

**NEW HANOVER COUNTY AIRPORT AUTHORITY  
REGULAR MEETING  
December 5, 2018**

**CALL TO ORDER**

The New Hanover County Airport Authority met on Wednesday, December 5, 2018, at Wilmington International Airport, 1740 Airport Boulevard, Wilmington, North Carolina. Chairman Girardot called the meeting to order at 5:00 p.m. and Mr. Barber led the Pledge of Allegiance. Chairman Girardot asked Authority members if they had any conflict of interest pursuant to the Authority's Code of Ethics statement. No conflicts of interest or potential conflicts of interest were identified.

Airport Authority members present were: Donna Girardot, Chairman; Thomas Wolfe, Vice Chairman; Tom Barber, Secretary; Carter T. Lambeth, Harry W. Stovall, F. Spruill Thompson and W. Lee Williams. Also present were Julie Wilsey, Airport Director; Gary Broughton, Deputy Director; Robert Campbell, Finance Director; Carol LeTellier, Business Development Director; Granseur Dick, Planning and Development Director; Whitney Prease, Facilities Manager; and Rose Davis, Executive Assistant.

Guests present included Steve Bright, Amy McLane, and Eric Stumph, Talbert & Bright, Inc.; Lars Isaacson and Robbie Bittner, RSM US LLP; James Moose; Marty Wynn; and Tom Goodwin.

**APPROVAL OF MINUTES**

The Authority has reviewed the minutes of the meeting on November 7, 2018. Mr. Barber MOVED, SECONDED by Mr. Lambeth, to approve the minutes of the November 7, 2018 Airport Authority meeting as submitted. Upon vote, the MOTION WAS APPROVED UNANIMOUSLY.

**PUBLIC COMMENTS**

None.

**AUDITOR PRESENTATION**

Mr. Campbell introduced Lars Isaacson and Robbie Bittner of RSM US, LLP. Mr. Bittner reported to the Authority on the status and results of the ILM audit. Mr. Barber MOVED, SECONDED by Mr. Stovall to accept the audit results as presented by RSM US, LLP. Upon vote, the MOTION WAS APPROVED UNANIMOUSLY.

**FACILITIES & TERMINAL EXPANSION**

Mr. Dick recommended the approval of the following items:

- a) **Airfield Pavement Marking** – a contract to Hasco Inc. for NTE \$150,000 to provide airfield movement marking and striping. Hasco has a state contract in place for costs that we are eligible to use. Mr. Wolfe MOVED, SECONDED by Mr. Thompson. Upon vote, the MOTION WAS APPROVED UNANIMOUSLY.

- b) **Terminal Expansion – Contract 1 (NC Leg. Appropriations)** – a change order #1 for \$3,166.30 to Monteith Construction for installation of VFDs in lieu of starters for baggage handling room supply fans. Mr. Lambeth MOVED, SECONDED by Mr. Thompson. Upon vote, the MOTION WAS APPROVED UNANIMOUSLY.

Mr. Dick reported that terminal expansion contract 1 is on schedule, with two roll up doors having been installed in the outbound baggage room. Mr. Dick noted that this is the end of the first phase of contract 1 and the new baggage handling equipment will start arriving January 2019. Mr. Dick shared that Contract 2 has been advertised for bids with a scheduled bid opening of January 29<sup>th</sup>.

Regarding the Airport Layout Plan update, Mr. Dick reported that staff received a signed, approved ALP from the FAA which concluded AIP-51.

Mr. Dick reported that staff is developing an RFQ for professional services to evaluate parking needs and possible expansion for additional passenger parking.

In response to Chairman Girardot's request for an update on the status of the legislative funds received from the State's last budget cycle, Mr. Dick reminded the Authority that all of the funds have to be encumbered by the end of FY 2019 and that staff anticipates all funds will be fully encumbered once the bid is awarded for Contract 2 construction and approved at the March 2019 Authority meeting.

### **FINANCE & HUMAN RESOURCES**

Mr. Campbell reviewed ILM's October financial summary, financials and cash summary.

Mr. Campbell recommended the approval of the updated FY 2019 Schedule of Charges, Fees and Rents, effective January 1, 2019. The schedule has been amended to reflect the following changes to the parking lot rates: Short Term – Maximum each 24 hours from \$18 to \$24; Credit Card Premium (G) Lot – Maximum each 24 hours from \$11 to \$14; and Credit Card Economy (H) Lot – Maximum each 24 hours from \$9 to \$8. The amount of time a customer can spend in a lot before incurring a charge will increase from 15 minutes to 30 minutes. No other charges, fees or rents were changed other than those noted above. Mr. Stovall MOVED, SECONDED by Mr. Lambeth to approve the updated Schedule of Charges, Fees and Rents as recommended. Upon vote, the MOTION WAS APPROVED UNANIMOUSLY. (A copy of the updated FY2019 Schedule of Rates and Charges is hereby incorporated as part of the minutes and is contained in Exhibit Book III, Page 207.)

### **BUSINESS DEVELOPMENT**

Ms. LeTellier reported to the Authority that Erin McNally, Marketing Specialist, traveled to Ottawa, Canada for the ACI-NA Marketing and Communications Conference where she accepted on ILM's behalf an Honorable Mention award for ILM's Brand Identity to include letterhead, digital and print ads, television commercial, website redesign, new logo and tag line "Coast On In. Coast On Out."

Chairman Girardot requested a letter be prepared from the Authority for Ms. McNally's employee file recognizing her contributions towards this award.

Ms. LeTellier announced the new art show on display in the terminal lobby, “Over Seas. On Seas. Near Seas. And Beyond Seas.”, by local artist Paul Stone.

Ms. LeTellier also noted new terminal advertiser, Protocol, joined our advertising program.

### **GOVERNMENT**

Chairman Girardot updated the Authority on the orientation meeting with newly elected Senator Harper Peterson, noting that Senator Peterson has committed to supporting the airport’s request for funding in this year’s General Assembly session. A similar orientation meeting will be scheduled with County Commissioner Olson-Boseman.

Chairman Girardot reporting on the lobbyist and legislative funding, advised that the 10 commercial airports are in agreement to request of the General Assembly that all of the rental car taxes be dedicated to airports in the future, as recommended by Senator Rabon. Hopefully this can be written in the legislation to be open ended and not capped by a dollar figure. Whatever comes in will go back to the commercial service airports for infrastructure projects.

Mrs. Wilsey noted the 10 commercial airports are working on a funding formula that would be a combination of enplanements and also a percentage based on the economic impact study. The plan is to have an idea of how much each airport will get every year so the airports can plan capital projects and improve cash flow in the NCDOT Aviation funding program.

Chairman Girardot reported on the Chamber Wilmington Regional Economic Scorecard breakfast which presented how the Wilmington area is doing economically compared to Asheville, Chattanooga, Mobile, Myrtle Beach, Pensacola, Roanoke and Savannah, noting that the Wilmington area looks pretty good on a lot of those economic indicators. Mrs. Wilsey pointed out that Chairman Girardot is featured on page 15 of the economic report.

### **OPERATIONS & GENERAL AVIATION**

Mr. Broughton reviewed the total revenue passengers, fuel costs and fuel flowage for October 2018. Mr. Broughton noted that November is tracking up about 20%, thanks in large part to Thanksgiving. The week of Thanksgiving was up 26% over the same period last year. The airlines enplaned 10,382 passengers from Monday – Sunday the week of Thanksgiving. Mr. Broughton noted this was due to more flights, more service, and more seats.

Mr. Broughton advised the Authority that United has joined the consortium with American and Delta for skycap services at ILM.

Mr. Broughton reported that the fuel prices are at their lowest since June 2018, while fuel flowage is down 41%, primarily due to decreased military traffic.

Mr. Broughton reported on the success of the open house hosted at Air Wilmington for the new flight school, All American Aviation. Mr. Broughton shared that the flight school is approximately 6 weeks from receiving their final FAA approval to be a Part 141 flight school.

Mr. Broughton shared with the Authority the great job done by ILM Supervisor Bob Dieterle and the rest of the ILM team during a recent Alert 2 with a 737 800 Caribbean Airlines plane with 75

passengers on board and one engine out that was inbound to Customs. Fire and EMS were notified and the aircraft landed safely. Customs responded rapidly with 6 officers to process the travelers. Air Wilmington took care of coordinating the rooms and the rides for the passengers.

### **DIRECTOR'S REPORT**

Mrs. Wilsey advised that the Global Entry event at ILM is scheduled for February 18-22, 2019 and noted there is also a Global Entry event in Myrtle Beach in January, 2019.

Mrs. Wilsey reminded the Authority of the Power Breakfast on December 11<sup>th</sup> where ILM will be featured.

Mrs. Wilsey reported that the final pay request is being submitted for the SCASD grant and that United has returned the letter of credit they were holding to ILM's bank.

Mrs. Wilsey shared with the Authority the ILM newsletter "Caught in Action" section featuring pictures of ILM employees and the Authority.

Mrs. Wilsey commented on the NCDOT economic impact study release in January noting that DOT wants to produce a video that talks about the value of airports in the communities and ILM secured a tenant, Toby Geatz, of Seahawk Innovation, to talk about aviation and represent the ILM community.

Mrs. Wilsey invited the Authority to attend the ILM employee Christmas party on Friday, December 14<sup>th</sup> at Waterman's Brewing Company.

### **UNFINISHED BUSINESS**

None.

### **NEW BUSINESS**

None.

### **ADJOURNMENT**

Mr. Williams MOVED, SECONDED by Mr. Lambeth, to adjourn the meeting. There being no further business to come before the Board, Chairman Girardot adjourned the meeting at 5:50 p.m.

Prepared by:  
Rose M. Davis

Respectfully Submitted:

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Thomas C. Barber, II, Secretary

Date of Approval: January 9, 2019