

Minutes

Coastal Carolina Regional Airport Authority

September 17, 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, Harris, Jones, Liner, Morris, Pope, and Wood.

Frazer attended via WebEx.

Brinson, Eckert, and Murray were excused.

Also present in person: Andy Shorter, Airport Director; Daniel Stanton, Dunn, Pittman, Skinner and Ashton; April Hill, Airport Security Coordinator/Board Recorder; Amy Ritchie, Terminal and Facilities Manager; Patrick Manzo, Operations Manager; John Massey, Talbert and Bright and Melissa Riggle, Executive Director, Craven County Tourism and Development Authority.

Secretary's Report

On motion by Liner, seconded by Morris the minutes of August 20, 2024, were approved. In favor 6, opposed 0.

Treasurer's Report

Wood referred to the treasurer's report that was sent out to the Board members last week. He said that there was nothing new to report this month. Wood highlighted that the rental income and parking revenues are above budget, but that the landing fees are lagging by one month.

On motion by Morris, seconded by Jones, the Treasurer's report was approved. In favor 6, opposed 0.

Marketing Update

Shorter shared new social media ads that George Durant and his team have refreshed. He said that the committee will continue the "Fly Anywhere" campaign on the backside of the heavy Breeze specific campaigns over the summer. This will blend in more of American Airlines as the team markets destinations from New Bern. Riggle commented that the committee will continue the course of using digital placement of the catchment area. She said that they continue to see steady growth as they capture where passengers are coming from by zip codes. Riggle said that they are happy with the numbers and will continue to reinforce the engagement efforts shifting the focus as needed. Riggle also announced that the committee will be releasing a press release to showcase the Summer 2024 activity. Included in the release is the terminal expansion, increase of passengers, added seats with American and the new service with Breeze Airways. The press release will be sent out to local and regional contacts as well as social media accounts. Riggle also gave an update on the video production of testimonials from local users. She also shared a copy of an Orlando magazine to each Board member. She explained that they are making every effort to market New Bern as a destination heavily in the Orlando and central Florida market. Riggle also announced that Wood has been in contact with a social media influencer who will be visiting New Bern to help promote the airport and the Trial to Tryon half marathon. The influencer, Castle Runner, is from Orlando and has a large following on Instagram. Riggle commented that she is considered a macro influencer who will be helping promote New Bern with a two-prong approach, introducing the destination by Visit New Bern and to promote the half marathon scheduled in November. Castle Runner will be visiting New Bern this weekend with her sons. Riggle said that they have an itinerary scheduled for her through the marketing team with

Breeze. Breeze will fly her from Orlando to New Bern for free and will be sharing content about her on their blog. Riggle commented that the influencer has been very strategic about letting Breeze know that she will be positioning them just as much as she talks about New Bern. With a strong following and having affluent members of the running community on her audience list, Riggle commented that the committee is very confident in the results that the influencer will be able to yield for New Bern, the airport and Breeze. The next scheduled committee meeting is scheduled for October 14th. At this meeting the committee will welcome three new members.

Commercial Development and Planning Committee

Pope reported that the CDP committee met on September 11th to discuss the following topics:

Corporate Aerospace Development: Pope reported that the contracts for the access road have been signed by Barnhill and Chairman Harris will sign the contracts on behalf of the airport. Massey gave an update on the bid schedule for the water and sewer lines. A pre-bid meeting has been scheduled for next Thursday, September 26th at 11 am. The bid opening has been scheduled for Thursday, October 21st at 11am. Pope mentioned that in last month's meeting Morris asked the committee to explore the cost for Barnhill to pave the entire length of the access road for the corporate development area. Pope affirmed the cost of paving the entire road would be approximately \$80,000. He said that this will be added as a change order. Shorter commented that the airport will wait to get the project under contract then ask the contractor for a change order proposal to bring before the Board hopefully by next month.

Terminal Project Update-Part One: Pope advised that the contractor is completing punch list items. The canopy work is progressing, and the contractors are doing a great job keeping the road accessible to traffic as they

work. Over the next few weeks, the contractors will be laying sod, installing ceiling tiles in the main corridor. Pope said that carpet has been installed in the baggage claim area and the terrazzo floors have been completed in front of the restaurant. Shorter added that there are still some small details to complete such as installing the base boards. He said that new white rocking chairs have been placed in the baggage area. Trent Cadillac has brought back a vehicle to be showcased in the terminal. Shorter also mentioned that the airport is still leasing the temporary generator until the new one can be hooked up to the natural gas. He said that Piedmont Natural Gas is waiting for a valve to come in before they can hook up the generator to the meter.

Terminal Project Update-Part 2: Pope advised that the airport has received the grant to complete part two of the terminal expansion and improvement project. Monteith has also signed and returned their contract for the project and Chairman Harris will sign that contract on behalf of the airport. A pre-construction meeting has been scheduled for October 16th.

Non-aeronautical Project Update: Stanton advised that there were no updates to report this month.

GA Hangar Development Standards: Pope advised that he and Shorter are continuing their work on a draft of development standards for general aviation hangar leasing. He said that they hope to have final draft document available for the Board's review within the next few months.

Williams Road Extension Update: Pope reported that the draft EA for the Williams Road project has been sent to the FAA. Once the airport receives the draft back and makes any necessary changes it will be sent back out for approval. Shorter said that he hopes to have the draft approved by early November so that the DOT can hold a public meeting by early December. After the public meeting, any public comments will be addressed, and the final EA will be

submitted in late December with the anticipation of receiving an approval in January. After that, the design and bid portion of the project can begin.

Tree Penetration of Runway 22: Pope advised that the airport is continuing all efforts to work with the homeowners in removing the trees.

Clermont Road Property Acquisition: Pope advised that they are still working with the estate attorneys. There has been a death in the family so there are no updates from the attorneys this month.

634 Airport Road: Wood advised that the facility use fee has been paid in full for the fiscal year. The position for a full-time Director for the Tech Bridge has been posted. The anticipation is to have the position filled by mid-October. Wood commented that he will continue to push forward with invoicing for projects within the facility. He said that he was hoping to have the bathrooms renovated with funds in the remaining contract but that the contract was scheduled to expire on September 18th. However, there is a no cost extension applied to the contract that will now expire December 31st. Wood commented that when the quotes came back the timeline was pushed past December 31st so he reached out with concerns of being able to complete the project with this year's contract. He said that they will look into charging half of the cost up front with the current contract and then charging the other half of the costs on the new contract. Wood reported that he should be receiving an RFP within the next week which will include the second half. If he does not receive the RFP, then the cost of the bathroom renovation will be included in next year's contracts.

FedEx Update: Stanton advised that there were no further updates at this time.

Maintenance Supervisor Update: Shorter advised that Kenny Ross has returned to work with no restrictions.

Jet Bridge: Pope advised that the jet bridge has been repaired and is working as it should.

Director's Update

Air Service Update: Shorter reported that with the addition of seats from Breeze, the enplanements have increased by 47% from the summer 2023 numbers. American has cut back seats this month but Shorter emphasized that load factors remain high. Shorter also shared a seat comparison chart that shows the number of seats scheduled for EWN and the neighboring airports. He said that the airport took a hit in September but by the October and November schedule the number of seats will increase. Compared to the previous year, with the number of seats from Breeze and American, the numbers are much better.

Harris asked Wood to give a report of the C1A's anniversary celebration. Wood explained that the Craven 100 Alliance (C1A) recently celebrated their 10-year anniversary. He said that it was a great celebration with many announcements made over the last eight years that created over 1,400 jobs. Wood credited this success to the hard work between with the C1A, Craven County and many other partners. The keynote speaker was Bud Hafer, Director of Government and Airport Affairs with Breeze Airways. Wood commented that since the announcement of service with Breeze Airways, as the last large announcement, the C1A felt that it was important to have Mr. Hafer come back to discuss more about the service from Breeze. He said that Mr. Hafer gave a positive presentation explaining how the company came to EWN and how impressed he was with the team that came together to make it happen. Harris agreed that the presentation was very positive. He recalled that the first flight offered by Breeze was at the end of May and was on a holiday weekend. He

commented that New Bern was the 50th city added as a new destination and that since then, there have been an additional 14 new cities added as Breeze has very quickly expanded their service. Harris also mentioned that Mr. Hafer commented that Breeze's expectations have been exceeded for EWN and as the market grows there will be other routes and destinations added.

Federal Contract Tower: Shorter advised that the BIL grant application for the environmental and design work has been submitted.

Airport Plaque: Shorter shared a layout of a new dedication plaque that is part of the current terminal project. The plaque lists the Airport Authority members, Craven County Commissioners, the County Manager, the civil engineer and the architect involved in the project. There was no opposition from the Board of the layout of the plaque.

New Business

Terminal Part 2 Project Added to Terminal Project Ordinance and Associated Budget Amendment:

Project Ordinance-Terminal Improvements and Expansion Fund 832

Expenditures:

Administration	\$10,000
Basic Architecture and Engineering	\$2,015,451
Inspection	\$169,140
Construction	\$31,454,773
Construction Contingency	\$800,000
Total	\$34,449,364

Revenue:

FAA Federal Grants	\$27,091,379
Transfer from State Funds Reserve	\$6,061,375
Transfer from Airport Operating	\$1,046,610
Contractor Sales Tax Refund	\$250,000
Total	\$34,449,364

On motion by Wood, seconded by Liner, the Board approved the budget ordinance for terminal improvements and expansion. In favor 6, opposed 0. A roll call vote was taken; 6 yes, 0 no.

Budget Amendment for Terminal Part 2 Project

8320000-38401	\$250,000.00	8327050-47006	\$897,233.00
Contractor Sales Tax Refd.		Arch. & Engineering	
8327050-33110	\$4,399,919.00	8327050-47007	\$67,150.00
FAA Federal Grant		Inspection	
8327050-33301	\$(2,912,915.00)	8327050-47600	\$5,751,000.00
State Grant		Construction	
8327050-39813	\$6,061,375.00	8327050-47659	\$300,000.00
Transf. State Res Fd. 816		Const.-Contingency	
8327050-39808	\$(782,996.00)	Transf. Ops Fund 810	
Total:	\$7,015,383.00	Total:	\$7,015,383.00

Justification: To adjust the terminal improvement and expansion project to reflect phase II costs and additional Federal and State grant funding.

On motion by Morris, seconded by Wood, the Board approved the budget amendment for the terminal part II project. In favor 6, opposed 0. A roll call vote was taken; 6 yes, 0 no.

Open Discussion

Liner asked Shorter to explain the airline seat scheduling with American and why some passengers are having to be re-booked. He wondered if the airline was overbooking too much or if the aircraft couldn't carry a full load. Shorter commented that he believes that because they drew down the number of seats this month that it caused the airline to have to re-book some passengers. However, during the summer, the issue was mostly the performance of the aircraft due to the hot and humid weather. He said that they will continue to work with American but reiterated that the seat assignments will increase next month. Harris asked when will the instrument landing system will be moved for the Williams Road realignment. Shorter advised that it will be moved at the same time as the runway safety area project is executed. He explained that this something that the airport will need to closely look at as part of the FAA Capital Improvement Plan as there is not enough funding in the current state allocation. Liner commented that the Board needs to be prepared by January to bring this discussion forward with both senators so that they can be prepared to have others on-board with them when they go into the next session. Commissioner Jones concurred and suggested that conversations get started with Ches McDowell as well.

Pope asked Shorter to explain the benefits of repositioning the antenna and how it gives an advantage to the airport. Shorter explained that moving the road and the antennas gives the airport another 400 feet of runway. He said that by dropping those restricted distances by moving the road and the antenna is a win for the airport gaining additional distance in the safety area.

Harris reminded the Board that last year, the airport submitted a grant

under the DOD. He said that the Commanding Officer prioritized the funding for the school system in Havelock. The airport did not apply this year, but Craven County did. Unfortunately, they did not receive funding through the grant process. Liner commented that it was the airport's first year of applying for the grant and even though the airport was not awarded funding, the airport is now known and that schools are the commanding officer's priority for service men and women.

Wood commented that today he met with a Tennessee regional airport. During their conversation, Wood said that they wanted to know how the airport was able to secure service with Breeze. He commented that it is a good feeling when you get phone calls from other entities around the country wanting to know how the airport developed a team to make something like this happen. Wood thanked everyone for their efforts in coming together to accomplish this service. He said that it took all the community groups that were instrumental coming together to make it happen and that he was very thankful to each one.

Executive Session

There was no need for an executive session. The Board adjourned at 3:16pm.

Chairman Tyler Harris

VICE CHAIRMAN - BILL POYE