

**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:

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F. Spruill Thompson, Secretary  
Date of Approval: August 5, 2020