

**NEW HANOVER COUNTY AIRPORT AUTHORITY
REGULAR MEETING
September 11, 2019**

CALL TO ORDER

The New Hanover County Airport Authority met on Wednesday, September 11, 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. Thompson 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; Carter T. Lambeth, and F. Spruill Thompson. Also present were Gary Broughton, Deputy Director; Robert Campbell, Finance Director; Carol LeTellier, Business Development Director; Granseur Dick, Planning and Development Director; Rose Davis, Executive Assistant; and Wanda Copley, County Attorney.

Lee Williams, Julia Olson-Boseman and Julie Wilsey were absent from this meeting.

Guests present included Steve Bright and Eric Stumph, Talbert & Bright, Inc.; Chris Birkmeyer, AVCON; Gary Taylor, Operations Manager; Tamie Keel, Facilities Manager; Tony Wright and Kevin Brady.

APPROVAL OF MINUTES

The Authority has reviewed the minutes of the meeting on August 7, 2019. Mr. Thompson MOVED, SECONDED by Mr. Stovall to approve the minutes of the August 7, 2019 Airport Authority meeting as submitted. Upon vote, the MOTION WAS APPROVED. Mr. Williams and Mrs. Olson-Boseman were absent.

The Authority has reviewed the minutes of the CLOSED SESSION on August 7, 2019. Mr. Wolfe MOVED, SECONDED by Mr. Stovall to approve the minutes of the CLOSED SESSION on August 7, 2019 as submitted. Upon vote, the MOTION WAS APPROVED. Mr. Williams and Mrs. Olson-Boseman were absent.

PUBLIC COMMENTS

None.

FACILITIES & TERMINAL EXPANSION

Mr. Dick recommended the approval of the following items:

- a) **New Mobile Passenger Stairway (General)** – Approval of a purchase order 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. After a brief discussion, Mr. Thompson MOVED, SECONDED by Mr. Lambeth to approve the purchase order for \$117,080.70 for the purchase of a mobile passenger stairway truck from Aero Specialties, Inc. as recommended. Upon vote, the MOTION WAS APPROVED. Mr. Williams and Mrs. Olson-Boseman were absent.

- b) **Approval of Any Upcoming Grant** – Approval for the Chairman or Vice-Chairman to execute any and all upcoming grants received within the next 60 days. Mr. Lambeth MOVED, SECONDED by Mr. Stovall to approve the Chairman or Vice-Chairman to execute any and all upcoming grants as recommended. Upon vote, the MOTION WAS APPROVED. Mr. Williams and Mrs. Olson-Boseman were absent.
- c) **Approval of Change Order to Roof Contract (PFC)** – Approval of a change order with Monteith Construction Company in the amount of \$55,987 to remove all exterior sheathing on the administrative level and replace with new sheathing and air-barrier system. After a brief discussion, Mr. Thompson MOVED, SECONDED by Mr. Stovall to approve the change order with Monteith Construction Company as recommended. Upon vote, the MOTION WAS APPROVED. Mr. Williams and Mrs. Olson-Boseman were absent.
- d) **Hurricane Dorian Emergency Mitigation Repairs (FEMA)** - Approve a contract with Monteith Construction Company for an amount NTE \$70,000 to cover emergency work related to Hurricane Dorian storm damage mitigation. Mr. Lambeth MOVED, SECONDED by Mr. Wolfe to approve the contract with Monteith Construction Company for mitigation of damages related to Hurricane Dorian as recommended. Upon vote, the MOTION WAS APPROVED. Mr. Williams and Mrs. Olson-Boseman were absent.

Mr. Dick reported that Hurricane Florence damage repairs were 98% complete when Hurricane Dorian hit, making it easier to delineate between Florence damage and Dorian damage.

Mr. Dick advised that staff is continuing to negotiate with Monteith Construction Company on Contract 3.

Regarding the Transportation Study, Mr. Dick noted a meeting is scheduled for September 12, 2019 at 11 am with AVCON to discuss their findings to date and provide an assessment of ILM's current parking needs and capacity. A second presentation or meeting will be held in mid-October to start discussing preferred alternatives.

Mr. Dick reported that jet bridges 2 and 8 are on the building, with jet bridge 8 in operation and jet bridge 2 due to be complete and operating before the October Authority meeting.

FINANCE & HUMAN RESOURCES

Mr. Campbell reviewed ILM's July financial summary, financials and cash summary.

Mr. Campbell recommended the approval of a contract with 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. After a brief discussion, Mr. Wolfe MOVED, SECONDED by Mr. Thompson to approve the contract with New Hanover County Sheriff's Office as recommended. Upon vote, the MOTION WAS APPROVED UNANIMOUSLY. Mr. Williams and Mrs. Olson-Boseman were absent.

Mr. Campbell reported that ILM's PFC Application #8 was approved. This was a \$25M application that included: \$13M for the terminal expansion; \$2M for the roof, if needed; \$2M for

boarding bridges; \$5M for an apron expansion; and about \$2M on airfield improvements. These funds can be spent immediately and ILM staff is in the process of closing out some of ILM's older PFC applications.

BUSINESS DEVELOPMENT

Ms. LeTellier recommended the approval of a 1.75 acre land lease on Farley Drive with Intercoastal Land Maintenance, Inc. for storage of landscaping equipment and trailers. The lease term is two years and annual rent is \$9,000. Mr. Thompson MOVED, SECONDED by Mr. Stovall to approve the land lease with Intercoastal Land Maintenance, Inc. as recommended. Upon vote, the MOTION WAS APPROVED UNANIMOUSLY. Mr. Williams and Mrs. Olson-Boseman were absent.

Ms. LeTellier updated the Authority on the terminal expansion customer survey noting that 4,076 people responded and results are being compiled with a presentation tentatively scheduled for the October Authority meeting.

Ms. LeTellier reported on the Expedia campaign that ran for 3 months noting ILM received 1.8 impressions, and 8,300 tickets were purchased via the Expedia website and Expedia brand portfolio sites totaling \$3.1M.

Ms. LeTellier advised that she would be attending the ACI-NA Chief Revenue Officer Forum on November 14-15 in Raleigh. Topics to be covered include in-terminal concessions, real estate and land development and non-aeronautical revenue trends in our industry.

GOVERNMENT

Chairman Girardot noted that the airport recurrent funding is included in this year's state budget and the budget has been appearing on the House calendar every legislative day since the Governor vetoed it. The Speaker put the Budget on the floor September 11th for a vote and it passed 55 to 9, with 54 people absent. The Senate intends on taking action on the Budget in the near future. Chairman Girardot remarked that it would be good to have these state funds versus having to pay the interest on the County Bond but the County did approve the interlocal funding agreement at their last meeting. We have until January to accept the agreement.

Chairman Girardot updated the Authority on the conversations with Senator Tillis regarding concerns with FEMA process and having to bid on every \$10,000 project. Senator Tillis agreed to look into it and staff continues to gather information for Senator Tillis in this regard.

OPERATIONS & GENERAL AVIATION

Mr. Broughton reviewed the total revenue passengers, fuel costs and fuel flowage for July 2019.

DIRECTOR'S REPORT

Mr. Broughton provided the Director's Report as Mrs. Wilsey was in Grand Rapids, MI attending the Roundtable event with our new air service consultants. Mr. Broughton reported that the air service consultant's presentation, originally scheduled for the September meeting, has been postponed until the November meeting.

Mr. Broughton shared information about the customer service training, "What if Disney Ran

Your Company?" held September 9 and 10 for ILM employees and volunteers and presented by the Ex-Disney employee, John Formica.

Mr. Broughton updated the Authority on Hurricane Dorian preparations, runway and airfield closures, flight cancellations and damages. Discussion followed regarding mitigation of damages and FEMA and the insurance process for Dorian damages.

Mr. Broughton reviewed the calendars for September-November 2019.

UNFINISHED BUSINESS

None.

NEW 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. Lambeth 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 Lee Williams and Julia Olson-Boseman; the County Attorney, and ILM administrative staff. The Authority went into closed session at 5:36 pm.

OPEN SESSION

The Authority returned to OPEN SESSION at 5:46 p.m. Chairman Girardot reported that the Authority has completed consideration of matters relating to expansion of industry and economic development opportunities.

Ms. LeTellier recommended approval of the Circle K. Stores, Inc. lease as written. Mr. Wolfe MOVED, SECONDED by Mr. Stovall to approve the lease with Circle K. Stores, Inc. as written. Upon vote, the MOTION WAS APPROVED UNANIMOUSLY. Mr. Williams and Mrs. Olson-Boseman were absent.

ADJOURNMENT

There being no further business to come before the Board, Chairman Girardot adjourned the meeting at 5:47 pm.

Prepared by:
Rose M. Davis

Respectfully Submitted:

Harry W. Stovall, Secretary
Date of Approval: October 2, 2019