

**SPECIAL MEETING  
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
April 9, 2021**

The Greater Asheville Regional Airport Authority ("Authority") met on Friday, April 9, 2021 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; Brad Galbraith, Vice-Chair; and Britt Lovin

**MEMBERS PRESENT VIA TELEPHONE/VIDEO:** George H. Erwin, Jr.; Carl H. Ricker, Jr.; Thomas M. Apodaca; and Susan Russo Klein

**MEMBERS ABSENT:** None

**STAFF PRESENT IN PERSON:** Lew Bleiweis, Executive Director; Michael Reisman, Deputy Executive Director; Janet Burnette, Director of Finance and Accounting; Jared Merrill, Airport Planning Manager; Samuel Sales, Chief of Public Safety; Michael Merideth, Systems Administrator; Stephen Rohm, IT Systems Tech; and Ellen Heywood, Clerk to the Board

**STAFF AND LEGAL COUNSEL PRESENT VIA VIDEO:** Cindy Rice, Authority Legal Counsel; Tina Kinsey, Director of Marketing and Public Relations; Shane Stockman, IT Director; John Coon, Director of Operations and Maintenance; Lisa Jump, Director of Administration and Human Resources; and Christina Madsen, Properties and Contracts Manager

**ALSO PRESENT VIA TELEPHONE:** Jeff Kirby, Parrish & Partners; Jon McCalmont, Parrish & Partners; John Kasuda, Siemens; James Moose, Avcon; and Matt McCoy, Atkins Global

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

**DISCUSSION AND APPOINTMENT OF AT LARGE MEMBER:** The Chair informed the Board that the one-year term for Mr. Lovin's At Large position was due to expire on June 30, 2021 and requested a discussion on the re-appointment of Mr. Lovin to a four-year term to begin on July 1, 2021.

Mr. Galbraith moved to re-appoint Britt Lovin for the At Large position on the Authority Board for a four-year term to begin on July 1, 2021. Mr. Apodaca seconded the motion and it carried by a 6 to 0 vote with Mr. Lovin abstaining from the vote.

**EMPLOYEE RECOGNITION:** The Director stated that Samuel Sales has been the interim Public Safety Chief for the past three months. The Director was pleased to announce that Mr. Sales has been named the Chief of Public Safety as of April 7<sup>th</sup>. The Board congratulated Chief Sales on his promotion.

**PRESENTATIONS:** None

**FINANCIAL REPORT:** A review of enplanements, aircraft operations, and general aviation activity for the month of February was provided by the Director. Janet Burnette reported on the financial activity for the month of February. Mrs. Burnette pointed out that \$1.4 million of the net non-operating revenues for the month was funds from the CARES Act thus creating the 432.6% variance to the budget, and of the fiscal year to date figure for non-operating revenues, \$8.6 million was CARES Act funding.

**CONSENT ITEMS:**

**A. Approve the Greater Asheville Regional Airport Authority March 12, 2021 Regular Meeting Minutes:** Mr. Lovin moved to approve the Greater Asheville Regional Airport Authority March 12, 2021 Regular Meeting Minutes. Mr. Ricker seconded the motion and it carried unanimously.

**B. Approve the State Plan of Operation between the State of North Carolina and the Greater Asheville Regional Airport Authority:** The Director provided a brief explanation on the purpose of this agreement and stated that Chief Sales would be authorized to execute the agreement.

Mr. Galbraith moved to approve the State Plan of Operation between the State of North Carolina and the Greater Asheville Regional Airport Authority. Mr. Apodaca seconded the motion and it carried unanimously.

**OLD BUSINESS:**

**A. Public Hearing for the Authority's Amended Ordinance 201601-6 for Airline Rates, Fees and Charges for the Asheville Regional Airport:** The Chair inquired if any public comments had been received on this agenda item. The Clerk to the Board responded that no public comments had been received.

The Chair opened the floor to public comment at 8:50 a.m. There being no public comments, the Chair closed the floor at 8:51 a.m.

**B. Public Hearing for the Authority's Fiscal Year 2021/2022 Budget:** The Chair inquired if any public comments had been received on this agenda item. The Clerk to the Board responded that no public comments had been received.

The Chair opened the floor to public comment at 8:52 a.m. There being no public comments, the Chair closed the floor at 8:53 a.m.

The Director explained that due to the emergency declaration issued by the State regarding COVID-19, there was a requirement for an additional 24-hours' time for the public to provide comment following a public hearing. Public comments on the Rates and Charges and/or the FY2021/2022 Budget may be sent via e-mail to flyavl.com/boardcomment or by telephone at (828) 684-2226.

The Director further stated that State statute requires that the Authority adopt the budget by May 15<sup>th</sup> each year. Since the Rates and Charges are an integral part of the budget, the Rates and Charges must be approved before the FY21/22 Budget is adopted. The Director commented that it would be preferable if the Board did not wait until the May 14<sup>th</sup> meeting to adopt the budget. A Special Meeting could be held the week of April 19<sup>th</sup> to approve the Rates and Charges and the Budget if the Board was receptive to that suggestion.

**NEW BUSINESS:**

**A. Approve Design Services Other Transaction Agreement with Transportation Security Administration for New Electronic Baggage Screening Program:** Jared Merrill informed the Board that as part of the Terminal Expansion Project, a new Baggage Handling System (BHS) which includes a Checked Baggage Inspection System will be installed. The cost of the design for this system is included in the design contract with Gresham Smith, however, TSA will reimburse a portion of the design and construction costs for the new BHS. Mr. Merrill stated that TSA provides a reimbursable agreement and based on their calculations, the estimated reimbursable amount for design services is \$789,978.20. TSA will provide a reimbursable agreement for construction services at a future date, and that agreement will be brought to the Board at the appropriate time.

The Director stated that while the agreement included in the agenda package was a draft, staff did not expect that any material changes would be made to the agreement.

Mr. Lovin moved to approve TSA Reimbursable Agreement in the amount of \$789,978.20 and authorize the Executive Director to execute the necessary documents. Ms. Russo Klein seconded the motion and it carried unanimously.

**B. Approve Work Authorization No. 2R(B) with Parrish & Partners of North Carolina, PLLC for South Terminal Apron Expansion Project Engineering Services:** Jared Merrill briefly reviewed Work Authorization No. 2 with Parrish and Partners and the two revisions to the contract that had previously been approved by the Board. Mr. Merrill stated that delays on the south terminal apron expansion project, due in high part from the weather, will require an extension of Parrish and Partners construction phase services to the current estimated project completion in October of 2021. Work Authorization No. 2R(B) includes project administration, site visits, project meetings, processing contractor pay requests, contractor inquiries, and on-site Resident Project Representative services. The total cost for the additional services will be \$261,976.00 and will be funded utilizing airport funds. The following budget ordinance 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>
Capital Improvements	_____	_____ \$261,976.00
Totals	_____	_____ \$261,976.00

This will result in a net increase of \$261,976.00 in the appropriations. Revenues will be revised as follows:

**REVENUES:**

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash	_____	_____ \$261,976.00
Totals	_____	_____ \$261,976.00

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 9<sup>th</sup> day of April 2021.

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Matthew Burrell, Chair

Attested by:

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Ellen Heywood, Clerk to the Board

Mr. Lovin moved to approve Work Authorization No. 2R(B) with Parrish and Partners in the amount of \$261,976.00, authorize the Executive Director to execute the necessary documents, and amend the FY2020/2021 budget by adopting the budget ordinance presented by staff. Mr. Ricker seconded the motion and it carried unanimously.

**DIRECTOR'S REPORT:**

**A. Industry Statistics:** The Director provided an overview of an industry update which was presented at the ACI-NA winter Board of Directors meeting. The Director spoke about jet fuel prices, the decrease in worldwide and U.S. passenger traffic, flight and seat capacity, and the financial loss to the aviation industry.

**B. American Airlines:** The Director reported on the updates to American Airline's flight schedule for the coming spring and summer months.

**INFORMATION SECTION:** The Director commented that the traffic reports included in the Board agenda packages over the last year have shown many flight cancellations for Allegiant vs. other carriers. The Director stated that Tina Kinsey would offer some insight on the situation. Mrs. Kinsey provided a brief explanation of Allegiant's operating model compared to how other carriers operate as well as Allegiant's reaction to the demands in the market.

**PUBLIC AND TENANTS COMMENTS:** None

**CALL FOR NEXT MEETING:** It was determined that a Special Meeting of the Authority Board will be held on April 21st. The April 16, 2021 meeting of the Authority Board was cancelled. The next Regular Meeting of the Board will be held on May 14, 2021.

A discussion took place regarding in-person participation of the Board for upcoming Board meetings. Ms. Rice reviewed the attendance section of the By-laws and remarked that it

would be prudent to continue allowing virtual attendance while still under an emergency declaration by the State. The Chair suggested that the May 14, 2021 meeting tentatively take place in person and for the Board to let the Clerk know if their attendance at the meeting would be in person. Attendance by the public would continue to be virtual for the time being.

**AUTHORITY MEMBER REPORTS:** None

**CLOSED SESSION:** None

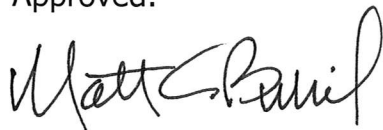
**ADJOURNMENT:** Mr. Galbraith moved to adjourn the meeting at 9:36 a.m. Mr. Lovin seconded the motion and it carried unanimously.

Respectfully submitted,



Ellen Heywood  
Clerk to the Board

Approved:



Matthew C. Burril  
Chair