

**SPECIAL MEETING  
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
August 17, 2012**

The Greater Asheville Regional Airport Authority ("Authority") met on Friday, August 17, 2012 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:** David R. Hillier, Chair; Bob Roberts, Vice-Chair, Jeffrey A. Piccirillo, Martha W. Thompson; and Andrew Tate

**MEMBERS ABSENT:** None

**STAFF AND LEGAL COUNSEL PRESENT:** Vic Buchanan, Authority Legal Counsel; Lew Bleiweis, Executive Director; Michael Reisman, Deputy Executive Director of Development and Operations; C. Jeffrey Augram, Chief of Public Safety; Royce Holden, IT Director; Vickie Thomas, Director of Finance and Accounting; Suzie Baker, Director of Administration; Tina Kinsey, Director of Marketing and Public Relations; Kevan Smith, Public Safety Captain; Amy Burritt, Marketing Supervisor; and Ellen Heywood, Clerk to the Board

**ALSO PRESENT:** Bob Oast, City of Asheville; Glen Wilcox, Sr., Wilcox World Travel & Tours; Mike Darcangelo, AVCON; Jeff Kirby, Michael Baker Corp; Nate Otto, RS&H; Clarke Morrison, Asheville Citizen-Times; and Mayor Terry Bellamy, City of Asheville

**CALL TO ORDER:** The Chair welcomed everyone in attendance and called the meeting to order at 8:30 a.m. The Chair also welcomed Andrew Tate as a new Board member.

**DESIGNATE, APPOINT AND APPROVE A CLERK TO THE BOARD:** Mr. Piccirillo read the following resolution:

**WHEREAS**, the Greater Asheville Regional Airport Authority ("Authority") was created pursuant to Session Law 2012-121 by the General Assembly of North Carolina on June 28, 2012; and

**WHEREAS**, the Authority operates the Asheville Regional Airport ("Airport"); and

**WHEREAS**, August 17, 2012 is the first meeting of the Greater Asheville Regional Airport Authority and basic organizational procedures are being undertaken:  
and

**WHEREAS**, North Carolina general statutes require that all legally created authorities and boards have either a secretary position or a Clerk to the Board; and

**WHEREAS**, it is the desire of the Authority Board to appoint The Clerk to the Board ("Clerk") to insure that required documents can be accepted and signed as required by state law;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of the Greater Asheville Regional Airport Authority that:

Ellen M. Heywood is hereby designated, appointed, and approved to serve at the Board's pleasure as Clerk to the Board, and subject to such restrictions and limitations as the Board may from time to time impose, is hereby authorized and directed to perform those duties and responsibilities normally associated with the position of clerk to the governing board of a North Carolina body corporate and politic. These duties and responsibilities include, but are not necessarily limited to, (i) the preparation of minutes for the open portions of the Board's meetings and the committees thereof and the minutes for closed sessions, unless directed otherwise by the Board, (ii) maintaining and safeguarding the Board's minute books and the minutes for closed sessions or portions thereof that have been sealed, (iii) keeping on file a then current copy of the Board's schedule of regular meetings, (iv) preparing and posting notices of special meetings, (v) giving notices of emergency meetings, (vi) receiving, and keeping on file, written requests for notices of the Board's special meetings and emergency meetings from newspapers, wire services, radio stations, television stations, and other persons, and (vii) receiving, and keeping on file, budgets and budget ordinances.

**Adopted this 17<sup>th</sup> day of August, 2012.**

**Greater Asheville Regional Airport Authority**

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David Hillier, Chair

Mr. Piccirillo moved to approve the resolution designating and appointing Ellen M. Heywood as Clerk to the Board. Ms. Thompson seconded the motion and it carried unanimously.

**APPOINT A CHAIR AND VICE-CHAIR:** The Chair turned to Mr. Piccirillo for the nomination of officers. Mr. Piccirillo moved to appoint Bob Roberts as Vice-Chair and David Hillier as Chair of the Greater Asheville Regional Airport Authority. The Chair inquired if there were other nominations. There were no other nominations presented.

Ms. Thompson seconded the motion and it carried unanimously. Messrs. Hillier and Roberts were sworn in as officers by the Clerk.

**DESIGNATE, APPOINT AND APPROVE LEGAL COUNSEL:** Mr. Roberts moved to designate, appoint and approve Patla, Straus, Robinson & Moore, P.A. as Legal Counsel for the Greater Asheville Regional Airport Authority; to establish, and approve and authorize the payment of, an hourly rate in the amount of \$175.00 for professional services rendered by attorneys and an hourly rate not to exceed \$80.00 for services rendered by paralegals; and to authorize the payment and reimbursement for service-related expenses (such as long-distance telephone calls, long-distance facsimile transmissions, courier and express delivery services, on-line legal research, and xerographic copies). Ms. Thompson seconded the motion and it carried unanimously.

**PUBLIC COMMENTS:** The Chair advised the Board that Robert W. Oast, Jr., attorney for the City of Asheville, and Mayor Terry Bellamy were in attendance and wished to address the Board.

Mr. Oast appeared before the Board and addressed the Board along the lines of his letter to the Board Chair dated August 16, 2012 regarding the appointment of Mayor Bellamy to the Authority Board, copy of which has been placed in the Authority's minutes book.

The Chair thanked Mr. Oast for his statements and commented that since this was a complex legal matter, the Board would need Mr. Buchanan's opinion.

Mr. Buchanan advised the Board that there had been an exchange of correspondence between him and Mr. Oast relating to the appointment of Mayor Bellamy to the Authority and summarized the information contained in the correspondence. Mr. Buchanan further advised the Board that his legal opinion is that Mayor Bellamy is not eligible to serve as a member of the Greater Asheville Regional Airport Authority Board according to Session Law 2012-121.

The Chair remarked that it appeared as if the Board had no choice but to follow the advice of the Authority's legal counsel on this matter. No Authority member expressed an opinion to the contrary and thus no action was taken.

**DESIGNATE, APPOINT, AND APPROVE A BUDGET OFFICER:** Vickie Thomas reported that NC General Statute 159-9 requires that a public authority appoint a budget officer. Mrs. Thomas requested the Authority Board designate the Executive Director as the Budget Officer. Mr. Roberts moved to approve the appointment of the

Executive Director as the Budget Officer of the Greater Asheville Regional Airport Authority. Mr. Piccirillo seconded the motion and it carried unanimously.

**DESIGNATE, APPOINT, AND APPROVE A FINANCE OFFICER:** The Director advised the Board that NC General Statute 159-24 requires that a public authority appoint a finance officer. The Director requested the Authority Board designate the Director of Finance and Accounting as the Finance Officer. Ms. Thompson moved to approve the appointment of the Director of Finance and Accounting as the Finance Officer for the Greater Asheville Regional Airport Authority. Mr. Roberts seconded the motion and it carried unanimously.

**DESIGNATE, APPOINT, AND APPROVE A DEPUTY FINANCE OFFICER:** Vickie Thomas informed the Board that NC General Statutes require that all checks, purchase orders and contracts be signed by the Finance Officer or a Deputy Finance Officer. To insure that required documents can be signed in the event the Finance Officer is unavailable, staff recommends that the Board appoint the Executive Director as a Deputy Finance Officer. Mr. Roberts moved to approve the appointment of the Executive Director as the Deputy Finance Officer for the Greater Asheville Regional Airport Authority. Mr. Piccirillo seconded the motion and it carried unanimously.

**CONSIDER AND ADOPT AN INTERIM BUDGET:** Vickie Thomas reported that since it was late in the legislative session when the General Assembly passed Session Law 2012-121 which created the Greater Asheville Regional Airport Authority, there was not enough time for the adoption of a regular budget prior to the beginning of the Authority's fiscal year on July 1, 2012. Following instructions from the Local Government Commission, staff requested the Board approve an Interim Budget while the proposed Regular Fiscal Year 2012-2013 Budget was held available for the required ten-day public inspection period. Mrs. Thomas requested the Authority Board approve the following Interim Budget Ordinance:

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**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**  
**AUGUST 17, 2012 - AUGUST 31, 2012**  
**INTERIM BUDGET ORDINANCE**

**BE IT ORDAINED** by the Greater Asheville Regional Airport Authority that, pursuant to Section 159-16 of the General Statutes of North Carolina:

**Section 1.** The following amounts are hereby appropriated for the operation of the Greater Asheville Regional Airport Authority for the period beginning August 17, 2012 and ending August 31, 2012 in accordance with the following schedule:

**EXPENDITURES**

Administration Department	\$ 23,000
Development Department	12,000
Executive Department	21,000
Finance Department	19,000
Guest Services Department	7,000
Information Technology Department	27,000
Marketing Department	32,000
Operations Department	122,000
Public Safety Department	57,000
Reimbursable Costs	15,000
<b>Total Expenditures</b>	<u><u>\$335,000</u></u>

**Section 2.** This Budget Ordinance shall be entered in the minutes of the Greater Asheville Regional Airport Authority and within five (5) days after its adoption copies shall be filed with the Finance Officer, the Budget Officer and the Clerk to the Board of the Greater Asheville Regional Airport Authority as described in G.S. 159-13.

Adopted this 17th day of August, 2012.

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David R. Hillier, Chair

Attested by:

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Ellen Heywood  
The Clerk to the Board

Ms. Thompson moved to approve the Interim Budget Ordinance for the Greater Asheville Regional Airport Authority as presented by staff. Mr. Roberts seconded the motion and it carried unanimously.

**APPROVAL OF PRELIMINARY FISCAL YEAR 2012/2013 BUDGET:** Vickie Thomas advised the Board that at the recommendation of the Local Government Commission, the Greater Asheville Regional Airport Authority needs to adopt a budget for Fiscal Year 2012/2013, which can be the same budget that was approved by the Asheville Regional Airport Authority (ARAA) in April. Due to the fact that there were no expected changes to the revenues or expenses originally budgeted, staff recommended that the Board adopt the budget as presented which was the same budget originally adopted by the ARAA Board. Mrs. Thomas also advised the Board that the proposed preliminary budget would need to remain available for public inspection and comments for 10 days before the Board could adopt the final budget.

The Chair affirmed that a public hearing would need to be scheduled for August 31, 2012 before the final budget could be approved. Mrs. Thomas responded that this was correct.

Mr. Piccirillo moved to approve the Proposed Preliminary Fiscal Year 2012/2013 Budget for the Greater Asheville Regional Airport Authority as presented by staff, to allow the budget to remain available for public inspection for 10 days, and to hold a Public Hearing on Friday, August 31, 2012 at 8:30 a.m. in the Conference Room of the Administrative Offices. Ms. Thompson seconded the motion and it carried unanimously.

**ESTABLISH, ADOPT AND APPROVE A SCHEDULE OF REGULAR MEETINGS OF THE AUTHORITY:** A proposed schedule of 2012 and 2013 meetings of the Greater Asheville Regional Airport Authority was available at the Board Members' seats for review.

A brief discussion took place regarding the proposed schedule of regular meetings in 2013 specifically the need to reassess the date for the Budget Workshop/Retreat meeting due to the observance of Good Friday.

Ms. Thompson moved to approve the tentative schedule of 2012 and 2013 regular meetings of the Greater Asheville Regional Airport Authority subject to events that may require the Board to hold more or fewer meetings. Mr. Roberts seconded the motion and it carried unanimously.

**STRATEGIC PLAN FOR THE ASHEVILLE REGIONAL AIRPORT:** The Director presented a draft of the airport's 2012 Strategic Business Plan and stated that this was a working document put together by staff with the expectation of high level input from the Board to guide the airport moving forward. Current issues faced by the airport were reviewed and included the new independent authority matters, runway replacement, I-26/Airport Road interchange, as well as various airline and general aviation issues. An overview of the external and internal challenges affecting the

airport was presented and included the economy, terrorism, federal mandates, revenue and expenses, staffing, training and development, as well as increasing customer and business focus. The goals, including the objectives and strategies necessary to achieve the goals, were identified as transitioning to the new authority, maintaining strong air service, utilizing strategic marketing to support loyalty, the airfield redevelopment project, and maintaining strong financial stability.

The Chair inquired if the construction of the I26/Airport Road interchange would cause delays for passengers. The Director responded that there was not any information available on this issue at the current time, but staff would work to make passengers aware to expect delays. The Director further stated that he had planned to update the Board on this subject further in the meeting, but with the Board's permission, would address this item. The Director stated that in prior conversations with the Department of Transportation (DOT), staff understood that the DOT intended on keeping a left turn onto Aviation Way. At the end of June the DOT held an open house for the public regarding the I26/Airport Road project. At the open house, staff saw drawings that did not include a left turn onto Aviation Way. Since that time, staff has met with the DOT, shared concerns, and has suggested alternatives that are being reviewed by the DOT.

The Director concluded the presentation by reiterating that the Strategic Business Plan would further evolve with feedback from the Board.

The Chair thanked the Director for his presentation.

**TENANT RECOGNITION PROGRAM:** Tina Kinsey gave a brief overview of the new program entitled "First Class You Make the Difference". This program is geared toward all tenant employees and will be implemented on August 21<sup>st</sup>. The program was designed as a marketing tool to promote customer service for the purpose of creating loyal passengers. Tenant employees identified as providing excellent customer service through passenger comment cards or peer recommendations will be recognized by Authority senior staff and will also receive reward cards redeemable for small prizes as well as a monthly and annual drawing. The employees will also be recognized in an airport-wide newsletter that will serve to educate tenant employees about customer service. The Marketing Department will seek tenant feedback and continue to use surveys as a measure to determine the effect on customers.

**DEVELOPMENT GUIDELINES:** Mike Reisman presented a draft of the airport's Development Guidelines and informed the Board that the document is the first comprehensive set of development guidelines in one document for development at the airport. The guidelines ensure that all new development on the airport meets the minimum requirements of the Authority in a variety of ways and also provides the ability to enforce any future proposals for development that may not meet the minimum specifications. The guidelines do not supersede any building codes, fire safety codes or any other requirements that legitimately need to remain with the permitting jurisdiction. Mr. Reisman summarized the major components of the document which include coverage of authorized and non-authorized uses, incorporation of the airport's minimum standards, establishment of development zones for different types of activities, site plan

requirements, interior and exterior finish requirements, as well as forms and exhibits to assist the developer in complying with the guidelines. Mr. Reisman further stated that for the time being this is a living document that will be tweaked during the first year or so. Mr. Reisman requested the Board review the document and forward any concerns or comments to the Director. This will insure that staff has the opportunity to address the items before bringing the guidelines back to the Board for adoption as a policy at the next regular meeting of the Board.

**FIREHOUSE UPDATE:** Mike Reisman displayed some renderings of the public safety facility. The main issue that staff is currently working on is the review of space eligibility which is pending by the FAA. Since the current facility is a four apparatus bay building and it is too small for the airport, staff will be submitting justifications for a five bay building to the FAA and asking for eligibility of federal funding for the fifth bay. If the fifth bay is not eligible for federal funding, staff will bid the project with the fifth bay as an alternate item and make the decision later on as to whether the Authority wants to add on and fund the fifth bay during initial construction. Mr. Reisman further advised the Board that staff expects to have the plans completed mid to late December and will put the project out to bid in January with plans to award in the March/April time frame. Construction will begin in May and completion is expected to take approximately 14 months. This timeframe will keep the project on schedule to insure funding for this project is not jeopardized because of the airfield project coming up right behind it.

The Chair inquired if the decision to add the fifth bay would need to be made later this year if funding of the fifth bay is not approved by the FAA. Mr. Reisman responded that yes, the decision should be made before bidding the project. The Director stated that this project may go out to bid anyway with the fifth bay as an add alternate. Once the bid documents are received with the pricing, staff will be able to provide the information the Board would need to make a decision on whether to add the fifth bay.

**FIRING RANGE UPDATE:** The Director advised the Board that the City vacated the firing range in June and the area underwent the cleaning process. A conditional closure certificate was issued by the Department of Environment and Natural Resources and staff expects the full closure certificate to be issued once the remaining dirt is clean and removed from the airport. The west side fill project continues to move forward and was not inconvenienced much.

**DELTA MAINLINE AIRCRAFT:** Since Delta Airlines is eliminating some of their 50 seat jets from the market, Asheville will see the first mainline Delta aircraft beginning in September. This flight will have approximately 120 seats with two classes of service and Delta plans to run this aircraft until November. The flight will be a late night arrival, stay overnight, and then depart around 7:30 a.m. Staff is hopeful that the flight will stay permanently as this is typically a busy flight.

**RUNWAY 5K/Aviation Day:** Tina Kinsey requested the Board mark their calendars for the Runway 5k/Aviation Day event to be held on October 6<sup>th</sup>. The entire runway will be open for the 5k which will begin at 9:30 a.m. The airport has partners for the event



including Blue Ridge Community College and A.B. Tech. The aviation day portion of the event will be held from 10:00 a.m. to 2:00 p.m. with a focus on aviation education. Aircraft will be on display, there will be live music, and food will be available.

**CLOSED SESSION:** None

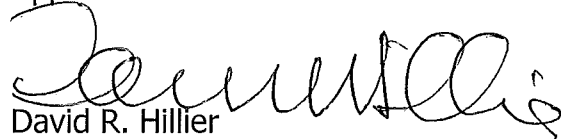
**ADJOURNMENT:** The meeting adjourned at 9:57 a.m.

Respectfully submitted,



Ellen Heywood  
Clerk to the Board

Approved:



David R. Hillier  
Chairman