



ILM

WILMINGTON INTERNATIONAL AIRPORT

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

Monday, September 8, 2025

5:00 PM

ILM Executive Conference Room



***New Hanover County Airport Authority
Meeting Agenda
September 8, 2025– 5 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 & 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:

- July 9, 2025, Airport Authority meeting



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 	Andrew Jones Spruill 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 	Jason Thompson 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, Past Chair Nick Rhodes, Chair Jason Thompson, Vice Chair ** In the event any of the above are unable to attend, the Secretary, Faison Gibson, shall attend.	Jeff Bourk
Director’s Report – Tab 5	Will include updates from Executive Committee as necessary	



Tab 3

Finance, Marketing, Air Service & Business Development

- **Action Items**

- a. Recommend approval of CIL ILM 2, LLC term sheet for the Fourth Amendment to Sublease which extends the due diligence period, the financing period, and the construction period. It also grants a right of first refusal for an additional 0.66 acres of land. Sublessee will pay a fee of Fifty Thousand Dollars (\$50,000) upon execution of this amendment.
- b. Recommend approval of CIL ILM 3, LLC term sheet for the Third Amendment to Sublease which extends the due diligence period, the financing period, the construction period, and the rent commencement date. It also grants a right of first refusal for an additional 0.53 acres of land. Sublessee will pay a fee of Fifty Thousand Dollars (\$50,000) upon execution of this amendment.
- c. Recommend approval of the First Amendment to the Happy Hour T-Shirts LLC dba Battle House lease to extend the term through September 30, 2028. All other terms of the agreement remain unchanged.
- d. Recommend approval of the Operating Permit between NHCAA and Air Transport International, Inc. The permit allows ATI to operate at ILM and requires ATI to pay fees in accordance with published rates and charges.
- e. Recommend approval of the Operating Permit between NHCAA and ABX Air, Inc. The permit allows ATI to operate at ILM and requires ATI to pay fees in accordance with published rates and charges.
- f. Recommend approval of professional fees not to exceed \$250,000, in addition to previously approved purchase order.
- g. Recommend approval of budget amendment to add \$500,000 to professional fees.



Tab 3

Finance, Marketing, Air Service & Business Development

- **Information Items**
 - Monthly Financials
 - Monthly Activity Reports
 - Marketing Report
 - HR Report
 - Business Development Report

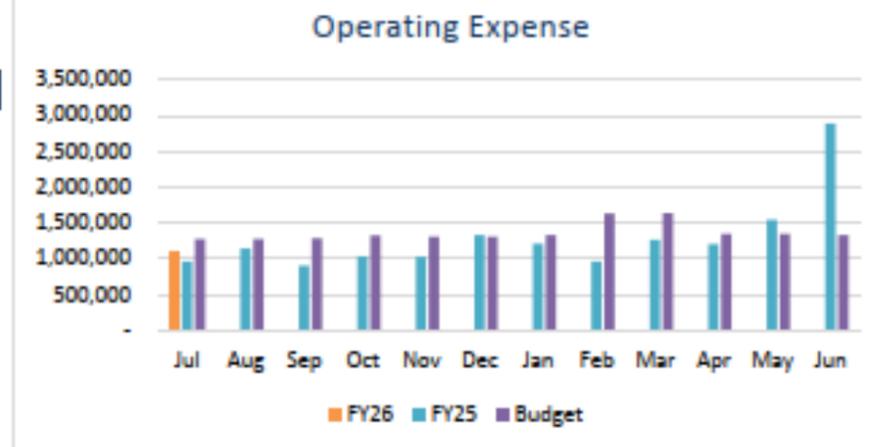
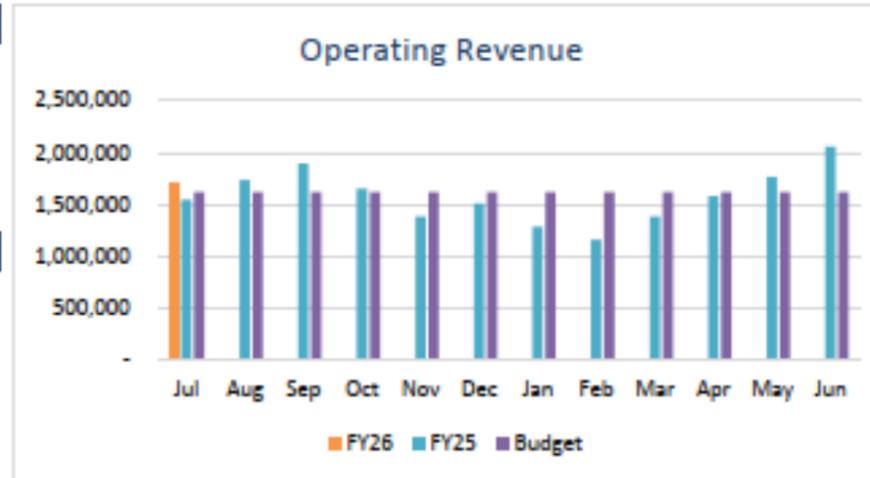


Wilmington International Airport Monthly Financial Summary July

Summary	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Monthly Revenue	1,974,553	1,803,408	1,872,294	9.5%	5.5%
Monthly Expense	1,092,853	1,280,835	969,273	-14.7%	12.7%
YTD Revenue	1,974,553	1,803,408	1,872,294	9.5%	5.5%
YTD Expense	1,092,853	1,280,835	969,273	-14.7%	12.7%

Revenue	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Aviation	267,223	204,500	245,818	30.7%	8.7%
Parking	640,511	629,650	602,445	1.7%	6.3%
Rent	304,105	502,799	281,865	-39.5%	7.9%
Commissions	417,198	240,084	340,087	73.8%	22.7%
Other	65,543	43,042	38,588	52.3%	69.9%
Interest	279,973	183,333	211,931	52.7%	32.1%

Expense	Actual	Budget	Prior Year	Act vs. Bud	Act vs. PY
Salaries/Benefits	422,928	484,918	402,131	-12.8%	5.2%
Contracted Services	202,966	212,166	148,453	-4.3%	36.7%
Utilities	82,314	77,500	81,095	6.2%	1.5%
Repairs & Maint	80,083	96,667	107,948	-17.2%	-25.8%
Professional Svc	73,168	66,250	30,301	10.4%	141.5%
Advertising/Mktg	90,538	125,000	58,425	-27.6%	55.0%
Insurance	95,659	120,917	97,880	-20.9%	-2.3%
Business Park	8,989	36,250	10,037	-75.2%	-10.4%
Other	36,208	61,167	33,005	-40.8%	9.7%



Summary of Significant Monthly Activity				
Revenue			Expense	
<p>Strong enplanement figures helped to boost most major revenue categories over last year. The increase in rental car commissions from June to July and less parking revenue indicates more leisure passengers coming into the market.</p>			<p>Salaries/benefits - there were four of open positions during July. There are also five new positions that were included in the FY24 budget that we will look to fill throughout the year.</p>	
	Jul 25	vs. Jun 25	vs. Jul 24	<p>Contracted Services - includes security provided by the NHC Sheriff's office and parking lot management. Other consulting fees are not billed evenly throughout the year.</p>
Landing fees	210,272	5.6%	19.9%	<p>Repairs & Maint - includes facilities repairs, vehicle fuel, custodial supplies, and computer expenses.</p>
Fuel flowage fees	47,059	54.6%	3.6%	<p>Prof Services - reflects payments on contracts recently approved by the Authority.</p>
Rental car comm	269,022	3.0%	18.1%	<p>Advertising/Mktg - a number of marketing campaigns ended in June. New campaigns began in July and will be reflected in the August activity.</p>
Food commission	126,706	5.2%	31.7%	<p>Insurance - policies put in place after budget approval; will need to increase</p>
Parking	640,511	-4.8%	6.3%	
Enplanements	97,074	7.2%	25.6%	



Marketing Report

Social Media Metrics: Jan. 1, 2025-August 25, 2025

Total Audience 45,093 (+7.7% YoY)
Impressions 8,259,779 (+6.5% YoY)

Website Metrics: Jan. 1, 2025-August 25, 2025

Total website users: 304,349 (-2% YoY)

Clicks to Airline Websites Jan. 1, 2025-August 25, 2025

- Total airline clicks 133,621 (+7.7% YoY)
- Avelo 29%
 - American 21%
 - Breeze 14%
 - Delta 11%
 - Jet Blue 10%
 - United 9%
 - Sun Country 6%

Top performing post in June

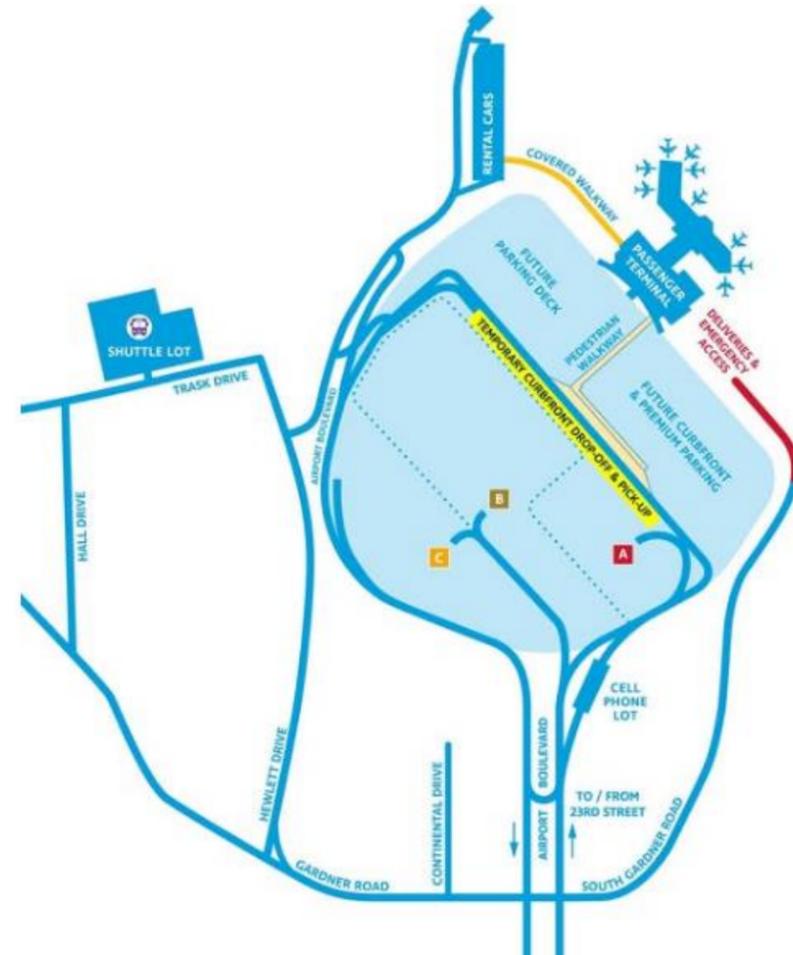
Wilmington International Airport (ILM)
Published by Sprout Social · August 19 at 6:58 AM · 🌐

🔔 ILM's temporary curb-front opens this afternoon! 🚗

- ✅ Dropping off? Head to the new temporary curb-front.
- ✅ Picking up? You can wait in the new cell phone lot and then swing by the new temporary curb-front when your passenger is ready.

ILM would like to thank everyone for their patience as the airport team works to make ILM even better!

📍 Follow signage, view the map with the new cell phone lot and temporary curbfront, and find more info at flyilm.com/improvements





Marketing Report

Temporary Curbfront Communications





Air Service Development

Avelo announces ILM's first commercial international flight to Punta Cana, Dominican Republic & the return of West Palm Beach

- **Punta Cana, Dominican Republic (PUJ)**
Begins December 24, 2025, with twice weekly service on Wednesdays and Saturdays
- **West Palm Beach, Florida (PBI)**
Begins November 20, 2025, with twice weekly service on Thursdays and Sundays





Tab 4

Operations & Facilities

- **Action Items**

- a. Recommend Approval of Work Authorization Amendment to RS&H related to extended Phase 2 construction administration services and additional redesign associated with value engineering cost NTE \$ TBD.
- b. Recommend Approval of Work Authorization #2, Modification 5 to Ardurra for extended stormwater support services from June 2025 through December 2025 in an amount NTE \$ **79,900**.

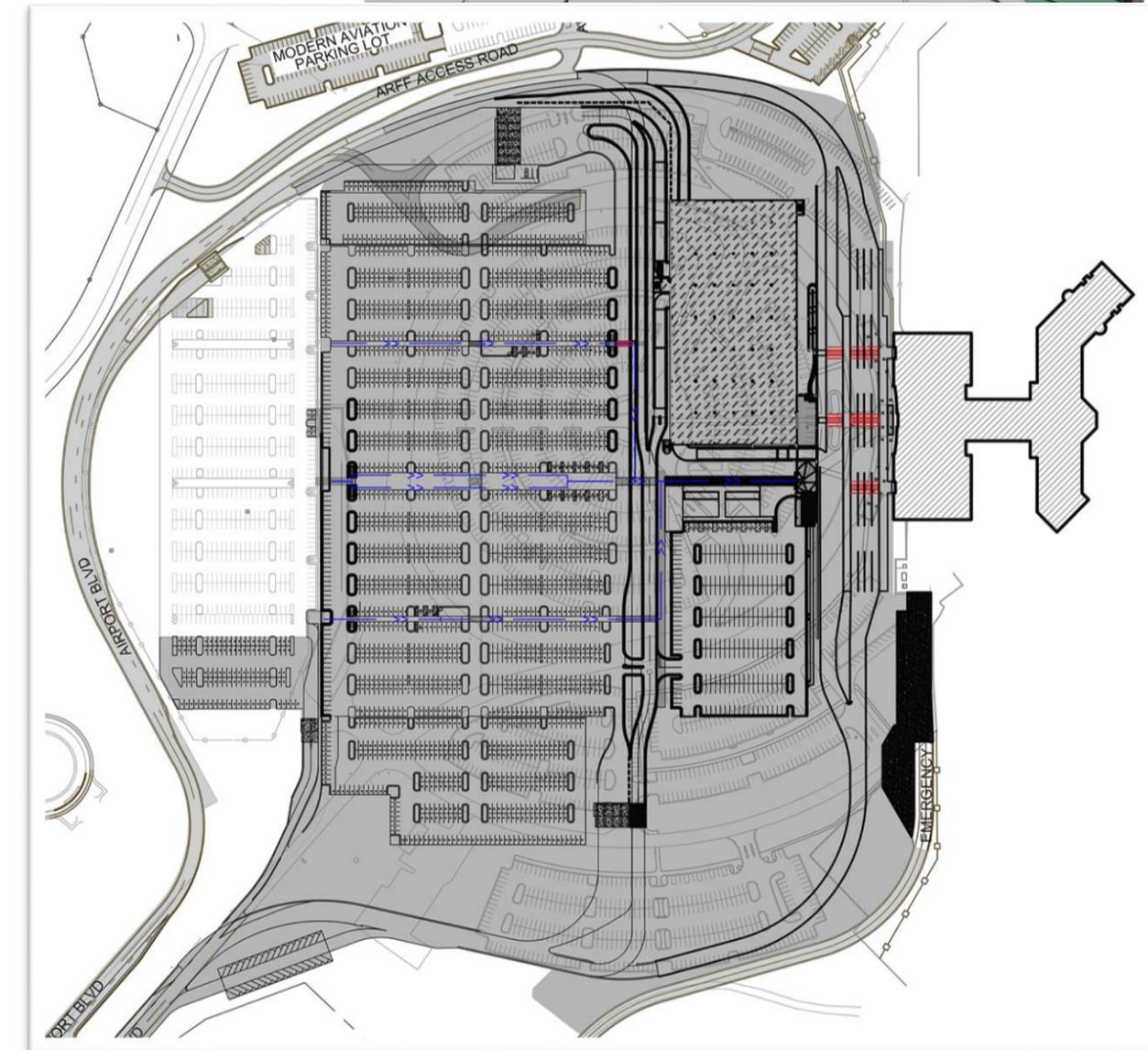
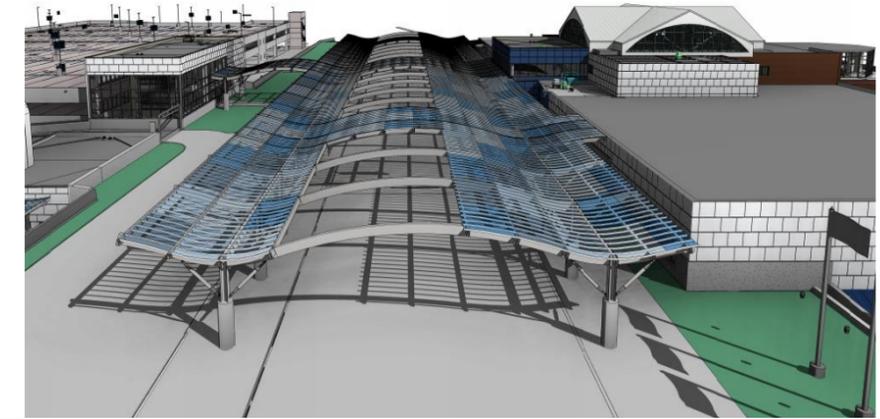


ILM

Tab 4

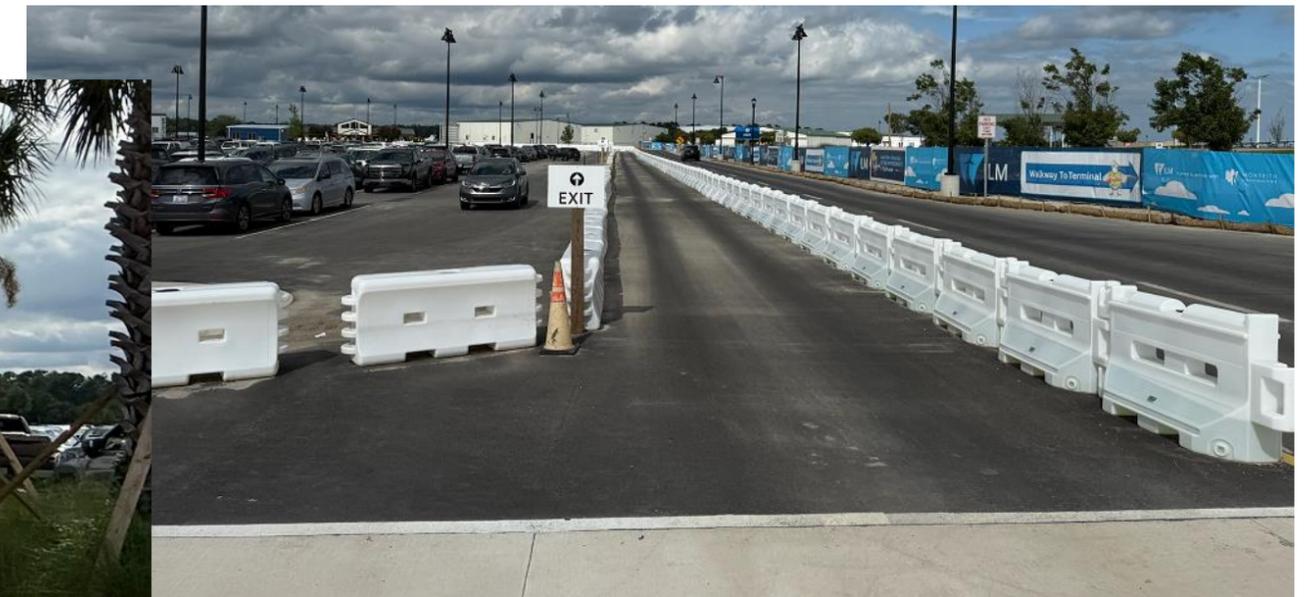
Operations & Facilities

- **Information Items**
- **Construction/ Capital Improvements Report**
 - Phase 1B close out.
 - Phase 2 – Underway, Temp Curb opened Aug. 19, 2025
 - East Ramp Utility Project NTP given for July 27th.
 - Runway 6-24 Rehab Bid Opened July 15th , Low Bidder ST Wooten, holding prices while waiting on FAA grant award.
- **General Facilities/IT Report**
 - None.
- **Operations Report**
 - Airport Operations [Chart](#) [Director's Report](#)





Tab 4 Operations & Facilities



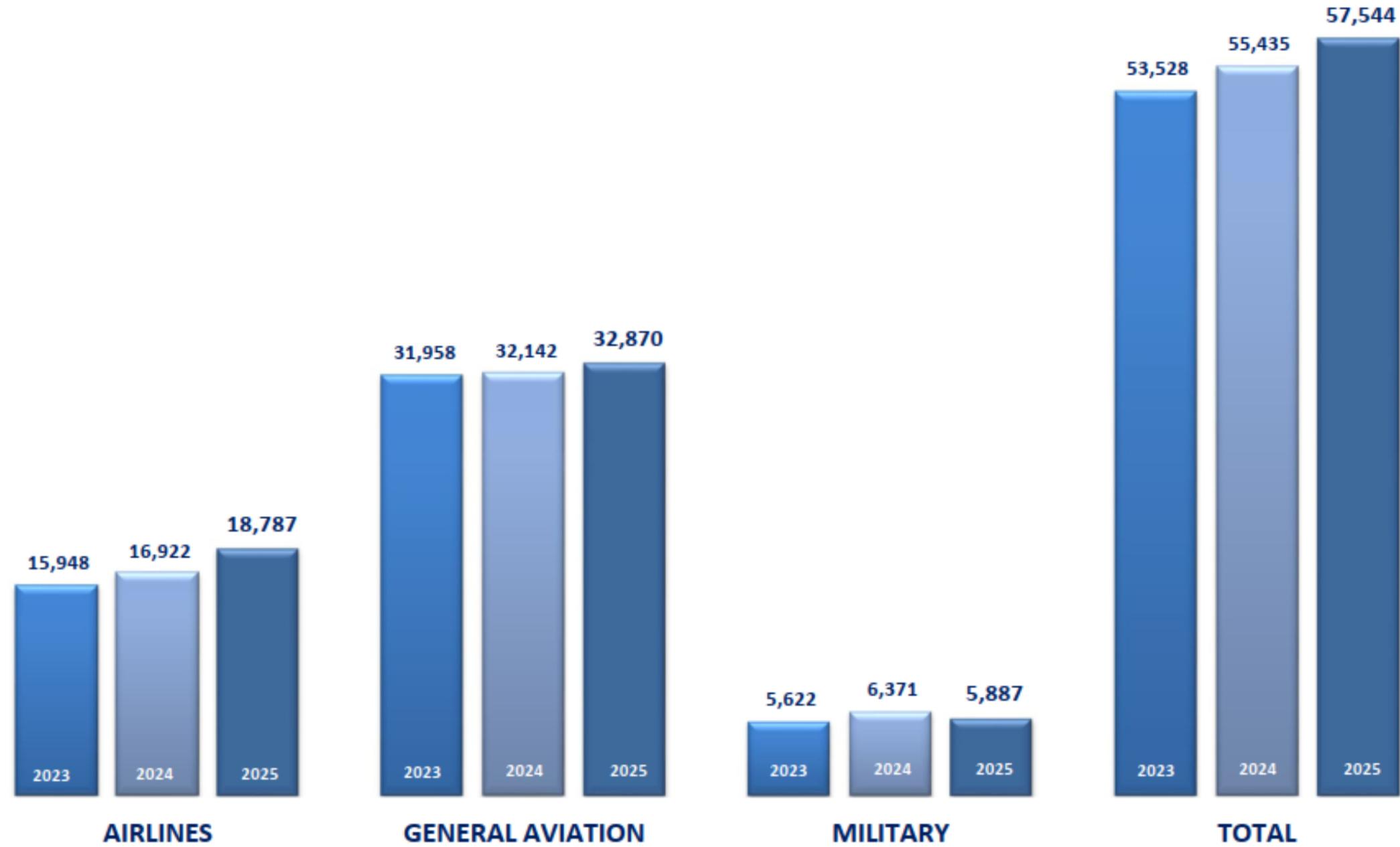


AIRPORT OPERATIONS

JANUARY-JULY

Calendar YTD Cumulative Total

■ 2023 ■ 2024 ■ 2025



Source: ILM ATCT



Tab 5

Director's Report

- **Action Items – None.**
- **Information Items**
 - a. Employee recognition from Asheville for Helene efforts. [\(SEADOGS\)](#)
 - b. Customs Facility Update and new International Service
 - c. Air Service Activity Reports [✈](#)
 - d. Community Outreach Events
 - Airline Station Manager & Tenant Terminal Curb Project Update
 - ILM Volunteer Terminal Curb Project Update
 - Airline Real Estate Team Terminal Update; RWY 6-24 Update; and Gate Assignments
 - ILM Employee Terminal Curb Project Update
 - Top 300 Real Estate Agents Meeting
 - ILM Tenant Luncheon - July 31st
 - Wilmington Chamber – ILM Update – August 28th
 - ILM Tenant Luncheon – August 28th
 - e. ACE Camp – July 14 – 17th [\(See pictures\)](#)
 - f. Chamber Career & Leadership Development Academy, Avelo Airlines, ILM, and ILM Aerospace Foundation team up to host 40 kids on Flights to Houston and Tampa and learn about all of the job opportunities along the way – August 20th & 21st
[\(see pictures\)](#)



SEADOG AIRPORTS

Map of SEADOG Airports.



About SEADOG

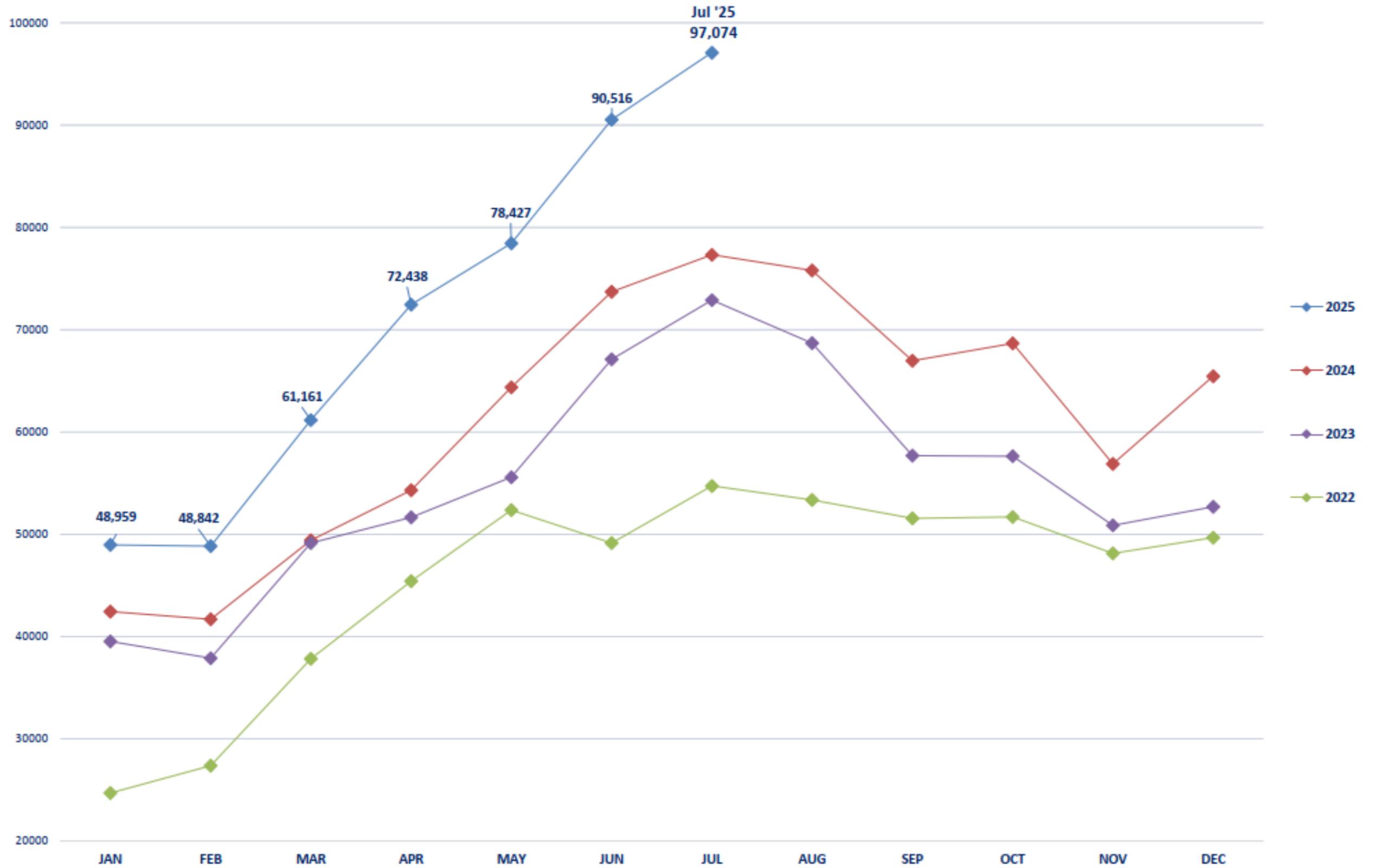
The Southeast Airport Disaster Operations Group, or “SEADOG“, is an informal collection of airports who have come together to provide operational assistance to other airports hit by natural disasters, such as hurricanes, tornadoes or floods.

SEADOG coordinates fast responses to specific operational needs, supplying teams of volunteer airport staff and necessary equipment needed to return an airport to operational status. SEADOG works closely with [WESTDOG](#), its Western United States counterpart.



MONTHLY PASSENGER ENPLANEMENTS

2022 - 2023 - 2024 - 2025

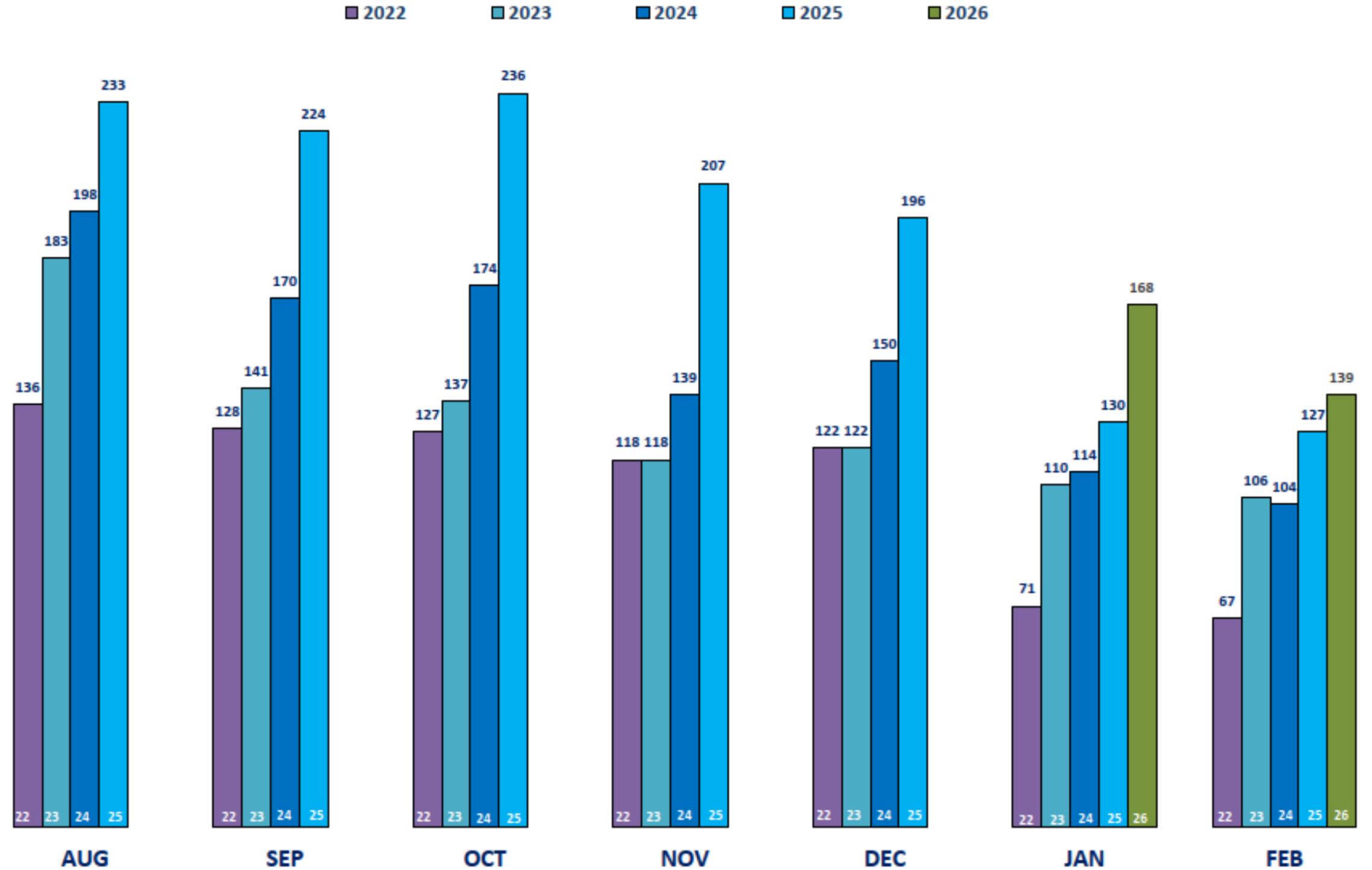


Source: Airline Passenger Statistics; ILM Airline Station Managers



SEAT CAPACITY AUGUST-FEBRUARY

Thousands of total seats (inbound and outbound)





ILM Aerospace
Foundation

A
C
E

C
A
M
P

July 14th – 17th, 2025





ILM Aerospace
Foundation

ACE Camp



July 14th -17th, 2025

[Director's Report](#)



Chamber Leadership
Development
Academy Mentors
fly to Houston –
August 20, 2025





Chamber Leadership
Development
Academy Mentors
fly to Tampa –
August 21, 2025





SEPTEMBER 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
	Labor Day Admin Offices Closed				Executive Committee meeting	
7	8	9	10	11	12	13
	Airport Authority Meeting			LeAnn Pierce's Birthday		
14	15	16	17	18	19	20
21	22	23	24	25	26	27
			Committee Meetings			
28	29	30				
		Executive Committee meeting				



OCTOBER 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
			Airport Authority Meeting	Annual Tenant Meeting and Lobster Bake		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
	Columbus Day					
19	20	21	22	23	24	25
26	27	28	29	30	31	
			Committee Meetings			



Tab 6

- **Unfinished Business**
 - *Closed session to consult with legal counsel pursuant to N.C.G.S. §143-318.11(a)(3).*
- **New Business**
- **Adjournment**