



**ILM**

WILMINGTON INTERNATIONAL AIRPORT

*New Hanover County  
Airport Authority  
Meeting*

*Wednesday  
December 5, 2018*

*5:00 PM*

*ILM Executive Conference Room*



*New Hanover County Airport Authority  
Meeting Agenda  
December 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 November 7, 2018 meeting.

# Staff Reports

<b>Committee</b>	<b>Airport Authority Member</b>	<b>Staff Member</b>
<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**
  - a. **Runway 17-35 Lighting Rehabilitation (AIP-53)** –Work related to the installation of a new generator will begin Dec. 3<sup>rd</sup> and should last until approximately Christmas. Awaiting confirmation of schedule by contractor, for 4 night Runway Closure work.
  - b. **ILM Wet Detention Basin and Ditch Project (AIP-54)** – General Contractor anticipates performing change order related work through December.
  - c. **Main Terminal Restroom Rehabilitation (General)** – Restrooms were reopened the morning of November 21 in advance of Thanksgiving travel. Punch list items remain and will be completed when materials are available.
  - d. **Hurricane Florence Restoration Work (General)** – Staff is working with on-call architects to develop construction scope and bid packages for restoration work required throughout the terminal and business park, including new roofs.
  - e. **AVIS Consolidated Rental Car Facility (CFC Fund)** – Contractor continues to work on punch list items, AVIS has moved into the building.



## Tab 2

# Facilities & Terminal Expansion

(Continued)

- **Information Items (cont.)**

- f. **Terminal Expansion – Contract 1 (NC Leg. Appropriations)** – Roll up doors have been installed on both ends of the baggage makeup area. Baggage handling equipment installation will begin in December.
- g. **Annual FAA AIP Review** – FAA staff are tentatively scheduled to discuss AIP project planning for FY 2019 with ILM staff in early December.
- h. **Airport Layout Plan Update (AIP-51)** – FAA has given notification of final approval for ALP Update.
- i. **Terminal Parking Study (General)** – Staff is developing an RFQ for selection of professional services firms to evaluate parking needs and expansion to provide additional passenger parking.



## Tab 3 Finance & Human Resources

- **Monthly Financials**

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

- **Action Items**

**Recommend approval of the updated Schedule of Charges, Fees and Rents, effective January 1, 2019** (Agenda pages 20-22). The schedule has been amended to reflect the following changes to the parking lot rates:

Short Term:	Credit Card Premium (G) Lot:	Credit Card Economy (H) Lot:
Each hour \$ 1	Each hour \$ 1	Each hour \$1
Maximum each 24 hours \$24 (currently \$18)	Maximum each 24 hours \$14 (currently \$11)	Maximum each 24 hours \$8 (currently \$9)

In addition to the rate changes noted above, the amount of time that a customer can spend in the lot before incurring a charge has been increased from 15 minutes to 30 minutes. The rates for the Long Term and Credit Card Standard (F) lots remained the same. No other charges, fees and rents were changed other than those noted above. See full schedule attached.





## Tab 3

# Finance & Human Resources (Continued)

- **Information Items**
  - a. Hurricane/FEMA Update
  - b. Audit Update

# Wilmington International Airport

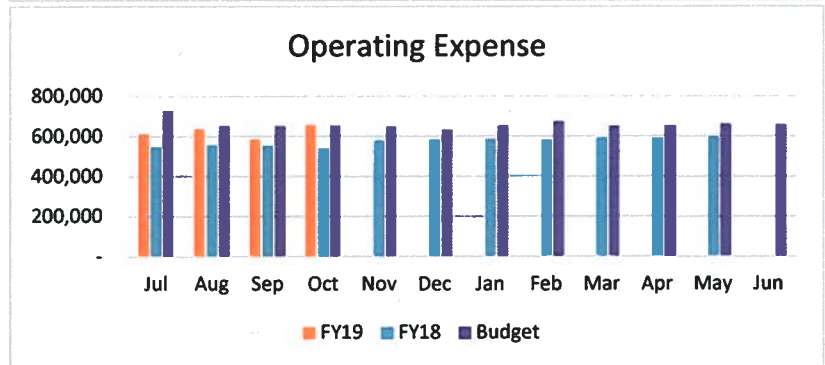
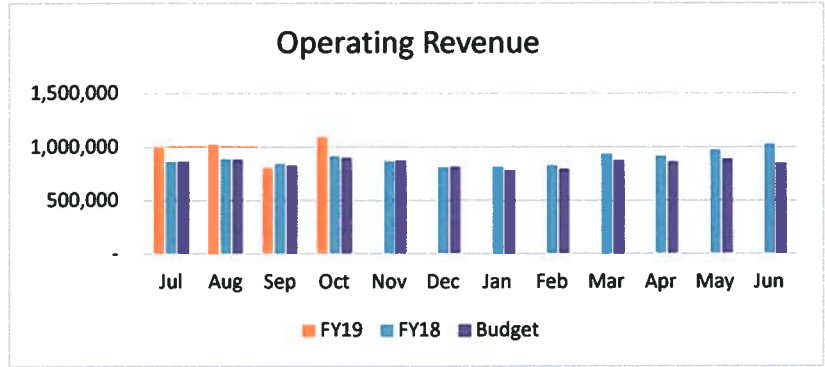
## Monthly Financial Summary

### October

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	1,091,389	901,150	911,268	21.1%	19.8%
Monthly Expense	658,660	652,654	539,368	0.9%	22.1%
YTD Revenue	3,921,514	3,466,102	3,504,581	13.1%	11.9%
YTD Expense	2,496,436	2,681,619	2,198,494	-6.9%	13.6%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	123,517	130,434	130,703	-5.3%	-5.5%
Parking Lot	416,371	377,000	366,005	10.4%	13.8%
Rent	207,783	183,910	195,957	13.0%	6.0%
Commissions	207,156	126,916	128,103	63.2%	61.7%
Security	53,067	47,083	58,243	12.7%	-8.9%
Other	25,768	22,787	29,633	13.1%	-13.0%
Interest	57,727	13,020	2,624	343.4%	2100.1%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	340,876	349,743	314,249	-2.5%	8.5%
Contracted Services	69,951	71,322	60,429	-1.9%	15.8%
Utilities	34,062	37,332	32,121	-8.8%	6.0%
Repairs & Maint	113,822	60,950	31,259	86.7%	264.1%
Other	99,949	133,307	101,310	-25.0%	-1.3%



#### Summary of Significant Monthly Activity

Revenue	Expense
<p>Aviation - landing fees in line with budget, but fuel flowage off due to very low military traffic for October</p> <p>Parking - October was the highest single revenue month on record; exits were up 1.8% over October 2017</p> <p>Commissions - rental car commissions were up 74% over October 2017; food commissions were up 22%</p>	<p>R&amp;M - approximately \$90k worth of Hurricane Florence expense that may be reclassified once insurance / FEMA is sorted out</p> <p>Other - because of the delay of the audit report, there was no audit payment in Oct as budgeted; advertising and facilities maintenance amounts are budgeted evenly throughout the year, but not spent that way</p> <p>Other expense categories were in line with expectations.</p>

### Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
General Operating Checking	N/A	\$ 1,126,879.23
Business Park Checking	N/A	7,369.97
Business Park Money Rate Savings	0.55%	760,245.29
Federal Projects	N/A	500.00
Money Rate Savings	0.55%	4,234,851.74
Investment Account-Govt	1.91%	30,299.86
Investment Account-Term	2.26%	16,230,866.29
PFC Money Rate Savings ***	0.55%	5,969,405.14
CFC Money Rate Savings ***	0.55%	1,978,413.40
CFC Checking ***	N/A	1,274.99
BB&T CD-United ***		200,000.00
Safe Keeping ***	2.32%-2.90%	10,058,892.77
Petty Cash	N/A	1,000.00
<b>Total Cash</b>		<u>40,599,998.68</u>
<b>Less Restricted Use ***</b>		18,207,986.30
<b>Less Reserves:</b>		
Maintenance & Development Reserve		2,739,386.53
Operational Reserve		<u>4,000,000.00</u>
<b>Net Cash Available for Daily Operations</b>		<u><u>\$ 15,652,625.85</u></u>

Monthly Cash Activity		
<b>Beginning Balance</b>		\$ 15,811,953.62
<b>Receipts</b>		
General Operating	\$ 1,248,246.33	
GO Transfers In from MR (to Trf out to NC Cap Mgmt)	-	
Business Park Operations Checking	20,000.00	
Business Park Money Rate Savings	56,107.49	
Investment Account (Transfers In)	-	
Federal Projects	429,559.76	
Business Park Money Rate Savings Interest	350.61	
Money Rate Savings Interest	1,977.72	
Investment Account-Govt Interest	52.02	
Investment Account-Term Interest	30,185.28	
<b>Total Receipts</b>		<u>1,786,479.21</u>
<b>Disbursements</b>		
General Operating Accounts Payable	1,266,205.37	
General Operating Payroll	214,689.88	
General Operating Transfers to Investment Account	-	
Money Rate Savings Trf	-	
Business Park Operations Checking Accounts Payable	15,351.97	
Business Park Money Rate Savings Accounts Payable	20,000.00	
Federal Projects Accounts Payable	429,559.76	
<b>Total Disbursements</b>		<u>(1,945,806.98)</u>
<b>Ending Balance</b>		<u><u>\$ 15,652,625.85</u></u>

WILMINGTON INTERNATIONAL AIRPORT (ILM)

Wilmington, NC

SCHEDULE OF CHARGES, FEES & RENTS<sup>(1)</sup>

(Fees and charges applicable except where valid contracts apply and are subject to change at the discretion of the Airport Authority)

Effective 1/1/19

<u>DESCRIPTION</u>	<u>FY 2019 RATES</u>
<b><u>Aircraft Parking Apron</u></b>	Annual Rate Negotiated \$50.00 per month minimum
<b><u>Automobile Parking Areas</u></b>	
Terminal Tenant Employees (per space per month)	\$10.00
Rental Car/Limousine Ready Spaces (per space per month)	\$30.00
<b><u>Public Parking</u></b>	
Short Term:	
0 – 30 minutes	Free
0 – 1 hour	\$ 1.00
Each additional hour	\$ 1.00
Maximum each 24 hours	\$ 24.00
Long Term:	
0 – 30 minutes	Free
0 – 1 hour	\$ 1.00
Each additional hour	\$ 1.00
Maximum each 24 hours	\$ 10.00
Credit Card Premium (G) Lot:	
0 – 30 minutes	Free
0 – 1 hour	\$ 1.00
Each additional hour	\$ 1.00
Maximum each 24 hours	\$14.00
Credit Card Standard (F) Lot:	
0 – 30 minutes	Free
0 – 1 hour	\$1.00
Each additional hour	\$1.00
Maximum each 24 hours	\$10.00
Credit Card Economy (H) Lot:	
0 – 30 minutes	Free
0 – 1 hour	\$1.00
Each additional hour	\$1.00
Maximum each 24 hours	\$8.00
<b><u>Airline and Crew Parking</u></b>	
Airline Personnel and Crews Serving ILM	\$25.00 per month
Other Airline Personnel	\$35.00 per month
<b><u>Off Airport Parking Lot Concessions</u></b>	45% of gross
<b><u>Ground Transportation</u></b>	Per Schedule
<b><u>Unaccompanied Baggage Concessions</u></b> (Note 4)	5% of gross
<b><u>Terminal Use Fee</u></b>	\$250.00 per use
<b><u>Boarding Bridge Fee (Min \$150.00)</u></b>	\$150.00 per hour
<b><u>Boarding Stair Truck</u></b>	\$150.00 per use
<b><u>Boarding Bridge Fee</u></b>	\$1,700 monthly

**WILMINGTON INTERNATIONAL AIRPORT (ILM)**  
**Wilmington, NC**  
**SCHEDULE OF CHARGES, FEES & RENTS<sup>(1)</sup>**  
(Fees and charges applicable except where valid contracts apply and  
are subject to change at the discretion of the Airport Authority)  
Effective 1/1/19

<u>DESCRIPTION</u>	<u>FY 2019 RATES</u>
<b><u>Floor Rental Charges</u></b> <span style="float: right;"><b><u>(SFY=Square Foot Per Year)</u></b></span>	
<b><u>Terminal Building</u></b>	
Counter & Queuing	\$42.29 SFY
Office Space	\$24.77 SFY
Inbound Baggage (Note 2)	\$31.73 SFY
Hold Room	\$42.29 SFY
Baggage Makeup	\$31.73 SFY
Baggage Claim (Note 2)	\$42.29 SFY
Airline Operations Area	\$24.77 SFY
<b><u>Office Buildings</u></b>	\$5.00 to 17.00 SFY
<b><u>Warehouse Space</u></b>	\$4.50 to 12.00 SFY
<b><u>Land Rents</u></b>	
Landside	acre/year subject to location and negotiation
Airside - Unimproved	\$0.319 SFY
Airside - Improved	\$0.374 SFY
<b><u>Non-Terminal Rental Car Agency Concessions</u></b> (Note 3)	9% of gross
-doing business on the airport or with individuals passing through the airport	
<b><u>Aircraft Landing Fees (MGLW=Maximum Certificated Gross Landing Weight):</u></b>	
<b><u>Certificated Air Carrier (Part 121 &amp; Part 135)</u></b>	
Scheduled	\$2.11/1000 lbs. MGLW with \$25.00 minimum
Non-scheduled (Domestic or International)	\$2.60/1000 lbs. MGLW with \$100.00 minimum
<b><u>All Other Commercial Aircraft Operators</u></b>	
With Aircraft based at Airport	\$2.11/1000 lbs. MGLW with \$15.00 minimum
Aircraft not based at Airport	\$2.11/1000 lbs. MGLW with \$15.00 minimum
<b><u>International Terminal Use Fee</u></b>	
General Aviation	\$75.00 per use
Air Carrier Charters and Schedule Service	\$150.00 per use
<b><u>Airline Security Fee</u></b>	\$565,000 pro-rated based on enplaned passengers
<b><u>Fuel Flowage Fee</u></b>	\$0.09 per gallon
<b><u>Parking Citations</u></b>	\$25.00 / \$50.00
<b><u>Civil Citations</u></b>	\$100.00

WILMINGTON INTERNATIONAL AIRPORT (ILM)

Wilmington, NC

SCHEDULE OF CHARGES, FEES & RENTS<sup>(1)</sup>

(Fees and charges applicable except where valid contracts apply and are subject to change at the discretion of the Airport Authority)

Effective 1/1/19

<u>DESCRIPTION</u>	<u>FY 2019 RATES</u>
<b><u>Access Badge and Processing Fee</u></b>	
Initial Enrollment (STA and Fingerprints)	\$40.00
Access Badge (New)	\$50.00
Access Badge (Renewal)	\$25.00
Access Badge (Late Renewal Over 24 Hrs.)	\$100.00
Non-Access Badge (New)	\$10.00
Non-Access Badge (Renewal)	\$10.00
Non-Access Badge (Late Renewal Over 24 Hrs.)	\$100.00
Upgrade Badge (Non-Access to Access)	\$50.00
TSA Badge, Only	\$50.00
<b><u>Lost Access Badges</u></b>	
1 <sup>st</sup> Lost Badge	\$50.00
2 <sup>nd</sup> Lost Badge	\$100.00
3 <sup>rd</sup> Lost Badge	\$150.00

NOTES:

- (1) All fees subject to change without notice. Different rates may be in effect during events deemed 'special events' by the Airport.
- (2) Joint use space – 20/80 formula
- (3) Gross Revenue for rental car agency operations shall include all cash or credit sales including but not limited to time, mileage, and personal accident insurance (PAI) charges for the rental and/or leasing of vehicles to customers who pass through the Airport, without regard to where the customer placed the order or the Agency received the order for said vehicle and regardless of where the vehicle is returned. Gross revenue shall include all charges made by the Agency to its customers for exchanged vehicles regardless of where said exchange was made, when the vehicle is rented to a customer who passes through the Airport. Uncollectible credit sales will not be excluded from gross revenue.

Gross revenue shall exclude gasoline; vehicle collision insurance; waiver charges which are separately stated and collected by Agency; Federal, State, or Municipal sales, use, or other similar taxes separately stated and collected from customers of Agency now or hereafter levied or imposed.

All transactions referenced above originally made to any person passing through the Airport, shall be included in gross revenue as defined herein, even though payment of the account may be transferred to some other place for collection.

- (4) The term "gross revenue" as related to unaccompanied baggage only shall include all cash or credit transactions including but not limited to time and mileage charges for the delivery of unaccompanied baggage acquired on Airport property. Gross revenue shall include all charges made by the operator to its customers including but not necessarily limited to telephone use charges, waiting charges, etc.



## Tab 4 Business Development

- **Action Items**

Request approval for a Lease Agreement with Southeastern Cable Contractors for 2610 N. 23<sup>rd</sup> St. beginning January 1, 2019. Three year term with two 1 year options to renew, generating \$154,000 over the initial 3 year term. Reagan Development and Property Management, Inc. represented Southeastern Cable.

- **Information Items**

ACI-NA (Airports Council International – North America) awarded Wilmington International Airport Honorable Mention for its' Brand Identity at its recent Marketing and Communications Conference. Erin McNally submitted the brand identity application highlighting our new logo & tag line "Coast On In. Coast On Out," along with our comprehensive marketing campaign & materials such as new letterhead, digital and print ads, television commercial, and website redesign. Erin received the award on behalf of ILM at the conference.



## Tab 5 Government

- **Action Items – None**
- **Information Items**
  - a. Orientation for new State Senator and County Commissioner.
  - b. Update on lobbyist and NC Legislative funding.





## Tab 6 Operations & General Aviation

- **Action Items – None**
- **Information Items**
  - a. **PASSENGERS:**
    - Total revenue passengers for October 2018 were 87,681 up 13.6% bringing YTD revenue passengers to 766,985 up 9.4%
    - November enplanements are tracking up approximately 22%
    - Thanksgiving week (Nov. 19-Nov. 25) enplanements were up 26% over the same period last year. The airlines enplaned 10,382 passengers.
  
  - c. **FUEL:** Jet A: ..... \$5.32      Avgas:.....\$5.59
  
  - d. **FUEL FLOWAGE:** October 2018: 158,883 gallons down 41% vs. October 2017
- **General Aviation**

All American Aviation Services Open House a success



## Tab 7 Director's Report

- **Action Items - None**
  
- **Information Items**
  - a. Global Entry Mobile Event delayed until February 2019
  - b. Reminders: Power Breakfast December 11, 2018 at 7:30 am  
January Authority meeting January 9, 2019
  - b. December, January, and February Calendars (Agenda pages 27-29)

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 7:30 am Power Breakfast 1 pm Stakeholders & Progress Mtg.	12  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">Chamber Visit GSP (JW)</div>	13 10 am – WMPO (GD) Noon Tenants 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  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">GB Vacation</div>	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>	<b>3</b> 10 am Stakeholders & Progress Meeting	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b> 12 pm Kiwanis Speaker (JW) 5 pm AA Meeting	<b>10</b> EMC Mtg. (JW)	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b> 2 pm Contract 1 OAC Mtg. (GD)	<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> 3 pm Contract 1 OAC Mtg. (GD)	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b> 1 pm Stakeholders Meeting	<b>30</b>	<b>31</b>		

February 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>1</b> 3 pm Contract 1 OAC Mtg. (GD)	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b> 2 pm Contract 1 OAC Mtg. (GD)	<b>6</b> 5 pm AA Meeting	<b>7</b>	<b>8</b> 3 pm Contract 1 OAC Mtg. (GD)	<b>9</b> Tom Barber's Birthday
<b>10</b>	<b>11</b> AAAE Sr. Mgmt. Airport Issues Conf. (RC)	<b>12</b>	<b>13</b> 10 am WMPO (GC)	<b>14</b>	<b>15</b> 3 pm Contract 1 OAC Mtg. (GD)	<b>16</b>
	AAAE Finance & Admin Conf. (SL)		JW Vacation			
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b> Tom Wolfe's Birthday/ 10 am Wildlife Hazard Mtg	<b>22</b> 3 pm Contract 1 OAC Mtg. (GD)	<b>23</b>
	Global Entrv Event at ILM			JW Vacation		
<b>24</b>	<b>25</b>	<b>26</b> 2pm Contract 1 OAC Mtg. (GD)	<b>27</b>	<b>28</b> 8 am United Way Board Mtg. (JW)		



## Tab 8

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