

**NEW HANOVER COUNTY AIRPORT AUTHORITY
REGULAR MEETING
September 2, 2020**

CALL TO ORDER

The New Hanover County Airport Authority met on Wednesday, September 2, 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 5:02 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 3 people were present by telephone. Public comments were accepted via email through 5 pm, September 1, 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 August 5, 2020. Mr. Wolfe MOVED, SECONDED by Mr. Williams to approve the minutes of the August 5, 2020 Airport Authority meeting. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.

FACILITIES & TERMINAL EXPANSION

Mr. Dick recommended the approval of a work order for Elevator Repair with ThyssenKrupp Elevator Services in the amount of \$50,770 for emergency elevator repairs to the mechanical system supporting both hold room elevators, which are out of service. Mr. Stovall MOVED, SECONDED by Mr. Thompson to approve the work order with ThyssenKrupp Elevator Services as recommended. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.

Mr. Dick updated the Authority on the status of Terminal Expansion Project and the Federal and

State Capital Grants. Mrs. Wilsey reported that the Jet Bridge at Gate 1 that was damaged in Hurricane Isaias was repaired August 31st and is back in service and the repair work was done under warranty.

FINANCE & HUMAN RESOURCES

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

Mr. Campbell updated the Authority on the status of the annual audit. Mr. Campbell anticipates the final report should be received by the end of September, beginning of October with the final report approval potentially being on the October agenda.

Mr. Williams left the meeting at approximately 5:15 pm.

BUSINESS DEVELOPMENT

Ms. LeTellier recommended approval of the Lease Amendment for Toshiba America Business Solutions, Inc. to extend their lease for an additional 3 years, which includes 3% per year annual increase, rent abatement of 2 months, and a 4% brokerage fee to their representing broker, Coldwell Banker/Richard Ellis out of Dallas. Mr. Thompson MOVED, SECONDED by Mr. Wolfe to approve the Lease Amendment with Toshiba America Business Solutions, Inc. as recommended. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED. Mr. Williams was absent from this vote.

Ms. LeTellier updated the Authority on the artists' submissions for the Terminal Expansion Project noting that the 3 artists selected are local artists. Negotiations will begin with the artists and the selection committee should have recommendations for the Authority at the November meeting.

Ms. LeTellier advised that there is a new advertiser in the terminal, Clean EatZ, on Racine Drive.

GOVERNMENT

Chairman Girardot recommended the approval of up to \$12,000 assessment from the NC Airports Association for legislative activities. The Government committee will bring a recommendation in December regarding which lobbyist to hire based on upcoming elections.

Mrs. Wilsey clarified that the NCAA would not be pledging as much this year due to the cancellation of their annual conference so the member airports will need to contribute more this year to make up that difference. Chairman Girardot pointed out that the funding for the lobbyist in past years has mainly been paid by the commercial airports and this year the NC Airports Association will be working to get participation from the smaller municipal airports since they have benefited as much as the commercial airports have.

Mr. Wolfe MOVED, SECONDED by Mr. Stovall to approve the assessment from the NCAA for legislative activities as recommended. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED. Mr. Williams was absent from this vote.

Chairman Girardot recommended the Authority authorize the Chair to sign on to the Chamber's Destination 2030 Coalition. Chairman Girardot noted the NCDOT has been struggling to meet

statewide transportation needs and the NC Chamber has created this effort to support sustainable transportation funding reforms, called Destination 2030 -Road to a Stronger Transportation Future. Chairman Girardot recommended that the Authority sign on to this coalition with Mrs. Wilsey serving as the Authority representative. As such, Mrs. Wilsey would report back to the Government committee and the Authority as reforms are proposed. The Authority would then review the reforms prior to endorsing them. Mr. Stovall MOVED, SECONDED by Mr. Wolfe to approve the Authority signing on to the Chamber's Destination 2030 Coalition as recommended. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED. Mr. Williams was not present for this vote.

Chairman Girardot updated the Authority on the Annual Report to the County Commissioners on August 24th.

Chairman Girardot noted, at the request of the NCAA, that Mrs. Wilsey reached out to Sen Tillis' office regarding upcoming legislation regarding contract towers and Senator Tillis responded back that he would cosponsor the bill supporting the federal contract towers. Mrs. Wilsey reported that North Carolina has 6 contract towers and they are very important to the state.

Mrs. Wilsey clarified that ILM's tower is not a contract tower, it is an FAA tower which is FAA controlled and its employees are FAA employees. Contract towers are built by the airport and the Air Traffic Controllers in these towers are subcontractors, hired thru an FAA contract.

Chairman Girardot reminded the Authority that Oliver Lamb is scheduled to be at ILM for the October Authority meeting to give his annual air service update and recommended that the Authority all meet in person in light of the Governor's recent lifting of certain indoor gathering restrictions. Mr. Thompson, Mrs. Olson-Boseman and Mr. Stovall agreed.

OPERATIONS & GENERAL AVIATION

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

Mrs. Copley left the meeting.

DIRECTOR'S REPORT

Mrs. Wilsey informed the Authority that Mr. Dick is being recognized in the Wilmington Star News 2020 40 Under 40 Awards and will be featured in an article in a special edition in October. Mrs. Wilsey also recognized Mrs. Tamie Keel, who has been nominated in the Public Sector category of the WILMA Women to Watch for 2020 and that award ceremony will also be held in October.

Mrs. Wilsey reviewed the Air Service slide shared with the County Commissioners during the Annual Report noting the goals with each airline to get back to 50% of the previous service level by the end of the calendar year. Mrs. Wilsey noted that most of those goals have some progress.

Mrs. Wilsey advised the Authority of the October 1st CARES Act deadline noting that it may affect ILM's enplanements for the remainder of the year with additional reductions in our schedule. Mr. Lamb advised us to expect that across the country, airlines will end up being about 30% smaller than they were a year ago.

Mrs. Wilsey confirmed that Mr. Lamb is scheduled to make his annual air service report to the Authority at the October meeting and that staff is looking at the safest way for the meeting to happen.

Mrs. Wilsey updated the Authority on President Trump's visit earlier today and the Air Force One, 747 landing at ILM. It was an experience of a lifetime for many employees. Mrs. Wilsey noted she was extremely proud of the ILM team during the planning and preparation for this visit.

Mrs. Wilsey reviewed the calendars for September – November.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

Mr. Rhodes MOVED, SECONDED by Mr. Wolfe to adjourn the meeting. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED. Mr. Williams was not present for this vote.

There being no further business to come before the Board, Chairman Girardot adjourned the meeting at 5:46 pm.

Prepared by:
Rose M. Davis

Respectfully Submitted:

F. Spruill Thompson, Secretary

Date of Approval: October 7, 2020