

The regular meeting of the Pitt-Greenville Airport Authority was held Wednesday, January 17, 2018 at 11:30 am in the Conference Room of the Airport Terminal Building. Board Members in attendance were: Eric Clark, Chairman; John Banks, Vice-Chairman; Jimmy Garris, Commissioner; P.J. Connelly, Mayor; and Julie Carlson. Staff members in attendance were Betty Stansbury, Executive Director; April Cannon, Business Manager; and David Silver, Airport Counsel. Visitors in attendance were Seth Thomas Gullledge, The Daily Reflector; Lynette Taylor, WITN; and Brandon Hardison, WITN.

Chairman Clark 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 Clark then invited any members of the public to come forward, with there being no one to speak.

The Board then addressed the MINUTES OF THE REGULAR MEETING held December 20, 2017. With there being no change to the information a motion to approve the minutes was offered by Julie Carlson, seconded by Jim Morris, and the vote to approve was unanimous.

Updates:

There were no community services workers in December.

Stansbury advised the board the Red Heron Café November and December sales were below \$5,000. The Red Heron Café decided that due to lack of revenue to close its doors effective December 22, 2017.

Parking Improvement and Project:

Stansbury advised the board of the lost ticket report for the past two years. In 2016 the average was 35 tickets per day, and in 2017 the average was 23 tickets per day. The lost tickets generally occur between 1am- 7am due to staffing. The average lost ticket value is \$247.00 daily and estimated \$90,000 a year. Even with this loss the fiscal year 2017 total parking lot revenues are \$460,450.

The parking access & revenue control project continues to make progress. Lost tickets should continue to decrease with the new system. Work remaining includes cabling and communications. Stansbury assured the board that there will be after hours call number if any issues arise for visitors when staff is unavailable.

Construction:

The corporate taxi lane pavement rehab project is 100% complete. This project has come in \$250,000 under budget and Stansbury is attempting to get approval to use these funds for additional work that is needed such as drainage around some of the hangars.

The Light, Sign & Vault project is 99% complete. It is waiting on final inspection and there were some weather delays. This project has come in \$350,000 under budget. The FAA has approved using these funds for lighting replacement on RWY 8-26.

Runway 2-20 pavement replacement project is scheduled to start with the closure of runway 2-20 on April 23rd. It will be closed 24 hours a day for 30 days. Runway 8-26 will be the only runway open during this time. During this project there will be a four to five day intersection closing for both runways from May 9-13th. American Airlines and based tenants have been advised and stated that they are able to use the secondary runway during this project.

Storm Report:

There was a winter storm that started January 3, 2017 that left 2/10 inch of ice and 4 inches of snow at the airport. The airport reopened at 3:30pm January 6th with some patchy ice. American Airlines chose to wait until January 8 to restart. The delay in opening was due to aged equipment and a lack of snow removal equipment. Currently the airport is operating with two 32 year old snow plows and 2 brooms. Both snow plows died on January 5 in addition to malfunctioning on and off during the snow fall. With very limited snow/ice fleet and lack of snow blowers/ throwers the airport relied on NCDOT, Pitt County and a private contractor who helped eliminate the piles of snow with 6 pieces of equipment. According to federal regulations the snow must be far enough away from the extended wing tips of an aircraft. Since the airport does not have a snow blower, we have to use a loader to knock it down.

Stansbury advised that she was informed by NCDOT aviation division that there is limited available funding for snow equipment for airports and it is prioritized to the portions of the state that get the most snow. According to the division there are not enough snow events in this area as compared to the western part of the state.

During this storm there was below freezing temperatures which took a toll on the buildings at the airport. There was an exterior pipe break on the General Aviation side of airport. The baggage claim area had a sprinkler system pipe break. American Airlines baggage makeup area sprinkler pipe and one of the Hangars had two pipes burst. There was a total of 5 pipes that had burst due to the below freezing temperatures. Stansbury assured the board that all the repairs on the pipes have been complete and are operating. There still needs to be some drywall and insulation to be done. The repair costs will be covered by insurance and has a \$5000 deductible.

There is another expected storm today that is expected to bring 2 inches of snow. The airport currently has 1 plow working, 1 broom and 1 spreader. The City has 6 plows and the county has 0. American Airlines had already started cancelling their flights due to the snow falling in Charlotte. The board discussed the possibility of having a private contractor assist with equipment to help during these events.

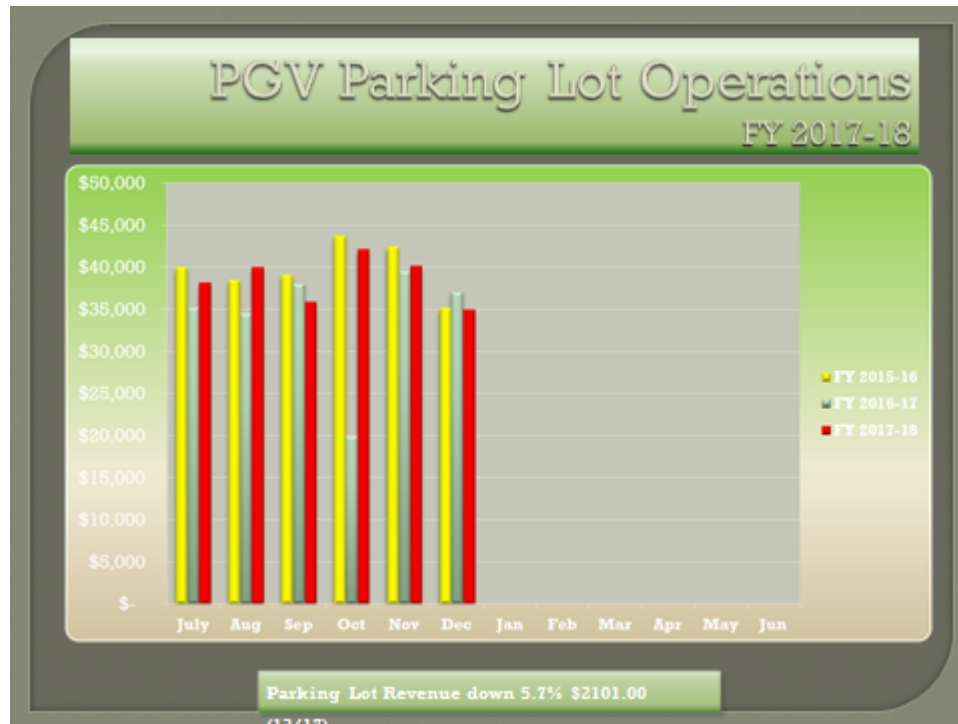
Financial Report:

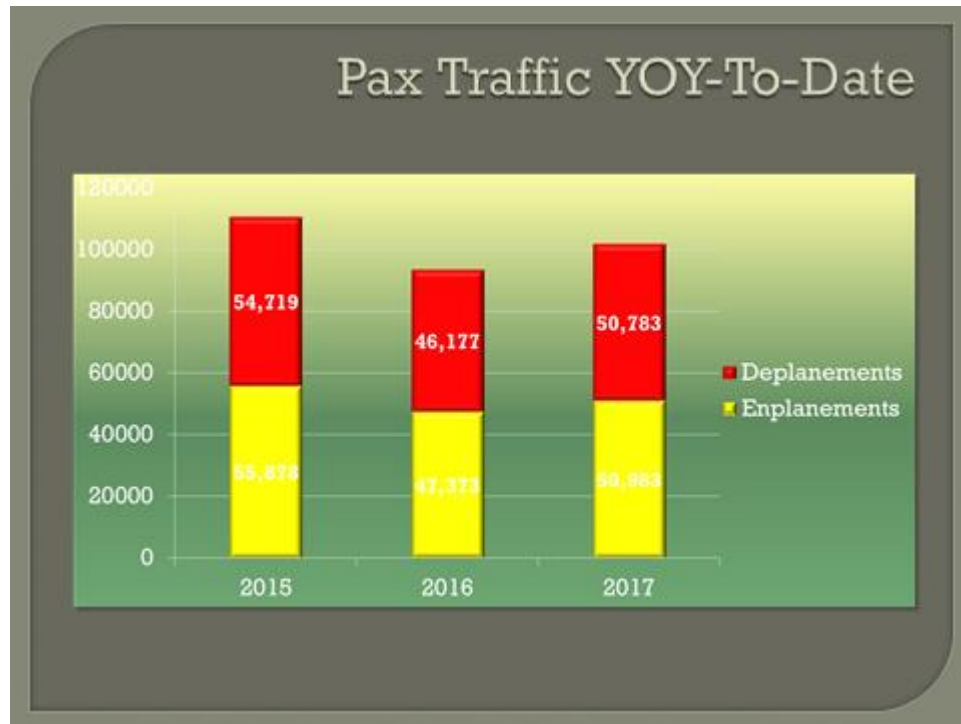
The Revenues for December are \$207,840, Expenses \$259,047, with a net loss of \$51,207, and cash balance is \$3,591,386. Year to date Revenues are at 55%, Expenses 49%. The budget target is 50%. It was noted that between Salaries billing delayed and closures that January will be a hard financial month. Stansbury advised the board that the Munis accounting system is on hold until July due to county staffing. The new accounting system will cost an estimated \$5000.

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

Stansbury started out stating that the fuel sales for December were 100LL 2,310 (down 8.5%), JetA Based 12,189 (down 10.2%) and Jet A transient 11,043 (up 8.6%), Airline 17,880 (down 27.6%). The parking lot revenue was \$34,959 (down 5.7%) Total passengers are at 7,989 (down 2.3%). The load factors for the airline flights were High 95.8 %, Low 27% and Average 77.03%.







Directors Action Items and Comments:

The SCASD grant is expected to be announced by mid-March 2018. Stansbury has attended 3 conferences over the past year and half. The board questioned if this is financially worth attending and if it will benefit the airport. It was determined that if not in attendance then it leaves no chance for another airline to consider this airport. Consultants advised that raising capital and researching travel data is important. Mayor Connelly suggested fund raising to promote destinations. The cost for this conference is \$1220 per person. It has cost the airport an estimated \$25,000 over the past couple years to apply for this grant. Stansbury requested travel Authorization for the Chairman and Executive Director to attend an Air Service Development Conference on March 14-16 in Myrtle Beach, SC. A motion to approve was voiced by Jimmy Garris, seconded by John Banks, and the vote to approve was unanimous.

Stansbury then requested the approval for the Executive Director to attend the North Carolina Airports Association Annual Conference March 25-28 in Asheville, NC. A motion to approve was voiced by Julie Carlson, seconded by John Banks, and the vote to approve was unanimous.

Storm Water Legislation

Clark advised the money that we will be saving from the City storm water fee reduction needs to be used for economic development. Stansbury stated that the storm water legislation from last summer states that any savings or reductions the airport receives must be used to attract new businesses or the money must be returned to the City of Greenville. This went into effect January 1. It will be an estimated \$50,000 in FY 18. Verification needs to be made with the City per Silver who stated that based off what he understands of the legislation the money cannot rollover to the next year. Stansbury stated this funding will help with bringing in more business such as airlines, hangers.

Chairman's comments

Chairman Clark started out thanking the staff for all their dedication during the winter storm.

Unfortunately with the limited number of snow events and limited funding there may not be funding to update the equipment that is required for snow removal. Clark does agree with looking for a contractor who is available on call for this type of event. He mentioned that some other airports were up and operating sooner, but per Stansbury that is due to some airports having more equipment such as Jacksonville who is equipped with 4 plows and 2 blowers. Many airports are funded by the City or County which helps in situations such as these.

Vice Chairman Banks stated that he is grateful for how the staff handles major events such as the snow storm and Hurricane Matthew.

Before adjourning the meeting Julie Carlson advised the board that this will be her final meeting. She will be relocating to a different state and thanks the board for everything they have done.

As there was no more business to attend to a MOTION TO ADJOURN was made by Julie Carlson, seconded by Jimmy Garris and the meeting was adjourned following a unanimous vote. The next meeting of the Airport Authority will be held at 11:30am on Wednesday February 21, 2018.

Respectfully submitted,

Betty Stansbury