



**ILM**

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday  
March 6, 2024***

***5:00 PM  
ILM Executive Conference Room***



*New Hanover County Airport Authority*  
*Meeting Agenda*  
*March 6, 2024 - 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
  - Business Development Tab 3
  - Operations & Facilities Tab 4
  - Director's Report Tab 5
- Unfinished Business/New Business/Adjournment Tab 6



## 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 – January 25, 2024



## Tab 2

### Consent Agenda

1. Amadeus Purchase Order 24-240 (\$17,141) adding integrated Baggage Information Control System hardware
2. Recommend approval of a one-year Service Support Agreement with Designa Access Corporation for an amount not to exceed sixty-nine thousand three hundred sixty dollars (\$69,360.00). Agreement has option to extend for an additional year at the same rate (\$69,360 for year 2). This agreement covers the maintenance of all parking equipment at the airport.
3. Recommend approval of amendment to the airfield painting contract with Remac Inc from \$400,000 (approved by the Authority on September 6, 2023) to \$404,000. The increase is due to a small increase in the scope of work necessary to stay in compliance with regulations.

# Staff Reports

Committee	Airport Authority Members	Staff Members
<b>Finance, Marketing, Air Service &amp; Business Development– Tab 3</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>Business Development - Tab 3</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	Bob Campbell/Jeff Bourk
<b>Operations and Facilities – Tab 4</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>Executive Committee</b> <ul style="list-style-type: none"> <li>• Legislative Priorities (consult with LeAnn Pierce as necessary)</li> <li>• Capital Budget Planning (beyond 1 year to 5 years)</li> <li>• General Update</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, Air Service Development & Business Development

- **Action Item** - None
- **Information Items**
  - Monthly Financials
  - Monthly Activity and Performance Reports
  - Marketing Report
  - HR Report
  - Budget Update
- Business Development Report
  - Rental Car Agreement
  - Airline Agreement
  - Faber Update

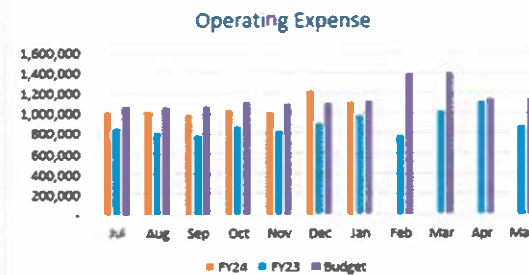
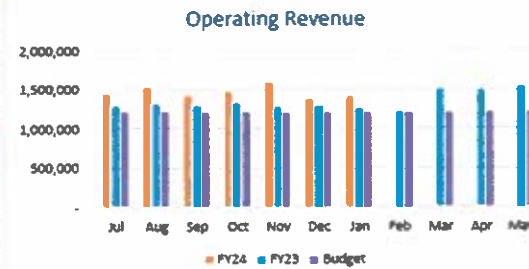


## Wilmington International Airport Monthly Financial Summary January

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	1,661,136	1,333,016	1,258,556	24.6%	32.0%
Monthly Expense	1,119,568	1,124,791	985,473	-0.5%	13.6%
YTD Revenue	11,792,436	9,331,112	9,102,686	26.4%	29.5%
YTD Expense	7,440,004	7,660,037	6,065,099	-2.9%	22.7%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	171,102	161,275	158,698	6.1%	7.8%
Parking Lot	529,577	471,354	498,125	12.4%	6.3%
Rent	440,856	286,162	253,862	54.1%	73.7%
Commissions	132,927	217,084	152,047	-38.8%	-12.6%
Security	54,096	53,317	53,163	1.5%	1.8%
Other	75,940	35,491	40,768	114.0%	86.3%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	429,159	466,751	359,405	-8.1%	19.4%
Contracted Services	151,230	197,766	134,853	-23.5%	12.1%
Utilities	60,597	75,000	62,494	-19.2%	-3.0%
Repairs & Maint	62,858	78,333	159,200	-19.8%	-60.5%
Professional Svc	136,066	34,333	32,719	296.3%	315.9%
Advertising/Mktg	96,411	110,742	25,388	-12.9%	279.8%
Insurance	89,636	71,925	62,225	24.6%	44.1%
Business Park	42,913	35,417	13,425	21.2%	219.6%
Other	50,698	54,524	135,765	-7.0%	-62.7%



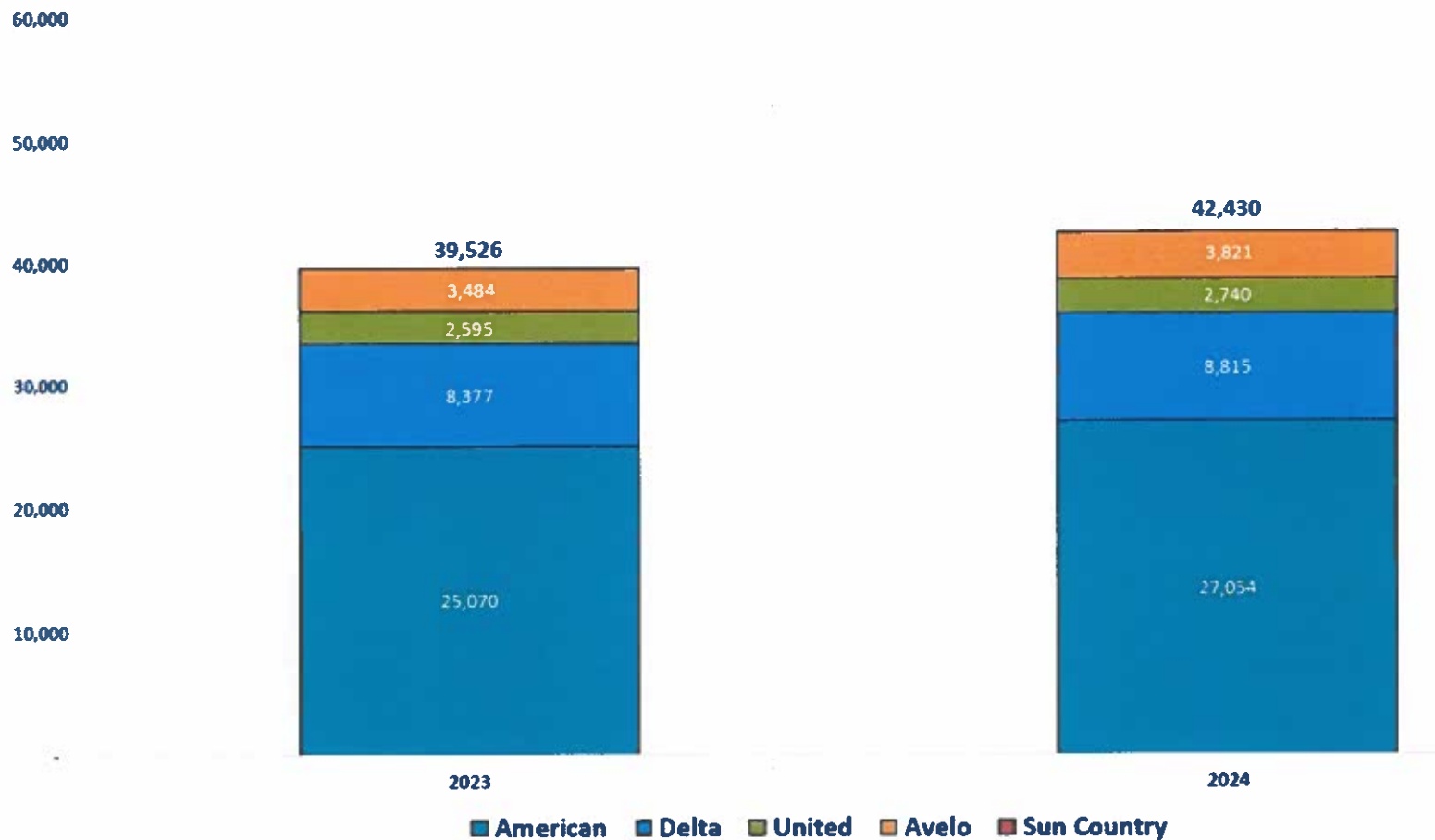
### Summary of Significant Monthly Activity

Revenue				Expense	
The decrease in passengers in January vs. December is an annual occurrence and not unexpected. The good news is that passenger levels were well above January 2023.				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.	
	Jan 24	vs. Dec 23	vs. Jan 23	Contracted Services - includes security provided by the NHC Sheriff's office, parking lot management, and the employee shuttle service.	
Landing fees	108,718	-2.9%	3.0%	Prof Services - reflects payments on contracts recently approved by the Authority.	
Fuel flowage fees	38,934	85.2%	39.5%	Advertising/Mktg - this category of expense will see an increase in the coming months as we market new and expanded routes, including American daily to Miami and United to Chicago.	
Rental car comm	100,134	-19.4%	-6.8%	Insurance - policies finalized after budget approval, will need to amend budget.	
Food commission	21,796	-30.2%	-41.8%	Business Park - January includes the final payment for dry pond repairs.	
Parking	529,577	1.2%	6.3%	Other - includes equipment leasing and air service development.	
Interest income	256,638	23.3%	151.9%		
Enplanements	42,430	-19.5%	7.3%		



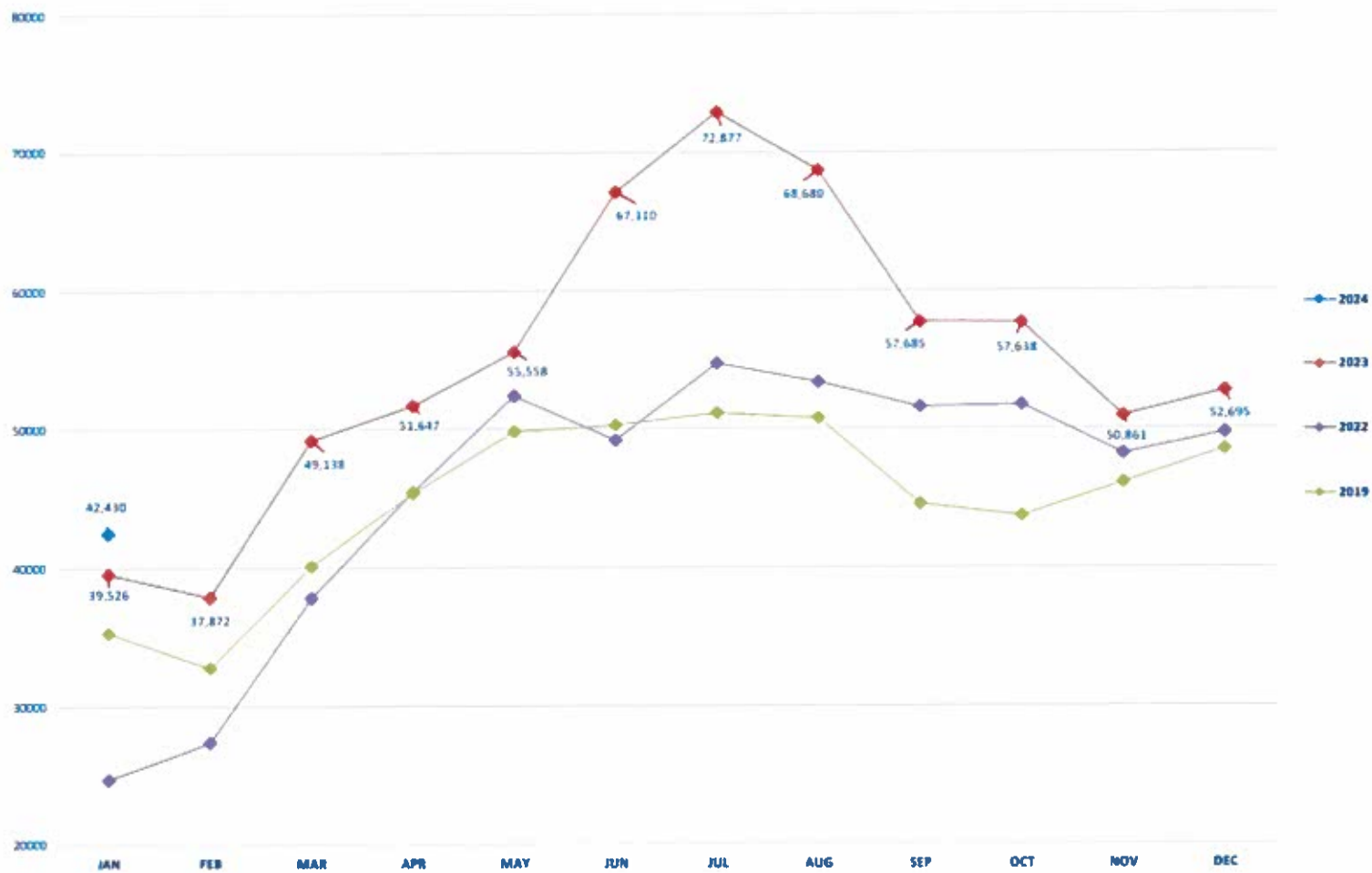
## ENPLANED PASSENGERS BY AIRLINE JANUARY

Calendar YTD Cumulative Total





## MONTHLY PASSENGER ENPLANEMENTS 2019 - 2022 - 2023 - 2024

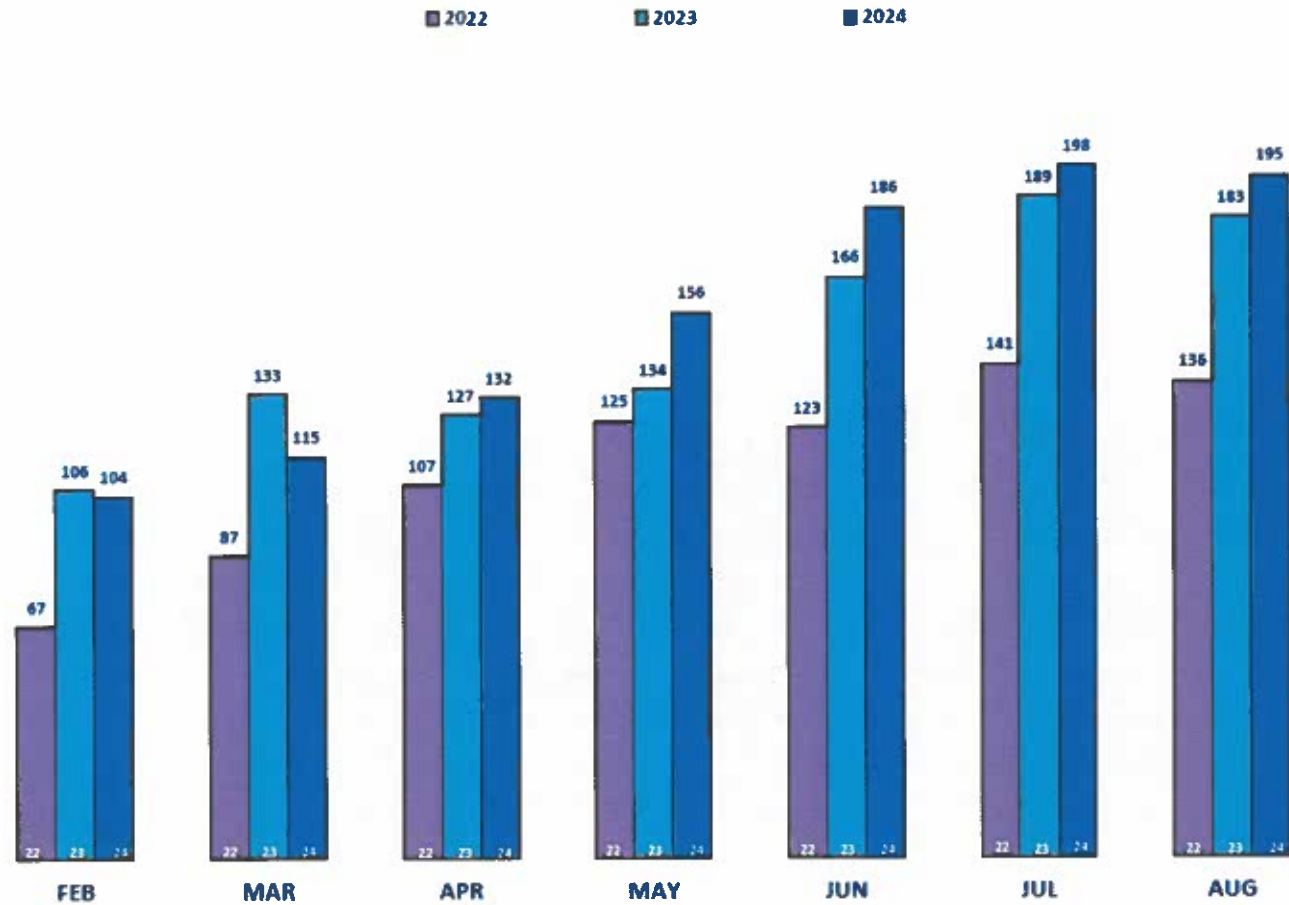


Source: Airline Passenger Statistics; ILM Airline Station Managers



## SEAT CAPACITY February-August

Thousands of total seats (inbound and outbound)

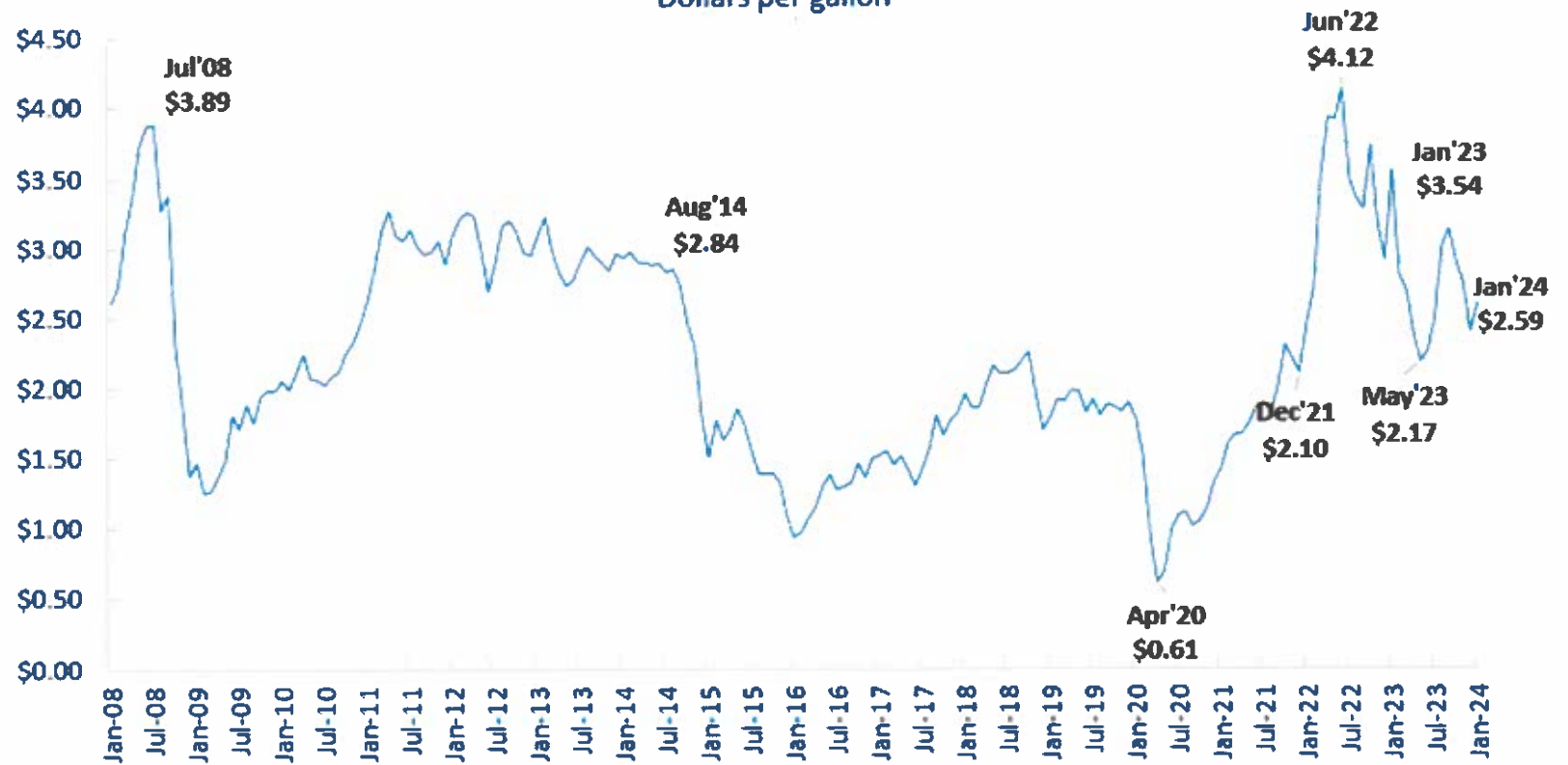


Source: DiloM; Allevon Pacific Aviation Consulting analysis



### 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

### Social Media Metrics:

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

Total Audience	40,860	↗ 12%
Impressions	1,525,689	↗ 29%

### Clicks to Airline Websites Jan. 1, 2024-Feb 28 2024

35,976 total airline clicks

### Website Metrics: Jan. 1, 2024-Feb 28, 2024

79,337 total users

### Top performing post in November



Wilmington International Airp...  
Wed 11/31/2024 2:45 pm EST

Join us in congratulating the Delta Air Lines ILM team for winning the 2023 Station of the Year! 🏆 As they say at Delta, hustle and heart sets them apart! Way to go! 🙌





## Tab 3

### Air Service Development

#### New/Expanded Routes

- United-Chicago (ORD), Sat. & Sun summer service starts May 25th
- American-Miami (MIA), daily summer service, starts June 5th
- Delta- Minneapolis St. Paul (MSP), 3x/week (Wed, Sat, Sun) summer service starts May 8th
- Avelo- expanded/increased frequency of service



## Tab 4 Operations & Facilities

- **Action Items**

- Recommend Approval of Supplemental Agreement 10 “Terminal Phase 4 Ramp Level Access Improvement”, to Monteith Construction Contract dated November 6, 2019, for a NTE amount of \$1,200,000.
- Recommend Task Order to Coffman & Associates NTE \$30,000 to develop, publish and process an RFP for annual services related to maintaining our Consolidated Rental Car Ready Return facility, tree & obstacle removal and provide updates to our Airport Security Plan.
- Recommend approval of Amendment 2 to WK Dickson Work Authorization 2 for \$77,000 for additional work related to stormwater coordinating/ permitting tasks across various Airport and tenant projects.



## Tab 4 (cont.) Operations & Facilities

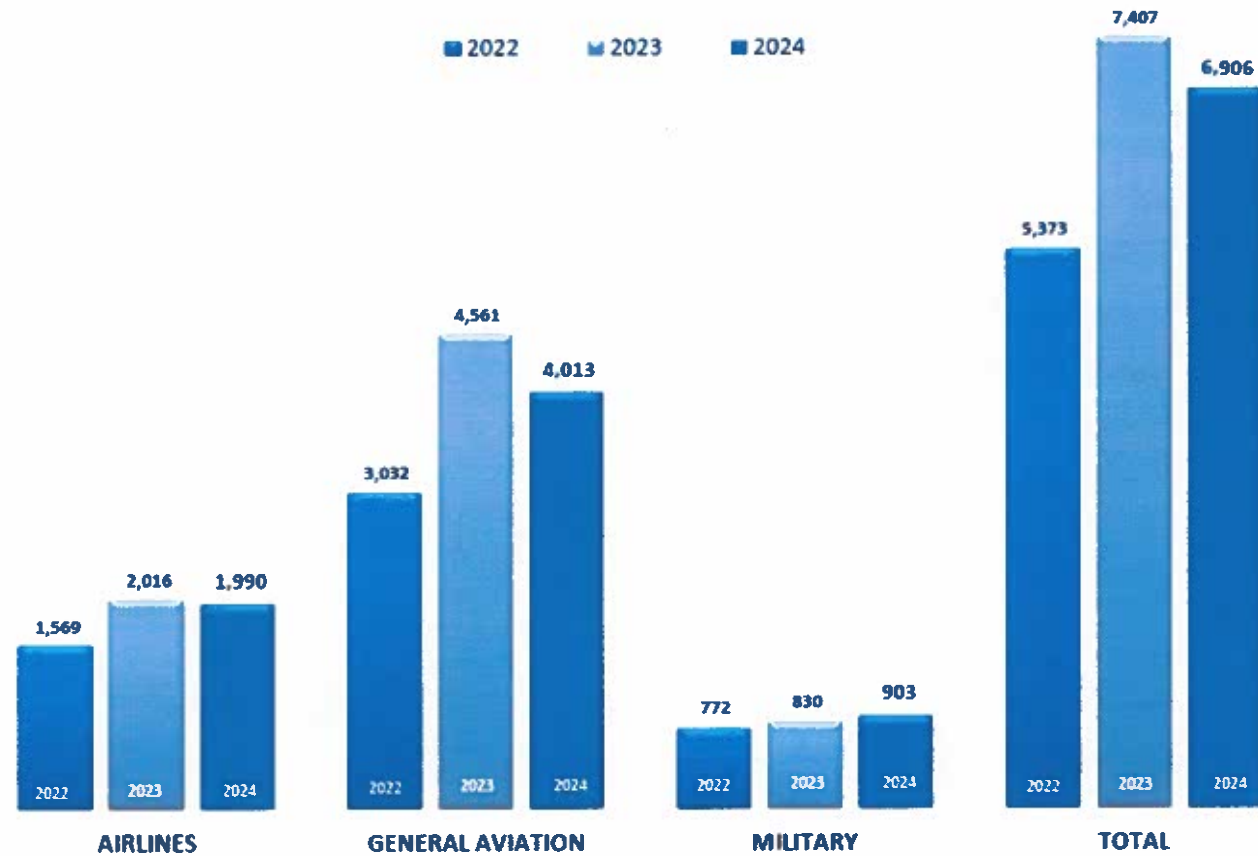
- **Information Items**

- Construction/ Capital Improvements Report
  - Atrium Lobby improvements underway, HVAC install completing in May
  - Common Use ATO & Operations areas complete
  - Curb Project Phase 1A – early site work has started, all permits expected by end of March
- Facilities/IT Report
  - None
- Operations Report
  - Airport SMS Plan submitted to FAA for review
  - Airport Operations Chart
- Other
  - None



## AIRPORT OPERATIONS JANUARY

Calendar YTD Cumulative Total



Source: ILM ATCT



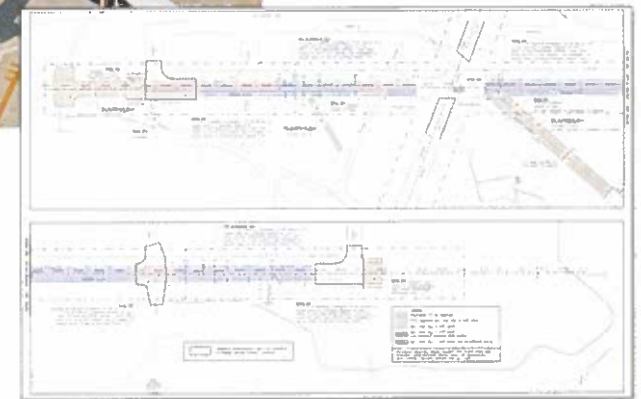
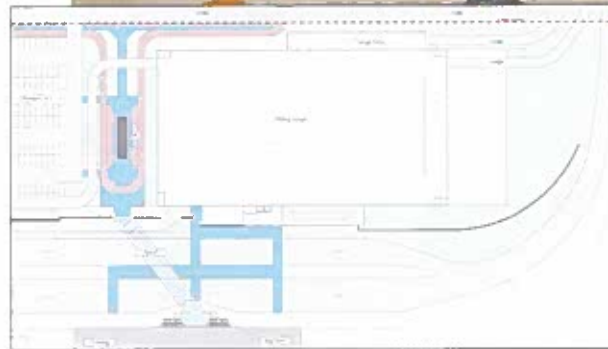
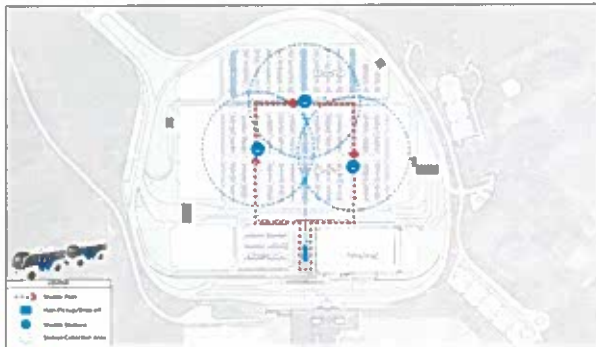
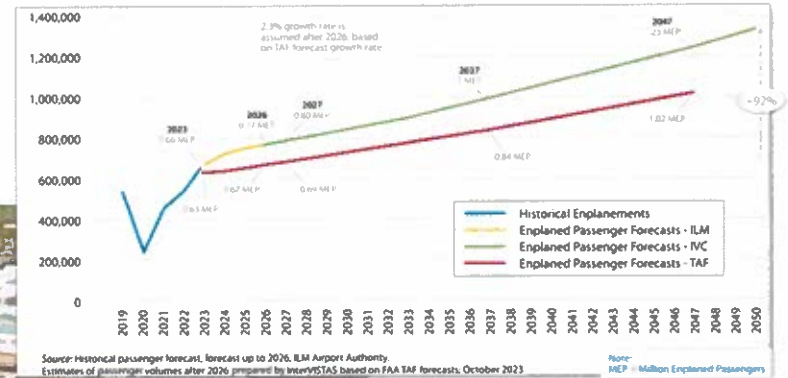
## Tab 5

### Director's Report

- **Action Items**
  - Approval of 2024 Vision Plan
- **Information Items**
  - ILM Aerospace Foundation Update
  - DBE/ACDBE - Update
  - Cape Fear General Aviation Event – April 27<sup>th</sup>
  - County Commissioners Breakfast/ILM Update – April 17<sup>th</sup>
  - Chamber Intercity Visit – Savannah, GA – May 8-10<sup>th</sup>



# Vision Plan Update



# Shuttle Drop Off Canopy Overall View









Shuttle Drop Off Canopy Approach



*Canopy Area : 6540 square feet*



## 2024 Vision Plan Policy Decision Summary

- Section 1 - Approval of Design Package 3, Phase 2 and Garage Bridging Documents
- Section 2 -
  - Utilize the modified forecast for planning decisions
  - Set Phase 2 opening Curb Front and Parking at levels not less than 2,650 spaces
  - Set Rental Car opening day parking at not less than 300 spaces
  - Pursue TSA grant funding for upgraded outbound baggage
  - Move forward with purchasing ARFF Truck for Index C
- Section 3-
  - Proceed with Part 150 Noise Study in Q2 2024
  - Incorporate EV Vehicle Charging Stations
  - Continue aviation and non-aviation environmental assessments
- Section 4-
  - Passenger Tunnel/Walkway recommended approach
  - Architectural Direction – Coastal and/or Maritime preferred
  - Internal EV Parking Lot Shuttle
  - Move forward with Terminal Design as soon as grant funds are available
  - Runway 6/24 work to be completed with goal of zero impact to scheduled airlines' flight schedule
- Section 5-
  - Establish restricted reserve of \$15M
  - Reaffirm debt cap of \$10M
  - Approve 5 year capital budget not to exceed \$175M with ability to go to \$185M if discretionary funding is made available
- Section 6- Maintain tenant and community education outreach program



# ILM Aerospace Foundation

**EXPLORE THE WORLD OF AVIATION!**  
Your future in aviation education.





ILM Aerospace  
Foundation

## WHO ARE WE

*A corporation organized for charitable and educational purposes.*

## OUR MISSION

To educate and to promote aerospace, general aviation and aviation related employment, education and leisure opportunities, for residents of the ILM Airport service area, particularly New Hanover, Pender and Brunswick Counties, with a focus on youth.

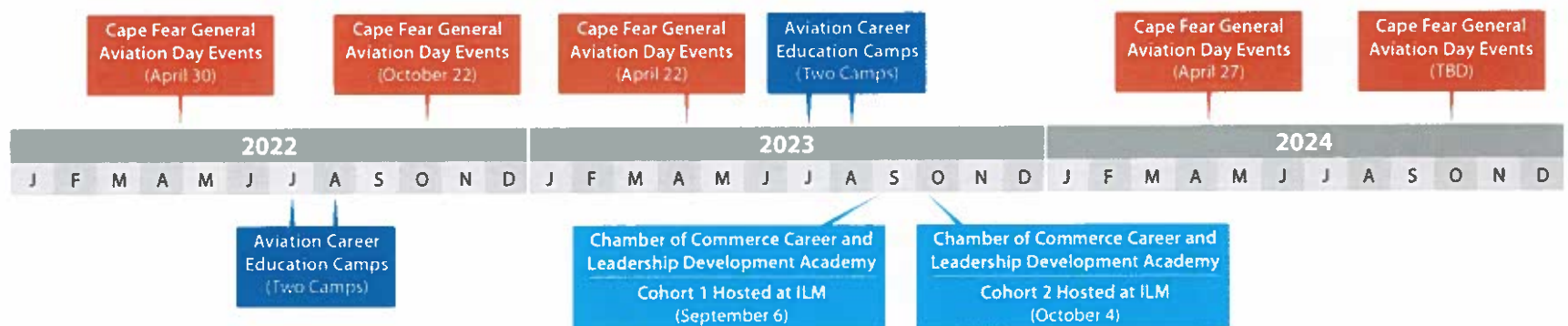




ILM Aerospace  
Foundation

## OUR BRIEF HISTORY

- Jeff and Michele want to bring to ILM an aviation education program
- Working with Authority Board Members started GA education days for current pilots in our area
- These GA day events have raised a net of \$10,000+
- Two State Grants of \$3,000 each to support the program and host ACE Camps.
- Timeline of events





ILM Aerospace  
Foundation

## ORGANIZATION

### Ongoing Board of Directors

Composition of the ongoing Board. The ongoing Board shall consist of **seven (7)** members, all of which shall be appointed by the New Hanover County Airport Authority as follows:

**One (1)** New Hanover County Airport Authority Member or designee

**Six (6)** At large members appointed by the New Hanover County Airport Authority

***Honorary Directors.*** In recognition of significant service to the Foundation or contributions of other nature, the Board of Directors may also appoint honorary or emeritus directors. Such directors shall be considered ex-officio members of the Board but shall not have the power to vote at Board meetings.



**ILM Aerospace  
Foundation**

## **STAFFING AND ORGANIZATIONAL SUPPORT**

**Initial support for the organization will come from airport employees volunteering their time to support this important effort. Supporting ILM staff includes:**

- Jeff Bourk, A.A.E., MBA, ILM Airport Director (licensed pilot & 30 years experience managing airports and running FBO's)
- Michele Bourk (licensed pilot and flight instructor)
- Robert Campbell, AAE, CPA, ILM Deputy Director and Accountant
- Granseur Dick, P.E., A.A.E., Deputy Director (licensed pilot)
- Rose Davis, Executive Assistant

**ILM will donate office space, a link to the website and a phone number for the organization to get started. The Airport Authority is also supportive of the creation of this non-profit and will receive an annual report from the foundation and appoint one board member.**

**Once \$150,000 is received one part time executive director will be hired to assist with running the non-profit.**



ILM Aerospace  
Foundation

## SCHOLARSHIP AWARDS

We plan to put flight simulators in every school in the county and establish an afterschool program educating kids about flying and flying as a career choice. Volunteer flight instructors will assist with the afterschool program.





ILM Aerospace  
Foundation

## SCHOLARSHIP AWARDS

Pilot Training Scholarships. Selection will be recommended by the schools and an application process will be based on other similar programs around the country.





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## ACE CAMPS: “THE SKY’S THE LIMIT”

- Partners included:
  - Cape Fear Community College,
  - North Carolina Department of Transportation - Division of Aviation,
  - Federal Aviation Administration - Control Tower,
  - Live Oak Bank,
  - Cape Fear Flying Club,
  - All American Aviation Services,
  - New Hanover County Schools, and
  - Pender County Schools.)
- 15 students participated in each camp, with more than 60 students participating the last 2 years.





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Foundation

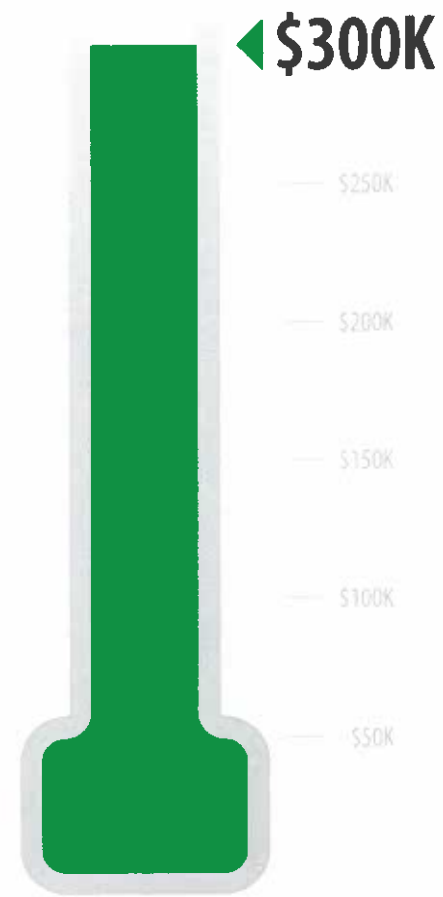
## FUNDRAISING GOALS



**Current**



**Six Months**



**Two Years**



## DBE/ACDBE - Conversations To Contracts Feb 23, 2024



**Kenny Smith and Stephanie Lawson  
representing ILM**



## Cape Fear General Aviation Day



# CAPE FEAR GENERAL AVIATION DAY



**SATURDAY, APRIL 27<sup>th</sup> | 9am-2pm**  
Wilmington International Airport - Rescue Base | 1851 Dolan Drive

Calling all pilots, mechanics, and air traffic controllers! Fly-in or drive-in and enjoy networking, educational presentations that qualify for WINGS credit, static displays, and a silent auction. Proceeds from the silent auction and donations will support an aviation scholarship fund for area high school students.  
(Fly-ins should utilize ILM's FBOs, Modern Aviation and Aero Center Wilmington.)

### PROCEEDS TO BENEFIT ILM AEROSPACE FOUNDATION, INC.

- 8:30-9 am Coffee & Donuts / Mix & Mingle
- 9-9:50 am Pilot/Controller Forum, facilitated by local FAA Controllers/  
NATCA Representatives
- 10-10:50 am Flight Service Briefing "How to Coexist with Weather"  
by Jeff Arnold-Loidas
- 11-11:50 am FAR Jeopardy, hosted by Dan Kelly (FAA) and Tim Haley (FAA)
- 12-1:15 pm Lunch
- 12 pm Air Traffic Control Tower Tour\*
- 1 pm Air Traffic Control Tower Tour\*

\*Space is limited. Must be a U.S. citizen.  
Please RSVP.

RSVPs:

Lunch:

Email [info@flyilm.com](mailto:info@flyilm.com) by Monday 4/22/24

ATCT Tour:

Email Timothy Walker - [timothy.s.walker@faa.gov](mailto:timothy.s.walker@faa.gov)  
(please specify 12pm or 1pm tour)

Rain or shine! This event is offered at no cost. Learn more at [flyilm.com/GeneralAviationDay](http://flyilm.com/GeneralAviationDay)





MARCH 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	1	2
3	4	5	6	7	8	9
		Power Breakfast 7:30 am Exec. Comm. 4 pm	Airport Authority Mtg. 5 pm	Ambassadors Mtg. 10 am		
10	11	12	13	14	15	16
				Tenants Mtg. 10 am		
17	18	19	20	21	22	23
24	25	26	27	28	29	30
					Good Friday Admin offices closed	
31						
Easter Sunday						



APRIL 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
		Exec. Comm. 4 pm	Airport Authority Mtg. 5 pm	Azalea Festival Weekend		
7	8	9	10	11	12	13
14	15	16	17	18	19	20
			County Commissioners Breakfast Update 8:30 am			Honor Flight
21	22	23	24	25	26	27
						Cape Fear General Aviation Event
28	29	30				
		Exec. Comm. 4 pm				



## Tab 6

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