

Minutes

Coastal Carolina Regional Airport Authority

November 15, 2022

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, Kiser, Liner, McCabe, Morris, Pope, and Wood.

Frazer attended via WebEx, Murray was excused.

Burns was not in attendance.

Also present in person: Andy Shorter, Airport Director; Ray Dunn and Charles Cushman, Dunn, Pittman, Skinner, and Cushman; April Hill, Airport Security Coordinator/Board Recorder; Amy Ritchie, Terminal Manager; Ed Martin, Operations and Facilities Manager.

Also in attendance via WebEx was John Massey, Talbert & Bright and Eddie Carroll, Tidewater Aviation.

Secretary's Report

On motion by Wood, seconded by Morris the minutes of October 25, 2022, were approved. In favor 8, opposed 0.

Treasurer's Report

Pope reported financials through October 31, 2022. Concessions, Advertising and Ground Transportation is budgeted at \$12,483. The airport has received \$12,683 for a positive variance to the goal of \$200.00. Fuel Flow Royalties are budgeted at \$15,483. The airport received \$5,191 for a negative variance to the goal of \$10,292. Landing Fees are budgeted at \$4,033. The airport received \$2,089 for a negative variance to the goal of \$1,945. Other revenue is budgeted at \$1,933. The airport has received \$1,333 for a negative variance to the goal of \$600. Parking revenue is budgeted at \$220,650. The

airport received \$206,316 for a negative variance to the goal of \$14,334. Rental income is budgeted at \$160,732. The airport received \$185,093 for a positive variance to the goal of \$24,361. Rental car revenue is budgeted at \$112,957. The airport received \$133,633 for a positive variance to the goal of \$20,676. TSA Security reimbursements are budgeted at \$30,000. The airport received \$19,105 for a negative variance to the goal of \$10,895. The CARES Act reimbursement is budgeted at \$1,959,348. The airport has received \$988,001 for a negative variance to the goal of \$971,347. Total operating expenses are budgeted at \$2,210,883. Expenses to date \$1,329,594.

On motion by McCabe, seconded by Kiser the Treasurer's Report was approved. In favor 8, opposed 0.

Marketing Update

Wood advised that the next committee meeting is scheduled for December 15th at 2pm. He said that he continues to see conversation via email between committee members and Melissa Rankin with regards to real estate. The committee will continue to collaborate between the different entities that sit on that committee. The most recent important announcement that was published last week was the return of the DCA flight which will begin June 3, 2023 and will run through August 12, 2023. Shorter commented that he expects American to ultimately extend flights through September 2023. He said that the announcement is a big win for the airport. Local advertisement of the DCA service will be released in the new year.

Commercial Development and Planning Committee

Pope reported that the committee last met on October 12th to discuss rates and charges, terminal updates and the proposal request submitted by Tidewater for new hangar construction. Shorter shared with the Authority a list of project coordination updates created by John Massey. The committee will be

working on closing out AIP grants 44, 48, 49 and 50. Shorter also shared that he has a meeting with the Golden Leaf Foundation on December 7th to discuss a grant proposal for developing the Corporate Aerospace Development area on the airport (former Hall property).

Directors Update

Shorter gave a report on the following:

Air Service: October load factors are trending down slightly from September but remain near 90%. The November schedule was trimmed with the nationwide cutback in regional service so EWN will have fewer seats available. Shorter shared a seat comparison chart depicting the number of scheduled seats for EWN and neighboring airports. With the airline industry still experiencing a pilot shortage, airports continue to see a decline in the number of scheduled seats by the airlines. Shorter commented that in November, American will be downgraded to a 50-passenger aircraft so that EWN can maintain at least 3 flights a day with the fewer monthly seats assigned to EWN. The first half of December will include 3 flights a day but will increase back to four flights a day for the second half of the month. He said that the month of January should reflect additional flights over November as well.

Williams Road Re-alignment: The re-alignment project continues to move forward in coordination with FAA and the NCDOT. The engineers should be starting the survey work soon for the project. Shorter advised that they are still waiting on the Memphis ADO to approve the scope of the work for the NEPA process.

Terminal Expansion Update: The project continues to move forward nicely. The schedule to move into the temporary hold room has been moved to the first or second week of January and will not affect the project deadlines.

Bipartisan Infrastructure Law (BIL): Shorter advised that he has received secondary questions from the ADO office regarding the current BIL application. He said that he and Massy are working out the details to answer those questions.

Craven Community College-New Program: Craven Community College will be offering a new Aviation Management Degree program. Shorter commented that Bill Franchi, Program Chairman/Coordinator, reached out to him for advice on the course study for the program. Shorter commented that this will be a good course that includes aviation business and accounting programs. Shorter advised that he will be on the advisory committee for the new program.

NCAA Annual Conference: The North Carolina Airport's Association (NCAA) will hold its annual conference March 19, 2023 through March 21, 2023, in Pinehurst, NC. Each Board member was provided a copy of the conference schedule. Shorter advised that he would need to know who will be attending by January.

Premium Pay: As approved by the Craven County Commissioners and the Airport Authority, a one-time premium payment for employees posted today. Shorter advised that the law enforcement officers, except for five retired employees, did not receive the one-time payment since they received a payment through the Sheriff's Office. The five retired LEO employees did receive a payment through the airport as approved by Chairman Harris. Shorter thanked the Authority for the premium payment acknowledging the gratitude expressed to him by the airport staff.

Conference Room Furniture: The airport conference room furniture will soon be replaced by new furniture. The current furniture will be placed on govdeals.com.

Ed Martin Resignation Announcement: Shorter advised that Ed Martin has submitted his resignation with plans to retire in New Bern. Martin stood and thanked the Board for their support to Shorter and the airport staff. He also thanked Cushman and Dunn for their legal guidance with various projects and John Massey and the staff at Talbert & Bright for their guidance with airport projects. Morris commented that many contractors have voiced their appreciation for Martin adding that he will be greatly missed. Martin commented that that it has been a pleasure working at the airport but feels that it is time for he and his wife to travel and visit family.

New Business-Review and Approve New Airport Rates and Charges Sheet
(current date of Oct 2019)

Shorter advised that with inflation and the cost of daily operations rising, he feels that the airport's rates and charges need to be reviewed. A proposed change of rates was provided to all Board members for review and approval. Proposed increase of rates includes tenant parking fees, storage fees, ground transportation, customer parking fees and special staff assistance fees.

On motion by Morris, seconded by McCabe the Board approved the proposed change in the airport's rates and charges as submitted. A copy of the approved rates and charges will be filed with the minutes. In favor 8, opposed 0.

Open Discussion

Pope advised that he and Morris have been in discussion regarding a current map of Tidewater's leases. He said that in an effort to pull the leases together for better presentation and understanding, John Massey has produced a map overlay of current leases between the airport and Tidewater. A copy of the map was shared with the Board.

Shorter advised that there will not be an Authority meeting in December as has been the historical norm.

Executive Session

There was no need for an executive session.

On motion by Liner, seconded by Jones the Board adjourned at 2:54 PM.
In favor 8, oppose, 0.


Secretary Kellie Kiser