



ILM

WILMINGTON INTERNATIONAL AIRPORT

*New Hanover County
Airport Authority
Meeting*

*Wednesday
June 6, 2018*

5:00 PM

ILM Executive Conference Room



*New Hanover County Airport Authority
Meeting Agenda
June 6, 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 May 2, 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 Tom Barber	Gary Broughton
Director's Report/Tab 7		Julie Wilsey



Tab 2

Facilities & Terminal Expansion

- **Action Items**

- Aviation Engineer of Record Contract** – Recommendation of approval of a 5 year contract for engineering services for aviation projects, contingent upon favorable rate negotiations with the selected firm.
- Demolition of the South Ramp Hangar (General Fund)** – In accordance with the ILM Capital Plan and ALP Update for repurposing of the South Ramp area and with rejection by Cape Fear Flight Training of the May 2nd proposal for temporary occupancy, recommendation of demolition of the existing hanger structure.
- Terminal Expansion Phase 1A – Enabling Phase Construction (NC Legislative Funds) -**
Recommendation of approval for additional services related to the separate bidding and construction of the Enabling Phase improvements to the TSA Baggage Handling System to advance construction scheduling.

- **Information Items**

- Airport Blvd. and Parking Lot Lighting Replacement with LED (Building Maintenance & Repair Account)** – Work is underway for fixture replacement.
- Runway 17-35 Lighting Rehabilitation (AIP-53)** – Contractor is in construction. Approximately halfway through RWY 17-35 closure period.



Tab 2

Facilities & Terminal Expansion (cont.)

- **Information Items (cont.)**

- c. **ILM Wet Detention Basin and Ditch Project (AIP-54)** – Final inspection has been performed but the Flight Check failed due to FAA equipment issues. FAA is working to replace faulty equipment and will re-fly flight check at FAA expense.
- d. **ILM Ditch Project (Phase 2) (Future AIP)** – Project is out for bid. Bid opening date is scheduled for June 12th at 10:00 AM in the ILM Conference Room.
- e. **AVIS Consolidated Rental Car Facility (CFC Fund)** – Contractor is working with vertical construction currently underway.
- f. **Gate 1 Jet Bridge (NC Legislative Funds)** – The bridge sustained damage during pre-inspection testing performed by the manufacturer. ILM is waiting for a full report on damages and required repairs before publishing a revised delivery date. The PC Air Unit was damaged during shipping. The Engineer is working with the Manufacturer to ship the unit back to the factory for testing/ repairs.



Tab 3

Finance & Human Resources

- **Monthly Financials**

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

- **Action Items**

- a. Recommend approval of FY 2019 Budget of \$28,556,286 (\$7,902,150 Operating; \$20,654,136 Capital) (Agenda pages 18-19).
- b. Recommend approval of FY 2019 Schedule of Rates and Charges (Agenda pages 20-22).
- c. Recommend approval of FY 2018 Budget Amendments.
- d. Recommend approval of the purchase of a 0.57 acre tract on Old Winter Park Road for the appraised value of \$110,000, pending the results of the survey. The property is adjacent to another parcel that is owned by the Airport Authority.

- **Information Items- None**

Wilmington International Airport

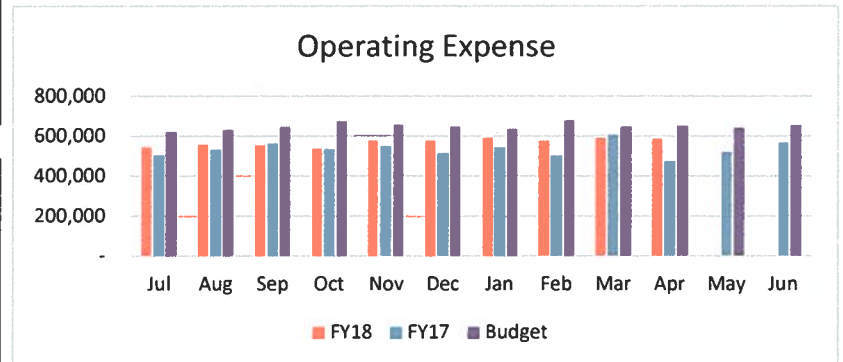
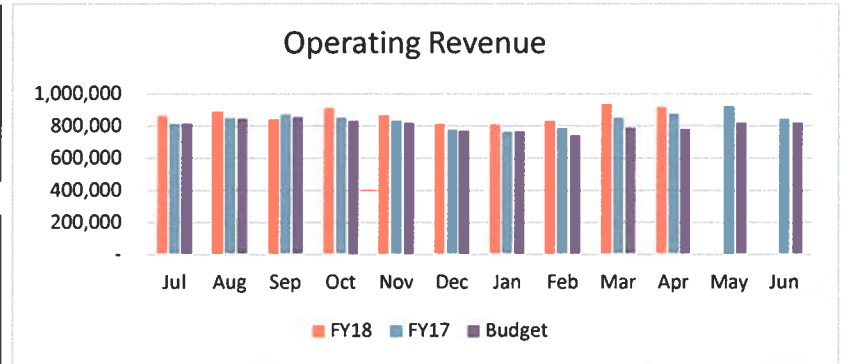
Monthly Financial Summary

April

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	917,590	780,124	874,573	17.6%	4.9%
Monthly Expense	588,258	648,900	473,163	-9.3%	24.3%
YTD Revenue	8,666,290	8,009,532	8,267,516	8.2%	4.8%
YTD Expense	5,705,517	6,469,669	5,321,786	-11.8%	7.2%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	144,244	104,233	128,913	38.4%	11.9%
Parking Lot	349,906	315,000	324,565	11.1%	7.8%
Rent	191,056	184,620	184,218	3.5%	3.7%
Commissions	138,786	103,583	117,867	34.0%	17.7%
Security	54,483	47,083	90,283	15.7%	-39.7%
Other	25,761	24,440	26,966	5.4%	-4.5%
Interest	13,354	1,165	1,761	1046.3%	658.1%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	326,929	372,835	309,652	-12.3%	5.6%
Contracted Services	63,194	68,969	54,316	-8.4%	16.3%
Utilities	30,271	40,835	26,365	-25.9%	14.8%
Repairs & Maint	56,205	57,299	44,867	-1.9%	25.3%
Other	111,658	108,962	37,963	2.5%	194.1%



Summary of Significant Monthly Activity

Revenue

Aviation - AA had 54 more landings in Apr 18 compared to Apr 17; 20,000 more gallons of fuel sold over previous month.

Parking - Revenue up 7.8% over prior year; exits up 1.8% over prior year; exits were up for the second month in a row.

Commissions - Rental Car commissions up 8% over prior year; food commissions up 50% compared to Apr 17.

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 - Lower than anticipated Parking expenses and lower Skycap expenses offset increases in Elevator, HVAC and Alarm System maintenance.

Utilities - Overall costs have gone up, but not as much as anticipated.

Repairs & Maint - Fire truck rental and replacing mechanical locks on doors increased this category for April. That increase was offset by the fact that the landside lighting project is not yet reflected in the financials.

Other - improvements to Ron's Fireside and WBD included in April's numbers.

Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
General Operating Checking	N/A	\$ 4,281,745.87
Business Park Checking	N/A	9,991.42
Business Park Money Rate Savings	0.55%	802,602.45
Federal Projects	N/A	500.00
Money Rate Savings	0.55%	3,927,657.63
Investment Account-Govt	1.57%	28,529.76
Investment Account-Term	1.91%	1,711,138.54
PFC Money Rate Savings ***	0.55%	5,641,439.07
CFC Money Rate Savings ***	0.55%	3,608,076.18
CFC Checking ***	N/A	613.12
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%	9,955,440.00
Petty Cash	N/A	1,000.00
Total Cash		<u>30,418,734.04</u>
Less Restricted Use ***		19,655,568.37
Less Reserves:		
Maintenance & Development Reserve		2,689,388.53
Operational Reserve		4,000,000.00
Net Cash Available for Daily Operations		<u><u>\$ 4,073,777.14</u></u>

Monthly Cash Activity		
Beginning Balance		\$ 3,749,240.06
Receipts		
General Operating	\$ 1,294,450.76	
Business Park Operations Checking	45,000.00	
Business Park Money Rate Savings	39,121.65	
Money Rate Savings (Transfers In)	250,000.00	
Federal Projects	36,807.30	
Business Park Money Rate Savings Interest	367.45	
Money Rate Savings Interest	1,729.90	
Investment Account-Govt Interest	36.21	
Investment Account-Term Interest	2,650.51	
Total Receipts		<u>1,670,163.78</u>
Disbursements		
General Operating Accounts Payable	815,156.00	
General Operating Payroll	135,800.28	
General Operating Transfers to MR Savings	250,000.00	
Safe Keeping Investment	-	
Business Park Operations Checking Accounts Payable	39,863.12	
Business Park Money Rate Savings Accounts Payable	68,000.00	
Federal Projects Accounts Payable	36,807.30	
Total Disbursements		<u>(1,345,626.70)</u>
Ending Balance		<u><u>\$ 4,073,777.14</u></u>



Tab 4

Business Development

- **Action Items**

- a. Request approval to renew the rental car agreements for a term of 5 years, effective July 1, 2018 through June 30, 2023. ILM rental car companies include Avis/Budget, Hertz, Enterprise Leasing Company-Southeast LLC dba Alamo, Enterprise, and National, and GSP Transportation, Inc. dba Thrifty and Dollar Rent A Car.
- b. Request approval to renew a one year agreement with Fourth Day Advertising for the ILM television buys in the amount of \$48,120.

- **Information Items**

- a. Parker Landscaping has exercised its option to renew its land lease for 2021 Gardner Drive for an additional 3 years.
- b. Cedar Peaks Enterprises, Inc. is leasing 1 office at 1817 Hall Drive while under contract for the runway lighting rehabilitation and vault project.



Tab 5 Government

- **Action Items – None**
- **Information Items**
 - a. Reminder: Annual Report to County Commissioners at ILM – June 14 (7:30 AM)
 - b. Reminder: Public Presentation of Annual Report to County Commissioners at Commissioners' Meeting – June 18th (9:00 am)
 - c. Southeastern Economic Development Commission Annual Meeting – Senator Thom Tillis, Special Guest
 - d. General Assembly Update



Tab 6

Operations & General Aviation

- **Action Items – None**
- **Information Items**
 - a. **PASSENGERS:**
 - Total revenue passengers for April 2018 were 77,408 up 10.6% bringing YTD revenue passengers to 259,168 up 4.6%
 - May enplanements are tracking up approximately 16%.
 - c. **FUEL:** Jet A: \$5.30 Avgas:.....\$5.55
 - d. **FUEL FLOWAGE:** April 2018: 286,317 gallons up 42.5% vs. April 2017



Tab 7 Director's Report

- **Action Items - None**
- **Information Items**
 - a. Global Entry Event Update
 - b. Jumpstart Conference – June 4-6
 - c. June, July and August Calendars (Agenda pages 26-28)

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 10 am – CFCC/ILM Workforce Trg. Mtg. (JW, GB)	9
10	11	12	13 7:30 am Power Breakfast 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	19	20	21 8 am UW Campaign Cabinet (JW) 6 pm Speaker Leland American Legion (JW)	22 CL on Call 9:30 am Bluethenthal Ceremony	23
	RC and GD Vacation					
24	25	26 1 pm – Terminal Expansion Progress Mtg.	27	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 EMC Meetings (JW)	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
RC Vacation						
22	23	24	25 3 pm FAA Strategic Planning Meeting (GD)	26 Lee Williams' Birthday 8 am United Way Board Meeting (JW)	27 WP on Call	28
CL Vacation						
29	30	31				

August 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 5 pm AA Meeting	2	3 GD on Call	4
	FY18 Audit Begins					
5	6	7 1 pm Terminal Expansion Progress Mtg.	8	9	10 CL on Call	11
12	13	14	15	16	17 GT on Call 10 am – FTPC Board Meeting (CL)	18
19	20	21 9 am – UCC Mtg. (WP)	22	23 8 am UW Board Mtg. (JW)	24 JW on Call	25
26	27	28	29	30	31 GB on Call	



Tab 8

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