

The regular meeting of the Pitt-Greenville Airport Authority was held Wednesday February 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; Jimmy Garris, Commissioner; P.J. Connelly, Mayor; Jim Morris; Louis Buddy Zincone; 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 Wanda Yuhás, executive director, Pitt County Development Commission and Amy McLane, Talbert & Bright Inc.

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 matters related to the location or expansion of businesses in the area served by the airport, the purchase of real property, and for attorney consultation. The motion to go into closed session was voiced by Jim Morris, seconded by Louis Buddy Zincone, and the vote to approve was unanimous.

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

The Board then addressed the MINUTES OF THE REGULAR MEETING held January 17, 2018. With there being a minor change to the restaurant information a motion to approve the minutes was offered by Jim Morris, seconded by Jimmy Garris, and the vote to approve was unanimous.

Updates:

There were 1 community service worker with 1 visit and 9 hours in January.

Construction:

Runway 2/20 storm water pipe repair is underway. The 36 inch pipe on the south end is complete and the two 60" pipes on the north end will begin in the next few days.

The FAA has approved using the remaining funds for the Light, Sign & Vault project for lighting replacement on RWY 8-26. This will begin early March and completed by April 23rd.

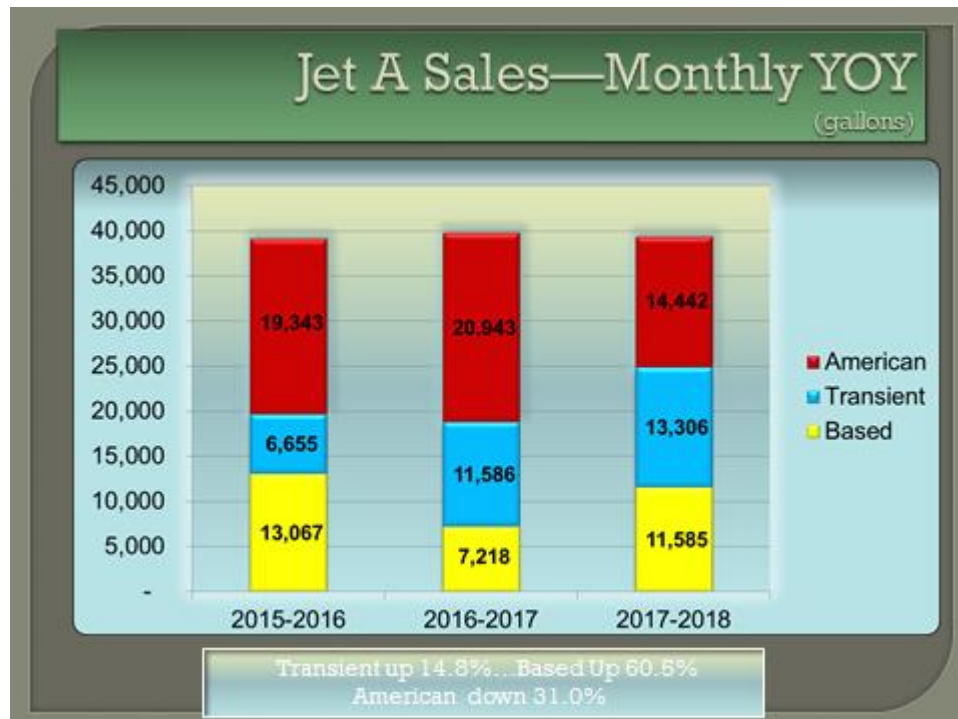
Runway 2/20 closure for paving repairs in the pavement rehab project starts April 23rd for 30 days. American Airlines is aware of closure. They have advised the Airport that the CRJ is capable of landing on RWY 8/26. The closure for both runways will be May 9-13th.

Financial Report:

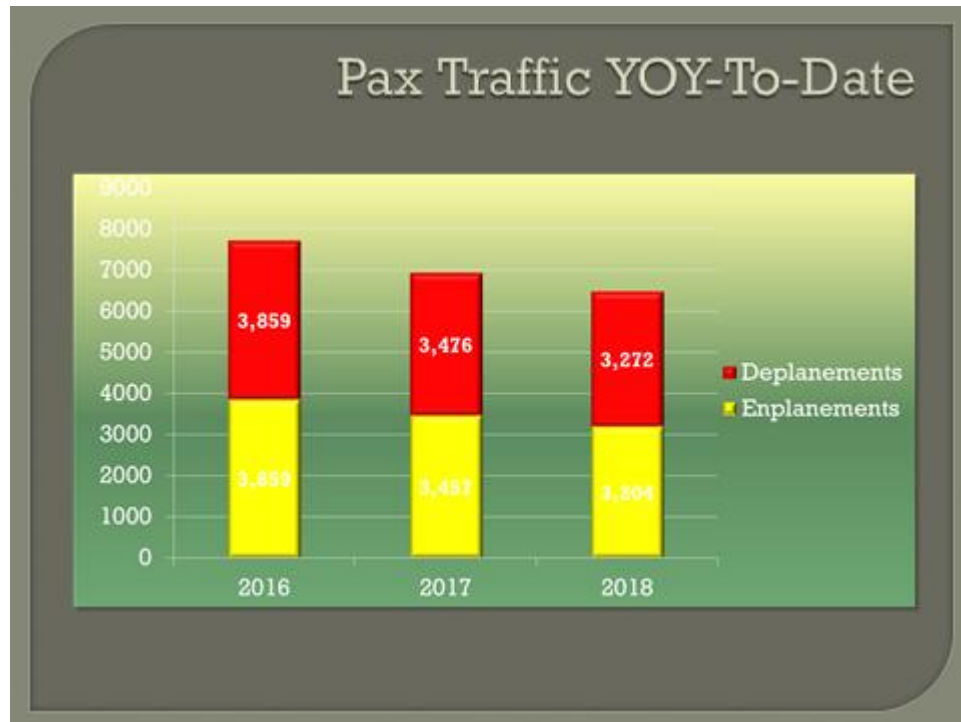
The Revenues for January are \$243,502, Expenses \$417,892, with a net loss of \$174,390, and cash balance is \$2,267,352. Year to date Revenues are at 64%, Expenses 63%. The YTD budget target is 58%. Stansbury advised that the net loss is due to inconsistent billing for salaries. The delay shows an effect on the financial reports. Stansbury advised that she has met with Scott Elliott from Pitt County regarding the new accounting system. When the new County Finance Director starts next month, Betty will meet with him to discuss the transition to Munis.

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

Stansbury started out stating that the fuel sales for January were 100LL 1,681 (up 9.1%), JetA Based 11,585 (up 60.5%) and Jet A transient 13,306 (up 14.8%), Airline 14,442 (down 31%). The parking lot revenue was \$28,796 (down 26%) Total passengers are at 6,476 (down 6.6%). The load factors for the airline flights were High 84 %, Low 19% and Average 61%.







Directors Action Items and Comments:

The board took under discussion the request for the Executive Director to sign a two year lease with Village Pointe Market for the operation of a restaurant at the airport. The Board directed the ED to offer 6 months' rent free followed by a sliding scale. A motion to approve was voiced by Jim Morris, seconded by Louis Buddy Zincone, and the vote to approve was unanimous.

Stansbury requested the authorization to sign a work authorization with Talbert & Bright for a not to exceed amount of \$90,400 for design and survey work for storm water drainage improvements to the infield area between hangars 9, 10 and 11. McLane advised that Rivers and Associates will do the survey work for this project. The budget for the original project came in under \$350,000. A motion to approve was voiced by Jimmy Garris, seconded by Louis Buddy Zincone, and the vote to approve was unanimous.

Stansbury requested the authorization to sign a work authorization with Talbert & Bright for a not to exceed amount of \$78,760 for design, inspection and testing of repairs to runway 8/26 lighting system. A motion to approve was voiced by Jim Morris, seconded by Jimmy Garris, and the vote to approve was unanimous.

Stansbury requested the authorization to sign a work authorization with Talbert & Bright for a not to exceed amount of \$111,596 for land acquisition services, surveys and appraisals for the runway 8 approach clearing project; and to transfer \$150,000 from the airport capital reserve fund to AIP 47 (Runways 8/26 and 2/20 land acquisition and obstruction removal). A motion to approve was voiced by Jim Morris, seconded by Jimmy Garris, and the vote to approve was unanimous.

Chairman's comments

Clark requested that Stansbury will be email the board a lease for Village Pointe Market after Silver reviews.

As a reminder Stansbury and Clark will be attending the Air Service conference in Myrtle Beach, SC in March. Clark advised he will bring back as much as he can from the conference and from the consultant.

Zincone advised the board that in reference to the previous board meeting discussion about snow removal, he supports the option to have a vendor contracted as opposed to buying equipment. Stansbury advised she has been researching opportunities.

Clark advised that before the next board meeting there should be a new board member appointed by the City of Greenville.

As there was no more business to attend to a MOTION TO ADJOURN was made by Jim Morris, 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 March 21, 2018.

Respectfully submitted,

Betty Stansbury