



ILM

WILMINGTON INTERNATIONAL AIRPORT

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

***Wednesday
May 1, 2024***

5:00 PM

ILM Executive Conference Room



*New Hanover County Airport Authority
Meeting Agenda
May 1, 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 – April 3, 2024



Tab 2
Consent Agenda

None.

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**

Recommend approval of the Assignment and Assumption of the Marathon FBO Partners ILM, LLC Hangar Lease to ARQ Aviation MX, LLC (Assignee) for the premises located at 1501 John Morris Road, Wilmington, NC.

- **Information Items**

- Monthly Financials
- Monthly Activity and Performance Reports
- Marketing Report
- HR Report
- Budget Presentation – Approve for Public Review

- Business Development Report
 - Flex building update

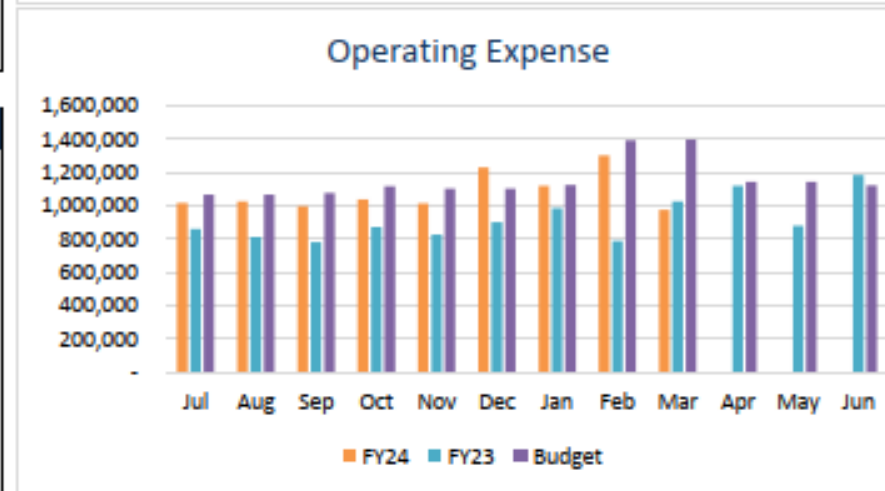
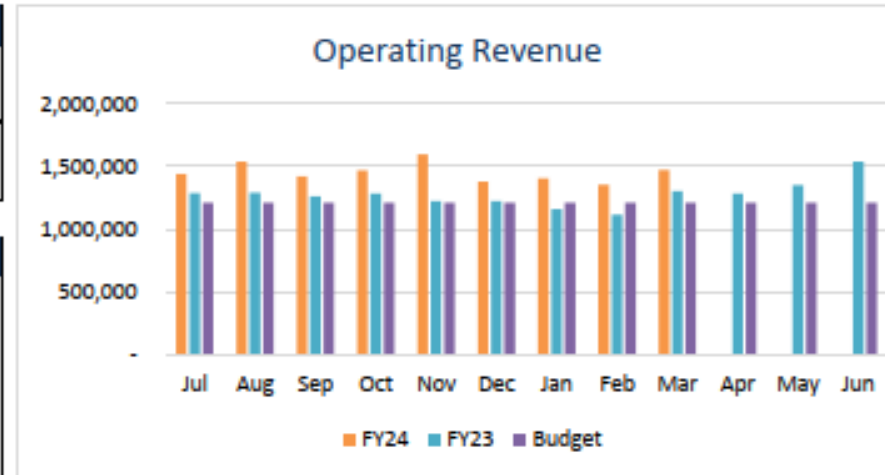


Wilmington International Airport Monthly Financial Summary March

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	1,774,310	1,333,016	1,497,138	33.1%	18.5%
Monthly Expense	974,515	1,399,541	1,025,419	-30.4%	-5.0%
YTD Revenue	15,200,489	11,997,144	11,820,959	26.7%	28.6%
YTD Expense	9,717,673	10,453,119	7,850,309	-7.0%	23.8%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	167,819	161,275	189,226	4.1%	-11.3%
Parking Lot	574,282	471,354	564,394	21.8%	1.8%
Rent	445,686	286,162	252,495	55.7%	76.5%
Commissions	191,468	217,084	204,545	-11.8%	-6.4%
Security	53,574	53,317	53,490	0.5%	0.2%
Other	38,088	35,491	35,996	7.3%	5.8%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	379,888	472,751	406,048	-19.6%	-6.4%
Contracted Services	163,544	197,766	148,277	-17.3%	10.3%
Utilities	54,288	75,000	52,426	-27.6%	3.6%
Repairs & Maint	97,269	347,083	114,153	-72.0%	-14.8%
Professional Svc	48,579	34,333	69,192	41.5%	-29.8%
Advertising/Mktg	71,790	110,742	129,444	-35.2%	-44.5%
Insurance	91,473	71,925	59,191	27.2%	54.5%
Business Park	14,408	35,417	14,320	-59.3%	0.6%
Other	53,277	54,524	32,367	-2.3%	64.6%



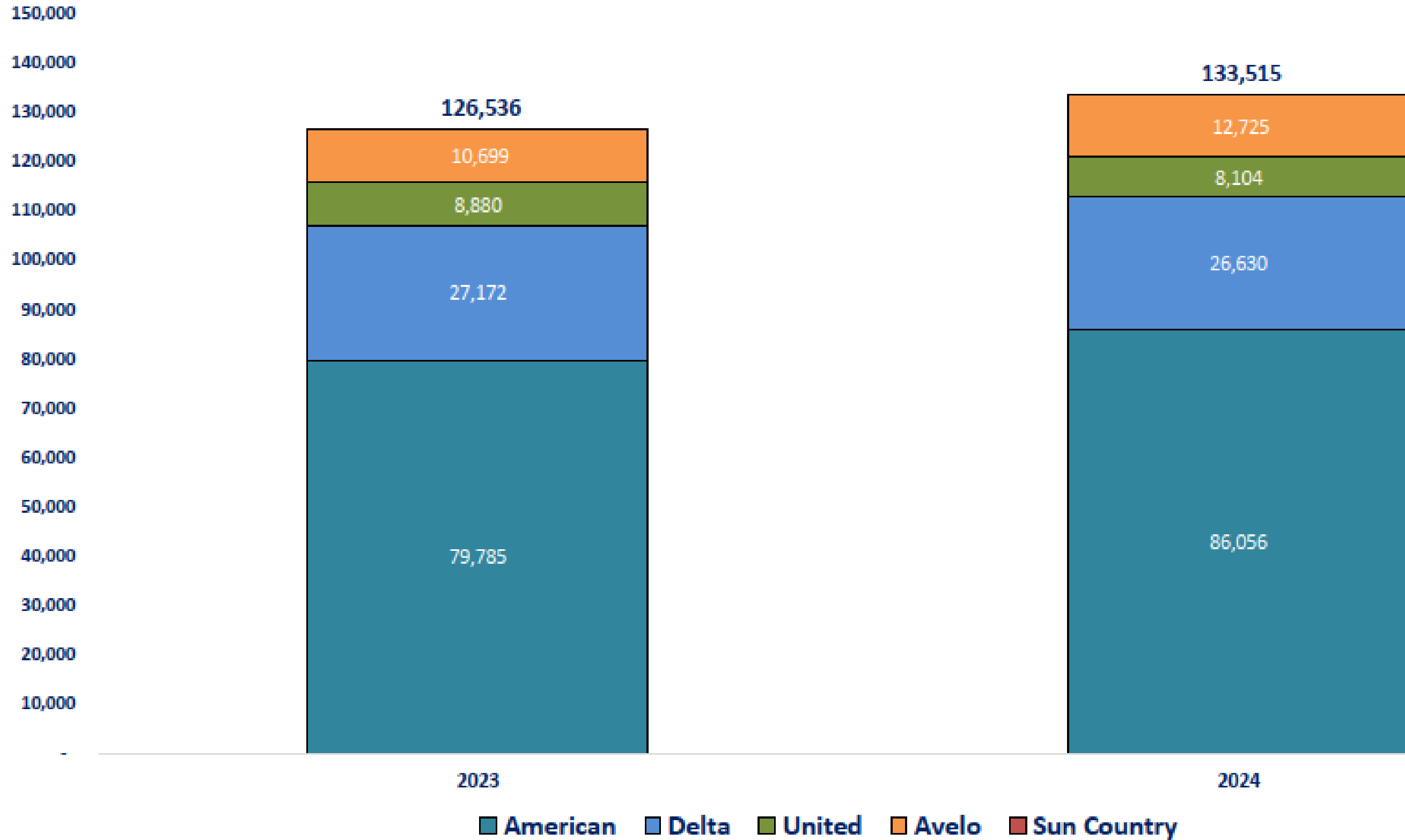
Summary of Significant Monthly Activity																															
	Revenue		Expense																												
<p>March passenger numbers improved over greatly over February, up 27%. The increased passenger numbers translated into higher revenue across all major revenue categories, with the exception of fuel flowage.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>Mar 24</th> <th>vs. Feb 24</th> <th>vs. Mar 23</th> </tr> </thead> <tbody> <tr> <td>Landing fees</td> <td>109,453</td> <td>13.9%</td> <td>-15.8%</td> </tr> <tr> <td>Fuel flowage fees</td> <td>30,105</td> <td>-15.2%</td> <td>-10.0%</td> </tr> <tr> <td>Rental car comm</td> <td>140,311</td> <td>29.5%</td> <td>-6.3%</td> </tr> <tr> <td>Food commission</td> <td>40,850</td> <td>81.8%</td> <td>-16.3%</td> </tr> <tr> <td>Parking</td> <td>574,282</td> <td>10.4%</td> <td>1.8%</td> </tr> <tr> <td>Enplanements</td> <td>49,407</td> <td>27.7%</td> <td>0.5%</td> </tr> </tbody> </table>		Mar 24	vs. Feb 24	vs. Mar 23	Landing fees	109,453	13.9%	-15.8%	Fuel flowage fees	30,105	-15.2%	-10.0%	Rental car comm	140,311	29.5%	-6.3%	Food commission	40,850	81.8%	-16.3%	Parking	574,282	10.4%	1.8%	Enplanements	49,407	27.7%	0.5%	<p>Salaries/Benefits - ILM had three open positions during the month of March; staff continues to work to fill those positions.</p> <p>Contracted services - includes NHCSO service and parking lot management and consultants. Awaiting a few consulting invoices that will put this expense more in line with the budgeted figure.</p> <p>Repairs and Maintenance - budget includes \$150k of airfield painting. The majority of this expense actually hit the books in February, with additional work to be done in May.</p> <p>Advertising/Marketing - the prior year amount reflects new television and radio campaigns that started in March. Similar campaigns will begin in April 2024.</p> <p>Insurance - policies finalized after budget approval; may need to amend budget.</p> <p>Other - includes equipment leasing, conference expense, and air service</p>		
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ENPLANED PASSENGERS BY AIRLINE

JANUARY-MARCH

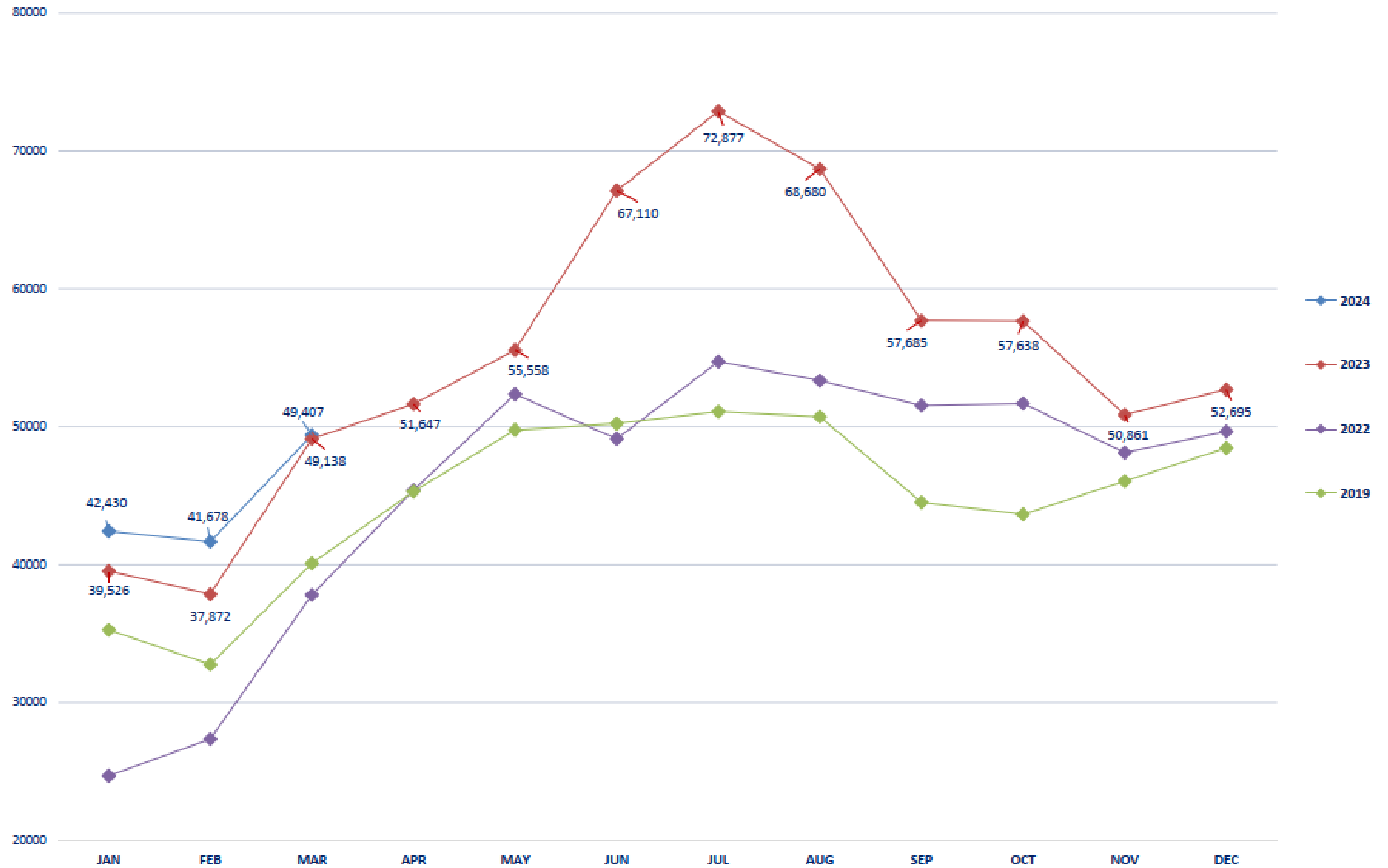
Calendar YTD Cumulative Total





MONTHLY PASSENGER ENPLANEMENTS

2019 - 2022 - 2023 - 2024



Source: Airline Passenger Statistics; ILM Airline Station Managers

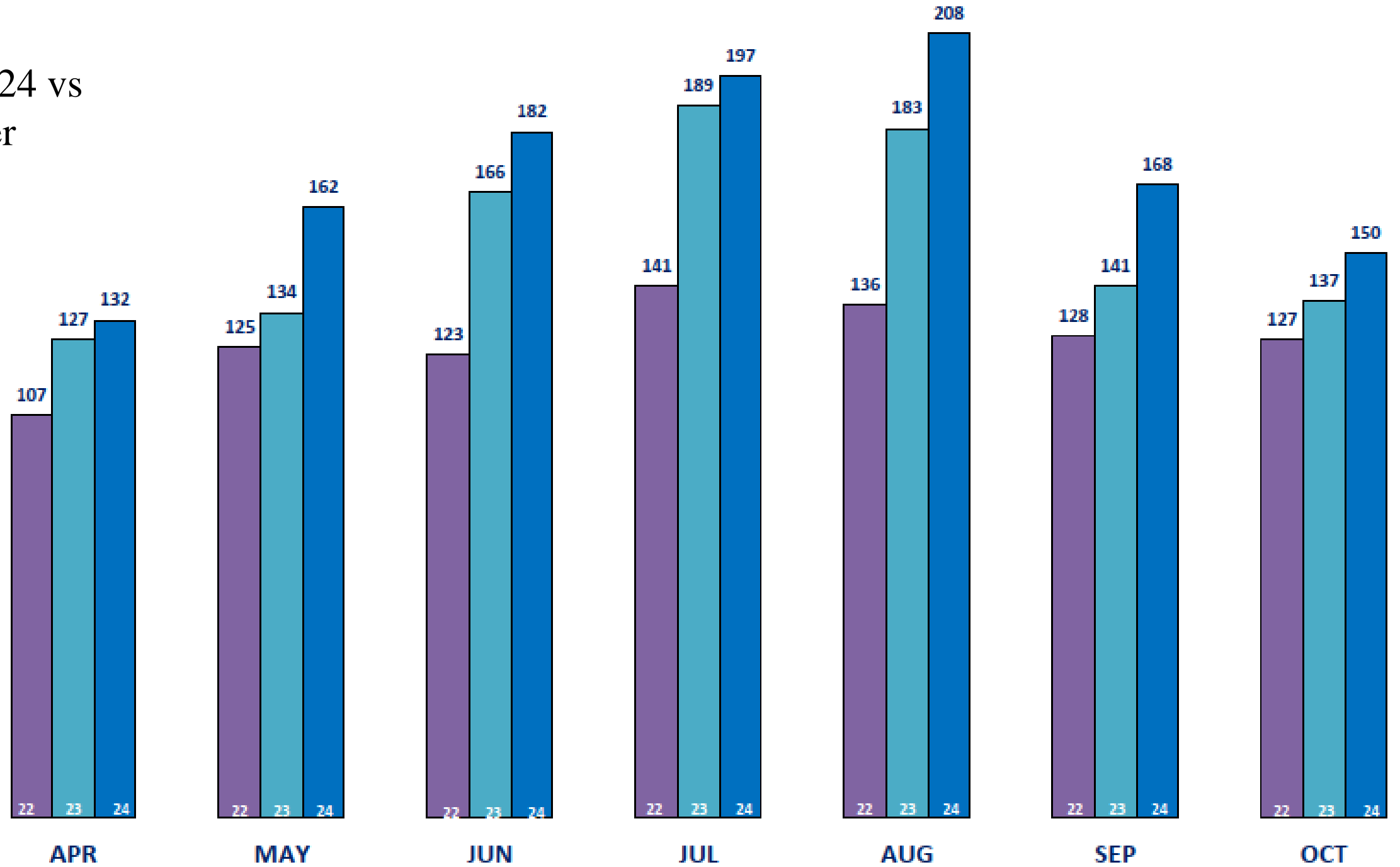


SEAT CAPACITY APRIL-OCTOBER

Thousands of total seats (inbound and outbound)

■ 2022 ■ 2023 ■ 2024

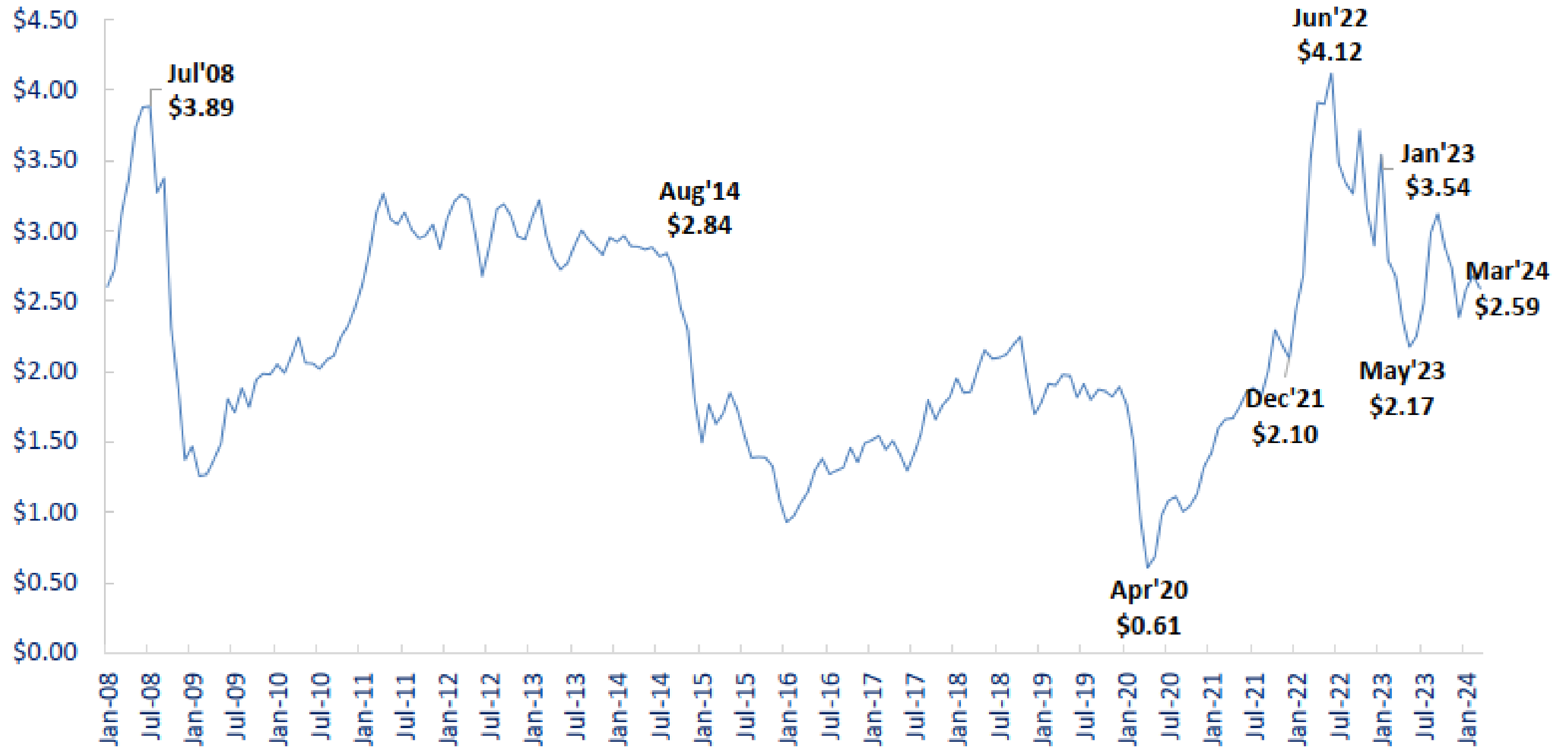
106,000 more seats in 2024 vs
2023 through October



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



Tab 3 Marketing Report

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

Total Audience	41,320	↗ 2.6%
Impressions	3,260,436	↗ 48.6%

Clicks to Airline Websites Jan. 1, 2024-April 22, 2024

63,539 total airline clicks

Website Metrics: Jan. 1, 2024-April 22, 2024

150,899 total users

Top performing post in April

Wilmington International Airport (ILM)
2,305 followers
5d • 🌐

We had so much fun celebrating the grand opening of Dunkin', Jimmy John's, and the Market today! We appreciate Faber joining the concessionaires at ILM! Check out all of the choices now available! <https://lnkd.in/etYyEF5x>

You and 73 others
2 comments • 1 repost



Tab 4

Operations & Facilities

- **Action Items**

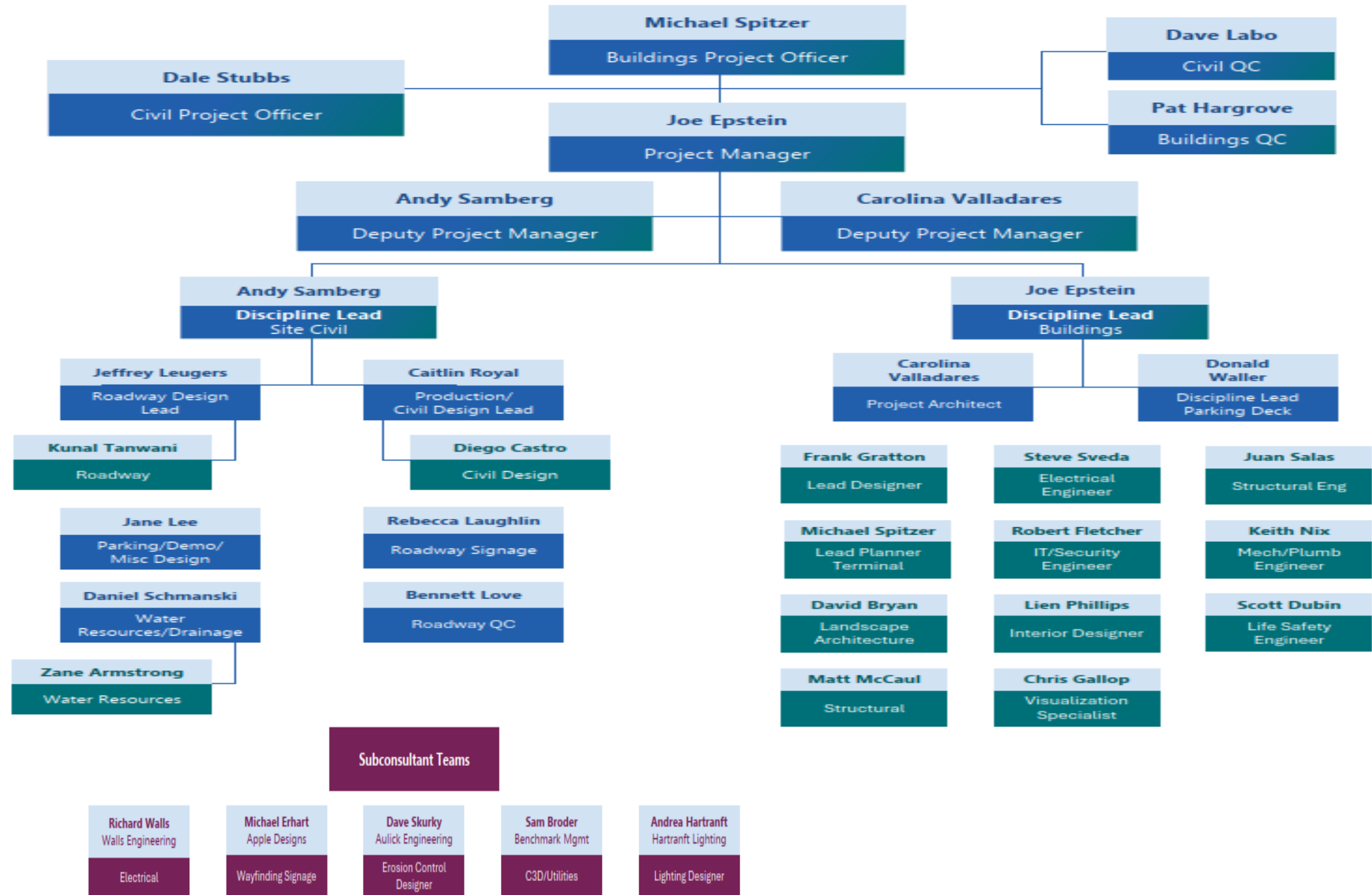
- A. Recommendation for approval of revised RS&H Design Packages for Task Order 6 pending IFE review, for the scope and fees indicated below, as related to the Roadway and Curbside Improvement Project:
 - 1. Design of Phase 2, Tunnel & Garage (as presented on Vision Plan) for NTE \$7,381,252 (*Ref. Organizational Chart*)
 - 2. Bid Support & Construction Administration Services for Phase 1B (Construction) for NTE \$538,180
- B. Recommendation to add \$750,000 of Owners Contingency to the Monteith Construction CMAR Contract Part B for the Roadway and Curbside Improvement Project to facilitate the movement of a work element (Pedestrian Walkway Canopies) from a later construction phase to the current phase (Phase 1A).
- C. Recommend amending Vasey Aviation Work Authorization 2023-1 Exhibit A according to the following:
 - 1. Amend Task 4.0 adding Phase 1B, 2 and Parking Garage (construction).
 - 2. Amend Task 6.0 to include “Construction”
 - 3. Add Task 8.0 for Design & Construction of Runway 6-24 Rehabilitation
 - 4. Authority reserves the right to reallocate funds between Tasks as necessary but in no case shall the total value of WA 2023-1 exceed the sum of approved tasks.



Tab 4 (cont.)

Operations & Facilities

RS&H Organizational Chart





Tab 4 (cont.)

Operations & Facilities

- **Information Items**

- Construction/ Capital Improvements Report

- Atrium Lobby improvements continuing
- Inbound Baggage System Expansion Complete
- Curb Project Phase 1A –
 - Road portions have been rough graded
 - “March Lot” construction has begun

- Facilities/IT Report

- Amadeus IT Support Person is onboard and working

- Operations Report

- Airport Operations Chart

- Other

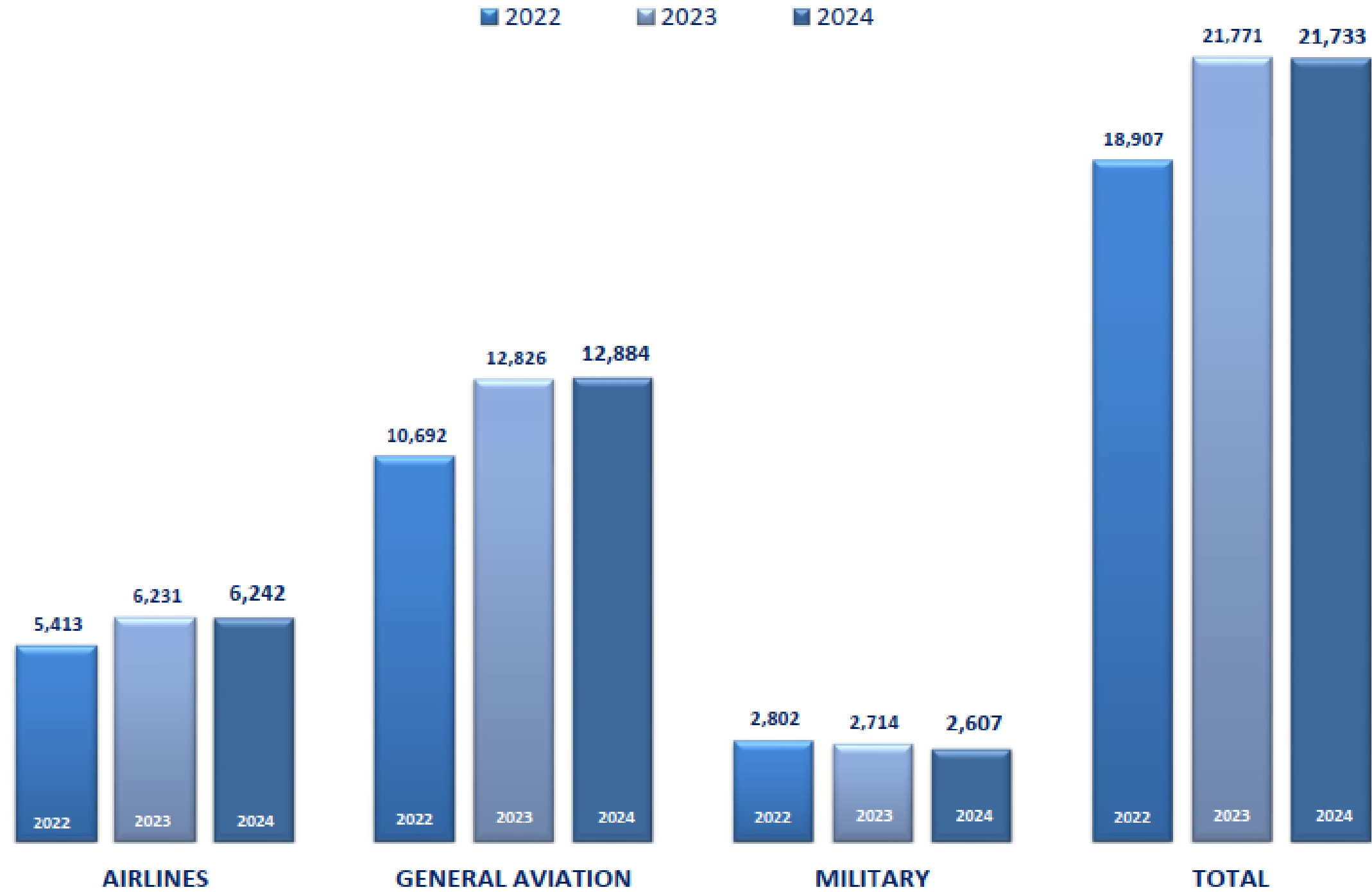
- FAA Part 139 Inspection Status
- New ARFF Truck Status



AIRPORT OPERATIONS

JANUARY-MARCH

Calendar YTD Cumulative Total



Source: ILM ATCT



Tab 4 (cont.) Operations & Facilities





Tab 5

Director's Report

- **Action Items - None**
- **Information Items**
 - 75% Design on Temporary Curb Front – *3D model*
 - ILM Aerospace Foundation Update
 - GA Event Recap from 4-27-2024
 - Part 150 Study Presentation and Discussion



MAY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			WMPO Mtg. 3 p Airport Authority Mtg. 5 p			
5	6	7	8	9	10	11
			Chamber Intercity Visit – Savannah, GA			
12	13	14	15	16	17	18
			Part 150 Public Mtg. 5 p (Snipes Academy)			
19	20	21	22	23	24	25
	Jump Start				ILM Aerospace Foundation Mtg. 11 a	
		ILM Monthly Cookout 11 a-1 p				
26	27	28	29	30	31	1
	Memorial Day		WMPO Mtg. 3 p	Committee Meetings 2-4 p		



JUNE 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
		Exec. Comm. 4 pm	Airport Authority Mtg. 5 pm	Ambassador's Quarterly mtg. 10 am		
9	10	11	12	13	14	15
				Tenant's Quarterly Mtg. 10 am		
16	17	18	19	20	21	22
	ILM Aerospace Foundation Mtg. 11 a	ILM Monthly Cookout 11 a - 1 p				
23	24	25	26	27	28	29
		Faison Gibson's Birthday	WMPO Mtg. 3 pm	Committee Meetings 2-4 pm		
30						



Tab 6

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