federal grant(s), is requesting the Authorization to accept the low bid of \$9,526,263 from Trader Construction of New Bern, NC, for rehabilitation of runway 2/20; to amend a work authorization with Talbert and Bright for an additional \$454,593 for construction administration, testing and inspection for said project; to accept grant(s) from the Federal Aviation Administration for \$9,125,153; upon receipt of grant(s), to encumber \$1,013,905 of airport reserve funds for the local matching share, and to sign any required documents. A motion to approve was voiced by Jimmy Garris, seconded by Jim Morris, and unanimously approved.

The board then discussed the Year-end Financial Report:

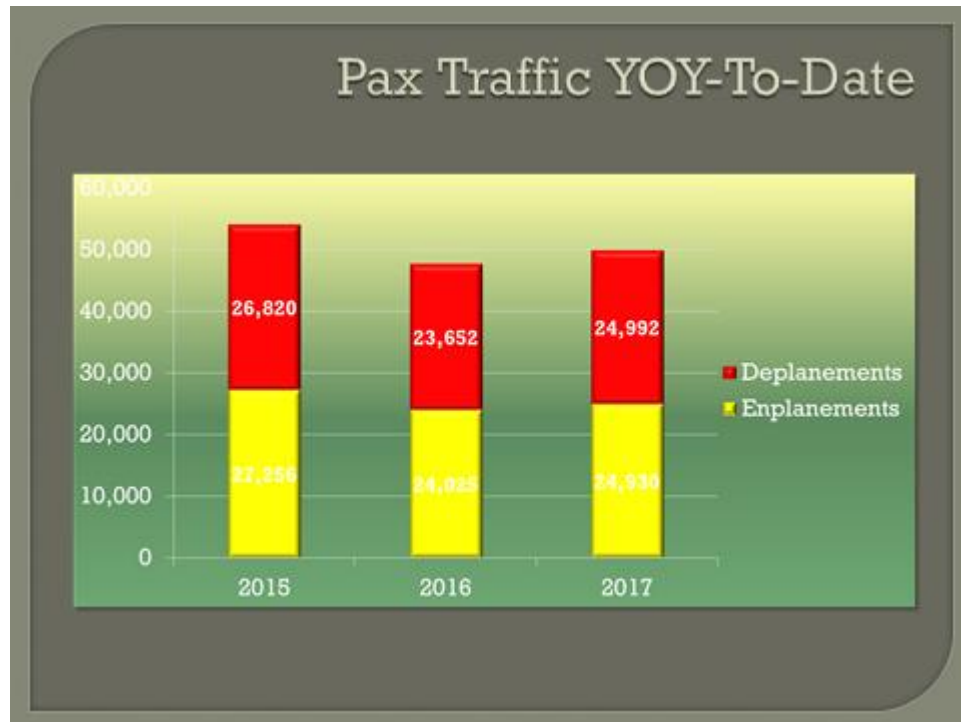
The Revenues are \$2,925,216 (103% of Budget), Expenses \$3,065,843 (108% of Budget). Salaries \$945,311 actual, \$975,000 budget 97%, prof. services \$209,770 actual, \$226,000 budget 93%, Supplies \$679,480 actual, \$691,000 budget 98%, Utilities \$310,180 actual, \$321,000 budget 96%, Maintenance \$483,463 actual, \$177,000 budget 273% due to Flood, Other \$437,646 actual, \$435,750 budget 104%. Year-end cash balance is \$3.9 mil, restricted \$1.7 mil, unrestricted \$2.2 mil. Stansbury advised that budget would have been balanced if not for Hurricane Matthew. Stansbury advised that the new accounting system Munis has been delayed until December 2017 due to county staffing and work load.

Airport's Operational & Maintenance Report, Parking Lot Operations and Regional Airline Carrier activity

Stansbury started out stating that the fuel sales for June were 3,149 of 100LL (down 27%), 15,089 JetA Based (up 20.3%) and 8,416 Jet A transient (down 10.9%), Airline 18,417 (down 5.5%). The parking lot revenue was \$39,997 (up 9.7%). Total passengers are at 8,417 (up 7%). The load factors for the airline flights for June average 74.2%, high 88.3%, and low 56%.







The board then went into closed session to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body. Any action approves the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

The Motion to go in to closed session was made by Julie Carlson and seconded by Buddy Zincone. The Motion to come out of closed session was made by Julie Carlson seconded by Jim Morris.

As there was no more business to attend to a MOTION TO ADJOURN was made by Buddy Zincone, seconded by Jim Morris and the meeting was adjourned following a unanimous vote. The next meeting of the Airport Authority will be held at 11:30am on August 16, 2017.

Respectfully submitted,

Betty Stansbury