



ILM

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday
April 3, 2024***

5:00 PM

ILM Executive Conference Room



*New Hanover County Airport Authority
Meeting Agenda
April 3, 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
 - 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 – March 6, 2024



Tab 2

Consent Agenda

1. Approve amendment to Edge Landscaping lease to extend agreement for an additional two years with a 3% escalation each year.
2. Recommend approval for WK Dickson to perform QA Testing for Phase 1A of the Terminal Curb and Roadway Improvements project for \$80,050.
3. Recommend approval of amendment to Talbert & Bright Work Authorization No. 21-04 approved 11-8-2023 to add \$5,000 in additional scope work.

Staff Reports

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



Tab 3

Finance, Marketing, Air Service Development & Business Development

- **Action Item**

- Approve fifth lease amendments for CIL ILM, LLC airside and landside, sixth amendments for CIL ILM, LLC airside and landside, second amendment for CIL ILM 2, LLC and the first amendment for CIL ILM 3, LLC.

- **Information Items**

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

- Business Development Report
 - Flex building update

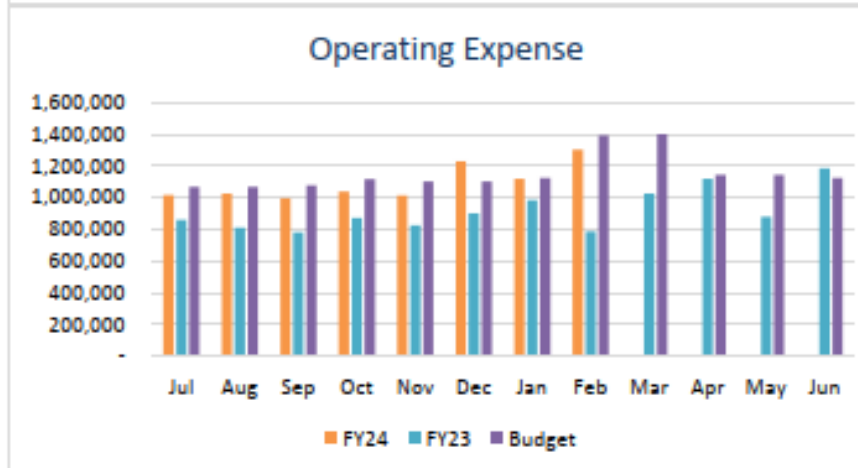
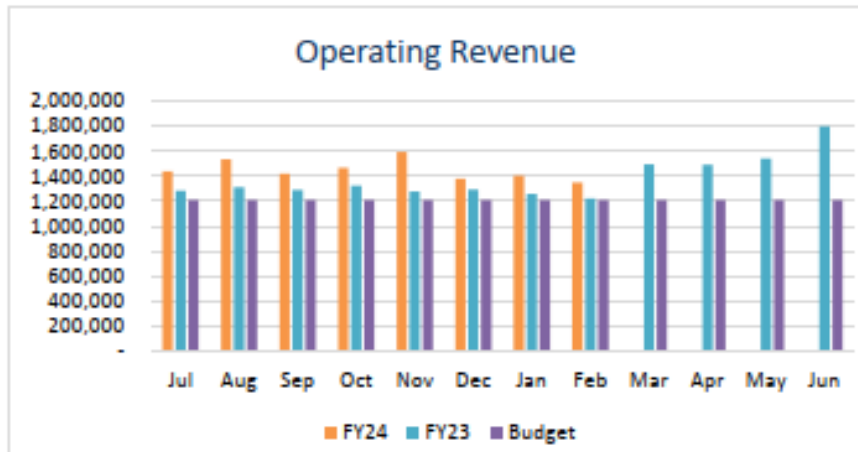


Wilmington International Airport Monthly Financial Summary February

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	1,633,742	1,333,016	1,221,134	22.6%	33.8%
Monthly Expense	1,303,153	1,393,541	787,709	-6.5%	65.4%
YTD Revenue	13,426,178	10,664,128	10,323,821	25.9%	30.1%
YTD Expense	8,743,158	9,053,578	6,824,890	-3.4%	28.1%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	156,161	161,275	171,527	-3.2%	-9.0%
Parking Lot	519,969	471,354	462,881	10.3%	12.3%
Rent	442,598	286,162	252,143	54.7%	75.5%
Commissions	137,950	217,084	147,814	-36.5%	-6.7%
Security	53,197	53,317	52,314	-0.2%	1.7%
Other	41,255	35,491	27,858	16.2%	48.1%
Interest	282,612	108,333	106,597	160.9%	165.1%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	333,044	466,751	351,948	-28.6%	-5.4%
Contracted Services	149,501	197,766	121,698	-24.4%	22.8%
Utilities	48,105	75,000	45,986	-35.9%	4.6%
Repairs & Maint	429,201	347,083	58,419	23.7%	634.7%
Professional Svc	98,362	34,333	33,127	186.5%	196.9%
Advertising/Mktg	65,147	110,742	36,307	-41.2%	79.4%
Insurance	89,636	71,925	59,191	24.6%	51.4%
Business Park	11,595	35,417	30,712	-67.3%	-62.2%



Summary of Significant Monthly Activity

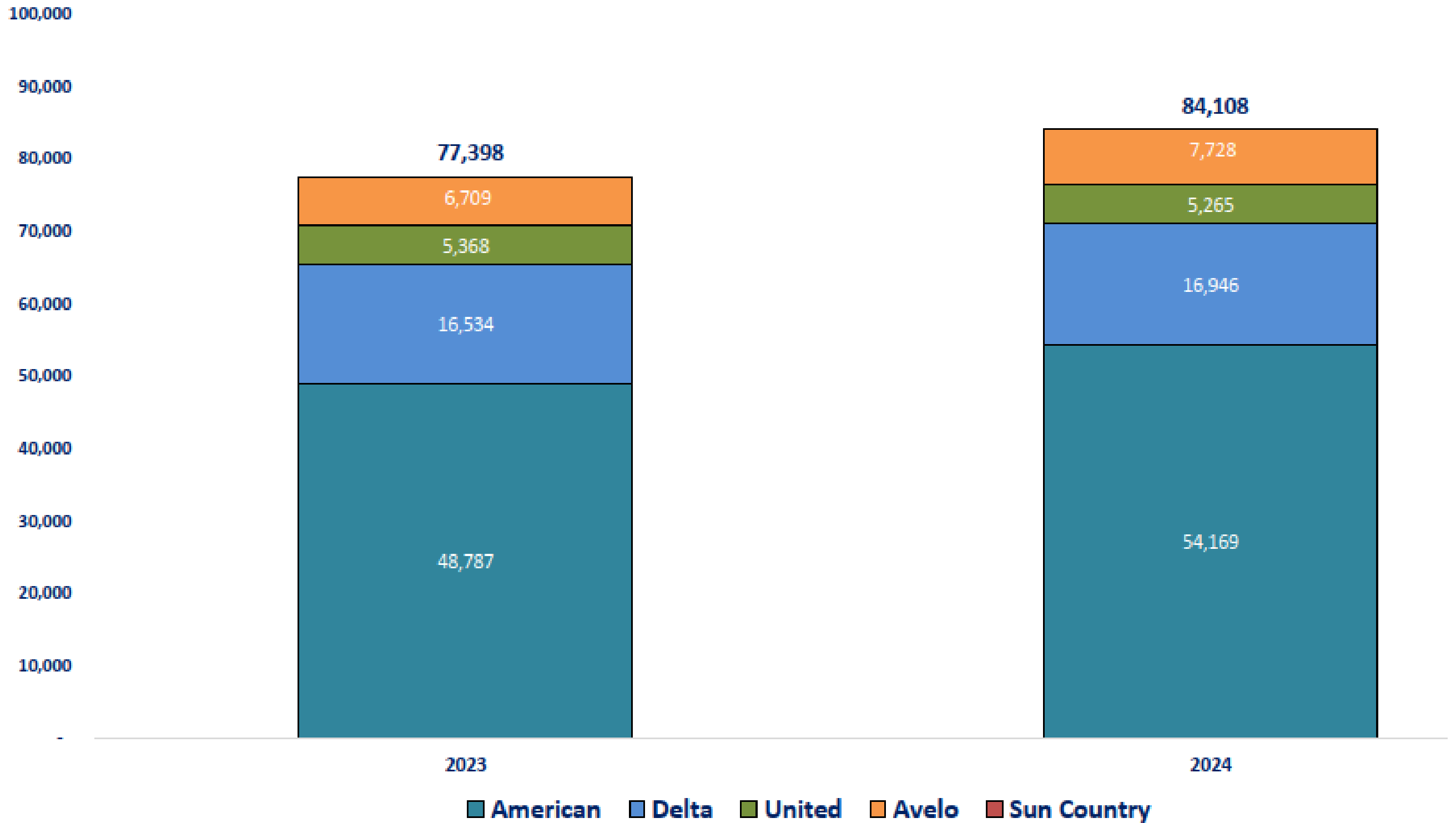
Revenue				Expense	
<p>February passenger numbers were down slightly versus January, but increased substantially over February 2022. 41,678 is a record number of passengers for the month of February. All major revenue categories, with the exception of fuel flowage, increased compared to last year.</p>				<p>Salaries/Benefits - ILM had four open positions during the month of February; staff continues to work to fill those positions.</p>	
	Feb 24	vs. Jan 24	vs. Feb 23		
Landing fees	96,091	-11.6%	-21.0%	<p>Contracted services - includes NHCSO service and parking lot management and consultants. Awaiting consulting invoices. Actual will be more in line with budget once those invoices are received.</p>	
Fuel flowage fees	35,521	-8.8%	29.8%	<p>Repairs and Maintenance - includes \$350k of airfield painting</p>	
Rental car comm	108,348	8.2%	0.9%	<p>Marketing - will increase with the start of the new campaign in March.</p>	
Food commission*	22,471	3.1%	-37.2%	<p>Insurance - policies finalized after budget approval; will need to amend budget.</p>	
Parking	519,969	-1.8%	12.3%	<p>Insurance - policies finalized after budget approval; will need to amend budget.</p>	
Interest income	282,612	10.1%	165.1%	<p>Other - includes the cost of conferences attended in February along with equipment leasing and air service. February also includes a portion of the airfield painting.</p>	
* net of GASB reclass of \$15k					
Enplanements	41,678	-1.8%	10.0%		



ENPLANED PASSENGERS BY AIRLINE

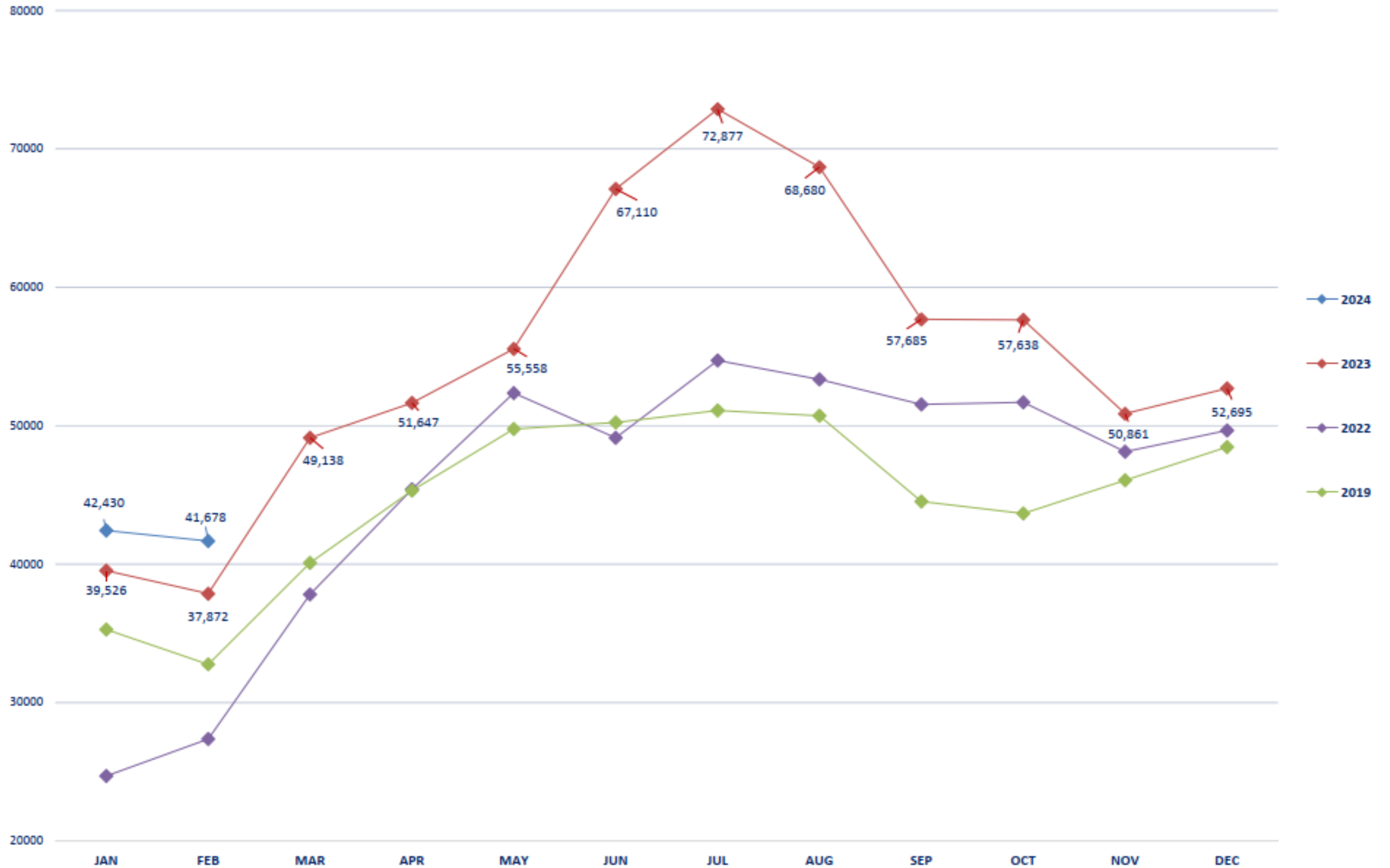
JANUARY-FEBRUARY

Calendar YTD Cumulative Total





MONTHLY PASSENGER ENPLANEMENTS 2019 - 2022 - 2023 - 2024



Source: Airline Passenger Statistics; ILM Airline Station Managers

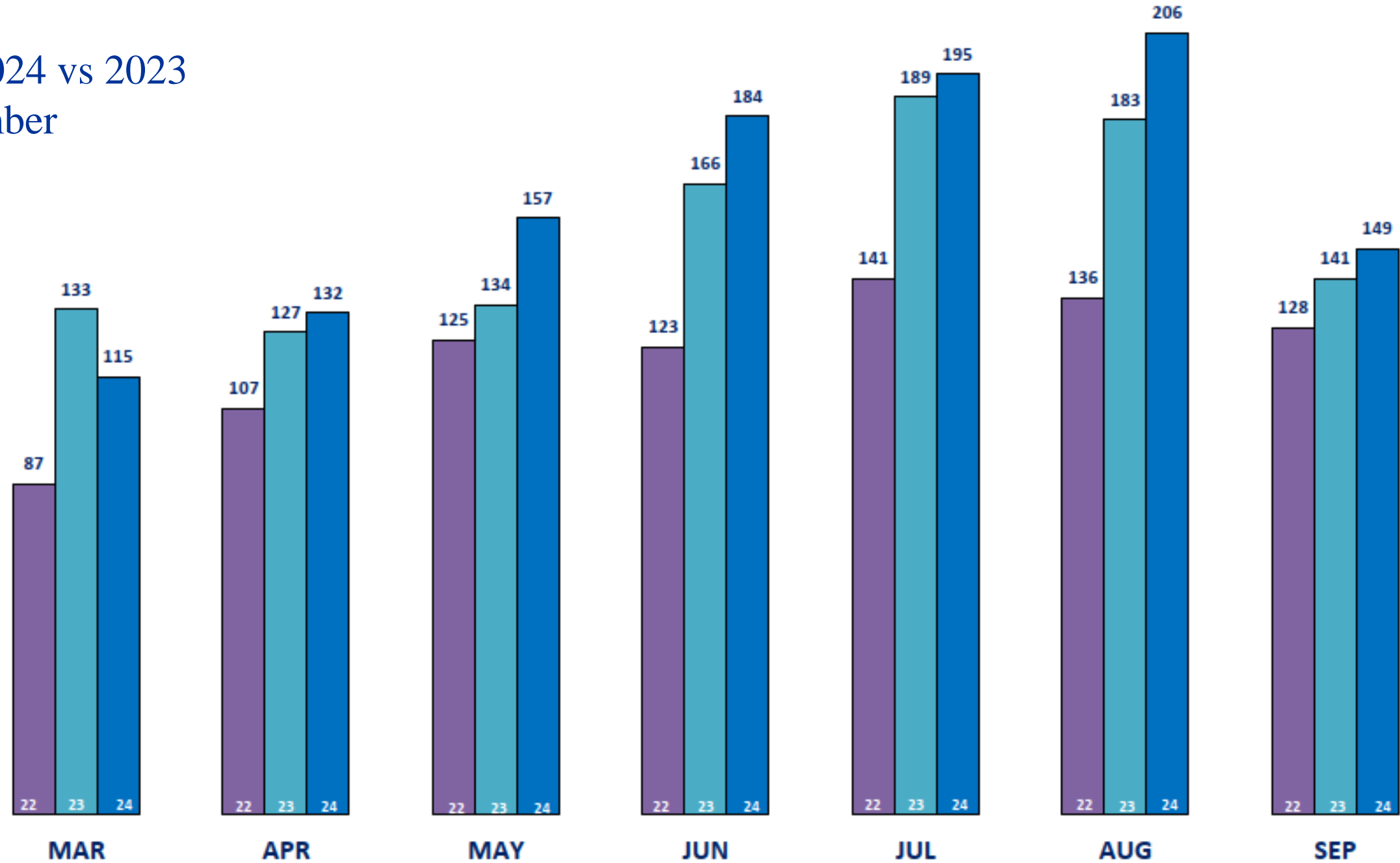


SEAT CAPACITY MARCH-SEPTEMBER

Thousands of total seats (inbound and outbound)

■ 2022 ■ 2023 ■ 2024

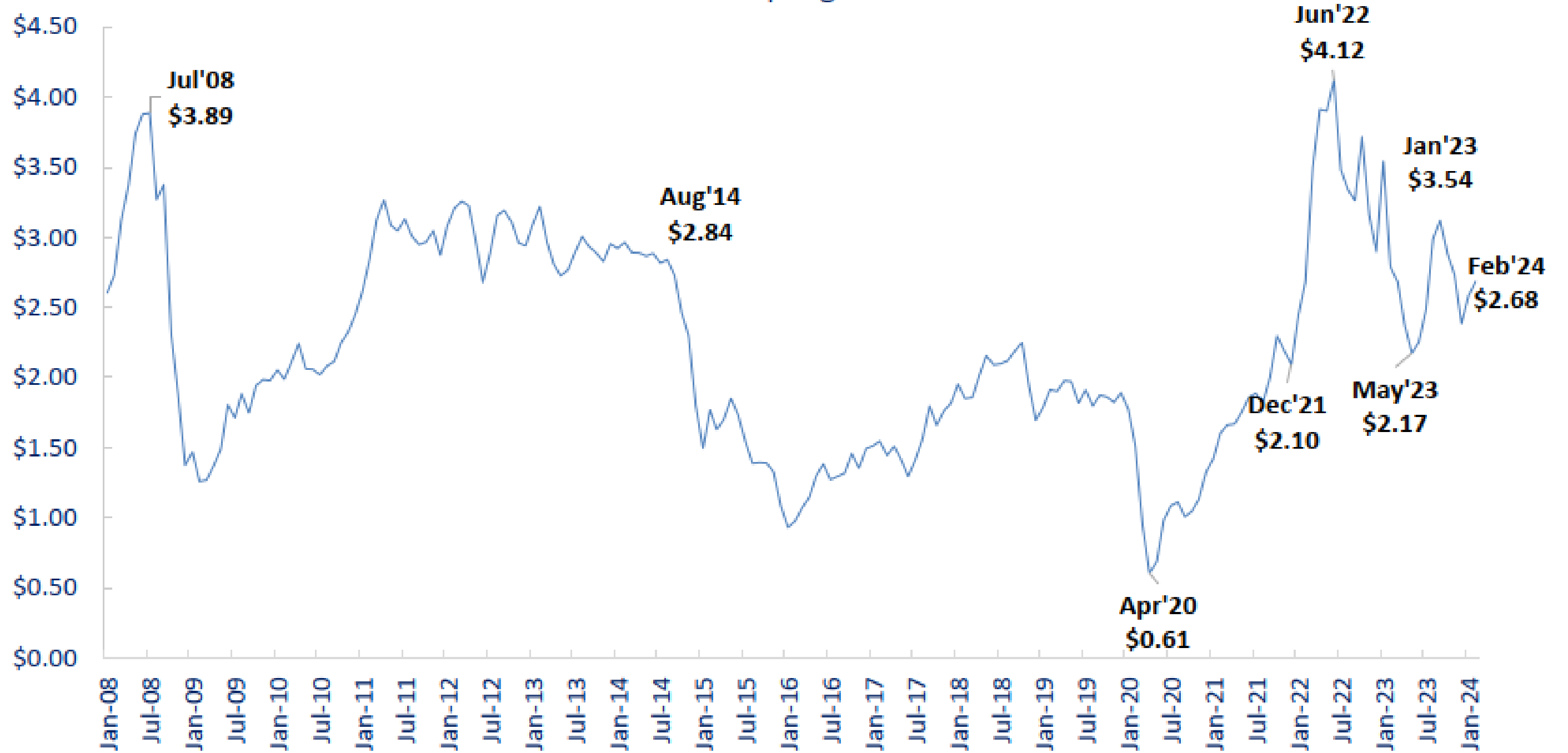
67,000 more seats in 2024 vs 2023
through September



Source: Diiomi; Ailevon 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



Marketing Report

Social Media Metrics: Jan. 1, 2024-March. 27, 2024, compared to Jan. 1, 2023-March. 27, 2023

Total Audience 40,995 ↗ 11.4%

Impressions 2,015,354 ↗ 13.2%

Clicks to Airline Websites Jan. 1, 2024-March 24, 2024

48,845 total airline clicks

Website Metrics: Jan. 1, 2024-March 24, 2024

108,565 total users

Top performing post in March

 **Wilmington International Airport (ILM)**
Published by Sprout Social · March 8 at 10:41 AM · 

On this International Women's Day we'd like to give a shout out to all the women on the ILM team that work tirelessly to provide an exceptional airport experience for travelers, vendors, business and community partners. We're excited to see the women on our administration team featured in the current issue of [WILMA Magazine!](#)

[#WomeninAviationWeek](#) [#InternationalWomensDay](#) [#FlyILM](#) [#WomenWhoMeanBusiness](#)



WOMEN WHO MEAN BUSINESS sponsors' content





Tab 4

Operations & Facilities

- **Action Items**

- A. Recommended recension of RS&H Design Packages for Task Order 6 (\$2.3M) and Task Order 7 (\$1.376) from 1-25-2024 and approval of NEW Task Order 6, pending IFE review, for NTE \$9,071,436 to complete all design scope through Phase 2 and Garage (as presented on in Vison Plan).
- B. Recommended approval of Monteith Change Orders as follows:
 - i. Contract Manager (Part A) – Increase previously approved pre-construction fee from \$25,000 to \$59,000 (0.5% of increased total project construction estimate) and allocate \$15,000 for pre-construction travel expenses beyond 100-mile radius from ILM.
 - ii. Construction Phase 1A – to add **(Change Value Provided by Board Meeting)** for the addition of a canopy system to the future Rental Car Lot (temporary)/ Employee Lot (permanent).



Tab 4 (cont.)

Operations & Facilities

- **Information Items**

- Construction/ Capital Improvements Report

- Atrium Lobby improvements underway, HVAC install completing in May
- Inbound Baggage System Expansion to start week after NHCS Spring Break
- Curb Project Phase 1A – NCDEQ Stormwater Permit Received 3-27-2024
 - (Review Capital Program Stormwater Schedule)

- Facilities/IT Report

- Amadeus has identified an IT staff member, expect to start mid-April

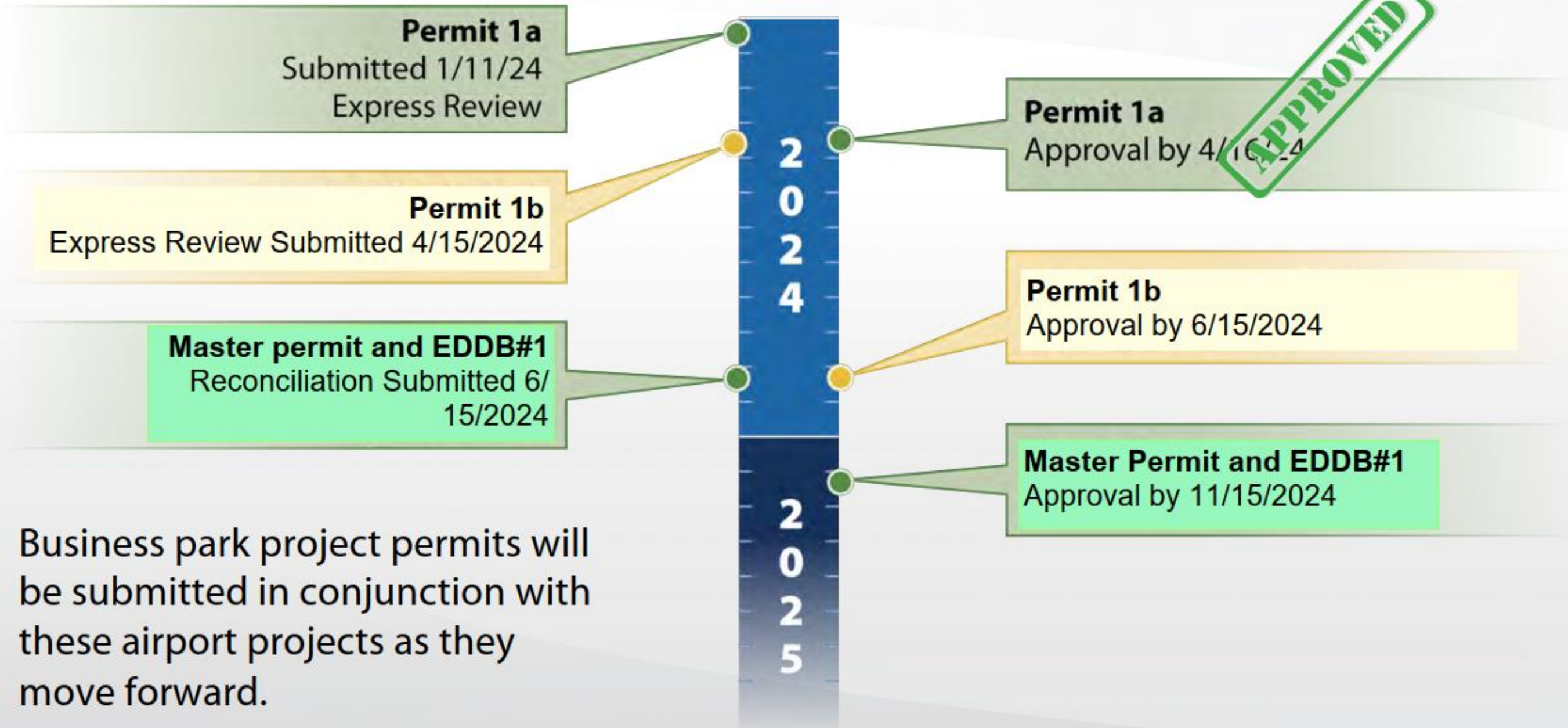
- Operations Report

- Airport Operations Chart

- Other

- None

Permits Schedule

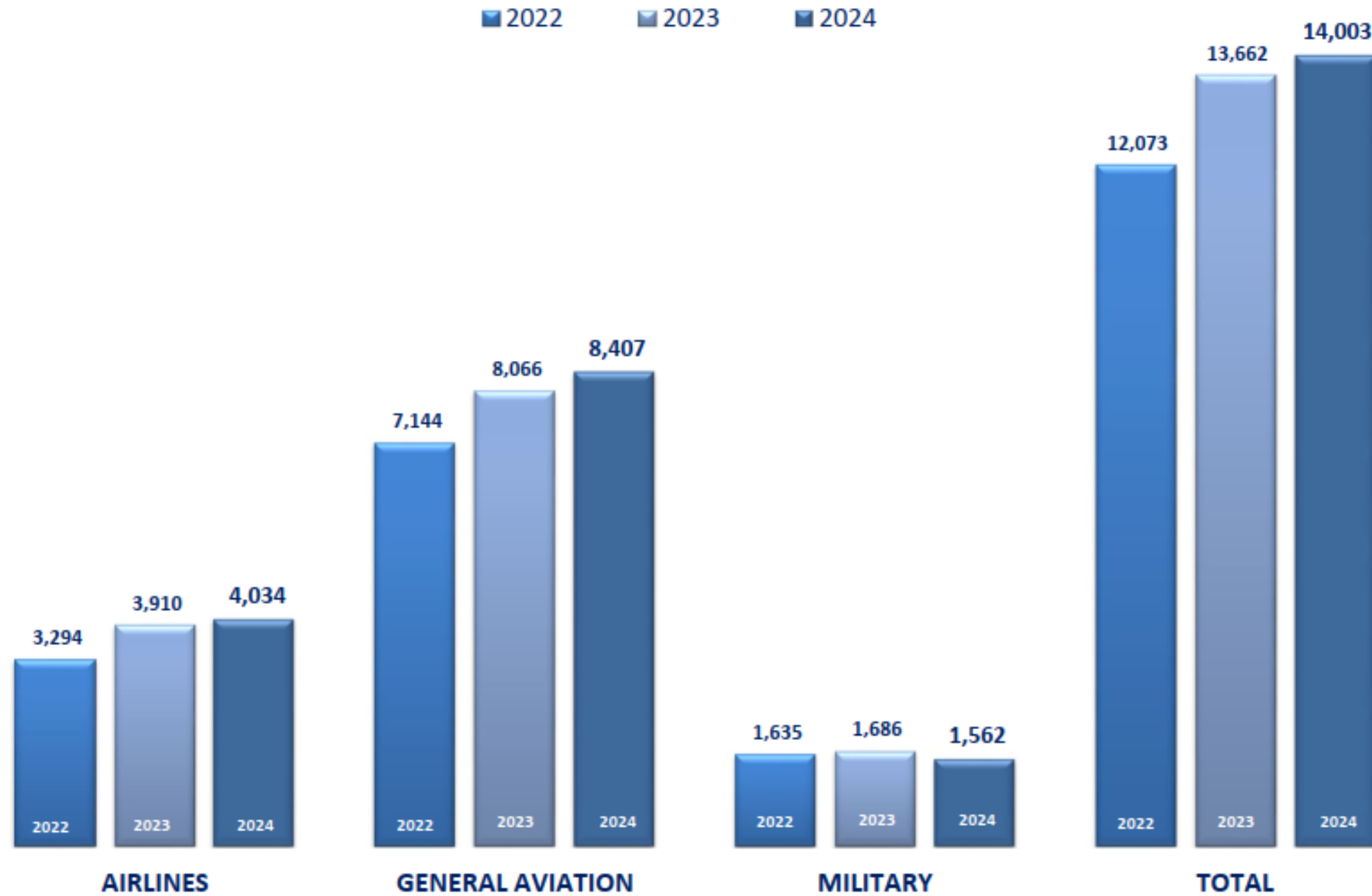


Business park project permits will be submitted in conjunction with these airport projects as they move forward.



AIRPORT OPERATIONS JANUARY-FEBRUARY

Calendar YTD Cumulative Total



Source: ILM ATCT



Tab 5

Director's Report

- **Action Items**
 - Board Resolution supporting \$1M in companion funding to supplement potential NC DOT funds for the future widening of 23rd Street between the MLK Interchange and Airport Blvd.
- **Information Items**
 - Funding Update for Terminal Curb and Roadway Improvements Project
 - ILM Aerospace Foundation Update
 - Community Air Service Development Update
 - Air Service Update



Air Service Development

Air Service Development



- Continued one-on-one conversations with airlines re: existing business and new business opportunities.



Cape Fear General Aviation Day



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-Leidos
- 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 by Monday 4.22.24
ATCT Tour: Email Timothy Walker - 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

SATURDAY, APRIL 27th | 9am-2pm
Wilmington International Airport - Rescue Base | 1851 Dolan Drive





APRIL 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	State of the County Address 4 pm	Exec. Comm. 4 pm	Airport Authority Mtg. 5 pm	Azalea Festival Weekend		
7	8	9	10	11	12	13
						Autism Takes Flight
14	15	16	17	18	19	20
			County Commissioners Breakfast Update 8 am			Honor Flight
21	22	23	24	25	26	27
		ILM Monthly Cookout 11 a - 1 p				Cape Fear General Aviation Event
28	29	30				
		Exec. Comm. 4 pm				



MAY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			Airport Authority Mtg. 5 pm			
5	6	7	8	9	10	11
			Chamber Intercity Visit – Savannah, GA			
12	13	14	15	16	17	18
19	20	21	22	23	24	25
		ILM Monthly Cookout 11 a – 1 p				
26	27	28	29	30	31	1
	Memorial Day					



Tab 6

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