



ILM

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday
September 5, 2018***

5:00 PM

ILM Executive Conference Room



*New Hanover County Airport Authority
Meeting Agenda
September 5, 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 August 1, 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. **FAA Grant Agreement (AIP 55)** – Recommendation to approve AIP 55 Grant Agreement, in the amount of \$3,528,562.00. Work authorized by FAA for reimbursement by this grant includes Terminal Expansion design work, Improvements to Airport Drainage (RWY 6-24 Culvert) and Air Carrier Apron Expansion design work.
- a. **Landscaping Contract (Parking Lot Fund)** – Recommend approval of a one year contract to Hambones Lawn Maintenance for NTE \$60,000. Scope would include mowing and maintenance of landscaping and grassed areas for all terminal area and business park parking lots.

- **Information Items**

- a. **Runway 17-35 Lighting Rehabilitation (AIP-53)** – Contractor continuing construction. Runway 17-35 work is complete and runway is open. Runway 6-24 closure will be extended to mid-September due to weather delays.
- b. **ILM Wet Detention Basin and Ditch Project (AIP-54)** – Contractor is completing additional work items using a portion of the remaining grant funds.
- c. **AVIS Consolidated Rental Car Facility (CFC Fund)** – Contractor is performing finish work and tenant training. Project handover to tenant is anticipated within first two weeks of September.



Tab 3

Finance & Human Resources

- **Monthly Financials**

July Financial Summary, Financials and Cash Summary (Agenda pages 12-16)

- **Action Items**

Recommend approval of a new tuition reimbursement program (replacing current program). The program would provide tuition reimbursement of up to \$1,000 per year for continuing education classes or up to \$10,000 per year for a commitment to a BS, MBA or PhD program. All courses and/or programs must be job or industry related and would require:

- Approval in advance by the Airport Director
- Successful completion with a grade of B or better prior to reimbursement
- Commitment after course completion:
 - 1 year commitment for continuing education
 - 2 year commitment for each year of support for a BS, MBA or PhD program

Reimbursement is for tuition only. It would not cover books, travel or time on the clock.

- **Information Items**

Audit Update

Wilmington International Airport

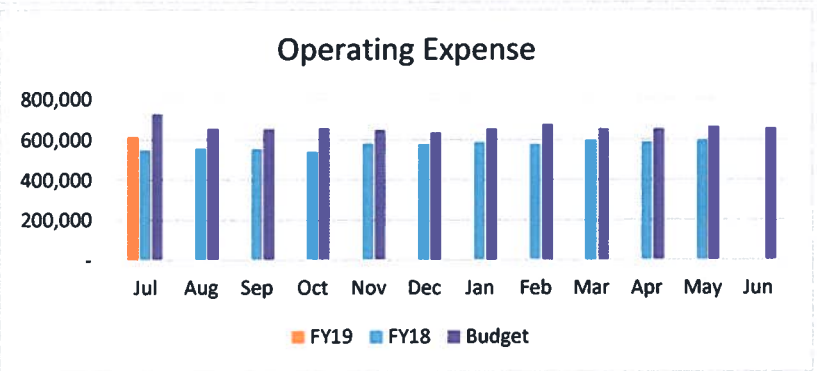
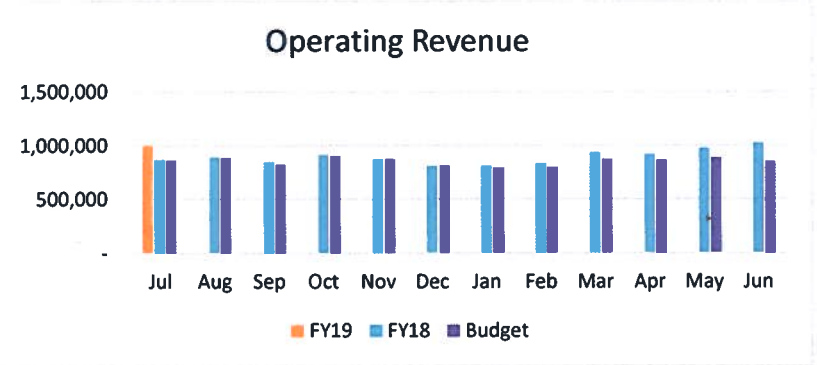
Monthly Financial Summary

July

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	997,107	860,416	863,515	15.9%	15.5%
Monthly Expense	611,795	725,656	547,265	-15.7%	11.8%
YTD Revenue	997,107	860,416	863,515	15.9%	15.5%
YTD Expense	611,795	725,656	547,265	-15.7%	11.8%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	133,864	130,334	128,626	2.7%	4.1%
Parking Lot	341,314	311,000	304,085	9.7%	12.2%
Rent	205,253	183,910	192,171	11.6%	6.8%
Commissions	204,292	153,916	150,548	32.7%	35.7%
Security	52,755	47,083	58,243	12.0%	-9.4%
Other	28,493	22,953	26,921	24.1%	5.8%
Interest	31,137	11,220	2,922	177.5%	965.7%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	333,828	349,745	333,989	-4.6%	0.0%
Contracted Services	62,783	71,322	76,136	-12.0%	-17.5%
Utilities	27,354	37,332	28,983	-26.7%	-5.6%
Repairs & Maint	44,945	60,950	33,011	-26.3%	36.2%
Other	142,885	206,307	75,147	-30.7%	90.1%



Summary of Significant Monthly Activity

Revenue	Expense
<p>Parking lot - exits were up 1,124 or 5.73% over prior year</p> <p>Rent - figure includes one-time payment of \$10k for Cirque show that took place during the month</p> <p>Commissions - rental car commissions continue to be strong; they outpaced prior year figure by \$43k or 35%</p> <p>Interest - will continue to outperform at least until the terminal project begins</p>	<p>Contracted services - prior year contained \$15k for NAVAID maintenance</p> <p>Utilities - water & sewer is budgeted monthly, but invoices are received every two months; no invoice received for July</p> <p>Repairs & maintenance - many projects, such as airfield pavement and landside signage, are budgeted monthly but are not completed monthly</p> <p>Other - many projects, such as business park facilities maintenance and advertising and marketing, are budgeted monthly but are not completed monthly</p>

Wilmington International Airport
July 2018

Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
General Operating Checking	N/A	\$ 3,704,587.50
Business Park Checking	N/A	17,233.87
Business Park Money Rate Savings	0.55%	636,470.02
Federal Projects	N/A	500.00
Money Rate Savings	0.55%	1,430,166.19
Investment Account-Govt	1.57%	29,861.73
Investment Account-Term	1.91%	10,253,441.98
PFC Money Rate Savings ***	0.55%	5,587,528.23
CFC Money Rate Savings ***	0.55%	2,836,595.65
CFC Checking ***	N/A	1,916.08
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%	10,011,219.72
Petty Cash	N/A	1,000.00
Total Cash		<u>34,960,520.97</u>
Less Restricted Use ***		18,887,259.68
Less Reserves:		
Maintenance & Development Reserve		2,714,387.53
Operational Reserve		<u>4,000,000.00</u>
Net Cash Available for Daily Operations		<u><u>\$ 9,358,873.76</u></u>

Monthly Cash Activity		
Beginning Balance		\$ 10,263,499.12
Receipts		
General Operating	\$ 1,515,550.86	
GO Transfers In from MR (to Trf out to NC Cap Mgmt)	\$ -	
Business Park Operations Checking	50,000.00	
Business Park Money Rate Savings	77,230.08	
Investment Account (Transfers In)	-	
Federal Projects	344,314.48	
Business Park Money Rate Savings Interest	281.02	
Money Rate Savings Interest	667.90	
Investment Account-Govt Interest	45.49	
Investment Account-Term Interest	18,381.77	
Total Receipts	<u>2,006,471.60</u>	
Disbursements		
General Operating Accounts Payable	2,329,844.34	
General Operating Payroll	136,218.25	
General Operating Transfers to Investment Account	-	
Money Rate Savings Trf	-	
Business Park Operations Checking Accounts Payable	42,451.74	
Business Park Money Rate Savings Accounts Payable	58,268.15	
Federal Projects Accounts Payable	344,314.48	
Total Disbursements	<u>(2,911,096.96)</u>	
Ending Balance		<u><u>\$ 9,358,873.76</u></u>



Tab 4

Business Development

- **Action Items**

- a. Request approval of the All American Aviation Services, LLC lease for Suite 110 at the Flex Building located at 1724 Gardner Drive. The annual rent is \$23,400 with 3% annual escalations, term is 5 years. The premises will be used for the purposes of a Professional Pilot's Training and Business.
- b. Request approval of the Lease Assignment and Assumption of VA Ground Lease (with Consent and Recognition Agreement) between Wilmington NC VA 2011, Wisconsin limited liability company (the "Assignor") and NGP VI Fund, LLC, a Delaware limited liability company. Land lease originated on January 9, 2009 for a 20 year term and 3 consecutive terms of 10 years each. NGP VI Fund, LLC is a private equity firm focusing on acquisition and management of assets leased to US governmental entities.
- c. Request approval for a Lease Amendment for Air Park, III, Inc., to extend their lease (in accordance with their agreement), from May 10, 2019 through May 10, 2035 for a total of 30 years.

- **Information Items**

Strategic Performance Group (SPG) has been hired to update the Hotel Feasibility study that they did in 2013. The study is expected to be completed no later than November 1, 2018.



Tab 5 Government

- **Action Items – None**
- **Information Items**
 - a. Senate FAA Bill and “Flags of Convenience” Amendment
 - b. Transportation Spending Bill – Senate Version for AIP



Tab 6 Operations & General Aviation

- **Action Items – None**
- **Information Items**

a. PASSENGERS:

- Total revenue passengers for July 2018 were 93,113 up 19% bringing YTD revenue passengers to 525,124 up 10%
- August enplanements are tracking up approximately 18%.

c. FUEL: Jet A: \$5.44 Avgas:.....\$5.74

d. FUEL FLOWAGE: July 2018: 223,195 gallons up 2.2% vs. July 2017

- **General Aviation**

No report.



Tab 7 Director's Report

- **Action Items**
- **Information Items**
 - a. New state model for Economic Impact. Results are due in October.
 - b. Flight schedules for Fall and new seats to CLT.
 - c. September, October and November Calendars (Agenda pages 21-23)

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 8 am State Legislators' Breakfast 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)	13 10 am Tenants Meeting 6 pm UW Campaign Kickoff (JW) EMC Meetings (JW)	14 WP on Call	15
16	17	18 1 pm ILM Stakeholders Meeting	19	20 11:30 am GE Retirees Speaker (JW) 3:30 pm UW Campaign Cabinet Mtg. (JW)	21 GD on Call 10 am NCAA Board Mtg. (JW)	22
23	24 7:30 am Power Breakfast	25 2 pm Mass Casualty Tabletop Exercise	26 8 am Autism for First Responders Chamber Intercity Visit (JW)	27 8 am– United Way Board Mtg. (JW)	28 CL on Call 2 pm Autism for First Responders	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 Partners Meeting	5 GT on Call	6
7	8 Columbus Day	9	10	11 9:30 am Stakeholders Meeting	12 JW on Call	13
14	15	16	17	18 8 am United Way Campaign Cabinet (JW)	19 GB on Call	20
	GB on Vacation					
21	22	23	24	25 8 am United Way Board Mtg. (JW)	26 RC on Call	27
28	29	30	31 Halloween			

November 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 WP on Call	3
4 Daylight Savings Time Ends	5	6 Election Day	7 5 pm AA Meeting	8	9 GD on Call	10
11 Veterans Day	12 Admin offices closed for Veterans Day	13	14	15 8 am UW Cabinet Meeting (JW)	16 CL on Call	17
			JW Vacation			
18	19	20	21	22 Admin Offices Closed Thanksgiving Day	23 GT on Call Admin Offices Closed	24
	JW Vacation					
25	26	27	28	29	30 JW on Call 10:30 am NCAA Meeting (JW)	



Tab 8

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