



Pitt-Greenville Airport
400 Airport Road
Greenville, NC 27834
252.902.2025

Pitt-Greenville Airport Authority
Held on Wednesday March 20, 2019 at 11:30 am
Conference Room of the Pitt-Greenville Airport

Board Members in attendance were: Eric Clark, Chairman; John Banks, Vice-Chairman; Buddy Zincone, Secretary/Treasurer; Dr. Jim Morris; Dr. Dan Mayo; PJ Connelly, City of Greenville Mayor; Mike Fitzpatrick, Pitt County Commissioner. Board Member that was not in attendance was Aileen Wilson.

Staff members in attendance were K.W. Bill Hopper, Executive Director; Richard Nanney, Operations Manager; April Cannon, Business Office Manager, and David Silver, Airport Counsel.

Visitors attending were Eric Stumph, Talbert & Bright Inc. (TBI).

Chairman Clark called the authority meeting to order and confirmed there was a quorum. Clark proceeded to open 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 no comments made by the public during this time the public comment period was closed.

Clark then addressed the board meeting minutes held on February 20, 2019. A motion to approve the minutes was offered by Buddy Zincone, seconded by John Banks and the vote to approve was unanimous.

Clark then introduced the new Pitt Greenville Airport Executive Director Kim W. (Bill) Hopper, A.A.E to the board. He started on February 28, 2019, coming from Elmira Corning Regional Airport in Chemung County, New York. Mr. Hopper stated he is excited to be here. This Airport has great potential, Airline capabilities, marketing, and economic opportunities. Hopper mentioned that he is already impressed with the dedication of the airport staff and looks forward to being a part of the Greenville community.

Clark next introduced a new board member Pitt County Commissioner Mike Fitzpatrick.

Board Requests:

There were no community service workers for February 2019

Airline load factors for February had a high of 80%, a low of 50% and an average of 63%.

Updates:

PGV has incorporated the new logo into new staff uniforms. We have signed a contract with Unifirst. It provides a more professional and safety identifier. The new uniforms will be more efficient in identifying the staff for all visitors that are coming into the airport.

Munis accounting has taken a stand still on becoming the new accounting software. Clark advised that the airport has decided to take a different approach on a new financial software system. After review of the financials until the end of this FY 19 the New Director will make a decision on which system will benefit not only accounts payable but include accounts receivables into one system.

Projects Updates:

Notice to Proceed was issued February 4 for clearing for Runway 8 approach (which is still delayed due to high water in Tar River).

Runway 26 end works is anticipated to start April 2019.

RWY 2-20 Obstruction clearing work is essentially complete. 4 more trees are to be removed on Runway 2 approach. The Barrett Parcel has agreed to \$900 for their clearing and has signed the agreement on March 14, 2019.

The Carr Parcel on colonial drive had a driveway drainage condition occur and per Talbert & Bright the correction will be completed no later than April 18, 2019

AIP 45 Runway 2/20 Rehab has found contaminant wood pieces in pavement. Contractor proposes to make repairs in May 2019. TBI has requested an extension to the current warranty. Stumph stated that the NDT testing report will be completed by April 2019. Hopper stated that the quality of the pavement needs to be corrected and paint marks need

to be reassessed.

AIP 41 is pending closure with the FAA

AIP 42 has been closed as of March 7, 2019.

AIP 43 documentation has been submitted to FAA and all are pending formal grant close out.

Operation Report:

In February 2019, sales of 100LL for based aircraft was up 37.4%, transient was up 17.3%. JetA Based was up 8%, Transient down 27.8%, and Airline up 54.6%. The parking lot revenue was up 12.2%. Total passengers are down 8.34%.

Clark advised that American Airlines has a survey that is given to their flyers. He advised Mr. Hopper to contact them to see if it is possible to have access to the survey for an understanding of the communities view on the Airlines.

Nanney advised the board that there will be changes in fuel prices. Hopper and Nanney stated they will be negotiating future volume discounts, transient aircrafts prices to be more competitive, and the possibility of future self-service options.

Nanney brought it to the boards' attention that the parking system still has some needed fixtures in the software. The warranty is good until July 20, 2020. The revenue for the parking booth is increasing because of the benefits of not raising the gate after staff is gone. The gate will not rise without payment being processed. Nanney did advise that there are some design concerns that need to be addressed with the help of a consultant. Southern time has corrected the reader, but there are still some re-designing that needs to be implemented. Hopper will be in communication with Southern Time and a consultant to come up with a corrective action. The board has directed Nanney to verify the warranty date. A motion to hire a consultant at a not to exceed amount of \$5,000 was offered by Buddy Zincone, seconded by John Banks and the vote to approve was unanimous.

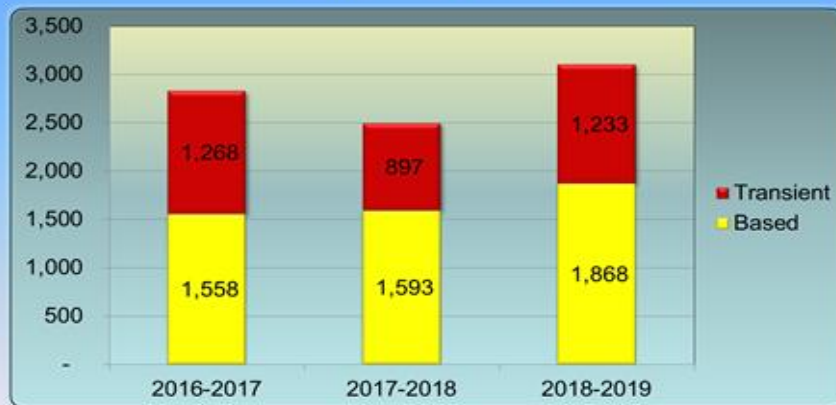


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100LL Sales--Monthly YOY

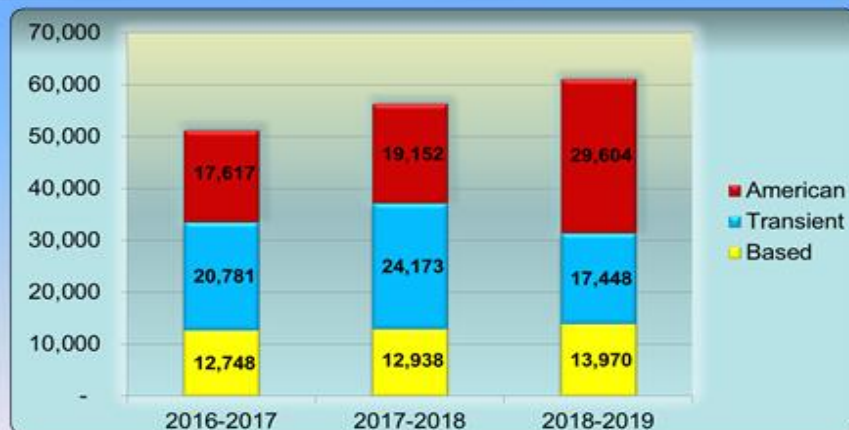
(gallons) February 2019



Transient up 37.4%...Based up 17.3%

Jet A Sales—Monthly YOY

(gallons) February 2019



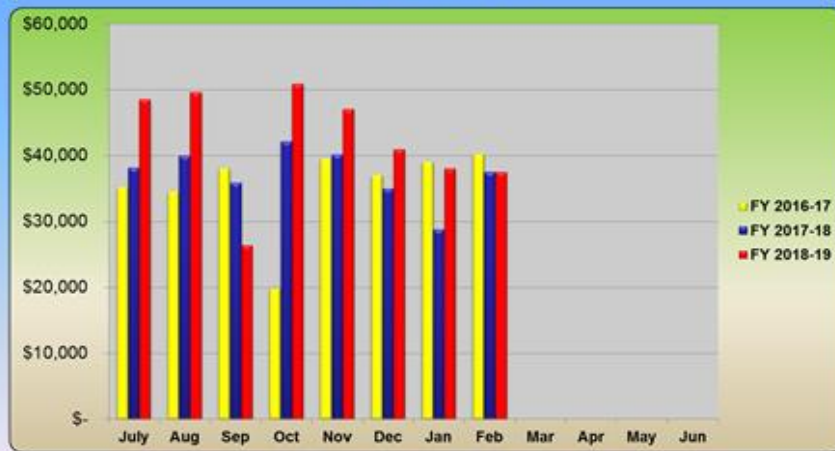
Transient down 27.8%...Based up 8%
American up 54.6%



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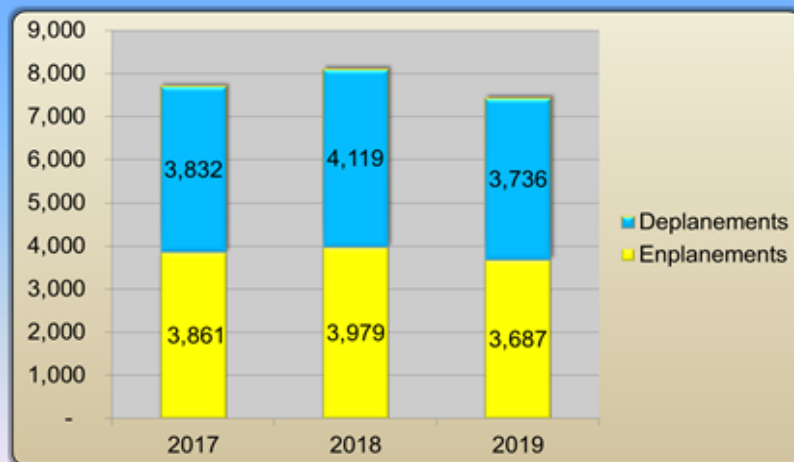
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PGV Parking Lot Operations FY 2018-19



Parking Lot Up 12.2% YTD

Pax Monthly February 2019 Down 8.34%



Pax Traffic YOY-To-Date Up 1.84%



Year End Financial Report:

The Revenues for February 2019 were \$393,839, Expenses \$297,420, net Income \$96,419, YTD loss \$7,875.27 and cash balance is \$2,734,411. Hangar funds are \$1,019,319. Restricted Funds \$797,576, Unrestricted \$917,516.

Cannon advised board that salaries are balancing out there billing process. Normal bi-weekly invoices are more efficient compared to payroll. Clark advised that Budget Amendments and FY 19-20 budget will be in the next two meetings. The Audit for FY 17-18 is still in process due to discussion on journal entries. Hopper advised board that consultant Melonie Bryan will be attending April or May board meeting to discuss financial changes that will be occurring.

Executive Director Report:

Mr. Hopper started out by informing the board of the Emergency Disaster Drill that will occur on March 21, 2019 from 6-10pm. The City of Greenville, Pitt County Sherriff, Fire &

Rescue, Red Cross, Vidant, Volunteers and First Responders will be participating. The training is required every 3 years. During the drill Rwy 8/26 will have a Notam issued for runway closure. Nanney will be the acting pilot during simulation and will be the lead controller for the Drill.

Hopper stated there was an event held on March 15, 2019 for a Pitt Community College fundraiser auction. The event was held at two of our based tenant's hangars. Grady White and Parker Overton offered their hangars to participate in the event.

PCCC BLET driver training will also be resuming at the Pitt Greenville Airport with dates to be decided.

Hopper advised to the board that he would like to take this time to recognize one of our staff members Brandon McNeil for a high achievement. Mr. Mc Neil received an award of having a record time completion of his Training in Nationwide Fuel.

He also mentioned that there have been promotions among the staff members. Christopher Cook who was a part-time Maintenance/Lawn Service/ Parking Booth Attendant has been promoted to a full-time Parking Booth Attendant. Marion Slaton who was our full-time Parking Booth Attendant has been promoted to our full-time Compliance Training Officer. Hopper stated that there is still more positions that will be opening and changing.

Hopper informed the board that the Boeing Max 8 that is grounded does affect American Airlines and Southwest. It did not however affect the Pitt Greenville Airport as this aircraft does fly into here. He also stated that after review of some March flights that Dublin, Ireland was one of the highest destinations.

SCASD Grant has been delayed. Last year it awarded \$240 million to airports. Hopper has been in communication with the consultant who implied they will be submitting a letter of support with applications for new Airline services.

With there being no more business to attend the MOTION TO ADJOURN was made by Jim Morris, seconded by Buddy Zincone and the meeting was adjourned following a



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unanimous vote. The next meeting of the Airport Authority will be held at 11:30am on Wednesday April 17, 2019.

Respectfully submitted,

April Cannon
Business Office Manager