



**ILM**

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday  
September 1, 2021***

***5:00 PM***

***ILM Executive Conference Room***



*New Hanover County Airport Authority  
Meeting Agenda  
September 1, 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)
- Air Service Presentation – Oliver Lamb, APAC
- 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 August 4, 2021 regular meeting.



# Air Service Presentation

## Oliver Lamb

### APAC

# 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**

- Commercial Service Terminal – (General Fund)** – Committee recommends approval of a revised Purchase Order (PO) in the amount of \$100,000 to Assa Abloy to replace three sets (Ticket Lobby, Main Entrance, Bag Claim Lobby) of sliding doors at the terminal curb. The change in price is due to unforeseen material cost escalations. The revised price is still the lowest quote received during initial bidding.
- Terminal Expansion - Owner Supplied Fixtures (FAA Entitlement, Discretionary, General)** – Committee recommends PO in the amount of \$28,458.60 to Grainger for owner supplied bathroom sink and toilet fixtures in the new and renovated restrooms. These fixtures were included within the terminal expansion budget but specified as the responsibility of ILM to supply.
- Commercial Service Apron Expansion (FAA Discretionary, General)** – Committee recommends award of a construction contract for the Commercial Service Apron Expansion to Trader Construction Company of New Bern, NC in the amount of \$5,798,572.11, to include the total base-bid and additional insured party coverage, plus the add-alternate for Area 2, pending receipt of Federal grant funds. The project will replace apron space lost to the terminal expansion and will increase aircraft access to future Gates 7, 8 and 9 on the new terminal.



**ILM**

## Tab 2

# Facilities & Terminal Expansion

- **Information Items**

- a. **AIP Discretionary Grant Award** – ILM is very thankful to have received notification on Aug. 24<sup>th</sup> of a pending discretionary grant of \$16,444,444, to be used in funding the remaining terminal expansion work and the air carrier apron expansion. This grant comes as a result of years of planning with FAA staff, our consultants Talbert and Bright, and the ILM team.
- b. **NC DOT Highway Enhancement Project** – The NC DOT project to enhance 23<sup>rd</sup> Street at the entrance to our airport has begun with crews clearing overgrown brush from the fence line at the Dept. of Corrections perimeter. Work will be complete this fall and will provide a more aesthetically attractive visual screen.
- c. **ILM Development Review Process Revisions** – Staff is working with local agencies including NHC Planning and NC DEQ to streamline the review process for prospective business park developers. Ongoing discussions should result in a more efficient process for developers new to our region to begin operations in our business park.
- d. **Terminal Expansion - Contract 3 (FAA, AIP, PFC, State, General)** –Contractor has completed 70% of Schedule 1 work. Ongoing work includes installation of lighting and mechanical systems and two passenger boarding bridges. Schedule 2 Work: Ticket Lobby restrooms remain under construction. 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.





# Tab 3

## Finance & Human Resources

- **Monthly Financials**  
July Financial Summary, Financials and Cash Summary (Agenda pages 10-11)
- **Action Items - None**
- **Information Items**  
Audit update

# Wilmington International Airport

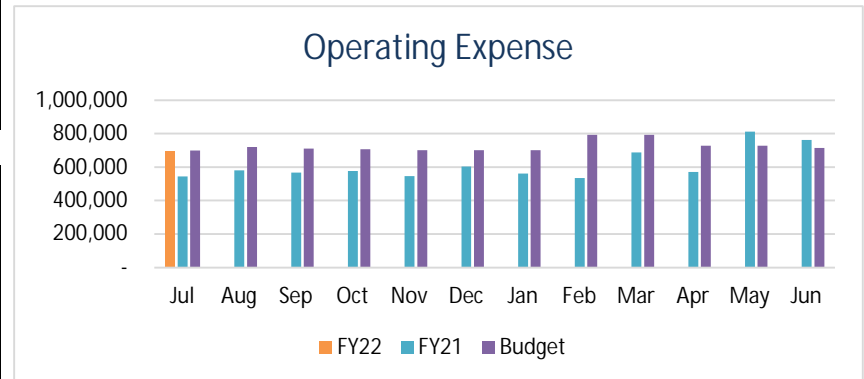
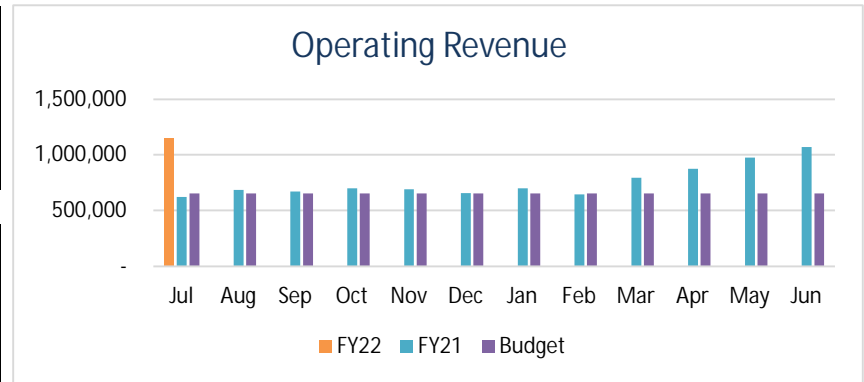
## Monthly Financial Summary

### July

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	1,154,439	654,210	622,910	76.5%	85.3%
Monthly Expense	698,242	699,002	544,465	-0.1%	28.2%
YTD Revenue	1,154,439	654,210	622,910	76.5%	85.3%
YTD Expense	698,242	699,002	544,465	-0.1%	28.2%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	196,459	103,653	102,643	89.5%	91.4%
Parking Lot	354,773	143,083	81,242	147.9%	336.7%
Rent	230,227	227,808	227,458	1.1%	1.2%
Commissions	274,837	102,917	115,167	167.0%	138.6%
Security	57,313	49,583	58,242	15.6%	-1.6%
Other	26,738	22,833	22,593	17.1%	18.3%
Interest	14,093	4,333	15,565	225.2%	-9.5%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	400,386	370,000	301,530	8.2%	32.8%
Contracted Services	128,621	123,046	78,461	4.5%	63.9%
Utilities	35,866	34,958	29,033	2.6%	23.5%
Repairs & Maint	37,933	47,624	37,380	-20.3%	1.5%
Other	95,436	123,374	97,499	-22.6%	-2.1%



Summary of Significant Monthly Activity																											
Revenue		Expense																									
<p>July revenue was the highest so far in CY21. There were substantial increases over June and, for the first time in over a year, all major revenue categories exceeded those of 2019.</p> <table border="1"> <thead> <tr> <th></th> <th>Jul 21</th> <th>vs. Jun 21</th> <th>vs. Jul 19</th> </tr> </thead> <tbody> <tr> <td>Landing fees</td> <td>138,422</td> <td>12.7%</td> <td>40.4%</td> </tr> <tr> <td>Fuel flowage fees</td> <td>41,992</td> <td>20.0%</td> <td>109.1%</td> </tr> <tr> <td>Rental car comm</td> <td>227,814</td> <td>8.3%</td> <td>37.2%</td> </tr> <tr> <td>Food commission</td> <td>40,505</td> <td>19.8%</td> <td>17.6%</td> </tr> <tr> <td>Parking lot</td> <td>354,773</td> <td>11.3%</td> <td>3.9%</td> </tr> </tbody> </table>			Jul 21	vs. Jun 21	vs. Jul 19	Landing fees	138,422	12.7%	40.4%	Fuel flowage fees	41,992	20.0%	109.1%	Rental car comm	227,814	8.3%	37.2%	Food commission	40,505	19.8%	17.6%	Parking lot	354,773	11.3%	3.9%	<p>Salaries/benefits - there were a number of open positions during July that would have resulted in salaries being under budget for the month of July, but a one time vacation payout caused a negative variance for the month.</p> <p>Contracted Services - includes security provided by the NHC Sheriff's office and parking lot management.</p> <p>Repairs &amp; Maint - includes facilities repairs, vehicle fuel, custodial supplies, and computer expenses. Expenses are typically budgeted evenly throughout the year, but actual expenses typically vary from month to month.</p> <p>Other - includes professional services, advertising, and insurance.</p>	
	Jul 21	vs. Jun 21	vs. Jul 19																								
Landing fees	138,422	12.7%	40.4%																								
Fuel flowage fees	41,992	20.0%	109.1%																								
Rental car comm	227,814	8.3%	37.2%																								
Food commission	40,505	19.8%	17.6%																								
Parking lot	354,773	11.3%	3.9%																								

## Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
BB&T General Operating Checking	N/A	\$ 9,072.96
South State General Operating Checking	N/A	\$ 1,712,952.58
South State Business Park Checking	N/A	8,946.42
BB&T Business Park Money Rate Savings	0.10%	3,115.88
South State Business Park Money Rate Savings	0.50%	2,888,491.29
South State Money Rate Savings	0.50%	31,378,564.75
Investment Account-Govt	0.07%	36,390.87
BB&T PFC Money Rate Savings ***	0.10%	8.78
South State PFC Money Rate Savings ***	0.50%	4,283,137.66
South State CFC Money Rate Savings ***	0.50%	3,119,253.60
Petty Cash	N/A	1,000.00
<b>Total Cash</b>		43,440,934.79
<b>Less Restricted Use ***</b>		7,402,400.04
<b>Less Reserves:</b>		
Maintenance & Development Reserve		3,014,375.53
Operational Reserve		4,000,000.00
<b>Net Cash Available for Daily Operations</b>		\$ 29,024,159.22

Monthly Cash Activity		
<b>Beginning Balance</b>		\$ 28,429,868.22
<b>Receipts</b>		
General Operating	\$ 2,472,218.63	
GO Transfers In from MR Savings	-	
GO Transfers In from NCCMT	-	
Business Park Operations Checking	-	
Business Park Money Rate Savings	94,274.14	
Business Park Money Rate Savings Transfers In	10,000.00	
Money Rate Savings Transfers In	50,000.00	
Business Park Money Rate Savings Interest	1,172.60	
Money Rate Savings Interest	12,885.21	
Investment Account-Govt Interest	0.31	
<b>Total Receipts</b>	2,640,550.89	
<b>Disbursements</b>		
General Operating Accounts Payable	1,833,365.88	
General Operating Payroll	142,186.27	
General Operating Transfers to Investment Accounts	50,000.00	
General Operating Transfers to Other Accounts		
Money Rate Savings Trf		
NCCMT Trf	-	
Business Park Operations Checking Accounts Payable	10,707.74	
Business Park Money Rate Savings Transfers	10,000.00	
<b>Total Disbursements</b>		(2,046,259.89)
<b>Ending Balance</b>		\$ 29,024,159.22



# Tab 4

## Business Development

- **Action Items - None**
  
- **Information Items**
  - a. New advertisers – Shuckin' Shack Oyster Bar and Trust Mortgage
  - b. Update on Tailwinds new Concession Lease
  - c. ILM's new marketing campaign, which focuses on business and leisure travelers, will launch with select materials in September.



# Tab 5 Government

- **Action Items – None**
- **Information Items**
  - a. Annual Report to NHC Commissioners update
  - b. Federal Infrastructure Bill update
  - c. NC State Budget update



# Tab 6

## Operations & General Aviation

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

a. PASSENGERS: Total revenue passengers for July 2021 were 107,977 bringing total revenue passengers up 6.4% vs. July 2019. YTD revenue passengers through July 2021 is 454,991 which is down 25% vs. July 2019.

August 2021 enplanements are tracking up approximately 1.5% (vs. 2019).

b. FUEL: Jet A: .....\$5.91/gal. Avgas:.....\$6.47/gal.

c. FUEL FLOWAGE:  
July 2021: 466,584 gallons which is up 121% vs. June 2019.



# Tab 7 IT

- **Action Items – None**
- **Information Items**
  - a. Initial Meeting Scheduled
  - b. Issues for Discussion Include
    - i. Phone Service Improvements
    - ii. In-Terminal Digital Advertising Services
    - iii. In-Terminal WIFI Expansion



# Tab 8

## Director's Report

- **Action Item – None**
  
- **Information Items**
  - a. NCAA Conference Update
  - b. Business Travel Group (BTG) and Tourism Group will meet with Oliver Lamb on Thursday, September 2<sup>nd</sup> for Air Service Presentation
  - c. September, October & November Calendars (Agenda pages 17-19)



<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>
		6 pm Dinner with Oliver Lamb at Blue Water	<b>1</b>  5 pm AA Meeting	<b>2</b>  8:30 am BTG 10:30 am Tourism Group 2 pm 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: 0 auto;">Admin Offices Closed</div>	<b>7</b>	<b>8</b>	<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>  10 am WMPO Technical Coordinating Mtg. (GD)	<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>  2 pm Annual Tabletop Exercise	<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
<b>3</b>	<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 Coord. 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> 3 pm WMPO Board Mtg. (GD)	<b>28</b>	<b>29</b>	30
	Round Table Event – ILM Hosts in Wilmington					
<b>31</b> Halloween						

<b>NOVEMBER 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> 4:00 pm NC Airports Conf. Call	<b>2</b>	<b>3</b> 5 pm AA Meeting	<b>4</b> 10 am WMPO Technical Coordinating Mtg. (GD)	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b> Veterans Day  Admin Offices Closed	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b> 4:00 pm NC Airports Conf. Call	<b>16</b> 1 pm C3 Progress Mtg.	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b> 3 pm WMPO Board Mtg. (GD)	<b>25</b> Thanksgiving Day  Admin Offices Closed	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				



## Tab 9

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