

**REGULAR MEETING
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
February 9, 2024**

The Greater Asheville Regional Airport Authority ("Authority") met on Friday, February 9, 2024 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; Carl H. Ricker, Jr.; Susan Russo Klein; Nathan Kennedy; Laura B. Leatherwood; and Gene O. Bell

MEMBERS ABSENT: None

STAFF AND LEGAL COUNSEL PRESENT: Sabrina Presnell Rockoff, 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; Michael Meridith, Systems Administrator; Kyle Montague, IT Systems Technician; Alden Shannon, Maintenance Supervisor; Cody Sifers, Maintenance Technician; and Ellen Heywood, Clerk to the Board

ALSO PRESENT: Zeke Cooper, Dreamcatcher Hotels; Jason Sandford, Ashevillegas.com; Bob Overby, McFarland Johnson; John Mafera, McFarland Johnson; Patrick Pettit, Haskell; Chris Pair; James Moose, Avcon

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

WELCOME OF NEW LEGAL COUNSEL: The Chair welcomed Sabrina Presnell Rockoff with McGuire, Wood & Bisette as legal counsel to the Authority.

EMPLOYEE RECOGNITIONS: The Chair recognized Cody Sifers with a service award and gift for his 15 years of service with the Authority.

The Chair recognized Alden Shannon with a service award and gift for his 10 years of service with the Authority.

PRESENTATIONS:

A. Update on Golf Course Hotel Design: Zeke Cooper of Dreamcatcher Hotels (“Dreamcatcher”) was pleased to announce to the Board that Dreamcatcher has partnered with Marriott Tribute Collection for the hotel to be built adjacent to the clubhouse at Broadmoor Golf Course. Mr. Cooper shared updated renderings of the hotel and reviewed the changes that were made to the original design, mainly due to a fire road access issue. Mr. Cooper stated that the construction was expected to begin in May and should be completed in 24 months. After brief discussions concerning the levels of the Marriott brand and the conference space, the Board thanked Mr. Cooper for his presentation.

B. Virtual Ramp Control Program: Shane Stockman reported that the unprecedented growth at the airport has stressed aircraft parking. Historically, the airlines have managed aircraft parking and gate assignments. However, due to excessive wait times of aircraft sitting on the ramp waiting for a gate, staff made the decision last year to partner with Passur Aerospace, Inc. (“Passur”) to manage the ramp. Through various technology including remote access and live camera feeds, Passur can effectively assign gates and aircraft parking virtually. After launching the ramp management program, the airport observed immediate improvement. Airline corporate representatives were invited to Asheville for a first-hand look of the ramp management program and the data from the program continues to be shared with them on a weekly basis. Mr. Stockman recognized Kyle Montague with the Authority’s IT team for his work compiling the data that is shared with the airlines and with senior management. Staff is optimistic that the program will continue to improve the commercial operations. The Board thanked Mr. Stockman for his presentation.

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

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

A. Approval of the Greater Asheville Regional Airport Authority December 8, 2023 Regular Meeting Minutes: Mr. Lovin moved to approve the Greater Asheville Regional Airport Authority December 8, 2023 Regular Meeting Minutes. Mr. Ricker seconded the motion and it carried unanimously.

OLD BUSINESS: None

NEW BUSINESS:

A. Approval of Resolution to Amend Resolution Number 121010-03 Concerning Implementation and Collection of a Customer Facility Charge:

Christina Madsen stated that in 2004 the Authority adopted a resolution to collect a Customer Facility Charge ("CFC") on all car rentals at the Asheville Regional Airport. The CFC has been increased over the years to fund capital improvement programs, however, additional revenue is needed to fund necessary improvements that benefit the rental car companies and rental car customers. The current CFC is \$4.25 per car rental transaction day. Staff recommended increasing the CFC to \$5.50 per car rental transaction day effective March 1, 2024. The proposed increase is estimated to generate an additional \$500,000 annually.

Dr. Leatherwood moved to approve Resolution Number 020924-04 Concerning the Implementation and Collection of a Customer Facility Charge. Mr. Lovin seconded the motion and it carried unanimously.

RESOLUTION NUMBER 020924-04

**A RESOLUTION TO AMEND RESOLUTION NUMBER 121010-03
AUTHORIZING THE IMPOSITION AND COLLECTION OF A
CUSTOMER FACILITY CHARGE OF \$5.50 PER CAR RENTAL
TRANSACTION DAY ON ALL CAR RENTAL CONTRACTS ISSUED
FOR THE RENTAL OF PASSENGER MOTOR VEHICLES AT THE
ASHEVILLE REGIONAL AIRPORT**

WHEREAS, the Greater Asheville Regional Airport Authority ("Authority") is a body corporate and politic, created by Session Law 2012-121 ("the Act"), which was ratified by the General Assembly of the State of North Carolina on June 28, 2012; and

WHEREAS, the Authority operates the Asheville Regional Airport("Airport"); and

WHEREAS, the Authority on May 17, 2004, adopted a resolution authorizing the imposition and collection of a customer facility charge of \$2.00 per car rental transaction day on all car rental contracts issued for the rental of passenger motor vehicles at the Asheville Regional Airport; and

WHEREAS, the Authority, on or about July 1, 2004, began imposing and

have said Car Rental Operators collect, on behalf of the Authority, a Customer Facility Charge of \$2.00 per Car Rental Transaction Day on all Car Rental Contracts; and

WHEREAS, the Authority on April 13, 2007, adopted amended Resolution Number 041307-02 increasing the Customer Facility Charge from \$2.00 per Car Rental Transaction Day to \$4.00 per Car Rental Transaction Day to fund certain car rental facilities and other ground transportation projects which will benefit Car Rental Operators and their Customers at the Airport; and

WHEREAS, the Authority, on or about December 10, 2010, adopted amended Resolution Number 121010-03 increasing the Customer Facility Charge from \$4.00 per Car Rental Transaction Day to \$4.25 per Car Rental Transaction Day; and

WHEREAS, the imposition and collection of said Customer Facility Charge is hereby determined to be in the public interest of providing and maintaining facilities and service to Car Rental Operators, their Customers, and the traveling public using the Airport; and,

WHEREAS, the Authority on or about August 5, 2016, resolved and adopted Resolution No. 080516-01, which amended and re-adopted Resolution No. 051704-01 and Resolution No. 041307-02, and amended and restated in its entirety Resolution No. 121010-03; and,

WHEREAS, the President and CEO recommends that the Authority amend Resolution Number 121010-03 to increase the Customer Facility Charge of \$4.25 per Car Rental Transaction Day to \$5.50 per Car Rental Transaction Day, effective March 1, 2024.

NOW, THEREFORE, Be It Resolved and Adopted by the Authority as follows:

1. SECTION 1 (a) of Resolution Number 121010-03 shall be replaced in its entirety and read as follows:
 - (a) "Customer Facility Charge" means a charge of \$5.50 per Car Rental Transaction Day.
2. All other sections and provisions of Resolution Number 121010-03 not specifically amended shall remain in full force and effect.
3. This Resolution shall take effect at 12:01 A.M., March 1, 2024, and shall apply to each and every Car Rental Contract covering the rental of any passenger motor vehicle at the Airport on or after March 1, 2024.

Adopted this 9th day of February 2024.

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY

Brad Galbraith
Board Chair

Attested by:

Ellen M. Heywood
Clerk to the Board

B. Approval of Audit Contract for Fiscal Year Ending June 30, 2024: Janet Burnette reminded the Board that Martin Starnes & Associates has been conducting the Authority's audit for the past three years. Staff recommended engaging Martin Starnes & Associates for the annual audit for fiscal year ended June 30, 2024. The fee to conduct the audit is \$34,400 and will be paid from the FY2025 Finance Department budget.

Ms. Russo Klein moved to approve the contract for audit services with Martin Starnes & Associates in the amount of \$34,400 and authorize the Board Chair to execute the necessary documents. Mr. Kennedy seconded the motion and it carried unanimously.

C. Approval of Amendment No. 1 to Scope of Services No. 7 with Avcon Engineers and Planners, Inc. for Additional Services on the South Parking Lot:

Jared Merrill reported that Scope of Services No. 7 with Avcon Engineers and Planners, Inc. for design and construction administration services for the South Parking Lot project was approved by the Board in October 2022. The project has been divided into three separate phases due to permitting requirements and the project schedule has been extended by approximately six months. The extended project schedule necessitates additional permitting submittals and construction administration services by Avcon. Mr. Merrill informed the Board that staff has negotiated the cost of the additional services with Avcon for a total of \$80,441.00. There is no impact to the overall project budget and the funds for the additional services will be transferred from the construction allowances to the design budget. The following budget ordinance amendment will be necessary:

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, 2024:

Section 1. To amend the appropriations as follows:

EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Capital South Parking Design	_____	\$80,441
Capital South Parking Construction	\$80,441	_____
Totals	\$80,441	\$80,441

This will result in a net increase of \$0.00 in the appropriations. Revenues will be revised as follows:

REVENUES:

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash	_____	_____
Totals	_____	_____

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 9th day of February 2024.

Brad Galbraith, Chair

Attested by:

Ellen Heywood, Clerk to the Board

Mr. Ricker moved to approve Amendment No. 1 to Scope of Services No. 7 with Avcon Engineers and Planners, Inc. in the amount of \$80,441.00; authorize the President & CEO to execute the necessary documents; and amend the FY2023/2024 budget by adopting the budget ordinance amendment as presented by staff. Dr. Leatherwood seconded the motion and it carried unanimously.

PRESIDENT'S REPORT: The president stated that he had an additional item to address that was not included on the agenda.

A. Unsealing of Closed Session Minutes: The president stated that in accordance with the Authority's policy, the closed session minutes from the previous 18-24 months have been reviewed by the president. The president advised the Board that he did not recommend unsealing any of the minutes at this time.

B. Parking Lot Usage: Live-time parking lot capacity has been added to the airport's website to aid passengers with their travel decisions and provide a beneficial amenity. The president stated that positive feedback has been received on this addition.

C. Parking Guidance System: The president reported that the parking guidance system in the garage is fully installed and operating well.

D. Construction Project Update: Jared Merrill provided a brief update on the terminal and air traffic control tower projects including current photographs of the progress made by the contractors.

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 March 8, 2024 at Council Chambers, Fletcher Town Hall.

AUTHORITY MEMBER REPORTS: None

CLOSED SESSION: At 9:30 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 10:00 a.m.

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY FEBRUARY 9, 2024

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. Dr. Leatherwood seconded the motion and it carried unanimously.

APPROVAL OF THE GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY

DECEMBER 8, 2023 CLOSED SESSION MINUTES: Mr. Lovin moved to approve the minutes for the Greater Asheville Regional Airport Authority December 8, 2023 Closed Session Parts A and B, and to seal and withhold the minutes for the December 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: Dr. Leatherwood moved to adjourn the meeting at 10:09 a.m. Mr. Bell seconded the motion and it carried unanimously.

Respectfully submitted,



Ellen Heywood
Clerk to the Board

Approved:



Britt Lovin
Vice-Chair