



ILM

WILMINGTON INTERNATIONAL AIRPORT

***New Hanover County
Airport Authority
Meeting***

***Wednesday
March 7, 2018***

5:00 PM

ILM Executive Conference Room



*New Hanover County Airport Authority
Meeting Agenda
March 7, 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 February 7, 2018 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 processes.
 - b. **Perimeter Fence Project (PFC Fund)** – The contractor is continuing to replace 6' fence with 8' perimeter fencing.
 - c. **ILM Wet Detention Basin and Ditch Project (AIP 54)** –Work for Pond B is still in progress. Schedule 3 work (including installation of pipe and regrading ditch east of RWY 35 approach) began February 6, 2018. The RWY 35 glideslope has been inoperable since February 6th and is scheduled to be operating during the second week of March. The localizer approach for RWY 35 is still be available.
 - d. **AVIS Consolidated Rental Car Facility (CFC Fund)** – Contractor has completed clearing and grading operations and installed erosion control measures. Grading operations are underway. A grading revision has resulted in a negative change order of approximately \$12,000 which will be applied as a project credit.



Tab 2

Facilities & Terminal Expansion (cont.)

- **Information Items (cont.)**

- e. **Runway & Taxiway Marking (General Fund)** – HASCO Inc. has completed taxiway & runway cleaning, rubber removal, and restriping of markings.
- f. **Terminal Expansion Design (Future AIP)** - Design team is continuing with the refinement of alternatives for the outbound baggage, TSA and airline ticket office spaces. Regular design meetings are ongoing.
- g. **Passenger Boarding Bridge (NC Appropriated Funds)**– The Grant Agreement has been approved and NTP awarded. A manufacturer’s change order in the amount of \$1,801.45 was approved to add hinged doors and disconnect fittings for maintenance of the PC Air unit. These changes were requested by the CLT master contract and highly recommended by our engineer to improve ease of maintenance.



Tab 3 Finance & Human Resources

- **Monthly Financials**

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

- **Action Items – None**

- **Information Items - None**

Wilmington International Airport
January 2018

Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
General Operating Checking	N/A	\$ 5,397,324.20
Business Park Checking	N/A	7,710.35
Business Park Money Rate Savings	0.55%	727,969.31
Federal Projects	N/A	500.00
Money Rate Savings	0.55%	2,073,299.88
Investment Account-Govt	0.09%	28,433.65
Investment Account-Term	1.00%	1,704,104.44
PFC Money Rate Savings ***	0.55%	5,248,189.89
CFC Money Rate Savings ***	0.55%	3,696,318.48
CFC Checking ***	N/A	6,754.37
Live Oak CD, maturity date 8/29/18 ***	1.30%	250,000.00
BB&T CD-United ***		200,000.00
Safe Keeping ***	1.15%-1.84%	9,935,560.55
Petty Cash	N/A	1,000.00
Total Cash		29,277,165.12
Less Restricted Use ***		19,336,823.29
Less Reserves:		
Maintenance & Development Reserve		2,664,389.53
Operational Reserve		4,000,000.00
Net Cash Available for Daily Operations		\$ 3,275,952.30

Monthly Cash Activity		
Beginning Balance		\$ 3,188,350.66
Receipts		
General Operating	\$ 1,026,628.69	
Business Park Operations Checking	10,000.00	
Business Park Money Rate Savings	46,784.71	
Federal Projects	234,770.29	
Business Park Money Rate Savings Interest	332.18	
Money Rate Savings Interest	968.25	
Investment Account-Govt Interest	2,109.52	
Investment Account-Term Interest	28.87	
Total Receipts	1,321,622.51	
Disbursements		
General Operating Accounts Payable	800,764.38	
General Operating Payroll	156,637.97	
Money Rate Savings Withdrawal	-	
Safe Keeping Investment	-	
Business Park Operations Checking Accounts Payable	8,848.23	
Business Park Money Rate Savings Accounts Payable	33,000.00	
Federal Projects Accounts Payable	234,770.29	
Total Disbursements	(1,234,020.87)	
Ending Balance		\$ 3,275,952.30

Wilmington International Airport

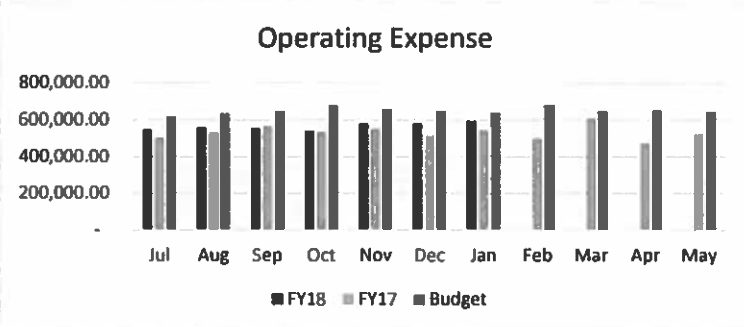
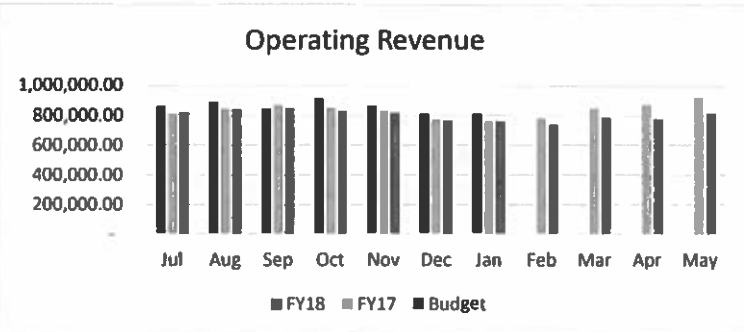
Monthly Financial Summary

January

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	809,171	765,675	762,573	5.7%	6.1%
Monthly Expense	592,457	635,452	544,164	-6.8%	8.9%
YTD Revenue	5,987,208	5,701,489	5,758,721	5.0%	4.0%
YTD Expense	3,948,063	4,501,168	3,740,651	-12.3%	5.5%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	108,882	112,633	120,353	-3.3%	-9.5%
Parking Lot	312,920	311,000	317,788	0.6%	-1.5%
Rent	198,072	184,620	175,104	7.3%	13.1%
Commissions	96,962	84,584	75,733	14.6%	28.0%
Security	58,243	47,083	47,083	23.7%	23.7%
Other	25,859	24,790	24,901	4.3%	3.8%
Interest	8,233	965	1,610	753.2%	411.3%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	370,699	372,829	338,120	-0.6%	9.6%
Contracted Services	57,964	68,965	56,794	-16.0%	2.1%
Utilities	32,609	31,666	31,019	3.0%	5.1%
Repairs & Maint	30,658	57,292	25,205	-46.5%	21.6%
Other	100,528	104,700	93,026	-4.0%	8.1%



Summary of Significant Monthly Activity	
Revenue	Expense
<p>Aviation - Landing fees have been running behind FY17 due to small changes in the planes that both airlines have been bringing in; In Jan, American used significantly smaller planes than in FY17. Fuel sales for January were also lower than last year due to the ice storm in early January 2018.</p> <p>Parking revenues have been running slightly behind FY17 actuals, and that is how they were budgeted. Exits were down 6.2% for January vs. prior year.</p> <p>Commissions have been boosted for FY18 by the Rental Car activity.</p> <p>Interest - we are beginning to see the impact of our cash investment strategy.</p>	<p>Salaries and Benefits are in line with budget, but well over the prior year due to a timing difference. Prior year raises did not appear until the second pay period in Feb (as opposed to Jan of current year).</p> <p>Contracted Services budget includes Skycap services of approximately \$10k that are no longer being paid.</p> <p>Repairs and Maintenance budget includes airfield painting and a landside lighting project. The painting began in February and the lighting project will begin in late March or early April.</p>



Tab 4 Business Development

- **Action Items - None**
- **Information Items**
 - a. United Update:
 - Inaugural Flight Reception is in the planning phase for April 9th – first flight from ILM to ORD (Chicago O’Hare).
 - United digital marketing campaign has launched and includes ads on social media. Positive feedback from United.
 - b. The ILM Art Gallery features “Near and Far”, a solo exhibition by Virginia Wright-Frierson, featuring scenes from all over the world.
 - c. Power Breakfast March 7th, Wilmington Convention Center.
 - d. Ongoing marketing efforts for the ILM Business Park continue with: Broker eBlasts, Loopnet, on-site inspections, ILM website, Greater Wilmington Business Journal-Wilmington Biz Magazine Real Estate issue, new signs, and RCASENC alliance.



Tab 5 Government

- **Action Items – None**
- **Information Items**
 - a. AAEE Legislative Conference in Washington 3/20/18 and 3/21/18



Tab 6 Operations & General Aviation

- **Action Items – None**
- **Information Items**
 - a. **PASSENGERS:**
 - Total revenue passengers for January 2018 were 55,976, relatively flat vs. January 2017.
 - February enplanements are tracking up approximately 3.5%.
 - b. **FUEL:**
 - Jet A: \$4.85
 - Avgas: \$5.28
 - c. **FUEL FLOWAGE:**
January 2018: 197,793 gallons up 22% vs. January 2017
 - d. FAR 139 Inspection – March 12-14, 2018
- **General Aviation - None**



Tab 7 Director's Report

- **Action Items - None**
- **Information Items**
 - a. Business and Travel Group meeting on 2/9/18 with Mr. Grant Whitney provided great insight from United and local companies.
 - b. Julie will meet with United, American, Southwest, Allegiant, and Frontier Airlines at Mead & Hunt Conference. United and American are most important to benchmark our marketing efforts and bookings.
 - c. March & April Calendars (Agenda pages 23 & 24)

March 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<i>FAR 139 Inspection This Month</i>			1 10 am Ambassadors Meeting	2 WP on Call Donna Girardot's Birthday <i>12-Speaker (JW)</i>	3
			2018 Airport Planning, Design & Construction Symposium - GD			
4	5	6	7 7:30 am Power Breakfast 5 pm AA Meeting	8 10 am Tenants Meeting	9 GD on Call	10
AAAE Airport Finance & Administration Conference – RC, JM			Mead & Hunt Air Service Conference - JW			
11 Daylight Savings Time Begins	12	13	14	15 2 pm SE Partnership (JW)	16 CL on Call	17
	FAR 139 Inspection			JW Vacation		
18	19	20	21	22 8 am United Way Board Mtg. (JW)	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 (GB, GD, DG, TW)					
AAAE Airport Economic Development Conference - CL						

April 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Easter	2 FAA Southern Regional Mtg - GD	3	4 5 pm AA Meeting	5 Wilmington Biz Expo Luncheon	6 GB on Call	7
8	9 First Flight United	10	11	12	13 RC on Call	14 Azalea Festival Weekend
15	16 Tax Day	17	18	19	20 WP on Call	21 AAAE Annual Conference - JW
22	23	24	25 Dan Hickman's Birthday	26 8 am UW Board Mtg (JW) 11:30 am Speaker - USNA Alumni (JW)	27 GD on Call	28
29	30					



Tab 8

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