

**NEW HANOVER COUNTY AIRPORT AUTHORITY  
REGULAR MEETING  
May 3, 2023**

**CALL TO ORDER**

The New Hanover County Airport Authority met on Wednesday, May 3, 2023, at Wilmington International Airport, 1740 Airport Boulevard, Wilmington, North Carolina. Chairman S. Thompson called the meeting to order at 5:02 p.m. Mr. Wolfe 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, Jason Thompson, Faison G. Gibson, and LeAnn Pierce. 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 9 guests from the public attended the Authority meeting.

**PUBLIC COMMENTS** – Mr. Goodwin addressed the Authority to thank them for their support of the recent Cape Fear General Aviation Day and the Rusty Pilots program presented that day and their support of general aviation overall.

**EMPLOYEE RECOGNITION**

Chairman S. Thompson, Mr. Bourk recognized and congratulated Operations Specialist Emily Garner who earned her Airport Certified Employee in Safety Management System. Mr. Kenny Smith, Operations Manager, presented Emily with her certificate and a SPOT award for taking the initiative to pursue this certification.

**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. Thompson MOVED, SECONDED by Mr. Wolfe, to approve the Consent Agenda as presented. Upon vote, the MOTION WAS APPROVED.

**CONSENT AGENDA ITEMS**

**Approval of Minutes**

The Authority approved the minutes of the following meetings:

- a. Regular Meeting held on April 5, 2023.
- b. Closed Session held on April 5, 2023.
- c. Special Meeting held on April 19, 2023.

The Authority approved the Air Services Agreement with Avelo Airlines.

### **FINANCE, MARKETING AND AIR SERVICE DEVELOPMENT**

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

Mr. Campbell reviewed the monthly activity and performance reports and updated the Authority on ILM marketing.

Mr. Campbell opened the floor for any questions regarding the FY24 Proposed Budget noting that it is ready for public review, with Authority approval.

Mr. Campbell, on behalf of the Finance Committee, recommended approval of the FY24 Proposed Budget in the amount of \$38,059,319 (\$13,865,500 Operating; \$24,193,819 Capital) to be made available for public review for a period of 25 days. Mr. Wolfe MOVED, SECONDED Mr. Rhodes to approve the FY24 Proposed Budget for public review as recommended. Upon vote, the MOTION WAS APPROVED.

### **OPERATIONS & FACILITIES**

Mr. Dick recommended, on behalf of the Operations and Facilities Committee, approval of the following items:

- a. A Work Authorization, pending IFE review, to WK Dickson & Co. for Stormwater Services related to Dry Basin Modeling and Master Permit Updates in an amount NTE \$225,000. Mr. J. Thompson MOVED, SECONDED by Mr. Williams, to approve the Work Authorization to WK Dickson & Co. as presented above. Upon vote the MOTION WAS APPROVED.
- b. Amendment to existing contract for Vasey Aviation increasing NTE value to \$145,000. Staff will publicly advertise for additional services beyond this contract and expects recommendation for selected firm(s) at July Authority meeting. Mr. J. Thompson MOVED, SECONDED by Mr. Rhodes to amend the existing contract with Vasey Aviation as presented above. Upon vote the MOTION WAS APPROVED.

Mr. Dick provided an update on construction/terminal expansion, Facilities/IT updates, and the parking projects. Mr. Dick reviewed the airport operations chart.

Mr. Dick reported that staff is working on a landside temporary signage plan. Mr. Bourk detailed some of the changes in the plan that will help passengers navigate during this project and help eliminate one of our major passenger complaints.

Mr. Dick advised the Authority that staff has submitted six Grant Applications to the FAA on May 1<sup>st</sup> for various environmental studies, design efforts and construction projects.

### **BUSINESS DEVELOPMENT**

Ms. LeTellier recommended, on behalf of the Business Development Committee, the following action items for approval:

- a. Extend the expiring (June 30, 2023) rental car concession agreements and service facility center agreements to January 31, 2024. Mr. Wolfe MOVED, SECONDED by Mr. J. Thompson, to approve the extension of the rental car concession agreements as presented. Upon vote the MOTION WAS APPROVED.
- b. Fourth Amendment to CIL ILM, LLC the original airside and landside lease related to financial closing. Mr. J. Thompson MOVED, SECOND by Mr. Wolfe, to approve the Fourth Amendment as proposed. Upon vote the MOTION WAS APPROVED.

Ms. LeTellier updated the Authority on the following tenants: Southern Sass Hair Studio opening June 1, 2023; All American Aviation, Inc. has extended lease through August 2028; and Topsy & Irule ILM, LLC are in their due diligence process through December.

### **DIRECTOR'S REPORT**

Mr. Bourk shared photo slides and updated the Authority on recent ILM events including Donna Girardot's Celebration of Life, Cape Fear General Aviation Day, and ILM team and tenant luncheon.

Mr. J. Thompson advised that Major Calandria Williams at Customs and Border Protection did an outstanding job during the recent Global Entry Event at ILM. They processed 1053 applicants during the event. They had a person on staff this time that could push through the online applications that were pending approval so those applicants could be processed during the event.

Mr. Bourk updated the Authority on the terminal curb, road realignment and parking improvements projects using slide renderings of the project.

**UNFINISHED BUSINESS** - None.

**NEW BUSINESS** – None.

### **ADJOURNMENT**

Mr. J. Thompson MOVED, SECONDED by Mr. Williams 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 5:44 pm.

Prepared by:  
Rose M. Davis

Respectfully Submitted:

---

Thomas Wolfe, Secretary

Date of Approval: June 7, 2023