

**REGULAR MEETING
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
October 13, 2023**

The Greater Asheville Regional Airport Authority ("Authority") met on Friday, October 13, 2023 at 8:30 a.m. in Council Chambers at the Fletcher Town Hall, 300 Old Cane Creek Road, Fletcher, NC 28732.

MEMBERS PRESENT: Brad Galbraith, Chair; Britt Lovin, Vice-Chair; Susan Russo Klein; Nathan Kennedy; and Laura B. Leatherwood

MEMBERS ABSENT: Carl H. Ricker, Jr.

STAFF AND LEGAL COUNSEL PRESENT: Cindy Rice, Authority Legal Counsel; Lew Bleiweis, President & CEO ("president"); Michael Reisman, Chief Operating Officer; Tina Kinsey, VP - Marketing, Public Relations and Air Service Development; Janet Burnette, Chief Financial Officer; Shane Stockman, VP – Information Technology; John Coon, VP - Operations and Maintenance; Christina Madsen, VP – Business Development and Properties; Jared Merrill, VP – Planning; Samuel Sales, Chief of Public Safety; Angela Wagner, VP - Administration and Human Resources; Kelly Smith, Public Safety Captain; Michael Merideth, Systems Administrator; and Ellen Heywood, Clerk to the Board

ALSO PRESENT: Zeke Cooper, Dreamcatcher Hotels; Paul Puckli, CHA Consulting; Larry Kalousek, CHA Consulting; Amanda Sheridan, McFarland Johnson; Chad Nixon, McFarland Johnson; John Mafera, McFarland Johnson; Brandi Fesperman, Martin Starnes & Associates CPAs

CALL TO ORDER: The Chair called the meeting to order at 8:30 a.m. The Chair thanked the Town of Fletcher for the use of the Council Chambers for the Authority Board meetings.

EMPLOYEE RECOGNITION: The president recognized Captain Kelly Smith with a framed certificate for her Advanced Law Enforcement Certificate. The Board congratulated Captain Smith for this significant achievement.

PRESENTATIONS:

A. Golf Course Hotel Design Update: Zeke Cooper of Dreamcatcher Hotels presented updated renderings of the hotel planned for the area adjacent to the

Broadmoor Golf Course. Mr. Cooper informed the Board that he has been in negotiations with two major hotel brands to bring one of the brands to Asheville. Mr. Cooper reviewed the minor changes that have been made to the design of the building since his last presentation to the Board. Both of the major hotel brands approved of the changes to the façade of the building and a decision should be made within the next few weeks of which brand Dreamcatcher will partner with for the hotel. A brief discussion took place concerning the materials being used for the outside of the hotel. The Board thanked Mr. Cooper for his presentation.

B. Master Plan Development: The president introduced Paul Puckli and Larry Kalousek with CHA who have been working on the airport master plan for the last couple of years. Mr. Puckli reviewed forecast information including the Planning Activity Levels (PALs) used to guide the airport's development. Concepts for future terminal development were offered by Mr. Kalousek who advised the Board that parking and the terminal building front curb were two high level drivers in the development, with parking requiring immediate attention. Mr. Puckli spoke about possible improvements to the airport exit and Rental Car Drive, and briefly identified areas for aeronautical development. Options for relocation and/or expansion of the maintenance and ARFF facilities were also explored. The Board thanked Mr. Puckli and Mr. Kalousek for their presentation.

FINANCIAL REPORT: The president delivered a review of enplanements, aircraft operations, and general aviation activity for the month of August. Janet Burnette reported on the financial activity for the month of August.

CONSENT ITEMS: The Chair stated that Consent Item B, Approval of the Greater Asheville Regional Airport Authority September 8, 2023 Closed Session Minutes, would be pulled for review in Closed Session.

A. Approval of the Greater Asheville Regional Airport Authority September 8, 2023 Regular Meeting Minutes: Dr. Leatherwood moved to approve the Greater Asheville Regional Airport Authority September 8, 2023 Regular Meeting Minutes. Ms. Russo Klein seconded the motion and it carried unanimously.

OLD BUSINESS: The president reminded the Board that at the September Board meeting, preliminary approval was given for the Authority's amended Ordinance No. 202301 adopting the Rules and Regulations of the Asheville Regional Airport. Since that time, good dialogue between staff and the airlines has occurred. Staff has decided to

postpone bringing this item back to the Board for adoption but may bring the ordinance back to the Board in November.

NEW BUSINESS:

A. Presentation of Annual Audited Financial Report for Fiscal Year 2022/2023: Janet Burnette advised the Board that the annual audit for the fiscal year ended June 30, 2023 was performed by Martin Starnes & Associates, CPAs. The audited financial statements have been reviewed by the Local Government Commission. Mrs. Burnette introduced Brandi Fesperman with Martin Starnes who presented the audit highlights to the Board. Ms. Fesperman advised the Board that an unmodified, or clean, opinion was issued. Ms. Fesperman reviewed the Authority's net position, revenues, and expenses, and provided a brief examination of the ratio of assets and liabilities.

Ms. Russo Klein moved to accept the 2022/2023 Audit Report as presented. Mr. Kennedy seconded the motion and it carried unanimously.

B. Approval of the Greater Asheville Regional Airport Authority Board Schedule for 2024: The president stated that the proposed schedule for 2024 Board meetings was included in the agenda package for the Board's review and called attention to two meetings that had been moved from the normal meeting schedule.

Ms. Russo Klein moved to approve the Greater Asheville Regional Airport Authority Board 2024 Schedule as presented by staff. Dr. Leatherwood seconded the motion and it carried unanimously.

C. Adoption of the Asheville Regional Airport Five-Year Capital Improvement Plan (CIP) for FY2025-2029: Jared Merrill called attention to the copy of the Five-Year Capital Improvement Plan (CIP) that was available at the Board Members' seats. Mr. Merrill remarked that the CIP allows the FAA to update available funding requirements and includes the continuation of existing programs such as the terminal building modernization project, air traffic control tower project and new projects such as a new parking garage, various pavement rehabilitation programs and ARFF equipment replacement. Mr. Merrill reminded the Board that the CIP is a planning tool for the FAA and the NCDOT Division of Aviation and does not approve any contracts.

Mr. Lovin moved to adopt the Asheville Regional Airport Five-Year Capital Improvement Plan. Ms. Russo Klein seconded the motion and it carried unanimously.

D. Approval of Construction Contract Change Order No. 1 for the Air Traffic Control Tower and Associated Facilities Project: Jared Merrill reported that in November of 2022 the Board approved the construction contract with J. Kokolakis

Contracting, Inc. for the Air Traffic Control Tower and Associated Facilities project. Since that time, there have been a significant number of additional changes to the Issued for Construction drawings that were not included in the drawings used to bid the project by the architect. Mr. Merrill stated that many of these additions resulted in added scope to the project but were not included in the contractor's bid price. The cost for the contractor's changes totals \$855,650.42. A budget amendment was not required as the additional cost fell within the construction allowance that was approved with the contract.

Mr. Merrill requested conditional approval of the change order until staff had time to track down some items over the next few days.

The Chair questioned the conditional approval and the president affirmed that additional negotiations were needed and that the Board's approval was requested based on those negotiations.

Dr. Leatherwood moved to conditionally approve Change Order No. 1 with Kokolakis Contracting, Inc. in the amount of \$855,650.42 and authorize the President & CEO to execute the necessary documents once the final review is complete to his satisfaction. Ms. Russo Klein seconded the motion and it carried unanimously.

PRESIDENT'S REPORT: The president stated that he had a few additional items to address that were not included on the agenda.

A. South Parking Lot Change Order: The president reported on additions and deductions for the South Parking Lot project that resulted in a net change order of \$69,583.00. The amount was within the project's allowances and contingency as well as the president's spending authority. The parking lot is on schedule to open for public parking in November.

B. Strategic Plan Vision Statement: The president presented two vision statements proposed by staff after which the Board Members expressed their preferences. The president thanked the Board for their feedback and commented that staff would work to finalize the strategic plan.

C. Industry Metrics: Industry-wide metrics on air travel demands, passenger traffic, US airport expenses, cost per enplanement, seating capacity and domestic airfares were shared with the Board for their information.

D. Industry Conference Travel: A schedule of industry conferences was available at the Board Members' seats. The president requested the Board Members review the information at their leisure and express any interest in attending a particular conference at a Board meeting within the next couple of months.

E. AVL Forward Mascot: A contest to choose the name for the airport's new AVL Forward mascot was recently held and the name Skye was chosen. A brief video of the mascot at work around the airport was shown for the Board.

INFORMATION SECTION: No comments

PUBLIC AND TENANTS COMMENTS: None

CALL FOR NEXT MEETING: The Chair stated that the next regular meeting of the Board will be held on November 17, 2023 at Council Chambers, Fletcher Town Hall.

AUTHORITY MEMBER REPORTS: None

CLOSED SESSION: At 10:16 a.m. Mr. Lovin 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 an Agreement on a Tentative List of Economic Development Incentives that may be Offered by the Authority in Negotiations. Mr. Kennedy seconded the motion and it carried unanimously.

The Chair indicated they would break for a few minutes at which time the Board would resume in Closed Session.

Open Session resumed at 11:57 a.m.

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY OCTOBER 13, 2023

CLOSED SESSION MINUTES: Mr. Lovin 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. Ms. Russo Klein seconded the motion and it carried unanimously.

APPROVAL OF THE GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY

SEPTEMBER 8, 2023 CLOSED SESSION MINUTES: Mr. Lovin moved to approve the minutes for the Greater Asheville Regional Airport Authority September 8, 2023 Closed Session Parts A and B and to seal and withhold the minutes for the September 8, 2023 Closed Session Parts A and B from public inspection so long as public inspection would frustrate the purpose or purposes thereof. Dr. Leatherwood seconded the motion and it carried unanimously.

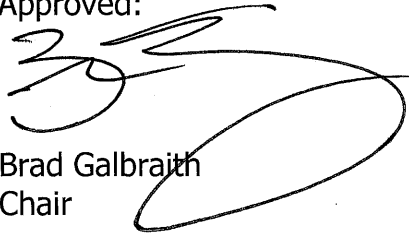
ADJOURNMENT: Ms. Russo Klein moved to adjourn the meeting at 11:59 a.m. Mr. Kennedy seconded the motion and it carried unanimously.

Respectfully submitted,



Ellen Heywood
Clerk to the Board

Approved:



Brad Galbraith
Chair