

The regular meeting of the Pitt-Greenville Airport Authority was held Wednesday June 20, 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; Dr. Dan Mayo; Jim Morris; and Aileen Wilson. Staff members in attendance were Betty Stansbury, Executive Director and David Silver, Airport Counsel.

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 public comments Clark moved the Board to address the board meeting minutes held on May 23, 2018. With there being no changes to the information a motion to approve the minutes was offered by Jim Morris, seconded by John Banks, and the vote to approve was unanimous.

#### Board Requests:

There was no community service workers in May.

Airline load factors had a high of 97.6%, a low of 50.8% and an average of 76.12%

PCC Basic Law Enforcement Training class will be held on June 22, 25, and 26<sup>th</sup> on the de-icing ramp. The final class for 2018 will be in November.

#### Construction Updates:

Runway 2/20 rehab is substantially complete. The pavement grooving (for rain runoff) started June 11<sup>th</sup> and is complete. The permanent paving markings started June 12<sup>th</sup> expected to be complete on June 22<sup>nd</sup>.

The next project will be tree and house removal along Haw Drive for the runway 20 approach. There is also tree removal on Tyson, Fairfax, Colonial and White streets on the runway 2 approach.

The runway 8 approach tree removal includes 36 acres in the Phil Carroll Preserve. There may be merchantable timber that will lower the cost, but is difficult to tell due to access to the site.

Stansbury advised that the easements for the parcels owned by the City of Greenville ( both runway 8 and runway 2 approaches) are on the June 25<sup>th</sup> Agenda for the City council approval.

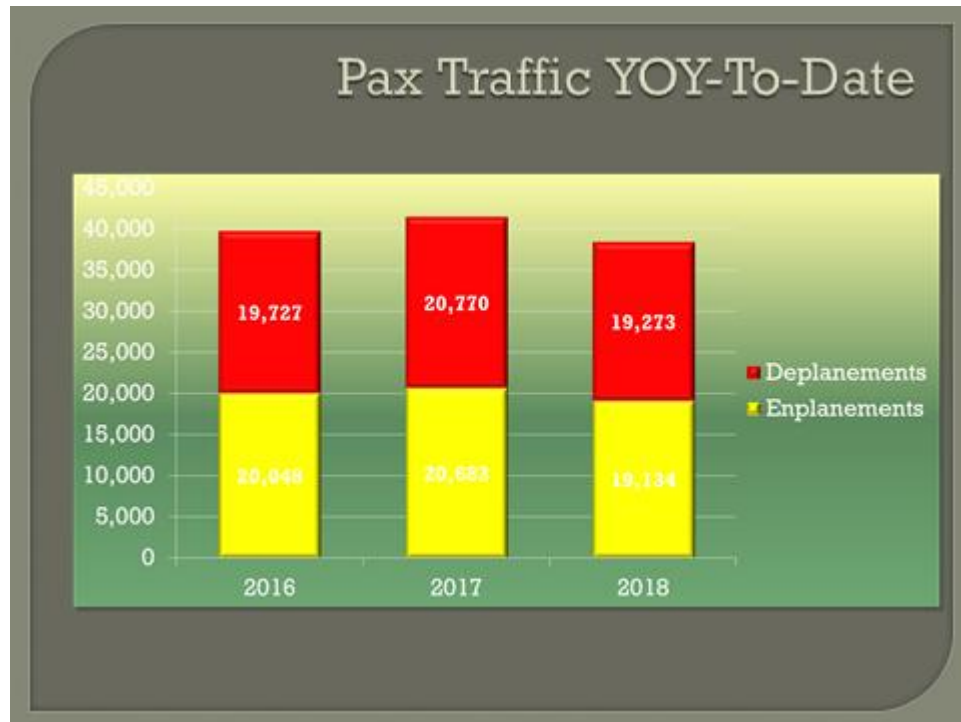
#### Airport's Operational & Maintenance Report, Parking Lot Operations and Regional Airline Carrier activity

The fuel sales for May were 100LL up 2.7%, JetA - Based up 20.4% , transient down 65.7%, and Airline up 2.1%. The parking lot revenue was down 26%. Total passengers are at down 24.5%. The numbers were down due to the Airport 5 day closure for the intersection paving of the main runway 2/20 construction project.

Stansbury advised the board that there have been some challenges with American Airlines. For the last 6 days they have had some computer system problems. This has caused major cancellations for a majority of the flights, including the first flight today has already been cancelled. This is a system issue that is also affecting other airports. Stansbury stated that she was advised by the AA Customer Service Department that American representatives were the ones who needed to speak on behalf of the computer failure and American's flight cancellations. The local media ended up speaking with passengers due to lack of information from the Airline. American had advised that there had been over 1200 flight cancellations due to the computer issues.







#### Financial Report:

The Revenues for May are \$248,854, Expenses \$264,058, net loss of \$15,204, and cash balance is \$2,672,148, year to date loss of \$245,600.

Stansbury advised that the transition to Munis for the accounting department has been postponed to September 2018 per the County.

#### Directors Action Items:

Authorize the Executive Director to sign a contract with North Carolina Earthworks, to remove trees at 305 and 504 Haw Drive, and to remove trees and houses at 401, 403 and 405 Haw Drive for a not to exceed amount of \$93,720. Clark advised that the non-profit group who was considering using one of the homes has declined on the arrangements. A motion to approve was voiced by Jimmy Garris, seconded by Jim Morris, and the vote to approve was unanimous.

Approve an amendment to the FY18 airport budget to transfer \$271,000 from the airport reserves to the operating budget, and to amend specific line items in the FY18 budget. State Law requires that you adopt and amend approved budgets so that you have a balanced budget. A motion to approve was voiced by Jimmy Morris, seconded by Jimmy Garris, and the vote to approve was unanimous.

Chairman Clark opened a public hearing to review and approve the proposed FY18-19 operating budget. Stansbury stated that notice of public hearing was posted. There are no public attendees. The board discussed the operations, facilities and infrastructure of the airport with the finances being where they are. Clark advised that we need to generate top line revenue that we don't currently have now such as lease, parking fee, rentals. Fair market rate needs to be considered not just for new leases, but renewals.

Morris questioned if the parking lot improvement costs were part of the loss from the 17-18 budget. Stansbury advised that it was part of a capital project. The new parking lot system will be utilized fully once the gate is able to be lowered all night. Clark advised that there are major repairs in the facilities that need to be repaired. He also suggested that the board take a tour through the terminal and facilities to see other things that need to be repaired. Stansbury advised that a roof repair was finished two days ago. There was also a refresh done during the closure of the airport, with ceiling tiles and light fixtures replaced, as well as interior and parking lot painting being done. The main items such as carpeting, terminal repainting, and sheet rocking repairs will be brought back through a capital projects. Clark stated that the foundation and structure of the airport needs to be considered for the interior. A motion to adopt the 18-19 FY budget was voiced by Louis Zincone, seconded by Jimmy Garris and the vote to approve was unanimous.

#### Closed Session:

The board then went into closed session to discuss matters related to the purchase of real property, the location or expansion of businesses in the area served by the airport, and for attorney consultation. A motion to move into closed session was offered by Jimmy Garris, seconded by Jim Morris, and the vote to approve was unanimous.

A motion to come out of closed session was offered by Jimmy Garris, seconded John Banks, and the vote to approve was unanimous.

#### Chairman's comments:

Clark advised he will distribute hand out from Volaire on whom to pursue for pledges and meet with the industrial community. He will email the board for feedback. Clark said he would like anybody on the board to do a couple appointments with them. This will give data, more information and feedback to give to Volaire and the pitch they are making to the Airlines. This will occur in the next month or two.

#### Election of Board Officers for 2018-2019

Attorney David Silver opened the nominations for the board elected officials.

David Silver called for nominations for Chairman. Louis Zincone nominated Eric Clark, and John Banks seconded the nomination. No other nominations were presented and David Silver closed the nominations and called for a vote. The board voted unanimously for Eric Clark as Chairman.

David Silver called for nominations for Vice- Chairman. Jimmy Garris nominated John Banks, and Eric Clark seconded the nomination. No other nominations were presented and David Silver closed the nominations and called for a vote. The board voted unanimously for John Banks as Vice-Chairman.

David Silver called for nominations for Secretary/Treasurer. Dan Mayo nominated Buddy Zincone, and Jimmy Garris seconded the nomination. No other nominations were presented and David Silver closed the nominations and called for a vote. The board voted unanimously for Buddy Zincone as Secretary/Treasurer.

David Silver advised that the Finance Officer position is assigned automatically to the Airport Executive Director.

With there being no more business to attend to the MOTION TO ADJOURN was made by John Banks, 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 July 18, 2018.

Respectfully submitted,

Betty Stansbury