

**NEW HANOVER COUNTY AIRPORT AUTHORITY
REGULAR PUBLIC MEETING
November 4, 2015**

CALL TO ORDER

The New Hanover County Airport Authority met on Wednesday, November 4, 2015, at Wilmington International Airport, 1740 Airport Boulevard, Wilmington, North Carolina. Chairman Crane called the meeting to order at 5:02 p.m. and read the Authority's Code of Ethics adopted September 2, 2015. No conflicts of interest or potential conflicts of interest were identified at that time.

Airport Authority members present were; Jonathan Crane, Chairman; Thomas Wolfe, Vice-Chairman; Carter Lambeth, Secretary; Tom Barber, Donna Girardot, Dan Hickman, and John Perritt. Also present were Julie Wilsey, Airport Director; Gary Broughton, Deputy Airport Director; Bob Campbell, Finance Director; Whitney Prease, Facilities Director; Rose Davis, Executive Assistant; and Wanda Copley, New Hanover County Attorney.

Guests present included Steve Bright and Amy McLane, Talbert & Bright, Inc.; Hal Reichardt, Bill Cherry, Chris Stephens, Ryan Evans, Elaine Mello, Tom Goodwin, Diane Taylor, Chief Gary Taylor, Kevin Brady, and Suriaya Rashid.

Chairman Crane asked for clarification from Mrs. Copley, stating that he'd like to rent a hangar from the airport, as he believes Air Wilmington doesn't currently have any hangars available. Dr. Crane stated he would check with Air Wilmington but would like to rent an Authority hangar as a second option and wanted to make sure that would not be considered a conflict of interest. Mrs. Copley stated it was not a conflict of interest since he would be paying the current public rate.

Mrs. Wilsey recognized Chief Gary Taylor for his recent achievement of becoming an AAEE Certified Member upon passing a written examination about all aspects of airport operations. Chairman Crane presented Chief Taylor with his Certificate of Achievement and Mrs. Diane Taylor pinned Chief Taylor with his C.M. pin.

APPROVAL OF MINUTES

The Authority has reviewed the minutes of the Regular Public Meeting on October 7, 2015 and the Special Meeting on October 22, 2015. Mr. Lambeth MOVED, SECONDED by Mr. Barber, to approve the minutes of both meetings as submitted. Upon vote, the MOTION WAS APPROVED UNANIMOUSLY.

PUBLIC COMMENTS

Mr. Goodwin addressed the Authority and staff thanking them for the progress made for general aviation in the last 2-3 months.

FACILITIES

Mr. Prease recommended the approval of the purchase of a 2015 Caterpillar 416 F, 4WD backhoe not to exceed \$66,200. Mr. Barber MOVED, SECONDED by Mr. Perritt to approve

the equipment purchase as recommended above. The MOTION WAS APPROVED UNANIMOUSLY.

Using slides to illustrate, Mrs. McLane from Talbert & Bright, updated the Authority on the status of the North Ramp project reminding the Authority that the ditch involved in this project is where the Jurisdictional Determination expires. The ditch needs to be filled in before December 21st.

Mrs. McLane also recapped the completion of the RWY 24 ditch project using photographs to show the before, during and after of this project.

Using photographs to illustrate, Mr. Prease updated the Authority on improvements made to the South Ramp facilities. Mr. Prease provided an estimated cost for the improvements at \$15,000. This is below the initial estimate of \$20,000.

FINANCE REPORT

Mr. Campbell reviewed ILM's September 2015 cash report and summary of accounts. In reviewing the financials, Mr. Campbell pointed out that the parking lot revenue continues to exceed budgeted expectations and USA Parking has reported that October was a record month for parking lot revenue.

Mr. Campbell advised that he has received the final audit report showing no significant or unusual transactions requiring further investigations and no deficiencies in the internal controls.

Mr. Campbell advised that staff was just notified today that the FAA approved the PFC application for Impose and Use and once that is in place staff can begin to draw down funds for previous expenditures.

GENERAL AVIATION

Mr. Lambeth, on behalf of the GA Committee, updated the Authority further on the South Ramp improvements; the receipt of leases from 4 new tenants; and the meeting with the aviation attorney regarding revisions to the Minimum Standards. Mr. Broughton added that the attorney should provide his initial recommendations for review by staff, the Authority, the FAA and for public comment. Mr. Lambeth explained that after the Minimum Standards are in final form they will be submitted to the County Commissioners for ultimate approval.

Mr. Broughton reported that staff met with Seahawk Aviation who has a proposal ready but has elected to hold off on submitting that until the Minimum Standards are finalized.

GOVERNMENT & PGA Golf

Mrs. Girardot reported to the Authority on last week's meeting with the General Assembly members – Senators Rabon and Lee, Susi Hamilton, and Ted Davis attended, as well as Chuck Allen, Managing Director for Governmental Affairs for American Airlines, who flew in from Dallas just for this meeting, to thank the legislators personally.

Mrs. Girardot stated that Senator Rabon asked what ILM needed from the delegation for the

coming year and staff was ready with a request for funding for the airport. The government committee will plan to go to Southport no later than January to meet with Senator Rabon to request funding for the ramp expansion in anticipation of the PGA event.

Regarding the PGA event, Mrs. Girardot reported that the committee met and discussed the commercial terminal; additional capacity needs from our airline and rental car partners; special advertising opportunities; use of the customs facility for corporate and charter aircraft; the North GA Ramp project schedule; ATC staffing requirements; and sources of additional resources and funding.

Mrs. Girardot updated the Authority on recent developments regarding the Waters of the United States.

HUMAN RESOURCES

Mrs. Wilsey updated the Authority on the search process for the Director of Business Development position.

Mrs. Wilsey shared news of the retirement of Rick Pearce. Mr. Pearce was a Maintenance Tech. IV and midnight shift supervisor and is retiring after 17 years at ILM.

MARKETING AND AVIATION DAY

Mr. Barber reported to the Authority on a proposed first annual boat show in September 2016 at the Wilmington Convention Center and Northern Riverfront Marina, shared a video presentation from JBM & Associates, and recommended the approval of a joint sponsorship with New Hanover County and the City of Wilmington with each giving \$10,000. Mr. Barber MOVED that Wilmington International Airport agree to be a \$10,000 sponsor for the September 2016 Wilmington Boat Show provided that New Hanover County and the City of Wilmington participate at the same sponsorship level. The motion was SECONDED by Mr. Wolfe. The MOTION WAS APPROVED UNANIMOUSLY.

Mrs. Wilsey reported on discussions with Tailwind regarding a self-serve K-cup station for before and after hours coffee service.

Mrs. Wilsey updated the Authority on the success of Aviation Day, October 10th.

Mr. Barber reported on the UNCW Freshman Challenge Project; the three ILM topics that they covered and the plan to have the students present their projects to staff and Authority members.

PLANNING & DEVELOPMENT/TERMINAL EXPANSION

Mrs. Wilsey briefed the Authority on the most recent change orders approved for the Flex Space Building project. Mrs. Wilsey reported that this project is still on schedule, despite the wet weather.

Mrs. Wilsey reported that ILM has put in an RFP for a distribution facility/warehouse recently with WBD.

Mrs. Wilsey advised that Mr. Steve Yost with Southeastern Economic Development Group will

visit ILM and bring the Authority and staff up to speed on ILM's role in this group and a current opportunity in the ILM Business Park.

Mrs. Wilsey updated the Authority on the recent opening of Battle House at ILM and the ILM United Way campaign kick-off event held there this year.

Mrs. Wilsey stated that she and Mr. Wolfe would be reviewing the appraisal on the Avis Rental Car building and will discuss an offer with Mr. Dalton for the rental car facility.

OPERATIONS REPORT

Mr. Broughton updated the Authority on total revenue passengers, capacity and fuel prices for September.

DIRECTOR'S REPORT

Mrs. Wilsey advised the Authority of the upcoming visit to Delta headquarters in Dallas. Mr. Pickering is planning to visit ILM for the January Authority meeting to update the Authority and meet with the air service focus group.

Reporting on the United Way Campaign, Mrs. Wilsey stated that ILM had 100% participation this year, with ILM contributing over \$12,000, which exceeds \$250 per employee.

Mrs. Wilsey updated the Authority on the status of the VA Clinic's water issues; Dr. Williams' receipt of the Lifetime Achievement award at the Health Care Heroes event; the proposed 2016 meeting schedule; and upcoming events.

Mrs. Wilsey invited the Authority to attend the ILM Employee Christmas Party on Friday, December 4, at 6 pm, and announced Dr. Crane's upcoming birthday, November 27th.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

The meeting was adjourned at 5:59 pm.

Prepared by:

Rose M. Davis

Respectfully Submitted:

Carter T. Lambeth, Secretary

Date of Approval: December 2, 2015