



ILM

WILMINGTON INTERNATIONAL AIRPORT

*New Hanover County
Airport Authority
Meeting*

*Wednesday
April 11, 2018*

5:00 PM

ILM Executive Conference Room



*New Hanover County Airport Authority
Meeting Agenda
April 11, 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)
- Special Agenda Item – Flight School Proposal
- 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 March 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**

- AVIS Consolidated Rental Car Facility (CFC Fund)** – Recommend Approval for a Change Order in the amount of \$15,512.92 to RS&H for engineering design related to the rebidding efforts of this project. The rebidding efforts resulted in a bid cost savings of \$543,369.05. This Change Order would raise the total Work Authorization amount to \$244,888.92. The Authority approved a NTE in October 2016 for \$235,000.00 for Engineering Services.
- Airport Blvd. and Parking Lot Lighting Replacement with LED** – Authorize Airport Authority Chairman to award the lowest responsive proposal to provide material and labor to retrofit existing Airport Blvd. and parking lot lighting upgrades to LED. The project cost NTE \$76,000.
- Rosenbauer ARFF Truck** – Approve a contract with C.W. Williams & Company, LLC to repair the ARFF truck. Estimate for repairs will be provided at the April 11, 2018 Airport Authority meeting. It is anticipated that repairs may be covered under insurance coverage.
- NC Legislative Appropriated Funds** – The Division of Aviation (DOA) is revising the agreements for all airports. ILM staff will review the revised agreement with Legal once received and is requesting approval by the Chairman to execute the agreement.



Tab 2

Facilities & Terminal Expansion (cont.)

- **Information Items**

- a. **ILM Runway 24 Wildlife Hazard & NAVAID Critical Area Mitigation (AIP 50)** – Final closeout documents have been received from the Engineer. Anticipate final closeout this month.
- b. **Perimeter Fence Project (PFC Fund)** – Fence replacement is nearing completion.
- c. **ILM Wet Detention Basin and Ditch Project (AIP-54)** –The RWY 35 glideslope closure has been extended to account for project construction delays (due to weather). Anticipated FAA Flight Check prior to reopening is planned for late April, 2018. The Localizer approach for RWY 35 is still available.
- d. **AVIS Consolidated Rental Car Facility (CFC Fund)** – Contractor is continuing with fine grading and installation of utilities and paving.
- e. **Terminal Expansion Design (Future AIP)** – The design team presented a final report for the outbound baggage system to the Airport and TSA in March. This report included a baggage system capacity study and recommendations for a mini-inline system and will be used by TSA in evaluating potential project funding eligibility. Schematic design of the Airline Ticket Office space and ticket lobby is nearing completion.
- f. **Passenger Boarding Bridge (NC Appropriated Funds)** – Delivery of the new bridge is anticipated to be in the mid to late April timeframe. Installation is expected to be complete with bridge operational around the middle of May.



Tab 3 Finance & Human Resources

- **Monthly Financials**

February Financial Summary, Cash Summary and Financials (Agenda pages 12-15)

- **Action Items – None**

- **Information Items**

FY19 Budget Presentation

Wilmington International Airport

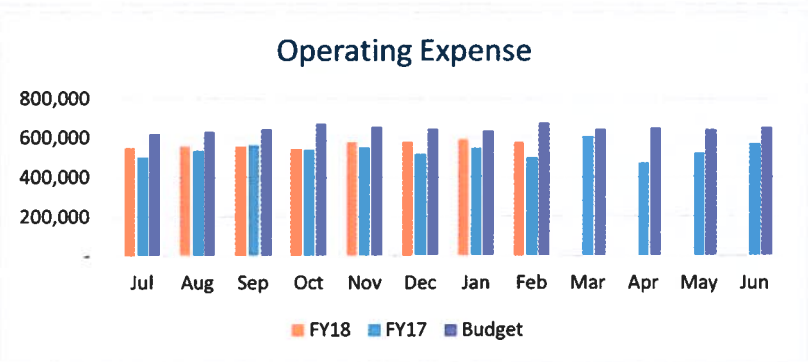
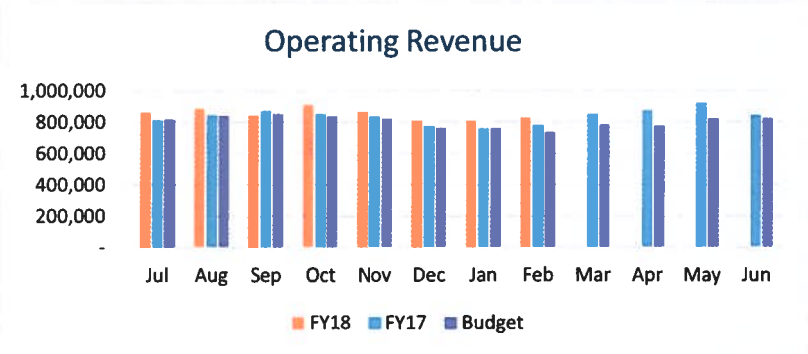
Monthly Financial Summary

February

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	829,158	740,495	785,115	12.0%	5.6%
Monthly Expense	576,903	675,869	501,271	-14.6%	15.1%
YTD Revenue	6,816,366	6,441,985	6,543,836	5.8%	4.2%
YTD Expense	4,524,966	5,177,036	4,241,922	-12.6%	6.7%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	112,298	88,233	111,192	27.3%	1.0%
Parking Lot	326,076	305,000	310,071	6.9%	5.2%
Rent	202,997	184,620	180,553	10.0%	12.4%
Commissions	97,094	89,584	88,585	8.4%	9.6%
Security	57,163	47,083	67,213	21.4%	-15.0%
Other	24,308	25,010	25,982	-2.8%	-6.4%
Interest	9,222	965	1,519	855.6%	507.0%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	304,825	372,829	300,145	-18.2%	1.6%
Contracted Services	62,673	68,965	64,824	-9.1%	-3.3%
Utilities	31,505	40,833	28,827	-22.8%	9.3%
Repairs & Maint	86,663	57,292	24,836	51.3%	248.9%
Other	91,237	135,950	82,639	-32.9%	10.4%



Summary of Significant Monthly Activity

Revenue

Aviation - All aviation categories (landing fees, fuel flowage fees, ramp fees, etc.) were strong for the month. The aircraft mix was more favorable than January.

Parking - Exits were up for the first time in 4 months. Only a 1.6% increase, but enough to increase revenues 5% over last year.

Commissions - The increase in passengers which positively impacted parking also positively impacted commissions. All commissions (rental car, food, ground transport) were up slightly over last year.

Interest - Expect to see 5 figure monthly interest going forward.

Expense

Salaries/Benefits - This expense will be under budget for the remainder of the year due to the fact that the estimated increase in benefits did not materialize.

Contracted Services - This expense should remain under budget due to the decrease in payment for Skycap services over last year.

Repairs and Maintenance - The lighting project has not gotten underway yet. It is expected to start in late March/early April. The painting project, however, did begin in February and it is the reason why the monthly expense is so far over budget. This may be the case for the next couple of month and it will bring the year to date expenses more in line with the budget.

Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
General Operating Checking	N/A	\$ 4,801,213.96
Business Park Checking	N/A	12,512.55
Business Park Money Rate Savings	0.55%	758,344.76
Federal Projects	N/A	3,126.65
Money Rate Savings	0.55%	3,174,361.69
Investment Account-Govt	0.90%	28,460.41
Investment Account-Term	1.30%	1,706,080.02
PFC Money Rate Savings ***	0.55%	5,308,976.29
CFC Money Rate Savings ***	0.55%	3,758,622.88
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 ***	1.40%-2.16%	9,940,852.22
Petty Cash	N/A	1,000.00
Total Cash		<u>29,950,305.80</u>
Less Restricted Use ***		19,465,205.76
Less Reserves:		
Maintenance & Development Reserve		2,672,722.53
Operational Reserve		<u>4,000,000.00</u>
Net Cash Available for Daily Operations		<u><u>\$ 3,812,377.51</u></u>

Monthly Cash Activity		
Beginning Balance		\$ 3,275,952.30
Receipts		
General Operating	\$ 1,343,269.92	
Business Park Operations Checking	10,000.00	
Business Park Money Rate Savings	63,061.02	
Money Rate Savings (Transfers In)	1,100,000.00	
Federal Projects	2,626.65	
Business Park Money Rate Savings Interest	314.43	
Money Rate Savings Interest	1,061.81	
Investment Account-Govt Interest	26.76	
Investment Account-Term Interest	1,975.58	
Total Receipts	<u>2,522,336.17</u>	
Disbursements		
General Operating Accounts Payable	714,583.54	
General Operating Payroll	133,129.62	
General Operating Transfers to MR Savings	1,100,000.00	
Safe Keeping Investment	-	
Business Park Operations Checking Accounts Payable	5,197.80	
Business Park Money Rate Savings Accounts Payable	33,000.00	
Federal Projects Accounts Payable	-	
Total Disbursements	<u>(1,985,910.96)</u>	
Ending Balance		<u><u>\$ 3,812,377.51</u></u>



Tab 4

Business Development

- **Action Items**

- a. Request approval for the United Airlines Lease Agreement. One year term with 2 one (1) year options to renew. Rents and fees are all waived for 24 months, but we need document for operating requirements and liability insurance.
- b. Request approval of W & K Investments, LLC dba Five Oaks Nursery and Tree Farm for a land lease of 20.5 acres (on Old Winter Park Road) for a plant nursery and ornamental tree farm. Term is 10 years with 2 five (5) year options to renew.

- **Information Items**

- a. Rental car service center and concession agreements expire July 1, 2018. All rental car companies want to modify the existing agreements in lieu of putting out request for bids. Newton and Associates is working with staff to develop modifications.
- b. United Commercial – new 30 sec commercial for nonstop service to Chicago is running.
<https://www.youtube.com/watch?v=Rg6kiS1itOw>
- c. New billboards promoting United's nonstop service to Chicago, placed in high traffic areas, via Wilmington Health's in-kind support. Approximately 10 billboards; receiving well over 581,783 weekly impressions!



Tab 5 Government

- **Action Items – None**
- **Information Items**
 - a. Attended AAAE Legislative Conference in Washington and visited legislators (March)
 - b. Attended NCAA Conference in Asheville (March)
 - c. Possible dates for Annual Report to County Commissioners – June 8 or June 14 (7:30 AM)
 - d. Pending report from NCDOT Aviation Director to Legislature on Airport Funding (RE: Future capital needs and funding allocation methodology)



Tab 6 Operations & General Aviation

- **Action Items – None**
- **Information Items**
 - a. **PASSENGERS:**
 - Total revenue passengers for February 2018 were 57,170 up 3.4% bringing YTD revenue passengers to 113,146 up 1.3%
 - March enplanements are tracking up approximately 4.6%.
 - b. **FUEL:** Jet A:\$5.05 Avgas:.....\$5.45
 - c. **FUEL FLOWAGE:** February 2018: 202,550 gallons down 25% vs. February 2017
 - d. **TSA:**
 - Dedicated Pre Check lane added at security check point
 - Enhanced Accessible Property Screening (EAPS) begins April 14th
- **General Aviation**
 - a. 2nd fuel tank approved for LOB
 - b. Air Wilmington researching plans to relocate self-service fuel tank



Tab 7 Director's Report

- **Action Items - None**
- **Information Items**
 - a. United Airlines Launch (4/9/18)
 - b. Commemorate 100th Anniversary of Arthur Bluethenthal's Death with a plaque in June (date TBD)
 - c. Global Entry Event at ILM International Facility (5/21-5/23)
 - d. April, May & June Calendars (Agenda pages 20-22)

April 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Easter	2 FAA Southern Regional Mtg - GD & GT	3	4	5 11:30-1:30 WilmingtonBiz Expo Luncheon	6 GB on Call	7
8	9 First Flight United 10:30 am Inaugural Flight Celebration	10	11 5 pm AA Meeting	Azalea Festival Weekend		14
15	16 Tax Day	17	18	19	20 WP on Call	21
AAAE Annual Conference - JW						
22	23	24 1 pm - Terminal Expansion Progress Mtg. (GD & WP)	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					

May 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 5 pm AA Meeting	3 8 am – Region One NCAA Mtg. (GD)	4 CL on Call	5
6	7	8	9	10 10 am – FTPC Mtg (CL)	11 GT on Call	12
			EMC Meetings - JW			
GB Vacation						
13 Mother's Day	14	15 1 pm – Terminal Expansion Progress Mtg. (GD & WP)	16	17 8 am & 4 pm Open Enrollment Meetings	18 JW on Call	19
20	21	22	23 3 pm – TAC Mtg. (JW)	24 8 am – United Way Board Mtg. (JW)	25 GB on Call	26
			Global Entry Interview Event at Customs		JW Vacation	
27	28 Admin Offices Closed Memorial Day	29	30	31		
		JW Vacation				

June 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 RC on Call <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">JW Vacation</div>	2
3 Carter Lambeth's Birthday	4 <div style="border: 1px solid black; padding: 2px; width: 100%;">ACI-NA – Jumpstart - JW</div>	5 1 pm – Terminal Expansion Progress Mtg. (GD & WP)	6 5 pm AA Meeting	7 10 am Ambassadors Meeting	8 WP on Call 7:30/8 am TENT Breakfast Meeting w/Commissioners	9
10	11	12	13	14 7:30/8 am TENT Breakfast Mtg w/Commissioners 10 am Tenants Meeting	15 GD on Call <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">RC Vacation</div>	16
17 Father's Day	18	19	20	21	22 CL on Call	23
			<div style="border: 1px solid black; padding: 2px; width: 100%;">RC Vacation</div>			
24	25	26 1 pm – Terminal Expansion Progress Mtg. (GD & WP)	27	28 8 am United Way Board Meeting (JW)	29 GT on Call	30



Tab 8

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