

**REGULAR MEETING  
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
June 4, 2021**

The Greater Asheville Regional Airport Authority ("Authority") met on Friday, June 4, 2021 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; Brad Galbraith, Vice-Chair; George H. Erwin, Jr.; Susan Russo Klein; and Britt Lovin

**MEMBERS PRESENT VIA TELEPHONE/VIDEO:** Thomas M. Apodaca

**MEMBERS ABSENT:** Carl H. Ricker, Jr.

**STAFF AND LEGAL COUNSEL PRESENT IN PERSON:** Cindy Rice, Authority Legal Counsel; Lew Bleiweis, Executive Director; Michael Reisman, Deputy Executive Director; Michael Merideth, Systems Administrator; and Ellen Heywood, Clerk to the Board

**STAFF PRESENT VIA VIDEO:** 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; Lisa Jump, Director of Administration and Human Resources; Christina Madsen, Properties and Contracts Manager; Jared Merrill, Airport Planning Manager; and Samuel Sales, Chief of Public Safety

**ALSO PRESENT IN PERSON OR VIA TELEPHONE:** Kevan Smith; Lisa Smith; Erin Smith; Nick Loder, RS&H; James Moose, Avcon

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

**SWEARING-IN OF AT LARGE MEMBER:** The Chair reported that Britt Lovin had already been sworn in by the Clerk to the Board.

**FORMER EMPLOYEE RECOGNITION:** The Chair recognized former Public Safety Chief M. Kevan Smith as a recipient of the Order of the Long Leaf Pine Award. This award, given by the Governor of the State of North Carolina, was established in 1963 and is bestowed upon persons who have made significant contributions to the State and their communities through exemplary service and exceptional accomplishments. The Board congratulated Chief Smith and thanked him for his service throughout the years.

**PRESENTATIONS:** None

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

**CONSENT ITEMS:** The Chair stated that Consent Items E, F, G, H and I would be pulled for review in Closed Session.

**A. Approve the Greater Asheville Regional Airport Authority May 14, 2021 Regular Meeting Minutes:** Mr. Erwin moved to approve the Greater Asheville Regional Airport Authority May 14, 2021 Regular Meeting Minutes. Ms. Russo Klein seconded the motion and it carried unanimously.

**B. Approve Amendment to the FY20/21 Budget for Legal Expenses:** Ms. Russo Klein moved to amend the FY20/21 budget by adopting the following budget ordinance amendment. Mr. Lovin 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, 2021:

Section 1. To amend the appropriations as follows:

**EXPENDITURES:**

|                      | <u>Decrease</u> | <u>Increase</u> |
|----------------------|-----------------|-----------------|
| Executive Department | _____           | \$100,000       |
| Totals               | =====           | \$100,000       |

This will result in a net increase of \$100,000 in the appropriations. Revenues will be revised as follows:

**REVENUES:**

|                      | <u>Decrease</u> | <u>Increase</u> |
|----------------------|-----------------|-----------------|
| Executive Department | _____           | \$100,000       |
| Totals               | =====           | \$100,000       |

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 4th day of June, 2021.

\_\_\_\_\_  
Matthew C. Burrell, Chair

Attested by:

\_\_\_\_\_  
Ellen Heywood, Clerk to the Board

**C. Approve Resolution Accepting Grants:** Mr. Erwin moved to approve A Resolution Conferring Standby Authority to Accept Grants by the Greater Asheville Regional Airport Authority during the Fiscal Year 2021-2022. Ms. Russo Klein seconded the motion and it carried unanimously.

***Greater Asheville Regional Airport Authority***

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***~ Resolution ~***

A RESOLUTION CONFERRING STANDBY AUTHORITY TO ACCEPT GRANTS BY THE GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY DURING THE FISCAL YEAR 2021-2022

**WHEREAS**, the Greater Asheville Regional Airport Authority ("Authority") is a body corporate and politic organized and created by the North Carolina General Assembly pursuant to Session Law 2012-121, House Bill 552 known as the Greater Asheville Regional Airport Authority Act ("Act"); and

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

**WHEREAS**, the Authority has the right under the Act to accept grants of money and/or materials or property of any kind for any existing or future airport facilities from the State of North Carolina, the United States, or any agency, department, or subdivision of either of them: and

**WHEREAS**, the Federal Aviation Administration ("FAA"), a division under the United States Department of Transportation, annually awards entitlement grants and

discretionary grants to airports throughout the United States in support of airport capital improvement projects; and

**WHEREAS**, the Airport is eligible for such grants; and

**WHEREAS**, the window of time to accept such grants from the FAA is usually relatively short and may not fall within the schedule of Authority board meetings; and

**WHEREAS**, the Executive Director recommends that the Authority adopt this resolution so as not to be in a position whereby a grant is forfeited or denied.

**NOW, THEREFORE, BE IT RESOLVED** and Adopted by the Authority as follows:

Lew Bleiweis, A.A.E., Executive Director of the Greater Asheville Regional Airport Authority, Michael Reisman, A.A.E., Deputy Executive Director, the Chair of the Authority, and/or the Vice Chair of the Authority, or any of them or their successors in office (each an "Authorized Officer") be, and they hereby are, authorized to accept, on behalf of the Authority, any and all grant offers made to the Authority by the State of North Carolina, the United States, or any agency, department, or subdivision of either of them; to execute and deliver, for and on behalf of the Authority, any and all instruments necessary to accept such grant offers; to ratify, accept, and adopt all assurances, statements, representations, warranties, covenants and agreements contained in any project application submitted by the Authority in connection with such grants; and to agree, on behalf of the Authority, to comply with any and all such assurances.

Adopted this 4<sup>th</sup> day of June, 2021

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Matthew C. Burrell, Chair

Attested by:

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Ellen M. Heywood, Clerk to the Board

**D. Approve Insurance Renewals:** Mr. Galbraith moved to approve the renewal of Authority's insurance coverages in an amount not to exceed premiums outlined in the agenda package and authorize the Executive Director to execute the necessary documents. Ms. Russo Klein seconded the motion and it carried unanimously.

**OLD BUSINESS:** None

**NEW BUSINESS:**

**A. Approve Amended and Additional Administration Policies and Procedures and Human Resources Policies and Procedures:** Lisa Jump informed the Board that the current Administration Policies and Procedures and the Human Resources Policies and Procedures were being amended to clarify and/or update various policies as well as incorporate new policies including a Remote Work Policy and Alternate Work Schedule Policy.

Ms. Jump was asked if legal counsel had reviewed the policies. Cindy Rice confirmed that she had reviewed the policies.

The Director stated that staff would be updating the format of the policies and procedures, but that the content would not change.

Mr. Erwin moved to approve the amended and new policies and procedures and authorize the Executive Director to implement the necessary documents. Ms. Russo Klein seconded the motion and it carried unanimously.

**B. Approve Work Authorization No. 3 with Parrish and Partners of North Carolina, PLLC for South General Aviation Apron Rehabilitation Engineering Services:** Jared Merrill reported that the demand for overnight aircraft parking has exceeded the capacity of the commercial apron and the upcoming terminal expansion project will further diminish the parking area. A portion of the south general aviation ramp will be reconstructed to accommodate the aircraft and in turn also improve the safety and operations at the gates. Approximately 10,300 square yards of asphalt apron will need to be rehabilitated due to the deterioration of the pavement. Mr. Merrill further stated that at the recommendation of the airport's consultants, the Authority has temporarily mitigated the issues in this area with new striping and steel plates for parking aircraft. Staff has worked with Parrish & Partners of North Carolina, PLLC (Parrish and Partners) and the FAA to develop the necessary scope of services to complete the rehabilitation. Work Authorization No. 3 with Parrish and Partners in the amount of \$565,432.00 was approved by the FAA and is approximately 6.2% less than the required Independent Fee Estimate in the amount of \$600,351.00.

Mr. Merrill stated that while Work Authorization No. 3 would be covered utilizing FAA AIP funding and Authority funds would not be needed, the following budget amendment was 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, 2022:

Section 1. To amend the appropriations as follows:

**EXPENDITURES:**

|                      | <u>Decrease</u> | <u>Increase</u>     |
|----------------------|-----------------|---------------------|
| Capital Improvements | _____           | <u>\$565,432.00</u> |
| Totals               | _____           | <u>\$565,432.00</u> |

This will result in a net increase of \$565,432.00 in the appropriations. Revenues will be revised as follows:

**REVENUES:**

|                         | <u>Decrease</u> | <u>Increase</u>     |
|-------------------------|-----------------|---------------------|
| Federal AIP Grant Funds | _____           | <u>\$565,432.00</u> |
| Totals                  | _____           | <u>\$565,432.00</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 4<sup>th</sup> day of June 2021.

\_\_\_\_\_  
Matthew C. Burril, Chair

Attested by:

\_\_\_\_\_  
Ellen Heywood, Clerk to the Board

Mr. Lovin moved to approve Work Authorization No. 3 with Parrish and Partners in the amount of \$565,432.00; authorize the Executive Director to execute the necessary documents; and to amend the FY2021/2022 budget by adopting the budget ordinance amendment as presented by staff. Mr. Erwin seconded the motion and it carried unanimously.

The Director reported that he had an additional item for Board consideration:

**C. Golf Course Management Agreement:** The Director stated that Christina Madsen has been in negotiations with DreamCatcher Hotels regarding the development of the golf course property. A final agreement has not yet been reached, therefore, the Director requested the Board's approval to extend the management agreement with DreamCatcher Broadmoor, LLC. through the end of August, 2021.

Mr. Galbraith moved to extend the agreement with DreamCatcher Broadmoor, LLC. for the management of the golf course property through August 31, 2021 and authorize the Executive Director to execute the necessary documents. Mr. Erwin seconded the motion and it carried unanimously.

**DIRECTOR'S REPORT:** The Director stated that he had a few additional items to add that were not included on the agenda.

**A. ACI World Carbon Neutral Goal:** The Director stated that Airports Council International World has set a goal for airports around the world to commit to reach net zero carbon emission by 2050 and urge governments to provide the necessary support of this endeavor. The Director advised the Board that in 2014 the Authority adopted a policy to reduce energy consumption by 80% by 2050. The Director provided a brief explanation for what the net zero carbon goal signifies for the airport.

**B. FAA Annual Inspection:** The Director was pleased to note that the airport's annual Part 139 inspection by the FAA was recently conducted and there were no deficiencies found.

**C. Ground Transportation:** The Director provided an update on the ground transportation issues passengers have been experiencing in recent weeks when the airport has seen an increase in passenger traffic following the effects of the pandemic. Since the May Board meeting, staff has implemented a shuttle service to three downtown Asheville locations. A meeting was also held with the ground transportation providers to let them know what the airport was doing to help alleviate the situation. The airport is starting to see more taxis and ride-share operators return to the airport and will discontinue the shuttle service once it is no longer needed.

**INFORMATION SECTION:** Mr. Reisman provided the Board with a brief update on current construction projects.

The Director advised the Board that a few staff members would be visiting several airports recommended by Gresham Smith, the architect for the terminal expansion project, to

research various features, such as electrochromic glass and living walls, for consideration in the terminal expansion project.

**PUBLIC AND TENANTS COMMENTS:** None

**CALL FOR NEXT MEETING:** The Chair stated that the next regular meeting of the Board will be on July 9, 2021 provided there were items needing Board consideration.

**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), (4) and (6) of the General Statutes of North Carolina to Consult with Legal Counsel Regarding, Among Other Things, that Buncombe County Lawsuit Entitled Christopher McFalls vs. the Greater Asheville Regional Airport Authority; 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. Lovin 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 12:42 p.m.

Mr. Apodaca left the meeting during the Closed Session.

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY JUNE 4, 2021 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. Lovin seconded the motion and it carried by a 5 to 0 vote.

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY DECEMBER 11, 2020 PARTS A AND B; FEBRUARY 5, 2021; FEBRUARY 19, 2021; MARCH 12, 2021 AND MAY 14, 2021 CLOSED SESSION MINUTES:** Mr. Galbraith moved to approve the minutes for the December 11, 2020 Parts A and B, February 5, 2021, February 19, 2021, March 12, 2021 and May 14, 2021 Closed Sessions, and to seal and withhold the minutes for the December 11, 2020 Parts A and B, February 5, 2021, February 19, 2021, March 12, 2021 and May 14, 2021 Closed Sessions from public inspection so long as



public inspection would frustrate the purpose or purposes thereof. Ms. Russo Klein seconded the motion and it carried by a 5 to 0 vote.

**EVALUATION AND COMPENSATION OF THE EXECUTIVE DIRECTOR:** Mr. Erwin moved to approve a 3% salary increase for the Executive Director. Mr. Galbraith seconded the motion and it carried by a 5 to 0 vote

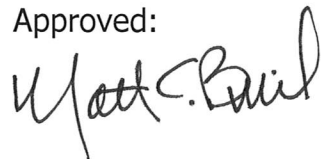
**ADJOURNMENT:** Ms. Russo Klein moved to adjourn the meeting at 12:44 p.m. Mr. Lovin seconded the motion and it carried by a 5 to 0 vote.

Respectfully submitted,



Ellen Heywood  
Clerk to the Board

Approved:



Matthew C. Burril  
Chair