



**SUMMARY MINUTES
MEETING OF THE BOARD OF DIRECTORS
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY
September 22, 2023**

A special session meeting of the Cape Fear Public Board of Directors was called to order at 1:01pm on Friday, September 22, 2023, by Board Chairman Tony Caudle at 230 Government Center Dr., Wilmington, North Carolina.

Board Members Present

Tony Caudle, Chairman
Chris Coudriet, Vice Chairman
Kemp Burpeau, NHC Deputy Attorney
Eric Credle, NHC Chief Financial Officer
Meredith Everhart, City of Wilmington Attorney
Mike Kozlosky, WMPO Executive Director
Paul Lawler, City of Wilmington Appointee
Laura Mortell, City of Wilmington Budget & Research Director
Dane Scalise, NHC Commissioner

Staff Members Present

Mark Hairr, Executive Director
Jonathan Dodson, Deputy Director
Brad Cannon, Transit Planner
Brianna D'Itri, Mobility Manager
Kathy Williams, Customer Service Supervisor

Others in Attendance: Noel Fox; Nelson\Nygaard: Adija Manley; Dan Nelson, Keaton Wetzel

Call to Order – Chairman Caudle opened the meeting with members confirmed as present.

Approval of the September 22, 2023, Board of Directors Meeting Agenda – Mr. Caudle presented the meeting agenda for approval. Mr. Scalise moved to approve the meeting agenda as presented. Ms. Mortell seconded, and the motion carried.

Opening Remarks – Mr. Caudle recognized Mr. Hairr to who shared his opening remarks. Mr. Hairr thanked everyone for attending. He presented the three key items in Short-Range Transit Plan (SRTP) consultant Nelson\Nygaard's scope of work: market analysis, service gap analysis, and extensive input process involving users and non-users. He shared that the SRTP will present new and creative approaches to service that are proven to work and a marketing strategy to accompany the new system.

FY22-23 Ridership Review – Mr. Dodson presented a FY22 and FY23 ridership analysis which shows systemwide growth and a 6.7% increase in fixed route ridership. For routes that benefitted from improvements in July 2022, there was a 20.9% increase in ridership. Routes that saw frequency enhancements, specifically, saw a 24.5% increase in ridership. Mr. Coudriet asked if Wave is trending in the right direction since the new routes were implemented in July 2022. Mr. Dodson stated that added frequency improves ridership.

Transit Planning Fundamentals – Representatives from Nelson\Nygaard presented the work completed so far on the SRTP including the project timeline and scope and its objectives, goals, and priorities. Mr. Nelson, the Principal-in-Charge with Nelson\Nygaard spoke to the plan's goal of evolving Wave Transit to make service more efficient, effective, and convenient regardless of funding. Ms. Manley, Mr. Wetzel, and Mr. Nelson presented a transit planning fundamentals lesson. The lesson summarized the transit propensity of our region broken down by neighborhood, challenges with meeting the potential market, and the principles of good transit system design.

Those principles are as follows: meet the market, simple and direct routes, well-coordinated services, and finding a good balance between frequency and coverage.

Mr. Scalise asked if there were any surprises when completing the market analysis. Mr. Wetzel explained that Wilmington has similar challenges as other southeastern cities. Mr. Lawler asked for an explanation about an area of high transit propensity in the north of the county. Mr. Wetzel explained that there is a dense apartment community and low-income housing in the area. Mr. Kozlosky asked staff the status of a stop amenities project. Mr. Dodson explained that staff are developing a plan for where to place the shelters, but that sidewalks and infrastructure needed for shelter placement is a challenge. He says staff are trying to balance the costs of engineering and the contractor quote is higher than Wave is willing to pay. Mr. Coudriet stated that an effective system of public transit is not exclusive to what Wave does. Board members and consultants discuss the timeline for public notice and implementation, with Mr. Nelson ensuring that his team will focus on a specific funding environment if one is identified sooner into the process than originally anticipated.

Mr. Coudriet says this session was the best meeting since he joined the Board and is appreciative of transit planning lesson. Mr. Scalise complimented the consultants on their deep understanding and enjoyment of the work that they do.

Adjournment – Mr. Scalise moved to adjourn the board meeting at 2:26pm. Mr. Lawler seconded, and the motion carried.

Next Meeting – The next regularly scheduled meeting will be on Thursday, September 28, 2023, at 12:30 pm in the Forden Station boardroom located at 505 Cando St.

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Secretary - Wave Transit