



ILM

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday
June 2, 2021***

5:00 PM

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



*New Hanover County Airport Authority
Meeting Agenda
June 2, 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 May 5, 2021 meeting.

The minutes for the closed session held on May 5, 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**

- a. **Chairman Authority to Approve Grants**– Recommendation to approve Airport Authority Chairman to accept all Federal/State Grants received for the next 120 days.
- b. **Landscaping Contract (Parking Lot Fund)** – Recommend approval of a two-year contract to Hambones Lawn Maintenance for lawn maintenance at \$57,000 per year. Scope includes mowing, edging, shrub trimming and ground cover work for the terminal area and business park parking lots and including Airport Blvd.

- **Information Items**

- a. **Terminal Expansion - Contract 3 (FAA, AIP, PFC, State, General)** –Schedule 1 Work: Contractor is continuing with installation of interior sheet rock, mechanical plumbing and electrical work. Schedule 2 Work: Renovation work on the rental car lobby restrooms is nearing completion with expected opening to the public the week of May 24th. Renovation of the ticket lobby restrooms is expected to begin after the Memorial Day Holiday. Work in these areas is anticipated to be complete by the end of July 2021. Current concessions tenant Tailwinds has provided initial sketches of their proposed upfits in new concessions and restaurant spaces in the terminal. Schedule 1 and 2 work is on track to complete December of 2021 and December of 2022, respectively.
- b. **Runway 6 Ditch and Perimeter Fence Repair (FEMA)** – Project remains in CAMA and US Army Corps of Engineers review and was advertised for bidding May 26th. Bid Date is scheduled for June 21, 2021.
- c. **Commercial Service Apron Expansion (FAA Supplemental Discretionary)** – This project was advertised for bid May 21. Bid Date is scheduled for June 22, 2021.



Tab 3

Finance & Human Resources

- **Monthly Financials**

April Financial Summary, Financials and Cash Summary (Agenda pages 8-9)

- **Action Items**

- a. **Recommend approval of FY2022 Budget of \$4,578,550 (\$8,623,050 Operating; \$35,955,500 Capital)**

- b. **Recommend approval of FY21 Budget Amendments**

Operating Revenue: Decrease Parking Lot (\$600,000), increase Rental (\$600,000). Net decrease \$0

Operating Expense: Decrease Contracted Services (\$60,000), increase Vehicle Maintenance & Repair (\$35,000), increase Equipment Leasing (\$5,000), increase Insurance (\$15,000), increase Uniforms (\$5,000). Net increase \$0. This entry simply reallocates expenses from those accounts that are expected to be under budget to those that are expected to exceed the current budget.

- c. **Recommend approval of FY21 Schedule of Charges, Fees, and Rents**

- d. **Essential Employee Recognition**

- **Information Items - None**

Wilmington International Airport

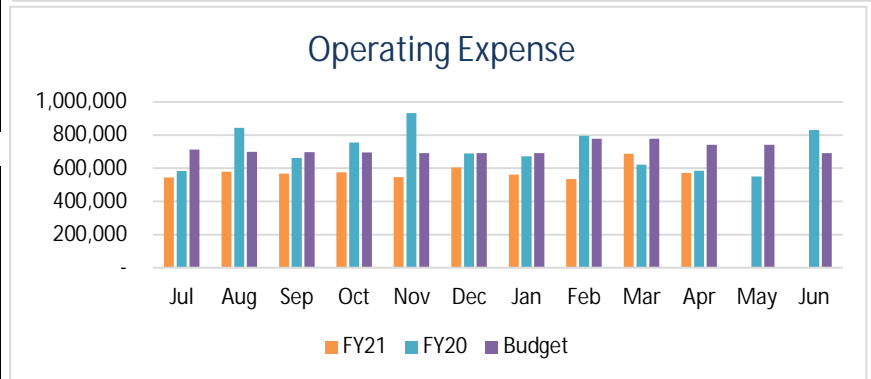
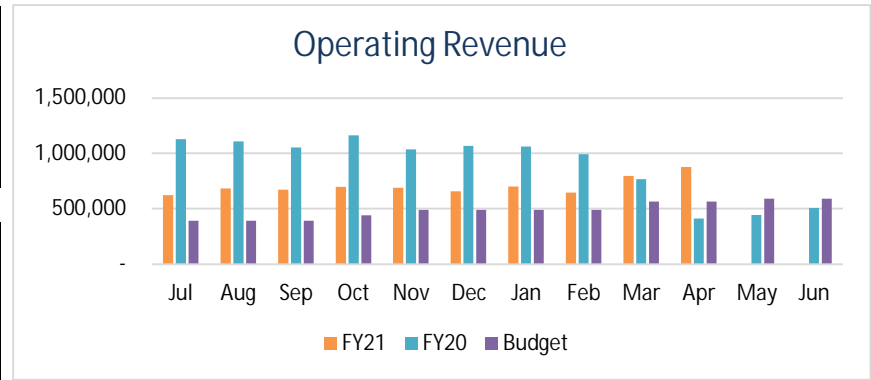
Monthly Financial Summary

April

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	875,587	565,898	412,805	54.7%	112.1%
Monthly Expense	571,160	742,263	585,455	-23.1%	-2.4%
YTD Revenue	7,037,515	4,708,980	9,788,059	49.4%	-28.1%
YTD Expense	5,773,597	7,173,314	7,138,517	-19.5%	-19.1%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	155,356	60,351	45,717	157.4%	239.8%
Parking Lot	231,928	278,456	10,730	-16.7%	2061.5%
Rent	229,095	91,701	222,355	149.8%	3.0%
Commissions	163,782	80,536	28,545	103.4%	473.8%
Security	56,983	31,756	56,868	79.4%	0.2%
Other	25,122	13,056	9,816	92.4%	155.9%
Interest	13,320	10,042	38,775	32.6%	-65.6%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	317,384	352,332	309,838	-9.9%	2.4%
Contracted Services	90,519	146,047	109,658	-38.0%	-17.5%
Utilities	32,056	34,584	29,696	-7.3%	7.9%
Repairs & Maint	37,518	97,359	38,468	-61.5%	-2.5%
Other	93,683	111,941	97,795	-16.3%	-4.2%



Summary of Significant Monthly Activity			
Revenue		Expense	
<p>April revenue was the highest so far in FY21. There were substantial increases over March, but with the exception of fuel flowage fees, we still have a ways to go before we return to FY19 levels.</p>		<p>Salaries/Benefits remains under budget due to the fact that ILM remains understaffed. Staff is currently working on filling all open positions.</p>	
	FY21	vs. Mar 21	vs. Apr 19
Landing fees	83,347	10.8%	-16.5%
Fuel flowage fees	53,981	10.6%	218.6%
Rental car comm	140,363	24.1%	-3.8%
Food commission	19,519	25.8%	-36.5%
Parking lot	231,928	19.0%	-42.2%
			<p>Contracted Services remain relatively low with the employee shuttle service on hold and a reduction in the parking management agreement; no other major expenditures for April.</p>
			<p>Repairs & Maint does not yet reflect large expenditures related to airfield painting and the purchase of new radios; those expenses will hit in May or June.</p>
			<p>Other expenditures have remained relatively steady throughout the year; advertising and insurance are the major contributors to this expenditure line.</p>

Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
BB&T General Operating Checking	N/A	\$ 418,305.54
South State General Operating Checking	N/A	\$ 326,762.58
BB&T Business Park Checking	N/A	0.00
South State Business Park Checking	N/A	8,575.00
BB&T Business Park Money Rate Savings	0.10%	37,450.66
South State Business Park Money Rate Savings	0.50%	2,642,951.00
BB&T Money Rate Savings	0.10%	0.00
South State Money Rate Savings	0.50%	30,250,665.47
Investment Account-Govt	0.07%	36,389.95
BB&T PFC Money Rate Savings ***	0.10%	5.19
South State PFC Money Rate Savings ***	0.50%	3,739,182.58
BB&T CFC Money Rate Savings ***	0.10%	16,053.97
South State CFC Money Rate Savings ***	0.50%	3,205,866.23
BB&T CFC Checking ***	N/A	-
Petty Cash	N/A	1,000.00
Total Cash		<u>40,683,208.17</u>
Less Restricted Use ***		6,961,107.97
Less Reserves:		
Maintenance & Development Reserve		2,989,376.53
Operational Reserve		<u>4,000,000.00</u>
Net Cash Available for Daily Operations		<u><u>\$ 26,732,723.67</u></u>

Monthly Cash Activity		
Beginning Balance		\$ 26,035,180.84
Receipts		
General Operating	\$ 2,970,194.00	
GO Transfers In from MR Savings	1,725,000.00	
GO Transfers In from NCCMT	-	
Business Park Operations Checking	-	
Business Park Money Rate Savings	128,074.86	
Business Park Money Rate Savings Transfers In	-	
Business Park Money Rate Savings Interest	1,079.62	
Money Rate Savings Transfers In	2,130,000.00	
Money Rate Savings Interest	12,205.33	
Investment Account-Govt Interest	0.30	
Total Receipts		<u>6,966,554.11</u>
Disbursements		
General Operating Accounts Payable	2,056,644.66	
General Operating Payroll	130,098.73	
General Operating Transfers to Investment Accounts	2,130,000.00	
General Operating Transfers to Other Accounts	182,091.87	
Money Rate Savings Trf	1,725,000.00	
NCCMT Trf	-	
Business Park Operations Checking Accounts Payable	16,909.20	
Business Park Money Rate Savings Transfers	28,266.82	
Total Disbursements		<u>(6,269,011.28)</u>
Ending Balance		<u><u>\$ 26,732,723.67</u></u>



Tab 4

Business Development

- **Action Items – None**
- **Information Items**
 - a. ILM’s Expedia 90 day marketing campaign (Jan 29-April 30) resulted in 1.1M impressions, 7,500 airline tickets sold and \$2.3M gross bookings. Expedia brands portfolio include CheapTickets, Hotels.com, Hotwire, Orbitz, and Travelocity
 - b. Update on New Hanover County’s Blue Clay Business Park (4300 Blue Clay Rd):
 - Minimum acres – 19, maximum 120.
 - At full build out, site could support 875,000 SF.
 - Electric infrastructure on site.
 - Natural gas, water, sewer and fiber communications lines are adjacent to site.
 - Price per acres has not been set yet.



Tab 5 Government

- **Action Items – None**
- **Information Items**
 - a. Emails to Federal and State Legislators/ Scheduling Hard Hat Tours
 - b. ACI-NA President Kevin Burke Visit (Tentative)
 - c. Annual Report to County Commissioners - TBD



Tab 6

Operations & General Aviation

- **Action Items – None**
- **Information Items**

a. PASSENGERS:

- Total revenue passengers for April 2021 were 60,114 vs. 3,802 for April 2020. *Given the drastic variance caused by the pandemic we have compared 2021 with 2019.* Total revenue passengers for April 2019 were 89,492 bringing total revenue passengers down 32.8%. YTD Revenue passengers through April 2021 is 168,736 which is down 15.5%.
- May 2021 enplanements are tracking down approximately 18%. (vs. 2019)

b. FUEL:

- Jet A:\$5.84/gal.
- Avgas:.....\$6.27/gal.

c. FUEL FLOWAGE:

- April 2021: 599,788 gallons which is up 218% vs. April 2019



Tab 7

Director's Report

- **Action Item**

Approve a contract with APAC for air service consulting services NTE \$78,000, includes \$72,000 fixed fee and travel expenses.

- **Information Items**

a. July 2021 airline seat capacity up 10% over 2019 levels.

b. Routes America Air Service Conference (June 23-25) with APAC

c. June, July & August Calendars (Agenda pages 14-16)

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

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

AUGUST 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 5 pm AA Meeting	5	6 Vacation - JW	7
8	9	10	11 10 am WMPO Technical Coordinating Mtg. (GD)	12	13	14
NCAA Conference – Pinehurst, NC						
15	16	17	18	19	20 Julia Olson-Boseman's Birthday	21
Vacation - GB						
22	23 4:00 pm NC Airports Covid19 Call	24	25 3 pm WMPO Board Mtg. (GD)	26	27	28
29	30	31				



Tab 8

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