

Minutes

Coastal Carolina Regional Airport Authority

July 15, 2025

Chairman Pope 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, Harris, Jones, Kirk, Liner, Morris, Pope, Riggle, and Wood.

Frazer attended via Webex.

Murray was not in attendance.

Eckert was excused.

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

Edward Carroll, Tidewater Air Services, also attended via Webex.

Pope expressed his appreciation to Harris for his efforts, leadership and guidance during his four-year term as Chairman to the Airport Authority Board. Shorter presented Harris with an appreciation plaque in honor of his dedication, leadership, and service to the Board.

Secretary's Report

On motion by Wood, seconded by Liner, the minutes of June 17, 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 additional revenue is expected to filter in over the next month that will give a clearer picture of the end of fiscal year 2025. Shorter commented that they will publish the June (end of year) report again once all the "period 13" data is compiled and finalized by finance.

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

Marketing Update

Riggle reported that the quarterly meeting was held yesterday. She commented that there was an excellent turnout of attendees. The emphasis of the meeting was introducing Brice Conners, the President of the new marketing firm, Blueprint Business Communications. The committee is also working on the Retire Location Guide by updating the guidebook with fresh imagery. Riggle also explained that they are working with the Breeze Marketing team for an influencer swap. She said that Breeze has offered flight points for a social media influencer to travel with Breeze to share their experience with the airline and their destination location. Riggle also shared an interactive online beta demonstration of New Bern and Craven County that includes links to select areas around the area related to tourism.

Commercial Development and Planning Committee

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

Corporate Aerospace Development Options Review: Harris announced that the airport has entered a land lease with FMR Aeronautical for 55 acres. He

advised that the committee is waiting to hear back from FMR on the size of the proposed hangar. He added that due to FAA height restrictions, the height of the hangar may require the hangar location to be further from the runway than originally planned. The airport has already drafted some new plans to use for evaluation and preliminary planning. Harris also advised that a pre-construction meeting was held at the airport prior to the meeting and the potential hangar location adjustment was discussed. The contractor did not have any concerns with the potential change. A notice to proceed will potentially be issued by July 28th. It is the committee's expectation that the hangar will be completed by July 2026.

Williams Road NEPA Process Update

Shorter acknowledged that a public meeting was held at the C-Stone Church in James City for the Williams Road re-alignment project. He said that Laura Stevens and her team from Parish and Partners did a great job presenting the project and explaining the airport's need for the realignment. The project is now in a 30-day period for both public and government agency comments. Shorter commented that at the end of the period, he anticipates that the FAA will issue a finding of no significant impact, and our FY25 AIP grant application will move forward to fund the project design phase.

Director's Update

Air Service: Shorter advised that the American Airlines seat numbers have dropped across the Charlotte Douglas Airport region. Even with the decrease in number of seats, Shorter commented that the American enplanements are 10% ahead of last year with a 33% increase in total passengers for the year-over-year comparison. Shorter also shared that he had a good meeting with Breeze yesterday. He said that Breeze is happy with the numbers that they are seeing with a slight increase from last year.

Terminal Project Update: Shorter advised that the first phase of the new ATO ticket counters have been completed. Breeze has been moved to their permanent location and American has been moved to their temporary location. The new in-line bag system is now in operation. Shorter did affirm that there are still a few roof leaks and that Monteith is working on a resolution for repairs. The new gas generator is still having issues firing up during the load share transfer. Shorter advised that Generic has identified the issue and repairs have been made. He added that Monteith will work with the City of New Bern to monitor the load share transfer system for two weeks. A temporary generator is on site as a backup until the new generator can be certified as trouble free.

Property Acquisition: Shorter identified property on the corner of Airport and Old Airport Road that Craven County purchased a couple of years ago. He commented that the Airport was interested in the property but wanted to purchase it when the bulk of the terminal project was completed. He said that the airport is now ready to acquire the property. Shorter advised that the County Attorney will present a proclamation before the Craven County Board of Commissioners for the airport to take operational control of the property at 817 Airport Road. A Budget Amendment will be presented under New Business for the Board's approval to authorize funds to purchase the property at 817 Airport Road.

AIG Grant Acceptance: Shorter advised that the airport has received the grant offer from the FAA for the Bipartisan Infrastructure Law, Airport Improvement Grant. The grant is the remaining of the FY24 AIG allocated funds that the airport has not asked for yet as well as the \$1.3 million allocated FY25 funds. Shorter Advised that he will present the grant offer during the Craven County Board of Commissioners meeting scheduled for next Monday.

Airport Operations Manager: Shorter reported that the airport has received applications from four candidates for the Airport Operations Manager position. He commented that he is happy with all four candidates who have applied and that they all have Aviation Management degrees. There are a few applicants that have American Association of Airport Executives (AAAE) and Airport Certified Employee (ACE) certifications. Shorter commented that none of the candidates live in the area so he recommended that the Board authorize him to negotiate a stipend up to \$3,000 for relocation expenses.

On motion by Liner, seconded by Morris, the Board approved Shorter to negotiate a stipend of up to \$3,000 with candidates for the Airport Operations Manager position for relocation expenses. In favor 7, opposed 0.

FAA Inspection: Shorter announced that the annual FAA inspection is scheduled for the last week of July. He commented that Manzo is on paternity leave but will return next week prior to the inspection. Shorter added that Manzo prepared for the inspection before his paternity leave and the inspection will be his last task before leaving the airport.

New Business

FY26 Budget Amendments (Property Acquisition, Director Performance) and Line-Item Transfer (Contract Services):

The following FY26 Line-Item Transfers were presented for the Board's knowledge. Shorter explained that the transfers were previously approved for the Chairman to sign.

Line-Item Transfer – Contractual Services

Revenues	Amount	Expenditures	Amount
8107050-42701	\$33,000.00	8107050-44000	\$33,000.00
Marketing		Contractual Services	

Total: \$33,000.00 **Total:** \$33,000.00

Justification: To transfer funds to cover landscaping services for FY26.

Line-Item Transfer

Revenues	Amount	Expenditures	Amount
8107050-4400	\$14,000.00	8107050-42300	\$14,000.00
Contractual Services		Utilities	

Total: \$14,000.00 **Total:** \$14,000.00

Justification: To transfer funds to cover utility services used in FY25.

The following FY26 Line-Item Transfers were presented for the Board's approval:

Budget Amendment – Director Performance

Revenues	Amount	Expenditures	Amount
8100000-39901	\$12,500.00	8107050-41002	\$12,500.00
Fund Balance Approp. Curr.		Full-time Salaries	

Total: \$12,500.00 **Total:** \$12,500.00

Justification: To increase the budget to include a performance bonus.

On motion by Wood, seconded by Morriss, the Board approved the budget amendment. In favor 7, opposed 0. A roll call vote was taken; 7 yes, 0 no.

Budget Amendment – Property Acquisition

Revenues	Amount	Expenditures	Amount
8100000-39901	\$300,114.00	8107050-47305	\$300,114.00
Fund Balance Approp. Curr.		Capital Outlay-Land	

Total:	\$300,114.00	Total:	\$300,114.00
---------------	---------------------	---------------	---------------------

Justification: To increase the budget to include the purchase of 817 Airport Road.

On motion by Liner, seconded by Morriss, the Board approved the budget amendment. In favor 7, opposed 0. A roll call vote was taken; 7 yes, 0 no.

Open Discussion

Morris asked that the actual number of passengers that travel from EWN on the Breeze flights be added to the monthly Board packet. Shorter advised that he will add the information as requested next month.

Pope asked Harris to announce the members of the Commercial Development & Planning Committee. The following will serve on the committee: Tyler Harris, Andy Shorter, Terry Morris, Commissioner Jason Jones, Mayor Jay Bender, George Liner, and Bill Pope. Harris will serve as the Chairman for the committee. He added that the committee is merely an advisory committee only and that no action will be taken during the meetings. Meetings will be held once a month before the monthly scheduled Authority meetings.

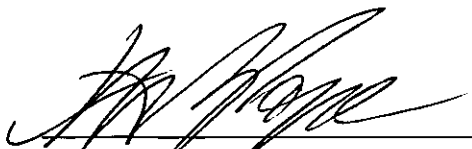
Pope also asked Riggle to announce the members for the Marketing Committee. The following will serve on the committee: Melissa Riggle, Jeff Wood, Mark Eckert, Kevin Roberts (New Bern Area Chamber of Commerce), Melissa Rankin and Danette Hancock (New Bern Real Estate Group), Tarshi McCoy (New Bern Riverfront and Convention Center), Charles Cushman (local hospitality owner), Rod Kirk, Chad Strawn (Craven County Planning) and Ed Mitchell (River Dunes Realty). Riggle will serve as the Chairman for the committee.

Harris commented that Pope was able to negotiate a significant discount with Piedmont Natural Gas for service in the Corporate Aerospace Development Area. He asked Pope for an update and what were the next steps. Pope advised that the ball is in the court of FMR Aeronautical. He said that they will have to identify the projected gas utilization for the site before Piedmont can make a calculation.

Executive Session

There was no need for an executive session.

On motion by Morris, seconded by Liner, the Board adjourned at 3:02 pm.
In favor 7, opposed 0.


Secretary Mark Eckert
CHAIRMAN - WILLIAM B. POPE

