

**REGULAR MEETING  
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
January 18, 2019**

The Greater Asheville Regional Airport Authority ("Authority") met on Friday, January 18, 2019 at 8:30 a.m. in the Conference Room at the Authority's Administrative Offices, Asheville Regional Airport ("Airport"), 61 Terminal Drive, Suite 1, Asheville, NC 28732.

**MEMBERS PRESENT:** Matthew C. Burrell, Chair; K. Ray Bailey, Vice-Chair; William L. Moyer; Stephanie Pace Brown; Brad Galbraith; and Carl H. Ricker, Jr.

**MEMBERS ABSENT:** George H. Erwin, Jr.

**STAFF AND LEGAL COUNSEL PRESENT:** Cindy Rice, Authority Legal Counsel; Lew Bleiweis, Executive Director; Michael Reisman, Deputy Executive Director of Development and Operations; Kevan Smith, Chief of Public Safety; Tina Kinsey, Director of Marketing and Public Relations; Janet Burnette, Director of Finance and Accounting; Shane Stockman, IT Director; John Coon, Director of Operations; Frank Wheeler, Director of Administration and Human Resources; Christina Madsen, Airport Properties and Contracts Manager; Samuel Sales, Public Safety Captain; Cody Sifers, Maintenance Technician; and Ellen Heywood, Clerk to the Board

**ALSO PRESENT:** Jason Sandford, Ashvegas; Patrick Pettit, Haskell; Nick Loder, RS&H; James Moose, Avcon; John McCalmont, Parrish & Partners; Grady Shields, Wyrick Robbins

**CALL TO ORDER:** The Chair called the meeting to order at 8:30 a.m.

**INTRODUCTION:** The Director introduced Christina Madsen as the Authority's new Airport Properties and Contracts Manager.

**SERVICE AWARD PRESENTATION:** The Chair recognized Cody Sifers with a service recognition award and gift for his 10 years of service with the Authority.

**PRESENTATIONS:** None

**FINANCIAL REPORT:** The Director reported on the airport activity for the month of November which included enplanements, aircraft operations, and general aviation activity. Janet Burnette reported on the financial activity for the month of November.

**CONSENT ITEMS:** The Chair stated that Consent Item B, Approval of the Greater Asheville Regional Airport Authority November 9, 2018 Closed Session Minutes, would be pulled for review in Closed Session.

**A. Approval of the Greater Asheville Regional Airport Authority November 9, 2018 Regular Meeting Minutes:** Mr. Galbraith moved to approve the November 9, 2018 Regular Meeting Minutes. Mr. Bailey seconded the motion and it carried unanimously.

**OLD BUSINESS:** None

**NEW BUSINESS:** The Chair stated that New Business Item B, Approval to Unseal Closed Session Minutes, would be pulled for review following the closed session.

**A. Approval of Recognition Agreement and Lease Amendment with J. Hall Waddell:** The Director reported that J. Hall Waddell leases airport property for the gas station and convenience store located at the airport exit. Mr. Waddell has entered into an agreement, pending Board approval, with Citi Brands, LLC to add a Dunkin restaurant to the facility. Mr. Waddell has requested that one additional five-year term be added to the original lease, a five-year agreement with six five-year renewals for a total of 35 years. In return for the lease extension, Mr. Waddell has proposed paying the \$0.01 per gallon fuel fee beginning August 1, 2019, which is four years earlier than the current agreement specifies. The Director advised the Board that the recognition agreement requests that the Authority assume the sublease with Citi Brands, LLC should the lease with Mr. Waddell terminate early. The Director further stated that rather than pay the \$0.01 per gallon fuel fee on fuel delivered to the property, Mr. Waddell has requested that the earlier payments and subsequent payments throughout the lease be based on gallons sold or dispensed vs. delivered. Based on the current fuel sales provided by Mr. Waddell, the fuel gallonage fee paid to the Authority four years earlier could bring up to an additional \$100,000.

Mr. Moyer moved to approve the Recognition Agreement between the Authority, J. Hall Waddell, and Citi Brands, LLC.; approve Amendment No. 2 to the Lease with J. Hall Waddell; and authorize the Executive Director to execute the necessary documents. Mr. Ricker seconded the motion and it carried unanimously.

**C. Approval of Task Order No. 1 with GS&P N.C. an Affiliate of Gresham Smith and Partners for Terminal Building Phase 1 Utility Modernization Design Services:** Michael Reisman informed the Board that an agreement for Professional Consulting Services with GS&P N.C. was approved by the Board in August of 2018 for design and engineering services for the expansion of the terminal building. Task Order No. 1 is the design of utility infrastructure modernization outside the terminal footprint to support the current and future water and sewer demands of the terminal building. Mr. Reisman stated that the cost of the proposal is not to exceed \$162,820.00 which is 7.76% lower than the independent fee estimate staff received. Mr. Reisman further stated that Task Order No. 1 has been submitted to the FAA but is still pending approval. The project will initially be covered with funds that have been included in the Authority's FY19 budget.

However, staff will determine if these costs can be reimbursed through AIP or state funding.

Mr. Moyer moved to approve Task Order No. 1 with GS&P N.C. an Affiliate of Gresham Smith and Partners in the amount not to exceed \$162,820.00, pending review and approval by the FAA; and to authorize the Executive Director to sign the necessary documents. Ms. Brown seconded the motion and it carried unanimously.

**DIRECTOR'S REPORT:** The Director advised the Board that he had a few additional items to include that were not on the agenda.

**A. ACI Award:** Each year at their Marketing and Communications conference, ACI honors airports with awards in different categories. This year, Asheville won the following two awards: ACI North American Excellence in Airport Marketing, Communications, and Customer Service for Video and Film Production First Place; and Honorable Mention for Responsive Communication to the TNC issue. The Board congratulated Tina Kinsey and her staff on their accomplishments.

**B. Economic Impact Study:** The Director stated that the NC Department of Aviation published an economic impact study which revealed that airports contribute \$52 billion to the state's economy and Asheville has an economic output of \$1.48 billion.

**C. Organizational Chart:** An updated org chart was available at the Board Members' seats for their information.

**D. Government Shut Down:** The Director reported that staff is working with Manna Food Bank to provide a pop-up food market for TSA and FAA staff for the end of January. Mr. Ricker inquired if businesses could make financial donations designated directly to these employees. Mrs. Kinsey stated that businesses should contact Manna Food Bank to provide financial donations and they would take care of the details.

**E. Blue Ridge Motorcycling:** The Director announced that he was featured in the December issue of Blue Ridge Motorcycling magazine.

Mr. Moyer asked for an update on the jet bridge that was damaged. The Director stated that repairs were due to start in late February as some parts needed to be manufactured. Delta and their insurance company have been made aware of the damage, so staff is not expecting any problems getting reimbursed for the repairs.

**INFORMATION SECTION:** No comments

**PUBLIC AND TENANTS COMMENTS:** None

**CALL FOR NEXT MEETING:** The Chair stated that the next regular meeting of the Authority Board would be held on February 15, 2019 and a special meeting would be held on February 20, 2019.

**AUTHORITY MEMBER REPORTS:** Mr. Moyer stated that he found the ACI-NA Board and Commissioners conference that he had attended in the past to be very worthwhile and informative. He expressed his intention of attending this conference which will be held in San Francisco from May 5-7. The Chair stated that he also was interested in attending the Board and Commissioners conference in May. Mr. Galbraith stated that he planned to attend the ACI-NA Annual Conference in Tampa in September.

**CLOSED SESSION:** At 9:10 a.m. Mr. Bailey moved to go into Closed Session Pursuant to Subsections 143-318.11 (a) (3) and (4) of the General Statutes of North Carolina to Consult with Legal Counsel Regarding, Among Other Things, That Lawsuit Entitled Tricor Construction, Inc. vs. RS&H Architects-Engineers-Planners, Inc., Thalle Construction Co., Inc. and Liberty Mutual Insurance Company and vs. Defendant & Third-Party Plaintiff, Greater Asheville Regional Airport Authority, vs. Third-Party Defendant, Avcon, Inc. d/b/a Avcon Engineers and Planners, Inc. in Order to Preserve the Attorney-Client Privilege; and to Discuss Matters Relating to the Location and/or Expansion of Industries or Other Businesses in the Area Served by the Greater Asheville Regional Airport Authority, Including Agreement on a Tentative List of Economic Development Incentives that may be Offered by the Greater Asheville Regional Airport Authority in Negotiations. Mr. Galbraith seconded the motion and it carried unanimously.

The Chair indicated they would break for five minutes at which time the Board would resume in closed session.

Open Session resumed at 11:45 a.m.

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY JANUARY 18, 2019**

**CLOSED SESSION MINUTES:** Mr. Bailey moved to seal the minutes for the Closed Session just completed and to withhold such Closed Session minutes from public inspection so long as public inspection would frustrate the purpose or purposes thereof. Mr. Moyer seconded the motion and it carried unanimously.

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY NOVEMBER 9, 2018**

**CLOSED SESSION MINUTES:** Mr. Bailey moved to approve the minutes for the November 9, 2018 Closed Session and to seal and withhold the minutes for the November 9, 2018 Closed Session from public inspection so long as public inspection would frustrate the purpose or purposes thereof. Mr. Ricker seconded the motion and it carried unanimously.

**NEW BUSINESS:**

**B. Approval to Unseal Closed Session Minutes:** The Chair stated that the Director has recommended portions of some closed session minutes from 2018 be

unsealed per Board policy. The Chair had questioned why this policy was in place and why closed session minutes weren't just kept sealed. Ms. Rice advised the Board that state statutes specify that closed session minutes are public record but can be held confidential so long as it would frustrate the purpose, or only so long. The statute does not address how quickly or when the minutes are looked at. Ms. Rice further stated that the Board established the policy that stated the minutes would be looked at on an annual basis for that one year and that this was not a perfect system as there are holes. Ms. Rice stated that she is happy to look at what the School of Government has established as guidance. The Authority does have an obligation to release the minutes when they would no longer frustrate the purpose, but the schedule and procedure is up to the Authority Board to set. Ms. Rice offered to seek guidance from the School of Government for their recommendations if the Board so desires. The Chair stated that the policy was put in place in 2011 and the process is that the Director is given the obligation to go through the minutes and pull out what he deems should be open to the public. The Chair suggested the policy be kept as is for the present time and if the Board decides to address this at a future meeting, the policy can be revisited.

The Director stated that there were sealed minutes that he recommended be unsealed if the Board so desired.

Mr. Bailey moved to unseal those portions of Closed Session Minutes as designated and recommended by the Executive Director. Mr. Galbraith seconded the motion and it carried unanimously.

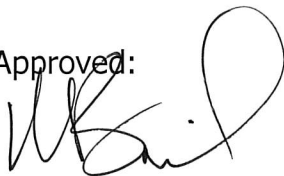
**ADJOURNMENT:** Mr. Bailey moved to adjourn the meeting at 11:51 a.m. Mr. Galbraith seconded the motion and it carried unanimously.

Respectfully submitted,



Ellen Heywood  
Clerk to the Board

Approved:



Matthew C. Burrell  
Chair