



**ILM**

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday  
November 7, 2018***

***5:00 PM***

***ILM Executive Conference Room***



*New Hanover County Airport Authority  
Meeting Agenda  
November 7, 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)
- Air Service Presentation – Joseph Pickering
- 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 6, 2018 Special Meeting with General Assembly Delegation and the October 3, 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**

- a. **Various Hurricane Florence Repair Contracts (General Fund)** – The following items were damaged by Florence and require repairs or replacement. Staff is reviewing bids received for each item of work. Recommendation is for the Authority to approve the Chairman to approve individual contracts for:
  - **Lighting Vault Roof**– NTE \$35,000 to the lowest responsive bidder to install a new roof.
  - **2500 Blue Clay Road Building Roof**– NTE \$27,000 for a new roof.
  - **Main Terminal Restroom Rehabilitation**–NTE \$70,000 to restore the restrooms to service.
  - **Decorative Security Fence at Main Terminal**– NTE \$85,000 to furnish and install the new decorative security fence. The fence is a required security measure and the replacement fence material has been selected based on a higher wind loading than the previous fence.
- b. **Terminal Expansion Contract 1 (NC Leg. Appropriated Funds)**– Work Authorization Amendment Two to provide construction phase services during the Terminal Expansion Contract 1 work phases. Recommendation is approval of Amendment Two for NTE \$72,800 to Talbert and Bright for these services.
- c. **New Jet Bridge at Gates 2 and 8 (PFC)** – New bridges would add capacity at Gate 2 and replace ILM's oldest bridge at Gate 8. The additional capacity would reduce the need for ground loading of passengers. Recommendation is for approval of a Change Order in the amount of \$1,813,940.00 to the original ThyssenKrupp contract for a Jet Bridge at Gate 1 to add two additional bridges.
- d. **Jet Bridge Professional Services (PFC)** – To provide consulting services related to the procurement of two additional jet bridges, including ramp layout and bridge inspections. Recommendation is for approval of an amendment to the existing Work Authorization for DK Consultants for the Jet Bridge at Gate 1. (Neg. Amount will be provided in advance of the authority meeting.)



## Tab 2

# Facilities & Terminal Expansion

(Continued)

- **Information Items**

- a. **Runway 17-35 Lighting Rehabilitation (AIP-53)** –Runway 6-24 will require a nighttime closure for 4 days to complete work. Awaiting confirmation of schedule by contractor, work anticipated to resume tentatively on week of Nov. 5th.
- b. **ILM Wet Detention Basin and Ditch Project (AIP-54)** – General Contractor anticipates beginning change order related work after the Thanksgiving holiday.
- c. **RWY 6-24 Mitigation Project (AIP-55)** – Pre-Construction meeting scheduled for Nov. 6<sup>th</sup>.
- d. **AVIS Consolidated Rental Car Facility (CFC Fund)** – Contractor continues to work on punch list items, coordination of move in with AVIS.
- e. **Terminal Expansion – Contract 1 (NC Leg. Appropriations)** – Work has been underway for most of October and the contractor has installed the baggage handling ramp at the loading dock and made wall penetrations in preparation for new roll up doors. Work is continuing on schedule.
- f. **FAA Supplemental Discretionary Fund** – ILM has submitted a request for FAA Supplemental Discretionary funding. This funding, if received, would be used for the construction of the proposed air carrier apron expansion at an estimated cost of \$5.4M.



## Tab 3

# Finance & Human Resources

- **Monthly Financials**  
September Financial Summary, Financials and Cash Summary (Agenda pages 17-20)
- **Action Items - None**
- **Information Items**  
Hurricane/FEMA Update



# Wilmington International Airport

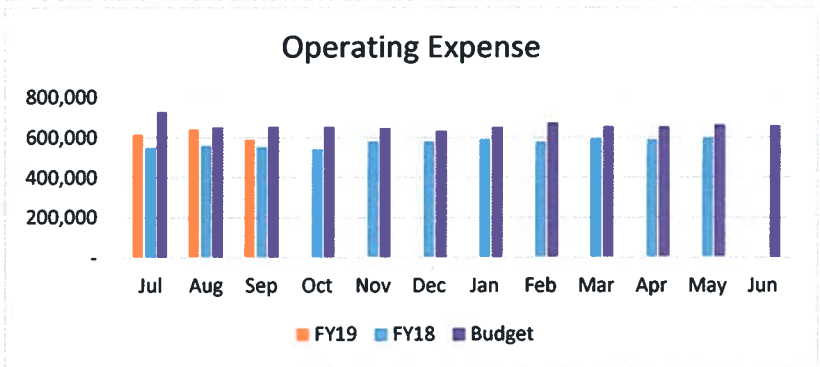
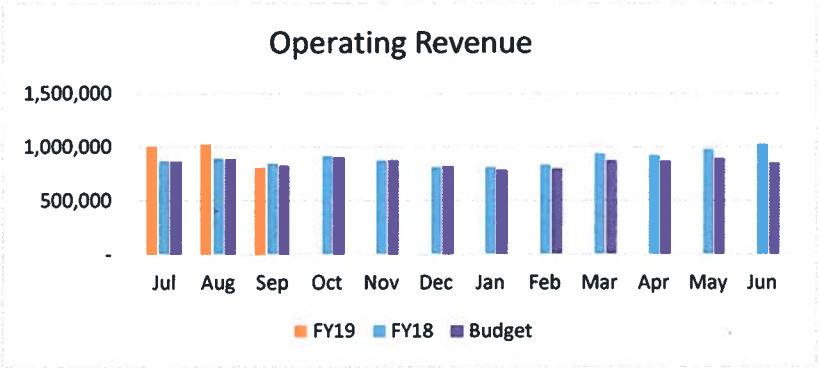
## Monthly Financial Summary

### September

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	809,652	820,585	841,777	-1.3%	-3.8%
Monthly Expense	587,035	652,655	553,957	-10.1%	6.0%
YTD Revenue	2,830,125	2,564,952	2,593,314	10.3%	9.1%
YTD Expense	1,837,776	2,028,965	1,659,126	-9.4%	10.8%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	109,564	128,234	126,641	-14.6%	-13.5%
Parking Lot	237,281	310,000	305,378	-23.5%	-22.3%
Rent	201,009	184,410	195,979	9.0%	2.6%
Commissions	143,887	116,916	124,842	23.1%	15.3%
Security	51,264	47,083	57,883	8.9%	-11.4%
Other	24,358	22,067	28,000	10.4%	-13.0%
Interest	42,289	11,875	3,053	256.1%	1285.0%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	341,573	349,743	313,498	-2.3%	9.0%
Contracted Services	64,017	71,322	75,235	-10.2%	-14.9%
Utilities	23,506	37,332	24,122	-37.0%	-2.6%
Repairs & Maint	84,499	60,950	28,107	38.6%	200.6%
Other	73,439	133,308	112,996	-44.9%	-35.0%



#### Summary of Significant Monthly Activity

Revenue	Expense
<p>Aviation - while fuel flowage fees were in line with the budget due to the continuous military/rescue operations throughout the storm, five days of no commercial flights reduced landing fees well below budget resulting in a negative budget variance.</p> <p>Parking - there was no collection of parking revenue for approximately 10 days as a result of Hurricane Florence.</p> <p>Commissions - while well below the previous two months, Rental Car commissions were 22% above the same month last year resulting in a positive budget variance.</p>	<p>Contracted Services - parking lot expenses were lower due to the closure of the lots for Hurricane Florence.</p> <p>Repairs and Maint - this account contains the initial expenditures related to Hurricane Florence.</p> <p>Other - many projects, such as business park facilities maintenance and advertising and marketing, are budgeted monthly but are not completed monthly.</p>

### Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
General Operating Checking	N/A	\$ 1,351,195.15
Business Park Checking	N/A	2,721.94
Business Park Money Rate Savings	0.55%	723,787.19
Federal Projects	N/A	500.00
Money Rate Savings	0.55%	4,232,874.02
Investment Account-Govt	1.91%	30,247.84
Investment Account-Term	2.26%	16,200,681.01
PFC Money Rate Savings ***	0.55%	5,785,434.75
CFC Money Rate Savings ***	0.55%	2,099,346.35
CFC Checking ***	N/A	2,774.75
BB&T CD-United ***		200,000.00
Safe Keeping ***	2.34%-2.70%	10,033,963.88
Petty Cash	N/A	1,000.00
<b>Total Cash</b>		<u>40,664,526.88</u>
<b>Less Restricted Use ***</b>		18,121,519.73
<b>Less Reserves:</b>		
Maintenance & Development Reserve		2,731,053.53
Operational Reserve		<u>4,000,000.00</u>
<b>Net Cash Available for Daily Operations</b>		<u><u>\$ 15,811,953.62</u></u>

Monthly Cash Activity		
<b>Beginning Balance</b>		\$ 15,750,184.51
<b>Receipts</b>		
General Operating	\$ 1,509,404.07	
GO Transfers In from MR (to Trf out to NC Cap Mgmt)	-	
Business Park Operations Checking	-	
Business Park Money Rate Savings	26,396.25	
Investment Account (Transfers In)	-	
Federal Projects	27,748.00	
Business Park Money Rate Savings Interest	321.94	
Money Rate Savings Interest	1,913.04	
Investment Account-Govt Interest	45.98	
Investment Account-Term Interest	27,893.00	
<b>Total Receipts</b>	<u>1,593,722.28</u>	
<b>Disbursements</b>		
General Operating Accounts Payable	1,349,515.05	
General Operating Payroll	142,788.49	
General Operating Transfers to Investment Account	-	
Money Rate Savings Trf	-	
Business Park Operations Checking Accounts Payable	11,901.63	
Business Park Money Rate Savings Accounts Payable	-	
Federal Projects Accounts Payable	27,748.00	
<b>Total Disbursements</b>	<u>(1,531,953.17)</u>	
<b>Ending Balance</b>		<u><u>\$ 15,811,953.62</u></u>



## Tab 4

# Business Development

- **Action Items - None**
- **Information Items**
  - a. All American Aviation Services Open House is Saturday, November 10<sup>th</sup> from 10 am – 2 pm at Air Wilmington. Attendees will receive a free raffle ticket to be eligible to win one of 5 free Discovery Flights donated by All American. Posted on ILM website, Twitter and Facebook.
  - b. 2610 North 23<sup>rd</sup> Street is available for lease. The 6,854 SF building is on 7.4 fenced acres with office space and a dock high, cross dock terminal.
  - c. ILM is offering a 15% discount to incentivize First Time Advertisers. Runs through November.
  - d. Quarterly e-blast sent to 5,498 recipients highlighting all of the above information plus American Airlines daily non-stop service to DFW starting December 19<sup>th</sup>, and United Airlines from ILM connecting to Chicago (ORD) and onto Denver (DEN).



## Tab 5 Government

- **Action Items – None**
- **Information Items**
  - a. NCAA Assessment for lobbyist and NC Legislative funding.
  - b. Airlines started lobbying for continuation of the state jet fuel sales tax exemption.



## Tab 6 Operations & General Aviation

- **Action Items – None**
- **Information Items**
  - a. **PASSENGERS:**
    - Total revenue passengers for September 2018 were 59,703 down 12.8% bringing YTD revenue passengers to 679,304 up 8.9%
      - Hurricane Florence – 153 canceled flights
    - October enplanements are tracking up approximately 12%.
  
  - c. **FUEL:** Jet A: ..... \$5.64      Avgas:.....\$5.87
  
  - d. **FUEL FLOWAGE:** September 2018: 217,964 gallons down 9.4% vs. September 2017
- **General Aviation**

All American Aviation Services Open House hosted by Air Wilmington



## Tab 7 Director's Report

- **Action Items - None**
- **Information Items**
  - a. 2018 Economic Impact Report will be released in January 2019 with a full media plan from NCDOT.
  - b. SCASD Grant will close by end of 2018 with all funds spent. Key investors received 2 update reports.
  - c. Staff training
  - d. Global Entry Mobile Team postponed until January 2019
  - e. Positive comments from the event announcing Parks L. Griffin Memorial Plaza
  - f. November, December and January Calendars (Agenda pages 25-27)

November 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 WP on Call 5:30 pm Chamber Oyster Roast (JW/CL)	3
4 Daylight Savings Time Ends	5	6 Election Day 1:30 Air Service Mtg (JP) Tourism Group	7 7:30 am UNCW Econ Outlook Conf. 1:30 pm Air Service Mtg. (JP) Business Travel Group 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 8 am/4 pm United Way Campaign Kickoff Mtgs.	30 JW on Call 10:30 am NCAA Meeting (JW) 5 pm United Way Bowling Event	

December 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 1:30 UNCW Marshall Goldsmith Event (RC) 5 pm AA Meeting	6 Noon Ambassadors Meeting/ Christmas Luncheon	7 GB on Call	8 Wanda Copley's & Spruill Thompson's Birthdays
9	10	11 1 pm Stakeholders & Progress Meeting	12 7:30 am Power Breakfast	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					



January 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b> New Year's Day Admin Offices Closed	<b>2</b> 5 pm AA Meeting	<b>3</b> 10 am Stakeholders Meeting	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b> MLK Day Admin Offices Closed	<b>22</b>	<b>23</b>	<b>24</b> 8 am United Way Board Mtg.	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b> 1 pm Stakeholders Meeting	<b>30</b>	<b>31</b>		



## Tab 8

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

Proposed 2019 Meeting Schedule (Agenda page 29)

- **Adjournment**

**PROPOSED  
NEW HANOVER COUNTY AIRPORT AUTHORITY  
2019 MEETING SCHEDULE**

REGULAR MEETING
JANUARY 2, 2019 *
FEBRUARY 6, 2019
MARCH 6, 2019
APRIL 3, 2019
MAY 1, 2019
JUNE 5, 2019
JULY 3, 2019 *
AUGUST 7, 2019
SEPTEMBER 4, 2019 *
OCTOBER 2, 2019
NOVEMBER 6, 2019
DECEMBER 4, 2019

All meetings are held in ILM's Executive Conference Room. The meeting will begin at 5:00 p.m., unless otherwise noted.

\* These meetings fall close to a holiday weekend and may be rescheduled.

\*\* Date changed due to holiday.

Approved:

*Proposed Scheduled Drafted 6.21.2018*