

**REGULAR MEETING
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
September 7, 2018**

The Greater Asheville Regional Airport Authority ("Authority") met on Friday, September 7, 2018 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. Burrell, Chair; K. Ray Bailey, Vice-Chair; William L. Moyer; Stephanie Pace Brown; David Gantt; and Brad Galbraith

MEMBERS ABSENT: George H. Erwin, Jr.

STAFF AND LEGAL COUNSEL PRESENT: Cindy Rice, Authority Legal Counsel; Lew Bleiweis, Executive Director; Kevan Smith, Chief of Public Safety; Tina Kinsey, Director of Marketing and Public Relations; Janet Burnette, Director of Finance and Accounting; Shane Stockman, IT Director; John Coon, Director of Operations; Samuel Sales, Public Safety Captain; Laura Foster, Custodial Supervisor; and Ellen Heywood, Clerk to the Board

ALSO PRESENT: Mike Darcangelo, Avcon; Jeff Kirby, Parrish & Partners

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

WELCOME OF NEW BOARD MEMBER: The Chair welcomed Brad Galbraith as a new member of the Authority Board.

SERVICE AWARD PRESENTATIONS: The Chair recognized Laura Foster and Ellen Heywood with service recognition awards and gifts for their 10 years of service with the Authority.

PRESENTATIONS:

A. Marketing Update: Tina Kinsey presented a marketing update to the Board that highlighted the 2018/2019 marketing goals and brand perception with analysis of passenger demographics and geography as well as the messages targeted to both the business and leisure travelers. Mrs. Kinsey also spoke of current promotions, the ongoing presence on social media, and a new research program offered through ACI that will provide staff the ability to benchmark Asheville against other airports around the world

and will also offer areas of opportunities in terms of passenger experience and expectations.

The Chair asked if Mrs. Kinsey could provide feedback on comments received about the parking situation. Mrs. Kinsey stated that the drop in the price for the garage parking by \$1 has helped and that less negative comments have been received. Mrs. Kinsey plans to work with LAZ Parking on marketing opportunities that will be beneficial to travelers.

The Board thanked Mrs. Kinsey for her presentation.

FINANCIAL REPORT: The Director reported on the airport activity for the month of July which included enplanements, aircraft operations, and general aviation activity. Janet Burnette reported on the financial activity for the month of July.

CONSENT ITEMS: The Chair stated that Consent Item A, Approval of the Greater Asheville Regional Airport Authority June 8, 2018 Closed Session Minutes Parts A and B, and Consent Item C, Approval of the Greater Asheville Regional Airport Authority August 10, 2018 Closed Session Minutes Parts A and B would be pulled for review in Closed Session.

B. Approval of the Greater Asheville Regional Airport Authority August 10, 2018 Regular Meeting Minutes: Mr. Bailey moved to approve the Greater Asheville Regional Airport Authority August 10, 2018 Regular Meeting Minutes. Ms. Brown seconded the motion and it carried unanimously.

D. Approval of Amendment to the FY 2018/2019 Budget:

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, 2019:

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Section 1. To amend the appropriations as follows:

EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Administrative Department	\$136,455	
Development Department		\$13,200
Executive Department		11,946
Finance Department		\$13,711
Guest Services Department		\$5,246
Information Technology Department		\$8,452
Marketing Department		\$5,013
Operations Department		\$55,204
Public Safety Department		\$23,683
Carry-over Capital Expenditures		\$9,866,707
Totals	<u>\$136,455</u>	<u>\$10,003,162</u>

This will result in a net increase of \$9,866,707 in the appropriations. Revenues will be revised as follows:

REVENUES:

	<u>Decrease</u>	<u>Increase</u>
Federal Funds – AIP Entitlement Funds		\$6,131,014
NC DOT Funds		\$1,646,400
Transfer from GARAA Cash		\$2,089,293
Totals	<u></u>	<u>\$9,866,707</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 7th day of September, 2018.

Matthew Burrell, Chair

Attested by:

Ellen Heywood, Clerk to the Board

Mr. Gantt moved to approve Consent Item D. Mr. Moyer seconded the motion and it carried unanimously.

OLD BUSINESS: None

NEW BUSINESS: None

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

A. TSA Pre-Check: The Director was pleased to inform the Board that staff was notified two weeks prior that Asheville will be getting TSA Pre-Check. Since a third lane will be necessary, Gresham Smith and Partners has been engaged for design work to make the necessary changes to the checkpoint area to accommodate the third lane. Staff is hopeful that the lane will be installed within the next six months.

B. Garage Signage and Customer Feedback: The Director reported that the area for the car counting system is under construction and the system should be installed and operational by the end of the month. Staff is awaiting proofs for all the signage that will be replacing current signage in the parking lots.

C. ERP Update: Janet Burnette advised the Board that the software was purchased from New World of Tyler Technologies. Staff has been working with New World since February on the design of the software to fit the airport's needs. Mrs. Burnette further stated that while the revenue component of the Tyler Technologies system would work after much tweaking, staff looked at GCR from which the airport is purchasing property management software. Because GCR already had a revenue component in the properties software, there will be no additional costs and the software is developed for airports whereas the Tyler Technologies piece is not. Staff decided to use the GCR software for the revenue piece and the information will be downloaded into the financials on the New World system. Staff will have the ability to turn on the New World revenue system if something happens with the GCR system. Training on purchase orders will take place for staff the following week and the new system will go live the first week of October for purchase orders, checks, and the financials. The revenue piece will take a little longer to get everything in place, but staff is hopeful that will be running in November. Mrs. Burnette stated that staff is also working with the bank so that the purchasing card process will be a little more automated and will be downloaded into the New World system as well. Mrs. Burnette advised the Board that the old system would be accessible with detailed information through June 30, 2018 in the event there are any problems with the new system. Staff will then focus on the payroll and human resources functions which will go live in April.

D. Strategic Plan: The Director stated that while working on the strategic plan, the idea for a public viewing area was the outcome from staff's desire to improve the customer experience. This viewing area will be located next to the maintenance facility on the north end of the airport. Staff is also looking into a radio at the viewing site so that the public can listen to radio traffic from the air traffic control tower while watching the airplanes.

INFORMATION SECTION: No comments

PUBLIC AND TENANTS COMMENTS: None

CALL FOR NEXT MEETING: The next regular meeting of the Authority Board will be held on October 12, 2018.

CLOSED SESSION: At 9:37 a.m. Ms. Brown 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 Lawsuit Entitled Tricor Construction, Inc. vs. RS&H Architects-Engineers-Planners, Inc., Thalle Construction Co., Inc. and Liberty Mutual Insurance Company and vs. Defendant & Third-Party Plaintiff, Greater Asheville Regional Airport Authority, vs. Third-Party Defendant, Avcon, Inc. d/b/a Avcon Engineers and Planners, Inc. in Order 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 Consider Personnel Matters. Mr. Bailey seconded the motion and it carried unanimously.

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

Open Session resumed at 10:19 a.m.

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CLOSED SESSION MINUTES: Ms. Brown 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. Bailey seconded the motion and it carried unanimously.

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY JUNE 8, 2018 CLOSED SESSION MINUTES PARTS A AND B:

Ms. Brown moved to approve the minutes for the June 8, 2018 Closed Session, Parts A and B, and to seal and withhold the minutes for the June 8, 2018 Closed Session, Parts A and B, from public inspection so long as public inspection would frustrate the purpose or purposes thereof. Mr. Bailey seconded the motion and it carried unanimously.

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY AUGUST 10, 2018 CLOSED SESSION MINUTES PARTS A AND B:

Ms. Brown moved to approve the minutes for the August 10, 2018 Closed Session, Parts A and B, and to seal and withhold the minutes for the August 10, 2018 Closed Session, Parts A and B, from public inspection so long as public inspection would frustrate the purpose or purposes thereof. Mr. Bailey seconded the motion and it carried unanimously.

AUTHORITY MEMBERS REPORTS:

A. By-laws: The Chair stated that Ms. Rice has prepared a proposed amendment to the By-laws to address attendance. Ms. Rice distributed the proposed amendment to the By-laws as well as a copy of Section 6 of the current By-laws. Ms. Rice stated that since the members are appointed by other authorities, the goal is to use the attendance expectations from those authorities to adopt an aspirational goal within the Authority's By-laws. Ms. Rice requested the Board's feedback on the amended By-laws.

Ms. Brown stated that she would support the new amendment to the By-laws but suggested two enhancements: (1) a provision for excused absences and (2) a conclusion such as an expectation that the member be expected to resign if they are unable to attend the meetings.

A discussion ensued regarding the excused absence language and the member's responsibility to resign if unable to attend meetings.

Ms. Rice stated that she would revise the proposed amendment to the By-laws to incorporate a component for excused absences as well as a component for an expectation for the member to resign if unable to attend 75% of the regularly scheduled Board meetings. The revised amendment to the By-laws will be sent out 20 days in advance of the next meeting so that the Board can discuss and possibly act on this matter at the October 12th Board meeting.

ADJOURNMENT: Mr. Gantt moved to adjourn the meeting at 10:37 a.m. Mr. Moyer seconded the motion and it carried unanimously.

Respectfully submitted,

Ellen Heywood

Ellen Heywood
Clerk to the Board

Approved:



Matthew C. Burrell
Chair