

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

CALL TO ORDER

The New Hanover County Airport Authority met on Wednesday, March 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 5:03 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; 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; Robert Campbell, Finance Director; and Carol LeTellier, Business Development Director.

The public was able to join the meeting remotely and approximately 11 people were present via Zoom meeting. Public comments were accepted via email through 5 pm, March 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 February 3, 2021. Mr. Wolfe MOVED, SECONDED by Mr. Stovall to approve the minutes of the February 3, 2021 Airport Authority meeting as submitted. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.

The Authority was sent minutes for the Closed Session on February 10, 2021 for review. Technical difficulties prevented a response from Mrs. Copley as to whether these could be approved at this time and Mr. Wolfe asked to table this vote until we could confer with Mrs. Copley later in the meeting.

FACILITIES & TERMINAL EXPANSION

Mr. Dick recommended the approval of the following:

FAA Maintenance Agreement for ILM ILS System (General) –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 in full at the beginning of the period. 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. Mr. Thompson MOVED, SECONDED by Mr. Wolfe to approve 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 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, the PSO building maintenance and Business Park Development Standards.

FINANCE & HUMAN RESOURCES

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

Mr. Campbell reminded the Authority that staff replaced half of the radios in FY20 and is scheduled to replace the remaining half of the radios this FY. This will be presented to the finance committee and will most likely be an action item on the April agenda.

Mr. Campbell updated the Authority on the status of the budget preparation for FY22.

BUSINESS DEVELOPMENT

Ms. LeTellier updated the Authority on the Expedia campaign which not only advertises our non-stops, but also safe travel initiatives, and parking and ground transportation advertisements. The ILM landing page on Expedia.com was shared on screen during the meeting.

GOVERNMENT

Chairman Girardot shared the NC Chamber Destination 2030 recommendations for alternate sources of funding for NCDOT for Authority review.

Chairman Girardot reported that the NC General Assembly is considering legislation allowing state deductions for PPP funds.

Mrs. Wilsey noted that the CRRSAA application forms have been received. One is for concessions funding (\$115,000) and one is for operations funding (\$3.6M). Staff is waiting for additional guidance on the eligibility of concessionaires. The deadline to apply for both grants is June 2021.

Chairman Girardot noted the AAE/ACI-NA Legislative Conference is virtual only on March 18th. Mr. Campbell and Mrs. Wilsey will be attending online.

OPERATIONS & GENERAL AVIATION

Mr. Broughton reviewed the total revenue passengers, fuel costs and fuel flowage for January 2021.

Mr. Broughton advised that the annual Part 139 inspection is scheduled for March 10-11, 2021 with minimal contact and the out brief will be held via zoom.

Mr. Stovall, speaking for the GA committee, indicated the committee has received raw numbers on hangar rental rates across the state but the committee needs more information.

Mr. Rhodes MOVED, SECONDED by Mr. Stovall to continue the discussion of the hangar rental comparison. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.

DIRECTOR'S REPORT

Mrs. Wilsey updated the Authority on the status of COVID safety measures and vaccines for ILM employees; the return of in-person conferences in the industry; and the Small Community Air Service Development Grant application submission.

Mrs. Wilsey reported that American Airlines announced on March 2, 2021 that they will be offering summer seasonal daily non-stops to Chicago (ORD) with a second flight on Saturdays for the summer.

Mrs. Wilsey reminded the Authority that the Air Service Roundtable is scheduled to be in Wilmington on October 26-28, 2021. Mrs. McNally is working with Quotient Group and APAC to prepare for the event and Mr. Campbell is attending a Roundtable in Biloxi, MS in March to experience the COVID measures in place.

ILM submitted a letter for Cape Fear Community College who is pursuing a federal grant for an aviation maintenance technician program. Our 2 FBOs and flight school will also add letters of support for CFCC.

Mrs. Wilsey updated the Authority on the status of the landscaping project with the DOT for the 23rd Street and Airport Blvd. intersection. Mrs. Wilsey advised she will sign a maintenance contract agreement on behalf of the Airport Authority. DOT will maintain the landscaping the first year and ILM staff will maintain the landscaping thereafter. This agreement will cost ILM manpower and materials out of the ILM landscaping budget.

Mrs. Wilsey noted that Friday, March 5 is Employee Appreciation Day and the airport will be purchasing vests for ILM employees and the Authority members in appreciation of their service to ILM.

UNFINISHED BUSINESS

Chairman Girardot returned to the matter of the February 10th Closed Session minutes and it was determined that at least one member did not receive their copy for review. Mrs. Copley advised it would be best to continue until the April Authority meeting to adopt these minutes.

Mr. Williams MOVED, SECONDED by Mr. Thompson to continue the approval of the February 10th Closed Session minutes until the April Authority meeting. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.

NEW BUSINESS

None.

CLOSED SESSION

Chairman Girardot called for a motion for the Authority to enter a closed session to discuss matters relating to expansion of Industry/Economic Development Opportunities pursuant to N.C.G.S. §143-318.11(a)(4) and to consider personnel matters pursuant to N.C.G.S. §143-318.11(a)(6). Mr. Wolfe MOVED, SECONDED by Mr. Stovall to enter closed session to discuss expansion of industry/economic development and personnel matters. Vote was taken by roll call. The MOTION CARRIED.

All persons not Authority members or ILM staff were asked to leave the zoom meeting at this time. The Authority went into closed session at 5:42 pm.

OPEN SESSION

The Authority returned to OPEN SESSION. Chairman Girardot reported that the Authority has completed its discussion of expansion of industry/economic development and personnel matters and no action was taken.

ADJOURNMENT

Mr. Thompson MOVED, SECONDED by Mr. Stovall 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 6:22 pm.

Prepared by:
Rose M. Davis

Respectfully Submitted:

F. Spruill Thompson, Secretary

Date of Approval: April 7, 2021