



**ILM**

WILMINGTON INTERNATIONAL AIRPORT

*New Hanover County  
Airport Authority  
Meeting*

*Wednesday  
October 2, 2019*

*5:00 PM*

*ILM Executive Conference Room*



*New Hanover County Airport Authority  
Meeting Agenda  
October 2, 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 September 11, 2019 regular meeting.

Copies of the September 11, 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 - None**
  
- **Information Items**
  - a. **ILM Roof Replacement (General, PFC, FEMA & Insurance)** – Work has progressed with the removal of all masonry on the North, East and West sides of the Administrative Offices. New roof installation will begin on the hold room building the week of September 23<sup>rd</sup>.
  
  - b. **ILM Hurricane Dorian Repairs (General/ FEMA)** – All materials able to dry in place have completed drying. Monteith has begun demolition of areas that were unable to dry in place.
  
  - c. **Terminal Expansion – Contract 2 (NC Leg. Appropriations)** – Roof decking and concrete slabs are all complete. Contractor will begin installing exterior walls on second level and rough ins for utilities. New portion should be weather-tight in October. As of end of August, project was 25% complete with 5% of owners contingency utilized.



## Tab 2

# Facilities & Terminal Expansion

- **Information Items (Continued)**

- 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 and continue to make progress.
- e. **Transportation Study** – Consultant presented assessment of current needs and facilities analysis Sept. 12<sup>th</sup> at 11 AM at ILM. Preliminary development alternatives may be presented Oct. 14<sup>th</sup> or 15<sup>th</sup>, and final alternatives Nov. 6<sup>th</sup>.
  - List of immediate improvement recommendations given including:
    - Proposed rumble strips to reduce speed
    - New lane striping to delineate drop off lanes from travel lane
    - Installation of in-pavement cross walk signs
    - New signage at curb
    - Sidewalk Extension to bus stop area
- f. **Jet Bridges 2 & 8 (PFC)** – Bridge 8 was installed and placed into operations Aug. 23<sup>rd</sup>. Bridge 2 substantial completion is expected for September 30<sup>th</sup>.



## Tab 3

# Finance & Human Resources

- **Monthly Financials** - August Financial Summary, Financials and Cash Summary (Agenda pages 13-16)
- **Action Items - None**
- **Information Items - None**



# Wilmington International Airport

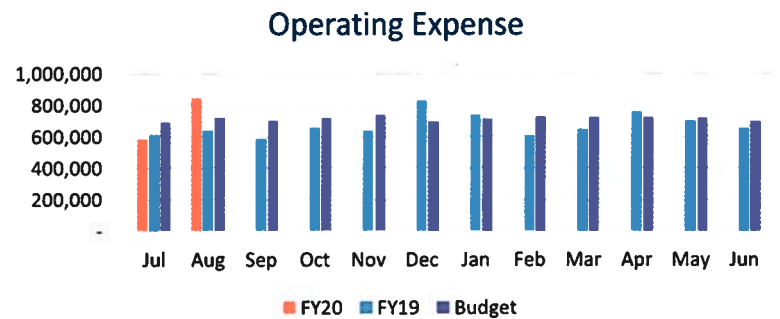
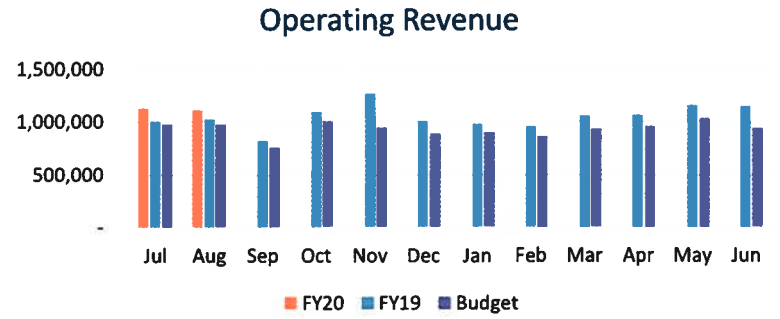
## Monthly Financial Summary

### August

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	1,108,855	973,883	1,023,365	13.9%	8.4%
Monthly Expense	843,547	714,797	638,946	18.0%	32.0%
YTD Revenue	2,236,375	1,946,813	2,020,472	14.9%	10.7%
YTD Expense	1,426,663	1,401,428	1,250,741	1.8%	14.1%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	140,559	141,073	141,789	-0.4%	-0.9%
Parking Lot	410,297	339,863	370,581	20.7%	10.7%
Rent	211,088	198,449	195,611	6.4%	7.9%
Commissions	207,939	195,531	200,126	6.3%	3.9%
Security	54,540	52,388	53,131	4.1%	2.7%
Other	29,681	26,579	29,913	11.7%	-0.8%
Interest	54,751	20,000	32,214	173.8%	70.0%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	322,891	361,120	333,020	-10.6%	-3.0%
Contracted Services	110,965	68,727	92,843	61.5%	19.5%
Utilities	30,859	39,166	39,847	-21.2%	-22.6%
Repairs & Maint	211,929	80,016	49,859	164.9%	325.1%
Other	156,082	165,768	123,377	-5.8%	26.5%



### Summary of Significant Monthly Activity

Revenue	Expense
<p>Parking lot - an increase in passengers combined with the January 2019 price increase lifted parking revenues well above anticipated levels.</p> <p>Rent - new flex space tenant not included in budgeted figures should create a positive variance throughout the year; one-time payment for temporary parking positively impacted the monthly revenue.</p> <p>Commissions - both rental car and food commissions were up compared to last August (3% and 7%, respectively) which is in line with the overall increase in passengers.</p> <p>Interest remains high but will decrease as reserves are spent on Contract 3.</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>Contracted services - includes temporary help, an annual \$15,000 payment to the FAA for Nav aids, and \$13,000 for sealing and striping a parking lot. The Nav aids and parking lot expenses are budgeted evenly throughout the year.</p> <p>Repairs &amp; maint - includes \$151,000 for new radios. This expense was budgeted evenly throughout the year, so this variance will reverse as the year progresses.</p> <p>Other - transportation study payments offset by the absence of advertising expenses. Advertising is budgeted, but not spent, evenly throughout the year.</p>

Wilmington International Airport  
August 2019

### Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
General Operating Checking	N/A	\$ 1,321,982.26
Business Park Checking	N/A	9,477.58
Business Park Money Rate Savings	1.05%	1,342,692.29
Federal Projects	N/A	500.00
Money Rate Savings	1.05%	413,456.91
Investment Account-Govt	2.31%	31,570.03
Investment Account-Term	2.54%	17,609,868.15
PFC BB&T Money Rate Savings ***	1.05%	1,759,717.18
PFC South State Money Rate Savings ***	2.27%	6,040,482.33
CFC Money Rate Savings ***	1.05%	2,382,266.22
CFC Checking ***	N/A	500.00
Safe Keeping ***	1.92%-2.85%	9,847,568.34
Petty Cash	N/A	1,000.00
<b>Total Cash</b>		<u>40,761,081.29</u>
<b>Less Restricted Use ***</b>		20,030,534.07
<b>Less Reserves:</b>		
Maintenance & Development Reserve		2,822,716.53
Operational Reserve		<u>4,000,000.00</u>
<b>Net Cash Available for Daily Operations</b>		<u><u>\$ 13,907,830.69</u></u>

Monthly Cash Activity		
<b>Beginning Balance</b>		\$ 13,728,405.37
<b>Receipts</b>		
General Operating	\$ 1,439,469.88	
GO Transfers In from NC Cap Mgmt	-	
Business Park Operations Checking	10,000.00	
Business Park Money Rate Savings	73,326.36	
Investment Account (Transfers In)	415,216.09	
Federal Projects	57,583.33	
Business Park Money Rate Savings Interest	1,121.57	
Money Rate Savings Interest	351.00	
Investment Account-Govt Interest	54.60	
Investment Account-Term Interest	32,599.21	
<b>Total Receipts</b>	<u>2,029,722.04</u>	
<b>Disbursements</b>		
General Operating Accounts Payable	1,639,993.35	
General Operating Payroll	132,635.15	
General Operating Transfers to Investment Account	-	
Money Rate Savings Trf	-	
NC Cap Mgmt Trust Trf	-	
Business Park Operations Checking Accounts Payable	10,084.89	
Business Park Money Rate Savings Accounts Payable	10,000.00	
Federal Projects Accounts Payable	57,583.33	
<b>Total Disbursements</b>	<u>(1,850,296.72)</u>	
<b>Ending Balance</b>		<u><u>\$ 13,907,830.69</u></u>



## Tab 4 Business Development

- **Action Items – None**
  
- **Information Item**
  - a. The new Wilmington Biz Magazine features an article on Chairman Donna Girardot and other coverage of ILM.
  
  - b. Blue Shark Vodka is our new advertiser.
  
  - c. The Terminal Expansion Survey results will be presented.



## Tab 5 Government

- **Action Items – None**
- **Information Items**

Update: North Carolina Budget



## Tab 6 Operations & General Aviation

- **Action Items – None**
- **Information Items**
  - a. **PASSENGERS:**
    - Total revenue passengers for August 2019 were 101,199 up 7% bringing YTD revenue passengers to 708,210 up 14.3%
    - September 2019 enplanements are tracking up approximately 52.9%
  - c. **FUEL:** Jet A: ..... \$5.49      Avgas:.....\$5.69
  - d. **FUEL FLOWAGE:** August 2019: 208,581 gallons down 10% vs. August 2018
- **General Aviation - None**



## Tab 7 Director's Report

- **Action Items – None**
  
- **Information Items**
  - a. Air Service Updates from Roundtable
  - b. 40 Under 40 Airport Magazine – Granseur Dick
  - c. Industry Panels and Community Briefs
  - d. October, November and December Calendars (Agenda pages 21-23)

October 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b> 2 pm Reroofing Meeting	<b>2</b> 9 am AVCON Final Report Review 5 pm AA Meeting	<b>3</b> NC Air Tap (GD)	<b>4</b> 10:30 am NCAA Mtg. DOA/RDU (JW)	<b>5</b>
<b>6</b>	<b>7</b> 11 am Mass Casualty Tabletop	<b>8</b> 2 pm Reroofing Meeting	<b>9</b> 10 am WMPO (GD) 2:30 pm Air Carrier Mtg.	<b>10</b> 9:30 Wilm. Newcomers Speaker 2 pm NC Planning Conf. Speaker (JW)	<b>11</b> Battery Park Memorial Wall Ceremony (LT Tony D'Erasmus)	<b>12</b>
	JW Vacation					
	Russell Hoyt Nat. Airports Conf. (GB)					
<b>13</b>	<b>14</b>	<b>15</b> 9 Transp Dev. Alternatives (GD) 11 Speaker CLT & UNCC (JW) 1 pm Reroofing & Cont. 2 Meetings	<b>16</b>	<b>17</b> 8 am United Way Bd. Mtg. 1-5 Flu Shot Clinic	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b> 12 noon Rotary Speaker (JW) 2 pm Reroofing Meeting	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b> Cape Fear Heart Walk
				RC Vacation		
<b>27</b>	<b>28</b>	<b>29</b> 2 pm Reroofing Meeting	<b>30</b> 3 pm WMPO Board (GD)	<b>31</b>		
	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	<b>5</b> ELECTION DAY 2 pm Reroofing Meeting 6 pm RAD Class (ILM)	<b>6</b> 5 pm AA Meeting	<b>7</b> 8:30 am BTG Mtg. 10:30 am Tourism Mtg.	<b>8</b> Reg One NCAA Mtg. (JW)	9
10	<b>11</b> Veteran's Day Admin Offices Closed	<b>12</b> 2 pm Reroofing Meeting 6 pm RAD Class (NHCSO)	<b>13</b> 10 am WMPO Tech. Coord. Committee (GD) 2:30 pm Air Carrier Meeting	<b>14</b>	<b>15</b> 10 am Brunswick Newcomers Speaker (JW)	16
17	<b>18</b>	<b>19</b> 2 pm Reroofing Meeting 6 pm RAD Class (NHCSO)	<b>20</b>	Chief Revenue Officers Forum (CL)		23
				<b>21</b> 8 am United Way Board Mtg. (JW) 11 am GE Retirees Speaker (JW)	<b>22</b>	
24	<b>25</b>	<b>26</b> 1 pm Contract 2 and Reroofing Mtg. 6 pm RAD Class (NHCSO)	<b>27</b> 3 pm WMPO Board Mtg. (GD)	<b>28</b> Admin Offices Closed	<b>29</b> Admin Offices Closed	30



December 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 2 pm Reroofing Meeting	4 5 pm AA Meeting	5 12 Ambassadors' Christmas Luncheon	6	7
8 Wanda Copley's & Spruill Thompson's Birthdays	9	10 2 pm Reroofing Meeting	11 10 am WMPO (GD) 2:30 Air Carriers Mtg.	12 12 Tenants' Christmas Luncheon	13 10:30 am NCAA Mtg. (JW) 6 pm ILM EE Christmas Party	14
15	16	17 1 pm Contract 2 Mtg.	18	19 8 am United Way Bd. Mtg. (JW)	20	21
22	23	24 Admin Offices Closed	25 Admin Offices Closed	26	27	28
29	30	31				



Tab 8

- **Unfinished Business**
- **New Business**
- **Adjournment**