



ILM

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday
January 8, 2020***

5:00 PM

ILM Executive Conference Room



*New Hanover County Airport Authority
Meeting Agenda
January 8, 2020 - 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 December 4, 2019 regular meeting.

Staff Reports

Committee	Airport Authority Member	Staff Member
Facilities & Terminal Expansion/Tab 2	Donna Girardot Tom Wolfe	Granseur Dick
Finance & Human Resources/Tab 3	Tom Wolfe Lee Williams	Bob Campbell
Business Development/Tab 4	Harry Stovall Spruill Thompson	Carol LeTellier
Government/Tab 5	Donna Girardot Julia Olson-Boseman	Julie Wilsey
Operations & General Aviation/Tab 6	Carter Lambeth Lee Williams	Gary Broughton
Director's Report/Tab 7		Julie Wilsey



Tab 2

Facilities & Terminal Expansion

- **Action Items**

- a. **Terminal Expansion – Contract 3 (FAA AIP, PFC, State, General)** – Recommendation of award to Talbert and Bright, Inc, for Work Authorization No. 19-05 “Terminal Improvements Contract 3 – Construction Phase Services” for a Lump Sum fee of \$2,786,391.00, pending FAA approval. The scope of work includes overall project management, project documentation, architectural and engineering services, special inspections, quality assurance testing, construction coordination between various parties including contractors, airlines, TSA, and other tenants for the project duration (approximately 3 years). The proposed work authorization is below the Independent Fee Estimate value.

- **Information Items**

- a. **ILM Third TSA Checkpoint Lane (General)** – Design is underway, with submittal to TSA for review scheduled for January 14th. Construction will be through change order to the Contract 2 scope of work, utilizing available Owner Contingency Allowance to expedite construction and maintain the March 2020 timeline requested by TSA. Construction cost estimates may be available in advance of the February Authority meeting.
- b. **ILM Roof Replacement (General, PFC, FEMA & Insurance)** – New roof installation is complete. Atrium storefront (arched) window replacement is complete on 3 of 4 sides. Finished interior sheetrock work will be completed early January. Contract expires Jan. 17th but weather delays are under review.



Tab 2

Facilities & Terminal Expansion

- **Information Items (Continued)**

- c. **ILM Hurricane Dorian Repairs (General)** – Work is near complete, with trim replacement remaining.
- d. **Terminal Expansion – Contract 2 (NC Leg. Appropriations)** – Masonry work is complete. Baggage handling equipment and new office upfit is underway. Move in dates for airlines are between Jan. 15th and 20th. Demo work inside the ATO wing will begin late January or February .Project is on schedule for June 2020 completion.
- e. **Terminal Expansion - Contract 3 (FAA, AIP, PFC, State, General)** – Notice to Proceed is scheduled for January 15th, 2019. Contractors will begin with expansion of the construction zone onto the ramp, followed by ramp demolition in the vicinity of the new hold room expansion. Project will last 3 years.
- f. **Transportation Study** – AVCON has delivered it's final draft report. Staff are reviewing.
- e. **Passenger Boarding Bridges (NC Leg. Appropriations, PFC)** – All new bridges (Gates 1, 2 and 8) have received final approval and Owner Acceptance. These bridges have greatly increased the capacity of ILM to serve its growing number of passengers.
- f. **North GA Redevelopment & Pipe Ditches Project (NCDOT STIP)** – The North GA Ramp Redevelopment and FBO Pipe Ditches #2 projects have been completed. With STIP funding, these projects have provided a more development ready site for aviation use as well as provided a GA aircraft wash area.



Tab 3

Finance & Human Resources

- **Monthly Financials** - November Financial Summary, Financials and Cash Summary (Agenda pages 15-18)
- **Action Items - None**
- **Information Items - None**

Wilmington International Airport

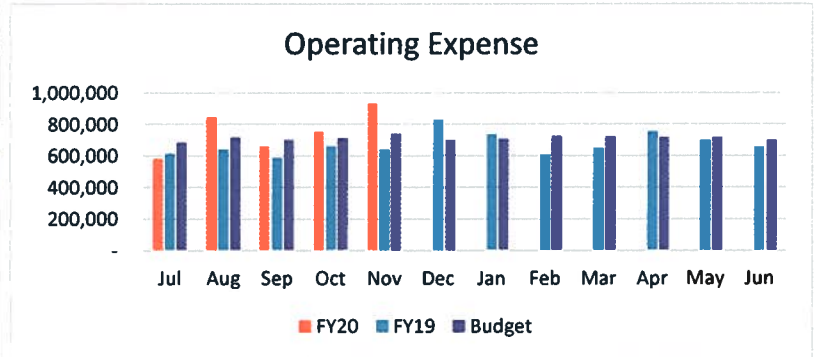
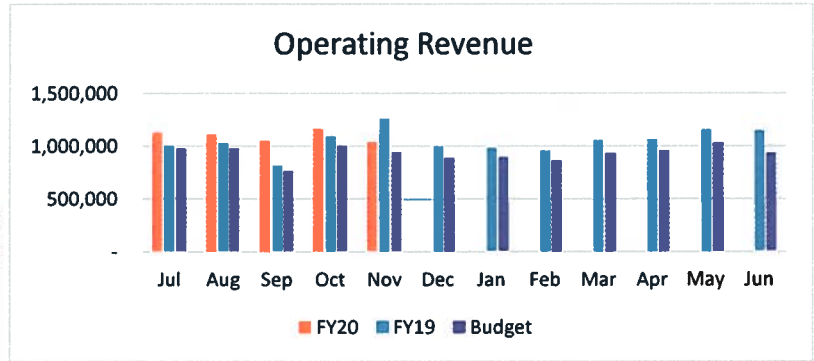
Monthly Financial Summary

November

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	1,036,777	940,186	1,261,256	10.3%	-17.8%
Monthly Expense	932,888	733,223	636,767	27.2%	46.5%
YTD Revenue	5,487,764	4,646,965	5,182,945	18.1%	5.9%
YTD Expense	3,776,027	3,547,580	3,133,203	6.4%	20.5%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	143,396	121,009	121,479	18.5%	18.0%
Parking Lot	412,720	370,935	404,461	11.3%	2.0%
Rent	220,182	199,797	198,466	10.2%	10.9%
Commissions	156,443	170,743	174,843	-8.4%	-10.5%
Security	54,374	41,382	52,927	31.4%	2.7%
Other	27,335	23,320	265,521	17.2%	-89.7%
Interest	22,327	13,000	43,560	71.7%	-48.7%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	297,948	381,713	337,132	-21.9%	-11.6%
Contracted Services	101,196	68,727	79,100	47.2%	27.9%
Utilities	26,550	29,999	24,790	-11.5%	7.1%
Repairs & Maint	301,921	80,016	72,336	277.3%	317.4%
Other	135,792	172,768	123,409	-21.4%	10.0%



Summary of Significant Monthly Activity	
Revenue	Expense
<p>Aviation - additional flights increased landing fees over prior year.</p> <p>Parking lot - increased passenger loads translated into additional parking revenue versus the prior year.</p> <p>Rent - \$10,000 of Cape Fear Fair rent hit in November; this rent is generally collected in October.</p> <p>Commissions - rental car commissions were \$20k lower than previous year; rental revenue was strong in November 2018 due to long-term Hurricane Florence-related rentals.</p> <p>Other - Prior year included \$240k of insurance proceeds due to Florence.</p>	<p>Salaries/benefits - still short a couple of employees in November. *</p> <p>Contracted services - includes temporary help for curb control, employee shuttle and Sheriff's deputies now patrolling the airport. *</p> <p>* Note - The budget amendment that was approved at the December meeting reallocates funds among both the salaries and contracted services categories. The adjustment will be included in next month's summary.</p> <p>Repairs & maint - includes \$250k for repairs related to the transformer incident; this expense will be offset by revenue collected in January.</p>

Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
General Operating Checking	N/A	\$ 1,789,566.91
Business Park Checking	N/A	6,127.58
Business Park Money Rate Savings	0.90%	1,514,635.63
Federal Projects	N/A	500.00
Money Rate Savings	0.90%	414,428.81
Investment Account-Govt	1.96%	31,709.70
Investment Account-Term	2.03%	12,934,368.89
PFC BB&T Money Rate Savings ***	0.90%	2,335,566.52
PFC South State Money Rate Savings ***	2.07%	6,071,125.27
CFC Money Rate Savings ***	0.90%	2,655,982.00
CFC Checking ***	N/A	500.00
Safe Keeping ***	1.79%-2.58%	9,900,171.12
Petty Cash	N/A	1,000.00
Total Cash		37,655,682.43
Less Restricted Use ***		20,963,344.91
Less Reserves:		
Maintenance & Development Reserve		2,847,715.53
Operational Reserve		4,000,000.00
Net Cash Available for Daily Operations		\$ 9,844,621.99

Monthly Cash Activity		
Beginning Balance		\$ 12,279,787.56
Receipts		
General Operating	\$ 1,629,550.54	
GO Transfers In from NC Cap Mgmt	2,000,000.00	
Business Park Operations Checking	-	
Business Park Money Rate Savings	76,993.43	
Investment Account (Transfers In)	-	
Federal Projects	-	
Business Park Money Rate Savings Interest	1,099.44	
Money Rate Savings Interest	306.45	
Investment Account-Govt Interest	40.20	
Investment Account-Term Interest	20,858.83	
Total Receipts		3,728,848.89
Disbursements		
General Operating Accounts Payable	3,962,996.37	
General Operating Payroll	135,533.84	
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	65,484.25	
Business Park Money Rate Savings Accounts Payable	-	
Federal Projects Accounts Payable	-	
Total Disbursements		(6,164,014.46)
Ending Balance		\$ 9,844,621.99



Tab 4 Business Development

- **Action Items – None**

- **Information Item**
 - a. During the period Jan 1-Dec 30th 2019 ILM's news coverage included a potential reach of 589.25 million and an AVE (advertising value equivalent) of \$5.45 million. The top sources for coverage included the Greater Wilmington Business Journal and the Star News.
 - b. ILM's expansion was one of the ten top stories for 2019 in the Greater Wilmington Business Journal (with photo).
 - c. Newly designed For Lease signs for the ILM Business Park have been installed at the corner of Airport Boulevard and Gardner Drive and another at the corner of Hall Drive and Gardner.



Tab 5 Government

- **Action Items – None**
- **Information Items**
 - a. Watching for AFFF and PFAS in Washington and Raleigh
 - b. 2020 NCAA Pledge for Lobbyist



Tab 6 Operations & General Aviation

- **Action Items – None**
- **Information Items**
 - a. **PASSENGERS:**
 - Total revenue passengers for November 2019 were 98,437 up 13.6% bringing YTD revenue passengers to 980,729 up 14.8%
 - December 2019 enplanements are tracking up approximately 15%
 - c. **FUEL:** Jet A: \$5.39 Avgas:.....\$5.64
 - d. **FUEL FLOWAGE:** November 2019: 181,864 gallons up 2.8% vs. November 2018
- **General Aviation - None**



Tab 7 Director's Report

- **Action Items – None**

- **Information Items**
 - a. ILM employee accomplishments for 2019
 - b. Employees Recognized by Letter from Alan Zimmer
 - c. ILM Goals for 2020 - Draft
 - d. January, February, and March Calendars (Agenda pages 23-25)

JANUARY 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 New Year's Day ADMIN Offices Closed	2 JW Vacation	3	4
5	6	7 10 am C3 PreCon Mtg 1 pm C2 Mtg 2 pm Reroofing Mtg.	8 10 WMPO (GD) 2:30 pm Air Carrier Meeting 5 pm AA Mtg.	9 11:30 am WBD Economic Forecast (JW)	10	11
12	13	14 2 pm Chamber Leadership Wilmington (JW)	15 11:30 am Reset & Rebalance Information Mtg.	16 8 am United Way Board Mtg. (JW)	17	18
19	20 M L King Day ADMIN Offices Closed	21	22 8 AM United Way Campaign Cabinet Mtg. (JW)	23	24	25
	TERMINAL MILESTONE					
26	27 8:30 am Reset & Rebalance	28 1 pm C2/C3 Mtg	29 3 pm WMPO Board Mtg. (GD)	30	31	1

FEBRUARY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3 8:30 am Reset & Rebalance	4	5 5 pm AA Meeting	6	7	8
9	10 8:30 am Reset & Rebalance	11	12 10 am WMPO Mtg. (GD) 2:30 pm Air Carrier Mtg.	13	14 Valentine's Day	15
JW Vacation						
16	17 Presidents' Day 8:30 am Reset & Rebalance	18 1 pm C2/C3 Mtg	19	20 10 am Wildlife Hazard Management	21 Tom Wolfe's Birthday	22
JW Vacation						
23	24 8:30 am Reset & Rebalance	25	26 10:30 am WILMA Workshop (JW) 3 pm WMPO (GD)	27 10 OLLI Presentation (GD) 11 CREW Awards (JW)	28 10 am Region One Meeting (JW)	29

MARCH 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Donna Girardot's Birthday	3	4 5 pm AA Meeting	5 Ambassador's Quarterly Meeting 10 am	6	7
				AAAE/ACI-NA Legislative Conference-DC		
8	9 8:30 am Reset & Rebalance	10 1 pm C2/C3 Mtg	11 10 am WMPO Mtg. (GD) 2:30 pm Air Carrier Mtg.	12 Tenant's Quarterly Meeting 10 am	13	14
15	16 8:30 am Reset & Rebalance	17	18	19 8 am United Way Board Mtg. (JW)	20	21
22	23 8:30 am Reset & Rebalance	24	25 UNCW Business Week Speaker (JW) 3 pm WMPO Bd (GD)	26 8 am PACU Financial Wellness	27	28
29	30 8:30 am Reset & Rebalance	31 1 pm C2/C3 Mtg	1	2	3	4



Tab 8

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