

**NEW HANOVER COUNTY AIRPORT AUTHORITY
REGULAR MEETING
February 2, 2022**

CALL TO ORDER

The New Hanover County Airport Authority met on Wednesday, February 2, 2022, 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; Tom Wolfe, Lee Williams, Julia Olson-Boseman, Jason Thompson, and Wanda Copley, County Attorney. Also present were ILM staff Jeff Bourk, Airport Director; Granseur Dick, Facilities Director; Carol LeTellier, Business Development Director; Jackie Yellin-Mungo, Comptroller; and Rose Davis, Executive Assistant.

Robert Campbell, Finance Director, was absent from this meeting.

Approximately 12 guests from the public attended the Authority meeting.

APPROVAL OF MINUTES

The Authority has reviewed the minutes of the meeting on January 5, 2022. Mr. Rhodes MOVED, SECONDED by Mr. J. Thompson to approve the minutes of the January 5, 2022, Regular meeting as submitted. Upon vote, the MOTION WAS APPROVED.

PUBLIC COMMENTS

Mr. Hal Reichardt addressed the Authority regarding a new TSA precheck processing center which will be available at Staples in Wilmington starting in April.

FACILITIES & TERMINAL EXPANSION

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

a. **Terminal Expansion – Contract 3 (AIP, PFC, State, General) – Supplemental Agreement #3** – approve Supplemental Agreement #3 to Monteith Construction Company for \$367,889.00 pending NHC Legal Review, for the renovations of the existing rental car lobby counters, including customer counters, back wall counters and new storefront. Mr. S. Thompson MOVED, SECONDED by Mr. Rhodes to approve the Supplemental Agreement #3 as recommended. Upon vote, the MOTION WAS APPROVED.

b. **Access Control Upgrades (General Capital)** – approval of contract to Johnson Controls Inc. for installation of access controls to the ARFF Building Inspections Doorway and the Administrative Office main doorway in a purchase order amount not to exceed \$25,000.00. The motion comes from the Facilities Committee, SECONDED by Mr. S. Thompson to approve

the contract with Johnson Controls Inc. as recommended. Upon vote, the MOTION WAS APPROVED.

c. **Airfield Pavement Marking (General Operating)** – approval of a contract with HASCO, Inc. in a purchase order amount not to exceed \$125,000 for annual airfield pavement marking. The motion comes from the Facilities Committee, SECONDED by Mr. Wolfe to approve the contract with HASCO, Inc. as recommended. Upon vote, the MOTION WAS APPROVED.

Mr. Dick updated the Authority on the status of the Runway 6 drainage ditch repairs, the Air Carrier Apron Expansion, and the Terminal Expansion project.

Regarding the Pavement Report, Mr. Dick reported that staff has been working with Talbert & Bright to review airfield pavement data so that information can be updated and provided to the military by March which should increase the capacity rating for military reporting purposes.

In response to Mr. J. Thompson's suggestions last month regarding parking improvements, a review meeting has been scheduled for February 21, 2022, with AVCON, the engineers who prepared ILM's Transportation Master Plan.

Chairman Girardot reported that, at the suggestion of County Commission Chair Olson-Boseman, the Tourism Development Agency (TDA) and the airport are moving towards a closer working relationship. The TDA adopted a resolution on February 1, 2022, for \$250,000.00, for their out-of-state marketing campaign in markets that may be served by ILM. Mr. Bourk and Mrs. McNally will be meeting with the TDA to outline areas for additional funding and working in concert with the TDA.

IT

Mr. Dick updated the Authority on a proposed Common Use System noting that staff will be developing an RFP for selection of Common Use System providers. Mr. Bourk explained in more detail the benefit of having shared gates and ticket counter spaces available for common use by multiple new or existing airlines to ensure the space is used efficiently.

FINANCE & HUMAN RESOURCES

Mrs. Yellin-Mungo reviewed ILM's December financial summary, financials, and cash summary.

Mr. Bourk and Mr. Dick, on behalf of the Finance Committee, presented the following action items for approval:

a. Three (3) additional Aircraft Rescue Firefighters (ARFF) positions. Approximate first year cost in salary and benefits is \$171,000 plus the cost of uniforms and equipment. Mrs. Olson-Boseman MOVED, SECONDED by Mr. J. Thompson to approve the three (3) additional ARFF positions as recommended. Upon vote, the MOTION WAS APPROVED.

b. For Staff to negotiate a contract with the New Hanover County Sheriff's Office under which the Sheriff will provide deputies to monitor the terminal curb. The motion comes from the Finance Committee, SECONDED by Mr. J. Thompson to approve the contract with the New Hanover County Sheriff's Office for terminal curb monitoring as recommended. Upon vote, the MOTION WAS APPROVED.

c. American Rescue Plan Act (ARPA) grant in the amount of \$6,090,079. Proceeds will be used to cover cost of operations, including personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments. Mr. Williams MOVED, SECONDED by Mr. J. Thompson to approve the American Rescue Plan Act (ARPA) grant as recommended. Upon vote, the MOTION WAS APPROVED.

Mr. Bourk reviewed the Annual Summary report with the Authority and Mr. Dick updated the Authority on current employment openings at ILM.

BUSINESS DEVELOPMENT

Ms. LeTellier recommended, on behalf of the Business Development committee, the approval of the following action items:

a. Authorization to proceed with an RFQ for an airport consultant to assist in a variety of tasks including but not limited to developing airline rates and charges, common use gates and ticket counters, and new airline lease agreement. Discussion followed. Mr. Williams MOVED, SECONDED by Mr. Rhodes to authorize staff to proceed to publish the RFQ for retaining an airport consultant as recommended. Upon vote, the MOTION WAS APPROVED.

b. Few Moves, LLC, our tenant located at 2610 N. 23rd Street, would like to exercise its first of two (3) three-year lease extensions which would become effective April 1, 2022, and continue to March 31, 2025. Staff is requesting approval of the First Lease Amendment. Mr. Williams MOVED, SECONDED by Mr. S. Thompson to approve the First Lease Amendment as recommended. Upon vote, the MOTION WAS APPROVED.

GOVERNMENT

Chairman Girardot updated the Authority on the status of the 5G network interference.

OPERATIONS & GENERAL AVIATION

Mr. Bourk on behalf of the Operations and General Aviation Committee recommended approval for ILM staff to explore options for future hangar development to include feasibility analysis, funding sources for TWY and infrastructure improvements, site layout and eventual RFP for hangar building and management. The motion comes from the Operations and General Aviation committee, SECONDED by Mr. S. Thompson to direct staff to explore options for future hangar development as recommended. Upon vote, the MOTION WAS APPROVED.

Mr. Bourk updated the Authority on plans for a General Aviation Fly-In/BBQ in April and the ongoing cross-training efforts between ARFF and New Hanover County Firefighters, including expansion of ILM's mutual aid agreement.

Mr. Bourk shared two new reports: Airport Operations, and TSA Passenger Throughput, both 2021 information compared to 2019.

DIRECTOR'S REPORT

Mr. Bourk updated the Authority on the recent ice event and recognized the ILM team for their excellent service and reported on the recent Team Huddle/ "All Hands" meetings held with ILM employees.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Chairman Girardot called for a motion for the Authority to enter a closed session to consult with an attorney pursuant to NCGS §143-318.11(a)(3) and to discuss matters relating to the expansion of industries and economic development pursuant to NCGS §143-318.11(a)(4). Mr. Rhodes MOVED, SECONDED by Mr. Wolfe to enter into closed session for the above referenced matters. Upon vote, the MOTION WAS APPROVED.

All persons not Authority members or ILM staff were asked to leave the meeting. The Authority went into closed session at 5:33 pm.

Mr. S. Thompson MOVED, SECONDED by Mrs. Olson-Boseman to return to open session. Upon vote, the MOTION WAS APPROVED.

OPEN SESSION

The Authority returned to open session at approximately 6:49 pm. Chairman Girardot reported that the Authority completed its discussion relating to expansion of industries and economic development and consultation with attorney and no action was taken.

ADJOURNMENT

There being no further business to come before the Board, Chairman Girardot adjourned the meeting at 6:50 pm.

Prepared by:
Rose M. Davis

Respectfully Submitted:

Nick Rhodes, Secretary

Date of Approval: March 2, 2022