



**SUMMARY MINUTES  
MEETING OF THE BOARD OF DIRECTORS  
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY  
May 23, 2024**

A meeting of the Cape Fear Public Transportation Authority Board of Directors was called to order at 12:30pm on Thursday, May 23, 2024, by Board Chairman Coudriet at 505 Cando St., Wilmington, North Carolina.

**Board Members Present**

Chris Coudriet, Chairman  
Tony Caudle, Vice Chairman  
Salette Andrews - Wilmington City Councilmember  
Kemp Burpeau, NHC Deputy Attorney  
Eric Credle, NHC Chief Financial Officer  
Shawn Evans, City of Wilmington Deputy Attorney  
Mike Kozlosky WMPO Executive Director  
Laura Mortell, City of Wilmington Budget & Research Director  
Bill Rivenbark - NHC Commissioner

**Staff Members Present**

Mark Hairr, Executive Director  
Jonathan Dodson, Deputy Director  
Brad Cannon, Transit Planner  
Brianna D'Itri, Mobility Manager  
Monica Hughes, Accounting Manager  
Erica Walters, Director of Finance  
Kathy Williams, Customer Service Supervisor  
Charlotte Noel Fox, CFPTA Attorney

**Board Members Absent:** Meredith Everhart, City of Wilmington Attorney – represented by Shawn Evans.

**Others in Attendance:** Jana Cervantes, Deirdre Holmes, Caroline Horne, David Rhew, Shawn Spencer, Pamelyn Usher-Miller, Keaton Wetzel

**Call to Order** – Chairman Coudriet opened the meeting with members confirmed as present. A moment of silence was observed followed by the reciting of the Pledge of Allegiance.

**Approval of the May 23, 2024, Board of Directors Meeting Agenda** – Mr. Coudriet presented the meeting agenda for approval. Mr. Caudle moved to accept the agenda. Ms. Mortell seconded, and the motion carried.

**Public Comment** – Ms. Cervantes identified herself as a bus passenger who cannot drive due to disability. She shared her thoughts on the Reimagine Wave Transit Short-Range Plan but stated it was difficult to give an opinion because of the many potential changes from the three plans.

**Approval of the April 25, 2024, Consent Agenda** – Mr. Coudriet moved to approve the consent agenda as presented. Mr. Caudle seconded, and the motion carried.

**Reimagine Wave Short-Range Transit Plan Adoption** – Mr. Hairr introduced Mr. Wetzel to present the final recommendation for the short-range plan. Mr. Wetzel recapped the 10 months of work by his firm and Wave Transit staff to develop the three fiscally constrained options for systemwide changes. He explained that Wave has a strong foundation of more than 3,000 daily passengers and the region has a strong core to support more frequent service for longer hours than is available today. Mr. Hairr recommended that the Board endorse the budget-neutral option. Mr. Caudle moved to endorse and adopt the study and to specifically endorse the cost-neutral option for implementation. Mr. Kozlosky seconded, and the motion passed. Mr. Coudriet offered comment, stating that all Board Members have chosen and share a common passion for public service and that outcomes like this one can get you fired up about what good governance can lead to.

**Director of Finance Briefing** – Ms. Walters presented the monthly financial reports. She said that April ended with \$1.38 million in cash on hand. She offered a summary of the proposed FY25 budget, which includes increases consistent with rising cost of operations and an increased subsidy from New Hanover County to replace lapsing COVID relief funds. Mr. Coudriet confirms that a public comment period and subsequent public hearing on the proposed budget will occur prior to the June meeting where the budget is slated for adoption.

**Deputy Director Briefing** – Mr. Dodson presented the monthly operating reports. He reported that April broke the record for highest ridership since program launch with 1,775 rides. Fixed-route on-time performance was 75% for the month. Mr. Dodson reported that fixed-route operator overtime increased 2% compared to the previous year, that fixed-route ridership increased 4% with more than 2k trips as compared to the previous April, and that ridership decreases from previous months are expected due to UNCW summer break. He commented that overall FY24 ridership would be better if service delivery rates were higher.

**Executive Director Briefing** – Mr. Hairr shared news that a new bus funded 100% through the Volkswagen settlement has arrived and 5 new 30-ft buses will be delivered in July, if not earlier. He shared that Wave and the WMPO worked together for marketing and transit-demand management programming to help with congestion during the Cape Fear Memorial Bridge Closure. He thanked Mr. Kozlosky and WMPO Deputy Director Abby Lorenzo for their help with the Bridge Closure marketing efforts. The FY25 meeting schedule was discussed with dates remaining as the fourth Thursday of each month except for November, which was moved to the 21<sup>st</sup>, and canceling the December meeting.

Mr. Kozlosky asked about implementation of the cost-neutral plan. Mr. Hairr expects to bring final approvals to the Board in September for January 2025 implementation.

**New Business** – None was presented.

**Adjournment** – Mr. Caudle moved to adjourn, and the meeting adjourned.

**Next Meeting** – The next regularly scheduled meeting will be Thursday, June 27, 2024, at 12:30pm in the Forden Station boardroom located at 505 Cando St.

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**Secretary - Wave Transit**