

**NEW HANOVER COUNTY AIRPORT AUTHORITY  
REGULAR PUBLIC MEETING  
March 1, 2017**

**CALL TO ORDER**

The New Hanover County Airport Authority met on Wednesday, March 1, 2017, at Wilmington International Airport, 1740 Airport Boulevard, Wilmington, North Carolina. Chairman Wolfe called the meeting to order at 5:00 p.m. and led the Pledge of Allegiance, and then read the Authority's Code of Ethics statement. No conflicts of interest or potential conflicts of interest were identified at that time.

Airport Authority members present were; Thomas Wolfe, Chairman; Carter Lambeth, Vice-Chairman; Dan Hickman, Secretary; Tom Barber, Jonathan Crane, and Donna Girardot. Also present were Julie Wilsey, Airport Director; Gary Broughton, Deputy Airport Director; Robert Campbell, Finance Director; Whitney Prease, Facilities Director; Carol LeTellier, Business Development Director; Rose Davis, Executive Assistant; and Wanda Copley, New Hanover County Attorney.

John Perritt participated in the meeting by teleconference.

Guests present included Bill Cherry, Tom Goodwin, Monte Coughlin, Suraiya Motsinger, and Peter Jensen.

**APPROVAL OF MINUTES**

The Authority has reviewed the minutes of the Regular Public Meeting on February 1, 2017. Mr. Lambeth MOVED, SECONDED by Mr. Hickman, to approve the minutes of the February 1, 2017 Airport Authority Meetings as submitted. Upon vote, the MOTION WAS APPROVED UNANIMOUSLY. Mr. Perritt did not vote because he was not physically present at the meeting.

**PUBLIC COMMENTS**

None.

**FACILITIES**

Mr. Prease showed photos and shared highlights of the Terminal Expansion Environmental Assessment public meeting that was held on February 16<sup>th</sup> at 5:30 pm.

Mr. Prease reported that the street names for the new Business Park roads have been approved and they are: Continental Drive, for the road beside the Flex Building starting on Gardner Drive and ending at the roundabout; Allegheny Drive, for the road from the roundabout to Airport Blvd.; and Tradewinds Drive, for the road from Airport Blvd. to the loading dock.

**FINANCE REPORT**

Mr. Campbell reviewed ILM's January 2017 cash summary, monthly financial summary and January financials.

Mr. Campbell reported that comparing actual results this year versus the same time frame last year, revenues are up about 4% and expenses are up about 1.4%.

Mrs. Girardot brought to everyone's attention Mr. Campbell's note that the parking lot exits have been down for the 6<sup>th</sup> consecutive month, and reminded everyone that the Authority should keep an eye on that for the possibility of a trend.

Mr. Campbell confirmed parking lot exits were down again and revenue was actually down compared to February of last year, noting that we had 1 less day this year.

Mrs. Girardot offered to share a contact with Mr. Campbell of a property owner with property adjacent to the airport who may be interested in selling.

Mr. Hickman recommended the approval of the WSP | Parsons Brinckerhoff Contract for a Terminal Expansion Feasibility Study, consisting of 3 parts, in the amount of \$97,680, with the first two parts being required and the third part being optional. Mr. Hickman MOVED that the Authority approve the WSP | Parsons Brinckerhoff Contract not to exceed \$97,680. Mr. Barber SECONDED. The MOTION WAS APPROVED UNANIMOUSLY. Mr. Perritt did not vote because he was not physically present at the meeting.

### **GENERAL AVIATION**

Mr. Barber reported for the GA Committee on the challenge with Mr. Chappell's hangar lease, reviewing the circumstances surrounding the approval, signature by Mr. Chappell, and Mr. Chappell's subsequent request to be allowed to fuel aircraft at the hangar which would require redesign of the ramp as it changes the footprint of the hangar. Mr. Barber reported that staff and the GA Committee recommends against changing the lease to allow fueling at the hangar.

Mr. Barber MOVED that the Airport Authority affirm its intent to honor and execute the lease with Mr. Chappell that the Authority approved at its board meeting in December, provided Mr. Chappell affirms to the Airport Director in writing prior to 5 pm this Friday, March 3, 2017, that he wants to move forward with that lease. The Authority concurs with the staff and GA committee's recommendations not to modify the previously agreed to lease to allow aircraft fueling at the hangars contemplated in the lease. In the absence of timely affirmation by Mr. Chappell to implement the lease that was negotiated, this project will terminate.

Mrs. Wilsey shared staff's timeline of events starting with Mr. Chappell's written proposal dated July 16, 2016, and subsequent staff meetings and discussions with Mr. Chappell regarding this project. A lengthy discussion followed regarding the many changes that have been made during this process; the estimated costs for redesign; the option to finalize this lease even though Mr. Chappell has stated he doesn't want it as written; amending the current lease to give Mr. Chappell a 30 day out; FAA regulations; and the pros and cons of allowing fueling at the hangar.

In response to Mr. Barber's question, Mrs. Wilsey confirmed that it is the staffs' recommendation not to allow fueling at the hangars because it takes up more space due to required buffers, special storm water requirements and vapor traps. Discussion continued regarding the fueling process if fueling is not allowed at the hangars.

Chairman Wolfe restated the motion for the record. Mr. Lambeth SECONDED the motion. Upon vote, the MOTION PASSED with Dr. Crane voting against and Mr. Perritt not voting since he wasn't physically present at the meeting. Chairman Wolfe asked that the record reflect that the motion passed five to one.

Mr. Broughton reported that there were 3 hangars sold at Airpark East last week. In response to Mr. Lambeth's question, Mr. Broughton reported that one sold for \$65,000, one for \$70,000 and one for \$73,000 and he confirmed that the lease terms vary on each of those but they are for 30 years. Mrs. Wilsey stated that she believes the leases started in 2000 and 2002.

### **GOVERNMENT & PGA Golf**

Mrs. Girardot reported that she and Mrs. Wilsey will be going to Washington DC to meet with our congressional delegations March 21 and 22 and Mrs. Girardot will be attending the NCAA Conference in Pinehurst March 26-28.

Mrs. Girardot shared details of the conference call last week with NC airports where it was decided to include the proposed infrastructure legislation for NC's airports in the budget instead of running a separate piece of legislation. Mrs. Wilsey is working on a program guidance handbook draft that will also be part of this initiative and the funding distribution was also discussed. Mrs. Girardot reported that it is important to guard our Federal funds while moving forward with the state legislation so that we don't lose the Federal funds in the process.

Mrs. Girardot updated the Authority on the Special Use Permit noting that the Airport Industrial Permitted Uses within the SUP have not been challenged. The SUP goes before the Commissioners on Monday, March 6<sup>th</sup> and it is anticipated that it will be adopted. The Planning Board will then move into the Unified Development Ordinance process.

Mrs. Girardot shared a handout noting that President Trump signed an Executive Order sending Waters of the United States Act back to the EPA and the Corps of Engineers for reconsideration.

Mr. Broughton reported that Gwen Crow has notified Chief Taylor that the PGA will be leasing 190 vehicles and 11 vans from Avis Rental Cars locally and they will be parking them at the Customs Facility. Mr. Broughton advised that the Ambassadors' meeting is Thursday, March 2<sup>nd</sup> at 10 am and Ms. Crow will be attending. Ms. LeTellier added that Wilmington Beaches, CVB, the Battleship, Airlie Gardens, and Cape Fear Museum will also be giving presentations to refresh the volunteers on what Wilmington has to offer.

Mrs. Wilsey, responding to Chairman Wolfe's question, noted that ILM will get a CFC and commission from Avis Rental for the PGA vehicles leased and Mr. Broughton added also the lease of the Customs parking lot.

### **HUMAN RESOURCES**

Nothing to report.

### **MARKETING**

Ms. LeTellier requested approval to negotiate with vendors who respond to an informal request for creative services not to exceed \$10,000, and video and website services not to exceed

\$30,000, for a total not to exceed \$40,000. Mr. Barber MOVED, SECONDED by Mr. Lambeth to approve for staff to negotiate with selected companies in an amount not to exceed \$40,000 as recommended. The MOTION WAS APPROVED UNANIMOUSLY. Mr. Perritt did not vote because he was not physically present at the meeting.

Ms. LeTellier advised the Authority that an advertisement for the Flex Building, which is currently in production, will be put on the billboard near the entrance of the airport.

Ms. LeTellier further reported that Scratch on 23<sup>rd</sup> is targeting a soft opening March 15, 2017 and the Authority and staff will be invited.

Ms. LeTellier also reminded the Authority that the new art work is up in the art gallery featuring 30 pieces with a Local theme which will be on display through the Azalea Festival and PGA events.

#### **PLANNING & DEVELOPMENT/TERMINAL EXPANSION**

Ms. LeTellier reported that Lett's Limousine extended their counter lease for the terminal area and the UNCW students are planning a focus group with community stakeholders in April and they hope to present their ILM Vision Project to the Authority at the May 3<sup>rd</sup> meeting.

#### **OPERATIONS REPORT**

Mr. Broughton reported that ILM's revenue passengers were up in January about 3.7%, while fuel prices remained the same. Mr. Broughton further reported that fuel flowage was up, and according to Air Wilmington, that was due to increased military activity.

#### **DIRECTOR'S REPORT**

Mrs. Wilsey confirmed that she was able to secure all of the pledges from the community support for the SCASD grant, with all \$211,000 reaffirmed. Wilmington Health Associates is an in-kind donation, while the rest are cash.

Mrs. Wilsey shared about her attendance at the City Council Agenda Brief on February 20<sup>th</sup> where she was asked some pointed questions about how close ILM was to getting Chicago service and she clarified that the newspaper reported that we were getting "very close" to Chicago when she actually told them "closer."

Mrs. Wilsey advised that she is out in the community looking for good news from business travelers and tourism to prepare ILM's presentation for Jumpstart in early June.

Mr. Barber asked if there was anything that could be done at Jumpstart to make the airlines aware that the Wells Fargo golf tournament is coming to Wilmington, and he also asked if Mrs. Wilsey and Mrs. Girardot, when they meet with the legislators in DC, could talk about the grant and see if there is any way to change that grant so it could be east and west instead of just west, so that could bring other cities into the mix, which could cause an airline to commit.

Mrs. Wilsey advised that the next Global Entry event is tentatively scheduled for June and that staff will let everyone know as soon as the dates are set, as these have been very popular events at ILM.

New Hanover County Airport Authority

March 1, 2017

Page 5

Mrs. Wilsey announced Mr. Perritt's birthday.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

None.

**ADJOURNMENT**

There being no further business to come before the Board, Chairman Wolfe adjourned the meeting at 5:45 p.m.

Prepared by:

Rose M. Davis

Respectfully Submitted:

\_\_\_\_\_  
Dan Hickman, Secretary

Date of Approval: April 5, 2017