



**ILM**

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday  
August 4, 2021***

***5:00 PM***

***ILM Executive Conference Room***



*New Hanover County Airport Authority  
Meeting Agenda  
August 4, 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
  - IT Tab 7
  - Director’s Report Tab 8
- Unfinished Business/New Business/Adjournment Tab 9



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 July 7, 2021 regular meeting and the July 7, 2021 closed session.

# Staff Reports

Committee	Airport Authority Member	Staff Member
<b>Facilities &amp; Terminal Expansion/Tab 2</b>	Donna Girardot, Chairman Nick Rhodes	Granseur Dick
<b>Finance &amp; Human Resources/ Tab 3</b>	Tom Wolfe, Chairman Lee Williams Jason Thompson	Bob Campbell
<b>Business Development/Tab 4</b>	Spruill Thompson, Chairman Tom Wolfe	Carol LeTellier
<b>Government/Tab 5</b>	Donna Girardot Julia Olson-Boseman	Gary Broughton
<b>Operations &amp; General Aviation/Tab 6</b>	Nick Rhodes, Chairman Jason Thompson Donna Girardot	Gary Broughton
<b>IT Committee/Tab 7</b>	Lee Williams, Chairman Spruill Thompson	Granseur Dick Tamie Keel
<b>Director's Report/Tab 8</b>		Gary Broughton



## Tab 2

# Facilities & Terminal Expansion

- **Action Items**

- a. Commercial Service Terminal – (General Fund)** – Committee recommends approval of a Purchase Order (PO) in the amount of \$96,000 to Assa Abloy to replace three sets (Ticket Lobby, Main Entrance, Bag Claim Lobby) of sliding doors at the terminal curb. The existing doors are original to the building (1989) and are experiencing increasing maintenance needs and costs and replacement parts are becoming difficult to source. The new doors will provide years of improved service for our terminal entrance.
- b. Runway 6 Ditch and Perimeter Fence Repair (FEMA, General)** – Committee recommends approval of a Work Authorization (WA) in the amount of \$88,200 for construction administration services performed in association with the repair work of the Runway 6 Ditch. The scope of work includes management of construction activities, quality assurance testing, part time inspection services and project closeout documentation.
- c. Runway 6 Ditch and Perimeter Fence Repair (FEMA, General)** – Committee recommends award of a construction contract to Trader Construction Company of New Bern, NC in the amount of \$471,376, including the total base-bid and additional insured party coverage, for for the construction of repairs to the Runway 6 ditch and perimeter security fence. The project will include ditch armament to reduce the erosive effects of future significant storm events.



## Tab 2

# Facilities & Terminal Expansion

- **Information Items**

- Terminal Expansion - Contract 3 (FAA, AIP, PFC, State, General) –Schedule 1 Work:** Contractor has completed drywall work and is installing terrazzo floors. HVAC systems are in operation and work continues on other interior utility work. Schedule 2 Work: The Ticket Lobby restrooms have been closed off for construction/ expansion. This work is expected to take approximately 8-10 weeks for completion. The main entrance to the terminal will be closed after memorial day for the installation of the custom terrazzo artwork (Flytrap Design). Schedule 1 and 2 work is on track to complete December of 2021 and December of 2022, respectively.
- ILM Canopy Strike Repair (General Fund)** – Repair work related to damages sustained in the canopy strike last spring has been delayed until after Labor Day due to contractor availability. This time frame being after peak travel season may assist in curb congestion associated with the temporary loss in traffic lanes.
- TSA Bag Screening Room Conditions (General Fund)** – ILM and TSA are reviewing partnership opportunities to provide conditioned air to the TSA Bag Screening area on the ramp level of the airport. This space has never been conditioned before and this future project would improve working conditions for their staff.
- AIP Grant 3-37-0084-062-2021 (CRRSA)** – The \$115,537 CRRSA grant for qualifying concessions rent and MAG relief has been received and executed by the Authority (Authorizing action from June 21 Meeting).



# Tab 3

## Finance & Human Resources

- **Monthly Financials**

June Financial Summary, Financials (unaudited) and Cash Summary (Agenda pages 9-10)

- **Action Items**

**Recommend approval of a FY22 budget amendment in the amount of Seventy-seven thousand dollars (\$77,000) to the Salaries, Wages, and Benefits line.** The increase will allow a realignment of wages to better reflect the current economic environment.

- **Information Items**

Update on Terminal Expansion cost:

Contract	Status	Estimated Cost	Cost to Date	Funding Source(s)
1	Complete	\$3,933,772	\$3,933,772	NC DOT
2	Complete	\$8,917,300	\$8,917,300	NC DOT (\$8.4m) AIP55 (\$0.5m)
3	On-going	\$45,000,000	\$28,493,165	Federal (\$18.4m) State (\$5.0) PFC (\$1.7m) NHC Loan (\$3.4m)



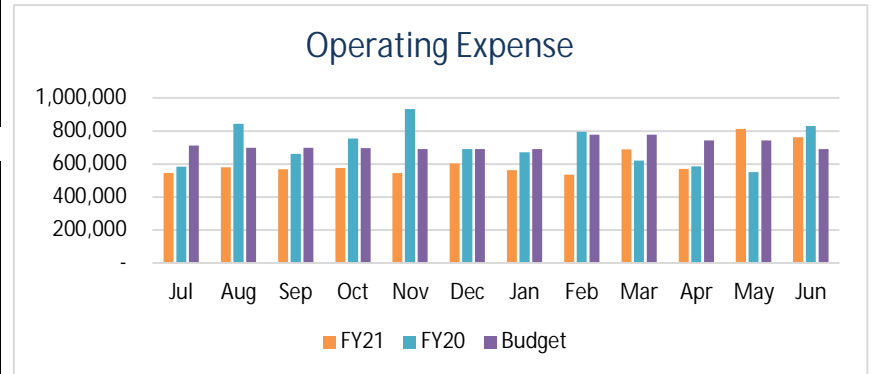
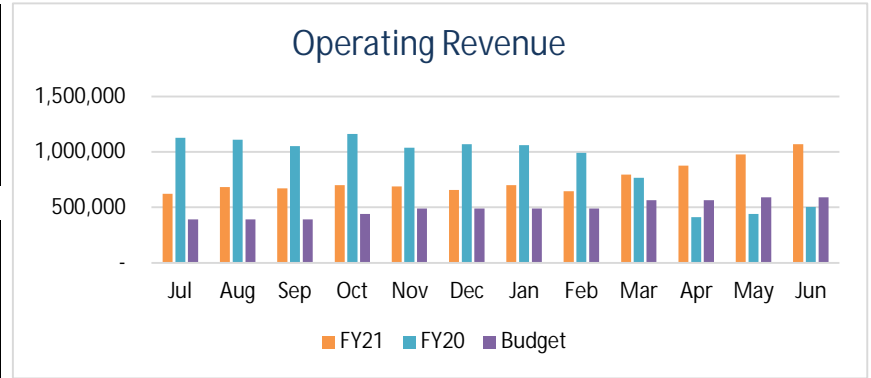
# Wilmington International Airport Monthly Financial Summary

June

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	1,070,379	590,881	505,477	81.1%	111.8%
Monthly Expense	761,967	690,321	830,162	10.4%	-8.2%
YTD Revenue	9,084,009	5,890,759	10,735,406	54.2%	-15.4%
YTD Expense	7,347,371	8,605,900	8,519,657	-14.6%	-13.8%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	174,277	60,347	62,908	188.8%	177.0%
Parking Lot	318,627	303,461	46,293	5.0%	588.3%
Rent	229,988	91,695	227,399	150.8%	1.1%
Commissions	248,947	80,533	80,458	209.1%	209.4%
Security	56,983	31,747	57,883	79.5%	-1.6%
Other	26,655	13,060	11,447	104.1%	132.9%
Interest	14,901	10,038	19,089	48.4%	-21.9%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	479,257	352,348	562,378	36.0%	-14.8%
Contracted Services	135,108	146,033	122,822	-7.5%	10.0%
Utilities	40,140	34,576	29,948	16.1%	34.0%
Repairs & Maint	112,583	45,415	46,985	147.9%	139.6%
Other	(5,121)	111,949	68,029	-104.6%	-107.5%



Summary of Significant Monthly Activity																											
Revenue	Expense																										
<p>June revenue was the highest so far in FY21. There were substantial increases over May, but we continue to lag 2019 results in a couple of areas, most notably, parking.</p> <table border="1" style="width: 100%;"> <thead> <tr> <th></th> <th>Jun 21</th> <th>vs. May 21</th> <th>vs. Jun 19</th> </tr> </thead> <tbody> <tr> <td>Landing fees</td> <td>122,802</td> <td>18.6%</td> <td>12.1%</td> </tr> <tr> <td>Fuel flowage fees</td> <td>34,984</td> <td>1.5%</td> <td>88.1%</td> </tr> <tr> <td>Rental car comm</td> <td>210,314</td> <td>19.7%</td> <td>26.5%</td> </tr> <tr> <td>Food commission</td> <td>33,807</td> <td>22.4%</td> <td>-1.4%</td> </tr> <tr> <td>Parking lot</td> <td>318,627</td> <td>10.4%</td> <td>-25.8%</td> </tr> </tbody> </table>		Jun 21	vs. May 21	vs. Jun 19	Landing fees	122,802	18.6%	12.1%	Fuel flowage fees	34,984	1.5%	88.1%	Rental car comm	210,314	19.7%	26.5%	Food commission	33,807	22.4%	-1.4%	Parking lot	318,627	10.4%	-25.8%	<p>Salaries/Benefits contains a year end book adjustment of \$114k related to the State pension plan. This is a non-cash expense.</p> <p>Contracted Services is down overall due to the shut down of the employee shuttle and the reduction of the parking management agreement. Painting of the parking lot canopies and removal of two booths in the main lot increased this line item over May.</p> <p>Repairs &amp; Maint includes \$60k for airfield painting; overall expense is under budget for the year.</p> <p>Other expenses includes a year end reclass entry of \$94k; without this entry the monthly expense is approximately \$90k and includes advertising, insurance, and air service.</p>		
	Jun 21	vs. May 21	vs. Jun 19																								
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Fuel flowage fees	34,984	1.5%	88.1%																								
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Parking lot	318,627	10.4%	-25.8%																								

### Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
BB&T General Operating Checking	N/A	\$ 58,647.24
South State General Operating Checking	N/A	\$ 1,208,378.82
BB&T Business Park Checking	N/A	0.00
South State Business Park Checking	N/A	9,654.16
BB&T Business Park Money Rate Savings	0.10%	1,955.09
South State Business Park Money Rate Savings	0.50%	2,804,205.34
BB&T Money Rate Savings	0.10%	0.00
South State Money Rate Savings	0.50%	31,315,679.54
Investment Account-Govt	0.07%	36,390.56
BB&T PFC Money Rate Savings ***	0.10%	17.57
South State PFC Money Rate Savings ***	0.50%	4,089,574.32
BB&T CFC Money Rate Savings ***	0.10%	-
South State CFC Money Rate Savings ***	0.50%	3,026,950.78
BB&T CFC Checking ***	N/A	-
Petty Cash	N/A	1,000.00
<b>Total Cash</b>		<b>42,552,453.42</b>
<b>Less Restricted Use ***</b>		<b>7,116,542.67</b>
<b>Less Reserves:</b>		
Maintenance & Development Reserve		3,006,042.53
Operational Reserve		4,000,000.00
<b>Net Cash Available for Daily Operations</b>		<b>\$ 28,429,868.22</b>

Monthly Cash Activity		
<b>Beginning Balance</b>		\$ 25,832,805.35
<b>Receipts</b>		
General Operating	\$ 5,050,333.43	
GO Transfers In from MR Savings	250,000.00	
GO Transfers In from NCCMT	-	
Business Park Operations Checking	-	
Business Park Money Rate Savings	81,734.60	
Business Park Money Rate Savings Transfers In	20,000.00	
Money Rate Savings Transfers In	2,290,000.00	
Business Park Money Rate Savings Interest	1,260.47	
Money Rate Savings Interest	13,605.60	
Investment Account-Govt Interest	0.30	
<b>Total Receipts</b>	<b>7,706,934.40</b>	
<b>Disbursements</b>		
General Operating Accounts Payable	2,109,247.05	
General Operating Payroll	202,079.07	
General Operating Transfers to Investment Accounts	2,290,000.00	
General Operating Transfers to Other Accounts	224,435.37	
Money Rate Savings Trf	250,000.00	
NCCMT Trf	-	
Business Park Operations Checking Accounts Payable	14,110.04	
Business Park Money Rate Savings Transfers	20,000.00	
<b>Total Disbursements</b>		<b>(5,109,871.53)</b>
<b>Ending Balance</b>		<b>\$ 28,429,868.22</b>



# Tab 4

## Business Development

- **Action Items**

- 9<sup>th</sup> Amendment to Circle K Land Lease

- **Information Items**

- a. New advertiser – Litify. Returning advertiser - Wilson Center.
  - b. 20<sup>th</sup> Television filmed on airport property – frames for an upcoming TV miniseries.



# Tab 5 Government

- **Action Items – None**
- **Information Items**
  - a. Federal Infrastructure Bill update
  - b. NC Revenue Projections update
  - c. 2022-2023 NC Airport Funding update



# Tab 6

## Operations & General Aviation

- **Action Items – None**

- **Information Items**

a. PASSENGERS: Total revenue passengers for June 2021 were 99,403 bringing total revenue passengers down .9% vs. June 2019. YTD revenue passengers through June 2021 is 347,014 which is down 31.35% vs. June 2019.

July 2021 enplanements are tracking up approximately 10% (vs. 2019).

b. FUEL: Jet A: .....\$5.92/gal. Avgas:.....\$6.45/gal.

c. FUEL FLOWAGE:

June 2021: 388,708 gallons which is up 88% vs. June 2019.



# Tab 7 IT

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



# Tab 8

## Director's Report

- **Action Item – None**
  
- **Information Items**
  - a. Oliver Lamb with APAC will present an air service update at the September Authority meeting.
  
  - b. Reminder: NCAA Conference in Pinehurst, August 10-12, 2021 (Donna Girardot, Tom Wolfe, Spruill Thompson, Nick Rhodes, Gary Broughton and Granseur Dick are registered to attend.)
  
  - c. August, September & October Calendars (Agenda pages 16-18)

<b>AUGUST 2021</b>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 1 pm C3 Progress Mtg.	4 5 pm AA Meeting	5	6	7
8	9	10	11 10 am WMPO Technical Coordinating Mtg. (GD)	12	13	14
		NCAA Conference – Pinehurst, NC				
15	16	17	18	19 1 pm Sen. Tillis Tour (GD)	20 Julia Olson- Boseman's Birthday	21
		Vacation - GB				
22	23 9 am Annual Report to Co. Commissioners 4 pm NC Airports Conf Call	24 1 pm C3 Progress Mtg.	25 3 pm WMPO Board Mtg. (GD)	26	27	28
29	30	31				



<b>SEPTEMBER 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> 5 pm AA Meeting	<b>2</b> 8:30 am BTG 10:30 am Tourism Group TBD Amb. Mtg.	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b> Labor Day <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Admin Offices Closed</div>	<b>7</b>	<b>8</b> 10 am WMPO Technical Coordinating Mtg. (GD)	<b>9</b> 10 am Tenants Meeting	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b> 1 pm C3 Progress Mtg.	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b> 4:00 pm NC Airports Conf. Call	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b> 3 pm WMPO Board Mtg. (GD)	<b>30</b>		

<b>OCTOBER 2021</b>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>1</b>	2
3	<b>4</b> 4:00 pm NC Airports Conf. Call	<b>5</b> 1 pm C3 Progress Mtg.	<b>6</b> 5 pm AA Meeting	<b>7</b>	<b>8</b>	9
	GB Vacation					
10	<b>11</b> Columbus Day	<b>12</b>	<b>13</b> 10 am WMPO Tech Coor. Mtg. (GD)	<b>14</b>	<b>15</b>	16
GB Vacation						
17	<b>18</b> 4:00 pm NC Airports Conf. Call	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	23
24	<b>25</b>	<b>26</b> 1 pm C3 Progress Mtg.	<b>27</b>	<b>28</b>	<b>29</b>	30
Round Table Event – ILM Hosts in Wilmington						
<b>31</b> Halloween						



## Tab 9

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