



**SUMMARY MINUTES  
MEETING OF THE BOARD OF DIRECTORS  
CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY  
June 27, 2024**

A meeting of the Cape Fear Public Transportation Authority Board of Directors was called to order at 12:32pm on Thursday, June 27, 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  
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  
Erica Walters, Director of Finance  
Kathy Williams, Customer Service Supervisor  
Charlotte Noel Fox, CFPTA Attorney

**Board Members Absent:** Bill Rivenbark, NHC Commissioner, Eric Credle, NHC Chief Financial Officer, Kemp Burbeau, NHC Deputy Attorney – represented by Karen Richards, NHC Deputy Attorney

**Others in Attendance:** Denise Clark Priest, Deirdre Holmes, David Rhew

**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 June 27, 2024, Board of Directors Meeting Agenda** – Mr. Coudriet presented the meeting agenda for approval. Mr. Caudle moved to accept the agenda. Mr. Kozlosky seconded, and the motion carried.

**Approval of the June 27, 2024, Consent Agenda** – Mr. Coudriet moved to approve the consent agenda as presented. Mr. Kozlosky recused himself from voting on item 6d: *FY25 Section 5310 Community Grant Resolution*. Ms. Richards moves to recuse Mr. Kozlosky and to amend the consent agenda. Mr. Caudle seconds and the motion passed. Mr. Caudle moved to accept the amended consent agenda. Ms. Mortell seconded, and the motion passed.

**Public Comment** – Ms. Priest shared her experience leading ‘Traveling Tuesdays’ children’s programming with The Shoals Center. Her group often takes the bus but has not been able recently because the service is unreliable. Ms. Priest thanked the staff for their patience and assistance and stated that Wave is doing a lot with few resources.

**Director of Finance Briefing** – Ms. Walters presented the monthly financial reports. She said that May ended with \$303k in cash on hand. She provided updates on reimbursements related to enhanced service during the Cape Fear Memorial Bridge Closure, state and federal grants, and liquidated damages owed to the Authority through its transit management contract with Transdev.



**FY2025 Budget Adoption** – Mr. Kozlosky moved to open a public hearing on CFPTA’s FY2025 Budget. Ms. Mortell seconded, and the hearing was opened. Ms. Walters presented the FY2025 Budget as unchanged from what was presented in May. No one was present to comment. Ms. Andrews moved to close the hearing. Ms. Mortell seconded, and the hearing was adjourned. Mr. Caudle moved to approve the budget as presented. Mr. Kozlosky seconded, and the budget was approved. Mr. Hairr thanked the Board for approving the proposed budget and extended appreciation to the City and County for its support through funding challenges. Coudriet offered appreciation to Mr. Hairr and his team for their hard work. Mr. Caudle thanked the County for its increased contribution that allows the Authority to be in a place for improvements.

**Deputy Director Briefing** – Mr. Dodson presented the monthly operating reports. Fixed-route on-time performance was 84% for the month, which is an improvement from last month apart from the Trolley. He explained that the sample size of on-time data for the Trolley was considerably lower, which makes its performance measure unreliable. Mr. Dodson reported that fixed-route ridership increased 8% compared to May 2023 and 12% from previous month.

**Executive Director Briefing** – Mr. Hairr reported a 65% increase in RideMICRO Zone 1 ridership during the Cape Fear Memorial Bridge closure and thanked Mr. Kozlosky and WMPO Deputy Director Ms. Lorenzo for their assistance with outreach and publicity. Mr. Hairr shared that a contract has been signed with Greyhound that includes provisions for security during peak Greyhound activity. He announced the arrival of a new bus awarded through the VW Settlement funding and shared photos of a diesel bus in pieces. As per the grant, the vehicle must be destroyed. Wave donated it to the Wilmington Fire Department for ‘jaws of life’ training. Ms. D’Itri announced upcoming festivities related to CFPTA’s 20<sup>th</sup> anniversary in July.

**New Business** – None was presented.

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

**Next Meeting** – The next regularly scheduled meeting will be Thursday, July 25, 2024, at 12:30pm in the Forden Station boardroom located at 505 Cando St.

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**Secretary - Wave Transit**