

**REGULAR MEETING  
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
February 15, 2019**

The Greater Asheville Regional Airport Authority ("Authority") met on Friday, February 15, 2019 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; George H. Erwin, Jr.; Brad Galbraith; and Carl H. Ricker, Jr.

**MEMBERS ABSENT:** None

**STAFF AND LEGAL COUNSEL PRESENT:** Cindy Rice, Authority Legal Counsel; Lew Bleiweis, Executive Director; Michael Reisman, Deputy Executive Director of Development and Operations; Kevan Smith, Chief of Public Safety; Janet Burnette, Director of Finance and Accounting; Shane Stockman, IT Director; John Coon, Director of Operations; Frank Wheeler, Director of Administration and Human Resources; Christina Madsen, Airport Properties and Contracts Manager; Samuel Sales, Public Safety Captain; and Ellen Heywood, Clerk to the Board

**ALSO PRESENT:** Patrick Pettit, Haskell; Nick Loder, RS&H; James Moose, Avcon; Jon McCalmont, Parrish & Partners; Hunter Boniface, Parrish and Partners

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

**PRESENTATIONS:** None

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

**CONSENT ITEMS:** The Chair stated that Consent Item B, Approval of the Greater Asheville Regional Airport Authority January 18, 2019 Closed Session Minutes, would be pulled for review in Closed Session.

**A. Approval of the Greater Asheville Regional Airport Authority January 18, 2019 Regular Meeting Minutes:** Mr. Galbraith moved to approve the January 18, 2019 Regular Meeting Minutes. Ms. Brown seconded the motion and it carried unanimously.

**OLD BUSINESS:** None

**NEW BUSINESS:** The Director stated that New Business Item B, Approval of Resolution Declaring Intent of Authority to Reimburse Itself for Capital Expenditures Incurred in Connection with Design and Construction of a Terminal Building, would be pulled from the agenda.

**A. Approval of Easements for North Carolina Department of Transportation:** The Director reported that the State of North Carolina is looking to acquire construction and permanent easements from the Authority totaling approximately .157 acres of land for construction and .247 acres of land for right of way and drainage for the State's I-26 road widening project. An appraisal was completed, and the State is offering fair market value of \$51,050 for the permanent easements and \$16,475 for the construction easement for a total of \$67,525.00. The monies received from the sale of these easements will be applied towards an FAA approved capital project.

Mr. Moyer moved to approve the sale of easements as described by staff to North Carolina Department of Transportation for the total amount of \$67,525.00; and authorize the Chair or Executive Director to execute the necessary documents. Mr. Erwin seconded the motion and it carried unanimously.

**C. Recommended Pay Adjustment:** Frank Wheeler informed the Board that the Authority has struggled in recent months to fill positions in three classifications. A comprehensive wage and benefit survey was recently conducted to include regional airports and several local entities to benchmark similar positions. Mr. Wheeler reported that the three classifications that need immediate dollar adjustments are Public Safety Officers, Custodial Technicians, and Maintenance I Technicians. Further recommendations of much needed adjustments to the Authority's existing pay structure will be presented in conjunction with the fiscal year 2019/2020 budget. Mr. Wheeler reviewed the salary adjustments that would affect six existing Public Safety Officers and eight Custodial Technicians as well as new hires for both positions. Mr. Wheeler advised the Board that the following budget ordinance amendment would be necessary to increase the salaries and stated that the budget amendment contains the FICA and retirement benefits that would also increase:

**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:

**Section 1.** To amend the appropriations as follows:

**EXPENDITURES:**

	<u>Decrease</u>	<u>Increase</u>
Operations Department		\$10,023
Public Safety Department		<u>\$9,848</u>
Totals		<u>\$19,871</u>

This will result in a net increase of \$19,871 in the appropriations. Revenues will be revised as follows:

**REVENUES:**

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash		<u>\$19,871</u>
Totals		<u>\$19,871</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 15<sup>th</sup> day of February, 2019.

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Matthew C. Burrell, Chair

Attested by:

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Ellen Heywood, Clerk to the Board

Additional information on the benefits package was requested and Mr. Wheeler provided an overview of the benefits that are offered to full-time employees. The Director stated that the benefits package provided to front line employees averages 50%.

Mr. Erwin moved to increase the entry level Custodial Technicians to \$12.50/hr. entry; increase Maintenance Technician I position to \$13.00/hr. entry; increase Public Safety Officer entry rate to \$38,000/annual; authorize the Executive Director to implement such changes effective February 16, 2019; and amend the FY2018/2019 budget by adopting the Budget Ordinance Amendment as presented by staff. Ms. Brown seconded the motion and it carried unanimously.

**DIRECTOR'S REPORT:** The Director advised the Board that he had a few additional items to include that were not on the agenda.

**A. United Way:** The Director reported that the Authority had a successful campaign this year surpassing its goal of \$11,100 to raise \$11,479 for United Way with 59% of employees participating. The Authority was nominated by United Way of Buncombe County for the Spirit of North Carolina award, and while the Authority did not win the award, staff was appreciative of the nomination.

**B. Customer Service Award:** Staff was recently presented with the First Citizens Bank Forever First Award at the Henderson County Chamber of Commerce annual meeting. This is a customer service award recognizing all the airport does for the community.

**C. TSA Pre-Check:** TSA opened their Pre-Check lane on February 11<sup>th</sup>. The Pre-Check lane is expected to be open from approximately 4:30 to 8:30 am and 12:30 to 4:30 pm, however, TSA will adjust these hours according to peak times. The gate will be down when the lane is not open, however, the lane will be used as an expedited lane for the Pre-Check passengers during the times that Pre-Check is not open. Staff will issue a press release to announce the Pre-Check. The Director stated that the company that provided the security guards for the premium lane has been notified that their services are no longer needed.

**D. Wings for Autism:** A brief video was shown highlighting the Wings for Autism event that was held on January 26<sup>th</sup>.

**E. Federal Employees:** The Director informed the Board that the Authority purchased \$20 gift cards for the TSA and FAA employees during the government shutdown. TSA staff was not able to take the gift cards because the government re-

opened, however, the FAA staff did accept the gift cards and sent a letter of gratitude to the Authority.

**F. Industry Conference Update:** The Director reported on several of the topics and their effects on the aviation industry that have been discussed at the various conferences the Director and Deputy Director have recently attended.

The Chair thanked the Director for the update and stated that he planned to attend the Board and Commissioners conference in May. Mr. Galbraith stated that he planned to attend the ACI-NA Annual Conference in Tampa in September.

**G. Surrounding Property Development:** The Director stated that he and Mr. Reisman have been working with Henderson County regarding property to the south of the airport that may become a residential community of over 1200 homes. From a compatibility standpoint, the airport has concerns with a residential development due to safety and noise issues. For a number of years, Mr. Reisman has been working without success to establish an overlay district with Henderson County. The Director suggested the Board Members representing Henderson County may be able to broach the subject of the intended development with the County Commissioners.

**INFORMATION SECTION:** No comments

**PUBLIC AND TENANTS COMMENTS:** None

**CALL FOR NEXT MEETING:** The Chair stated that a Special Meeting would be held on February 20, 2019 and the next regular meeting of the Authority Board would be held on March 8, 2019. Since the purpose of the Special Meeting was to discuss the progression of the terminal building, the Chair requested the Board's opinion on whether or not legal counsel would be necessary at the Special Meeting. the consensus of the Board was that legal representation would not be required at the Special Meeting.

**AUTHORITY MEMBER REPORTS:** None

**CLOSED SESSION:** At 9:51 a.m. Mr. Bailey 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 Kaleb A. Rice vs. Greater Asheville Regional Airport Authority and M. Kevan Smith, Individually, in Order 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; and to Consider Personnel Matters. Mr. Galbraith 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 11:00 a.m.

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY FEBRUARY 15, 2019**

**CLOSED SESSION MINUTES:** Mr. Bailey 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. Moyer seconded the motion and it carried unanimously.

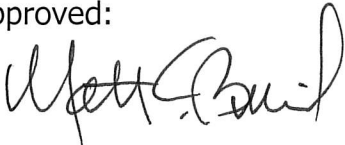
**ADJOURNMENT:** Mr. Bailey moved to adjourn the meeting at 11:01 a.m. Mr. Erwin seconded the motion and it carried unanimously.

Respectfully submitted,



Ellen Heywood  
Clerk to the Board

Approved:



Matthew C. Burrell  
Chair