

**NEW HANOVER COUNTY AIRPORT AUTHORITY
REGULAR MEETING
December 6, 2023**

CALL TO ORDER

The New Hanover County Airport Authority met on Wednesday, December 6, 2023, at Wilmington International Airport, 1740 Airport Boulevard, Wilmington, North Carolina. Chairman S. Thompson called the meeting to order at 4:59 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; Wanda Copley, Faison Gibson, and LeAnn Pierce. Kemp Burbeau, 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 16 guests from the public attended the Authority meeting.

Jason Thompson and Lee Williams were absent from this meeting.

APPROVAL OF MINUTES

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

CONSENT AGENDA ITEMS – None.

PUBLIC COMMENTS – None.

FINANCE, MARKETING AND AIR SERVICE DEVELOPMENT

Mr. Campbell recommended, on behalf of the Finance Committee, approval of Amended CFC Resolution, addressing the following changes: rename the charge "Customer Facility Charge"; expand the use of the funds beyond capital projects to include maintenance; increase the CFC from \$3.75 to \$6.50 and expand the notification period for any change to the CFC to sixty (60) days. Mr. Rhodes MOVED to approve the Amended CFC Resolution as recommended. No second was required as this recommendation came from the Finance Committee. Upon vote, the MOTION WAS APPROVED. Mr. J. Thompson and Mr. Williams were absent. (A copy of the Amended CFC Resolution is hereby incorporated as part of the minutes and are contained in Exhibit Book III, page 225.)

Mr. Campbell reviewed ILM's October financial summary, the monthly activity and performance reports and updated the Authority on ILM marketing. Mr. Bourk updated the Authority on recent air service changes at ILM.

OPERATIONS & FACILITIES

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

- 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 \$12,745,218. Components of the GMP were publicly/competitively bid, including General Trades, Electrical, and Site/Civil, with awards to the lowest bidders being Gray Interiors, Bay Electric and Trader Construction Company, respectively. Slides were shown detailing the work areas and project schedule. Ms. Pierce MOVED to approve the CMAR Construction Contract to Monteith Construction Co. for Terminal & Roadway Realignment, Part 1A as recommended. No second was required as this recommendation came from the Operations and Facilities Committee. Upon vote, the MOTION WAS APPROVED. Mr. J. Thompson and Mr. Williams were absent.
- b. Approval of Work Authorization Task Order 5 for RS&H NTE \$2,015,570, pending negotiations and IFE, for Construction Administration Services for Phase 1A (\$391,630) and Design of Terminal Curb and Roadway Phase 1B (\$1,623,940) (This is program Fee Package 2 of 4 with Design of Phase 2 & Decks plus Construction Administration of Phases 1B & 2 to follow). Slides were shown to illustrate the phases. Ms. Gibson MOVED to approve the Work Authorization Task Order 5 for RS&H as recommended. No second was required as this recommendation came from the Operations and Facilities Committee. Upon vote, the MOTION WAS APPROVED. Mr. J. Thompson and Mr. Williams were absent.
- 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. Following a brief discussion, Mrs. Copley MOVED to approve the Amendment to Work Authorization 1 to Vasey Aviation Work Authorization as recommended. No second was required as this recommendation came from the Operations and Facilities Committee. Upon vote, the MOTION WAS APPROVED. Mr. J. Thompson and Mr. Williams were absent.

Mr. Dick updated the Authority on the terminal expansion and parking projects and reviewed the airport operations chart. Updates were also provided on the parking deck study and the baggage study being conducted by Intervistas.

There was a brief discussion regarding ADA requirements in the parking lots and future needs for shuttle or golf carts from the remote parking lots to the terminal.

BUSINESS DEVELOPMENT

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

- 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. Ms. Gibson MOVED to approve the Second Amendment for ILM Airport Hotel Partners, LLC as recommended. No second was required as this recommendation came from the Business Development Committee. Upon vote, the MOTION WAS APPROVED. Mr. J. Thompson and Mr. Williams were absent.

- 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. Ms. Pierce MOVED to approve the Amendment to Pierce Hardy Limited Partnership (84 Lumber) lease as recommended. No second was required as this recommendation came from the Business Development Committee. Upon vote, the MOTION WAS APPROVED. Mr. J. Thompson and Mr. Williams were absent.
- c. Approval of ARQ Realty, LLC Sublease of 24.95 acres of airside property. Board approved Term Sheet on June 7, 2023. Final lease negotiations resulted in changes in Acreage, Due Diligence, Right of First Offer and Rent Commencement. Ms. Gibson MOVED to approve the ARQ Realty, LLC Sublease as recommended. No second was required as this recommendation came from the Business Development Committee. Upon vote, the MOTION WAS APPROVED. Mr. J. Thompson and Mr. Williams were absent.
- d. Approval of Rental Car Agreements Term Sheet. Mr. Rhodes MOVED to approve the Rental Car Agreements Term Sheet as recommended. No second was required as this recommendation came from the Business Development Committee. Upon vote, the MOTION WAS APPROVED. Mr. J. Thompson and Mr. Williams were absent.

Ms. LeTellier updated the Authority on the Port City Java that is now open pre-security and CIL’s new steel lay down yard.

DIRECTOR’S REPORT

Mr. Bourk announced the retirement of Carol LeTellier, ILM’s Business Development Director, effective December 29, 2023. Mr. Dick and Mr. Campbell presented a plaque to Carol and shared her achievements and amusing antidotes about her 8 years at ILM.

Mr. Bourk updated the Authority on the proposed agenda for the Vision Plan work session scheduled for January 25th and announced upcoming holiday celebrations.

UNFINISHED BUSINESS - None.

NEW BUSINESS – None.

ADJOURNMENT

Mr. Rhodes MOVED 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.

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Prepared by:
Rose M. Davis

Respectfully Submitted:

Jason Thompson, Secretary
Date of Approval: January 25, 2024