

**REGULAR MEETING
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
May 13, 2022**

The Greater Asheville Regional Airport Authority ("Authority") met on Friday, May 13, 2022 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. Burril, Chair; George H. Erwin, Jr.; Carl H. Ricker, Jr.; and Thomas M. Apodaca

MEMBERS PRESENT VIA TELEPHONE/VIDEO: Susan Russo Klein; and Britt Lovin

MEMBERS ABSENT: Brad Galbraith, Vice-Chair

STAFF AND LEGAL COUNSEL PRESENT: Cindy Rice, Authority Legal Counsel; Lew Bleiweis, Executive Director; Michael Reisman, Deputy Executive Director; Tina Kinsey, Director of Marketing, Public Relations & Air Service Development; 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; Jared Merrill, Airport Planning Manager; Samuel Sales, Chief of Public Safety; Angela Wagner, Director of Administration and Human Resources; Michael Merideth, Systems Administrator; and Ellen Heywood, Clerk to the Board

PRESENT IN PERSON: David King, Gresham Smith; Brad Sucher, Gresham Smith; Michael Slingluff

ALSO PRESENT VIA TELEPHONE/VIDEO: John Kasuda, Siemens; Jon McCalmont, Parrish and Partners; Paul Puckli, CHA Consulting; Nick Loder, RS&H; Sandra Kilgore, Asheville City Council

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

PRESENTATIONS:

A. Terminal Presentation: Brad Sucher with Gresham Smith gave a presentation to the Board on the Terminal Building Modernization and Expansion project which included details and images for the exterior and interior finishes of the various areas of the planned terminal building, a description of the glass coating for glare reduction, as

well as a review of the project schedule. Brief discussions took place regarding the temporary hold room and ground loading of passengers during construction of the gate areas. The Board thanked Mr. Sucher for his presentation.

FINANCIAL REPORT: A review of enplanements, aircraft operations, and general aviation activity for the month of March was provided by the Director. The Director noted that enplanements in March were 11.3% higher than March of 2019, the airport's record-setting year for enplanements. Janet Burnette reported on the financial activity for the month of March.

CONSENT ITEMS: The Chair stated that Consent Item C, Approval of the Greater Asheville Regional Airport Authority April 8, 2022 Closed Session Minutes, would be pulled for review in Closed Session.

A. Approval of the Greater Asheville Regional Airport Authority April 8, 2022 Regular Meeting Minutes: Mr. Erwin moved to approve the Greater Asheville Regional Airport Authority April 8, 2022 Regular Meeting Minutes. Mr. Apodaca seconded the motion and it carried unanimously.

B. Approval of Insurance Renewals: The Director noted that cyber insurance coverage had doubled in price for the same \$1 million coverage, however, staff felt it was beneficial coverage and recommended keeping in place. The Director further stated that Mutual of Omaha has added Accidental Death and Dismemberment coverage to the voluntary life insurance policies, and that employees would be offered additional voluntary insurance benefits such as Accident and Disease specific coverage provided a minimum of 10% of the employee base were to enroll in this coverage.

Mr. Apodaca moved to approve the renewal of the Authority's insurance coverages in an amount not to exceed the premiums outlined in the agenda package and authorize the Executive Director to execute the necessary documents. Mr. Ricker seconded the motion and it carried unanimously.

OLD BUSINESS: None

NEW BUSINESS:

A. Approval of Administrative Policy and Procedure for Airport Peer-to-Peer Vehicle Sharing Business Regulation 117.01: Christina Madsen informed the Board that the purpose of the Peer-to-Peer Vehicle Sharing Business Regulation policy was to

establish and govern this new ground transportation category at the airport. Ms. Madsen provided a brief description of the peer-to-peer vehicle sharing business, the state statute enacted by the General Assembly that allows airports to charge a fee for using an airport's facility, as well as the issues at stake with other vehicle rental operators currently doing business at the airport. Ms. Madsen reported that the policy would require these peer-to-peer vehicle sharing businesses to pay the Authority 10% of gross receipts as well as either leasing a minimum of two parking spaces in the shuttle lot, paying the daily rate and exchanging the vehicle in that designated location only, or parking the vehicle in any parking lot for the exchange of the vehicle and paying the fee to exit that parking facility.

A discussion ensued concerning how other ground transportation providers currently operate at the airport, the potential for leasing space to other vendors, and how the cost structure compared to rental car companies currently operating at the airport.

Mr. Erwin moved to approve the Airport Peer-to-Peer Vehicle Sharing Business Regulation Policy 117.01 and authorize the Executive Director to execute the necessary documents. Mr. Apodaca seconded the motion and it carried unanimously.

B. Approval of Transfer of Sick Leave Policy: The Director stated that this item was being pulled from the agenda. Staff has consulted with Ms. Rice and the state retirement system on the matter, but did not believe it was time to bring this to the Board.

C. Approval of Standard Form of Agreement between Owner and Program Manager with Parsons Transportation Group, Inc. for Terminal Building Modernization and Expansion Project Program Management Services: Michael Reisman stated that program management services for the Terminal Building Modernization and Expansion project provides for the daily oversight and inspection of the overall project. Five companies submitted Statements of Qualifications in November of 2021. A selection committee conducted interviews with three of the five firms, requested additional information from two of the firms interviewed, and upon evaluation of the additional information, selected Parsons Transportation Group, Inc. to provide program manager services. Mr. Reisman reviewed the financial components of the proposed agreement and reported that the overall expense is between \$6 and \$7 million over the course of approximately four years. Staff will include a line item in future budgets for these services, however, the anticipated expense of \$1,329,368.36 for the upcoming fiscal year were not included in the FY22/23 Budget and will require the following budget 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, 2023:

Section 1. To amend the appropriations as follows:

EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Capital Improvements	_____	<u>\$1,329,368.36</u>
Totals	_____	<u>\$1,329,368.36</u>

This will result in a net increase of \$1,329,368.36 in the appropriations. Revenues will be revised as follows:

REVENUES:

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash	_____	<u>\$1,329,368.36</u>
Totals	_____	<u>\$1,329,368.36</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 13th day of May 2022.

Matthew C. Burrell, Chair

Attested by:

Ellen Heywood, Clerk to the Board

Mr. Apodaca moved to approve the agreement with Parsons Transportation Group, Inc. for Program Management Services associated with the Terminal Building Modernization and Expansion Project; approve FY22/23 anticipated contract expenditures of \$1,329,368.36; authorize the Executive Director to execute the necessary documents; and amend the FY22/23 budget by adopting the budget ordinance amendment as presented by staff. Mr. Ricker seconded the motion and it carried unanimously.

D. Approval of Agreement for Landside Landscaping Services: John Coon informed the Board that due to staffing shortages and difficulties in hiring maintenance personnel, staff was requesting approval of an agreement with Green Impact Commercial Landscape to provide landside landscaping services for the 2022 season in a not-to-exceed amount of \$84,300.00. The cost of the service would be offset by budgeted salary and other contract costs.

Mr. Erwin moved to approve the issuance of a purchase order with Green Impact Commercial Landscapes in the amount of \$84,300.00 and authorize the Executive Director to execute the necessary documents. Mr. Apodaca seconded the motion and it carried unanimously.

DIRECTOR'S REPORT: The Director stated that he had a couple of additional items to address that were not included on the agenda.

A. Meeting with Bond Rating Agencies: The Director provided an update on meetings held with bond rating agencies for the Terminal Modernization and Expansion project as well as the schedule for sale and closing of the bonds. The Director stated that approximately \$185 million in bonds would be sold and advised the Board that while Raymond James had been selected as the underwriter for the sale of the bonds, Siebert Williams Shank was chosen as the junior underwriter. The Board thanked staff for all their work on the bonds.

B. Change Order No. 3: The Director reported a change order with Chatham Civil Constructing that reduces the contract by \$6,100 for the parking lot construction project across NC280. The reduction in the contract will be applied towards the cell phone lot project.

C. Authority Board Meetings: The subject of bringing members of the public back to Authority Board meetings in person was raised. A brief discussion ensued and it was decided to add this topic to the agenda for the June Board meeting.

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 June 10, 2022.

AUTHORITY MEMBER REPORTS: None

CLOSED SESSION: At 9:58 a.m. Mr. Erwin moved to go into Closed Session Pursuant to Subsections 143-318.11 (a) (3), (4) and (6) 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; 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; and to Discuss Personnel Matters. Mr. Apodaca seconded the motion and it carried unanimously.

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

Open Session resumed at 11:26 a.m.

Ms. Russo Klein left the meeting during Closed Session

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY MAY 13, 2022 CLOSED SESSION MINUTES: Mr. Erwin 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 by a 5 to 0 vote.

APPROVAL OF THE GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY APRIL 8, 2022 CLOSED SESSION MINUTES: Mr. Erwin moved to approve the minutes for the Greater Asheville Regional Airport Authority April 8, 2022 Closed Session and to seal and withhold the minutes for the April 8, 2022 Closed Session from public inspection so long as public inspection would frustrate the purpose or purposes thereof. Mr. Apodaca seconded the motion and it carried by a 5 to 0 vote.

EXECUTIVE DIRECTOR COMPENSATION: Mr. Erwin moved to increase the Director's base compensation by 21% of his total compensation package effective retroactive to January 2022; to increase the Director's car allowance to \$1,000 per month effective retroactive to January 2022, and to allow the Executive Director to change his title to President & CEO and to adjust other administrative titles as the Director sees fit. Mr. Ricker seconded the motion and it carried by a 5 to 0 vote.

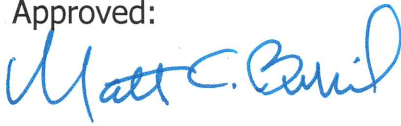
ADJOURNMENT: Mr. Erwin moved to adjourn the meeting at 11:31 a.m. Mr. Apodaca seconded the motion and it carried by a 5 to 0 vote.

Respectfully submitted,



Ellen Heywood
Clerk to the Board

Approved:



Matthew C. Burrell
Chair