



ILM

WILMINGTON INTERNATIONAL AIRPORT

*New Hanover County
Airport Authority
Meeting*

*Wednesday
August 7, 2019*

5:00 PM

ILM Executive Conference Room



*New Hanover County Airport Authority
Meeting Agenda
August 7, 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 July 10, 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 Julia Olson-Boseman	Julie Wilsey
Operations & General Aviation/Tab 6	Carter Lambeth Lee Williams	Gary Broughton
Director's Report/Tab 7		Julie Wilsey



Tab 2

Facilities & Terminal Expansion

- **Action Items - None**
- **Information Items**
 - a. **ILM Roof Replacement (General, PFC, FEMA & Insurance)** – Work will begin August 16th with work over the Administration areas and masonry demolition August 20th.
 - b. **ILM Hurricane Florence Repairs (General/ FEMA/ Insurance)** – All sheetrock has been hung in the terminal building. Contractors have begun finish work.
 - c. **Terminal Expansion – Contract 2 (NC Leg. Appropriations)** – Steel erection is in progress and should complete by mid August. Building should be weathertight by October.
 - d. **Terminal Expansion – Contract 3 (FAA Entitlement & Discretionary, PFCs)** – Bid opening is at ILM on August 6th, 2019, 2 PM.
 - e. **Transportation Study** –Tenant meetings held on site July 8-10th. Planners have been evaluating data gathered from tenants and on site observations and will present findings by middle of August.
 - f. **Jet Bridges 2 & 8 (PFC)** – Bridge 8 arrived July 30th and install should be operational by end of August. Bridge 2 will ship end of August.
 - g. **ILM Parking Sign (General)** – Conduit and foundation are complete. Awaiting installation by sign manufacturer.



Tab 3

Finance & Human Resources

- **Monthly Financials** - June Financial Summary, Financials and Cash Summary (Agenda pages 13-17)
- **Action Items**
 - a. **Recommend approval of the purchase of new radio system from Motorola Solutions Inc. for an amount not to exceed \$152,000.** This item was included in the FY20 operating budget approved in June 2019.
 - b. **Recommend approval of the purchase of an upgraded software system and server for the card key system from Johnson Controls, Inc. for an amount not to exceed \$35,000.** This item was included in the FY20 operating budget approved in June 2019.
 - c. **Recommend approval of the purchase of property located at 3225 N. Kerr Avenue, Wilmington, NC 28405 for an amount not to exceed \$98,000 subject to survey and environmental assessment results.** This item was included in the FY20 capital budget approved in June 2019. In 2013 ILM purchased an avigation easement over this property.
 - d. **Recommend approval of the purchase of property located at 1842 Farley Drive, Wilmington, NC 28405 for an amount not to exceed \$35,000 subject to survey and environmental assessment results.** This item was included in the FY20 capital budget approved in June 2019. In 2005 ILM purchased an avigation easement over this property.
- **Information Items**
 - FEMA Summary:

Payments receive to date:	\$151,915
Payments obligated (should receive payment within 30 days)	\$126,982
Pending obligation (should receive payment within 60 days)	\$253,466
 - Open projects: Terminal repairs, drainage runoff mitigation

Wilmington International Airport

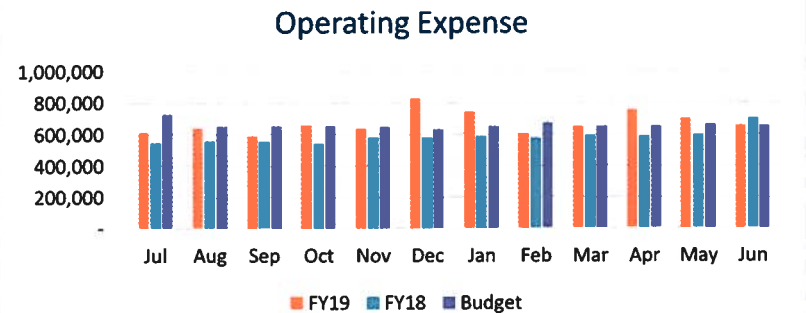
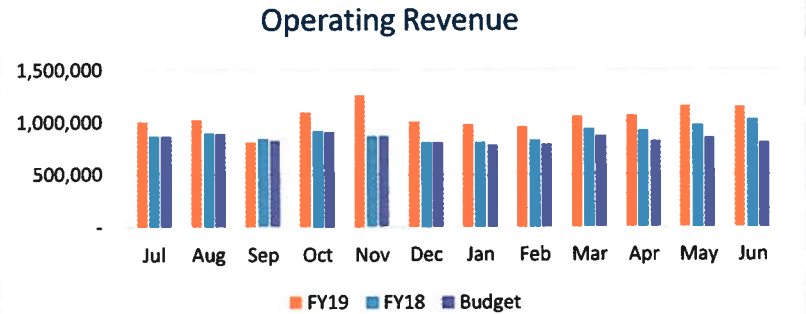
Monthly Financial Summary

June

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	1,142,185	805,090	950,374	41.9%	20.2%
Monthly Expense	655,157	653,615	702,035	0.2%	-6.7%
YTD Revenue	12,524,377	10,035,075	10,586,845	24.8%	18.3%
YTD Expense	8,053,752	7,902,150	6,998,941	1.9%	15.1%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	139,964	110,333	106,014	26.9%	32.0%
Parking Lot	429,353	332,000	353,660	29.3%	21.4%
Rent	213,755	199,480	189,209	7.2%	13.0%
Commissions	207,403	110,917	167,402	87.0%	23.9%
Security	53,737	22,083	52,978	143.3%	1.4%
Other	26,187	21,277	26,493	23.1%	-1.2%
Interest	71,787	9,000	54,619	697.6%	31.4%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	335,598	369,089	356,484	-9.1%	-5.9%
Contracted Services	83,244	63,208	138,384	31.7%	-39.8%
Utilities	38,677	37,348	38,026	3.6%	1.7%
Repairs & Maint	89,903	61,050	92,400	47.3%	-2.7%
Other	126,872	122,920	76,742	3.2%	65.3%



Summary of Significant Monthly Activity

Revenue	Expense
<p>Aviation - record passenger figures in June increased landing fees by \$30k over the same period last year.</p> <p>Parking Lot - parking revenues remained strong in June with the record number of passengers moving through the terminal for the month. The tourist season typically does not generate the same level of parking revenue due to multiple passengers per vehicle (as opposed to business travelers).</p> <p>Commissions - rental car commissions up \$43k or 36% over the same period last year.</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 - June expense included \$15k for the rental of a generator that was used for the main terminal while our generator was repaired.</p> <p>Repairs & Maint - \$78k of Hurricane Florence related repairs was partially offset by a reclass entry to move a hangar roof replacement from expense to capital.</p> <p>Other - Advertising and Marketing, specifically new signage and website design in the month of June increased this expense over the same period last year.</p>

Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
General Operating Checking	N/A	\$ 916,476.01
Business Park Checking	N/A	7,471.65
Business Park Money Rate Savings	1.05%	1,203,516.93
Federal Projects	N/A	500.00
Money Rate Savings	1.05%	139,497.13
Investment Account-Govt	2.31%	31,456.12
Investment Account-Term	2.54%	19,041,633.44
PFC BB&T Money Rate Savings ***	1.05%	1,372,635.14
PFC South State Money Rate Savings ***	2.27%	6,018,507.20
CFC Money Rate Savings ***	1.05%	2,146,758.98
CFC Checking ***	N/A	500.00
Safe Keeping ***	2.05%-2.83%	10,201,470.82
Petty Cash	N/A	1,000.00
Total Cash		<u>41,081,423.42</u>
Less Restricted Use ***		19,739,872.14
Less Reserves:		
Maintenance & Development Reserve		2,806,050.53
Operational Reserve		<u>4,000,000.00</u>
Net Cash Available for Daily Operations		<u><u>\$ 14,535,500.75</u></u>

Monthly Cash Activity		
Beginning Balance		\$ 15,019,824.79
Receipts		
General Operating	\$ 1,250,144.56	
GO Transfers In from NC Cap Mgmt	-	
Business Park Operations Checking	10,000.00	
Business Park Money Rate Savings	88,659.16	
Investment Account (Transfers In)	-	
Federal Projects	127,712.60	
Business Park Money Rate Savings Interest	1,012.09	
Money Rate Savings Interest	120.33	
Investment Account-Govt Interest	57.77	
Investment Account-Term Interest	36,164.44	
Total Receipts		<u>1,513,870.95</u>
Disbursements		
General Operating Accounts Payable	1,709,257.91	
General Operating Payroll	143,715.14	
General Operating Transfers to Investment Account	-	
Money Rate Savings Trf	-	
NC Cap Mgmt Trust Trf	-	
Business Park Operations Checking Accounts Payable	7,509.34	
Business Park Money Rate Savings Accounts Payable	10,000.00	
Federal Projects Accounts Payable	127,712.60	
Total Disbursements		<u>(1,998,194.99)</u>
Ending Balance		<u><u>\$ 14,535,500.75</u></u>



Tab 4 Business Development

- **Action Items - None**

- **Information Item**
 - a. The Terminal Expansion Survey has been released via Survey Monkey and shared on our social media channels. The results will help identify and refine any services, food and beverage or retail offerings as we expand.

 - b. Parking availability interface is now live on the ILM website. Travelers can view number of available spaces and plan ahead before they depart for ILM. The information is reported in real time and displayed on ILM website.

 - c. ILM Art Gallery features “Globetrotting”, a variety of watercolors and oils by Artist Janette K. Hopper.



Tab 5 Government

- **Action Items – None**
- **Information Items**
 - a. Update: North Carolina Budget and coordination with New Hanover County for Inter-local agreement
 - b. Update: AIP Reauthorization status and funding



Tab 6 Operations & General Aviation

- **Action Items – None**

- **Information Items**

- a. **PASSENGERS:**

- Total revenue passengers for June 2019 were 100,335 up 15.1% bringing YTD revenue passengers to 505,502 up 17%
 - July 2019 enplanements are tracking up approximately 8%

- c. **FUEL:** Jet A: \$5.49 Avgas:.....\$5.69

- d. **FUEL FLOWAGE:** June 2019: 206,688 gallons down 14.5% vs. June 2018

- **General Aviation:**

- RFP for second FBO complete and ready for publication



Tab 7 Director's Report

- **Action Items - None**

- **Information Items**
 - a. Manpower Planning RFP (due 8/2/19)
 - b. Customer Service Training for ILM Staff tentatively Late August or September
 - c. August, September and October Calendars (Agenda pages 22-24)

August 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 9:30 am Runway Safety Action team (GT)	2 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">RC Vacation</div>	3
4	5	6 10 am TSA Tabletop Exer. 2 pm Reroofing Mtg.	7 5 pm AA Meeting	8 7:30 am Leland Rotary Speaker (JW)	9	10
RC Vacation						
11	12	13 10 am WMPO Mtg (GD) 1-3 Contract 2 & Reroofing Meetings	14 2:30 pm ILM Air Carrier Mtg	15 8 am United Way Board Mtg. (JW)	16	17
GB Vacation						
18	19 National Aviation Day	20 2 pm Reroofing Meeting	21 9 am Heart Walk Leadership Meeting (JW)	22 10 am Wildlife Hazard Management Group (GT)	23 10 am NCAA Div 1 Mtg. (Rocky Mt.) 10 am FTPC Bd. Mtg.	24
JW Vacation						
25	26 7:30 am Power Breakfast	27 8:30 am Public Policy Meeting (RC) 2 pm Reroofing Meeting	28	29	30	31

September 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Admin Offices Closed	3 1-3 Contract 2 & Reroofing Meetings	4 5 pm AA Meeting	5 10 am Ambassadors Meeting	6	7
8	9	10 2 pm Reroofing Meeting	11 18 th Anniv of 9- 11-01 Attacks(NY) (LT Tony D'Erasmio) 2:30 pm Air Carrier Mtg.	12 10 am Tenants Meeting	13 10 am WMPO (GD)	14
15	16	17 9 am UCC Mtg. 2 pm Reroofing Meeting	18 8 am WILMA graduation (TK)	19 8 am United Way Board Mtg. (JW)	20 8 am – 1pm WBD FAM Tour Roundtable Event	21
22	23	24 9 am Public Policy Mtg. 1-3 Contract 2 & Reroofing Mtg.	25	26	27 10 am Wilmington Men's Club Speaker (JW)	28
29	30					

Roundtable Conference (JW)

October 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 2 pm Reroofing Meeting	2 5 pm AA Meeting	3	4 10:30 am NCAA Mtg. DOA/RDU (JW)	5
6	7	8 2 pm Reroofing Meeting	9 2:30 pm Air Carrier Mtg.	10 9:30 Wilm. Newcomers Speaker 2 pm NC Planning Conf.	11 Battery Park Memorial Wall Ceremony (LT Tony D'Erasmus)	12
		Speaker – American Planning Assoc. Conf (JW)				
13	14	15 2 pm Reroofing Meeting	16	17 8 am United Way Bd. Mtg.	18	19
				EWIA Conference (JW)		
20	21	22 12 noon Rotary Speaker (JW) 2 pm Reroofing Meeting	23	24	25	26
				RC Vacation		
27	28	29 2 pm Reroofing Meeting	30	31		



Tab 8

- **Unfinished Business**
 - Closed Session – §143-318.11 (a)(4) Expansion of Industry/Economic Development Opportunity
- **New Business**
- **Adjournment**