

**REGULAR MEETING
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
October 8, 2021**

The Greater Asheville Regional Airport Authority ("Authority") met on Friday, October 8, 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; Susan Russo Klein

MEMBERS PRESENT VIA TELEPHONE/VIDEO: George H. Erwin, Jr.; and Thomas M. Apodaca

MEMBERS ABSENT: Carl H. Ricker, Jr.; and Britt Lovin

STAFF AND LEGAL COUNSEL PRESENT IN PERSON: Cindy Rice, Authority Legal Counsel; Lew Bleiweis, Executive Director; Michael Reisman, Deputy Executive Director; Tina Kinsey, Director of Marketing and Public Relations; Janet Burnette, Director of Finance and Accounting; Shane Stockman, IT Director; John Coon, Director of Operations and Maintenance; Christina Madsen, Airport Properties and Contracts Manager; Lisa Jump, Director of Administration and Human Resources; Jared Merrill, Airport Planning Manager; Captain Kellie Smith, Public Safety; Michael Merideth, Systems Administrator; Kellie Whittemore, IT Coordinator; and Ellen Heywood, Clerk to the Board

ALSO PRESENT VIA TELEPHONE: Jon McCalmont, Parrish and Partners; James Moose, Avcon; Nick Loder, RS&H; Sandra Kilgore, Asheville City Council

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

EMPLOYEE RECOGNITION: The Board recognized Kellie Whittemore with a service award and gift for her 15 years of service with the Authority.

PRESENTATIONS: None

FINANCIAL REPORT: None

CONSENT ITEMS: None

OLD BUSINESS: None

NEW BUSINESS:

A. Approve Airline Incentives for Allegiant Air: The Director reported that in August Allegiant announced annual service to Key West, Florida ("EYW") to begin in November with twice weekly flights. Staff is seeking approval to offer incentives since EYW does not fall within AVL's top 25 air service markets. The incentives include up to \$150,000 for marketing and advertising of this new service as well as waived rents and fees, excluding PFCs, for one year. The Director advised the Board that funds were currently in the budget for this type of business development.

Mr. Erwin moved to approve airline incentives with Allegiant Air for AVL - EYW service as described above and authorize the Executive Director to execute the necessary documents. Mr. Apodaca seconded the motion and it carried unanimously.

B. Preliminary Approval of Authority's Amended Ordinance of Airline Rates, Fees and Charges for the Asheville Regional Airport: Janet Burnette stated that the Board adopted the FY21/22 Schedule of Airline Rates, Fees and Charges at the April 21, 2021 Board meeting. TSA recently announced that they will only staff the passenger exit lane for one hour following the final departure each night. A contract with a staffing agency will be necessary to provide coverage of the exit lane between the final departure and final arrival each night, and the additional cost for this service will need to be included in the Airline Rates, Fees and Charges for FY21/22. Mrs. Burnette advised the Board that a fee of \$.07 per enplanement will be required to cover the cost of the staffing agency. This will change the cost per enplanement for the airlines from \$6.02 to \$6.09. Mrs. Burnette stated that this addition to the Airline Rates, Fees and Charges will not increase revenue for the Authority.

The Director remarked that automated exit lane equipment is being considered in the plans for the terminal expansion project.

Mr. Apodaca moved to approve the proposed Amended Ordinance of Airline Rates, Fees and Charges; to schedule a public hearing and accept public comment on the proposed Airline Rates, Fees and Charges; and following the minimum period for public comment and public hearing, adopt the Amended Ordinance of Airline Rates, Fees and Charges for FY2021-2022 at the next regularly scheduled Authority Board meeting which is scheduled for November 12, 2021. Mr. Erwin seconded the motion and it carried unanimously.

DIRECTOR'S REPORT: The Director stated that he had a couple of items to mention to the Board.

A. Runway 5k: In celebration of the airport's 60th anniversary, an airfield 5k will be held the following day on the west side of the airfield. Registrations have been sold out and proceeds will benefit AB Tech's aviation scholarship fund and WNC Pilot's Association Education Foundation.

B. Employee Recognition: The Director recognized Kellie Smith as the newly appointed Captain of Public Safety. Captain Smith has been with the airport for 13 years and was a lieutenant prior to being named captain.

C. 2022 Board Schedule: A proposed schedule of 2022 Board meetings was available at the Board Members' seats. This item will be on the agenda for consideration at the November meeting. The Director requested the Board Members review the schedule at their convenience.

INFORMATION SECTION: No comments

PUBLIC AND TENANTS COMMENTS: None

CALL FOR NEXT MEETING: The Chair stated that the next regular meeting of the Board will be held on November 12, 2021.

AUTHORITY MEMBER REPORTS: Brad Galbraith requested that the Director extend compliments to the staff on the positive comments and feedback he had received from out-of-town business associates upon their arrival in Asheville. The Director stated that he would share the information at the next quarterly employee meeting.

CLOSED SESSION: At 8:52 a.m. Ms. Russo Klein 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 Buncombe County Lawsuit Entitled Christopher McFalls vs. the Greater Asheville Regional Airport Authority; 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.

Open Session resumed at 9:59 a.m.

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CLOSED SESSION MINUTES: Ms. Russo Klein 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. Apodaca seconded the motion and it carried unanimously.

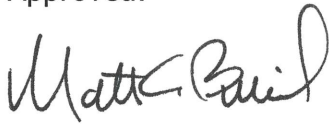
ADJOURNMENT: Mr. Galbraith moved to adjourn the meeting at 10:01 a.m. Ms. Russo Klein seconded the motion and it carried unanimously.

Respectfully submitted,



Ellen Heywood
Clerk to the Board

Approved:



Matthew C. Burril
Chair