

**REGULAR MEETING
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
July 10, 2020**

The Greater Asheville Regional Airport Authority ("Authority") met on Friday, July 10, 2020 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 IN PERSON: Matthew C. Burrell, Chair; and Brad Galbraith, Vice-Chair

MEMBERS PRESENT VIA TELEPHONE/VIDEO: K. Ray Bailey; George H. Erwin, Jr.; Carl H. Ricker, Jr.; and Thomas M. Apodaca

MEMBERS ABSENT: Stephanie Pace Brown

STAFF PRESENT IN PERSON: Lew Bleiweis, Executive Director; Michael Reisman, Deputy Executive Director; Janet Burnette, Director of Finance and Accounting; Shane Stockman, IT Director; Christina Madsen, Properties and Contracts Manager; Michael Merideth, Systems Administrator; and Ellen Heywood, Clerk to the Board

STAFF AND LEGAL COUNSEL PRESENT VIA TELEPHONE: Cindy Rice, Authority Legal Counsel; Kevan Smith, Chief of Public Safety; Tina Kinsey, Director of Marketing and Public Relations; John Coon, Director of Operations and Maintenance; Lisa Jump, Director of Administration and Human Resources; and Jared Merrill, Airport Planning Manager

ALSO PRESENT VIA TELEPHONE: Bob Davy, Mayor Pro-Tem, Town of Fletcher; Nick Loder, RS&H; Jason Sandford, Ashvegas.com; Jon McCalmont, Parrish & Partners; Zeke Cooper, Cherokee

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

SWEARING IN OF BOARD OFFICERS: Following election held at the May 8, 2020 Authority Board Meeting, Matthew C. Burrell was sworn in as Chair and Brad Galbraith as Vice-Chair by the Clerk to the Board.

PRESENTATIONS: None

FINANCIAL REPORT: A review of enplanements, aircraft operations, and general aviation activity for the month of May was provided by the Director. Janet Burnette reported on the financial activity for the month of May.

CONSENT ITEMS:

A. Approve the Greater Asheville Regional Airport Authority June 12, 2020 Regular Meeting Minutes: Mr. Bailey moved to approve the Greater Asheville Regional Airport Authority June 12, 2020 Regular Meeting minutes. Mr. Erwin seconded the motion and it carried unanimously.

OLD BUSINESS: None

NEW BUSINESS:

A. Approve Amendment to the FY20/21 Budget: Janet Burnette stated that when the Board approved the FY20/21 Budget in April of 2020, the airport was experiencing significant negative financial impact resulting from the COVID-19 pandemic and the Board was informed that budget reductions were being made. Mrs. Burnette stated that the following budget amendment formalizes the reductions in the FY20/21 Budget and that a portion of the CARES Act funding would be used to offset the revenue shortfall:

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, 2021:

Section 1. To amend the appropriations as follows:

EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Administrative Dept	\$240,606	
Planning Depart	26,300	
Executive Dept	101,900	0
Finance Dept	18,800	0
Guest Services Dept	8,250	0
Information Technology Dept	167,126	0
Marketing Dept	181,310	0
Operations Dept	1,197,360	0
Properties & Contracts Dept	35,700	0
Public Safety Dept	97,570	0
Capital Improvement	50,000	0
Renewal and Replacement	198,076	0
Totals	<u>2,322,998</u>	<u>0</u>

This will result in a net decrease of \$2,322,998 in the appropriations. Revenues will be revised as follows:

REVENUES:

	<u>Decrease</u>	<u>Increase</u>
Administrative (Interest Income)	\$100,000	\$0
Terminal	1,670,007	0
Airfield	721,963	0
General Aviation	15,236	0
Parking Lot	2,761,364	0
Other	45,410	0
Passenger Facility Charges	850,000	0
Customer Facility Charges	600,000	0
Federal Grants – CARES Act	0	4,440,982
Transfer – GARAA Cash/Investments	0	0
Totals	<u>\$6,763,980</u>	<u>\$4,440,982</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 10th day of July, 2020.

Matthew Burrell, Chair

Attested by:

Ellen Heywood, Clerk to the Board

The Director stated that over \$3 million in reductions have been made to the budget as staff has also decreased approximately \$1 million in expenses for the operation of the parking facilities. This was not included in the budget amendment since some of the services will be brought back once passenger volumes increase.

Mr. Erwin moved to amend the FY2020/2021 Budget by adopting the budget ordinance amendment as presented by staff. Mr. Galbraith 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. Zachry Construction Change Order #4: The Director reported that while working on the south employee parking lot as part of the south apron expansion project,

some storm water from piping on the airfield was found that needed mitigation. A change order in the amount of \$32,000 with Zachry Construction was approved by the Director.

B. Board Terms: The Director commented that a bill was passed by the NC state legislation that will stagger the terms of some of the Authority Board Members so that no more than two members roll off the Board at the same time.

C. COVID-19: As a pro-active measure, Authority employees will now undergo temperature testing each day as a means of managing employee health and wellness during the pandemic.

D. Memorandum of Understanding with Federal Aviation Administration (FAA) for Air Traffic Control Tower (ATCT): The Director stated that things are progressing nicely, and it appears hopeful that the Authority will enter into a long-term lease with the FAA for the new ATCT. Work on the environmental assessment continues and more information will be shared as it is received.

E. Construction Project Update: Michael Reisman provided an update on the airfield re-development, south apron expansion, water and sewer, and parking lot projects.

F. Passenger Traffic: The Director commented that passenger counts are improving with an average of 800 enplanements a day in June, up from 500 a day in May. The first part of July is averaging 1,000 enplaned passengers each day. Effective July 1st, the airport's concessionaire re-opened the restaurant for dining. The Director also shared some of the airport's current flight information and a brief discussion on flights and passenger trends took place.

G. Terminal Tenant Rent: The Director was pleased to report that staff implemented the waiver of tenant rents for one month and deferral of rent for two months. In order to take advantage of this program, tenant accounts had to be up-to-date by the end of June. Re-payment terms are being worked out with the tenants that expressed interest. Three tenants were not current and could not take advantage of the program.

INFORMATION SECTION: No comments

PUBLIC AND TENANTS COMMENTS: The Clerk to the Board read the public comments that were received relating to the purchase and operation of the Broadmoor Golf Course by the Authority. The Chair stated that the petition that was signed by 343 members of the public and submitted to the Clerk to the Board was not received by him as was stated in the e-mail that accompanied the petition, rather the petition was delivered to the airport.

CALL FOR NEXT MEETING: The Chair stated that the next regular meeting of the Authority Board will be held on August 14, 2020.

AUTHORITY MEMBER REPORTS: None

CLOSED SESSION: At 9:19 a.m. Mr. Galbraith 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. Apodaca 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 11:48 a.m.

Mr. Bailey left the meeting during the Closed Session

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY JULY 10, 2020 CLOSED SESSION MINUTES: Mr. Galbraith 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. Erwin seconded the motion and it carried by a 5 to 0 vote.

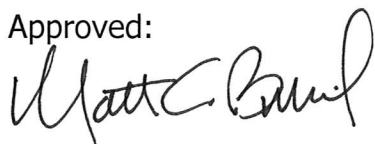
ADJOURNMENT: Mr. Ricker moved to adjourn the meeting at 11:50 a.m. Mr. Apodaca seconded the motion and it carried by a 5 to 0 vote.

Respectfully submitted,



Ellen Heywood
Clerk to the Board

Approved:



Matthew C. Burriel
Chair