

**REGULAR MEETING
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
October 11, 2019**

The Greater Asheville Regional Airport Authority ("Authority") met on Friday, October 11, 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; Stephanie Pace Brown; George H. Erwin, Jr.; Carl H. Ricker, Jr.; and Thomas M. Apodaca

MEMBERS ABSENT: Brad Galbraith

STAFF AND LEGAL COUNSEL PRESENT: Cindy Rice, Authority Legal Counsel; Lew Bleiweis, Executive Director; Michael Reisman, Deputy 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 and Maintenance; Christina Madsen, Airport Properties and Contracts Manager; Lisa Jump, Director of Administration and Human Resources; Jared Merrill, Airport Planning Manager; and Ellen Heywood, Clerk to the Board

ALSO PRESENT: Jon McCalmont, Parrish & Partners; Rhett Morgan, Ailevon Pacific Aviation Consulting; James Moose, Avcon; Jeff Kirby, Parrish & Partners

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

INTRODUCTION: The Director introduced Jared Merrill as the Authority's new Airport Planning Manager. The Board welcomed Mr. Merrill.

PRESENTATIONS:

A. Air Service Development Update: Mr. Rhett Morgan with Ailevon Pacific presented an air service development update. Mr. Morgan informed the Board that six of the eight growth markets identified in his presentation to the Board in 2016 have experienced additional or new service. Mr. Morgan shared information on how the growth was accomplished and tactics employed to build the service. Mr. Morgan spoke about the state of the aviation industry and how Asheville compares to other airports in the country. Mr. Morgan concluded the presentation by stating that he will continue to work with staff to keep the lines of communication open with existing carriers to retain the service as well as have those discussions with carriers not yet serving Asheville. The Board suggested it may be a good idea to share the presentation with elected officials, business partners, and the media to educate them on the importance of the airport to

the community. The Director stated that he could incorporate some of this information in the presentation he gives to the city and town councils and county commissioners each year. The Board thanked Mr. Morgan for his presentation.

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

CONSENT ITEMS: The Chair stated that Consent Item C, Approval of the Greater Asheville Regional Airport Authority September 6, 2019 Closed Session Minutes, would be pulled for review in Closed Session.

A. Approval of the Greater Asheville Regional Airport Authority September 6, 2019 Regular Meeting Minutes: Mr. Bailey moved to approve the Greater Asheville Regional Airport Authority September 6, 2019 Regular Meeting Minutes. Mr. Erwin seconded the motion and it carried unanimously.

B. Approval of Amendment to the FY 19/20 Budget for Capital Carry-Over: Ms. Brown moved to amend the FY19/20 budget by adopting the following budget ordinance amendment. Mr. Apodaca seconded the motion and it carried unanimously.

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, 2020:

Section 1. To amend the appropriations as follows:

EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Administrative Department	\$213,940	
Planning Department		\$30,311
Executive Department		11,918
Finance Department		\$23,118
Guest Services Department		\$7,885
Information Technology Department		\$17,372
Marketing Department		\$18,082
Operations Department		\$80,597
Properties Department		\$2,342
Public Safety Department		\$22,315
Carry-over Capital Expenditures		\$4,987,933
Totals	\$213,940	\$5,201,873

This will result in a net increase of \$4,987,933 in the appropriations. Revenues will be revised as follows:

REVENUES:

	<u>Decrease</u>	<u>Increase</u>
Federal AIP Funds		\$296,538
NC DOT Funds		\$2,521,955
Transfer from GARAA Cash		\$2,169,440
Totals		\$4,987,933

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 11th day of October, 2019.

Matthew Burrell, Chair

Attested by:

Ellen Heywood, Clerk to the Board

OLD BUSINESS: None

NEW BUSINESS:

A. Approval of the Greater Asheville Regional Airport Authority Board 2020

Schedule: Mr. Erwin moved to approve the 2020 Authority Board schedule as presented. Mr. Ricker seconded the motion and it carried unanimously.

B. Resolution to Impose and Use a Passenger Facility Charge: The Director informed the Board that staff has been working with a consultant, McFarland Johnson, to complete Passenger Facility Charge (PFC) Application No. 7 with the FAA. This is basically a continuation for the Airfield Re-development project. The FAA requires that the Authority adopt a resolution acknowledging the application and responsibilities of the PFC program.

Mr. Bailey moved to adopt the following Resolution of the Greater Asheville Regional Airport Authority to Impose and Use a Passenger Facility Charge. Mr. Erwin seconded the motion and it carried unanimously.

**RESOLUTION
OF THE
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
TO
IMPOSE AND USE A PASSENGER FACILITY CHARGE**

WHEREAS, the Greater Asheville Regional Airport Authority ("Authority") is owner and operator of the Asheville Regional Airport ("Airport"); and

WHEREAS, the Authority has approved a program of capital improvements for the Airport ("Capital Improvements") for the purposes of, among other things: preserving or enhancing safety, security or capacity of the Airport and the national air transportation system; reducing and mitigating noise impacts of Airport operations; and furnishing opportunities for enhanced competition between or among air carriers; and

WHEREAS, pursuant to the authority granted by the United States Congress the FAA has promulgated a Federal Aviation Regulation ("Regulation") allowing owners, operators and sponsors, operating commercial airports such as the Airport, to impose a Passenger Facility Charge ("PFC") on passengers enplaning commercial passenger aircraft at the airports and to use the proceeds thereof to fund the Allowable Costs (as defined in the Regulation) of Eligible Projects (as defined in the Regulation) as provided and described in the Regulation; and

WHEREAS, the Authority believes certain costs of the Capital Improvements would be so allowable and eligible; and

WHEREAS, the Authority believes a PFC would be an equitable means to raise revenues to fund some or all of the said Allowable Costs of Eligible Projects of the Capital Improvements.

NOW, THEREFORE, the Authority hereby resolves that:

- 1) The Executive Director is authorized and directed to apply to the FAA, for and in the name of the Authority, for approval to impose a PFC at the Airport of \$4.50 per enplaning passenger and to use the resulting net revenues to pay the Allowable Costs of the Eligible Projects of the Airport's Capital Improvements; and the Executive Director is authorized and directed to take all such reasonable actions as necessary or desirable to obtain approval of said application.
- 2) Said PFC shall be collected by the commercial air carriers on behalf of and remitted monthly to the Authority for so long as may be necessary to pay the Allowable Costs of Eligible Projects, or such shorter period as may be required by the Regulation.
- 3) With respect to that class of air carriers comprising only those air carriers operating under FAR Part 135 and which provide only on-demand non-scheduled

service and do not sell tickets to individual passengers enplaning their aircraft at the Airport ("Air Taxis") the Authority finds that:

- a) requiring Air Taxis operating at the Airport to collect the PFC would not generate a substantial amount of PFC revenues for the Authority and would be an undue burden to the Air Taxis;
- b) said Air Taxis enplane less than one percent (1%) of all passengers enplaned at the Airport; and
- c) said Air Taxis, therefore, should be exempted from the requirement of collecting the PFC at the Airport and the Executive Director is hereby directed to include in said application a request that Air Taxis be so exempted.

SO RESOLVED, this the _____ day of _____, 2019.

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY

BY: _____
Chair

C. Approval of Amendment to Airfield Re-development Project Budget:

Janet Burnette advised the Board that due to continuing issues with the runway construction and the takeover agreements with the contractor's surety, the project budget needs to increase by \$35.1 million. Staff is requesting additional funding from the FAA as well as requesting \$27 million in the current PFC application to be used toward this project. Mrs. Burnette requested approval of the Airfield Re-development project budget from \$79.9 million to \$115 million.

The Director advised the Board that staff has not spent over the \$79.9 million. This will clean up items from the takeover agreement.

Mr. Bailey moved to approve the Airfield Re-development project budget from \$79.9 million to \$115 million. Ms. Brown seconded the motion and it carried unanimously.

D. Award of Contract for Repair of 60 Inch Reinforced Concrete Pipe:

Michael Reisman reminded the Board that the 60-inch reinforced concrete pipe (RCP) installed under the north general aviation area requires repairs. The project was advertised for bid in September and the bid documents provided for a base bid for the repair of high priority deficiencies as well as an additive alternate bid for the repair of medium priority deficiencies. While two bids were received, one was deemed to be non-responsive. Since the project was expected to cost within the value limits for an informal bid, three bids were not required for this project under state procurement rules. Applied

Polymeric, Inc. submitted a bid in the amount of \$155,949.75 for both the base bid and the additive alternate bid, well below the engineers' estimate of \$285,312.50. Mr. Reisman stated that the project will be funded with airport funds and would 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, 2020:

Section 1. To amend the appropriations as follows:

EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Capital Improvements	_____	\$171,544.73
Totals	_____	\$171,544.73

This will result in a net increase of \$171,544.73 in the appropriations. Revenues will be revised as follows:

REVENUES:

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash	_____	\$171,544.73
Totals	_____	\$171,544.73

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 11th day of October, 2019.

Matthew Burrell, Chair

Attested by:

Ellen Heywood, Clerk to the Board

Mr. Erwin moved to approve the contract with Applied Polymeric, Inc. in the amount of \$171,544.73 (\$155,949.75 plus an allowance of \$15,594.98); authorize the Executive Director to execute the necessary documents; and amend the FY2019/2020 budget by

adopting the budget ordinance amendment as presented by staff. Mr. Ricker seconded the motion and it carried unanimously.

E. Approval of Work Authorization No. 2R with Parrish and Partners of North Carolina, PLLC for South Terminal Apron Expansion Project Engineering

Services: Michael Reisman reminded the Board that Work Authorization No. 2 with Parrish and Partners for design and construction services for the South Terminal Apron Expansion project was approved by the Board in November of 2018 in the amount of \$821,196.00. As Parrish and Partners undertook work on this project, it became apparent that some changes to the scope of work were needed. Mr. Reisman reviewed the additional items and advised the Board that this would increase the contract price by \$158,253.00 for a total contract price of \$979,449.00. Mr. Reisman further advised the Board that the number of scheduled construction days on this project has also increased, therefore, staff may need to request an additional revision to this Work Authorization for resident project representative services at a later date. Mr. Reisman stated that the following budget ordinance amendment would be necessary:

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, 2020:

Section 1. To amend the appropriations as follows:

EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Capital Improvements	_____	\$158,253.00
Totals	_____	\$158,253.00

This will result in a net increase of \$158,253.00 in the appropriations. Revenues will be revised as follows:

REVENUES:

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash	_____	\$158,253.00
Totals	_____	\$158,253.00

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 11th day of October, 2019.

Matthew Burrell, Chair

Attested by:

Ellen Heywood, Clerk to the Board

The Chair asked for the total increase on this project. Mr. Reisman responded that the engineer's estimate for the project was \$12 million. However, the low bid for construction approved at the September Board meeting was just under \$9.1 million, making the total project several million dollars under the original project budget.

Mr. Ricker moved to approve Work Authorization No. 2R with Parrish and Partners of North Carolina, PLLC in the amount of \$979,449.00; authorize the Executive Director to sign the necessary documents; and amend the FY2019/2020 budget by adopting the budget ordinance amendment presented by staff. Ms. Brown seconded the motion and it carried unanimously.

F. Approval of Scope of Services No. 1R with Avcon Engineers and Planners, Inc. for Parking Lot Project: Michael Reisman stated that in May of 2019 the Authority Board approved Scope of Services No. 1 with Avcon Engineers and Planners in the amount of \$189,962.00 for design and construction services for the parking lots project. Mr. Reisman reminded the Board that this project was bid twice and that at the September meeting, the Authority Board elected not to award a contract for construction, but rather to re-bid the project a third time on a different time schedule. Mr. Reisman further stated that additional efforts for the re-bidding process as well as additional design and construction services for the addition of Lot D to the project will increase Scope of Services No. 1 with Avcon by \$103,796.00. The revised contract amount is \$293,758.00 and will require the following budget ordinance 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, 2020:

Section 1. To amend the appropriations as follows:

EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Capital Improvements	_____	\$103,796.00
Totals	_____	\$103,796.00

This will result in a net increase of \$103,796.00 in the appropriations. Revenues will be revised as follows:

REVENUES:

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash	_____	\$103,796.00
Totals	_____	\$103,796.00

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 11th day of October, 2019.

Matthew Burrell, Chair

Attested by:

Ellen Heywood, Clerk to the Board

The Chair requested information on the relocation of the cell phone lot. Mr. Reisman reviewed the plans for additional passenger parking and the relocation of the cell phone lot across NC 280 as well as the changes to the ground transportation lot to accommodate the transportation network companies.

Mr. Apodaca moved to approve Scope of Services No. 1R with Avcon Engineers and Planners, Inc. in the amount of \$293,758.00; authorize the Executive Director to sign the necessary documents; and amend the FY2019/2020 budget by adopting the budget ordinance amendment presented by staff. Ms. Brown seconded the motion and it carried unanimously.

G. Approval of Agreement with PASSUR Aerospace for Gate Management Solution: Shane Stockman advised the Board that the growth of the airport has created challenges for airline operations. Aircraft gate assignments and parking require manual

coordination among the airline station managers, a method that is no longer efficient or reliable. To alleviate the operational issues, Mr. Stockman stated that staff is recommending a gate management software solution from PASSUR Aerospace which streamlines gate assignments and can automatically adjust gate assignments based on aircraft type, delays or cancellations. Mr. Stockman reviewed the costs associated with the system which included a one-time setup fee of \$15,000.00 and monthly fee of \$5,000 for a contract term of 24 months. The system would be paid for from Authority funds but programmed into the airline rates and charges for fiscal year 2021. Mr. Stockman further stated that the system will require the following budget ordinance 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, 2020:

Section 1. To amend the appropriations as follows:

EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Capital Improvements		\$55,000.00
Totals		\$55,000.00

This will result in a net increase of \$55,000.00 in the appropriations. Revenues will be revised as follows:

REVENUES:

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash		\$55,000.00
Totals		\$55,000.00

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 11th day of October, 2019.

Matthew Burrell, Chair

Attested by:

Ellen Heywood, Clerk to the Board

Mr. Stockman was asked if the program cost had been negotiated. Mr. Stockman responded that the fee was heavily negotiated and is half the cost of other systems on the market. The system is specifically tailored for the airport and highly customizable.

The Board affirmed that the airlines will assume the monthly cost once the initial fee was paid for by the Authority. The Director informed the Board that with the increase in enplanements, revenue received from the airlines through the rates and charges was higher than budgeted. Staff plans to use some of those funds to pay for the \$15,000 setup fee and the remaining operational months through the remainder of the current fiscal year. The rates and charges cost structure for the fiscal year beginning on July 1, 2020 will include the cost of the monthly operational expense.

Mr. Erwin moved to approve an agreement with PASSUR Aerospace for a Gate Management Solution; authorize the Executive Director to execute the necessary documents; and amend the FY2019/2020 budget by adopting the budget ordinance amendment presented by staff. Mr. Bailey 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. Airport Ranking: The Director was pleased to note that Asheville ranked 117 out of 568 airports nationwide due to the growth experienced over the past year. This is an increase in position from the 127th spot the airport was ranked the previous year.

B. Terminal Kick-off Meeting Update: A timeline for the phase 1 design schedule of the terminal project was available at the Board Members' seats for their information. The Director advised the Board that once word is received regarding expected grants, staff will execute the agreement with Gresham Smith and Partners. Staff anticipates construction to start late in 2021.

C. Amendment to Transportation Network Company Agreements: Amendments to the agreements with the transportation network companies (TNC's) have been executed. This amendment will relocate the TNC's to operate out of the ground transportation lot once that lot has been reconfigured.

D. Conference Schedule: An updated industry conference schedule and travel guideline document was available at the Board Members' seats. The Director requested that Board Members mention any plans to attend a specific conference at a Board Meeting for discussion.

E. Renewable Energy Project: The airport was approached by the city of Asheville and Buncombe County about participating in the RFP process for a renewable energy project for city and county facilities. There would be no cost to the airport. This may be a little premature given the terminal building project. However, there are other

facilities on airport property that may work. The Director explained that as part of the RFP process, the sites will be evaluated and a more in-depth analysis for renewable energy will be conducted. The Director requested the Board's feedback and the consensus of the Board was for the airport to participate in this program.

F. Parking Tickets: The Director stated that he has been working with the new Asheville City Manager to have the city process parking tickets written by airport police. The city has agreed to process the tickets and will retain the revenue.

G. Shuttle Operation: Staff has asked LAZ Parking to begin shuttle operations on a small scale in preparation for the holiday season. A full shuttle operation will commence once the additional parking lots are open next spring.

H. United Way: Ten employees participated in United Way's Days of Impact the previous day as a way to give back to the community. The employees volunteered at Habitat for Humanity's ReStore in Asheville.

I. NCDOT: The Director reported that while the state budget has been at a stalemate, a transportation mini budget passed in the House this week and went to the Governor's desk for signature. Approximately \$75 million is earmarked for commercial service airports in the state with Asheville expecting to receive almost \$5 million.

J. Airport Experience News: The Director commented that he had the issue of AXN magazine in which he was featured as Director of the Year for small airports division if anyone was interested in seeing it.

INFORMATION SECTION: No comments

PUBLIC AND TENANTS COMMENTS: None

CALL FOR NEXT MEETING: The Chair stated that the next regular meeting of the Authority Board will be held on November 15, 2019.

AUTHORITY MEMBER REPORTS: None

CLOSED SESSION: At 10:17 a.m. Mr. Bailey 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 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. Mr. Erwin 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 11:15 a.m.

Ms. Brown left the meeting during the Closed Session.

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY OCTOBER 11, 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. Ricker seconded the motion and it carried by a 5 to 0 vote.

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY SEPTEMBER 6, 2019

CLOSED SESSION MINUTES PARTS A AND B: Mr. Bailey moved to approve the minutes for the September 6, 2019 Closed Session Parts A and B and to seal and withhold the minutes for the September 6, 2019 Closed Session Parts A and B from public inspection so long as public inspection would frustrate the purpose or purposes thereof. Mr. Erwin seconded the motion and it carried by a 5 to 0 vote.

ADJOURNMENT: Mr. Bailey moved to adjourn the meeting at 11:17 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

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
FISCAL YEAR 2019-2020
BUDGET ORDINANCE AMENDMENT NO. 9

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, 2020:

Section 1. To amend the appropriations as follows:

EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Renewal & Replacement	_____	<u>\$119,913.00</u>
Totals	_____	<u>\$119,913.00</u>

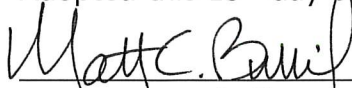
This will result in a net increase of \$119,913.00 in the appropriations. Revenues will be revised as follows:

REVENUES:

	<u>Decrease</u>	<u>Increase</u>
CFC Funds	_____	<u>\$119,913.00</u>
Totals	_____	<u>\$119,913.00</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 15th day of November 2019.



Matthew Burril, Chair

Attested by:



Ellen Heywood, Clerk to the Board

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
FISCAL YEAR 2019-2020
BUDGET ORDINANCE AMENDMENT NO. 10

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, 2020:

Section 1. To amend the appropriations as follows:

EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Capital Improvements		\$2,188,793.90
Totals	<u>\$0</u>	<u>\$2,188,793.90</u>

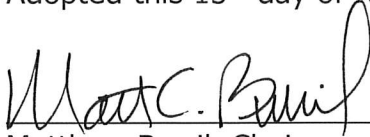
This will result in a net increase of \$2,188,793.90 in the appropriations. Revenues will be revised as follows:

REVENUES:

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash		\$2,188,793.90
Totals		<u>\$2,188,793.90</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 15th day of November 2019.



Matthew Burril, Chair

Attested by:



Ellen Heywood, Clerk to the Board