



**ILM**

WILMINGTON INTERNATIONAL AIRPORT

*New Hanover County  
Airport Authority  
Meeting*

*Wednesday  
October 3, 2018*

*5:00 PM*

*ILM Executive Conference Room*



*New Hanover County Airport Authority  
Meeting Agenda  
October 3, 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 September 5, 2018 regular meeting.

# Staff Reports

Committee	Airport Authority Member	Staff Member
<b>Facilities &amp; Terminal Expansion/Tab 2</b>	Donna Girardot Tom Wolfe	Granseur Dick
<b>Finance &amp; Human Resources/ Tab 3</b>	Tom Wolfe Lee Williams	Bob Campbell
<b>Business Development/Tab 4</b>	Harry Stovall Spruill Thompson	Carol LeTellier
<b>Government/Tab 5</b>	Donna Girardot	Julie Wilsey
<b>Operations &amp; General Aviation/Tab 6</b>	Carter Lambeth Tom Barber	Gary Broughton
<b>Director's Report/Tab 7</b>		Julie Wilsey



## Tab 2

# Facilities & Terminal Expansion

- **Action Items – None**

- **Information Items**

- Runway 17-35 Lighting Rehabilitation (AIP-53)** – RWY 6-24 reopened Sept. 11<sup>th</sup> in advance of Hurricane Florence. Runway 6-24 will require a nighttime closure for 4 days to complete work. Awaiting revised schedule following hurricane delays but anticipating completion end of October timeframe.
- ILM Wet Detention Basin and Ditch Project (AIP-54)** – General Contractor is reviewing change order request from Engineer regarding additional work items, including subsurface drain, additional drainage pipe work, and revised inlet work.
- RWY 6-24 Mitigation Project (AIP-55)** – Engineer is reviewing contract documents from Contractor, anticipating pre-construction mid-late October.
- AVIS Consolidated Rental Car Facility (CFC Fund)** – Damage from hurricane appears to be minor, limited to some corner roof panels bent by wind. Contractor continuing to work on punch list items and engineer anticipates Oct. 1<sup>st</sup> as possible occupancy date.
- Hurricane Florence Repairs – (General Fund)** – Moisture mapping, mitigation and repairs have been underway by Jarvis Property Restoration, Service Masters and Monteith Construction. Estimates of repairs to date provided at the Authority meeting.
- Parks L. Griffin Memorial Plaza** – Review primary renderings of commemorative space for Parks L. Griffin, located in Contract 3 of the terminal expansion project. →



## Tab 3

# Finance & Human Resources

- **Monthly Financials**

August Financial Summary, Financials and Cash Summary (Agenda pages 13-16)

- **Action Items – None**

- **Information Items**

Hurricane cost estimate

# Wilmington International Airport

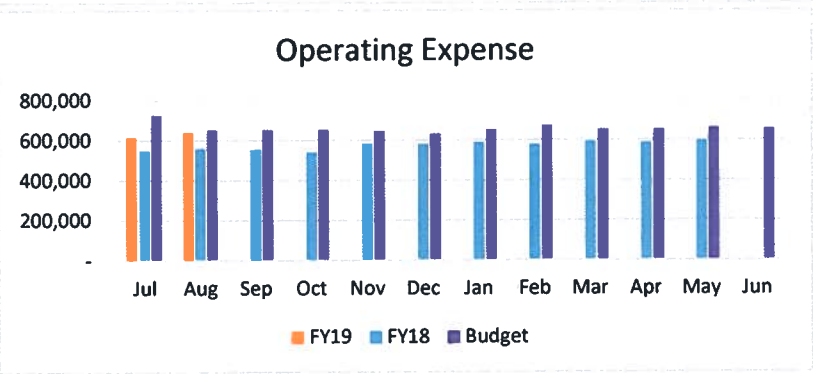
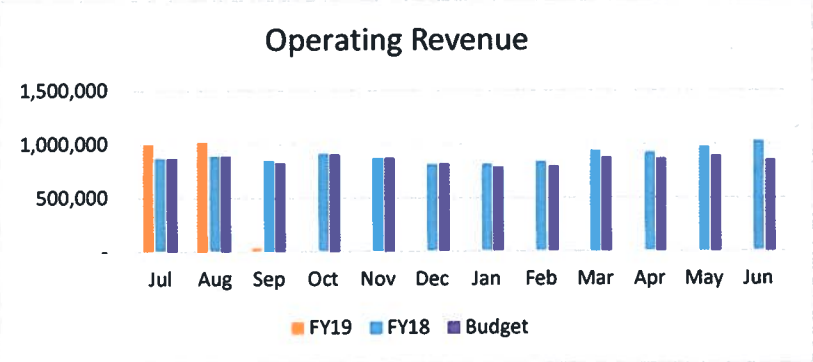
## Monthly Financial Summary

### August

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	1,023,365	883,950	888,022	15.8%	15.2%
Monthly Expense	638,946	650,654	557,903	-1.8%	14.5%
YTD Revenue	2,020,472	1,744,367	1,751,537	15.8%	15.4%
YTD Expense	1,250,741	1,376,310	1,105,168	-9.1%	13.2%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	141,789	134,134	132,428	5.7%	7.1%
Parking Lot	370,581	330,000	319,847	12.3%	15.9%
Rent	195,611	184,310	192,657	6.1%	1.5%
Commissions	200,126	152,916	150,879	30.9%	32.6%
Security	53,131	47,083	58,243	12.8%	-8.8%
Other	29,913	24,637	30,901	21.4%	-3.2%
Interest	32,214	10,870	3,067	196.4%	950.2%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	333,020	349,743	325,241	-4.8%	2.4%
Contracted Services	92,843	71,322	64,584	30.2%	43.8%
Utilities	39,847	37,332	41,834	6.7%	-4.8%
Repairs & Maint	49,859	60,950	38,573	-18.2%	29.3%
Other	123,377	131,307	87,670	-6.0%	40.7%



#### Summary of Significant Monthly Activity

##### Revenue

Parking lot - exits were up 1,471 or 7.53% over prior year  
 Commissions - rental car commissions continue to be strong; they outpaced prior year figure by \$37k or 30%; food service commissions were up \$7k or 31%  
 Interest - will continue to outperform at least until the terminal project begins

##### Expense

Contracted services -includes annual payment of \$15k for NAVAID maintenance, the first month of parking lot landscaping maintenance with Hambone, and a one time expense for sealing a parking lot  
 Repairs & maintenance - many projects, such as airfield pavement and landside signage, are budgeted monthly but are not completed monthly  
 Other - many projects, such as business park facilities maintenance and advertising and marketing, are budgeted monthly but are not completed monthly



### Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
General Operating Checking	N/A	\$ 1,325,761.62
Business Park Checking	N/A	14,623.57
Business Park Money Rate Savings	0.55%	697,069.00
Federal Projects	N/A	500.00
Money Rate Savings	0.55%	4,230,960.98
Investment Account-Govt	1.91%	30,201.86
Investment Account-Term	2.26%	16,172,788.01
PFC Money Rate Savings ***	0.55%	5,598,373.71
CFC Money Rate Savings ***	0.55%	2,385,229.55
CFC Checking ***	N/A	6,824.92
BB&T CD-United ***		200,000.00
Safe Keeping ***	1.97%-2.51%	10,022,089.16
Petty Cash	N/A	1,000.00
<b>Total Cash</b>		<u>40,685,422.38</u>
<b>Less Restricted Use ***</b>		18,212,517.34
<b>Less Reserves:</b>		
Maintenance & Development Reserve		2,722,720.53
Operational Reserve		<u>4,000,000.00</u>
<b>Net Cash Available for Daily Operations</b>		<u><u>\$ 15,750,184.51</u></u>

Monthly Cash Activity		
<b>Beginning Balance</b>		\$ 9,358,873.76
<b>Receipts</b>		
General Operating	\$ 7,323,838.92	
GO Transfers In from MR (to Trf out to NC Cap Mgmt)	\$ -	
Business Park Operations Checking	-	
Business Park Money Rate Savings	60,294.07	
Investment Account (Transfers In)	8,700,000.00	
Federal Projects	156,434.71	
Business Park Money Rate Savings Interest	304.91	
Money Rate Savings Interest	794.79	
Investment Account-Govt Interest	340.13	
Investment Account-Term Interest	19,346.03	
<b>Total Receipts</b>	<u>16,261,353.56</u>	
<b>Disbursements</b>		
General Operating Accounts Payable	873,787.10	
General Operating Payroll	137,210.70	
General Operating Transfers to Investment Account	8,700,000.00	
Money Rate Savings Trf	-	
Business Park Operations Checking Accounts Payable	2,610.30	
Business Park Money Rate Savings Accounts Payable	-	
Federal Projects Accounts Payable	156,434.71	
<b>Total Disbursements</b>	<u>(9,870,042.81)</u>	
<b>Ending Balance</b>		<u><u>\$ 15,750,184.51</u></u>



## Tab 4

# Business Development

- **Action Items**

- a. Request your approval of the Amendment to Ground Lease Agreement between New Hanover County, the New Hanover County Airport Authority, and Wilmington NC VA 2011 LLC for an additional 30 year term. The Prime Lease commenced on July 1, 1989 and continues through June 30, 2019 with the privilege of the Airport Authority to renew the Prime Lease with New Hanover County on the same terms and conditions for an additional 30 year term. The parties agree to replace the 2012 legal description with a Replacement Legal Description that serves only to correct technical errors in the recorded metes and bounds property description. All parties acknowledge that there is no change in the land demised under the VA Parcel Sublease.
- b. On September 10, 2018, Southern Glass Repair dba Glass Doctor – Wilmington located at 2500 Blue Clay Rd. notified the Authority that it is closing the business effective Monday, September 24<sup>th</sup> and will take through October to clear the building. The owner has been advised to find a sub-tenant for the balance of his 5 year lease.

- **Information Items**



## Tab 5 Government

- **Action Items – None**
- **Information Items**  
FAA Authorization Bill



## Tab 6 Operations & General Aviation

- **Action Items – None**
- **Information Items**
  - a. **PASSENGERS:**
    - Total revenue passengers for August 2018 were 94,477 up 19% bringing YTD revenue passengers to 619,601 up 11.5%
    - September enplanements are tracking down approximately 20%.
      - Hurricane Florence – 153 cancelled flights
  
  - c. **FUEL:** Jet A: ..... \$5.49      Avgas:.....\$5.79
  
  - d. **FUEL FLOWAGE:** August 2018: 232,243 gallons up 3.4% vs. August 2017
- **General Aviation**

No report.



## Tab 7 Director's Report

- **Action Items - None**
- **Information Items**
  - a. Update – NCDOT Economic Impact
  - b. Hurricane Florence Report
    - Timeline of events
    - Noteworthy contributions
    - ILM after action review process
  - c. October, November and December Calendars (Agenda pages 21-23)

October 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b>	<b>2</b>	<b>3</b> 5 pm AA Meeting	<b>4</b>	<b>5</b> GT on Call	<b>6</b>
<b>7</b>	<b>8</b> Columbus Day	<b>9</b>	<b>10</b>	<b>11</b> 9:30 am Stakeholders & Progress Meeting	<b>12</b> JW on Call	<b>13</b>
		EMC Makeup Meeting (JW)				
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b> 5 pm-WBD Annual Meeting	<b>18</b> 8 am United Way Campaign Cabinet (JW)	<b>19</b> GB on Call 10 am – Comm. Service Airport Meeting (JW,GD)	<b>20</b>
	GB on Vacation					
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> 8 am United Way Board Mtg. (JW)	<b>26</b> RC on Call	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b> 1 pm - Stakeholders & Progress Meeting	<b>31</b> 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 10 am – WMPO (GD)	14	15	16 CL on Call 11 am – FTPC Bd. Mtg. (CL)	17
	JW Vacation					
18	19	20 1 pm Stakeholders & Progress Mtg	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)	

December 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 5 pm AA Meeting	6 Noon Ambassadors Meeting/ Christmas Luncheon	7 GB on Call	8 Wanda Copley's Birthday
9	10	11 1 pm Stakeholders & Progress Meeting	12	13 10 am – WMPO (GD) Noon Tenants Meeting Christmas Lunch	14 RC on Call 6 pm ILM Employee Christmas Party	15
16	17	18	19	20	21 WP on Call	22
23	24 Admin Offices Closed	25 Admin Offices Closed Christmas	26	27 8 am UW Board Meeting (JW)	28 GD on Call	29
30	31	1 Admin Offices Closed				





## Tab 8

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