



ILM

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday
March 3, 2021***

5:00 PM

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



*New Hanover County Airport Authority
Meeting Agenda
March 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 February 3, 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



ILM

Tab 2

Facilities & Terminal Expansion

- **Action Items**

- a. **FAA Maintenance Agreement for ILM ILS System (General)** – Recommendation of approval for Agreement #AJW-ON-ESA-20-SO-004119 to the Federal Aviation Administration (FAA) in the amount of \$70,137.11 over the 5-Year agreement period. The agreement will provide FAA maintenance and repairs to the Runway 6 ILS and DME equipment owned by ILM and will be paid for each year's portion in full. At the end of the 5-year period, final costs will be netted against the advance payment and a refund or final bill will be assessed. This is a new agreement replacing the previous 5-year agreement.

- **Information Items**

- a. **Terminal Expansion - Contract 3 (FAA, AIP, PFC, State, General)** – Schedule 1 Work: Roof and window installation work continues. 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.
- b. **PSO Building Maintenance (Maintenance Reserves)** – Harris Services is expected to complete work at the end of February, which has included weatherproofing of exterior brick, roof repairs, new windows and interior drywall, ceiling and paint repairs.
- c. **Business Park Development Standards Update (General)** – Previously referred to as the “Architectural Standards Update”, RS&H and ILM staff held their kickoff meeting and discussed several preliminary items and schedule. The schedule currently allows for multiple opportunities for Committee review of draft copies of the standards ahead of the May Final submittal date. ILM Staff is coordinating review of the schedule and future meetings with NHC Planning Staff.



Tab 3

Finance & Human Resources

- **Monthly Financials**
January Financial Summary, Financials and Cash Summary (Agenda pages 8-9)
- **Action Items - None**
- **Information Items - None**

Wilmington International Airport

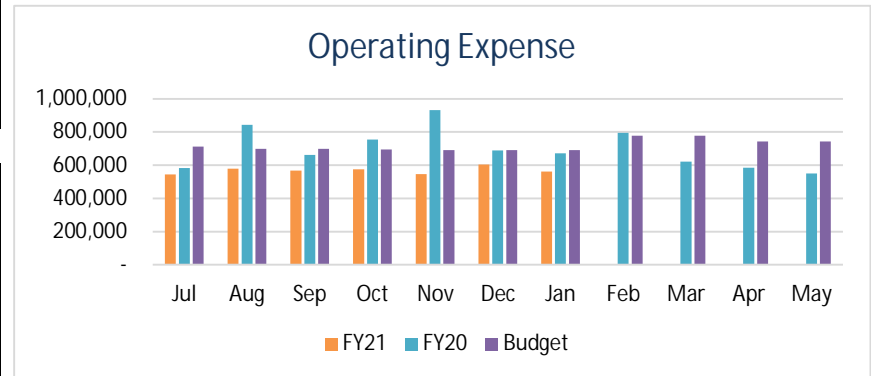
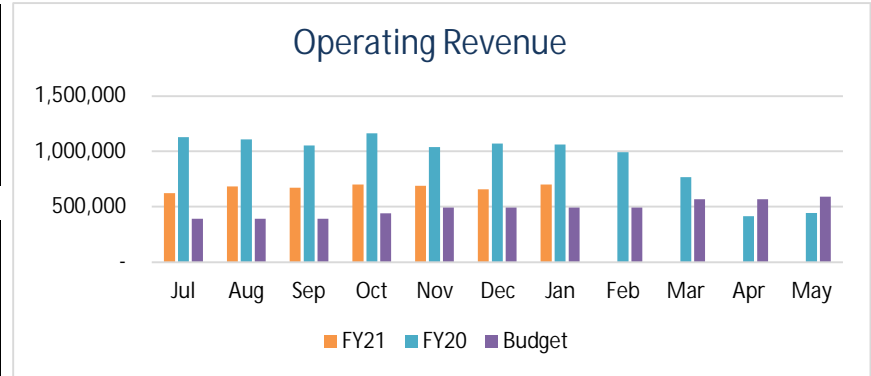
Monthly Financial Summary

January

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	699,836	490,898	1,060,146	42.6%	-34.0%
Monthly Expense	561,719	690,339	671,782	-18.6%	-16.4%
YTD Revenue	4,722,667	3,086,286	7,616,517	53.0%	-38.0%
YTD Expense	3,979,525	4,875,373	5,137,448	-18.4%	-22.5%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	115,986	60,351	142,774	92.2%	-18.8%
Parking Lot	161,412	203,456	435,607	-20.7%	-62.9%
Rent	229,477	91,701	212,430	150.2%	8.0%
Commissions	84,172	80,536	131,190	4.5%	-35.8%
Security	57,313	31,756	55,460	80.5%	3.3%
Other	34,253	13,056	30,463	162.4%	12.4%
Interest	17,223	10,042	52,222	71.5%	-67.0%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	331,877	352,332	304,640	-5.8%	8.9%
Contracted Services	86,890	146,047	149,837	-40.5%	-42.0%
Utilities	32,551	34,584	29,713	-5.9%	9.5%
Repairs & Maint	30,403	45,435	48,839	-33.1%	-37.7%
Other	79,998	111,941	138,753	-28.5%	-42.3%



Summary of Significant Monthly Activity	
Revenue	Expense
<p>January is typically a slow month in terms of passenger loads. January 2021 was no exception. We saw our lowest number of passengers so far in FY21.</p> <p>Aviation - a decrease in landing fees was more than offset by an increase in fuel flowage for the month. Fuel flowage increased due to military traffic.</p> <p>Parking - had a bump at the beginning of the month as travelers returned from their holiday travel in early January.</p> <p>Commissions - both rental car and food commissions dropped to their lowest levels of FY21 as fewer passengers passed through the terminal.</p>	<p>Salaries/Benefits - ILM remained at full employment through the month of January. Annual merit increases went into effect during the month.</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 contained approximately \$12k to remodel a room in the terminal for the finance staff that was displaced by the terminal expansion construction.</p> <p>Other - prior year contained a final \$36k payment for the parking study along with our annual ACI-NA payment (the current year ACI payment was made in Dec).</p>

Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
BB&T General Operating Checking	N/A	\$ 678,551.54
South State General Operating Checking	N/A	\$ 115,651.38
South State Business Park Checking	N/A	969.22
South State Business Park Money Rate Savings	0.85%	2,430,417.14
South State Money Rate Savings	0.85%	27,880,719.82
Investment Account-Govt	0.07%	36,389.06
BB&T PFC Money Rate Savings ***	0.10%	298.19
South State PFC Money Rate Savings ***	0.85%	3,484,056.93
South State CFC Money Rate Savings ***	0.85%	3,084,402.04
Petty Cash	N/A	1,000.00
Total Cash		<u>37,712,456.43</u>
Less Restricted Use ***		6,568,757.27
Less Reserves:		
Maintenance & Development Reserve		2,964,377.53
Operational Reserve		<u>4,000,000.00</u>
Net Cash Available for Daily Operations		<u><u>\$ 24,179,321.63</u></u>

Monthly Cash Activity		
Beginning Balance		\$ 22,794,643.29
Receipts		
General Operating	\$ 5,911,881.82	
GO Transfers In from MR Savings	4,800,667.10	
GO Transfers In from NCCMT	-	
Business Park Operations Checking	-	
Business Park Money Rate Savings	79,415.18	
Business Park Money Rate Savings Transfers In	55,405.82	
Business Park Money Rate Savings Interest	1,601.19	
Money Rate Savings Transfers In	7,800,000.00	
Money Rate Savings Interest	15,572.22	
Investment Account-Govt Interest	15.11	
Total Receipts		<u>18,664,558.44</u>
Disbursements		
General Operating Accounts Payable	2,475,136.56	
General Operating Payroll	146,460.12	
General Operating Transfers to Investment Accounts	9,500,000.00	
Money Rate Savings Trf	1,100,667.10	
NCCMT Trf	4,000,000.00	
Business Park Operations Checking Accounts Payable	2,210.50	
Business Park Money Rate Savings Transfers	55,405.82	
Total Disbursements		<u>(17,279,880.10)</u>
Ending Balance		<u><u>\$ 24,179,321.63</u></u>



Tab 4

Business Development

- **Action Items**

- **Information Items**

Expedia campaign promotes travel to/from ILM and Chicago, DC, Atlanta, and NY. In addition to ad placements, ILM has a custom landing page that promotes the ILM Safe Travels initiative, parking and ground transportation, as well as nonstop flights.

[Expedia.com](https://www.expedia.com)



 ILM

**From point A
to where you
want to be**
Coast on in.
Coast on out.
Fly ILM.

[Plan your trip](#)

Ad

 ILM

Relax, explore, enjoy – Wilmington, NC

Explore area waterways & the historic riverfront. Coast On In. Fly ILM.

 ILM

**FROM POINT A TO WHERE
YOU WANT TO BE**
COAST ON IN.
COAST ON OUT.
FLY ILM.



[Plan your trip](#)



Tab 5 Government

- **Action Items – None**

- **Information Items**
 - a. Update: NC Chamber Destination 2030 meeting on 2/12/21.

 - b. State Legislation for PPP

 - c. CRRSAA Funding Applications

 - d. AAAE/ACI-NA 2020 Legislative Conference – Virtual Event



Tab 6

Operations & General Aviation

- **Action Items – None**

- **Information Items**

- a. PASSENGERS:

- Total revenue passengers for January 2021 were 30,452 vs. 79,122 for January 2020 bringing total revenue passengers down 61.5%.
 - February 2021 enplanements are tracking down approximately 58%

- b. FUEL: Jet A: \$5.63/gal. Avgas:.....\$6.08/gal.

- c. FUEL FLOWAGE:

- January 2021: 375,742 gallons which is up 83.7% vs. January 2020

- d. HANGAR RENTAL COMPARISON



Tab 7

Director's Report

- **Action Item - None**

- **Information Items**
 - a. COVID vaccines for ILM's Essential Workers in Phase 3 after March 10, 2021.
 - b. Industry Shifting from Virtual to In Person Conferences
 - c. Small Community Air Service Grant submitted prior to 3/1/21.
 - d. Planning for October Air Service Roundtable in Wilmington
 - e. March, April and May Calendars (Agenda pages 15-17)

MARCH 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Red Week	1	2 Donna Girardot's Birthday	3 5 pm AA Meeting	4 10 am Ambassadors' Meeting (Zoom)	5 EMPLOYEE APPRECIATION DAY	6
7 Blue 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 10 am AAAE Panel @ MYR (JW)	13
14 Red Week	15	16	17 10 am WMPO Technical Coordinating Mtg. (GD)	18 1 pm Virtual Legislative Conference (JW, RC)	19	20
21 Blue Week	22 4:00 pm NC Airports Covid19 Call	23	24 10 am NC Airports Legislative Day (JW, DG)	25	26 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: auto;">JW Vacation</div>	27
28 Red Week <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: auto;">JW Vacation</div>	29	30 1 pm C3 Progress Mtg.	31 3 pm WMPO Board Mtg. (GD)			

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
			ACI-NA CEO Forum (JW)			
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	

MAY 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 Blue Week	3 4:00 pm NC Airports Covid19 Call	4 11 am MOAA Club Speaker (JW)	5 5 pm AA Meeting	6	7	8
9 Mother's Day Red Week	10	11 1 pm C3 Progress Mtg.	12 10 am WMPO Technical Coordinating Mtg. (GD)	13	14 NC Airports Mtg. TBD	15
16 Blue Week	17 4:00 pm NC Airports Covid19 Call	18	19	20	21	22
23 Red Week	24 4 pm EWIA Call (JW)	25	26 3 pm WMPO Board Mtg. (GD)	27	28	29
30 Blue Week	31 Memorial Day ADMIN OFFICES CLOSED	1	2	3	4	5



Tab 8

- **Unfinished Business**
- **New Business**
 - **Closed Sessions**
 - Expansion of Industry (N.C.G.S. §143-318.11(a)(4))
 - Airport Director Evaluation (N.C.G.S. §143-318.11(a)(6))
- **Adjournment**