

Minutes

Coastal Carolina Regional Airport Authority

March 18, 2025

Chairman Harris called the meeting to order at 2:10 p.m.

All stood and recited the Pledge of Allegiance.

The roll was taken, and the following Board members were present in person: Bender, Kirk, Liner, Pope and Wood.

Jones attended via phone.

Murray attended via WebEx.

Frazer was not in attendance.

Eckert, Harris, and Morris were 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; Patrick Manzo, Airfield Operations Manager; John Massey, Talbert & Bright.

Eddie Carroll also attended via Webex.

Secretary's Report

On motion by Wood, seconded by Liner, the minutes of February 18, 2025, were approved. In favor 4 opposed 0.

Treasurer's Report

Wood referred to the treasurer's report that was submitted in the monthly packet highlighting that the projection for interest income is lagging. He also commented that the parking lot revenue is expected to level out as the travel

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season starts to pick back up. Shorter added that D2 Government Solutions has made an agreement with Ritchie to catch up on their lease payments.

On motion by Liner, second by Wood, the Treasurer's Report was approved. In favor 4, opposed 0.

Marketing Update

Shorter gave an update in Riggle's absence. He shared a Spring to Summer TV advertisement that incorporates American and Breeze Airlines. He also shared a catchment area map with the Board depicting the growth of passengers to the north and west of New Bern, which reflects the enlarged catchment area that the airport began marketing in over the last year with the introduction of Breeze Airways service.

Commercial Development and Planning Committee

Since there was no committee meeting held this month, Shorter reported that a pre-bid meeting was held for the taxiway and apron project within the corporate aerospace development area. There were three contractors that were present at the meeting. A bid opening has been scheduled for March 25th at 11am. Shorter also reported that a notice to proceed for the water and sewer project has been issued and that Barnhill Contracting is wrapping up their project for the access road. Discussions with a prospective tenant continue. Shorter commented that this tenant may be interested in constructing two 30,000 sq. ft. hangars. John Massey has modified the area map to show the layout of the two hangars. Pope added that he is also still in discussion with Piedmont Natural Gas to provide service for the area.

Director's Update

Air Service: Shorter referred to the enplanement chart that was included in the Board packet. He commented that January and February are historically

slow months for the airport. Shorter did point out that Breeze had a better month in February than in January. American has started their dual class service on the CRJ jets this month and is performing well. Shorter also advised that he, Murray and Kirk Lovell with Mead & Hunt are exploring military bidding and routes with American Airlines. Shorter will also be attending an air service conference in April and plans to speak with American, United, Delta and Breeze.

Terminal I & II Projects: Shorter advised that Part I of the terminal expansion project is almost complete. The contractor has one more entry vestibule to finish up. Shorter added that he is preparing the closeout process for the Part I grants. He reminded the Board that even though both parts of the project are under one local project ordinance the federal funding grants will be closed out separately.

Capital Fund Strategy: Shorter advised that he sent a notice of intent to the FAA before April 1st for the airport's FY25 entitlement funding. The application will be submitted for the design and permitting work for the Williams Road re-alignment and associated runway safety area improvement project.

Senator Brinson: Shorter advised that Senator Brinson visited the airport on Monday. He said that they discussed updates on the corporate aerospace development area and the Williams Rd. re-alignment project. Shorter advised that Representative Tyson will be visiting the airport on the following Monday to discuss the projects and the funding associated with each.

Property Acquisition Update: Shorter advised that updates for the property acquisition will need to be discussed in the executive session.

Tech Bridge: Wood advised that the C1A Industry Council will meet tomorrow at the Tech Bridge facility. Wood commented that a software company will also be attending to give a demonstration of their technology for

FRC. He said that there was a private employer within the industry council that had been invited to attend who has also reached out to the software company. He said that the Tech Bridge is already showing the benefit that they were hoping it would for dual use technology.

C-123 Aircraft Update: Shorter reported that the C-123 "Ponderous Polly" will be removed from the airfield by the Hagerstown Museum out of Hagerstown, Maryland. Patrick added that the aircraft will be dismantled and placed on a flatbed trailer that has been donated for transport. He said that the aircraft should be removed by the end of the year.

NCAA Conference: Ritchie passed out packets to members attending the NCAA Conference to be held April 8th-10th in Wilmington, NC.

D2 Flight School: Shorter announced that D2 Government Solutions will be hosting a Pig Pickin Fly-in on April 26th. A Piedmont Airline representative will be attending for recruitment. Manzo and Hill are working on the details for the event.

Heritage Foundation: Shorter advised that Manzo will be attending a School Industry Day at the Heritage Foundation in Havelock on April 7th. Manzo will bring the airport ARFF truck to the event for tours for 6-12th graders.

New Business

AIP Grant Closeout BA and Project Ordinance: Shorter presented the following budget amendment and project ordinance for the Boards approval:

**Closing Ordinance
Terminal Restroom Maintenance and Upgrades
Fund 8307066-AIP 48**

Expenditures

Administrative Expense

\$422

Architectural & Engineering	\$64,345
Construction	\$350,4888
Total	\$415,255
Revenue	
FAA	\$409,817
Contractor Sales Tax Refund	\$5,438
Total	\$415,255

On motion by Liner, seconded by Wood, the Board approved the AIP 48 ordinance closeout. In favor 4, opposed 0.

Budget Amendment to Close Out AIP 48

Revenues	Amount	Expenditures	Amount
8307066-33110	(\$6,778.00)	8307066-47000	(\$578.00)
FAA Federal Grant		Administration	
8307066-38401	\$5,438.00	8307066-47006	(\$108.00)
Contractor Sales Tax Refund		Arch. & Eng.	
		8307066-47600	(\$654.00)
		Construction	
Total:	\$1,340.00	Total:	\$1,340.00

Justification: To close AIP 48.

On motion by Liner, seconded by Wood, the Board approved the budget amendment. In favor 4, opposed 0.

Open Discussion

Ritchie explained the details of the NCAA conference packet to Kirk as he is a new member attending the conference. Massey commented that Talbert & Bright will be hosting a dinner reception on Tuesday night at the conference.

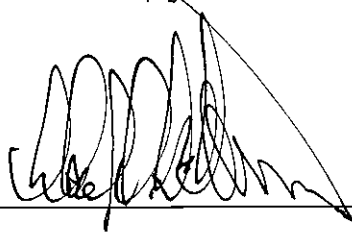
Executive Session

On motion by Liner, seconded by Wood, the Board went into executive session at 2:47 pm in accordance with N.C. General Statute 143-318.11(a)(3) to consider the price and material terms of contracts related to the purchase of real property and to consult with its attorneys concerning the handling of a claim. In favor 4, opposed 0.

On motion by Wood, seconded Liner, the Board came out of executive session at 3:11 pm. In favor 4, opposed 0.

No action was taken in the executive session.

On motion by Liner, seconded by Wood, the Board adjourned at 3:12 pm. In favor 4, opposed 0.

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

Secretary Mark Eckert