

**NEW HANOVER COUNTY AIRPORT AUTHORITY
REGULAR MEETING
December 3, 2025**

CALL TO ORDER

The New Hanover County Airport Authority met on Wednesday, December 3, 2025, at Wilmington International Airport, 1740 Airport Boulevard, Wilmington, North Carolina. Past Chairman S. Thompson called the meeting to order at 5:03 p.m. Mr. Jones led the Authority in the pledge of allegiance. Past 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 Jason Thompson, Vice Chairman; Faison Gibson, Secretary; Spruill Thompson, Past Chairman; and Andrew Jones. Kemp Burpeau, Senior Deputy County Attorney, was also present. ILM staff present included Jeff Bourk, Airport Director; Robert Campbell, Deputy Airport Director; Granseur Dick, Deputy Airport Director; and Rose Davis, Executive Assistant.

Nick Rhodes, Chairman; Wanda Copley and LeAnn Pierce were absent. Past Chairman S. Thompson presided over the meeting.

Approximately 12 guests from the public attended the Authority meeting.

APPROVAL OF MINUTES

The Authority has reviewed the minutes of the Authority meeting on November 5, 2025. Mr. Jones MOVED, SECONDED by Mr. J. Thompson to approve the minutes of the November 5, 2025, meeting as submitted. Upon vote, the MOTION WAS APPROVED. Nick Rhodes, Chairman; Wanda Copley and LeAnn Pierce were absent.

The Authority has reviewed the minutes of the Closed Session on November 5, 2025. Mr. Jones MOVED, SECONDED by Mr. J. Thompson to approve the minutes of the Closed Session on November 5, 2025, as submitted. Upon vote, the MOTION WAS APPROVED. Nick Rhodes, Chairman; Wanda Copley and LeAnn Pierce were absent.

EMPLOYEE RECOGNITION

Erin McNally, Marketing, Air Service Development, and Public Relations Manager, was recognized for receiving her Certified Member of the American Association of Airport Executives (AAAE). This test shows you have knowledge of aviation across all aspects of the industry. This is the first step in the process for achieving Accredited Airport Executive (AAE). ILM already has 3 AAAs: Jeff Bourk, Robert Campbell, and Granseur Dick, which is more than most airports our size.

APPROVAL OF CONSENT AGENDA

The Authority having reviewed the item(s) listed on the Consent Agenda in committee and

requiring no further discussion, Past Chair S. Thompson requested a motion to approve the Consent Agenda as presented at the meeting. Mr. J. Thompson MOVED, SECONDED by Ms. Gibson, to approve the Consent Agenda as presented. Upon vote, the MOTION WAS APPROVED. Nick Rhodes, Chairman; Wanda Copley and LeAnn Pierce were absent.

CONSENT AGENDA ITEM(S)

Amendment to CFPUA Easement Exhibits accommodating as-built conditions for water and sewer force main constructed in 2024 at approach of RWY 17.

PUBLIC COMMENTS – None.

FINANCE, MARKETING, AIR SERVICE DEVELOPMENT AND BUSINESS DEVELOPMENT

Mr. Campbell recommended, on behalf of the Finance and Business Development Committees, approval of the following:

- a. Second Amendment to the VCKHs Magnolia, LLC Sublease dated June 16, 2023, to change the rent commencement date to October 1, 2026. In exchange for this amendment, VCKH has agreed to a 3% increase in the initial rent, a one-time, non-refundable fee, and a termination provision if construction has not started by April 1, 2027. Ms. Gibson MOVED, SECONDED by Mr. J. Thompson to approve the Second Amendment to the VCKHs Magnolia, LLC Sublease as presented. Upon vote, the MOTION WAS APPROVED. Nick Rhodes, Chairman; Wanda Copley and LeAnn Pierce were absent.
- b. First Amendment to the VCKHs Magnolia, LLC Sublease dated September 14, 2023, to change the rent commencement date to October 1, 2026. In exchange for this amendment, VCKH has agreed to a 3% increase in the initial rent, a one-time, non-refundable fee, and a termination provision if construction has not started by April 1, 2027. Ms. Gibson MOVED, SECONDED by Mr. Jones to approve the First Amendment to the VCKHs Magnolia, LLC Sublease as presented. Upon vote, the MOTION WAS APPROVED. Nick Rhodes, Chairman; Wanda Copley and LeAnn Pierce were absent.

Mr. Campbell reviewed the monthly financials and the marketing report. Mr. Bourk updated the Authority on recent air service development events attended and the Part 150 Study.

OPERATIONS AND FACILITIES

Mr. Dick recommended the approval of the following action items on behalf of the Facilities Committee:

- a. Contract assignment from Talbert & Bright, Inc. to Talbert, Bright & Ellington, LLC. Mr. Jones MOVED, SECONDED by Mr. J. Thompson to approve Contract Assignment from Talbert & Bright, Inc. to Talbert, Bright & Ellington, LLC as presented. Upon vote, the MOTION WAS APPROVED. Nick Rhodes, Chairman; Wanda Copley and LeAnn Pierce were absent.

- b. Work Authorization to Talbert, Bright & Ellington, LLC for Construction Administration Services associated with the RWY rehab in an amount NTE \$330,000.00, pending IFE review. Mr. J. Thompson MOVED, SECONDED by Ms. Gibson to approve Work Authorization to Talbert, Bright & Ellington for Construction Administration Services as presented. Upon vote, the MOTION WAS APPROVED. Nick Rhodes, Chairman; Wanda Copley and LeAnn Pierce were absent.
- c. Contract for HVAC improvements related to the remaining legacy system components serving the pre-security portions of the terminal, to the lowest priced contractor, Odyssey Mechanical, in an amount NTE \$140,000. Mr. J. Thompson MOVED, SECONDED by Mr. Jones to approve Contract for HVAC improvements as presented. Upon vote, the MOTION WAS APPROVED. Nick Rhodes, Chairman; Wanda Copley and LeAnn Pierce were absent.
- d. 4 Year Contract for HVAC preventative maintenance NTE \$270,000 to the lowest priced vendor. Mr. J. Thompson MOVED, SECONDED by Mr. Jones to approve 4-year Contract for HVAC preventative maintenance as presented. Upon vote, the MOTION WAS APPROVED. Nick Rhodes, Chairman; Wanda Copley and LeAnn Pierce were absent.
- e. 5-year contract for terminal floor maintenance NTE \$802,000 to the lowest priced vendor. Ms. Gibson MOVED, SECONDED by Mr. Jones to approve 5-year Contract for terminal floor maintenance as presented. Upon vote, the MOTION WAS APPROVED. Nick Rhodes, Chairman; Wanda Copley and LeAnn Pierce were absent.

Mr. Dick reviewed the status of ongoing projects including the Curb project Phase 2, East Ramp Utility project, RWY 6-24 Rehab, bag belt expansion at the new ticket counters, and Customs Facility update. Mr. Dick reviewed a photo slide of the progress on these projects and the Operations Chart.

DIRECTOR'S REPORT

Mr. Bourk updated the Authority on the upcoming Vision Plan Work Session and Authority meeting scheduled for January 28th; ARFF Tabletop Exercise; Airshow and Rhythm and Tunes in the terminal.

Mr. Bourk reviewed the Air Service Activity Reports and shared information regarding the ILM Aerospace Foundation Government worker food drive.

Mr. Bourk shared the list of community outreach events that the ILM team have participated in over the last month, which included:

- Annual ARFF Tabletop Exercise
- Part 150 Study – Planning Advisory Committee Meeting

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- Part 150 Study – Public Meeting
- TSA Tabletop Active Shooter Exercise

UNFINISHED BUSINESS - None.

NEW BUSINESS – None

ADJOURNMENT

Mr. Jones MOVED, SECONDED by Mr. J. Thompson, to adjourn the meeting. There being no further business to come before the Board, Past Chairman S. Thompson adjourned the meeting at approximately 5:25 pm.

Prepared by:
Rose M. Davis

Respectfully Submitted:

Faison Gibson, Secretary

Date of Approval: January 28, 2026