



ILM

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday
September 4, 2019***

5:00 PM

ILM Executive Conference Room



*New Hanover County Airport Authority
Meeting Agenda
September 4, 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 August 7, 2019 regular meeting.

Copies of the August 7, 2019 Closed Session minutes will be available for review at the Authority 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**

- a. **New Mobile Passenger Stairway (General)** – Recommend approval of a PO for \$117,080.70 for the procurement of a new mobile passenger stairway truck from Aero Specialties Inc, to replace the existing 1979 Wollard/ Ford stairway truck. The original truck has exceeded its useful life and has become cost prohibitive to maintain. Replacement of this truck was in this year’s budget.
- a. **Approval of Any Upcoming Grant** – Recommend approval for the Chairman or Vice-Chairman to execute any and all upcoming grants received within the next 60 days.

- **Information Items**

- a. **ILM Roof Replacement (General, PFC, FEMA & Insurance)** – Work has started with demolition of the brick façade and a new roof installed over the administrative level. Project is on schedule for completion January 2020.
- b. **ILM Hurricane Florence Repairs (General/ FEMA/ Insurance)** – Most finish work is complete in the Main Terminal building. Contractors are moving to other tenant spaces and will continue with touch-up work within the main terminal.



Tab 2

Facilities & Terminal Expansion

- **Information Items (Continued)**

- c. **Terminal Expansion – Contract 2 (NC Leg. Appropriations)** – Steel erection is wrapping up and CMU masonry wall construction are underway. Roof decking over the outbound bag room has been partially installed. New portion should be weather-tight in October. As of end of July, project was 22% complete with 8% of owners contingency utilized.
- d. **Terminal Expansion – Contract 3 (FAA Entitlement & Discretionary, PFCs)** – Project was re-bid August 20th with Monteith being the sole bidder. Bid exceeded project cost opinions and ILM Staff are currently negotiating with Monteith with assistance of the design team.
- e. **Transportation Study** – Consultant will present assessment of current needs and facilities analysis Sept. 3rd at 3 PM at ILM.
- f. **Jet Bridges 2 & 8 (PFC)** – Bridge 8 was installed and placed into operations Aug. 23rd. Bridge 2 arrived on site Aug. 27th and installation began Aug. 28th, with service date expected early-mid September.



Tab 3

Finance & Human Resources

- **Monthly Financials** - July Financial Summary, Financials and Cash Summary (Agenda pages 14-17)

- **Action Items**

Recommend approval of the contract with the New Hanover County Sheriff's Office to provide all law enforcement duties at Wilmington International Airport for a one-year period for an amount not to exceed \$670,000. The one-year agreement may be extended for additional one-year terms upon mutual agreement by both parties and may be terminated by either party upon ninety days written notice.

- **Information Items - None**

Wilmington International Airport

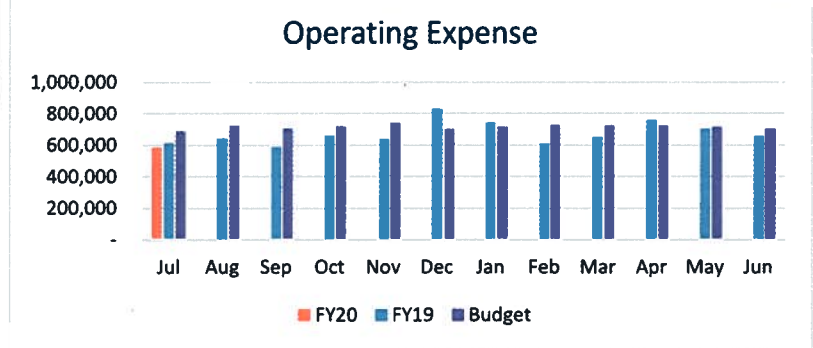
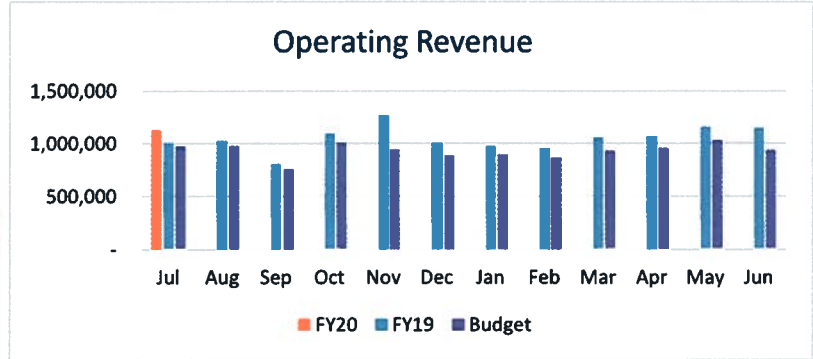
Monthly Financial Summary

July

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	1,127,521	972,930	997,107	15.9%	13.1%
Monthly Expense	583,116	686,631	611,795	-15.1%	-4.7%
YTD Revenue	1,127,521	972,930	997,107	15.9%	13.1%
YTD Expense	583,116	686,631	611,795	-15.1%	-4.7%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	139,501	133,368	133,864	4.6%	4.2%
Parking Lot	388,306	313,022	341,314	24.1%	13.8%
Rent	210,572	208,074	205,253	1.2%	2.6%
Commissions	228,106	199,787	204,292	14.2%	11.7%
Security	54,377	52,019	52,755	4.5%	3.1%
Other	28,809	26,560	28,493	8.5%	1.1%
Interest	77,849	40,100	31,137	94.1%	150.0%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	320,554	361,121	333,828	-11.2%	-4.0%
Contracted Services	68,145	64,727	62,783	5.3%	8.5%
Utilities	28,712	29,999	27,354	-4.3%	5.0%
Repairs & Maint	41,339	80,016	44,945	-48.3%	-8.0%
Other	124,367	150,768	142,885	-17.5%	-13.0%



Summary of Significant Monthly Activity

Revenue	Expense
<p>Aviation - 8% increase in passengers over the same month in the prior year. 101,509 passengers in July FY20 vs. 93,113 in FY19.</p> <p>Parking lot - an increase in passengers combined with the January 2019 price increase lifted parking revenues well above anticipated levels.</p> <p>Commissions - similar to parking, commissions are directly related to passenger levels. More passengers translates into higher rental car and food commissions.</p> <p>Interest will remain high for the first half of the year, but should begin to decrease as funds are put towards the terminal expansion.</p>	<p>Salaries/Benefits - we were down three employees (2 maintenance and 1 PSO). One maintenance position was temporarily filled through a temp agency.</p> <p>Repairs & maint - airfield painting, landside signage, and radio replacement are all major expenses that were budgeted evenly throughout each month of the year, but those projects have not yet started. This positive variance will reverse as the year progresses.</p> <p>Other - the transportation study and the manpower study are major projects that were budgeted evenly throughout the year, but have not yet been invoiced. This positive variance will reverse as the year progresses.</p>

Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
General Operating Checking	N/A	\$ 1,231,591.79
Business Park Checking	N/A	9,562.47
Business Park Money Rate Savings	1.05%	1,278,244.36
Federal Projects	N/A	500.00
Money Rate Savings	1.05%	413,105.91
Investment Account-Govt	2.31%	31,515.43
Investment Account-Term	2.54%	17,577,268.94
PFC BB&T Money Rate Savings ***	1.05%	1,757,383.33
PFC South State Money Rate Savings ***	2.27%	6,030,156.72
CFC Money Rate Savings ***	1.05%	2,261,996.24
CFC Checking ***	N/A	500.00
Safe Keeping ***	1.92%-2.85%	10,242,182.76
Petty Cash	N/A	<u>1,000.00</u>
Total Cash		40,835,007.95
Less Restricted Use ***		20,292,219.05
Less Reserves:		
Maintenance & Development Reserve		2,814,383.53
Operational Reserve		<u>4,000,000.00</u>
Net Cash Available for Daily Operations		<u>\$ 13,728,405.37</u>

Monthly Cash Activity		
Beginning Balance		\$ 14,535,500.75
Receipts		
General Operating	\$ 2,415,381.00	
GO Transfers In from NC Cap Mgmt	1,500,000.00	
Business Park Operations Checking	10,000.00	
Business Park Money Rate Savings	83,612.62	
Investment Account (Transfers In)	273,304.00	
Federal Projects	1,234,505.35	
Business Park Money Rate Savings Interest	1,114.81	
Money Rate Savings Interest	304.78	
Investment Account-Govt Interest	59.31	
Investment Account-Term Interest	<u>35,635.50</u>	
Total Receipts		5,553,917.37
Disbursements		
General Operating Accounts Payable	3,472,745.33	
General Operating Payroll	135,852.89	
General Operating Transfers to Investment Account		
Money Rate Savings Trf	1,500,000.00	
NC Cap Mgmt Trust Trf	-	
Business Park Operations Checking Accounts Payable	7,909.18	
Business Park Money Rate Savings Accounts Payable	10,000.00	
Federal Projects Accounts Payable	<u>1,234,505.35</u>	
Total Disbursements		(6,361,012.75)
Ending Balance		<u>\$ 13,728,405.37</u>



Tab 4 Business Development

- **Action Items**

Recommend approval of a 1.75 acre Land Lease with Intercoastal Land Maintenance, Inc. for storage of landscaping equipment and trailers. Lease term is two years. Annual rent is \$9,000.

- **Information Item**

- a. The Terminal Expansion Survey closed August 20th. 4,076 responses will be reviewed and analyzed. The goal of the survey was to collect passenger feedback regarding concessions and services in the new terminal. The findings will be reported at an upcoming Board meeting.
- b. The Expedia Campaign ran for 3 months with 1.8 million impressions. 8,300 tickets were purchased via the Expedia website & Expedia brand portfolio sites totaling \$3.1 million. ✈
- c. ACI-NA and Raleigh Durham Airport will host a Chief Revenue Officer Forum on November 14 and 15th. Among the topics discussed will be emerging non-aeronautical revenue opportunities, in-terminal concessions, land and on-airport hotel development opportunities, airport marketing and more.



Tab 5 Government

- **Action Items – None**
- **Information Items**
 - a. Update: North Carolina Budget and Turo Legislation



Tab 6 Operations & General Aviation

- **Action Items – None**
- **Information Items**
 - a. **PASSENGERS:**
 - Total revenue passengers for July 2019 were 101,509 up 9% bringing YTD revenue passengers to 607,011 up 15%
 - August 2019 enplanements are tracking up approximately 7%
 - c. **FUEL:** Jet A: \$5.39 Avgas:.....\$5.59
 - d. **FUEL FLOWAGE:** July 2019: 211,313 gallons down 5% vs. July 2018
- **General Aviation - None**



Tab 7 Director's Report

- **Action Items - None**

- **Information Items**
 - a. Air Service Development Presentation (By Oliver Lamb of APAC)
 - b. Customer Service Training for ILM Staff and Volunteers 9/9 and 9/10
 - c. September, October and November Calendars (Agenda pages 22-24)

September 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Admin Offices Closed	3 1-3 pm Contract 2 & Reroofing Mtgs. 3 pm Trans. Study Mtg.	4 5 pm AA Meeting	5 8:30 am BTG Mtg. 11 am Tourism Group Mtg.	6	7
			APAC Visit			
8	9 2-4 pm John Formica Workshop	10 8-10 am John Formica Workshop 12:30-1:30 Lunch & Learn w/JF 2 pm Reroofing Meeting	11 18 th Anniv of 9- 11-01 Attacks(NY) (LT Tony D'Erasmus) 10 am WMPO (GD) 2:30 pm Air Carrier Mtg.	12 10 am Tenants Meeting	13	14
				Roundtable Conference (JW)		
15	16	17 9 am UCC Mtg. 2 pm Reroofing Meeting	18 11 am WILMA graduation (TK)	19 8 am United Way Board Mtg. (JW)	20	21
22	23	24 9 am Public Policy Mtg. (RC) 1-3 Contract 2 & Reroofing Mtg.	25 3 pm WMPO Board Mtg. (GD)	26	27 10 am Wilmington Men's Club Speaker (JW)	28
29	30	NC Chamber Emerging Leaders (RC)				

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. Speaker (JW)	11 Battery Park Memorial Wall Ceremony (LT Tony D'Erasmus)	12
Russell Hoyt Nat. Airports Conf. (GB)						
13	14	15 11-12:15 Speaker CLT & UNCC (JW) 2 pm Reroofing Meeting	16	17 8 am United Way Bd. Mtg.	18	19
20	21	22 12 noon Rotary Speaker (JW) 2 pm Reroofing Meeting	23	24	25	26 Cape Fear Heart Walk
				RC Vacation		
27	28	29 2 pm Reroofing Meeting	30 3 pm WMPO Board (GD)	31		
ACE Airport Operations, Alexandria, VA October 7-10 / Kenny Smith and Keaghon Stark						

November 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 ELECTION DAY 2 pm Reroofing Meeting 6 pm RAD Class (ILM)	6 5 pm AA Meeting	7	8	9
10	11 Veteran's Day Admin Offices Closed	12 2 pm Reroofing Meeting 6 pm RAD Class (NHCSO)	13 10 am WMPO Tech. Coord. Committee (GD) 2:30 pm Air Carrier Meeting	14	15 10 am Brunswick Newcomers Speaker (JW)	16
				Chief Revenue Officers Forum (CL)		
17	18	19 2 pm Reroofing Meeting 6 pm RAD Class (NHCSO)	20	21 8 am United Way Board Mtg. (JW) 11 am GE Retirees Speaker (JW)	22	23
24	25	26 2 pm Reroofing Meeting 6 pm RAD Class (NHCSO)	27 3 pm WMPO Board Mtg. (GD)	28 Admin Offices Closed	29 Admin Offices Closed	30



Tab 8

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