

Pitt-Greenville Airport Authority  
Held on Wednesday April 17, 2019 at 11:30 am  
Conference Room of the Pitt-Greenville Airport

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

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); Jay Talbert, Talbert & Bright Inc., and Melonie Bryan, Consultant.

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 March 20, 2019. A motion to approve the minutes was offered by John Banks, seconded by Jim Morris and the vote to approve was unanimous.

Executive Director's Report:

Hopper started out by informing the board of the events to be held over the next month. There will be more consideration to bring in events at the airport to bring the community closer to interact with the airport.

May 4<sup>th</sup> will have the Brainstormers & Barnstormers from 9am -noon. They will be coming in from Elizabeth City with 2 planes and a tractor trailer.

May 11<sup>th</sup> the Free to Be Me event will be located at the Grover Gaming Hangar. It will be

held from 10am to 2pm. The PGV fire truck will be participating this year.

Hopper then informed the board that there have been changes among the staff. Danny Leggett has retired; Mark Leggett has been promoted to be the Maintenance Coordinator; William Boone has transferred from Operation Officer to Maintenance Technician; Wanda Smith is a new hire for our Parking Booth; Emmitt Thomas, Timothy Forrest are the two new Operations Officers. We have also hired to part time seasonal employees to maintain the landscaping. Hopper advised we will be saying farewell to Shawn Rubio who was an exceptional employee whose last day will be April 30<sup>th</sup>.

Hopper stated that he is waiting on information regarding an American Airlines Survey. He has researched the 737Max 8 that have been grounded and was informed this has no effect on PGV flights to Charlotte.

During the next few weeks Mr. Hopper will be adjusting the pricing on fuel. He will be comparing the traffic at PGV with the lowest price available to offer for full service fueling. Hopper advised that he will be evaluating the competitive pricing, while keeping a price that is beneficial to the airport as well as the pilots. Banks stated that currently PGV is lower than New Bern, Jacksonville, Morehead, and Kinston airports.

#### Leases Approval:

Hopper has decided that the current and future leases will be reviewed and considered for CPI adjustments. Hopper is currently researching and reviewing expired leases for two based tenants. With this taken into consideration the board has decided to give authority to the Executive Director to handle the leases. The board advised the Executive Director that he has the authority to revise the rates and sign all leases without board approval. It has been voiced by Jim Morris, seconded by John Banks and the vote to approve was unanimous.

#### House Bill 206:

Banks advised that he has spoken to people in Raleigh that don't think the bill passing will be a problem. If the bill is passed it could mean approximately an additional million to the current \$300,000 given annually that is to be used for economic development projects. It will be up to the Department of Transportation for categorization

interpretation on how it can be spent.

Board Requests:

Hopper and Nanney have been in contact with a consulting firm to help research Southern Times concern in the Parking Booth. After consideration the Consultant quoted a \$10,000 quote and it has been declined. Nanney will be requesting an extended warranty to complete any concerns. Hopper advised with parking being one of the main revenue sources it is important to have the concerns handled efficiently by Southern Times.

There was 1 community service worker who worked for 24 hours in March 2019

Airline load factors for March had a high of 88.2%, a low of 60.2% and an average of 76.6%.

Hopper advised that there have been questions regarding the jet bridge operational status. The airline jet bridge is fully operational. He advised after speaking with American Airlines it has been discussed that their staffing makes an impact on how or when the jet bridge is used.

G.A.R.D Report:

The G.A.R.D Report is being monitored by Erin Henry and Alan Leggett to report the number of operations on the runway. This is based on the ratio of microphone clicks counted on the airport's frequency. It is up 34% YTD. This report will be beneficial for any requests.

Projects Updates:

AIP 46 is the Runway 8/26 Clearing. Work Area 1 & 2 clearing – Tar River water levels have been an issue. The notice to proceed was issued 2/4/2019. Clearing on the far side of the river is complete except the Carroll estate parcel. Carroll Estate (a.k.a. Hopf parcel) easement acquisition is pending (ref 3511-1801) \$22,800. FAA concurrence received

4/1/2019 but is not included in AIP-46 budget. Work Area 3 (26 end) has a notice to proceed pending a tentative date of April 15. There is a TBD (Runway 8/26 closure) this will have minimal effect on the main runway.

AIP 45 Runway 2/20 runway rehab has contaminant wood pieces in pavement/ Soft Spot. The Contractors proposal to make repairs in May 2019 is pending. NDT Testing report is being completed by TBI.

AIP 44 DNL Noise Land has Seven Parcels (Pending). One boundary survey, three appraisals, four Phase I EDDA and various owner contacts performed in 2017 and 2018. TBI and Hopper will re-evaluate the pending parcels.

AIP 43 is closed and pending payment \$213,061

AIP 41 is pending closure with FAA

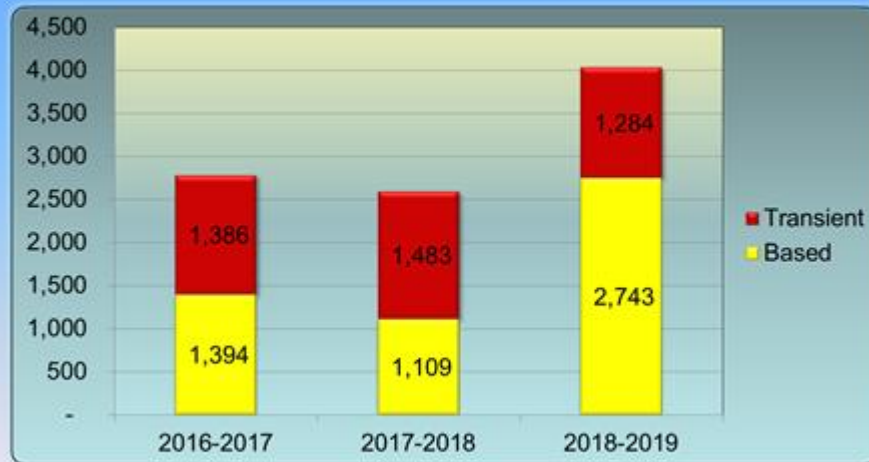
Operation Report:

In March 2019, sales of 100LL for based aircraft was up 147.4%, transient was down 13.4%. JetA Based was down 26.5%, Transient down 10.1%, and Airline up 52.6%. The parking lot revenue was up 5.4%. Total passengers are up 3.26%.

Hopper advised that there have been changes in the fuel prices. He is researching new ideas to benefit not only the Airport but the surrounding community, visitors and airline. During this time there will be discussions about volume discounts or fuel programs.

### 100LL Sales--Monthly YOY

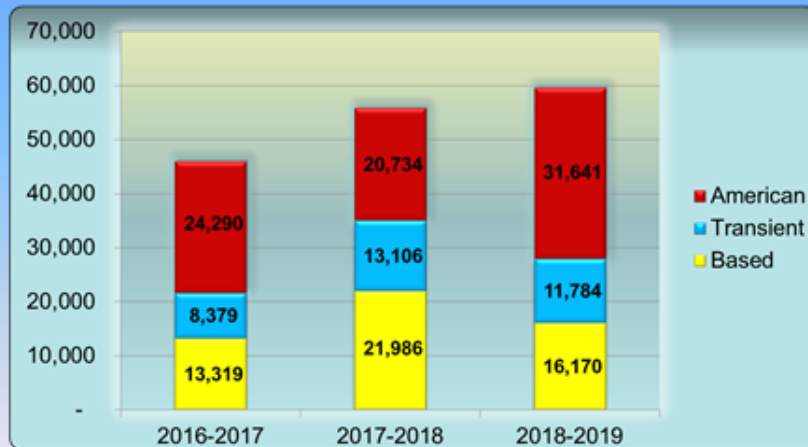
(gallons) March 2019



Transient down 13.4%...Based up 147.4%

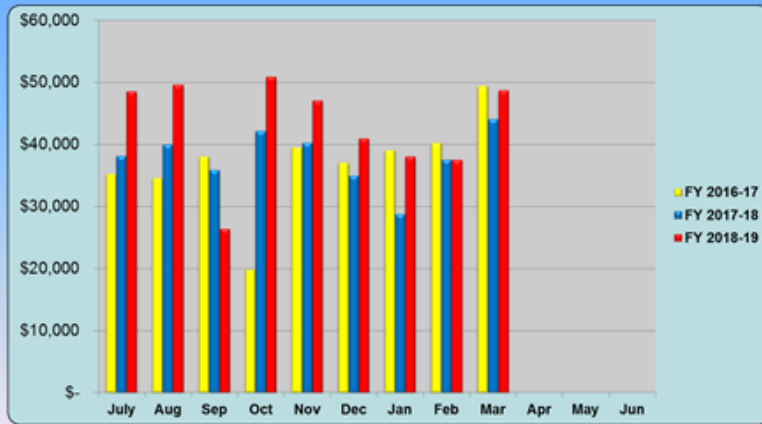
### Jet A Sales—Monthly YOY

(gallons) March 2019



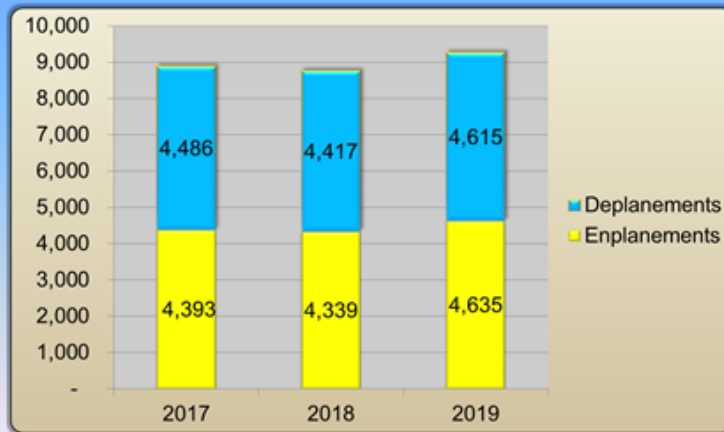
Transient down 10.1%...Based down 26.5%  
American up 52.6%

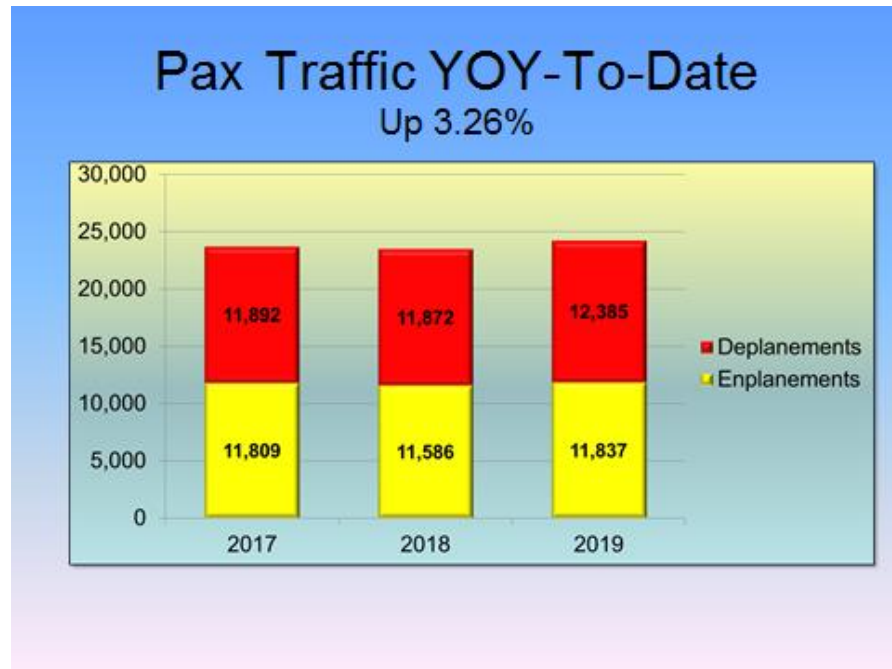
## PGV Parking Lot Operations FY 2018-19



Parking Lot Up 5.4% YTD

## Pax Monthly March 2019 Up 5.64%





Financial Report:

The Revenues for March 2019 were \$342,424.88, Expenses \$231,959.19 net Income \$110,465.69, YTD \$102,590.42 and cash balance is \$3,343,547.84. Hangar funds are \$1,035,155.39, Restricted Funds \$1,357,737.60 and Unrestricted \$950,654.85. There has been a delay to salaries, and utilities due to the City of Greenville computer ransomware delaying many of their computer functions.

Cannon advised that auditor will be finalizing FY 18 audit by June due to corrections, staffing, and additional requirements. The accountant will be doing adjustments to the funds and updating financials between the May and June board meeting. This will be updating all of the funds.

Melonie Bryan informed the board that she has been consulting with the airport, Jenkins Management (Accountant), and Flowers & Stanley (Auditor) regarding the financials. She advised the board that since 2015 when the auditor finished the year end entry amounts, there was a miscommunication between them, PGV, and the accountant. There was a discrepancy found on the journal entries, so this has delayed the finished FY 17-18 audit.

Going forward this will be an easier transition. Ms. Bryan advised the statements will be clearer after this fiscal year. She advised the board that transitioning to Munis would not have created an easier accounting system, it would have continued until the financials were corrected. With these changes being brought to light it will create a stronger understanding of where the airport financials stand.

Clark advised he is thankful for the research that has been done on the accounting reports and that they are giving clarity to the current financials. Unfortunately this has taken a long time to finalize the proper adjustments that should have been clearing out annually following the completed audits. This can impact the projects that would have been considered over the next couple years. Clark and Ms. Bryan advised that this will impact what are unreserved funds that were initially available.

#### Supplemental Grant:

There is \$750 million available in the grant. There is \$11 Billion requested across the country. The competition will be high. Airports are currently pending the announcement.

#### Action Items:

The Executive Director requested approval to sign a work authorization with Talbert & Bright Inc. for preparation of the bid documents for the new ARFF vehicle \$17,462.00. A motion to approve was offered by John Banks, seconded by Jim Morris and the vote to approve was unanimous.

The Executive Director requested approval to sign an Avigation Easement for \$22,800 for the Phillip Carroll Estate. Per Silver the appraisal has been reviewed and with it being a trust it is in the Airports best interest to consider the requested amount. A motion to approve was offered by Jim Morris, seconded by John Banks and the vote to approve was unanimous.

#### Chairman Comments:

Clark advised that he will be attending a Volaire conference with Hopper on April 22<sup>nd</sup>. They will also be attending an Air Service Development conference in Nashville during June.





It was brought up for discussion if during the RWY 8-26 rehab if it will be possible to extend the runway to 5,000 feet from 4,997. Per Jay Talbert you would need to have an 18B survey estimated at \$80,000 to cover an Aerial survey for publication. The master Plan needs updating every 5 years. Bank requested for engineer to research what the difference would make for 5 extra feet or 250 feet displaced threshold.

With there being no more business to attend 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 May 15, 2019.

Respectfully submitted,

April Cannon  
Business Office Manager