

**NEW HANOVER COUNTY AIRPORT AUTHORITY  
REGULAR MEETING  
February 6, 2019**

**CALL TO ORDER**

The New Hanover County Airport Authority met on Wednesday, February 6, 2019, at Wilmington International Airport, 1740 Airport Boulevard, Wilmington, North Carolina. Chairman Girardot called the meeting to order at 5:00 p.m. and Mr. Williams 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; 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; Rose Davis, Executive Assistant; and Wanda Copley, County Attorney.

Guests present included Steve Bright, and Eric Stumph, Talbert & Bright, Inc.; Chief Gary Taylor, ILM Operations Manager; Tom Goodwin; Chris Loeffel; Melissa Meyers; Tony Wright; and Marty Wynn.

Tom Barber, Secretary, was absent from this meeting.

**APPROVAL OF MINUTES**

The Authority has reviewed the minutes of the meeting on January 9, 2019. Mr. Wolfe MOVED, SECONDED by Mr. Lambeth, to approve the minutes of the January 9, 2019 Airport Authority meeting as submitted. Upon vote, the MOTION WAS APPROVED UNANIMOUSLY. Mr. Barber was absent.

**PUBLIC COMMENTS**

None.

**FACILITIES & TERMINAL EXPANSION**

Mr. Dick recommended the approval of the following items:

- a) **Terminal Roof Replacement (General, FEMA/Insurance Reimbursements)** – a contract to LS3P for NTE \$175,555 to provide construction documents, bidding and construction phase services for replacement of the terminal roof including wall repairs and window replacement. Mr. Dick clarified that that this is consistent with the new terminal expansion design and is for the roof over the existing terminal. Mr. Lambeth MOVED, SECONDED by Mr. Wolfe to approve the contract with LS3P as recommended above. Upon vote, the MOTION WAS APPROVED UNANIMOUSLY. Mr. Barber was absent.

- b) **Terminal Expansion – Contract 1 (NC Leg. Appropriations)** – all future Contract 1 change orders up to a cumulative amount of \$25,000 to Monteith Construction, subject to appropriate justification and recommendation from the Architect. This includes outstanding change orders as follows:
- a. CO#4 - \$3,165 – to install 200 Amp and relocate a breaker (Work from Contract 2 scope, now in Contract 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

Mr. Wolfe MOVED, SECONDED by Mr. Williams to allow staff to approve change orders to Contract 1 up to a cumulative amount of \$25,000 to Monteith Construction with report of the change orders to the Authority at the next meeting. Upon vote, the MOTION WAS APPROVED UNANIMOUSLY. Mr. Barber was absent.

- c) **Terminal Expansion – Contract 2 (NC Leg. Appropriations)** – a construction contract to Monteith Construction in an amount NTE \$9,243,900 for the base bid plus all alternates, including a 10% Owners Contingency on base bid for Contract 2 portion of terminal expansion. Mr. Dick reported that this contract will fully encumber the remaining amount of ILM's Legislative funding. Mr. Williams MOVED, SECONDED by Mr. Wolfe to approve the construction contract with Monteith Construction for Terminal Expansion - Contract 2 as recommended above. Upon vote, the MOTION WAS APPROVED UNANIMOUSLY. Mr. Barber was absent.
- d) **ILM North GA Ramp Development (NC STIP Grant)** – a construction contract to Wells Brothers, in an amount NTE \$1,760,444.50 for Schedule 1 and Schedule 2, plus all bid alternates. Mr. Lambeth MOVED, SECONDED by Mr. Stovall to approve the construction contract with Wells Brothers for the ILM North GA Ramp Development as recommended above. Upon vote, the MOTION WAS APPROVED UNANIMOUSLY. Mr. Barber was absent.
- e) **New Entrance Sign (General)** - a contract to The Sign Company for fabrication and installation of a new entrance sign on 23<sup>rd</sup> Street in an amount NTE \$37,000. This item was tabled at the January Authority meeting and reviewed by the Facilities Committee. Discussion followed about future signage regarding Bluethenthal Field. Mr. Williams MOVED, SECONDED by Mr. Wolfe to approve contract with The Sign Company as recommended above. Upon vote, the MOTION WAS APPROVED UNANIMOUSLY. Mr. Barber was absent.

Mr. Dick reported to the Authority that with the approval of the Contract 2 to Monteith above, the balance of the NC Commercial Service Airport Appropriations is now encumbered and staff will be happy to report that to the NC Division of Aviation. Chairman Girardot noted that is a good thing since ILM is going back to the General Assembly asking for recurring funding in legislation.

Mr. Dick briefly reviewed a drawing from the Airport Layout Plan update noting that the ALP is a very important planning tool for development at ILM. The ALP goes through a very lengthy approval process with the FAA and any project that is included in this ALP update when it is approved is essentially approved by the FAA. The full ALP update is available for public review on the ILM website.

### **FINANCE & HUMAN RESOURCES**

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

Mr. Campbell noted that revenue continues to be very strong, including parking and commission revenue, while expenses are high due to Hurricane repairs. These expenses will be offset by FEMA and insurance funds once received.

Mr. Campbell reported ILM is in a strong cash position as we move toward Contract 2 of the Terminal Expansion project.

Mr. Campbell briefly reviewed a letter received from the Local Government Commission regarding a negative variance on one of the schedules in the financial statements as a result of ILM paying down debt in advance of it being due. Mr. Campbell noted that he has spoken with the LGC and the auditors and no response is necessary.

### **GOVERNMENT**

Chairman Girardot reported that the New Hanover County Commissioners have adopted the NC airports legislative agenda and are taking this agenda to the NC Association of County Commissioners for inclusion in their agenda on behalf of all 72 NC airports. Mrs. Wilsey noted that our lobbyist would be following up with the NCACC and it is believed that the airports will receive support from the NCACC on this.

Updating the Authority on the government shutdown, Chairman Girardot noted that the government adopted a Continuing Resolution on January 25<sup>th</sup> that gave them until February 15<sup>th</sup> to reach a bipartisan agreement in order to avoid another shutdown or a declaration of national emergency.

Chairman Girardot reported that she and Mrs. Wilsey will be attending the Washington DC Legislative Conference March 7-8.

### **BUSINESS DEVELOPMENT**

Ms. LeTellier showed an image of the new ILM digital billboard that is on Market Street in the Porter's Neck area noting it is anticipated this billboard will receive 101,862 views a week. Ms. LeTellier noted that this image would be displayed for 2 months, before being changed to the business traveler images, and finally the vacationer images for the 6 months of the contract.

Ms. LeTellier announced that the Artist's Opening Reception is tonight, February 6<sup>th</sup>, from 5:30 – 7 pm in the ILM Art Gallery and all are invited to view the work of the featured artist, Paul Stone.

### **OPERATIONS & GENERAL AVIATION**

Mr. Broughton reviewed the total revenue passengers, fuel costs and fuel flowage for December 2018. As reported with preliminary stats last month, the final stats revealed a positive year in passengers, operations, and traffic.

Mr. Broughton noted that military traffic is increasing so fuel flowage should be going back up.

Mr. Broughton reported to the Authority that Jason Davis of All American Aviation informed ILM that they have ordered an Elite Pro 135 Flight Simulator for the business suite in the flex building and their 141 flight certificate was delayed about a month because of the hurricane but they expect that in the next month. Mr. Davis reported to Mr. Broughton that the flight school is extremely busy and they are looking at the acquisition of something special for ILM in the near future.

### **DIRECTOR'S REPORT**

Mrs. Wilsey reported there are four classes of federal workers at ILM: TSA, Customs & Border Protection, National Weather Service and the FAA Control Tower. ILM purchased lunch for each class on both payday Fridays that they were not getting paid. Mrs. Wilsey noted that on the day the furlough ended, ILM worked with the United Way and Nourish NC to coordinate a food drop for all of the four classes of workers. Nourish NC came out with a van full of 30 pound boxes of dry goods and 15 pounds of produce per employee for 100 federal employees.

Mrs. Wilsey noted that the Global Entry event at ILM has been rescheduled for March 11-15, 2019 due to the government shutdown and the scheduling calendar should show ILM event starting February 25<sup>th</sup>.

Mrs. Wilsey advised that the Mead & Hunt Air Service Conference is March 5-6 and Mr. Broughton will be attending that conference for ILM and meeting with American, Delta and United to get feedback. Mr. Broughton noted that Southwest and Allegiant have agreed to meet with ILM, as well. This is one of two annual events where staff has a dialogue with the airlines about ILM.

Mrs. Wilsey shared a thank you note from a customer thanking everyone that was on duty on Friday, December 21, 2018 at 7:45 am, who assisted when her 90 year old mother collapsed in the terminal lobby. ILM Law enforcement, ARFF responders and maintenance responded to assist. The mother was transported to NHRMC by ambulance and unfortunately passed away the following morning.

Mrs. Wilsey reviewed the calendars for February – April, 2019.

### **UNFINISHED BUSINESS**

None.

### **NEW BUSINESS**

None.

**CLOSED SESSION**

Chairman Girardot called for a motion for the Authority to enter into a closed session to consider personnel matters pursuant to G.S. § 143-318.11(a) (6). Mr. Lambeth MOVED, SECONDED by Mr. Wolfe to enter into closed session. The MOTION CARRIED. Mr. Barber was absent. All persons not Authority members or specifically designated staff were asked to leave the conference room at this time. The Authority went into closed session at 5:33 pm.

Mr. Thompson MOVED, SECONDED by Mr. Lambeth to return to open session at 6:21 pm. The MOTION CARRIED. Mr. Barber was absent.

**OPEN SESSION**

Chairman Girardot reported that the Authority has concluded consideration of personnel matters. The Authority has discussed the performance evaluation for the Airport Director. Mr. Wolfe MOVED, SECONDED by Mr. Lambeth to adopt the performance evaluation for the Airport Director and approve a 2% raise and a 2% bonus. The MOTION CARRIED. Mr. Barber was absent.

**ADJOURNMENT**

There being no further business to come before the Board, Chairman Girardot adjourned the meeting at 6:23 p.m.

Prepared by:  
Rose M. Davis

Respectfully Submitted:

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Thomas C. Barber, II, Secretary

Date of Approval: March 6, 2019