

Minutes

Coastal Carolina Regional Airport Authority

April 15, 2025

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

All stood and recited the Pledge of Allegiance.

Harris advised that there is a need for a modification to the agenda. Shorter commented that the Board needed to swear in a new member who is replacing Senator Brinson on the Board and to discuss bid submittals and approval for the taxi lane & apron project.

On motion by Wood, seconded by Morris, the Board approved to modify the agenda by adding the swearing in of a new Board member under the introduction of attendees and bid acceptance for the taxi lane apron under the Commercial Development and Planning Committee Update. In favor 7, opposed 0.

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

Jones attended via phone.

Kirk attended via WebEx.

Frazer and Murray were not in attendance.

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 and Melissa Riggle, Executive Director, Craven County Tourism and Development Authority.

Pope took the opportunity to recognize that Mayor Bender was recently awarded the Order of the Long Leaf Pine award given by Governor Stein. Pope commented that Mayor Bender's work has been beneficial to not only Pollocksville but for the surrounding counties as well, including the Authority Board of the airport. Bender thanked the Board for acknowledging the recent award and commented that it was a great honor to receive the award.

Melissa Riggle was sworn in before the Authority as a new Board member. Riggle was appointed by the Craven County Commissioners to replace Senator Robert Brinson on the Airport Board.

Secretary's Report

On motion by Liner, seconded by Pope, the minutes of March 18, 2025, were approved. In favor 8 opposed 0.

Treasurer's Report

Wood referred to the treasurer's report that was submitted in the monthly packet commenting that the budget overall looks strong for the year. He advised that the interest income on the \$4.9 million investment will mature on May 9th. Shorter added that he expects that the annual return on this investment should be at least \$193,000 by the end of the FY. He informed the Board that the maturity date will come before the next scheduled Board meeting. He asked if it would be approved to have Craven County Finance reinvest the same amount if they are able to do so.

On motion by Morris, seconded by Eckert, the Board approved the Craven County Finance Director, at his discretion, to reinvest the same portion of the fund balance for the best, no risk, return available. In favor 8, opposed 0.

Shorter also discussed the total sum of expenses recorded on the treasurers' report. The report reflects a sum of \$468,000 un-expended. He explained that \$280,000 of that amount has been authorized to purchase property, which has not been expended to date. He said that he will discuss updates of that land purchase in more detail in the executive session. Shorter also provided the Board with a proposed budget for FY26 for review. A public session will be held next month to discuss the proposed budget.

On motion by Liner, second by Morris, the Treasurer's Report was approved. In favor 8, opposed 0.

Marketing Update

Riggle reported that the local marketing committee held its second quarter meeting last week. She commented that the meeting was well attended with good engagement. She commented that they discussed the inbound and outbound data. There has been an increase in outbound traffic from New Bern, Greenville and Morehead City. Riggle shared with the Board the marketing efforts moving forward. Shorter shared a video of Visit New Bern that is currently being played in the baggage claim area in the Bradley Airport in Hartford, CT. Riggle also shared that the team is working on bringing in another influencer from Connecticut and a celebration of one year anniversary of service with Breeze.

Commercial Development and Planning Committee

Pope advised that the committee did not meet this month due to the NCAA conference. He commented that a bid opening was held a couple of weeks ago for the corporate aerospace development area. Shorter shared a diagram of the proposed taxiway and apron project and explained the

differences between the bid alternates. The lowest bid for the project was submitted by ST Wooten. Shorter presented the bid for the Boards approval.

On motion by Liner, seconded by Pope, the Board approved to accept the bid submitted by ST Wooten.

Pope commented that the committee will now shift its focus to the nonaeronautical development area.

Director's Update

Air Service Update: Shorter reviewed the enplanement data that was included in the Board's packet. He commented that March was a slow month as it historically has been. With that said, last month the American CRJ's had a load factor of 90% for the 5am flight and 95% load factor for the mid-morning flight.

Air Service Conference: Shorter reported that he and Riggle recently attended an air service conference hosted by Mead & Hunt. He said that they went to the conference with the expectation of low engagement with the airlines. The team met with American, Delta, United, Breeze, and SkyWest. Riggle commented that the engagement was much better than other conferences they have attended in the past with positive engagement with the airlines. Shorter added that they were pleasantly surprised as he was able to have positive discussions and share data with the airlines.

Terminal Projects: Shorter reported that a new seating area will be opening in a few weeks. The Breeze ticket counter will temporarily move into the new seating area to make room for the renovations of the airline ticket counters.

FAA Grant Applications: Shorter advised that the application for the Bipartisan Infrastructure Law (BIL) will soon be submitted for the corporate

aerospace development area taxi lane and apron work. The annual AIP grant request will also be submitted for the design and permitting work for Williams Rd. and the runway 4/22 safety area improvements.

Budget Planning: Shorter advised that the airport will hold a public hearing next month for the FY26 budget. A final version will be presented at the June meeting for the Boards approval.

Representative Tyson Visit: Shorter commented that he recently had a quick visit with Rep. Tyson to discuss the corporate aerospace and Williams Rd. projects. Rep. Tyson was attending a meeting with the DOT Division II Engineers at Creek Side Park and had a few minutes for a short visit/tour of the airfield. Shorter said that Rep. Tyson was impressed with the current improvements happening at the airport.

Golden Retriever-Comfort Care: Shorter commented that the airport was recently approached by a couple who volunteer their time with qualified service dogs in nursing homes to provide comfort care for residents. The volunteers offered their service for comfort care for passengers who may be anxious or stressed when traveling through the airport. The service is provided by two golden retrievers who will visit the terminal on Mondays and Fridays.

Havelock Middle School Tour: Shorter announced that the Havelock Middle School visited the airport today for a tour of the airport. Manzo reported that there were two groups of forty in each group. He added that there was good participation from the students visiting.

D2 Flight School-Pig Pickin Fly-In Event: The D2 Flight School will be hosting a Pig Pickin Fly-In on April 26th. Shorter commented that Hill and Manzo have been working on the required security amendments for the event.

New Business

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

**Closing Ordinance
Road and Parking Lot Improvements and
Commercial Service Parking Lot Expansion
Fund 831 – AIP 50**

Expenditures

Administration	\$4,213
Preliminary Expense	\$58,085
Architectural & Engineering	\$236,115
Inspection	61,103
General Construction	2,170,323
Total	\$2,529,839

Revenue

FAA Addendum Grant	\$2,516,309	Contractor Sales
Tax Refund	\$13,530	
Total		\$2,529,839

On motion by Liner, seconded by Wood, the Board approved the AIP 50 ordinance closeout. In favor 8, opposed 0. A roll call vote was taken; 8 yes, 0 no.

Budget Amendment to Close Out AIP 50

Revenues	Amount	Expenditures	Amount
8310000-38401	\$13,530.00	8317050-47000	(\$287.00)
Contractor Sales Tax Refund		Administration	

8317050-33110 (\$46,088.00)
FAA Federal Grant

8317050-47007 (\$31,104.00)
Inspection
8317050-47512 (\$646.00)
Arch/Eng-Preliminary Exp.
83117050-47600 (\$521.00)

Total: \$32,558.00

Total: (\$32,558.00)

Justification: To close AIP 50.

On motion by Wood, seconded by Eckert, the Board approved the budget amendment. In favor 8, opposed 0. A roll call vote was taken; 8 yes, 0 no.

Open Discussion

Harris asked Shorter if there were any changes expected from the FAA ADO office. Shorter confirmed that there were no changes expected from the ADO office and that operations seem to be back to normal since the recent changes in administration. He said that the current interim manager is responsive and has been engaged with the airports. As for Federal funding, Shorter commented that the BIL/AIG grants are law so he doesn't expect any changes with those future allocations.

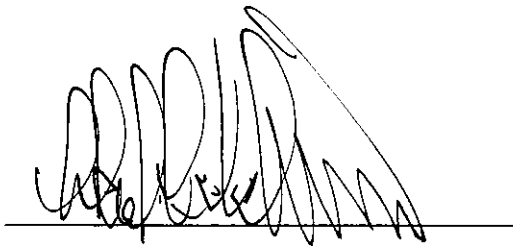
Pope commented that it was great to see the Authority's support at the NCAA conference last week. He said that it was a great opportunity for discussions with delegates and that he appreciated the opportunity to attend the conference. Pope also thanked John Massey and Talbert and Bright for the reception dinner they hosted at the conference.

Executive Session

On motion by Morris, seconded by Pope, the Board went into executive session at 2:58 pm in accordance with N.C. General Statute 143-318.11(a)(5) to consider the price and material related to real property. In favor 8, opposed 0. On motion by Pope, seconded Liner, the Board came out of executive session at 3:37 pm. In favor 8, opposed 0.

With a unanimous vote, the Board authorized Shorter and the Board attorneys to negotiate and for the Chairman to enter into a lease for acreage in the corporate aerospace development area.

On motion by Morris, seconded by Pope, the Board adjourned at 3:39 pm. In favor 8, opposed 0.

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

Secretary Mark Eckert