

A public hearing on the proposed FY 2018 budget was held prior to the regular meeting of the Pitt-Greenville Airport Authority on Wednesday, June 21, 2017 at 11:25am in the Conference Room of the Airport's Terminal Building. Board Members in attendance were: John Banks, Chairman; Eric Clark, 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. Visitor attending was Seth Thomas Gullledge, The Daily Reflector

Chairman Banks called the public meeting to order and confirmed there was a quorum and then opened the Public Comment Period. The motion to open the public hearing was voiced by Jim Morris, seconded by Buddy Zincone and the vote to open was unanimous. With there being no public attending, a motion to close the public hearing was voiced by Jim Morris, seconded by Eric Clark, and unanimously approved.

Chairman Banks then called the authority meeting to order and re-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 May 17, 2017. With there being no changes made, a motion to approve the minutes was offered by Julie Carlson, seconded by Jim Morris, and the vote to approve was unanimous.

Updates:

Red Heron Café' is scheduled to open July 8th. There were unanticipated issues with the sanitary sewer located under the restaurant. This issue has been resolved and will be monitored prior to restaurant opening. Pipes will get re-scoped to verify how far the obstruction goes into the entire system. The restaurant's beverage vendor inadvertently caused a leak, which resulted in damage to the new flooring that will be replaced by them prior to opening date.

Community Service workers 2 workers, 3 visits, and 20 hours total.

HouseBill#275 (Storm water fee) is currently awaiting final vote then it will be sent to the Governor for a signature. If the vote goes through it will become effective January 1st. There is an estimated fee reduction of \$100,000. The savings must be used to attract new business or returned to the City (i.e. hangar construction, airline incentive). The board can decide what to use the funds for during the July meeting if the bill passes.

State Budget Bill conference committee report came out with the Senate version having \$377K in each FY18 and FY19 non-reoccurring, but the House version has \$873,239 in FY18 and \$710,670 in FY19. The final amount will be decided during a conference. Currently the amounts are non-recurring, but the request is to change it to recurring. Out of 10 airport items there are 9 non-recurring and one that will be recurring. If the bill is passed it will allow additional local share funding for capital projects or for debt bonds.

Secondary runway is in need of funding for rehabilitation. It is showing raveling in the pavement and has an estimated remaining life of 3-5 years. There is currently an aircraft counting project being conducted on the secondary runway for possible funding. Stansbury stated that by the beginning of July the staff should have a total on the count.

Federally funded projects:

The lights/signs/vaults project is well underway. This project is estimated at \$2.8 million. They currently are working down near the T-Hangars. This project should be complete by Nov 2017.

Taxilane reconstruction project will open bids on June 22. There will be a secondary opening on June 29 only if three bids are not received. The completion is scheduled for November 2017.

The Runway 2/20 Rehabilitation project which is an \$8 mil project had their bid opening and received zero bids. There will be a new bid opening on June 22. The federal deadline has been extended to receive bids. If there is still no bids the grant will have to go off estimates instead of the actual costs.

The board then discussed the Financial Report:

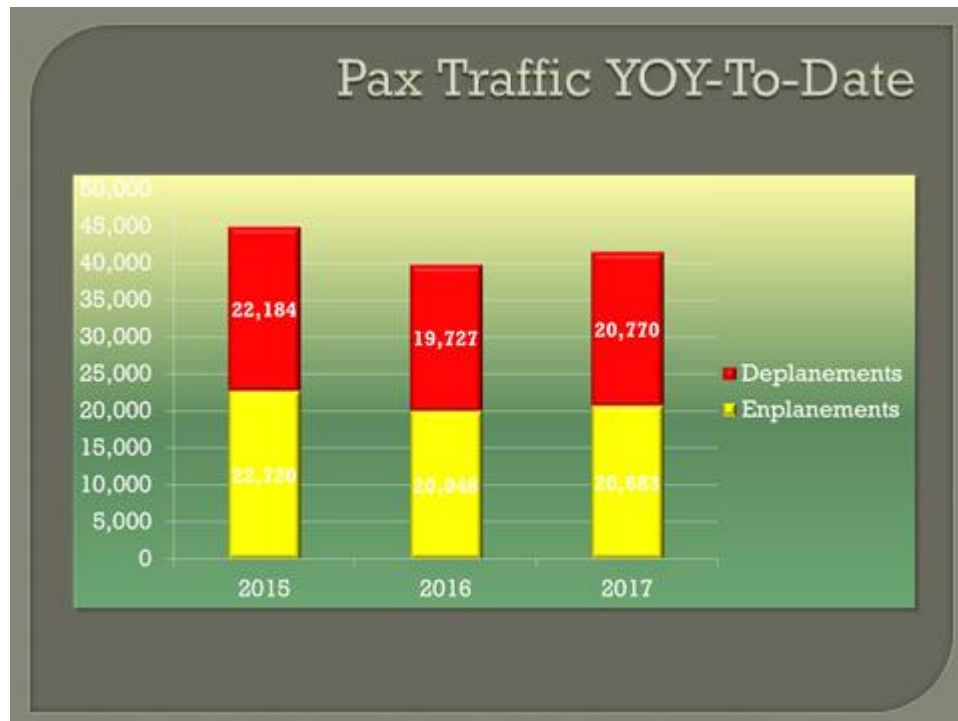
In May the Revenues are \$288,575, Expenses \$255,767, Net revenue \$32,807. The Year to date revenue \$2,705,658, Year to date expenses \$2,801,119, Year to date loss \$95,461. The estimated year end loss is \$134,000. Stansbury advised that the June Financials will not show FEMA reimbursement until sometime next year, but it will show the insurance reimbursement for the flood. The board was advised that the difference in Misc. income was due to a \$34,000 reimbursement for a flood related invoice covered by NCDOT. There will still be a conversion to a new accounting system called Munis; however the starting time frame has been delayed until August. Stansbury stated that in 2018 FEMA should be reimbursing the airport for the flood expenses that have occurred in 2016-2017.

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

Stansbury started out stating that the fuel sales for May were \$2,445 of 100LL (down 22%), \$12,659 JetA Based (down 21.3%) and \$ 18,529 Jet A transient (up 278.2%), Airline \$23,791 (down 2.4%). The parking lot revenue was \$45,373 (up 20.8%). Total passengers are at 9,333 (up 11.2%) from May 2016. The load factors for the airline flights for May average 80% high 90% low 46%.







Budget 17-18:

The board discussed a motion to Adopt FY17-18 budget (with the incentive program known as Bravo to be considered as a budget amendment at a later time). A motion to approve as stated was voiced by Buddy Zincone, seconded by John Banks, and unanimously approved.

Stansbury then requested the FY 16-17 budget be amended by transferring \$134,000 from funds to cover year

end loss. A motion to approve was voiced by Jimmy Garris, seconded by Buddy Zincone, and unanimously approved.

The request to adopt a Classification and Pay plan for FY17-18 was brought to the board. A motion to approve was voiced by Buddy Zincone, seconded by Eric Clark, and unanimously approved.

Chairman Comments:

Mark McGuire from Eden & Associates is developing a document on how to market the 90 acres, apply for grant availability, and infrastructure. Stansbury will review the report and then forward it out to all the board members by the next board meeting.

Banks advised Silver of requested information for new lease policies. The request will be to rollover the lease from year to year with a 90 day written notice for changes.

Banks is attempting to have the City and County develop and release an infomercial regarding the roles of the Airline versus the Airport. It involves the decision making made by the Airlines as opposed to what the Airport can control. This is in hopes for the community to realize how important the Airport is to this area.

It was also brought to the board that the General Aviation parking area is being overrun with vehicles that are not supposed to be parking in this area. Stansbury advised that she would be contacting those that are parking in this area unapproved. Banks stated that more awareness needs to be done to have these vehicles removed from this area and brought to their correct parking spots.

The board then went into closed session to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee and to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations.

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 Buddy Zincone seconded by Julie Carlson.

RFQ for Design/Build:

Stansbury brought an option to the board to consider using a process call Design/Build which allows for contractors to Design and Build for the project. This will allow for possible lower costs, and easier design. A future project can consist of Hangar 23 a 12,000 Sq. Ft. Hangar, or two 9,600 Sq. Ft boxed Hangars with the relocation of the shade port. Stansbury opened the discussion of whether or not is should be 3 year contract or per project. Banks advised that if locked into multi-year contract it could cost more due to inflation and lack of bid options. He also mentioned that there is an option of building a framed Hangar, with the lease hold paying for interior improvements. The board agreed that a per project contract would be the best option.

Action Items:

Stansbury advised that a request for audit proposals resulted in one proposal would like the board to authorize the annual audit at \$14,500 with Flowers & Stanley LLC. A motion to approve was voiced by Jimmy Garris, seconded by Buddy Zincone, and unanimously approved.

It was requested to the board to approve a work Authorization for grant closeout assistance regarding the hangar

construction project from the past two years, as well as a previous NCDOT grant. The assistance will cost \$134 per hour with a limit of \$9,000 maximum total. Banks requested a report to be completed by Talbert & Bright with information on issues that arise with completion. A motion to approve this work authorization was voiced by Julie Carlson, seconded by Eric Clark, and unanimously approved.

Election of Board Officers for 2017-2018

At the request of Chairman Banks, David Silver Airport Council conducted the election process.

David Silver called for nominations for Chairman. John Banks nominated Eric Clark, and Jim Morris 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. Eric Clark nominated John Banks, and Julie Carlson 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. Julie Carlson 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 called for nominations for Finance Director. John Banks nominated Betty Stansbury, 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 Betty Stansbury as Finance Director.

Banks thanked the board by saying how instrumental it was to be a part of an active board. He advised them to continue building community relations and to remember to stay active in the airport as well as the surrounding community. Banks plans on continuing to work closely with the Chairman and to remain as helpful and as involved as he can. Wanted to thank State Rep. Murphy and Rep. Susan Martin, and Conrad from Forsyth County for the consistency in pursuing and supporting the active Bills.

The board then went into closed session to consult with an attorney to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

The Motion to go in to closed session was made by Jimmy Garris and seconded by Jim Morris.

The Motion to come out of closed session was made by Jimmy Garris and seconded by Julie Carlson

As there was no more business to attend to a MOTION TO ADJOURN was made by Jimmy Garris, seconded by 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 July 19, 2017.

Respectfully submitted,

Betty Stansbury