



ILM

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday
September 2, 2020***

5:00 PM

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



*New Hanover County Airport Authority
Meeting Agenda
September 2, 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 August 5, 2020 meeting.

Staff Reports

Committee	Airport Authority Member	Staff Member
Facilities & Terminal Expansion/Tab 2	Donna Girardot Spruill Thompson	Granseur Dick
Finance & Human Resources/Tab 3	Lee Williams Tom Wolfe	Bob Campbell
Business Development/Tab 4	Harry Stovall Spruill Thompson Tom Wolfe	Carol LeTellier
Government/Tab 5	Donna Girardot Julia Olson-Boseman	Julie Wilsey
Operations & General Aviation/Tab 6	Nick Rhodes Harry Stovall	Gary Broughton
Director's Report/Tab 7		Julie Wilsey



Tab 2

Facilities & Terminal Expansion

- **Action Items**

Approve Work Order for Elevator Repair– Recommendation to formally approve ThyssenKrupp Elevator Systems work order for \$50,770. Work order is for emergency elevator repairs to the mechanical system supporting both hold room elevators, which are out of service.

- **Information Items**

a. **Terminal Expansion – Contract 2 (NC Leg. Appropriations)** – Contractor continues to work on final punch list items.

b. **Terminal Expansion - Contract 3 (FAA, AIP, PFC, State, General)** – Schedule 1 Work: Pouring of the elevated floor slab is complete, and masonry work on the ramp level has begun. Steel erection for the hold room space began the week of August 24th. Schedule 2 Work: Notice to Proceed for Schedule 2 was issued August 17th, 2020 following execution of FAA Grants AIP 58 and AIP 60. The Contractor is developing a work schedule for Staff review but hopes to begin with installation of terrazzo work in the bag claim area and atrium lobby. The Arts Selection Committee has selected artists for the terrazzo and 3D sculpture work and is working to facilitate collaboration between all pieces of artwork. The Arts Council of Wilmington will be notifying all non-selected artists and formally announce the winning artists soon. Schedule 1 and 2 work is on track to complete December of 2021 and December of 2022, respectively.

c. **Federal and State Capital Grant Update**– FAA Grants: AIP Grants 58 and 60 have been executed for a total of \$21,122,178 (AIP 58 is a multi-year entitlement grant for \$10,011,067) and includes matching Cares Act funds. Per August approval the Chairman has authority to accept AIP grants thru Nov. 3, 2020.



Tab 3

Finance & Human Resources

- **Monthly Financials**
July Financial Summary, Financials and Cash Summary (Agenda pages 8-9)
- **Action Items - None**
- **Information Items**
Audit Update

Wilmington International Airport

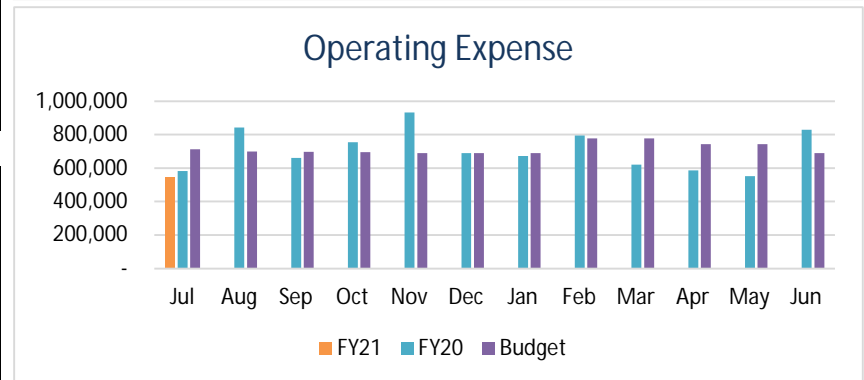
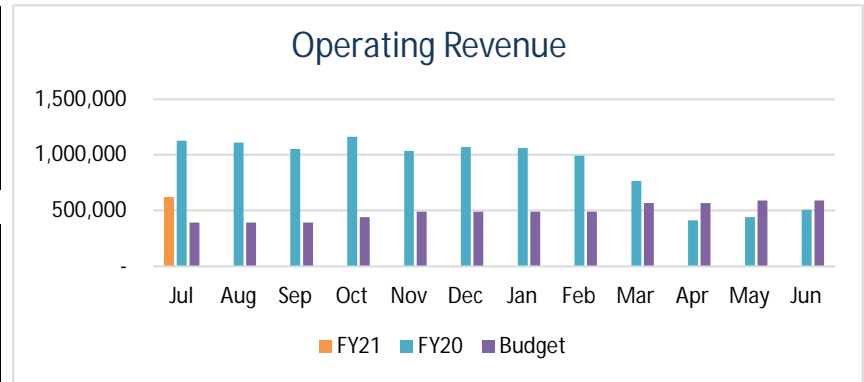
Monthly Financial Summary

July

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	622,910	390,898	1,232,658	59.4%	-49.5%
Monthly Expense	544,465	712,339	804,120	-23.6%	-32.3%
YTD Revenue	622,910	390,898	1,232,658	59.4%	-49.5%
YTD Expense	544,465	712,339	804,120	-23.6%	-32.3%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	102,643	60,351	139,434	70.1%	-26.4%
Parking Lot	81,242	103,456	388,306	-21.5%	-79.1%
Rent	227,458	91,701	210,572	148.0%	8.0%
Commissions	115,167	80,536	228,106	43.0%	-49.5%
Security	58,242	31,756	54,377	83.4%	7.1%
Other	22,593	13,056	28,809	73.0%	-21.6%
Interest	15,565	10,042	77,849	55.0%	-80.0%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	301,530	352,332	320,554	-14.4%	-5.9%
Contracted Services	78,461	146,047	68,145	-46.3%	15.1%
Utilities	29,033	34,584	28,712	-16.1%	1.1%
Repairs & Maint	37,380	45,435	41,339	-17.7%	-9.6%
Other	97,499	133,941	124,367	-27.2%	-21.6%



Summary of Significant Monthly Activity

Revenue

Aviation - landing fees down about 40% vs last year, fuel flowage in line with last year; landing fees up 100% over last month

Commissions - down 50% vs last year, but up 43% over last month

Parking - down almost 80% vs last year, but up 75% over last month

Overall, July revenue was budgeted conservatively. Given the uncertainty that still remains in the industry, staff believes it is best to continue with this conservative approach.

Expense

Salaries/benefits - there were 2 open positions during the month of July. Staff is working to fill all vacancies.

Contracted services - a full year services (employee shuttle, parking management) was budgeted in this account. Staff does not feel that current passenger levels warrant reinstating these services at this time.

As with revenue, expenses were budgeted conservatively. Regardless, staff continues to look for ways to reduce operating expenditures in all areas.

Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
BB&T General Operating Checking	N/A	\$ 6,098,315.06
South State General Operating Checking	N/A	\$ 133,649.51
BB&T Business Park Checking	N/A	2,357.67
South State Business Park Checking	N/A	1,000.00
BB&T Business Park Money Rate Savings	0.10%	973,055.37
South State Business Park Money Rate Savings	0.85%	1,021,620.97
BB&T Money Rate Savings	0.10%	8,416,592.15
South State Money Rate Savings		0.00
Investment Account-Govt	0.07%	31,870.50
Investment Account-Term	0.15%	7,503,783.69
BB&T PFC Money Rate Savings ***	0.10%	604,045.60
South State PFC Money Rate Savings ***	0.85%	2,425,354.14
BB&T CFC Money Rate Savings ***	0.10%	764,920.21
South State CFC Money Rate Savings ***	0.85%	2,014,973.80
BB&T CFC Checking ***	N/A	-
Safe Keeping ***	1.01%-1.79%	4,963,952.22
Petty Cash	N/A	1,000.00
Total Cash		<u>34,956,490.89</u>
Less Restricted Use ***		10,773,245.97
Less Reserves:		
Maintenance & Development Reserve		2,914,379.53
Operational Reserve		<u>4,000,000.00</u>
Net Cash Available for Daily Operations		<u><u>\$ 17,268,865.39</u></u>

Monthly Cash Activity		
Beginning Balance		\$ 14,247,399.80
Receipts		
General Operating	\$ 7,472,933.29	
GO Transfers In from PFC	-	
GO Transfers In from Safekeeping	-	
Business Park Operations Checking	5,000.00	
Business Park Money Rate Savings	71,634.17	
Business Park Money Rate Savings Interest	816.10	
Money Rate Savings Transfers In	-	
Money Rate Savings Interest	734.71	
Investment Account-Govt Interest	1.93	
Investment Account-Term Interest	912.68	
Total Receipts		7,552,032.88
Disbursements		
General Operating Accounts Payable*	3,400,221.38	
General Operating Payroll	122,585.73	
General Operating Transfers to Investment Accounts	-	
Money Rate Savings Trf	1,000,000.00	
NC Cap Mgmt Trust Trf	-	
Business Park Operations Checking Accounts Payable	2,760.18	
Business Park Money Rate Savings Accounts Payable	5,000.00	
Total Disbursements		(4,530,567.29)
Ending Balance		<u><u>\$ 17,268,865.39</u></u>



Tab 4

Business Development

- **Action Items – None.**
- **Information Items**
Update on artists' submissions.



Tab 5

Government

- **Action Items**

- a. Approve up to \$ 12,000 assessment from the NC Airports Association for legislative activities.
- b. Authorize the Chair to sign on to the Chamber's 2030 Transportation Coalition.

- **Information Items**

- a. We completed the Annual Report to County Commissioners on 8/24/20.
- b. At the request of the NC Airports Association, Senator Tillis will cosponsor a bill to support staffing at Federal Contract Towers. NC has 6 Contract Towers.



Tab 6

Operations & General Aviation

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

a. PASSENGERS:

- Total revenue passengers for July 2020 were 39,329 vs. 101,509 for July 2019 bringing total revenue passengers down 61.25%. YTD revenue passengers through July 2020 is 274,748 down 54.7%.
- August 2020 enplanements are tracking down approximately 58%

b. FUEL: Jet A: \$5.14/gal. Avgas:.....\$5.57/gal.

c. FUEL FLOWAGE:

- July 2020: 230,909 gallons which is up 9.2% vs. July 2019



Tab 7

Director's Report

- **Action Items - None**

- **Information Items**
 - a. 2020 Star News 40 under 40 Awards – Granseur Dick was named to the list and will be recognized in a special article in October.

 - b. Air Service Update –
 - Adjusted Air Service Development Priorities (link to slide)
 - Delta Airlines Meeting
 - Upcoming Airline CARES Act deadline is October 1st
 - Oliver Lamb will present at the October meeting.

 - c. September, October and November Calendars (Agenda pages 14-16)

SEPTEMBER 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1 10:30 am NCDOT Aviation NC Airport Mtg.	2 5 pm AA Meeting (Virtual)	3 Ambassador Quarterly Meeting 10 am (Virtual)	4	5
6	7 Labor Day ADMIN OFFICES CLOSED	8	9 10am WMPO Tech. Coord. Mtg (GD)	10 Tenant Quarterly Meeting 10 am (Virtual)	11 Phase 2 Safer at Home ext. ends	12
13	14	15 9 am ILM Arts Comm. Studio Tour 1 pm C3 Progress Mtg.	16 10 am RWY Safety Action Team Mtg. (RSAT)	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 3 pm WMPO Board Mtg. (GD)	1	2	3
National Airports Conference – Virtual (JW)						

OCTOBER 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2	3
4	5 4:30 pm NC Airports Covid19 Call	6 1 pm C3 Progress Mtg.	7 5 pm AA Meeting	8	9	10
11	12 <i>Columbus Day</i>	13	14	15	16	17 5:30 pm WILMA Women to Watch Awards
18	19 4:30 pm NC Airports Covid19 Call	20	21 11:30 am WAHA Speaker (JW)	22	23 Star News 40 Under 40 Profile Edition in Print	24
25	26	27 1 pm C3 Progress Mtg.	28 3 pm WMPO Board Mtg. (GD)	29	30	31 <i>Halloween</i>

NOVEMBER 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 4:30 pm NC Airports Covid19 Call	3	4 5 pm AA Meeting	5	6	7
8	9	10	11 Veterans Day ADMIN OFFICES CLOSED	12 10 WMPO Tech. Coor. Comm Mtg. (GD)	13	14
15	16 4:30 pm NC Airports Covid19 Call	17 1 pm C3 Progress Mtg.	18	19	20	21
22	23	24	25 3 pm WMPO Board Mtg. (GD)	26 Thanksgiving Day <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">ADMIN OFFICES CLOSED</div>	27	28
29	30 4:30 pm NC Airports Covid19 Call	1	2	3	4	5



Tab 8

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