



ILM

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday
November 8, 2023***

5:00 PM

ILM Executive Conference Room



New Hanover County Airport Authority
Meeting Agenda
November 8, 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 – October 4, 2023



Tab 2

Consent Agenda

- a. Approval of Monteith Construction Terminal Expansion Contract 3 Amendment extending time to May 10th, 2024. No additional fee associated with this Amendment.
- b. Approval of WA to Ken Weeden & Associates for preparation of FAA required Title VI Airport Nondiscrimination Plan (\$16,505)
- c. Approval of Memorandum of Ground Lease for Marathon FBO Partner, ILM, LLC.

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

- **Action Item**

- Coffman Associates – Recommend approval of a contract for airport planning services with Coffman Associates for an amount not to exceed \$100,000 through 1/31/25.
- NHC Sheriff Contract – Approve contract with New Hanover County to continue the deployment of deputies at the airport through October 2024 for an amount not to exceed \$740,000.

- **Information Items**

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



Wilmington International Airport

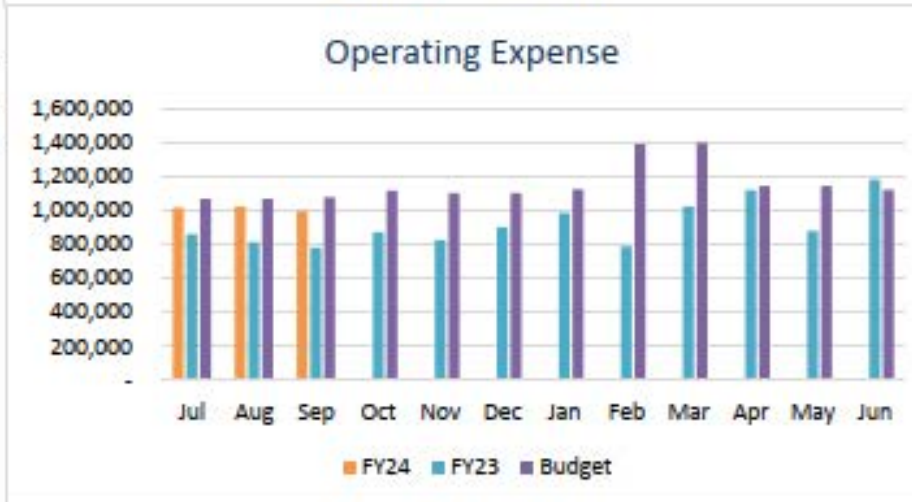
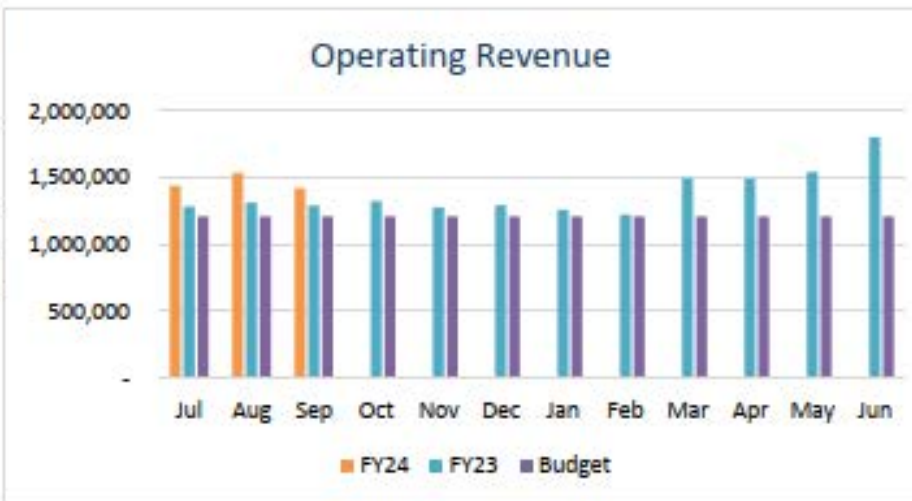
Monthly Financial Summary

September

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	1,626,599	1,333,016	1,289,565	22.0%	26.1%
Monthly Expense	997,512	1,077,541	780,704	-7.4%	27.8%
YTD Revenue	5,022,620	3,999,048	3,949,553	25.6%	27.2%
YTD Expense	3,038,863	3,212,623	2,452,472	-5.4%	23.9%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	167,503	161,275	166,540	3.9%	0.6%
Parking Lot	590,926	471,354	533,234	25.4%	10.8%
Rent	362,741	286,162	249,726	26.8%	45.3%
Commissions	215,072	217,084	223,059	-0.9%	-3.6%
Security	51,066	53,317	54,866	-4.2%	-6.9%
Other	33,182	35,491	33,583	-6.5%	-1.2%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	352,857	399,501	326,887	-11.7%	7.9%
Contracted Services	179,163	197,766	139,558	-9.4%	28.4%
Utilities	58,184	75,000	62,645	-22.4%	-7.1%
Repairs & Maint	22	78,333	117,218	-100.0%	-100.0%
Professional Srvc	106,744	54,333	4,282	96.5%	2393.1%
Advertising/Mktg	36,148	110,742	40,637	-67.4%	-11.0%
Insurance	104,536	71,925	43,832	45.3%	138.5%
Business Park	100,027	35,417	9,429	182.4%	960.8%
Other	59,831	54,524	36,216	9.7%	65.2%



Summary of Significant Monthly Activity

Revenue				Expense	
<p>Passenger levels slipped a little versus August, but 51,548 enplanements is the highest September on record. Parking revenue for September is the highest single month figure on record.</p>				<p>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.</p>	
	Sep 23	vs. Aug 23	vs. Sep 22	<p>Repairs & Maint - includes facilities repairs, vehicle fuel, custodial supplies, and computer expenses. Septembers activity included a reclass from R&M to capital.</p>	
Landing fees	125,561	-19.9%	8.4%	<p>Prof Services - reflects payments on contracts recently approved by the Authority. September also includes partial payment for the FY23 audit.</p>	
Fuel flowage fees	23,951	-4.5%	-27.5%	<p>Adv/Mktg - part of the difference between budget and actual is simply timing of invoicing; the remainder is new route marketing budgeted but not yet spent.</p>	
Rental car comm	162,547	-27.3%	-2.4%	<p>Insurance - policies put in place after budget approval; will need to increase.</p>	
Food commission	40,017	-26.3%	-17.4%	<p>September also includes a payment resulting from a prior year WC audit.</p>	
Parking	590,926	-2.4%	10.8%	<p>Business Park - includes charges for recent environmental work in the business park, along with annual stormwater assessments from the County.</p>	
Interest income	206,110	-1.1%	621.7%		
Enplanements	57,685	-16.0%	11.9%		



MONTHLY PASSENGER ENPLANEMENTS

2019 - 2022 - 2023



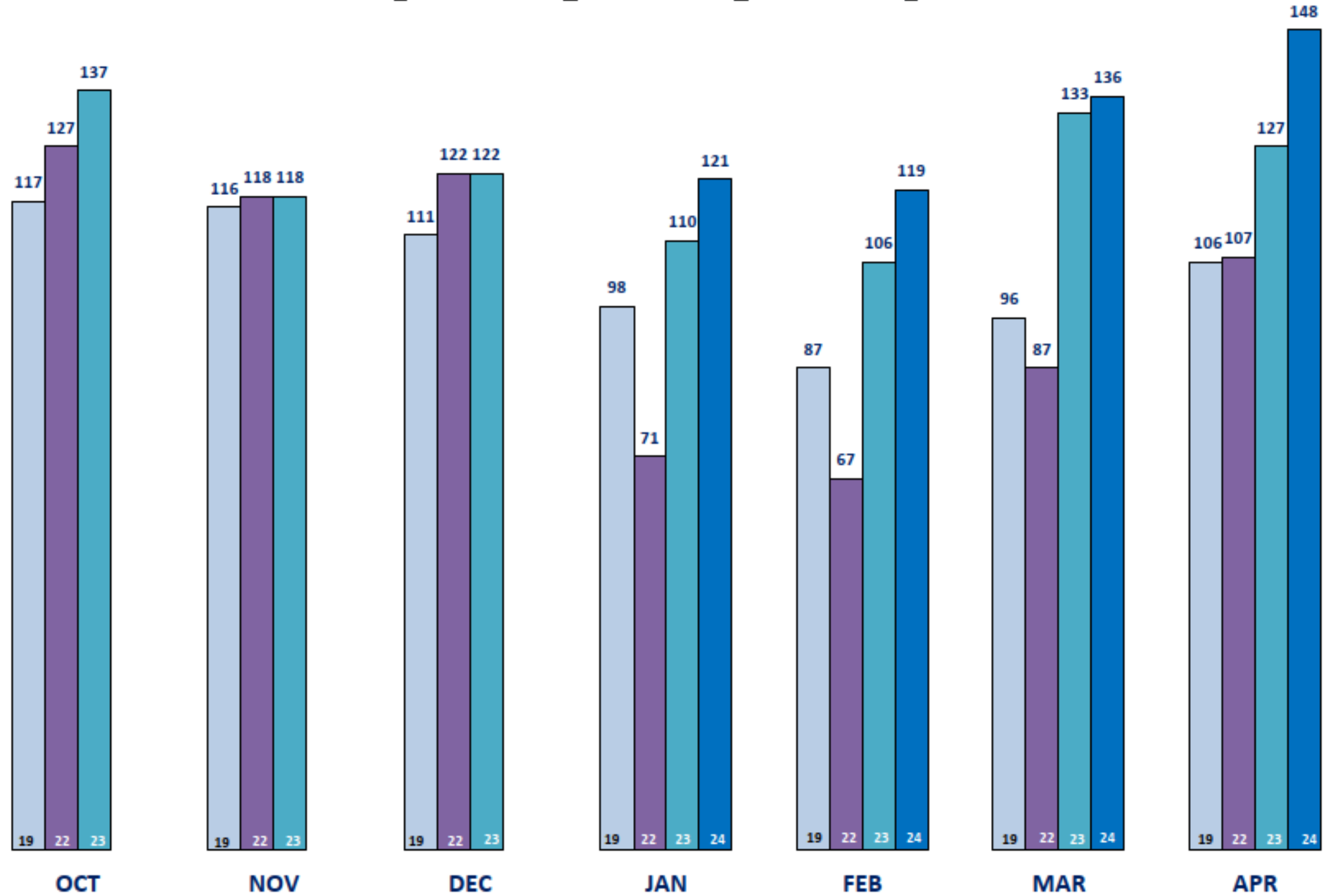
Source: Airline Passenger Statistics; ILM Airline Station Managers



SEAT CAPACITY October - April

Thousands of total seats (inbound and outbound)

2019 2022 2023 2024

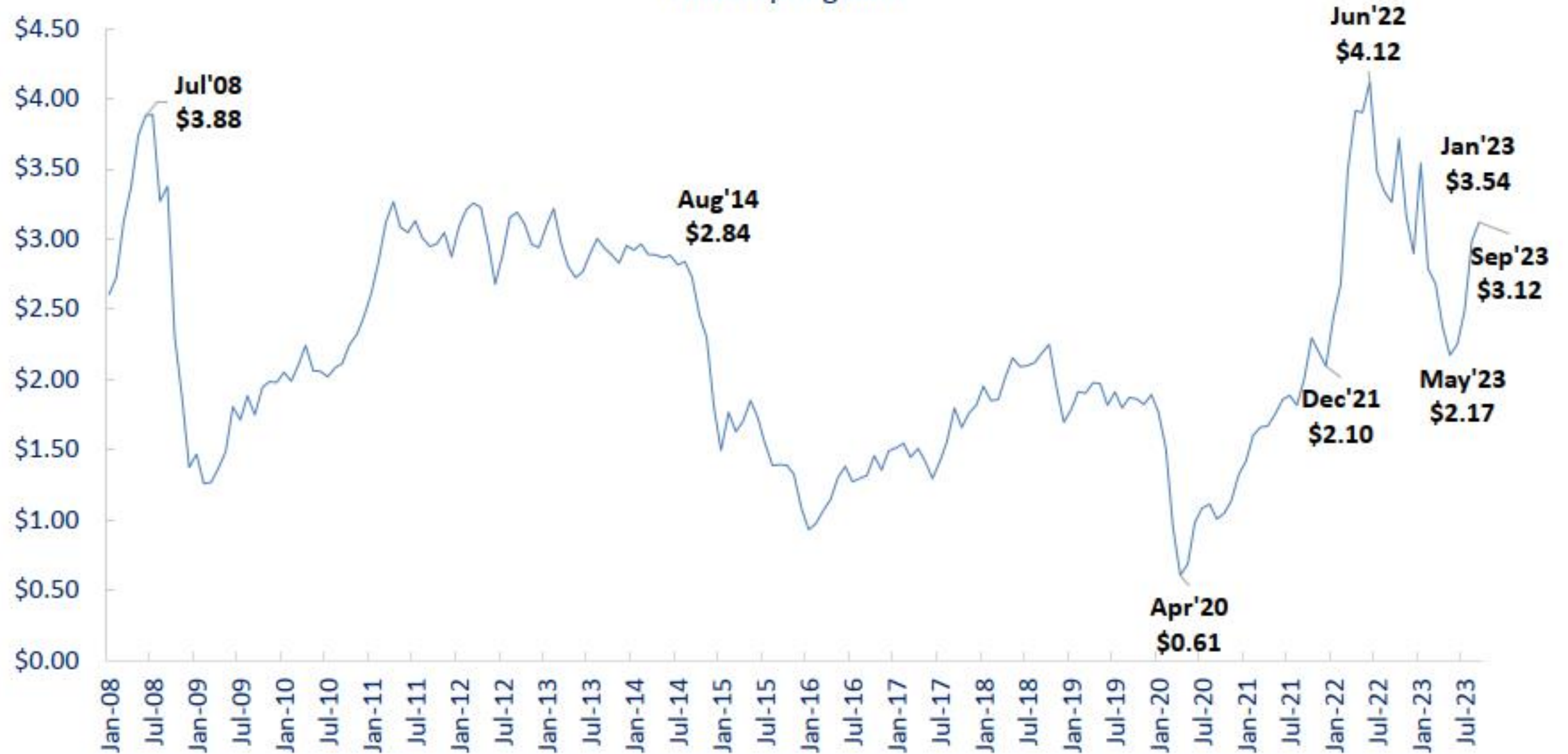


Source: DiiMi; Ailevon Pacific Aviation Consulting analysis



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 3

Marketing Report

Website Metrics:

Jan. 1, 2023-Oct. 25, 2023, compared to
Jan. 1, 2022-Oct. 25, 2022

510,753 total users compared to 319,122  60%

Clicks to Airline Websites

Jan. 1, 2023-Oct. 25, 2023, compared to
Jan. 1, 2022-Oct. 25, 2022

197,745 total airline clicks compared to 114,871  72%

Of the 2023 clicks:

- Approx. 36% went to American
- Approx. 32% went to Avelo
- Approx. 15% went to Delta
- Approx. 9% went to Sun Country
- Approx. 8% went to United

Social Media Metrics:

Jan. 1, 2023-Oct. 30, 2023, compared to
Jan. 1, 2022-Oct. 30, 2022

Total Audience 39,74  14% Impressions 7,043,724  8.9%

Top performing post in October



Dreaming of a tropical escape? Look no further than Fort Lauderdale, nonstop from ILM on Avelo Airlines! ☐ With its sun-soaked...

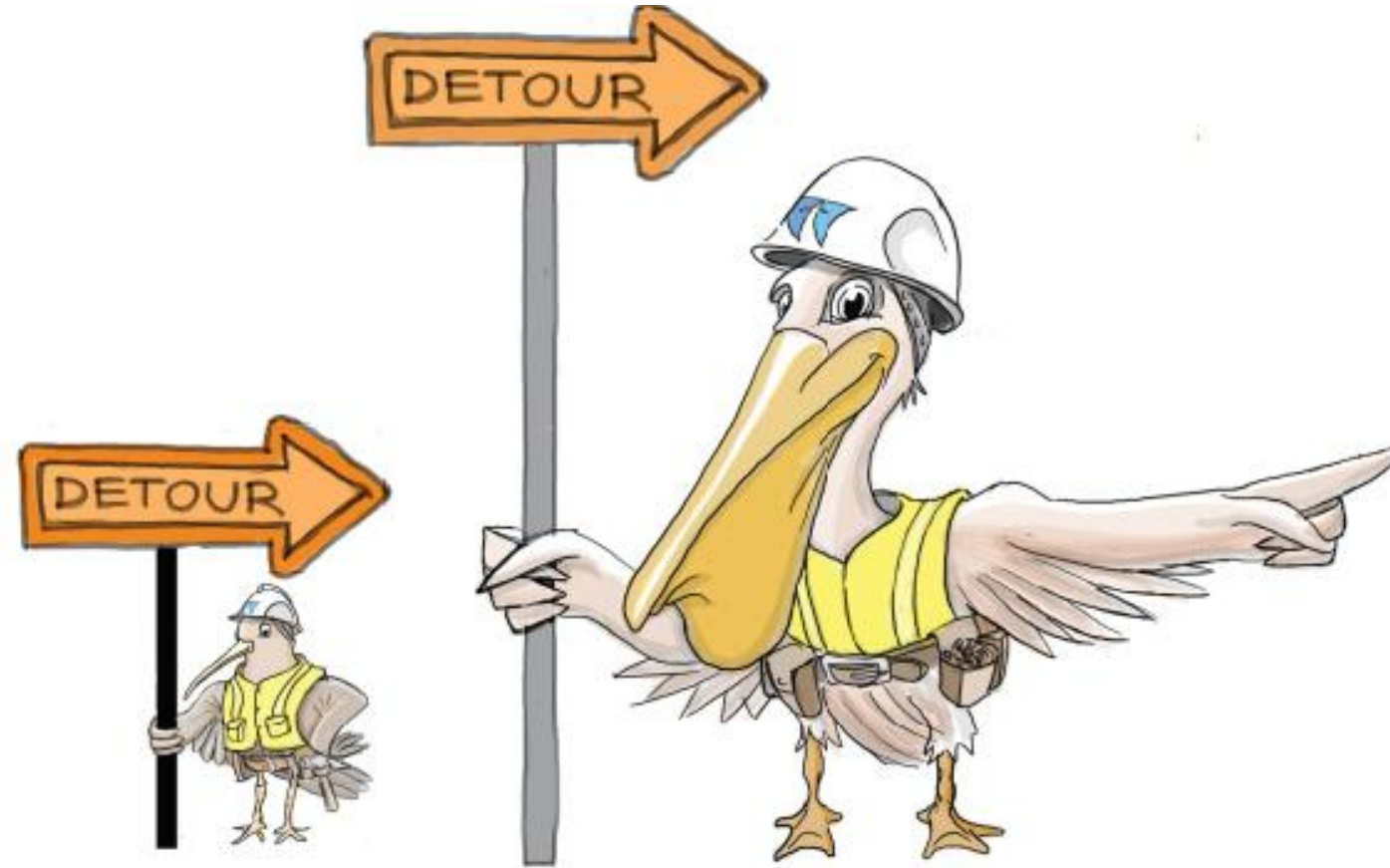


ILM's boosted post promoting Avelo nonstop to FLL garnered 25,895 impressions, on Facebook alone, and had strong engagement.

Other top posts included posts about ILM's new parking wayfinding signs.



Introducing the
ILM Parking & Construction Mascots:
Parker the Pelican
and his trusty sidekick, *Piper*





Tab 4

Operations & Facilities

- **Action Items**

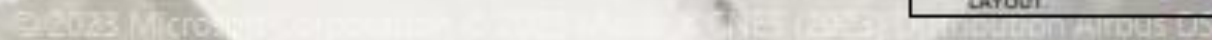
- a. Approval of amendments to WA 21-04 for Talbert & Bright extending CA Services through May 10, 2024, for work on Atrium Refresh, Air Handlers and TSA HVAC
 - i. Amendment 2 pending IFE Review (\$174,443.50 AIP) Atrium Refresh & Air Handlers
 - ii. Amendment 3 (\$62,911.50 Non-AIP) TSA Bag Screening HVAC
- b. Approval of Amendment 4 to WA 21-04 for Talbert & Bright for \$35,750.00 (Non-AIP) to add design scope for new ramp floodlights associated with the terminal expansion project.
- c. Approval of WA for Intervistas to conduct baggage handling and passenger screening checkpoint capacity study, NTE 130,000, pending IFE Review.



Tab 4 (cont.)

Operations & Facilities

- **Information Items**
 - Construction/Expansion Report
 - TSA Checkpoint Work is wrapping up
 - Common Use ATO and Operations Area construction nearing completion.
 - Atrium Lobby & TSA HVAC Work has started with materials procurement
 - Facilities/Parking Report
 - November Lot Update
 - Terminal Curb Phase 1A GMP & Contract anticipated for Dec Board Review
 - Parking Deck Study Underway (Intervistas)
 - Operations Report – Airport Operations Chart
 - Other
 - None



NOTES

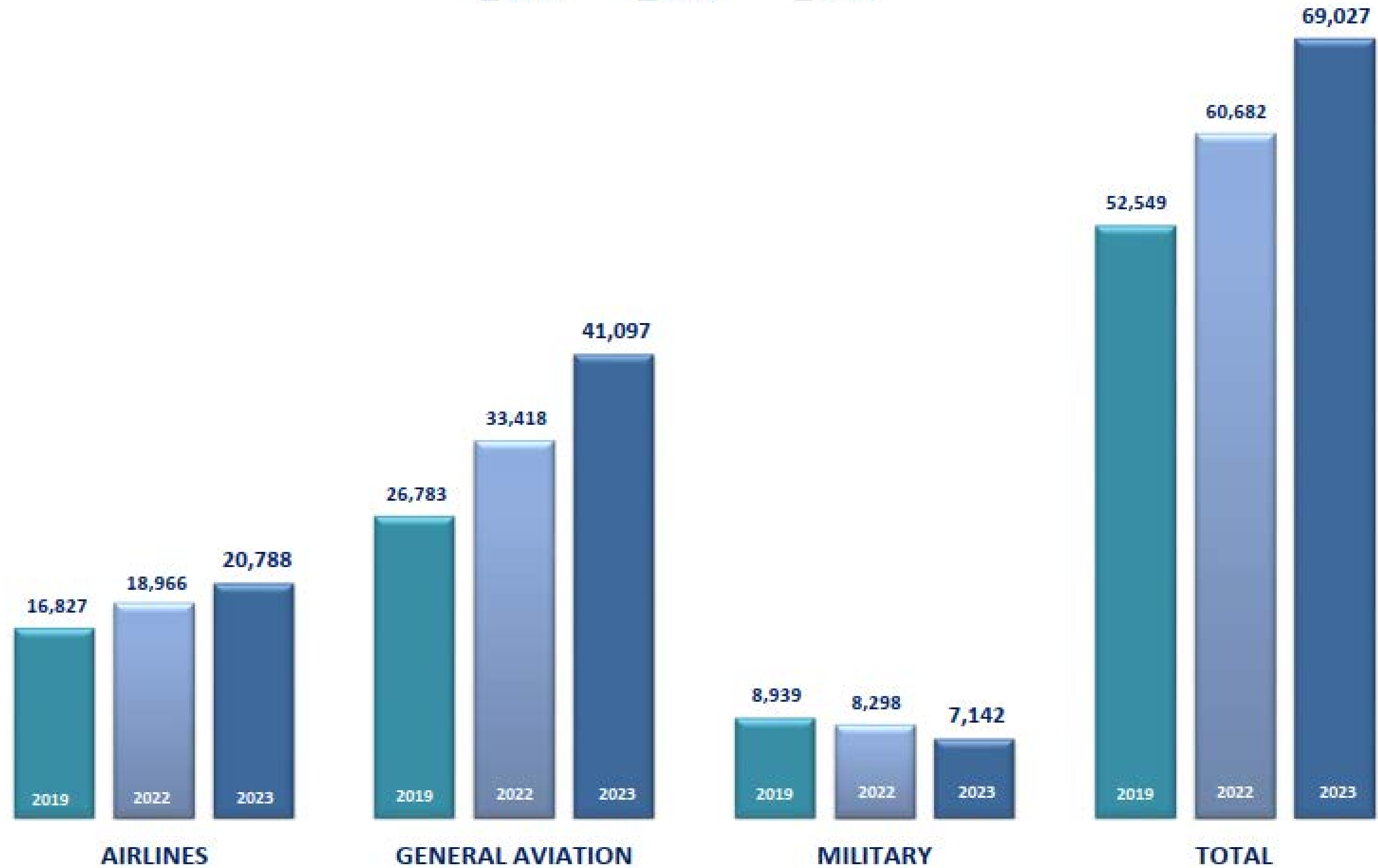
1. THIS PRELIMINARY DESIGN IS SCHEMATIC IN NATURE AND NOT ACCURATE TO A SURVEY LEVEL. ALL ROADWAYS, LANES, AND CURVES ARE SUBJECT TO CHANGE.
2. TOTAL COUNT OF PARKING SPACES DOES NOT ACCOUNT FOR ACCESSIBLE PARKING, CURB ISLANDS AND OTHER ADA FEATURES.
3. ROADWAY, PARKING LOT, AND OTHER FEATURES ARE PRELIMINARY DESIGNS AND REVISIONS WILL OCCUR FROM THIS EXHIBIT, GRAPHIC, OR OTHER IMAGE.
4. NO SHUTTLE STATIONS ARE ENVISIONED IN THIS LAYOUT.



AIRPORT OPERATIONS JANUARY-SEPTEMBER

Calendar YTD Cumulative Total

2019 2022 2023





Tab 5

Business Development

- **Action Items**

- Fat Cat Pottery 5-year lease extension with one-year written cancellation by either party, effective February 1, 2024.
- Pierce Hardy Limited Partnership (84 Lumber) Amendment to reduce leased premises and monthly rent and extend “Rent Commencement” Date to earlier of CO or April 1, 2025.
- Faber, Coe and Gregg “Rent Commencement” date – request to change the ‘Rent Commencement Date’ from November 1, 2023, to the earlier of COO or January 15, 2024.

- **Information Items**

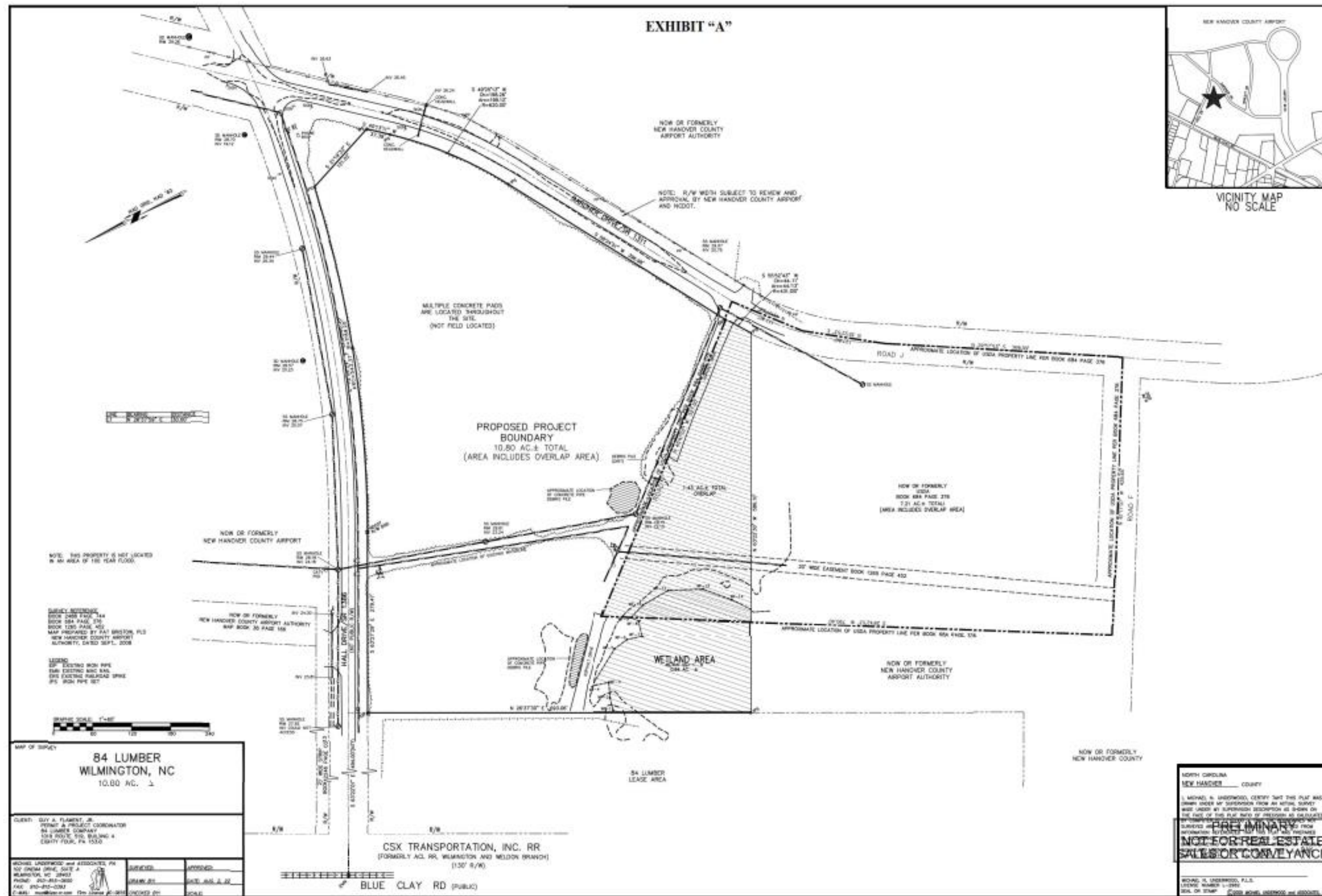
- CIL ILM, LLC update as of 10/31/2023 (by Steven Vornea)
 - Prep for re-mobilization: 40 truckloads of steel on Phase 2 site (fenced), Joist and Steel Storage & Delivery – 11/28/23.
 - Force Main Relocation: pending CFPUA approval, 23 working days from approval to completion.
- Dunkin, Jimmy John’s, and The Market Concessions are under construction.
- Flying Machine now open (between gates #9 and #7)

Project Status Updates at Executive Committee:

- ILM Airport Hotel Partners, LLC.
- Pierce Hardy Limited Partnership (84 Lumber)



EXHIBIT "A"





Tab 6

Director's Report

- **Action Items** — Approve Authority Meeting Schedule for 2024
- **Information Items**
 - Annual Meeting Review
 - Airline corporate meeting
 - Targeting 7-1-24 for new airline lease draft (But may take up to 12 months)
 - No Objections to addition of proposed Curbside Project to PFC program
 - Rental car (3) corporate meeting
 - New 5-year lease planned to be in place by 2-1-24
 - CFC increase from \$3.75 to \$7.50 will fund rental car portion of new deck
 - October Event Review
 - Annual Tenant Meeting & Social
 - Local DBE Tradeshow
 - FAA Part 139 Full-scale Drill
 - Vision Plan Progress Update



NEW HANOVER COUNTY AIRPORT AUTHORITY
2024 MEETING SCHEDULE
PROPOSED

+	REGULAR MEETING
	JANUARY 25, 2024 (Work Session)
	FEBRUARY 7, 2024
	MARCH 6, 2024
	APRIL 3, 2024
	MAY 1, 2024
	JUNE 5, 2024
	JULY 10, 2024
	SEPTEMBER 4, 2024
	OCTOBER 2, 2024
	NOVEMBER 6, 2024
	DECEMBER 4, 2024

All meetings are held in ILM's Executive Conference Room, 2nd Floor of the Terminal Building. The meeting will begin at 5:00 p.m., unless otherwise noted.

Proposed Schedule drafted: 11/8/2023

Approved: _____



ILM 2nd
Annual
Tenant
Meeting and
Social Event
October 5





TRADE SHOW
**CONVERTING
CONVERSATIONS
TO CONTRACTS**
MINORITY ENTERPRISE DEVELOPMENT WEEK EDITION



October 13 – 14th





ILM Tri-Annual ARFF Full Scale Drill



**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		

**December 2023**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 4 pm Executive Comm. Mtg.	6 Authority Meeting	7	8 Wanda Copley/Spruill Thompson's Birthdays	9
10	11	12	13	14 Tenant Christmas Luncheon 11 – 1 pm Rescue Base	15	16
17	18	19	20	21	22	23
24	25 Christmas Admin Office Closed	26 Admin Office Closed	27	28	29	30
31	Admin Office Closed					



Tab 7

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