

**NEW HANOVER COUNTY AIRPORT AUTHORITY
REGULAR MEETING
November 4, 2020**

CALL TO ORDER

The New Hanover County Airport Authority met on Wednesday, November 4, 2020, through special measures due to COVID19, consisting of a limited number attending in person, and a Zoom meeting for Authority members, ILM staff and public participation remotely. Chairman Girardot called the meeting to order at 5:00 p.m. Chairman Girardot welcomed the public 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 through Zoom meeting were Donna Girardot, Chairman; Tom Wolfe, Lee Williams, Julia Olson-Boseman, Nick Rhodes, Julie A. Wilsey, Airport Director; Robert Campbell, Finance Director; Carol LeTellier, Business Development Director; and Wanda Copley, County Attorney.

Airport Authority members and ILM staff attending in the conference room and social distancing were Spruill Thompson, Secretary; Harry Stovall, Vice Chairman; Gary Broughton, Deputy Director, Granseur Dick, Facilities Director; Gary Taylor, Operations Manager; and Rose Davis, Executive Assistant.

The public was able to join the meeting remotely and approximately 5 people were present via Zoom meeting. Public comments were accepted via email through 5 pm, November 3, 2020, to be read at the meeting.

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.

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

The Authority has reviewed the minutes of the meeting on October 7, 2020. Mr. Wolfe MOVED, SECONDED by Mr. Thompson to approve the minutes of the October 7, 2020 Airport Authority meeting as submitted. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.

Chairman Girardot reminded the Authority that the approval of the minutes from the Closed Session on May 6, 2020 was tabled on October 7th. Chairman Girardot asked for a motion to table the approval of the May 6, 2020 Closed Session minutes again until a majority is present in person. Mr. Stovall MOVED, SECOND Mr. Wolfe to table the vote on the minutes of the Closed Session on May 6, 2020 until a majority could be present in person. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.

FACILITIES & TERMINAL EXPANSION

Mr. Dick recommended the approval of the following items:

- a. **PSO Building Maintenance (Maintenance Reserves/FEMA)** Approval of three Purchase Orders (POs) for Harris Services totaling \$90,137.87 to perform repairs and preventative maintenance to the PSO building 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 damage, but no confirmation has yet been received. Mr. Stovall MOVED, SECONDED by Mr. Thompson to approve the POs for Harris Services totaling \$90,137.87 for PSO building maintenance as recommended. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.
- b. **Runway Lighting Rehabilitation Project Work Authorization Amendment -** Approval of a zero-dollar sum amendment to the existing Talbert and Bright work authorization, adding design and bid administration services required for rebidding the remaining project work items to a completion contractor. Mr. Thompson MOVED, SECONDED by Mr. Rhodes to approve a zero-dollar sum amendment to the Runway Lighting Rehabilitation Project Work Authorization as recommended. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.

Mr. Dick provided background on this project and the original contractor's default and there was a brief discussion regarding the project, notifications and holding funds for potential future claims.

Mr. Dick updated the Authority on conversations with the County permitting and planning offices regarding conflicts in ILM's architectural standards and the County's ordinances. Mr. Dick advised that the staff plans to contract with one of the landside on-call consulting firms to review ILM's standards and County ordinances and make recommendations.

Chairman Girardot reported that the final write-up is on the Commissioner's November agenda; that clean-up items are due in April; and, part of this is to potentially establish a separate airport district.

FINANCE & HUMAN RESOURCES

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

Mr. Campbell recommended the approval of a contract with 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. This 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. Mrs. Olson-Boseman MOVED, SECONDED by Mr. Williams to approve the contract with New Hanover County for law enforcement duties as recommended. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.

BUSINESS DEVELOPMENT

Ms. LeTellier recommended the approval of the following items:

- a. 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. Mr. Stovall MOVED, SECONDED by Mr. Wolfe to approve Amendment # 6 for the Circle K sublease to extend Conditions Precedent period as recommended. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.
- b. Artist's Agreement for a sculpture in the amount of \$200,000 pending successful contract negotiations. Mrs. Olson-Boseman MOVED, SECONDED by Mr. Rhodes to approve the Artist's Agreement for a sculpture in the amount of \$200,000 as recommended. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.

Ms. LeTellier updated the Authority on the new marketing materials promoting ILM parking.

GOVERNMENT

Chairman Girardot advised that the airport lobbyist has offered to do a review of the election results, state and federal elections, if anyone wants to receive that, contact Mrs. Wilsey.

Chairman Girardot reported on a visit she and Mrs. Wilsey had with Landon Zimmer, the Division 3 NCDOT representative, last week. Mr. Zimmer was given an overview of the airport and where we are and how we are moving along and what we anticipate in the future. Chairman Girardot noted that Mr. Zimmer was extremely supportive and very interested in ILM's progress. It was made known to Mr. Zimmer that ILM is concerned and wants to be sure our General Assembly funding is protected moving forward.

Mrs. Wilsey updated the Authority on the NC Chamber 2030 initiative October meeting regarding potential funding opportunities for DOT.

OPERATIONS & GENERAL AVIATION

Mr. Broughton updated the Authority on the FAA required triennial full-scale mock disaster drill conducted on October 24th, noting the challenges of COVID-19. Mr. Broughton noted that we had 12 volunteers, 14 agencies, including all 3 airlines, and 76 emergency responders participating in the event this year.

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

DIRECTOR'S REPORT

Mrs. Wilsey recommended the approval of the proposed Airport Authority 2021 Meeting Schedule. Mr. Stovall MOVED, SECONDED by Mr. Wolfe to approve the 2021 Airport Authority Meeting Schedule as proposed. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.

Mrs. Wilsey updated the Authority on the recent Vice-Presidential campaign visit to ILM, noting that ILM's Kenny Smith, Operations Supervisor, has been advising smaller NC airports as they were preparing for similar visits.

Mrs. Wilsey advised the Authority that she has a proposal from a consultant to facilitate a short one day strategic planning session, with a half day with the Authority and a half day with ILM Directors and Managers, to reset and plan for the future but she would like to delay setting a date in early 2021 until we can be sure it is safe to get everyone together again.

Mrs. Wilsey reviewed the calendars for November – January, noting the holiday season is approaching but it is too soon to get holiday loads from the airlines.

Mrs. Wilsey advised that the normal holiday parties for ambassadors, tenants and airport employees will not be held this year due to COVID restrictions and the 12 ft. tree normally in the terminal atrium will not be installed this year due to the terminal expansion project.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

Mr. Williams MOVED, SECONDED by Mr. Wolfe to adjourn the meeting. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.

There being no further business to come before the Board, Chairman Girardot adjourned the meeting at 5:45 pm.

Prepared by:
Rose M. Davis

Respectfully Submitted:

F. Spruill Thompson, Secretary

Date of Approval: December 2, 2020