

Minutes

Coastal Carolina Regional Airport Authority

February 18, 2025

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, Eckert, Harris, Jones, Liner, Morris and Wood.

Frazer and Kirk were not in attendance.

Pope and Murray were excused.

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

Secretary's Report

On motion by Liner, seconded by Wood, the minutes of January 21, 2025, were approved. In favor 6 opposed 0.

Treasurer's Report

Wood referred to the treasurer's report that was submitted in the monthly packet and asked if any of the members had questions about the report. Shorter pointed out that the landing and car rental fees run one month behind for collections, and parking lot revenue is lagging due to the drop in seasonal

passengers. He said that historically, numbers will lag during slow seasonal months, but he is encouraged that the parking revenues will pick back up during the peak season.

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

Marketing Update

Riggle advised that the marketing committee has not met this month, however, the next meeting will be held in April on their quarterly schedule. The EWN marketing team continues to work with George Durant, diving deep into the marketing tools that have worked successfully in the past. Riggle also shared with the Board a map of the airport's catchment area that has expanded into the Rocky Mount area. She commented that the digital advertising efforts are working, supported by the large catchment area as shown on the map. Shorter shared earned media from newspaper articles and TV coverage.

Commercial Development and Planning Committee

Shorter reported that the committee met last week to discuss the following topics:

Terminal Expansion Update: Shorter detailed a mechanical inspection report that reviewed a few items in both phase one and phase two. He advised that the project is performing well and is on timeline.

Corporate Aerospace Development Area: Shorter reported that the first layer of the road pavement was complete, and that the contractor has done a great job with the roadside grading and ditches. He advised that the airport has received an extension on the Golden Leaf Grant to complete the water and

sewer project. He also reviewed with the Board a proposed layout of the taxi lane and apron and the funding required to complete the project.

Williams Road Update: Shorter shared with the Board the likely alternative of the road design for the Williams Road re-alignment project. He explained the funding allocated for the project and what would be required to complete both the road project and the corresponding runway safety area project.

Director's Update

Property Acquisition: Shorter commented that he will discuss details of the property acquisition and the required budget amendment under New Business.

Eastern Carolina Aviation Heritage Foundation (ECHAF): Shorter advised that the ECHAF will be hosting a Gala this Friday, February 21st at the Havelock Tourist and Event Center. The airport has purchased a table for the event.

North Carolina Airport's Association (NCAA) Conference: Shorter reminded the Board of the annual NCAA conference that will be held in April. Reservations have been made for those attending. This year's conference will be held in Wilmington.

Air Service: Shorter reported that the enplanement data is doing well over FY24 and that he expects that it will continue to follow that trend. He commented that the summer months will reflect higher numbers as they historically do. Shorter also shared with the Board the consultant's quarterly passenger report, which included airline revenue per available seat mile charts for EWN and other airports in the region.

New Business

Budget Amendment and Project Ordinance Closeout, Budget Amendment Property Acquisition: Shorter presented the following budget ordinance and amendments for the Boards approval:

Closing Ordinance Fund 8307063-AIP 44

Expenditures

Administration	\$27,887
Preliminary	\$52,378
Basic Architecture and Engineering	\$152,563
Equipment	\$747,048
Total	\$979,876

Revenue

FAA Grant	\$968,473	Transfer from Operations-CARES
Grant	\$11,403	
Total		\$979,876

On motion by Morris, seconded by Liner the Board approved the AIP 44 project ordinance closeout. In favor 6, opposed 0.

Budget Amendment to Close Out AIP 44

Revenues	Amount	Expenditures	Amount
8307063-33110 Federal Grant	(\$12,346.00)	8307063-47000 Administration	(\$290.00)
8307063-39808 Transfer from Operations	\$11,403.00	8307063-47005 Preliminary	(\$373.00)
		8307063-47006	(\$280.00)
8100000-39901 FB Approp. Current Year	\$11,403.00	8107050-49730 Transfer FAA AIP Projects	\$11,403.00
Total:	\$10,460.00	Total:	\$10,460.00

Justification: To close AIP 44.

On motion by Liner, seconded by Morris, the Board approved the AIP 44 closeout budget amendment. In favor 6, opposed 0.

Budget Amendment – Property Acquisition

Revenues	Amount	Expenditures	Amount
8100000-39901 Fund Balance Approp. Current	\$285,792.41	8107050-47305 Capital Outlay-Land	\$285,792.41
Total:	\$285,792.41	Total:	\$285,792.41

To increase the budget to include acquisition costs of 905 Madam Moore's Lane property.

On motion by Liner, seconded by Eckert, the Board approved the budget amendment. In favor 6, opposed 0.

Open Discussion

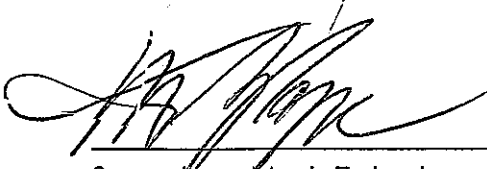
Morris posed a question about whether the Board should be more involved in what and how much is being invested of airport funds. After discussion among the Boards members, Harris advised Shorter will have further discussions with the County Finance Director and to maybe have him explain investments in more detail at a future Board meeting during the budget process.

Harris advised the Board that Senator Brinson has resigned his position on the Airport Authority due to Senate ethics. The Craven County Commissioners will appoint a new member to replace Brinson.

Executive Session

There was no need for an executive session.

On motion by Morris, seconded by Liner, the Board adjourned at 2:50 PM.
In favor 6, opposed 0.



Secretary Mark Eckert
Bill Pope