

The regular meeting of the Pitt-Greenville Airport Authority was held Wednesday, November 15, 2017 at 11:30 am in the Conference Room of the Airport's Terminal Building. Board Members in attendance were: Eric Clark, Chairman; John Banks, Vice-Chairman; Louis Buddy Zincone, Secretary/Treasurer; Jimmy Garris, Commissioner; Julie Carlson; Jim Morris. Staff members in attendance were Betty Stansbury, Executive Director; Matthew Johnson, Operations Manager; April Cannon, Business Manager; and David Silver, Airport Counsel. Visitor in attendance was Amy McLane, Talbert & Bright Inc. and Seth Thomas Gullledge, The Daily Reflector.

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 went into closed session to discuss pending litigation and to discuss matters related to the location or expansion of businesses in the area served by the airport. The motion to go into closed session was voiced by Jim Morris, seconded by Buddy Zincone, and the vote to approve was unanimous.

The motion to come out of closed session was voiced by Jim Morris, seconded by Buddy Zincone, and the vote to approve was unanimous.

The Board then addressed the MINUTES OF THE REGULAR MEETING held October 20, 2017. With there being a minor change to the information regarding the attendance a motion to approve the minutes was offered by Jimmy Garris, seconded by John Banks, and the vote to approve was unanimous.

Updates:

Community Service had 1 worker, totaling 13 hours.

LEO Reimbursement:

The reimbursement for LEO is set to be eliminated in 2018. The FY 17 cost was \$140,800, TSA Grant \$80,600, and the local cost was \$60,200. TSA has declined the airports request for offsite flexible response. American Airlines has agreed to pay up to \$90,000 a year towards the costs to maintain LEO onsite. Stansbury advised there is no signed agreement as of yet, per Silver there should be a FY commitment. The current contract with TSA ends December 2018. Stansbury stated that American has offered to pay due to the fact that the LEO is important to their safety as well as the entire airport.

Federally funded and Local Projects:

The taxilane reconstruction project was completed on November 11. There is a punch list that needs to be completed. The hangar 18 slotted drains needs repair, a concrete helipad built and the temporary gate needs to be taken down with the chain link fence going back up. NC Department of Transportation did a site visit this morning. They wanted to see how we spent the additional funds from the legislator and see what progress had been completed. They are also gathering data from small commercial airports for future capital needs over the next 10 years. They are attempting to help build a case for funding. They are asking for a list of projects, and development. NCDOT/NCDOA representatives suggested potential hangar development to be a part of the list for future state funding.

The Light/Sign/Vault project is scheduled for completion on November 30th. The Vault and regulators have been installed. Tie-Ins were scheduled after midnight on November 14 and 15th. There has been an addition to the project which is a relocation of a rotating Beacon with a start date to be determined later.

The Parking Lot renovation project is currently installing its 2nd exit lane. The equipment installation is planned to start the week after Thanksgiving. This project is planned to go live end of December.

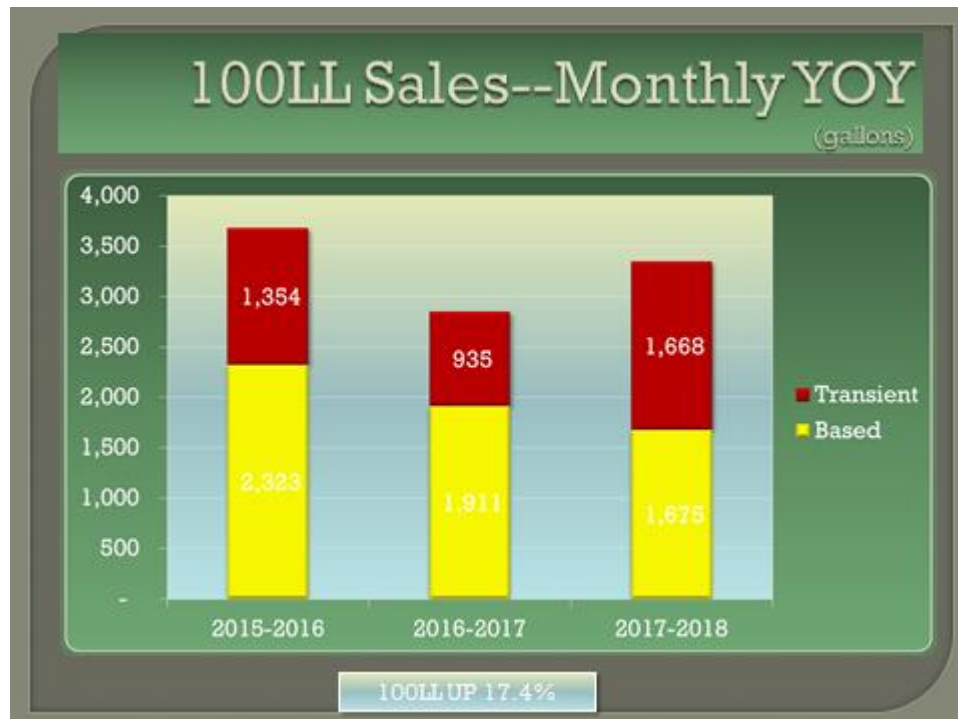
The Rwy 2/20 Rehab project for the main runway is still expected to start in April 2018. The grant has been approved. Pipe repairs have been started and will be complete by end of the month. Runway 2/20 closure starts April 23rd for one month, and when they do the intersection of 8/26, it will close both runways from May 9-13th of 2018.

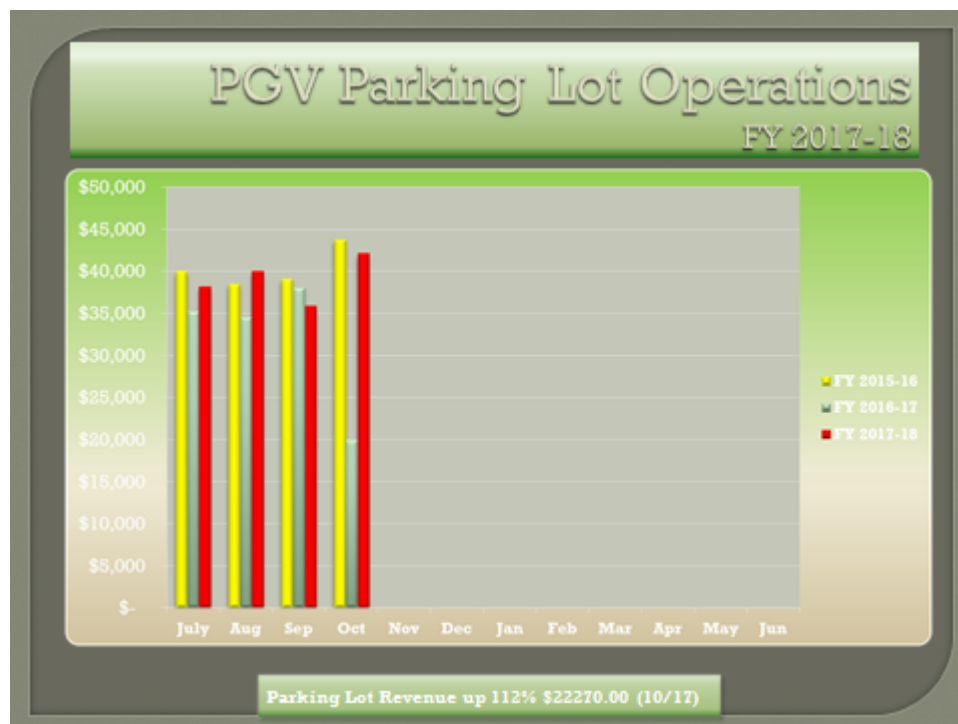
Financial Report:

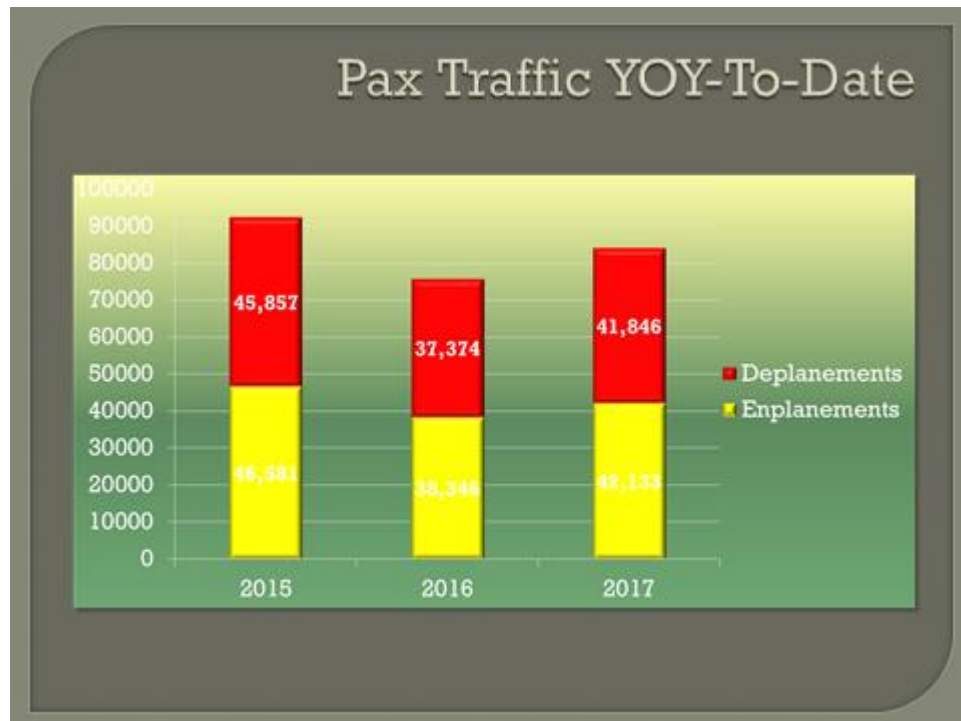
The Revenues for October are \$371,288, Expenses \$333,031, with a net gain of \$38,257, and year to date gain \$173,951. Year to date % of budgets is Revenues 37%, Expenses 32%, Salaries 27%, and Prof. Services 36%, Fuel 37%, and Utilities 42%. The cash balance is \$2.97 million. Stansbury advised that we are still waiting on reimbursements for the taxilane rehab project. The November cash balance will be lower due to expenses of taxilane rehab until all reimbursements are received.

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

Stansbury started out stating that the fuel sales for October were 100LL 3,343 (up 17.4%), JetA Based 13,493(up 39%) and Jet A transient 23,386 (up 45%), Airline 17,934 (up 55.5%). The parking lot revenue was \$42,173 (up by \$22,270 (112 %)). All numbers are unusually high due to comparing to October 2016 (when the flood resulted in the 10 day airport closure). Total passengers are at 8,890 (up 139%). The load factors for the airline flights in October 74%, September 66%, August 70%, July 72%, June 74%, May 80%. In October there were 9 cancellations, which is comparable to the national average. Betty informed the board that after her meeting with the regional, corporate, and station manager that they will be bringing the regional jets back in July. The airline stated they are waiting for the runway project on 2-20 to be complete. There are currently 3-4 flights a day.







Chairman Comments:

Chairman Clark advised the board of a formal complaint made by an Airline passenger's family member who is not satisfied with the response he received from the Airline regarding a cancellation situation. There will be a meeting between Stansbury and the Passenger to find an agreement.

Commissioner Garris informed the board that Pitt Community College would like the Airport to consider allowing the college to use the abandoned runway for Law Enforcement Training. Clark and Stansbury stated that they would consider the request upon further details.

Directors Comments:

Chamber Minute is scheduled for December 13th filming. They are looking for interviewees to be involved.

Stansbury advised she would like the board to consider being the sponsor of a power lunch for the Chamber. It includes a silver or gold sponsorship, recognition on the program and during events. This would give opportunity for advertisements. Carlson stated she is not interested in sponsoring at the current time. This is due to financial considerations where money is needed elsewhere in the airport that would be more effective. The board agreed to not participate in this sponsorship. More efficient ways would be to interview passengers/visitors, have a representative speak to the community, and various social advertisement/marketing options.

Action Items:

The Executive Director is requesting the approval to sign a work authorization with Talbert and Bright for a not to exceed amount of \$183,000 for the design/bid of site prep and taxi lane construction in the new corporate hangar area. A motion to approve was voiced by Jimmy Garris, seconded by Jim Morris, and the vote to approve was unanimous.

It was voiced to authorize the Executive Director to sign a work authorization with Talbert and Bright for design services related to the relocation of the rotating beacon, for a not to exceed amount of \$24,107, contingent on receipt of federal funding approval. It is the request of the board that they recycle the steel. A motion to approve as stated was voiced by Jim Morris, seconded by Jimmy Garris, and the vote to approve was unanimous. McLane advised that there is about \$100,000 left in a previous grant that is not committed. It is discretionary funds that need to be used for something related to the project, (sign, lights, and vault project) and the beacon qualifies as related.

As there was no more business to attend to a MOTION TO ADJOURN was made by Jimmy Garris, 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 Wednesday December 20, 2017.

Respectfully submitted,

Betty Stansbury