



**ILM**

WILMINGTON INTERNATIONAL AIRPORT

*New Hanover County  
Airport Authority  
Meeting*

*Wednesday  
~~September 4, 2019~~  
September 11, 2019*

*5:00 PM*

*ILM Executive Conference Room*



*New Hanover County Airport Authority  
Meeting Agenda  
~~September 4, 2019~~ September 11, 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

<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 Julia Olson-Boseman	Julie Wilsey
<b>Operations &amp; General Aviation/Tab 6</b>	Carter Lambeth Lee Williams	Gary Broughton
<b>Director's Report/Tab 7</b>		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.
- b. 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.
- c. Approval of Change Order to Roof Contract (PFC)** – to Monteith Construction Co. for \$55,987 to remove all exterior sheathing on the administrative level and replace with new sheathing and air-barrier system.

- **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 20<sup>th</sup> 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. 3<sup>rd</sup> at 3 PM at ILM.
- f. **Jet Bridges 2 & 8 (PFC)** – Bridge 8 was installed and placed into operations Aug. 23<sup>rd</sup>. Bridge 2 arrived on site Aug. 27<sup>th</sup> and installation began Aug. 28<sup>th</sup>, 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**





## 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 20<sup>th</sup>. 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 15<sup>th</sup>. 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)



## Tab 8

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