

Minutes

Coastal Carolina Regional Airport Authority

October 21, 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, Eckert, Harris, Kirk, Liner, Morris, Riggle, Pope, and Wood.

Jones was excused.

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 and Board Recorder; Amy Ritchie, Terminal & Facilities Manager; Charlie Dunn, Airport Operations Manager and John Massey, Talbert & Bright.

Also present via conference call: Eddie Carroll, Tidewater Aviation.

Secretary's Report

On motion by Liner, seconded by Wood, the minutes of September 16, 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 interest income matured on August 18th and has been reinvested at 4.1%.

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

Marketing Update

Riggle reported that the quarterly meeting was well attended and productive. Discussions were based on community events and potential challenges from potential clients. Riggle also shared video and blogger posts from the recent influencer swap with the committee. Riggle mentioned that they have recently spoken with the Breeze Marketing Director to discuss marketing updates. The committee has developed a "report card" of efforts to share with Breeze's marketing team. Riggle commented that Breeze has asked for quarterly meetings throughout next year with the airport's marketing team. Riggle also mentioned that Titan Fuels will be sponsoring an airshow at the Union Point Park in New Bern on Saturday, November 29th.

Commercial Development and Planning Committee

Harris advised that the committee met on October 8th to discuss the following topics:

House Bill 358: Harris revealed that the airport received \$10.4 million to help fund the Corporate Aerospace Development Area adjacent to the main runway. Harris took a moment to thank the airport's legislative delegation, in particular Representative Tyson.

FMR Aeronautical Properties-Corporate Aerospace Development Area: Harris reported that FMR has hired two firms and the committee is still waiting for them to submit their plans. Shorter added that he has recently met with FMR and will discuss changes in the expanded apron design under New Business. S.T. Wooten will continue the construction of the current contracted apron and taxi lane for phase one of the area.

Terminal Updates: Harris commented that the new ticket counters have been installed and they look great.

Runway 22 Safety Area Improvement/Williams Road: Shorter reported that he recently met with the NCDOT to discuss updates. Massey commented that the meeting went well and his firm is setting up a follow-on design meeting with the DOT to take the work that has been completed to date, through final design, and bid submittals. Shorter advised that he would discuss the need for a budget amendment and an ordinance under New Business.

Non-Aeronautical Parcels on Clermont Road: Harris advised that the committee has reviewed RFP requirements with the attorneys and that Stanton has uncovered a simpler option. He said that Stanton will draft guidance to request letters of interest for the committee to review for use soliciting commercial non-aeronautical development interest. The Board discussed several options for the parcels.

Director's Update

Air Service: Shorter referred to the enplanement data that was submitted in the monthly packet. He commented that there was a little bump in last month's numbers over September of last year. Leisure travel has slowed down but business travel has held steady if not increased slightly.

RWY-22 Runway Safety Area AIP project- Shorter reminded the Board that Attorney Dunn was able to present the FAA FY25 AIP Grant offer before the County Commissioners last month. At that meeting, the Commissioners approved Chairman Bucher to accept and sign the grant offer, once the airport received it, so that it could be sent back to the FAA before the deadline of September 19th. Shorter advised the Board that the airport received the grant offer on the 18th. He commented that he appreciated that Chairman Bucher was ready to sign so quickly so that it could be sent back in a timely manner.

Airport's 2025 Emergency Response Tabletop Exercise: Shorter reported that this year's required Tabletop is scheduled for tonight at 7pm. He said that April Hill and Charlie Dunn have been planning the exercise along with Ira Whitford, from Craven County Emergency Services. Community Fire, Police, and EMS agencies will participate in the tabletop as well. Next year's exercise will be a live training exercise.

NCAA Conference: Shorter announced the 2026 NCAA conference that will be held in Charlotte March 18th-20th. He said that the airport has reserved several hotel rooms for those who may be interested in attending. He asked the Board to check their schedules and let Ritchie know who is interested in attending as soon as possible.

New Business

Runway 4/22 and Williams Road Project Ordinance and BA Approval:

Budget Amendment – FY26 Projects

Revenues	Amount	Expenditures	Amount
8337050-33110	\$825,724.00	8337050-47006	\$869,183.00
FAA Federal Grant		Architectural	
8337050-39813	\$43,459.00		
Total:	\$869,183.00	Total:	\$869,183.00

Justification: To update Fund 833 to include Runway 4-22 Safety Area Improvement design and permitting costs.

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

Project Ordinance
Williams Road / Extend Runway 4-22
Fund 833

Expenditures:

Preliminary	\$360,573
Architectural & Engineering	\$508,610
Total	\$869,183

Revenues:

FAA Grant	\$825,724
Transfer from State Reserve Fund 816	\$43,459
Total	\$869,183

On motion by Morris, seconded by Harris, the Board approved the Project Ordinance for the Aerospace Development Area- Fund 835. In favor 7, opposed 0. A roll call vote was taken: 7 yes, 0 no.

Aerospace Development Area, Apron Change Order Approval, and Associated Ordinance and BA Update Approval: Issue was tabled for next month's meeting.

Open Discussion

Eckert asked if the airport is tracking traffic through the airport property via Terminal Drive. Shorter informed the Board that the airport is not tracking the traffic through the airport. Pope mentioned that tracking traffic may be a good information for the Clermont Road parcels. Bender added that the RPO may be

able to provide free counters. Riggle mentioned that the airport could use the Pacer program to track the number of cars through the airport.

Harris mentioned that the population census has recently been updated. Wood added that New Bern has seen an increase of 12.5 % in growth and Craven County has seen 6% increase. He commented that this data is great news and that the community is growing. He added that it's healthy growth but not out of control.

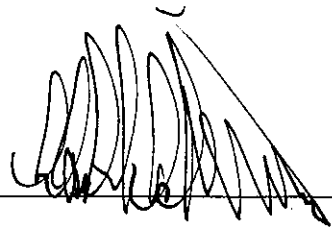
Executive Session

On a motion by Liner, seconded by Eckert, to go into executive session pursuant to N.C. Gen. Stat. § 143-318.11(a)(4) for the purpose of discussing matters relating to the location or expansion of businesses in the area served by the Authority. The motion was unanimously approved at 2:52 PM.

On motion by Morris, seconded by Liner, the Board came out of executive session at 3:18 by unanimous approval.

There was no action taken in the executive session.

On motion by Morris, seconded by Liner, the Board adjourned at 3:19 pm by unanimous consent.

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

Secretary Mark Eckert