



ILM

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday
December 1, 2021***

5:00 PM

ILM Executive Conference Room



*New Hanover County Airport Authority
Meeting Agenda
December 1, 2021- 5:00 PM*

- Pledge of Allegiance
- Call to Order/Code of Ethics Clause
- Approval of Minutes Tab 1
- Farewell Gary Broughton
- 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 November 3, 2021 regular meeting.



Authority Farewell to Gary Broughton

July 2004 – December 2021



In Appreciation
for 17 Years of
Dedicated
Service to ILM



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



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Tab 2

Facilities & Terminal Expansion

- **Action Items**

- Terminal Expansion Project – Work Authorization for CA Services, Supplemental Agreement #1 – (NC Appropriations, NHC Loan, AIP & PFCs)** – Recommend approval of a work authorization NTE \$425,000 for construction administration services related to Supplemental Agreement #1 (Bag Claim Expansion) to Talbert and Bright, pending positive IFE review.
- Terminal Expansion Project – Work Authorization for CA Services, Supplemental Agreement #3 – (NC Appropriations, NHC Loan, AIP & PFCs)** – Recommend approval of a work authorization NTE \$155,000 for construction administration services related to Supplemental Agreement #1 (Passenger Boarding Bridges & Equipment) to Talbert and Bright, pending positive IFE review.
- Terminal Expansion Project – Supplemental Agreement #2– (NC Appropriations, NHC Loan, AIP & PFCs)** Recommendation for approval of a supplemental agreement, pending Legal approval, to Monteith Construction Company for additional work including a new passenger boarding bridge, the relocation of a passenger boarding bridge and bridge accessories. The SA value is \$3,225,180, including \$150,000 of owner's contingency allowance. The new bridge will be located on current Gate 6 (Future Gate 4) and will run concurrently with the contract time.
- Sunbelt Rentals – TSA Coolers for Outbound Bag Screening – (Operating Budget)** Recommendation for approval of a PO to Sunbelt Rentals in the amount NTE \$22,000 to provide temporary coolers for the TSA occupied space in the outbound bag room.



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Tab 2 (continued)

Facilities & Terminal Expansion

- **Information Items**

- a. **Runway 6 Drainage Ditch Repairs (FEMA, Insurance)** – Work on this project has started and is expected to complete January 2022.

- b. **Air Carrier Apron Expansion** – Contractor is installing concrete batch plant off Airport Blvd to serve the project. Talbert and Bright is designing additional apron areas. Current project scope is scheduled for completion in June 2022.

- c. **Terminal Expansion - Contract 3 (FAA, AIP, PFC, State, General)** – Contractor has completed 77% of Schedule 1 work. The tentative opening date for Schedule 1 remains February 1, 2022. Additional items of interest:

- New route for passengers to concourse through new terminal opened 11/23/21.
 - Contractors are pricing out construction of Parks Griffin space display shelves. ILM staff working with sign manufacturer for print of historical information boards.
 - Supplemental Agreement #1 Approved by NHC Legal review.
 - Renovated Ticket Lobby restrooms opened weekend before Thanksgiving.

- Schedule 2 Work: Schedule 2 is on track to finish December of 2022, Bag Claim June 2023.

- d. **NC DOT Funding** – ILM was notified of award for \$500,000 through the NC DOT STIP program for the Apron Expansion project.



Tab 3

Finance & Human Resources

- **Monthly Financials**

October Financial Summary, Financials and Cash Summary (Agenda pages 10-11)

- **Action Items**

Recommend approval of budget amendment in the amount of two hundred eighty-five thousand dollars (\$285,000.00) to the salaries, wages and benefits line.

- **Information Items**

a. During the month of October, ILM had three open positions – two maintenance tech positions and one electrician.

b. The employee shuttle is up and running. It will run through January 15, 2022.

Wilmington International Airport

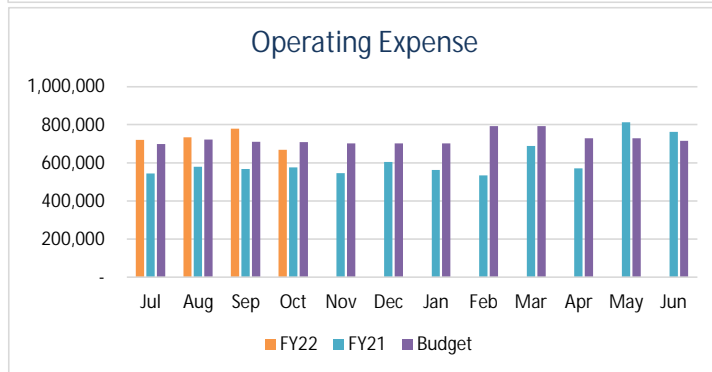
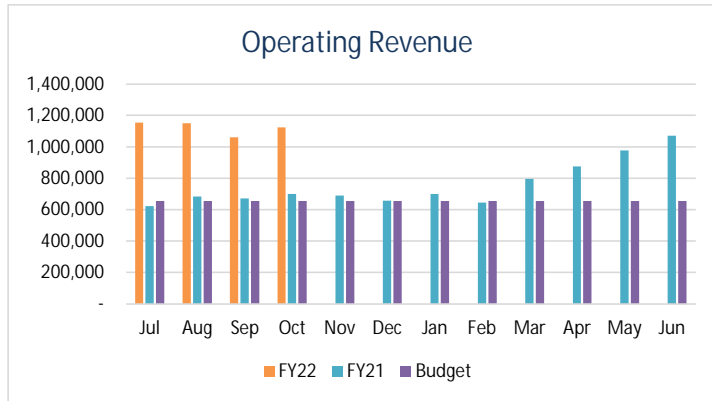
Monthly Financial Summary

October

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	1,124,353	654,210	698,914	71.9%	60.9%
Monthly Expense	668,926	707,669	576,149	-5.5%	16.1%
YTD Revenue	4,489,309	2,616,840	2,676,544	71.6%	67.7%
YTD Expense	2,901,089	2,838,509	2,268,344	2.2%	27.9%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	163,105	103,653	102,897	57.4%	58.5%
Parking Lot	413,593	143,083	148,328	189.1%	178.8%
Rent	246,876	227,808	228,796	8.4%	7.9%
Commissions	209,944	102,917	124,881	104.0%	68.1%
Security	57,313	49,583	58,243	15.6%	-1.6%
Other	29,318	22,833	23,197	28.4%	26.4%
Interest	4,204	4,333	12,571	-3.0%	-66.6%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	360,710	370,000	307,568	-2.5%	17.3%
Contracted Services	124,930	123,046	102,390	1.5%	22.0%
Utilities	44,593	34,958	31,303	27.6%	42.5%
Repairs & Maint	30,209	47,624	36,757	-36.6%	-17.8%
Professional Svc	12,407	13,541	16,373	-8.4%	-24.2%
Advertising/Mktg	11,326	21,542	9,625	-47.4%	17.7%
Insurance	34,473	44,666	37,463	-22.8%	-8.0%
Business Park	21,412	15,042	13,212	42.3%	62.1%
Other	28,866	37,250	21,459	-22.5%	34.5%



Summary of Significant Monthly Activity																											
Revenue		Expense																									
<p>October revenue increased approximately 6% versus September. Parking revenue is still not back to FY19 levels, but it remains strong and there are indications that business travel has picked up a bit.</p>		<p>Salaries/Benefits - We were short 3 employees for the month of October. Two temporary employees were hired as full time during October.</p>																									
<table border="1" style="width: 100%;"> <thead> <tr> <th></th> <th>Oct 21</th> <th>vs. Sep 21</th> <th>vs. Oct 19</th> </tr> </thead> <tbody> <tr> <td>Landing fees</td> <td>108,688</td> <td>-3.1%</td> <td>-2.8%</td> </tr> <tr> <td>Fuel flowage fees</td> <td>37,655</td> <td>-14.3%</td> <td>39.7%</td> </tr> <tr> <td>Rental car comm</td> <td>171,991</td> <td>8.8%</td> <td>16.0%</td> </tr> <tr> <td>Food commission</td> <td>31,011</td> <td>-3.2%</td> <td>0.1%</td> </tr> <tr> <td>Parking lot</td> <td>413,593</td> <td>14.9%</td> <td>-11.4%</td> </tr> </tbody> </table>			Oct 21	vs. Sep 21	vs. Oct 19	Landing fees	108,688	-3.1%	-2.8%	Fuel flowage fees	37,655	-14.3%	39.7%	Rental car comm	171,991	8.8%	16.0%	Food commission	31,011	-3.2%	0.1%	Parking lot	413,593	14.9%	-11.4%	<p>Contracted Services - includes an increase in parking management, as well as temporary help to cover two open positions and curb walkers.</p>	
	Oct 21	vs. Sep 21	vs. Oct 19																								
Landing fees	108,688	-3.1%	-2.8%																								
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		<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>Repairs & Maint - includes general facilities repairs and supplies, along with tool and equipment rentals.</p>																									
		<p>Professional Services - October includes \$3k for employee searches and \$8k for an actuarial study required for the audit.</p>																									
		<p>Advertising - this item is not necessarily expended evenly throughout the year.</p>																									
		<p>Business Park - includes \$20k for annual dues.</p>																									
		<p>Other - includes equipment leasing and air service development.</p>																									

Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
BB&T General Operating Checking	N/A	\$ 12,654.81
South State General Operating Checking	N/A	\$ 661,619.16
South State Business Park Checking	N/A	9,580.40
South State Business Park Money Rate Savings	0.15%	3,075,247.75
South State Money Rate Savings	0.15%	35,240,598.11
Investment Account-Govt	0.07%	36,391.79
South State PFC Money Rate Savings ***	0.15%	4,686,633.14
South State CFC Money Rate Savings ***	0.15%	3,333,044.66
Petty Cash	N/A	1,000.00
Total Cash		47,056,769.82
Less Restricted Use ***		8,019,677.80
Less Reserves:		
Maintenance & Development Reserve		3,039,374.53
Operational Reserve		4,000,000.00
Net Cash Available for Daily Operations		\$ 31,997,717.49



Tab 4

Business Development

- **Action Items – None.**

- **Information Items**
 - a. Expedia campaign being developed and set to run mid-December through March; targeting outbound flights from ILM to the greater NY area and ILM to south Florida.

 - b. Holiday Gatherings:
 - Dec. 2nd, Noon ILM Ambassadors
 - Dec. 9th, Noon ILM Tenants
 - Dec. 10th, 6 PM Employee Holiday Party



Tab 5 Government

- **Action Items**

With an average of \$5.5 million per year in state funding since 2017, I recommend approval of a pledge to NCAAA of \$12,000 for continued support of a lobbyist to represent ILM and all NC airports.

- **Information Items**

- a. Aviation funding update
- b. NC Budget update



Tab 6

Operations & General Aviation

- **Action Items – None.**

- **Information Items**

a. PASSENGERS: Total revenue passengers for October 2021 were 89,220 bringing total revenue passengers up 3% vs. October 2019. YTD revenue passengers through October 2021 is 727,031 which is down 18% vs. October 2019.

November 2021 enplanements are tracking down approximately 5% (vs. 2019).

b. FUEL: Jet A:\$6.39/gal. Avgas:.....\$6.55/gal.

c. FUEL FLOWAGE:

October 2021: 418,384 gallons which is up 40% vs. October 2019.



Tab 7 IT

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

Update on Terminal IT services



Tab 8

Director's Report

- **Action Item – None**
- **Information Items**
 - a. ILM wrapped up the United Way Workplace Campaign. Our thanks to our co-chairs Erin McNally and Kenny Smith. I am pleased to report that ILM exceeded our goal, raising \$5,739.24!
 - b. December, January and February Calendars (Agenda pages 17-19)

DECEMBER 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 7:30 am Chamber Economic Scorecard 5 pm AA Meeting	2 Ambassadors Quarterly Mtg/Christmas Luncheon	3	4
5	6	7 1 pm C3 Progress Mtg.	8 Wanda Copley's and Spruill Thompson's Birthdays	9 Tenants Quarterly Mtg/Christmas Luncheon	10 6 pm Employee Christmas Party @ Hops Supply Co.	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
	GB Vacation			Admin Offices Closed		Christmas
26	27 4:00 pm NC Airports Conf. Call	28	29 3 pm WMPO Board Mtg. (GD) Agenda Due Out	30 2-4 pm Gary Broughton's Retirement Celebration @ ILM	31 Admin Offices Closed	

January 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 New Year's Day
2	3 Jeff Bourk First Day at ILM	4 1 pm C3 Progress Meeting	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 1 pm C3 Progress Meeting	19 Nick Rhodes' Birthday	20	21	22
23	24 4 pm NC Airports Conf. Call	25	26 Jason Thompson's Birthday Agenda Due Out	27	28	29
30	31					

February 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 1 pm C3 Progress Meeting	2 5 pm AA Meeting	3	4	5
6	7 4 pm NC Airports Conf. Call	8	9	10	11	12
13	14 Valentine's Day	15 1 pm C3 Progress Meeting	16	17	18	19
20	21 President's Day Tom Wolfe's Birthday 4 pm NC Airports Conf. Call	22	23 Agenda Due Out	24	25	26
27	28					



Tab 9

- **Unfinished Business**
- **New Business**
 - **Closed Session**
 - To consult with an attorney pursuant to N.C.G.S. §143-318.11(a)(3)
- **Adjournment**