



ILM

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday
October 4, 2023***

5:00 PM

ILM Executive Conference Room



New Hanover County Airport Authority
Meeting Agenda
October 4, 2023- 5:00 PM

- Call to Order
- Pledge of Allegiance
- Code of Ethics Clause
- Approval of Minutes Tab 1
- Consent Agenda Tab 2
- Public Comments (Limited to 3 Minutes)
- Staff Reports
 - Finance, Marketing & Air Service Development Tab 3
 - Operations & Facilities Tab 4
 - Business Development Tab 5
 - Director’s Report Tab 6
- Unfinished Business/New Business/Adjournment Tab 7



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

Approval of Minutes

The Authority has been provided a copy of the minutes for the following:

- Regular Meeting minutes – September 6, 2023



Tab 2

Consent Agenda

1. Amend NTE \$200K Action Item for Digital Display and Technology in Ops Center and Conference Room from September Consent Agenda to include Video Screens for Advertising within Airport Terminal. (Value of NTE does not change)
2. Recommend approval of a 5-year extension on Turf Masters land lease with 90-day cancellation clause.

Staff Reports

Committee	Airport Authority Members	Staff Members
Finance, Marketing & Air Service – Tab 2 <ul style="list-style-type: none"> • Monthly Financial Report • Monthly Activity and Performance Report • Marketing & Air Service Development Report • HR Report 	Lee Williams Jason Thompson	Bob Campbell/Jeff Bourk
Operations and Facilities – Tab 3 <ul style="list-style-type: none"> • Construction/Expansion Report • Facilities/IT Report • Operations Report • General Aviation Report 	Nick Rhodes Wanda Copley	Granseur Dick/Jeff Bourk
Business Development - Tab 4 <ul style="list-style-type: none"> • Business Park Development Report • Airside & Terminal Development Report • Phase 2 Business Park Report • Advertising Report 	Faison Gibson LeAnn Pierce	Carol LeTellier/Jeff Bourk
Executive Committee <ul style="list-style-type: none"> • Legislative Priorities (consult with LeAnn Pierce as necessary) • Capital Budget Planning (beyond 1 year to 5 years) • General Update 	Spruill Thompson Nick Rhodes Jason Thompson	Jeff Bourk
Director’s Report – Tab 5	Will include updates from Executive Committee as necessary	



Tab 3

Finance, Marketing and Air Service Development

- **Audit Report**

- **Action Item**

Recommend approval of the following:

- Contract with Coffman Associates to prepare a 14 CFR Part 150 Noise Compatibility Study for an amount not to exceed One Million Fifteen Thousand Nine Hundred Forty Dollars (\$1,015,940). ILM receive a FAA grant totaling \$914,346 to fund this project.

- **Information Items**

- Monthly Financials
- Monthly Activity and Performance Reports
- Marketing Report
- HR Report



Wilmington International Airport

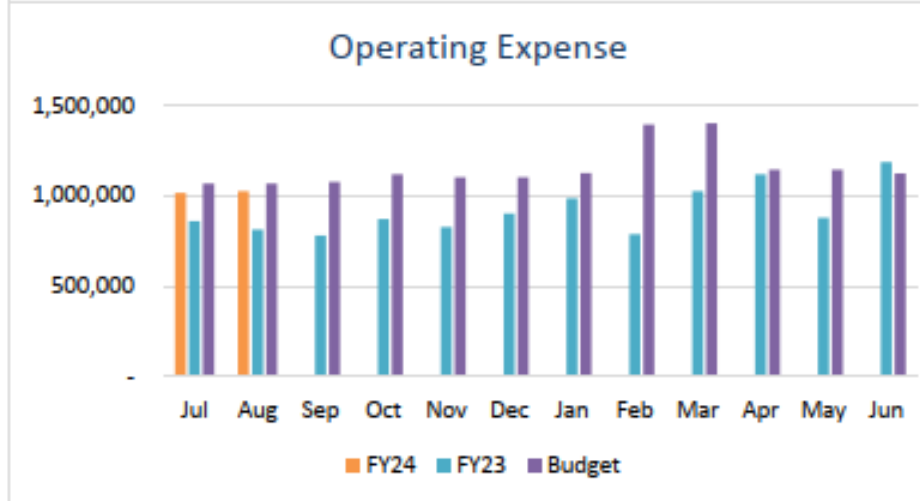
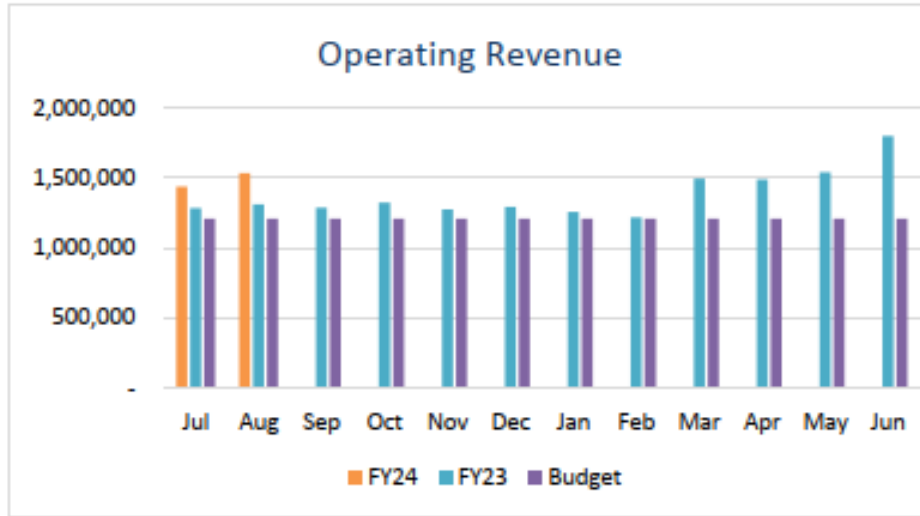
Monthly Financial Summary

August

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	1,744,157	1,333,016	1,311,731	30.8%	33.0%
Monthly Expense	1,025,281	1,067,541	812,379	-4.0%	26.2%
YTD Revenue	3,396,021	2,666,032	2,659,988	27.4%	27.7%
YTD Expense	2,041,351	2,135,082	1,671,768	-4.4%	22.1%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	203,512	161,275	178,371	26.2%	14.1%
Parking Lot	605,309	471,354	500,013	28.4%	21.1%
Rent	361,948	286,162	249,074	26.5%	45.3%
Commissions	285,837	217,084	272,035	31.7%	5.1%
Security	49,834	53,317	54,225	-6.5%	-8.1%
Other	29,248	35,491	33,531	-17.6%	-12.8%
Interest	208,470	108,333	24,482	92.4%	751.5%

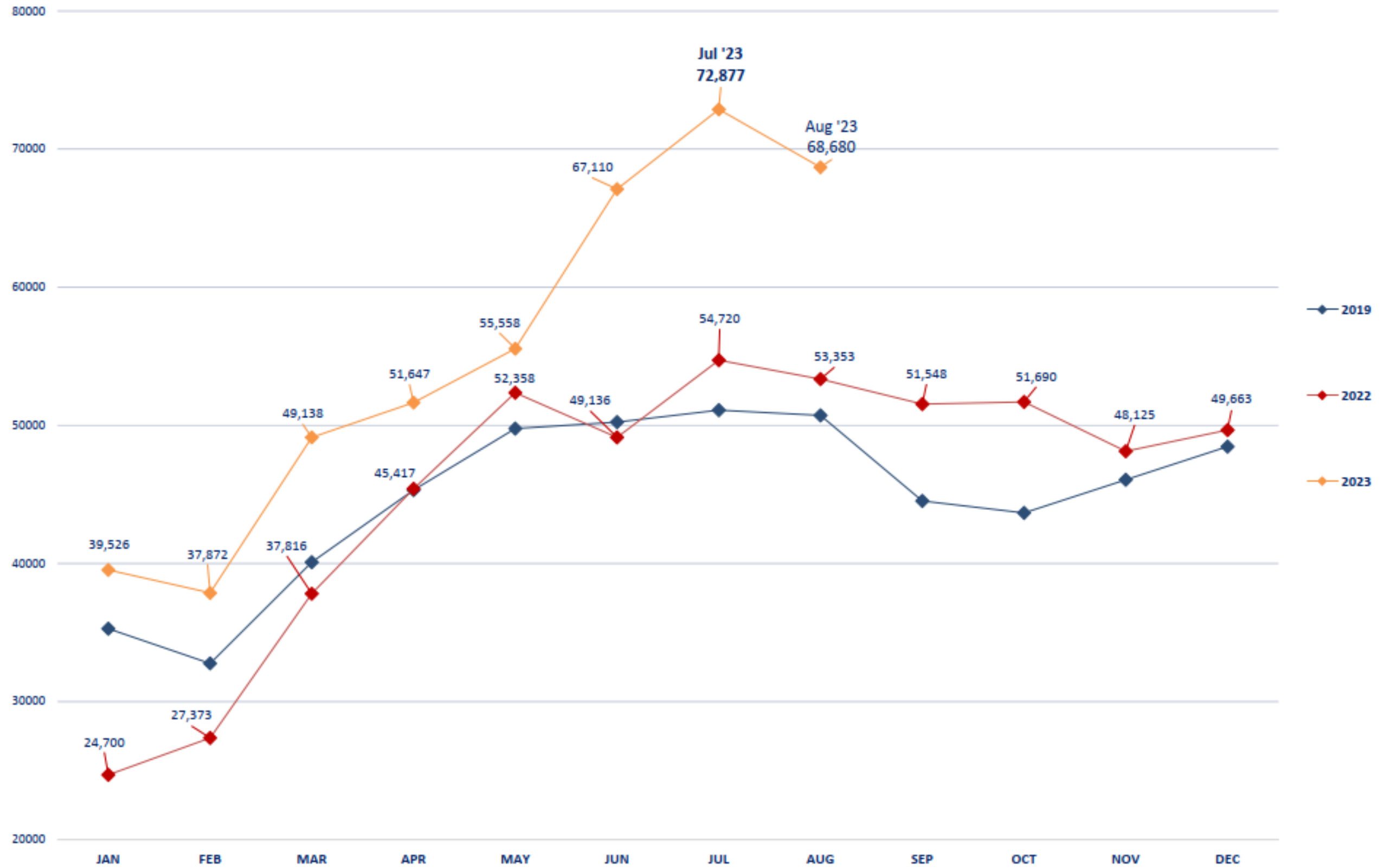
Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	378,432	399,501	344,115	-5.3%	10.0%
Contracted Services	175,373	197,766	166,644	-11.3%	5.2%
Utilities	71,784	75,000	68,029	-4.3%	5.5%
Repairs & Maint	67,399	78,333	61,611	-14.0%	9.4%
Professional Svc	127,135	44,333	27,455	186.8%	363.1%
Advertising/Mktg	58,181	110,742	46,749	-47.5%	24.5%
Insurance	89,636	71,925	58,032	24.6%	54.5%
Business Park	17,046	35,417	6,508	-51.9%	161.9%
Other	40,189	54,524	33,237	-26.3%	20.9%



Summary of Significant Monthly Activity				
Revenue			Expense	
Lower passenger levels than July, but still a record number of enplanements for the month of August. All revenue categories, with the exception of fuel flowage, increased over last year.			Salaries/benefits - there were four of open positions during July. There are also five new positions that were included in the FY24 budget that we will look to fill throughout the year.	
	Aug 23	vs. Jul 23	vs. Aug 22	Contracted Services - includes security provided by the NHC Sheriff's office and parking lot management. Other consulting fees are not billed evenly throughout the year.
Landing fees	156,749	-0.5%	19.4%	Repairs & Maint - includes facilities repairs, vehicle fuel, custodial supplies, and computer expenses. This category also includes recent updates to Rescue Base.
Fuel flowage fees	25,076	-22.5%	-12.1%	Prof Services - reflects payments on contracts recently approved by the Authority.
Rental car comm	223,677	-1.0%	3.7%	Advertising/Mktg - a number of marketing campaigns ended in June. New campaigns began in July and will be reflected in the coming months.
Food commission	54,321	-9.4%	9.2%	Insurance - policies put in place after budget approval; will need to increase.
Parking	605,309	2.6%	21.1%	Other - includes equipment leasing, conference expense, and air service.
Interest income	208,470	-1.6%	751.5%	
Enplanements	68,680	-5.8%	28.7%	



MONTHLY PASSENGER ENPLANEMENTS 2019 - 2022 - 2023



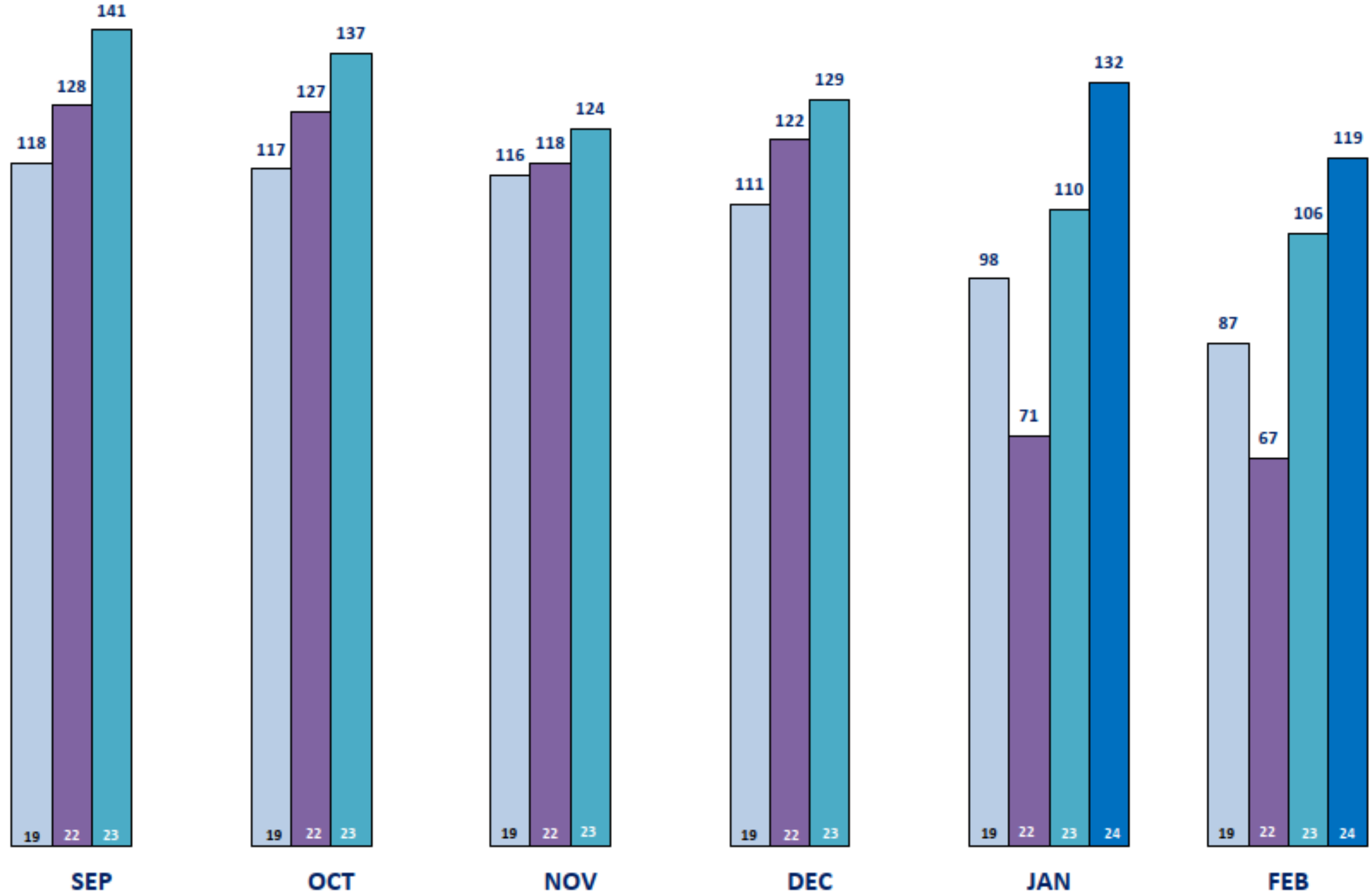
Source: Airline Passenger Statistics; ILM Airline Station Managers



SEAT CAPACITY September - February

Thousands of total seats (inbound and outbound)

2019 2022 2023 2024

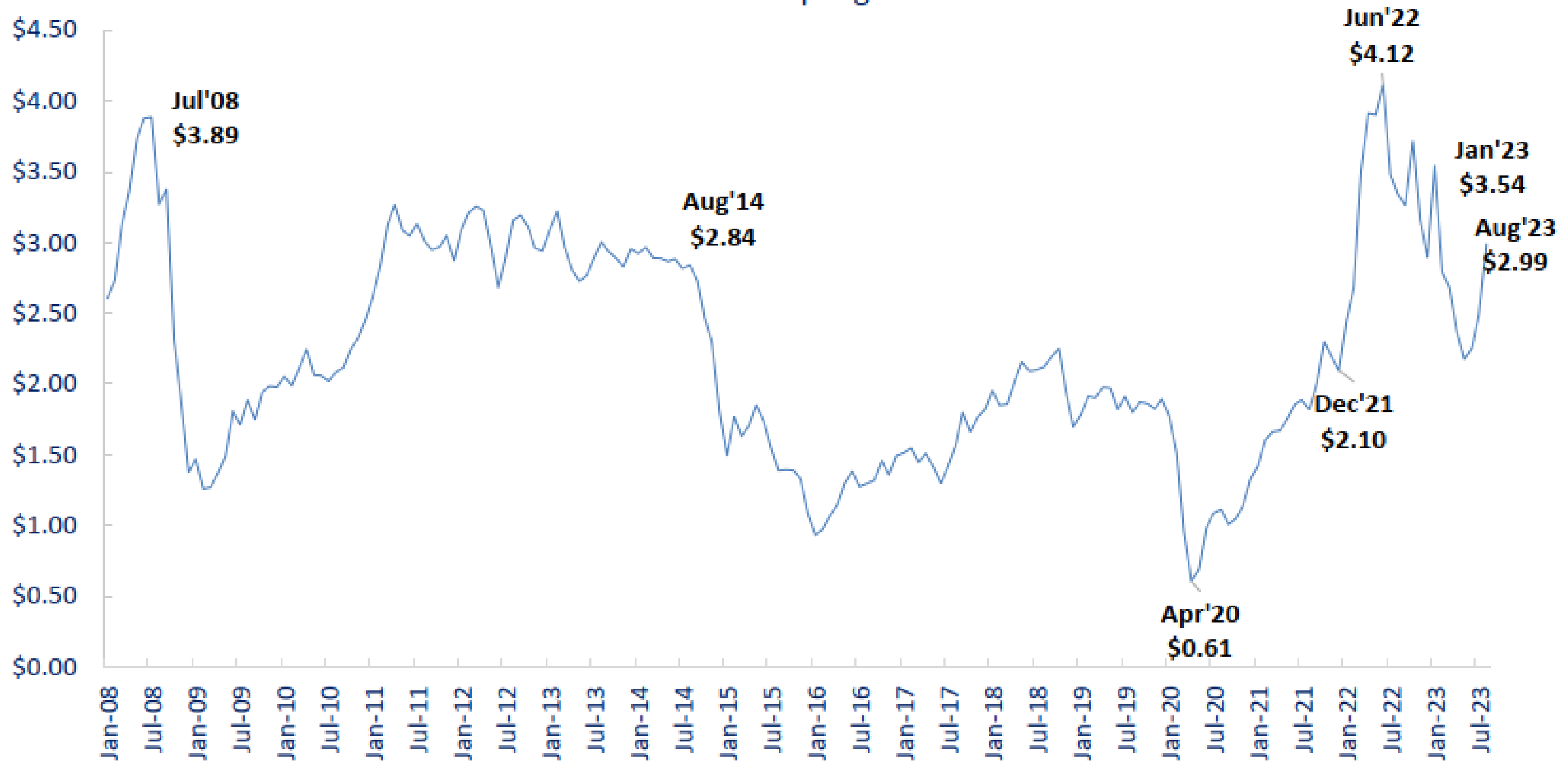


Source: Diiomi; Ailevon Pacific Aviation Consulting analysis



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, 2023-Sept. 26, 2023, compared to
Jan. 1, 2022-Sept. 26, 2022

480,849 total users compared to 287,976  **166%**

Clicks to Airline Websites

Jan. 1, 2023-Sept. 27, 2023, compared to
Jan. 1, 2022-Sept. 27, 2022

184,226 total airline clicks compared to 100,930  **182%**

Of the 2023 clicks:

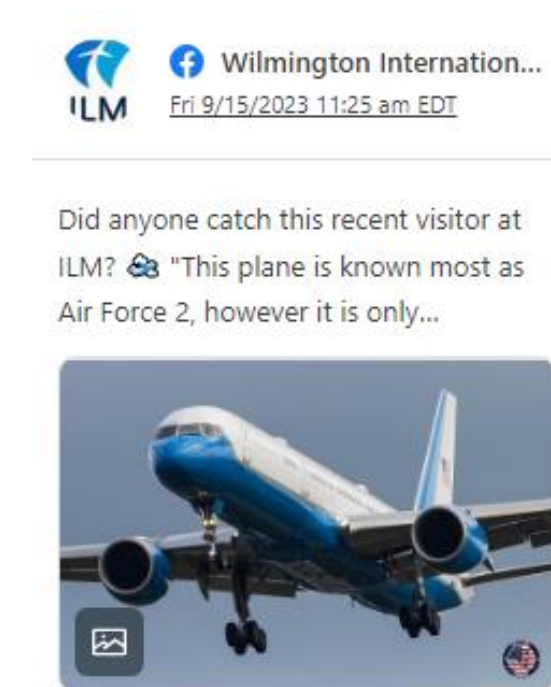
- Approx. 36% went to American
- Approx. 32% went to Avelo
- Approx. 14% went to Delta
- Approx. 9% went to Sun Country
- Approx. 9% went to United

Social Media Metrics:

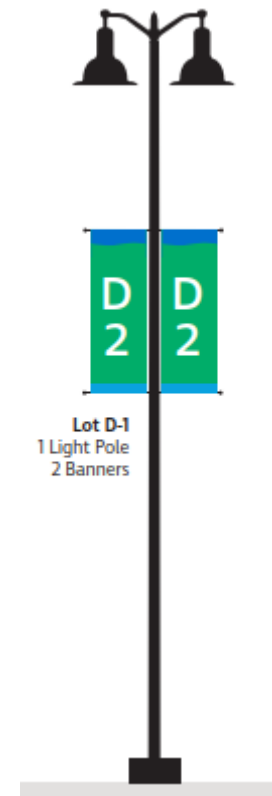
Jan. 1, 2023-Sept. 26, 2023, compared to
Jan. 1, 2022-Sept. 26, 2022

Total Audience 39,389  **14.5%** Impressions 6,319,446  **9.2%**

Top performing post in September



Other top posts included ILM's billboard promoting AA's nonstop to Miami and a post on the new concessionaires coming to the terminal.



- Airport Blvd parking signs install date mid-October. Additional parking rate signs and lamp post signs designed and procured with installation also occurring mid-October.



Tab 4

Operations & Facilities

- **Action Items**

Approval of Master Service Agreements for up to 5 years, pending Legal Review, for the following Engineering and Architectural design firms:

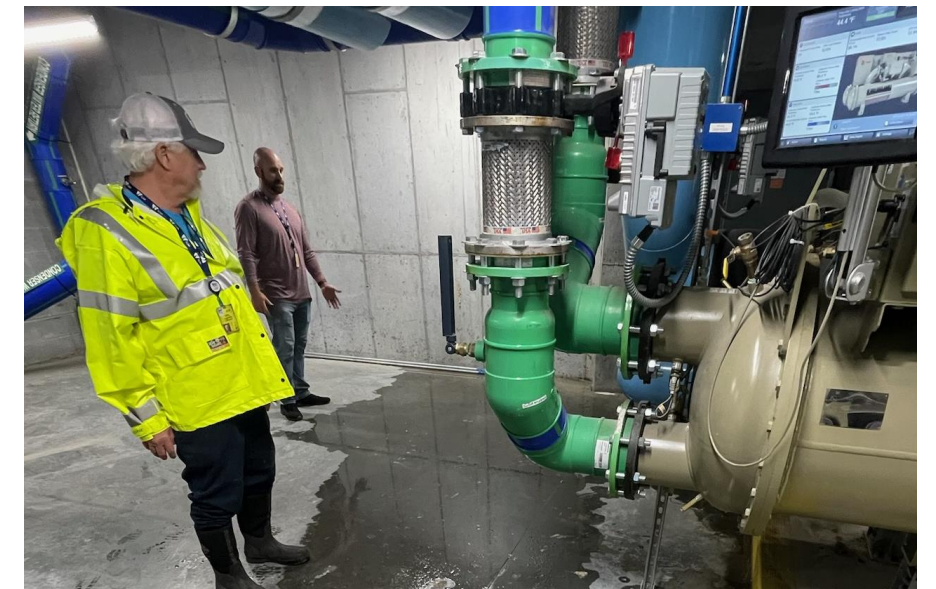
- a. Airside Engineering On-Call
 - i. Primary:
 - ii. Secondary:
- b. Airside Architectural On-Call
 - i. Primary:
 - ii. Secondary:



Tab 4 (cont.)

Operations & Facilities

- **Information Items**
 - Construction/Expansion Report
 - TSA Checkpoint Work Continues
 - Rental Car Counter Renovations wrapping up this month
 - Common Use ATO and Operations Area construction nearing completion.
 - Atrium Lobby & TSA HVAC Work Beginning November.
- Facilities/IT Report
 - November Lot Update
 - Landside Sign Plan Update
- Operations Report – Airport Operations Chart
- Other
 - ARFF Full Scale Drill on October 28th
 - Tropical Storm Ophelia Post-Report

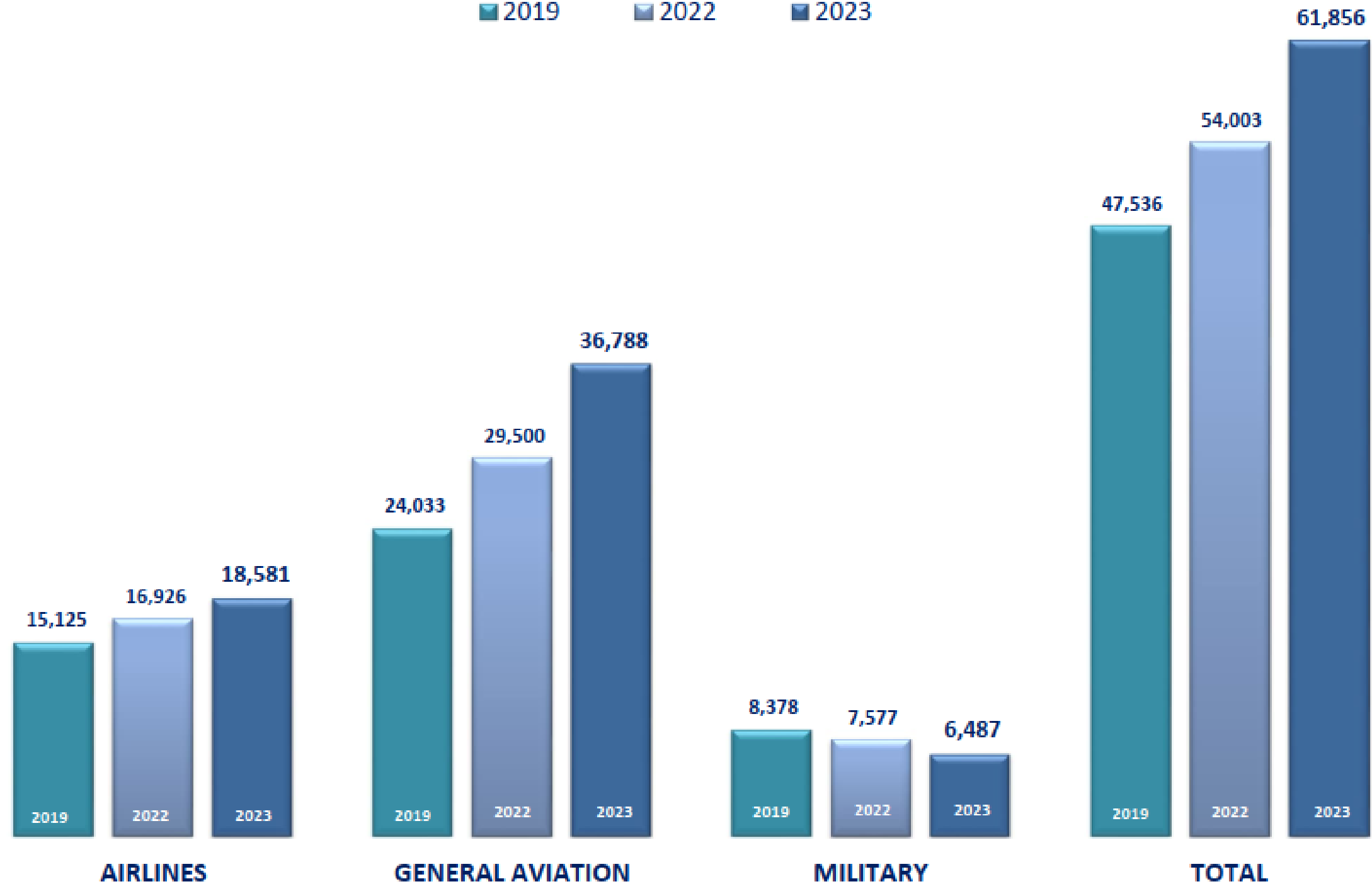




AIRPORT OPERATIONS JANUARY-AUGUST

Calendar YTD Cumulative Total

2019 2022 2023





Tab 5

Business Development

- **Action Items**
- **Information Items**
 - Rental Car Concession and Service Center Agreement Update
 - Airline Agreement Update
 - Project status updates:
 - a. Topsy and Irule
 - b. CIL ILM, LLC, 2 and 3



Tab 6

Director's Report

- **Action Item**
- **Information Items**
 - Annual Meeting – Fiscal Year
 - Tenant meeting - All
 - Airline corporate meeting
 - FBO (2) corporate meetings
 - Rental car (3) corporate meeting
 - Social event Thursday night
 - Fiscal Year-end Important Results
 - Airline Rates and Charges (CPE)
 - Added non-stops in FY 23
 - New ground leases & additional acreage leased
 - Enplanements over last fiscal year FY22 vs FY23



October 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 2 pm Executive Comm. Mtg. And Project Updates	4 Authority Meeting	5 Annual Tenant Meeting/ Evening Social Event	6	7
8	9 Columbus Day	10	11	12	13	14 Genesis Block Event
15	16	17	18	19	20	21
	FAA Southern Region Airport Conference, Atlanta					
22	23	24	25	26	27	28 Mass Casualty Exercise
29	30	31 Halloween				



November 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 Executive Comm. Mtg & Project Reports	8 Authority Meeting	9	10 Admin Office Closed for Veterans Day	11 Veterans Day
12	13	14	15	16	17	18
19	20	21	22	23 Thanksgiving Day Admin Office Closed	24 Admin Office Closed	25
26	27	28	29	30		



Tab 7

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