

Pitt-Greenville Airport Authority
Held on Wednesday May 15, 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; PJ Connelly, City of Greenville Mayor and Mike Fitzpatrick, Pitt County Commissioner. Board Members that were not in attendance were Dr. Jim Morris.

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); Melonie Bryan, Consultant; Ashley Gaskins, City of Greenville Intern; Je'Mirr Douglas, City of Greenville Intern; Dennis Nwandu, City of Greenville Intern and Christopher Kelly, City of Greenville Intern.

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 April 17, 2019. A motion to approve the minutes was offered by Louis Buddy Zincone, seconded by Mike Fitzpatrick and the vote to approve was unanimous.

Executive Director's Report:

Hopper advised that the airport has signed a lease with Flight Management LLC for Hangar 15 for 2 years effective May 1, 2019 and ending April 30, 2021. The hangar will base approximately 3 aircrafts.

The airport has 90 acres of land that is still available for leasing. Hopper advised there are other options that can be made such as leasing for events.

SCASDP:

USDOT announced opening Small Community Air Service Development Program grants for proposals. The deadline is July 15, 2019. The airport will be submitting for this grant. Clark advised that a letter of support can make an impact by showing the support of community. Banks advised that the pledge that is given will only be used once the airline is committed.

FY 17-18 Audit Update and Accounting:

Hopper informed the board that the Fiscal year 2017-2018 audit was delayed due to OPEB report, Journal Entry approval, Staffing changes and is now pending an amendment to the contract. During the FY 17-18 audit, Melonie Bryan, Jenkins Management and Airport staff have been researching accounting concerns and have identified that adjusting journal entries (AJE) dating back to 2014 were not accounted for. During the close out of 2018 all previous AJE will be made and corrected including any new accounting changes. Bryan advised the board this will impact the cash reserves fund and reconcile all fund balances prior to the FY 2018-2019 audit. Clark advised that all board members have been emailed the finalized FY 17-18 audit and it will require approval in the June 2019 meeting. A motion to amend the FY 17-18 auditor contract and adjust all journal entries and transfer any cash reserves needed to zero out accounts has been offered by John Banks, seconded by Louis Buddy Zincone, and the vote to approve unanimous.

FY 2018-2019 Audit:

The board has been presented with a new auditor Martin Starnes & Associates, CPAs, P.A. for a 3 year contract starting the FY 2019 audit, Martin Starnes & Associates, CPA, PA quotes \$16,500 for the first year. The audit team is prepared to start field work in June and a finalized audit around September. A motion to approve was offered by Louis Buddy Zincone, seconded by Dan Mayo and the vote to approve was unanimous.

FY 2019-2020 Budget:

The finance committee has presented the board with the FY 19-20 budget to be reviewed and made available to the public. The airport authority will post the public

notice with the public meeting being scheduled for June 19th at 11am prior to the normal 11:30am authority board meeting. The board will adopt the FY 19-20 budget on June 19th.

Board Requests:

There was no community service workers for April 2019.

There was 1 Tour from 3rd Street Academy. They brought 11 children to visit.

Events:

Elizabeth City State University had a Brainstormers & Barnstormers Event on Saturday, May 4 from 9 to noon.

Free to Be Me Event was held at the Grover Gaming Hangar on Saturday May 11th from 10-2pm.

Greenville Chamber of Commerce Business Expo is being held at the Convention Center, Friday, May 16th from 9-1:30. The airport has decided to participate for the first time.

FAAST – FAA Safety Seminar for pilots. Sponsored by PGV and Dillon Aviation will be held on Tuesday, May 21 at Dillon’s hangar. There will be approximately 40-50 people present.

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. FAA concurrence was received 4/1/2019; this parcel is not included in AIP-46 budget, TBI is working on adding to a grant, (Offer letter is in review) The current project clears just 10% of easement area. Work Area 3 (26 end) – NTP pending, TBD (Runway 8/26 closure). Closure will take an estimated 40 days. 5/23/19 will be a pre-closure/construction meeting. The closure will not affect Runway 2/20

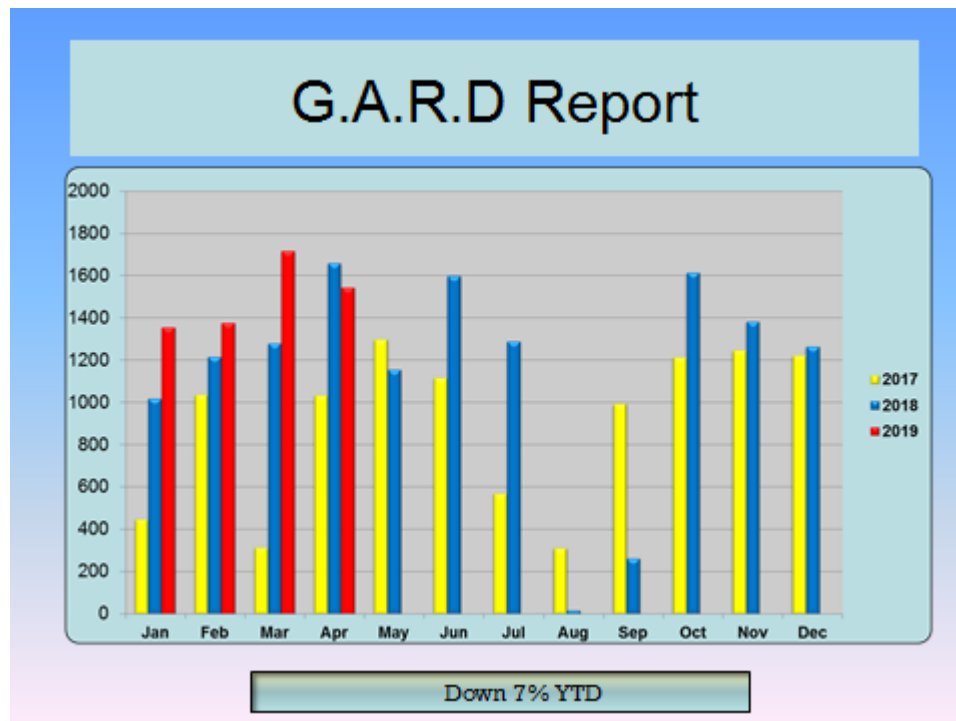
AIP 45 Runway 2/20 runway rehab has contaminant wood pieces in pavement/ Soft Spot.

The Contractors proposal to make repairs in May 2019 was redirected to be completed with another project due to the mixture being a high fixed cost. The soft spot will not affect operations. 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. New offer letters will be sent out to all parcels.

G.A.R.D Report:

The G.A.R.D Report showed a 7% loss for the month of April



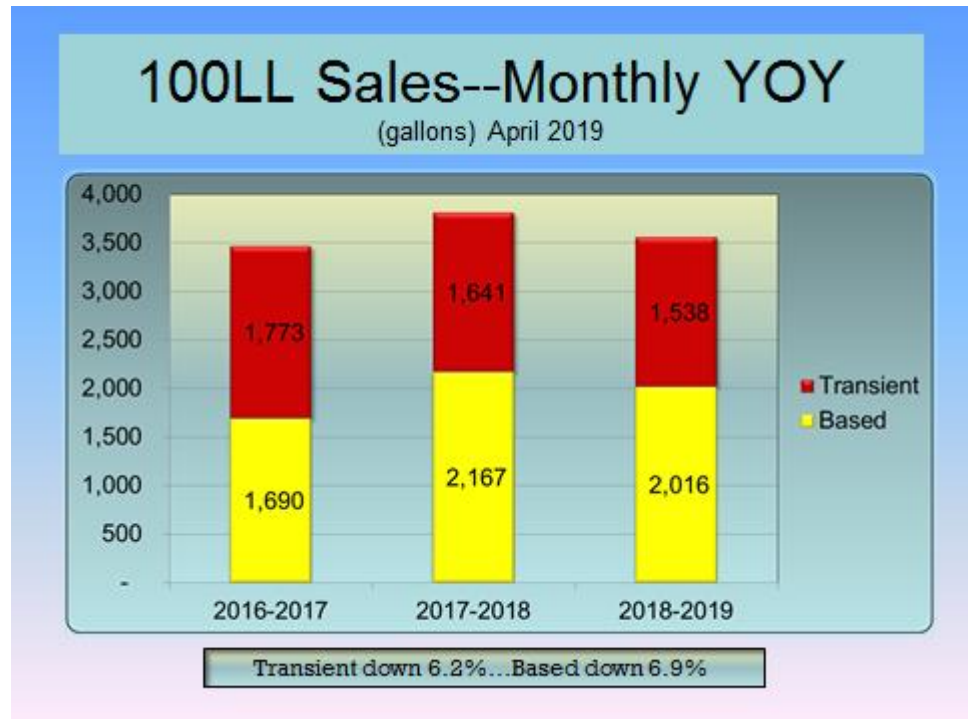
Operation Report:

Airline load factors for April had a high of 92.8%, a low of 16.8% and an average of 76.3%.

In April 2019, sales of 100LL for based aircraft was down 6.9%, transient was down 6.2%.

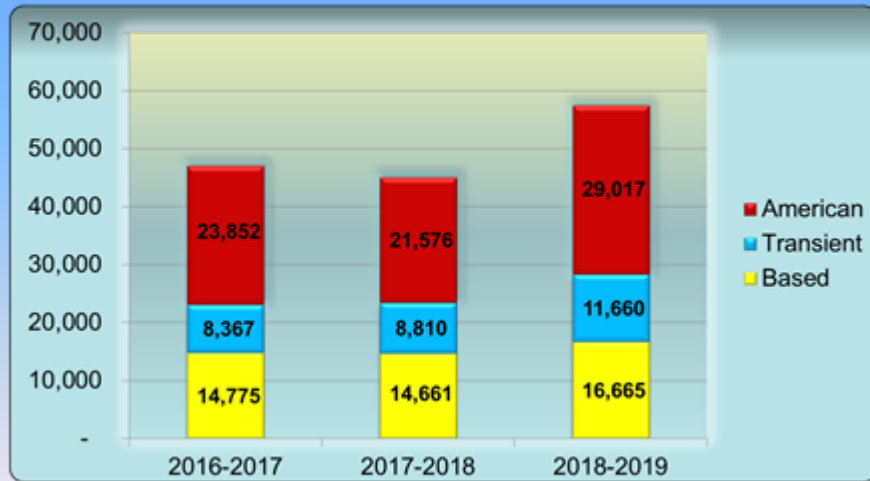
JetA Based was up 13.7%, Transient up 32.3%, and Airline up 34.5%. The parking lot revenue was up 6.4%. Total passengers are up .23%.

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. Hopper informed the board that PGV had reached the lowest AvGas price for a full service airport in a 50 mile radius.



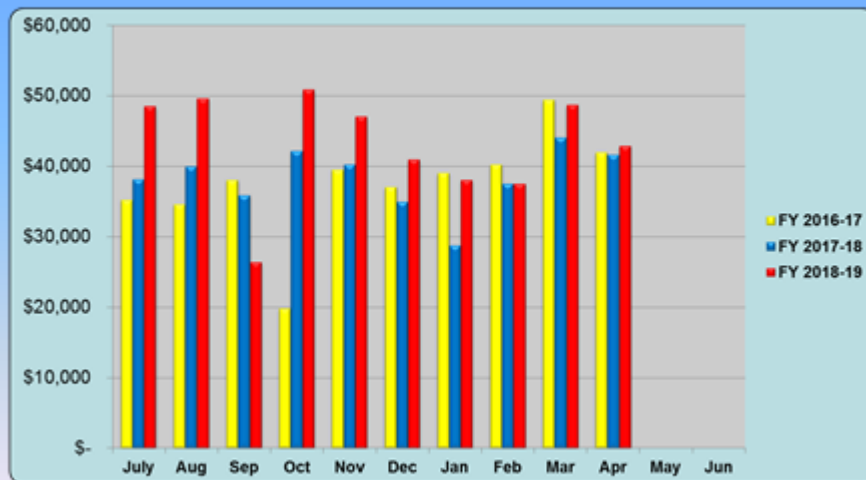
Jet A Sales—Monthly YOY

(gallons) April 2019



Transient up 32.3%...Based up 13.7%
American up 34.5%

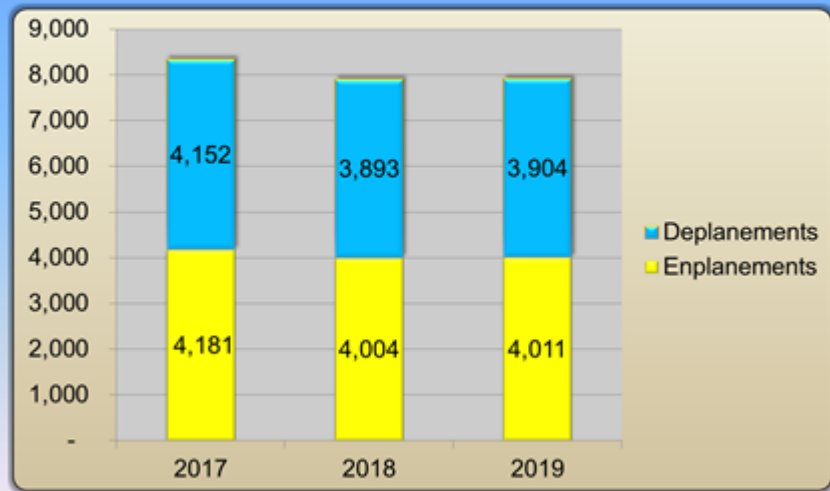
PGV Parking Lot Operations FY 2018-19

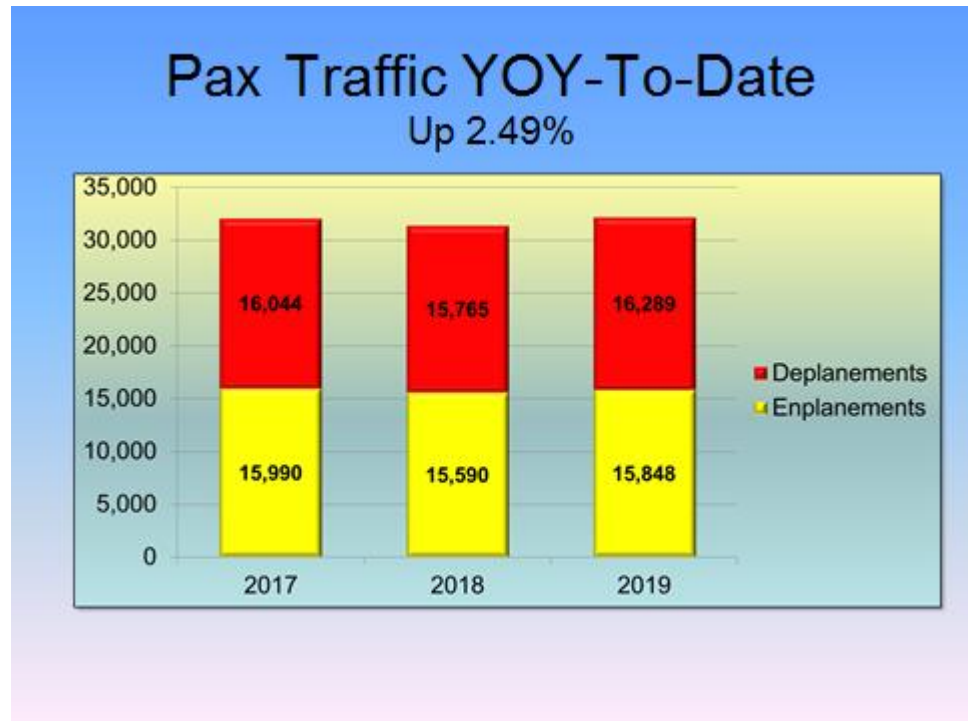


Parking Lot Up 6.4% YTD

Pax Monthly April 2019

Up .23%





Financial Report:

The Revenues for April 2019 were \$278,072.39, Expenses \$274,005.11, net Income \$4,067.28, YTD \$106,657.70 and cash balance is \$3,207,616.76. Hangar funds are \$1,048,962.94, Restricted Funds \$1,750,799.72 and Unrestricted \$407,854.10.

Chairman Comments:

Clark advised that during the June meeting the board will adopt the FY 19 budget. The public notice must be posted to the airport website. All public comments will be addressed at the public meeting on June 19th at 11am before the authority board meeting at 11:30am.

Clark would like any board members who have any potential savings ideas regarding the FY19-20 budget to please present it to someone in the finance committee.



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 June 19, 2019. The Public Finance Committee Meeting will be held at 11:00am on Wednesday June 19, 2019.

Respectfully submitted,

April Cannon
Finance & Administration Manager