

**NEW HANOVER COUNTY AIRPORT AUTHORITY
REGULAR MEETING
August 7, 2019**

CALL TO ORDER

The New Hanover County Airport Authority met on Wednesday, August 7, 2019, at Wilmington International Airport, 1740 Airport Boulevard, Wilmington, North Carolina. Chairman Girardot called the meeting to order at 5:02 p.m. and Mr. Stovall led the Pledge of Allegiance. Chairman Girardot asked Authority members if they had any conflict of interest pursuant to the Authority's Code of Ethics statement. No conflicts of interest or potential conflicts of interest were identified.

Airport Authority members present were: Donna Girardot, Chairman; Thomas Wolfe, Vice Chairman; Harry W. Stovall, Secretary; Julia Olson-Boseman, F. Spruill Thompson, and Lee Williams. Also present were Julie Wilsey, Airport Director; Gary Broughton, Deputy Director; Carol LeTellier, Business Development Director; Granseur Dick, Planning and Development Director; Jackie Yellin-Mungo, Comptroller; Rose Davis, Executive Assistant; and Kemp Burpeau, Deputy County Attorney.

Carter T. Lambeth was absent from this meeting and Thomas Wolfe arrived at 5:09 pm.

Guests present included Steve Bright and Eric Stumph, Talbert & Bright, Inc.; Chris Birkmeyer, AVCON; Eric Canup, Zachary Piech, Tom Goodwin, and Tony Wright.

APPROVAL OF MINUTES

The Authority has reviewed the minutes of the meeting on July 10, 2019. Mr. Thompson MOVED, SECONDED by Mr. Stovall to approve the minutes of the July 10, 2019 Airport Authority meeting as submitted. Upon vote, the MOTION WAS APPROVED. Mr. Lambeth and Mr. Wolfe were absent.

Chairman Girardot reviewed Committee assignments with the Authority: Facilities and Terminal Expansion – Donna Girardot and Tom Wolfe; Finance and Human Resources – Tom Wolfe and Lee Williams; Business Development – Harry Stovall and Spruill Thompson; Government – Donna Girardot and Julia Olson-Boseman; Operations and General Aviation – Carter Lambeth and Lee Williams. The Authority also celebrated the wonderful front page, above the fold, newspaper article regarding ILM's "Growing to Meet Demand" from August 7, 2019 Star-News with cupcakes from Nothing Bundt Cakes.

PUBLIC COMMENTS

None.

Mr. Wolfe arrived at 5:09 pm.

FACILITIES & TERMINAL EXPANSION

Mr. Dick updated the Authority on information items to include the Roof Replacement project and Terminal Expansion Contract 2, change orders regarding roofing materials; the Transportation Study; and the status of the Parking Sign.

Mr. Dick reported on the receipt of two NCDOT grants, one for the North GA Ramp Improvements for \$1.5M, and the other for the Pipe Ditches in the North GA Ramp area for \$500,000.

FINANCE & HUMAN RESOURCES

In the absence of Bob Campbell, Finance Director, Mrs. Yellin-Mungo, Comptroller, gave the finance report. She recommended the approval of the following items:

- a) **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. Mr. Williams MOVED, SECONDED by Mr. Stovall to approve the radio system purchase from Motorola Solutions, Inc. as proposed. Upon vote, the MOTION WAS APPROVED UNANIMOUSLY. Mr. Lambeth was absent.
- b) **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. Mr. Wolfe MOVED, SECONDED by Mr. Williams to approve the software and server upgrade from Johnson Controls, Inc. as proposed. Upon vote, the MOTION WAS APPROVED UNANIMOUSLY. Mr. Lambeth was absent.
- c) **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. Mr. Wolfe MOVED, SECONDED by Mr. Thompson to approve the purchase of 3225 N. Kerr Avenue as proposed. Upon vote, the MOTION WAS APPROVED UNANIMOUSLY. Mr. Lambeth was absent.
- d) **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. Mr. Wolfe MOVED, SECONDED by Mr. Stovall to approve the purchase of 1842 Farley Drive as proposed. Upon vote, the MOTION WAS APPROVED UNANIMOUSLY. Mr. Lambeth was absent.

Mrs. Wilsey updated the Authority on the process of acquiring these properties for buffering.

Mrs. Yellin-Mungo updated the Authority on the FEMA reimbursement status and reviewed ILM's June financial summary, financials and cash summary.

Mr. Dick reported there is still money coming from FEMA for the terminal renovations as staff has just started to submit that project for reimbursement. Mrs. Wilsey noted that ILM is paid up for all the projects that have been completed. We are still submitting for payment on the projects in progress and there are a couple of projects that have not yet been started.

BUSINESS DEVELOPMENT

Ms. LeTellier updated the Authority on the Terminal Expansion Survey noting that to date there have been 1500 responses and the survey has been viewed by 16,000 people.

Ms. LeTellier used the ILM website to show the Authority the parking availability interface on the home page and the updated map, lot descriptions and parking availability on the parking and driver information page of the website.

Ms. LeTellier announced the new art show in the ILM Art Gallery featuring artist Janette K. Hopper, entitled "Globetrotting" and the opening reception is Thursday, August 8th at 5 pm.

GOVERNMENT

Mrs. Girardot updated the Authority that the state budget is still in limbo. The General Assembly is still trying to find a compromise but currently the NC airports' money is delayed so ILM staff has talked to New Hanover County about a financing agreement to get ILM through the Terminal Expansion project until the General Assembly approves the legislation.

Regarding the AIP Reauthorization, Mrs. Girardot reported that the President has signed the budget but unfortunately it did not include PFCs. The possibility of a transportation bill this year is looking very doubtful.

Mrs. Wilsey reported that Bob Campbell has been in discussion with Lisa Wurzbacher and Mrs. Wilsey has spoken with Tim Burgess and Chris Coudriet with New Hanover County regarding ILM's loan request. Mrs. Wilsey stated the matter should be on the Commissioners' Agenda for the August 12 meeting. ILM is asking for a letter of credit from the County funding an amount up to \$20M. Between now and January, ILM staff will be able to work out the details with the County depending on how much ILM needs and the County will put that in their next bond in January.

Mrs. Wilsey explained that the reason for doing this was that the State funding from 2 years ago allowed airports to use the special funding for infrastructure projects or to pay back debt so it was important for ILM to have a debt instrument from the County. When the funding in the next budget is approved, which is about \$5.2M per year, ILM will have a debt instrument so ILM can get reimbursed.

In response to a question from Chairman Girardot regarding deadline to cancel the loan, Mrs. Wilsey noted it was her understanding that if the state budget is approved and the recurring funding is passed before the County goes out for bonds in January, then ILM can cancel this loan request. Mrs. Wilsey will have Mr. Campbell confirm that with the County.

OPERATIONS & GENERAL AVIATION

Mr. Broughton reviewed the total revenue passengers, fuel costs and fuel flowage for June 2019. Mr. Broughton was happy to report that ILM has set an all-time record with June's passengers handled at over 100,000.

Mr. Broughton reported that the RFP for a second FBO is complete and ready for publication and will be posted on the website on August 9th and it will be posted on AAAE's nationwide

webpage and the NCAA. The proposal deadline is December 2, 2019.

Mr. Broughton announced that All American Aviation is having an Open House on Saturday, August 10th from 1-3 pm at the Gardner Drive office with a raffle for a free Discovery Flight and \$20 demo lessons on the simulator. The public is invited.

Mr. Broughton updated the Authority on the Active Shooter exercise held at ILM on August 6, 2019, which was conducted by PSO Jimmy Sublett and was well attended by airport tenants and local law enforcement. ILM will be acquiring a notification system so that in the event of an emergency Public Safety can push out notifications to all badged employees.

Mrs. Wilsey attended the Active Shooter exercise and reported that the room was full with tenants from both landside and terminal. Many commented that if an event such as this happens at the airport, they will probably be locked down and they want to know what our plan is. It was a great learning experience. This is an annual event required by the TSA and many TSA and ILM employees attended.

DIRECTOR'S REPORT

Mrs. Wilsey recommended approval of a contract with Leath HR Consulting for an amount not to exceed \$36,000 for a Manpower Planning Study. The intent is to take some time with the staff and admin team to develop a staff planning document to go along with increased customers and terminal expansion project. The plan will be phased with the project and ILM's growth starting with the FY21 budget. Mr. Thompson MOVED, SECONDED by Mrs. Julia Olson-Boseman to approve the contract with Leath HR Consulting as proposed. Upon vote, the MOTION WAS APPROVED UNANIMOUSLY. Mr. Lambeth was absent.

In response to Chairman Girardot's question about the airlines and other tenant partners staffing increases, Mrs. Wilsey reported that the TSA has grown from less than 50 to 63 employees and are now at 68. ILM has been at 48 to 50 employees. Superior Aircraft Services (SAS), that hires skycaps, started with 6 to 8 employees and is now up to 18.

Mrs. Wilsey updated the Authority on Customer Service Training with John Formica that has been planned for ILM staff and volunteers September 9 and 10.

Mrs. Wilsey reported her plans to attend a Roundtable Air Service Development event in Michigan in September. Oliver Lamb with APAC will be at the September Authority meeting to share the new Air Service strategy for ILM.

Mrs. Wilsey announced that Bob Campbell has been accepted in the NC Chamber's Emerging Leadership Program in Raleigh in September.

Mrs. Wilsey reviewed the calendars for August-October 2019.

UNFINISHED BUSINESS

None.

CLOSED SESSION

Chairman Girardot called for a motion for the Authority to enter into a closed session to consider expansion of industry/economic development opportunity pursuant to G.S. § 143-318.11(a)(4). Mr. Stovall MOVED, SECONDED by Mr. Wolfe to enter into closed session. The MOTION CARRIED. All guests were asked to leave the conference room at this time. Remaining during the closed session were all Authority members, with the exception of Spruill Thompson, the Deputy County Attorney, and ILM administrative staff. The Authority went into closed session at 5:46 pm.

OPEN SESSION

The Authority returned to open session at 6:10 pm. Chairman Girardot reported that the Authority has concluded discussion and consideration of expansion of industry and economic development. No action is necessary from the closed session.

NEW BUSINESS

None.

ADJOURNMENT

There being no further business to come before the Board, Chairman Girardot adjourned the meeting at 6:12 p.m.

Prepared by:
Rose M. Davis

Respectfully Submitted:

Harry W. Stovall, Secretary
Date of Approval: September 11, 2019