

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

**CALL TO ORDER**

The New Hanover County Airport Authority met on Wednesday, December 2, 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 5:02 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; Harry Stovall, Vice Chairman; Spruill Thompson, Secretary; Tom Wolfe, Lee Williams, Julia Olson-Boseman, Nick Rhodes, Julie A. Wilsey, Airport Director; Robert Campbell, Finance Director; Carol LeTellier, Business Development Director; Tamie Keel, Facilities Manager, and Wanda Copley, County Attorney.

ILM staff attending in the conference room, social distancing and masked were 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 12 people were present via Zoom meeting. Public comments were accepted via email through 5 pm, December 1, 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 November 4, 2020. Mr. Thompson MOVED, SECONDED by Mr. Stovall to approve the minutes of the November 4, 2020 Airport Authority meeting as submitted. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.

**FACILITIES & TERMINAL EXPANSION**

Mr. Dick updated the Authority on the status of consultant selection to assist staff and work with the County Planning Department on revisions to ILM's Architectural Standards and Business Park Development Standards. Staff will meet with one of the on-call engineers for landside development to discuss scope and costs.

Regarding the Airfield Lighting Project, Mr. Dick advised that Talbert and Bright is working

with an electrical contractor to identify work that still needs to be completed on this project so that the project can be rebid.

Mr. Dick also updated the Authority on the status of the Terminal Expansion Project Contract 3.

### **FINANCE & HUMAN RESOURCES**

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

Mr. Campbell updated the Authority on ILM's cash flow from an operational standpoint noting that ILM is in a good cash flow position going forward.

Mr. Campbell explained the current large cash balances with BB&T/Truist at lower interest rates and the process for moving funds to South State Bank and earning higher interest rates.

Mr. Campbell recommended the approval of the following items:

- a. Approval of the contract with Designa Southern Time to provide support and service for all parking lot equipment at Wilmington International Airport for a twenty-eight-month period beginning January 1, 2021 for an amount not to exceed \$89,513. Mr. Williams MOVED, SECONDED by Mr. Stovall to approve the contract with Designa Southern Time as recommended. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.
- b. Approval of the contract with Prodigiq to provide a license to the Computerized Maintenance Management System (ANDROS) for a five-year period at a cost not to exceed \$52,250. Mr. Stovall MOVED, SECONDED by Mr. Wolfe to approve the contract with Prodigiq as recommended. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.

### **BUSINESS DEVELOPMENT**

Ms. LeTellier recommended the approval of a First Amendment to the Marathon FBO Partners LLC dba Aero Center Wilmington FBO Lease Agreement reducing their unimproved land from 4.1 acres to 2.37 acres. The reduction of land is specific to the fuel farm – now they will be paying only for the area that they will be using. Marathon is installing the road that gives access to other entities that may require self-fueling and ILM will reimburse them under a payment schedule based on unamortized values. This now gives ILM control to work with any other entities in the future that may require self-fueling. Mr. Wolfe MOVED, SECONDED by Mr. Thompson to approve the First Amendment to the Marathon FBO Partners LLC dba Aero Center Wilmington FBO Lease Agreement as recommended. As the vote was being taken by roll call, Mr. Williams abstained from the vote. Mrs. Copley advised the Authority on the proper procedure for getting Authority approval to abstain from the vote and the Authority proceeded as advised.

Mr. Williams indicated he had a conflict of interest in this matter and requested the Authority allow him to recuse himself from this vote. Mr. Wolfe MOVED, SECONDED by Mr. Stovall to allow Mr. Williams to recuse himself from the vote on this matter. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.

The matter was restated for Motion and Vote. Mr. Wolfe MOVED, SECONDED by Mr. Rhodes

to approve the First Amendment to the Marathon FBO Partners LLC dba Aero Center Wilmington FBO Lease Agreement as recommended. Vote was taken by roll call. Mr. Williams abstained. Upon vote, the MOTION WAS APPROVED.

Ms. LeTellier announced the selected artists for the artwork in the terminal expansion project. In order of installation dates in the project the artists are: Paul Hill with his terrazzo artwork “Venus Flytrap” in the main terminal area, pre-security, which will be installed in April 2021; Jill Webb with her terrazzo artwork “Loggerhead Labyrinth” in the concourse area, post-security, which will be installed in July 2021; and Paul Hill and Greg Hall with their 3 dimensional “Laurel Oak Tree” structure in the concourse area, post-security, which will be installed in Fall of 2021.

### **GOVERNMENT**

Chairman Girardot updated the Authority on the status of the NCAA annual contract with the lobbyist for NC airports, noting that ILM is committed to \$12,000 towards that effort. This is to help protect the second half of ILM’s two-year grant received from the General Assembly.

Chairman Girardot noted that staff has reached out to the two new County Commissioners offering an orientation of ILM and the Terminal Expansion project and congratulating Deb Hayes and Bill Rivenbark on their election to the County Commission.

Chairman Girardot reported that ILM provided aviation specific input to the 2021 Chamber Public Policy for Transportation and Infrastructure and a copy will be shared once it is prepared and distributed by the Chamber and that Congress may pass another CARES Act before the end of the year.

### **OPERATIONS & GENERAL AVIATION**

Mr. Broughton reviewed the total revenue passengers, fuel costs and fuel flowage for October 2020. Mr. Broughton reported on the Thanksgiving loads indicating that between Monday, November 23 – Sunday, November 29, ILM did 41% of 2019 and the national average was 40%. ILM originally booked 4,942 and the airlines locally boarded 5,131. The two busiest days were Wednesday, November 25<sup>th</sup> with 961 passengers and Sunday, November 29<sup>th</sup> with 996 passengers. Official November statistics will be available in December.

Mr. Broughton updated the Authority on the status of the GPS approach issue NOTAMed unreliable below 1,000 feet and the Hangar Rules and Regulations Procedures for non-airworthy aircraft. ILM is working with a group to get the FAA equipment issue resolved.

### **DIRECTOR’S REPORT**

Mrs. Wilsey recommended the approval of the Amendment to the Air Service Incentive Policy (7<sup>th</sup> Revision). Mr. Wolfe MOVED, SECONDED by Mr. Stovall to approve the Amendment to the Air Service Incentive Policy (7<sup>th</sup> Revision) as proposed. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.

A brief discussion followed regarding air service development.

Mrs. Wilsey updated the Authority on the upcoming issue of the Business View Magazine with a

one-year refresh on the Terminal Expansion project and its acceleration during this slow period to get ready for continued growth in the future.

Mrs. Wilsey reported on the status of the ILM United Way campaign noting that ILM surpassed its goal for 2020 with the help of Authority members and ILM employee contributions. ILM exceeded the goal of \$8,000 and raised \$9,043.50, which also exceeded the amount donated in 2019 of \$9,015. Mrs. Wilsey thanked everyone that contributed.

Mrs. Wilsey updated the Authority on the status of COVID vaccine distribution plans as they concern ILM employees and tenants and noted that all ILM holiday parties have been cancelled and employees are not having group gatherings. Employees are wearing masks when not in their office by themselves to be safe. The Volunteer program was also discontinued again with the additional peak in cases so our volunteers can remain safe.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

None.

**ADJOURNMENT**

Mr. Wolfe MOVED, SECONDED by Mr. Rhodes 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 5:54 pm.

Prepared by:  
Rose M. Davis

Respectfully Submitted:

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F. Spruill Thompson, Secretary

Date of Approval: January 6, 2021