



**ILM**

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday  
December 6, 2023***

***5:00 PM***

***ILM Executive Conference Room***



*New Hanover County Airport Authority*  
*Meeting Agenda*  
*December 6, 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 – November 8, 2023



# Tab 2

## Consent Agenda

None.

# Staff Reports

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



## Tab 3

# Finance, Marketing and Air Service Development

- **Action Item**

- Customer Facility Charge – Recommend approval of amended CFC Resolution. The Original CFC Resolution was adopted March 30, 2011. The amended resolution addresses the following:
  1. Renames the charge to Customer Facility Charge (previously Contract Facility charge)
  2. Expands the use of the funds beyond capital projects to include maintenance
  3. Increases the CFC from \$3.75 to \$6.50
  4. Expands the notification period for any change to the CFC to sixty (60) days

- **Information Items**

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





# Wilmington International Airport

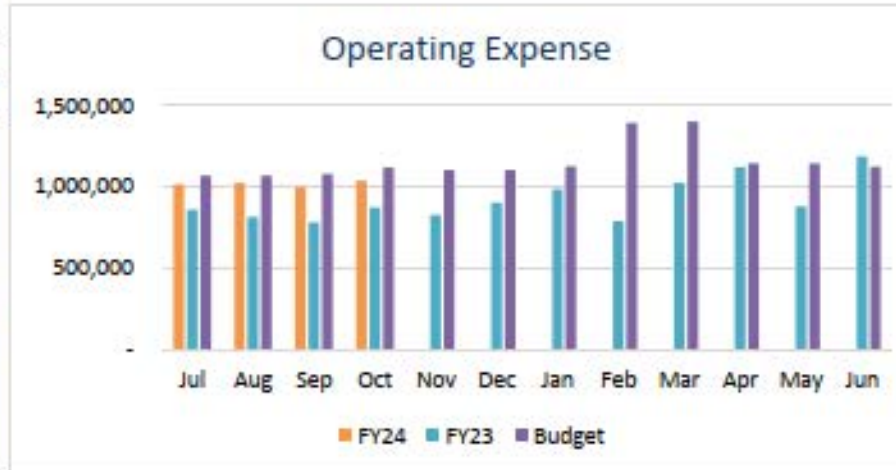
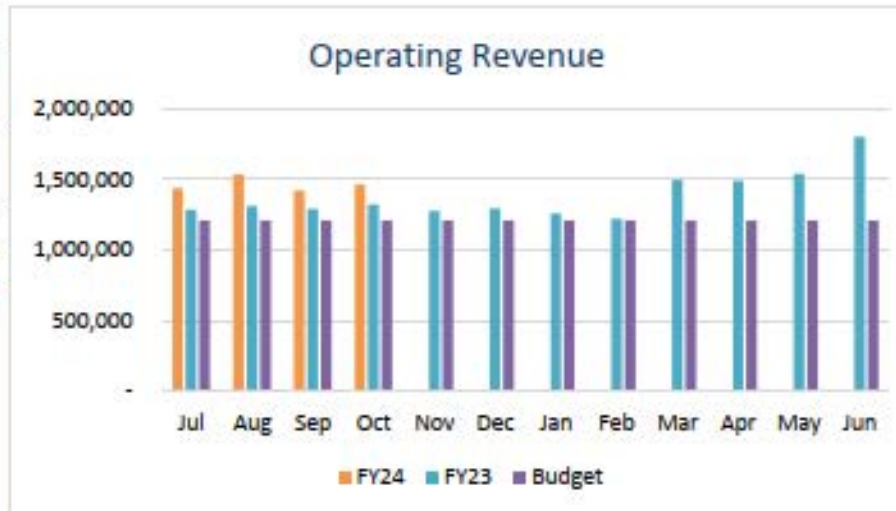
## Monthly Financial Summary

### October

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	1,686,031	1,333,016	1,323,872	26.5%	27.4%
Monthly Expense	1,037,940	1,117,541	871,879	-7.1%	19.0%
YTD Revenue	6,708,652	5,332,064	5,273,426	25.8%	27.2%
YTD Expense	4,076,803	4,330,164	3,324,350	-5.9%	22.6%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	163,639	161,275	172,590	1.5%	-5.2%
Parking Lot	637,737	471,354	573,845	35.3%	11.1%
Rent	363,293	286,162	252,488	27.0%	43.9%
Commissions	214,339	217,084	200,395	-1.3%	7.0%
Security	51,183	53,317	55,240	-4.0%	-7.3%
Other	255,840	143,824	69,314	77.9%	269.1%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	362,212	444,501	339,103	-18.5%	6.8%
Contracted Services	168,993	197,766	131,936	-14.5%	28.1%
Utilities	62,360	75,000	54,929	-16.9%	13.5%
Repairs & Maint	102,394	78,333	34,987	30.7%	192.7%
Professional Svc	109,387	49,333	47,872	121.7%	128.5%
Advertising/Mktg	70,247	110,742	81,836	-36.6%	-14.2%
Insurance	89,636	71,925	59,191	24.6%	51.4%
Business Park	8,476	35,417	67,326	-76.1%	-87.4%
Other	64,236	54,524	54,697	17.8%	17.4%

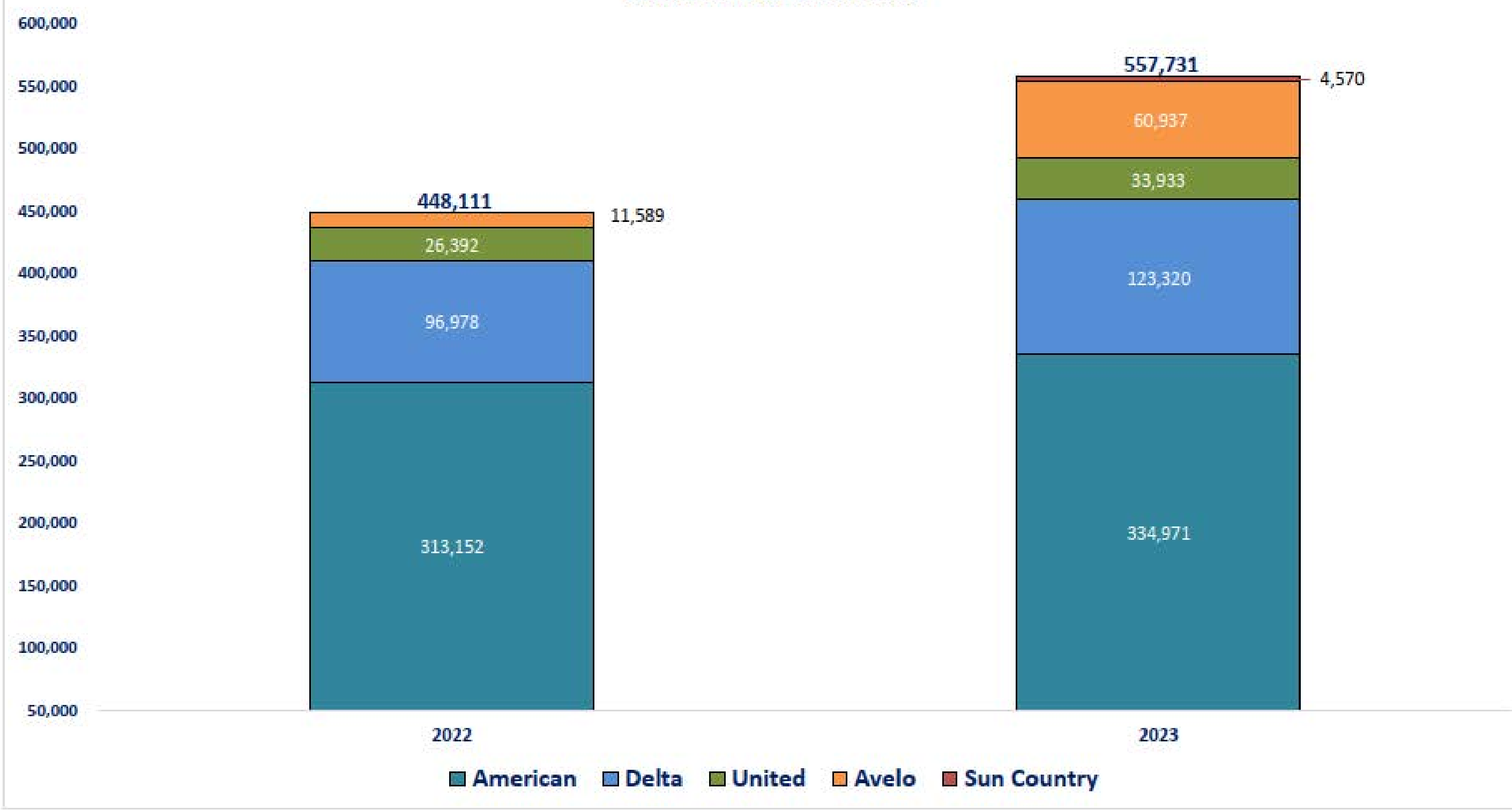


Summary of Significant Monthly Activity				
Revenue			Expense	
<p>Passenger levels were about the same as September, but 57,638 is the highest October enplanement figure on record. Parking revenue for October is the highest single month figure on record.</p>			<p>Salaries/benefits - there were four of 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>	
	Oct 23	vs. Sep 23	vs. Oct 22	<p>Contracted Services - includes security provided by the NHC Sheriff's office, parking lot management, and the employee shuttle service.</p>
Landing fees	124,065	-1.2%	-2.0%	Repairs & Maint - includes facilities repairs, vehicle fuel, custodial supplies, and computer expenses. Octobers activity includes the cost of clearing clogged pipes (\$21k) and new fire fighting equipment (\$11k).
Fuel flowage fees	20,535	-14.3%	-24.2%	
Rental car comm	166,297	2.3%	15.5%	Prof Services - reflects payments on contracts recently approved by the Authority. October also includes the final payment for the FY23 audit.
Food commission	37,092	-7.3%	-23.6%	
Parking	637,737	7.9%	11.1%	Insurance - policies put in place after budget approval; will need to increase.
Interest income	219,768	6.6%	445.3%	
Enplanements	57,638	-0.1%	11.5%	Other - includes equipment leasing, conference expense, and air service.



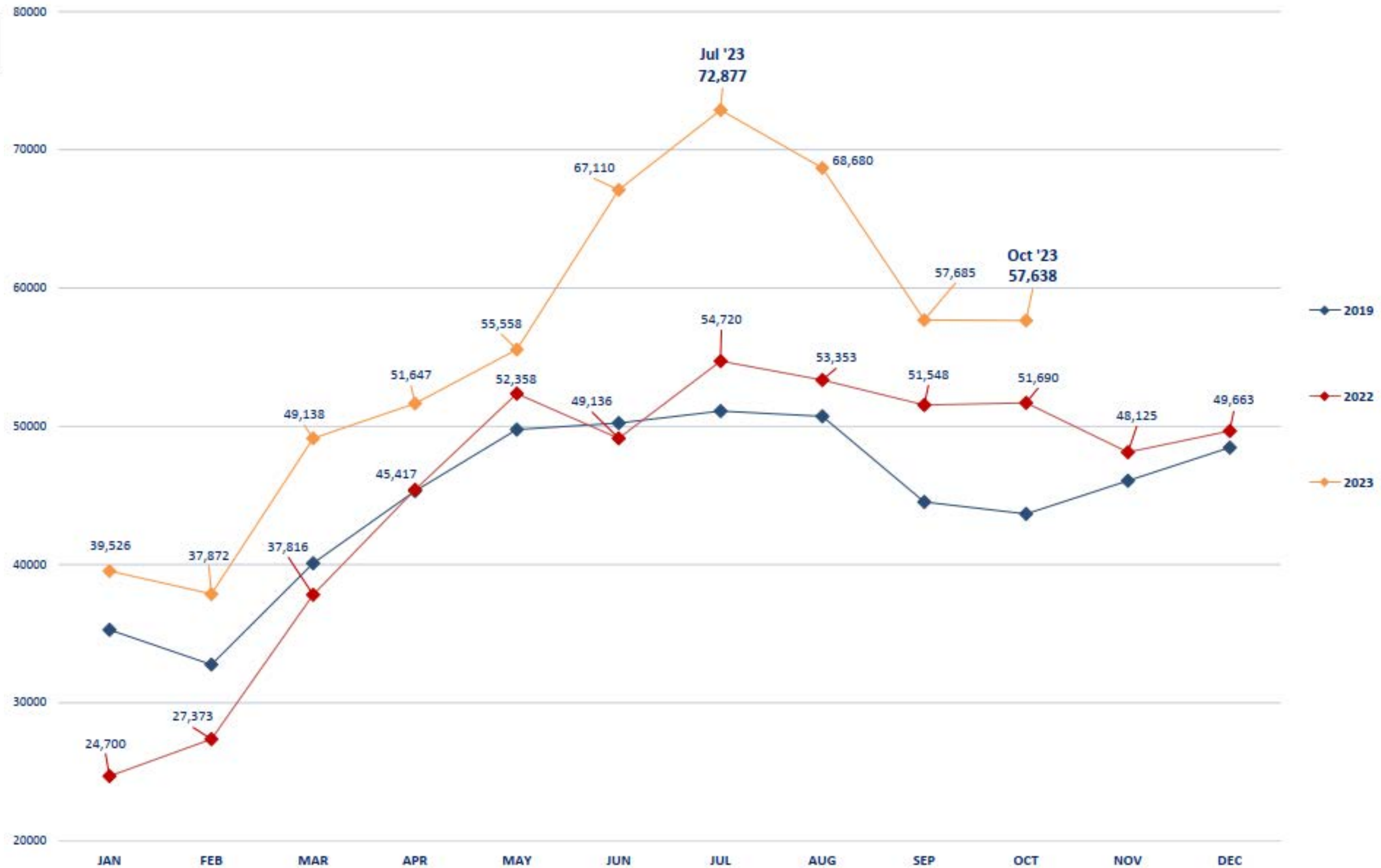


ENPLANED PASSENGERS BY AIRLINE  
JANUARY-OCTOBER  
Calendar YTD Cumulative Total





## MONTHLY PASSENGER ENPLANEMENTS 2019 - 2022 - 2023



Source: Airline Passenger Statistics: ILM Airline Station Managers

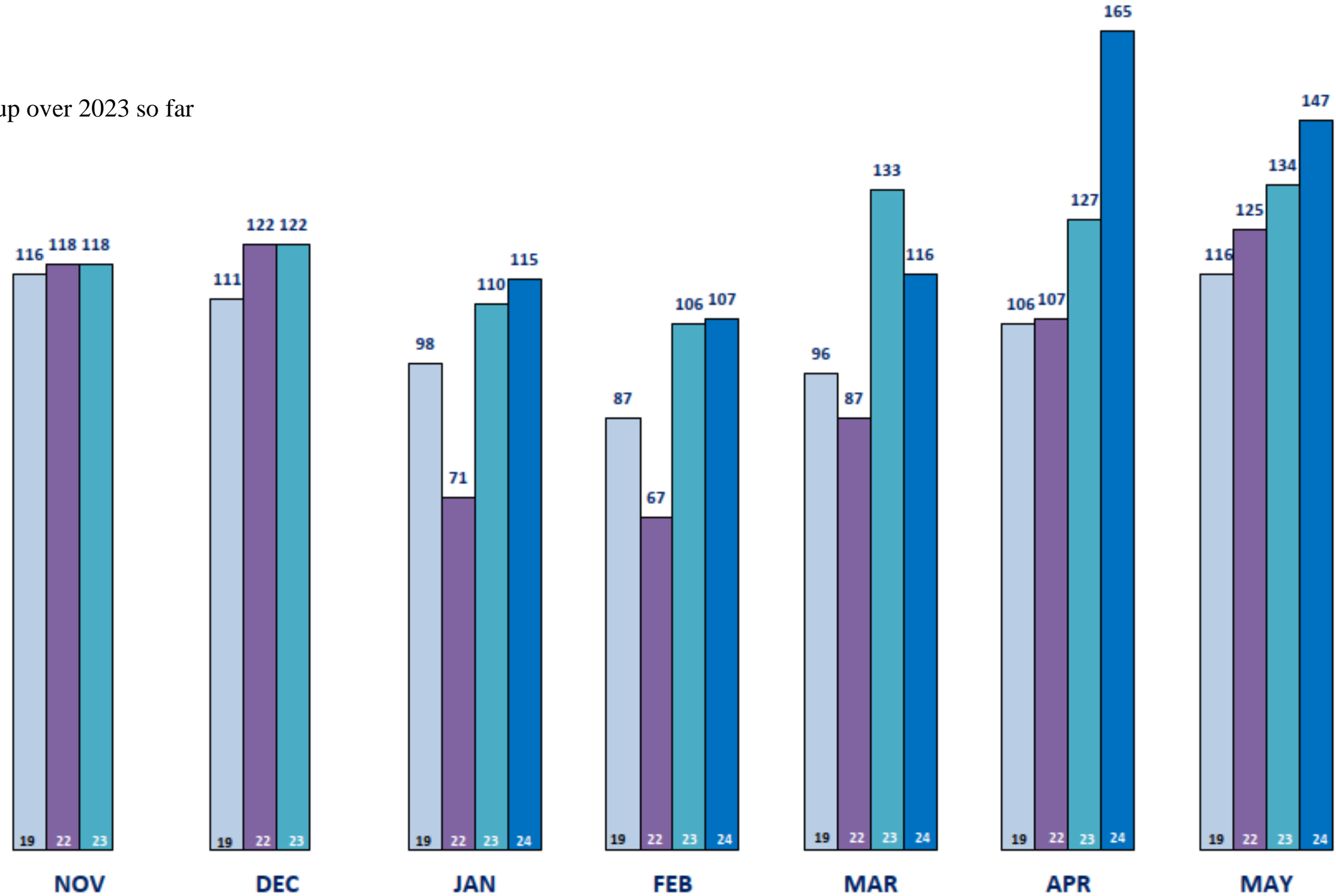


## SEAT CAPACITY November - May

Thousands of total seats (inbound and outbound)

2019 2022 2023 2024

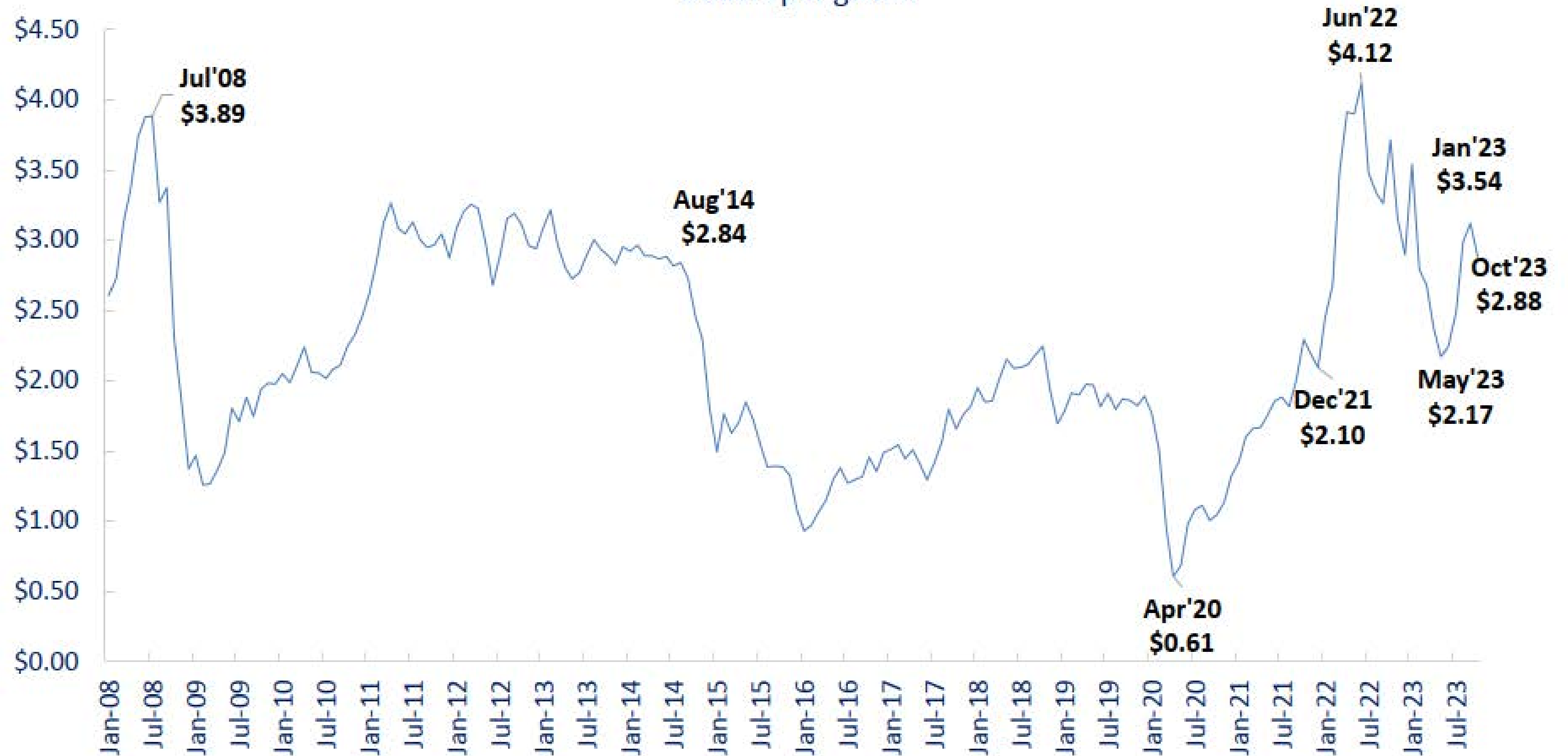
40K seats up over 2023 so far





## 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-Nov. 26, 2023, compared to  
Jan. 1, 2022-Nov 26, 2022

545,284 total users compared to 353,122  54%

### Clicks to Airline Websites

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

211,873 total airline clicks compared to 131,468  61%

Of the 2023 clicks:

- Approx. 35% went to American
- Approx. 32% went to Avelo
- Approx. 15% went to Delta
- Approx. 10% went to Sun Country
- Approx. 8% went to United

### Social Media Metrics:

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

Total Audience 40,155  14.8% Impressions 7,531,034  7.5%

### Top performing post in November

 Wilmington International Airport (ILM)  
Published by Sprout Social  5d · 

Lot F is now open! 🎉 A huge shoutout to Avcon, Trader, and the ILM team for their efforts in expanding Lot F, creating over 500 new spaces right before the holidays. 🙌 Your journey starts seamlessly from the moment you arrive, now with even more parking choices! And- we have even more improvements coming!

 <https://flyilm.com/parking-options/> #FlyILM





# Tab 4

## Operations & Facilities

- **Action Items**

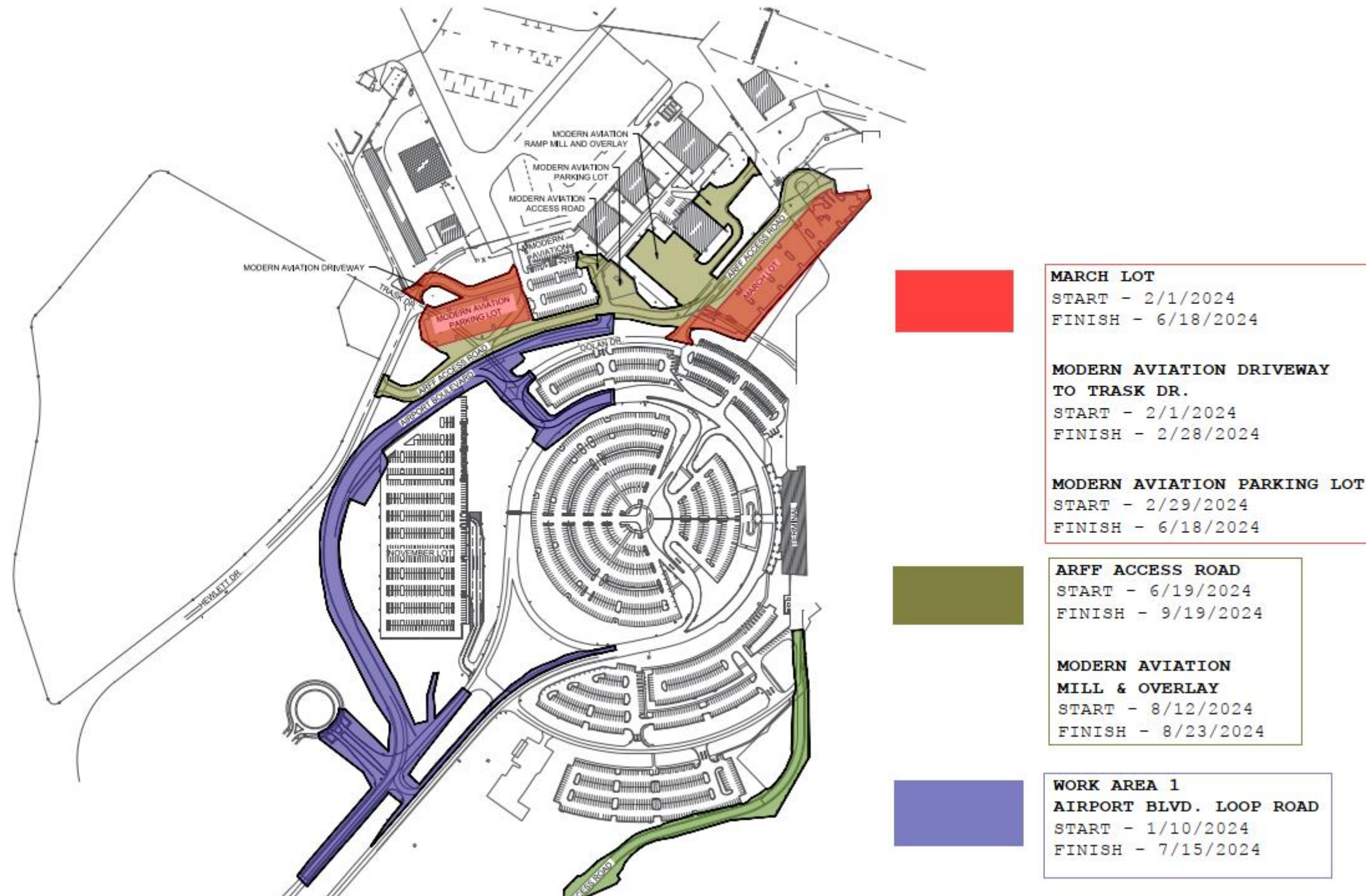
- a. Approval of CMAR Construction Contract to Monteith Construction Co. for Terminal Curb & Roadway Realignment, Part 1A, with a Guaranteed Maximum Price (GMP) of NTE \$12,800,000. Components of the GMP were publicly/competitively bid, including General Trades, Electrical, and Site/Civil, with awards to the lowest bidders being Gray Interiors.
- b. Approval of Work Authorization Task Order 5 for RS&H NTE \$2,451,145 , pending negotiations and IFE, for Construction Administration Services for Phase 1A and Design of Terminal Curb and Roadway Phase 1B (This is Terminal Curb & Roadway Fee Package 2 of 4 with Design of Phase 2 & Decks plus , Construction Admin for Phases 1B-2 and Decks to follow).
- c. Approval of Amendment to Work Authorization 1 to Vasey Aviation Work Authorization (from July 12, 2023) for Program Management Services, adding Task Assignments associated with approved ILM CIP projects at Hourly NTE 1.25% of CIP Project cost.





# Terminal Curb & Roadway Realignment

## Part 1A Work Areas & Schedule



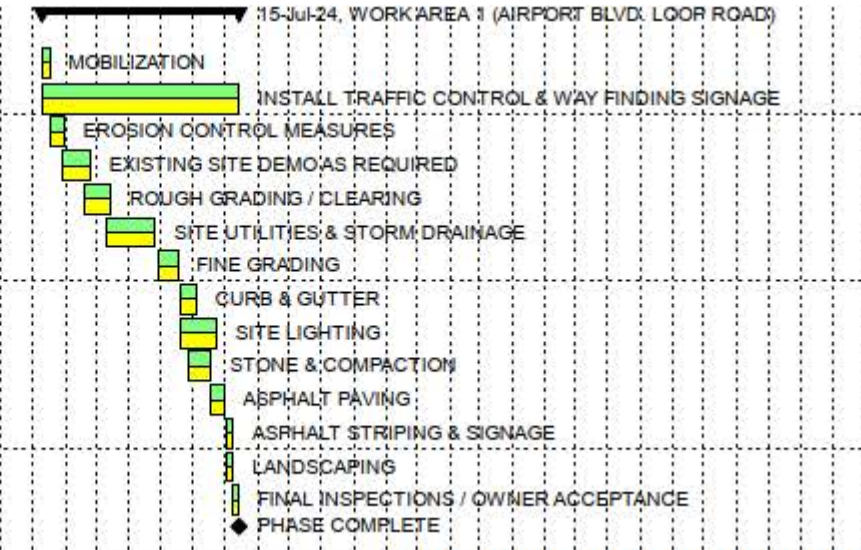




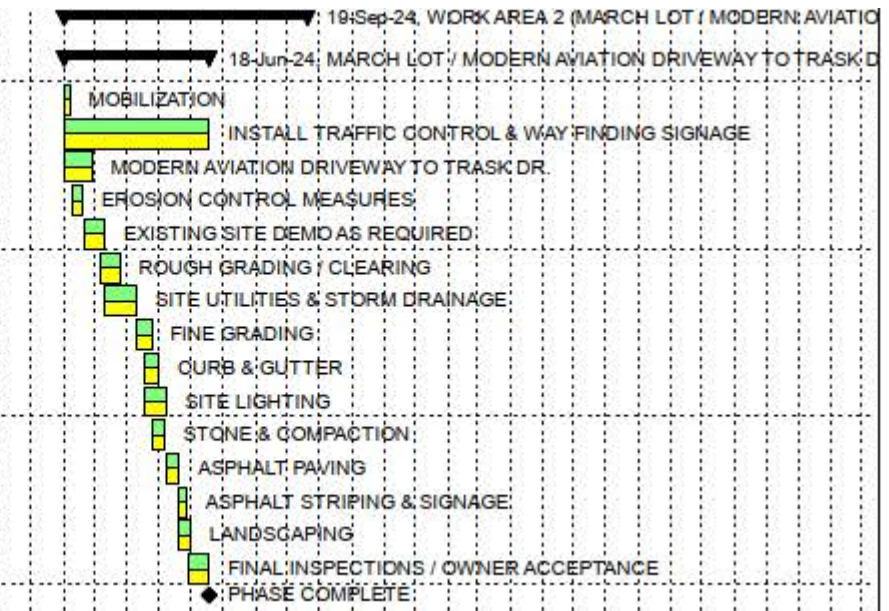
# Terminal Curb & Roadway Realignment

## Part 1A Work Areas & Schedule

WORK AREA 1 (AIRPORT BLVD. LOOP ROAD)		132	132		10-Jan-24	15-Jul-24
W.AREA.1.10	MOBILIZATION	5	5	0%	10-Jan-24*	16-Jan-24
W.AREA.1.11	INSTALL TRAFFIC CONTROL & WAY FINDING SIGNAGE	132	132	0%	10-Jan-24	15-Jul-24
W.AREA.1.12	EROSION CONTROL MEASURES	10	10	0%	17-Jan-24	30-Jan-24
W.AREA.1.13	EXISTING SITE DEMO AS REQUIRED	20	20	0%	29-Jan-24	23-Feb-24
W.AREA.1.14	ROUGH GRADING / CLEARING	20	20	0%	19-Feb-24	15-Mar-24
W.AREA.1.15	SITE UTILITIES & STORM DRAINAGE	35	35	0%	11-Mar-24	26-Apr-24
W.AREA.1.16	FINE GRADING	15	15	0%	29-Apr-24	17-May-24
W.AREA.1.17	CURB & GUTTER	10	10	0%	20-May-24	03-Jun-24
W.AREA.1.18	SITE LIGHTING	25	25	0%	20-May-24	24-Jun-24
W.AREA.1.19	STONE & COMPACTION	15	15	0%	28-May-24	17-Jun-24
W.AREA.1.20	ASPHALT PAVING	10	10	0%	18-Jun-24	01-Jul-24
W.AREA.1.21	ASPHALT STRIPING & SIGNAGE	5	5	0%	02-Jul-24	09-Jul-24
W.AREA.1.22	LANDSCAPING	5	5	0%	02-Jul-24	09-Jul-24
W.AREA.1.23	FINAL INSPECTIONS / OWNER ACCEPTANCE	4	4	0%	10-Jul-24	15-Jul-24
W.AREA.1.24	PHASE COMPLETE	0	0	0%		15-Jul-24



WORK AREA 2 (MARCH LOT / MODERN AVIATION LOT / ARFF ACCESS ROAD)		163	163		01-Feb-24	19-Sep-24
MARCH LOT / MODERN AVIATION DRIVEWAY TO TRASK DR.		98	98		01-Feb-24	18-Jun-24
W.AREA.2.10	MOBILIZATION	5	5	0%	01-Feb-24*	07-Feb-24
W.AREA.2.11	INSTALL TRAFFIC CONTROL & WAY FINDING SIGNAGE	98	98	0%	01-Feb-24	18-Jun-24
W.AREA.2.30	MODERN AVIATION DRIVEWAY TO TRASK DR.	20	20	0%	01-Feb-24	28-Feb-24
W.AREA.2.12	EROSION CONTROL MEASURES	8	8	0%	08-Feb-24	19-Feb-24
W.AREA.2.13	EXISTING SITE DEMO AS REQUIRED	15	15	0%	20-Feb-24	11-Mar-24
W.AREA.2.14	ROUGH GRADING / CLEARING	15	15	0%	05-Mar-24	25-Mar-24
W.AREA.2.15	SITE UTILITIES & STORM DRAINAGE	22	22	0%	12-Mar-24	10-Apr-24
W.AREA.2.16	FINE GRADING	10	10	0%	11-Apr-24	24-Apr-24
W.AREA.2.17	CURB & GUTTER	10	10	0%	18-Apr-24	01-May-24
W.AREA.2.18	SITE LIGHTING	15	15	0%	18-Apr-24	08-May-24
W.AREA.2.19	STONE & COMPACTION	8	8	0%	25-Apr-24	06-May-24
W.AREA.2.20	ASPHALT PAVING	8	8	0%	09-May-24	20-May-24
W.AREA.2.21	ASPHALT STRIPING & SIGNAGE	5	5	0%	21-May-24	28-May-24
W.AREA.2.22	LANDSCAPING	8	8	0%	21-May-24	31-May-24
W.AREA.2.23	FINAL INSPECTIONS / OWNER ACCEPTANCE	15	15	0%	29-May-24	18-Jun-24
W.AREA.2.24	PHASE COMPLETE	0	0	0%		18-Jun-24

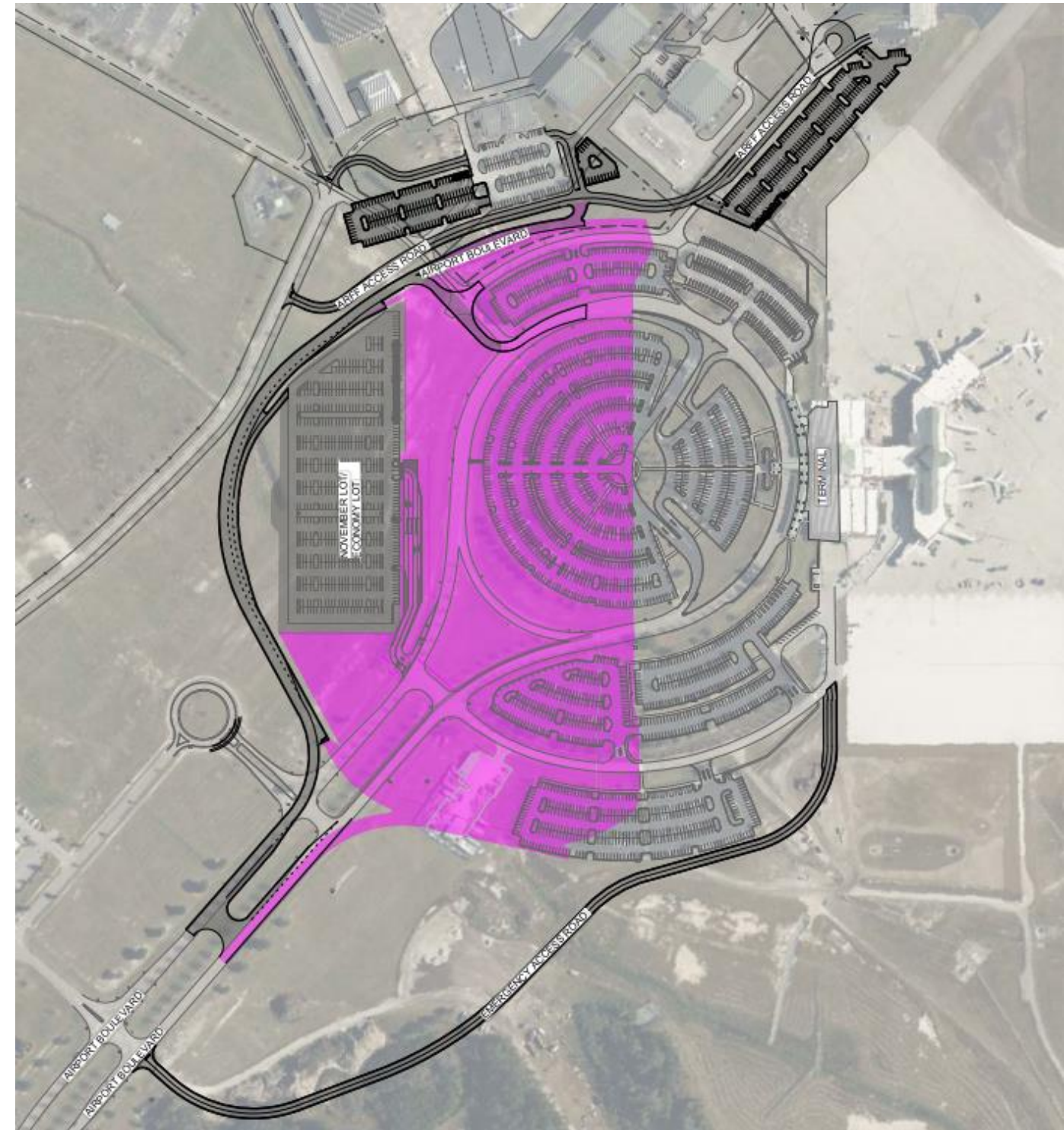






# Terminal Curb & Roadway Design Package 1 (\$1.7M+CA)

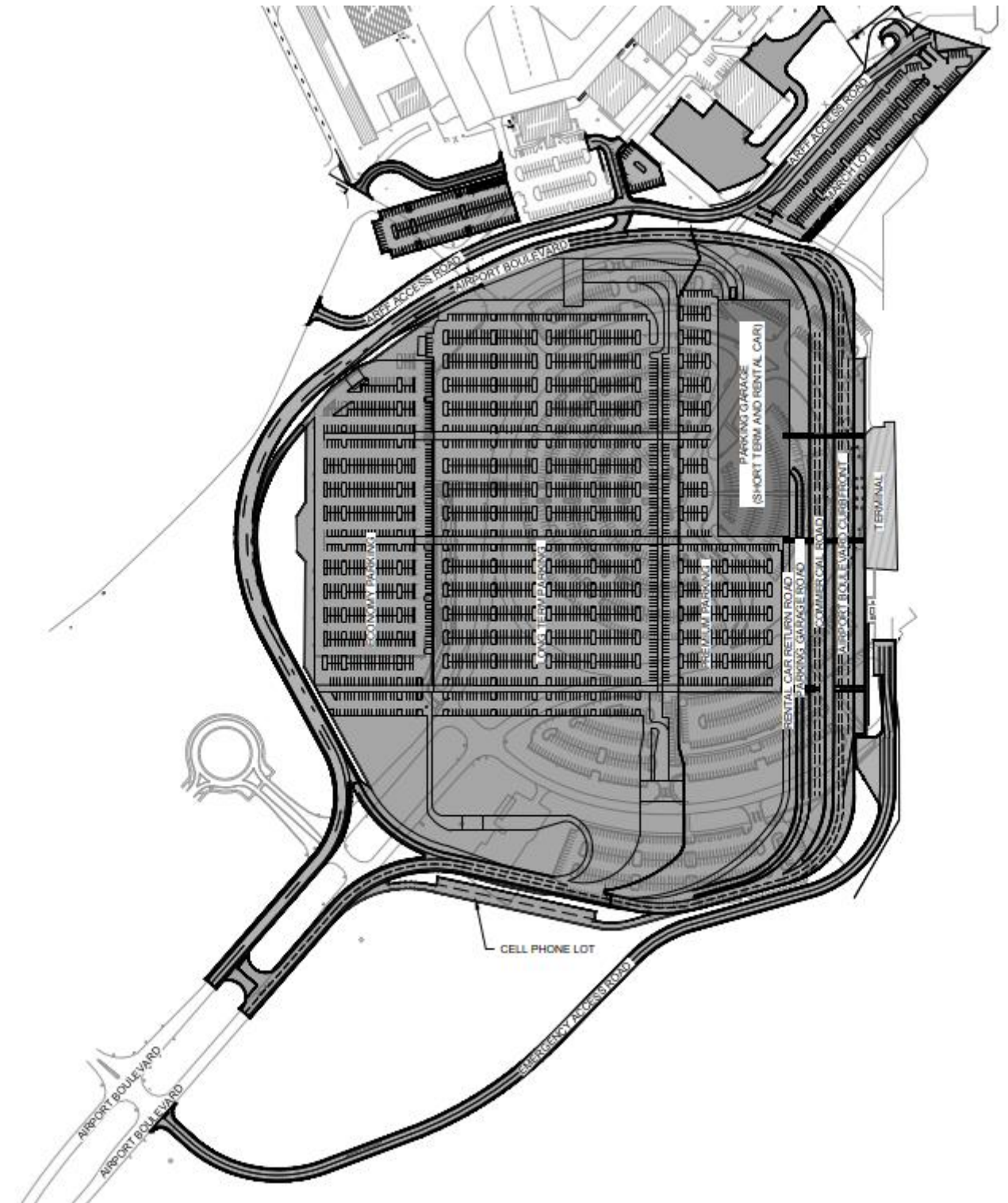
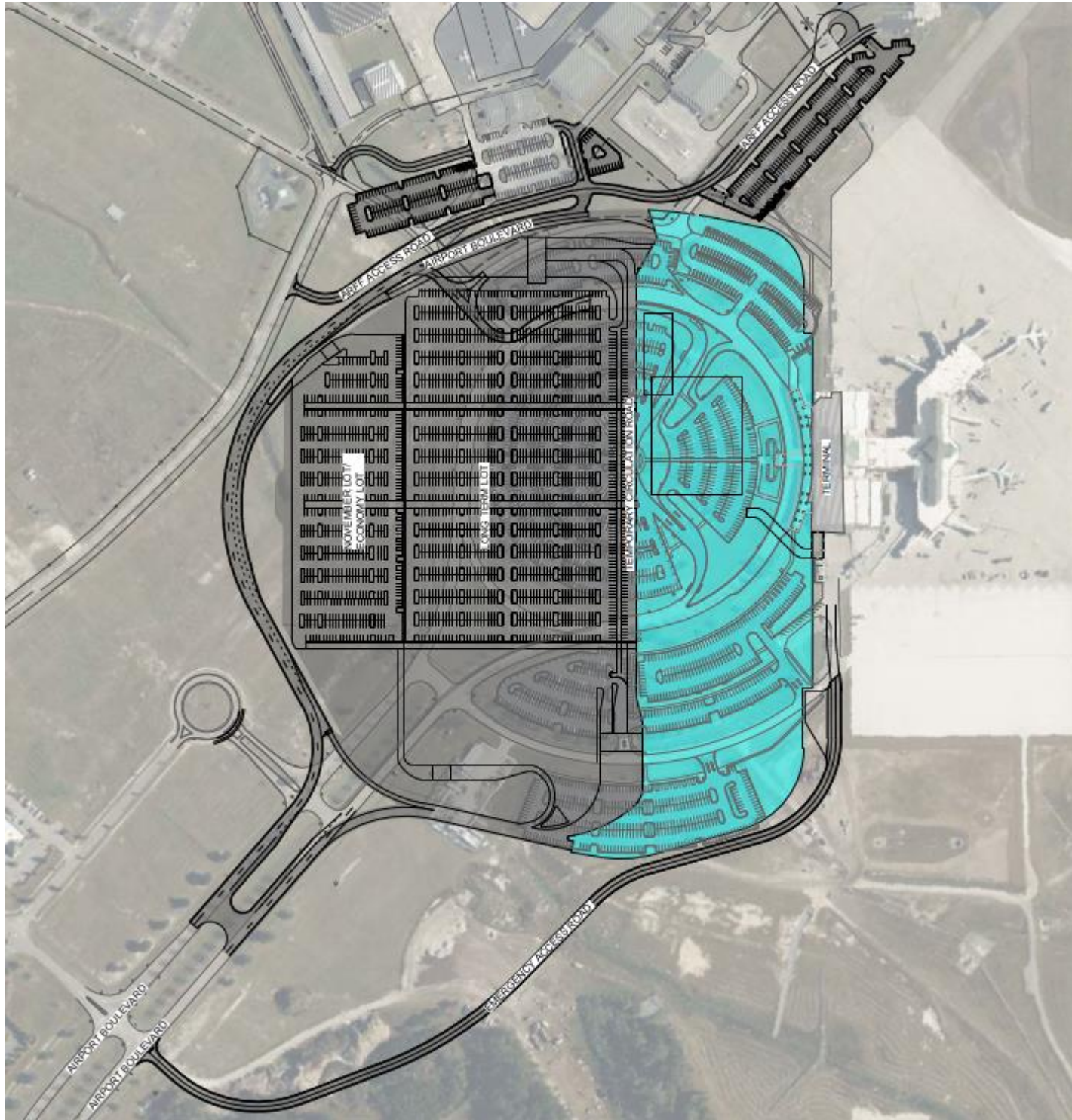
## Design Package 2 (\$1.6 +CA)







# Terminal Curb & Roadway Design Package 3 and Design Package 4 (March – May Timeline)







## Tab 4 (cont.)

# Operations & Facilities

- **Information Items**
  - Construction/Expansion Report
    - Punch List Items underway
    - Atrium Lobby & TSA HVAC Work has started with materials procurement
    - Installation of Video Advertising Walls has started.
- Facilities/Parking Report
  - November Lot Complete, opened week of Thanksgiving
  - Terminal Curb Phase 1A GMP Received
  - Parking Deck Study Underway, Report Due this Month (Intervistas)
- Operations Report – Airport Operations Chart
- Other
  - None

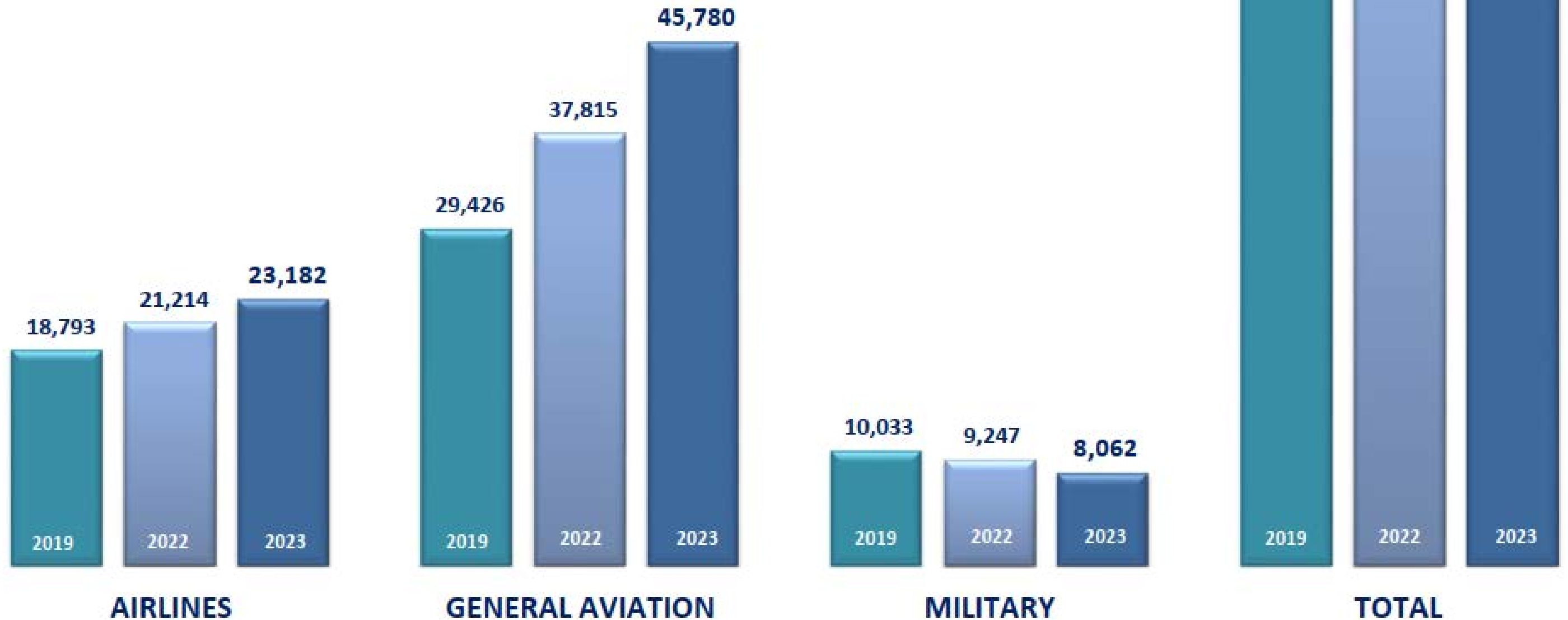




# AIRPORT OPERATIONS JANUARY-OCTOBER

Calendar YTD Cumulative Total

2019 2022 2023







# Tab 5

## Business Development

- **Action Items**

- a. Approval of a Second Amendment for ILM Airport Hotel Partners, LLC extending the Due Diligence period to October 6, 2024, and if no financing secured or closing documents provided by then, Sublessor will terminate the Agreement.
- b. Approval of Pierce Hardy Limited Partnership (84 Lumber) Amendment to reduce leased premises and monthly rent and extend “Rent Commencement” Date to earlier of CO or June 1, 2025.
- c. Approval of ARQ Realty, LLC Sublease of 24.95 acres of airside property. Board approved Term Sheet on 6/7/23. Final lease negotiations resulted in changes in Acreage, Due Diligence, Right of First Refusal and Rent Commencement.
- d. Approval of Rental Car Agreements Term Sheet

- **Information Items**

- Port City Java is now open pre-security.
- 40 truckloads of steel on CIL 2 site. (see picture, next slide)



# CIL, LLC Delivers Steel for their Project Corner of Hall & Gardner





# Tab 6

## Director's Report

- **Action Items**
- **Information Items**
  - Carol LeTellier – Retiring after 8 years of dedicated service to ILM (Feb 2016 – December 2023)
  - Vision Plan Agenda for January 25, 2024
    - Consultants in Attendance
      - RS&H
      - Talbert & Bright
      - DKMG
      - Coffman and Associate
      - Vasey Aviation
      - WKD
      - Monteith
  - Tenant Christmas Luncheon at Rescue Base at 12/14 (11 am to 1 pm)



# Vision Planning Agenda

**12:00 noon – 12:30pm Lunch**

## **Session One – Summary of Vision Plan to Date**

- Staff Presentation (12:30-12:50)
- Discussion (12:50-1:00)
- Break (1:00-1:10)

## **Session Two – Passenger Forecasts**

- Staff Presentation (1:10-1:30)
- Discussion (1:30-1:40)
- Break (1:40-1:50)

## **Session Three – Environmental/Noise Studies**

- Staff Presentation (1:50-2:10)
- Discussion (2:10-2:20)
- Break (2:20-2:30)

## **Session Four – Five-Year Capital Plan**

- Staff Presentation (2:30-2:50)
- Discussion (2:50-3:00)
- Break (3:00-3:10)

## **Session Five – Financial Plan**

- Staff Presentation (3:10-3:30)
- Discussion (3:30-3:40)
- Break (3:40-3:50)

## **Session Six – Communication and Marketing Plan**

- Staff Presentation (3:50-4:10)
- Discussion (4:10-4:20)



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 Day Admin Office Closed	26 Admin Office Closed	27	28	29	30
31	Admin Office Closed					

**JANUARY 2024**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
	New Year's Day Admin Offices Closed		NO AUTHORITY MEETING			
7	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
14	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
	M L King Day Admin Offices Closed				Nick Rhodes' Birthday	
21	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
				12-4:30 pm ILM Vision Plan Work Session	Jason Thompson's Birthday	
28	<b>29</b>	<b>30</b>	<b>31</b>	<b>1</b>	<b>2</b>	<b>3</b>





## Tab 7

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