

**SPECIAL MEETING  
ASHEVILLE REGIONAL AIRPORT AUTHORITY  
August 19, 2011  
9:30 a.m.**

The Asheville Regional Airport Authority ("Authority") met on Friday, August 19, 2011 at 9:30 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:** David R. Hillier, Chairman; David Gantt, Vice-Chairman (via telephone); Jeffrey A. Piccirillo, Secretary-Treasurer; Brownie Newman (via telephone) and Bob Roberts (via telephone)

**MEMBERS ABSENT:** Martha W. Thompson and Bill Moyer

**STAFF AND LEGAL COUNSEL PRESENT:** Victor Buchanan, Authority Legal Counsel; Lew Bleiweis, Airport Director; Michael Reisman, Deputy Airport Director of Development and Operations, Vickie Thomas, Director of Finance and Accounting; and Ellen Heywood, Recording Secretary

**CALL TO ORDER:** The Chairman welcomed everyone in attendance and called the meeting to order at 9:30 a.m.

**APPROVE SELECTION OF CONSULTANT AND CONTRACT FOR AIRPORT MASTER PLAN UPDATE:** Mr. Reisman informed the Board that the Airport Master Plan is a road map for development over the next 20 years and the significance of the projects included in the plan is necessary to insure that those projects are eligible for federal funding. A Request for Proposals was issued several months ago with eight firms submitting proposals. The selection committee chose four firms and ranked them. Under FAA procedures, staff is only able to select the firm based on qualifications. Once a firm is selected, staff must then follow procedures to negotiate the scope of work and fees, A third party independent fee review must also be conducted. Mr. Reisman informed the Board that the cost of the master plan update with Delta Airport Consultants, the most qualified by ranking, totals \$832,500.00. The FAA will fund 95% of the project, or \$790,875, through the Airport Improvement Program Entitlement Funds and the Authority's 5% share will be \$41,625. The total project amount is \$82,500.00 over the amount programmed in the FY11/12 budget due to a new requirement by the FAA for an electronic airport layout plan. The increase in the budgeted amount will require a budget amendment to the FY11/12 Budget by adopting the following budget ordinance amendment:

BE IT ORDAINED by the Asheville Regional Airport Authority that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2012:

Section 1. To amend the appropriations as follows:

**EXPENDITURES:**

	<u>Decrease</u>	<u>Increase</u>
Capital Improvement		\$82,500
Totals	<u>\$0</u>	<u>\$82,500</u>

This will result in a net increase of \$82,500 in the appropriations. To provide the additional revenue for the above, revenues will be revised as follows:

**REVENUES:**

	<u>Decrease</u>	<u>Increase</u>
Federal Grants – AIP Entitlements		\$78,375
Transfer from ARAA Cash/Investments		\$4,125
Totals	<u>\$0</u>	<u>\$82,500</u>

Section 2. Copies of this budget amendment shall be furnished to the Secretary of the Asheville Regional Airport Authority, who for purposes of this ordinance, is designated as the Clerk to the Asheville Regional Airport Authority, and to the Budget Officer and to the Finance Officer for their direction.

Adopted this 19<sup>th</sup> day of August, 2011.

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David Hillier, Chairman

Attested by:

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Jeffrey A. Piccirillo, Secretary-Treasurer

The Chairman inquired if the Master Plan was on a 10-year cycle and Mr. Reisman responded that this was correct. The Master Plan is a 20-year planning document but typically needs to be updated every 10 years. The last time the plan was updated was June of 2001 but due to the effects of 9/11, most of the plans in the document became

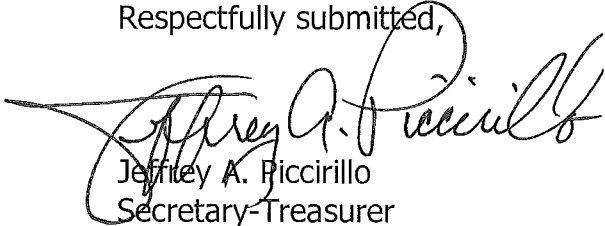
obsolete. The Chairman also asked how long the entire process would take. Mr. Reisman replied that it should take approximately 18 months and there will be several opportunities where there will be presentations made to the Board. The Director informed the Board that meetings would also be held with City Council and County Commissioners.

Mr. Piccirillo inquired about the selection process and what Delta Airport Consultants presented to be scored considerably higher than the other companies on the technical approach. Mr. Reisman responded that Delta provided the best overall presentation and presented themselves as the most qualified firm. The Director stated that one of the things that stood out about Delta was that they involved the staff that was on the committee. Delta engaged with staff to find out what the committee was looking for and how staff expected them to go about the master plan process so it was a good two-way communication exercise that made an impression on the selection committee.

Mr. Piccirillo moved to approve the selection of Delta Airport Consultants, Inc. for the conduct of the Airport Master Plan at a cost of \$832,500.00; authorize the Airport Director to execute the necessary documents; and amend the FY11/12 budget as presented by staff. Mr. Gantt seconded the motion and it carried unanimously.

**ADJOURNMENT:** At 9:43 a.m. Mr. Piccirillo moved to adjourn the meeting. Mr. Roberts seconded the motion and it carried unanimously.

Respectfully submitted,



Jeffrey A. Piccirillo  
Secretary-Treasurer

Approved:



David R. Hillier  
Chairman