

## Minutes

Coastal Carolina Regional Airport Authority

February 20, 2024

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, Brinson, Eckert, Harris, Jones, McCabe, Morris, and Wood.

Burns was not in attendance.

The following Board members were excused: Pope and Murray.

Also present in person: Andy Shorter, Airport Director; Ray Dunn and Daniel Stanton, Dunn, Pittman, and Skinner; April Hill, Airport Security Coordinator/Board Recorder; Amy Ritchie, Terminal and Facilities Manager; Patrick Manzo, Operations Manager; Melissa Riggle, TDA Executive Director; Jay Talbert and John Massey, Talbert and Bright.

Also present via conference call: Frazer and Eddie Carroll; Tidewater Aviation

Harris expressed his excitement and appreciation to everyone involved with today's announcement and ceremony welcoming Breeze Airways. He said that the Board needs to continue being an advocate for Breeze. Harris also expressed his appreciation to Wood and Riggle for their involvement in pursuing a partnership with Breeze. Shorter commented that Kirk Lovell played a major role in getting Breeze interested in EWN. He said that Lovell had to leave before the Board meeting but that he couldn't thank him enough for his help and support for our air service development program and getting this service announcement from Breeze.

### Secretary's Report

On motion by Eckert, seconded by Jones the minutes of January 16, 2024, were approved. In favor 7, opposed 0.

### Treasurer's Report

Wood commented that the treasurer's report was sent out in the Board packet for review. He said that there was nothing notable to update from last month's report as the airport revenues and expenditures continue in an ebb and flow fashion. Wood did point out that the interest income is doing well and continues to help the airport to stay ahead on revenue. Shorter commented that the rental income is still at \$6500 as American is a month behind. He added that the airport usually receives American's January and February payment together later in the month of February. Shorter also commented that while the parking revenue is low, the airport is holding steady, pointing out that February is not usually a busy month but that the airport has seen an increase in the number of cars in the lot. He said that on average after January there are usually only about 170 vehicles in the lot, per day, but as January has transitioned into to February, he has noted as many as 250 vehicles parked in the lot daily.

On motion by Morris, seconded by McCabe the Treasurer's report was approved. In favor 7, opposed 0.

### Marketing Update

Riggle reported that the committee has not met since their last meeting on January 22<sup>nd</sup> but will meet again in April. She said that they are following Durant's lead as he has done much of the heavy lifting with Breeze Airways. She said that they are ready to hit the ground running as they have been playing a very supportive role. The team will now move in a strong and strategic direction with marketing. Riggle commented that they have already begun vetting for social media influencers in the Connecticut market as they have seen a lot of

inbound interest from that region as well as Orlando. Durant added that everyone has done so well with the Breeze launch announcement. He said that Breeze has been so easy to work with as they have been responsive with communication and approvals. He said that he is communicating with their marketing team as they plan their strategy in advertising and marketing destinations. Durant added that he has preloaded some ads and social media posts for launch today along with the press release of today's announcement. He commented that they can now advertise and expand the catchment area since the airport has something that nobody else has on this side of Interstate 95. Shorter asked Riggle to give an update on a conference she recently attended. Riggle explained that New Bern is part of a certified program that Visit New Bern puts together called Retire NC. She said that partners from the state travel to the Ideal Living, consumer trade shows held in the Northeast like CT, NJ, and NY. She said that the goal is to advertise and market New Bern as a retirement and relocation destination. Those who attend the tradeshow are qualified consumers and attendees. Riggle added that the age and demographics have changed and shifted to a slightly younger age group. She reported that the TDA had a representative who attended the show two weeks ago and said that there were a lot of people visiting the booth. Riggle said that it is a phenomenal program that continues to be a strong market for the TDA.

#### Commercial Development and Planning Committee

Shorter reported on the following topics:

Corporate Aerospace Development Clearing Project Actions: Shorter advised that Chairman Harris has signed the project contract last week as approved in last month's meeting and that the clearing project is in progress. He said that the discussion in the last CDP meeting was whether to put in a fence now or to wait. After some discussion, Shorter advised that following a detailed review and with due consideration he recommended that the new fence line

needed to be installed now, staying within the \$96,000 fencing portion of the project. He then shared a few drawings created by John Massey illustrating three different options for the purpose of discussion of alternate ideas that the Board may consider. Shorter also advised that the current perimeter fence line would remain in place until such time that additional development would make it obsolete.

On motion by McCabe, seconded by Eckert, the Board approved to move forward with option 2 to install a fence line staying within the \$96,000 line item in the current contract. In favor 7, opposed 0.

634 Airport Road Renovation Recommendations: Shorter presented an itemized breakdown of maintenance/repair and building retrofit items along with the associated costs to get the building move-in ready for the Tech Bridge. He advised that there are funds available in the FY24 budget to complete each line item individually and feels that the airport should complete the items in this year's budget so that the airport could start programming for the rent revenue of \$60,000 a year in next year's budget. He said that the committee feels that this would be a better use of the budgeted money to complete the tasks now and then be able to collect full rent on day one for the project. Wood commented that Tech Bridge is under contract and that the Craven County Economic Development Department has funding for the Tech Bridge in their budget. He said that this funding has the flexibility to either pay a facility fee, what they refer to as rent, or pay for the construction costs. Wood commented that he feels that doing it this way will be a win for everybody moving forward and that it will be a cleaner way to quickly start a new revenue stream for the airport.

The Board concurred with the committee's recommendation with no opposition to Chairman Harris signing line-item transfers to complete the property maintenance and renovations.

## Director's Update

**Air Service Update:** Shorter reported that the enplanements are recovering with a 66% load factor in January whereas the rate was 64% in the same month last year. He explained that the first three flights of the day are at 80% load factor with the last daily departure being much lower. All things considered, Shorter stated that data shows that the airport is above the American Airline average for revenue per available seat mile for this region. He also reported that the flight schedule for EWN is programmed for 9,000-10,000 seats per month each month through the summer, which is higher than 2019. Shorter, Riggle, and Wood will be attending an air service conference next week and will have the opportunity to meet with several airlines. Shorter said that they will also be meeting with American while at the conference.

**Terminal Part 1 Projected Actions:** Shorter reported that due to long lead times and supply chain issues, the new screening and hold room has been rescheduled to open on June 27<sup>th</sup> instead of the 14<sup>th</sup>. The TSA screening equipment will be moved overnight on the 26<sup>th</sup>. Shorter commented that there is space in the current temporary hold room to accommodate passengers for both American and Breeze for the five weeks that they will need to use it together.

**Terminal Part 2 Timeline:** Shorter reported that John Massey held a pre-bid meeting this morning for the terminal part two construction. There were at least two contractors that attended, it was a non-mandatory meeting. Shorter said that bids will open on March 14<sup>th</sup> with an alternate bid opening scheduled for March 21<sup>th</sup>. He said that the grant submittal is due to the FAA on April 8<sup>th</sup>.

**Parking Lot-New Parking Control System:** Shorter reported that the new parking control system has been installed in the customer parking lot. Shorter

commented that the new system is working well and seems to be a much better system.

Stakeholder Meeting: Shorter asked Manzo to give a report of a General Aviation stakeholder meeting hosted in the Aircraft, Fire and Rescue building. Manzo reported that the airport hosted a stakeholder meeting with the tenants of the general aviation community on February 2<sup>nd</sup>. He said that there was good attendance from the community and the ATC staff. Topics of discussion were wildlife mitigation, maintenance projects, airfield projects such as the aerospace development clearing project. Manzo said that the airport will host a stakeholder meeting at least twice a year.

Chamber Annual Celebration: Shorter reminded the Board of the Chambers 125<sup>th</sup> anniversary celebration to be held on February 29<sup>th</sup> with cocktails to be served between 5:30-6:30 pm and dinner from 6:30-9:00pm. He said that the airport has sponsored a table in support of the Chamber.

Eastern Carolina Aviation Heritage Foundation (ECHAF): Shorter announced that the Havelock Tourist and Event Center will be hosting the annual ECHAF Gala on February 23<sup>rd</sup> at 5:30pm. This year's gala will be presented by Col. Mikel Huber, former Commanding Officer at Marine Corps Cherry Point, and a current pilot with American Airlines. Shorter advised that the airport has sponsored a table in support of the ECHAF event.

### New Business

Project Ordinance and Budget Amendment-Corporate Aerospace Development Area: Shorter presented the following Budget Ordinance and Budget Amendment for the Boards approval:

### **Budget Ordinance**

#### **Expenditures:**

Architectural & Engineering	\$591,088.00
Construction – Clearing and Grubbing	\$1,354,725.00
<b>Total</b>	<b>\$1,945,813</b>

**Revenues:**

State Grant Funds	\$1,771,813.00
Golden Leaf Foundation Grant	\$174,000.00
<b>Total</b>	<b>\$1,945,813</b>

**Budget Amendment**

Revenues	Amount	Expenditures	Amount
8357050-33301 State Grant	\$1,771,813.00	8357050-47006 Architect & Engineering	\$591,088.00
8357050-33503 Golden Leaf Grant	\$174,000.00	8357050-47600 Construction	\$1,354,725.00
<b>Total</b>	<b>\$1,945,813.00</b>	<b>Total</b>	<b>\$1,945,813.00</b>

Justification: To set up Fund 835 for the construction of an aerospace development area.

On motion by Wood, seconded by McCabe the Board approved the Budget Ordinance and Budget Amendment for the Corporate Aerospace Development Area. In favor 6, opposed 0. A roll call was taken; 6 yes, 0 no.

\*\*Note: Jones had to step out of the room for a call and was not available during the motion.

Professional Engineering Services Proposal Review Committee

Appointments: Shorter commented that the FAA requires that the airport publish proposal requests for professional engineering services at least every five years. He informed the Board that the airport has issued a public statement of qualifications that are due back to the airport on March 1<sup>st</sup>. Shorter expressed that he would like to present the proposals for approval at the March Authority and requested that Harris form a review committee to review the proposals received. Harris asked that the CDP committee review and discuss the proposals once they are received and to be ready to make a recommendation for the next Authority meeting.

Open Discussion

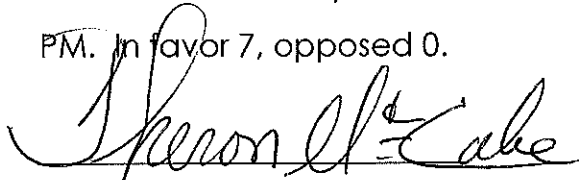
There was no discussion.

Executive Session

There was no need for an executive session.

On motion by Wood, seconded by McCabe, the Board adjourned at 2:52

PM. In favor 7, opposed 0.

A handwritten signature in cursive script that reads "Theron McCabe". The signature is written in black ink and is positioned above the printed name of the secretary.

Secretary Theron McCabe