



**ILM**

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday  
August 5, 2020***

***5:00 PM***

***Authority and Staff Remotely on Zoom  
Public by Teleconference***



*New Hanover County Airport Authority  
Meeting Agenda  
August 5, 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 a copy of the minutes for the July 8, 2020 meeting.

**NEW HANOVER COUNTY AIRPORT AUTHORITY  
REGULAR MEETING  
July 8, 2020**

**CALL TO ORDER**

The New Hanover County Airport Authority met on Wednesday, July 8, 2020, through special measures due to COVID19, consisting of a limited number attending in person, a Zoom meeting for Authority members and ILM staff attending remotely and a telephone conference bridge for public participation. Chairman Girardot called the meeting to order at 5:01 p.m. and Mr. Thompson led the Pledge of Allegiance. Chairman Girardot welcomed the public who was listening by telephone 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 social distancing and attending in the conference room were: Donna Girardot, Chairman; Thomas Wolfe, Vice Chairman; Carter T. Lambeth, Spruill Thompson, Julia Olson-Boseman, and newly appointed member, Nick Rhodes. ILM staff social distancing and attending in the conference room were Julie A. Wilsey, Airport Director; Robert Campbell, Finance Director; Carol LeTellier, Business Development Director; and Tamie Keel, Facilities Manager.

Airport Authority members and ILM staff attending remotely by Zoom meeting were Harry Stovall, Secretary; Lee Williams, Authority member; Gary Broughton, Deputy Director; Granseur Dick, Facilities Director; Gary Taylor, Operations Manager; Rose Davis, Executive Assistant; and Wanda Copley, County Attorney.

The public was able to call the ILM Conference Bridge to hear the meeting live and approximately 5 people were present by telephone. Public comments were accepted via email through 5 pm, July 7, 2020, to be read at the meeting.

**PUBLIC COMMENTS**

None.

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.

**APPROVAL OF MINUTES**

The Authority has reviewed the minutes of the meeting on June 10, 2020. Mr. Wolfe MOVED, SECONDED by Mr. Thompson to approve the minutes of the June 10, 2020 Airport Authority meeting. Upon vote, the MOTION WAS APPROVED.

The Authority has reviewed the minutes of the meeting on June 11, 2020. Mr. Wolfe MOVED, SECONDED by Mr. Thompson to approve the minutes of the June 11, 2020 Airport Authority meeting. Upon vote, the MOTION WAS APPROVED.

### **FAREWELL**

Chairman Girardot recognized outgoing Authority member Carter Lambeth and reviewed the highlights of the Authority's achievements during Mr. Lambeth's eight-year tenure on the Airport Authority, noting that Mr. Lambeth has served a total of 16 years on the Authority. Mr. Lambeth departed the meeting at this time.

### **WELCOME**

Chairman Girardot welcomed newly appointment Authority member, Nick Rhodes, to the Authority. Mr. Rhodes was sworn in prior to the meeting by Kym Crowell, Clerk to the New Hanover County Board of Commissioners.

### **ELECTION OF OFFICERS**

Mr. Wolfe, on behalf of the Nominating Committee, recommended the following slate of officers: Chairman – Donna Girardot; Vice Chairman – Harry Stovall; and Secretary – Spruill Thompson. There were no nominations from the floor. Mr. Wolfe MOVED, SECONDED by Mrs. Olson-Boseman that the slate of officers as presented by the nominating committee be approved. Vote was taken by roll call. Upon vote, the MOTION was approved.

Mrs. Olson-Boseman and Mr. Wolfe recognized Chairman Girardot for her leadership and service as Chair of the Authority for the 2019-2020 year.

Chairman Girardot asked the Authority members to review Committee assignments and notify her of their preferences for the coming year.

### **FACILITIES & TERMINAL EXPANSION**

Mr. Dick recommended approval of a 5<sup>th</sup> Amendment to the Agreement with the Convenience Store developer related to the drainage swale design and water and sewer extensions requiring an alternate route in the amount of an additional \$7,750 for potholing existing utility locations, and \$19,900 in stormwater design fees, permitting and construction administration services. These fees were included in the FY21 budget. Following review of the site plan, Mr. Thompson MOVED, SECONDED by Mr. Stovall to approve the 5<sup>th</sup> Amendment to the Agreement with the Convenience Store developer 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, the terminal expansion project and Federal and State Capital Grants.

### **FINANCE & HUMAN RESOURCES**

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

Mr. Campbell recommended the approval of the following items:

- a. **Approval of additional FY20 Budget Amendments - Operating Expense: Increase Salaries, Wages and Benefits by \$250,000, decrease Buildings/Grounds Maintenance & Repair by \$100,000, decrease Professional Services by \$140,000, decrease Advertising and Marketing by \$50,000, and increase Insurance by \$40,000.** Net increase in the Operational budget is \$0. This entry simply reallocates expenses from those accounts that are expected to be under budget to those that are expected to exceed

the current budget; and, **Capital Expense: Increase Terminal Roof Replacement by \$230,000, increase Passenger Loading Bridges by \$150,000, decrease Air Carrier Apron Expansion (construction) by \$380,000.** This entry brings the total budget for the roof replacement to \$3,000,000. \$2,000,000 of this amount will be paid using PFC funds. It also brings the total cost of the two bridges to \$2,050,000. \$1,900,000 of this amount will be paid using PFC funds. The Air Carrier Apron Expansion project has been moved to FY21. Net increase in Capital budget is \$0.

Following a brief discussion, Mr. Wolfe MOVED, SECONDED by Mr. Thompson 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 the purchase of two new Ventrac Mowers from Blade Equipment, Inc. for an amount not to exceed \$75,000.** Mr. Stovall MOVED, SECONDED by Mr. Wolfe to approve the purchase of two new Ventrac Mowers as proposed. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.
- c. Approval of the purchase of an excavator from James River Equipment VA, LLC for an amount not to exceed \$70,000.** Mr. Thompson MOVED, SECONDED by Mr. Wolfe to approve the purchase of an excavator as proposed. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.

Mr. Campbell updated the Authority on the most recent application for CARES Act reimbursement noting that ILM has received the total amount of \$1,086,516 under the CARES Act for FY20 to date.

Mr. Wolfe commended the ILM staff for taking proactive actions by cutting expenses when and where they can during these uncertain times. Mrs. Wilsey reported that ILM employees have stepped up to help ILM save money for supplies and third-party services.

### **BUSINESS DEVELOPMENT**

Ms. LeTellier updated the Authority on the request for proposal in partnership with the Arts Council of Wilmington for three public art commissions for the terminal expansion project, noting that the winning artists will be announced in December 2020 with art installations in the summer of 2021.

Mrs. Olson-Boseman volunteered to serve on the selection committee with staff and Rhonda Bellamy, Executive Director of The Arts Council.

### **GOVERNMENT**

Chairman Girardot updated the Authority on the status of the Transportation Bill (H77), noting that ILM's second year funding was initially not included in the Bill, but ILM was reinstated to the Bill and will receive its second year of funding.

Mrs. Wilsey reviewed a few highlights of the ACI-NA COVID 19 Recommendations document

and other tools and benefits that ILM receives thru our membership with ACI-NA.

Chairman Girardot reminded the board that the Authority's annual report to the County Commissioners is scheduled for their August 24<sup>th</sup> meeting.

**OPERATIONS & GENERAL AVIATION**

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

**DIRECTOR'S REPORT**

Mrs. Wilsey recommended the approval of a renewal contract with APAC for air service consulting services NTE \$79,000, which includes \$75,000 fixed fee and \$4,000 in travel expenses. Following a brief discussion, Mr. Thompson MOVED, SECONDED by Mr. Stovall to approve the renewal contract with APAC as proposed. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.

Mrs. Wilsey updated the Authority on the airline schedules for July noting that flight schedules are improving, and passenger numbers are increasing. Mrs. Wilsey noted that ILM held a media event jointly with the TSA on July 2nd regarding the opening of the 3<sup>rd</sup> checkpoint lane and to encourage the public to return to flying and let them know that ILM is ready for them.

Mrs. Wilsey shared the 2020 Revised Goals, the Airport Improvement magazine article on the Terminal Expansion project and reviewed the calendars for July – September.

Mrs. Wilsey reported that ILM employee and tenant essential workers have been selected to receive Little Boxes of Joy on Thursday, July 14<sup>th</sup>.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

None.

**ADJOURNMENT**

Mr. Wolfe MOVED, SECONDED by Mr. Thompson to adjourn the meeting. There being no further business to come before the Board, Chairman Girardot adjourned the meeting at 6:08 pm.

Prepared by:  
Rose M. Davis

Respectfully Submitted:

\_\_\_\_\_  
F. Spruill Thompson, Secretary  
Date of Approval: \_\_\_\_\_



# Staff Reports

Committee	Airport Authority Member	Staff Member
<b>Facilities &amp; Terminal Expansion/Tab 2</b>	Donna Girardot Spruill Thompson	Granseur Dick
<b>Finance &amp; Human Resources/Tab 3</b>	Lee Williams Tom Wolfe	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>	Nick Rhodes Harry Stovall	Gary Broughton
<b>Director's Report/Tab 7</b>		Julie Wilsey



## Tab 2

# Facilities & Terminal Expansion

- **Action Items**

**Chairman Authority to Approve Grants**– Recommendation to approve Airport Authority Chairman to accept all Federal/State Grants received for the next 90 days (Until Nov. 3, 2020).

- **Information Items**

**a. Terminal Expansion – Contract 2 (NC Leg. Appropriations)** – Contractor has been working on final Punch-list items and is nearly complete. Contract end date is August 10<sup>th</sup>, 2020. Passengers and tenants have all expressed positive views of the new renovations in the Ticket Lobby.

**b. Terminal Expansion - Contract 3 (FAA, AIP, PFC, State, General)** – Portions of the elevated concrete slab (hold room, boarding level) have been poured. Scaffolding and concrete forms have been placed for the remaining Schedule 1 slab pour, which is anticipated early August. Artist RFP submissions are due August 1<sup>st</sup> for permanent artwork to be installed during the expansion, and the Arts Selection Committee is tentatively planning an initial meeting the week of August 3rd. Schedule 1 work is on track to complete at the end of 2021 and Schedule 2 will complete at the end of 2022.

**c. Federal and State Capital Grant Update**–

- FAA Grants: Per May approval the Chairman has authority to accept AIP grants thru August 4, 2020. Applications for Entitlement and Discretionary grants have been submitted.



# Tab 3

## Finance & Human Resources

- **Monthly Financials**  
June Financial Summary, Financials and Cash Summary - UNAUDITED (Agenda pages 12-16)
- **Action Items - None**
- **Information Items - None**

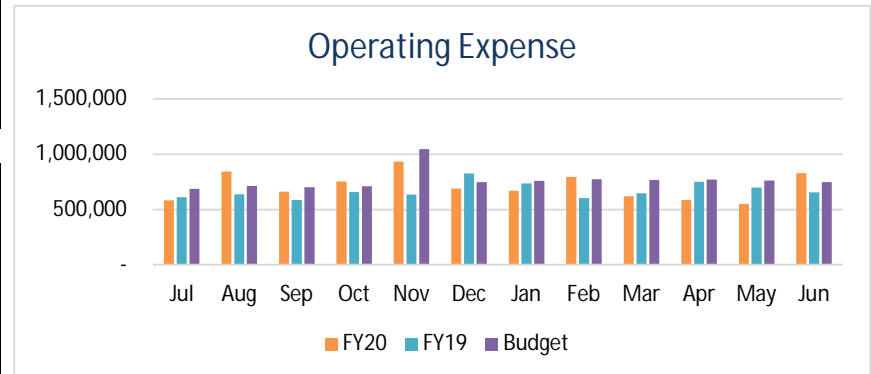
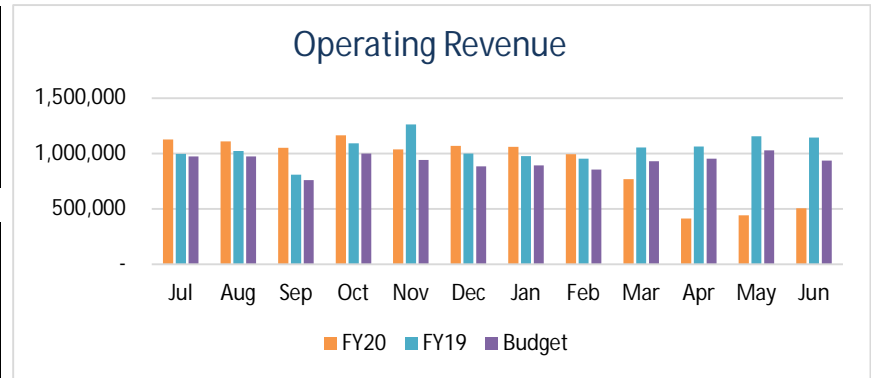
# Wilmington International Airport Monthly Financial Summary

June

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	505,477	934,864	1,142,185	-45.9%	-55.7%
Monthly Expense	830,162	749,037	655,157	10.8%	26.7%
YTD Revenue	10,735,406	11,124,370	12,524,377	-3.5%	-14.3%
YTD Expense	8,519,657	9,198,750	8,053,752	-7.4%	5.8%

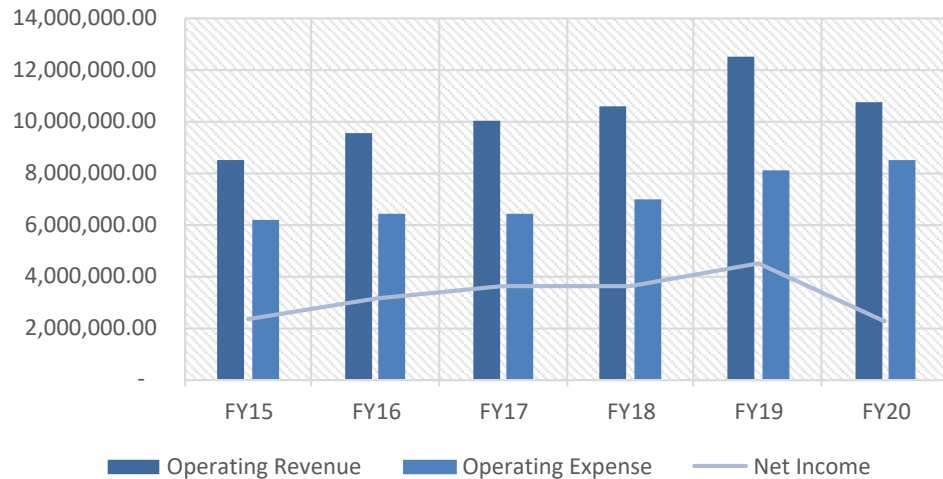
Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	62,908	127,727	139,964	-50.7%	-55.1%
Parking Lot	46,293	412,700	429,353	-88.8%	-89.2%
Rent	227,399	205,835	213,755	10.5%	6.4%
Commissions	80,458	120,322	207,403	-33.1%	-61.2%
Security	57,883	46,250	53,737	25.2%	7.7%
Other	11,447	20,030	26,187	-42.9%	-56.3%
Interest	19,089	2,000	71,787	854.5%	-73.4%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	562,378	298,605	316,461	88.3%	77.7%
Contracted Services	122,822	161,628	83,244	-24.0%	47.5%
Utilities	29,948	39,178	38,677	-23.6%	-22.6%
Repairs & Maint	46,985	80,024	89,903	-41.3%	-47.7%
Other	68,029	169,602	126,872	-59.9%	-46.4%



Summary of Significant Monthly Activity	
Revenue	Expense
<p>Enplanements and deplanements were both down approximately 79% from the prior year. This large decrease impacted Aviation, Parking Lot, and Commission revenue, all of which are dependent upon passenger travel. Despite poor results, parking and commissions are trending higher. Rental income is strong despite agreeing to a handful of deferral agreements. From an accounting standpoint, that income is recognized despite the deferral. Other income was down due to the fact that some advertisers took advantage of a deferral agreement offered by the airport.</p>	<p>Salaries/Benefits contains a year end book adjustment of \$250k related to the State pension plan. This is a non-cash expense. Contracted Services is down overall due to the shut down of the employee shuttle and the reduction of the parking management agreement. Boarding bridge repairs and the repair of the water heater at customs increased this line item over May. Repairs &amp; Maint is down overall due to the delay of certain expenses but up over May due to the commencement of the card key system upgrade. Other expenses remain low due to the delay of certain expenses including advertising and marketing.</p>

## Five-Year Operating Results



## Operating Highlights (vs Prior Year)

### Passenger enplanements

- July through February: +12.5%
- March through June: -78.6%
- Fiscal year 2020: -20.8%

### Operating revenue

- July through February revenue: +6.1%
- March through June revenue: -51.8%
- Total annual revenue: -14.3%

Total annual expense: +5.8%

## Looking Forward

Several metrics (enplanements, parking revenue, commissions) trending in the right direction, but uncertainty still exists.

### Solid cash position:

- Recently issued federal and state grants along with county loan proceeds will allow ILM to continue the terminal expansion.
- Cash on hand along with CARES Act proceeds will allow ILM to continue operating beyond FY21.

**Wilmington International Airport**  
**One-Year Budget Performance Report**  
**All Departments Consolidated**

Account	For the Month Ending: 6/30/2020				Year-To-Date: 7/01/2019- 6/30/2020			
	Actual	Budgeted	Variance	Pct	Actual	Budgeted	Variance	Pct
<b><u>Income</u></b>								
4000 Aviation Revenue	109,990.98	173,977.00	-63,986.02	-36.8 %	1,947,379.83	1,821,490.00	125,889.83	6.9 %
4001 Commission Revenue	80,457.83	120,322.00	-39,864.17	-33.1 %	1,622,550.41	1,535,000.00	87,550.41	5.7 %
4002 Rental Revenue	150,249.17	125,537.00	24,712.17	19.7 %	1,655,280.22	1,418,500.00	236,780.22	16.7 %
4003 Business Park Revenue	77,150.24	80,298.00	-3,147.76	-3.9 %	929,648.11	832,550.00	97,098.11	11.7 %
4004 Expense Reimbursement Revenue	10,800.00	0.00	10,800.00	0.0 %	120,955.00	30,000.00	90,955.00	303.2 %
4005 Miscellaneous Revenue	4,602.00	2,583.00	2,019.00	78.2 %	88,021.74	55,730.00	32,291.74	57.9 %
4006 Interest Income	19,089.18	2,000.00	17,089.18	854.5 %	485,234.00	445,100.00	40,134.00	9.0 %
4007 Parking Lot Revenue	46,293.00	12,700.00	33,593.00	264.5 %	3,674,268.50	3,622,000.00	52,268.50	1.4 %
4008 Terminal Advertising Revenue	6,845.00	17,447.00	-10,602.00	-60.8 %	212,068.00	191,000.00	21,068.00	11.0 %
Total Income:	505,477.40	534,864.00	-29,386.60	-5.5 %	10,735,405.81	9,951,370.00	784,035.81	7.9 %
<b><u>Expense</u></b>								
6001 Salaries, Wages & Benefits	562,377.86	548,620.00	13,757.86	2.5 %	4,034,633.89	4,132,000.00	-97,366.11	-2.4 %
6005 Building/Grounds Maint & Repair	31,071.51	48,931.00	-17,859.49	-36.5 %	736,965.82	797,200.00	-60,234.18	-7.6 %
6010 Vehicle Maint & Repair	4,454.98	4,917.00	-462.02	-9.4 %	54,441.20	70,000.00	-15,558.80	-22.2 %
6015 Equipment Maint & Repair	11,458.51	28,167.00	-16,708.49	-59.3 %	297,781.13	338,000.00	-40,218.87	-11.9 %
6020 Contracted Services	122,821.92	146,604.00	-23,782.08	-16.2 %	1,485,672.51	1,538,750.00	-53,077.49	-3.4 %
6025 Professional Services	11,504.96	60,629.00	-49,124.04	-81.0 %	504,082.44	579,500.00	-75,417.56	-13.0 %
6030 Equipment Leasing	1,252.19	1,499.00	-246.81	-16.5 %	17,369.00	18,000.00	-631.00	-3.5 %
6035 Utilities	29,947.72	39,166.00	-9,218.28	-23.5 %	359,857.82	415,000.00	-55,142.18	-13.3 %
6040 Meetings & Education	2,636.78	13,416.00	-10,779.22	-80.3 %	108,933.27	161,000.00	-52,066.73	-32.3 %
6045 Air Service Development	5,000.00	8,333.00	-3,333.00	-40.0 %	67,539.14	100,000.00	-32,460.86	-32.5 %
6050 Advertising/Marketing	2,850.66	26,833.00	-23,982.34	-89.4 %	234,614.65	272,000.00	-37,385.35	-13.7 %
6055 Departmental Office Supplies	1,384.07	2,065.00	-680.93	-33.0 %	28,448.74	39,800.00	-11,351.26	-28.5 %
6060 Dues & Publications	135.00	1,499.00	-1,364.00	-91.0 %	10,877.50	18,000.00	-7,122.50	-39.6 %
6065 Insurance/Bonds	34,313.56	72,165.00	-37,851.44	-52.5 %	414,613.11	426,000.00	-11,386.89	-2.7 %
6070 Uniforms	1,183.30	1,833.00	-649.70	-35.4 %	12,938.46	22,000.00	-9,061.54	-41.2 %
6500 Business Park Expenses	-1,267.35	12,917.00	-14,184.35	-109.8 %	47,264.86	155,000.00	-107,735.14	-69.5 %
6700 Aviation Event Expense	0.00	0.00	0.00	0.0 %	0.00	10,000.00	-10,000.00	-100.0 %
7800 Provision For Doubtful A/R	0.00	0.00	0.00	0.0 %	0.00	1,500.00	-1,500.00	-100.0 %
7900 Maint, Devel & Repair Reserve	8,333.00	8,333.00	0.00	0.0 %	99,996.00	100,000.00	-4.00	-0.0 %
7999 Misc Expense	702.88	0.00	702.88	0.0 %	3,626.22	5,000.00	-1,373.78	-27.5 %
Total Expense:	830,161.55	1,025,927.00	-195,765.45	-19.1 %	8,519,655.76	9,198,750.00	-679,094.24	-7.4 %
Profit Before Other:	-324,684.15	-491,063.00	166,378.85	-33.9 %	2,215,750.05	752,620.00	1,463,130.05	194.4 %

**Other Income**

**Wilmington International Airport**  
**One-Year Budget Performance Report**  
**All Departments Consolidated**

Account	For the Month Ending: 6/30/2020				Year-To-Date: 7/01/2019- 6/30/2020				
	Actual	Budgeted	Variance	Pct	Actual	Budgeted	Variance	Pct	
8003 CFC Revenue	55,334.56	0.00	55,334.56	0.0 %	932,313.72	0.00	932,313.72	0.0 %	
8005 PFC Revenue	-36,461.26	0.00	-36,461.26	0.0 %	1,756,861.63	0.00	1,756,861.63	0.0 %	
8010 FAA AIP Revenue	323,087.00	0.00	323,087.00	0.0 %	2,702,956.20	0.00	2,702,956.20	0.0 %	
8020 NC Grant Revenue	-18,646.74	0.00	-18,646.74	0.0 %	2,120,227.98	0.00	2,120,227.98	0.0 %	
8030 NHC Contribution	0.00	0.00	0.00	0.0 %	908,282.48	0.00	908,282.48	0.0 %	
8050 Insurance Reimbursement	109,082.68	0.00	109,082.68	0.0 %	873,343.45	0.00	873,343.45	0.0 %	
Total Other Income:	432,396.24	0.00	432,396.24	0.0 %	9,293,985.46	0.00	9,293,985.46	0.0 %	
<b>Other Expense</b>									
9003 CFC Expenses	1,650.00	0.00	1,650.00	0.0 %	1,650.00	0.00	1,650.00	0.0 %	
9005 PFC Expenses	3,697,468.90	0.00	3,697,468.90	0.0 %	5,735,587.55	0.00	5,735,587.55	0.0 %	
9010 FAA AIP Expenses	1,005,366.47	0.00	1,005,366.47	0.0 %	2,697,759.02	0.00	2,697,759.02	0.0 %	
9020 NC Grant Expenses	774,878.31	0.00	774,878.31	0.0 %	10,050,474.11	0.00	10,050,474.11	0.0 %	
9030 Capital Outlay Expenses	2,105,085.13	0.00	2,105,085.13	0.0 %	3,755,089.02	0.00	3,755,089.02	0.0 %	
9050 Hurricane Florence Expense	44,736.46	0.00	44,736.46	0.0 %	697,668.85	0.00	697,668.85	0.0 %	
9100 Debt Svc Interest - New Hanover Cou	54,543.15	0.00	54,543.15	0.0 %	109,086.30	0.00	109,086.30	0.0 %	
Total Other Expense:	7,683,728.42	0.00	7,683,728.42	0.0 %	23,047,314.85	0.00	23,047,314.85	0.0 %	
Net Income:	-7,576,016.33	-491,063.00	-7,084,953.33	1442.8 %	-11,537,579.34	752,620.00	-12,290,199.34	-1633.0 %	

### Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
BB&T General Operating Checking	N/A	\$ 2,171,360.21
South State General Operating Checking	N/A	\$ 102,145.18
BB&T Business Park Checking	N/A	117.85
South State Business Park Checking	N/A	1,000.00
BB&T Business Park Money Rate Savings	0.10%	909,041.29
South State Business Park Money Rate Savings	0.85%	1,018,184.78
Money Rate Savings	0.10%	9,415,857.44
Investment Account-Govt	0.96%	31,868.57
Investment Account-Term	0.96%	7,502,871.01
BB&T PFC Money Rate Savings ***	0.10%	605,214.37
South State PFC Money Rate Savings ***	0.85%	2,423,604.50
BB&T CFC Money Rate Savings ***	0.10%	707,869.72
South State CFC Money Rate Savings ***	0.85%	2,013,520.20
BB&T CFC Checking ***	N/A	-
Safe Keeping ***	1.79%-2.58%	4,950,875.28
Petty Cash	N/A	1,000.00
<b>Total Cash</b>		<u>31,854,530.40</u>
<b>Less Restricted Use ***</b>		10,701,084.07
<b>Less Reserves:</b>		
Maintenance & Development Reserve		2,906,046.53
Operational Reserve		<u>4,000,000.00</u>
<b>Net Cash Available for Daily Operations</b>		<u><u>\$ 14,247,399.80</u></u>

Monthly Cash Activity		
<b>Beginning Balance</b>		\$ 7,095,979.95
<b>Receipts</b>		
General Operating	\$ 2,290,622.45	
GO Transfers In from PFC	3,853,594.90	
GO Transfers In from Safekeeping	3,000,000.00	
Business Park Operations Checking	-	
Business Park Money Rate Savings	89,925.28	
Business Park Money Rate Savings Interest	829.59	
Money Rate Savings Transfers In	9,000,000.00	
Money Rate Savings Interest	69.60	
Investment Account-Govt Interest	2.11	
Investment Account-Term Interest	1,790.34	
<b>Total Receipts</b>		18,236,834.27
<b>Disbursements</b>		
General Operating Accounts Payable	1,904,491.47	
General Operating Payroll	126,577.34	
General Operating Transfers to Investment Accounts	9,000,000.00	
Money Rate Savings Trf	-	
NC Cap Mgmt Trust Trf	-	
Business Park Operations Checking Accounts Payable	54,345.61	
Business Park Money Rate Savings Accounts Payable	-	
<b>Total Disbursements</b>		(11,085,414.42)
<b>Ending Balance</b>		<u><u>\$ 14,247,399.80</u></u>





# Tab 4

## Business Development

- **Action Items – None.**
  
- **Information Items**
  - a. Update on artists' submissions for two (2) separate terrazzo floor designs and the design, fabrication, and installation of one (1) three-dimensional artwork.
  - b. Digital billboards at N. Market Street and Oleander Drive and the billboard at Airport Blvd. entrance have been updated to reflect ILM's safe travels campaign.



# Tab 5 Government

- **Action Items – None**
  
- **Information Items**
  - a. We received notification from Washington DC that ILM will get 2 FAA grants this year. \$ 10M in Discretionary and a multi-year Entitlement grant. Both grants are for the Terminal Expansion Contract 3.
  
  - b. Reminder: Annual Report to County Commissioners is August 24, 2020



# Tab 6

## Operations & General Aviation

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

**a. PASSENGERS:**

- Total revenue passengers for June 2020 were 21,260 vs. 100,335 for June 2019 bringing total revenue passengers down 78.8%. YTD revenue passengers through June 2020 is 235,419 down 53.4%.
- July 2020 enplanements are tracking down approximately 60.5%

**b. FUEL:** Jet A: ..... \$5.10/gal. Avgas:.....\$5.50/gal.

**c. FUEL FLOWAGE:**

- June 2020: 234,184 gallons which is up 13.3% vs. June 2019

- **General Aviation**



# Tab 7

## Director's Report

- **Action Items - None**
  
- **Information Items**
  - a. 2020 WILMA Women to Watch – Tamie Keel, Facility Manager, is one of 5 finalists in the Public Service Category. The awards gala and WILMA Magazine story will occur in October.
  
  - b. August, September and October Calendars (Agenda pages 21-23)

<b>AUGUST 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	31	1
2	3	4 1 pm Stakeholders Mtg.	5 5 pm AA Meeting	6	7	8
9	10 4:30 pm NC Airports Covid19 Call	11 10 am Aerospace Planning for SE Partnership (JW, GB, CL)/ Annual Report Pres. due to County	12	13	14	15
16	17	18	19 11:30 am WAHA Speaker (JW)	20 Julia Olson-Boseman's Birthday	21	22
23	24 9 am AA Annual Report to Co. Commissioners 4:30 pm NC Airports Covid19 Call	25 1 pm Stakeholders Mtg.	26 3 pm WMPO Board Mtg. (GD)	27	28	29
30	31	1	2	3	4	5

<b>SEPTEMBER 2020</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
30	31	1	2 5 pm AA Meeting	3 Ambassador Quarterly Meeting 10 am	4	5
6	7 Labor Day ADMIN OFFICES CLOSED	8	9 10am WMPO Tech. Coord. Mtg (GD)	10 Tenant Quarterly Meeting 10 am	11	12
13	14	15	16	17	18	19
20	21 4:30 pm NC Airports Covid19 Call	22	23	24	25	26
27	28	29 2 pm Mass Casualty Tabletop Exercise (tentative)	30 BizExpo Luncheon (Rescheduled from March)	1	2	3

<b>OCTOBER 2020</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
27	28	29	30	1	2	3
4	5 4:30 pm NC Airports Covid19 Call	6	7 5 pm AA Meeting	8	9	10
11	12 Columbus Day	13	14	15	16	17
18	19 4:30 pm NC Airports Covid19 Call	20	21	22	23	24
25	26	27	28	29	30	31 Halloween



## Tab 8

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