

**REGULAR MEETING
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
August 11, 2023**

The Greater Asheville Regional Airport Authority ("Authority") met on Friday, August 11, 2023 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: Brad Galbraith, Chair; Britt Lovin, Vice-Chair; Carl H. Ricker, Jr.; Susan Russo Klein; Nathan Kennedy; Robby Russell; and Laura B. Leatherwood

MEMBERS ABSENT: None

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; and Ellen Heywood, Clerk to the Board

ALSO PRESENT: James Moose, Avcon, Inc.; Todd Casado, Sheetz, Inc.; Chris Angel, Mountain Credit Union; Paul Puckli, CHA Consulting; Amanda Sheridan, McFarland Johnson; Bob Overby, McFarland Johnson; Rob Sponder, Parks Hospitality

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

SWEARING IN OF BOARD MEMBER: The Chair noted Susan Russo Klein's recent reappointment to the Authority Board and thanked her for her willingness to continue serving on the Board. Ms. Russo Klein was sworn in by the Clerk to the Board.

The president stated that Laura Leatherwood was previously sworn in by the Clerk to the Board and that Britt Lovin was previously sworn in as Vice-Chair by the Clerk to the Board.

CATASTROPHE IN HAWAII: The Chair acknowledged the wildfire catastrophe that recently claimed the lives of many people in Hawaii. The president stated that ACI and AAAE have emergency funds for natural disasters to help those in the aviation community that have lost their homes.

SERVICE RECOGNITION AWARD: The Chair recognized Mr. Russell for his service on the Authority Board and read him the following resolution:

**Greater Asheville
Regional Airport Authority**

~ Resolution ~

WHEREAS, the Greater Asheville Regional Airport Authority was created in June 2012 by State statutes for the purpose of maintaining, operating, regulating, developing, and improving the Asheville Regional Airport; and

WHEREAS, Robby Russell served as Member of the Greater Asheville Regional Airport Authority from July 2022 to August 2023; and

WHEREAS, Robby Russell resigned his position as Member of the Greater Asheville Regional Airport Authority due to a well-deserved opportunity in his professional capacity which required his transfer from Buncombe County; and

WHEREAS, Robby Russell, during his period of service to the Authority, performed his duties with diligence, prudence, and unfailing kindness; and

WHEREAS, Robby Russell provided to the Authority his wisdom, enthusiasm, and financial expertise; and

NOW, THEREFORE, BE IT RESOLVED that the Greater Asheville Regional Airport Authority expresses its sincere thanks and gratitude to Robby Russell for his dedicated efforts in serving the needs of the Asheville Regional Airport.

Adopted this 11th day of August, 2023.

Greater Asheville Regional Airport Authority

BOARD MEMBER INTRODUCTION: Laura Leatherwood shared information about her background, career in business and higher education, and expressed her pleasure and honor in serving on the Board for the community.

AUTHORITY RECOGNITION: The president recognized the work of staff involved in a recent TSA surge inspection of the Authority's processes and security. A certificate of appreciation for the Authority from TSA was presented to Chief Sales.

PRESENTATIONS: None

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

CONSENT ITEMS: The Chair stated that Consent Item G, Approval of the Greater Asheville Regional Airport Authority June 9, 2023 Closed Session Minutes, would be pulled for review in Closed Session.

A. Approval of the Greater Asheville Regional Airport Authority June 9, 2023 Regular Meeting Minutes:

B. Approval of Amended Wage and Pay Structure Policy:

C. Approval of Amended Budget with LAZ Parking to Operate Shuttle Buses for New South Parking Area:

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, 2023:

Section 1. To amend the appropriations as follows:

EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Parking Management Shuttle	_____	\$178,337.00
Total	=====	\$178,337.00

This will result in a net increase of \$178,337.00 in the appropriations. Revenues will be revised as follows:

REVENUES:

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash	_____	\$178,337.00
Totals	=====	\$178,337.00

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 11th day of August 2023.

Brad Galbraith, Chair

Attested by:

Ellen Heywood, Clerk to the Board

D. Approval of Supplemental Agreement No. 1 to Agreement for Professional Consulting Services with Avcon Engineers and Planners, Inc. for the South Parking Area Project:

E. Approval of Supplemental Agreement No. 1 to Agreement for Professional Consulting Services with GS&P, N.C. an Affiliate of Gresham Smith and Partners for the Terminal Modernization and Expansion Project:

F. Approval of Supplemental Agreement No. 1 to Agreement for Professional Consulting Services with CHA Consulting, Inc. for the Airport Master Plan Update:

A summary of Consent Item B, Approval of Amended Wage and Pay Structure Policy was requested by the Board. The president provided a brief explanation of the amended policy and the purpose for the revisions.

Ms. Russo Klein moved to approve Consent Items A through F. Mr. Ricker seconded the motion and it carried unanimously.

OLD BUSINESS: None

NEW BUSINESS:

A. Approval of Concession Agreement and Lease with Mountain Credit Union and the Greater Asheville Regional Airport Authority: Christina Madsen introduced Mr. Chris Angel, VP of Business Development and Marketing with Mountain Credit Union, to the Board. Mrs. Madsen stated that a Request for Proposals for ATM services was issued and that two proposals were received. Staff recommended entering into an agreement with Mountain Credit Union for a five-year term with five one-year options to renew. The ATM will be located in the terminal pre-security and the projected annual revenue to the Authority is estimated to be \$1,900.

Dr. Leatherwood moved to approve the concession agreement and lease with Mountain Credit Union and authorize the President & CEO to execute the necessary documents. Mr. Russell seconded the motion and it carried unanimously.

B. Approval of a Ground Lease and Agreement with Sheetz, Inc. and the Greater Asheville Regional Airport Authority: Christina Madsen introduced Todd Casado with Sheetz, Inc. to the Board. Mrs. Madsen informed the Board that staff was requesting approval of a ground lease and agreement with Sheetz, Inc. ("Sheetz") for the development of a convenience store and gas station on three acres of property across NC280. The terms of the lease would be for fifteen years with three five-year options to renew. The terms of the lease require Sheetz to relocate existing vehicle parking to adjacent property at the expense of Sheetz. The Authority has also asked Sheetz to construct additional parking on property contiguous to the relocated parking and the Authority will either reimburse Sheetz or provide a rent credit upon the completed additional parking. Mrs. Madsen reviewed the details of the due diligence period provided to Sheetz in the lease as well as the rent per square foot and the percentage of gross receipts.

The Board thanked the president and Mrs. Madsen for their continued efforts to increase the Authority's non-aeronautical revenue.

Mr. Ricker moved to approve the ground lease and agreement with Sheetz, Inc. and authorize the President & CEO to execute the necessary documents. Mr. Kennedy seconded the motion and it carried unanimously.

C. Approval of Agreements for Professional Consulting Services 2023-2028 Capital Improvement Program (CIP): Jared Merrill introduced representatives from McFarland Johnson and Avcon Engineers to the Board. Mr. Merrill advised the Board that a solicitation for Statements of Qualifications was conducted for projects included in the 2023-2028 CIP requiring consultant services. A review committee conducted interviews for four of the twelve firms that submitted Statements of Qualifications. Based on qualifications, staff recommended McFarland Johnson, Avcon Engineers and Planners, Inc., and Kimley Horn as the most qualified firms to provide consulting services over the next five years. The FAA will review and provide approval of the firms selected. Mr. Merrill assured the Board that any work to be performed would require negotiation of a scope of work and fee which would require separate approval by the Board.

Mr. Russell moved to approve the Agreements for Professional Consultant Services with McFarland Johnson, Avcon Engineers and Planners, Inc., and Kimley Horn conditional upon FAA approval; and authorize the President & CEO to execute the necessary documents. 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. AVL Forward: The president pointed out the new attire worn by the Marketing staff for the kick-off of the AVL Forward campaign for the terminal building modernization project.

B. Update on Parking: With the ending of summer, the airport should see a decline in traffic and an ease in parking. The president stated that completion of the south parking lot is scheduled for November and should provide a relief in the parking shortage. In conjunction with the development of the Sheetz project, additional parking across NC280 will also provide additional parking. The president further stated that staff has been working on some customer amenities for the parking lots and asked Shane Stockman and John Coon to provide an update. Mr. Stockman and Mr. Coon spoke about the partnership with LAZ Parking in implementing LAZ Go in the remote parking lots and explained the process for this mobile pay app. The license plate recognition software that is planned for the new south parking lot and the parking guidance system soon to be installed in the parking garage was discussed. Real-time parking counts will also be added to the airport's website so that passengers can check ahead of time.

C. Contingency Transfer: The president advised the Board that a contingency transfer in the amount of \$12,126 was made in August for unpaid invoices for the temporary north parking lot. The invoices were received after the FY23 budget was closed.

D. Grant Funding: The president reported that in the spring the airport had been awarded grants from the Bipartisan Infrastructure Law. The grant paperwork was recently received and executed in the amounts of \$10 million for the Air Traffic Control Tower and \$10 million for the Terminal Modernization Project.

E. Authority Parking Lot: The Authority parking lot will close on September 11th. Parking will be available near 134 Wright Brother's Way and the Board will be given the specifics in the near future.

F. Update on Terminal Modernization and Expansion Project and Air Traffic Control Tower Project: Jared Merrill provided brief updates on both construction projects.

G. Press Release for Terminal Expansion and Modernization Project Groundbreaking: The president called the Board's attention to a copy of a press release that was available at their seats.

H. Discussion on Proposed Strategic Plan Vision Statement: The president reminded the Board that an update on the strategic plan was presented at the June Board meeting and that a further discussion of the proposed vision statement was requested by the Board. The proposed vision statement was reviewed by the president, options for revisions were provided, and the Board members offered their feedback.

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 September 8, 2023.

AUTHORITY MEMBER REPORTS: None

CLOSED SESSION: At 10:07 a.m. Ms. Russo Klein 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. Ricker 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 10:30 a.m.

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CLOSED SESSION MINUTES: Ms. Russo Klein 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 unanimously.

APPROVAL OF THE GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY

JUNE 9, 2023 CLOSED SESSION MINUTES: Laura Leatherwood stated that she would abstain from voting for the June 9, 2023 Closed Session Minutes since she did not participate in the June 9, 2023 Closed Session.

Ms. Russo Klein moved to approve the minutes for the Greater Asheville Regional Airport Authority June 9, 2023 Closed Session and to seal and withhold the minutes for the June 9, 2023 Closed Session 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 6 to 0 vote.

ADJOURNMENT: Ms. Russo Klein moved to adjourn the meeting at 10:32 a.m. Mr. Lovin seconded the motion and it carried unanimously.

Respectfully submitted,



Ellen Heywood
Clerk to the Board

Approved:



Brad Galbraith
Chair