

**NEW HANOVER COUNTY AIRPORT AUTHORITY  
REGULAR MEETING  
October 4, 2023**

**CALL TO ORDER**

The New Hanover County Airport Authority met on Wednesday, October 4, 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. Williams 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; Jason Thompson, Secretary; Wanda Copley, LeAnn Pierce, and Lee Williams. Kemp Burpeau, Senior Deputy 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 10 guests from the public attended the Authority meeting.

Faison Gibson was absent from this meeting.

**APPROVAL OF MINUTES**

The Authority has reviewed the minutes of the regular meeting on September 6, 2023. Mr. Rhodes MOVED, SECONDED by Mr. Williams to approve the minutes of the September 6, 2023, regular meeting as submitted. Upon vote, the MOTION WAS APPROVED. Ms. Gibson was absent.

**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 at the meeting.

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

**CONSENT AGENDA ITEMS**

The Authority approved the following items:

1. Amendment of 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. Approval of a 5-year extension on Turf Masters land lease with 90-day cancellation clause.

**PUBLIC COMMENTS** – None.

**AUDIT REPORT**

Mr. Campbell introduced April Adams, partner with Cherry Bekaert, who presented the report to the Authority on the year ended June 30, 2023, Financial Audit results.

Mr. Williams requested a report on cybersecurity at the airport.

**FINANCE, MARKETING AND AIR SERVICE DEVELOPMENT**

Mr. Campbell, on behalf of the Finance Committee, recommended approval of a 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 received an FAA grant totaling \$914,346 to fund this project. Mr. Williams MOVED, SECONDED by Mr. J. Thompson, to approve the contract with Coffman Associates for the Part 150 Noise Compatibility Study as recommended. Upon vote, the MOTION WAS APPROVED. Ms. Gibson was absent.

Mr. Campbell reviewed ILM's August financial summary, the monthly activity and performance reports and updated the Authority on ILM marketing. Mr. Campbell updated the Authority on current staff vacancies.

**OPERATIONS & FACILITIES**

Mr. Dick recommended, on behalf of the Operations and Facilities Committee, approval of Master Service Agreements for up to 3 years with 2 one-year extensions, pending legal review, with the following firms:

- a. Airside Engineering On- Call:
  - i. Primary: Talbert and Bright
  - ii. Secondary: WK Dickson
  
- b. Airside Architectural On-Call:
  - i. Primary: RS & H
  - ii. Secondary: The Wilson Group

Mr. Rhodes MOVED to approve Airside Engineering and Airside Architectural On-Calls as recommended. No second was required as this recommendation came from the Operations and Facilities Committee. Upon vote the MOTION WAS APPROVED. Ms. Gibson was absent.

Mr. Dick updated the Authority on the terminal expansion project and reviewed the airport operations chart. Mr. Dick reminded the Authority of the upcoming ARFF Full Scale Drill on October 28<sup>th</sup> and reported on effects of Tropical Storm Ophelia at ILM.

A brief discussion followed regarding ILM's generators and the status of the notam regarding 5G interference with precision approaches at ILM.

**BUSINESS DEVELOPMENT**

Ms. LeTellier recommended approval of an Amendment from Marathon FBO Partners LLC dba

Aero Center Wilmington to add a lender to their lease, pending legal review. Mr. J. Thompson MOVED, SECONDED by Mr. Rhodes to approve the Estoppel Certificate/Amendment from Marathon FBO Partners dba Aero Center Wilmington as recommended. Upon vote the MOTION WAS APPROVED. Ms. Gibson was absent.

Ms. LeTellier updated the Authority on the meeting with the Rental Car representatives and the plans to have a Rental Car Concession and Service Center Agreement for approval at the December Authority meeting or the January Vision Plan work session since the current extension runs through February 1, 2024.

Ms. LeTellier reported that staff will be meeting with the Corporate Airline representatives on October 5<sup>th</sup> regarding a new agreement with them anticipated to be in place by July 1, 2024. Mr. Bourk noted it is typical for this process to take 6-8 months to complete.

Mr. Campbell updated the Authority on the PFC Application process and the required meeting with the airlines regarding ILM's proposed projects to be included in the PFC application.

Ms. LeTellier reported on the status updates given to the Executive Committee by CIL ILM, LLC, 2 and 3 and Topsy and Irule executives on October 3<sup>rd</sup>. All reported continued progress on their projects.

### **DIRECTOR'S REPORT**

Mr. Bourk updated the Authority on the Annual Tenant Meetings this week, including rental car and airlines meetings, providing everyone with ILM's Fiscal Year-end results and ending with the social event on Thursday night at the Blockade Runner.

Mr. Bourk reviewed the fiscal year-end results, noting that the actual year end results for airlines rates and charges came in below \$4.50 CPE, which is a good thing for the airlines and their profitability, and along with the Authority vote last month to reduce the CPE to \$4.00 is very good news to report. Mr. Bourk reviewed the enplanements over last fiscal year FY22 vs. FY 23 and mentioned that the Authority and staff will be working on a more detailed financial plan for the Capital Program at the January Vision Plan meeting.

Mr. Bourk updated the Authority on recent grant applications and reported that ILM was awarded \$22M in the state budget to go towards capital improvement moving forward.

Mr. Bourk shared a slide with photos from the Wilmington Chamber of Commerce Career Development Leadership Academy hosted at ILM, along with Modern Aviation, Live Oak Bank, for middle school kids to try to get them more involved in careers in aviation.

Mr. Bourk advised the Authority that the next Authority meeting will be November 8, 2023, due to the conference room remodeling project.

**UNFINISHED BUSINESS** - None.

**NEW BUSINESS** – None.

New Hanover County Airport Authority

October 4, 2023

Page 4

**ADJOURNMENT**

Mr. Rhodes 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 5:45 pm.

Prepared by:  
Rose M. Davis

Respectfully Submitted:

---

Jason Thompson, Secretary

Date of Approval: November 8, 2023