



**Town of Beaufort, NC**

701 Front St. - P.O. Box 390 - Beaufort, N.C. 28516  
252-728-2141 - 252-728-3982 fax - www.beaufortnc.org

**Beaufort Waterfront Operations & Finance Committee**  
**1:00 PM Thursday, October 16, 2025**  
**Train Depot, 614 Broad Street**

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**Call To Order**

**Roll Call**

**Agenda Approval**

**Minutes Approval**

September 2025 Minutes

**Welcome to Special Guest**

Senator Sanderson

**Items for Discussion and Consideration**

**Project Updates**

1. Marina Management
  - a. Transition of Management Companies
  - b. Review of Proposed Budget
2. Fuel Farm
3. Legislative Appropriation
4. Duke Engage – Third Spaces

**BWOF Committee Considerations**

1. Beaufort Town Docks Logo

**Next Steps/Wrap Up**

**Adjourn**



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**Beaufort Waterfront Operations & Finance Committee**  
**1:00 PM Thursday, September 18, 2025**  
**Train Depot, 614 Broad Street**

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**Call To Order**

The meeting was called to order at 1 p.m. by Chair Sarah Spiegler.

**Roll Call**

**Members Present:** Chair Sarah Spiegler, Vice Chair Paula Gillikin, Miriam Sutton, Craig Souza, Mike Bradley, Weymouth Tillett, Barry Slade, Vic Fasolino, Dexter Matthews and Becky Newton Bowler

**Members Absent:** Steve Bishop and Ted Morris

**Staff Present:** Town Manager Matt Zapp and Public Information Officer Rachel Johnson

**Agenda Approval**

The July 2025 Minutes were approved as presented.

- 1. July 2025 Minutes

**Project Updates**

- 1. New Management Agreement with F3 Marinas

Chair Sarah Spiegler gave an update on Board of Commissioners' (BOC) actions since the last BWOFF meeting. The BOC approved on August 11 in a 5-0 vote to move forward with entering a contract with F3 Marina to manage the Town Docks for a 5-year contract starting January 1, 2026. There will be a 60-day transition period.

Spiegler and other committee members expressed the desire to recognize Haywood Weeks for all his good works over the years.

Contract negotiations are underway.

Spiegler explained there is a separate budget from the general fund dedicated to the Beaufort Town Docks. Town Manager Matt Zapp stated it is Fund 14 and will operate like the Town's Sewer Fund. Only justifiable expenses will be charged to the account, for example fuel and payment to F3. Any surplus monies generated will be up to the BOC to decide where it will be used.

Craig Souza expressed concern that he did not want to see the Town in the same situation and would like to see money set aside for future Capital Improvement Projects.

Zapp explained the Town's Capital Improvement Projects (CIP) budgeting/planning process. He said each fund has its own CIP. It is a town-wide process and includes everything from sidewalks to fire trucks to a new town hall facility and is planned 10-20 years out to plan ahead for growth and Town needs.

Weymouth Tillet asked if there is a board action that can be made to ensure money from the docks stays at the docks. Vic Fasolino said the original Harbor & Waterways Committee recommended the money be used for the expansion of the bathhouse and additional upgrades.

Dexter Matthews shared that the General Assembly has been told the purpose is to have the funds for future upgrades.

Beck Newton Bowler said she thinks it is important to have the funds separated for perpetuity and suggested the town work with a municipal financial expert with experience managing similar funds.

Zapp said that F3 Marina has been tremendous to work with as has Haywood and the dock hands. He explained that the Town has been working with a municipal financial expert (First Tyron) for the past two years. Staff is currently working to put together an anticipated budget. He explained the Town cannot legally encumber a future board (of Commissioners). We can set a policy for guidance for the future. Theoretically, the town will use dock funds to benefit the entire town. He said he believed the current vision of the committee is to generate revenue to pay-off debt associated with the docks and for the docks to be self-sufficient. The tax base should not pay for the docks.

Barry Slade reminded the committee that we are in a new place the first of the year with F3 Marina; they will know everything we need to do to get the marina where it needs to be. There will be a lot more info than we have ever had.

Tillet said the present BOC could put in the appropriate policy for future boards.

"Everything you said is what we are already doing," said Zapp. "Every 24 months, you vote. The power lies where your vote is. The BOC has the ability to change anything."

Spiegler encouraged the committee members to attend budget meetings and the budget public hearing and to speak up and let your voice be heard.

Paula Gillikin said she would like to see the revenues off set the taxpayer burden in the future. We want to be transparent, and we want all citizens to benefit.

Zapp shared plans for expanded communications in the upcoming year.

2. Budget Amendments for Waterfront Project

There is currently \$490,000 in the waterfront improvement project budget line, this number does not reflect any loans obtained for the project.

3. Fuel Farm

Zapp said staff is actively pursuing all details and that the pre-construction meeting will give a more robust timeline. The project is moving forward, and staff is working to secure insurance.

4. Legislative Appropriation

Dexter Matthews said it has been extremely quiet on the legislative front and that it is important that we reach out and stay on the radar as a budget may not be reached until the first of the year.

Mayor Harker reached out to Senator Sanderson and arranged a meeting that was attended by Zapp, Assistant Town Manager Elizabeth Lewis, Commissioner Spiegler and that he left saying he now knew more than he did when he got here. Senator Sanderson suggested coming to the next BWOF meeting in October.

There are other coastal appropriation requests.

### 5. Hazard Mitigation Grant Update

The HMGP application is to be for a 18-inch cap on the seawall that is estimated to cost \$3.85 million. The Town is working internally and with Ardurra.

### Items for Discussion and Consideration

#### 1. BWOFF Committee Items

Spiegler led a discussion about the ongoing role of the BWOFF committee and revised meeting frequency. As we transition to F3 Marina, we envision F3 will act as a Town department head reporting directly to the Town Manager. They will follow the communication structure in place, which is best practice where all communications, even from the BOC go through the Town Manager. Zapp will serve as the main point of contact for F3 Marina.

Slade said one of the main frustrations with municipal marinas is that there are too many people coming to them, there must be a single point of communication.

We want the committee to go through us (Spiegler and Gillikin) first and we will take it to Matt (Zapp), Spiegler explained.

The committee will look at meeting quarterly in 2026. We will need to meet less frequently as we will have the expertise with F3 Marina.

Gillikin said that originally the BWOFF committee suggested some type of smaller group going forward. Everyone is invited to stay on, but we also understand if not.

There was a brief conversation about the Duke Engage program and a full semester project that is underway regarding researching third spaces.

### Closed Session

#### 1. Next Meeting: Thursday, Oct. 16, 2025

The next meeting will be a celebratory lunch meeting with Senator Sanderson in attendance.

### Adjourn

The meeting adjourned at 2:13 p.m.