

**REGULAR MEETING  
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
August 14, 2020**

The Greater Asheville Regional Airport Authority ("Authority") met on Friday, August 14, 2020 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 IN PERSON:** Matthew C. Burrell, Chair; and Brad Galbraith, Vice-Chair

**MEMBERS PRESENT VIA TELEPHONE/VIDEO:** Stephanie Pace Brown; George H. Erwin, Jr.; Carl H. Ricker, Jr.; and Thomas M. Apodaca

**MEMBERS ABSENT:** None

**STAFF AND LEGAL COUNSEL PRESENT IN PERSON:** Cindy Rice, Authority Legal Counsel; Lew Bleiweis, Executive Director; Michael Reisman, Deputy Executive Director; Janet Burnette, Director of Finance and Accounting; Shane Stockman, IT Director; Michael Merideth, Systems Administrator; Lt. Keith Duffie, Public Safety; and Ellen Heywood, Clerk to the Board

**STAFF PRESENT VIA TELEPHONE:** Kevan Smith, Chief of Public Safety; Tina Kinsey, Director of Marketing and Public Relations; John Coon, Director of Operations and Maintenance; Lisa Jump, Director of Administration and Human Resources; Christina Madsen, Properties and Contracts Manager; and Jared Merrill, Airport Planning Manager

**ALSO PRESENT IN PERSON:** Britt Lovin

**ALSO PRESENT VIA TELEPHONE:** David Woods, Pond & Company; Matt Lindley, KemperSports; Zeke Cooper, DreamCatcher Hotels; James Moose, Avcon; Nick Loder, RS&H; and Nick Christofferson, J.E. Dunn Construction

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

**SERVICE AWARD PRESENTATIONS:** The Chair recognized Tina Kinsey and Keith Duffie with service awards and gifts for their 10 years of service with the Authority.

**DISCUSSION AND APPOINTMENT OF AT-LARGE MEMBER:** The Chair introduced Britt Lovin as a candidate for the At Large position on the Board. Mr. Lovin spoke of his background as well as his interest in serving on the Board.

Mr. Erwin moved to appoint Britt Lovin as the At Large member to the Authority Board. Mr. Galbraith seconded the motion and it carried unanimously.

**PRESENTATIONS:** None

**FINANCIAL REPORT:** A review of enplanements, aircraft operations, and general aviation activity for the month of June was provided by the Director. The Director also highlighted daily passenger trends since March when travel plummeted due to the COVID-19 pandemic, as well as a comparison of monthly passenger counts to 2018 and 2019. Janet Burnette reported on the financial activity for the month of June.

Ms. Brown left the meeting at 9:00 a.m.

**CONSENT ITEMS:**

**A. Approve the Greater Asheville Regional Airport Authority July 10, 2020**

**Regular Meeting Minutes:** Mr. Apodaca moved to approve the Greater Asheville Regional Airport Authority July 10, 2020 Regular Meeting minutes. Mr. Galbraith seconded the motion and it carried by a 5 to 0 vote.

**OLD BUSINESS:** None

**NEW BUSINESS:**

**A. Approve Professional Services Contract for Land Planning:** The Director reported that at the recommendation of community members, staff has contacted a couple of land planning firms for assistance in planning for the 300+ acres of Authority property available for non-aeronautical development. The first priority for planning will be the golf course property recently acquired by the Authority. Staff recommends moving forward with LandDesign, Inc. for this land planning project. The Director further stated that a project budget of \$65,000 is requested, however, since the current fiscal year budget does not provide funding for this project, the following budget amendment will be necessary:

BE IT ORDAINED by the Greater Asheville Regional Airport Authority that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

Section 1. To amend the appropriations as follows:

**EXPENDITURES:**

	<u>Decrease</u>	<u>Increase</u>
Executive Department		\$65,000.00
Totals	\$	\$65,000.00

This will result in a net increase of \$65,000 in the appropriations. Revenues will be revised as follows:

**REVENUES:**

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash		\$65,000.00
Totals	\$	\$65,000.00

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Greater Asheville Regional Airport Authority, and to the Budget Officer and to the Finance Officer for their direction.

Adopted this 14th day of August, 2020.

\_\_\_\_\_  
Matthew Burrell, Chair

Attested by:

\_\_\_\_\_  
Ellen Heywood, Clerk to the Board

Mr. Ricker moved to approve a budget of \$65,000 for the land planning project; approve the land planning project with LandDesign, Inc. in the amount of \$60,000 (\$54,000 plus \$6,000 for expenses and allowance); authorize the Executive Director to execute the necessary documents; and amend the FY2020/2021 Budget by adopting the budget ordinance amendment as presented by staff. Mr. Erwin seconded the motion and it carried by a 5 to 0 vote.

**B. Approve Amendment to the FY20/21 Budget for Purchase of Steel Parking Plates for Apron:** Michael Reisman advised the Board that due to capacity issues at the terminal gate area, airlines will start parking aircraft on the south general

aviation apron. In preparation for this, an analysis of the pavement condition was completed, and it was determined that reconstruction will be required for long term use of this south general aviation apron. However, in the interim the use of steel parking plates for aircraft main landing gear is recommended to ensure safety of the aircraft and longevity of the pavement until reconstruction is completed. Mr. Reisman advised the Board that use of steel plates for heavy aircraft landing gear is a fairly common practice at airports. The cost for the six steel plates is \$23,427 and will require the following budget ordinance amendment:

BE IT ORDAINED by the Greater Asheville Regional Airport Authority that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

Section 1. To amend the appropriations as follows:

**EXPENDITURES:**

	<u>Decrease</u>	<u>Increase</u>
Operations Department		\$23,427
Totals	<u>                                </u>	<u>                                </u> <u>                                </u>

This will result in a net increase of \$23,427 in the appropriations. Revenues will be revised as follows:

**REVENUES:**

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash		\$23,427
Totals	<u>                                </u>	<u>                                </u> <u>                                </u>

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Greater Asheville Regional Airport Authority, and to the Budget Officer and to the Finance Officer for their direction.

Adopted this 14<sup>th</sup> day of August, 2020.

\_\_\_\_\_  
Matthew Burrell, Chair

Attested by:

\_\_\_\_\_  
Ellen Heywood, Clerk to the Board

Mr. Galbraith moved to amend the FY2020/2021 Budget by adopting the budget ordinance amendment as presented by staff. Mr. Apodaca seconded the motion and it carried by a 5 to 0 vote.

**C. Short-Term Funding:** The Director stated that Janet Burnette would speak about a short-term funding facility that staff will explore for use on development opportunities should the need arise for quick action by the Authority. The Director stated that if the Board was interested in staff pursuing this further, a telephone call with the Local Government Commission will be held to learn more about the financing options.

Janet Burnette stated that staff is researching a funding vehicle that would be available when an opportunity presents itself. Mrs. Burnette explained that another piece of this pertains to the reserve funds. Since the Authority does not receive reimbursement for projects from the FAA until after completion of the project, it would be helpful if reserve funds could be used and then replenished once the grant money is received.

The Chair affirmed that staff was seeking approval to access the \$5 million in reserve funds in the short-term. The Director stated that this was correct and that the Board could set a limit on the amount drawn and the reserve fund would be replenished once the grant money was received. A brief discussion took place regarding the amount needed from the reserve funds, an approximate amount of time staff anticipated needing the reserve funds, as well as the reduction of expenses that staff had already made to the budget. The Director also mentioned that the Authority has the \$14 million in CARES Act funding that can be used for operational expenses. The Authority would need to spend the money first, request reimbursement from the FAA, and could then replenish reserves.

Mr. Erwin moved to authorize the use of current reserve funds up to \$4 million at the discretion of the Executive Director based on expenses to be paid, and with the expectation that staff will replenish the reserve funds as soon as possible with CARES Act funding or other grant funds that are available. Mr. Apodaca seconded the motion and it carried by a 5 to 0 vote.

A discussion took place regarding the exploration of short-term funding options and the consensus of the Board was for staff to proceed with due diligence on short-term funding facilities.

**DIRECTOR'S REPORT:** The Director advised the Board that he had an additional item to include that was not on the agenda.

**A. Airfield Re-development Project:** The Director was pleased to report that the final lift of pavement on the runway has been completed and temporary markings have been done in preparation for a flight check to be conducted by the FAA. Paving of the shoulders and installation of light cans continues to take place.

**B. Status of Golf Course Management Agreement:** The Director informed the Board that a copy of the management agreement with DreamCatcher for the management of the golf course was attached to the agenda package for their information. The transition went well and as of August 11<sup>th</sup> the Authority has collected just over \$91,000 in revenue not including approximately \$20,000 in expenses and \$23,500 in payroll for a net revenue of \$47,500 through August 11<sup>th</sup>. A few maintenance issues need to be addressed over the next few weeks. DreamCatcher/KemperSports is in the process of obtaining a liquor license and have been very responsive and provide updates to the Authority. The Authority has primed a checking account with \$50,000 for use by KemperSports, however, all expenditures need to be approved by Authority staff. Kempersports will be preparing a budget and will submit it to the Authority. Once the budget has been submitted, they will not need approval for those expenditures.

Matt Lindley of KemperSports and Zeke Cooper of DreamCatcher provided the Board with brief updates on the partnership with the Authority and the management of the golf course.

**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 will be held on September 4, 2020.

**AUTHORITY MEMBER REPORTS:** None

**CLOSED SESSION:** None

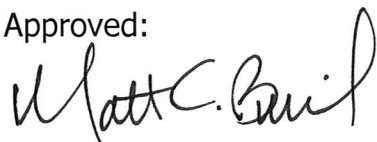
**ADJOURNMENT:** Mr. Apodaca moved to adjourn the meeting at 9:43 a.m. Mr. Ricker seconded the motion and it carried by a 5 to 0 vote.

Respectfully submitted,



Ellen Heywood  
Clerk to the Board

Approved:



Matthew C. Burrell  
Chair