

**REGULAR MEETING
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
June 14, 2024**

The Greater Asheville Regional Airport Authority ("Authority") met on Friday, June 14, 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; Nathan Kennedy; Laura B. Leatherwood; and Gene O. Bell

MEMBERS ABSENT: Carl H. Ricker, Jr.; Susan Russo Klein

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; Kyle Montague, IT Systems Technician; Alexandra Ingle, Brand and Experience Designer; and Ellen Heywood, Clerk to the Board

ALSO PRESENT: Bob Overby, McFarland Johnson; Paul Puckli, CHA Consulting; Raynetta C. Waters, Paradies Lagardère; Brad Lindsey, Paradies Lagardère; Jason Sousa, Paradies Lagardère; James Moose, Avcon; Brad Sucher; Gresham Smith; David King, Gresham Smith; Vin Delnero, Parsons; Charles Davis, Hensel Phelps; John Baumeister Hensel Phelps

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

SWEARING IN OF BOARD CHAIR: The president informed the Board that following the election held at the May 10, 2024 Authority Board meeting, Brad Galbraith was sworn in as Chair by the Clerk to the Board earlier that week.

EMPLOYEE RECOGNITIONS: The Chair recognized Alexandra Ingle with a service award and gift for her 10 years of service with the Authority.

The president requested a moment to recognize Michael Reisman for his outstanding work and accomplishments over the last 13 years. Mr. Reisman will retire at the end of June and will be missed.

PRESENTATIONS: None

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

CONSENT ITEMS: The Chair stated that Consent Item E, Approval of the Greater Asheville Regional Airport Authority May 10, 2024 Closed Session Minutes, would be pulled for review in Closed Session.

A. Approval of the Greater Asheville Regional Airport Authority May 10, 2024 Regular Meeting Minutes:

B. Approval of a Resolution Accepting Grants:

Greater Asheville Regional Airport Authority

~ Resolution ~

A RESOLUTION CONFERRING STANDBY AUTHORITY TO ACCEPT GRANTS BY THE
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY DURING THE FISCAL YEAR
2024-2025

WHEREAS, the Greater Asheville Regional Airport Authority ("Authority") is a body corporate and politic organized and created by the North Carolina General Assembly pursuant to Session Law 2012-121, House Bill 552 known as the Greater Asheville Regional Airport Authority Act ("Act"); and

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

WHEREAS, the Authority has the right under the Act to accept grants of money and/or materials or property of any kind for any existing or future airport facilities from the State of North Carolina, the United States, or any agency, department, or subdivision of either of them; and

WHEREAS, the Federal Aviation Administration ("FAA"), a division under the United States Department of Transportation, annually awards entitlement grants and

discretionary grants to airports throughout the United States in support of airport capital improvement projects; and

WHEREAS, the Airport is eligible for such grants; and

WHEREAS, the window of time to accept such grants from the FAA is usually relatively short and may not fall within the schedule of Authority board meetings; and

WHEREAS, the President & CEO recommends that the Authority adopt this resolution so as not to be in a position whereby a grant is forfeited or denied.

NOW, THEREFORE, BE IT RESOLVED and Adopted by the Authority as follows:

Lew Bleiweis, A.A.E., President & CEO of the Greater Asheville Regional Airport Authority, the Chief Operating Officer, the Chief Administrative Officer, the Chair of the Authority, and/or the Vice Chair of the Authority, or any of them or their successors in office (each an "Authorized Officer") be, and they hereby are, authorized to accept, on behalf of the Authority, any and all grant offers made to the Authority by the State of North Carolina, the United States, or any agency, department, or subdivision of either of them; to execute and deliver, for and on behalf of the Authority, any and all instruments necessary to accept such grant offers; to ratify, accept, and adopt all assurances, statements, representations, warranties, covenants and agreements contained in any project application submitted by the Authority in connection with such grants; and to agree, on behalf of the Authority, to comply with any and all such assurances.

Adopted this 14th day of June, 2024

Brad Galbraith, Chair

Attested by:

Ellen M. Heywood, Clerk to the Board

C. Approval of Updates to Administration Policies and Procedures:

D. Approval of Updates to Human Resources Policies and Procedures:

Dr. Leatherwood moved to approve Consent Items A through D. Mr. Lovin seconded the motion and it carried unanimously.

OLD BUSINESS: None

NEW BUSINESS:

A. Approval of Amendment to Standard Form of Agreement with Parsons Transportation Group Inc. for Terminal Building Modernization and Expansion Project Program Management Services: Jared Merrill informed the Board that an agreement with Parsons Transportation Group Inc. ("Parsons") for program management services for the Terminal Modernization and Expansion project was previously approved by the Board. Staff recommended continuing the services with Parsons for the next fiscal year. Mr. Merrill advised the Board that the upcoming fiscal year's program management services are estimated to be \$1,661,444.00 due to subconsultant services needed to complete the commissioning of the Central Energy Plant and the Operational Readiness and Airport Transfer for the occupancy of the North Concourse. Mr. Merrill explained the provisions of the contract and stated that the services will be paid for through the previously approved project budget.

Mr. Bell moved to approve the Amendment with Parsons Transportation Group Inc. for Program Management Services associated with the Terminal Building Modernization and Expansion Project; approve FY2024/2025 anticipated contract expenditures of \$1,661,444.00; and authorize the President & CEO to execute the necessary documents. Dr. Leatherwood seconded the motion and it carried unanimously.

B. Approval of Budget Amendment for Scope of Services No. 1 with Avcon Engineers and Planners, Inc. for design of the Taxiway A Rehabilitation Project: Jared Merrill reminded the Board that Scope of Services No. 1 with Avcon Engineers and Planners, Inc. for design of the Taxiway A Rehabilitation project was approved at the May 10, 2024 Authority Board meeting. Mr. Merrill advised the Board that due to leftover federal funding from another project, staff was advancing design work. The cost for the design of this project is \$1,129,142.00 with 90% of these costs to be paid using FAA leftover Entitlement funds. The remaining cost will be paid with airport funds which will require the following budget amendment:

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 Improvements		\$1,129,142.00
Totals	<hr/> <hr/>	<hr/> <hr/> \$1,129,142.00

This will result in a net increase of \$1,129,142.00 in the appropriations. Revenues will be revised as follows:

REVENUES:

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash		\$112,914.00
Federal AIP Funds		\$1,016,228.00
Totals	<hr/> <hr/>	<hr/> <hr/> \$1,129,142.00

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 14th day of June 2024.

Brad Galbraith, Chair

Attested by:

Ellen Heywood, Clerk to the Board

Mr. Lovin moved to 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.

C. Approval of Purchase of New Aircraft Rescue and Fire Fighting Vehicle ("ARFF") Options from Rosenbauer Minnesota, LLC: Samuel Sales reported that following Board approval for the purchase of a new 3,000-gallon ARFF vehicle, a preconstruction meeting was held with Rosenbauer Minnesota, LLC. At that meeting, a

list of available options for the truck was provided to staff, however, the options are not eligible for funding through FAA Entitlement funds. Chief Sales reviewed the options available for the ARFF vehicle and informed the Board that the cost for the options being requested totals \$45,508.00, would be paid for with airport funds, and requires the following budget ordinance amendment:

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 Equipment		\$45,508.00
Totals	\$0	\$45,508.00

This will result in a net increase of \$45,508.00 in the appropriations. Revenues will be revised as follows:

REVENUES:

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash		\$45,508.00
Totals		\$45,508.00

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 14th day of June 2024.

Brad Galbraith, Chair

Attested by:

Ellen Heywood, Clerk to the Board

Mr. Bell moved to approve the purchase of the Aircraft Rescue and Fire Fighting vehicle options from Rosenbauer Minnesota, LLC in the amount of \$45,508.00; 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. Mr. Kennedy seconded the motion and it carried unanimously.

D. Approval of Amended Capital Expense for Street Sweeper in FY24/25

Budget: John Coon stated that the purchase of an electric street sweeper was included in the upcoming FY24/25 budget at a cost of \$335,000.00. The electric street sweeper was quoted to staff in late 2023, however, the current purchase price is \$348,270.00. Additionally, the existing street sweeper will be sold separately from the purchase agreement, leading to the transaction exceeding the approved budget. Mr. Coon stated that the additional \$13,270.00 needed to purchase the electric street sweeper would be paid for using airport funds and would require the following budget ordinance amendment:

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, 2025:

Section 1. To amend the appropriations as follows:

EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Renewal and Replacement		
Capital Outlay		\$13,270.00
Totals		<u>\$13,270.00</u>

This will result in a net increase of \$13,270.00 in the appropriations. Revenues will be revised as follows:

REVENUES:

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash		\$13,270.00
Totals		<u>\$13,270.00</u>

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 14th day of June 2024.

Brad Galbraith, Chair

Attested by:

Ellen Heywood, Clerk to the Board

Mr. Lovin moved to amend the FY2024/2025 capital expense for an electric street sweeper from \$335,000.00 to \$348,270.00; authorize the President & CEO to execute the necessary documents; and amend the FY2024/2025 budget by adopting the budget ordinance amendment as presented by staff. Dr. Leatherwood seconded the motion and it carried unanimously.

E. Approval to Reinstate Airport Ground Transportation Pick-up Fee for Car Services and Limousine Companies: The president advised the Board that due to the logistics necessary to implement a pick-up fee process for car services and limousine companies in the hourly parking lot, additional time is needed to configure this with the parking lot equipment vendor. Therefore, this item was being pulled from the agenda and staff will bring this back to the Board at a future date.

F. Approval of a Food and Beverage and Retail Concession Agreement between Paradies Lagardère @ AVL, LLC. and the Greater Asheville Regional Airport Authority: Christina Madsen acknowledged the team from Paradies Lagardère in attendance at the meeting and stated that as the Board was aware, in 2010 the Authority formed a partnership with The Paradies Shops, LLC, which is now part of Paradies Lagardère Travel Retail North America ("Paradies"), for concessions in the airport. The current agreement with Paradies was extended and expires February 28, 2031. Mrs. Madsen informed the Board that discussions have been held with Paradies to provide food/beverage and retail concessions in the new terminal under a new 20-year agreement with one 5-year option to renew at the Authority's discretion. The new agreement will eliminate lease buy-out costs to the Authority and will begin upon final completion of the south concourse and main central terminal area. Mrs. Madsen reviewed the financial terms of the proposed agreement with Paradies.

Mr. Lovin moved to approve the agreement with Paradies Lagardère @ AVL, LLC and authorize the President & CEO to execute the necessary documents. Dr. Leatherwood seconded the motion and it carried unanimously.

G. Approval of Amendment to the FY23/24 Budget: Janet Burnette informed the Board that it was necessary to adjust the budgets for two departments to cover increased or unanticipated expenses. Mrs. Burnette reviewed the increases needed in the Executive and Marketing departments and further stated that an error was made in the previous year’s carryover amount for unexpended terminal and tower construction project budgets. The carryover amount was short by \$17,222,693. The amount had previously been approved by the Board and was not a request for additional funding, rather, staff requested to carry it forward into the next fiscal year’s budget. Mrs. Burnette stated that the following budget ordinance amendment would cover all remaining costs through the end of the fiscal year:

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>
Executive Dept		\$140,000.00
Marketing Dept		40,000.00
Carry-over Capital Expenditures		17,222,693.00
Totals		\$17,402,693.00

This will result in a net increase of \$17,402,693.00 in the appropriations. Revenues will be revised as follows:

REVENUES:

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash		\$17,402,693.00
Totals		\$17,402,693.00

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 14th day of June, 2024.

Brad Galbraith, Chair

Attested by:

Ellen Heywood, Clerk to the Board

Mr. Bell moved to amend the FY2023/2024 budget by adopting the budget ordinance amendment as presented by staff. Mr. Kennedy 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. Change Order No. 2 with Tennoca Construction for Shuttle Lot South

Project: The president reported on a change order for the Shuttle Lot South construction project that was within the president's spending authority and within the contract amount. The change order in the amount of \$65,000 was for additions and deletions on the project.

B. Update on Full-Scale Exercise: The president stated that a full-scale emergency drill is a requirement by the FAA and is held every three years. Chief Sales gave a brief update on the live drill that was held at the end of May. The exercise was well attended, and the Authority welcomed the collaboration of the airport's tenants, local fire departments, EMS, hospitals, governmental agencies and non-governmental organizations.

C. Chief Operations Officer: The president stated that as the Board was aware, the Authority had hired Lexie Farmer as the new Chief Operations Officer. Ms. Farmer's start date has been slightly delayed and she will begin on June 17th.

D. Grant: A grant for the Authority in the amount of \$3.5 million from the FAA was publicly released by Congress on June 13th. The grant will be used for the Air Traffic Control Tower project. This Authority has seen \$38.5 million in total grants for the Air Traffic Control Tower project and the Terminal Modernization and Expansion project.

E. Power Outage: The president stated that during the repairing and pouring of concrete for the Terminal Modernization and Expansion project, a conduit was accidentally hit early in the morning of June 13th causing a power outage in the Air Traffic Control Tower. Power was restored late in the afternoon and the permanent repairs took place later that evening.

F. TSA Security Checkpoint: TSA has advised staff that they will add a fourth lane at the checkpoint to accommodate the increase in passengers. The equipment has been ordered and the fourth lane is expected to be operational by July 16th. TSA has been a good partner and staff is appreciative of the additional equipment to help keep up with the demand.

G. Airport Permitting: State legislators have passed legislation to allow staff to work with local county government on erosion and sediment measures for projects rather than defaulting to the Department of Environmental Quality. Staff will be working with both Buncombe County and Henderson County to determine a process.

H. Construction Project Time Lapse: Jared Merrill recognized the team from Parsons, Hensel Phelps, and Gresham Smith that were in attendance at the meeting. Mr. Merrill shared a time lapse video assembled over a two-year timespan of the Terminal Modernization and Expansion project.

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 July 12, 2024 at Council Chambers, Fletcher Town Hall. The meeting may not be necessary, and the Board will be updated closer to the meeting.

AUTHORITY MEMBER REPORTS: None

CLOSED SESSION: At 9:17 a.m. Mr. Lovin moved that the Greater Asheville Regional Airport Authority go into closed session at this time pursuant to North Carolina General Statute 142-318.11(a) subsections (3), (5) and (6): to consult with an attorney retained by the Authority in order to preserve the attorney-client privilege between the attorney and the Authority, which privilege is hereby acknowledged; and, to consider the qualifications, competence, performance, character, fitness, and conditions appointment of an individual public officer or employee or prospective public officer or employee. Mr. Kennedy seconded the motion and it carried unanimously.

Open Session resumed at 10:57 a.m.

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY JUNE 14, 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. Mr. Kennedy seconded the motion and it carried unanimously.

APPROVAL OF THE GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY MAY 10, 2024 CLOSED SESSION MINUTES:

Mr. Lovin moved to approve the minutes for the Greater Asheville Regional Airport Authority May 10, 2024 Closed Session and to seal and withhold the minutes for the May 10, 2024 Closed Session from public inspection so long as public inspection would frustrate the purpose or purposes thereof. Dr. Leatherwood seconded the motion and it carried unanimously.

PRESIDENT & CEO PERFORMANCE EVALUATION:

Following a performance discussion held during closed session, Dr. Leatherwood moved to approve a 6% increase of the President & CEO's salary. Mr. Lovin seconded the motion and it carried unanimously.

ADJOURNMENT: Dr. Leatherwood moved to adjourn the meeting at 10:59 a.m. Mr. Kennedy seconded the motion and it carried unanimously.

Respectfully submitted,



Ellen Heywood
Clerk to the Board

Approved:



Brad Galbraith
Chair