

Pitt-Greenville Airport Authority  
Held on Wednesday June 19, 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. Dan Mayo; Aileen Wilson; Jim Morris and Mike Fitzpatrick, Pitt County Commissioner. Board Members that were not in attendance were Mayor PJ Connelly.

Staff members in attendance were K.W. Bill Hopper A.A.E, Executive Director; April Cannon, Finance and Administration Manager, and David Silver, Airport Counsel.

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

FY 2019-2020 Budget:

Following the public hearing to address the FY 19-20 Budget the finance committee requests the adoption of the FY 19-20 Budget as provided. The budget has been made available to the public for the required time frame, a hearing was held with no public attendees and no changes made. A motion to approve the adoption of FY 19-20 Budget was offered by Louis Buddy Zincone, seconded by Dan Mayo, and the vote to approve was unanimous.

Clark then addressed the board meeting minutes held on May 15, 2019. A motion to approve the minutes was offered by Louis Buddy Zincone, seconded by Dan Mayo and the vote to approve was unanimous.

Executive Director's Report:

Hopper informed the board that he has reclassified four position titles. Sherry Parrish is now the Parking Booth Foreman, Mark Leggett Sr. is the Maintenance Foreman, Erin Henry is the Marketing Coordinator/Administrative Support, and April Cannon is the Finance and Administration Manager. All positions have been provided with updated job descriptions to reflect their duties more accurately.

The Airport will be opening a new banking account to separate restricted funding for Passenger Facility Charges. This will allow for a better understanding of the financial position of restricted funds. Once approved by the board, the new account will be opened in July/August 2019. A motion to approve a second checking account was offered by Mike Fitzpatrick, seconded by Jim Morris and the vote to approve was unanimous.

SCASDP:

Hopper advised that there will be a meeting tomorrow with the Committee 100. PCEC has pledge a commitment thru Dot to promote air service in the smaller community. Hopper advised that the request for the \$750,000 SCASDP grant must be submitted by July 15<sup>th</sup>. Clark advised the board this will be the 1<sup>st</sup> time that the airport will have a letter of support to include in their request. Clark informed the board that having community support, financial commitments estimating \$250,000 -\$350,000 to add to the grant supports a new airlines marketing, operations to support the growth of a new airline.

FY 17-18 Audit Update:

Hopper advised the board that the FY17-18 Audit is still pending through LGC. Flowers & Stanley are doing a revision on capital assets and resubmitting corrections. Bryan advised that this should not affect the final end numbers. The board will receive a final audit once LGC approves the corrections from the auditor.

FY 2018-2019 Budget Amendments:

The board addressed an amendment to the FY 2018-2019 budget. The finance Committee recommends as outlined in the finance committee meeting a force of motion

to adjust expenses \$345,000 with an amendment to FY 18-19. A motion to approve the \$345,000 amendment was offered by John Banks, seconded by Dan Mayo, and the vote to approve was unanimous.

Events:

The airport participated in the City of Greenville Chamber of Commerce Business Expo on May 16<sup>th</sup>, 2019. It was a great opportunity to inform the community of the economic opportunities that the airport has to offer. This was beneficial to all to be a part of the community and display the rebranding of the airport.

Hopper advised the Board that PGV participated in a Doggy Day out program sponsored by the Animal rescue. Quincy a hound dog mix spent the day mingling with visitors and staff.

The ECU Pirates baseball team has left for the regional championship on 6/5/19.

Operations Manager and Maintenance Foreman will be attending fuel school June 17-20th.

The FAA Annual FAR 139 Inspection will take place June 24-26<sup>th</sup>. After inspection Hopper will advise the board of the outcome.

Projects Updates:

**AIP46: Runway 8/26 Clearing, RWY 20 Obstructions**

The Carroll Estate (a.k.a. Hopf parcel) easement acquisition is pending (ref 3511-1801) \$22,800 with attorney for a closure in July. Talbert & Bright will be providing FAA with an Exhibit A Update. This Easement is currently not covered in Grant. Work Area 3 (26 end) – Construction has started. Closure of 8/26 will continue until July and has had minimal effect on operations. This Project is estimated for completion in August 2019. Dillard parcel penetrate 1c surface (TERPS Appendix F missed approach) The FAA has revised the approach requirements.

**AIP 45 Runway 2/20 runway rehab**

Contractor proposes to perform repairs on soft spot following the re-opening of

Runway 8-26. Repair involves: mechanically remove wood pieces, fill voids with hot melt sealant. Final negotiation of terms is in progress with Talbert & Bright.

#### AIP 44 DNL Noise Land

There are Seven Parcels included in the DNL Noise Land Project. One boundary survey, three appraisals, four Phase I EDDA and various owner contacts performed in 2017 and 2018. New offer letters were sent out to all parcels. 1 parcel is pending for Cogdell-Daniels, 3 right of entries have been authorized, 1 right of entry was declined, and 2 have not responded.

#### GA Apron:

Talbert & Bright are in the progress of the Topographic survey, SUE complete environmental (CATEX), and a draft was submitted to FAA Memphis ADO on 3/25/2019. The final design is nearing completion.

#### ARFF Firetruck:

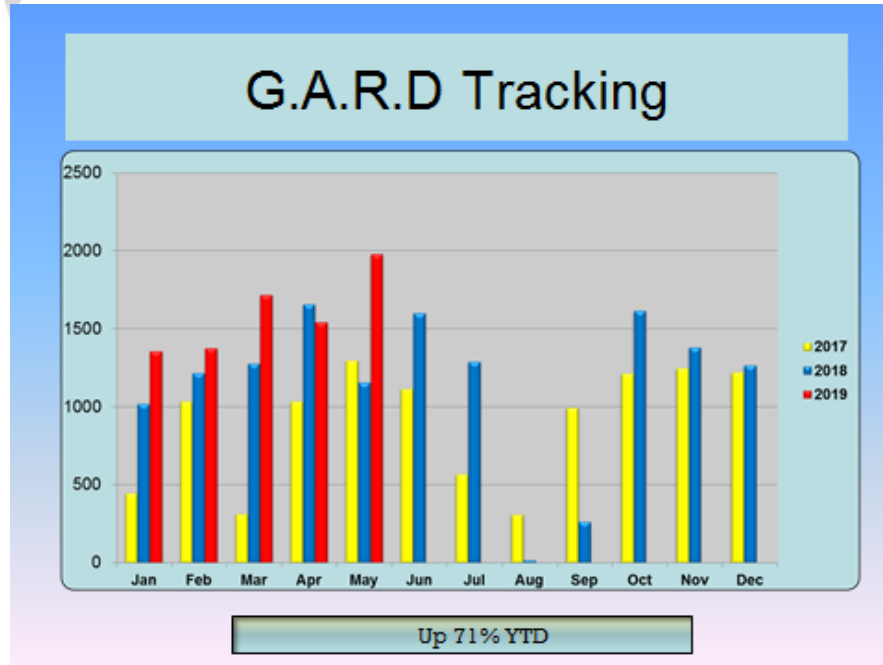
The airport will be replacing their existing Oshkosh 1500. Talbert & Bright has a signed work Authorization to prepare the bid package. Schedule provided to ADO 2/1/2019 – anticipate bidding in June 2019. CATEX Simple Written Record – submitted to and approved by FAA Memphis ADO 4/5/2019. Document preparation is nearing completion.

#### Supplemental Discretionary request (New Corporate Taxilane):

The New Corporate Taxilane project was not awarded the grant for funding. The grants were awarded to Raleigh and Statesville airports.

#### G.A.R.D Report:

The G.A.R.D Report showed a 71% increase for the month of May.



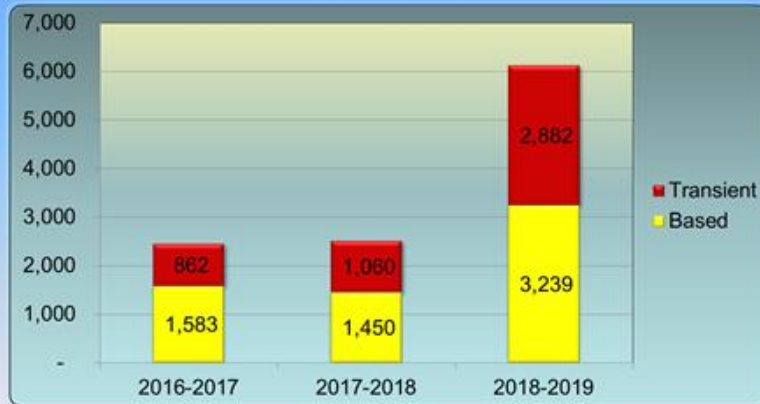
Operation Report:

Airline load factors for May had a high of 88.5%, a low of 44.3% and an average of 69.5%.

In May 2019, sales of 100LL for based aircraft was up 123.4%, transient was up 171.8%. JetA Based was up 11.5%, Transient up 69.1%, and Airline up 54.3%. The parking lot revenue was up 26.2%. Passengers are up 52.68%. YOY passengers are up 11.7%.

### 100LL Sales--Monthly YOY

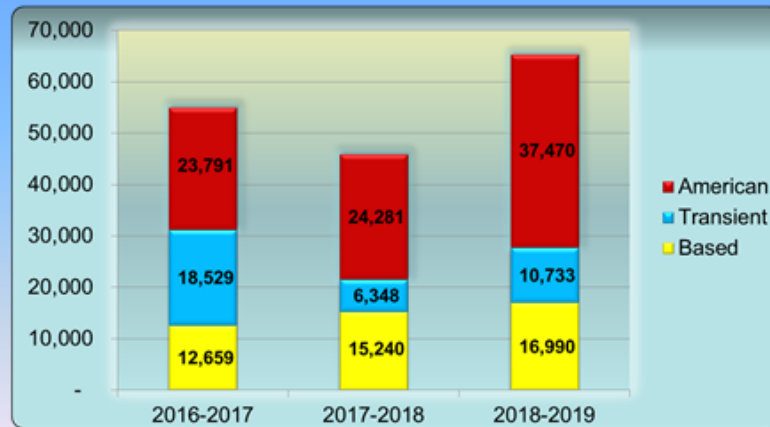
(gallons) May 2019



Transient up 171.8%...Based up 123.4%

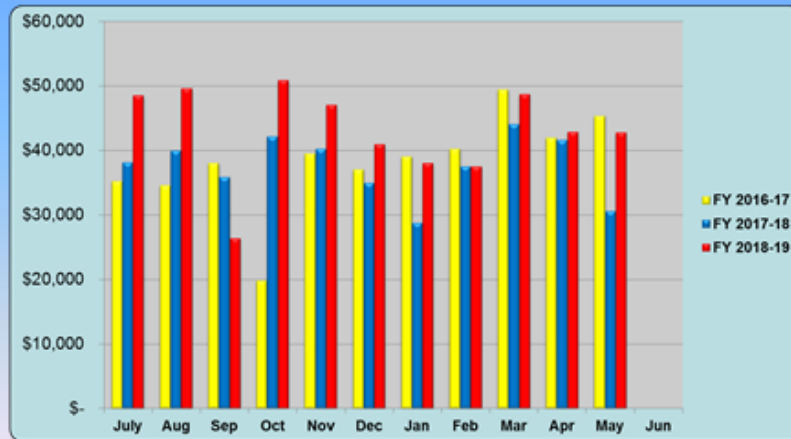
### Jet A Sales—Monthly YOY

(gallons) May 2019



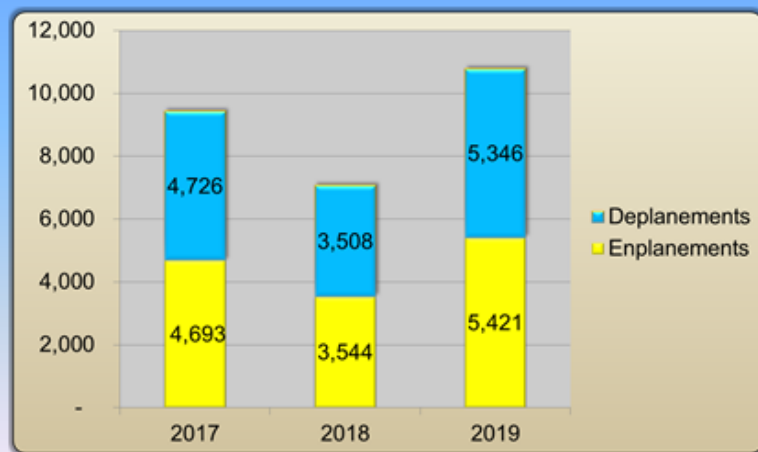
Transient up 69.1%...Based up 11.5%  
American up 54.3%

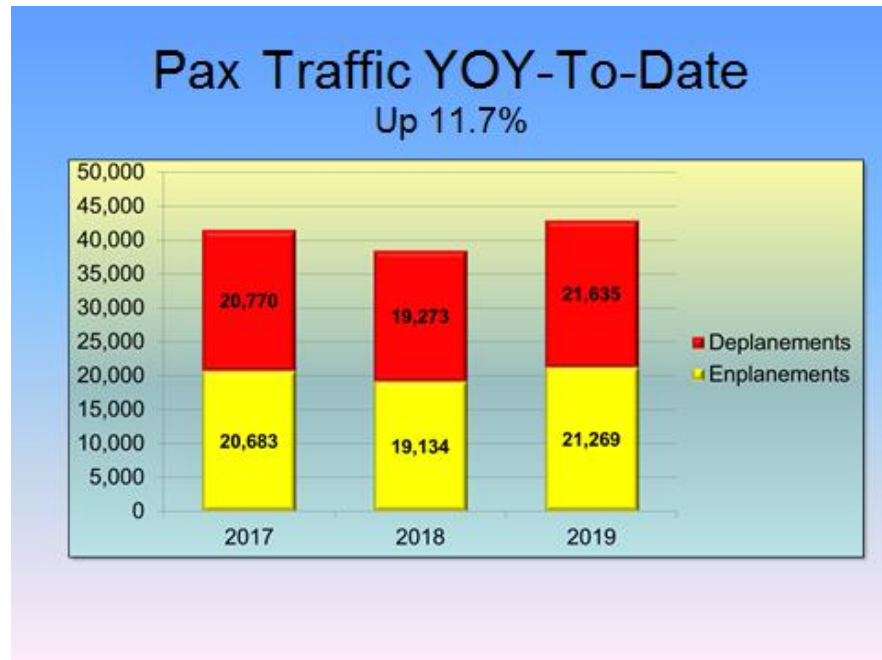
## PGV Parking Lot Operations FY 2018-19



Parking Lot Up 14.7% YTD

## Pax Monthly May 2019 Up 52.68%





Financial Report:

The Revenues for May 2019 were \$2285, 522.64, Expenses \$371,664.72, net (\$86,142.08), YTD \$20,515.62 and cash balance is \$3,411,736.65. Hangar funds are \$1,066,598.94, Restricted Funds \$1,025,718.51 and Unrestricted \$1,319,419.38.

Elections of the Board for FY 19-20:

Attorney David Silver opened the nominations for the board elected officials.

David Silver called for nominations for Chairman. Louis Zincone nominated John Banks and John Banks declined the nomination. Jim Morris nominated Eric Clark, and Mike Fitzpatrick 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. Louis Zincone nominated John Banks, 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 John Banks as Vice-Chairman.

David Silver called for nominations for Secretary/Treasurer. Jim Morris nominated Buddy Zincone, and John Banks 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 advised that the Finance Officer position is assigned automatically to the Airport Executive Director.

Chairman Comments:

Clark informed the board that this is Aileen Wilson's last meeting. Her time has been very valuable to the board. She has provided special skills and leadership to the Airport.

It has been advised by Clark that Terry Monday has been appointed by Pitt County Commissioners office to replace Aileen Wilson as a member of the Airport Authority Board. Terry Monday brings the expertise as a Based Tenant, Pilot, Engineer and owning his own CPA firm.

John Banks has also been reappointed to the Authority Board to serve a 4 year term for Pitt County NC.

Clark advised the board that Jump Start was held on June 6<sup>th</sup> in Nashville. It offered the opportunity to meet with three airlines. There will also be a presentation for economic growth held at ECU to raise community awareness and inform them of community needed support.

Board Questions:

Hoper addressed a question regarding the handling of the new website and public relations. Public relations activity is being handled by Erin Henry with the exceptions of

the creativity and technical needs that is produced and handled by Evolve. Evolve produces new products and services. They are not on a retainer and operate on an ala cart basis.

Hopper assured the board that he will look into communicating concerns to American Airlines regarding the lack of use of the jet bridge. The Jet Bridge is fully functional and is a benefit for the travelers.

Banks advised that the financial reporting is the clearest understanding that has been offered in many years. Bryan stated that after August everything should be identifiable and the financial reporting information should be re-established.

Banks informed the board he has been in communication with potential people regarding the 90 acres for rent. The property occupied with a lease could possibly bring in approximately \$1.2mil a year for the airport.

Closed Session:

The board then went into closed session 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.

A motion to enter into closed session was voiced by Louis Zincone, seconded by John Banks and the vote to approve was unanimous.

A motion to close closed session was voice by Jim Morris, seconded by Louis Zincone and the vote to approve was unanimous.

Wednesday June 19, 2019 Minutes



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

With there being no more business to attend the MOTION TO ADJOURN was made by John Banks, seconded by Louis 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 Wednesday July 31, 2019.

Respectfully submitted,

April Cannon  
Finance & Administration Manager