

Regional Airport

AGENDA

October 19th, 2021, 2:00 p.m. Remote Access:

Dial-In Voice Only 1.415.655.0001 Meeting # 255 1509 7438 Passcode: 35939601 Webex Video and Voice Meeting # 255 1509 7438

Passcode: FlyEWN#13

I. Call to Order

II. Roll Call

III. Pledge of Allegiance

IV. Introduction of Attendees

V. Secretary's Report

a. Minutes of September, 2021

VI. Treasurer's Report

VII. Marketing Committee

a. Data/Program Update

b. Social Media Influencer Trip Report

VIII. Commercial Development and Planning Committee

a. Property Acquisition Updates

b. Terminal Expansion Planning Update

IX. Director's Update

X. Old Business

XI. New Business

a. Work Authorizations for 1) New Exit Lane Plaza - Design/Bid and 2) New Airport Maintenance Facility - Schematic Design Phase

b. Contract for Airport Roadway and GA Parking Lot Improvements

c. Information Technology (IT) connectivity improvements for new ARFF building

XII. Open Discussion

XIII. Executive Session

XIV. Airport Industry Familiarization Brief

XV. Adjournment

Minutes

Coastal Carolina Regional Airport Authority October 19, 2021

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, Kiser, Liner, Pope, and Wood.

The following Board members attended via WebEx: Frazer

Burns, Jones, McCabe, Murray and Morris were not in attendance.

Also present in person: Andy Shorter, Airport Director; Charles Cushman and Ray Dunn, Dunn, Pittman, Skinner and Cushman; April Hill, Airport Security Coordinator/Board Recorder; Amy Ritchie, Terminal and Ramp Manager; Ed Martin, Operations and Facilities Manager; John Massey, Talbert & Bright and George Durant, LHWH.

The following also attended via WebEx: Barbara Morton, Office Assistant.

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).

Secretary's Report

On motion by Liner, seconded by Kiser the minutes of September 21, 2021, were approved. In favor 5, opposed 0.

<u>Treasurer's Report</u>

Pope reported financials through September. The CARES Act funding has a budget to date of \$1,592,067. The airport has received \$495,258. Pope noted that the funding is available and that the numbers reflect a timing issue. Concessions, Advertising and Ground Transportation is budgeted at \$7,275. The airport has received \$6,874 for a negative variance to the goal of \$401. Fuel

Flow Royalties are budgeted are \$10,607. The airport has received \$8,594. Landing Fees are budgeted at \$7,665. The airport has received \$4,091. Parking revenue is budgeted at \$89,050. The Airport has collected \$164,118 for a positive variance to the goal of \$75,068. Rental car revenue was budgeted at \$62,338. The airport received \$104,566 for a positive variance to the goal of \$12,021. Rental income is budgeted at \$99,625. The airport has received \$87,604. TSA Security Reimbursements were budgeted at \$28,875. The airport has collected \$18,785 for a negative variance to the goal of \$10,090. The total expenditure fund is budgeted to date at \$1,898,502 with an actual expense of \$682,141.

On motion by Liner, seconded by Kiser the minutes of September 21, 2021, were approved. In favor 5, opposed 0.

Marketing Committee

Wood asked Litchfield to give a report on the following:

Data/Program Update: Litchfield commented that the committee will continue with the inbound campaign. Durant added that he has increased the geographic area in Pittsburgh, noting that Pittsburgh is the only area not performing well. He said that everything else is trending up.

Social Media Influencer Trip Report: Litchfield reported that Ashley Dzurilla and her husband flew in for the weekend. He said that the weather was adverse but that they were able to get out and enjoy New Bern and the surrounding area. Litchfield commented that the trip was a good test for the airport. He was able to share posts from Dzurilla's Instagram page. Dzrullia's followers were engaged and asked questions from her posts. He added that they were able to learn a lot and that all areas that she visited were well represented. Litchfield commented that the website clicks remain strong. Durant commented that there were 60,000 new users last month. Litchfield also

reported that the airport's website www.flyewn.com won the National Gold award for website redesign in the category of Best Transportation Website Design. He commented that Durant has done a phenomenal job with the website.

Commercial Development Planning Committee

Property Acquisition Updates – Pope reported that the CDP is working on the purchase of the remaining parcel of the Generation Baptist Church. Pastor Hayman has received a written purchase offer from the airport and will discuss the offer with the other church leaders. Pope commented that there have not been any decisions made without the approval of the church leaders. Pope added that they have also discussed the terms of a potential post sale lease on their building. The three parcels on Clermont Road are in the environmental assessment process. He said that he does not anticipate any issues with the process. Cushman added that the offer of purchase was made to the Generation Baptist Church for the developed portion of the parcel and that the airport has already purchased the undeveloped back portion of the property. He said that the prior transaction went well and that the trustees of the church walked away with a positive experience and consider the airport as a partner. Cushman advised that the offer given for the developed portion was for the appraised value of \$385,000. Part of the offer included in the written offer to purchase was an offer to lease the building back to the church for a term of two years with a possible third year as a one-year renewal. The rent amount offered was for \$2,583 per month. Cushman commented that when he spoke with Pastor Hayman and conveyed the offer to him, he seemed to think that the offer was good but that he needed to bring the offer to the Board of Trustees at their next scheduled meeting. Pope also reported that the parcel on 707 Clermont Road, owned by Billy Woolard, has become available for purchase. The parcel has a tax value of \$119,000. The CDP committee has recommended that the airport begin the process to purchase the property.

Terminal Expansion Planning Update: Pope reported that the shelf ready plans should be ready in late November noting that the architects have been busy with the ARFF building and the terminal bathroom renovation. Shorter commented that the CDP does not see any risks in letting the architects spend a little more time on the planning of the terminal expansion.

<u>Directors Update</u>

Air Service Notes: Shorter reported that he met virtually with two network planners with United Airlines noting that the meeting well. He said that Wood gave a good 5-10 minute briefing of the C1A and its new role with the airport. United seemed to be pleased. Shorter also advised that he, Wood and Litchfield will be attending an Air Service Conference in Baton Rouge, LA, November 1st., 3rd. He said that he hopes to have meetings with the following airlines: American, Breeze, Spirit, United Southern Airways Express and Avelo.

ARFF Building: The airport has received the certificate of occupancy for the newly constructed ARFF facility. Shorter commented that he will be meeting with the contractors on Thursday to review a punch list. He said that he is pleased with TA Loving who has stayed on budget with the project. A ribbon-cutting ceremony will be held on November 19th at 3 pm. Congressman Murphy will be attending the ceremony. Shorter commented that he is working on the invite list and will get the invitations out by the end of the week.

Tabletop: Shorter reported that a tabletop exercise has been scheduled for tomorrow night at 7pm. Martin commented that the exercise will meet requirements for the FAA and TSA to improve the airports emergency plan. He said that the staff has worked with Craven County Emergency Services to plan

the scenario. Local County mutual aid agencies from the Law Enforcement, Fire and EMS have been invited to participate in the exercise.

State Allocation of Airport Funding: Shorter announced that the airport has received a letter from the NCDOT that the airport will receive \$1,329,600 for State aid. He said that the funds are a little lower than the \$1.43 million that the airport was awarded in FY20. The airport will receive \$332,402 every quarter and it has to be used by the year, after the year the funds were issued. The airport will utilize the NCDOT's Department of Aviation's grant processing system to report and account for the use of the funding.

Corporate Box Hangars: Shorter shared that the notice to proceed has been issued for the horizontal work for two corporate box hangars. He advised that funds received from the State the year before COVID, in the amount of \$1.43 million, will be used for this project.

Shorter also advised that there is currently a hangar tenant running an LLC flight training business from the leased hangar which is against the airport's rules and regulations. He said that he is working with Cushman to resolve the issue.

Work Authorizations for 1) New Exit Lane Plaza-Design/Bid and 2) New Airport.

Maintenance Facility-Schematic Design Phase

Shorter presented to the Board for approval two work authorizations for Talbert & Bright. The first work authorization is for the project design and bidding of a new terminal parking lot exit toll plaza in the amount of \$68,165. The other work authorization for the preliminary design and schematic site evaluation for the new airport maintenance and equipment storage facility in the amount of \$44,875. Both projects will be developed and funded as CARES act addendum development grant projects.

On motion by Liner, seconded by Wood the Board approved the Work Authorizations for the design of the new exit lane plaza and the new maintenance and equipment storage facility. In favor 5, opposed 0. A roll call vote was taken; 5 yes, 0 no.

Contract for Airport Roadway and GA Parking Lot Improvements

Shorter advised that a bid opening was held on October 14th however, there were not three bids submitted and the bid opening was cancelled. After discussion with the CDP, it has been recommended to consolidate the upcoming paving projects into one project and re-bid the whole package together in March of 2022.

Information Technology (IT) connectivity for new ARFF building

Shorter reported that the County IT department recently completed a survey of the new ARFF facility and has determined that the airport needs to increase the infrastructure throughput to connect the new facility to the County internet. Shorter advised that there are sufficient funds in the current budget to cover the cost. The recommended IT network equipment is estimated at \$27,532.40.

On motion by Liner, seconded by Pope the Board approved the new IT network equipment for the new ARFF building. In favor 5, opposed 0.

Open Discussion

Harris commented that on his drive into the airport he noticed about five USMC Harriers parked at the FBO. He noted that the Marine Corps training operations is not just a weekend event. Martin commented that the training is often up to six days a week. He added that utilizing the FBO is convenient and provides low costs for the base. Training personnel can go home at night without

having to stay overnight at a hotel. If there is a maintenance issue with one of the aircraft, then it would only take about 20 minutes for someone to arrive from Cherry Point. Martin added that the pilots like operating out of the FBO and using the airport. Liner commented that the information that the airport has been putting out has been very helpful. Harris commented that the F35's should be arriving at Cherry Point in 2023 to start replacing the Harriers.

Airport Industry Familiarization Brief (Air Service Development Program)

Shorter gave a presentation on the basic elements of airport operations. He gave a detailed explanation of the roles and requirements of airport and airfield functions. Harris inquired when the Board will have the opportunity to tour the airfield. Shorter commented that he and Martin will plan a tour for some time in November or December.

Executive Session

There was no need for executive session. The Board adjourned at 3:25 pm.

Secretary Kellie Kiser

CARMON TILTE WARRY