



**ILM**

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday  
March 11, 2020***

***5:00 PM***

***ILM Executive Conference Room***



*New Hanover County Airport Authority  
Meeting Agenda  
March 11, 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 February 5, 2020 regular meeting.

Copies of the February 5, 2020 Closed Session minutes will be available for review at the Authority 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 Tom Wolfe	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. None.

- **Information Items**

- a. **ILM Third TSA Checkpoint Lane (General)** – Monteith provided a scope of work value of \$247,994 for the demolition of the existing wall, installation of a new wall, including modular glass, and relocation of utilities, power and data as required to facilitate the third TSA EDS machine. Architects have reviewed and approved this amount and recommended to staff to approve the scope. In order to maintain project schedule, the work was approved out of the Contract 2 contingency allowance. TSA is scheduled to install the machine March 31<sup>st</sup> and the lane should be open by April 2<sup>nd</sup>.
  - b. **ILM Roof Replacement (General, PFC, FEMA & Insurance)** – Final glass was installed the week of March 2, and roof is waiting on manufacturer's warranty inspection.
  - c. **Terminal Expansion – Contract 2 (NC Leg. Appropriations)** – Work on the new ticket counter areas including bag belt and ceiling soffit installation have been progressing behind the old ticket counter back wall, with new counters scheduled to be operational in mid-May. Renovations in the Ticket Lobby are scheduled to begin phased installation the week of March 9th. The new outbound bag room will be occupied beginning March 16<sup>th</sup> with shared occupancy between TSA and the Airlines while the old bag room is converted to the final TSA bag screening condition. Project is currently scheduled for July completion. →



## Tab 2

# Facilities & Terminal Expansion

- **Information Items (Continued)**

- d. **Airfield Pavement Marking (General Operating)** – Airfield marking has been completed. Our fresh markings help to provide increased visibility for operations on our airfield for both ground vehicles and aircraft and greatly enhance our safety.
- e. **Terminal Expansion - Contract 3 (FAA, AIP, PFC, State, General)** – Contractors have been adding fill dirt and installation of site utilities including storm drainage and sanitary sewer lines. Schedule 1 work will be complete at the end of 2021 and Schedule 2 will complete at the end of 2022.
- f. **Transportation Study (General)** – Final draft of the report is understaff review. Staff have met to identify priority projects to address our growing parking needs. The first projects are anticipated to be designed under the On-Call master contract for land-side engineering and architectural services this summer and construction to begin in late summer/ early fall. →
- g. **On-Call for Land-Side Engineering & Architectural Services RFQ (General)** – Statements of Qualification responses to the RFQ are due by 5:00 PM March 11<sup>th</sup>. Staff have received and responded to questions from around 10 firms, indicated high interest in the RFQ. The selections committee will review and grade responses received and, if necessary, will hold interviews on or about April 15<sup>th</sup>. It is anticipated that we will award on-call contracts to multiple firms.



## Tab 3

# Finance & Human Resources

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



# Wilmington International Airport

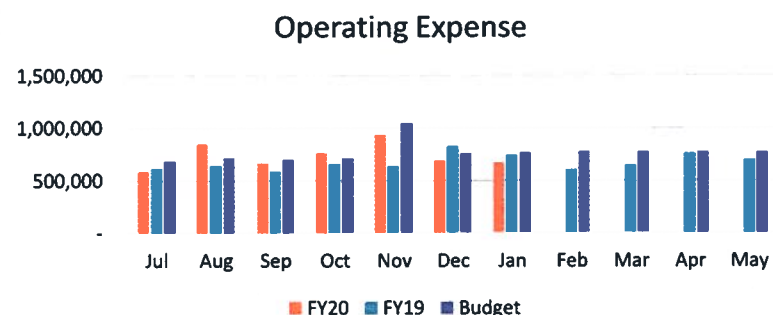
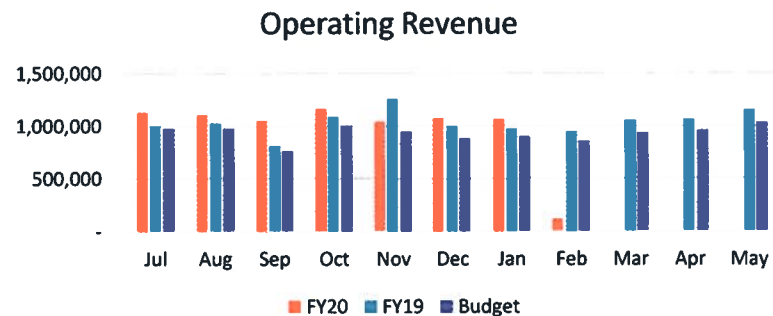
## Monthly Financial Summary

January

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	1,060,146	892,768	976,178	18.7%	8.6%
Monthly Expense	671,782	760,349	735,751	-11.6%	-8.7%
YTD Revenue	7,616,584	6,422,488	7,158,873	18.6%	6.4%
YTD Expense	5,137,448	5,369,978	4,694,828	-4.3%	9.4%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	142,774	127,978	128,331	11.6%	11.3%
Parking Lot	435,607	353,425	385,369	23.3%	13.0%
Rent	212,430	197,856	197,058	7.4%	7.8%
Commissions	131,190	115,518	118,469	13.6%	10.7%
Security	55,460	42,311	54,233	31.1%	2.3%
Other	30,463	22,680	34,037	34.3%	-10.5%
Interest	52,222	33,000	58,680	58.2%	-11.0%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	304,640	319,214	362,003	-4.6%	-15.8%
Contracted Services	149,837	161,602	69,262	-7.3%	116.3%
Utilities	29,713	29,999	29,385	-1.0%	1.1%
Repairs & Maint	48,839	80,016	185,268	-39.0%	-73.6%
Other	138,753	169,518	89,833	-18.1%	54.5%



### Summary of Significant Monthly Activity

#### Revenue

Aviation - 14% increase in airline operations versus January 2019 resulted in a 13% increase in landing fees

Parking lot - a 12% increase in passenger traffic over prior year contributed to a 13% increase in parking revenue

Commissions - rental car commission up 10% over last year; food commissions up 10% over last year. Both increases can be attributed to the increase in passenger traffic.

Interest - as interest rates continue to fall and excess cash is used for the terminal expansion project, interest income will decrease

#### Expense

Salaries/Benefits - the decrease from the prior year is the result of the removal of the PSO salaries from this category; the positive variance vs. the budget should reverse in Feb. Raises were budgeted in Jan, but were implemented retroactively in Feb.

Contracted Services - large increase over the previous year is due to the addition of the Sheriff's deputies, as well as the employee shuttle service

R&M - FY19 includes \$105k of Hurricane Florence-related repairs; the positive variance with regards to the budget will reverse once airfield paving begins

Other = includes parking study expenses for FY20

Wilmington International Airport  
January 2020

### Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
BB&T General Operating Checking	N/A	\$ 1,487,826.49
South State General Operating Checking	N/A	\$ -
BB&T Business Park Checking	N/A	6,496.14
South State Business Park Checking	N/A	1,000.00
BB&T Business Park Money Rate Savings	0.90%	605,050.58
South State Business Park Money Rate Savings	2.47%	1,001,011.49
Federal Projects	N/A	0.00
Money Rate Savings	0.90%	415,061.99
Investment Account-Govt	1.96%	31,789.17
Investment Account-Term	2.03%	9,467,578.16
BB&T PFC Money Rate Savings ***	0.90%	2,046,945.24
South State PFC Money Rate Savings ***	1.76%	6,089,477.24
BB&T CFC Money Rate Savings ***	0.90%	822,802.28
South State CFC Money Rate Savings ***	2.48%	2,002,349.32
BB&T CFC Checking ***	N/A	500.00
Safe Keeping ***	1.79%-2.58%	9,890,167.51
Petty Cash	N/A	1,000.00
<b>Total Cash</b>		<b>33,869,055.61</b>
<b>Less Restricted Use ***</b>		<b>20,852,241.59</b>
<b>Less Reserves:</b>		
Maintenance & Development Reserve		2,864,381.53
Operational Reserve		4,000,000.00
<b>Net Cash Available for Daily Operations</b>		<b>\$ 6,152,432.49</b>

Monthly Cash Activity		
<b>Beginning Balance</b>		<b>\$ 8,049,250.44</b>
<b>Receipts</b>		
General Operating	\$ 2,093,040.77	
GO Transfers In from NC Cap Mgmt	2,000,000.00	
Business Park Operations Checking	21,000.00	
Business Park Money Rate Savings	69,993.29	
Business Park Money Rate Savings Transfers In	1,000,000.00	
Investment Account (Transfers In)	-	
Federal Projects	-	
Business Park Money Rate Savings Interest	2,018.14	
Money Rate Savings Interest	316.28	
Investment Account-Govt Interest	39.35	
Investment Account-Term Interest	14,736.74	
<b>Total Receipts</b>	<b>5,201,144.57</b>	
<b>Disbursements</b>		
General Operating Accounts Payable	3,931,645.50	
General Operating Payroll	123,101.61	
General Operating Transfers to Investment Accounts	-	
Money Rate Savings Trf	-	
NC Cap Mgmt Trust Trf	2,000,000.00	
Business Park Operations Checking Accounts Payable	22,700.41	
Business Park Money Rate Savings Accounts Payable	1,020,015.00	
Federal Projects Accounts Payable	500.00	
<b>Total Disbursements</b>	<b>(7,097,962.52)</b>	
<b>Ending Balance</b>		<b>\$ 6,152,432.49</b>



## Tab 4 Business Development

- **Action Items - None**
- **Information Items**  
Three new advertisers: Brew Boat, Vahue Building Corp. and Holiday Inn Express & Suites, Wilmington West (Medical Park & Medical Center Dr.)



## Tab 5 Government

- **Action Items – None**
- **Information Items**
  - a. AAE Legislative Conference and Office Visits
  - b. State Funding – On hold due to NCDOT budget issues (\$5,062,832/year)



## Tab 6 Operations & General Aviation

- **Action Items – None**
- **Information Items**
  - a. **PASSENGERS:**
    - Total revenue passengers for January 2020 were 79,122 up 12.79%
    - February 2020 enplanements are tracking up approximately 13.5%
  - c. **FUEL:** Jet A: ..... \$5.19                      Avgas:.....\$5.49
  - d. **FUEL FLOWAGE:** January 2020: 204,436 gallons down 8.8% vs. January 2019
- **General Aviation**



## Tab 7 Director's Report

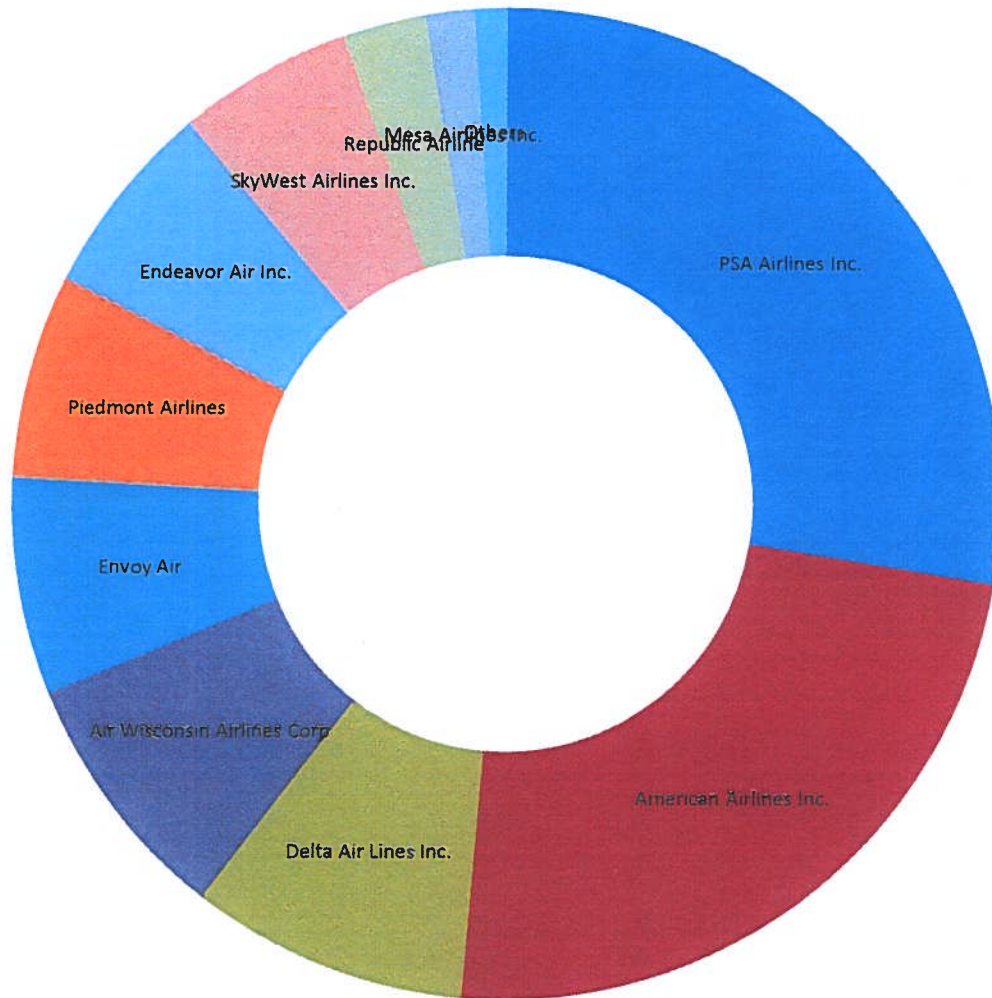
- **Action Items – None**
  
- **Information Items**
  - a. Air Service Update
  - b. COVID-19 Update for Summer and Business Travel
  - c. March, April, and May Calendars (Agenda pages 22-24)

# Enplaned Passengers by Operating Carrier from Wilmington, NC (ILM)

Twelve Months Ended August 2019 - Domestic and International

March 2020

Sixel, LLC



Airline	Seats	SDEW	Share
PSA Airlines Inc.	142,015	389	27.6%
American Airlines Inc.	122,245	335	23.8%
Delta Air Lines Inc.	46,737	128	9.1%
Air Wisconsin Airlines Corp	42,626	117	8.3%
Envoy Air	36,372	100	7.1%
Piedmont Airlines	34,220	94	6.7%
Endeavor Air Inc.	33,010	90	6.4%
SkyWest Airlines Inc.	29,452	81	5.7%
Republic Airline	13,956	38	2.7%
Mesa Airlines Inc.	8,101	22	1.6%
<b>Total for Wilmington, NC (ILM)</b>	<b>514,274</b>	<b>1,409</b>	<b>100.0%</b>

<b>MARCH 2020</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>1</b>	<b>2</b> Donna Girardot's Birthday	<b>3</b>	<b>4</b>	<b>5</b> 7:30 am Power Breakfast	<b>6</b> ILM Employee Appreciation Day	<b>7</b>
AAAE/ACI-NA Legislative Conference-DC						
<b>8</b>	<b>9</b> 8:30 am Reset & Rebalance	<b>10</b> 1 pm C2/C3 Mtg	<b>11</b> 10 am WMPO Mtg. (GD) 2:30 pm Air Carrier Mtg. 5 pm AA Mtg.	<b>12</b> 10 am Tenant's Quarterly Mtg.	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b> 8:30 am Reset & Rebalance	<b>17</b>	<b>18</b> 10 am NCDOA Planning Mtg. (GD) 11:30 BizExpo Luncheon	<b>19</b> 8 am United Way Board Mtg. (JW)	<b>20</b> 10 am AA AE Panel @ MYB (JW)	<b>21</b>
<b>22</b>	<b>23</b> Noon Reset & Rebalance	<b>24</b>	<b>25</b> UNCW Business Week Speaker (JW) 3 pm WMPO Bd (GD)	<b>26</b> 8 am PACU Financial Wellness	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b> 1 pm C2/C3 Mtg	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>



APRIL 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 5 pm AA Meeting	2	3	4
Azalea Festival						
5	6	7	8	9	10 Good Friday Admin Offices Closed	11
GB Vacation						
12 Easter Sunday	13	14 AA DFW HQ Visit (JW)	15 FAA Wildlife Class 10 am WMPO Tech. Coord. Committee (GD)	16 8 am UW Board Mtg. (JW) Noon-Speaker Navy Aviators (JW)	17	18
FAA Southern Region Conference (GD, KS, JB)						
19	20	21 1 pm C2/C3 Mtg.	22	23	24	25
NCAA Conference -Wilmington						
WRD Site Selectors Event						
26 AAAE Basic ASOS School (JB, GM)	27	28	29 3 pm WMPO Board (GD)	30	1	2 AAAE Basic ASOS School (JB, GM)

<b>MAY 2020</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
26	27	28	29	30	1	2
3	4	5	6 5 pm AA Meeting	7	8	9
<b>10</b> Mother's Day	11	12	13	14	15	16
17	18	19	20	21 8 am United Way Board Mtg. (JW)	22	23
24	<b>25</b> Memorial Day	26	27 3 pm Wilmington MPO Board (GD)	28	29 10:30 am NCAA Mtg. (JW)	30
31	1	2	3	4	5	6



## Tab 8

- **Unfinished Business**
- **New Business**
  - **Closed Session**
    - Airport Director Evaluation (G.S. §143-318.11(a)(6))
- **Adjournment**