



**ILM**

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday  
July 10, 2019***

***5:00 PM***

***ILM Executive Conference Room***



*New Hanover County Airport Authority  
Meeting Agenda  
July 10, 2019 - 5:00 PM*

- Pledge of Allegiance
- Call to Order/Code of Ethics Clause
- Approval of Minutes (June 5, 2019 and June 6, 2019) Tab 1
- Farewell – Thomas C. Barber, II
- Swearing-In of New Board Member – Julia Olson-Boseman
- Nominating Committee Report
- Election of Officers & Pass the Gavel Tab 1A
- Recess
- 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 June 5, 2019 regular meeting and the June 6, 2019 joint meeting with New Hanover County Commissioners.



# Farewell

Thomas C. Barber, II  
July 1, 2011- June 30, 2019





# Swearing In Julia Olson-Boseman



Tab 1A  
Election of Officers

In accordance with Article IX of the Authority's By-Laws, a **Chairman**, **Vice-Chairman**, and **Secretary** shall be elected to serve a one-year period or until "their successors are elected and qualified."

## Staff Reports

<b>Committee</b>	<b>Airport Authority Member</b>	<b>Staff Member</b>
<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	Gary Broughton
<b>Director's Report/Tab 7</b>		Julie Wilsey





## Tab 2

# Facilities & Terminal Expansion

- **Action Items**

**Terminal Expansion – Approval of “Preferred Brand Alternates”** – In accordance with NCGS § 133-3, Authority approval of use of preferred brand alternates for door hardware locksets (Best), tile carpeting (Shaw), direct digital control, (DDC) for HVAC (Honeywell), intelligent fire alarm detection system and integrated digital audio (Notifier), access control system (Johnson Controls), closed-circuit television (CCTV) surveillance system (Johnson Controls), and the public address system (MOOD Media). Use of these preferred brands are necessary to provide branding and aesthetic consistency, compatibility with existing building functions and maintenance, and reduction of cost of building operations and maintenance processes.

- **Information Items**

- ILM Roof Replacement (General, PFC, FEMA & Insurance)** – Submittals review in process. Anticipate work to begin mid-August, completing December.
- ILM Hurricane Florence Repairs (General/ FEMA/ Insurance)** – Repairs started in the hold room June 30<sup>th</sup>. Work in this area is expected to last approximately 4 weeks before moving to the rest of the terminal.



## Tab 2

# Facilities & Terminal Expansion

(Continued)

- **Information Items (Continued)**

- c. **Terminal Expansion – Contract 2 (NC Leg. Appropriations)** – Contractor is on schedule. Footings are 75% complete. Steel delivery scheduled for July 8<sup>th</sup>. Steel erection July 15<sup>th</sup> through Mid August.
- d. **Terminal Expansion – Contract 3 (FAA Entitlement & Discretionary, PFCs)** – Advertisement for bidding posted June 30<sup>th</sup>. Bid opening is at ILM on August 6<sup>th</sup>, 2019, 2 PM.
- e. **Transportation Study** – IFE received positive review (within budget). Tenant meetings held on site July 8-10<sup>th</sup>.
- f. **Jet Bridges 2 & 8 (PFC)** – Bridge 8 ships July 22. Bridge 2 will ship approximately a month later. Should see bridges operational by end of summer.
- g. **ILM Parking Sign (General)** – Work on installation scheduled to begin July 8<sup>th</sup>.



## Tab 3

# Finance & Human Resources

- **Monthly Financials**  
May Financial Summary, Financials and Cash Summary (Agenda pages 23-26)
- **Action Items**
  - a. Recommend approval of the purchase of new parking equipment from Southern Time Equipment Co., Inc. for an amount not to exceed \$85,000.
  - b. Recommend approval of contract with Superior Aircraft Services, Inc. to provide shuttle service for one year for an amount not to exceed \$275,000.
- **Information Items - None**

# Wilmington International Airport

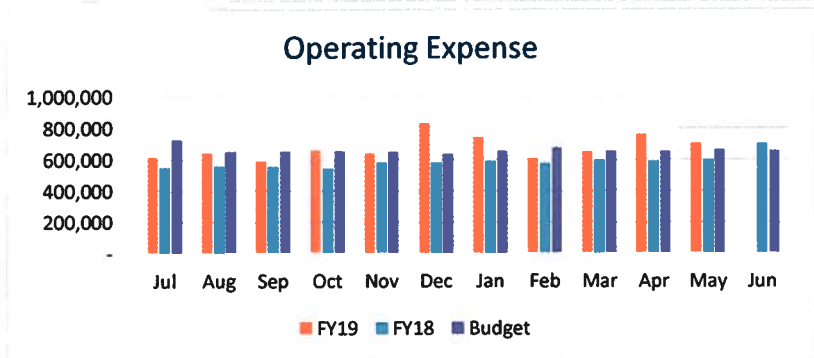
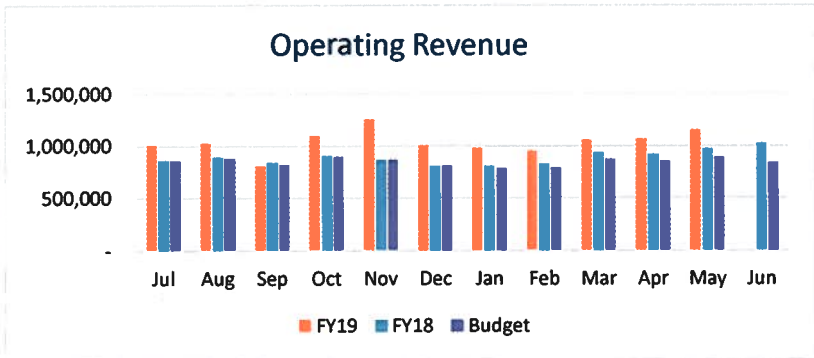
## Monthly Financial Summary

### May

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	1,154,547	885,700	971,498	30.4%	18.8%
Monthly Expense	700,453	661,298	596,139	5.9%	17.5%
YTD Revenue	11,382,192	9,337,985	9,636,471	21.9%	18.1%
YTD Expense	7,398,595	7,248,535	6,296,906	2.1%	17.5%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	145,869	123,533	145,692	18.1%	0.1%
Parking Lot	454,385	346,000	380,047	31.3%	19.6%
Rent	206,066	199,420	189,634	3.3%	8.7%
Commissions	193,909	136,917	157,950	41.6%	22.8%
Security	53,511	47,083	53,340	13.7%	0.3%
Other	41,460	23,747	25,976	74.6%	59.6%
Interest	59,348	9,000	18,860	559.4%	214.7%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	349,713	369,087	344,674	-5.2%	1.5%
Contracted Services	71,995	62,622	70,497	15.0%	2.1%
Utilities	24,783	37,332	24,601	-33.6%	0.7%
Repairs & Maint	154,622	60,950	77,495	153.7%	99.5%
Other	99,340	131,307	78,871	-24.3%	26.0%



#### Summary of Significant Monthly Activity

Revenue	Expense
<p>Aviation - Landing fees were up due to more flights in May FY19 compared with May FY18. Fuel flowage fees up 25% over previous month.</p> <p>Parking - May 2019 had the highest recorded single month parking revenue figure. It is also the third consecutive month with revenue over \$400k.</p> <p>Commissions - Rental Car commissions up 21% over prior year; food commissions up 22%.</p> <p>Interest - will continue to outperform. However, we have moved some cash out of investments in order to cover costs related to the terminal expansion.</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 - There were three payroll periods in May, as opposed to two. This resulted in an additional \$8k paid to USA Parking for the month.</p> <p>Repairs &amp; Maint - This category contain \$8k for hurricane related repairs; additionally, there was \$60k for airfield marking and \$15k for a temporary generator for the main terminal.</p> <p>Other - This category includes Business Park facility maintenance. Most of these projects were not necessary due to damages incurred during the hurricane.</p>

Wilmington International Airport  
May 2019

### Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
General Operating Checking	N/A	\$ 1,510,971.50
Business Park Checking	N/A	4,980.99
Business Park Money Rate Savings	1.05%	1,123,845.68
Federal Projects	N/A	500.00
Money Rate Savings	1.05%	139,376.80
Investment Account-Govt	2.31%	31,398.35
Investment Account-Term	2.54%	19,005,469.00
PFC BB&T Money Rate Savings ***	1.05%	1,174,123.01
PFC South State Money Rate Savings ***	2.27%	6,008,136.99
CFC Money Rate Savings ***	1.05%	2,035,672.23
CFC Checking ***	N/A	363,456.10
Safe Keeping ***	2.42%-2.90%	10,167,061.38
Petty Cash	N/A	1,000.00
<b>Total Cash</b>		<u>41,565,992.03</u>
<b>Less Restricted Use ***</b>		19,748,449.71
<b>Less Reserves:</b>		
Maintenance & Development Reserve		2,797,717.53
Operational Reserve		<u>4,000,000.00</u>
<b>Net Cash Available for Daily Operations</b>		<u><u>\$ 15,019,824.79</u></u>

Monthly Cash Activity		
<b>Beginning Balance</b>		\$ 15,943,941.12
<b>Receipts</b>		
General Operating	\$ 1,729,894.80	
GO Transfers In from NC Cap Mgmt	1,000,000.00	
Business Park Operations Checking	10,000.00	
Business Park Money Rate Savings	62,953.06	
Investment Account (Transfers In)	-	
Federal Projects	454,317.00	
Business Park Money Rate Savings Interest	974.53	
Money Rate Savings Interest	124.24	
Investment Account-Govt Interest	60.72	
Investment Account-Term Interest	<u>39,550.45</u>	
<b>Total Receipts</b>		3,297,874.80
<b>Disbursements</b>		
General Operating Accounts Payable	2,610,794.12	
General Operating Payroll	138,879.33	
General Operating Transfers to Investment Account	-	
Money Rate Savings Trf	-	
NC Cap Mgmt Trust Trf	1,000,000.00	
Business Park Operations Checking Accounts Payable	7,500.68	
Business Park Money Rate Savings Accounts Payable	10,500.00	
Federal Projects Accounts Payable	<u>454,317.00</u>	
<b>Total Disbursements</b>		(4,221,991.13)
<b>Ending Balance</b>		<u><u>\$ 15,019,824.79</u></u>



## Tab 4

# Business Development

- **Action Items - None**
  
- **Information Item**
  - a. Cameron Art Museum and Badger Box Storage are our 2 new advertisers.
  
  - b. Reprisal I Productions, LLC has leased the fairgrounds area for parking of extras in connection with the production of Reprisal, a Hulu television program.
  
  - c. Interior construction continues on Suites 140 and 150 of the Flex Building. August completion scheduled.



## Tab 5 Government

- **Action Items – None**
- **Information Items**

Update: North Carolina Budget and Airport Appropriations



## Tab 6 Operations & General Aviation

- **Action Items – None**
- **Information Items**
  - a. **PASSENGERS:**
    - Total revenue passengers for May 2019 were 99,714 up 16.3% bringing YTD revenue passengers to 405,167 up 17.4%
    - June 2019 enplanements are tracking up approximately 17%
  - c. **FUEL:** Jet A: ..... \$5.49      Avgas:.....\$5.59
  - d. **FUEL FLOWAGE:** May 2019: 242,730 gallons down 21% vs. May 2018
- **General Aviation**

Proposal for second FBO.





## Tab 7 Director's Report

- **Action Items - None**
  
- **Information Items**
  - a. APAC Consultant Visit
    - Air Service Presentation at September 4, 2019 meeting
    - Round Table Event in September (Delta and United)
  
  - b. July, August and September Calendars (Agenda pages 31-33)

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 Mtg.	<b>11</b>	<b>12</b>	<b>13</b>
	AVCON Visit					
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<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>

September 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	<b>2</b> Admin Offices Closed	<b>3</b>	<b>4</b> 5 pm AA Meeting	<b>5</b> 10 am Ambassadors Meeting	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b> 18 <sup>th</sup> Anniversary of 9-11-01 Attacks (LT Tony D'Erasmus)	<b>12</b> 10 am Tenants Meeting	<b>13</b>	<b>14</b>
				Roundtable Conference (JW)		
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b> 8 am United Way Board Mtg. (JW)	<b>20</b> 8 am – 1pm WBD FAM Tour	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b> 10 am Wilmington Men's Club Speaker (JW)	<b>28</b>
<b>29</b>	<b>30</b>					



Tab 8

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