



ILM

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday
August 1, 2018***

5:00 PM

ILM Executive Conference Room



*New Hanover County Airport Authority
Meeting Agenda
August 1, 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 July 11, 2018 regular meeting.

Staff Reports

Committee	Airport Authority Member	Staff Member
Facilities & Terminal Expansion/Tab 2	Donna Girardot Tom Wolfe	Granseur Dick
Finance & Human Resources/ Tab 3	Tom Wolfe Lee Williams	Bob Campbell
Business Development/Tab 4	Harry Stovall Spruill Thompson	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**

- a. **Terminal Expansion Design, Contract 3 (Future AIP)** – Recommendation of approval of a work authorization to Talbert and Bright for design phase services for Contract 3 of the terminal expansion, NTE \$1,921,372.00, pending positive IFE review and negotiations. FAA scope review has been approved.
- b. **Air Carrier Apron Expansion, Design (Future AIP)** – Recommendation of approval of a work authorization to Talbert and Bright for design phase services for design of an air carrier apron expansion, NTE \$286,457.50, pending final fee negotiations. FAA scope review has been approved.
- c. **Terminal Expansion - Construction Contract 1** - Approval of a construction contract with Monteith Construction for Construction of Contract 1 “Enabling Phase” for the Base Bid amount of \$1,791,000 plus Bid Alternate #2 of \$4,500.



Tab 2

Facilities & Terminal Expansion (cont.)

- **Information Items**

- a. **Runway 17-35 Lighting Rehabilitation (AIP-53)** – Contractor is in construction. Runway 17-35 work is complete and runway is open. Runway 6-24 is closed until Sept. 5th.
- b. **ILM Wet Detention Basin and Ditch Project (AIP-54)** –Runway 17-35 glide slope is operable, contractor is completing rain related clean up.
- c. **AVIS Consolidated Rental Car Facility (CFC Fund)** – Contractor is performing finish work, project continues to be on schedule for completion in August.
- d. **Gate 1 Jet Bridge (NC Legislative Funds)** – Planned handover of the bridge is July 27th. Minor punch list items will remain but are not sufficient to prevent placement of the bridge into service by this date.
- e. **Terminal Expansion Update** – Brian Wilson of The Wilson Group to present renderings of the proposed terminal expansion.





Tab 3

Finance & Human Resources

- **Monthly Financials**

June Financial Summary, Financials and Cash Summary (Agenda pages 16-19)

- **Action Items - None**

- **Information Items**

Unaudited year end summary.

Wilmington International Airport

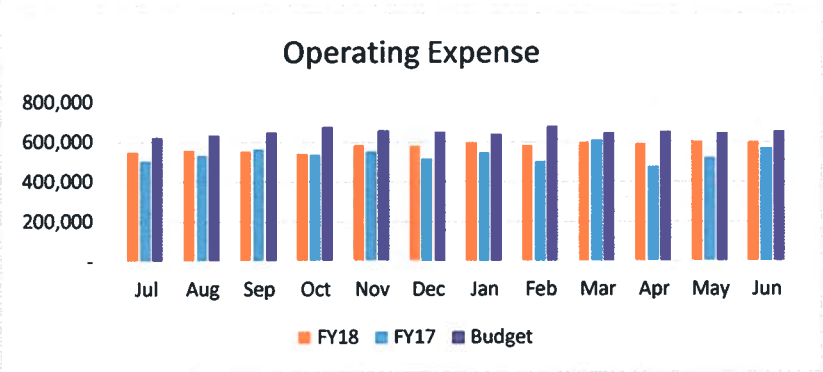
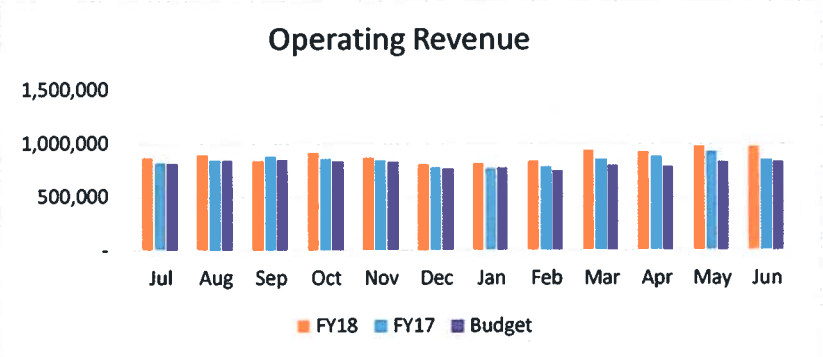
Monthly Financial Summary

June

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	974,507	821,613	845,017	18.6%	15.3%
Monthly Expense	592,924	651,024	568,161	-8.9%	4.4%
YTD Revenue	10,612,296	9,651,640	10,034,987	10.0%	5.8%
YTD Expense	6,894,580	7,762,050	6,410,592	-11.2%	7.5%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	128,947	121,233	131,010	6.4%	-1.6%
Parking Lot	353,660	321,000	324,661	10.2%	8.9%
Rent	189,209	184,630	187,924	2.5%	0.7%
Commissions	167,402	121,582	115,480	37.7%	45.0%
Security	52,978	47,083	57,883	12.5%	-8.5%
Other	27,693	25,020	25,523	10.7%	8.5%
Interest	54,619	1,065	2,537	5028.5%	2053.1%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	343,968	372,835	306,027	-7.7%	12.4%
Contracted Services	73,384	68,969	77,533	6.4%	-5.4%
Utilities	38,026	40,834	33,283	-6.9%	14.2%
Repairs & Maint	92,400	57,299	57,106	61.3%	61.8%
Other	45,147	111,087	94,212	-59.4%	-52.1%



Summary of Significant Monthly Activity

Revenue

Aviation - over budget due to higher than anticipated fuel flowage fees; below prior year due to fewer charters and less international terminal activity vs. last June.

Parking Lot - exits up 5% over last June resulting in revenue increase over both budget and prior year.

Commissions - rental car commissions up 45% or \$38k over last June and food commission up 41% or \$9k over last June.

Interest - \$3m of corporate bonds matured in June; \$10m fully reinvested with \$1m maturing each month over the next 10 months.

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 line item was impacted by a third payroll on June for the parking lot management company.

Repairs & maintenance - the LED lighting project is well underway and impacted this account approximately \$38k; additional one-time expenses included fire truck rental of \$6k

Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
General Operating Checking	N/A	\$ 4,646,766.23
Business Park Checking	N/A	9,685.61
Business Park Money Rate Savings	0.55%	617,227.07
Federal Projects	N/A	500.00
Money Rate Savings	0.55%	1,429,498.29
Investment Account-Govt	1.57%	29,816.24
Investment Account-Term	1.91%	10,235,060.21
PFC Money Rate Savings ***	0.55%	5,325,254.85
CFC Money Rate Savings ***	0.55%	2,997,925.92
CFC Checking ***	N/A	2,700.97
Live Oak CD, maturity date 8/29/18 ***	1.30%	250,000.00
BB&T CD-United ***		200,000.00
Safe Keeping ***	1.69%-2.42%	10,000,000.00
Petty Cash	N/A	1,000.00
Total Cash		<u>35,745,435.39</u>
Less Restricted Use ***		18,775,881.74
Less Reserves:		
Maintenance & Development Reserve		2,706,054.53
Operational Reserve		4,000,000.00
Net Cash Available for Daily Operations		<u><u>\$ 10,263,499.12</u></u>

Monthly Cash Activity		
Beginning Balance		\$ 10,071,308.92
Receipts		
General Operating	\$ 1,455,442.19	
GO Transfers In from MR (to Trf out to NC Cap Mgmt)	\$ -	
Business Park Operations Checking	10,000.00	
Business Park Money Rate Savings	76,936.78	
Investment Account (Transfers In)	-	
Federal Projects	336,663.34	
Business Park Money Rate Savings Interest	388.92	
Money Rate Savings Interest	646.03	
Investment Account-Govt Interest	41.99	
Investment Account-Term Interest	17,451.11	
Total Receipts		<u>1,897,570.36</u>
Disbursements		
General Operating Accounts Payable	900,057.66	
General Operating Payroll	132,855.65	
General Operating Transfers to Investment Account	-	
Money Rate Savings Trf	-	
Business Park Operations Checking Accounts Payable	6,803.51	
Business Park Money Rate Savings Accounts Payable	329,000.00	
Federal Projects Accounts Payable	336,663.34	
Total Disbursements		<u>(1,705,380.16)</u>
Ending Balance		<u><u>\$ 10,263,499.12</u></u>



Tab 4 Business Development

- **Action Items**

Request approval of the Avis Service Facility Lease Agreement for a term of 5 years. Avis currently operates out of our 23rd Street Building, and is scheduled to move to its new Service Facility on Hall Drive in August. Annual land rent for the Service Facility starts at \$26,129.13 with a 3% increase every year thereafter.

- **Information Items**

ILM will run “Device ID” campaigns to raise awareness of and promote United’s Chicago flights. Ads will populate on the mobile devices of those individuals that have utilized the ILM airport over the past 8-9 months. The campaign runs 3 months, August – October.



Tab 5 Government

- **Action Items – None**
- **Information Items**
No report.



Tab 6 Operations & General Aviation

- **Action Items – None**

- **Information Items**

- a. **PASSENGERS:**

- Total revenue passengers for June 2018 were 87,142 up 14% bringing YTD revenue passengers to 432,011 up 8.5%
 - July enplanements are tracking up approximately 16%.

- c. **FUEL:** Jet A: \$5.35 Avgas:.....\$5.69

- d. **FUEL FLOWAGE:** June 2018: 241,773 gallons down 5.8% vs. June 2017

- **General Aviation**

- No report.



Tab 7 Director's Report

- **Action Items**
- **Information Items**
 - a. Update: TSA's Checkpoint Model for September does not justify a third lane.
 - b. ILM's First Female Authority Chair in NC. RDU Director hopes it starts a trend.
 - c. August, September and October Calendars (Agenda pages 24-26)

August 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 5 pm AA Meeting	2 10 am Terminal Expansion Stakeholder Mtg.	3 GD on Call	4
	FY18 Audit Begins					
5	6	7 1 pm Terminal Expansion Progress Mtg.	8	9	10 CL on Call 10 am Change of Command/Sunny Point (JW)	11
12	13	14	15	16 7:30 am Leland Rotary Speaker (JW)	17 GT on Call 8 am NCAA Div 1 Mtg (ILM - JW)	18
	GB Vacation					
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	
	JW Vacation					

September 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Admin Offices Closed Labor Day	4	5 9:30 am Runway Safety Action Team Mtg. 5 pm AA Meeting	6 10 am Ambassadors Meeting 11:30 am RS&H Lunch & Learn – Master Planning	7 RC on Call	8
9	10	11	12 10 am FTPC Mtg (CL) 10:30 am NC State Legislative Funding Meeting (GD) <div style="border: 1px solid black; display: inline-block; padding: 2px;">EMC Meetings (JW)</div>	13 10 am Tenants Meeting	14 WP on Call	15
16	17	18	19	20 11:30 am GE Retirees Speaker (JW) 3:30 pm UW Campaign Cabinet Mtg. (JW)	21 GD on Call 10 am NCAA Mtg. (JW)	22
23	24	25	26 <div style="border: 1px solid black; display: inline-block; padding: 2px;">Chamber Intercity Visit (JW)</div>	27 8 am– United Way Board Mtg. (JW)	28 CL on Call	29
30						

October 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 5 pm AA Meeting	4 Joseph Pickering 8:30 am BTG Meeting Noon – Tourism Meeting	5 GT on Call	6
7	8 Columbus Day	9	10	11	12 JW on Call	13
14	15	16	17	18 8 am United Way Campaign Cabinet (JW)	19 GB on Call	20
21	22	23	24	25 8 am United Way Board Mtg. (JW)	26 RC on Call	27
28	29	30	31 Halloween			



Tab 8

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