



**ILM**

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday  
January 9, 2019***

***5:00 PM***

***ILM Executive Conference Room***



*New Hanover County Airport Authority  
Meeting Agenda  
January 9, 2019 - 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 December 5, 2018 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. Main Terminal Rehab (General, FEMA/ Insurance Reimbursements)**– Approve a contract to Rees Architecture, PC for NTE \$35,000 to provide bid documents and bidding phase services for construction work related to Hurricane Florence renovations to the terminal and other storm damaged airport buildings.
- b. New Entrance Sign – General** – Approve contract for NTE \$37,000 to The Sign Company for fabrication and installation of new entrance sign on 23<sup>rd</sup> Street.
- c. Terminal Expansion – Contract 1 (NC Leg. Appropriations)** – Approve Change Order #2 & 3 for \$6,382 and \$4,835 to Monteith Construction for relocation of an existing domestic waterline and replacement of two existing dampeners that are not operational.
- d. ILM Wet Detention Basin and Ditch Project (AIP-54)** – Approve Amendment #4 to Work Authorization to Talbert and Bright for \$30,592 for Construction Administration services associated with the additionally approved work items.

- **Information Items**

- a. Runway 17-35 Lighting Rehabilitation (AIP-53)** –New generator installation is underway, airfield lighting is still on temporary generator backup.



## Tab 2

# Facilities & Terminal Expansion

(Continued)

- **Information Items (cont.)**

- b. ILM Wet Detention Basin and Ditch Project (AIP-54)** – General Contractor has completed additional work items and Engineer is preparing final documents.
- c. AVIS Consolidated Rental Car Facility (CFC Fund)** – Final inspection scheduled for Jan. 1<sup>st</sup>, 2019.
- d. Terminal Expansion – Contract 1 (NC Leg. Appropriations)** – Install of new EDS machines by TSA in the outbound baggage area scheduled for Jan 8<sup>th</sup> through 15<sup>th</sup>.
- e. Airport Layout Plan Update (AIP-51)** – FAA has given notification of final approval for ALP Update.
- f. North GA Development & Pipe Ditches (NC STIP)** – Advertisement for bids began Dec. 28<sup>th</sup> with bid opening on January 22<sup>nd</sup> at 10:00 am.
- g. NC Commercial Services Airport Appropriations Update** – Expenditures as of 11/31/18 included \$2.4M for the design and construction of the Terminal Expansion and \$811,548 for the new passenger boarding bridge.



## Tab 3

# Finance & Human Resources

- **Monthly Financials**  
November Financial Summary, Financials and Cash Summary (Agenda pages 13-16)
- **Action Items – None**
- **Information Items**  
Hurricane/FEMA Update



# Wilmington International Airport

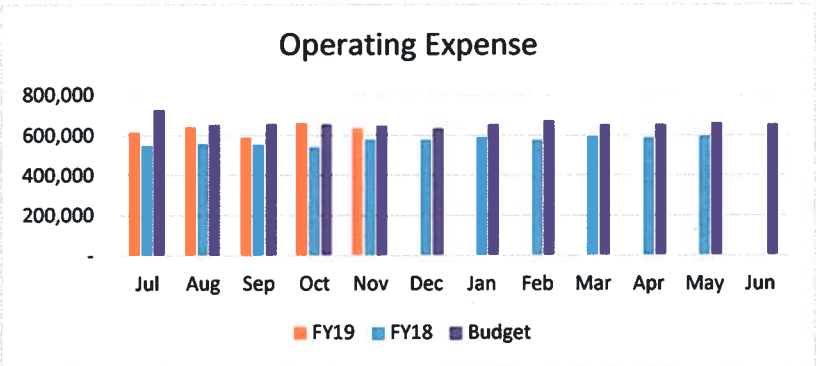
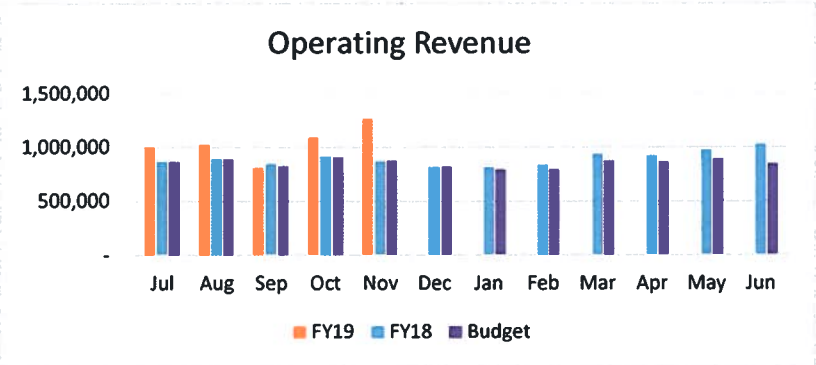
## Monthly Financial Summary

### November

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	1,261,256	867,660	864,747	45.4%	45.9%
Monthly Expense	636,767	645,963	578,632	-1.4%	10.0%
YTD Revenue	5,182,945	4,333,763	4,369,328	19.6%	18.6%
YTD Expense	3,133,203	3,327,582	2,777,126	-5.8%	12.8%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	121,479	132,533	128,075	-8.3%	-5.2%
Parking Lot	404,461	337,000	330,225	20.0%	22.5%
Rent	198,466	201,210	205,918	-1.4%	-3.6%
Commissions	174,843	113,917	113,699	53.5%	53.8%
Security	52,927	47,083	57,883	12.4%	-8.6%
Other	265,521	22,917	23,545	1058.6%	1027.7%
Interest	43,560	13,000	5,403	235.1%	706.3%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	337,132	349,752	330,137	-3.6%	2.1%
Contracted Services	79,100	62,622	64,164	26.3%	23.3%
Utilities	24,790	37,332	23,881	-33.6%	3.8%
Repairs & Maint	72,336	60,950	30,235	18.7%	139.2%
Other	123,409	135,307	130,215	-8.8%	-5.2%



#### Summary of Significant Monthly Activity

Revenue	Expense
<p>Aviation - landing fees slightly above budget, but fuel flowage off due to very low military traffic for November.</p> <p>Parking - November is the second straight month of parking revenue over \$400k. Exits were up 6.87% over November 2017.</p> <p>Commissions - rental car commissions were up 59% over November 2017; food commissions were up 37% over the same period last year.</p> <p>Other - includes \$240k of insurance proceeds related to hurricane damage. Those proceeds will be matched against the appropriate expenses as those expenses are incurred.</p>	<p>Contracted Services - parking lot expenses were higher than average due to an extra week of payroll during November; a payment was made towards the new accounting software that is budgeted evenly throughout the year.</p> <p>Repairs &amp; Maint - include some hurricane-related expense which may be reclassified once all repairs are made and insurance / FEMA is finalized.</p> <p>Other - due to the delay in the audit, no payment was made in November as budgeted.</p>

### Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
General Operating Checking	N/A	\$ 1,818,233.23
Business Park Checking	N/A	3,661.99
Business Park Money Rate Savings	1.00%	816,804.96
Federal Projects	N/A	500.00
Money Rate Savings	1.00%	4,236,975.48
Investment Account-Govt	1.91%	30,351.80
Investment Account-Term	2.26%	16,261,207.93
PFC Money Rate Savings ***	1.00%	6,087,542.87
CFC Money Rate Savings ***	1.00%	2,021,101.71
CFC Checking ***	N/A	58,858.41
BB&T CD-United ***		200,000.00
Safe Keeping ***	2.32%-2.90%	10,069,292.77
Petty Cash	N/A	1,000.00
<b>Total Cash</b>		<u>41,605,531.15</u>
<b>Less Restricted Use ***</b>		18,436,795.76
<b>Less Reserves:</b>		
Maintenance & Development Reserve		2,747,719.53
Operational Reserve		4,000,000.00
<b>Net Cash Available for Daily Operations</b>		<u><u>\$ 16,421,015.86</u></u>

Monthly Cash Activity		
<b>Beginning Balance</b>		\$ 15,652,625.85
<b>Receipts</b>		
General Operating	\$ 1,880,489.42	
GO Transfers In from MR (to Trf out to NC Cap Mgmt)	-	
Business Park Operations Checking	10,000.00	
Business Park Money Rate Savings	66,157.07	
Investment Account (Transfers In)	-	
Federal Projects	196,107.88	
Business Park Money Rate Savings Interest	402.60	
Money Rate Savings Interest	2,123.74	
Investment Account-Govt Interest	51.94	
Investment Account-Term Interest	30,341.64	
<b>Total Receipts</b>		<u>2,185,674.29</u>
<b>Disbursements</b>		
General Operating Accounts Payable	1,055,944.11	
General Operating Payroll	141,524.31	
General Operating Transfers to Investment Account	-	
Money Rate Savings Trf	-	
Business Park Operations Checking Accounts Payable	13,707.98	
Business Park Money Rate Savings Accounts Payable	10,000.00	
Federal Projects Accounts Payable	196,107.88	
<b>Total Disbursements</b>		<u>(1,417,284.28)</u>
<b>Ending Balance</b>		<u><u>\$ 16,421,015.86</u></u>



## Tab 4 Business Development

- **Action Items**
  - a. Request your approval of the Fat Cat Pottery, Inc. Lease for 2500 Blue Clay Rd for a 5 year term with average annual rent of \$34,000. The premises will be used for a retail pottery store and adult pottery classes. The Tenant is represented by Keith Austin of Maus, Warwick and Matthews Company of Wilmington, NC.
  - b. Request your approval of a lease with Few Moves, LLC for 2610 N. 23<sup>rd</sup> St.; term of three years with two 3 year options to renew. Average annual rent is \$52,000 per year. Few Moves provides residential and commercial moving services and also has offices in Raleigh. The Tenant is represented by Tyler Pegg of Coldwell Banker Commercial, The CRESS Group of Wilmington, NC.



## Tab 4 Business Development (continued)

- **Information Items**

- a. Update to the ILM website include a Terminal Expansion page displaying drawings of the exterior expansion and a synopsis of the three phases, as well as the new parking rates.
- b. Ownership of The Veterans Administration building and land lease has been transferred to NGP (National Government Properties). ILM has received the first rent check from its' new owner, NGP.
- c. Tailwinds 2018 concession revenues of \$2.4 million (through November) exceeded all other US airport revenues.



## Tab 5 Government

- **Action Items – None**
- **Information Items**
  - a. Wilmington Chamber Legislative Item (Agenda page 20)
  - b. Update on lobbyist and NC Legislative funding
  - c. TSA Officers continue to work through Furlough



Airport Authority

Donna Girardot  
Chairman

Thomas Wolfe  
Vice-Chairman

Thomas C. Barber, II  
Secretary

Carter T. Lambeth

Harry W. Stovall

F. Spruill Thompson

W. Lee Williams

Airport Director

Julie A. Wilsey, AAE

**Topic:           Recurring Funding to Airports for Infrastructure Projects**

**Background:**

- Success of the NC Aviation Task Force Report. It established the economic impact of the 72 airports as well as called for a funding source for projects.
- 2017 Budget Bill allocated Funding for 2 years for Commercial Service Airports. Funding is from State Rental Car Sales Taxes, which are predominantly transacted on airports.
- Allocations were made based on Economic Impact Report from NC State/Division of Aviation.
- ILM received \$ 5.9M allocated for FY18 and FY19 = \$ 11.8M total for the Terminal Expansion Project.

**Request:**

- Earmark the State Rental Car Sales Taxes for recurring Commercial Service Airport funding, specifically for infrastructure projects.
- Continue allocations to Commercial Service Airports based a funding formula determined by NCDOT Aviation.

Wilmington  
International Airport  
1740 Airport Blvd., Ste. 12  
Wilmington, NC 28405

910.341.4333

flyilm.com



## Tab 6 Operations & General Aviation

- **Action Items – None**
- **Information Items**
  - a. **PASSENGERS:**
    - Total revenue passengers for November 2018 were 86,637 up 23% bringing YTD revenue passengers to 853,622 up 10.7%
    - December enplanements are tracking up approximately 22%
    - Christmas and New Year Holiday season (Dec 22 – Jan 2) were up 11% over the same period last year.
  
  - c. **FUEL:** Jet A: ..... \$5.09                      Avgas:.....\$5.59
  
  - d. **FUEL FLOWAGE:** November 2018: 176,760 gallons down 41% vs. November 2017
- **General Aviation**



## Tab 7 Director's Report

- **Action Items - None**
  
- **Information Items**
  - a. Chamber InterCity Visit to Greenville – 12/13/18-12/14/18
  - b. Global Entry Event – 2/18/19-2/22/19
  - c. ILM's 2018 Accomplishments
  - d. January, February, and March Calendars (Agenda pages 23-25)



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 Mtg. 2 pm Harper Peterson Orientation	<b>4</b> 8 am North GA Ramp Pre Bid Mtg.	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b> 8 am UW Cabinet Mtg. 8:30 am NH Co. & NC Legislative Mtg. 10 am Term. Exp. Contract 2 Review	<b>9</b> 12 pm Kiwanis Speaker (JW) 5 pm AA Meeting	<b>10</b> EMC Mtg. (JW) 11:30 am 27 <sup>th</sup> Annual Economic Forecast	<b>11</b> 7:30 am Rotary Speaker (DG)	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b> 2 pm Contract 1 OAC Mtg. (GD) 3:30 pm Leadership Wilmington @ILM	<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> 10 am North GA Ramp Bid Opening	<b>23</b> 12:30 Rotary Speaker (JW)	<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> 11 am North GA Ramp ReBid (if required) 1 pm Stakeholders Meeting	<b>30</b>	<b>31</b>		

## February 2019

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

March 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 Donna Girardot's Birthday
3	4	5	6 5 pm AA Meeting	7 10 am Ambassadors Meeting	8	9
		Mead & Hunt Conference		Washington Legislative Conference		
10	11	12	13 10 am WMPO (GD)	14 10 am Tenants Meeting	15	16
17	18	19	20	21	22	23
2019 NCAA Conference-Pinehurst, NC						
24	25	26	27	28 8 am UW Board Meeting (JW)	29	30
31						



Tab 8

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