

**NEW HANOVER COUNTY AIRPORT AUTHORITY  
REGULAR MEETING  
February 3, 2021**

**CALL TO ORDER**

The New Hanover County Airport Authority met on Wednesday, February 3, 2021, 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 5:04 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, Gary Broughton, Deputy Director; Granseur Dick, Facilities Director; Carol LeTellier, Business Development Director; Gary Taylor, Operations Manager; Rose Davis, Executive Assistant, and Wanda Copley, County Attorney.

ILM staff attending and social distancing in the Executive Conference room were Julie A. Wilsey, Airport Director; and Robert Campbell, Finance Director.

The public was able to join the meeting remotely and approximately 7 people were present via Zoom meeting. Public comments were accepted via email through 5 pm, February 2, 2021, 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 January 6, 2021. Mr. Stovall MOVED, SECONDED by Mr. Williams to approve the minutes of the January 6, 2021 Airport Authority meeting as submitted. 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. **Architectural Guidelines Update (General)** –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. Mr. Thompson MOVED, SECONDED by Mr. Rhodes to approve Task Order #1 to RS&H in the amount of \$32,300 for development of new Business Park Architectural Guideline Standards as recommended. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.

- b. **Terminal Improvements Construction Phase Services (AIP 60)** –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. Following a brief discussion, Mr. Stovall MOVED, SECONDED by Mr. Thompson to approve Construction Services WA Amendment #2 to Talbert and Bright for \$14,850 as recommended. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.
- c. **Contract to Renew IT Support Services (General)** – 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. Contract starts July 1, 2021. Following a brief discussion, Mr. Thompson MOVED, SECONDED by Mr. Wolfe to approve contract with FMR Consulting, LLC (dba Fluid IT Services) to provide managed IT Services for NTE \$67,000 annually as recommended. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.

Mr. Dick updated the Authority on the status of the terminal expansion project and the exterior renderings submitted by the convenience store.

#### **FINANCE & HUMAN RESOURCES**

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

In response to Mr. Rhodes' question about year-end accruals under salaries and benefits, Mr. Campbell explained that this is necessary when salaries are earned in December but actually paid out in January.

Chairman Girardot questioned why December parking was down with holiday travel and Mr. Campbell explained that this year the holiday ended on a weekend in January with many travelers returning in January.

Mr. Campbell advised the Authority that they will receive 1099-NEC forms this year instead of 1099-MISC forms.

#### **BUSINESS DEVELOPMENT**

Ms. LeTellier updated the Authority on the South Ramp advertisement scheduled to run in the GWBJ annual commercial and residential real estate edition and the full marketing plan on that property that will include site selectors, brokers, EDPNC and WBD.

Ms. LeTellier reported three new advertisers in the terminal: a second State Farm franchisee, State Farm by Jonathan Calhoun; Lakewood Capital Group and Common Desk.

Ms. LeTellier advised the Authority that ILM continues to support the local film industry and charges for the use of our property. Filming has been for a detective drama called "High Town." Ms. LeTellier noted that they were filming on Modern Aviation's facilities and that they left their deposit with ILM because they intend to return for future filming.

Mr. Williams asked if the South Ramp was considered an FAA designated freight handling area and Mrs. Wilsey responded that the Master Plan identifies the North Ramp and the South Ramp for general freight or SASO but that it would depend on the size of the freight hub and aircraft type for both of those areas. Currently FedEx is utilizing space on the North Ramp.

### **GOVERNMENT**

Mrs. Wilsey updated the Authority on the NC Chamber Destination 2030 noting that the First Commission has issued their final report referring to the many options on the menu and the need for a long term, bold solution for funding. The next meeting is scheduled for February 12, 2021.

Chairman Girardot noted that the NC Airports are planning a trip to Raleigh to discuss the Airports Economic Impact and continued State funding for infrastructure and she and Mrs. Wilsey plan to attend to meet with our General Assembly members.

Mrs. Wilsey reported that the goal for funds raised to retain the lobbyist were met and he is currently working to schedule the February visit to introduce new legislators to key airports. Mrs. Wilsey pointed out that Senator Rabon and Representatives Iller and Butler are still representing ILM and they have key roles on transportation committees.

Chairman Girardot noted that there was a small change to the airport portion of the Chamber of Commerce legislative agenda for 2021 to include "and general aviation".

Chairman Girardot advised the Authority of a request from American Airlines for Authority/ILM support of their position on not requiring COVID certifications for domestic flights.

Chairman Girardot updated the Authority on the orientation provided for County Commissioners Deb Hays and Bill Rivenbark on February 2<sup>nd</sup>.

Mrs. Wilsey reported that ILM received the copy of the Economic Impact report and the one-page glossy reports for each of the state's airports and that Mrs. McNally will start using this in social media to promote ILM. Mrs. Wilsey compared ILM's statistics to Ashville, Albert J. Ellis and Cape Fear airports. Chairman Girardot suggested staff send the ILM specific report to our County Commissioners and also take it to Raleigh to share with the legislators. Mr. Wolfe suggested we enlarge it for display in the terminal.

### **OPERATIONS & GENERAL AVIATION**

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

Mr. Broughton updated the Authority on the Security Directive that went into effect 11:59 pm on February 1, 2021- May 11, 2021 for a Federal mandate requiring wearing a mask properly, over the nose and mouth, anywhere on airport property. If anyone refuses to wear a mask, they will be escorted off the property. The TSA and airlines will be enforcing this, as they have in the past.

Mr. Broughton noted that the masks required need to be of a double layer, with straps over the ear, and covering both the nose and mouth. Those choosing to wear gaiters need to know that they are required to be a double layer or folded to make a double layer of material to meet requirements.

Mr. Broughton updated the Authority on the status of the GPS anomalies originally reported in the October 2020 meeting, noting that the interference was from wireless cellular modems connected to a utility company's wireless control system equipment mounted on electrical poles. FAA Spectrum Engineering advised the resolution has fallen on the utility company who is in communication with their smart grid vendor. The interim solution of shutting off 85 emitters within a 2 ½ mile radius of the airport is still ongoing. Reports from local pilots seem to indicate that this is working. The FCC has taken on the role of oversight with the utility company and the FAA is deferring to the FCC, but the FAA will be sending in their flight inspection aircraft to validate that the anomalies have indeed ceased. The Tower manager will keep Mr. Broughton informed. The FAA will have a message to share and with enough evidence that the interference is gone they will delete the NOTAM. Mr. Broughton credited Eric Canup of Live Oak Bank and David Sheeley of United Airlines/ALPA Rep. for having kept ILM notified and informed during this whole process.

### **DIRECTOR'S REPORT**

Mrs. Wilsey reported that ILM is working to get COVID vaccines for ILM essential workers, including tenants and employees, noting that ILM needs about 120 vaccines. Mrs. Wilsey shared that the VA Clinic has informed they will give vaccinations to any ILM/tenant essential workers that are also veterans. The VA Clinic will also give shots to all TSA federal workers regardless of veteran status. Others may have to wait until Phase 3 to get vaccines.

Mrs. Wilsey advised of changes to the Small Community Air Service Grant to include the submission deadline moving to March 1, 2021. Other criteria changes include: if the airport lost service during COVID; if the airport lost significant service or hub service (LGA); and if the airport had a destination loaded to start but it was delayed (Boston on AA). ILM's application will be for a total of \$1M. Mrs. Wilsey noted that New Hanover County pledged \$50,000; the City of Wilmington pledged \$25,000; PPD pledged \$10,000 and Mr. Williams was responsible for \$30,000 pledged by Live Oak Bank, Apiture and Canopy. Currently there are \$157,000 in pledges.

Mrs. Wilsey noted the Wilmington Chamber will honor Robert Rippy, former Authority member, with the Lifetime Achievement Recipient on February 25, 2021.

Mrs. Wilsey advised that she and Mr. Broughton met with the new director of WAVE Transit, noting that the Monday – Friday hourly ILM bus route will be reduced to a micro route with “on demand” service effective August 15, 2021.

Mrs. Wilsey reviewed the calendars for February thru April 2021.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

Mr. Stovall MOVED, SECONDED by Mr. Thompson to table the closed session planned for the Airport Director's evaluation until the March Authority meeting. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.

**ADJOURNMENT**

Mr. Thompson 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 6:03 pm.

Prepared by:  
Rose M. Davis

Respectfully Submitted:

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F. Spruill Thompson, Secretary

Date of Approval: March 3, 2021