



**ILM**

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday  
November 6, 2019***

***5:00 PM***

***ILM Executive Conference Room***



*New Hanover County Airport Authority  
Meeting Agenda  
November 6, 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 October 2, 2019 regular meeting.

# Staff Reports

Committee	Airport Authority Member	Staff Member
<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. **Terminal Expansion – Contract 3 (FAA AIP, PFC, State, General)** – Recommendation of award to Monteith Construction Company for Construction of the Terminal Improvements Project, Contract 3, for \$45,728,592, contingent upon their ability to meet the DBE Goal and provide required Buy America Act documentation. This award includes Base Bid Schedule 1 (\$33,598,486), Base Bid Schedule 2 (\$10,130,106) and a 5% contingency (\$2,186,430). Staff has identified multiple funding scenarios to verify financial capacity to begin this project, including multi-year FAA Entitlement grants, PFC revenues, ILM reserves, and potential State and FAA Discretionary grants with a County supplied loan to assist in project expense cash flow of during construction.

- **Information Items**

- a. **ILM Third TSA Checkpoint Lane (General)** – ILM was notified by TSA that they can secure equipment for a third checkpoint lane in the spring 2020 timeframe. The third lane will be staffed during peak hours and will reduce maximum wait times as well as providing a back-up for equipment failures. ILM staff are working with TSA and our design team to identify temporary solutions that can be ready by April 2020. Anticipation is that a walk-on item may be placed on the Nov. agenda to cover design services to keep this timeline on track. \*

- b. **ILM Roof Replacement (General, PFC, FEMA & Insurance)** – Masonry installation on the administration level is nearing completion. New roof is currently being installed over the main terminal building with the hold room and administration levels complete. Atrium storefront (arched) window replacement will begin this month and should be complete by Thanksgiving. Total project completion is set for late January 2020.



## Tab 2

# Facilities & Terminal Expansion

- **Information Items (Continued)**

- c. **ILM Terminal Power Outage** – At 10:40 am Oct. 22<sup>nd</sup>, a delivery truck driver struck the terminal transformer in the loading dock area resulting in a brief fire extinguished by the ILM ARFF responders. The damage required work by many partners to install temporary generators and replace over 12,000 LF of electrical cable to keep ILM running and restore line power at 8 pm Oct. 25<sup>th</sup>. Duke Power, Monteith and their subs who were already on site, and ILM staff deserve special recognition for long hours of hard work and effort during this event. The delivery company responsible for the event has been in contact with ILM staff regarding reimbursement of expenses incurred. \*
- d. **ILM Hurricane Dorian Repairs (General)** – Monteith Construction was the low bid during an informal bidding process with a bid of \$29,072. A PO was approved to cover this work, which has already begun with a target completion date prior to Thanksgiving.
- e. **Terminal Expansion – Contract 2 (NC Leg. Appropriations)** – New roof installation has completed and the concrete ramp replacement should be poured by early Nov. Window and interior wall installation are continuing with project on schedule to be completed in June 2020.
- e. **Transportation Study** – AVCON presented preliminary concepts to Staff and the Facilities Committee, who selected a preferred alternative for further development. AVCON will present the final preferred alternative concept at the December Authority meeting.



## Tab 3

# Finance & Human Resources

- **Monthly Financials** - September Financial Summary, Financials and Cash Summary (Agenda pages 14-17)
- **Action Items**
  - a. **Recommend the approval of two (2) new Operations Specialist positions in an amount NTE \$83,000.00.** The positions are necessary to perform duties that include Found Property Management, Daily and Quarterly Taxi Inspections, Escorts, Perimeter Checks, Wildlife Checks, Airfield Inspections, Terminal Curb Traffic Control. The Operations Specialists are cross trained for the scheduled coverage of dispatch duties as well as covering vacation and sick time for dispatchers.
  - b. **Recommend approval of the purchase of a Ford F-150 Supercrew Truck from Asheville Ford for an amount not to exceed \$36,000.** This purchase will be made under State contract pricing. This item was included in the FY20 capital budget.





## Tab 3

# Finance & Human Resources

- **Action Items (continued)**

- c. **Recommend approval of Robert Campbell and Granseur Dick to act as the Authority's agents with regards to FEMA claims related to Hurricane Dorian. The full resolution reads as follows:**

Be it resolved by the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. Be it further resolved that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and the assurances printed on the reverse side hereof. Be it finally resolved that the above-named agents are authorized to act severally. Passed and approved this 6<sup>th</sup> day of November 2019.

The complete "Resolution: Designation of Applicant's Agent" document is included on Agenda pages 18-19.

- **Information Items**

- a. **Terminal Expansion Funding.** Summary on Agenda pages 20-21.
- b. **Audit Update.**

# Wilmington International Airport

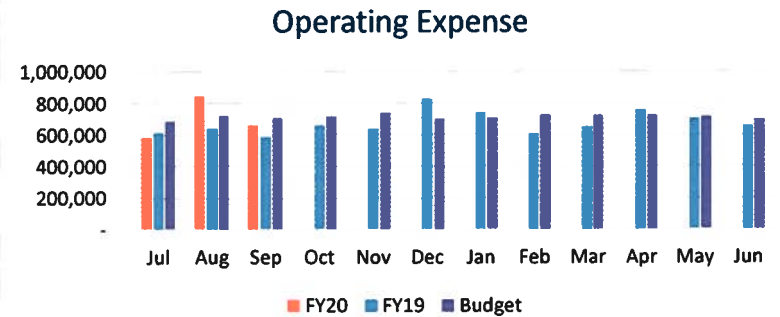
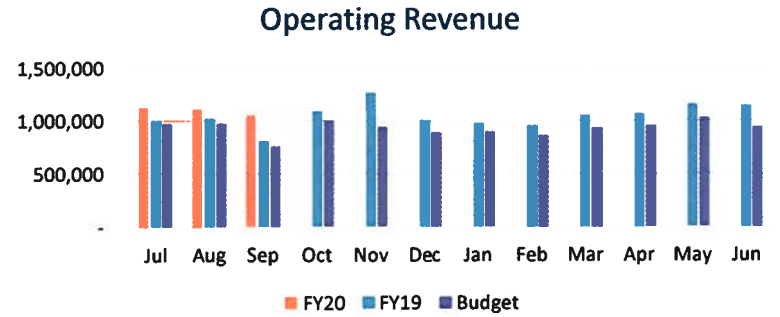
## Monthly Financial Summary

### September

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	1,051,768	760,160	809,827	38.4%	29.9%
Monthly Expense	661,902	701,631	587,035	-5.7%	12.8%
YTD Revenue	3,288,143	2,706,973	2,830,300	21.5%	16.2%
YTD Expense	2,088,565	2,103,059	1,837,776	-0.7%	13.6%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	127,347	109,392	109,564	16.4%	16.2%
Parking Lot	415,631	217,612	237,281	91.0%	75.2%
Rent	207,279	200,576	201,184	3.3%	3.0%
Commissions	168,637	139,740	143,887	20.7%	17.2%
Security	52,927	49,196	51,264	7.6%	3.2%
Other	28,909	22,644	24,358	27.7%	18.7%
Interest	51,037	21,000	42,289	143.0%	20.7%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	319,806	361,121	341,573	-11.4%	-6.4%
Contracted Services	114,683	64,727	64,017	77.2%	79.1%
Utilities	27,283	29,999	23,506	-9.1%	16.1%
Repairs & Maint	59,438	80,016	84,499	-25.7%	-29.7%
Other	140,692	165,768	73,439	-15.1%	91.6%



### Summary of Significant Monthly Activity

Revenue	Expense
<p>Aviation - Landing fees increased significantly over the previous year. The impact of Hurricane Florence negatively impacted several revenue line items from the previous year.</p> <p>Parking - Demand for parking continues to be strong. The addition of the new lot in early October should alleviate some of the overcrowding in the near term.</p> <p>Commissions - While significantly lower than previous months, commission revenue was 20% higher than the historical average for Sep. Interest remains high but will decrease as reserves are spent on Contract 3.</p>	<p>Salaries/Benefits - We were short 2 maintenance employees and 2 officers for the month of Sep. Part of this variance is offset by the increase in the Temporary Help expense line item.</p> <p>Contracted Services - includes sealing and striping of new lot (\$22k), the first payment for the new employee shuttle service (\$20k) and temporary help (\$8k).</p> <p>Repairs and Maint - Reflects the fact that the \$152k of radio expense was budgeted evenly through the year, but expensed fully in Aug. In addition, the final payment for ramp markings is still pending and not reflected in Sep expenses.</p> <p>Other - Advertising is budgeted, but not spent, evenly throughout the year.</p>

### Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
General Operating Checking	N/A	\$ 1,711,504.16
Business Park Checking	N/A	9,526.23
Business Park Money Rate Savings	1.05%	1,427,207.06
Federal Projects	N/A	500.00
Money Rate Savings	1.05%	413,789.50
Investment Account-Govt	1.96%	31,621.51
Investment Account-Term	2.03%	15,638,002.18
PFC BB&T Money Rate Savings ***	1.05%	1,956,784.38
PFC South State Money Rate Savings ***	2.27%	6,050,999.39
CFC Money Rate Savings ***	1.05%	2,503,395.05
CFC Checking ***	N/A	500.00
Safe Keeping ***	1.79%-2.58%	9,868,943.34
Petty Cash	N/A	1,000.00
<b>Total Cash</b>		<b>39,613,772.80</b>
<b>Less Restricted Use ***</b>		<b>20,380,622.16</b>
<b>Less Reserves:</b>		
Maintenance & Development Reserve		2,831,049.53
Operational Reserve		4,000,000.00
<b>Net Cash Available for Daily Operations</b>		<b>\$ 12,402,101.11</b>

Monthly Cash Activity		
<b>Beginning Balance</b>		\$ 13,907,830.69
<b>Receipts</b>		
General Operating	\$ 1,633,027.11	
GO Transfers In from NC Cap Mgmt	2,000,000.00	
Business Park Operations Checking	10,000.00	
Business Park Money Rate Savings	93,392.99	
Investment Account (Transfers In)	-	
Federal Projects	58,159.50	
Business Park Money Rate Savings Interest	1,121.78	
Money Rate Savings Interest	332.59	
Investment Account-Govt Interest	51.48	
Investment Account-Term Interest	28,134.03	
<b>Total Receipts</b>		<b>3,824,219.48</b>
<b>Disbursements</b>		
General Operating Accounts Payable	3,115,232.20	
General Operating Payroll	136,606.01	
General Operating Transfers to Investment Account	-	
Money Rate Savings Trf	-	
NC Cap Mgmt Trust Trf	2,000,000.00	
Business Park Operations Checking Accounts Payable	9,951.35	
Business Park Money Rate Savings Accounts Payable	10,000.00	
Federal Projects Accounts Payable	58,159.50	
<b>Total Disbursements</b>		<b>(5,329,949.06)</b>
<b>Ending Balance</b>		<b>\$ 12,402,101.11</b>

**RESOLUTION  
DESIGNATION OF APPLICANT'S AGENT  
North Carolina Division of Emergency Management**

Organization Name (hereafter named Organization) **NEW HANOVER COUNTY AIRPORT AUTHORITY** Disaster Number: **4465-DR-NC**  
 Applicant's State Cognizant Agency for Single Audit purposes (If Cognizant Agency is not assigned, please indicate):

Applicant's Fiscal Year (FY) Start Month: **JULY** Day: **01**

Applicant's Federal Employer's Identification Number  
**56 - 1652319**

Applicant's Federal Information Processing Standards (FIPS) Number

PRIMARY AGENT	SECONDARY AGENT
Agent's Name <b>ROBERT CAMPBELL</b>	Agent's Name <b>GRANSEUR DICK</b>
Organization <b>NEW HANOVER COUNTY AIRPORT AUTHORITY</b>	Organization <b>NEW HANOVER COUNTY AIRPORT AUTHORITY</b>
Official Position <b>FINANCE DIRECTOR</b>	Official Position <b>PLANNING AND DEVELOPMENT DIRECTOR</b>
Mailing Address <b>1740 AIRPORT BLVD</b>	Mailing Address <b>1740 AIRPORT BLVD</b>
City, State, Zip <b>WILMINGTON, NC 28405</b>	City, State, Zip <b>WILMINGTON, NC 28405</b>
Daytime Telephone <b>(910) 341-4333 x 1003</b>	Daytime Telephone <b>(910) 341-4333 x 1016</b>
Facsimile Number <b>(910) 341-4365</b>	Facsimile Number <b>(910) 341-4365</b>
Pager or Cellular Number	Pager or Cellular Number

BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and the assurances printed on the reverse side hereof. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally. PASSED AND APPROVED this **6** day of **NOVEMBER, 2019**.

GOVERNING BODY	CERTIFYING OFFICIAL
Name and Title <b>DONNA GIRARDOT CHAIRMAN</b>	Name <b>DONNA GIRARDOT</b>
Name and Title <b>THOMAS WOLFE VICE CHAIR</b>	Official Position <b>CHAIRMAN</b>
Name and Title <b>HARRY STOVALL SECRETARY</b>	Daytime Telephone

**CERTIFICATION**

I, **DONNA GIRARDOT**, (Name) duly appointed and **CHAIRMAN** (Title) of the Governing Body, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Governing Body of **NEW HANOVER COUNTY AIRPORT AUTHORITY** (Organization) on the **6** day of **NOVEMBER**, 2019.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## APPLICANT ASSURANCES

The applicant hereby assures and certifies that it will comply with the FEMA regulations, policies, guidelines and requirements including OMB's Circulars No. A-95 and A-102, and FMC 74-4, as they relate to the application, acceptance and use of Federal funds for this Federally assisted project. Also, the Applicant gives assurance and certifies with respect to and as a condition for the grant that

1. It possesses legal authority to apply for the grant, and to finance and construct the proposed facilities; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with the provisions of Executive Order 11988, relating to Floodplain Management and Executive Order 11990, relating to Protection of Wetlands.
3. It will have sufficient funds available to meet the non-Federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purpose constructed.
4. It will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the grant program(s) have been met.
5. It will provide and maintain competent and adequate architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the Federal grantor agency may need.
6. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State and local agencies for the maintenance and operation of such facilities.
7. It will give the grantor agency and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
8. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by the Physically Handicapped," Number A117.1-1961, as modified (41 CFR 101-17-7031). The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
9. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the approving Federal agency that funds have been approved and will see that work on the project will be prosecuted to completion with reasonable diligence.
10. It will not dispose of or encumber its title or other interests in the site and facilities during the period of Federal interest or while the Government holds bonds, whichever is the longer.
11. It agrees to comply with Section 311, P.L. 93-288 and with Title VI of the Civil Rights Act of 1964 (P.L. 83-352) and in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. If any real property or structure is provided or improved with the aid of Federal financial assistance extended to the Applicant, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.
12. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
13. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally assisted programs.
14. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with OMB Circular A-102, P.L. 93-288 as amended, and applicable Federal Regulations.
15. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
16. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
17. (To the best of his/her knowledge and belief) the disaster relief work described on each Federal Emergency Management Agency (FEMA) Project Application for which Federal Financial assistance is requested is eligible in accordance with the criteria contained in 44 Code of Federal Regulations, Part 206, and applicable FEMA Handbooks.
18. The emergency or disaster relief work therein described for which Federal Assistance is requested hereunder does not or will not duplicate benefits received for the same loss from another source.
19. It will (1) provide without cost to the United States all lands, easements and rights-of-way necessary for accomplishments of the approved work; (2) hold and save the United States free from damages due to the approved work or Federal funding.
20. This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, reimbursements, advances, contracts, property, discounts of other Federal financial assistance extended after the date hereof to the Applicant by FEMA, that such Federal Financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear on the reverse as authorized to sign this assurance on behalf of the applicant.
21. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1973. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Director, Federal Emergency Management Agency as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
22. It will comply with the insurance requirements of Section 314, PL 93-288, to obtain and maintain any other insurance as may be reasonable, adequate, and necessary to protect against further loss to any property which was replaced, restored, repaired, or constructed with this assistance.
23. It will defer funding of any projects involving flexible funding until FEMA makes a favorable environmental clearance, if this is required.
24. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1968 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
25. It will, for any repairs or construction financed herewith, comply with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards; and, will evaluate the natural hazards in areas in which the proceeds of the grant or loan are to be used and take appropriate action to mitigate such hazards, including safe land use and construction practices.

## STATE ASSURANCES

The State agrees to take any necessary action within State capabilities to require compliance with these assurances and agreements by the applicant or to assume responsibility to the Federal government for any deficiencies not resolved to the satisfaction of the Regional Director.

### **Summary of Contract 3**

Estimated cost: \$49,000,000  
Estimated time frame: 3 years

### **Goals**

- Keep project moving without interruption.
- Utilize all available resources while minimizing financing costs.
- Maintain sufficient funds on hand to complete projects not covered by Federal or State sources.

### **Funding**

<b>Funding Source</b>	<b>Currently Available (FY19 Funding)</b>	<b>Future Funding (FY20-FY24)</b>	<b>Total</b>
Entitlement	\$ 3,160	\$ 9,600	\$12,760
PFC	2,358	10,000	12,358
State	-	15,000	15,000
ILM	8,882	-	8,882
Discretionary*	-	?	?
<b>Totals</b>	<b><u>\$14,400</u></b>	<b><u>\$33,600</u></b>	<b><u>\$49,000</u></b>

Figures shown in 000s.

\* Cannot include any discretionary funding until an award is made. If a grant is received, it may be awarded as late as September 2020.

### **Potential Issues**

**Timing of cash receipts.** Full funding for the project is expected to be received over the next five years, but the project will be completed in three years. Additionally, anticipated year 1 costs are approximately \$20m. Year 2 - \$17m. Year 3 - \$12m.

**Additional projects.** If no discretionary funding is received, all airport resources will be used to pay for Contract 3 leaving very little, if any, funds for other projects. The ramp expansion is one such project. In order to fully utilize the new terminal and boarding bridges, the ramp will need to be expanded. The ramp expansion will be funded using PFC revenue, but collections will not be sufficient to fund this project until 2025 – almost three years after completion of the terminal expansion. In addition, PFC regulation requires that a project be started within two years of approval. The ramp expansion was approved in September 2019, and, therefore, must be started by September 2021.

## Proposed Solution

**Financing.** The County is offering up to \$20m in financing at an attractive interest rate (as of June it was 2.86%). In order to meet our goals of keeping the project moving without interruption and maintaining sufficient cash on hand for other projects, staff proposes **borrowing \$14,350,000 for seven years** against future Entitlement funding and PFC revenues. The revenue streams from both of these sources would be used to make the annual debt payments. An **estimated** cash flow related to the financing is shown below.

<u>Source</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>
Entitlement	3,200	3,200	3,200	-	-	-	-
PFC revenue	2,000	2,000	2,000	2,000	2,000	2,000	2,000
PFC expense	<u>(1,572)</u>	<u>(2,595)</u>	<u>(3,393)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net collections	3,628	2,605	1,807	2,000	2,000	2,000	2,000
Debt Payments*	<u>2,254</u>	<u>2,254</u>	<u>2,254</u>	<u>2,254</u>	<u>2,254</u>	<u>2,254</u>	<u>2,254</u>
Surplus/Deficit	1,374	351	(447)	(254)	(254)	(254)	(254)
Cumulative							
Surplus/Deficit	1,374	1,725	1,278	1,024	770	516	262

Figures shown in 000s.

\* Estimated based on 3% interest rate and semiannual payments.

The above analysis assumes that no Discretionary funds are received in FY20 and FY21. If Discretionary funding is received, it will be used for the terminal expansion project and State funds will be diverted to other projects, such as new parking, business park infrastructure, and concession areas in the terminal expansion.



## Tab 4 Business Development

- **Action Items – None**
  
- **Information Item**
  - a. Cape Fear Fair and Expo is on airport property November 1<sup>st</sup> through 10<sup>th</sup>.
  
  - b. New North Parking Lot is open and listed on the opening page of the ILM website. 150 additional spaces.
  
  - c. Enterprise Holdings, Suite 150 of the Flex Building is now open for Business. →





## Tab 5 Government

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



## Tab 6 Operations & General Aviation

- **Action Items – None**
- **Information Items**
  - a. **PASSENGERS:**
    - Total revenue passengers for September 2019 were 87,716 up 47% bringing YTD revenue passengers to 795,926 up 17.6%
    - October 2019 enplanements are tracking up approximately 11%
  - c. **FUEL:** Jet A: ..... \$5.39      Avgas:.....\$5.69
  - d. **FUEL FLOWAGE:** September 2019: 201,582 gallons down 7.5% vs. September 2018
- **General Aviation - None**



## Tab 7 Director's Report

- **Action Items – None**
  
- **Information Items**
  - a. Air Service Consultant Presentation (Oliver Lamb, APAC)
  - b. Community Involvement – Heart Walk and United Way
  - c. NCAA - Willard Plentl Aviation Professional Award
  - d. Proposed 2020 Airport Authority Meeting Schedule (Agenda page 26)
  - e. November, December, and January Calendars (Agenda pages 27-29)

***PROPOSED***  
**NEW HANOVER COUNTY AIRPORT AUTHORITY**  
**2020 MEETING SCHEDULE**

REGULAR MEETING
JANUARY 8, 2020 **
FEBRUARY 5, 2020
MARCH 4, 2020
APRIL 1, 2020
MAY 6, 2020
JUNE 3, 2020
JULY 1, 2020 *
AUGUST 5, 2020
SEPTEMBER 2, 2020 *
OCTOBER 7, 2020
NOVEMBER 4, 2020
DECEMBER 2, 2020

All meetings are held in ILM's Executive Conference Room. The meeting will begin at 5:00 p.m., unless otherwise noted.

\* These meetings fall close to a holiday weekend and may be rescheduled.

\*\* Date changed due to holiday.

Approved:

*Proposed Schedule Drafted 6.26.2019*

November 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>1</b> Chamber Oyster Roast (JW)	<b>2</b>
<b>3</b> Time Change	<b>4</b>	<b>5</b> ELECTION DAY 1 & 2 pm Cont. 2 & Reroofing Mtg 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)	<b>9</b>
<b>10</b>	<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)	<b>16</b>
				Chief Revenue Officers Forum (CL)		
<b>17</b>	<b>18</b>	<b>19</b> 1 pm Cont. 2 2 pm Reroofing Meeting 6 pm RAD Class (NHCSO)	<b>20</b>	<b>21</b> 8 am United Way Board Mtg. (JW) 11 am GE Retirees Speaker (JW)	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b> 1 pm Cont. 2 2 pm 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	<b>30</b>

December 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 2 pm Reroofing Meeting	4 11:30 am Lunch & Learn w/Seatech (JW) 5 pm AA Meeting	5 7 am Kiwanis Speaker (JW) 12 Ambassador Christmas Luncheon	6	7
8 Wanda Copley's & Spruill Thompson's Birthdays	9	10 2 pm Reroofing Mtg. 4:30 pm Business Journal 100 Event	11 10 am WMPO (GD) 2:30 Air Carriers Mtg. NC Chamber Emeraina Leaders (RC)	12 7:30 am Power Breakfast 12 Tenants' Christmas Luncheon	13 10:30 am NCAA Mtg. (JW) 6 pm ILM EE Christmas Party (Waterman's)	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				

<b>JANUARY 2020</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
29	30	31	<b>1</b> New Year's Day ADMIN Offices Closed	<b>2</b>	<b>3</b>	4
5	<b>6</b>	<b>7</b>	<b>8</b> 5 pm AA Meeting	<b>9</b> 8 am United Way Board Mtg. (JW)	<b>10</b>	11
12	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	18
19	<b>20</b> M L King Day ADMIN Offices Closed	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	25
26	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	1



## Tab 8

- **Unfinished Business**
- **New Business**
  - Closed Session – §143-318.11 (a)(3) To consult with an attorney regarding a matter of potential litigation.
- **Adjournment**