



**ILM**

WILMINGTON INTERNATIONAL AIRPORT

*New Hanover County  
Airport Authority  
Regular Meeting*

*Thursday  
January 25, 2024*

*4:30 PM*

*ILM Executive Conference Room*

# Regular Meeting Agenda

## 4:30 pm

### **Board Meeting (4:30 Start)**

Call to Order

Approval of Minutes

Consent Agenda

Public Comments (Limited to 3 Minutes)

Staff Reports

**Longevity Awards and Special Accolades**

Unfinished Business/New  
Business/Adjournment



## 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.



## Approval of Minutes

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

- Regular Meeting minutes – December 6, 2023



# Consent Agenda

1. Topsy & Irule – 45-day extension of due diligence period.
2. Change Order to Monteith Construction Contract 3 in an amount NTE \$150,000.



# Staff Reports and Action Items

## Staff Report

- Financial Recap December 2023

## Action Items for consideration:

- Approval of Package 3 Design (Phase 2) with RS&H for an amount NTE \$2.3M.
- Approval of Package 3 Design (Garage Bridging Documents) with RS&H for an amount NTE \$1,376,600.
- Approval of purchase of Index C Fire Truck in an amount NTE \$1,350,000.
- Approval to reallocate an amount NTE \$75,000 from wages and benefits to contracted services for contract IT position.
- Approval to cancel February Authority Meeting.

# Wilmington International Airport

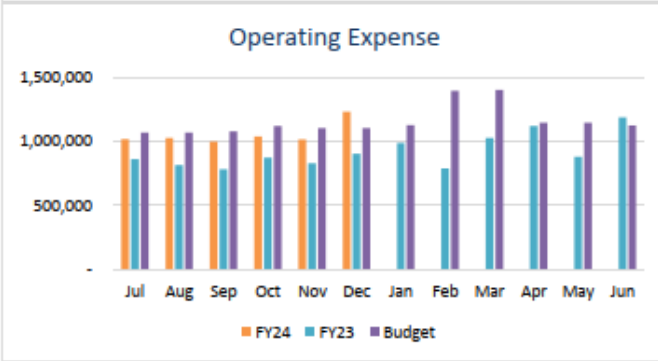
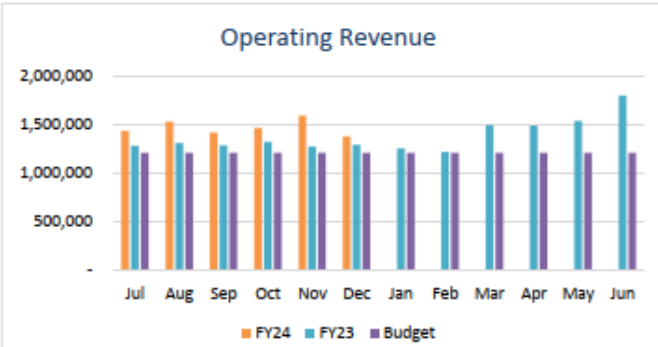
## Monthly Financial Summary

### December

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	1,587,535	1,333,016	1,293,974	19.1%	22.7%
Monthly Expense	1,229,887	1,102,541	901,229	11.6%	36.5%
YTD Revenue	10,131,301	7,998,096	7,844,130	26.7%	29.2%
YTD Expense	6,320,436	6,535,246	5,051,708	-3.3%	25.1%

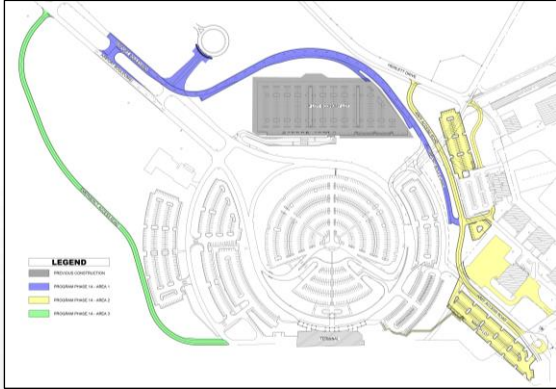
Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	158,124	161,275	175,612	-2.0%	-10.0%
Parking Lot	523,040	471,354	509,630	11.0%	2.6%
Rent	433,059	286,162	250,240	51.3%	73.1%
Commissions	168,007	217,084	187,432	-22.6%	-10.4%
Security	51,541	53,317	53,566	-3.3%	-3.8%
Other	45,554	35,491	45,258	28.4%	0.7%
Interest	208,209	108,333	72,236	92.2%	188.2%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	556,346	444,501	423,829	25.2%	31.3%
Contracted Services	200,374	197,766	139,929	1.3%	43.2%
Utilities	53,918	75,000	70,374	-28.1%	-23.4%
Repairs & Maint	47,491	78,333	69,115	-39.4%	-31.3%
Professional Srvc	70,639	34,333	14,582	105.7%	384.4%
Advertising/Mktg	77,014	110,742	58,111	-30.5%	32.5%
Insurance	89,636	71,925	59,191	24.6%	51.4%
Business Park	88,289	35,417	10,791	149.3%	718.2%
Other	46,180	54,524	55,306	-15.3%	-16.5%



Summary of Significant Monthly Activity																																				
	Revenue				Expense																															
<p>December was a solid month all around. This was the best December on record in terms of enplanements and parking revenue.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>Dec 23</th> <th>vs. Nov 23</th> <th>vs. Dec 22</th> </tr> </thead> <tbody> <tr> <td>Landing fees</td> <td>111,969</td> <td>4.7%</td> <td>-5.7%</td> </tr> <tr> <td>Fuel flowage fees</td> <td>21,018</td> <td>-22.9%</td> <td>-34.3%</td> </tr> <tr> <td>Rental car comm</td> <td>124,276</td> <td>-12.5%</td> <td>-6.9%</td> </tr> <tr> <td>Food commission</td> <td>31,216</td> <td>-1.6%</td> <td>-35.2%</td> </tr> <tr> <td>Parking</td> <td>523,040</td> <td>-1.2%</td> <td>2.6%</td> </tr> <tr> <td>Interest income</td> <td>208,209</td> <td>-12.9%</td> <td>188.2%</td> </tr> <tr> <td>Enplanements</td> <td>52,695</td> <td>3.6%</td> <td>6.1%</td> </tr> </tbody> </table>		Dec 23	vs. Nov 23	vs. Dec 22	Landing fees	111,969	4.7%	-5.7%	Fuel flowage fees	21,018	-22.9%	-34.3%	Rental car comm	124,276	-12.5%	-6.9%	Food commission	31,216	-1.6%	-35.2%	Parking	523,040	-1.2%	2.6%	Interest income	208,209	-12.9%	188.2%	Enplanements	52,695	3.6%	6.1%				<p>Salaries/Benefits included several holidays as well as overtime. Unfortunately there were a large number of employees who were out sick which required others to step in and work overtime.</p> <p>Contracted Services - includes security provided by the NHC Sheriff's office, parking lot management, and the employee shuttle service.</p> <p>Prof Services - reflects payments on contracts recently approved by the Authority.</p> <p>Adv/Mktg - part of the difference between budget and actual is simply timing of invoicing; the remainder is the amount set aside for new route marketing that was budgeted, but not yet spent</p> <p>Insurance - policies finalized after budget approval; will need to amend budget</p> <p>Business Park - December includes partial payment for dry pond repairs</p> <p>Other - includes equipment leasing and air service development.</p>
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## Design Package 1

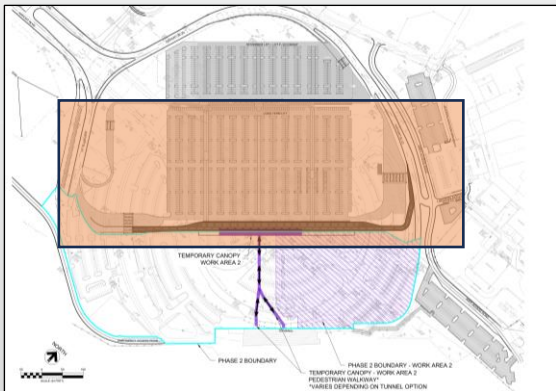


- 30% design of terminal curbside and Airport Blvd.
- 100% design of terminal curbside Phase 1A
- 30% design of Phase 1B



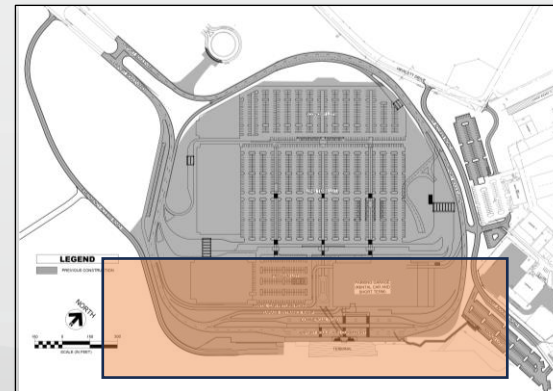
**Award Date:** 4/5/23  
**Est. Completion Date:** 11/30/23

## Design Package 2



**Award Date:** 12/6/23  
**Est. Completion Date:** June 2024

## Design Package 3



**Est. Award Date:** January 2024  
**Est. Completion Date:** 4Q 2024



# Certifications

**Janice Davis** – ACE & Trusted Agent

**Matt Johnson** – ACE

**Emily Garner** – ACE

**Jackie Mungo** – ACE Finance

**Stephanie Lawson** – ACE Finance

**Scotson Jenkins** – Master Fireman

**Granseur Dick** – Accredited Airport Executive

# Longevity

**Cynthia Mitchell** – 33 years

**Jean Lawler** – 15 years

**Keaghon Stark** – 10 years

**Leo Garner** – 5 years

**Scotson Jenkins** – 5 years

**Chelsea Taylor** – 5 years



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Wilmington  
International  
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- Unfinished Business
- New Business
- Adjournment