



ILM

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday
February 3, 2021***

5:00 PM

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



New Hanover County Airport Authority
Meeting Agenda
February 3, 2021- 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 January 6, 2021 meeting.

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



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Tab 2

Facilities & Terminal Expansion

- **Action Items**

- Architectural Guidelines Update (General)** – Recommendation of approval for Task Order #1 to RS&H in the amount of \$32,300 for development of new Business Park Architectural Guideline Standards. The new document will seek to retain the current business park aesthetic guidelines while conforming to the latest local, state and federal codes and the Airport’s strategic plan. The document will provide a more thorough description of airport development requirements while allowing flexibility for lessees to enjoy a mutually beneficial economic relationship with the Airport and New Hanover County.
- Terminal Improvements Construction Phase Services (AIP 60)** – Recommendation of approval for Construction Services WA Amendment #2 to Talbert and Bright for \$14,850. Amendment is required for development of concept package and design package for contractor pricing of new rental car counters and renovations to existing hold room.
- Contract to Renew IT Support Services (General)** – Recommendation to approve a contract with FMR Consulting, LLC (dba Fluid IT Services) to provide managed IT Services for NTE \$67,000 annually. Contract is expected to be for a 3-year period with two optional 1-year renewals and is subject to mutual agreement of contract edits.

- **Information Items**

- Terminal Expansion - Contract 3 (FAA, AIP, PFC, State, General)** – Schedule 1 Work: Architectural steel framing is complete and exterior brick veneer is nearing completion. Roof and window installation has begun. Schedule 2 Work: Renovation work in the main terminal atrium and bag claim lobby continues with portions of new terrazzo floor opening in the rental car lobby. Work in these areas is anticipated to be complete by July 2021. Schedule 1 and 2 work is on track to complete December of 2021 and December of 2022, respectively.



Tab 2

Facilities & Terminal Expansion

- **Information Items (Continued)**
 - b. **Airfield Pavement Marking (General Operating)** – Quote for required work received well under budget. Painting contractor expected to perform work late February.
 - c. **PSO Building Maintenance (Maintenance Reserves)** – Harris Services continues maintenance repairs to the PSO Building. Work scope includes new windows, roof repair, brick weather sealing and ceiling/ dry wall repair.
 - d. **Convenience Store Development at 23rd Street** – The developer has provided exterior renderings showing finishes compatible to current ILM business park architectural standards. They are expected to submit for final building permits the last week of January.



Tab 3

Finance & Human Resources

- **Monthly Financials**
December Financial Summary, Financials and Cash Summary (Agenda pages 9-10)
- **Action Items - None**
- **Information Items - None**

Wilmington International Airport

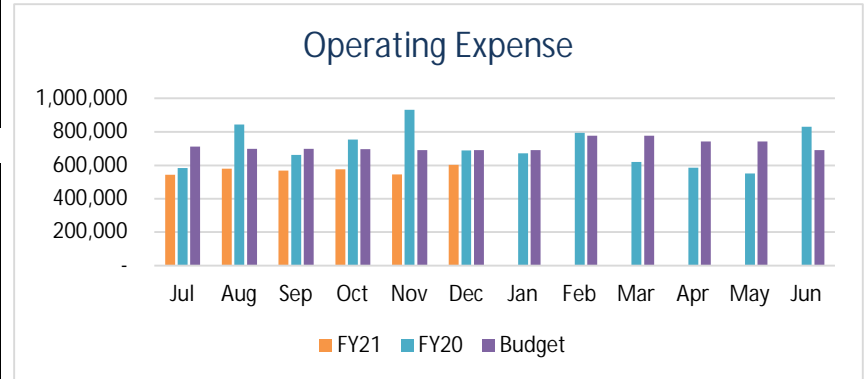
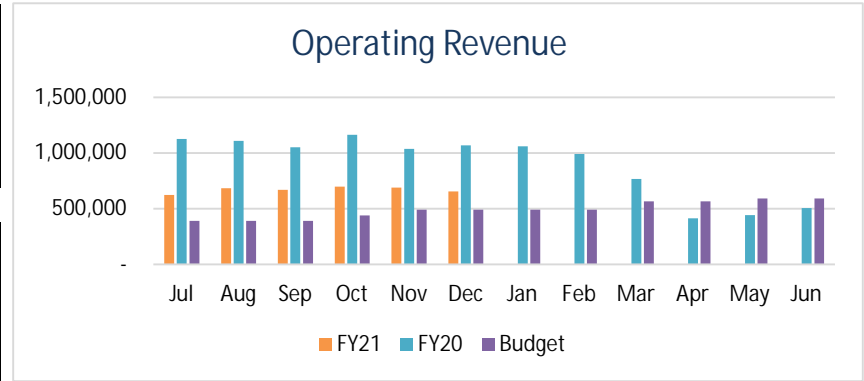
Monthly Financial Summary

December

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	656,495	490,898	1,068,674	33.7%	-38.6%
Monthly Expense	603,641	690,339	689,639	-12.6%	-12.5%
YTD Revenue	4,022,831	2,595,388	6,556,371	55.0%	-38.6%
YTD Expense	3,417,807	4,185,034	4,465,666	-18.3%	-23.5%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	101,976	60,351	146,422	69.0%	-30.4%
Parking Lot	147,664	203,456	434,573	-27.4%	-66.0%
Rent	226,966	91,701	210,204	147.5%	8.0%
Commissions	91,122	80,536	160,545	13.1%	-43.2%
Security	49,993	31,756	46,450	57.4%	7.6%
Other	22,632	13,056	31,400	73.3%	-27.9%
Interest	16,142	10,042	39,080	60.7%	-58.7%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	357,993	352,332	312,075	1.6%	14.7%
Contracted Services	87,073	146,047	152,387	-40.4%	-42.9%
Utilities	37,040	34,584	33,729	7.1%	9.8%
Repairs & Maint	27,507	45,435	43,331	-39.5%	-36.5%
Other	94,028	111,941	148,117	-16.0%	-36.5%



Summary of Significant Monthly Activity

Revenue	Expense
<p>Aviation - fuel flowage fees dropped approximately \$14k versus November; landing and other fees have remained fairly constant.</p> <p>Parking lot - revenue was down \$9k compared to November but consistent with October revenue. Overall, parking revenue is down 70% through Dec.</p> <p>Rent - remains our most consistent source of revenue; most tenants are meeting the payment terms of their lease agreements.</p> <p>Commissions - rental car commissions were \$74k, down 39% versus last December; food commissions were \$13k, down 56% versus last December.</p>	<p>Salaries & benefits - December was an exceptionally high payroll month given two holidays, longevity pay, and year end accruals.</p> <p>Contracted services - we have yet to resume the employee shuttle service (\$22k) or full parking lot management services (\$12k).</p> <p>Repairs & Maint - prior year we had drainage issues off Old Wrightsboro Road and drainage issues at Customs that added approximately \$16k to the typical monthly expenses.</p> <p>Other - this line contains \$15k of repairs to the Public Safety building that will likely be reclassified in the coming months once repairs are complete.</p>

Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
BB&T General Operating Checking	N/A	\$ 338,184.80
South State General Operating Checking	N/A	\$ 156,732.88
BB&T Business Park Checking	N/A	0.00
South State Business Park Checking	N/A	3,179.72
BB&T Business Park Money Rate Savings	0.10%	-
South State Business Park Money Rate Savings	0.85%	2,349,401.77
BB&T Money Rate Savings	0.10%	1,100,667.10
South State Money Rate Savings	0.85%	21,765,147.60
Investment Account-Govt	0.07%	4,036,373.95
BB&T PFC Money Rate Savings ***	0.10%	22.09
South State PFC Money Rate Savings ***	0.85%	3,412,584.04
BB&T CFC Money Rate Savings ***	0.10%	-
South State CFC Money Rate Savings ***	0.85%	3,037,830.46
BB&T CFC Checking ***	N/A	-
Petty Cash	N/A	1,000.00
Total Cash		<u>36,201,124.41</u>
Less Restricted Use ***		6,450,436.59
Less Reserves:		
Maintenance & Development Reserve		2,956,044.53
Operational Reserve		<u>4,000,000.00</u>
Net Cash Available for Daily Operations		<u><u>\$ 22,794,643.29</u></u>

Monthly Cash Activity		
Beginning Balance		\$ 22,314,081.03
Receipts		
General Operating	\$ 3,125,377.63	
GO Transfers In from MR Savings	1,500,000.00	
GO Transfers In from NCCMT	-	
Business Park Operations Checking	5,000.00	
Business Park Money Rate Savings	110,455.58	
Business Park Money Rate Savings Transfers In	283,656.47	
Business Park Money Rate Savings Interest	1,568.59	
Money Rate Savings Transfers In	4,600,000.00	
Money Rate Savings Interest	14,504.52	
Investment Account-Govt Interest	34.29	
Total Receipts		<u>9,640,597.08</u>
Disbursements		
General Operating Accounts Payable	2,609,400.23	
General Operating Payroll	131,012.56	
General Operating Transfers to Investment Accounts	2,700,000.00	
Money Rate Savings Trf	3,400,000.00	
NCCMT Trf	-	
Business Park Operations Checking Accounts Payable	20,932.63	
Business Park Money Rate Savings Transfers	298,689.40	
Total Disbursements		<u>(9,160,034.82)</u>
Ending Balance		<u><u>\$ 22,794,643.29</u></u>



Tab 4

Business Development

- **Action Items**

- **Information Items**
 - a. South Ramp marketing

 - b. Update on advertisers and film industry support.



Tab 5 Government

- **Action Items – None**

- **Information Items**
 - a. The NC Chamber Destination 2030 met 1/15/21. The next meeting is 2/4/21.

 - b. NC Airports planning a February trip to Raleigh to discuss Airport Economic Impact and continued State funding for infrastructure. Date TBD.



Tab 6

Operations & General Aviation

- **Action Items – None**

- **Information Items**

- a. PASSENGERS:

- Total revenue passengers for December 2020 were 38,908 vs. 95,234 for December 2019 bringing total revenue passengers down 59.1%. YTD revenue passengers through December 2020 is 477,242 down 55.65%.
 - January 2020 enplanements are tracking down approximately 59.4%

- c. FUEL: Jet A: \$5.48/gal. Avgas:.....\$5.94/gal.

- d. FUEL FLOWAGE:

- December 2020: 171,741 gallons which is down 37.7% vs. December 2019



Tab 7

Director's Report

- **Action Item - None**

- **Information Items**
 - a. Working with New Hanover County DHHS for COVID vaccines for ILM's Essential Workers in Phase 3. This is after the 65 and older category. Dates unknown at this time.

 - b. Small Community Air Service Grant. The deadline for submission has moved to 3/1/21.

 - c. Former Authority Chair/Member Robert Rippey will be honored by the Chamber as a Lifetime Achievement Recipient on 2/25/21.

 - d. February, March and April Calendars (Agenda pages 15-17)

FEBRUARY 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 1 pm ACI-NA Covid 19 Call (JW) 5 pm AA Meeting	4 10 am NC Chamber 2030 (JW)	5 10 am NC Airports Mtg. (JW)	6
7 Red Week	8 4:00 pm NC Airports Covid19 Call	9	10 10 am WMPO Tech. Mtg. (GD) 1 pm ILM Enhancement Project	11	12 10:30 am NCAA Bd. Mtg (JW)	13
14 Valentine's Day Red Week	15 Presidents' Day	16 1 pm C3 Progress Mtg. 3 pm ACI-NA Call (CL)	17	18 8 am United Way Cabinet Mtg. 10 am Wildlife Hazard Mgmt Mtg.	19	20
21 Blue Week Tom Wolfe's Birthday	22 4:00 pm NC Airports Covid19 Call	23	24 3 pm WMPO Bd. Mtg. (GD)	25 5:30 pm Chamber Annual Meeting	26	27
28 Red Week						

MARCH 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Donna Girardot's Birthday	3 5 pm AA Meeting	4 10 am Ambassadors' Meeting (Zoom)	5	6
7 Red Week	8 4:00 pm NC Airports Covid19 Call	9 1 pm C3 Progress Mtg.	10 10 am WMPO Tech. Mtg. (GD)	11 10 am Tenants' Mtg. (Zoom)	12	13
14 Blue Week	15	16	17 10 am WMPO Technical Coordinating Mtg. (GD)	18	19	20
21 Red Week	22 4:00 pm NC Airports Covid19 Call	23	24	25	26	27
28 Blue Week	29	30 1 pm C3 Progress Mtg.	31 3 pm WMPO Board Mtg. (GD)	1	2	3
28 Red Week						

APRIL 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Good Friday ADMIN OFFICES CLOSED	3
4 Easter Sunday Blue Week	5 4:00 pm NC Airports Covid19 Call	6	7 5 pm AA Meeting	8	9	10
11 Red Week	12	13 10:30 am NCDOT Aviation Meeting	14 10 am WMPO Technical Coordinating Mtg. (GD)	15	16	17
18 Blue Week	19 4:00 pm NC Airports Covid19 Call	20 1 pm C3 Progress Mtg.	21	22	23	24
25 Red Week	26	27	28 3 pm WMPO Board Mtg. (GD)	29 11 am CREW Awards Ceremony (JW)	30	1



Tab 8

- **Unfinished Business**
- **New Business**
 - **Closed Session**
 - **Airport Director Evaluation (G.S. §143-318.11(a)(6))**
- **Adjournment**