

**NEW HANOVER COUNTY AIRPORT AUTHORITY  
REGULAR MEETING  
December 7, 2022**

**CALL TO ORDER**

The New Hanover County Airport Authority met on Wednesday, December 7, 2022, at Wilmington International Airport, 1740 Airport Boulevard, Wilmington, North Carolina. Chairman S. Thompson called the meeting to order at 5:10 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; 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 8 guests from the public attended the Authority meeting.

Authority member Lee Williams was absent from this meeting.

**APPROVAL OF CONSENT AGENDA**

The Authority having reviewed the items listed on the Consent Agenda in committee and requiring no further discussion, Chairman S. Thompson requested a motion to approve the Consent Agenda as presented.

Mr. J. Thompson MOVED, SECONDED by Mr. Rhodes to approve the Consent Agenda as presented. Upon vote, the MOTION WAS APPROVED. Mr. Williams was absent.

**CONSENT AGENDA ITEMS**

**Approval of Minutes**

The Authority approved the minutes of the Regular Meeting and Closed Session held on November 2, 2022.

**Business Park Utility Easement**

The Authority authorized the Executive Staff to sign all required utility easements for Business Park Projects (CIL 1, Edgewater, Hotel, etc.)

**PUBLIC COMMENTS** - None.

**FINANCE, MARKETING AND AIR SERVICE DEVELOPMENT**

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

Mr. Campbell reviewed the monthly activity and performance reports, and the marketing report. Mr. Campbell shared information about Sun Country and their route map which increases ILM's nonstops to 14, with 5 carriers starting in June 2023.

### **OPERATIONS & FACILITIES**

Mr. Dick, on behalf of the Operations and Facilities Committee, recommended approval of a work authorization to Talbert and Bright for CMAR procurement and 30% Design at NTE \$650,000, pending IFE review. Mr. Rhodes MOVED to approve the work authorization for CMAR procurement as presented. No second was required as this recommendation came from the Operations & Facilities Committee. Upon vote the MOTION WAS APPROVED. Mr. Williams was absent.

Mr. Dick provided an update on the opening of Gate 8 on November 17<sup>th</sup>, the new TSA checkpoint equipment installation, the opening of the automated Exit Lane and the ACS IT infrastructure upgrades.

Mr. Dick reviewed the airport operations chart. Mr. Dick provided an update on the final application for the 2023 FAA ACIP that was submitted on December 1 and the status of the temporary parking for employees.

Mr. Dick shared an aerial view of the terminal expansion, ramp expansion and baggage claim area expansion.

### **BUSINESS DEVELOPMENT**

Ms. LeTellier, on behalf of the Business Development Committee, recommended approval of the following documents pertaining to CIL ILM, LLC Landside Lease Agreement: 3<sup>rd</sup> Amendment to Ground Sublease; Ground Sublease Estoppel; and Ground Lease Non-Disturbance and Attornment Agreement. Mr. Rhodes MOVED to approve the CIL ILM, LLC Landside Lease Agreement documents as presented. No second was required as this recommendation came from the Business Development Committee. Upon vote the MOTION WAS APPROVED. Mr. Williams was absent.

Ms. LeTellier updated the Authority on the Concession RFP respondents meeting and shared the Advertising Marketing Plan highlighting new advertising opportunities.

### **DIRECTOR'S REPORT**

Mr. Bourk recommended the approval of a contract with Tom Fetzer, Fetzer Strategic Partners for lobbying services. Mr. J. Thompson MOVED, SECONDED by Mrs. Olson-Boseman to approve the contract as proposed. Upon vote, the MOTION WAS APPROVED. Mr. Williams was absent.

Mr. Bourk updated the Authority on the December 1, 2022, General Aviation meeting and shared slides regarding hangar development options available on ILM. Discussion followed.

Mr. Bourk reminded the Authority of the January 18<sup>th</sup> Authority Planning Session.

**UNFINISHED BUSINESS** - None.

**NEW BUSINESS** - Mr. J. Thompson presented Mrs. Olson-Boseman with a plaque and recognized her for her commitment and dedication to the Authority during her service on the New Hanover County Airport Authority board.

**ADJOURNMENT**

Mr. J. Thompson 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:

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Thomas Wolfe, Secretary

Date of Approval: February 1, 2023