

**REGULAR MEETING  
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
March 7, 2014**

The Greater Asheville Regional Airport Authority ("Authority") met on Friday, March 7, 2014 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:** David R. Hillier, Chair; Robert C. Roberts, Vice-Chair; Jeffrey A. Piccirillo; Andrew T. Tate; K. Ray Bailey; and Carol W. Peterson

**MEMBERS ABSENT:** Douglas J. Tate

**STAFF AND LEGAL COUNSEL PRESENT:** Victor Buchanan, Authority Legal Counsel; Lew Bleiweis, Executive Director; Michael Reisman, Deputy Executive Director of Development and Operations; Kevan Smith, Interim Chief of Public Safety; David Nantz, Director of Operations and Maintenance; Royce Holden, IT Director; Suzie Baker, Director of Administration; Tina Kinsey, Director of Marketing and Public Relations; Vickie Thomas, Director of Finance and Accounting; and Ellen Heywood, Clerk to the Board

**ALSO PRESENT:** Cindy Rice, Patla, Straus, Robinson & Moore, PA; Stephanie Brown, Convention and Visitors Bureau; Henry Johnson, WNC Pilots Association

**CALL TO ORDER:** The Chair welcomed everyone in attendance and called the meeting to order at 8:30 a.m.

**PRESENTATIONS:**

**A. Airfield Redevelopment Project Public Relations Plan:** Tina Kinsey gave a high-level presentation of the public relations plan for the Authority's upcoming Airfield Redevelopment project. Mrs. Kinsey detailed the goals of the plan which include branding the four+ year project, building a public relations plan using the brand, developing materials to distribute via posters and brochures, texting, and website, and then implementing the plan.

The Chair thanked Mrs. Kinsey for her presentation.

**FINANCIAL REPORT:** The Director reviewed the airport activity section of the Financial Report for January which included enplanements, aircraft operations and general aviation activity. Vickie Thomas reported on the Financial Results for the month of January.

**CONSENT ITEMS:** The Chair suggested that Consent Item B, Approval of the Greater Asheville Regional Airport Authority February 14, 2014 Closed Session Minutes, be pulled for review in Closed Session.

**A. Approval of the Greater Asheville Regional Airport Authority February 14, 2014 Regular Meeting Minutes:** Mrs. Carol Peterson moved to approve Consent Item A, Approval of the Greater Asheville Regional Airport Authority February 14, 2014 Regular Meeting Minutes. Mr. Roberts seconded the motion and it carried unanimously.

**OLD BUSINESS:** None

**NEW BUSINESS:**

**A. Approval of Preliminary Fiscal Year 2014/2015 Budget:** Vickie Thomas presented the Preliminary Fiscal Year 2014/2015 Budget to the Board. Mrs. Thomas reviewed the operating revenue which is budgeted at \$8.6 million and the operating expenses which are budgeted at \$7.8 million. Operating Revenues include increased airline revenues, increased revenues for parking due to higher estimated enplanements, increased advertising revenues with advertising being brought in-house for full year, and land revenues increasing with addition of Triangle Stop convenience store lease. Operating Expenses include full year of five FTE positions added in previous fiscal year, salary adjustment pool budgeted at 3.5%, higher utilities with addition of new Public Safety facility, higher parking management fees and custodial supplies and consumables with higher enplanements. The Director advised the Board that the salary adjustment pool was increased to 3.5% from 3% this year. The Director explained that most merit raises given to employees fall between 2-4% of the pool which does not allow for the opportunity to award a 5% merit increase to an employee for an exceptional performance. The additional .5% will allow for those instances where an employee deserves a higher merit increase. The proposed capital budget, including funding sources, was also reviewed. The largest capital project is the Airfield Redevelopment project budgeted at \$12.8 million. Also reviewed were several small capital projects including roofing for the terminal building and toll plaza, vehicle replacements, landside pole lighting, and system upgrades totaling \$612,336 for a total capital budget of \$13.4 million. Mrs. Thomas further reviewed the Supplemental Fees

schedule noting that increases are proposed for SIDA badging, employee and commuter parking rates, as well as the airport ground transportation permit. The Director informed the Board that staff has surveyed 17 airports in the southeast region regarding their ground transportation fees and found that Asheville is far below the regional pricing. Staff proposed increasing the fee by \$100 for this fiscal year and gradually increasing the fee over the next couple of years to arrive at the \$500 to \$600 range which puts Asheville closer to what is charged throughout the region.

The Chair thanked Mrs. Thomas and her staff for the work done on the budget and complimented Mrs. Thomas on the way the airport's finances have been handled since she began employment with the Authority.

Mr. Bailey moved to approve the Proposed Preliminary Fiscal Year 2014/2015 Budget and accept public comment on the Proposed Fiscal Year 2014/2015 Budget during the next 10 days. Mrs. Peterson seconded the motion and it carried unanimously.

The Chair called for a moment of silence for the sudden passing of Senator Martin Nesbitt.

**DIRECTOR'S REPORT:** The Director advised the Board that he had a few items to report that were not on the agenda.

**A. Strategic Plan Update:** The Director reported that as mentioned at the last Authority Board meeting, senior staff has been working with a consultant on the strategic plan. Copies of the core values, vision and mission statements drafted by senior staff were available at the Board Members' seats. The consultant will be in attendance at the March 21<sup>st</sup> Board meeting to work with the Board for their input on the strategic plan.

**B. Wings for Autism:** The Director advised the Board that as mentioned at the last Authority Board meeting, staff has been working with ARC of Buncombe County to implement the Wings for Autism program. The tentative date for this event is June 7th provided aircraft is available that day for the tour.

**C. FAA Modification of Standard (MOS) Update:** As reported at the last Authority Board meeting, the FAA has been slow to respond to some of the variance requests for the Airfield Redevelopment project. This has caused some issues with design delays. Staff has received approval for two of the MOS that were submitted. Approval was not given on the third modification which involved grading and drainage so changes are being made to the design. An additional charge of approximately \$500,000 for these changes is anticipated but still falls within the \$64 million project

budget. Staff is still waiting for an answer on the final MOS but is able to move forward with the design. The bid package will be completed by the end of March and put out for bid the first week of April. Staff expects to receive the bids the first week of May. The Board's approval of the construction contract for the first bid package of phase one will be required; therefore the Authority Board meeting scheduled for May 9<sup>th</sup> may be necessary.

Mr. Bailey inquired if any local contractors will be able to bid on phase one. Mr. Reisman informed the Board that bidding will be open to everyone but did not believe there were any local contractors based in Asheville large enough to bid on a project of this magnitude.

**D. Automatic External Defibrillators (AED):** The Director reported that six AEDs have been installed throughout the terminal building.

**E. Prescription Drug Drop Off:** The Authority is participating in a State program called Operation Medicine Drop on March 21<sup>st</sup>. Airport employees will be able to drop off any prescription medication at the Public Safety facility so that the medication can be properly disposed of.

**INFORMATION SECTION:** No comments

**AUTHORITY MEMBERS REPORTS:** None

**PUBLIC AND TENANTS' COMMENTS:** No comments

**CALL FOR NEXT MEETING:** The Chair stated that the next regular meeting of the Board will be held on March 21, 2014.

The Chair called for a break at 9:13 a.m.

The Board reconvened at 9:19 a.m.

**CLOSED SESSION:** At 9:19 a.m. Mr. Piccirillo moved to go into Closed Session pursuant to Subsection 143-318.11(a)(3) of the General Statutes of North Carolina to Consult with Legal Counsel in Order to Preserve the Attorney-Client Privilege. Mrs. Peterson seconded the motion and it carried unanimously.

Open Session resumed at 9:50 a.m.

**APPROVAL OF THE GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
FEBRUARY 14, 2014 CLOSED SESSION MINUTES:**

Mr. Piccirillo moved to approve the minutes for the February 14, 2014 Closed Session, and to seal and withhold such minutes from public inspection so long as public inspection would frustrate the purpose or purposes thereof. Mr. Bailey seconded the motion and it carried unanimously.

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY MARCH 7, 2014  
CLOSED SESSION MINUTES:**

Mr. Piccirillo moved to seal the minutes for the March 7, 2014 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. Roberts seconded the motion and it carried unanimously.

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY MOTION  
CONCERNING LEGAL SERVICES:**

Mr. Piccirillo moved to authorize the Executive Director to execute and deliver and thereby agree to, for and on behalf of the Greater Asheville Regional Airport Authority ("GARAA"), an engagement letter (that is, an Agreement) by and between GARAA and Womble Carlyle Sandridge and Rice, a Limited Liability Partnership ("WCS&R"), for the provision of legal services by WCS&R with respect to an evaluation of Session Law 2012-121 and a review of strategic alternatives related thereto, and to authorize the payment by GARAA of WCS&R's hourly rates for legal services by attorneys and paralegals as set forth in the engagement letter, and to pay WCS&R's costs and disbursements as set forth in the attachment to such engagement letter. Mr. Roberts seconded the motion and it carried unanimously.


**ADJOURNMENT:** Mr. Bailey moved to adjourn the meeting at 9:53 a.m. Mrs. Peterson seconded the motion and it carried unanimously.

Respectfully submitted,



Ellen Heywood  
Clerk to the Board

Approved:



David R. Hillier  
Chair