

Minutes

Coastal Carolina Regional Airport Authority

August 19, 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, Frazer, Harris, Jones, Morris, Liner, Pope, Riggle and Wood.

Eckert and Kirk attended remotely via Webex.

Murray was excused.

Also present in person: Andy Shorter, Airport Director; Ray Dunn, Dunn, Pittman, Skinner, and Ashton; April Hill, Airport Security Coordinator and Board Recorder; Amy Ritchie, Terminal & Facilities Manager and John Massey, Talbert & Bright. Eddie Carroll also attended via Webex.

Secretary's Report

On motion by Wood, seconded by Harris, the minutes of July 15, 2025, were approved. In favor 8, opposed 0.

Treasurer's Report

Wood referred to the final FY25 treasurer's report that was submitted in the monthly packet, commenting that the parking lot revenue ended slightly under budget for the year. However, overall, it was a good year where the annual revenues exceeded projections and expenses ended up below what was budgeted for FY25.

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

Marketing Update

Riggle reported that the committee is working with the new marketing firm to update promotional assets in photography and videography. The team is working hard on updating a new look for print purposes. Riggle also reviewed with the Board a map of the catchment area. She commented that they are seeing an increase in passengers east and south of New Bern. Riggle also gave an update on the plans for two social media influencers to swap areas. One is coming down from Hartford and the other from our area will travel to Hartford to promote the Breeze service at EWN. Riggle also announced that Breeze Airways has signed a partnership agreement and will become an airline partner for the Trail to Tryon event this year. She commented that the team will investigate partnership opportunities with American Airlines as well.

Commercial Development and Planning Committee

Harris advised that the committee did not meet this month but advised that the Director will give updates of the CDP committee in his report. Harris did comment that a notice to proceed has been issued for the aerospace area and contractors are clearing the topsoil and are proof rolling the surface. Due to recent rain, the project has slowed down but is expected to maintain the scheduled timeline. Shorter gave an update on the Williams Road re-alignment. He stated that there were no significant comments received on the NEPA documentation, so the report was sent to the FAA for review. He added that the FAA has allowed for the FY25 AIP grant for the design work to begin this year. Construction is expected to begin in the FY27 budget year.

Director's Update

Air Service: Shorter referred to the enplanement data that was submitted in the monthly packet highlighting that the American numbers are consistent with last year's numbers. The Breeze through passenger numbers have been

pretty steady between 30-40% for the year, where 60% to 70% of the passengers on the plane are coming out of EWN. Overall, the enplanement data shows a 26% increase in airline passenger enplanements year-over-year for FY25. Shorter also announced that he, Riggle, Wood and Kirk Lovell will be visiting the Breeze Headquarters on September 9th and 10th for a Breeze hosted air service meeting event. He said that they also have an additional headquarters meeting set up with a regional airline in the same area of the country.

Terminal Updates: Shorter reported that another small leak was discovered in the departure lounge during a recent rainstorm. Monteith will install additional gutters upstairs to help prevent future water intrusion after they repair the leaky area in question. The new generator is working properly and picking up load share. The temporary generator has been removed from the property.

FAA Grant: Shorter advised that he received a call from the FAA advising that there was additional funding available for the Federal Contract Tower (FCT) improvement program and asked if EWN could use the additional funds for the EWN project. Shorter advised that EWN can justify the plus-up in funding since the original grant award was not enough to cover all of the anticipated design costs.

Part 139 FAA Inspection: Shorter reported that the annual FAA inspection went well with three on-the-spot corrections and two items that need to be addressed with additional training. The alarm response time drill also went well. Shorter commented that overall, it was a good experience with a new inspector this year.

New Operations Manager: Shorter announced that the new Operations Manager will start on September 17th.

New Business

Corporate Aerospace Development Area Project Ordinance Update and Budget Amendment: Shorter presented the following budget amendment and project ordinance for the Boards approval:

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 – Taxilane and Apron	\$6,516,833
Total	\$12,705,113

Revenues:

FAA Grant Funds	\$3,247,300
State Grant Funds	\$5,030,796
Commerce Grant	\$1,436,925
Golden Leaf Foundation Grant	753,700
Transfer from Operations Fund 810	\$2,236,392
Total	\$12,705,113

On motion by Harris, seconded by Morris, the Board approved the Project Ordinance for the Aerospace Development Area- Fund 835. In favor 8, opposed 0. A roll call vote was taken: 8 yes, 0 no.

Budget Amendment

Revenues	Amount	Expenditures	Amount
8357050-33110	\$1,818,298.00		
Federal Grant			
8357050-33321	\$359,231.00		
NC Dept of Commerce			
8357050-39808	(\$2,177,529.00)		
Transfer Ops Fund 810			
8100000-39901	(\$2,177,529.00)	8107050-49730	(\$2,177,529.00)
Fnd. Bal. Approp. Current Year		Trans. FAA AIP Grant Proj.	
Total: (\$2,177,529.00)		Total: (\$2,177,529.00)	

Justification: To adjust aerospace development area budget to reflect AIP 57 and increase in NC Commerce grant.

On motion by Liner, seconded by Wood, the Board approved the Project Ordinance for the Aerospace Development Area- Fund 835. In favor 8, opposed 0. A roll call vote was taken: 8 yes, 0 no.

Small Community Air Service Development Program (SCASDP) Grant Ordinance Update and Budget Amendment: Shorter explained that within the first year of the SCASDP grant it was discovered that the current project ordinance line items could be reallocated to better service the continued revenue guarantee for the Breeze service. Shorter said that he and Wood have determined that there would be more revenue guarantee funding available if

the grant's marketing campaign allocation was changed. He said that the airport has already paid more than the required \$196,000 for marketing stipulated in the grant by using the normal annual marketing budget. Converting the grant match allocation from marketing to revenue guarantee is a better use of the DOT funding, which can be used to match some of what the C1A has allocated for a revenue guarantee for the second year of Breeze service. This change will best utilize the allocated grant funding and extend the revenue guarantee subsidies further than anticipated. Shorter stated that they will be meeting with the Federal DOT tomorrow to present this idea and ask for their approval to change the grant allocations. He proposed that the Board approve the Chairman to sign the budget amendment after they have the meeting and the DOT has approved it.

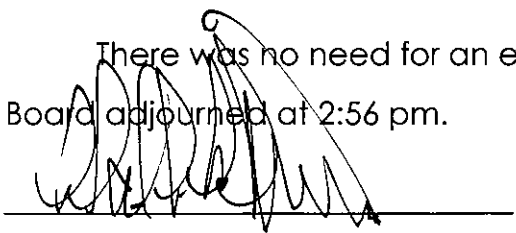
On motion by Harris, seconded by Liner, the Board approved to authorize the Chairman to sign the ordinance once the Federal DOT has approved the change. In favor 8, opposed 0. A roll call vote was taken: 8 yes, 0 no.

Open Discussion

Pope read aloud a letter that was recently sent to Harris written by a customer who recently visited the airport. The letter expressed the customers' appreciation for the excellent care he received from the EWN staff during his visit. Pope took the time to publicly thank the EWN named staff members and expressed his appreciation for their efforts.

Executive Session

There was no need for an executive session. Upon unanimous vote, the Board adjourned at 2:56 pm.



Secretary Mark Eckert