

**NEW HANOVER COUNTY AIRPORT AUTHORITY
REGULAR MEETING
November 8, 2023**

CALL TO ORDER

The New Hanover County Airport Authority met on Wednesday, November 8, 2023, at Wilmington International Airport, 1740 Airport Boulevard, Wilmington, North Carolina. Chairman S. Thompson called the meeting to order at 5:04 p.m. Ms. Pierce 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; Faison Gibson, 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 8 guests from the public attended the Authority meeting.

Wanda Copley was absent from this meeting.

APPROVAL OF MINUTES

The Authority has reviewed the minutes of the regular meeting on October 4, 2023. Mr. J. Thompson MOVED, SECONDED by Mr. Rhodes to approve the minutes of the October 4, 2023, regular meeting as submitted. Upon vote, the MOTION WAS APPROVED. Mrs. Copley 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 Mr. Williams, to approve the Consent Agenda as presented. Upon vote, the MOTION WAS APPROVED. Mrs. Copley was absent.

CONSENT AGENDA ITEMS

The Authority approved the following items:

- a. Monteith Construction Terminal Expansion Contract 3 Amendment extending time to May 10th, 2024. No additional fee associated with this Amendment.
- b. Work Authorization to Ken Weeden & Associates for preparation of FAA required Title VI Airport Nondiscrimination Plan (\$16,505).

- c. Memorandum of Ground Lease for Marathon FBO Partner, ILM, LLC.

PUBLIC COMMENTS – None.

FINANCE, MARKETING AND AIR SERVICE DEVELOPMENT

Mr. Campbell recommended, on behalf of the Finance Committee, approval of the following:

- a. A contract for airport planning services with Coffman Associates for an amount not to exceed \$100,000 through January 31, 2025. Mr. J. Thompson MOVED, SECONDED by Mr. Williams, to approve the contract with Coffman Associates for airport planning services as recommended. Upon vote, the MOTION WAS APPROVED. Mrs. Copley was absent.
- b. A 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. Following a brief discussion, Mr. J. Thompson MOVED, SECONDED by Ms. Pierce, to approve the contract New Hanover County for Sheriff Deputies at the airport as recommended. Upon vote, the MOTION WAS APPROVED. Mrs. Copley was absent.

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

Mr. Bourk shared the news that American has extended their seasonal non-stop flights to Miami thru May 2024 and Delta has announced ILM to MSP non-stop for the summer, 3 times a week.

Mr. Bourk shared slides of the new marketing campaign for the parking construction introducing mascots Parker the Pelican and Piper, his trusty sidekick. Discussion followed regarding the new signage.

OPERATIONS & FACILITIES

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

- a. 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 HVACMr. J. Thompson MOVED, SECONDED by Ms. Pierce, to approve amendments 2 and 3 to WA 21-04 for Talbert & Bright as recommended. Upon vote, the MOTION WAS APPROVED. Mrs. Copley was absent.
- b. 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. Mr. J. Thompson MOVED, SECONDED by Mr. Williams, to approve amendment 4 to WA 21-04 for Talbert & Bright as recommended. Upon vote, the MOTION WAS APPROVED. Mrs. Copley was absent.

- c. Amendment 5 to WA 21-04 for Talbert & Bright for \$169,482.00 pending IFE review for design of emergency ramp egress route. Mr. J. Thompson MOVED, SECONDED by Ms. Pierce, to amendment 5 to WA 21-04 for Talbert & Bright as recommended. Mrs. Copley was absent.
- d. Work Authorization for Intervistas to conduct baggage handling and passenger screening checkpoint capacity study, NTE 130,000, pending IFE Review. Mr. Williams MOVED, SECONDED by Ms. Gibson, to approve WA for Intervistas to conduct baggage handling and passenger screening checkpoint capacity study as recommended. Upon vote, the MOTION WAS APPROVED. Mrs. Copley was absent.

Mr. Dick updated the Authority on the terminal expansion and parking projects and reviewed the airport operations chart. Mr. Bourk reviewed the parking and terminal curb projects, the parking project schedule for Phases 1 – 3, and provided status updates.

BUSINESS DEVELOPMENT

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

- a. Fat Cat Pottery 5-year lease extension with one-year written cancellation by either party, effective February 1, 2024. Mr. Williams MOVED, SECONDED by Mr. J. Thompson, to approve Fat Cat Pottery lease extension as recommended. Upon vote, the MOTION WAS APPROVED. Mrs. Copley was absent.
- b. 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. Mr. J. Thompson MOVED, SECONDED by Ms. Gibson, to approve Faber, Coe, and Gregg “Rent Commencement” date as recommended. Upon vote, the MOTION WAS APPROVED. Mrs. Copley was absent.

Ms. LeTellier updated the Authority on the status of CIL ILM, LLC, Dunkin’, Jimmy John’s and The Market Concessions and Flying Machine projects.

Ms. LeTellier reported on the Project Status Updates provided to the Executive Committee by ILM Airport Hotel Partners, LLC, and Pierce Hardy Limited Partnership (84 Lumber).

DIRECTOR’S REPORT

Mr. Bourk updated the Authority on the Annual Meetings with the Airlines and Rental Cars, and shared slides of the ILM October events, including the Annual Tenant meeting and social; Local DBE Tradeshow and FAA Part 139 Full-scale Drill.

Mr. Campbell updated the Authority on the status of the PFC application process.

Mr. Bourk provided a draft outline for the Vision Plan work session on January 25, 2024.

Mr. Bourk recommended the approval of the Airport Authority Meeting Schedule for 2024. Mr. J. Thompson MOVED, SECONDED by Mr. Williams, to approve the Airport Authority Meeting

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Schedule for 2024 as recommended. Upon vote, the MOTION WAS APPROVED. Mrs. Copley was absent.

UNFINISHED BUSINESS - None.

NEW BUSINESS – None.

ADJOURNMENT

Mr. Williams MOVED, SECONDED by Mr. J. Thompson 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 5:47 pm.

Prepared by:
Rose M. Davis

Respectfully Submitted:

Jason Thompson, Secretary

Date of Approval: December 6, 2023