

Minutes

Coastal Carolina Regional Airport Authority

June 17, 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, Kirk, Morris, and Pope.

Wood and Riggle attended remotely via WebEx.

Frazer and Murray were not in attendance.

Jones and Liner were excused.

Also present in person: Andy Shorter, Airport Director; Ray Dunn and Daniel Stanton, Dunn, Pittman, Skinner, and Ashton; Barbara Morton, Acting Board Recorder; Amy Ritchie, Terminal & Facilities Manager; Patrick Manzo, Airfield Operations Manager; John Massey, Talbert & Bright; Ashelynn Fisher, Airport Intern; Edward Carroll, Tidewater Aviation and Jackson Wetherbee, Intern for the Crystal Coast Economic Development.

Secretary's Report

On motion by Morris, seconded by Eckert, the minutes of May 20, 2025, were approved. In favor 6, opposed 0.

Treasurer's Report

Shorter referred to the treasurer's report that was submitted in the monthly packet, commenting that the car rental income was now on-budget based on the final two car companies reporting on Monday. Shorter advised that he will present Line-Item Transfers under New Business. He also mentioned that moving forward, the treasurer's monthly report will detail the numbers from two months

prior so that the treasurer's report can accurately reflect all actual receipts collected for the month in question.

On motion by Pope, second by Morris, the Treasurer's Report was approved. In favor 6, opposed 0.

Marketing Update

Riggle reported that the committee has been busy as the airport is transitioning to the new advertising firm, BluePrint Business Communications. She said that Brice Connors is working closely with George Durant, LHWH as he is gathering all the credentials to the dashboards for a seamless transition. Riggle commented that the communication between the two companies is going well with a very professional transition. Advertisements with the Big Rock Fishing Tournament have been well received. Riggle commented that there has been growth in the catchment area even though there is a slight downturn in Carteret County. Shorter commented that the airport has moved forward with forward funding the BluePrint transition and their targeted marketing efforts using FY2025 funding as partial payment for their annual fee . The next marketing committee meeting will be held in July.

Shorter asked Riggle to give an update on Breeze's fitness challenge. Riggle explained the Strava Get Going Challenge is in honor of Global Wellness Day. Breeze is inspiring people to explore cities that they love to support local communities. Anyone can complete the challenge by logging 220 minutes of activity between June 14th and July 12th. By completing the challenge, you will be entered to win free flights for a year with Breeze Airways.

Commercial Development and Planning Committee

Pope advised that the committee met on June 11th to discuss the following topics:

Williams Road Environmental Assessment (EA) Progress Update: The NC DOT will be hosting a public information meeting from 5 to 7pm on June 24th at the C-Stone Church in James City. The NC DOT sent out mailer notifications to the community to advise them of the meeting. Shorter commented that he met with the environmental engineer, Laura Stevens, to discuss the program's EA document. He presented charts regarding the efforts to increase the length of Runway 22. Shorter expects to see an approval on the EA by August 1st.

Corporate Aerospace Development Area: Pope advised that the airport has signed a lease agreement with FMR Aeronautical Properties, LLC for future development of four parcels of land. Development of the land will be completed in four separate phases related to the individual parcels. The taxiway access is planned to be completed for parcels I & II. FMR will not pay a ground lease rent until they have received a certificate of occupancy or at 18 months from the lease signing, whichever comes first. However, starting June 1, 2025, FMR will pay the airport a management fee of \$1500 per month. Pope and Shorter both expressed their appreciation to Dunn and Santon for their hard work on this project.

Non-Aeronautical Development: Pope discussed development options for the 5 acres of open property in front of the airport. He advised that they are working on drafting up a request for proposals (RFPs) for potential future development. Pope commented that with the HWY 70 improvements, now would be good timing for a future car rental Quick Turn Facility (QTR) to include a convenience store, gas, and carwash area. He said that this would enable the airport to decommission the old Hertz, AVIS/Budget and Enterprise/National car cleaning areas. The new facility would be for public and airport tenant use. Morris asked if it would be possible to use the parcel of land next to the Tech Bridge for a QTR. Pope advised that both locations could be offered in the RFP. After a question

by Eckert, Shorter added that the RFP could indeed contain a stipulation for competitive "street pricing" to try and ensure the gas prices would be similar to other gas stations in the area.

Madam Moores Lane Update: Pope advised that the land parcels on Madame Moores Lane were successfully procured by the airport for \$84,000. A closing day has been scheduled for June 23, 2025.

Director's Update

Air Service: Shorter referred to the enplanement and deplanement chart that was included in the monthly Board packet. He said that they were under last years numbers in April and May but that there was a seat reduction by American in those months. He is anticipating better numbers for the month of June. Shorter added that the seat reduction is in part due to continued construction at CLT. Shorter also reported that Breeze has increased to 25 destinations from RDU and nine from ILM. He commented that Mr. Lovell, Mead & Hunt, has shared that this is a good sign for Breeze as they lock up North Carolina. Morris asked if there has been an increase in the number of people traveling through EWN. Shorter confirmed that there has been an increase and that Breeze remains happy with the numbers they are seeing.

Terminal Project Updates: Shorter mentioned that there was a roof leak in the back area of the terminal and that repairs are in progress. The new baggage screening area is scheduled to be completed by June 30th. Shorter also made note that TSA has cut back on their staff hours, which may impact delayed flights. Harris suggested that it might be a good idea for the airport to post signs for passengers.

Aircraft Incident: Shorter reported that there was an aircraft incident on June 11th with a tail dragger aircraft. The incident was cleared within 30-40 minutes with Manzo as the intermediary between the FAA and the pilot.

Airport Operations Manager position: Shorter announced that Patrick Manzo has accepted the Deputy Director position at the Albert J. Ellis airport effective August 1st. Manzo will stay on board at EWN through the annual FAA safety inspection scheduled for the last week in July. Shorter added that the airport is reviewing three to four good candidates for the Airport Operations Manager position.

New Business

Final FY2025 Budget Amendments: Shorter advised that there was a need for a budget line-item transfer in the amount of \$25,695 for outside legal services for additional work completed by Dunn and Pittman. He advised that Harris had signed the transfer.

The following FY25-26 Budget Ordinance was presented for the Board's approval:

FY2026 Budget Ordinance

The following amounts are estimated for revenue for the Airport Operating Fund 810 for the fiscal year beginning July 1, 2025, and ending June 30, 2026.

Airport Operating Revenue	\$3,017,861.00
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The following amounts are for expenditures in the Airport Operating Fund 810 for the fiscal year beginning July 1, 2025, and ending June 30, 2026.

Airport Operating Expenditures

\$3,017,861.00

The Airport Director is authorized to make transfers between line items not to exceed \$10,000.00.

On motion by Morris, seconded by Harris, the FY2026 Budget Ordinance was approved. In favor 6, opposed 0. Roll call vote; 6 yes, 0 no.

Aerospace Development Area Project Ordinance and BA Adjustments:
Shorter present the following ordinance and budget amendment for the Board's approval:

**Updated Project Ordinance
Aerospace Development Area – Fund 835**

Expenditures:

Architectural & Engineering	\$1,542,174
Construction – Clearing and Grubbing	\$1,360,725
Construction – Water and Sewer	
\$2,061,119 Construction – Access Road	
\$1,224,262	
Construction – Taxiway and Apron	\$6,516,833
Total	\$12,705,113

Revenue:

FAA Grants Funds	\$1,429,002
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State Grant Funds	\$5,030,796
Commerce Grant	\$1,077,694
Golden Leaf Foundation Grant	\$753,700
Transfer from Operation Fund 810	\$4,413,921
Total	\$12,705,113

On motion by Pope, seconded by Morris, the Board approved the project ordinance for the aerospace development area. In favor 6, opposed 0.
A roll call vote was taken; 6 yes, 0 no.

Budget Amendment – Aerospace Development Area

Revenues	Amount	Expenditures	Amount
8357050-33301 State Grant	\$2,667,072.00	8357050-47006 Arch. & Eng.	\$404,605.00
8357050-39808 Tran. from Ops Fund 810	\$4,413,921.00	8357050-47600 Construction	\$6,676,388.00
8100000-39901 Fnd. Bal Approp. Current Yr. Construction	\$4,413,921.00	8107050-49730 Tran. FAA AIP Grant Project	\$4,413,921.00

Total:	\$11,494,914.00	Total:	\$11,494,914.00
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Justification: To adjust the aerospace development area budget to reflect additional architectural engineering and construction costs for the taxi lane and apron.

On motion by Morris, seconded by Pope, the Board approved the budget amendment. In favor 6, opposed 0. A roll call vote was taken; 6 yes, 0 no.

Closing Ordinance Fund 8307064
Construct Aircraft Rescue & Fire Fighting Building – AIP 46

Expenditures:

Basic Architecture and Engineering	\$260,769
Inspection	\$123,470
Construction of Aircraft Rescue & Fire Fighting Facility	\$5,520,461
Total	\$5,904,700

Revenue:

FAA Federal Grant	\$5,191,733
Transfer from Customer Facility Charge Fund	\$118,288
Transfer from Operations Fund – CARES Revenue	\$576,834
Total	\$5,904,700

On motion by Pope, seconded by Harris, the Board approved the project ordinance to closeout AIP 46. In favor 6, opposed 0. A roll call vote was taken; 6 yes, 0 no.

Contract Approval for Taxi Lane and Apron Construction: Shorter presented a proposed contract for the aerospace taxi lane project as submitted by ST Wooten in the amount of \$6,516,832.50.

On motion Morris, seconded by Eckert, the Board approved the contract submitted by ST Wooten in the amount of \$6,516,832.50. In favor 6, opposed 0.

Nominating Committee Report: Wood advised that the nominating committee has met and recommends the following new officers: Bill Pope, Chairman; George Liner, Vice Chairman; Jeff Wood, Treasurer and Mark Eckert, Secretary.

On motion by Morris, seconded by Eckert, the Board approved the new officers. In favor 6, opposed 0.

Open Discussion

Pope advised that Shorter will be on leave for a scheduled surgery.

Harris mentioned a recent interview between Ritchie and WCTI News introducing the support canines at the airport. He said that there has been a lot of positive feedback with therapy dogs visiting passengers and employees.

Harris thanked the Board for the opportunity to serve as Chairman on the Airport Authority Board for the past four years.

Executive Session

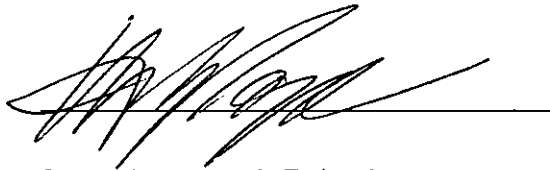
On motion by Morris, seconded by Pope, the Board went into an executive session at 3:22 pm in accordance with N.C. General Statute 143318.11(a)(6) to consider the performance of Director, Andrew Shorter. In favor 6, opposed 0.

On motion by Morris, seconded by Pope, the Board came out of executive session at 3:40. In favor 6, opposed 0.

There was no action taken in the executive session.

Following the closing of the executive session, on motion by Morris, seconded by Harris, the Board approved a salary bonus of \$12,500 to Director Shorter in recognition of his exceptional performance and leadership. In favor 5, opposed 0. (Riggle had to drop out of the meeting during the executive session)

On motion by Morris, seconded by Pope, the Board adjourned at 3:45 pm. In favor 5, opposed 0.

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

~~Secretary Mark Eckert~~

CHAIRMAN - WILLIAM B. POPE