

Minutes

Coastal Carolina Regional Airport Authority

May 20, 2025

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, Eckert, Harris, Liner, Morris, Pope, Riggle and Wood.

Kirk attended via WebEx.

Frazer and Murray were not in attendance.

Jones was excused.

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

FY2026 Airport Budget – Public Hearing

On motion by Liner, seconded by Morris, the Board entered a public hearing. In favor 7, opposed 0.

Shorter opened the session with a declaration of the airport's vision and mission statement. He said that the strategy for the proposed FY26 budget is a follow-up to the FY25 budget, which is to cultivate new, and sustain current, commercial air service as the primary focus for revenue generation as well as fostering area economic impact. He advised that the proposed FY26 budget is a \$375,000 increase from last year's budget, explaining that the airport will be covering expenses that were paid by multi-year agreements in last year's budget.

Shorter commented that the proposed budget is a thinned down expense budget as the airport continues to leverage strategic capital investments made over the last several years. He added that this year will be the first truly standalone year for revenue since the CARES Act ended. Expenditures will be covered only by revenue received during the current planned budget year. Shorter and the staff have planned another conservative revenue budget this year but have increased the projections based on modest percentage increases for most of the business revenue lines that represent passenger activity (e.g. concessions and car rentals). Other line-item increases are due to lease rates and term adjustments in a couple of areas, namely the new terminal spaces and the renewal of all rental car company leases. The total proposed budget balances at \$3,017,861. The airport's current operating fund balance is approximately \$9.3 million.

On motion by Wood, seconded by Liner, the public session was closed with no public comment. In favor 7, opposed 0.

Secretary's Report

On motion by Morris, seconded by Liner, the minutes of April 15, 2025, were approved. In favor 7, opposed 0.

Treasurer's Report

Wood referred to the treasurer's report that was submitted in the monthly packet, commenting that the investment revenue to date is \$169,463. He added that he is confident that the final balance will reach the \$200,000 mark by the end of the fiscal year. The parking lot and car rental revenues are still lagging behind. Overall, the budget is operating in the black for revenue with the operating expenses also being under spent.

On motion by Morris, second by Pope, the Treasurer's Report was approved. In favor 7, opposed 0.

Marketing Update

Riggle confirmed that due to budgetary purposes, the airport will switch to use the same marketing agency as the C1A and Craven County Tourism & Development, which will create a coalition of services between those two organizations and the Airport. Riggle also announced that a press release will be published tomorrow for the one-year anniversary of the Breeze service. She said that she is also working with Breeze on a promotional itinerary swap with a social media influencer as well as a marathon event coming up in the fall. Riggle advised that there were no committee updates and that the next meeting will be held in July.

Commercial Development and Planning Committee

Pope advised that the committee met on May 14th to discuss the following topics:

Terminal Project Update: Reconstruction of the ATO ticket counters has begun.

Corporate Aerospace Development: Pope advised that the access road, constructed by Barnhill, came in \$200,000 under budget. The water & sewer lines are currently being installed. Pope advised that the City of New Bern is requiring two 6" conduits to carry power to the sewage lift station which will require a change order in the amount of \$165,561. The main lines will allow three-phase access to the project site. Massey explained in more detail the need for the change order.

FedEx Site: Pope advised that FedEx will continue its Ground & Air service through next year. Shorter added that the airport has received a proposal from

Express Properties to increase the company vehicle parking lot by using the excess land available in their current 3.7acre agreement.

905 Madame Moores Lane: Pope advised that the airport will be closing on three parcels of property on Madame Moores Lane. The parcels are part of the airport's protective area. The closing date has been scheduled for June 23rd with a purchase price of \$75,000.

Taxi lane Apron: Pope commented that the Director will be presenting a work authorization submitted by Talbert and Bright under New Business. Pope encouraged the Board to approve the work authorization once presented.

Director's Update

Air Service: Shorter referred to the enplanement and deplanement chart that was included in the monthly Board packet. He commented that there were fewer seats on American Airlines in the month of April compared to April of 2024. Overall, Shorter was pleased with the operations, feeling confident that the airport will end the year having served approximately 190,000 passengers, which is more than a 50,000 passenger increase from the prior year.

Terminal Project Updates:

Part 1: Shorter advised that there were some roof leaks during the rainstorm last week. The General Contractor is working to resolve the issues as quickly as possible. Shorter also advised that part 1 of the construction phase is almost ready to close out. There is one issue that came up during last week's storm. The terminal apron lights did not come on when power was transferred to the new generator. The contractor has recommended that a manual transfer switch be installed on the generator. Shorter advised that the airport does have a manual switch in storage that was

used with the temporary trailers at the beginning of the project but will investigate the cost of an automatic switch.

Part II: Construction of the airline ticket counters, and the new bag screening room has begun. Breeze Airways was temporarily moved to the passenger waiting area. The bag screening room is scheduled to be completed in the last week of June.

Williams Road Update: The FAA has approved the draft of the NEPA documentation for the road re-alignment. The NCDOT will hold a public review at the Corner Stone church in James City on June 24th from 5-7pm.

Aircraft Incident: Shorter reported that there was an aircraft incident on May 4th involving an unsafe gear indication. The landing gear of the aircraft did not remain down and locked during landing. The plane stopped safely on the main runway after sliding on its belly with no injuries. The runway was closed for a short period of time and one American flight was affected.

New Business

AIP 49 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 49**

Expenditures

Administrative Expense		\$3,439
Preliminary Expense		\$11,350
Architectural & Engineering	\$173,664	

Project Inspection Fees	\$62,249
Construction	\$2,039,301
Total	\$2,290,004
Revenue	
FAA	\$821,768
State Grant	\$1,432,773
Transfer from Operating Fund 810	\$1,809
Contractor's Sales Tax Refund	\$33,654
Total	\$2,290,004

On motion by Liner, seconded by Eckert, the Board approved the AIP 49 ordinance closeout. In favor 7, opposed 0.

Budget Amendment to Close Out AIP 49

Revenues	Amount	Expenditures	Amount
8307065-33110 Federal Grant	(\$70,156.00)	8307065-4700 Administration	(\$251.00)
8307065-38401 Contractor Sales Tax Refund	\$33,654.00	8307065-47006 Architectural & Engineering	(\$278.00)
8307065-39808 Transfer-Ops Fund 810	\$1,809.00	8307065-47007 Inspection	(\$6,251.00)
		8307065-47600	(\$27,913.00)
Total:	(\$34,693.00)	Total:	(\$34,693.00)

Justification: To close AIP 49.

On motion by Morris, seconded by Wood, the Board approved the budget amendment. In favor 7, opposed 0.

Annual Audit Contract-Approval: Shorter presented a contract submitted by Thompson, Price, Scott, Adams, & Co, PA to audit the accounts of Craven County and its component units. As a component of Craven County, the Chairman of the Airport Authority is required to sign the audit contract.

On motion by Pope, seconded by Liner, the Board approved the Chairman to sign the annual audit contract as submitted. In favor 7, opposed 0.

TBI Work Authorization for Taxi Lane and Apron Construction Administration: Shorter presented the Talbert and Bright Work Authorization 2208-2503 to provide construction administration phase services and part-time resident project representative services for the aerospace development area - taxi lane and apron project. The total cost for the services as presented is in the amount of \$361,925.00.

On motion by Pope, seconded by Liner, the Board approved the Talbert and Bright work authorization for construction administration services. In favor 7, opposed 0.

Aerospace Development Area Project Ordinance and BA Adjustments

Shorter advised that he would like to table the Project Ordinance and Budget Amendments until next month. He said that he is waiting for updates to a couple of related items.

Open Discussion

Harris commented that he would like to appoint the following members to serve as the nominating committee for Officer recommendations for the FY26 year: Eckert, Jones, and Wood. Jones was also appointed to serve as the Chairman of the nominating committee.

Executive Session

On motion by Morris, seconded by Wood, the Board went into executive session at 3:00 pm in accordance with N.C. General Statute 143-318.11(a)(5) to discuss with the Authority and negotiating agents the price of other material terms of a lease for real estate. In favor 7, opposed 0.

On motion by Morris, seconded by Liner, the Board came out of executive session. In favor 7, opposed 0.

On motion by Liner, seconded by Wood, the Board adjourned at 3:23 pm. In favor 7, opposed 0.

A handwritten signature in black ink, appearing to read 'Mark Eckert', is written over a horizontal line. The signature is stylized with many loops and a long, sweeping tail that extends upwards and to the right.

Secretary Mark Eckert