



COASTAL CAROLINA
Regional Airport

AGENDA

May 18, 2021, 2:00 p.m.

Remote Access:

Dial-In Voice Only
1.415.655.0001
Meeting # 126 946 8839
Passcode: 52279852

Webex Video and Voice
Meeting # 126 946 8839
Passcode: JaArxVkb893

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Introduction of Attendees
- V. Public Hearing
- VI. Secretary's Report
 - a. Minutes of April, 2021
- VII. Treasurer's Report
- VIII. Marketing Committee
- IX. Commercial Development and Planning Committee
 - a. Commercial Hangar Project Timeline
- X. Director's Update
- XI. Old Business
 - a. Property Acquisition and Non-Aeronautical Commercial Development
 - b. Budget Amendment to closeout completed 10 Unit T-Hangar project
- XII. New Business
 - a. Canteen Markets Proposal
 - b. Hangar Lease Rate Annual Adjustments
 - c. FY22 Budget Approval
- XIII. Open Discussion
- XIV. Executive Session
- XV. Adjournment

Minutes

Coastal Carolina Regional Airport Authority

April 20, 2021

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

All stood and recited the Pledge of Allegiance.

Due to the novel coronavirus and Governor Cooper's Executive Order limiting group gatherings to 10 individuals, this Authority Meeting was conducted in a hybrid fashion. Several Authority members were present in the Airport conference room, while others attended via WebEx conference call.

The roll was taken, and the following Board members were present in person: Leahy, Harris, Liner, Morris, and Pope.

The following Board members attended via WebEx: Bender, Frazer, Hawkins, Hunter, Jones (joined in progress), and Murray.

Burns was excused.

Also present in person: Andy Shorter, Airport Director; Charles Cushman, Dunn, Pittman, Skinner and Cushman; April Hill, Airport Security Coordinator/Board Recorder and Eric Litchfield, Business Manager.

***Also present via conference call: Ed Martin, Operations and Facilities Manager; John Massey, Talbert & Bright; Jack Viet, Craven County Manager and Craig Warren, Craven County Finance Director.

The public was notified of the meeting in the usual fashion along with details for calling in via the phone conference number. The meeting was held at the normal time and place (for those attending in-person).

Shorter requested an amendment to the agenda under New Business. He advised that he needed to add two items; a TBI work authorization for design and permitting work to extend a 6" water line in the general aviation area for a new fire hydrant and funding a new roof for the D2-GS building using the CARES O&M allocation.

On motion by Liner, seconded by Harris the Board approved to amend the agenda. In favor 7, opposed 0. A roll call vote was taken, 7 yes, 0 no.

Secretary's Report

On motion by Morris, seconded by Liner the minutes of March 16, 2021 were approved. In favor 7, opposed 0. A roll call vote was taken, 7 yes, 0 no.

Treasurer's Report

Pope advised that Hertz reported earnings in the ninth month; all other agencies reported in the eighth month. The year-to-date budget goal for rental car revenue was budgeted at \$92,625. The airport received \$198,331 for a positive variance to the goal of \$105,706. Landing fees were budgeted at \$33,916 and the Airport has invoiced \$0.00 as per the approved abatement period. Parking revenue is budgeted at \$300,000. The Airport has collected \$238,963 for a negative variance to goal of \$61,037. The Cares Act Funding is budgeted year to date at \$1,808,056. The Airport has invoiced \$1,618,861 through March 8th for a negative variance to goal of \$189,195.

Shorter commented that next year's CARES Act budget will be programmed to trend above the four-year, straight-line burn rate. At the end of FY22, total CARES expenditures should be approximately \$10 million. The FY22 budget programs \$6.4 million including several million for strategic capital investments to buy-down future capital costs to the airport. Shorter added that once the FY22 budget is executed then the airport will have about \$5 million remaining to allocate for the remaining two years. He said that there will still be the ability to forward fund future capital expenses if the requirement to cover airport O&M costs continues to decrease in FY23 and 24. Pope added that it took a year to get to the point to understand where the buy downs should occur and the direction to move. Once the pieces were put together, Pope said now they understand and have programmed the path forward.

On motion by Pope, seconded by Morris the Treasurer's report was approved. In favor 7, opposed 0. A roll call vote was taken, 7 yes, 0 no.

Marketing Committee

Morris advised that the committee met on April 13th. He said that the meeting was productive, and that Durant did a great job positioning the airport in a marketing campaign to lure people to vacation in Eastern North Carolina and to broaden the name recognition of the airport and to make sure people know that the airport is up and running. Morris asked Litchfield to give the Authority an update on the following:

Marketing Campaign: Litchfield reported that the American Marketing and Sales is changing the direction of the structure of their marketing team. He said that this will affect the point of contact for the airport. Litchfield added that the landing pages are up and functioning showing great deals for inbound and outbound bookings. He said that the team did not share the bookings with the airport but did share how many site visits have been made. Once the "Book Now" campaign was launched there were almost 600 hits on the two New Bern landing pages so far there have not been any converted but he can see that people are looking. Litchfield said that the steps moving forward with American Airlines are going to be to work with Sales and American Vacation. He said that they have been collecting data from both. He also commented that he has been in contact with several local camps and the North Carolina Outdoors Veterans and Students trying to work out deals for those organizations. Litchfield said that he is also working with American Vacations to work out vacation packages for next year.

Social Media: Litchfield reported that the committee is seeing good material with an extreme number of likes and followers compared to last year on trend over time. He said that they are getting the results that they want and will continue to work on efforts to improve. The Inbound campaign will be refreshed for May with a closer look at new creative campaigns and target

markets. Litchfield added that as of last week there were 4.1 million impressions or several hundred thousand a week and 17,000 clicks. He said that the roadmap is all about engagement and to promote travel and to promote the airport. Litchfield commented that the future will focus on urban flight for long term success. The committee is also looking at updating media with a photo shoot in late Spring or early summer. Litchfield also recommended that the committee "shelve" the social media influencer trip explaining that there just is not enough bandwidth or time right now, he is suggesting that the committee revisit the campaign next year.

Commercial Development Committee

Pope advised that the committee met on April 15th to discuss the following:

Small Community Air Service Development Grant: Pope reported that the announcement date has been pushed back to August for various reasons.

Airline Impact: Pope advised that the airport staff held individual meetings with Sky West, Spirit and Allegiant Airlines. Shorter added that the meeting was on the backside of the Mead & Hunt virtual conference. He said that the overall takeaway from the conference was that some of the big airlines are going to look different as they recover from COVID. He said that the business travelers are still not present, adding that a lot of the main carriers are flying the same routes that the normal tourist airlines operate. He noted that the airline consultants seem to think that things will shift back within a year. Shorter said that the meeting with Sky West went very well noting that 85% of their business is contracted with large carriers and 15% of their business is on-call or at-risk service. Shorter commented that Sky West is one of the carriers that the committee was looking at with the Small Community Air Service Development Grant to team up with United to provide service to Washington Dulles International Airport (IAD). He added that they have very little service on the

east coast right now but are looking into new opportunities. Shorter commented that the interesting take away with Spirit was their flexibility and versatility of coming in and exploring new markets. Shorter said that they have contacted the airport to say they are interested in hearing more about the airport and continuing further discussions. The committee also met with Allegiant. Shorter said that they have filled out many new routes recently which are doing well. Shorter said that within the next 18-24 months Allegiant will be acquiring additional aircraft so they will be looking for new destinations at that time. Shorter commented that everyone was interested in what the airport presented as a destination but noted that it takes time to develop relationships. Shorter also noted that Harris brought to the attention of the committee last week that there are two new ultra-low-cost carriers coming into the market within the next year; Avelo Airlines based out of Burbank and Breeze which is based out of Florida. Shorter said that with these two new airlines, that will make a total of six ultra-low-cost carriers in the market. He said that the consultants have already started working on plans to contact the new airlines to introduce EWN as a destination.

CARES Act Development Grant Update: Pope advised that the ADO has not turned around the CARES development grant for the restroom renovations yet. He said that the bids are in and that the work is ready to commence. Pope requested that the Board approve forward funding the project in the event that the FAA is slow to approve the funds. He said that the airport will receive the funds but that the committee wants to execute the project as promptly as possible. The total cost of the project is \$407,595. Shorter added that he has been in contact with the ADO office and advised that the FAA is hopeful to have the grant offer to the airport by late May. He commented that the airport is being pushed into a corner explaining that once the airport has the bid, they have only 120 days to lock in the bid price. He said that the FAA will end up eating 90 to 95 days of the 120 days. The airport will still have to bring the grant

request before the County Commissioners for approval, which will likely exceed the 120-day mark. Shorter expressed his concerns should the airport have to rebid the project stating that the price for the materials will likely be much higher. Shorter recommended that the Authority approve to forward fund the project using monies in the Airport Fund Balance.

On motion by Pope, seconded by Morris the Board approved the Chairman to sign a project ordinance and a budget amendment in the amount of \$407,595 to forward fund the bathroom renovation project. In favor 7, opposed 0. A roll call vote was taken; 7 yes, 0 no.

Corporate Hangar Development: Pope advised that the environmental survey is in and the engineering is under way including the infrastructure planning. He said that through the planning process it has come to the attention of the committee that as the airport starts expanding in the general aviation the airport could start encroaching on sewer septic system which is not plausible when trying to develop new construction on campus. Pope advised that the discussion of the committee is to start pursuing a municipal sewer tie in which would allow a larger footprint for future development in that area. Martin advised that he and John Massey met with Greg Hodges with Craven County Environmental Health to discuss the current sewer system and the possibility of tying into a sewer line, specifically as it relates to the construction of two corporate hangars. Martin said that Hodges was very helpful and that they had a good discussion that will pave a path ahead to coordinate getting a septic system for the two box corporate hangars. Martin also commented that he mentioned to Hodges the possibility of sanitary sewer line in the general aviation side of the campus. Martin said that they did not get into any specific discussion other than it would be a positive development for the airport to be able to tie into a municipal system. Shorter commented that several of the buildings and a few hangars are on a septic-systems with individual drain fields. He said that

building a new air traffic control facility in a few years on a septic tank is not ideal and that the airport needs to be thinking about planning for better sewer service for all future development. Harris asked if tying into the sewer system would require annexation by the City of New Bern and therefore require aircraft owners to pay taxes. He commented that currently to extend sewer services for residential development it is a requirement that you become incorporated into the city. Litchfield commented that when he spoke with Jordan Hughes, City of New Bern Engineer, regarding the front area of the airport, he had said that depending on the size of the facility, you would just install a standard gravity drain, a vault, or a larger cistern pump. Litchfield said that the way it was explained to him, it would be similar to paying a tap fee for future developments at the airport. Shorter commented that the airport would definitely plan to fund whatever part of the system it needed to so as not to invoke any type of annexation option.

Roadway Access Network: Pope reported that the traffic circle is almost complete. He said that the paving is complete and that the DOT is grading the shoulder of the road. Shorter added that the DOT will be striping the road soon. He is hopeful that signs directing the public to parking lots will be installed soon so that they will understand the traffic flow. The streetlights will be installed last. Shorter commented that the road will be operational before the streetlights are installed but that with longer days that daylight savings time brings, it is unlikely that cut-through commuter traffic will be traveling through in the dark.

Property Acquisition and Business Diversification Update: Pope reported that the two properties on Clermont Road and the undeveloped portion of the Generation Church property on Airport Road have been closed and recorded. He said that in previous meetings the Board has discussed acquiring the portion of the church property that includes the physical building and a parking lot that meets the undeveloped portion on the backside of the property. With further

discussion with church members Pope said that the church is very interested in entertaining further discussions with the airport. He advised that Earl Jones with Reality Services has conducted an appraisal of the property at \$380,000. Pope said that the appraisal is in a review process and that the committee recommends moving forward with acquiring the additional developed portion of the church property. Shorter commented that the committee is asking for the Boards approval to go before the County Commissioners for permission to purchase the developed parcel of the church property for the standard anti-encroachment for incompatible land use purposes. Shorter added that the purchase of the property will be reimbursable through the FAA through the CARES Act or normal AIP funding. Pope added that it would be in the best interest of the airport to purchase the property for anti-encroachment purposes.

On motion by Pope, seconded by Morris the Board approved the Airport to go before the Craven County Commissioners to ask permission to move forward with acquiring the developed portion of the church property on Airport Road for anti-encroachment purposes. In favor 7, opposed 0. A roll call vote was taken; 7 yes, 0 no.

FY22 Budget Planning items: Pope advised that there were some minor changes to the budget to include an exit canopy for the customer parking lot and ground support equipment has been added to the FY22 proposed budget. Pope asked Shorter and Litchfield to explain the changes amended to the budget. Shorter commented that in reviewing the budget the Board may notice the total expenditure amount has changed from \$6.9 million to \$7.5 million dollars. He said that the \$500,000 increase is to purchase airline/aircraft ground support equipment. Shorter commented that he continues to have discussions with the airlines, particularly the ultra-low-cost carriers, that with the airport having ground support equipment is a benefit to potentially provide service. He added that essentially it could be used as an incentive stating that

other airports have successfully turned it into a revenue source. Shorter commented that the increased funds are listed as potential expenditures as he would have to do more research to determine if the equipment would be purchase new or used or even leased equipment. Shorter added it is often that Delta and American share ground equipment. He said that by the airport having ground support equipment available it would not leave one or the other airline short of equipment. Shorter also commented on the canopy replacement for the parking lot. He said that the plan is to finally put a self-service cash machine at the exit lane. With that effort the airport would need to demo the current toll shack in order to install the added system and a new canopy would be designed to provide the best weather protection for the lanes while bringing a more coherent look to match the rest of the terminal. Shorter added that the project is part of the strategic use of the CARES money discussed earlier. Other additional expenditures include secured area seating, where Shorter advised that some of the current seats have rips in them and are not updated with USB chargers. He said by updating the seats it will buy-down some of the terminal improvement costs in the future. Leahy commented that Shorter is on the right path. He said that if the airport owns the ground support equipment, it could certainly be used as a future revenue source for new airline service.

Directors Update

Airline Impact: Shorter commented that it is a fairly positive environment considering what you see day-to-day in the news. However, three of the big airlines within the last two weeks have reported their first quarter loses between \$1.2 to \$1.5 billion dollars each. Shorter did note that Delta has said that by this calendar year they will be back to breaking even.

Southeast AAE Conference: Shorter advised that he and Leahy attended the Southeast AAE conference in Savannah. He said that it was good

to interact with other airport folks and to be able to compare notes on the current crisis. Shorter commented that the airport is experiencing things exactly the way other airports are. Leahy added that it was a good meeting and that everybody there had a COVID story that impacted their airport. Shorter commented that it was very clear that not everyone has been blessed as much as EWN has been with the CARES Act funding support.

Traffic Circle: Shorter commented that the other thing happening concurrent to the traffic circle was the natural gas lines being installed. He commented that it was a much bigger project than anticipated, reminding the Board that the airport had to get the Board of Commissioners approval for the easement to supply the service to the ARFF building and terminal. Shorter advised that the installation became no cost to the airport once they understood our intentions. He said that it has taken a full week of work to install the lines and that it ended up being a very good deal for the airport. Shorter commented that Piedmont Natural Gas was able to take advantage of extending the service lines out to Airport Road. He said that he was very impressed with their work on the project all the while working alongside the DOT's project on the traffic circle and access roads.

ARFF Facility: Shorter reported that the brick veneer is progressing and that the roof was dried-in last week. He said that the windows should be sealed in soon so that they can start working on the interior dry wall. Most of the interior wall structure is finished and plumbed. Shorter commented that the contractor is doing a good job and are on schedule and budget and added that Martin and Massey are also doing a great job managing the project.

Grant Request: Shorter commented that in previous discussions of the FY20-21 Federal AIP grant for the terminal expansion. He advised that the Board already approved the funds along for some addendum design work in the amount of \$296,013. When the grant request was submitted to the FAA, they

said that the more appropriate way to do it would be to amend both AIP 43 and 44. Shorter said that any AIP can be amended by up to 15%. He said that both AIP 43 and 44 had terminal design funding written in the grant so it was the cleaner way to do it. The \$296,013 will still come out the airport's annual entitlement but will be applied towards those AIP grants that are already open.

Canteen Convenience Store: Shorter advised that he sent out an abbreviated version of the canteen information brief in last week's Board packet. He explained that this service is a new unmanned kiosk station where you swipe your card and then pick out the merchandise that you want. He said that there are cameras installed inside the machine that log transactions. Shorter commented that furthering the discussion of the departure lounge of wanting to move away from soda pop machines with a business footing that provides what customers need and endeavoring to meet our mission of customer satisfaction. He said that within the last five weeks he has seen two of these canteen convenience stores in two separate locations and observed them working as advertised. He said that providing a service to offer items like coffee and cold meals as well as earbuds and Dramamine is the airport's effort to provide customer service needs in the departure lounge, changing what we have now as just soda machines into a convenience store capability. The kiosk station will be at no cost to the airport. The company will install the kiosks and fill them with products. The airport will receive a 10% commission of the sales up to \$100k, graduated to 20% when sales hit \$200k. Shorter advised that the airport has the option to stock EWN branded items in the kiosks like tee-shirts, sweatshirts, sunglasses, and hats. Things that people may have forgotten and want to purchase before they fly out. Shorter added that Pepsi will continue to maintain the entire front room of the terminal. He said that the snack machines will be removed from the room so that Pepsi can make the room what they want. He advised the Board that he would like to continue to move forward with the due diligence to understand the product and maybe research other

companies providing the same service. Morris asked if the airport has the space available for the kiosks. Shorter responded that there was indeed space for the kiosks and that they can be moved around during the terminal expansion as need be. Pope commented that there is footprint space available which is the direction of where the planning and development is going. He said that the beauty of it is that there will be no cost for the airport. He said that if it flops in a number of years then the only thing the airport has invested in it is time. Litchfield commented that 75% of current sales come from the departure lounge. He said that it would give the airport a 24-hour service that we currently do not have; a full-service capability you would expect to find at an airport. Harris asked for the terms of the service. Litchfield advised that it would be annual lease but that the airport would more than likely sign a multi-year lease which would help the company recover costs for the service. Leahy asked if there would be any difficulties in stocking the kiosks beyond the TSA checkpoint. Shorter advised that it would be no different than the vending machines currently in the lounge; items would have to be inspected before entering that area during non-operational times. The Board approved the Director and staff to continue discussions and due diligence in the research. Shorter said that he will come back to the Board with a firm proposal. Hawkins commented that her office has a small version of the canteen kiosks. She explained that there is a pay app that you can download on your phone to keep an active account for purchases. She said that it has solved a lot of problems and has been good for the office. Hawkins mentioned that there are cameras in the kiosks to deter potential theft.

Legislative Day: Shorter advised that the Legislative Day event was held on April 23rd– 24th in Raleigh. He reported that he attended on the 23rd along with six other commercial airport directors from North Carolina. He said that the meetings went well and they had a lot of engagement with many of the key legislators who are all happy with what the airports are providing their

communities and the associated economic impact. Shorter said that they understand how their financial support is helping airports to move on these projects that otherwise may not be possible. He said overall, it was a very positive outcome.

Congressman Murphy's Visit: Shorter advised that Congressman Murphy recently visited D2-GS. He said that D2-Gs invited Murphy since they are heavily active in a lot of government contracts. Shorter said that the visit went well, and that D2-GS was able to tell Congressman Murphy of all the support that the airport has given them and how much better it was at EWN than the airport they left in Florida. Shorter said that it was a good meeting and gave Congressman Murphy the opportunity to see and hear all the great things that D2-GS is doing.

NCDOT Aviation Virtual Conference: Shorter commented that the Division of Aviation recently held a virtual conference. He said that during part of their updates the Director featured EWN's website. He said that was shown as a great example of a regional airport promoting their region and understanding what customers are looking for. Shorter added that the airport also got an attaboy from the Director for the newsletters that Litchfield publishes. He said that the newsletters have been well received by everyone he has talked to. Shorter added that sometimes there is chatter from the general aviation wondering about what is going on at the airport, so the airport has decided to start sending the newsletter to all the folks who have airport issued ID badges. He said that it is part of the continuous communication at the airport.

AAAE Airport 101 Virtual Training: Shorter advised that the American Association of Airport Executives will be holding a virtual training session on May 25th and 26th. He said that the training is to provide basic training for senior leaders and policy makers of airports. The cost for the training is \$275. Shorter asked if any members were interested in attending to let him know so that he can get everyone registered who wants to attend.

Property Acquisition and Non-Aeronautical Commercial Development

Shorter advised that discussions were covered by Pope under the Commercial Development Committee report.

2022 Draft Budget Review

Shorter advised that discussions were covered by Pope under the Commercial Development Committee report.

TBI Work Authorizations for TOPO Survey for Proposed New Airport Maintenance Facility Area

Shorter presented two work authorizations for Talbert and Bright Inc. The first work authorization is for the proposed TOPO survey for the new airport maintenance facility which will be located on Clermont Road in the amount of \$7,150. Shorter advised that Talbert & Bright will need to complete a site survey before they can start roughing out some plans for locating the facility. Shorter commented that this future planning for a new airport maintenance facility will also be part of the strategic of CARES funding. He said that a new facility will need to be built within the next three-five years. As the terminal expansion moves out towards the area of the current maintenance facility, it will take over that space. The second work authorization presented is for planning and permitting for an extension of the existing 6" water line pass the FBO in the General Aviation area in the amount of \$6,480. Shorter advised that the funding for the two work authorizations will be included in a future Line Item Transfer.

ECU 2021 Sculpture Contest and Disposition

Shorter advised that the students were unable to present new sculptures nor was the airport able to have a sculpture contest last year due to COVID. A printed presentation of the sculptures was provided to the Board by Shorter. He asked that the Authority vote for first, second and third place out of the three

sculptures. The program will draw to a close this year while the airport prepares for the terminal expansion. Shorter said that he would like to offer \$1,500 for first place, \$1,000 for second place, \$500 for third place with up to an additional \$500 for reimbursement of expenses occurred by the Professor. In total, Shorter asked for the Board's approval of \$3,500 to finalize the ECU Sculpture program. The airport will permanently keep all three of sculptures this year unlike in past years.

On motion by Pope, seconded by Leahy the Board authorized the Director to spend \$3,500 to finalize the ECU Sculpture Program. In favor 8, opposed 0. A roll call vote was taken; 8 yes, 0 no.

County "LeaseQuery" system FY21 Budget Amendment

Shorter advised that the Federal government is requiring the airport to report all lease activity as assets and account for them in a much more robust way than has ever been done before. Therefore, on the accounting end Craven County Finance needs a more robust system. Shorter explained that LeaseQuery is a purpose-built lease accounting software that mitigates common consequences of increasing complexities related to lease accounting, increased audit fees, additional employees, inaccurate financial statements, possible reissuance of prior financial statements, missed leased payments, overpayments and late fees, and manual entry errors. Shorter advised that LeaseQuery Solutions was proposed to Craven County to meet the project goals and to avoid any potential negative impacts by providing the benefits that cover all the risks that Shorter mentioned, produce lessor and lessee journal entries by code entry level and individual asset level, calculating the effect of the new lease accounting rules on Craven County's account balances and to provide a standard journal entry export that can be easily adapted to the Munis system. Shorter said that it is a front end loaded accountant to accountant system that the County has investigated and evaluated as the best system. The

County has 27 leases while the airport has 120 leases. Craig Warren commented that this requirement was implemented by the Government Accounting Standard's Board (GASB) for everybody in government accounting will have to follow. He said that every lease that the airport has will be transitioned from an operational lease to a capital asset. He said the accounting is going to look a little different as the term of a lease will be reported as accounts receivable at the inception of the lease. The revenue will be deferred for the entire lease period. Each year that will become revenue for that period. Warren said there is a lot of impact that the County will have to deal with in order to implement the requirements. All leases will have to be reviewed in an amortization tax table and that certain aspects of that amortization schedule will need to be calculated like a discount interest rate that will be interest revenue on the airport's income or expenses. Warren explained the cost breakdown for the LeaseQuery program. He said that the quote is a little higher upfront because of the implementation process of setting up the data into the software program. Warren mentioned that there is one ability lacking from this program that the airport would really like to have, which is the ability to accept online payments. He said that there are certain aspects of the new MUNIS software that the County currently has access to but have not been fully implemented yet, especially on the billing side and accounts receivable. Warren said that he is aware that Shorter and Litchfield would like to have the ability to accept payments online from people who lease hangars and that they will be working on a program to implement that capability once they get through the budget season. The quote for LeaseQuery is based on the number of allocated leases. There is an annual subscription per month, per each lease, as well as a onetime implementation fee and training, with a lease entry fee. The total cost for the airport is \$44,019.29. Shorter advised that the cost for LeaseQuery will be included in a line item transfer under contract services versus a budget amendment.

Shorter presented the following Line Item Transfer for the Board's approval:

Revenues	Amount	Expenditures	Amount
8100000-41002	\$30,000.00	8107050-44000	\$151,600.00
Fulltime Salaries		Contract Services	
8100000-41004	\$133,100.00	8107050-41515	\$7,000.00
Part-time Salaries		Dues & Subscriptions	
8100000-42300	\$30,000.00	8107050-41460	\$3,500.00
Utilities		Airport pro. Scv. ECU Sculp.	
8100000-43101	\$13,000.00	8107050-42701	\$11,000.00
Vehicle Expenses -Fuel		Advertising & Marketing	
8100000-41545	\$12,600.00	8107050-41502	\$6,000.00
Bank Fees		Legal	
8100000-42500	\$6,000.00	8107050-47302	\$56,900.00
Travel & Training		Capital Outlay-Other Improvements	
8100000-47623	\$20,000.00	810-7050-44600	\$2,600.00
Construction Demo		Insurance	
8100000-4305	\$1,000.00	8107050-42200	\$2,100.00
Uniform Purchase		Telephone	
		8107050-43240	\$4,000.00
		Supplies-Other	
		8107050-43215	\$1,000.00
		Parking Lot	
Total	\$245,700.00	Total	\$245,700.00

Justification: LeasQuery software \$45,000, mowing and landscape \$11,600.00, business support (website) \$20,000.00, Parking Boxx 4-year extended warranty

\$58,000.00, Airport Art program \$3,500.00, Capital-Other Parking Boxx system (outdoor cash machine) \$30,000.00, Bender Signs-Way Finding (parking lot signs following completion of roundabout) \$6,700.00, TBI \$14,700.00, Dues- Kinston Chamber, Control Tower Association \$8,000.00, marketing \$11,000.00, legal expenses for property etc. \$6,000.00, flood insurance \$2,600.00, increased telephone costs with upgraded fiber and redundant paths, TESI and parking lot ticket tape.

On motion by Liner, seconded by Pope the Board approved the Line Item Transfer. In favor 8, opposed 0. A roll call vote was taken, 8 yes, 0 no.

New Roof for D2-GS Building

Shorter reported that the roof on the D2-GS building has some leaks. He commented that the roof is over 40 years old and has recently been through a couple hurricanes. He advised that Martin has acquired three different quotes to replace the roof. The lowest quote coming in at \$45,000 and the highest quote coming in at over \$100,000. Shorter said that it is very important not to wait for next year's budget and to go ahead and lock down the \$45,000 quote from Tru-Coat. He added that Tru-Coat has done a lot of work for the airport and that he has been very happy with the work they have done. He said that Tru-Coat could probably be considered a preferred vendor at this point. Shorter requested the Board's approval for the Chairman to sign a Budget Amendment not to exceed the amount of \$45,000. Funds for the project will be from CARES allocation.

On motion by Morris, seconded by Pope the Board approved the Line Item Transfer. In favor 8, opposed 0. A roll call vote was taken, 8 yes, 0 no.

Open Discussion

Morris advised that he will be sending an email invitation to an event for Congressman Murphy to Board members soon. He commented that Murphy has been a big help to the airport and that he would like to see the Board give him support in return.

Liner commented that the State Sheriff's Convention will be starting this starting this Friday in downtown New Bern at the New Bern Riverfront Convention Center.

Executive Session

There was no need for an executive session.

On motion by Leahy, seconded by Liner the Morris adjourned at 3:30 p.m. In favor 8, opposed 0.

Secretary Kenneth Morris