

**NEW HANOVER COUNTY AIRPORT AUTHORITY
REGULAR MEETING
July 10, 2019**

CALL TO ORDER

The New Hanover County Airport Authority met on Wednesday, July 10, 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. Barber led the Pledge of Allegiance.

Airport Authority members present were: Donna Girardot, Chairman; Thomas Wolfe, Vice Chairman; Tom Barber, Secretary; Carter T. Lambeth, Harry W. Stovall; F. Spruill Thompson, and newly appointed Authority member, Julia Olson-Boseman. 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.

Mr. Williams was absent from this meeting.

Guests present included Steve Bright and Eric Stumph, Talbert & Bright, Inc.; Chris Birkmeyer, AVCON; Kym Crowell, Clerk to New Hanover County Commissioners; Adriene Cox; Eric Danielson; Jeff Farkas; Tom Goodwin; Zachary Piech and Tony Wright.

APPROVAL OF MINUTES

The Authority has reviewed the minutes from the June 5, 2019 Authority meeting and the June 6, 2019 Joint Meeting with New Hanover County Commissioners. Mr. Lambeth MOVED, SECONDED by Mr. Wolfe to approve the minutes of the June 5, 2019 Authority meeting as submitted. Upon vote, the MOTION WAS APPROVED. Mr. Williams was absent. Mr. Wolfe MOVED, SECONDED by Mr. Stovall to approve the minutes of the June 6, 2019 joint meeting with County Commissioners as submitted. Upon vote, the MOTION WAS APPROVED. Mr. Williams was absent.

FAREWELL

Chairman Girardot acknowledged outgoing Authority member Tom Barber and reviewed the highlights of the Authority's achievements during Mr. Barber's eight year tenure on the Airport Authority.

SWEARING-IN OF NEW BOARD MEMBER

Chairman Girardot turned the meeting over to Mrs. Crowell, Clerk to the New Hanover County Commissioners, who administered the Oath of Office to newly appointed Airport Authority member Julia Olson-Boseman.

ELECTION OF OFFICERS

Mr. Lambeth, on behalf of the Nominating Committee, recommended the following slate of officers: Chairman – Donna Girardot; Vice Chairman - Tom Wolfe; and Secretary – Harry Stovall. There were no nominations from the floor. Mr. Lambeth MOVED, SECONDED by Mr. Thompson that the slate of officers as presented by the nominating committee be approved. Upon vote, the MOTION was approved. Mr. Williams was absent.

Vice Chairman Wolfe presented Chairman Girardot with an NC plaque made of Battleship teak by Kids Making It for her year as Chairman.

RECESS

Chairman Girardot recessed the meeting at 5:12 pm and called the meeting to order at 5:14 pm.

PUBLIC COMMENTS

Mr. Jeff Farkas, All American Aviation Services, addressed the Authority with an update, noting that the Part 141 flight school was approved and there are students in the program. Mr. Farkas noted All American has a brand new partnership with Lenoir Community College where students can enroll in a degree program and complete their flight training with All American. Mr. Farkas announced plans for an Open House on August 10th, from 1-3 pm, to emphasize the new partnership and they will be offering discounted discovery flights and the simulator will be running all day.

FACILITIES & TERMINAL EXPANSION

Mr. Dick recommended the approval of the following items:

- a) **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. Mr. Lambeth MOVED, SECONDED by Mr. Stovall, to approve Preferred Brand Alternates as recommended. Upon vote, the MOTION WAS APPROVED UNANIMOUSLY. Mr. Williams was absent.
- b) **New Jet Bridges for Gates 2 and 8 – Approval of Purchase Order for Electrical Improvements (General)** – Approval of a purchase order NTE \$80,000 to TA Woods Company to install electrical improvements required for the new jet bridges at Gates 2 and 8. Mr. Thompson MOVED, SECONDED by Mr. Lambeth to approve a purchase order to TA Woods NTE \$80,000 as recommended. Upon vote, the MOTION WAS APPROVED UNANIMOUSLY. Mr. Williams was absent.

Mr. Dick updated the Authority on the status of other pending jobs including the roof replacement; Hurricane Florence damage repairs; Contract 2 and 3 of the Terminal Expansion project; and the Transportation Study.

Mr. Dick also reported on the receipt of a NCDOT STIP Grant for \$491,708, which is a reimbursement grant for ILM's airfield lighting vault improvements. Much of that work has already been completed.

In response to Chairman Girardot's inquiry about the landscaping at the airport entrance, Mr. Dick reported staff is looking at plants for that area with the hope of matching or blending well with the DOT landscaping project on 23rd Street at the airport entrance. The planting will occur in the fall when temperatures are favorable for new landscaping.

FINANCE & HUMAN RESOURCES

Mr. Campbell reviewed ILM's May financial summary, financials and cash summary. Mr. Campbell noted that May was the highest single monthly parking revenue ever recorded at ILM and the third consecutive month that parking revenues exceeded \$400k.

Mr. Campbell recommended the approval of the following items:

- a) The purchase of new parking equipment from Southern Time Equipment Co., Inc. for an amount not to exceed \$65,000. Mr. Wolfe MOVED, SECONDED by Mr. Stovall to approve the purchase of new parking equipment as recommended. Upon vote, the MOTION WAS APPROVED UNANIMOUSLY. Mr. Williams was absent.
- b) A contract with Superior Aircraft Services, Inc. to provide shuttle service for one year for an amount not to exceed \$275,000. Mr. Lambeth MOVED, SECONDED by Mr. Stovall to approve the contract with Superior Aircraft Services, Inc., as proposed. Upon vote, the MOTION WAS APPROVED UNANIMOUSLY. Mr. Williams was absent.

At Mr. Thompson's request, Mr. Campbell provided an update on the status of reimbursements for storm damage from insurance and FEMA.

BUSINESS DEVELOPMENT

Ms. LeTellier updated the Authority on two new advertisers in the terminal: Cameron Art Museum and Badger Box Storage.

Ms. LeTellier noted that the film industry has contracted with ILM for parking during filming of the Hulu television program, Reprisal.

Ms. LeTellier reported that interior construction continues on Suites 140 and 150 of the Flex Building with an August completion scheduled.

GOVERNMENT

Chairman Girardot updated the Authority on the budget noting that it doesn't look like the General Assembly will approve the budget this year and will only do recurring funding from the last budget cycle. Chairman Girardot noted the Turo legislation will also not be approved at this time but since these are money bills, we should be able to go back during the short session in May and try to get them passed.

Discussion followed about the impact of not getting the State funding on the current terminal expansion project, funding alternatives and the possible impact on other airport projects.

Chairman Girardot encouraged Authority members to talk to the General Assembly delegation if they have a chance, to tell them how important the state funding is to ILM's moving forward

with the terminal expansion. In reference to a recent conference call with our lobbyist and NC airports, Mrs. Wilsey pointed out that a lot of the legislators don't realize that there is airport funding in the budget so it will be helpful to remind them of that and the economic benefit of airports on the state's economy.

OPERATIONS & GENERAL AVIATION

Mr. Broughton reviewed the total revenue passengers, fuel costs and fuel flowage for May 2019.

Regarding General Aviation, Mr. Broughton reported that staff was contacted by a group of investors who would like to submit a proposal for a 2nd FBO. The GA committee recommended this be brought to the full board for discussion. Mr. Broughton noted that the committee requested the names of the principals involved but a representative for the group was unable to provide that information under a nondisclosure agreement with the investors. Mr. Broughton advised the Authority the last 2 RFPs, in 2016 and 2017, had no bidders. Staff is concerned about transparency and suggests an RFP would be the best route to go.

Discussion followed about the minimum standards, the need for transparency and the vetting process. Following this discussion, Mr. Lambeth MOVED, SECONDED by Mr. Thompson for staff to issue an RFP for FBO services. Upon vote, the MOTION WAS APPROVED UNANIMOUSLY. Mr. Williams was absent.

DIRECTOR'S REPORT

Mrs. Wilsey reported that ILM's new air service consultant, Ailevon Pacific (APAC), visited on June 27th to meet the community. ILM will attend the Roundtable in Grand Rapids, MI in September. This is another air service event with 5 airlines and about 50 airports represented.

Mrs. Wilsey noted APAC plans to attend the September Authority meeting to give the board their plan for the year. Mrs. Wilsey reported that APAC has looked at ILM's true O&D markets and also aggregated a few of our O&D markets and it gives a whole new perspective.

Chairman Girardot commented that she was impressed with APAC's very in depth visit to Wilmington, meeting with the Visitor and Convention Bureau and the Chamber and getting a feel for the community.

Mrs. Wilsey updated the Authority on recent feedback received from customers regarding wait times on the aircraft noting that these were due to lightning indicators and the airlines' safety policies which close the ramp when lightning is within 3 miles of the airport. Crews are not allowed on the ramp to marshal the aircraft in, load, or unload baggage when lightning is within 3 miles. Chairman Girardot suggested staff put this information on Facebook to keep the public informed and Mrs. Wilsey noted that the airlines have assured staff that the pilots are making announcements that the delay is safety related.

Mrs. Wilsey reported that Mr. Dick, Talbert & Bright, Ken Weeden & Associates and the Chamber held recent outreach events for DBE firms to help ILM reach our goal with the FAA for DBE contracts of 7.4% on the \$40M project. All of this is part of the Chamber's initiative on intentional inclusion which is good for small businesses and helps ILM reach its DBE goal. If for some reason ILM doesn't reach the aforementioned DBE goal between prime and

subcontracts, staff can show the good faith effort that we made to help the DBEs. Mrs. Wilsey noted this has been a good experience and is a step in the right direction.

Mrs. Wilsey noted that as the terminal building is growing by 75% and passengers are growing, staff budgeted in FY20 for a manpower planning study to help determine how many more people we need at each classification. An RFP is going out for HR firms so we can start planning for more staff. Our small staff of 50 is doing more as the terminal gets busier. We need to have the staff to make sure we are covering all the regulatory requirements and providing the customer service that ILM is known for.

Mrs. Wilsey reviewed the calendars for July – September.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

There being no further business to come before the board, Chairman Girardot adjourned the meeting at 5:55 p.m.

Prepared by:
Rose M. Davis

Respectfully Submitted:

Harry W. Stovall, Secretary

Date of Approval: August 7, 2019