

**REGULAR MEETING
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
November 9, 2017**

The Greater Asheville Regional Airport Authority ("Authority") met on Thursday, November 9, 2017 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: Matthew C. Burrell, Vice-Chair; K. Ray Bailey; William L. Moyer; Stephanie Pace Brown; and David Gantt

MEMBERS ABSENT: Robert C. Roberts, Chair

STAFF AND LEGAL COUNSEL PRESENT: Cindy Rice, Authority Legal Counsel; Lew Bleiweis, Executive Director; Michael Reisman, Deputy Executive Director of Development and Operations; Kevan Smith, Chief of Public Safety; Suzie Baker, Director of Administration; Janet Burnette, Director of Finance and Accounting; Shane Stockman, IT Director; John Coon, Director of Operations; David Nantz, Safety Manager; Samuel Sales, Public Safety Captain; and Ellen Heywood, Clerk to the Board

ALSO PRESENT: Mike Darcangelo, AVCON, Inc.; Eric Rysdon, RS&H; Charles Buckland, Signature Flight; Paul Puckli, CHA Consulting; Tonya Marshall, Gould Killian CPA Group

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

The Director advised the Board that a schedule of industry conferences was available at their seats for review. Board Members were asked to mention any conferences they are interested in attending at the December Board meeting.

The Director also informed the Board that a new gate arm would be installed across the Authority parking lot, however, their badges would activate the gate arm for access to the parking lot.

SERVICE AWARD PRESENTATION:

A. David Nantz: The Vice-Chair recognized David Nantz with a service recognition award and gift for his 20 years of service with the Authority.

FINANCIAL REPORT: The Director reported on the airport activity for the month of September which included enplanements, aircraft operations, and general aviation activity. Janet Burnette reported on the financial activity for the month of September. Mr. Moyer commented that the past due receivables for over 60 days was rather high. The Director reported that TSA and FAA are both in arrears and staff is working with them, especially TSA as their lease extension has just been received. Staff is also working with United Airlines to catch them up.

CONSENT ITEMS: The Vice-Chair stated that the order of Consent Items would be changed so the Board Members could review the Closed Session minutes.

B. Approval of the Greater Asheville Regional Airport Authority October 6, 2017 Closed Session Minutes Parts A, B and C: The Closed Session minutes were distributed and reviewed. Mr. Moyer moved to approve the minutes for the October 6, 2017 Closed Session Parts A, B and C and to seal and withhold the minutes for the October 6, 2017 Closed Session, Parts A, B and C, from public inspection so long as public inspection would frustrate the purpose or purposes thereof. Mr. Gantt seconded the motion and it carried unanimously.

C. Approval of the Greater Asheville Regional Airport Authority September 8, 2017 Closed Session Minutes: The Closed Session minutes were distributed and reviewed. Mr. Moyer moved to approve the minutes for the September 8, 2017 Closed Session and to seal and withhold the minutes for the September 8, 2017 Closed Session from public inspection so long as public inspection would frustrate the purpose or purposes thereof. Ms. Brown seconded the motion and it carried unanimously.

A. Approval of the Greater Asheville Regional Airport Authority October 6 2017 Regular Meeting Minutes: Mr. Moyer moved to approve the October 6, 2017 Regular Meeting minutes. Mr. Bailey seconded the motion and it carried unanimously.

D. Ratification on the Delay of New Parking Lot Rates: Mr. Gantt moved to ratify the delay in implementing the parking rate increase until such time that all the new parking revenue equipment is installed and operational. Mr. Moyer seconded the motion and it carried unanimously.

OLD BUSINESS:

A. Approval of the Greater Asheville Regional Airport Authority Board 2018 Schedule: The Director remarked that this item was presented to the Board at the October Board meeting and action was deferred due to conflicts. The Director spoke with

the Chair and it was suggested that the dates be left as is with the exception of the May meeting which was moved to May 18, 2018.

Mr. Bailey moved to approve the 2018 Authority Board Schedule as presented. Mr. Moyer seconded the motion and it carried unanimously.

NEW BUSINESS:

A. Presentation of the Annual Audited Financial Report for Fiscal Year

2016/2017: Janet Burnette reported that the annual audit for fiscal year ended June 30, 2017 was performed by Gould Killian CPA Group and introduced Tonya Marshall, Senior Audit Manager with Gould Killian. Ms. Marshall advised the Board that an unmodified or clean opinion was issued with reasonable assurance that the financial statements were free from material misstatement and found no material weaknesses in internal control as well as no material noncompliance with laws and regulations. Ms. Marshall touched upon GASB 73 and the pension fund liability that is reported as a liability on the Authority's financial statements and a brief discussion ensued. Ms. Marshall highlighted key statistics for fiscal year 2017 including cash and investments, net position both unrestricted and restricted, operating loss, debt service, and non-operating revenues. A bound copy of the annual financial statement and audit wrap up communication was provided to the Board Members.

Mr. Bailey moved to accept the 2016/2017 Audit Report as presented. Mr. Moyer seconded the motion and it carried unanimously.

B. Approval of Lease Assignment, Assumption and Consent with Signature

Flight Support: The Director informed the Board that early in 2016 Signature Flight Support Corporation (Signature) acquired Landmark Aviation and in order to achieve operational efficiencies, Signature would like to assume all rights and interest in the lease agreement between the Authority and Encore Asheville FBO, LLC, doing business as Landmark Aviation in Asheville.

Mr. Gantt moved to approve the Lease Assignment, Assumption and Consent between Encore Asheville FBO, L.L.C. d/b/a/Landmark Aviation and Signature Flight Support Corporation and authorize the Executive Director to execute the necessary documents. Ms. Brown seconded the motion and it carried unanimously.

C. Approval of Agreement for Professional Consulting Services with CHA

Consulting, Inc.: Michael Reisman reminded the Board that staff was authorized to proceed with consultant selection for a terminal assessment study. A qualifications-based selection process was performed of the five firms that submitted statements of

qualifications. CHA Consulting was ranked top firm by staff to perform the study. Mr. Reisman advised the Board that in order to make use of NCDOT appropriations for this project, certain steps were still underway, mainly an independent fee comparison and final approval of the scope of work and fee by the FAA. These steps are being conducted simultaneously and the final fee for the project should be less than the not-to-exceed cost of \$628,900.00 for this study. Mr. Reisman stated that while this fee may seem excessive, several different studies are being conducted as part of the terminal assessment study including an infrastructure assessment of the terminal building, which as a stand-alone project would cost several hundred thousand dollars, the other is the Terminal Area Planning which is much like a master plan, and the third phase of the project is the assessment of the exterior façade of the building. Mr. Reisman stated that Mr. Paul Puckli of CHA Consulting, Inc. was available for any questions the Board may have.

Ms. Brown asked for a description of the expertise of the team assigned to this project and the length of time it would take to complete. Mr. Reisman referred to Mr. Puckli to answer this question. Mr. Puckli responded that there were utilities and infrastructure staff in addition to the aviation component that will work on the project. Mr. Reisman stated that Mr. Puckli would be acting as the project manager on the overall project. There will be sub-project managers for each of the three phases that have their own teams of either in-house or sub-consultants. The project is expected to be finished the first part of spring.

Mr. Burril inquired about the timing of the state funds. The Director stated that the state funds in the amount of \$2 million were currently available and the state expects a good majority of these funds to be spent by June 30th. The expansion of the aircraft ramp will cost approximately \$1 million. The rest of the funds as this project develops will come from 2019 funding from the state.

Mr. Burril suggested that it would be helpful if information on CHA Consulting could be sent to the Board Members.

Mr. Moyer moved to approve the award of an Agreement for Professional Consulting Services with CHA Consulting, Inc. in an amount not to exceed \$628,900.00 and upon IFE review and concurrence from the FAA, and authorize the Executive Director to execute the necessary documents. Mr. Bailey seconded the motion and it carried unanimously.

D. Approval of Change Order Nos. 7 and 8 to Contract with American South General Contractors: Michael Reisman stated that the contract with American South General Contractors for construction of the parking garage was approved by the Board in

July of 2016. Mr. Reisman reviewed the work contained under Change Order Nos. 7 and 8 to the contract with American South General Contractors. The total additional cost of \$176,158.25 for Change Order No. 7 and \$55,987.82 for Change Order No. 8 brings the total contract price to \$20,689,475.95 which is within the current construction project budget of \$21,938,700.00.

Ms. Brown moved to approve Change Order Nos. 7 and 8 to the contract with American South General Contractors and authorize the Executive Director to sign the necessary documents. Mr. Bailey seconded the motion and it carried unanimously.

INFORMATION SECTION: No comments

PUBLIC AND TENANTS COMMENTS: None

CALL FOR NEXT MEETING: The next regular meeting of the Authority Board will be held on December 8, 2017.

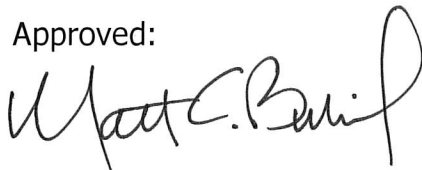
ADJOURNMENT: Mr. Gantt moved to adjourn the meeting at 9:20 a.m. Mr. Moyer seconded the motion and it carried unanimously.

Respectfully submitted,



Ellen Heywood
Clerk to the Board

Approved:



Matthew C. Burrill
Vice-Chair