New Hanover County
Airport Authority

REGULAR PUBLIC MEETING

Wednesday
April 6, 2016

5:00 PM
ILM Executive Conference Room

New Hanover County Airport Authority
Regular Public Meeting Agenda
April 6, 2016
5:00 PM

- Call to Order/Code of Ethics Clause
- Approval of Minutes - Tab 1
- Public Comments (Limited to 3 Minutes)
- Committee Reports
  - Facilities - Tab 2
  - Finance - Tab 3
  - General Aviation - Tab 4
  - Government & PGA Golf - Tab 5
  - Human Resources - Tab 6
  - Marketing - Tab 7
  - Planning & Development/Terminal Exp.- Tab 8
- Operations Report - Tab 9
- Director's Report - Tab 10
- Unfinished Business - Tab 11
- New Business
- Adjournment

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 copies of the minutes for the March 2, 2016 Regular Public Meeting.

Committee Reports

Committee	Airport Authority Member	Staff Member
Facilities/Tab 2	John Perritt	Whitney Prease
Finance/Tab 3	Dan Hickman Carter Lambeth	Bob Campbell Julie Wilsey
General Aviation/Tab 4	Carter Lambeth John Perritt Tom Wolfe	Gary Broughton
Government & PGA Golf/Tab 5	Donna Girardot John Perritt	Gary Broughton Julie Wilsey
Human Resources/Tab 6	Dan Hickman Tom Wolfe	Julie Wilsey
Marketing & Aviation Day/Tab 7	Tom Barber	Carol LeTellier
Planning & Development/ Terminal Expansion/Tab 8	Tom Barber Tom Wolfe	Carol LeTellier Julie Wilsey

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Tab 2
Facilities

- **Action Items**

a. **Taxiway A South, E, F, and N Lighting Rehabilitation Project** – Approve a contract with Cedar Peaks Enterprises, Inc. in the amount of $271,170.00. This project is being funded by a NCDOA 90/10 grant. The construction contract time is 75 Calendar Days, including night work.

b. **Work Authorization Taxiway A South, E, F, and N Lighting Rehabilitation Project** – Approve a work authorization with Talbert & Bright for Construction Administration, Subconsultant Electrical Engineering Services, Limited Periodic On-Site Observation Services and Limited Subconsultant Quality Assurance Testing Services. Staff recommends approval of $26,090.00 contingent upon NCDOA review.

c. **NCDOT Grant (AIP 51)** – Approve a state grant in the amount of $500,000 for Rehabilitation of the North GA Apron. ILM's local match is $55,556.

d. **NCDOT Grant** – Approve a state grant in the amount of $500,000 for Pipe Ditches in FBO #2 Area. ILM's local match is $55,556.

Tab 2
Facilities (cont.)

• Information Items

a. **North Ramp GA Rehabilitation** - Trader Construction has completed the concrete paving and final walkthrough is scheduled for April 8, 2016.

b. **ILM Flex Space** – Final walkthrough was completed March 23, 2016. Received Temporary Certificate of Occupancy (CO) April 1, 2016.

c. **Perimeter Fence Project** – The contractor continues to move forward with the installation of new 8 ft. fencing to replace existing 6 ft.

d. **Air Wilmington Hangar Project** – Final finishes to the floors and site grading. Fire Pump Suppression system is scheduled for testing on April 7, 2016. Certificate of Occupancy expected by April 15, 2016.

e. **CAT II ILS Rwy. 24** – Scheduled outage for Runway 24 ILS from May 3, 2016 through May 13, 2016 (11 days). Flight check is required for restoration.

Tab 3
Finance

- **Monthly Financials**

  a. **February Cash Report and Summary of Accounts** (Agenda pages 13 & 14)

  b. **February Financials** (Agenda pages 15-30)

  c. **FY 2017 Proposed Budget Presentation** (Agenda pages 31-47)

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

Cash Report

February 29, 2016

Beginning Balance		$ 9,031,325.66
Receipts		
General Operating Account Receipts	702,766.49	
Business Park Ops Checking Acct Transfer	348,000.00	
Business Park Money Rate Svgs Acct Receipts	71,318.87	
Federal Projects Account Receipts	1,221,869.66	
Business Park Money Rate Svgs Acct Interest	2.66	
Money Rate Savings Account Interest	16.41	
Investment Account Interest	969.70	
Total Receipts		$ 2,344,943.79
Disbursements		
General Operating Account A/P	538,996.24	
General Operating Account Payroll	120,807.41	
Business Park Operations Checking A/P	357,565.85	
Business Park Money Rate Svgs Acct Transfer	352,619.71	
Federal Projects A/P	1,221,869.66	
Total Disbursements		$ 2,591,858.87
Ending Balance *		$ 8,784,410.58

*Note: Excludes $2,698,770.96 Maintenance Development and Repair Reserve;
$4,000,000.00 Operational Reserve, PFC or CFC Fund Balances;
$ 248,710.29 CD @ Live Oak Bank, matures 8/29/2016.

Federal Project payment processing required $131,718.66 from ILM General Oper Acct

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Summary of Accounts

February 29, 2016

Account Balances	
General Operating Account	$ 9,435,798.93
Business Park Operations Checking Account	4,550.62
Business Park Money Rate Svgs Account	284,023.07
Federal Projects Account	500.00
Money Market Account	2,070,664.13
Investment Account	3,686,644.79
Petty Cash	1,000.00
Sub-Total	$ 15,483,181.54
Less Reserves:	
Maintenance & Development (Restricted)	2,698,770.96
Operational (Restricted)	4,000,000.00
Total	$ 8,784,410.58
PFC Money Rate Svgs Acct (Restricted)	$ 2,820,771.87
CFC Money Rate Svgs Acct (Restricted)	$ 2,701,868.94
CFC Checking Account (Restricted)	$ 5,827.06

Tab 4
General Aviation

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

  South Ramp turnstile gate card reader installed and working.

Tab 5
Government & PGA Golf

- **Action Items – None**

- **Information Items**

a. Report from AAAE Washington Conference (March 15th-16th)

b. Attended a meeting with Commerce Secretary Skvarla at BCC (March 23rd)

c. PGA Committee Update/Budget Planning

d. Reminder: Annual Report to the County Commissioners (Tuesday, April 26th at 7:30 am).

Tab 6
Human Resources

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

Tab 7
Marketing/Aviation Day

- **Action Items – None**

- **Information Items**

a. Wilmington Boat Show Update

b. Attended Greater Wilmington Business Journal Expo

c. Re-vamping Business Park Marketing Materials
   a. New photos made of Flex Space
   b. Updated information online/print collateral

d. Statistics Update: Facebook reached 20,509 likes. FlyILM.com website saw 37,666 visits in March.

Tab 8
Planning & Development/ Terminal Expansion

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

a. Flex Building and 23rd Street Building are being actively marketed; following up on all leads from Internet and prospecting.

b. ILM was a keynote sponsor at the WilmingtonBiz Conference and Expo (March 30, 2016) featuring speaker Chip Mahan of Live Oak Bank. Board members Tom Wolfe, John Perritt, ILM Finance Director Bob Campbell, Caitlen Buffkin, Jean Lawler, New Hanover County guests, and Enterprise Rent-A-Car joined our table. Our Expo booth promoting Terminal Advertising, the ILM Business Park, and GA/Corporate development was staffed by Caitlen Buffkin, Jean Lawler and Carol LeTellier. Huge turnout generating some new prospects for ILM.

c. The AAAE Economic Development Conference will be held in Raleigh, NC, April 11-13, 2016. Gary Broughton and Carol LeTellier will attend.

Tab 9
Operations Report

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

a. **PASSENGERS:**
   - Total revenue passengers for February were 53,370 up 11.2% bringing YTD revenue passengers to 107,751 up 7.5%
   - February LF: 80%
   - March enplanements are tracking up approximately 6.7%

b. **FEBRUARY CAPACITY:**
   - 34,808 available seats… up 13.5% vs. 2015
   - YTD – 70,928… up 9.8%

c. **FUEL:**
   - Jet A: $3.98
     Foreflight: **Amber**
   - Avgas: $4.42
     Foreflight: **Amber**

d. **FUEL FLOWAGE:**
   - February 2016: 150,555 gallons down 30.5% vs. February 2015

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Tab 10
Director's Report

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

a. Report from Mead &Hunt Air Service Conference (March 30-April 1).

b. Draft NC Aviation Task Force under review and will be presented at the NCAA Conference.

c. NCAA Conference and Sessions (April 18-19)

d. April & May Calendars
(Agenda pages 55-56)

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April

Sun	*Mon*	*Tue*	*Wed*	*Thu*	*Fri*	*Sat*
					1 GT-On Call Mead & Hunt Air Service Conf. (JW)	**2**
3	**4**	**5** 7:30 am Leadership Meeting (JW)	**6** 5 pm – AA Meeting Sun & Fun, FL (CB)	**7** 7 am Kiwanis Speaker (JW) Sun & Fun, FL (CB)	**8** JW-On Call 11 am– Azalea Festival Garden Party Sun & Fun, FL (CB)	**9** Sun & Fun, FL (CB)
10	**11** AAAE Airport Economic Development Conf & FBO Ownership Workshop (GB & CL)	**12** AAAE Airport Economic Development Conf & FBO Ownership Workshop (GB & CL)	**13** 10 am - TCC (WP)	**14** 1:30 pm Aviation Day Committee Mtg. 5:30 South Ramp Tenant Mtg.	**15** GB-On Call	**16**
17 NCAA Conference Wilmington, NC	**18** NCAA Conference Wilmington, NC Taser Training	**19** NCAA Conference Wilmington, NC Taser Training	**20**	**21**	**22** WP-On Call 2 pm-Chamber Annual Event (JW & CL)	**23**
24	**25** Dan Hickman's Birthday	**26** 7:30 am Annual Report to Commissioners at ILM	**27** 4 pm – TAC (DG)	**28** 8 am – United Way Board Meeting (JW)	**29** MF-On Call	**30**

2016

May

Sun	*Mon*	*Tue*	*Wed*	*Thu*	*Fri*	*Sat*
1 SEC/AAAE Annual Conference (WP & RC) 5:00 pm GWSHOF Reception/Auction 6:30 Induction/Dinner	**2** SEC/AAAE Annual Conference (WP & RC)	**3** 7:30 am Leadership Meeting (JW) SEC/AAAE Annual Conference (WP & RC)	**4** 5 pm – AA Meeting	**5**	**6** GT-On Call	**7**
8	**9**	**10**	**11** 10 am - TCC (WP) EMC Meeting (JW)	**12** 9 am FAA RSAT Meeting EMC Meeting (JW)	**13** JW-On Call	**14**
15	**16** 9 am ILM's Annual Report to County Commissioners	**17**	**18**	**19** 2 pm -NCSE Partnership Meeting (JW/CL)	**20** GB-On Call	**21**
22	**23**	**24**	**25** 4 pm – TAC (DG) 5:30 pm NCAA Legislative Reception (GB)	**26** 8 am – United Way Board Meeting (JW)	**27** WP-On Call	**28**
29	**30** MEMORIAL DAY (Admin. Office Closed)	**31** 7:30 am Leadership Meeting (JW)				

2016

Tab 11

- Unfinished Business
- New Business
- Adjournment