

Minutes

Coastal Carolina Regional Airport Authority

January 20, 2026

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:

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

Frazer and Murray attended via Webex

Bender, Jones, and Kirk were 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; Charlie Dunn, Airport Operations Manager, and John Massey, Talbert, Bright, and Ellington.

Secretary's Report

On motion by Wood, seconded by Liner, the minutes of December 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, noting a downward trend in parking revenue. Harris inquired about the number of cars that parked in the lot during Christmas. Shorter commented that the daily averages for December were around 260, peaking at 389 just before Christmas.

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

Commercial Development Committee Report

Harris advised that the committee met last week to discuss the following:

a. Runway 22 Safety Area Improvements and Williams Road Design

Schedule: Harris provided details on the RSA improvements and localizer relocation projects, including timelines and the potential funding challenges that the Williams Road realignment project faces. Shorter explained the importance of good project planning and programming to maximize future funding, and to give the airport the chance for accessing additional AIP funding for rural airports in next year's FAA budget. He advised that a meeting with the FAA is scheduled later in January to discuss the timeline and funding streams for the impending projects.

b. Non-Aeronautical Development Planning: Harris commented that the committee discussed the non-aeronautical commercial development planning, including a gas station/convenience store, and attached car wash. He said that the Board has previously discussed the potential for non-aeronautical development, focusing on development that would support the airport's operations and provide additional revenue from ground leases. Dunn and Stanton have created a Letter of Interest (LOI) to gauge interest from potential developers. The LOI highlights the proximity to future Interstate 42 and the available acreage of up to 2.5 acres for development. The Board discussed the format and distribution of the LOI, aiming for a 60-day turnaround.

On motion by Morris, seconded by Liner, the Board approved to move forward with the LOI. In favor 7, opposed 0. Shorter and Harris will work together to distribute the LOIs and manage the responses.

Marketing Committee Report

Riggle provided an update on the Marketing Committee, noting that the committee has not yet met this year. The next meeting is scheduled for Monday the 26th of January, with updates on various marketing initiatives. The committee is working on several projects to enhance the airport's visibility and attract more visitors. Riggle commented that they are happy with the Breeze billboard campaign, particularly the one billboard located near El's Drive-in, which has high visibility. The campaign will continue through Spring with potential negotiations for a summer position. Google ads have shown a 36% click-through rate and a 45% conversion rate, driving \$83,000 in attributed ticketed revenue from July to December 31st. Social media ads have also performed well, with a 45% conversion rate. Riggle added that the team will be focusing on both Breeze and American Airlines partnerships, ensuring equal prioritization. Riggle also mentioned that she will be meeting with local real estate brokers on Monday to share partner updates and industry challenges.

Director's Update

Air Service: Shorter gave a report on the revenue and passenger trends for Breeze, noting year-over-year improvements for enplanements and up to 30% revenue increases for several months. He stated that American Airlines is happy with their operations out of EWN despite challenges with the Embraer ERJ-145 aircraft. The team is working on optimizing seat bookings to balance their revenue generation with passenger satisfaction. Shorter commented that ticket pricing is competitive with OAJ and PGV.

Terminal Project Closeout: Shorter provided an update on the terminal project closeout, noting it is now 99.9% complete and in the consolidation phase. Monteith is continuing to work on punch list items.

Airports District Office (ADO) Meeting: Shorter announced that he and John Massey will be meeting with the FAA, ADO staff on the 30th to discuss the airport's capital improvement plan and federal grant funding strategy.

Emergency Events in the Terminal: Shorter informed the Board of an event that took place on December 23rd involving a drunk and disorderly passenger. The passenger assaulted the on-duty Law Enforcement Officer and tried to take his firearm. Backup was called for by the 911 operator and another deputy who was on duty in James City responded within minutes. The passenger was taken into custody with no further incident. Shorter also reported another incident that happened this weekend. A passenger in the terminal passed out in the baggage claim area and was found to be unconscious and not breathing. He said that the staff did a great job responding. Fortunately, there was an anesthesiologist who had been on that flight and started life saving measures. Local EMS responders arrived within minutes and took over the life saving measures. The passenger was transported by ambulance to Carolina East Medical Center and was said to be recovering.

Inclement Weather Preparations: Shorter advised that he and the staff are preparing for the potential for inclement weather expected over the weekend. He said that the airport has the FAA approved chemical treatment for ice used for runways and taxiways if needed. He also advised that he is coordinating with local companies to secure a contract to have additional snow removal equipment on-site if required. The team will be monitoring forecasts throughout the week and the weekend.

NCAA Conference: Shorter advised that Board members who have sent in their RSVP for this year's NCAA conference have been registered and hotel reservations have been made. He requested that any member who may need to make changes with reservations let the staff know as soon as possible.

Open Discussion

Wood advised that the current Naval X/Tech Bridge sign will be coming down soon, but the Tech Bridge mission does still exist. He explained that Naval X no longer exists, and the signs are being changed to just indicate the Tech Bridge location. Wood also advised that he is still working with FRC(E) regarding the facility use agreement which will run through the end of the year. He said that the leadership at FRC(E) is appreciative of everyone's efforts.

Harris announced a new program at Cherry Point FRC(E) that is open to all 5th graders. The program will offer special STEM learning opportunities and that county residents are welcome on base for this educational initiative. Harris commented that this will be a good educational opportunity for the community and is hopeful that it will support FRC long term.

Executive Session

On motion by Morris, seconded by Liner, the Board went into an executive session at 2:58 pm in accordance with N.C. General Statute 143-318.11(a)(4) to discuss the expansion of a business in the area of the airport. In favor 7, opposed 0.

On motion by Morris, seconded by Liner, the Board came out of executive session at 3:24 pm. In favor 7, opposed 0.

There was no action taken in the executive session.

On motion by Morris, seconded by Wood, the Board adjourned at 3:24 pm. In favor 7, opposed 0.

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

Secretary Mark Eckert