



**ILM**

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday  
May 3, 2023***

***5:00 PM***

***ILM Executive Conference Room***



*New Hanover County Airport Authority*  
*Meeting Agenda*  
*May 3, 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 – April 5, 2023
2. Approval of Closed Session Minutes – April 5, 2023  
(to be reviewed at Authority meeting)
3. Approval of Special Meeting Minutes – April 19, 2023
4. Approval of Air Services Agreement with Avelo Airlines

# 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 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 – None.**
- **Information Items**
  - Monthly Financials
  - Monthly Activity and Performance Reports
  - Marketing & Air Service Development Report
  - HR Report
  - FY24 Proposed Budget





# Wilmington International Airport

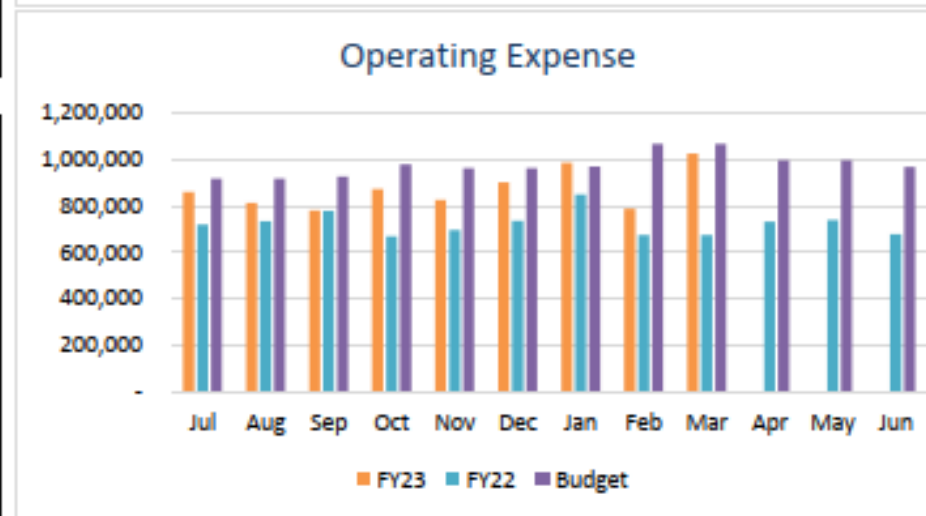
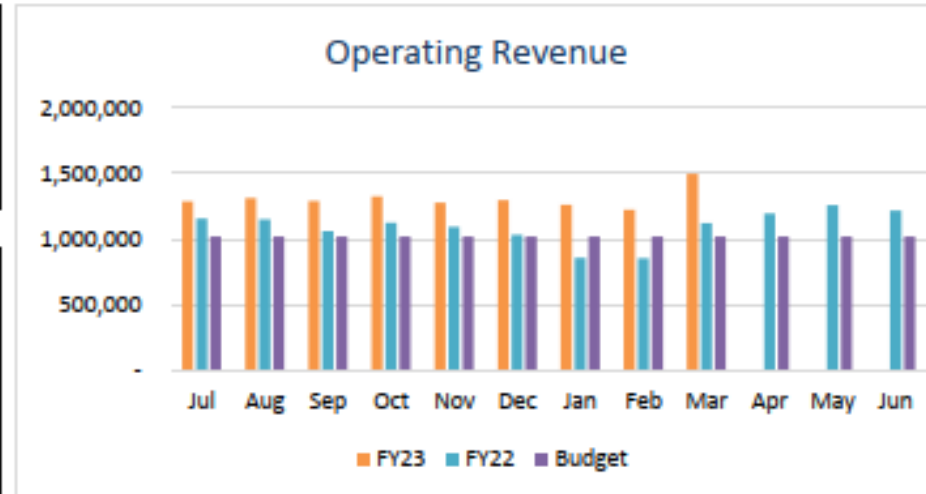
## Monthly Financial Summary

March

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	1,497,138	1,018,242	1,121,129	47.0%	33.5%
Monthly Expense	1,025,419	1,066,380	674,243	-3.8%	52.1%
YTD Revenue	11,694,561	9,164,178	9,439,779	27.6%	23.9%
YTD Expense	7,850,309	8,767,920	6,530,540	-10.5%	20.2%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	189,226	136,225	141,479	38.9%	33.7%
Parking Lot	564,394	378,250	363,670	49.2%	55.2%
Rent	252,495	243,749	346,884	3.6%	-27.2%
Commissions	204,545	172,750	175,926	18.4%	16.3%
Security	53,490	49,583	57,313	7.9%	-6.7%
Other	35,996	26,852	32,087	34.1%	12.2%
Interest	196,992	10,833	3,769	1718.4%	5126.7%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	406,048	432,749	342,672	-6.2%	18.5%
Contracted Services	148,277	181,582	129,289	-18.3%	14.7%
Utilities	52,426	57,083	42,196	-8.2%	24.2%
Repairs & Maint	114,153	156,833	37,241	-27.2%	206.5%
Professional Svc	69,192	26,416	32,184	161.9%	115.0%
Advertising/Mktg	129,444	91,333	11,883	41.7%	989.3%
Insurance	59,191	55,458	42,508	6.7%	39.2%
Business Park	14,320	22,250	2,531	-35.6%	465.8%
Other	32,367	42,676	33,739	-24.2%	-4.1%



### Summary of Significant Monthly Activity

Revenue				Expense	
March passenger numbers improved over greatly over February, up 30%. The increased passenger numbers translated into higher revenue across all major revenue categories.				Salaries/Benefits - ILM had three open positions during the month of March; staff continues to work to fill those positions.	
	Mar 23	vs. Feb 23	vs. Mar 22	Contracted sesrvices - includes NHCSO service and parking lot management and consultants. Awaiting a few consulting invoices that will put this expense more in line with the budgeted figure.	
Landing fees	130,014	6.9%	39.9%	Repairs and Maintenance - includes \$58k of airfield painting. This figure is well below the budgeted amount for the year.	
Fuel flowage fees	33,439	22.2%	34.7%	Adverstising/Marketing - the monthly amount reflects new television and radio campaigns that started in March.	
Rental car comm	149,727	39.4%	8.6%	Insurance - policies finalized after budget approval; may need to amend budget.	
Food commission	48,778	36.3%	68.1%	Other - includes equipment leasing, conference expense, and air service	
Parking	564,394	21.9%	55.2%		
Interest income	196,992	84.8%	5126.7%		
Enplanements	49,138	29.7%	29.9%		



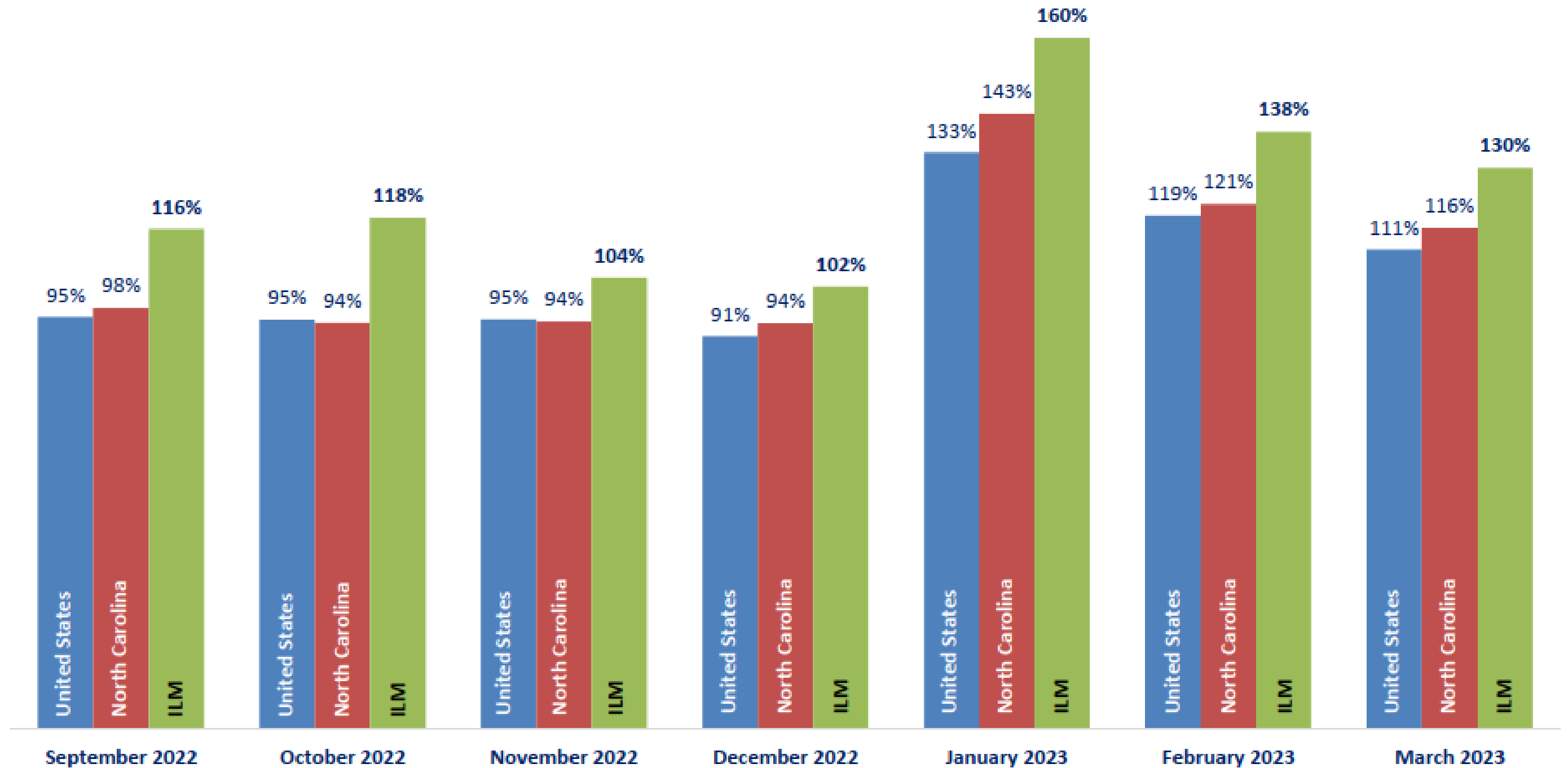
Month End Account Balances		
Account Name	Interest Rate	Month End Balance
Truist General Operating Checking	N/A	\$ 4,017,374.35
South State General Operating Checking	N/A	\$ 827,409.17
South State Money Rate Savings	4.00%	4,778,116.65
NCCMT Investment Account-Govt	4.72%	26,439,859.19
South State PFC Money Rate Savings ***	4.00%	7,251,666.21
South State CFC Money Rate Savings ***	4.00%	4,160,997.39
Truist Safe Keeping	2.350%	7,833,862.64
South State Investment Services	3.000%	9,020,912.86
Petty Cash	N/A	1,000.00
<b>Total Cash</b>		<u>64,331,198.46</u>
<b>Less Restricted Use ***</b>		11,412,663.60
<b>Less Reserves:</b>		
Maintenance & Development Reserve		3,181,035.53
Operational Reserve		<u>4,000,000.00</u>
<b>Unrestricted</b>		<u><u>\$ 45,737,499.33</u></u>





## PASSENGER ENPLANEMENTS OVER PAST 7 MONTHS

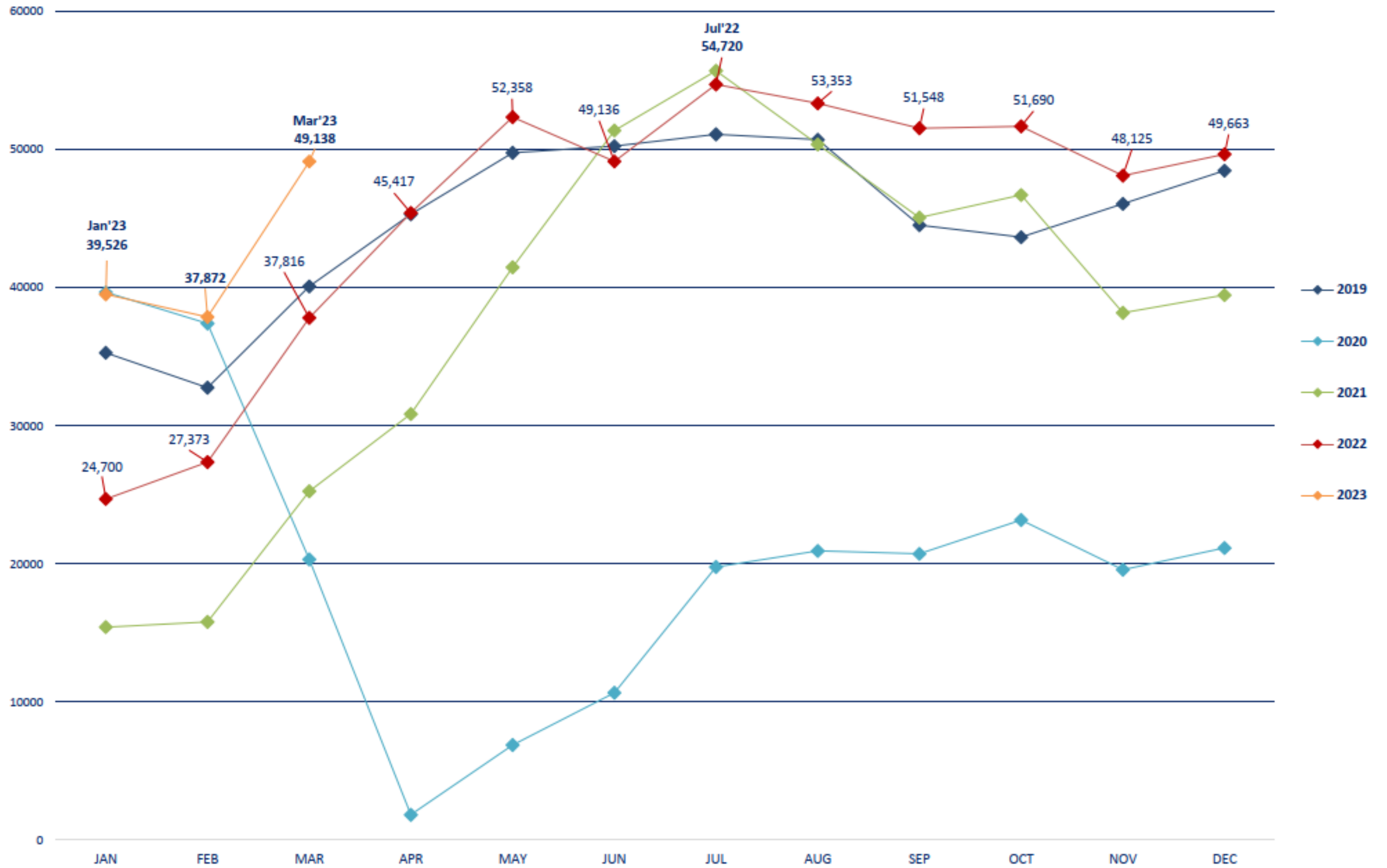
Percent compared to 2019 (September-December 2022 and January 2023 onward)



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



## MONTHLY PASSENGER ENPLANEMENTS 2019 - 2023



Source: Airline Passenger Statistics; ILM Airline Station Managers



# SEAT CAPACITY

## April - September 2019-2023

Thousands of total seats (inbound and outbound)

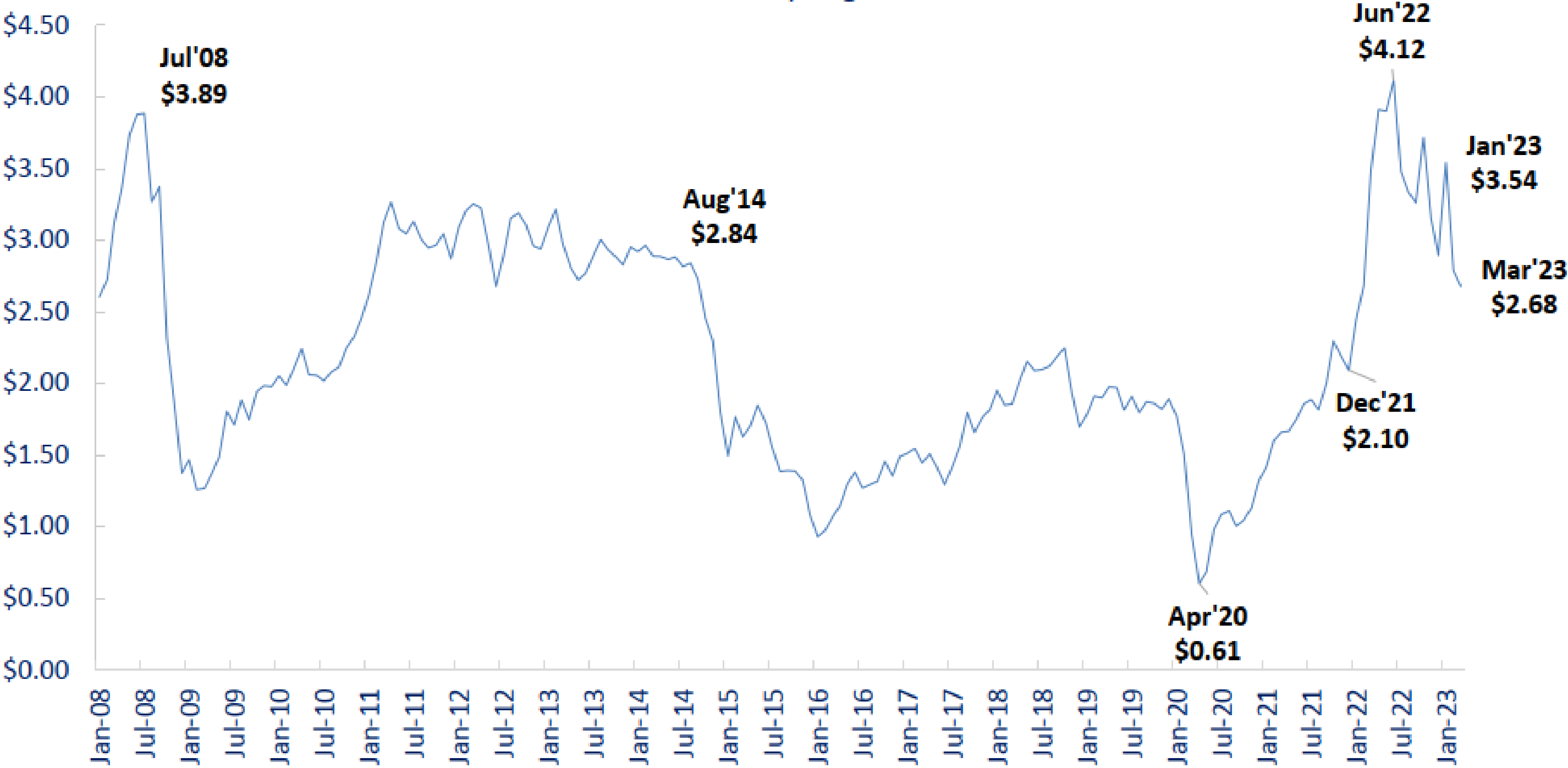


Source: DiiMi; Ailevon Pacific Aviation Consulting analysis



**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-April 24 2023, compared to Jan 1-April 24 2022

Users	New Users
68.46%	71.97%
166,144 vs 98,623	164,219 vs 95,493



### Social Media Metrics: Jan. 1-April 25 2023, compared to Sept. 8 2022-Dec 31 2022


Total Audience	35,938
	↗ 3.3%


### Clicks to Targeted Sites (i.e. Airlines)

Event Action	Total Events
1. Click	
1 Jan 2023 - 24 Apr 2023	84,067
1 Jan 2022 - 24 Apr 2022	12,901
% Change	551.63%

### Top performing post in April

Wilmington International...  
Tue 4/11/2023 11:00 am EDT

Avelo Airlines'  
Baltimore/Washington D.C. (BWI) route  
returns May 4th! 🎉 We're giving one...



Total Engagements	3,302
Reactions	654
Comments	493
Shares	4
Post Link Clicks	383
Other Post Clicks	1,768





# Beer Glasses & Boarding Passes

*Beer Glasses*



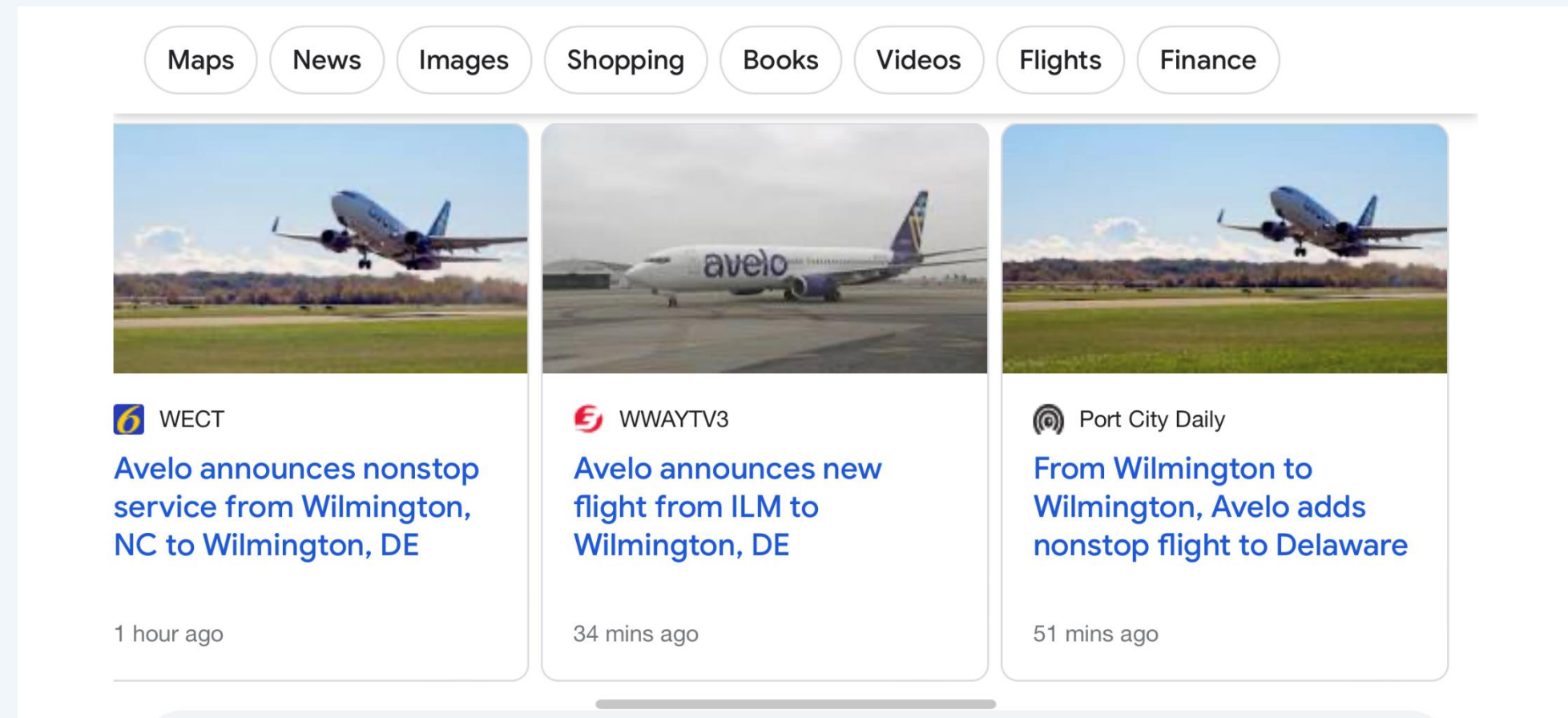
*Boarding Passes*

Join us this summer at participating breweries for a chance to go from your barstool to a window seat...on Avelo Airlines.





# Avelo Announcement





# Tab 3

## Operations & Facilities

- **Action Items**

Approval of Work Authorization, pending IFE review, to WK Dickson & Co. for Stormwater Services related to Dry Basin Modeling and Master Permit Updates. (Fee to be presented by Authority Meeting)

- **Information Items**

- Construction/Expansion Report
  - Gates 4 & 6 Opened week of April 22<sup>nd</sup>
  - Gates 3 & 5 Renovation began May 1<sup>st</sup>.
  - Bag Claim Device #1 tracking to May 8<sup>th</sup> Opening.
  - Gate 2 tracking opening May 15<sup>th</sup>, following completion of ramp work





# Tab 3

## Operations & Facilities

- **Information Items (continued)**
  - Facilities/IT Report
    - AA first airline to use Common Use Gate Bridge (Gate 4), April 27<sup>th</sup>.
    - Parking / Curb & Roadway Update
      - Wrapping up IFE for RS&H, Concept Development Ongoing
      - Bids due for “November Lot” Anticipated May 24<sup>th</sup>
  - Operations Report – Airport Operations Chart
  - Other
    - Landside Temporary Signage Plan (90 Day Implementation Plan)
    - Staff submitting (May 1) five federal grant applications for various environmental studies, design efforts and construction projects



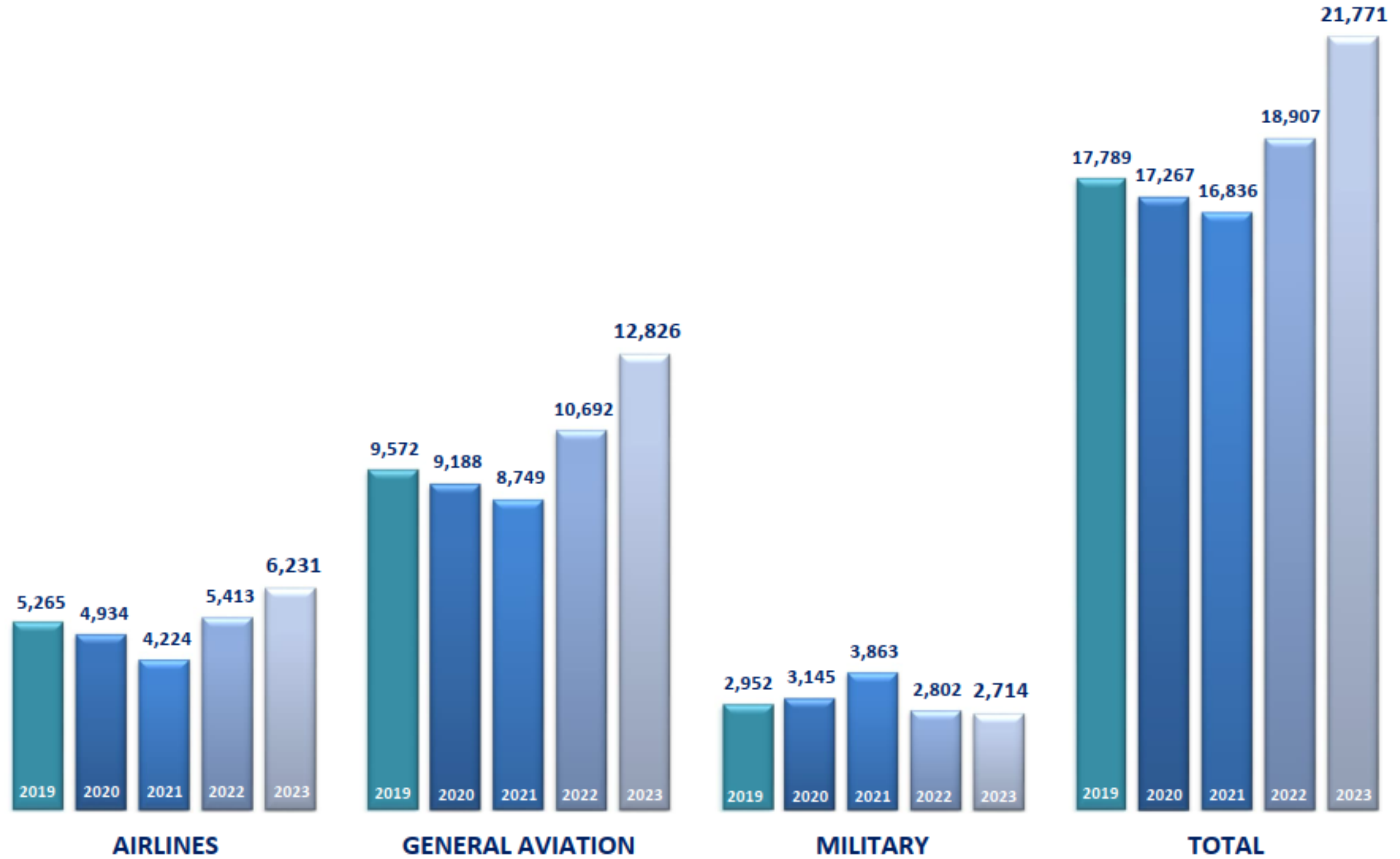


# AIRPORT OPERATIONS

## JANUARY-MARCH

Calendar YTD Cumulative Total

2019 2020 2021 2022 2023



Source: ILM ATCT



# Tab 4

## Business Development

- **Action Items**
  - Approval to extend the expiring (June 30, 2023) rental car concession agreements and service facility center agreements to January 31, 2024.
- **Information Items**
  - Southern Sass Flex Bldg. – estimated opening date
  - All American Aviation, Inc. Flex. Bldg. extension
  - Topsy & Irule ILM, LLC – have started due diligence



# Tab 5

## Director's Report

- **Action Item**
- **Information Items**
  - **Former Board Chair Celebration of Life**
  - **Cape Fear General Aviation Day**
  - **Airport Team and Tenant Luncheon**
  - **Terminal Curb, Road Realignment and Parking improvements - update**





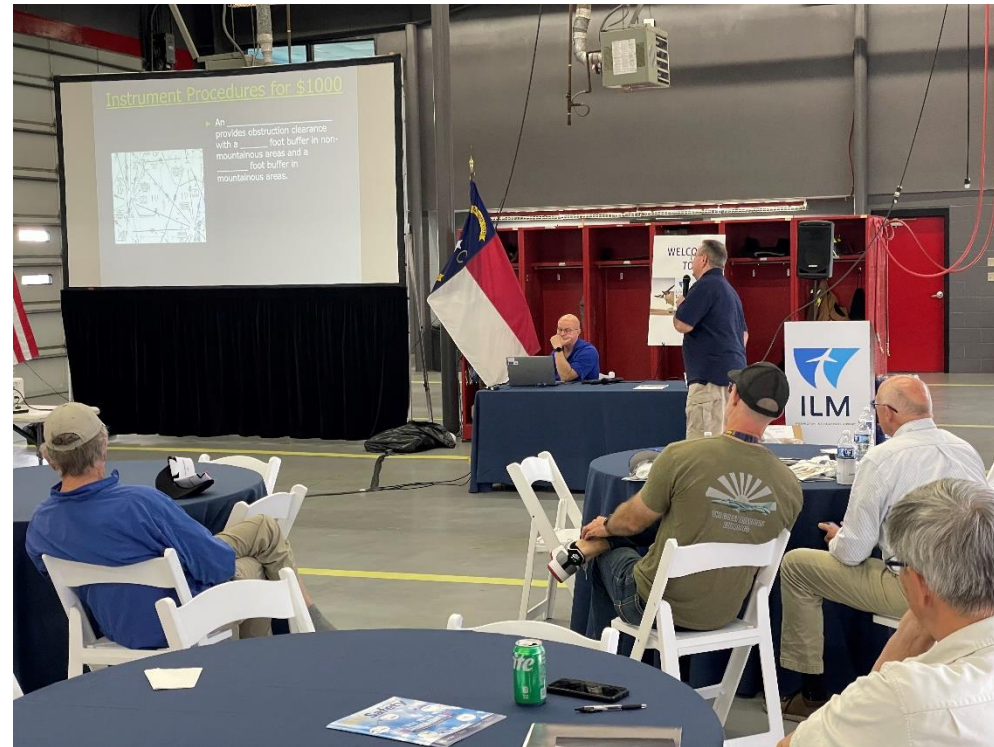
# Donna Girardot's Celebration of Life at ILM







# Cape Fear General Aviation Day







# Employee and Tenant Luncheon



## Monthly Cookouts

Join the ILM Team  
for lunch  
Wednesdays

April 26

May 17

June 21

July 19

August 16

September 20

Drop in any time between  
11:00 am – 1:00 pm

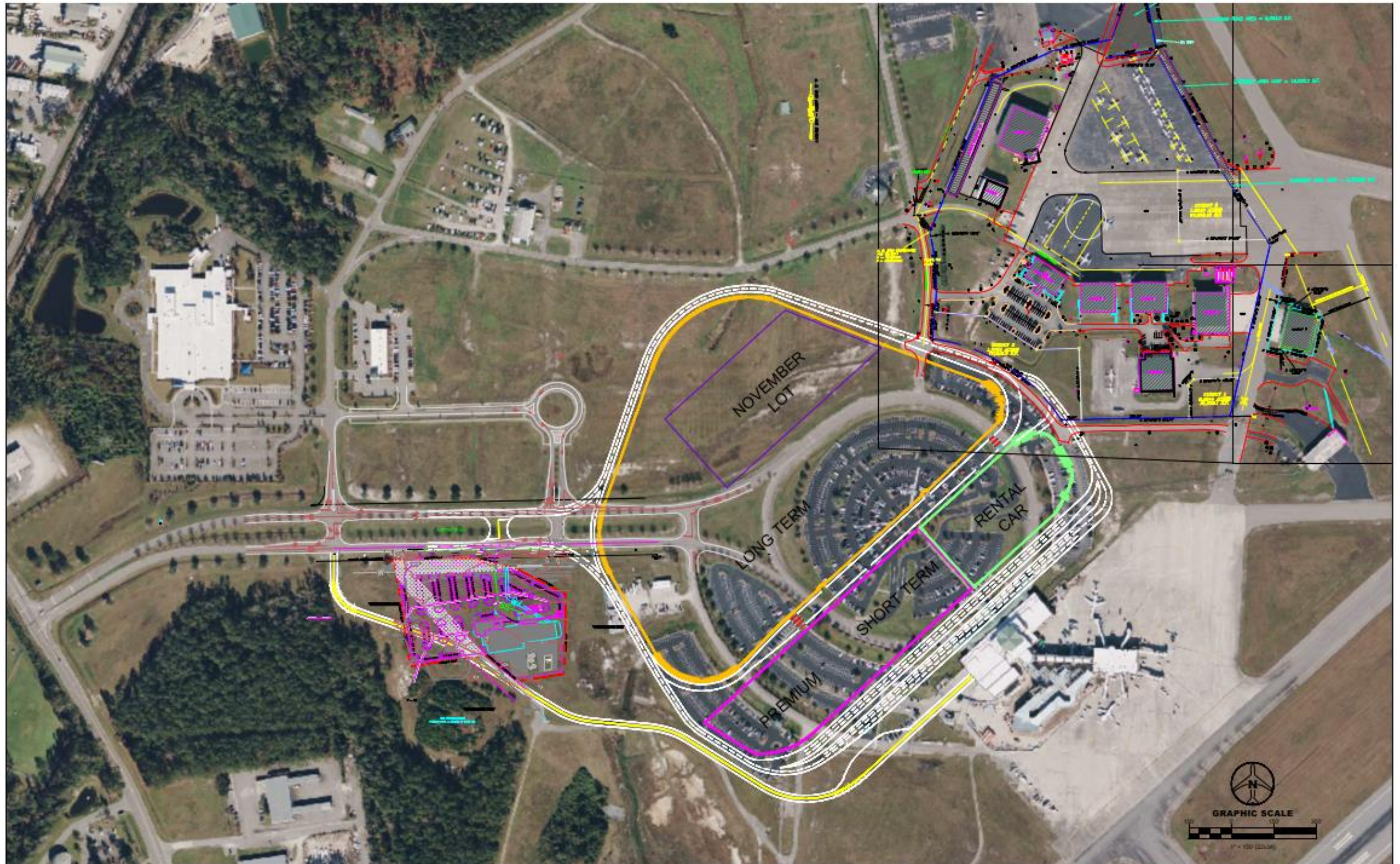
Rescue Base Building

1851 Dolan Drive





# Terminal Curb, Road Realignment and Parking Update







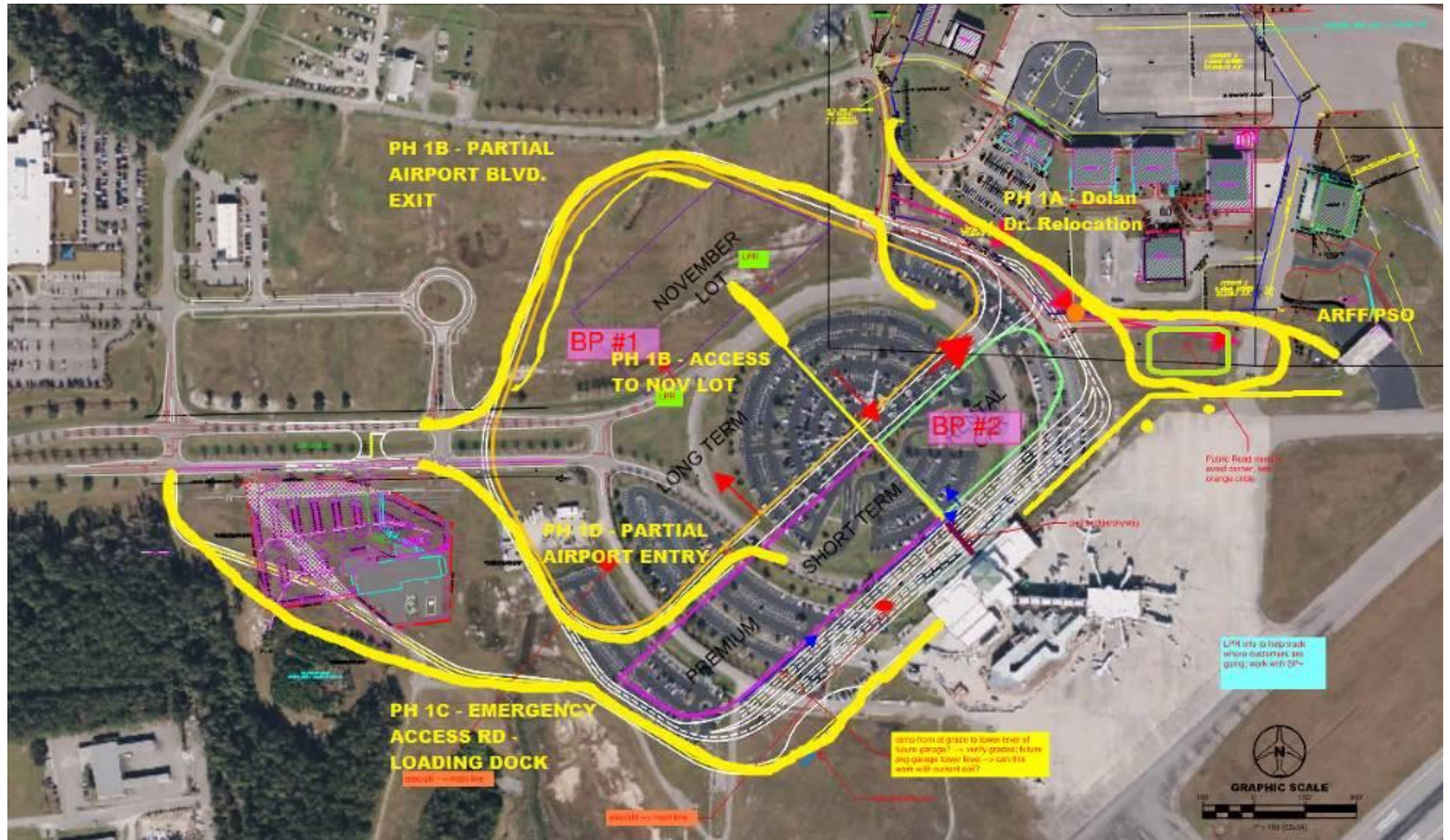
# Terminal Curb, Road Realignment and Parking Update







# ILM Curb & Parking Project Working Concept Sketch







May 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b>	<b>2</b> 2 pm Executive Comm. Mtg.	<b>3</b> Authority Meeting	<b>4</b>	<b>5</b>	<b>6</b>
	SEC-AAAE Conference - RC					
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b> Mother's Day	<b>15</b>	<b>16</b>	<b>17</b> 11a- 1p ILM Lunch Cookout	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> 12 Chamber Bd Mtg (JB) 2p NCSE Bd Mtg (RC) 3p Facilities Comm. Mtg. 5p Beer Glasses & Boarding Passes	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b> Memorial Day Admin Office Closed	<b>30</b>	<b>31</b>	Sun Country Launch		



## Tab 6

- **Unfinished Business**
- **New Business**
- **Adjournment**