



**ILM**

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday  
April 5, 2023***

***5:00 PM***

***ILM Executive Conference Room***



*New Hanover County Airport Authority*  
*Meeting Agenda*  
*April 5, 2023- 5:00 PM*

- Call to Order
- Pledge of Allegiance
- Code of Ethics Clause
- Public Comments (Limited to 3 Minutes)
- Consent Agenda Tab 1
- 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

In accordance with the New Hanover County Board of Commissioners Resolution Adopting a Code of Ethics, adopted on January 5, 2015, and updated on January 9, 2023, 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

## Consent Agenda

1. Approval of Regular Meeting Minutes – March 1, 2023
2. Approve agreement with Designa Southern Time to provide maintenance for all parking lot equipment from May 1, 2023 through April 30, 2023 for an amount not to exceed \$61,837. (Finance)
3. Approve budget amendment to reallocate \$75,000 from Wages and Benefits to Contracted Services. (Finance)
4. Conveyance of Existing 12” Water Main along Blue Clay Road to CFPUA (Ops and Facilities)
5. Approval of a 5-year lease extension for All American Aviation Services, located in Suite 110 of the Flex Building (Bus Dev)
6. Approval of a new 5-year lease with Southern Sass Hair Studio for Suite 160 of the Flex Building (Bus Dev)
7. A 10-year Retail, Food and Beverage Concession Agreement with Faber. (Bus Dev)

# 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>• <b>Monthly Financial Report</b></li><li>• <b>Monthly Activity and Performance Report</b></li><li>• <b>Marketing &amp; Air Service Development Report</b></li><li>• <b>HR Report</b></li></ul>	Lee Williams Tom Wolfe	Bob Campbell/Jeff Bourk
<b>Operations and Facilities – Tab 3</b> <ul style="list-style-type: none"><li>• <b>Construction/Expansion Report</b></li><li>• <b>Facilities/IT Report</b></li><li>• <b>Operations Report</b></li><li>• <b>General Aviation Report</b></li></ul>	Jason Thompson Nick Rhodes	Granseur Dick/Jeff Bourk
<b>Business Development - Tab 4</b> <ul style="list-style-type: none"><li>• <b>Business Park Development Report</b></li><li>• <b>Airside &amp; Terminal Development Report</b></li><li>• <b>Phase 2 Business Park Report</b></li><li>• <b>Advertising Report</b></li></ul>	Faison Sutton LeAnn Pierce Tom Wolfe	Carol LeTellier/Jeff Bourk
<b>Executive Committee</b> <ul style="list-style-type: none"><li>• <b>Legislative Priorities</b> (consult with LeAnn Pierce 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**

- Recommend approval to purchase parking equipment from Designa Southern time for an amount not to exceed \$100,000 and the corresponding budget amendment to add \$100,000 of parking equipment to the FY23 capital budget.

- **Information Items**

- Monthly Financials
- Monthly Activity and Performance Reports
- Marketing & Air Service Development Report
- HR Report
- FY24 Proposed Budget



# Wilmington International Airport

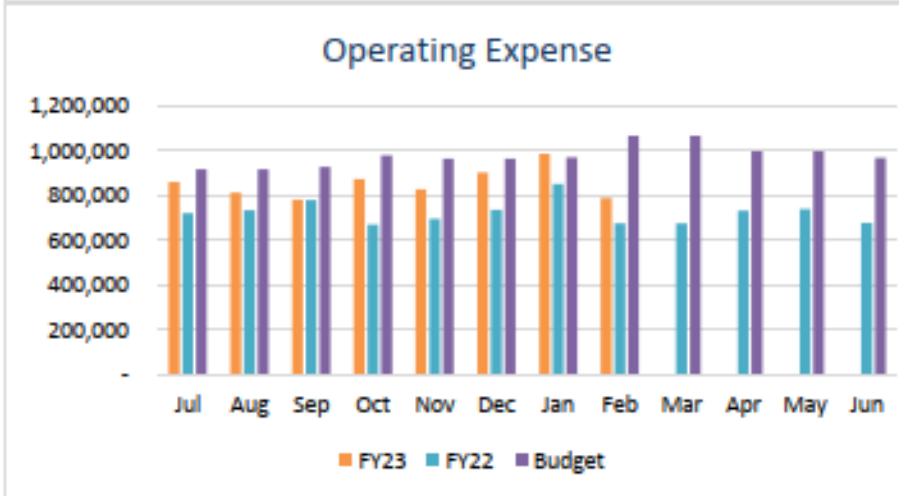
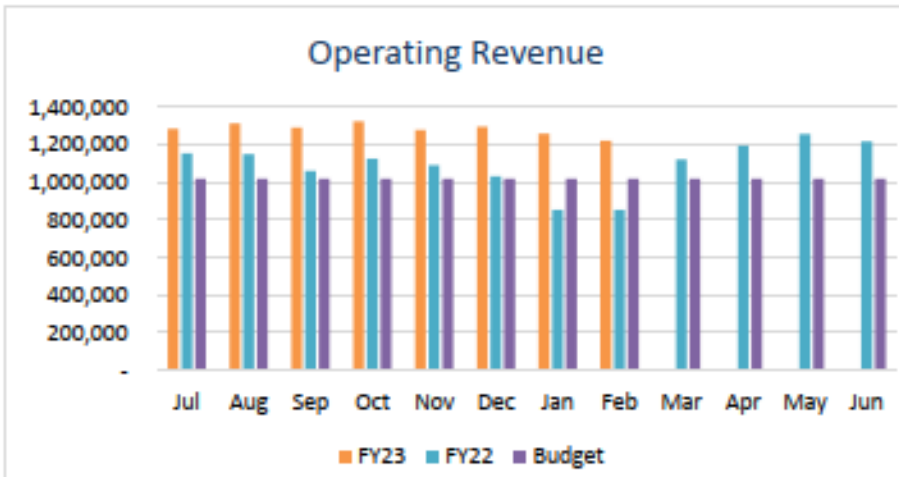
## Monthly Financial Summary

### February

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	1,221,134	1,018,242	852,798	19.9%	43.2%
Monthly Expense	787,709	1,066,380	674,845	-26.1%	16.7%
YTD Revenue	10,197,423	8,145,936	8,318,650	25.2%	22.6%
YTD Expense	6,824,890	7,701,540	5,856,296	-11.4%	16.5%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	171,527	136,225	126,220	25.9%	35.9%
Parking Lot	462,881	378,250	287,106	22.4%	61.2%
Rent	252,143	243,749	246,692	3.4%	2.2%
Commissions	147,814	172,750	103,809	-14.4%	42.4%
Security	52,314	49,583	56,323	5.5%	-7.1%
Other	27,858	26,852	28,640	3.7%	-2.7%
Interest	106,597	10,833	4,009	884.0%	2559.0%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	351,948	432,749	306,703	-18.7%	14.8%
Contracted Services	121,698	181,582	162,416	-33.0%	-25.1%
Utilities	45,986	57,083	43,677	-19.4%	5.3%
Repairs & Maint	58,419	156,833	35,652	-62.8%	63.9%
Professional Svc	33,127	26,416	9,439	25.4%	251.0%
Advertising/Mktg	36,307	91,333	36,081	-60.2%	0.6%
Insurance	59,191	55,458	42,508	6.7%	39.2%
Business Park	30,712	22,250	1,083	38.0%	2736.3%
Other	50,322	42,676	37,286	17.9%	35.0%



Summary of Significant Monthly Activity				
Revenue			Expense	
February passenger numbers were down slightly versus January, but increased substantially over February 2022. 37,872 is a record number of passengers for the month of February. All major revenue categories, with the exception of fuel flowage, increased compared to last year.			Salaries/Benefits - ILM had four open positions during the month of February; staff continues to work to fill those positions.	
	Feb 23	vs. Jan 23	vs. Feb 22	Contracted sesrvices - includes NHCSO service and parking lot management and consultants. Awaiting consulting invoices. Actual will be more in line with budget once those invoices are received.
Landing fees	121,659	15.3%	73.8%	Repairs and Maintenance - budgeted figure includes \$100k of airfield painting that was delayed until March.
Fuel flowage fees	27,362	-2.0%	-26.4%	Marketing - will increase with the start of the new campaign in March.
Rental car comm	107,432	-0.1%	30.3%	Insurance - policies finalized after budget approval; may need to amend budget.
Food commission	35,796	-4.4%	68.8%	Business Park - includes HVAC improvements for one tenant and improvements to an empty leasehold in the flex building.
Parking	462,881	-7.1%	61.2%	Other - includes the cost of conferences attended in February along with the of some ARFF gear.
Interest income	106,597	4.6%	2559.0%	
Enplanements	37,872	-4.2%	38.4%	



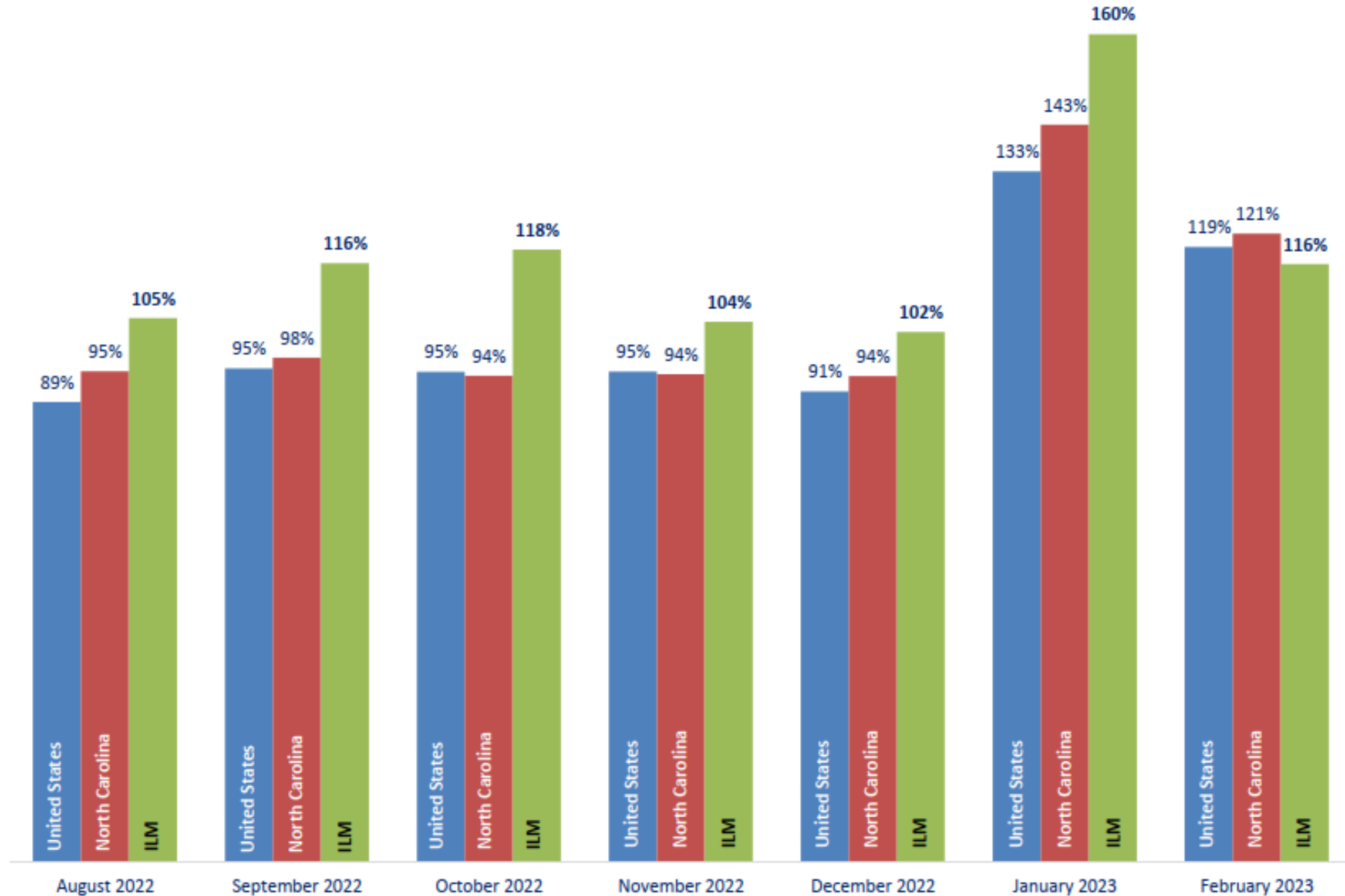
## Cash Summary

Month End Account Balances		
Account Name	Interest Rate	Month End Balance
Truist General Operating Checking	N/A	\$ 2,015,885.19
South State General Operating Checking	N/A	\$ 809,333.61
South State Money Rate Savings	3.04%	3,769,129.55
NCCMT Investment Account-Govt	4.00%	24,339,246.33
South State PFC Money Rate Savings ***	3.04%	7,009,498.36
South State CFC Money Rate Savings ***	3.04%	4,115,490.39
Truist Safe Keeping	2.250%	11,763,914.72
South State Investment Services	3.050%	9,004,093.77
Petty Cash	N/A	1,000.00
<b>Total Cash</b>		<b>62,827,591.92</b>
<b>Less Restricted Use ***</b>		<b>11,124,988.75</b>
<b>Less Reserves:</b>		
Maintenance & Development Reserve		3,172,702.53
Operational Reserve		4,000,000.00
<b>Unrestricted</b>		<b>\$ 44,529,900.64</b>



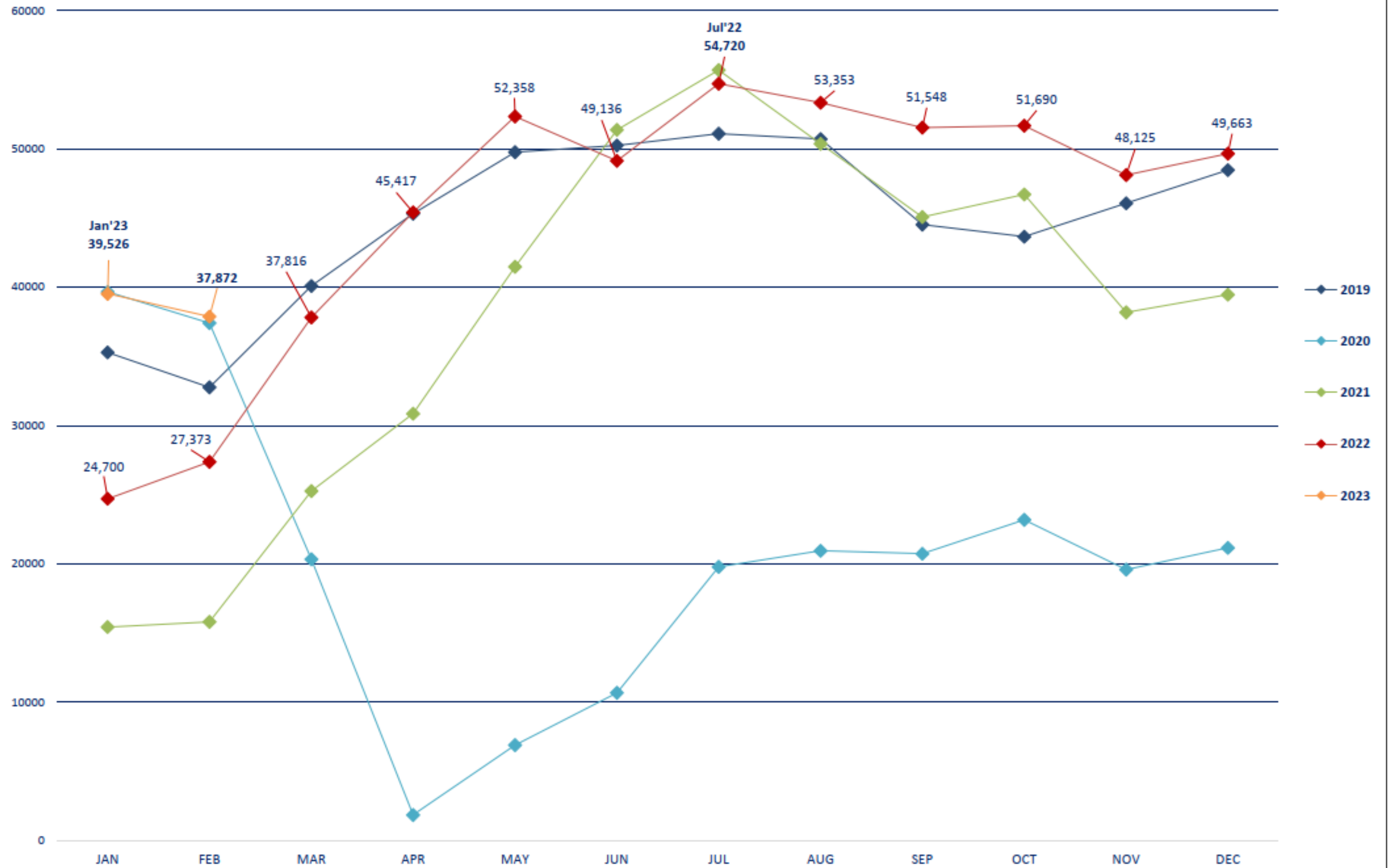


**PASSENGER ENPLANEMENTS OVER PAST 7 MONTHS**  
Percent compared to 2019 (August-December) and 2022 (January 2023 onward)





## MONTHLY PASSENGER ENPLANEMENTS 2019 - 2023



Source: Airline Passenger Statistics; ILM Airline Station Managers



# SEAT CAPACITY

## March - August 2019-2023

Thousands of total seats (inbound and outbound)

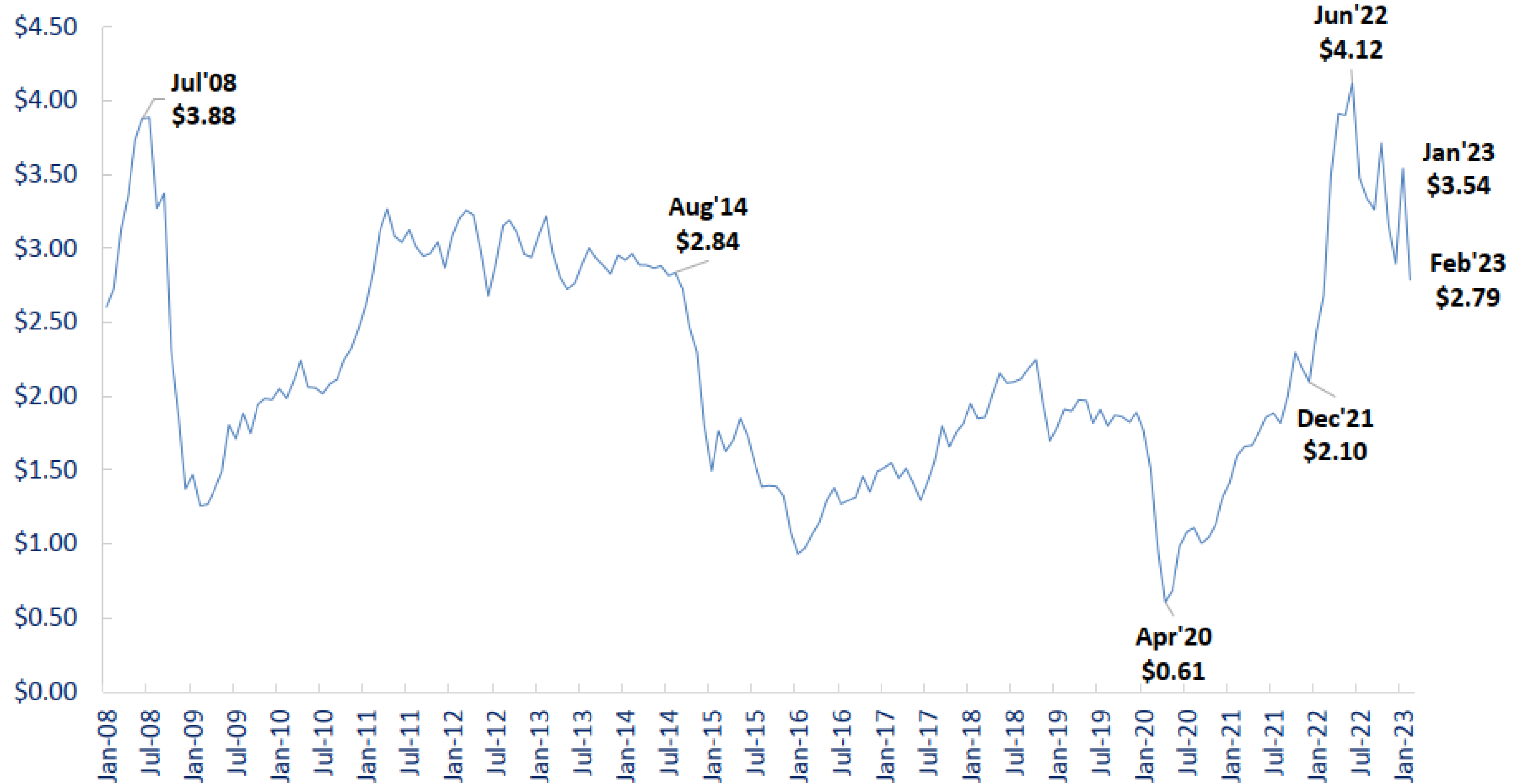


Source: DiiMi; Ailevon Pacific Aviation Consulting analysis



## 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-March 26 2023, compared to  
Jan 1-March 26 2022

Users

68.46%

117,575 vs 69,795



New Users

72.25%

116,529 vs 67,652



Social Media Metrics:  
Jan. 1-March 26 2023, compared to  
Oct 8 2022-Dec 31 2022

Total Audience 35,664 ↑2.5%

### Top performing post in March



Wilmington Internation...  
Thu 3/2/2023 11:04 am EST

This just in! 📢 ILM's 5 year vision plan  
has been approved which includes  
\$165M in capital projects to keep up...



Total Engagements	2,636
Reactions	334
Comments	88
Shares	22
Post Link Clicks	722
Other Post Clicks	1,470



# Tab 3

## Operations & Facilities

- **Action Items**

- a. Approval of Master Services On-Call Contract to Qualified Consultant(s) selected through RFQ process for Planning, Environmental and Noise related services.
- b. Approval of Contract Change Order to Monteith Construction to furnish additional terminal public spaces, addition of concrete floors to airline and tenant operations areas and equipment for an additional inbound bag belt.
- c. Approval of Contract to RS&H to include concept development, selection of CMAR, design and construction administration of Curb and Roadway Improvements, Phase 1.

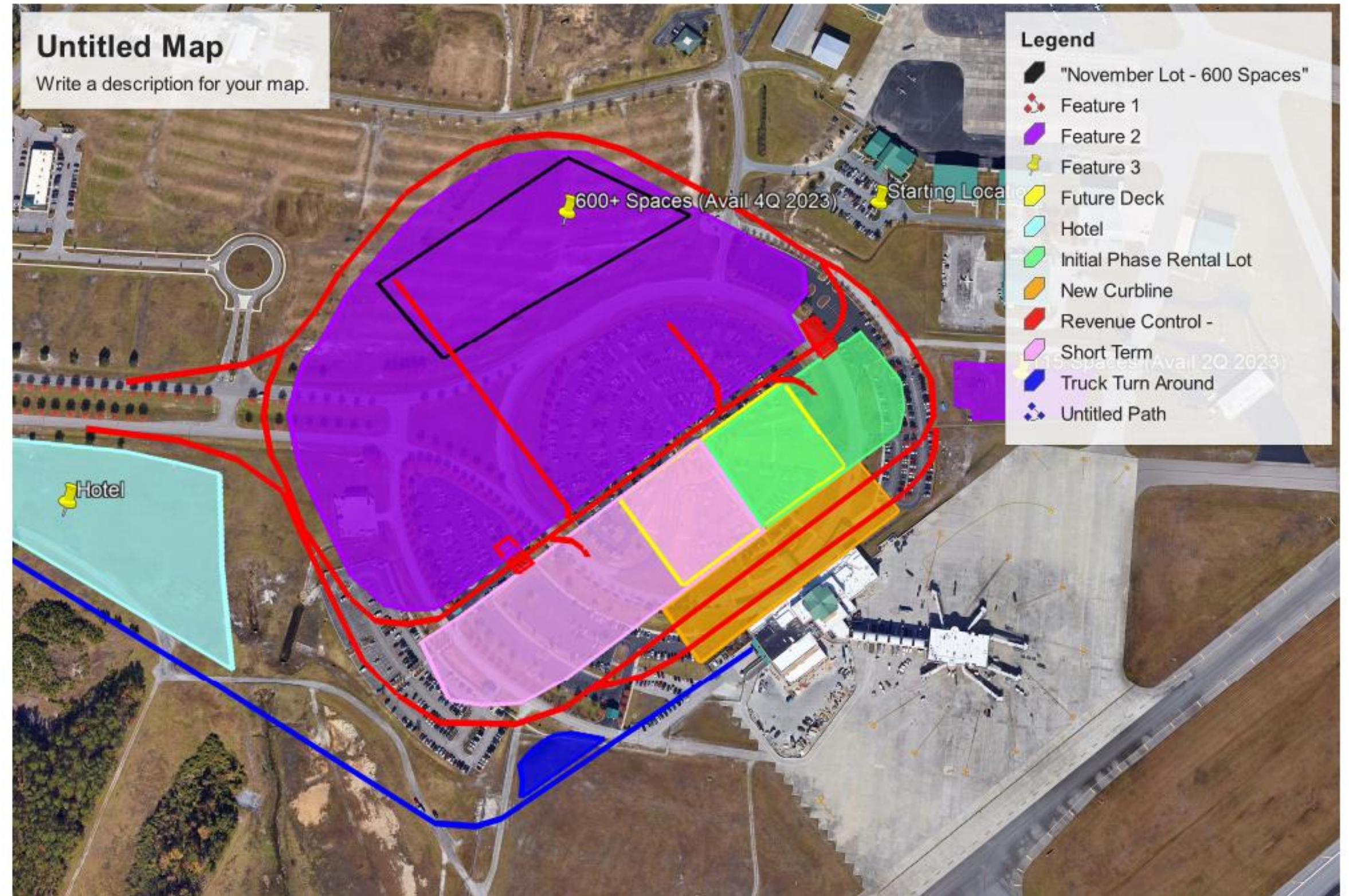




# Tab 3

## Operations & Facilities

### Curb-Front Access & Parking Concept







# Tab 3

## Operations & Facilities

- **Information Items**
  - Construction/Expansion Report
    - Gates 2, 4 & 6 Completing April 14<sup>th</sup>
      - Gate 2 will return to service end of April following ramp work
    - Gates 3 & 5 Renovation beginning April 15<sup>th</sup>
    - Bag Claim Device #1 ongoing following RFIs.
  - Facilities/IT Report
    - Amadeus Installation “Go-Live” occurred March 29<sup>th</sup>.
  - Operations Report – Airport Operations Chart
    - Part 139 Inspection Complete
  - Other
    - Parking Update





# AIRPORT OPERATIONS JANUARY-FEBRUARY

Calendar YTD Cumulative Total

2019 2020 2021 2022 2023



Source: ILM ATCT



# Tab 4

## Business Development

- **Action Items**
  - Recommend approval of a General Airline Operating Permit
- **Information Items**



# Tab 5

## Director's Report

- **Action Item**
- **Information Items**
  - Routes Airline Meetings March 20-24
  - 2023 Air Service Marketing Video
  - New Air Service Announcement





# Air Service Development



- ILM had numerous one-on-one meetings with existing and prospective airlines.
- New Air Service Development video







# Avelo Announcement

## Announcing flights to Tampa & West Palm Beach!





April 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Autism Takes Flight
2	3	4 2 pm Executive Comm. Mtg.	5 Authority Meeting	6	7 Good Friday <b>Admin Office Closed</b>	8
9 Easter	10	11	12	13	14 9:30am N. Brunswick Newcomers Speaker (JB)	15
		Amadeus Training – Granseur and Keaghon				
16	17	18	19 10am Authority Past & Present Update and Luncheon	20 FAA Visit	21	22 Cape Fear General Aviation Day 8am – 3 pm
23	24	25 10:30a NC DOA Qtrly Virtual Mtg.	26 11am Encounter Wilmington Panel (GD)	27 4pm Facilities Comm. Mtg.	28	29 Honor Flight
	Global Entry Interview Event at ILM Customs Facility					
30						



## 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**