



ILM

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday
November 4, 2020***

5:00 PM

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



*New Hanover County Airport Authority
Meeting Agenda
November 4, 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 October 7, 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
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**

PSO Building Maintenance (Maintenance Reserves/ FEMA)– Approval of three Purchase Orders (POs) for Harris Services totaling \$90,137.87 to perform repairs and preventive maintenance to the PSO due to water intrusion. Individual POs include caulking and mortar repairs on exterior masonry (\$13,738.80), replacement of existing windows (\$44,568.71) and interior sheetrock repairs and painting (\$31,830.36). Staff and FEMA are reviewing the possibility that some of these expenses may qualify for reimbursement as Florence damages, but no confirmation has yet been received.

- **Information Items**

a. **Terminal Expansion - Contract 3 (FAA, AIP, PFC, State, General)** – Schedule 1 Work: Steel erection for the hold room space and mechanical systems continue. Schedule 2 Work: Renovation work in the main terminal atrium and rental car counter areas will begin in November including renovation/ expansion of restrooms. Work in these areas will complete by July 2021, with remaining Schedule 2 work completed in 2022. Schedule 1 and 2 work is on track to complete December of 2021 and December of 2022, respectively.

b. **Wildlife Mitigation Phase 2 (AIP 55)**– Contractor will begin change order related work repairing the drainage outlet at the perimeter fence in November. Work is anticipated to last approximately 1 month.

c. **Power Outage** – On Saturday, Oct. 17th, Duke Power lost a phase at a facility on 23rd Street serving the Airport Business Park and Terminal. The temporary generator installed as part of the expansion project failed to start (later determined due to dead batteries and bad battery charger). Due to operating out of phase, a chiller pump and motor overheated creating smoke and forcing evacuation of the main terminal. Monteith Construction, Duke Power and ILM staff responded and power was restored after about 3.5 hours. Monteith has addressed the generator failures with their subcontractor and have assured that any expenses related to damaged equipment will not be the responsibility of ILM.



Tab 3

Finance & Human Resources

- **Monthly Financials**

September Financial Summary, Financials and Cash Summary (Agenda pages 8-9)

- **Action Items**

Recommend approval of the contract with the New Hanover County to provide all law enforcement duties at Wilmington International Airport for a one-year period for an amount not to exceed \$627,028. The one-year agreement may be extended for additional one-year terms upon mutual agreement by both parties and may be terminated by either party upon ninety days written notice.

- **Information Items - None**

Wilmington International Airport

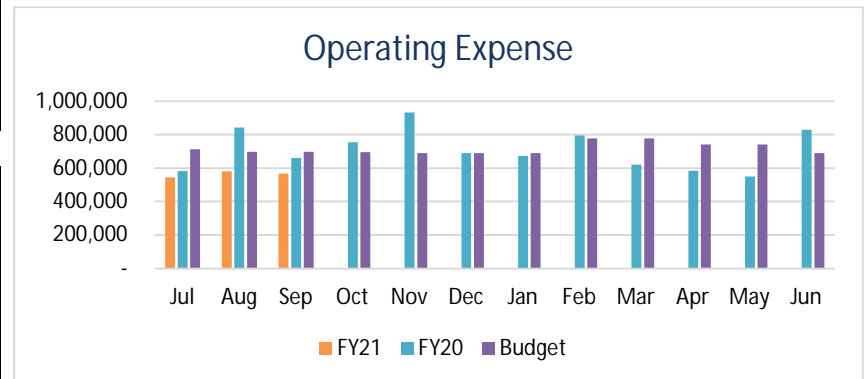
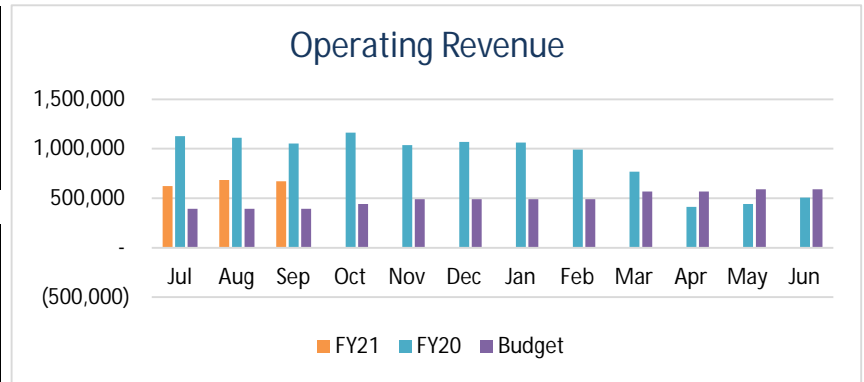
Monthly Financial Summary

September

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	670,749	390,898	1,051,768	71.6%	-36.2%
Monthly Expense	567,764	697,839	661,902	-18.6%	-14.2%
YTD Revenue	1,977,630	1,172,694	3,288,076	68.6%	-39.9%
YTD Expense	1,692,195	2,108,517	2,088,565	-19.7%	-19.0%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	100,443	60,351	127,347	66.4%	-21.1%
Parking Lot	124,043	103,456	415,631	19.9%	-70.2%
Rent	228,341	91,701	207,279	149.0%	10.2%
Commissions	116,049	80,536	168,637	44.1%	-31.2%
Security	57,883	31,756	52,927	82.3%	9.4%
Other	25,169	13,056	28,909	92.8%	-12.9%
Interest	18,820	10,042	51,037	87.4%	-63.1%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	313,732	352,332	319,806	-11.0%	-1.9%
Contracted Services	83,763	146,047	114,683	-42.6%	-27.0%
Utilities	27,295	34,584	27,283	-21.1%	0.0%
Repairs & Maint	50,539	45,435	59,438	11.2%	-15.0%
Other	92,434	119,441	140,692	-22.6%	-34.3%



Summary of Significant Monthly Activity

Revenue

Many of the major revenue line items were down versus the prior year. One notable exception is rental income. Deferrals under the current agreements are complete and there are currently no plans to offer additional deferrals.

Parking revenue while down 70% versus 2019 was up 20% versus August. Car rental commissions were down 24% or \$30,000 and food commissions were down 55% or \$16,000 versus 2019.

Expense

Salaries/Benefits - We were short 3 employees for the month of September. Part of this variance is offset by the increase in the Temporary Help expense line item.

Contracted Services - includes sealing and striping of a parking, but this expenditure is more than offset by the fact that we are no longer paying for the employeeshuttle and the parking lot management cost is lower.

Other - advertising expenditures are lower than normal and there has been no employee travel.

Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
BB&T General Operating Checking	N/A	\$ 2,676,000.92
South State General Operating Checking	N/A	\$ 207,450.57
BB&T Business Park Checking	N/A	3,526.26
South State Business Park Checking	N/A	1,000.00
BB&T Business Park Money Rate Savings	0.10%	1,094,520.94
South State Business Park Money Rate Savings	0.85%	1,032,667.92
BB&T Money Rate Savings	0.10%	5,000,199.49
South State Money Rate Savings	0.85%	13,427,103.04
Investment Account-Govt	0.07%	31,872.24
Investment Account-Term	0.15%	5,504,373.58
BB&T PFC Money Rate Savings ***	0.10%	735,498.30
South State PFC Money Rate Savings ***	0.85%	2,428,800.70
BB&T CFC Money Rate Savings ***	0.10%	893,774.00
South State CFC Money Rate Savings ***	0.85%	2,017,837.19
BB&T CFC Checking ***	N/A	-
Safe Keeping ***	1.01%-1.79%	-
Petty Cash	N/A	1,000.00
Total Cash		<u>35,055,625.15</u>
Less Restricted Use ***		6,075,910.19
Less Reserves:		
Maintenance & Development Reserve		2,931,045.53
Operational Reserve		<u>4,000,000.00</u>
Net Cash Available for Daily Operations		<u><u>\$ 22,048,669.43</u></u>

Monthly Cash Activity		
Beginning Balance		\$ 19,493,763.82
Receipts		
General Operating*	\$ 4,051,213.53	
GO Transfers In from MR Savings		
GO Transfers In from NCCMT	2,000,000.00	
Business Park Operations Checking	-	
Business Park Money Rate Savings	64,068.91	
Business Park Money Rate Savings Interest	808.00	
Money Rate Savings Transfers In	9,417,029.10	
Money Rate Savings Interest	7,455.62	
Investment Account-Govt Interest	0.58	
Investment Account-Term Interest	164.55	
Total Receipts		<u>15,540,740.29</u>
Disbursements		
General Operating Accounts Payable	2,375,428.68	
General Operating Payroll	188,105.36	
General Operating Transfers to Investment Accounts	5,000,000.00	
Money Rate Savings Trf	3,417,029.10	
NCCMT Trf	2,000,000.00	
Business Park Operations Checking Accounts Payable	5,271.54	
Business Park Money Rate Savings Accounts Payable	-	
Total Disbursements		<u>(12,985,834.68)</u>
Ending Balance		<u><u>\$ 22,048,669.43</u></u>



Tab 4

Business Development

- **Action Items**

- a. Recommend approval of Amendment #6 for the Circle K Sublease to extend the Conditions Precedent period from January 5, 2021 to April 5, 2021 due to delays in permitting agencies caused by COVID staffing.
- b. Recommend approval of the Artist's Agreement for a sculpture in the amount of \$200,000 pending successful contract negotiations.

- **Information Items**

New marketing materials have been developed promoting parking. *"ILM Parking is now LOTS better"* informs travelers of ILM's touchless self-checkout parking for increased safety.



Tab 5

Government

- **Action Items – None.**

- **Information Items**
 - a. Election results and overview from NC Airport Lobbyist set for 11/5/20

 - b. The NC Chamber 2030 met virtually 10/23/20. The group heard from two republican leaders, Sen McInnes and Rep Torbett on their goals for January return to session. In November we will hear from Democratic leaders on their goals. We will continue monthly meetings with the Coalition, representing over 100 companies.



Tab 6

Operations & General Aviation

- **Action Items – None**

- **Information Items**

a. FAR 139 triennial full-scale mock disaster drill was conducted on Saturday October 24, 2020. The drill was a success. Due to COVID-19, some changes had to take place with masks, social distancing and temperature checks of everyone involved.

Total number of volunteers – 12 (mannequins were used as victims at the scene, volunteers were used at the friends and family center)

Total number of agencies involved – 14 agencies including airlines

Total number of emergency responders – 76 emergency responders

There will be an after-action meeting (hotwash) in about two weeks (date has not been set at this time)

b. PASSENGERS:

- Total revenue passengers for September 2020 were 40,225 vs. 87,716 for September 2019 bringing total revenue passengers down 54%. YTD revenue passengers through September 2020 is 355,499 down 55.34%.
- October 2020 enplanements are tracking down approximately 53.6%

c. FUEL: Jet A: \$5.12/gal. Avgas:.....\$5.56/gal.

d. FUEL FLOWAGE:

- September 2020: 216,360 gallons which is up 8% vs. September 2019



Tab 7

Director's Report

- **Action Item**
 - 2021 Authority Meeting Calendar (Agenda page 14)

- **Information Items**
 - a. VP Pence Campaign Visit
 - b. Strategic Planning Session in 2021
 - c. November, December and January Calendars (Agenda pages 15-17)

**PROPOSED
NEW HANOVER COUNTY AIRPORT AUTHORITY
2021 MEETING SCHEDULE**

REGULAR MEETING
JANUARY 6, 2021 *
FEBRUARY 3, 2021
MARCH 3, 2021
APRIL 7, 2021
MAY 5, 2021
JUNE 2, 2021
JULY 7, 2021 *
AUGUST 4, 2021
SEPTEMBER 1, 2021 *
OCTOBER 6, 2021
NOVEMBER 3, 2021
DECEMBER 1, 2021

* These meetings fall close to a holiday weekend and may be rescheduled.

All meetings are held in ILM’s Executive Conference Room, 2nd Floor of the Terminal Building. The meeting will begin at 5:00 p.m., unless otherwise noted.

Special Measures – Due to unknown circumstances when this calendar was drafted and approved, some or all of the 2021 Authority meetings may be held by special measures which include some AA and ILM staff in person (social distancing) and the remaining AA and ILM staff via Zoom. The Public may attend these meetings via Zoom.

Approved:

Proposed Schedule drafted: 10/23/2020

NOVEMBER 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Blue Week	2 8 am & 4 pm United Way Kickoff 4:00 pm NC Airports Covid19 Call	3 Election Day	4 5 pm AA Meeting	5 11 am NC Airports Reg. Planning Mtg. (JW)	6	7
8 Red Week	9	10	11 Veterans Day ADMIN OFFICES CLOSED	12 10 WMPO Tech. Coord. Comm Mtg. (GD)	13 Brunswick Newcomers Presentation (JW)	14
IW Vacation						
15 Blue Week	16 4:00 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 ADMIN OFFICES CLOSED	27	28
29 Blue Week	30 4:30 pm NC Airports Covid19 Call	1	2	3	4	5

DECEMBER 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 Blue Week	30	1	2 5 pm AA Meeting	3	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	11	12
13 Blue Week	14 4:00 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 4:00 pm NC Airports Covid19 Call	29 1 pm C3 Progress Mtg.	30 3 pm WMPO Bd. Mtg. (GD)	31	1 New Year's Day	2
					ADMIN OFFICES CLOSED	

JANUARY 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1 New Year's Day Admin Offices Closed	2
3	4	5	6 5 pm AA Meeting	7	8	9
10	11 4:00 pm NC Airports Covid19 Call	12 10:30 am NCDOT Aviation Mtg.	13 10 am WMPO Tech. Mtg. (GD)	14	15	16
17	18 M L King Day Admin Offices Closed	19	20	21	22	23
24	25 4:00 pm NC Airports Covid19 Call	26	27 3 pm WMPO Bd Mtg. (GD)	28	29	30
31	1	2	3	4	5	6



Tab 8

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