



ILM

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday
November 3, 2021***

5:00 PM

ILM Executive Conference Room



*New Hanover County Airport Authority
Meeting Agenda
November 3, 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.

Staff Reports

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



Tab 2

Facilities & Terminal Expansion

- **Action Items**

- a. **Terminal Expansion Project – Supplemental Agreement #1– (NC Appropriations, NHC Loan, PFCs) –** Recommendation for approval of a supplemental agreement, pending Legal approval, to Monteith Construction Company for additional work as generally described in “Alternate #1 – Renovation & Expansion Baggage Claim Area” of the original bid documents. The SA value is \$6,989,976.00, including \$330,000 of owner's contingency allowance. The work will include expansion and renovation of the bag claim lobby, expansion of the ramp level bag receiving area, and replacement of the existing two claim devices with larger modernized equipment. The CO is expected to add approximately 90 days to the contract period.

- **Information Items**

- a. **Runway 6 Drainage Ditch Repairs (FEMA, Insurance) –** A pre-construction conference has been held and the official Notice to Proceed date is November 8th, with a contract completion date of January 21, 2022.
- b. **Air Carrier Apron Expansion –** Following a pre-construction meeting, the Notice to Proceed date has been established as November 15th, with a completion date of January 12, 2022.



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Tab 2

Facilities & Terminal Expansion

- **Information Items (Continued)**

- c. **Terminal Expansion - Contract 3 (FAA, AIP, PFC, State, General)** –Contractor has completed 74% of Schedule 1 work. The tentative opening date for Schedule 1 remains February 1, 2022. Additional items of interest:

- Monteith will open a new route for passengers through a temporary corridor in the new terminal around the third week of November and will begin demolition of the existing connector shortly after.
 - A partial or temporary certificate of occupancy is expected to be available by the first week of November, allowing Tailwinds contractors to begin work.
 - The Parks Griffin Committee has developed a draft storyboard and will continue further refinement with assistance from the Museum before going to production.
 - Tours for advertising partners to assist in selling space on new displays are scheduled to begin the first week of November.
 - Staff and the design team are reviewing additional supplemental work related to the addition of new passenger boarding bridges and renovations of the rental car counters to the current contract.

Schedule 2 Work: Ticket Lobby restrooms remain under construction. Schedule 2 is on track to finish December of 2022.



Tab 3

Finance & Human Resources

- **Monthly Financials**

September Financial Summary, Financials and Cash Summary (Agenda pages 8-9)

- **Action Items – None.**

- **Information Items**

During the month of September, ILM had five open positions. Two were filled with temporary employees. Those two temporary employees were offered full-time positions in October.

Wilmington International Airport

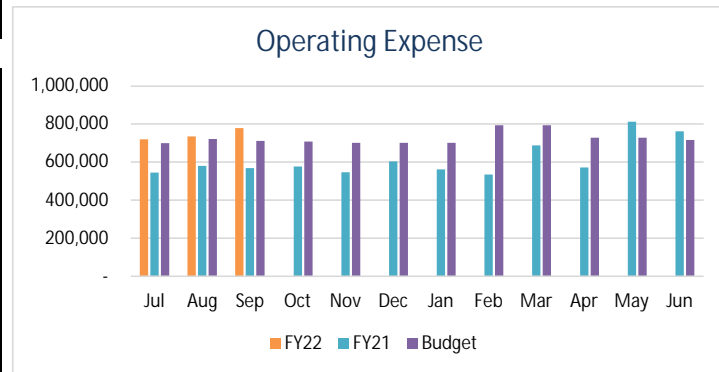
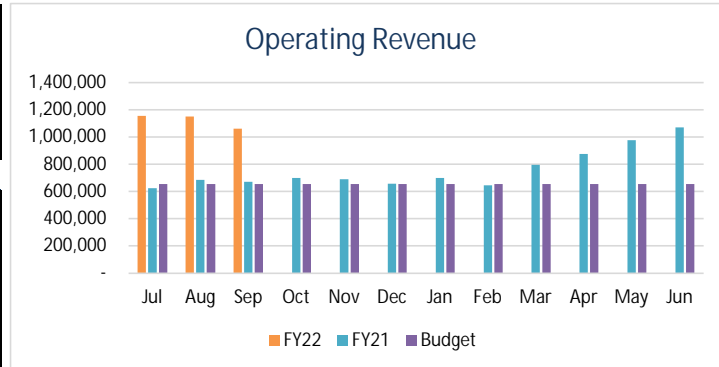
Monthly Financial Summary

September

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	1,060,424	654,210	670,749	62.1%	58.1%
Monthly Expense	778,370	710,669	567,764	9.5%	37.1%
YTD Revenue	3,364,957	1,962,630	1,977,630	71.5%	70.2%
YTD Expense	2,232,163	2,130,840	1,692,195	4.8%	31.9%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	170,505	103,653	100,443	64.5%	69.8%
Parking Lot	359,968	143,083	124,043	151.6%	190.2%
Rent	237,758	227,808	228,341	4.4%	4.1%
Commissions	195,870	102,917	116,049	90.3%	68.8%
Security	56,983	49,583	57,883	14.9%	-1.6%
Other	34,933	22,833	25,169	53.0%	38.8%
Interest	47,075	20,874	30,136	125.5%	56.2%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	349,856	370,000	313,732	-5.4%	11.5%
Contracted Services	121,204	123,046	83,763	-1.5%	44.7%
Utilities	49,028	34,958	27,295	40.2%	79.6%
Repairs & Maint	90,055	47,624	50,539	89.1%	78.2%
Professional Srvc	47,075	20,874	30,136	125.5%	56.2%
Advertising/Mktg	21,938	21,542	8,116	1.8%	170.3%
Insurance	45,508	44,666	37,463	1.9%	21.5%
Business Park	19,723	15,042	8,346	31.1%	136.3%
Other	38,390	37,250	27,194	3.1%	41.2%



Summary of Significant Monthly Activity				
Revenue			Expense	
<p>September revenue dropped approximately 8% versus August. This decrease is typical as leisure travel tends to decrease when the summer season ends. With the exception of parking, all major categories exceeded those of September 2019.</p>			<p>Salaries/Benefits - We were short 5 employees for the month of September. Two two of those positions were filled by temporary employees.</p> <p>Contracted Services - includes repairs to parking equipment, as well as temporary help to cover two open positions.</p> <p>Utilities - a 4.7% increase in electric rates was not factored into the FY22 budget. The expanded terminal is also impacting usage earlier than expected.</p> <p>R&M - includes \$60k worth of repairs to the terminal curb canopy. The insurance reimbursement was received in FY21, but repairs were delayed until FY22.</p> <p>Professional Services - September includes \$14k for the Director search and \$15k for concession agreement preparation.</p> <p>Advertising - this item is not necessarily expended evenly throughout the year.</p> <p>Business Park - includes \$15k for lease preparation.</p> <p>Other - includes \$10k for equipment leasing and \$6k for air service development.</p>	
	Sep 21	vs. Aug 21		vs. Sep 19
Landing fees	112,112	-12.4%		11.6%
Fuel flowage fees	43,930	-5.5%		145.6%
Rental car comm	158,086	-31.6%		22.2%
Food commission	32,028	-17.5%		8.6%
Parking lot	359,968	-1.2%	-13.4%	

Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
BB&T General Operating Checking	N/A	\$ 10,996.35
South State General Operating Checking	N/A	\$ 1,729,644.11
South State Business Park Checking	N/A	7,553.57
South State Business Park Money Rate Savings	0.15%	3,028,068.72
South State Money Rate Savings	0.15%	31,136,808.79
Investment Account-Govt	0.07%	36,391.48
South State PFC Money Rate Savings ***	0.15%	4,510,844.00
South State CFC Money Rate Savings ***	0.15%	3,285,644.52
Petty Cash	N/A	1,000.00
Total Cash		43,746,951.54
Less Restricted Use ***		7,796,488.52
Less Reserves:		
Maintenance & Development Reserve		3,031,041.53
Operational Reserve		4,000,000.00
Net Cash Available for Daily Operations		\$ 28,919,421.49



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Tab 4

Business Development

- **Action Items-None.**

- **Information Items**
 - a. Update on Airport Roundtable held Oct 27th - Friday Oct 29th.
40 attendees including network planners from American Airlines, United, Sun Country, Southwest, and Avelo (virtual). Also, airport representatives from a variety of states including North Carolina, Ohio, Wisconsin, Texas and Pennsylvania.

 - b. Sponsorship of Cucalorus Film Festival (Nov 10th-14th) with recognition of ILM as “official travel sponsor.” Marketing includes: banner ad on Cucalorus website’s travel page, dedicated email linked to ILM website, ILM logo on pre-screening slideshow, half page ad in festival program guide.



Tab 5 Government

- **Action Items – None.**
- **Information Items**
 - a. Update on Federal Infrastructure Bill
 - b. Update on NC Budget



Tab 6

Operations & General Aviation

- **Action Items – None.**

- **Information Items**

a. PASSENGERS: Total revenue passengers for September 2021 were 86,441 bringing total revenue passengers down .01% vs. September 2019. YTD revenue passengers through September 2021 is 637,811 which is down 19% vs. September 2019.

October 2021 enplanements are tracking down approximately 1.9% (vs. 2019).

b. FUEL: Jet A:\$6.45/gal. Avgas:.....\$6.66/gal.

c. FUEL FLOWAGE:

September 2021: 488,116 gallons which is up 146% vs. September 2019.



Tab 7 IT

- **Action Items – None**
- **Information Items**
 - a. eTelecom has been selected as the new telephone provider to provide VOIP telephone service for Airport operations. The transition to VOIP was necessitated by our old provider notifying us that our analog service would be terminated in January.
 - b. Staff is soliciting proposals for Public WIFI providers to update our existing infrastructure and complete the installation of WIFI within the new terminal building. The provider will also be expected to provide maintenance and support.
 - c. Proposals are also being solicited for an airport data display provider. The provider will assist the Airport in management of data screens used for airport Flight Information Displays (FIDs), digital messaging and advertisement throughout the terminal.



Tab 8

Director's Report

- **Action Item – None**

- **Information Items**
 - a. Proposed Authority Meeting Schedule for 2022 (Agenda page 15)

 - b. November, December and January Calendars (Agenda pages 16-18)

PROPOSED
NEW HANOVER COUNTY AIRPORT AUTHORITY
2022 MEETING SCHEDULE

REGULAR MEETING
JANUARY 5, 2022 *
FEBRUARY 2, 2022
MARCH 2, 2022
APRIL 6, 2022
MAY 4, 2022
JUNE 1, 2022
JULY 6, 2022 *
AUGUST 3, 2022
SEPTEMBER 7, 2022 *
OCTOBER 5, 2022
NOVEMBER 2, 2022
DECEMBER 7, 2022

* These meetings fall close to a holiday weekend and may be rescheduled.

All meetings are held in ILM's Executive Conference Room, 2nd Floor of the Terminal Building. The meeting will begin at 5:00 p.m., unless otherwise noted.

Proposed Schedule drafted: 6/29/2021

Approved:

NOVEMBER 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
			5 pm AA Meeting	8A & 4P United Way Campaign KickOff 10 am WMPO Technical Coordinating Mtg. (GD)	1 pm Zimmer Tour	
7	8	9	10	11	12	13
				Veterans Day Admin Offices Closed		
14	15	16	17	18	19	20
	4:00 pm NC Airports Conf. Call	1 pm C3 Progress Mtg.				
21	22	23	24	25	26	27
			3 pm WMPO Board Mtg. (GD)	Thanksgiving Day Admin Offices Closed		
28	29	30				
	4:00 pm NC Airports Conf. Call					

DECEMBER 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 5 pm AA Meeting	2 Ambassadors Quarterly Mtg/Christmas Luncheon	3	4
5	6	7 1 pm C3 Progress Mtg.	8 Wanda Copley's Birthday and Spruill Thompson's Birthday	9 Tenants Quarterly Mtg/Christmas Luncheon	10	11
12	13 4:00 pm NC Airports Conf. Call	14 7:30 am Power Breakfast	15	16	17	18
19	20	21	22	23	24	25 Christmas
	GB Vacation			Admin Offices Closed		
26	27 4:00 pm NC Airports Conf. Call	28	29 3 pm WMPO Board Mtg. (GD)	30 Gary Broughton's Last Day	31 Admin Offices Closed	

January 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 New Year's Day
2	3	4	5 5 pm AA Meeting	6	7	8
9	10 4 pm NC Airports Conf. Call	11	12	13	14	15
16	17 M L King Day Admin Offices Closed	18	19 Nick Rhodes' Birthday	20	21	22
23	24 4 pm NC Airports Conf. Call	25	26 Jason Thompson's Birthday	27	28	29
30	31					



Tab 9

- **Unfinished Business**
- **New Business**
 - **Closed Session**
 - Expansion of Industries/Economic Development pursuant to N.C.G.S. §143-318.11(a)(4)
 - Consideration of personnel matters pursuant to N.C.G.S. §143-318.11(a)(6)
- **Adjournment**