



**ILM**

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday  
October 5, 2022***

***5:00 PM***

***ILM Executive Conference Room***



*New Hanover County Airport Authority  
Meeting Agenda  
October 5, 2022- 5:00 PM*

- Pledge of Allegiance
- Call to Order/Code of Ethics Clause
- Approval of Minutes Tab 1
- Public Comments (Limited to 3 Minutes)
- Staff Reports
  - Finance, Marketing & Air Service Development Tab 2
  - Operations & Facilities Tab 3
  - Business Development Tab 4
  - Director's Report Tab 5
- Unfinished Business/New Business/Adjournment Tab 6



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 following:

- September 7, 2022 regular meeting

# Staff Reports

Committee	Airport Authority Member	Staff Member's
<b>Finance, Marketing &amp; Air Service – Tab 2</b> <ul style="list-style-type: none"> <li>• Monthly Financial Report</li> <li>• Monthly Activity and Performance Report</li> <li>• Marketing &amp; Air Service Development Report</li> <li>• HR Report</li> </ul>	Lee Williams Tom Wolfe	Bob Campbell/Jeff Bourk
<b>Operations and Facilities – Tab 3</b> <ul style="list-style-type: none"> <li>• Construction/Expansion Report</li> <li>• Facilities/IT Report</li> <li>• Operations Report</li> <li>• General Aviation Report</li> </ul>	Jason Thompson Nick Rhodes	Granseur Dick/Jeff Bourk
<b>Business Development - Tab 4</b> <ul style="list-style-type: none"> <li>• Business Park Development Report</li> <li>• Airside &amp; Terminal Development Report</li> <li>• Phase 2 Business Park Report</li> <li>• Advertising Report</li> </ul>	Faison Sutton Tom Wolfe Julia Olson-Boseman	Carol LeTellier/Jeff Bourk
<b>Executive Committee</b> <ul style="list-style-type: none"> <li>• <b>Legislative Priorities</b> (consult with Julia Olson-Boseman as necessary)</li> <li>• <b>Capital Budget Planning (beyond 1 year to 5 years)</b></li> <li>• <b>General Update</b></li> </ul>	Spruill Thompson Nick Rhodes Tom Wolfe	Jeff Bourk
<b>Director's Report – Tab 5</b>	Will include updates from Executive Committee as necessary	



## Tab 2

# Finance, Marketing and Air Service Development

- **Action Item**

NHC Sheriff Contract – Approve contract with New Hanover County to continue the deployment of deputies at the airport through October 2023 for an amount not to exceed \$736,568.

- **Information Items**

- FY22 Audited Financial Statement Review
- Monthly Financials
- Monthly Activity and Performance Reports
- Marketing & Air Service Development Report
- HR Report

# Wilmington International Airport

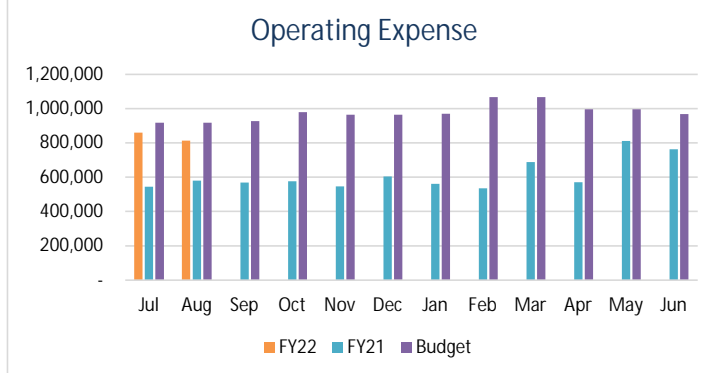
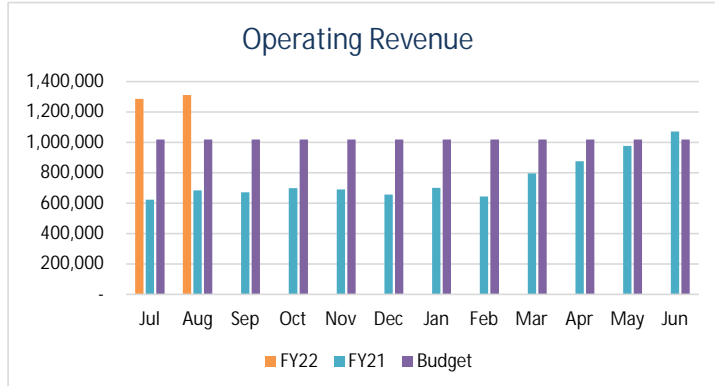
## Monthly Financial Summary

### August

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	1,311,731	1,018,242	1,150,094	28.8%	14.1%
Monthly Expense	812,379	917,130	733,900	-11.4%	10.7%
YTD Revenue	2,533,590	2,036,484	2,304,533	24.4%	9.9%
YTD Expense	1,671,768	1,834,260	1,453,793	-8.9%	15.0%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	178,371	136,225	190,933	30.9%	-6.6%
Parking Lot	500,013	378,250	364,317	32.2%	37.2%
Rent	249,074	243,749	229,490	2.2%	8.5%
Commissions	272,035	172,750	274,325	57.5%	-0.8%
Security	54,225	49,583	57,313	9.4%	-5.4%
Other	33,531	26,852	29,038	24.9%	15.5%
Interest	24,482	10,833	4,679	126.0%	423.3%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	344,115	370,499	358,001	-7.1%	-3.9%
Contracted Services	166,644	181,582	125,860	-8.2%	32.4%
Utilities	68,029	57,083	56,550	19.2%	20.3%
Repairs & Maint	61,611	59,833	41,548	3.0%	48.3%
Professional Srvc	27,455	36,416	53,136	-24.6%	-48.3%
Advertising/Mktg	46,749	91,333	7,534	-48.8%	520.5%
Insurance	58,032	55,458	42,508	4.6%	36.5%
Business Park	6,508	22,250	9,912	-70.8%	-34.3%
Other	33,237	42,676	38,849	-22.1%	-14.4%



Summary of Significant Monthly Activity																																			
Revenue		Expense																																	
<p>Strong passenger levels boosted both parking and rental car commissions which led to an all time one-month high for operating revenues. Parking revenue for August was also an all time high.</p>		<p>Salaries/benefits - there were a couple of open maintenance positions during August that resulted in a favorable budget variance.</p>																																	
<table border="1"> <thead> <tr> <th></th> <th>Aug 22</th> <th>vs. Jul 22</th> <th>vs. Aug 21</th> </tr> </thead> <tbody> <tr> <td>Landing fees</td> <td>131,267</td> <td>-3.3%</td> <td>2.5%</td> </tr> <tr> <td>Fuel flowage fees</td> <td>28,533</td> <td>-34.5%</td> <td>-38.6%</td> </tr> <tr> <td>Rental car comm</td> <td>215,767</td> <td>5.0%</td> <td>-6.6%</td> </tr> <tr> <td>Food commission</td> <td>49,764</td> <td>-2.1%</td> <td>28.2%</td> </tr> <tr> <td>Parking</td> <td>500,013</td> <td>10.7%</td> <td>37.2%</td> </tr> <tr> <td>Interest income</td> <td>24,482</td> <td>24.3%</td> <td>423.3%</td> </tr> <tr> <td>Enplanements</td> <td>53,185</td> <td>-2.8%</td> <td>5.6%</td> </tr> </tbody> </table>			Aug 22	vs. Jul 22	vs. Aug 21	Landing fees	131,267	-3.3%	2.5%	Fuel flowage fees	28,533	-34.5%	-38.6%	Rental car comm	215,767	5.0%	-6.6%	Food commission	49,764	-2.1%	28.2%	Parking	500,013	10.7%	37.2%	Interest income	24,482	24.3%	423.3%	Enplanements	53,185	-2.8%	5.6%	<p>Contracted Services - includes security provided by the NHC Sheriff's office and parking lot management along with the employee shuttle.</p>	
	Aug 22	vs. Jul 22	vs. Aug 21																																
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		<p>Utilities - utility costs continue to rise; if this trend remains throughout the year, we may need a budget amendment to adjust this line item.</p>																																	
		<p>Repairs &amp; Maint - includes facilities repairs, vehicle fuel, custodial supplies, and computer expenses. Expenses are typically budgeted evenly throughout the year, but actual expenses typically vary from month to month.</p>																																	
		<p>Marketing - expenditures for August decreased a bit from an aggressive July, but our campaign was still going strong. Expenditures for September will be more in line with the budgeted figures.</p>																																	
		<p>Insurance - policies put in place after budget approval; may need to increase</p>																																	

## Cash Summary

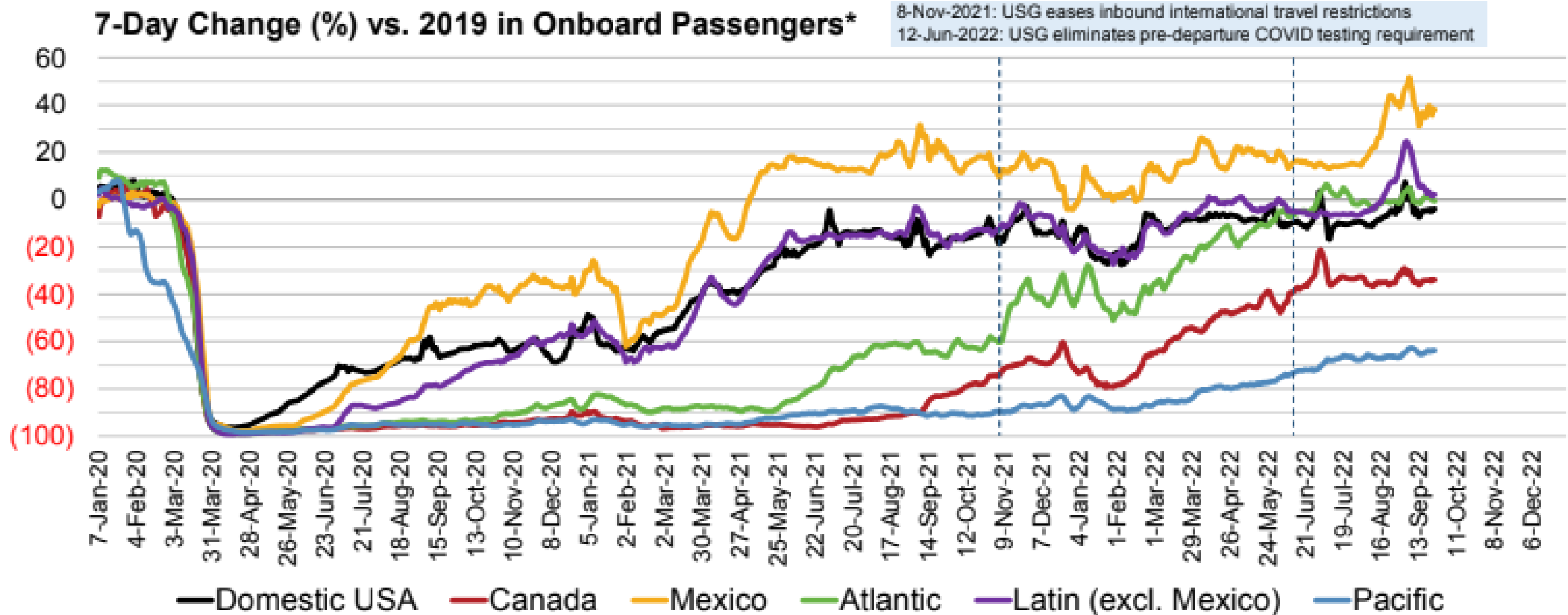
Month End Account Balances		
Account Name	Interest Rate	Month End Balance
Truist General Operating Checking	N/A	\$ 470,445.68
South State General Operating Checking	N/A	\$ 309,967.31
South State Business Park Checking	N/A	261.83
South State Business Park Money Rate Savings	0.15%	3,719,263.37
South State Money Rate Savings	0.15%	5,987,708.93
Investment Account-Govt	1.52%	10,069,018.88
South State PFC Money Rate Savings ***	0.15%	5,899,341.09
South State CFC Money Rate Savings ***	0.15%	3,748,627.71
Truist Safe Keeping	1.750%	19,709,835.57
South State Investment Services	2.500%	7,000,246.18
Petty Cash	N/A	1,000.00
<b>Total Cash</b>		56,915,716.55
<b>Less Restricted Use ***</b>		9,647,968.80
<b>Less Reserves:</b>		
Maintenance & Development Reserve		3,122,704.53
Operational Reserve		4,000,000.00
<b>Unrestricted Cash</b>		\$ 40,145,043.22





# Sept. 19-25: A4A Member Airline Passenger Volumes Were 4% Below 2019 Levels

Domestic Air Travel Down 4%, International Air Travel Down 7%

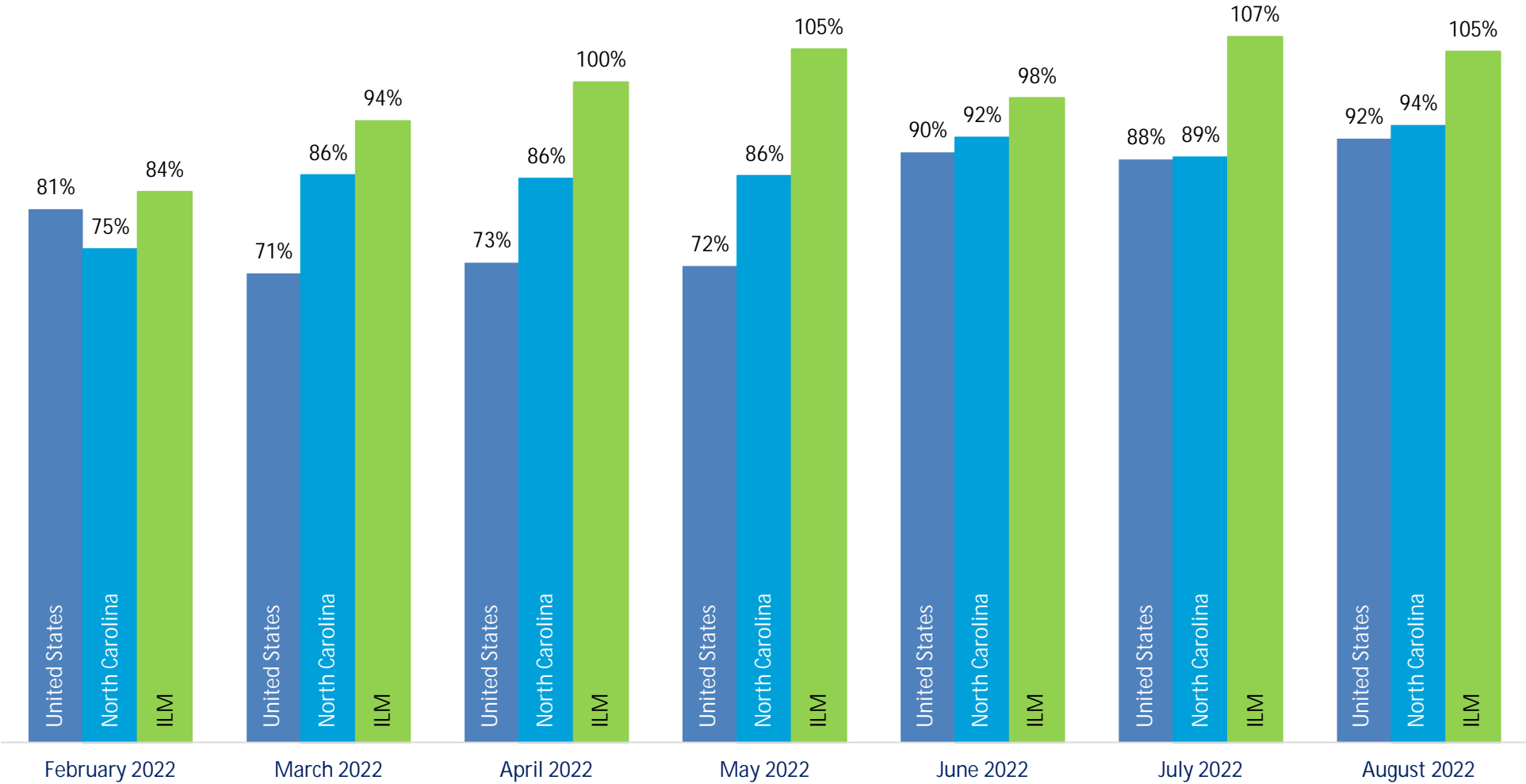


Source: A4A member passenger airlines (Alaska/American/Delta/Hawaiian/JeBlue/Southwest/United) and branded code share partners

\* Onboard ("segment") passengers

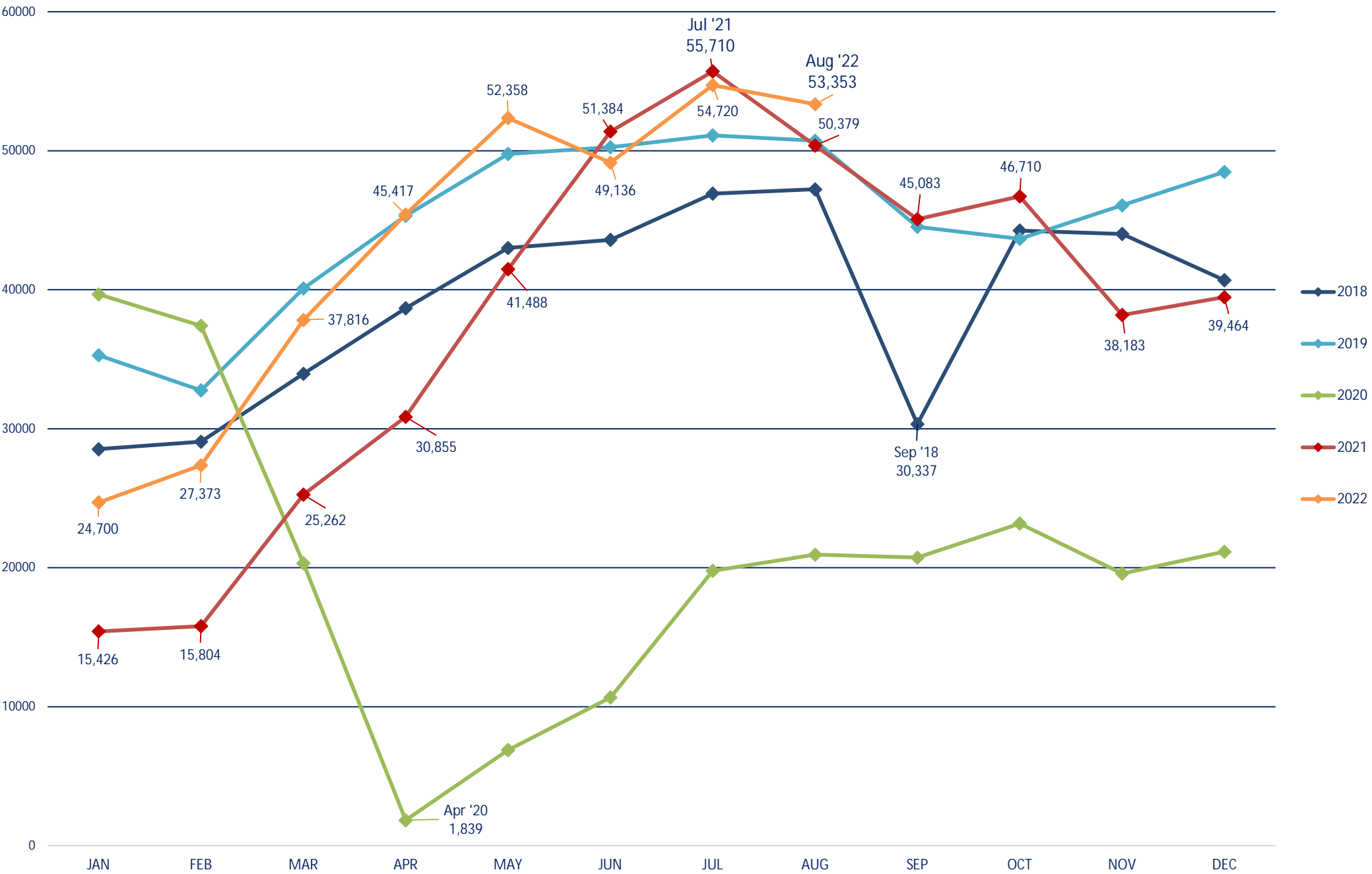
# PASENGER ENPLANEMENTS OVER PAST 7 MONTHS

Percent compared to pre-Pandemic



Source: DOT T-100 data via Diio Mi and Transportation Security Administration; Ailevon Pacific Aviation Consulting analysis

# MONTHLY PASSENGER ENPLANEMENTS 2018 - 2022



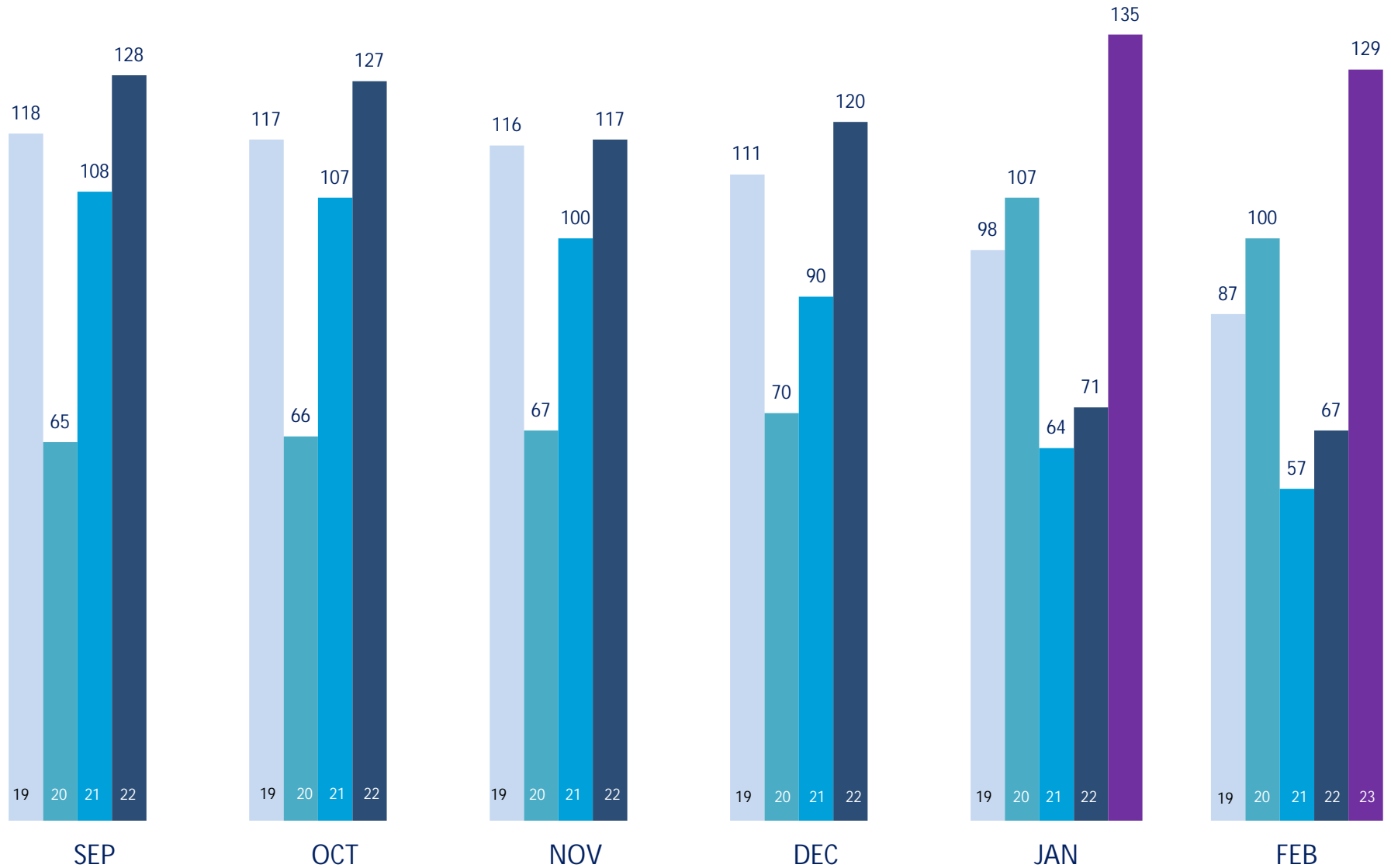
Source: Airline Passenger Statistics; ILM Airline Station Managers

# SEAT CAPACITY

## SEPTEMBER - FEBRUARY 2019-2023

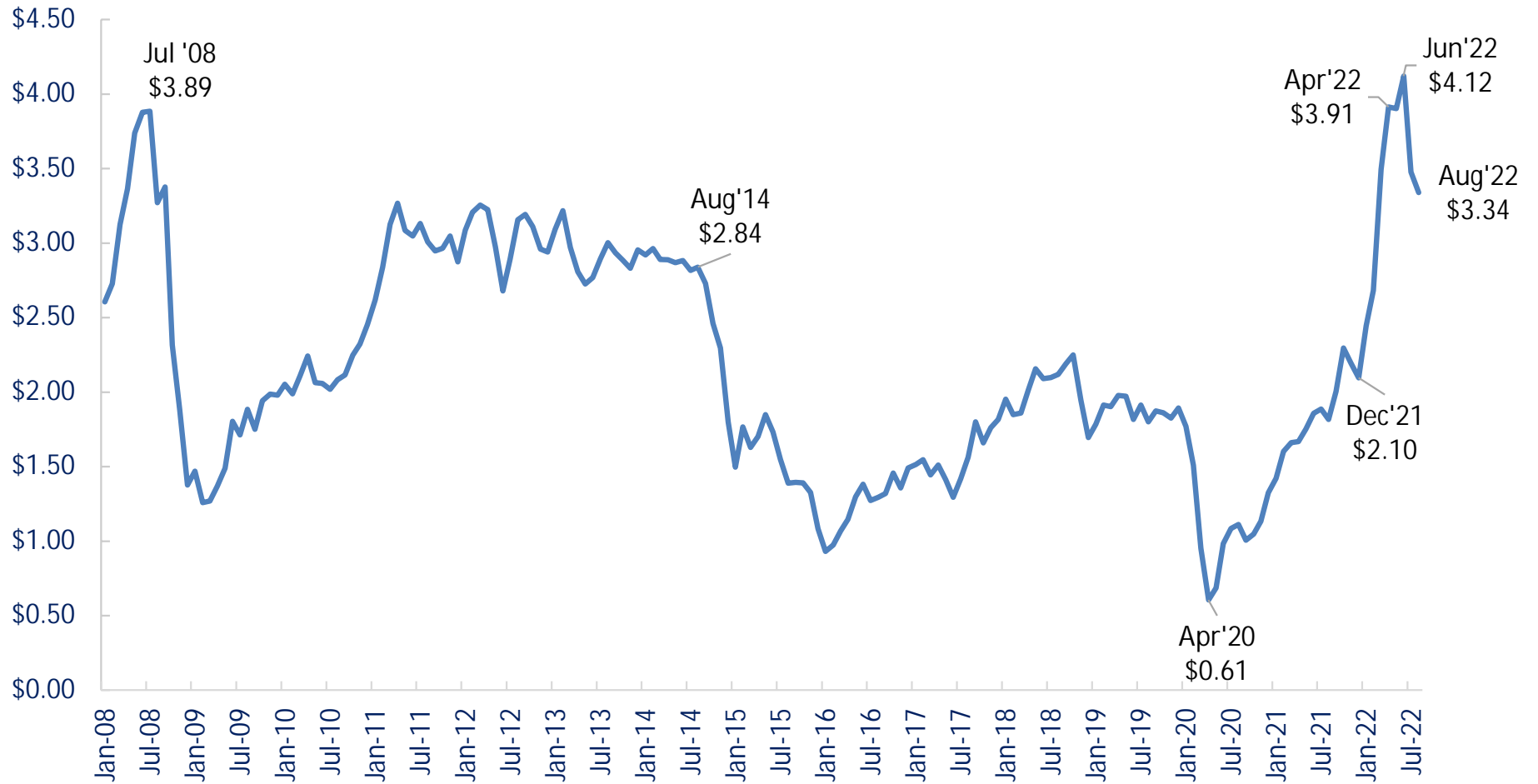
Thousands of total seats (inbound and outbound)

■ 2019 ■ 2020 ■ 2021 ■ 2022 ■ 2023



Source: DiiMi; Ailevon Pacific Aviation Consulting analysis

## U.S. GULF COAST KEROSENE-TYPE JET FUEL SPOT PRICE FOB Dollars per gallon

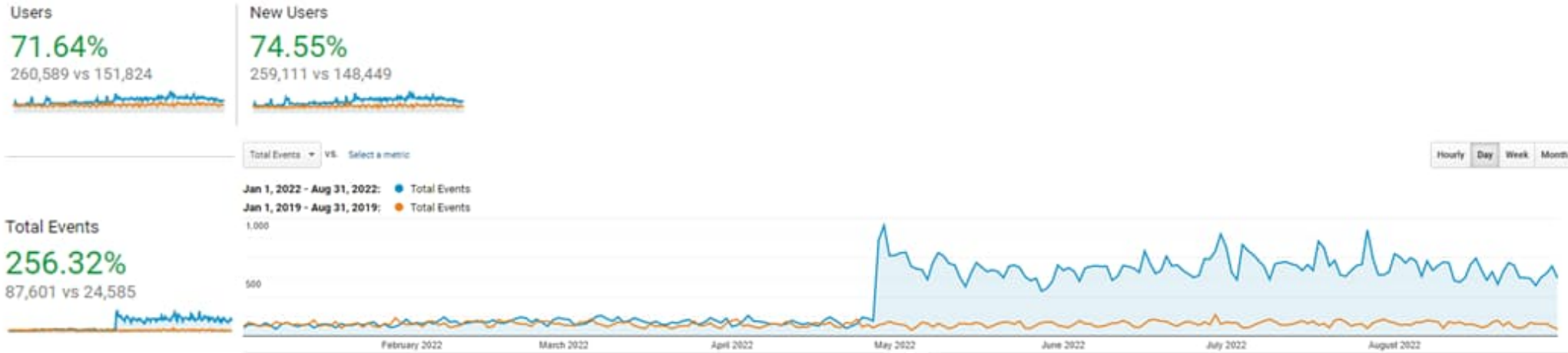


Source: U.S. Energy Information Administration; Ailevon Pacific Aviation Consulting analysis



# Tab 2 Marketing Report

## Website Metrics: Jan. 1, 2022-Aug 31, 2022 compared to Jan. 1, 2019-Aug 31, 2019



## Social Media Metrics: January 1, 2022-July 31, 2022 compared to May 3, 2021-Dec 31, 2021



**Total Audience**  
33,362 ↗ 52.6%



# Tab 3

## Operations & Facilities

- **Action Items**

- a. Ex. Terminal Elevator Renovation (Elevators 1 & 2) Work Order for \$166,801.42 to TKE
- b. Fee (NTE \$305,000) for TBI design of additional terminal enhancements, pending IFE review
  - i. Lobby HVAC and atrium renovation (PFC)
  - ii. Oversize baggage belt and TSA HVAC (PFC)
- c. Request Approval of Deed of Easement for CFPUA SS Force Main in ILM Business Park
- d. Fee NTE \$495,000 for lowest responsive bidder to provide turn-key temporary parking lots, utilizing non-federal grants
- e. Apron Change Order to Trader Construction Company for NTE \$296,000 for additional grading work.



# Tab 3

## Operations & Facilities

- **Information Items**
  - Construction/Expansion Report
  - Facilities/IT Report
    - Amadeus, ACS
  - Operations Report – Airport Operations Chart
    - Status of RWY safety area grading – Target completion by November 1
  - General Aviation Report
    - Live Oak Bank Taxi Lane Marking – Completed
  - Other
    - Received NC-AIP Grant for \$6.75M, currently under review.

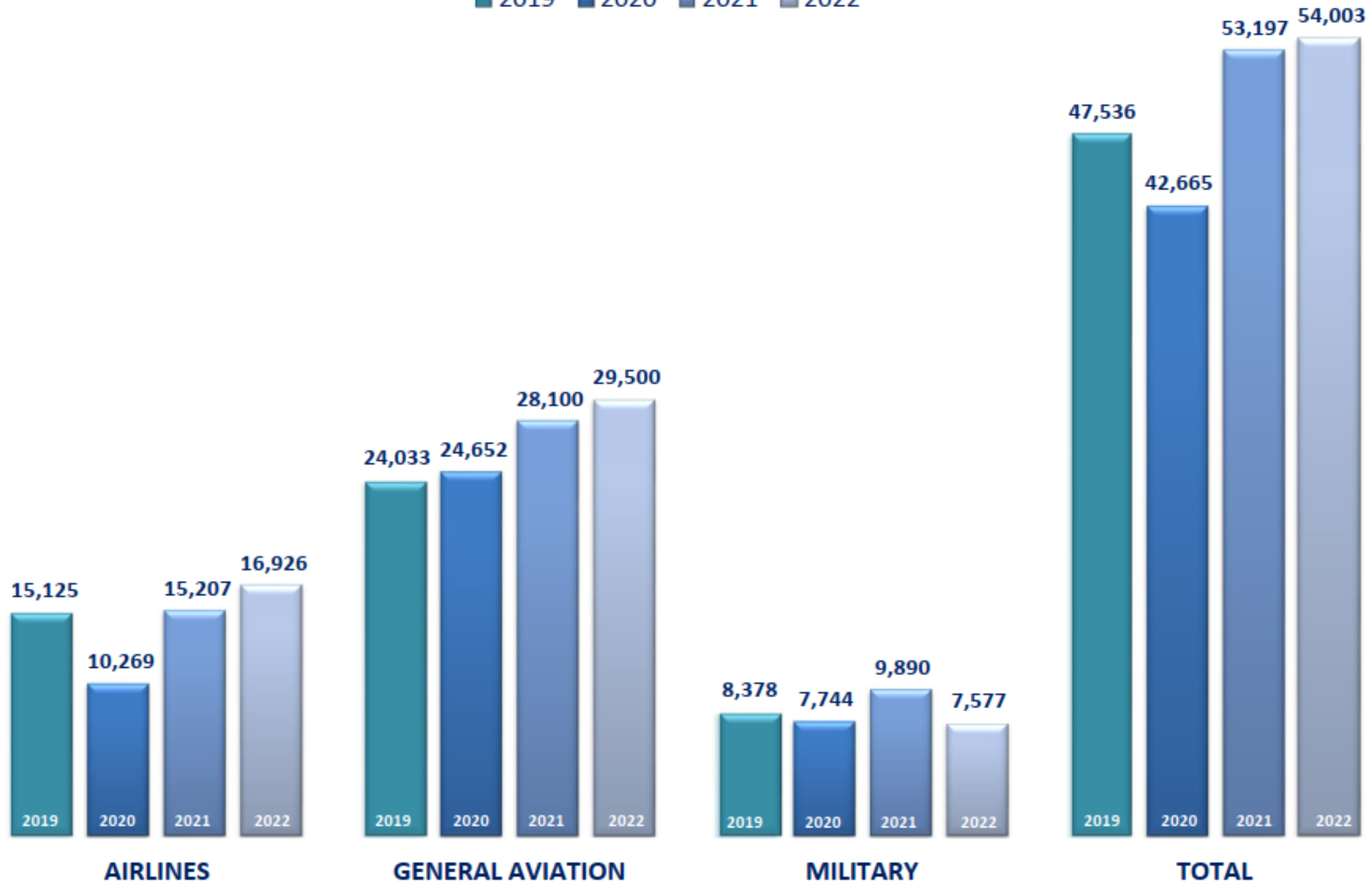




# AIRPORT OPERATIONS JANUARY - AUGUST

Calendar YTD Cumulative Total

■ 2019 ■ 2020 ■ 2021 ■ 2022



Source: ILM ATCT



# Tab 4

## Business Development

- **Action Items – None.**
- **Information Items**
  - New Hanover County Commissioners approved the closure of a public right-of-way located in the vicinity of 2400 Gardner Drive at their September 19, 2022, Meeting.
  - Flex Building Update
  - Eshelman Ventures, LCC
  - Advertising Plan Revisions



# Tab 5

## Director's Report

- **Action Item**

- Approve NCSE Grant for \$262,000 for Infrastructure improvements

- **Information Items**

- Annual Tenant Meeting – October 6, 2022
- Cape Fear General Aviation Day – October 22, 2022
- Tabletop Exercise Initial - September 27, 2022; full training exercise - October 27, 2022
- Legislative Update
  - Glide Path for Stop-Gap Funding Bill
  - Speedy Delivery Coming to AIP
  - Airport Bills on House Docket
    - S. 3662, the Preventing PFAS Runoff at Airport Act,
    - H.R. 3482, the National Center for the Advancement of Aviation Act
  - State Airport Funding Update

October 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 5 pm Airport Authority Meeting	6 Tenant Mtg. Biz Expo Luncheon	7	8
9	10 Columbus Day	11	12	13	14	15
National Airports Conference - RC					World Routes – JB Take Off – EM	
16	17	18	19	20 4 pm Ops & Facilities Comm. Mtg.	21 WILMA Women To Watch Awards	22 Cape Fear Aviation Day Event 8 am – 1 pm
World Routes – JB Take Off – EM						
23	24	25	26	27 2 pm NCSE Board Mtg. & Airport Update	28	29
30	31 Halloween					



## Tab 6

- **Unfinished Business**
- **New Business**  
**Closed Session** to discuss matters relating to the expansion of industries & Economic Development pursuant to N.C.G.S. §143-318.11(a)(4)
- **Adjournment**