



ILM

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday
February 6, 2019***

5:00 PM

ILM Executive Conference Room



*New Hanover County Airport Authority
Meeting Agenda
February 6, 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 January 9, 2019 meeting.

Staff Reports

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



Tab 2

Facilities & Terminal Expansion

- **Action Items**

- a. **Terminal Roof Replacement (General, FEMA/ Insurance Reimbursements)**– Approve a contract to LS3P for NTE \$175,555 to provide construction documents and provide bidding and construction phase services for replacement of the terminal roof including wall repairs and window replacement.
- b. **Terminal Expansion – Contract 1 (NC Leg. Appropriations)** – Approve all future Contract 1 change orders up to a cumulative amount of \$25,000 to Monteith Construction, subject to appropriate justification and recommendation from Architect. This includes outstanding change orders as below:
 - a. CO#4 - \$3,165 – To install 200 Amp and relocate a breaker (Work from Contract 2 scope, now in Cont. 1)
 - b. CO#5 - \$1,399 – Install Temporary power and panel to accommodate new machine from TSA
 - c. CO#6 – \$2,284 – Install new heater circuit setters identified as faulty during contractor testing
 - d. CO#7 – \$ 234 – Install new 30A breaker identified as deteriorating
- c. **Terminal Expansion – Contract 2 (NC Leg. Appropriations)** – Approval of construction contract to lowest qualified bidder, pending successful negotiations as required. Certified Bid Price to be presented at meeting. (Insufficient bids received at initial opening, 2nd Bid Opening Date is Feb. 5th at 3:00 PM.)
- d. **ILM North GA Ramp Development (NC STIP Grant)** – Approval of construction contract to lowest qualified bidder, pending successful negotiations as required. Certified Bid Price to be presented at meeting. (Insufficient bids received at initial opening, 2nd Bid Opening Date is Feb. 4th at 11:00 AM.)
- e. **New Entrance Sign – General** – Approve contract for NTE \$37,000 to The Sign Company for fabrication and installation of new entrance sign on 23rd Street.



Tab 2

Facilities & Terminal Expansion

(Continued)

- **Information Items**

- a. **ILM Wet Detention Basin and Ditch Project Phase 2 (AIP-55)** – General Contractor has been installing 72” pipes and performing grading work.
- c. **AVIS Consolidated Rental Car Facility (CFC Fund)** – Final inspection has been completed. Engineer working on closeout documents.
- d. **Terminal Expansion – Contract 1 (NC Leg. Appropriations)** – Installation of new EDS machines by TSA in the outbound baggage area has been completed. American outbound baggage belt installation currently underway.
- e. **NC Commercial Services Airport Appropriations Update** – Expenditures as of 1/31/19 are at \$3,317,135; Encumbrances are at \$4,879,862; and Balance is at \$8,576,755.
- f. **Parking Study RFQ (General)** – Parking Study RFQ is in draft review.
- g. **Airport Layout Plan Update (AIP-51)** – Brief discussion of ALP Update drawing.



Tab 3

Finance & Human Resources

- **Monthly Financials**
December Financial Summary, Financials and Cash Summary (Agenda pages 15-18)
- **Action Items – None**
- **Information Items**
State and Local Government Finance Division Letter

Wilmington International Airport

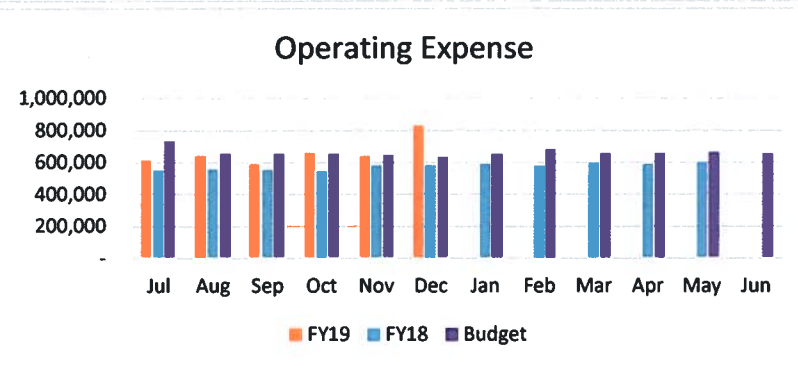
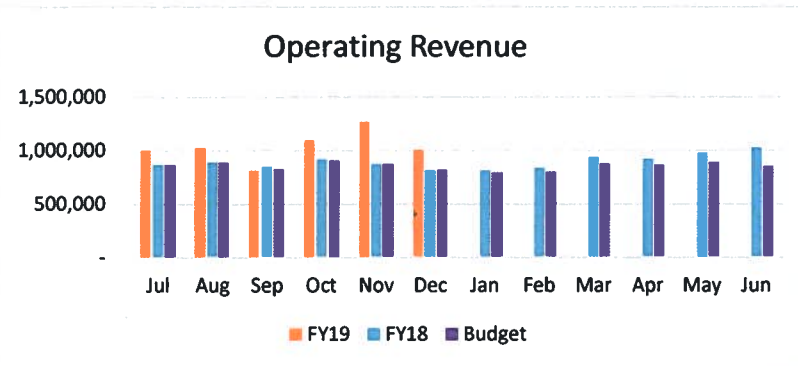
Monthly Financial Summary

December

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	999,750	813,510	808,709	22.9%	23.6%
Monthly Expense	825,874	632,464	578,480	30.6%	42.8%
YTD Revenue	6,182,695	5,147,273	5,178,037	20.1%	19.4%
YTD Expense	3,959,077	3,960,046	3,355,606	0.0%	18.0%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	120,910	121,033	118,148	-0.1%	2.3%
Parking Lot	356,804	311,000	302,977	14.7%	17.8%
Rent	237,508	191,420	196,455	24.1%	20.9%
Commissions	155,705	108,917	116,243	43.0%	33.9%
Security	46,226	47,083	47,293	-1.8%	-2.3%
Other	27,070	22,057	23,855	22.7%	13.5%
Interest	55,527	12,000	3,738	362.7%	1385.5%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	363,052	349,752	329,930	3.8%	10.0%
Contracted Services	66,600	63,122	64,792	5.5%	2.8%
Utilities	37,958	37,332	35,020	1.7%	8.4%
Repairs & Maint	267,100	60,950	19,517	338.2%	1268.5%
Other	91,164	121,308	129,220	-24.8%	-29.5%



Summary of Significant Monthly Activity

Revenue

Parking - While not as strong as the previous two months, December parking revenue was up 17.8% over 2017.

Rent - This figure contains a one-time book adjustment to a deferred revenue account. Without this adjustment, rental income is in line with the budgeted amount.

Commissions - rental car commission up 38% over last year; food commissions up 33% over last year. Both are due to increased passenger traffic.

Expense

Salaries & Benefits - Wages were above budget for the month due to overtime.

Repairs & Maint - There is \$230k worth of hurricane related expenses in this line item. The major expenses were \$150k for the moisture mitigation in the terminal and \$65k for the landside bathroom repairs.

Other - There were several business park repair and maintenance items that were anticipated for the year. Much of this work has not been necessary since we are replacing hurricane damaged items with new. Hurricane repairs are captured in the R&M category.

Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
General Operating Checking	N/A	\$ 924,356.99
Business Park Checking	N/A	989.04
Business Park Money Rate Savings	1.05%	844,020.51
Federal Projects	N/A	500.00
Money Rate Savings	1.05%	438,160.59
Investment Account-Govt	1.91%	31,104.19
Investment Account-Term	2.26%	20,302,116.25
PFC Money Rate Savings ***	1.05%	6,282,288.70
CFC Money Rate Savings ***	1.05%	2,129,440.60
CFC Checking ***	N/A	902.31
BB&T CD-United ***		200,000.00
Safe Keeping ***	2.42%-2.90%	10,081,021.66
Petty Cash	N/A	1,000.00
Total Cash		<u>41,235,900.84</u>
Less Restricted Use ***		18,693,653.27
Less Reserves:		
Maintenance & Development Reserve		2,756,052.53
Operational Reserve		<u>4,000,000.00</u>
Net Cash Available for Daily Operations		<u><u>\$ 15,786,195.04</u></u>

Monthly Cash Activity		
Beginning Balance		\$ 16,421,015.86
Receipts		
General Operating	\$ 1,903,344.88	
GO Transfers In from MR (to Trf out to NC Cap Mgmt)	3,000,000.00	
Business Park Operations Checking	30,000.00	
Business Park Money Rate Savings	56,496.52	
Investment Account (Transfers In)	4,000,000.00	
Federal Projects	42,806.48	
Business Park Money Rate Savings Interest	719.03	
Money Rate Savings Interest	1,185.11	
Investment Account-Govt Interest	752.39	
Investment Account-Term Interest	40,908.32	
Total Receipts		<u>9,076,212.73</u>
Disbursements		
General Operating Accounts Payable	1,649,393.95	
General Operating Payroll	156,160.17	
General Operating Transfers to Investment Account	4,000,000.00	
Money Rate Savings Trf	3,800,000.00	
Business Park Operations Checking Accounts Payable	32,672.95	
Business Park Money Rate Savings Accounts Payable	30,000.00	
Federal Projects Accounts Payable	42,806.48	
Total Disbursements		<u>(9,711,033.55)</u>
Ending Balance		<u><u>\$ 15,786,195.04</u></u>



Tab 4 Business Development

- **Action Items – None**
- **Information Items**
 - a. New ILM digital billboard sign (10'6" x 36') to be installed on Market Street in the Porter's Neck area. 101,862 weekly impressions expected.
 - b. Artist's Opening Reception on February 6th from 5:30 – 7 pm in the ILM Art Gallery. Featured artist is Paul Stone.



Tab 5 Government

- **Action Items – None**
- **Information Items**
 - a. Airport Legislative Item to NC Association of County Commissioners for consideration
 - b. Update: Government Shut-down
 - c. Washington D.C. Legislative Conference – March 7-8



Tab 6 Operations & General Aviation

- **Action Items – None**
- **Information Items**
 - a. **PASSENGERS:**
 - Total revenue passengers for December 2018 were 80,436 up 22% bringing YTD revenue passengers to 934,058 up 11.7%
 - January 2019 enplanements are tracking up approximately 25%

 - c. **FUEL:** Jet A: \$5.19 Avgas:.....\$5.59

 - d. **FUEL FLOWAGE:** December 2018: 204,542 gallons down 3.3% vs. December 2017
- **General Aviation**

Update on All American Aviation Flight School



Tab 7 Director's Report

- **Action Items - None**

- **Information Items**
 - a. Appreciation for Federal Workers at ILM
 - b. Global Entry Event – March 11-15, 2019
 - c. Mead & Hunt Air Service Conference – March 5-6
 - d. February, March and April Calendars (Agenda pages 23-25)

February 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 11 am North GA Ramp Re-Bid	5 1 pm Mtg. Stakeholders 2 pm Contract 1 OAC Mtg. (GD) 3 pm Contract 2 Re-bid	6 9 am FEMA Mtg. (RC/SL) 5 pm AA Meeting	7 Noon -Rotary West Speaker (JW)	8 10 am NCAA Division 1 Meeting	9 Tom Barber's Birthday
10	11	12	13 8 am AirTaps 3 (GD) 10 am WMPO (GD)	14	15	16
	AAAE Finance & Admin Conf. (SL)		JW Vacation			
17	18	19	20	21 Tom Wolfe's Birthday/ 10 am Wildlife Hazard Mtg.	22	23
	JW Vacation					
24	25	26 9 am Public Policy Comm. Meeting (RC) 2pm Contract 1 OAC Mtg. (GD)	27 5 pm Chamber Annual Mtg. (JW)	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 (GB)		Washington Legislative Conference (JW/DG)		
10 Daylight Savings Time Begins	11	12	13 10 am WMPO (GD)	14 10 am Tenants Meeting	15	16
			EMC Meetings (JW)			
	Global Entry Event at ILM					
17	18	19	20	21	22	23
	2019 NCAA Conference-Pinehurst, NC					
24	25 9 am Public Policy Comm. Mtg. (RC)	26	27	28 8 am UW Board Meeting (JW)	29	30
	AAAE Senior Management Airport Issues Conf. (RC)					
31						

April 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 6 pm Southeastern Partnership (JW)	3 5 pm AA Meeting	4 GB out thru April 29th	5	6
			Azalea Festival Weekend			
7	8	9	10	11	12	13
14	15 Tax Day	16	17	18	19 HOLIDAY Good Friday	20
21 EASTER	22	23	24	25 8 am United Way Board Mtg. (JW)	26 11:30 am CREW Speaker (JW)	27
28	29 GB Returns	30				



Tab 8

- **Unfinished Business**
- **New Business**
 - **Closed Session**
 - Airport Director Evaluation (G.S. §143-318.11(a)(6))
- **Adjournment**