

**NEW HANOVER COUNTY AIRPORT AUTHORITY
REGULAR MEETING
August 5, 2020**

CALL TO ORDER

The New Hanover County Airport Authority met on Wednesday, August 5, 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. 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 and ILM staff attending remotely by Zoom meeting were Donna Girardot, Chairman; Harry Stovall, Vice Chairman; Spruill Thompson, Secretary; Julia Olson-Boseman, Nick Rhodes, Lee Williams, Tom Wolfe, Wanda Copley, County Attorney; Gary Broughton, Deputy Director, Granseur Dick, Facilities Director; Gary Taylor, Operations Manager; and Rose Davis, Executive Assistant.

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.

The public was able to call the ILM Conference Bridge to hear the meeting live and approximately 7 people were present by telephone. Public comments were accepted via email through 5 pm, August 4, 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 July 8, 2020. Mr. Wolfe MOVED, SECONDED by Mr. Stovall to approve the minutes of the July 8, 2020 Airport Authority meeting. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.

FACILITIES & TERMINAL EXPANSION

Mr. Dick recommended the Authority approve Airport Authority Chairman to accept all Federal/State grants received for the next 90 days (until November 3, 2020). Staff anticipates potential AIP entitlement and discretionary funding grants to arrive any day. Mr. Stovall MOVED, SECONDED by Mr. Williams to approve the Authority Chairman accept all Federal/State grants received in the next 90 days as recommended. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.

Mr. Dick reported that there were no major damages to airport facilities as a result of Hurricane Isaias.

Mr. Dick shared the good news that ILM has been awarded approximately \$21M in FAA funding (\$21,122,178) which is a mix of discretionary funding, multiyear entitlement funding and CARES Act funding that goes to support the local match of discretionary and entitlement funds. This allows ILM to proceed to Schedule 2 of the terminal expansion work which was previously on hold pending FAA funds.

FINANCE & HUMAN RESOURCES

Mr. Campbell reviewed ILM's June financial summary, financials and cash summary - UNAUDITED.

Mr. Campbell shared a summary of ILM's five-year operating results and compared operating highlights for this year versus the prior year noting that passenger enplanements are down 20.8% and total annual revenue is down 14.3%, while annual expenses are up 5.8%.

Mr. Campbell updated the Authority on the status of the annual audit noting the auditors are working swiftly this year and should have the report completed in a timely manner.

BUSINESS DEVELOPMENT

Ms. LeTellier updated the Authority on the artists' submissions for the three public art commissions in the terminal expansion project, noting that the Arts Council received 20 submittals for the terrazzo floor design and 10 submittals for the sculpture. The selection committee is currently reviewing the submissions and hopes to have an update for the Authority in September.

Ms. LeTellier noted that the vinyl billboard at the entrance of the airport property and the digital billboards at N. Market Street and Oleander Drive have been updated to reflect ILM's safe travels campaign to help reassure the travelers that ILM is doing as much as possible to be safe and ready for them to travel again.

GOVERNMENT

Chairman Girardot further reported on the notification from Washington that ILM will receive 2 FAA grants this year. Both the \$10M discretionary funding and the multi-year entitlement grant, which are for the terminal expansion contract 3, and then ILM also has the state funding coming in which is very exciting for ILM.

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

OPERATIONS & GENERAL AVIATION

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

Mr. Broughton noted that Modern Aviation's contract with the military for hot refueling was finally approved on July 27th and to date Modern Aviation has pumped 8,285 gallons.

Chairman Girardot shared that several acquaintances of hers have flown thru ILM recently and shared with her their excitement over all the changes taking place in the terminal and the excellent job that Monteith is doing on the project.

DIRECTOR'S REPORT

Mrs. Wilsey reported that ILM's Facility Manager, Tamie Keel, is one of 5 finalists in the Public Service Category of the 2020 WILMA Women to Watch. The Award ceremony is tentatively scheduled for October.

Mrs. Wilsey noted that ILM essential workers received Little Boxes of Joy on the 16th of July with over 400 boxes being delivered and distributed to show appreciation for the essential workers. Donors for these boxes included Talbert and Bright, The Wilson Group Architects, Intercoastal Realty and Moxie Branding and Presentation Design.

Mrs. Wilsey reported there was some minor damage from the hurricane, but staff prepared over the weekend and this storm was light as compared to previous hurricanes. Mrs. Wilsey noted that the new roof worked extremely well and that the new fuel tank monitoring devices on the generator tanks gave staff the peace of mind that our generators would be refueled and ready to go, as needed throughout the storm.

Mrs. Wilsey reported that ILM only needed 1 generator at the lighting vault during this storm and that the rest of the airport property was on line power throughout the storm, with the exception of 2 tenants that did not report their power outage to the airport so our Duke Progress representative was not aware and able to assist in getting them back on line power in a timely manner. There was also damage to Jet Bridge 1 and a few trees down on the perimeter fence but all in all only minor damage.

Mrs. Wilsey noted that the week before the hurricane ILM had a major lightning strike that took out the PSO gate, maintenance base phone equipment, circuits on TWY Alpha, north of C, H, and L, 3 transformers on the airfield, and 6 LED taxiway lights. ILM's two electricians were able to take care of these repairs and installations before the hurricane arrived. Estimated costs of repair and parts were \$8,000.

Mrs. Wilsey shared slides prepared by Oliver Lamb, ILM's air service consultant, regarding who is traveling and when our business travelers may come back. Based on historical recovery trends ILM generally recovers more quickly than most other airports in our state.

Mrs. Wilsey notes that the airlines received CARES Act and PPP funds and agreed to maintain their workforces thru the end of September. Decisions by the airlines to reduce their workforces effective October 1 could have an impact on ILM's recovery. Mrs. Wilsey noted that recovery also hinges on public confidence in the safety of flying.

Mrs. Wilsey polled the Authority on their preference for Mr. Lamb's next presentation to the Authority being either September or October.

Mrs. Wilsey reviewed the calendars noting the Annual Report to County Commissioners on August 24th and the Mass Casualty Tabletop Exercise on September 29th.

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UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

Mr. Thompson MOVED, SECONDED by Mr. Stovall to adjourn the meeting. There being no further business to come before the Board, Chairman Girardot adjourned the meeting at 5:43 pm.

Prepared by:
Rose M. Davis

Respectfully Submitted:

F. Spruill Thompson, Secretary

Date of Approval: September 2, 2020