



ILM

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday
May 2, 2018***

5:00 PM

ILM Executive Conference Room



*New Hanover County Airport Authority
Meeting Agenda
May 2, 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 April 11, 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**

Perimeter Fence (PFC Funds) – Recommend addition of \$16,500 to the Perimeter Fence budget. Additional budget includes replacement of existing 6' gates with new 8' gates. Total budget will be \$516,500, pending FAA approval. Authority will be responsible for 10% match, or \$1,650.

- **Information Items**

- a. Airport Blvd. and Parking Lot Lighting Replacement with LED (Building Maintenance & Repair Account)** – Contract awarded to Lumina Lighting for the materials and labor of installation.
- b. Runway 17-35 Lighting Rehabilitation (AIP-53)** – Contractor is proposing a start date for early-mid May. Project will result in the closure of RWY 17-35 for a period of 60 days.
- c. ILM Wet Detention Basin and Ditch Project (AIP-54)** – Contractor is performing cleanup and punch list items. FAA Flight Check for the RWY 35 Glide Slope is tentatively scheduled for May 1st. Localizer approach for RWY 35 is still available.



Tab 2

Facilities & Terminal Expansion (cont.)

- **Information Items (cont.)**

- 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 has provided 30% Design Review drawings for Part 1A and 1B of the expansion. Staff is reviewing the drawings and design narrative.
- f. **RFQ for Aviation Consultant** – The “Request for Qualifications” or RFQ was published April 20th. Interested firms have until 5PM May 21st to submit their Statement of Qualifications. An addendum was issued April 25th and published to the airport website.



Tab 3

Finance & Human Resources

- **Monthly Financials**

March Financial Summary, Financials and Cash Summary (Agenda pages 14-17)

- **Action Items**

- a. Recommend approval of the purchase of new parking equipment from Southern Time at a cost not to exceed \$450,000.
- b. Recommend approval of FY 2019 Budget of \$28,556,286 (\$7,902,150 Operating; \$20,654,136 Capital) for public review. The capital budget includes an additional \$125,000 due to the fact that the installation of the new parking equipment will carry over into FY19. (Agenda pages 18-19)
- c. Recommend discontinuance of OPEB plan for new employees hired on or after July 1, 2018. All current employees will be grandfathered in under the existing plan. (Agenda page 20-21)

- **Information Items**

Staff is in the final stages of selecting a new accounting system. The target date for implementation of the new software is July 1, 2018.

Wilmington International Airport

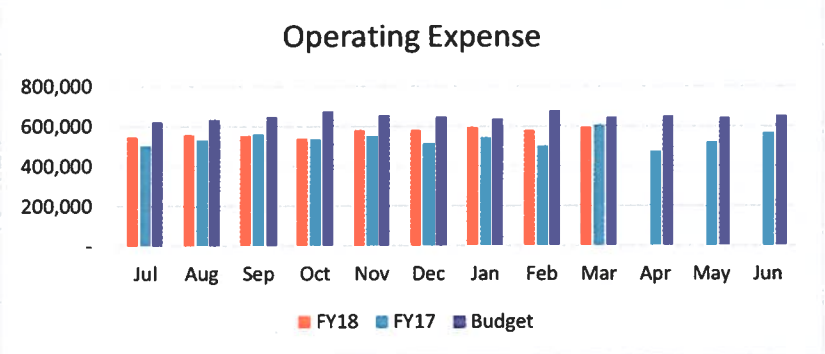
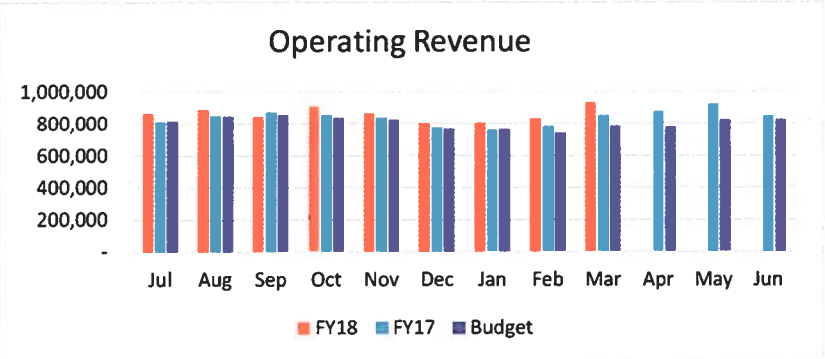
Monthly Financial Summary

March

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	932,335	787,423	849,107	18.4%	9.8%
Monthly Expense	592,293	643,734	606,702	-8.0%	-2.4%
YTD Revenue	7,748,700	7,229,408	7,392,943	7.2%	4.8%
YTD Expense	5,117,259	5,820,770	4,848,624	-12.1%	5.5%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	131,473	101,033	126,581	30.1%	3.9%
Parking Lot	365,871	326,000	352,347	12.2%	3.8%
Rent	205,021	184,620	180,067	11.1%	13.9%
Commissions	135,581	102,582	114,644	32.2%	18.3%
Security	55,543	47,083	47,083	18.0%	18.0%
Other	27,385	24,940	26,481	9.8%	3.4%
Interest	11,460	1,165	1,905	883.7%	501.7%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	328,259	372,835	311,424	-12.0%	5.4%
Contracted Services	74,595	68,969	71,201	8.2%	4.8%
Utilities	24,837	31,668	30,727	-21.6%	-19.2%
Repairs & Maint	33,803	57,299	55,617	-41.0%	-39.2%
Other	130,800	112,963	137,733	15.8%	-5.0%



Summary of Significant Monthly Activity

Revenue	Expense
<p>Aviation - Favorable plane mix raised landing fees >10% over Feb. Fuel Flowage continues to be strong.</p> <p>Parking - Exits up 0.7% for Mar and revenue was up 3.8% over prior year.</p> <p>Rent boosted by early termination payment on Ron's Fireside lease.</p> <p>Commissions - Rental car commissions up >10% over prior year due to solid demand and a limited number of cars. Food commsions up over 50% compared to the same month last year.</p>	<p>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.</p> <p>Contracted Services - This expense was over budget due to parts for jet bridge 1 and quarterly inspections on gates 5, 7 and 8.</p> <p>Repairs & Maint - Landside lighting project to begin in May</p> <p>Other - Annual payment to New Hanover County for legal services and several conferences put this expense line over budget for the month.</p>

Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
General Operating Checking	N/A	\$ 4,179,918.39
Business Park Checking	N/A	4,854.54
Business Park Money Rate Savings	0.55%	831,113.35
Federal Projects	N/A	500.00
Money Rate Savings	0.55%	3,675,927.73
Investment Account-Govt	0.09%	28,493.55
Investment Account-Term	1.53%	1,708,488.03
PFC Money Rate Savings ***	0.55%	5,481,851.28
CFC Money Rate Savings ***	0.55%	3,732,590.86
CFC Checking ***	N/A	8,658.77
Live Oak CD, maturity date 8/29/18 ***	1.30%	250,000.00
BB&T CD-United ***		200,000.00
Safe Keeping ***	1.57%-2.33%	9,947,428.33
Petty Cash	N/A	1,000.00
Total Cash		<u>30,050,824.83</u>
Less Restricted Use ***		19,620,529.24
Less Reserves:		
Maintenance & Development Reserve		2,681,055.53
Operational Reserve		4,000,000.00
Net Cash Available for Daily Operations		<u><u>\$ 3,749,240.06</u></u>

Monthly Cash Activity		
Beginning Balance		\$ 3,812,377.51
Receipts		
General Operating	\$ 1,114,094.81	
Business Park Operations Checking	-	
Business Park Money Rate Savings	95,398.19	
Money Rate Savings (Transfers In)	500,000.00	
Federal Projects	421,751.83	
Business Park Money Rate Savings Interest	370.40	
Money Rate Savings Interest	1,566.04	
Investment Account-Govt Interest	33.14	
Investment Account-Term Interest	2,408.01	
Total Receipts		<u>2,135,622.42</u>
Disbursements		
General Operating Accounts Payable	1,110,312.86	
General Operating Payroll	133,410.52	
General Operating Transfers to MR Savings	500,000.00	
Safe Keeping Investment	-	
Business Park Operations Checking Accounts Payable	7,658.01	
Business Park Money Rate Savings Accounts Payable	23,000.00	
Federal Projects Accounts Payable	424,378.48	
Total Disbursements		<u>(2,198,759.87)</u>
Ending Balance		<u><u>\$ 3,749,240.06</u></u>



Tab 4 Business Development

- **Action Items**

Request approval for a Lease Agreement with Southern Glass Repair, Inc., dba Glass Doctor – Wilmington for the 2500 Blue Clay Road Building. 5 (five) year term with one 5 (five) year option to renew.

- **Information Items**

- a. Tailwinds improvements at the gate area. Tailwinds will be relocating their retail offerings along the concourse walkway in order to create a small bar area located at the windows.
- b. 1739 Hewlett Drive refurbishment.



Tab 5 Government

- **Action Items – None**
- **Information Items**
 - a. NCDOT Aviation report to legislature is available.
 - b. 2018 Economic Impact Survey - Will go out to our tenants soon; Per legislation, results are tied to future state funding amounts (FY20 and FY21).
 - c. Reminder: Annual Report to County Commissioners – June 14 (7:30 AM)



Tab 6 Operations & General Aviation

- **Action Items – None**
- **Information Items**
 - a. **PASSENGERS:**
 - Total revenue passengers for March 2018 were 68,614 up 3.7% bringing YTD revenue passengers to 181,760 up 2.2%
 - April enplanements are tracking up approximately 13%.
 - b. **CHARTERS:** Xtra Airways charters are being handled through partnership between UA and Air Wilmington. UGE will handle above wing while Air Wilmington will handle below wing. With space issues, this prevents the loss of these charters!
 - c. **FUEL:** Jet A: \$5.09 Avgas:.....\$5.49
 - d. **FUEL FLOWAGE:** March 2018: 268,268 gallons up 25% vs. March 2017
 - e. **TSA:** Enhanced Accessible Property Screening (EAPS) began April 14th. Although ILM had passengers miss flights, it is due to passengers not arriving at the airport early enough to give themselves time to clear screening with the initial EAPS process. The screening checkpoint, at its busiest times, has seen 30-45 minute wait times.
- **General Aviation**
 - Cape Fear Flight Training



Tab 7 Director's Report

- **Action Items - None**

- **Information Items**
 - a. New American flights start May 3:
 - DCA – daily
 - ORD – daily through September 4
 - DFW – Sat only through October 3

 - b. Reminder: Global Entry Event at ILM International Facility (5/21-5/23)

 - d. May, June and July Calendars (Agenda pages 26-28)

May 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 5 pm AA Meeting 8:30 am RCASENC (CL)	3 8 am – Region One NCAA Mtg. (GD)	4 CL on Call EMC Meeting (JW)	5
6	7	8	9	10 10 am – FIPC Mtg (CL)	11 GT on Call	12
GB Vacation			EMC Meetings - JW			
13 Mother's Day	14	15 1 pm – Terminal Expansion Progress Mtg.	16	17 8 am & 4 pm Open Enrollment Meetings	18 JW on Call 5:30 pm Chamber Elected Officials BBQ	19
20	21	22	23 3 pm – TAC Mtg. (JW)	24 8 am – United Way Board Mtg. (JW)	25 GB on Call 1 pm – NCAA Legislative Day	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 JW Vacation	2
3 Carter Lambeth's Birthday	4 ACI-NA – Jumpstart - JW	5 1 pm – Terminal Expansion Progress Mtg.	6 5 pm AA Meeting	7 10 am Ambassadors Meeting	8 WP on Call	9
10	11	12	13 9 am Speaker for Transportation (JW)	14 7:30/8 am Breakfast Mtg w/Commissioners 10 am Tenants Meeting	15 GD on Call RC Vacation	16
17 Father's Day	18 9 am AA Annual Report to Commissioners RC Vacation	19	20	21 8 am UW Campaign Cabinet (JW) 6 pm Speaker Leland American Legion (JW)	22 CL on Call	23
24	25	26 1 pm – Terminal Expansion Progress Mtg.	27 3 pm FAA Strategic Planning Meeting (GD)	28 8 am United Way Board Meeting (JW)	29 GT on Call	30

July 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Admin Offices Closed Independence Day	5	6 JW on Call	7
8	9	10	11 5 pm AA Meeting	12	13 GB on Call	14
15	16	17 1 pm Terminal Expansion Progress Meeting	18 8 am WILMA Training Event (JW)	19 Harry Stovall's Birthday	20 RC on Call	21
22	23	24	25	26 Lee Williams' Birthday 8 am United Way Board Meeting (JW)	27 WP on Call	28
29	30	31				



Tab 8

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