

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

CALL TO ORDER

The New Hanover County Airport Authority met on Wednesday, March 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. Spruill Thompson 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, Jason Thompson, Wanda Copley, County Attorney; and Kemp Burpeau, Deputy County Attorney. Also present were ILM staff Jeff Bourk, Airport Director; Granseur Dick, Facilities Director; Carol LeTellier, Business Development Director; Robert Campbell, Finance Director; and Rose Davis, Executive Assistant.

Julia Olson-Boseman was absent from this meeting.

Approximately 18 guests from the public attended the Authority meeting.

APPROVAL OF MINUTES

The Authority has reviewed the minutes of the meeting on February 2, 2022. Mr. Williams MOVED, SECONDED by Mr. Wolfe to approve the minutes of the February 2, 2022, Regular meeting as submitted. Upon vote, the MOTION WAS APPROVED. Mrs. Olson-Boseman was absent.

The Authority reviewed the minutes of the Closed Session on February 2, 2022, during the meeting. Mr. Williams MOVED, SECONDED by Mr. Wolfe to approve the minutes of the Closed Session on February 2, 2022, as submitted. Upon vote, the MOTION WAS APPROVED. Mrs. Olson-Boseman was absent.

PUBLIC COMMENTS

None.

FACILITIES & TERMINAL EXPANSION

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

- a. **Air Carrier Apron Expansion (FAA, PFC, NCDOT)** – Supplemental Agreement #1 to Trader Construction for construction of an additional 13,500 SY of apron to support larger aircraft at Gates 8 and 9, an aircraft deicing location and additional hard-stand parking positions. The value of SA #1 is NTE \$3,310,000 and will add 140 days to the contract time. The original portion of the apron will maintain its original schedule. Mr. Williams

MOVED, SECONDED by Mr. S. Thompson to approve the Supplemental Agreement #1 to Trader Construction as recommended. Upon vote, the MOTION WAS APPROVED. Mrs. Olson-Boseman was absent.

b. **Operations Vehicle Replacement for “Airport 3” (General Capital Fund)** – a Purchase Order in the amount of \$34,995.00 to Performance Automotive for a 2022 Ford F-150 Crew Cab Pickup Truck. Airport 3 was scheduled to be replaced this year and the value of the PO is below the budgeted amount for replacement. Mr. S. Thompson MOVED, SECONDED by Mr. J. Thompson to approve the Operations vehicle replacement as recommended. Upon vote, the MOTION WAS APPROVED. Mrs. Olson-Boseman was absent.

c. **Terrazzo Floor Polisher (General Capital Fund)** – a Purchase Order NTE \$30,000 for the purchase or lease of a terrazzo floor polisher of sufficient capacity to maintain new hard floors within the expanded terminal. The final price will be as negotiated with the lowest priced vender. Mr. S. Thompson MOVED, SECONDED by Mr. Rhodes to approve the purchase or long-term lease of a terrazzo floor polisher as recommended. Upon vote, the MOTION WAS APPROVED. Mrs. Olson-Boseman was absent.

d. **Business Park Development Consultant** –approve staff to proceed with an RFQ for Consultants to inventory available business park properties and create a Business Park Development Plan. Mr. Rhodes MOVED, SECONDED by Mr. Wolfe to approve staff to proceed with an RFQ for consultants to assist with Business Park Development Plan as recommended. Upon vote, the MOTION WAS APPROVED. Mrs. Olson-Boseman was absent.

e. **Purchase Order to Replace Airfield Signage** – a Purchase Order in the amount of \$69,725.99 to ADB Safegate to print and ship replacement airfield signage as recommended. Mr. S. Thompson MOVED, SECONDED by Mr. J. Thompson to approve the Purchase order to ADB Safegate for airfield signage as recommended. Upon vote, the MOTION WAS APPROVED. Mrs. Olson-Boseman was absent.

Mr. Dick updated the Authority on the completion of the Runway 6 drainage ditch repairs, the status of the Terminal Expansion project, the pavement report and parking improvements.

IT

Mr. Dick updated the Authority on the status of the RFP for Common Use System providers and the additional RFP for Content Management/FIDS/Digital Display System.

FINANCE & HUMAN RESOURCES

Mr. Campbell reviewed ILM’s January financial summary, financials, and cash summary.

Mr. Campbell reported on the upcoming budget process, ILM open positions, the search for potential funding options for the terminal curb and access road improvements and, the investment of some of ILM’s available cash and plans for future investment.

BUSINESS DEVELOPMENT

Ms. LeTellier updated the Authority on the status of the Edgewater project, the Terminal Advertising Plan, Tailwind’s construction and the RFQ for airport consultants.

GOVERNMENT

Chairman Girardot updated the Authority on NC Redistricting and upcoming elections, the SCASD grant application, the Chamber's Resolution regarding the Cape Fear Memorial Bridge Replacement, the Infrastructure Investment and Jobs Act of 2021 and ILM's application for Airport Terminal Program (ATP) funds under that Act, and the passing of the Stopgap Spending Bill in effect through March 11, 2022.

OPERATIONS & GENERAL AVIATION

Mr. Bourk provided information regarding fuel prices and fuel flowage at ILM.

Mr. Bourk updated the Authority on plans for a General Aviation Fly-In/BBQ and Safety Meeting on April 30, 2022 at Rescue Base, the tentative plan for Eastside Hangar development and ARFF and County Fire Department cross training efforts.

Mr. Bourk reviewed monthly report charts on operations, seat capacity, TSA throughput and passenger enplanements, and updated the Authority on the traffic pattern procedure published for ILM as a result of noise complaints.

DIRECTOR'S REPORT

Mr. Bourk updated the Authority on Air Service Development and reminded everyone of the Power Breakfast on March 3rd and the upcoming NCAA Annual Conference in April.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Chairman Girardot called for a motion for the Authority to enter a closed session to discuss matters relating to the expansion of industries and economic development pursuant to NCGS §143-318.11(a)(4). Mr. S. Thompson MOVED, SECONDED by Mr. J. Thompson to enter into closed session for the above referenced matters. Upon vote, the MOTION WAS APPROVED. Mrs. Olson-Boseman was absent.

All persons not Authority members or ILM staff were asked to leave the meeting. The Authority went into closed session at 5:36 pm.

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

OPEN SESSION

The Authority returned to open session at approximately 7:25 pm. Chairman Girardot reported that the Authority completed its discussion relating to expansion of industries and economic development.

Mr. S. Thompson MOVED, SECONDED by Mr. Wolfe that the Authority will amend the previously executed CIL airside and landside leases to delete the south ramp option, and, subject to the format approval of the County/Airport attorney, the Airport Director and the Authority Chair, to adopt a new third lease for the new proposed landside parcel, with an additional

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provision added regarding cost share for any necessary improvements to any roads on airport property. Upon vote, the MOTION WAS APPROVED. Mrs. Olson-Boseman was absent.

ADJOURNMENT

Mr. Williams MOVED, SECONDED by Mr. J. Thompson to adjourn the meeting. Upon vote the MOTION WAS APPROVED. Mrs. Olson-Boseman was absent. There being no further business to come before the Board, Chairman Girardot adjourned the meeting at 7:30 pm.

Prepared by:
Rose M. Davis

Respectfully Submitted:

Nick Rhodes, Secretary

Date of Approval: April 6, 2022