



ILM

WILMINGTON INTERNATIONAL AIRPORT

*New Hanover County
Airport Authority
Meeting*

*Wednesday
April 3, 2019*

5:00 PM

ILM Executive Conference Room



*New Hanover County Airport Authority
Meeting Agenda
April 3, 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 March 6, 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**

- Terminal Expansion – Contract 2 (NC Appropriations & General)** – Approval of a Work Authorization to Talbert and Bright to perform Construction Administration services for Contract 2 work, for \$799,416.00. This fee is below an IFE completed March 19th, 2019.
- NC DOT Grants**– Approval to accept all NC DOT grants for the next 60 Days.
- NC DOT DocuSign Process**– Authorize Staff to execute NC DOT Grant agreements previously approved by Authority using the NC DOT DocuSign process.

- **Information Items**

- ILM North GA Ramp Development (NC STIP Grants)** –IFEs were received in validation of the Work Authorizations for Construction Administration services of North GA Development and Pipe Ditches project, Schedules 1 and 2. Notice to Proceed on this work was established as April 1st, 2019.
- ILM Wet Detention Basin and Ditch Project Phase 2 (AIP-55)** – Schedule 1 work is complete, Schedule 2 work is nearing completion with Pre-final Inspection scheduled for March 28th.



Tab 2

Facilities & Terminal Expansion

(Continued)

- **Information Items (cont.)**

- c. **Terminal Expansion – Contract 1 (NC Leg. Appropriations)** – Delta/ United side Bag Belts scheduled to be in operation March 27th following owner acceptance testing. Final Punch list items to be completed final week of March.
 - Change Order Update: \$17,918.00 remaining of previously approved \$25,000.
- d. **Terminal Expansion – Contract 2 (NC Leg. Appropriations)** –Notice to Proceed is April 1st, 2019. Initial work will include mobilization and establishing new temporary perimeter fence and construction zone in ramp area.
- e. **Terminal Expansion – Contract 3 (FAA AIP 55)** – 60% Design documents received March 20th and currently under Airport/ Tenant review.
- f. **ILM Hurricane Florence Repairs (General/ FEMA/ Insurance)** – Project is out for bid. Contractor walk through scheduled for April 4th. Bid Opening scheduled for April 18th.
- g. **Parking Study Update (General)** – Provide update on selection of professional services firm.



Tab 3

Finance & Human Resources

- **Monthly Financials**
February Financial Summary, Financials and Cash Summary (Agenda pages 15-18)
- **Action Items – None**
- **Information Items**
 - FEMA/Insurance Update
 - FY20 Proposed Budget Presentation

Wilmington International Airport

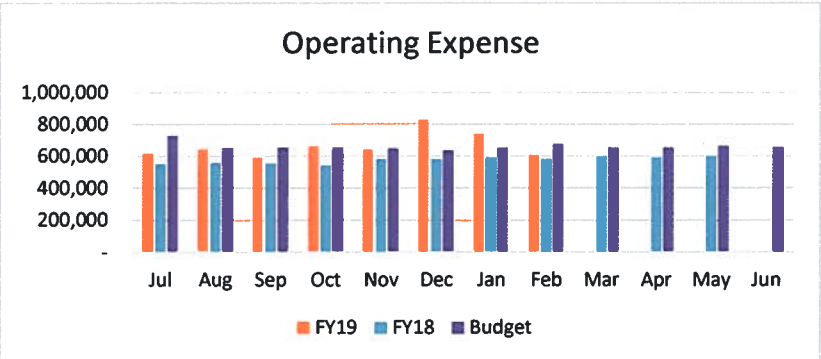
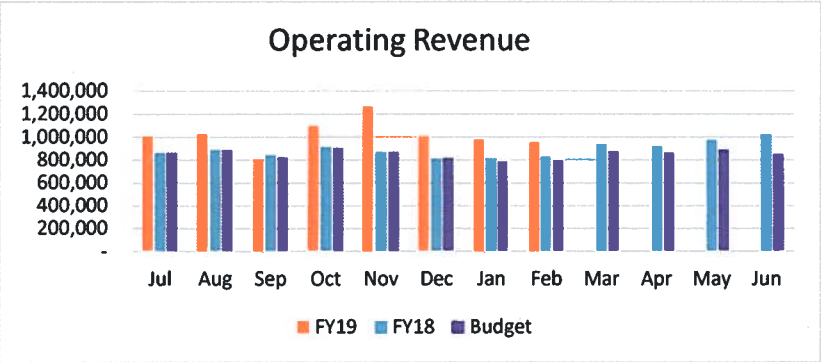
Monthly Financial Summary

February

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	951,500	791,500	829,158	20.2%	14.8%
Monthly Expense	603,955	673,297	576,903	-10.3%	4.7%
YTD Revenue	8,110,373	6,724,694	6,816,366	20.6%	19.0%
YTD Expense	5,298,783	5,284,640	4,520,216	0.3%	17.2%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	115,114	107,833	112,298	6.8%	2.5%
Parking Lot	372,886	315,000	326,076	18.4%	14.4%
Rent	200,936	194,420	202,997	3.4%	-1.0%
Commissions	120,130	93,917	97,094	27.9%	23.7%
Security	53,471	47,083	57,163	13.6%	-6.5%
Other	31,826	23,247	24,308	36.9%	30.9%
Interest	57,137	10,000	9,222	471.4%	519.6%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	313,847	369,086	304,825	-15.0%	3.0%
Contracted Services	71,079	62,622	62,673	13.5%	13.4%
Utilities	50,627	37,332	31,505	35.6%	60.7%
Repairs & Maint	70,339	60,950	86,663	15.4%	-18.8%
Other	98,063	143,307	91,237	-31.6%	7.5%



Summary of Significant Monthly Activity

Revenue	Expense
<p>Aviation - Fuel flowage fees positively impacted aviation for the month. There were 33,000 more gallons sold versus February 2018.</p> <p>Parking - Exits were up over the previous year. This combined with the rate increase lifted revenues 14% over February 2018.</p> <p>Commissions - Rental car commissions were up 22% over February 2018. Strong enplanement numbers also lifted food service commissions 23% over last year.</p> <p>Other - other revenue was positively impacted by the sale of an old dump truck for \$6,800.</p>	<p>Salaries/Benefits - This expense will be under budget for the remainder of the year due to the fact that the estimated increase in benefits did not materialize.</p> <p>Contracted Services - This expense was higher than expected due to \$12,000 worth of repairs to the elevator.</p> <p>Utilities - The final payment for the telephone replacement project was made during February causing an increase in utilities for the month.</p> <p>Repairs & Maint - the installation of a wireless badge reader on gate A-5 for \$10,000 caused this expense category to be overbudget for the month.</p>

Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
General Operating Checking	N/A	\$ 1,205,804.34
Business Park Checking	N/A	17,216.72
Business Park Money Rate Savings	1.05%	945,635.42
Federal Projects	N/A	500.00
Money Rate Savings	1.05%	438,904.88
Investment Account-Govt	2.31%	31,218.01
Investment Account-Term	2.54%	20,383,857.15
PFC Money Rate Savings ***	1.05%	6,570,662.94
CFC Money Rate Savings ***	1.05%	2,274,211.86
CFC Checking ***	N/A	902.31
BB&T CD-United ***		200,000.00
Safe Keeping ***	2.42%-2.90%	10,112,228.88
Petty Cash	N/A	1,000.00
Total Cash		<u>42,182,142.51</u>
Less Restricted Use ***		19,158,005.99
Less Reserves:		
Maintenance & Development Reserve		2,772,718.53
Operational Reserve		4,000,000.00
Net Cash Available for Daily Operations		<u><u>\$ 16,251,417.99</u></u>

Monthly Cash Activity		
Beginning Balance		\$ 16,012,516.00
Receipts		
General Operating	\$ 1,073,737.41	
GO Transfers In from MR (to Trf out to NC Cap Mgmt)	-	
Business Park Operations Checking	15,000.00	
Business Park Money Rate Savings	59,653.14	
Investment Account (Transfers In)	-	
Federal Projects	50,860.35	
Business Park Money Rate Savings Interest	749.52	
Money Rate Savings Interest	353.38	
Investment Account-Govt Interest	54.04	
Investment Account-Term Interest	38,733.02	
Total Receipts		<u>1,239,140.86</u>
Disbursements		
General Operating Accounts Payable	762,978.06	
General Operating Payroll	156,536.84	
General Operating Transfers to Investment Account	-	
Money Rate Savings Trf	-	
Business Park Operations Checking Accounts Payable	14,863.62	
Business Park Money Rate Savings Accounts Payable	15,000.00	
Federal Projects Accounts Payable	50,860.35	
Total Disbursements		<u>(1,000,238.87)</u>
Ending Balance		<u><u>\$ 16,251,417.99</u></u>



Tab 4 Business Development

- **Action Items - None**
- **Information Items**
 - ILM will sponsor the Bandit Flying Team at the Azalea Festival Parade on Saturday, April 6th announcing Fly-Over brought to you by ILM.
 - 2nd digital billboard now up at Oleander and Bradley Creek area. 89,646 projected impressions.
 - Smithfield Bar-B-Que and Pain Solutions, LLC are new advertising clients.



Tab 5 Government

- **Action Items – None**
- **Information Items**
 - a. Status of NCGA legislation and appropriations for airports
 - b. Emerging Issue: Turo car rental articles
 - c. NCAA Conference in Pinehurst – March 17-19; April 2020 in Wilmington
 - d. NCAA Friends of Aviation Award to Senator Bill Rabon and Representative John Torbett



Tab 6 Operations & General Aviation

- **Action Items – None**
- **Information Items**
 - a. **PASSENGERS:**
 - Total revenue passengers for February 2019 were 64,921 up 13.5% bringing YTD revenue passengers to 135,071 up 19.4%
 - March 2019 enplanements are tracking up approximately 15%
 - c. **FUEL:** Jet A: \$5.39 Avgas:.....\$5.69
 - d. **FUEL FLOWAGE:** February 2019: 229,775 gallons up 13.4% vs. February 2018
- **General Aviation - None**



Tab 7

Director's Report

- **Action Items - None**

- **Information Items**
 - a. Air Service Update
 - Recent updates from airlines and business travelers
 - Summer/Seasonal Flights
 - United – 45 minute bag cut-off

 - b. March Global Entry – Completed 500+ interviews; Next event 11/2019 (Tentative)

 - c. Remembering Former ILM Airport Director, Will Plentl, Jr. (Service 4/12/19 in Raleigh)

 - d. Update: Beautification of 23rd Street and Prison Fenceline

 - e. April, May and June Calendars (Agenda pages 23-25)

April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 12 United Way (JW)	3 7:30 am South State Bank Breakfast (JW) 5 pm AA Meeting	4 GB out thru April 29th	5	6
			Azalea Festival Weekend			
7	8	9 1 pm Terminal Exp. Stakeholder Mtg.	10	11	12	13
14	15 Tax Day \$\$	16	17	18 8 am United Way Board Mtg. (JW)	19 HOLIDAY Good Friday	20
21 EASTER	22	23 9 am RCASENC at ILM (CL/JW)	24	25	26 11:30 am CREW Speaker (JW)	27
	FAA Southern Region Conference – Atlanta (RC, GD, TK)					
28	29 GB Returns	30				

May 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 5 pm AA Meeting	2	3 10 am NCAA Board Meeting in AVL (JW)	4
5	6	7 NYS Memorial Wall Ceremony (LT Tony D'Erasmio) 5:30 pm YMCA Women of Achievement	8	9	10 NYPD Memorial Wall & Empire State Bldg. Memorial Ceremonies (LT Tony D'Erasmio)	11
			EMC Meeting (JW)			
12 MOTHER'S DAY	13 10 am WMPO Mtg. (GD)	14	15 8 am WILMA Institute (JW)	16 8 am UW Bd. Mtg. (JW) 6 pm NHCLEO Fallen Officer Reception(JW)	17 Noon- FTPC Mtg. Pinehurst (CL)	18
19	20 10 am NCDOT Pubic Mtg. Southport (JW)	21	22	23 2 pm NC Partnership (JW)	24	25
26	27 MEMORIAL DAY Admin Offices Closed	28	29	30	31	

June 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Carter Lambeth's Birthday	4 NYPD Medal Day Ceremony (LT Tony D'Erasmio)	5 5 pm AA Meeting	6 10 am Ambassadors Meeting	7	8
9	10	11	12	13 10 am Tenants Meeting 10 am WMPO Meeting (GD)	14 FLAG DAY	15
16 FATHER'S DAY	17	18	19	20 8 am UW Board Mtg (JW)	21	22
23	24	25	26	27	28	29
30						



Tab 8

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