



**ILM**

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday  
June 5, 2019***

***5:00 PM***

***ILM Executive Conference Room***



*New Hanover County Airport Authority  
Meeting Agenda  
June 5, 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 May 1, 2019 regular meeting.

Copies of the May 1, 2019 Closed Session minutes will be available for review at the Authority 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. **ILM Roof Replacement (General, PFC, FEMA & Insurance)** – Approval of a contract to Monteith Construction Co. to install a new roof system, through wall flashing, and replace select windows as identified as the Base Bid, in the amount of \$2,340,000.00, plus selected bid alternates as recommended by the Facilities Committee. (List of Bid Alternates and Prices to be provided in advance of the June Authority Meeting.)
- b. **Terminal Expansion – Work Authorization Amendment #2 (Future AIP)** – Approval of Work Authorization Amendment #2 to Talbert & Bright for \$314,200.00 for additional design scope including the Parks L. Griffin Memorial Plaza, Ticket Level upfits to existing restrooms, electric ground charging stations for GSE equipment, underwing shell space, additional upfit areas, fiber optic cable and duct bank, and backflow prevention valves and enclosures associated with CFPUA requirements.
- c. **Air Wilmington Maintenance Facility Remediation (General, FEMA & Insurance)** – Approval of a Purchase Order NTE \$40,000 to ASD Environmental Services for remediation efforts in the Air Wilmington Maintenance Facility related to Hurricane Florence.
- d. **Letter of Agreement for Airport Safety/ Maintenance Projects** – Approval of a Letter of Agreement for the NC Department of Transportation to fund and perform safety and maintenance projects identified and approved by NC DOT at ILM. Agreement expires Dec. 31, 2023.
- e. **NC DOT Grants**– Approval to accept all NC DOT grants for the next 60 Days. (Authority previously approved April 3<sup>rd</sup>, this action extends approval for an additional 60 days to accommodate DOT grant document processing.)



## Tab 2

# Facilities & Terminal Expansion

(Continued)

- **Information Items**

- ILM North GA Ramp Development (NC STIP Grants)** –Paving of Anna Pennington Drive anticipated this month. Wash pad has been poured.
- Terminal Expansion – Contract 2 (NC Leg. Appropriations)** – Contractor is on schedule, select demolition of existing exterior is complete. Contractor is bringing in fill earth, will excavate and pour concrete footings through early June. **Transportation Study** - Kickoff meeting scheduled for June 24<sup>th</sup> and 25<sup>th</sup>, though consultant team will begin tasks in advance.
- ILM Entrance and Parking Signs** – Contractor for entrance sign is acquiring sign permits. Parking sign ships May 29<sup>th</sup> and staff will coordinate location of sign with the transportation study consultants.
- ILM Hurricane Florence Repairs (General/ FEMA/ Insurance)** – Notice to Proceed Issued to Gregory Construction for June 10<sup>th</sup>, 2019. Work will begin in the Hold Room and contract completion date is 4 months for the terminal building, 6 months for all airport facilities. Follow-up testing of other facilities is ongoing. Any additional actions recommended may require future board action.
- Jet Bridges 2 & 8 (PFC)** – Jet bridges are nearing factory completion. Bridge 8 ships July 22. Bridge 2 will ship approximately a month later. Should see bridges operational by end of summer.
- On-Call Architectural and Land Side Engineer Services RFQ** – Staff will begin the process of selecting on-call architects and land side engineers this summer. Current On-call selections (5 years) expire end of September, 2019.



## Tab 3

# Finance & Human Resources

- **Monthly Financials**

April Financial Summary, Financials and Cash Summary (Agenda pages 15-18)

- **Action Items**

- a. Recommend approval of FY20 Budget of \$45,114,166 (\$8,513,750 Operating; \$36,600,416 Capital) (Agenda page 19)
- b. Recommend approval of FY19 Budget Amendments (Agenda page 20)
- c. Recommend approval of FY20 Schedule of Rates and Charges (Agenda pages 21-23)
- d. Recommend approval of one additional employment position on a temporary basis for an amount not to exceed \$20,000.

- **Information Items**

- FEMA Update – we received a third payment from FEMA of \$9,800 bringing our total reimbursement to \$28,000.



# Wilmington International Airport

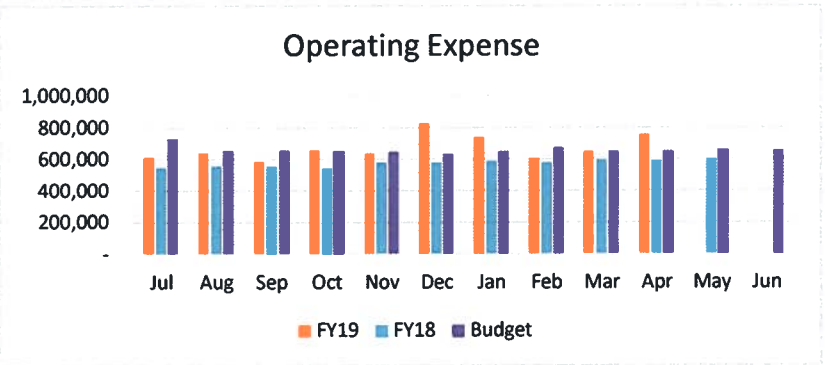
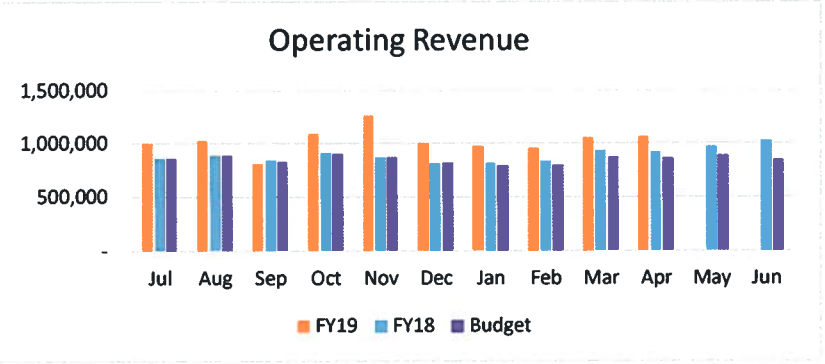
## Monthly Financial Summary

April

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	1,063,945	859,610	916,273	23.8%	16.1%
Monthly Expense	752,477	651,298	588,258	15.5%	27.9%
YTD Revenue	10,227,644	8,452,284	8,664,973	21.0%	18.0%
YTD Expense	6,698,142	6,587,237	5,700,767	1.7%	17.5%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	131,948	125,433	144,244	5.2%	-8.5%
Parking Lot	401,402	334,000	348,589	20.2%	15.2%
Rent	203,940	196,920	191,056	3.6%	6.7%
Commissions	183,769	123,917	138,786	48.3%	32.4%
Security	52,626	47,083	54,483	11.8%	-3.4%
Other	30,318	23,257	25,761	30.4%	17.7%
Interest	59,942	9,000	13,354	566.0%	348.9%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	325,197	369,087	326,929	-11.9%	-0.5%
Contracted Services	60,976	62,622	63,194	-2.6%	-3.5%
Utilities	32,135	37,332	30,271	-13.9%	6.2%
Repairs & Maint	238,669	60,950	56,205	291.6%	324.6%
Other	95,500	121,307	111,658	-21.3%	-14.5%



### Summary of Significant Monthly Activity

Revenue	Expense
<p>Aviation - with the exception of landing fees, most aviation categories are lagging behind FY18; fuel flowage is down 17.8% compared to last year.</p> <p>Parking - Exits up 19.6% over previous year; revenue exceeded \$400k for the fourth time this fiscal year; we did not reach \$400k in any month last year.</p> <p>Commissions - Rental Car commissions up 35% over prior year; food commissions up 20%. ILM continues to be a top rental car performer in the region according to one of our rental car company tenants.</p> <p>Interest - will continue to outperform. We have moved some cash out of investments in order to cover construction costs.</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>Repairs &amp; Maint - the current month includes \$41k for Hurricane Florence repair work; it also includes \$9k in repairs to baggage claim doors and \$130k for painting on the airfield. Excluding Hurricane Florence-related expenses, Repairs and Maint is under budget for the year by about \$36k or 5.9%.</p> <p>Other - This category includes Business Park facility maintenance. Most maintenance projects were not necessary due to damages incurred during Hurricane Florence. All of those repairs were captured in R&amp;M.</p>

### Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
General Operating Checking	N/A	\$ 1,522,417.15
Business Park Checking	N/A	2,481.67
Business Park Money Rate Savings	1.05%	1,070,418.09
Federal Projects	N/A	500.00
Money Rate Savings	1.05%	139,252.56
Investment Account-Govt	2.31%	31,337.63
Investment Account-Term	2.54%	19,965,918.55
PFC Money Rate Savings ***	1.05%	6,965,046.30
CFC Money Rate Savings ***	1.05%	2,300,245.92
CFC Checking ***	N/A	500.00
Safe Keeping ***	2.42%-2.90%	10,148,445.55
Petty Cash	N/A	1,000.00
<b>Total Cash</b>		<u>42,147,563.42</u>
<b>Less Restricted Use ***</b>		19,414,237.77
<b>Less Reserves:</b>		
Maintenance & Development Reserve		2,789,384.53
Operational Reserve		<u>4,000,000.00</u>
<b>Net Cash Available for Daily Operations</b>		<u><u>\$ 15,943,941.12</u></u>

Monthly Cash Activity		
<b>Beginning Balance</b>		\$ 15,542,873.48
<b>Receipts</b>		
General Operating	\$ 1,647,947.13	
GO Transfers In from NC Cap Mgmt & MR	-	
Business Park Operations Checking	10,000.00	
Business Park Money Rate Savings	95,164.76	
Investment Account (Transfers In)	-	
Federal Projects	598,377.65	
Business Park Money Rate Savings Interest	893.72	
Money Rate Savings Interest	120.12	
Investment Account-Govt Interest	59.00	
Investment Account-Term Interest	39,872.64	
<b>Total Receipts</b>		<u>2,392,435.02</u>
<b>Disbursements</b>		
General Operating Accounts Payable	1,160,707.98	
General Operating Payroll	210,258.15	
General Operating Transfers to Investment Account	-	
Money Rate Savings Trf	-	
NC Cap Mgmt Trust Trf	-	
Business Park Operations Checking Accounts Payable	12,023.60	
Business Park Money Rate Savings Accounts Payable	10,000.00	
Federal Projects Accounts Payable	598,377.65	
<b>Total Disbursements</b>		<u>(1,991,367.38)</u>
<b>Ending Balance</b>		<u><u>\$ 15,943,941.12</u></u>



## Tab 4

# Business Development

- **Action Items**

Request approval to renew a one year agreement with Fourth Day Advertising for the ILM television buys in the amount of \$50,000.00.

- **Information Item**

- a. Another new advertiser, Skytown Brewery, has leased a static sign in the main terminal area.
- b. Trip report: AAAE Economic Development Conference in Indianapolis, Indiana, May 5-8. Presenters included the FAA, Center for Air Commerce, The University of North Carolina at Chapel Hill, Charlotte-Douglas and Metropolitan Airports, and retail and food and beverage concessionaires. The FAA reports greater pressure for airports to be able to increase non-aeronautical revenues and to be more agile to compete with other land owners for development opportunities. Review of Project Quattro at Charlotte-Douglas International Airport.
- c. Earned Media Exposure – July 1, 2018 – May 30, 2019 →



## Tab 5 Government

- **Action Items – None**
- **Information Items**
  - a. Update: Senate Budget and appropriations for airport infrastructure
  - b. Annual Report/Breakfast with County Commissioners in June 6, 2019



## Tab 6 Operations & General Aviation

- **Action Items – None**
- **Information Items**
  - a. **PASSENGERS:**
    - Total revenue passengers for April 2019 were 89,492 up 15.6% bringing YTD revenue passengers to 305,453 up 17.8%
    - May 2019 enplanements are tracking up approximately 16%
  - c. **FUEL:** Jet A: ..... \$5.49                      Avgas:.....\$5.59
  - d. **FUEL FLOWAGE:** April 2019: 188,232 gallons down 34.25% vs. April 2018
- **General Aviation - None**



## Tab 7

# Director's Report

- **Action Items**

- **Air Service Consultant Contract**

- Award a contract for FY20 NTE \$70,000 for consultant services and travel expenses.

- **Information Items**

- a. Air Service Update

- Jumpstart Meetings in progress
    - United Regional Representatives visited 5/28/19

- b. June, July and August Calendars (Agenda pages 28-30)

June 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	<b>3</b> Carter Lambeth's Birthday <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Jumpstart (JW)</div>	<b>4</b> NYPD Medal Day Ceremony (LT Tony D'Erasmio)	<b>5</b> 5 pm AA Meeting	<b>6</b> 7:45 am Annual Report to Co. Comm. 10 am Amb. Meeting	<b>7</b> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">RC Vacation</div>	8
9	<b>10</b>	<b>11</b> 1 pm Stakeholders Meeting	<b>12</b> 2:30 pm IIm Air Carrier Mtg.	<b>13</b> 7:30 Power Breakfast 10 am Tenants Meeting 10 am WMPO Meeting (GD)	<b>14</b> FLAG DAY	<b>15</b> ILM Employees Night at the Shark's Game
<b>16</b> FATHER'S DAY	<b>17</b> 9 am Annual Report to County Commissioners at NHC Co Courthouse <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">RC Vacation</div>	<b>18</b>	<b>19</b> NCAA Legislative Mtgs. (JW)	<b>20</b> 8 am UW Board Mtg (JW)	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b> 8:30 am Public Policy Meeting (RC)	<b>26</b> 9 am Heart Walk Leadership Meeting (JW)	<b>27</b>	<b>28</b>	<b>29</b>
<b>30</b>						

July 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b> Admin Offices Closed	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b> 2:30 pm ILM Air Carriers Mtg. 5 pm AA Meeting	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b> 8 am United Way Board Mtg. (JW)	<b>19</b> Harry Stovall's Birthday  10:30 am NCAA Mtg (JW)	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b> 8:30 am Public Policy Meeting (RC)	<b>24</b> 8 am United Way Cabinet Meeting (JW)	<b>25</b>	<b>26</b> Lee Williams' Birthday	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>			



<b>August 2019</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
				<b>1</b> 9:30 am Runway Safety Action team (GT)	<b>2</b> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">RC Vacation</div>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b> 10 am TSA Tabletop Exercise	<b>7</b> 5 pm AA Meeting	<b>8</b>	<b>9</b>	<b>10</b>
	<div style="border: 1px solid black; padding: 2px; width: 80%; margin: 0 auto;">RC Vacation</div>					
<b>11</b>	<b>12</b>	<b>13</b> 10 am Wilmington MPO Mtg (GD)	<b>14</b> 2:30 pm ILM Air Carrier Mtg	<b>15</b> 8 am United Way Board Mtg. (JW)	<b>16</b>	<b>17</b>
	<div style="border: 1px solid black; padding: 2px; width: 80%; margin: 0 auto;">GB Vacation</div>					
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b> 9 am Heart Walk Leadership Meeting (JW)	<b>22</b> 10 am Wildlife Hazard Management Group (GT)	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b> 8:30 am Public Policy Meeting (RC)	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>



Tab 8

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