

**NEW HANOVER COUNTY AIRPORT AUTHORITY
REGULAR MEETING
October 5, 2022**

CALL TO ORDER

The New Hanover County Airport Authority met on Wednesday, October 5, 2022, at Wilmington International Airport, 1740 Airport Boulevard, Wilmington, North Carolina. Chairman S. Thompson called the meeting to order at 5:00 p.m. Mrs. Olson-Boseman led the Authority in the pledge of allegiance. Chairman S. Thompson 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 Spruill Thompson, Chairman; Nick Rhodes, Vice Chairman; Tom Wolfe, Secretary; Lee Williams, Julia Olson-Boseman, Jason Thompson and Faison G. Sutton. Wanda Copley, County Attorney was also present. ILM staff present included Jeff Bourk, Airport Director; Granseur Dick, Deputy Airport Director; Robert Campbell, Deputy Airport Director; Carol LeTellier, Business Development Director; and Rose Davis, Executive Assistant. Approximately 7 guests from the public attended the Authority meeting.

APPROVAL OF MINUTES

The Authority has reviewed the minutes of the meeting on September 7, 2022. Mr. Wolfe MOVED, SECONDED by Mr. J. Thompson to approve the minutes of the September 7, 2022, regular meeting as submitted. Upon vote, the MOTION WAS APPROVED.

PUBLIC COMMENTS - None.

FINANCE, MARKETING AND AIR SERVICE DEVELOPMENT

Mr. Campbell presented, as recommended by the Finance Committee, the following action item for Authority approval:

NHC Sheriff's Office (NHSO) Contract – approve contract with New Hanover County Sheriff's Office to continue the deployment of deputies at the airport through October 2023 for an amount not to exceed \$736,568. Mr. Wolfe MOVED to approve the NHSO contract as presented. No second was required as this recommendation came from the Finance Committee. Upon vote, the MOTION WAS APPROVED.

Mr. Campbell introduced April Adams from Cherry Bekaert, LLP who presented the FY22 Audit results to the Authority.

Mrs. Olson-Boseman MOVED, SECONDED by Mr. Wolfe to adopt the financials and audit results as presented. Upon vote, the MOTION WAS APPROVED.

Mr. Campbell reviewed ILM's August financial summary, financials, and cash summary.

Mr. Bourk reviewed the monthly activity and performance reports, and Mr. Campbell reviewed the marketing and air service development reports. Discussion followed regarding the Avelo marketing campaign.

OPERATIONS & FACILITIES

Mr. Dick presented, as recommended by the Operations and Facilities Committee, the following action items for Authority approval:

- a. Existing Terminal Elevator Renovation (Elevators 1 and 2) – Work Order for \$166,801.42 to TK Elevator.
- b. Fee (NTE \$305,000) for TBI design of additional terminal enhancements, pending IFE review for
 - i) Lobby HVAC and atrium renovation (PFC); and,
 - 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.

Mr. Wolfe MOVED, SECONDED by Mr. Rhodes to approve the above operations and facilities action items as presented and recommended by the Operations and Facilities Committee. Upon vote, the MOTION WAS APPROVED.

Mr. Dick updated the Authority on the status of the terminal expansion; apron expansion; and IT infrastructure improvements. Mr. Dick reviewed the airport operations chart.

BUSINESS DEVELOPMENT

Ms. LeTellier reported that the New Hanover County Commissioners approved the closure of the public right-of-way located in the vicinity of 2400 Gardner Drive at their September 19, 2022, meeting.

Ms. LeTellier updated the Authority on the status of the flex building space; Eshelman Ventures, LLC project and the upcoming Advertising Plan revisions.

DIRECTOR'S REPORT

Mr. Bourk presented, as recommended by the Finance Committee, the following action item for approval:

Approve NCSE Grant for \$262,000 for infrastructure improvements, including roads and utilities. Mr. Wolfe MOVED, SECONDED by Mr. Williams to approve the NCSE Grant as presented. Upon vote, the MOTION WAS APPROVED.

Mr. Bourk reminded the Authority of the annual tenant meeting on Thursday, October 6th and the General Aviation event on Saturday, October 22nd.

Mr. Bourk reported on the ARFF tabletop exercise being held on October 27th; and provided a legislative update.

UNFINISHED BUSINESS - None.

NEW BUSINESS

Chairman S. Thompson 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. Wolfe MOVED, SECONDED by Mr. Rhodes 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 5:39 pm.

Mr. Williams MOVED, SECONDED by Mr. Wolfe to return to open session. Upon vote, the MOTION WAS APPROVED.

OPEN SESSION

The Authority returned to open session at approximately 5:57 pm. Chairman S. Thompson reported that the Authority completed its discussion relating to expansion of industries and economic development.

The Authority reached a consensus for ILM staff to proceed with negotiations on a piece of property as discussed in closed session.

ADJOURNMENT

Mr. Rhodes MOVED, SECONDED by Mr. Wolfe to adjourn the meeting. Upon vote the MOTION WAS APPROVED. There being no further business to come before the Board, Chairman S. Thompson adjourned the meeting at 5:59 pm.

Prepared by:
Rose M. Davis

Respectfully Submitted:

Thomas Wolfe, Secretary

Date of Approval: November 2, 2022