

**NEW HANOVER COUNTY AIRPORT AUTHORITY
REGULAR MEETING
February 5, 2020**

CALL TO ORDER

The New Hanover County Airport Authority met on Wednesday, February 5, 2020, at Wilmington International Airport, 1740 Airport Boulevard, Wilmington, North Carolina. Chairman Girardot called the meeting to order at 5:00 p.m. and Mrs. Wilsey led the Pledge of Allegiance in honor of Matt Mathews, former Authority member who passed away recently. 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 Stovall, Secretary; Carter T. Lambeth, Julia Olson-Boseman, Spruill Thompson and Lee Williams. Also present were Julie A. Wilsey, Airport Director; Gary Broughton, Deputy Director; Jackie Yellin-Mungo, Comptroller; Carol LeTellier, Business Development Director; Granseur Dick, Facilities Director; Rose Davis, Executive Assistant; and Wanda Copley, County Attorney.

Guests present included Steve Bright and Eric Stumph, Talbert & Bright, Inc.; Tony Wright, Emanuel Yapo, Tom Goodwin, Chris Birkmeyer, Adrienne Cox, Steve Moore, and Dan Wilcox.

APPROVAL OF MINUTES

The Authority has reviewed the minutes of the Closed Session on January 8, 2020. Mr. Williams MOVED, SECONDED by Mr. Lambeth to approve the minutes of the Closed Session on January 8, 2020 as submitted. Upon vote, the MOTION WAS APPROVED.

The Authority has reviewed the minutes of the meeting on January 8, 2020. Mr. Stovall MOVED, SECONDED by Mr. Wolfe to approve the minutes of the January 8, 2020 Airport Authority meeting as submitted. Upon vote, the MOTION WAS APPROVED.

PUBLIC COMMENTS

None.

FACILITIES & TERMINAL EXPANSION

Mr. Dick recommended the approval of the following item:

Airfield Pavement Marking (General Operating) - a PO in the amount of NTE \$150,000 for HASCO, Inc. to repaint airfield runway and taxiway markings. This amount was included in the budget and is similar to previous year's expenses for annual airfield maintenance striping work. Mr. Thompson MOVED, SECONDED by Mr. Stovall to approve the PO for HASCO, Inc. as recommended. Upon vote, the MOTION WAS APPROVED.

Mr. Dick updated the Authority on the status of various projects including the TSA checkpoint lane, Contract 2, Contract 3, roof replacement and the transportation study.

FINANCE & HUMAN RESOURCES

Mrs. Yellin-Mungo reviewed ILM's December financial summary, financials and cash summary.

BUSINESS DEVELOPMENT

Ms. LeTellier recommended the approval of the following item:

Second Amendment to Sublease Agreement with Fueling Station to reimburse \$41,490.00 for professional services provided by Timmons Group to design, engineer and permit the water and sewer line up to the property premises. Mr. Stovall **MOVED, SECONDED** by Mr. Wolfe to approve the second amendment to the Sublease Agreement with Fueling Station as recommended. Upon vote, the **MOTION WAS APPROVED**.

Ms. LeTellier updated the Authority on the Thanks a Million campaign, including showing the ILM commercial which debuted during the Superbowl on February 2nd, and new terminal advertisers – Wells Insurance and ARRIVE hotels.

Mrs. Wilsey reported that she has notified Skip Watkins and Debra Carter that parking needs at ILM will most likely lead to new parking lots in areas that the fairgrounds currently utilizes. Staff has encouraged Cape Fear Fair & Expo to either start looking at alternative ways to have the fair at ILM on a smaller scale or start looking for a new home. Staff will stay in contact with Fair staff when we decide exactly where the new parking will go.

GOVERNMENT

Chairman Girardot updated the Authority on the status of the Federal Infrastructure Framework and PFCs in congress and there is still hope that the PFCs will be increased. Chairman Girardot reviewed the state legislative funding status noting that ILM has expended 91% of the funds received and the last 9% is encumbered. Chairman Girardot reminded the Authority that the general assembly passed recurring funding which will bring ILM \$5,062,832 a year for the next two fiscal years.

OPERATIONS & GENERAL AVIATION

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

Mr. Broughton updated the Authority on the Coronavirus noting the TSA is sending surgical masks for staff at airports receiving direct flights from China. TSA officers at other airports are allowed to purchase and wear them but it is not mandatory. In North Carolina there has been no confirmed cases of the virus at this point and only 12 cases in the United States.

Mr. Broughton reported that Sea Hawk Aviation has informed staff that they are rebranding and will be known as Phoenix Aircraft Services. Mr. Rock will send an email to that effect indicating the effective date and that there is no change in ownership.

Mr. Broughton turned the meeting over to Mr. Lambeth to speak on behalf of the selection committee regarding the FBO RFP. Mr. Lambeth summarized the review process for the proposal submitted by Marathon FBO Partners, LLC for a second FBO at ILM. The committee finds the proposal acceptable and feels that staff should move forward with negotiating a contract with this company. Marathon will handle hangaring, hangar rental, tie downs, fueling and line

services. Mr. Lambeth reminded the Authority that the RFP was put out to promote competition and keep prices down.

Mr. Broughton reported having spoken to the FAA and the FAA does not see ILM in violation of any grant assurances and the only way the FAA would consider ILM not accepting this proposal is to put in writing to the FAA why ILM can't support 2 FBOs.

Mr. Lambeth advised that the committee recommends staff and the attorney proceed in negotiating a lease arrangement for another FBO.

Mr. Broughton noted that Modern Aviation was present at the meeting and that ILM values the partnership that we have with Modern Aviation now and that we had with Air Wilmington in the past but obviously competition is desired.

Discussion followed regarding Minimum Standards both FBOs will be required to adhere to.

Mr. Lambeth MOVED, SECONDED by Mrs. Olson-Boseman to approve the award of the FBO RFP to Marathon Partners, LLC dba Wilmington Aero and proceed with negotiating a lease arrangement. Upon vote, the MOTION WAS APPROVED.

DIRECTOR'S REPORT

Mrs. Wilsey reported that American announced non-stop flights to Boston on Saturdays from May – September. Mrs. Wilsey shared that Mr. Campbell is at Routes America with Oliver Lamb, our air service consultant, meeting with the following airlines: American, Delta, United, Southwest, Silver Airlines, Contour and JSX Airlines. Mrs. Wilsey noted that Mr. Lamb is also asking certain carriers for headquarter visits and offering to have some of those carriers come to Wilmington to experience our market.

Mrs. Wilsey shared the ILM Goals for 2020.

Mrs. Wilsey reminded the Authority that the State of the County Address is on February 10th and Mrs. Girardot, Mr. Thompson and Mr. Broughton will be attending.

The Authority agreed to move the March meeting to March 11th as Mrs. Girardot and Mrs. Wilsey will be in DC for the Legislative Conference.

Mrs. Wilsey reviewed the calendars for February – April 2020.

Chairman Girardot reminded the Authority members of the evaluation form for Mrs. Wilsey's annual evaluation asking that the forms be completed and returned to Chairman Girardot by February 14th.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

CLOSED SESSION

Chairman Girardot called for a motion for the Authority to enter into a closed session to consult with an attorney regarding a matter of potential litigation pursuant to G.S. § 143-318.11(a)(3). Mr. Thompson 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, the County Attorney, and ILM administrative staff. The Authority went into closed session at 5:40 pm.

OPEN SESSION

The Authority returned to OPEN SESSION at 6:17 p.m. Chairman Girardot reported that the Authority has completed its consultation with attorney regarding a matter of potential litigation.

No action was taken as a result of the consultation with attorney.

ADJOURNMENT

Mr. Lambeth MOVED, SECONDED by Mr. Stovall to adjourn the meeting. The MOTION CARRIED. There being no further business to come before the Board, Chairman Girardot adjourned the meeting at 6:18 pm.

Prepared by:
Rose M. Davis

Respectfully Submitted:

Harry W. Stovall, Secretary
Date of Approval: March 11, 2020