

The regular meeting of the Pitt-Greenville Airport Authority was held Wednesday March 21, 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; Louis "Buddy" Zincone, Treasurer; Jimmy Garris, Commissioner; P.J. Connelly, Mayor; Jim Morris; and Aileen Wilson. Staff members in attendance were Betty Stansbury, Executive Director; Matthew Johnson, Operations Manager; April Cannon, Business Manager; and David Silver, Airport Counsel. Visitors in attendance were 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 addressed the MINUTES OF THE REGULAR MEETING held February 21, 2018. With there being no change to the information a motion to approve the minutes was offered by Jimmy Garris, seconded by Jim Morris, and the vote to approve was unanimous.

#### Updates:

There were 2 community service workers with 2 visits and 11 hours in February.

#### Construction:

Runway 8/26 lights upgrade is in progress with a scheduled completion date of April 30<sup>th</sup>.

Runway 2/20 storm water pipe repair is in progress and is still set to complete on April 30<sup>th</sup>.

The runway 2/20 pavement rehab project starts April 23<sup>rd</sup>. Runway 2/20 will close 24/7 for 30 days, with a 5 day closure of both runways 2/20 and 8/26 for intersection work from May 9<sup>th</sup> – May 13<sup>th</sup>. Stansbury informed the board that even during weather conditions the contractors are to continue working. There is 7 days built in for extreme weather delays. McLane advised that the millings will be used for creating an access road for the contractors' equipment during project. After construction excess millings will be used for perimeter road.

The parking rehab project has opened the parking lot 2nd entry lane. Currently the project is waiting the cabling to be complete.

Four Son's hangar broke ground last week.

#### Financial Report:

The Revenues for February are \$257,320, Expenses \$394,736, with a loss of \$137,416, and cash balance is \$3,632,943. Year to date Revenues are at 72%, Expenses 77%. The YTD budget target is 67%. Stansbury stated that average payrolls are about \$40,000 each invoice. Stansbury advised the board of the current budget position and that she will be requesting an amendment to the current FY 17-18 budget by April or May.

FY 16-17 Audit operating loss was \$84,196. There was one deficiency related to overspending in the building maintenance line item due to flood damage which has been corrected. Stansbury advised that the amount for a one time tenant hangar buy back of \$150,000 is included FY 17-18 loss. Clark advised that amendments be brought to the board more timely per the audits recommendation. He also requested that when the Audits are received by the Executive Director that they be sent out immediately before the next board meeting.

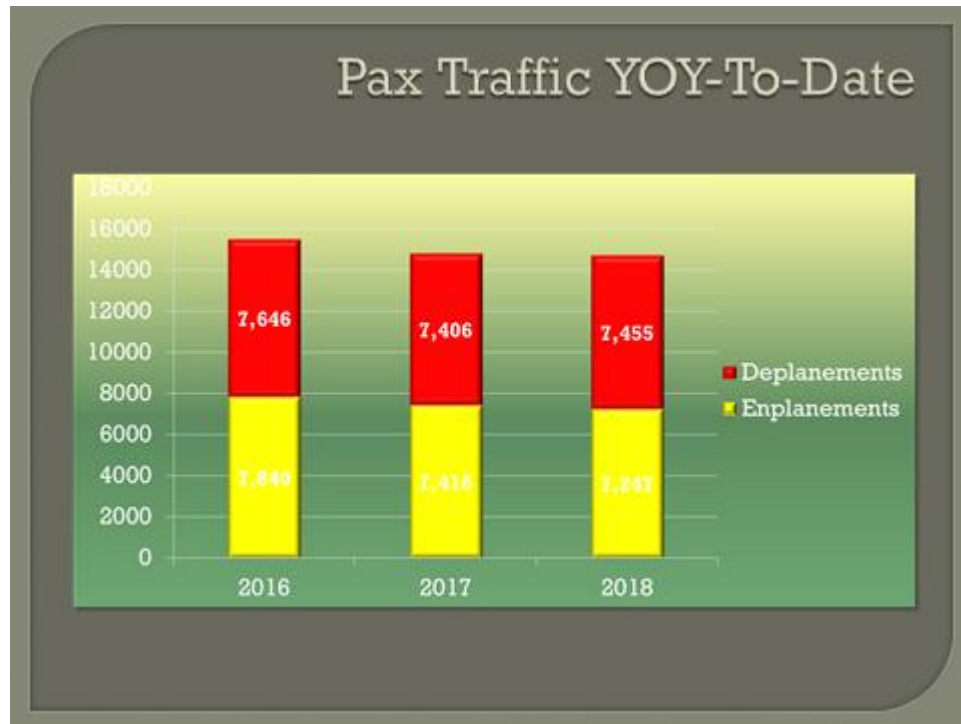
Airport’s Operational & Maintenance Report, Parking Lot Operations and Regional Airline Carrier activity

Stansbury started out stating that the Dash is officially going away April 3<sup>rd</sup>. The CRJ will be returning and she will be doing an official press release after speaking to the airline. Clark advised he wants this publicized to inform the public that American has informed the Airport that the Jets will be returning.

The fuel sales for February were 100LL 2,490 (down 11.9%), JetA Based 12,938 (up 1.5%) and Jet A transient 24,173 (up 16.3%), Airline 19,152 (up 8.7%). The parking lot revenue was \$37,548 (down 6.7%) Total passengers are at 7,578 (up 2.0%). The load factors for the airline flights were High 86 %, Low 42% and Average 68.5%.







#### Directors Action Items and Comments:

The Executive Director requested approval to sign a 2 year lease with Village Point Market that will be effective May 1, 2018. This lease will be 6 months at \$1 a month and includes the sliding scale. Silver has reviewed the lease. A motion to approve was offered by Jimmy Garris, seconded by Jim Morris, and the vote to approve was unanimous.

Stansbury went on to request approval of travel expenses for the Executive Director and the Vice-Chairman to attend NCAA Annual conference March 26-28 in Asheville. A motion to approve was voiced by Jimmy Garris, seconded by Louis Buddy Zincone, and the vote to approve was unanimous.

Stansbury requested approval for the Executive Director to sign a work authorization with Talbert and Bright for a not to exceed amount of \$38,110 for project formulation, grant administration, design, bidding and sub consultant services for the runway 20 departure clearing and demolition project. Mc Lane advised this will be part of the FAA AIP July grant. A motion to approve was voiced by Jim Morris, seconded by Louis Buddy Zincone, and the vote to approve was unanimous

Approval for the Executive Director to sign a work authorization with Talbert and Bright for a not to exceed amount of \$116,952 for project formulation, grant administration, design, permitting, bidding, and sub consultant work for the runway 8/26 approach clearing project was requested by Stansbury. McLane advised the bid price should reflect the resell of the mix timber. A motion to approve was voiced by Jim Morris, seconded by John Banks, and the vote to approve was unanimous.

#### Chairman's comments

Clark advised that he and Banks attended the air service development conference last week. There were 45 similar airports attending. They met with numerous vendors and airlines. The regional airport market outlook was discussed. The pilot shortage is affecting the amount of trips. Many regional airports are cutting out flights,

Airlines are upgrading to larger aircrafts but less frequency. This can cause less options and routes. Clark stated this can impact which Airlines could be considered for this airport, including where the main hubs are located. Banks stated that the incentive package was good but he was questioned about the marketing budget for advertising. Clark would like to bring the consultants to the airport to have them to present key points to stake holders which will inform us what else is needed to achieve the SCASD grant. Board members advised their concern about the number of flights that Airlines are considering because this can cause missed transfers and major hubs.

It was questioned about long-term plans and funding continuation. Banks advised that being a commercial airport we are given entitlement funds every year. Legislation through the FAA has an agreement that as long as you stay in the national plan of integrated airports and you have at least 10,000 deplanements than you are eligible. McLane advised it is funded because of user fees. Clark stated that consultants will be able to open the eyes to stakeholders and community on airlines and commercial side of aspects. Banks advised that airlines look for a combination of enplanements, the growth and commitment over years, and the marketing packages. They don't look at the actual financials but do look at the industries around it.

Banks advised that the community, visitors and hangars are a main source of revenue for the airport. The 90 Acre Industrial Park has been a topic of discussion. Building more hangars will bring a direct source of revenue between lease, rent, and taxes. The money from the t-hangars and corporate hangars should be going into a fund that will allow for building new hangars.

The master plans are generally 20 years long. Mayor Connelly stated that there needs to be a strategy plan implemented to protect the future financial long term abilities of the airport.

Stansbury advised there needs to be a finance committee assigned for the new FY18-19 Budget. Eric, John and Buddy will be the committee and anyone on board who volunteers.

Clark advised that Dr. Dan Mayo has been appointed by the City of Greenville as a member of the board. He should be at the next board meeting.

As there was no more business to attend to a MOTION TO ADJOURN was made by Jim Morris, seconded by Louis Buddy Zincone and the meeting was adjourned following a unanimous vote. The next meeting of the Airport Authority will be held at 11:30am on Wednesday April 18, 2018.

Respectfully submitted,

Betty Stansbury