



**ILM**

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday  
May 5, 2021***

***5:00 PM***

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



*New Hanover County Airport Authority*  
*Meeting Agenda*  
*May 5, 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 April 7, 2021 meeting.

# Staff Reports

Committee	Airport Authority Member	Staff Member
<b>Facilities &amp; Terminal Expansion/Tab 2</b>	Donna Girardot Spruill Thompson	Granseur Dick
<b>Finance &amp; Human Resources/Tab 3</b>	Lee Williams Tom Wolfe	Bob Campbell
<b>Business Development/Tab 4</b>	Harry Stovall Spruill Thompson Tom Wolfe	Carol LeTellier
<b>Government/Tab 5</b>	Donna Girardot Julia Olson-Boseman	Julie Wilsey
<b>Operations &amp; General Aviation/Tab 6</b>	Nick Rhodes Harry Stovall	Gary Broughton
<b>Director's Report/Tab 7</b>		Julie Wilsey



**ILM**

## Tab 2

# Facilities & Terminal Expansion

- **Action Items - None**
  
- **Information Items**
  - a. **Terminal Expansion - Contract 3 (FAA, AIP, PFC, State, General)** – Three Authority members were able to attend an April 21<sup>st</sup> hard-hat tour to see Schedule 1 and 2 work in progress. Schedule 1 Work: Contractor is expected to begin interior sheetrock work this month. Installation of mechanical plumbing and electrical work will continue as well. Schedule 2 Work: Renovation work continues as work is scheduled to begin on the expansion of the ticket lobby restrooms in May. 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. **Business Park Development Standards Update (General)** –RS&H has provided draft development standards to ILM staff. Draft standards are currently under staff review.
  
  - c. **Runway 6 Ditch and Perimeter Fence Repair (FEMA)** – Project is awaiting CAMA and US Army Corps of Engineers approval before bidding the project. It is anticipated that project will be advertised for bidding late this month with a potential July bid opening date.
  
  - d. **Commercial Service Apron Expansion (FAA Supplemental Discretionary)** – In anticipation of funding availability this year, the apron expansion has received final permit approvals and is expected to advertise for bid late this month with a potential July bid opening in order to be ready to start upon a funding award late summer or fall 2021.



# Tab 3

## Finance & Human Resources

- **Monthly Financials**  
March Financial Summary, Financials and Cash Summary (Agenda pages 8-9)
- **Action Items**  
**Recommend the FY22 Proposed Budget of \$44,578,550 (\$8,623,050 Operating; \$35,955,500 Capital) be made available for public review for a period of twenty-five (25) days (Agenda page 10)**
- **Information Items - None**

# Wilmington International Airport

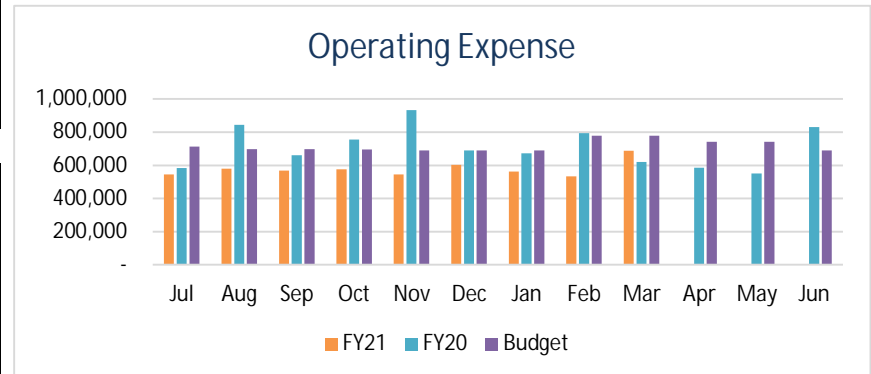
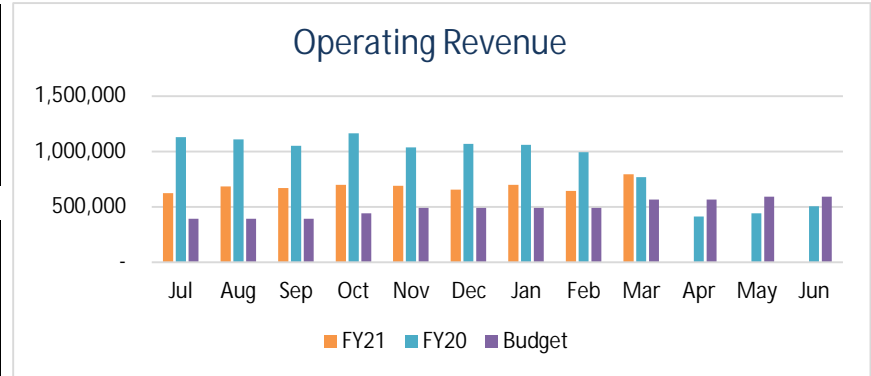
## Monthly Financial Summary

### March

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	795,146	565,898	766,765	40.5%	3.7%
Monthly Expense	688,298	777,841	621,028	-11.5%	10.8%
YTD Revenue	6,161,928	4,143,082	9,375,254	48.7%	-34.3%
YTD Expense	5,202,438	6,431,051	6,553,062	-19.1%	-20.6%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	143,873	60,351	121,439	138.4%	18.5%
Parking Lot	194,961	278,456	221,995	-30.0%	-12.2%
Rent	231,052	91,701	212,091	152.0%	8.9%
Commissions	130,185	80,536	99,295	61.6%	31.1%
Security	57,313	31,756	51,457	80.5%	11.4%
Other	23,733	13,056	32,072	81.8%	-26.0%
Interest	14,029	10,042	28,416	39.7%	-50.6%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	332,574	352,332	310,420	-5.6%	7.1%
Contracted Services	124,797	146,047	132,888	-14.6%	-6.1%
Utilities	28,157	34,584	23,362	-18.6%	20.5%
Repairs & Maint	99,696	132,937	34,199	-25.0%	191.5%
Other	103,074	111,941	120,160	-7.9%	-14.2%



Summary of Significant Monthly Activity	
Revenue	Expense
Aviation - March was our best month YTD for aviation revenue thanks in large part to fuel flowage which more than doubled vs. February	Salaries/Benefits - This expense continues to be under budget as ILM is not fully staffed
Parking - while still down significantly vs. 2019 figures, March was our best month so far in FY21 for parking revenue	Contracted Services - the current month expense reflects \$32k paid to the FAA for NAVAID maintenance, along with the monthly sheriff contract \$52k and parking lot contract \$24k
Rent - continues to remain strong with all tenants current on payments	Repairs & Maint - the current month includes one-time payments for sheet rock repair and painting at rescue base of \$30k, airfield signage of \$15k, and new computer switches and equipment of \$18k
Commissions - an increase in passengers in March lifted both our rental car and food commissions to their highest levels in FY21	Other - includes the annual payment to the County for legal services
Interest - rates remain low and I do not see a significant increase in interest income for the remainder of the year	



### Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
BB&T General Operating Checking	N/A	\$ 180,276.89
South State General Operating Checking	N/A	360,099.49
South State Business Park Checking	N/A	15,482.70
BB&T Business Park Money Rate Savings	0.10%	1,165.47
South State Business Park Money Rate Savings	0.50%	2,588,350.03
South State Money Rate Savings	0.50%	29,833,460.14
Investment Account-Govt	0.07%	36,389.65
BB&T PFC Money Rate Savings ***	0.10%	4.63
South State PFC Money Rate Savings ***	0.50%	3,636,743.92
South State CFC Money Rate Savings ***	0.50%	3,162,878.89
Petty Cash	N/A	1,000.00
<b>Total Cash</b>		39,815,851.81
<b>Less Restricted Use ***</b>		6,799,627.44
<b>Less Reserves:</b>		
Maintenance & Development Reserve		2,981,043.53
Operational Reserve		4,000,000.00
<b>Net Cash Available for Daily Operations</b>		\$ 26,035,180.84

Monthly Cash Activity		
<b>Beginning Balance</b>		\$ 24,118,993.74
<b>Receipts</b>		
General Operating	\$ 4,696,812.62	
GO Transfers In from MR Savings	850,000.00	
GO Transfers In from NCCMT	-	
Business Park Operations Checking	-	
Business Park Money Rate Savings	95,523.51	
Business Park Money Rate Savings Transfers In	-	
Business Park Money Rate Savings Interest	1,160.45	
Money Rate Savings Transfers In	2,475,000.00	
Money Rate Savings Interest	12,833.64	
Investment Account-Govt Interest	0.31	
<b>Total Receipts</b>		8,131,330.53
<b>Disbursements</b>		
General Operating Accounts Payable	3,045,152.23	
General Operating Payroll	187,252.26	
General Operating Transfers to Investment Accounts	2,475,000.00	
Money Rate Savings Trf	500,000.00	
NCCMT Trf	-	
Business Park Operations Checking Accounts Payable	7,738.94	
Business Park Money Rate Savings Transfers	-	
<b>Total Disbursements</b>		(6,215,143.43)
<b>Ending Balance</b>		\$ 26,035,180.84





# Tab 4

## Business Development

- **Action Items**

**Recommend approval of a new Land Lease with Edge Landscaping Inc. for 1 acre of unimproved land off Blue Clay Rd. for a term of 12 months. Total annual rent is \$10,890.**

- **Information Items**

The front page of the Greater Wilmington Business Journal (Volume 22 - April 16 – May 6, 2021) featured an article titled “ILM Expanding Its Future” with a photo of Granseur Dick standing in the atrium of the new concourse. The new terminal, general aviation and the ILM Business Park were highlighted in the article.



# Tab 5 Government

- **Action Items – None**
- **Information Items**
  - a. PFC Increase Introduced in Washington DC
  - b. Watching State Legislation on Peer-to-Peer Car Rentals (Turo)
  - c. Annual Report to County Commissioners - June 21, 2021 at Commissioner's Meeting



# Tab 6

## Operations & General Aviation

- **Action Items – None**

- **Information Items**

- a. PASSENGERS:

- Total revenue passengers for March 2021 were 48,447 vs. 42,567 for March 2020 bringing total revenue passengers up 13.8%. YTD Revenue passengers through March 2021 are 108,622 down 44.58%.
    - April 2021 enplanements are tracking up approximately 13.9%

- b. FUEL:

- Jet A: .....\$5.74/gal.
    - Avgas:.....\$6.46/gal.

- c. FUEL FLOWAGE:

- March 2021: 542,502 gallons which is up 148% vs. March 2020



# Tab 7

## Director's Report

- **Action Item - None**
- **Information Items**
  - a. Hot Topics from ACI-NA Airport CEO Conference
    - Entry Level Employees
    - Concession Recovery
    - Rental Car Shortages
    - Passenger Spikes (TSA, Parking)
    - Mask Mandate and Electronic Vaccination Records
  - b. City Council Budget Presentation for SCASDG Support (\$25,000)
  - c. Routes America Air Service Conference (June 23-25) with APAC
  - d. Real ID Deadline and Reduced DMV Capacity
  - e. May, June & July Calendars (Agenda pages 15-17)

<b>MAY 2021</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
						1
2	<b>3</b> ILM Staff 100% 4:00 pm NC Airports Covid19 Call	<b>4</b> 11 am MOAA Club Speaker (GD)	<b>5</b> 1 pm ACI-NA Official Rep Monthly Call (JW) 5 pm AA Meeting	<b>6</b>	<b>7</b>	8
<b>9</b> Mother's Day	<b>10</b>	<b>11</b> 1 pm C3 Progress Mtg. <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">NCAA Southern Region Conf. (GD)</div>	<b>12</b> 10 am WMPO Tech. Coordinating Mtg. (GD)	<b>13</b>	<b>14</b> 10:30 am NCAA Bd. Mtg. (JW)	15
16	<b>17</b> 4:00 pm NC Airports Covid19 Call <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Vacation - JW</div>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	22
23	<b>24</b> 4 pm EWIA Call (JW)	<b>25</b>	<b>26</b> 3 pm WMPO Board Mtg. (GD)	<b>27</b>	<b>28</b>	29
30	<b>31</b> Memorial Day ADMIN OFFICES CLOSED					

<b>JUNE 2021</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
		<b>1</b> 1 pm C3 Progress Mtg.	<b>2</b> 5 pm AA Meeting	<b>3</b> 10 am Ambassadors Meeting	<b>4</b> National Donut Day	<b>5</b>
		Vacation - RC				
<b>6</b>	<b>7</b>	<b>8</b> 12:30 pm Rotary Presentation (JW)	<b>9</b>	<b>10</b> 10 am Tenants Meeting	<b>11</b> 10 am NCAA Region One Meeting (Virtual)	<b>12</b>
<b>13</b>	<b>14</b> 4:00 pm NC Airports Covid19 Call	<b>15</b>	<b>16</b> 10 am WMPO Technical Coordinating Mtg. (GD)	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b> Father's Day	<b>21</b> 9 am Annual Report to Co. Comm.  Authority Reappointment	<b>22</b> 1 pm C3 Progress Mtg.	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
		Routes America - JW				
<b>27</b>	<b>28</b> 4:00 pm NC Airports Covid19 Call	<b>29</b>	<b>30</b> 3 pm WMPO Board Mtg. (GD)			



<b>JULY 2021</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
				<b>1</b>	<b>2</b>	3
<b>4</b> Independence Day	<b>5</b> Independence Day Holiday	<b>6</b>	<b>7</b> 5 pm AA Meeting	<b>8</b>	<b>9</b>	10
11	<b>12</b> 4:00 pm NC Airports Covid19 Call	<b>13</b>	<b>14</b> 10 am WMPO Technical Coordinating Mtg. (GD)	<b>15</b>	<b>16</b>	17
18	<b>19</b> Harry Stovall's Birthday	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	24
25	<b>26</b> Lee Williams' Birthday 4 pm NC Airports Covid19 Call 4 pm EWIA Call (JW)	<b>27</b>	<b>28</b> 3 pm WMPO Board Mtg. (GD)	<b>29</b>	<b>30</b>	31



## Tab 8

- **Unfinished Business**
- **New Business**
  - **2 Closed Sessions**
    - Business Expansion/ Recruitment (Carol) pursuant to N.C.G.S. §143-318.11(a)(4)
    - Potential Litigation (Noise) pursuant to N.C.G.S. § 143-318.11(a)(3).
- **Adjournment**