

The regular meeting of the Pitt-Greenville Airport Authority was held Wednesday December 5, 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; Dr. Dan Mayo; Aileen Wilson; and Jim Morris. Staff members in attendance were Betty Stansbury, Executive Director; Richard Nanney, Operations Manager; April Cannon, Office Manager; and David Silver, Airport Counsel. Visitors attending were Amy McLane, Talbert & Bright; Eric Stumph, Talbert & Bright; Jay Talbert, Talbert & Bright; Carroll Vann, Aero Sales; William Albrecht, and Terry Payne.

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.

Carroll Vann started out informing the board that he has been a tenant for over 40 years. He had been in communication with Ms. Stansbury after Hurricane Florence in October when one of his leased hangars had water damage. An inspection of the office addition at hangar 6 revealed that it was uninhabitable due to mold and collapsing ceilings, that all three hangars needed to be inspected due to possible fire code violations, and that the nonworking vehicles and cats needed to be removed. Mr. Vann stated that during these occurrences he was informed that he must evacuate his hangar office space. He stated that he was not approached in a respectful manner and he requests that all letters of communication be included in the meeting minutes as proof of inappropriate action taken against him. (Note - Letters are on file with original minutes.) Mr. Vann and Ms. Stansbury had a meeting on the 27th to discuss the communication concerns. Mr. Vann felt that with there never being a delinquent account or any issues with the airport it seemed inappropriate that he not be given a longer amount of time to clean up his hangars. The Fire Marshall is set to do another inspection of the hangars to determine whether the code violations have been corrected. Mr. Vann would like to maintain his tenancy and is in the process of restoring the hangars appropriately. The board will consider this as well as a revision to Aero Sales lease agreement. Clark advised he will keep up with the progress of the hangars coming into in compliance with regulations as well as future communication between the Director and Mr. Vann.

Mr. William Albrecht was next to speaking on behalf of himself and Mr. Vann. He advised the board that he believes that the tenant is in a hostile work environment. The way Mr. Vann was approached about his hangars was unacceptable and should have been handled more professionally.

Mr. Terrance Payne followed in defense of Mr. Vann. Mr. Payne (who was an Operations Manager at the airport) stated he was around during Hurricane Floyd. He stated that there should be more communication between management and tenants. Mr. Payne also stated that the PGV Board needs to become more involved in tenant and financial relations. Mr. Payne offered to be of any assistance for Mr. Vann and the Board.

With no further public comments, Dr. Dan Mayo offered a motion to close the public comment period, seconded by Dr. Jim Morris, and the vote to approve was unanimous.

Clark then addressed the board meeting minutes held on October 17, 2018. With there being no changes, a motion to approve the minutes was offered by Louis Zincone, seconded by John Banks, and the vote to approve was unanimous.

Board Requests:

Community Service workers: October 2018 had 2 people, 3 visits, 14 hrs, and November 2018 had 1 person, 2 visits, 8 hrs.

Airline load factors for October had a high of 89.6%, a low of 44.1% and an average of 69.5%.

Parking system

The manufacturer (Designa) has parking systems in over 115,000 locations worldwide including Airports, hospitals, universities, and government agencies. The installation vendor (Southern Time) is out of Wilson NC. Stansbury advised there are 8 installations in NC with the same equipment including Wilmington & Greensboro airports. The system went live in July 2018. It comes with a 2 year warranty. There have been some issues since installation primarily with the

automated exist gate after hours. The answering service company had been giving incorrect information to visitors. This issue has been resolved and there have been no fails since Monday Nov19th. If there are any problems that rise, the warranty is for two years.

The airport has decided on a new logo approved by the board members that responded and the airport will transition to it when the new website goes active.

Construction Updates:

Tree clearing on Runway 2 and 20 are at 95% completion. Runway 8 has had high water levels and is being delayed until the water recedes below flood levels. Rwy 8/26 is scheduled to January for drainage improvements and tree removal on the airport side of the Tar River.

Terminal Beam Repair is complete. The next steps are to repaint, and enclose the ends for additional weather protection. It will need a maintenance plan implemented to allow it to last its maximum life.

Runway 2/20

There is a soft spot along the edge of the new pavement on Rwy 2/20 near A6. Talbert & Bright (TBI) discovered the spot during the final pavement. An NDT testing is being done, and then reviewed to determine the repair. This is a contractor error that they must correct. According to Eric from TBI after testing the decision for removal, patching, repaving will be needed. The repair cannot be complete until mid to late spring. There is also an issue with a contaminant in the surface course asphalt (wood chips). ST Wooten is discussing a solution, which would be done in the spring or summer. The spring time frame will allow any other blisters to surface. FAA will need to approve the proposed repair before it is done. Jay Talbert advised this should not impact the surface strength or integrity. An extended warranty should be considered as there is currently only 1 year of contractor warranty.

EAA B-17 Event

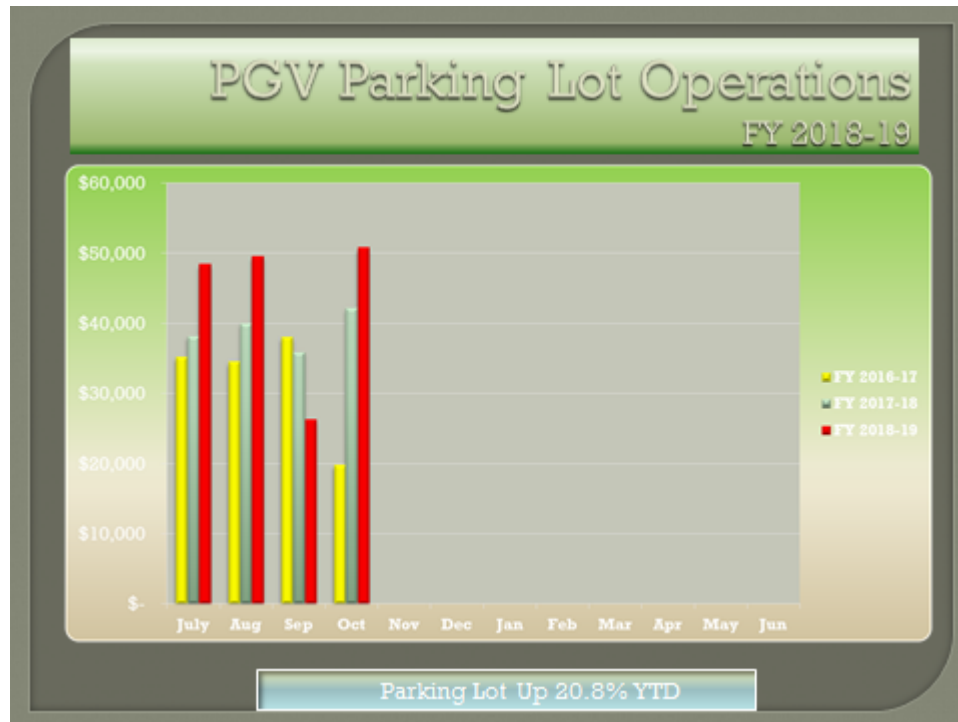
The EAA held an event on October 25 -28, 2018 with a B-17 aircraft. The aircraft had 700 people attend to either tour or take rides in the aircraft. There was also a wedding held at the aircraft with the service next to the aircraft.

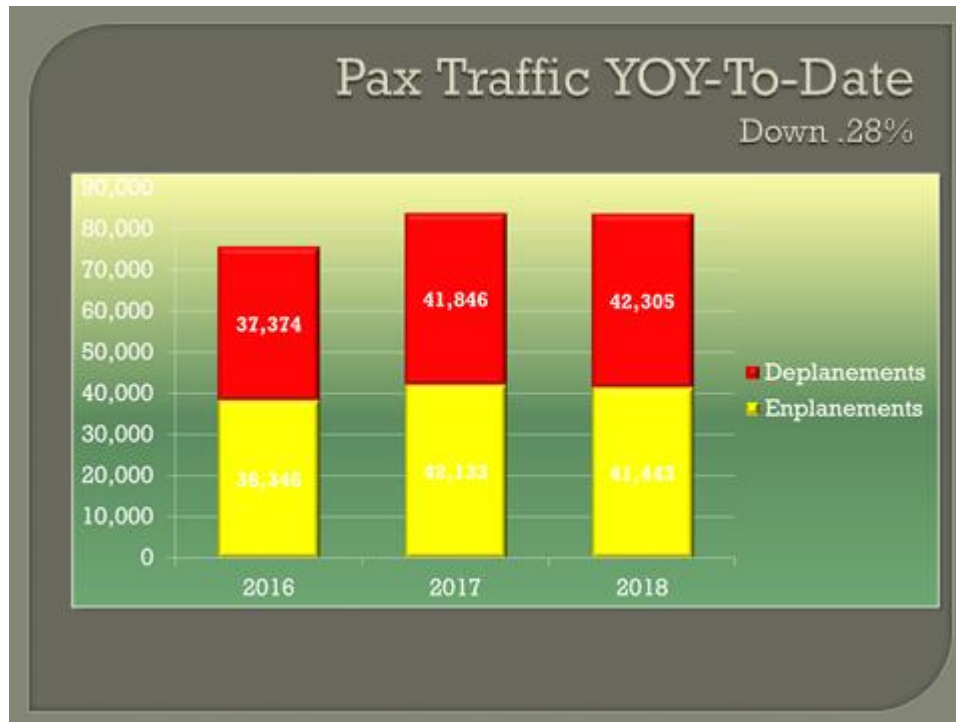
Airport's Operational & Maintenance Report, Parking Lot Operations and Regional Airline Carrier activity

Stansbury started out by informing the board there was a bird strike on October 29, 2018. Off the departure end of runway 2/20 an eagle was struck by American Airlines flight 5408 departing Rwy 20. There were no injuries. There was significant damage done to the engine. It has notified to the appropriate USDA Wildlife and to the Federal certification inspector. There also was been a sighting of another eagle on the edge of Rwy 8 on 11/30/18. USDA Wildlife and to the Federal certification inspector have been out here for the past two days to attempt to capture it. This is a protect bird that requires a permit to attempt to have it harassed off the property. The Airport is in process of getting a permit to be able to harass the eagles when they are at the airport.

In October, sales of 100LL for based aircraft was up 128.5%, transient was down 16.8%. JetA Based was up 4.9%, Transient down 33.5%, and Airline up 67.8%. The parking lot revenue was up 20.8%. Total passengers are down 0.28%. The board advised that they want a breakdown of the cost of fuel, revenues, the decision on price, a breakdown comparing fuel to costs, amount left in tank, and the selling price by the next board meeting.







Year End Financial Report:

The Revenues for October were \$323,008, Expenses \$278,506, net profit \$44,502, YTD profit \$186,669 and cash balance is \$2,919,517. The unrestricted cash balance is \$1.8M, not including the \$950,000 in hangar reserves. The Budget target for October was 33%, and current YTD Revenues were 33.66%, and Expenses were 31%. November financials will be sent to the board by 12/12/18. During the January meeting it is requested the 6 month budget adjustments be made. Clark also advised it is essential to have more financial information including LEO reimbursement from AA, Hangar, capital outlay information and broken down numbers.

Closed session: After a motion by Louis Zincone, seconded by Jim Morris and approved unanimously, the board then went into closed session to discuss matters that are within the attorney-client privilege; to discuss purchase of real property; and to discuss matters related to the location or expansion of businesses in area served by the airport. The motion to exit the closed session was offered by Louis Zincone, seconded by Jim Morris, and the vote to approve was unanimous.

Directors Items:

The leakage study shows that the leakage rate dropped by 5% (from 80% to 75%). The number of total passengers stayed the same. The average one-way fare is slightly lower than Raleigh Durham. New York is the number one destination, followed by South Florida, Chicago, Central Florida and Nashville. Stansbury is waiting on a response from the consultant regarding why Washington/ Baltimore area is not on the listing.

Authorize the Executive Director to amend a previous offer for the acquisition of an avigation easement for the Phil Carroll Estate. A motion to adjust the offered amount from \$4,200 to \$22,800 in accordance with the current appraisal was voiced by Dr. Dan Mayo, seconded by Jim Morris, and the vote to approve was unanimous.

Chairman Comments:

Clark advised there will be a meeting between the Airport and other possible Airline options on January 25, 2019. One to three people from the airport and community will attend.

With there being no more business to attend to the MOTION TO ADJOURN was made by Jim Morris, seconded by John Banks and the meeting was adjourned following a unanimous vote. The next meeting of the Airport Authority will be held at 11:30am on Wednesday January 16, 2019.

Respectfully submitted,

Betty Stansbury