

**NEW HANOVER COUNTY AIRPORT AUTHORITY
REGULAR MEETING
June 2, 2021**

CALL TO ORDER

The New Hanover County Airport Authority met on Wednesday, June 2, 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 5:05 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 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, and Wanda Copley, County Attorney. Robert Campbell, Finance Director, also attended the meeting remotely through Zoom.

ILM staff attending and social distancing in the Executive Conference room were Julie A. Wilsey, Airport Director; Gary Broughton, Deputy Director; Granseur Dick, Facilities Director; Jackie Yellin-Mungo, Comptroller; Carol LeTellier, Business Development Director; Gary Taylor, Operations Manager; Tamie Keel, Facilities Manager; and Rose Davis, Executive Assistant.

The public was able to join the meeting remotely and approximately 9 people were present via Zoom meeting. Public comments were accepted via email through 5 pm, June 1, 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 May 5, 2021. Mr. Rhodes MOVED, SECONDED by Mr. Williams to approve the minutes of the May 5, 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. Authorizing Chairman to accept all Federal/State Grants received for the next 120 days. Mr. Stovall MOVED, SECONDED by Mr. Williams to approve that the Chairman can accept all Federal/State Grants received for the next 120 days. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.

- b. Two-year contract with Hambones Lawn Maintenance for lawn maintenance of \$57,000 per year. Scope includes mowing, edging, shrub trimming and ground cover work for the terminal area and business park parking lots and Airport Blvd. Mr. Rhodes MOVED, SECONDED by Mr. Thompson to approve the contract with Hambones Lawn Maintenance 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 Runway 6 Ditch and Perimeter Fence Repair project, and the Commercial Service Apron Expansion. Mr. Dick shared a success story related to a two-hour line power outage on May 30th, noting that ILM's new generators brought more systems under auxiliary power, keeping the terminal cool and the boarding bridges operational during the outage. These new generators put ILM in a better position for Hurricane season.

Mr. Dick updated the Authority on the Parks Griffin memorial area committee that will work to develop the vision for the Parks Griffin tribute.

FINANCE & HUMAN RESOURCES

Mrs. Yellin-Mungo reviewed ILM's April financial summary, financials and cash summary.

Mrs. Yellin-Mungo recommended the approval of the following items:

- a. FY2022 Budget of \$44,578,550 (\$8,623,050 Operating; \$35,955,500 Capital). It was noted that there were no public comments received regarding the proposed budget. Mr. Williams MOVED, SECONDED by Mr. Wolfe to approve the FY2022 Budget as recommended. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED. (A copy of the FY2022 Budget is hereby incorporated as part of the minutes and are contained in Exhibit Book III, Page 214.)
- b. 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. Mr. Stovall MOVED, SECONDED by Mr. Williams to approve the FY21 Budget Amendments as recommended. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED. (A copy of the FY2021 Budget Amendments is hereby incorporated as part of the minutes and are contained in Exhibit Book III, Page 215.)
- c. FY21 Schedule of Charges, Fees, and Rents. Mr. Rhodes MOVED, SECONDED by Mr. Stovall to approve the FY21 Schedule of Charges, Fees and Rents as recommended. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED. (A copy of the FY21 Schedule of Charges, Fees, and Rents is hereby incorporated as part of the minutes and are contained in Exhibit Book III, Page 216.)

Mr. Wolfe, on behalf of the Finance Committee, presented information on a proposed bonus for

ILM's essential workers under the CARES Act. The Finance Committee recommended an essential worker's total bonus NTE \$122,400 from CARES Act funds for the 38 ILM employees that worked throughout the COVID pandemic. Mr. Wolfe presented this motion from committee. No second was required. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.

BUSINESS DEVELOPMENT

Ms. LeTellier reported on a recent advertising contract from Keller-Williams for 3 locations in the terminal.

Ms. LeTellier updated the Authority on the results of the ILM Expedia marketing campaign which resulted in 7,500 airline tickets sold and \$2.3M gross bookings. Ms. LeTellier also provided additional information gathered regarding the County's Blue Clay Business Park property.

GOVERNMENT

Chairman Girardot updated the Authority on the invitations being offered to state and federal legislators for hard hat tours of the terminal expansion project.

Mrs. Wilsey reported that the President of ACI-NA, Kevin Burke, would like to visit ILM to see our \$60M terminal project this summer. Staff hopes to have Mr. Burke here when Congressman Rouzer visits since Congressman Rouzer is on the transportation infrastructure committee. This would be a great connection if we can schedule their visits at the same time.

Chairman Girardot reported that the Annual Report to the County Commissioners will be rescheduled.

Mrs. Wilsey reported on an upcoming Destination 2030 committee meeting on June 3rd noting that the presentation is about a monthly vehicle registration-based access user fee.

OPERATIONS & GENERAL AVIATION

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

Mr. Broughton shared the numbers from the Memorial Day weekend (Friday thru Monday) as compared to 2019. ILM was booked for 5,200 and boarded 5569, down only 8.5% from 2019, and 72% better than 2020 during the pandemic.

DIRECTOR'S REPORT

Mrs. Wilsey recommended the approval of a contract with APAC for air service consulting services NTE \$78,000, includes \$72,000 fixed fee and travel expenses. Mr. Thompson MOVED, SECONDED by Mr. Williams to approve the contract with APAC as recommended. Vote was taken by roll call. Upon vote, the MOTION WAS APPROVED.

Using slides for illustration, Mrs. Wilsey updated the Authority on July 2021 airline seat capacity which is up 10% over 2019 levels.

Mrs. Wilsey reported on the plans for ILM's air service presentation to at least 8 airlines at the

upcoming Routes America Air Service Conference.

Mrs. Wilsey reported that both CRRSSA grant applications have been submitted. One for \$3.6M in operating expenses and the second for \$115,000 for concession relief for our rental car concessions.

Mrs. Wilsey announced that effective June 29th, Tamie Keel, current Facilities Manager, will assume the Operations Manager position being vacated when Gary Taylor retires on July 30th. Keaghon Stark, current Operations Supervisor will be assuming the Facilities Manager position on June 29th as well.

Mrs. Wilsey announced the retirement of Gary Broughton, Deputy Airport Director, effective September 1, 2021. Mr. Broughton joined ILM staff on July 1, 2004 as Operations Director and was promoted to Deputy Director in 2015. While Mr. Broughton has been with ILM for 17 years, he has been in this industry 50 years.

Mrs. Wilsey reviewed the June - August calendars for upcoming events.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Chairman Girardot asked Mr. Wolfe to chair the nominating committee for upcoming officers.

ADJOURNMENT

Mr. Stovall MOVED, SECONDED by Mr. Rhodes to adjourn the meeting. There being no further business to come before the Board, Chairman Girardot adjourned the meeting at 5:58 pm.

Prepared by:
Rose M. Davis

Respectfully Submitted:

F. Spruill Thompson, Secretary

Date of Approval: July 7, 2021