

**NEW HANOVER COUNTY AIRPORT AUTHORITY
REGULAR MEETING
March 6, 2024**

CALL TO ORDER

The New Hanover County Airport Authority met on Wednesday, March 6, 2024, at Wilmington International Airport, 1740 Airport Boulevard, Wilmington, North Carolina. Chairman S. Thompson called the meeting to order at 5:00 p.m. Mrs. Copley 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; Jason Thompson, Secretary; Wanda Copley, Faison Gibson, and Lee Williams. 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; and Rose Davis, Executive Assistant.

Nick Rhodes and LeAnn Pierce were absent from this meeting.

Approximately 12 guests from the public attended the Authority meeting.

APPROVAL OF MINUTES

The Authority has reviewed the minutes of the meeting on January 25, 2024. Mr. Williams MOVED, SECONDED by Mr. J. Thompson to approve the minutes of the January 25, 2024, meeting as submitted. Upon vote, the MOTION WAS APPROVED. Mr. Rhodes and Ms. Pierce were 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. Williams MOVED, SECONDED by Mr. J. Thompson to approve the Consent Agenda as presented. Upon vote, the MOTION WAS APPROVED. Mr. Rhodes and Ms. Pierce were absent.

CONSENT AGENDA ITEMS

The Authority approved the following items on the Consent Agenda:

- a. Amadeus Purchase Order 24-240 (\$17,141) adding integrated Baggage Information Control System (BICS) hardware
- b. One-year Service Support Agreement with Designa Access Corporation for an amount not to exceed sixty-nine thousand three hundred sixty dollars (\$69,360). 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.

- c. Amendment to airfield painting PO with Remac, Inc. from \$89,999 to \$95,000. The increase is due to a small increase in the scope of work necessary to stay in compliance with regulations.

PUBLIC COMMENTS – None.

FINANCE, MARKETING, AIR SERVICE DEVELOPMENT AND BUSINESS DEVELOPMENT

Mr. Campbell reviewed ILM's January 2024 financial summary, the monthly activity and performance reports and updated the Authority on ILM marketing.

Mr. Campbell provided an update on the status of the budget, Rental Car Agreement, Airline Agreement and Faber concessions in the terminal.

Mr. Bourk updated the Authority on new and expanding routes that have been announced:

- 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

OPERATIONS AND FACILITIES

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

- a. Supplemental Agreement 10 (A and B) for "Terminal Phase 4 Ramp Level Access Improvement", to Monteith Construction Contract dated November 6, 2019, for a NTE amount of \$1,200,000. Mr. Williams MOVED, SECONDED by Mr. J. Thompson to approve Supplemental Agreement 10 (A and B) as recommended. Upon vote, the MOTION WAS APPROVED. Mr. Rhodes and Ms. Pierce were absent.
- b. Task Order to Coffman & Associates NTE \$30,000 to develop, publish and process RFPs for annual services related to maintaining our Consolidated Rental Car Ready Return facility, tree and obstacle removal and provide updates to our Airport Security Plan. Mr. Williams MOVED, SECONDED by Mr. J. Thompson to approve Task Order to Coffman & Associates as recommended. Upon vote, the MOTION WAS APPROVED. Mr. Rhodes and Ms. Pierce were absent.
- c. 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. Mr. Williams MOVED, SECONDED by Mr. J. Thompson to approve Amendment 2 to WK Dickson Work Authorization 2 as recommended. Upon vote, the MOTION WAS APPROVED. Mr. Rhodes and Ms. Pierce were absent.
- d. Amendment 2 to Talbert & Bright Work Authorization 23-01 "Runway 6-24 Rehabilitation" to design relocation of a portion of the airport perimeter road outside of

the RSA for NTE \$67,000. Work will be bid with the rest of the runway project. Mr. Williams MOVED, SECONDED by Mr. J. Thompson to approve Amendment 2 to Talbert & Bright Work Authorization 23-01 as recommended. Upon vote, the MOTION WAS APPROVED. Mr. Rhodes and Ms. Pierce were absent.

Mr. Dick updated the Authority on the Atrium Lobby improvements, completion of Common Use ATO and Operations areas, and the Terminal Curb project Phase 1A is underway.

Mr. Dick reviewed the Airport Safety Management System (SMS) Plan required by the FAA noting that ILM's SMS Plan has been submitted and is awaiting approval by the FAA. Operations Manager, Kenny Smith and Operations Supervisor, Emily Garner, were instrumental in developing ILM's SMS Plan.

Mr. Dick reviewed the Airport Operations Report.

DIRECTOR'S REPORT

Mr. Bourk updated the Authority on the following: ILM Aerospace Foundation, DBE/ACDBE event, Cape Fear General Aviation Event April 27th, County Commissioner Breakfast Update April 17th and the Chamber Intercity Visit to Savannah, GA May 8-10, and a summary of the Vision Plan policy decisions.

Mr. Bourk recommended the approval of the 2024 Vision Plan. Mr. Williams MOVED, SECONDED by Mr. J. Thompson to approve 2024 Vision Plan as presented. Upon vote, the MOTION WAS APPROVED. Mr. Rhodes and Ms. Pierce were 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 5:41 pm.

Prepared by:
Rose M. Davis

Respectfully Submitted:

Jason Thompson, Secretary
Date of Approval: April 3, 2024