

Minutes

Coastal Carolina Regional Airport Authority

January 21, 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: Eckert, Harris, Liner, Pope, Wood, Morris, Murray and Bender.

Brinson attended via WebEx.

Frazer and Kirk were not in attendance.

Jones was 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; John Massey, Talbert & Bright and Melissa Riggle, Executive Director, Craven County Tourism and Development Authority.

Secretary's Report

On motion by Morris, seconded by Liner, the minutes of December 17, 2024, were approved. In favor 6, opposed 0. *Brinson was not signed in yet

Treasurer's Report

Wood gave a summary report of the treasurer's report that was included in the monthly Board packet.

On motion by Liner, second by Eckert, the Treasurer's Report was approved. In favor 7, opposed 0. *Brinson was now in attendance Marketing Update

Riggle reported that the local marketing committee met yesterday for the first meeting of the new year. She commented that the meeting was well attended as they discussed the airport's holiday campaign. Kirk Lovell with Mead and Hunt also attended the meeting and discussed updates from his discussions with airlines. Riggle added that there were local realtors who attend the meeting and gave some valuable information on the housing market. She said that they were engaged and commented that New Bern is a well-soughtafter community. Riggle said that the committee is excited about their Spring marketing efforts as they are seeing great results from their holiday campaigns.

Commercial Development and Planning Committee

Pope reported that the committee met on January 15th to discuss the following topics:

Corporate Aerospace Development Area: Pope advised that the airport will be sharing the expenses for an electric lift station with the City of New Bern. The cost for the airport to get power to the lift station will be \$136,000. Pope also gave an update on the schedule for bidding on the taxi lane and apron project. Advertisements for the bidding will be published on February 23rd. A prebid meeting is scheduled for March 4th with a bid opening scheduled for March 25th. If the required number of bids are not received on the day of the bid opening, then a second bid opening, if required, is scheduled for April 3rd.

New Terminal Generator: Pope announced that the new terminal generator is now online and that the airport is load sharing with the City of New Bern.

Interest to Start a New Flight School: Pope mentioned that Stephen Moy, former Harrier pilot, has approached the airport with interest of starting a flight

school. Pope said that this is just merely conversation at this time and that he will update the Board as the conversation evolves.

Director's Update

Snow Operations: Shorter shared with the Board videos of the nightly operations of snow removal during last week's snowstorm. He said that it was a big team effort by all staff. Equipment used for the snow removal was purchased by the airport in the last few years. This now gives the airport full inhouse capability instead of needing to rely on contractors. American Airlines only had to cancel two flights the morning of the storm. There were no other impacts to flights the remainder of the day.

Air Service: Shorter commented that enplanements are trending above last year. He noted that Breeze was in the black for the Orlando route for the Minimum Revenue Guarantee in December, so the airport did not have to pay out any revenue guarantees. The Hartford route came in slightly lower, so the airport paid out \$18,000 in revenue guarantees. Overall, Breeze was very pleased with how well the routes did for an off-season month. Shorter also commented that the airport continues to be ahead with the number of seats for American over last year. Starting in March, American will be adding an aircraft with dual class service once a day. The aircraft will be larger with a 76-seat capacity. For the calendar year 2024 EWN saw a 41% increase in passengers over 2023.

Terminal Part I & II Updates: Shorter reported that the front main entrance is almost complete. Once completed, the contractors will move to the entrance near the car rental end for renovations. Phase II of renovations are moving along smoothly with no major issues.

Commercial Hangar Lease: Shorter advised that the airport has entered a commercial lease for hangars 829 & 831 as discussed in last month's meeting.

FAA 2025 ACIP: Shorter advised that he had a good discussion with the FAA before the Christmas break regarding the current and upcoming projects and their funding.

Talbert & Bright: The airport engineering agreement for Talbert and Bright has been signed. Shorter advised that John Massey and the airport attorney's both have a copy of the signed agreement.

Tree Project: Shorter reported that the project is complete with 37 trees that have been cleared from the property. The airport will go back to seed for grass in the area before March 31st, as per the agreement

FedEx: Shorter advised that FedEx will not be changing their operational layout for their facility, but they will continue to evaluate through the summer.

NCAA Conference: Shorter reported that registration for the NCAA conference has been made for those attending this year's conference.

New Business

Budget Amendment to Balance and Reconcile Previously Approved Capital Expenses: Shorter presented the following budget amendment for the Boards approval:

Budget Amendment to Balance Capital Expenses

Revenues	Amount	Expenditures	Amount
\$167,700.00	8107050-43201	\$22,000.00	8100000-38200
Miscellaneous Revenue		Office Supplies	
		8107050-47301	\$145,7000.00

Total: \$167,700.00

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Justification: To increase the budget to include FY25 Tech Bridge expenditures and reimbursements.

On motion by Morris, seconded by Liner, the Board approved the budget amendment. In favor 7, opposed 0. A roll call vote was taken; 7 yes, 0 no.

Open Discussion

Shorter advised that the airport has received notification from the NCDOT Division of Aviation that the \$5 million grant through the TRDF (Transportation Reserve Directed Funding) no longer has an end date for the Corporate Aerospace Development Area. Shorter explained that originally the grant end date was programmed to end late in the fall of this year but that the Senate changed the language by removing any prescribed end date.

Executive Session

On motion by Morris, seconded by Liner, the Board went into executive session at 2:47 PM in accordance with 143-318.11(a)(5) to consider the price and material terms of contracts related to the purchase of real property. In favor 7, opposed 0.

On motion by Wood, seconded by Pope, the Board came out of executive session at 3:04 PM. In favor 7, opposed 0.

No action was taken in the executive session.

Following the Executive Session, a motion was made by Liner, seconded by Wood, to permit the Director to perform due diligence on behalf of the Authority in relation to a potential purchase of property located at 905 Madam Moore's Lane. In favor 7, opposed 0.

On motion by Morris, seconded by Liner, the Board adjourned at 3:07 PM. In favor 7, opposed 0.

A handwritten signature in black ink, appearing to read 'Mark Eckert', written over a horizontal line.

Secretary Mark Eckert