



ILM

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday
April 7, 2021***

5:00 PM

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



*New Hanover County Airport Authority
Meeting Agenda
April 7, 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 March 3, 2021 meeting.

The minutes for the closed session held on March 3, 2021 will be reserved for review and approval at the next “in person” Authority 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



Tab 2

Facilities & Terminal Expansion

- **Action Items - None**

- **Information Items**

- Terminal Expansion - Contract 3 (FAA, AIP, PFC, State, General)** – Schedule 1 Work: Roof and window installation work continues. Interior sheetrock is scheduled to begin this month following conclusion of glass installation. Schedule 2 Work: Renovation work in the main terminal atrium and rental car lobby continues with the expanded restrooms scheduled to open this month. Work in these areas is anticipated to be complete by July 2021. Despite recent weather delays, Schedule 1 and 2 work is on track to complete December of 2021 and December of 2022, respectively.
- PSO Building Maintenance (Maintenance Reserves)** – This work is complete, and our dispatchers and fire fighters are happy to be in a weather-tight building again.
- Business Park Development Standards Update (General)** –RS&H has provided a draft outline which was reviewed by ILM staff. Comments have been made and will be included into a draft development standards document due on April 5th.
- Runway 6 Ditch and Perimeter Fence Repair (FEMA)** – Talbert and Bright continues to work through the permitting process for this project and is awaiting CAMA and US Army Corps of Engineers approval before bidding the project.



Tab 3

Finance & Human Resources

- **Monthly Financials**

February Financial Summary, Financials and Cash Summary (Agenda pages 10-11)

- **Action Items**

- a. Recommend approval to amend FY21 capital budget to include forty-five thousand dollars (\$45,000) for new windows in PSO building.** This project was approved by the Authority at the November 4, 2020 meeting and the work was completed in February 2021.
- b. Recommend approval of *Contract to Audit Accounts with Cherry Bekaert LLP* in the amount of forty-seven thousand dollars (\$47,000).** This is for the upcoming FY21 audit. The contract price agrees with the proposed audit fee included in Cherry Bekaert's 2019 proposal.
- c. Recommend approval of the purchase and installation of new computer switches and a three-year support plan from Fluid IT Services for an amount not to exceed twenty-five thousand dollars (\$25,000).** This equipment serves the ILM staff network. It is over six years old and is no longer supported.



Tab 3 (cont.)

Finance & Human Resources

- **Action Items**

- d. **Recommend approval of the purchase of new handheld radios from Motorola Solutions for an amount not to exceed one hundred twenty thousand dollars (\$120,000).** The first half of the radios were purchased in FY20. This purchase will replace the remaining radios that are beyond their useful lives and no longer supported by the manufacturer.

- **Budget Presentation**

Presentation of the proposed FY22 budget



Tab 3 (cont.)

Finance & Human Resources

- Information Items**

Terminal Expansion Update

Contract	Status	Estimated Cost	Cost to Date	Funding Source(s)
1	Complete	3,933,772	3,933,772	NCDOT
2	Complete	8,917,300	8,917,300	NCDOT (\$8.4m) AIP55 (\$0.5m) AIP55 (0.5m) AIP57 (\$3.2m) AIP58 (\$3.6m)
3	On-going	45,000,000	23,967,073	AIP60 (\$7.9m) NCDOT (\$3.8m) PFC (\$1.7m) NHC Loan (\$3.4m)

CARES Act Funding Update

	Operations	Debt Service	Total
FY20	1,095,516	-	1,095,516
FY21	2,091,902	2,094,900	4,186,802
Total	3,187,418	2,094,900	5,282,318

Wilmington International Airport

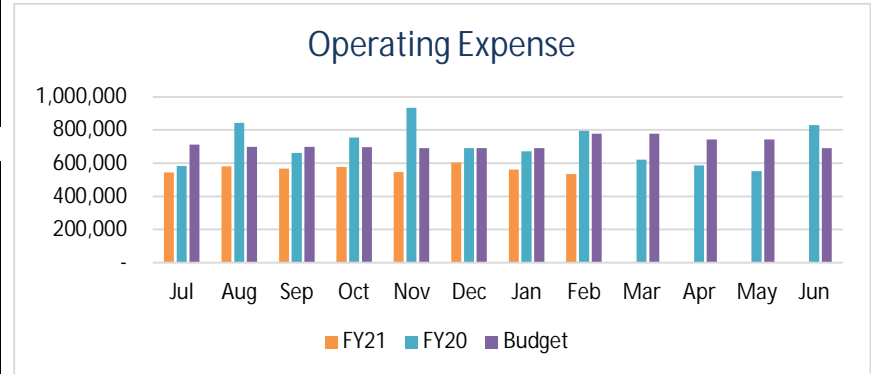
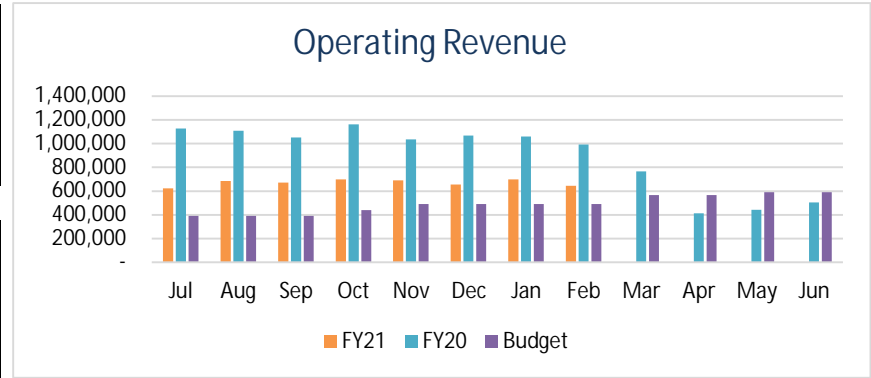
Monthly Financial Summary

February

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	644,115	490,898	991,972	31.2%	-35.1%
Monthly Expense	534,615	777,837	794,586	-31.3%	-32.7%
YTD Revenue	5,366,782	3,577,184	8,608,489	50.0%	-37.7%
YTD Expense	4,514,140	5,653,210	5,932,034	-20.1%	-23.9%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	96,607	60,351	132,041	60.1%	-26.8%
Parking Lot	138,324	203,456	402,911	-32.0%	-65.7%
Rent	230,442	91,701	212,425	151.3%	8.5%
Commissions	83,475	80,536	127,554	3.6%	-34.6%
Security	56,323	31,756	54,558	77.4%	3.2%
Other	28,154	13,056	30,417	115.6%	-7.4%
Interest	10,790	10,042	32,066	7.5%	-66.4%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	298,940	352,332	325,757	-15.2%	-8.2%
Contracted Services	68,332	146,047	139,831	-53.2%	-51.1%
Utilities	35,972	34,584	32,811	4.0%	9.6%
Repairs & Maint	44,080	132,933	161,211	-66.8%	-72.7%
Other	87,290	111,941	134,975	-22.0%	-35.3%



Summary of Significant Monthly Activity	
Revenue	Expense
<p>February produced the lowest number of passengers passing through ILM to date in FY21. As a result, a number of our revenue line items decreased. Aviation - landing fees and fuel flowage were both down \$8,000 compared to January.</p> <p>Parking - the decrease in passenger levels dropped parking revenue \$23,000 compared to January;</p> <p>Interest - the \$7,000 drop in interest income is due to a rate decrease across all of our accounts.</p>	<p>Salaries/Benefits - salaries for the month of February decreased due to several reasons, including fewer days in the month and two fewer employees.</p> <p>Contracted Services - the decrease in contracted services is the result of adjusting the overnight hours of the deputies serving the airport, as well as a credit received from the FAA on a navigational aid maintenance contract.</p> <p>Repairs & Maint - includes \$16,000 to repair a culvert at the end of runway 6.</p> <p>Other - includes \$8,000 of expenses related to development of the business park, including appraisal and site plan costs.</p>

Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
BB&T General Operating Checking	N/A	\$ 538,487.03
South State General Operating Checking	N/A	\$ 154,148.22
BB&T Business Park Checking	N/A	0.00
South State Business Park Checking	N/A	3,215.64
BB&T Business Park Money Rate Savings	0.10%	1,931.15
South State Business Park Money Rate Savings	0.50%	2,510,906.39
BB&T Money Rate Savings	0.10%	0.00
South State Money Rate Savings	0.50%	27,845,626.50
Investment Account-Govt	0.07%	36,389.34
BB&T PFC Money Rate Savings ***	0.10%	6.18
South State PFC Money Rate Savings ***	0.50%	3,550,758.52
BB&T CFC Money Rate Savings ***	0.10%	10,661.56
South State CFC Money Rate Savings ***	0.50%	3,099,344.79
BB&T CFC Checking ***	N/A	-
Petty Cash	N/A	1,000.00
Total Cash		<u>37,752,475.32</u>
Less Restricted Use ***		6,660,771.05
Less Reserves:		
Maintenance & Development Reserve		2,972,710.53
Operational Reserve		<u>4,000,000.00</u>
Net Cash Available for Daily Operations		<u><u>\$ 24,118,993.74</u></u>

Monthly Cash Activity		
Beginning Balance		\$ 24,179,321.63
Receipts		
General Operating	\$ 4,605,029.68	
GO Transfers In from MR Savings	4,444,900.00	
GO Transfers In from NCCMT	-	
Business Park Operations Checking	-	
Business Park Money Rate Savings	96,470.70	
Business Park Money Rate Savings Transfers In	-	
Business Park Money Rate Savings Interest	948.70	
Money Rate Savings Transfers In	4,400,000.00	
Money Rate Savings Interest	9,806.68	
Investment Account-Govt Interest	0.28	
Total Receipts		<u>13,557,156.04</u>
Disbursements		
General Operating Accounts Payable	4,630,074.26	
General Operating Payroll	129,756.09	
General Operating Transfers to Investment Accounts	4,400,000.00	
Money Rate Savings Trf	4,444,900.00	
NCCMT Trf	-	
Business Park Operations Checking Accounts Payable	12,753.58	
Business Park Money Rate Savings Transfers	-	
Total Disbursements		<u>(13,617,483.93)</u>
Ending Balance		<u><u>\$ 24,118,993.74</u></u>



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Tab 4

Business Development

- **Action Items**

- a. **Recommend approval of a 7th Amendment to the Circle K Lease Agreement** extending the “Conditions Precedent” period from April 5th through July 2, 2021 due to DEQ delays.
- b. **Recommend approval of a 2nd Amendment to The Marathon FBO Partners LLC dba Aero Center Wilmington** extending the Rent Commencement date from June 1, 2021 to October 1, 2021 or upon issuance of their Certificate of Occupancy for the 5,200 SF General Aviation Terminal aircraft maintenance hangar and fuel farm, whichever occurs first. Delays due to DEQ scheduling.

- **Information Items**

- a. Four new advertisers:
 - 1) Lakewood Capital Group; 2) Green Compass Global; 3) River Hotel of Southport; and, 4) TowneBank Mortgage
- b. Earned Media - News
 - *Wilmington Magazine* (March/April issue) featured a 5-page article featuring Artist Greg Hall at work on our “Sculptured Oak” for the new ILM terminal.
 - *Greater Wilmington Business Journal* articles:
 - American Airlines new flight between ILM and Boston.
 - Article on *Aero Center Wilmington* including a photographic rendering of their building.
 - *Star News* highlighted non-stop to LaGuardia (LGA) beginning May 5th.



Tab 5

Government

- **Action Items – None**
- **Information Items**
 - a. NC Airport State Legislator Visits on 2/24
 - Sen McInnis, Rep Arp, Rep Shepard, Rep Iler, Dan Gurley (Rep Moore), Rep Saine
 - ILM Office visits to Rep Miller, Rep Davis, Sen Lee, Rep Butler, Sen Rabon
 - b. Recent Issue: Military activity, fuel sales, and noise impacts
 - c. Update: NC Chamber Destination 2030 meeting on 2/25/21.



Tab 6

Operations & General Aviation

- **Action Items – None**
- **Information Items**
 - a. PASSENGERS:
 - Total revenue passengers for February 2021 were 29,723 vs. 74,320 for February 2020 bringing total revenue passengers down 60%.
 - March 2021 enplanements are tracking up approximately 13.9%
 - b. FUEL:
 - Jet A:\$5.80/gal.
 - Avgas:.....\$6.54/gal.
 - c. FUEL FLOWAGE:
 - February 2021: 278,649 gallons which is up 44.2% vs. February 2020



Tab 7

Director's Report

- **Action Item - None**
- **Information Items**
 - a. COVID vaccines for ILM's Essential Workers in progress. Full staff returns 4/20/21. Monteith & Novant hosting 4/8/21 vaccination event for construction workers on ILM Campus.
 - b. ACI-NA Airport CEO Conference 4/13-4/16 in Orlando, FL
 - c. Small Community Air Service Grant Update and Summer/Seasonal Flights
 - d. April, May & June Calendars (Agenda pages 16-18)

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 1 pm ACI-NA Airport Rep. Monthly Call (JW) 5 pm AA Meeting	8 Monteith Vaccination Event at ILM	9	10
11 Red Week	12	13 8 am GWBJ Power Breakfast 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. <i>Red/Blue teams Reunite</i>	21	22	23 Noon – WMPO Tour of Project (GD)	24
25	26	27	28 3 pm WMPO Board Mtg. (GD)	29	30	
	Vacation - JW					

MAY 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	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	10	11 1 pm C3 Progress Mtg.	12 10 am WMPO Technical Coordinating Mtg. (GD)	13	14 NC Airports Mtg. TBD	15
16	17 4:00 pm NC Airports Covid19 Call	18	19	20	21	22
	Vacation - JW					
23	24 4 pm EWIA Call (JW)	25	26 3 pm WMPO Board Mtg. (GD)	27	28	29
30	31 Memorial Day ADMIN OFFICES CLOSED					

JUNE 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 5 pm AA Meeting	3 10 am Ambassadors Meeting	4 National Donut Day	5
6	7	8	9	10 10 am Tenants Meeting	11	12
13	14 4:00 pm NC Airports Covid19 Call	15	16 10 am WMPO Technical Coordinating Mtg. (GD)	17	18	19
20 Father's Day	21	22 1 pm C3 Progress Mtg.	23 10 am WILMA Leadership Institute Session (JW)	24	25	26
27	28 4:00 pm NC Airports Covid19 Call	29	30			



Tab 8

- **Unfinished Business**
- **New Business**
- **Adjournment**