



ILM

WILMINGTON INTERNATIONAL AIRPORT

*New Hanover County
Airport Authority
Meeting*

*Wednesday
January 3, 2018*

5:00 PM

ILM Executive Conference Room



*New Hanover County Airport Authority
Meeting Agenda
January 3, 2018- 5:00 PM*

- Pledge of Allegiance
- Call to Order/Code of Ethics Clause
- Approval of Minutes Tab 1
- Public Comments (Limited to 3 Minutes)
- Staff Reports
 - Facilities & Terminal Expansion Tab 2
 - Finance & Human Resources Tab 3
 - Business Development Tab 4
 - Government Tab 5
 - Operations and General Aviation Tab 6
 - Director's Report Tab 7
- Unfinished Business/New Business/Adjournment Tab 8



New Hanover County Airport Authority
Code of Ethics
Adopted 9/2/2015

In accordance with the New Hanover County Board of Commissioners Resolution Adopting a Code of Ethics, as adopted on January 5, 2015, it is the duty of all County boards and committees to respect and abide by the New Hanover County Code of Ethics in the performance of their duties.

More specifically all Airport Authority members should:

1. obey all applicable laws;
2. uphold the integrity and independence of the Authority;
3. avoid impropriety;
4. faithfully perform the duties of the office; and,
5. conduct the affairs of the Authority in an open and public manner.

It is further the duty of every Authority member to avoid both conflicts of interest and appearances of conflicts. Does any member have any known conflict of interest or appearance of conflict with respect to any matters coming before the Authority today? If so, please identify the conflict or appearance of conflict and refrain from any undue participation in the particular matter involved.



Tab 1
Approval of Minutes

The Authority has been provided copies of the minutes for the December 6, 2017 meeting.

Staff Reports

Committee	Airport Authority Member	Staff Member
Facilities & Terminal Expansion/Tab 2	Donna Girardot Tom Wolfe	Granseur Dick Whitney Prease
Finance & Human Resources/ Tab 3	Dan Hickman Lee Williams	Bob Campbell
Business Development/Tab 4	Tom Barber Harry Stovall	Carol LeTellier
Government/Tab 5	Donna Girardot	Julie Wilsey
Operations & General Aviation/Tab 6	Carter Lambeth	Gary Broughton
Director's Report/Tab 7		Julie Wilsey



Tab 2

Facilities & Terminal Expansion

- **Action Items – None**
- **Information Items**
 - a. **ILM Runway 24 Wildlife Hazard & NAVAID Critical Area Mitigation (AIP 50)** – Project is completed and working on closeout documents.
 - b. **Perimeter Fence Project (PFC)** – The contractor is continuing to replace 6' fence with 8' perimeter fencing.
 - c. **ILM Wet Detention Basin and Ditch Project (AIP 54)** – Project is proceeding with Pond A completely filled and awaiting topsoil and stabilization. Concrete debris removal from Pond B is ongoing. Runway 6-24 is scheduled to close Tuesday, Jan. 2nd and reopen Monday, January 8th. Taxiway B remains closed south of the terminal apron and will reopen Monday, January 8th. This is an extension of 4 calendar days to account for adverse weather related construction delays. This does not impact the completion date of the project.
 - d. **ADB Safegate Americas, LLC (AIP 53)** – A \$16,500 contract with ADB Safegate Americas, LLC was approved during the September 6th 2017 Authority meeting to update the Airfield Lighting Control Monitoring System (ALCMS) as part of the Runway Lighting Rehabilitation project (AIP-53). The Airport intends to seek reimbursement of these funds using the FAA AIP-53 grant at 90% (\$14,850).



Tab 2

Facilities & Terminal Expansion (cont.)

- **Information Items (cont.)**

- e. **AVIS Consolidated Rental Car Facility (CFC)** – We have finalized negotiations with the contractor and are waiting for revised construction documents from the Engineer. Final negotiated price of \$2,249,000 includes Base Bid and Bid Alternate #1 and is below the \$2,300,000 NTE contract approved in Dec. 2017. A pre-construction meeting date has been set for Jan. 4th, 2018.
- f. **Runway & Taxiway Marking (General)** – HASCO Inc. is reviewing weather for the possibility of performing crack sealing and taxiway marking during the closure of Runway 6-24 associated with the Wet Detention Basin Project Jan. 2nd through 8th. Currently forecasted temperatures may be too low for painting operations.
- g. **Terminal Expansion Design (Future AIP)** - Design team is developing schedule for design milestones and is reaching out to airlines and TSA for design input.
- h. **Delta Radio** – Will be relocated from the Ground Support Building to the Terminal in January or February. The old antenna will be out of service beginning summer 2018.
- i. **Demolition of Borneman House (PFC)** – House was demolished before Christmas. Airport Staff are coordinating with previous owners to remove power. A trailer was removed from additional airport property on Old Wrightsboro road.



Tab 3 Finance & Human Resources

- **Monthly Financials**

November Cash Summary, Financial Summary and Financials (Agenda pages 15-18)

- **Action Items – None**

- **Information Items - None**

Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
General Operating Checking	N/A	\$ 4,961,255.62
Business Park Checking	N/A	13,210.88
Business Park Money Rate Savings	0.55%	660,282.94
Federal Projects	N/A	500.00
Money Rate Savings	0.55%	2,071,363.83
Investment Account-Govt	0.90%	28,379.07
Investment Account-Term	1.19%	1,700,111.96
PFC Money Rate Savings ***	0.55%	5,195,582.14
CFC Money Rate Savings ***	0.55%	3,543,753.29
CFC Checking ***	N/A	67,437.17
Live Oak CD, maturity date 8/29/18 ***	1.30%	250,000.00
BB&T CD-United ***		200,000.00
Safe Keeping ***	1.15%-1.60%	9,931,324.44
Petty Cash	N/A	1,000.00
Total Cash		<u>28,624,201.34</u>
Less Restricted Use ***		19,188,097.04
Less Reserves:		
Maintenance & Development Reserve		2,647,723.53
Operational Reserve		4,000,000.00
Net Cash Available for Daily Operations		<u><u>\$ 2,788,380.77</u></u>

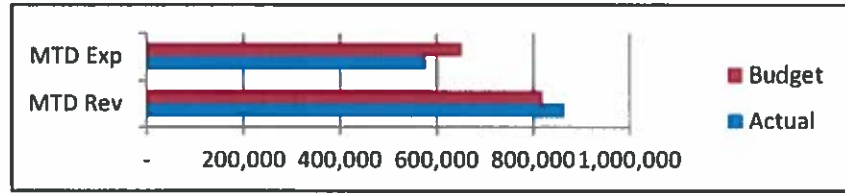
Monthly Cash Activity		
Beginning Balance		\$ 5,770,091.97
Receipts		
General Operating	\$ 1,055,837.40	
Business Park Operations Checking	10,000.00	
Business Park Money Rate Savings	49,425.14	
Federal Projects	14,644.00	
Business Park Money Rate Savings Interest	113.57	
Money Rate Savings Interest	354.09	
Investment Account-Govt Interest	1,232.49	
Investment Account-Term Interest	111.96	
Total Receipts		<u>1,131,718.65</u>
Disbursements		
General Operating Accounts Payable	836,564.98	
General Operating Payroll	122,173.46	
Money Rate Savings Withdrawal	-	
Safe Keeping Investment	2,975,222.50	
Business Park Operations Checking Accounts Payable	131,824.91	
Business Park Money Rate Savings Accounts Payable	33,000.00	
Federal Projects Accounts Payable	14,644.00	
Total Disbursements		<u>(4,113,429.85)</u>
Ending Balance		<u><u>\$ 2,788,380.77</u></u>

Wilmington International Airport

Monthly Financial Summary

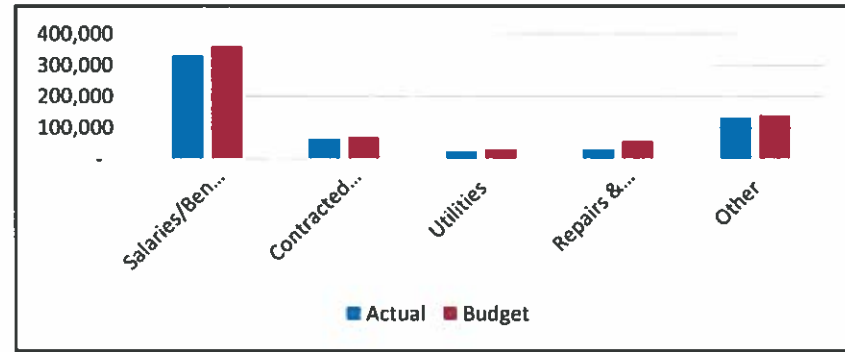
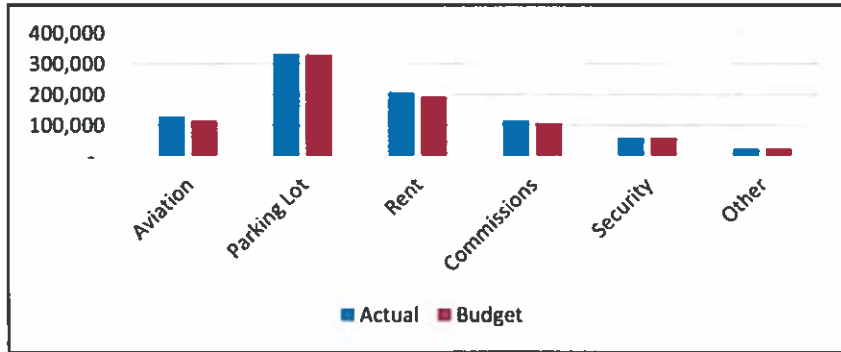
November

	Actual	Budget	Difference
MTD Rev	864,747	821,265	5.3%
MTD Exp	578,632	654,069	-11.5%
YTD Revenue	4,369,328	4,166,820	4.9%
YTD Expense	2,777,126	3,220,231	-13.8%



Revenue	Actual	Budget	Difference
Aviation	128,075	113,533	14,542
Parking Lot	330,225	329,000	1,225
Rent	205,918	191,020	14,898
Commissions	113,699	105,584	8,115
Security	57,883	57,883	0
Other	23,300	23,880	(581)

Expense	Actual	Budget	Difference
Salaries/Benefits	330,137	356,843	(26,706)
Contracted Services	64,164	68,965	(4,800)
Utilities	23,881	31,666	(7,785)
Repairs & Maint	30,235	57,292	(27,057)
Other	130,215	139,303	(9,088)



Explanation of Significant Budget to Actual Differences for the Month

Aviation - Landing fees shortfall outweighed by increase in fuel sales.

Rent - Airline leases include \$6k not budgeted; new BP tenant.

Commissions - rental car and food commissions continue to be strong. Uber fees now collected monthly based on number of trips. Revenue continues to track higher than last year's fee.

Benefits continue to be well under budget as previously noted.

Repairs & Maint - difference due to timing of airfield pavement and LED projects.

Other - timing differences of marketing campaigns, payment of audit fees, etc are beginning to reverse.



Tab 4 Business Development

- **Action Items**

Request approval for a Buy-Out of the Lease Agreement with Segars Enterprises, Inc. located at 2500 Blue Clay Rd., conditioned upon Segars (at its own expense), restoring the building to its' original condition plus \$7,725 in rental payments to off-set the cost of releasing the building. Building to be turned over to ILM on March 1, 2018.

- **Information Items**

ILM's announcement of United Airline's new non-stop service to IAD (Washington Dulles) and ORD (Chicago O'Hare) was one of Wilmington's Business Journal's top 10 stories of the year.



Tab 5 Government

- **Action Items – None**
- **Information Items**
 - Meeting with Secretary Copeland at Chamber 12/8/17
 - City Council to Discuss SCASDG Pledge (\$50,000) on 1/9/18



Tab 6

Operations & General Aviation

- **Action Items – None**
- **Information Items**
- a. **PASSENGERS:**
 - Total revenue passengers for November were 69,961 down .6% bringing YTD revenue passengers to 770,888 up 2.3%
 - December enplanements are tracking even.
- b. **FUEL:**
 - Jet A: \$4.85
 - Avgas: \$5.28
- c. **FUEL FLOWAGE:**

November 2017: 302,490 gallons up 100% vs. November 2016

General Aviation

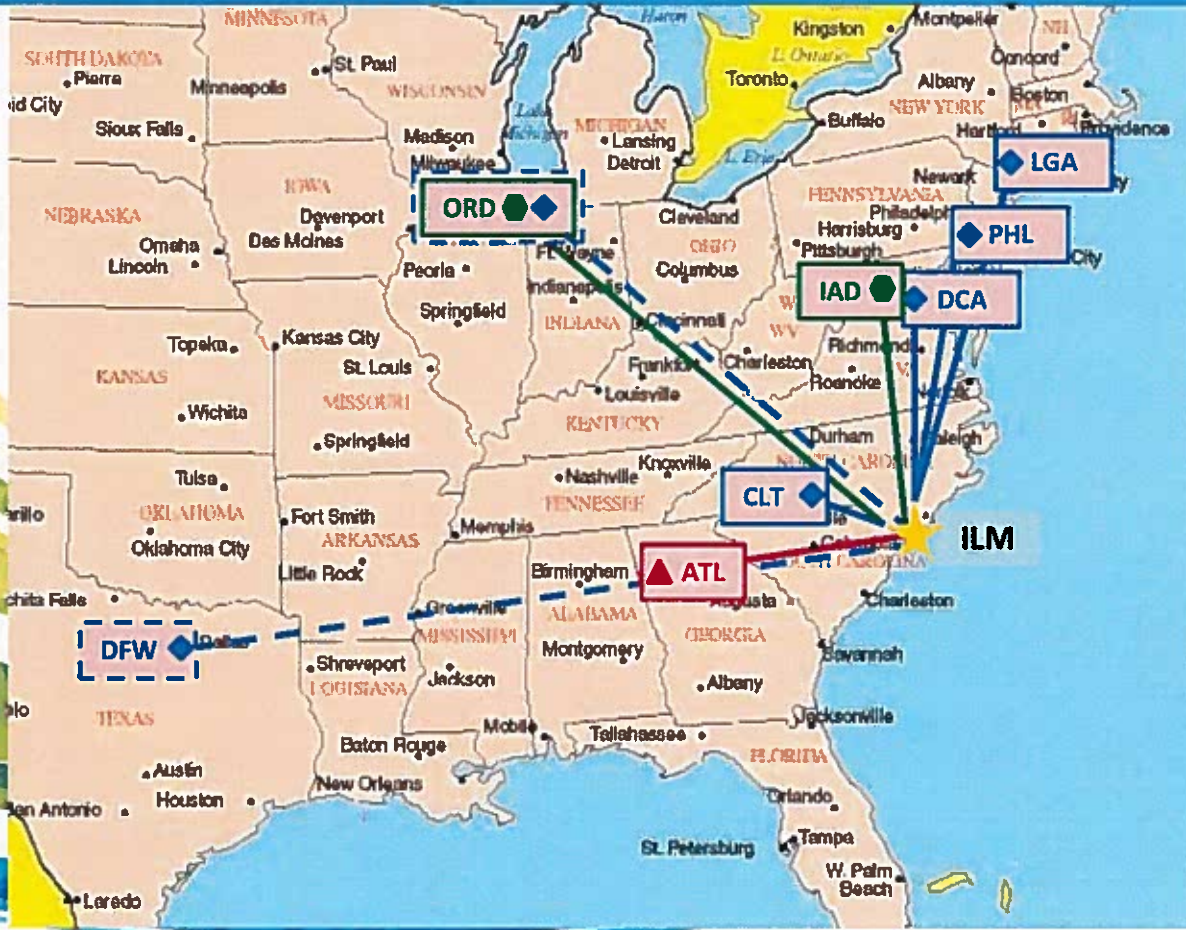
- **Action Items – None**
- **Information Items - None**



Tab 7 Director's Report

- **Action Items - None**
- **Information Items**
 - a. Recent Air Service Announcements and Schedules (Agenda pages 23-26) →
 - b. SCASD Grant Extension Pending with USDOT for United Service
 - c. Global Entry Event in December – 250 Cleared
Tentatively looking at May 2018 for next event
 - d. January, February & March Calendars (Agenda pages 27-29)

Current Air Service



3 network airlines:

- 8 non-stop destinations
- 7 hubs
- 6 international gateways

Legend:

- American 
- Delta 
- United 
- Seasonal 

UNITED



NEW United Flights Starts April 9, 2018

Destination	Departure	Arrival	Seats
ORD	11:35 am	1:04 pm	50
ORD	6:30 pm	7:59 pm	50
IAD	10:15 am	11:30 am	50
IAD	7:45 pm	9:00 pm	50

American Airlines



NEW American Flights Starts May 3, 2018

Destination	Departure	Arrival	Seats
DCA	9:50 am	11:30 am	50
Seasonal Saturday Only Starts May 3 – October 3, 2018			
DFW	3:25 pm	5:34 pm	76
Seasonal Daily Starts June 3 – September 4, 2018			
ORD	1:30 pm	2:44 pm	70

Top 10 O&D Markets



Rank	Destination	O&D Passengers	O&D Revenue (\$)	Average Fare (\$)	YOY % Change		
					Pax	Rev	Fare
1	New York, NY (LGA)	42,797	8,204,601	192	1%	(4%)	(4%)
2	Philadelphia, PA	32,002	6,056,995	189	3%	(0%)	(3%)
3	Atlanta, GA	31,925	5,608,386	176	5%	(3%)	(7%)
4	Boston, MA	26,053	4,266,796	164	9%	2%	(6%)
5	Chicago, IL (ORD)	24,568	4,316,223	176	8%	6%	(2%)
6	Newark, NJ	19,944	2,918,302	146	15%	(2%)	(14%)
7	Denver, CO	18,064	3,781,619	209	3%	5%	2%
8	Dallas, TX (DFW)	17,772	3,574,854	201	6%	1%	(5%)
9	Los Angeles, CA	16,504	4,671,977	283	4%	1%	(3%)
10	Orlando, FL (MCO)	16,368	2,770,692	169	5%	2%	(2%)

January 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Admin Offices Closed New Year's Day	2	3 5 pm AA Meeting	4	5 RC on Call 12 pm- Speaker -Retired Nurses Group (JW)	6
7	8	9 4 pm – Speaker-Chamber (JW) 6 pm – City Council Meeting	10 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">EMC Meetings - JW</div>	11 26 th Annual Economic Forecast	12 WP on Call	13
14	15 Admin Offices Closed M L King Day	16	17	18	19 GD on Call	20
21	22	23	24	25 8 am United Way Board Meeting (JW) 6 pm SE Partnership Annual Meeting	26 CL on Call 9:30 am Speaker – Sr. Men's Club (JW)	27
28	29	30	31			

February 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 GT on Call	3
4	5	6	7 5 pm AA Meeting	8	9 JW on Call Tom Barber's Birthday	10
11	12	13	14 Valentine's Day	15	16 GB on Call	17
JW Vacation						
18	19 President's Day	20	21 Tom Wolfe's Birthday	22	23 RC on Call	24
JW Vacation						
25	26	27	28			
2018 Airport Planning, Design & Construction Symposium - GD						

March 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	FAR 139 Inspection This Month			1 10 am Ambassadors Meeting	2 WP on Call Donna Girardot's Birthday	3
			2018 Airport Planning, Design & Construction Symposium - GD			
4	5	6	7 5 pm AA Meeting	8 10 am Tenants Meeting	9 GD on Call	10
		Mead & Hunt Air Service Conference - JW				
11 Daylight Savings Time Begins	12	13	14	15	16 CL on Call	17
18	19	20	21	22	23 GT on Call	24
		AAAE Legislative Conference -- DG/JW				
25	26	27	28	29	30 JW on Call Admin Offices Closed Good Friday	31
	NCAA Annual Conference -- Asheville, NC					
AAAE Airport Economic Development Conference - CL						



Tab 8

- **Unfinished Business**
- **New Business**
- **Adjournment**