

## Minutes

Coastal Carolina Regional Airport Authority

August 20, 2024

Chairman Harris called the meeting to order at 2:00 p.m.

All stood and recited the Pledge of Allegiance.

The roll was taken, and the following Board members were present in person: Bender, Brinson, Eckert, Harris, Morris, Pope, and Wood.

Frazer and Murray were not in attendance.

Jones and Liner were excused.

Also present in person: Andy Shorter, Airport Director; Ray Dunn, Dunn, Pittman, Skinner, and Ashton; April Hill, Airport Security Coordinator/Board Recorder; Amy Ritchie, Terminal & Facilities Manager; Patrick Manzo, Operations Manager; Melissa Riggle, Executive Director of the TDA; and Ashelynn Fisher, Airport Intern from Embry-Riddle.

Also present via conference call: Daniel Stanton, Dunn, Pittman, Skinner and Ashton and Eddie Carroll, Tidewater Aviation.

### Secretary's Report

On motion by Morris, seconded by Brinson the minutes of July 16, 2024, were approved. In favor 6, opposed 0.

### Treasurer's Report

Wood commented that the Treasurer's report was included in the monthly Board packet. He reminded the Board that the airport has entered a new budget year and some ebbs and flow particularly in the first part of the month. Shorter commented that the numbers may look a little off but that he ran a report yesterday confirming that the numbers are trending in the right direction. He explained that the budget at the beginning of each year gets

affected by the period 13 actions from the previous year's budget close outs. As the budget moves forward, the numbers will improve. Shorter commented that he will have a more accurate report for next month's meeting.

On motion by Eckert, second by Morris, the Treasurer's Report was approved. In favor 6, opposed 0.

### Marketing Update

Riggle commented that the committee has shifted its focus on a digital plan to penetrate to the northwest of our catchment area. She commented that she was pleasantly surprised to see passengers using EWN from as far as the High Point area due to the Breeze option. The committee will continue the outbound campaign week-to-week as they continue to see success. The committee is also working on the Orlando and Central Florida area with the Inbound campaign. The committee will monitor the demographics and will adjust the marketing catchment areas as needed.

Harris announced that Ron Kirk, Carteret County Manager, has been appointed to the Airport Authority to replace Tommy Burns. He said that his background is in economic development and that he would be an asset to the Marketing Committee. Harris asked Shorter to notify Mr. Kirk of his appointment to the marketing committee.

Harris also asked for an update on George Durant. Shorter reported that Durant recently had knee surgery that was followed by some complications during recovery. He said that Durant has since bounced back from those complications and is doing very well.

## Commercial Development and Planning Committee

Pope reported that the committee did not meet in August but gave a summary of the following topics from July's meeting:

Corporate Aerospace Development: A bid opening was held on July 24<sup>th</sup> with five bids that were submitted. The lowest bid submitted by Barnhill Contracting came in at \$1,164,796. The second to the lowest bid submitted by ST Wooten came at \$1,175,727 submitted by ST Wooten. Pope mentioned that the engineer's estimate came in at \$1,526,000. He commented that the good news for the airport is that the lowest bidder came in at 31% lower than the engineers estimate.

Terminal Projects: Pope commented that the committee discussed the progress forthcoming for part two of the terminal expansion project. The notice of intent to proceed will be predicated on the grants to be received.

Environmental Work: Pope recapped the Board's approval for a work authorization submitted by Talbert and Bright last month for the rehabilitation of taxiways A, C, D, J, M.

Non-Aeronautical-FMR: Pope asked Wood to give an updated report with FMR. Wood reported that he was in contact earlier today with a staff member of the local Government Commission. Wood commented that he feels that he can approach the commission and express the County's priority for a partnership and hopes to have an update for the Board soon.

634 Airport Road: Pope reported that the Tech Bridge held a soft opening on July 18<sup>th</sup>. He commented that the event went very well, and that the technology presented was amazing. Wood commented that there were 47 exhibitors and 1900 visitors that attended the expo at the convention center. He said that it was a great success in its first year. Ritchie gave a report on the

recent updates to the property. The parking lot has recently been sealed and will be striped soon. Upgrades to the plumbing will be coming soon to include an outside spigot. Ritchie also mentioned that new blinds will be installed in all the windows next week. Wood advised that there are remaining funds on the existing contract that will expire on September 18<sup>th</sup>. He said that Jamane is researching a potential extension of the contract for another calendar year. Regardless, Wood said that he is expecting a new RFP from the Navy for next year's contract which will include funds that can be used during visits with companies who come to visit the County.

GA Hangar Development Standards: Pope advised that Shorter has drafted a standards policy for hangar development for the general aviation area. The CDP committee will review the draft document before it is brought before the Board.

Tree Penetration: Manzo confirmed that he and Ritchie have identified several tree penetrations located in a thick wooded area on the approach of RWY22. Shorter advised that the airport will need to put together a plan of action in a formalized packet to present to the landowner. He added that the airport has identified a tree service company to contact when it is time to remove the trees.

Clermont Road Property: Dunn advised that he is in communication with the estate attorney and that an offer has been made at market value as required by the FAA process.

### Director's Update

Air Service Updates: Shorter reviewed enplanement data with the Board. Breeze is performing well, generally running at about a 74% load factor. American continues to outpace what they did last year at around 78%. Shorter commented that he expects to see the seat numbers decrease in September as

they historically have. He said that airlines across the board are making seat cuts through the end of the year. Breeze will also adjust their flight schedule to Fridays and Mondays through the end of the year. Shorter commented that Breeze is happy with the service performance and that they are reviewing additional destinations that they may be able to provide for next spring and summer. Shorter also acknowledged that Breeze has announced new service out of Wilmington to Hartford and Avello has announced service from Hartford to Wilmington. Even with the competition of new service in Wilmington Shorter expressed that overall, this is good news as it increases the Breeze profile in the state. Wilmington will be the third airport in NC to have Breeze service. Shorter commented that if you look at their map of airports served, you can see where they are securing service all along the east coast. He added that it is good to have that kind of growth and EWN being a part of that growth.

Terminal Expansion Project Part 1: Shorter reported that unfortunately with recent rainstorms over the past two weeks the new terminal experienced some leaks in the departure area. He commented that the leaks seem to be along one column line and is thought be flashing not properly layered in the wall roof joint. The contractors have made repairs to correct the issue. Shorter also reported that the jet bridge at Gate 1 has been inoperable for two and half weeks since it was opened for service sixty days ago due to water intrusion causing the circuit board to burn out. The cause of the leak has been identified and adjustments have been made. Shorter also gave an update on the covered walkway at the front of the terminal. He advised that the contractors hit clay when installing the support beams, so the engineer to had formulate a different plan and bury the bases deeper. Shorter also mentioned that during recent discussions about AIP projects with County Finance, it has been decided that it would be best to put the terminal project parts one and two under the same project ordinance as the project moves forward. He said that the projects will have two separate construction contracts but all the funding for part two will

work to create one asset. Shorter advised that the project ordinance will need to be amended at next month's meeting.

**AIP Grants:** Shorter reported that two grants have been approved. He said that the airport has received the political notification, but the actual paperwork has not been received yet. He said that he hopes to have the paperwork in within the next week.

**Weather Effects:** Shorter reported the primary pump for the ponds in the general aviation area had been sent off for repairs so the airport's back up pump had to be used as a primary during the recent tropical rainstorm. He said that backup pump unfortunately does not have a float valve, so Manzo and his team did a great job closely monitoring the water levels to ensure that the levels weren't so high to overflow or too low to burn the pump up.

**Access Road Bid:** Shorter commented that he was happy with the bid results. He recalled that the Commerce grant received through the County was \$1,070,000 which is very close to covering the entire contract. The remaining costs will come from a State AIP grant.

**FY25 North Carolina Airport Improvement Program Grant:** Shorter announced that due to the airport's reduced number of enplanements from last year, the state reformulated the airport's grant to \$1.485 million. This will be a \$60,000 cut from \$1.543 million the year prior.

**Maintenance Supervisor:** Shorter announced that the Airport Maintenance Supervisor who suffered a heart attack last month has fully recovered from a quadruple bypass surgery and has returned to work.

### New Business

**Budget Amendments and Ordinance Update (Aerospace Development Project):** Shorter presented the following budget amendments or ordinances for the Board's approval:

**Budget Amendment for Taxiway Rehabilitation**

<b>Revenues</b>	<b>Amount</b>	<b>Expenditures</b>	<b>Amount</b>
8100000-39901 Current Year FB	\$22,275.00	8107050-47006 Arch & Engineering	\$22,275.00
<b>Total:</b>	\$22,275.00	<b>Total:</b>	\$22,275.00

Justification: To establish funding for preliminary work authorization for Taxiway A, C, D, M and J pavement rehabilitation and runway safety area improvements project.

On motion by Pope, seconded by Morris, the Board approved the budget amendment for taxiway rehabilitation. In favor 6, opposed 0. A roll call vote was taken; 6 yes, 0 no.

**Budget Amendment for FY25 Airport Projects**

<b>Revenues</b>	<b>Amount</b>	<b>Expenditures</b>	<b>Amount</b>
8160000-33301 State Grant Revenue	\$2,660,787.00	8160000-49793 State Grant Transfer to Project	\$2,660,787.00
<b>Total:</b>	\$2,660,787.00	<b>Total:</b>	\$2,660,787.00

Justification: To budget State grant revenue to be used for airport projects in FY25.

On motion by Morris, seconded by Pope, the Board approved the budget amendment to use State grant revenue for FY25 projects. In favor 6, opposed 0. A roll call vote was taken; 6 yes, 0 no.

**Budget Amendment to Adjust Revenue for the Aerospace Development**

<b>Revenues</b>	<b>Amount</b>	<b>Expenditures</b>	<b>Amount</b>
8357050-33301 State Grant	\$215,362.00	8357050-47006 Arc. & Engineering	\$128,259.00
8357050-33321 NC Commerce Grant	\$1,077,694.00	8357050-47600 Construction	\$1,164,797.00
<b>Total:</b>	<b>\$1,293,056.00</b>	<b>Total:</b>	<b>\$1,164,797.00</b>

Justification: To adjust the aerospace development budget to reflect access road construction and administration costs.

On motion by Morris, seconded by Wood, the Board approved the budget amendment to adjust the aerospace development budget to reflect access road construction and administration costs. In favor 6, opposed 0. A roll call vote was taken; 6 yes, 0 no.

**Updated Project Ordinance – Aerospace Development Area-Fund 835**

**Expenditures:**

Architectural & Engineering	\$978,549.00
Construction-Clearing and Grubbing	\$1,354,725.00
Construction-Access Road	\$1,164,797.00
<b>Total</b>	<b>\$3,498,071.00</b>

**Revenue Estimated for the Project:**

State Funds    \$2,246,377.00



Commerce Grant	\$1,077,694.00
Golden Leaf Foundation Grant	\$174,000.00
<b>Total</b>	<b>\$3,498,071.00</b>

On motion by Morris, seconded by Wood, the Board approved the budget ordinance to adjust the budget for the aerospace development area. In favor 6, oppose 0. A roll call vote was taken; 6 yes, 0 no.

Open Discussion

Shorter raised the question that since the budget amendments have been approved, would the Board authorize the Chairman to sign the contract with Barnhill even though the airport has not received the contract back from Barhill's review. Dunn advised that the contract will not be signed until the airport receives the reviewed contract.

On motion by Morris, seconded by Eckert, the Board approved upon receipt of the reviewed contract from Barnhill Contracting, the Authority grants the Director, Chairman, and the Airport Attorney the authority to review and execute the contract documents. In favor 6, opposed 0.

Morris asked if the airport could see about getting Barnhill to pave the entire length of the corporate aerospace road. He said that even though the full-length roadbed will be built and ready for future asphalt that he wouldn't want the airport to find itself in a position of having to scramble for funding if the need should arise. Morris added that the price of the asphalt is at a low point now and it may be the best time to take advantage of it by paving the full length. Shorter commented that he will get an estimate from Barnhill and will bring it before the Board at the next scheduled meeting.

Bender commented that in the September issue of the State Magazine there is a five-page article featuring Jones County and the Filling Station. He said that it was a great article, and that the town benefited from the article.

Executive Session

There was no need for an executive session.

On motion by Morris, seconded by Wood, the Board adjourned at 3:12pm.

  
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Secretary Mark Eckert  
CHAIRMAN HARRIS