

**NEW HANOVER COUNTY AIRPORT AUTHORITY  
REGULAR MEETING  
September 1, 2021**

**CALL TO ORDER**

The New Hanover County Airport Authority met on Wednesday, September 1, 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. Rhodes 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; Julia Olson-Boseman, 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.

Approximately 16 guests from the public attended the Authority meeting, with 3 signing up to speak during the public comment period.

**APPROVAL OF MINUTES**

The Authority has reviewed the minutes of the meeting on August 4, 2021. Mr. Wolfe MOVED, SECONDED by Mr. Rhodes to approve the minutes of the August 4, 2021 Regular meeting as submitted. Upon vote, the MOTION WAS APPROVED. Mr. J. Thompson was absent from this meeting.

**PUBLIC COMMENTS**

Michael Scheeringa addressed the Authority on behalf of Marathon/Aero Center FBO updating the Authority on construction progress and a planned opening in January 2022. Mr. Scheeringa advised of a Town Hall/Open House scheduled for September 16<sup>th</sup> in downtown Wilmington to gather feedback from the GA community.

Carin Bruchs and Tracy Sloop addressed the Authority regarding military aircraft noise and the military hot refueling contract with FBO Modern Aviation.

Ms. Davis read into the record 3 of approximately 21 email communications received in support of the military traffic at ILM.

**AIR SERVICE PRESENTATION**

Oliver Lamb, with APAC, shared a presentation with the Authority on the current state of aviation and ILM's recovery post-COVID. Mr. Lamb noted that ILM paralleled or outperformed other airports across the country, including our peer airports, during this recovery period. Mr. Lamb also noted that ILM recovered every non-stop market and added the new

market of Boston.

Regarding air service development, Mr. Lamb reported that ILM is looking at the following markets over the next 5 years: Newark, South Florida, Los Angeles, and Nashville. Regarding ILM's air carrier mix, ILM's goal is to continue to support the 3 current carriers but also look at other carriers to add without destabilizing the current carriers.

### **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)** - 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. Mr. Williams MOVED, SECONDED by Mr. S. Thompson to approve the revised Purchase Order in the amount of \$100,000 to Assa Abloy as recommended. Upon vote, the MOTION WAS APPROVED. Mr. J. Thompson was absent.
- b. **Terminal Expansion – Owner Supplied Fixtures (FAA Entitlement, Discretionary, General)** – a Purchase Order (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. Mr. Rhodes MOVED, SECONDED by Mr. Williams to approve a Purchase Order in the amount of \$28,458.60 to Grainger as recommended. Upon vote, the MOTION WAS APPROVED. Mr. J. Thompson was absent.
- c. **Commercial Service Apron Expansion (FAA Discretionary, NC DOT, General)** – 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. Mr. Wolfe MOVED, SECONDED by Mr. Thompson to approve the construction contract with Trader Construction Company in the amount of \$5,798,572.11 as recommended. Upon vote, the MOTION WAS APPROVED. Mr. J. Thompson was absent.
- d. **Commercial Service Apron Expansion (FAA Discretionary, NC DOT, General)** - a work authorization with Talbert and Bright NTE \$540,000.00 pending an IFE review to perform construction administrative services associated with the construction of commercial service apron extension. This NTE fee amount is within the approved FAA budget and is eligible for FAA reimbursement. Mr. Thompson MOVED, SECONDED by Mr. Rhodes to award Talbert and Bright a work authorization NTE \$540,000.00 as recommended. Upon vote, the MOTION WAS APPROVED. Mr. J. Thompson was absent.

- e. **Business Park Utilities Mapping (General)** – a work authorization with AVCON, Inc. NTE \$40,000.00 pending final staff and legal review, to perform survey and mapping services of all utilities and infrastructure in the Airport Business Park, excluding the south ramp area. The product of this work will be used in recruiting industry to the business park and highlighting shovel ready sites for development. Mr. Williams MOVED, SECONDED by Mr. Wolfe to award AVCON, Inc a work authorization NTE \$40,000.00 as recommended. Upon vote, the MOTION WAS APPROVED. Mr. J. Thompson was absent.

Mr. Dick updated the Authority on the AIP Discretionary Grant award, the TSA baggage area HVAC request, and the status of the Terminal Expansion project.

### **FINANCE & HUMAN RESOURCES**

Mr. Campbell reviewed ILM's July financial summary, financials and cash summary. Mr. Campbell noted that the monthly parking revenue out-paced 2019's revenues for the first time since the start of the pandemic.

Mr. Campbell updated the Authority on the status of the annual audit noting it is moving forward towards the October 6 deadline. The Authority will be provided a copy of the audit report prior to the October 6 Authority meeting.

Mr. Campbell reported that ILM currently has only 3 positions open.

### **BUSINESS DEVELOPMENT**

Ms. LeTellier updated the Authority on new advertisers Shuckin' Shack Oyster Bar and Trust Mortgage, Tailwind's new concession lease; and ILM's new marketing campaign which will launch in September. Ms. LeTellier shared several sample advertisements from the upcoming campaign.

### **GOVERNMENT**

Chairman Girardot shared from the Annual Report to the New Hanover County Commissioners some of the achievements of the Authority and ILM staff since January 2021.

#### The Authority and ILM Staff

- a. maintained full employment during the pandemic, including the local construction crews;
- b. remained on a solid financial footing, continuing to receive no funding from the County while contributing to the County's tax base;
- c. followed the County's lead and provided bonuses to employees;
- d. performed an employee salary review and increased the base salary to \$15/hour;
- e. prepared a report on the state of the general aviation industry;
- f. updated the Employee Handbook;
- g. is retaining a consultant to perform an audit of the ILM business park; and
- h. is working with CFCC to develop an aviation related program and scholarship.

Chairman Girardot updated the Authority on the EU restrictions on American travelers; the Federal Infrastructure Bill; and the NC State Budget. Chairman Girardot noted that our funding,

both Federal and State, is looking good.

**OPERATIONS & GENERAL AVIATION**

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

**IT REPORT**

Mr. Dick reviewed items for upcoming discussion with the IT committee which included phone service improvements, in-terminal digital advertising services, customer convenience apps, and in-terminal WIFI expansion.

**DIRECTOR'S REPORT**

Mr. Broughton provided an update from the NCAA Conference and reminded the Authority that Oliver Lamb would be meeting with Business Travel and Tourism Groups on Thursday, September 2<sup>nd</sup> to share his air service presentation.

**UNFINISHED BUSINESS**

Mr. S. Thompson updated the Authority on the status of the ADK executive search for the new Airport Director.

**NEW BUSINESS**

Mr. S. Thompson reported on a recent business prospect brought to ILM thru Wilmington Business Development and recommended that ILM reinstate their partnership with Wilmington Business Development by raising our participation level to a \$20,000.00 sponsorship. Mr. S. Thompson MOVED, SECONDED by Mrs. Olson-Boseman for a \$20,000.00 sponsorship with Wilmington Business Development as recommended. Upon vote, the MOTION WAS APPROVED. Mr. J. Thompson was absent.

Chairman Girardot pointed out that the Authority will be working with Wilmington Business Development on the Business Park audit as well.

**ADJOURNMENT**

Mr. Williams MOVED, SECONDED by Mr. Thompson 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 6:10 pm.

Prepared by:  
Rose M. Davis

Respectfully Submitted:

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Nick Rhodes, Secretary  
Date of Approval: October 6, 2021