

**NEW HANOVER COUNTY AIRPORT AUTHORITY
REGULAR MEETING
August 4, 2021**

CALL TO ORDER

The New Hanover County Airport Authority met on Wednesday, August 4, 2021, at Wilmington International Airport, 1740 Airport Boulevard, Wilmington, North Carolina. Airport Authority members, ILM staff, and public participation was in person. Chairman Girardot called the meeting to order at 5:00 p.m. Mr. Wolfe led the Authority in the pledge of allegiance. 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.

Airport Authority members present were: Donna Girardot, Chairman; Spruill Thompson, Vice Chairman; Nick Rhodes, Secretary; Tom Wolfe, Lee Williams, and Wanda Copley, County Attorney. Also present were ILM staff Gary Broughton, Interim Airport Director; Granseur Dick, Facilities Director; Robert Campbell, Finance Director; Carol LeTellier, Business Development Director; and Rose Davis, Executive Assistant.

Jason Thompson was absent from this meeting.

Guests present included: Steve Bright, TBI; Jeff Farkas, All American Aviation; Richard Formo and Scott Trent, Modern Aviation; Jennifer Martin, Parrish & Partners of NC; Chris Birkmeyer, WK Dickson; Tom Goodwin, KILM Pilots Association; and Tracy Sloop.

APPROVAL OF MINUTES

The Authority has reviewed the minutes of the Closed Session on July 7, 2021. Mr. Williams MOVED, SECONDED by Mr. S. Thompson to approve the minutes of the July 7, 2021 Closed Session as submitted. Upon vote, the MOTION WAS APPROVED. Mr. J. Thompson was absent from this meeting and Mrs. Olson-Boseman arrived after this vote.

The Authority has reviewed the minutes of the Regular meeting on July 7, 2021. Mr. Wolfe MOVED, SECONDED by Mr. Williams to approve the minutes of the July 7, 2021 Regular meeting as submitted. Upon vote, the MOTION WAS APPROVED. Mr. J. Thompson was absent from this meeting and Mrs. Olson-Boseman arrived after this vote.

Julia Olson-Boseman arrived at 5:06 pm.

PUBLIC COMMENTS

Ms. Tracy Sloop addressed the Authority regarding increased military traffic at the airport and the increased noise in downtown Wilmington.

Mr. Broughton introduced Keaghon Stark, Facilities Manager, to the Authority. Mr. Stark is not new to ILM but started in his new position on June 29th and the Authority welcomed him.

FACILITIES & TERMINAL EXPANSION

Mr. Dick, on behalf of the Facilities committee, recommended the approval of the following action items:

- a. **Commercial Service Terminal (General Fund)** - 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 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. Mr. S. Thompson MOVED, SECONDED by Mr. Wolfe to approve the Purchase Order in the amount of \$96,000 to Assa Abloy as recommended. Upon vote, the MOTION WAS APPROVED. Mr. J. Thompson was absent.
- b. **Runway 6 Ditch and Perimeter Fence Repair (FEMA, General)** – 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. Mr. Williams MOVED, SECONDED by Mr. Rhodes to approve the Work Authorization in the amount of \$88,200 for construction administration services as recommended. Upon vote, the MOTION WAS APPROVED. Mr. J. Thompson was absent.
- c. **Runway 6 Ditch and Perimeter Fence Repair (FEMA, General)** – 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 the construction of repairs to the Runway 6 ditch and perimeter security fence. The project will include armament to reduce the erosive effects of future significant storm events. Mr. Rhodes MOVED, SECONDED by Mr. S. Thompson to approve the contract with Trader Construction Company in the amount of \$471,376 as recommended. Upon vote, the MOTION WAS APPROVED. Mr. J. Thompson was absent.

Mr. Dick updated the Authority on the status of the Terminal Expansion project, the ILM canopy strike repair, TSA bag screening room conditions, the Parks Griffin memorial space and the AIP CRRSA grant.

Mr. Dick noted that AVCON has been asked to provide post-pandemic recommendations on the Transportation Master Plan.

FINANCE & HUMAN RESOURCES

Mr. Campbell reviewed ILM's June financial summary, financials and cash summary.

Mr. Campbell and the Finance committee recommended the approval of a FY22 budget amendment in the amount of \$77,000 to the Salaries, Wages and Benefits line. The increase will allow a realignment of wages to better reflect the current economic environment. Mr. S. Thompson MOVED, SECONDED by Mr. Williams to approve the FY22 budget amendment as recommended. Upon vote, the MOTION WAS APPROVED. Mr. J. Thompson was absent.

Mr. Campbell updated the Authority on the costs and funding sources of the Terminal Expansion Project to date.

BUSINESS DEVELOPMENT

Ms. LeTellier updated the Authority on the status of the Circle K project. Ms. LeTellier and the Business Development committee recommended the approval of the terms of the proposed 9th Amendment to Circle K Land Lease to reimburse Circle K in an amount NTE \$593,000. This amount includes cost sharing for access road off Airport Blvd. and the driveway along 23rd Street, installation of the water/sewer line to the premises, and the stormwater conveyance system. These improvements will provide access, infrastructure and stormwater for development to 3 additional business park parcels. The 9th Amendment and the Conditions Precedent period expire on August 10th. Following a brief discussion, Mr. Williams MOVED, SECONDED by Mr. Rhodes to approve the 9th Amendment to the Circle K Land Lease as recommended. Upon vote, the MOTION WAS APPROVED. Mr. J. Thompson was absent.

Ms. LeTellier updated the Authority on new advertiser Litify and returning advertiser The Wilson Center. The Wilson Center has 5 advertising spots in the terminal building and Mrs. Lawler has advised that 2 more advertisers are coming on board. Ms. LeTellier also reported that 20th Television filmed on airport property frames for an upcoming TV miniseries.

GOVERNMENT

Chairman Girardot updated the Authority on the Federal Infrastructure Bill; NC Revenue Projections; and the 2022-2023 NC Airport Funding.

OPERATIONS & GENERAL AVIATION

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

IT REPORT

None.

DIRECTOR'S REPORT

Mr. Broughton advised the Authority that Oliver Lamb with APAC will present an air service update at the September 1st Authority meeting and Mr. Lamb will also be meeting with the Business Travel Group and the Tourism Group on September 2nd.

Mr. Broughton reminded the Authority of the upcoming NCAA Conference in Pinehurst August 10-12, 2021.

UNFINISHED BUSINESS

Chairman Girardot turned the floor over to Mrs. Copley. Mrs. Copley submitted the post-employment agreement for Julie Wilsey into the public record. (A copy of the General Release of All Claims is hereby incorporated as part of the minutes and are contained in Exhibit Book III, page 218.)

NEW BUSINESS

None.

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ADJOURNMENT

Mr. Williams MOVED, SECONDED by Mr. Rhodes to adjourn the meeting. Upon vote, the MOTION CARRIED. There being no further business to come before the Board, Chairman Girardot adjourned the meeting at 5:40 pm.

Prepared by:
Rose M. Davis

Respectfully Submitted:

Nick Rhodes, Secretary

Date of Approval: September 1, 2021