



**SUMMARY MINUTES  
MEETING OF THE BOARD OF DIRECTORS  
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY  
July 25, 2024**

A meeting of the Cape Fear Public Transportation Authority Board of Directors was called to order at 12:32pm on Thursday, July 25, 2024, by Board Vice Chairman Caudle at 505 Cando St., Wilmington, North Carolina.

**Board Members Present**

Chris Coudriet, Chairman  
Tony Caudle, Vice Chairman  
Eric Credle, NHC Chief Financial Officer  
Salette Andrews - Wilmington City Councilmember  
Mike Kozlosky WMPO Executive Director  
Laura Mortell, City of Wilmington Budget & Research Director  
Karen Richards, NHC Deputy Attorney

**Staff Members Present**

Mark Hairr, Executive Director  
Jonathan Dodson, Deputy Director  
Brad Cannon, Transit Planner  
Brianna D'Itri, Mobility Manager  
Miranda Nelson, CFPTA Intern  
Cliff Rode, Paratransit Manager  
Erica Walters, Director of Finance  
Kathy Williams, Customer Service Supervisor  
Charlotte Noel Fox, CFPTA Attorney

**Board Members Absent:** Chris Coudriet, Chairman; Kemp Burpeau, NHC Deputy Attorney – represented by Karen Richards, NHC Deputy Attorney

**Others in Attendance:** Deirdre Holmes, Jerome Parker, Sean Ryan

**Call to Order** – Vice Chairman Caudle opened the meeting. A moment of silence was observed followed by the reciting of the Pledge of Allegiance.

**Approval of the July 25, 2024, Board of Directors Meeting Agenda** – Mr. Caudle presented the meeting agenda for approval. Ms. Everhart moved to accept the agenda. Mr. Kozlosky seconded, and the motion carried.

**Public Comment** – Mr. Ryan shared his concerns about the impacts of proposed route changes along portions of College Rd, Oleander Dr., and Wrightsville Ave.

**Approval of the July 25, 2024, Consent Agenda** – Mr. Caudle moved to approve the consent agenda as presented. Due to a typographical error in item 6b, Ms. Everhart moved to remove the UNCW agreement from the consent agenda. Ms. Mortell seconded the motion, and the item was removed. Ms. Mortell moved to approve the consent agenda as amended. Ms. Everhart seconded the motion, and the consent agenda was approved. Ms. Andrews moved to approve item 6b, an agreement with UNCW, as revised to correct the error. Ms. Mortell seconded, and the motion passed.

**Director of Finance Briefing** – Ms. Walters presented the monthly financial reports. She reported that Federal grants were 16% under budget due to 5307 funds having been exhausted and State grants were 48% over budget after receiving reimbursement for the 'Volkswagen' bus. She reported maintenance costs as over budget due to costly repairs. In response to a question from Mr. Credle, Ms. Walters confirmed that no additional funds will be received from NCDOT for enhanced service provided during the Cape Fear Memorial Bridge closure. Mr. Kozlosky asked about 5307 funds for stop amenities. Mr. Hairr explained that a plan to install the amenities would be implemented following the anticipated January route changes.

**Deputy Director Briefing** – Mr. Dodson presented the monthly operating reports. Fixed-route on-time performance improved from the previous month, with exceptions for Route 104 and the Trolley. He explained that the same technical issues from last month have persisted. Mr. Dodson reported that year-to-date fixed-route ridership is flat compared to last year and overall ridership was down 6% in June. The difference in total weekdays between June 2023 and June 2024 was mentioned. RideMICRO ridership saw a 6% increase. Non-ADA Paratransit trips dropped by 17% due to changes within human service programs. He reported that the Paratransit Manager is working with DHHS to increase trips.

Mr. Caudle requested more information on anticipated changes to ridership because of the Reimagine Wave Transit Plan and plans for publicity and outreach.

**Executive Director Briefing** – Mr. Hairr provided an update on the Reimagine Wave Transit Plan and proposed extensive outreach between August 1 and September 15. He recommended that the Board set a public hearing on the proposed changes for the September meeting. If approved in September, work would begin with implementing the new system including two months of customer communication and education before the January start. Mr. Hairr shared photos and information about anniversary activities that took place in July.

**New Business** – None presented.

**Adjournment** – Ms. Everhart moved to adjourn. Ms. Mortell seconded, and the meeting adjourned.

**Next Meeting** – The next regularly scheduled meeting will be Thursday, August 22, 2024, at 12:30pm in the Forden Station boardroom located at 505 Cando St.

**CERTIFIED TO BE A TRUE COPY**  
\_\_\_\_\_  
**Secretary - Wave Transit**