



**ILM**

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday  
October 7, 2020***

***5:00 PM***

***Authority and Staff In Person  
Staff and Public Remotely on Zoom***



*New Hanover County Airport Authority  
Meeting Agenda  
October 7, 2020 - 5:00 PM*

- Pledge of Allegiance
- Call to Order/Code of Ethics Clause
- Guest Comments – Patricia Kusek, Vice-Chair, NH County Commissioners
- Approval of Minutes Tab 1
- Public Comments (Limited to 3 Minutes)
- Special Presentation – April Adams, Auditor- Cherry Bekaert
- Special Presentation – Oliver Lamb, Air Service Development Consultant – APAC Consulting
- 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 September 2, 2020 meeting.

Copies of the **CLOSED** session minutes for the May 6, 2020 meeting will be available for review at the Authority **meeting**. (These minutes were not previously approved due to the remote nature of our meetings under COVID 19 restrictions.)

# 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**

- a. **Wildlife Mitigation Phase 2 - WA Amendment (AIP 55)** – Recommendation to approve Amendment #1 to Talbert and Bright Work Authorization in the amount of \$16,911.50. Amendment includes additional construction administration and inspection scope required for monitoring additional work performed by the contractor. (Note: Total value of Amendment and work by contractor is less than anticipated final deductive project change order, requiring no increase to project/grant budgets.)

- **Information Items**

- a. **Terminal Expansion – Contract 2 (NC Leg. Appropriations)** – Final punch-list items nearly complete, anticipating final payment October 2020.
- b. **Terminal Expansion - Contract 3 (FAA, AIP, PFC, State, General)** – Schedule 1 Work: Steel erection for the hold room space continues. Installation of mechanical systems including chillers, boilers and generators are in progress. Schedule 2 Work: Staff is reviewing a timeline proposed by the Contractor to begin new terrazzo work in the bag claim and atrium lobby mid-October of this year, concluding with new pre-security restrooms by July 2021. Remaining Schedule 2 work, including terrazzo flooring at the checkpoint will be completed in 2022. 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**– FY 2021 NC Commercial Service Airport Improvement grant agreement for ILM (\$5,062,832) was executed early September. Disbursements will be made quarterly, and ILM has received it's first.



# Tab 3

## Finance & Human Resources

- **Monthly Financials**  
August Financial Summary, Financials and Cash Summary
- **Action Items - None**
- **Information Items - None**

# Wilmington International Airport

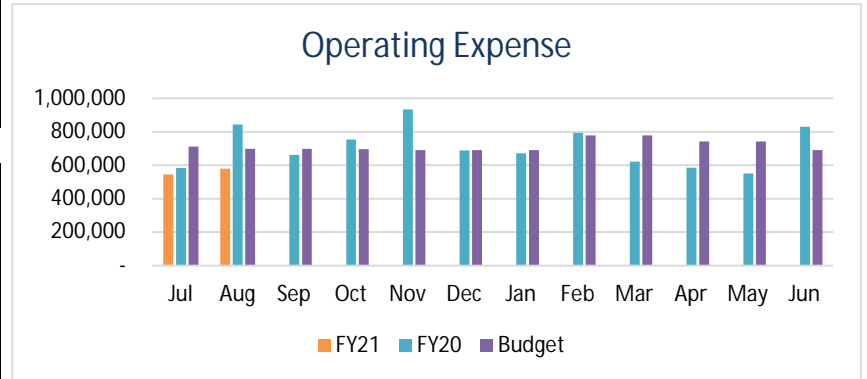
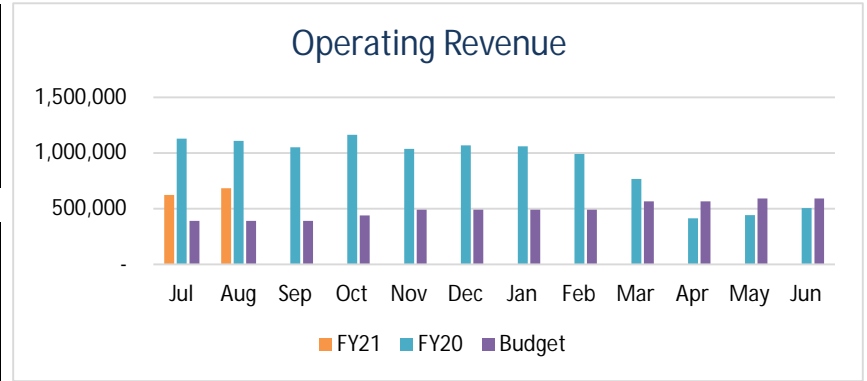
## Monthly Financial Summary

### August

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	683,971	390,898	1,108,855	75.0%	-38.3%
Monthly Expense	579,966	698,339	843,547	-17.0%	-31.2%
YTD Revenue	1,306,881	781,796	2,236,308	67.2%	-41.6%
YTD Expense	1,124,431	1,410,678	1,426,663	-20.3%	-21.2%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	115,726	60,351	140,559	91.8%	-17.7%
Parking Lot	103,546	103,456	410,297	0.1%	-74.8%
Rent	227,907	91,701	211,088	148.5%	8.0%
Commissions	123,220	80,536	207,939	53.0%	-40.7%
Security	58,243	31,756	54,540	83.4%	6.8%
Other	25,110	13,056	29,681	92.3%	-15.4%
Interest	30,220	10,042	54,751	200.9%	-44.8%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	310,335	352,332	322,891	-11.9%	-3.9%
Contracted Services	78,555	146,047	110,965	-46.2%	-29.2%
Utilities	36,902	34,584	41,680	6.7%	-11.5%
Repairs & Maint	25,507	45,435	211,929	-43.9%	-88.0%
Other	128,666	119,941	156,082	7.3%	-17.6%



Summary of Significant Monthly Activity									
	Revenue					Expense			
	June	July	August	Jun-Aug Chg		June	July	August	Jun-Aug Chg
Aviation	62,908	102,643	115,726	84.0%	Salaries/Benefits	307,378	301,530	310,335	1.0%
Parking Lot	46,293	81,242	103,546	123.7%	Contracted Services	122,822	78,461	78,555	-36.0%
Rent	227,399	227,458	227,907	0.2%	Utilities	29,948	29,033	36,902	23.2%
Commissions	80,458	115,167	123,220	53.1%	Repairs & Maint	46,985	37,380	25,507	-45.7%
Security	57,883	58,242	58,243	0.6%	Other	68,029	97,499	128,666	89.1%
Other	11,447	22,593	25,110	119.4%					
Interest	19,089	15,565	30,220	58.3%					
	505,477	622,910	683,971	35.3%		575,162	543,903	579,966	0.8%



### Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
BB&T General Operating Checking	N/A	\$ 4,210,268.83
South State General Operating Checking	N/A	\$ 177,170.17
BB&T Business Park Checking	N/A	8,797.80
South State Business Park Checking	N/A	1,000.00
BB&T Business Park Money Rate Savings	0.10%	1,037,229.18
South State Business Park Money Rate Savings	0.85%	1,025,082.77
BB&T Money Rate Savings	0.10%	3,417,029.10
South State Money Rate Savings	0.85%	9,002,817.81
Investment Account-Govt	0.07%	31,871.66
Investment Account-Term	0.15%	7,504,209.03
BB&T PFC Money Rate Savings ***	0.10%	676,187.31
South State PFC Money Rate Savings ***	0.85%	2,427,105.05
BB&T CFC Money Rate Savings ***	0.10%	789,908.31
South State CFC Money Rate Savings ***	0.85%	2,016,428.45
BB&T CFC Checking ***	N/A	-
Safe Keeping ***	1.01%-1.79%	989,643.33
Petty Cash	N/A	1,000.00
<b>Total Cash</b>		<u>33,315,748.80</u>
<b>Less Restricted Use ***</b>		6,899,272.45
<b>Less Reserves:</b>		
Maintenance & Development Reserve		2,922,712.53
Operational Reserve		4,000,000.00
<b>Net Cash Available for Daily Operations</b>		<u>\$ 19,493,763.82</u>

Monthly Cash Activity		
<b>Beginning Balance</b>		\$ 17,268,865.39
<b>Receipts</b>		
General Operating	\$ 892,303.97	
GO Transfers In from PFC	-	
GO Transfers In from Safekeeping	4,000,000.00	
Business Park Operations Checking	10,000.00	
Business Park Money Rate Savings	76,810.67	
Business Park Money Rate Savings Interest	825.00	
Money Rate Savings Transfers In	9,000,000.00	
Money Rate Savings Interest	3,254.76	
Investment Account-Govt Interest	1.16	
Investment Account-Term Interest	425.34	
<b>Total Receipts</b>		13,983,620.90
<b>Disbursements</b>		
General Operating Accounts Payable*	2,622,472.26	
General Operating Payroll	122,690.34	
General Operating Transfers to Investment Accounts	-	
Money Rate Savings Trf	9,000,000.00	
NC Cap Mgmt Trust Trf	-	
Business Park Operations Checking Accounts Payable	3,559.87	
Business Park Money Rate Savings Accounts Payable	10,000.00	
<b>Total Disbursements</b>		(11,758,722.47)
<b>Ending Balance</b>		<u>\$ 19,493,763.82</u>



# Tab 4

## Business Development

- **Action Items – None.**
  
- **Information Items**
  - a. ILM has selected Kim Nguyen as its Graphic Design and Marketing Intern. Kim is a senior at UNCW, pursuing a Bachelor of Arts in Digital Arts. She will support ILM's marketing and business development initiatives from mid-October through December.
  
  - b. ILM is a sponsor of the Greater Wilmington Business Journal's BizExpo and UNCW's Economic Outlook Conference. Marketing at these events highlight ILM's Safe Travels initiative.



# Tab 5

## Government

- **Action Items**
  
- **Information Items**
  - a. The NC Chamber 2030 met virtually for the first time on 9/23/20. The group will continue monthly meetings. Copies of report, Modernizing NC's Infrastructure through Diversified Revenue Streams, are available for interested Authority Members upon request.
  
  - b. We received our first quarterly payment for FY21 from NCDOT Aviation for the Terminal Expansion. They are maintaining their payment schedule.



# Tab 6

## Operations & General Aviation

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

**a. PASSENGERS:**

- Total revenue passengers for August 2020 were 40,526 vs. 101,199 for August 2019 bringing total revenue passengers down 59.95%. YTD revenue passengers through August 2020 is 315,274 down 55.4%.
- September 2020 enplanements are tracking down approximately 52%

**b. FUEL:** Jet A: ..... \$5.03/gal. Avgas:.....\$5.59/gal.

**c. FUEL FLOWAGE:**

- August 2020: 273,999 gallons which is up 31.3% vs. August 2019



# Tab 7

## Director's Report

- **Action Items - None**
  
- **Information Items**
  - a. Air Service Update – Provided by Oliver Lamb, APAC Consulting.
  - b. Upcoming Articles in 1) Business View Magazine and 2) WilmingtonBiz Magazine
  - c. October, November and December Calendars (Agenda pages 20-22)

<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 Red Week	28	29	30	1	2	3
			GWBJ Virtual BizExpo	JW Vacation		
4 Blue Week	5 4:30 pm NC Airports Covid19 Call	6 10am Art Comm Mtg 1 pm C3 Progress Mtg.	7 5 pm AA Mtg. (AA/Staff In person-public/staff remotely)	8 8 am Economic Outlook (virtual) 10:30 BTG & Tourism Mtg (virtual)	9	10
	JW Vacation					
11 Red Week	12 Columbus Day	13	14	15	16	17 5:30 pm WILMA Women to Watch Awards
	RC Vacation					
18 Blue Week	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 FAA Mass Casualty Drill (LIVE)
25 Red Week	26	27 1 pm C3 Progress Mtg.	28 3 pm WMPO Board Mtg. (GD)	29	30	31 Halloween

<b>NOVEMBER 2020</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
1 Blue Week	2 8 am & 4 pm United Way Kickoff 4:30 pm NC Airports Covid19 Call	3 <b>Election Day</b>	4 5 pm AA Meeting	5	6	7
8 Red Week	9	10	11 Veterans Day <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">ADMIN OFFICES CLOSED</div>	12 10 WMPO Tech. Coord. Comm Mtg. (GD)	13	14
15 Blue Week	16 4:30 pm NC Airports Covid19 Call	17 1 pm C3 Progress Mtg.	18	19	20	21
22 Red Week	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 Blue Week	30 4:30 pm NC Airports Covid19 Call	1	2	3	4	5

<b>DECEMBER 2020</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
29 Blue Week	30	1	2 5 pm AA Meeting	3 Ambassador's Christmas Luncheon Noon (Alternative TBD)	4	5
6 Red Week	7	8 Spruill Thompson's and Wanda Copley's Birthdays 1 pm C3 Progress Mtg.	9 10 WMPO Tech. Coord. Comm Mtg. (GD)	10 Tenant's Christmas Luncheon Noon (Alternative TBD)	11 EE Christmas Party (Alternative TBD)	12
13 Blue Week	14 4:30 pm NC Airports Covid19 Call	15	16	17	18	19
20 Red Week	21	22	23	24 Christmas Eve	25 Christmas	26
				ADMIN OFFICES CLOSED		
27 Blue Week	28 4:30 pm NC Airports Covid19 Call	29 1 pm C3 Progress Mtg.	30	31	1 New Year's Day	2
				ADMIN OFFICES CLOSED		





## Tab 8

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