

**NEW HANOVER COUNTY AIRPORT AUTHORITY
REGULAR MEETING
June 10, 2020**

CALL TO ORDER

The New Hanover County Airport Authority met on Wednesday, June 10, 2020, through special measures due to COVID19, consisting of a Zoom meeting for Authority members and ILM staff and a telephone conference bridge for public participation. Chairman Girardot called the meeting to order at 5:02 p.m. 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.

Chairman Girardot welcomed the public who was listening by telephone conference and identified the Authority members and ILM staff present in the Zoom meeting. Chairman Girardot outlined guidance and direction to all for the special measures being taken for this meeting.

Airport Authority members attending through Zoom meeting were: Donna Girardot, Chairman; Thomas Wolfe, Vice Chairman; Harry Stovall, Secretary; Carter T. Lambeth, Spruill Thompson, Julia Olson-Boseman, and Lee Williams. Also present through Zoom meeting were Julie A. Wilsey, Airport Director; Gary Broughton, Deputy Director; Robert Campbell, Finance Director; Granseur Dick, Facilities Director; Carol LeTellier, Business Development Director; Gary Taylor, Operations Manager; Tamie Keel, Facilities Manager; Rose Davis, Executive Assistant; and Kemp Burpeau, Deputy County Attorney.

The public was able to call into the ILM Conference Bridge to hear the meeting live and approximately 8 people were present by telephone. Public comments were accepted via email through 5 pm, June 9, 2020, to be read at the meeting.

APPROVAL OF MINUTES

The Authority has reviewed the minutes of the meeting on May 6, 2020. Mr. Lambeth MOVED, SECONDED by Mr. Stovall to approve the minutes of the May 6, 2020 Airport Authority meeting. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.

The minutes for the May 6, 2020 Closed Session will be provided for review and approval by the Authority at the next in-person Authority meeting.

PUBLIC COMMENTS

None.

FACILITIES & TERMINAL EXPANSION

Mr. Dick recommended the approval of the following items:

- a. **Professional Services Agreement with Arts Council of Wilmington** – approval to enter into an agreement with the Arts Council of Wilmington (ACW) for \$30,000 to assist the Authority in administering an arts program commissioning permanent artwork in the terminal expansion project. Mr. Thompson MOVED, SECONDED by Mr. Wolfe to

approve the Professional Services Agreement with Arts Council of Wilmington as recommended. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.

- b. **CFPUA Cost Share Agreement** – approval of a Cost Share Agreement with CFPUA to the benefit of the Authority in the amount of \$103,948.00 to cover installation of two waterline backflow prevention devices installed on the loop waterline around the terminal as part of the Contract 3 expansion project. In return, the Authority will assume ownership and maintenance of the portions of the waterline loop located inside the security fence. Mr. Lambeth MOVED, SECONDED by Mr. Stovall to approve the CFPUA Cost Share Agreement as recommended. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.

Mr. Dick updated the Authority on the status of the third TSA checkpoint lane, Hurricane Florence rehab, the terminal expansion project and COVID-19 signage. Mr. Dick reported that ILM has received the first disbursement of FAA Cares Act funding in the amount of \$730,500.05 which was used for payroll and benefits from February – April 2020. ILM also received the second installment of State funding in the amount of \$498,972 and the final disbursement should be received in July in the amount of \$3.6M.

Mr. Dick reminded the Authority that at the May meeting the Authority approved the Chairman Girardot to authorize and accept any AIP grants awarded thru August 4, 2020 and staff does anticipate that ILM should receive an entitlement grant and hopefully an FAA discretionary grant as well.

FINANCE & HUMAN RESOURCES

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

Mr. Campbell recommended the approval of the following items:

- a. **Approval of FY20 Budget Amendments.** Mr. Lambeth MOVED, SECONDED by Mr. Wolfe to approve the FY20 Budget Amendments as proposed. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED. (A copy of the FY20 Budget Amendments is hereby incorporated as part of the minutes and are contained in Exhibit Book III, Page 211.)
- b. **Approval of FY21 Schedule of Charges, Fees and Rents.** Mr. Williams MOVED, SECONDED by Mr. Thompson to approve the FY21 Schedule of Charges, Fees and Rents as proposed. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED. (A copy of the FY21 Schedule of Charges, Fees and Rents is hereby incorporated as part of the minutes and are contained in Exhibit Book III, Page 212.)

Mr. Campbell reported that Hurricane Dorian repairs and reimbursements have been completed and ILM received the final reimbursement and all matters with FEMA related to Hurricane Dorian have been finalized. Between insurance and FEMA, ILM received \$117,000 worth of reimbursements for Hurricane Dorian.

BUSINESS DEVELOPMENT

Ms. LeTellier updated the Authority on the status of ILM's advertising contracts noting that as of

June 10th, of ILM's 46 advertisers, 8 cancelled, 18 have confirmed they will continue their advertisement, and staff is still in communication with about 20 of the advertisers.

Regarding in-terminal tenants, Ms. LeTellier reported that ILM is following their agreements and FAA guidelines to offer deferments over waivers. Staff is in conversation with the rental cars, airlines and concessions and is working hard to be responsive, consistent with other airports and to communicate and confirm that ILM values their partnership.

Ms. LeTellier reported that Circle K has been authorized to proceed on their project and they still have until August 6th to complete their due diligence.

GOVERNMENT

Chairman Girardot advised that the Airport Authority's annual report to the County Commissioners is scheduled for their August 24th meeting.

Regarding ILM's NCDOT funding, as Mr. Dick noted, ILM received the second installment and it was applied to the terminal expansion project and the final installment of \$3.6M is expected in July.

Regarding the Federal COVID19 legislation and funding that may include the PFC increase, Chairman Girardot noted this matter is still under debate.

Chairman Girardot reported that our General Assembly delegation has informed her that the House will not be adopting another budget this session and they should be out of session by the end of June. They will return in the fall to review the effect of the state tax delay due to COVID19 and state revenue at that time.

OPERATIONS & GENERAL AVIATION

Mr. Broughton reviewed the total revenue passengers, fuel costs and fuel flowage for April 2020.

Mr. Broughton shared with the Authority that 20 ILM Ambassadors participated in their Quarterly meeting via Zoom on June 4th. Mr. Dick shared a slideshow of the terminal expansion project with the ambassadors on the call and staff was able to let the ambassadors know that they are missed and that we will welcome them back to the terminal information desk as soon as safely possible.

Mr. Lambeth asked for a status update on the Marathon Partners lease and Ms. LeTellier reported the lease that was approved at the May Authority meeting has been signed and the Marathon team is eager to start work on the 5,200 SF FBO and 2 hangars with plans to be open by April 2021.

DIRECTOR'S REPORT

Mrs. Wilsey provided the Authority with an update on air service with the airline schedule for July noting that there has been a slow and steady increase in passengers, and it is continuing to grow. Mrs. Wilsey noted that currently leisure travelers are leading the business travelers out of ILM but that is expected to change.

Mrs. Wilsey reminded the Authority that the July meeting has been moved to July 8th to allow an extra week for statistics, as well as in the hopes that it can be held in person. This will be Mr. Lambeth's farewell meeting and the swearing in of the new Authority member to be appointed by the Commissioners at their June 15th meeting.

Mrs. Wilsey noted, as Mr. Dick reported earlier, that the Hurricane Florence repairs have been completed and that all matters have been settled with the contractor, Gregory Construction. A Settlement Agreement was entered into between the parties and said Settlement Agreement will be a part of the public record. (A copy of the Settlement Agreement is hereby incorporated as part of the minutes and is contained in Exhibit Book III, Page 213.)

Mrs. Wilsey asked the Authority for review and input on staff's Amended 2020 Goals due to COVID19.

Mrs. Wilsey reminded the Authority of the special meeting scheduled for Thursday, June 11th at 5:30 pm to approve the FY2021 budget.

Mrs. Wilsey reviewed the calendars for June – August.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Chairman Girardot stated, in accordance with General Statute 166 A-19.24, a public body may conduct any public hearing required or authorized by law during a remote meeting, and take action thereon, provided the public body allows for written comments on the subject of the public hearing to be submitted between publication of any required notice and 24 hours after the public hearing.

As a result, the New Hanover County Airport Authority will reconvene at 5:30 pm on June 11, 2020 to consider any written comments received related to the FY2021 proposed budget and to vote on the proposed budget.

ADJOURNMENT

Mr. Lambeth MOVED, SECONDED by Mr. Wolfe to adjourn the meeting. There being no further business to come before the Board, Chairman Girardot adjourned the meeting at 5:48 pm.

Prepared by:
Rose M. Davis

Respectfully Submitted:

Harry W. Stovall, Secretary

Date of Approval: July 8, 2020