

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

The Greater Asheville Regional Airport Authority ("Authority") met on Friday, August 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; and Gene O. Bell

**MEMBERS ABSENT:** Laura B. Leatherwood

**STAFF AND LEGAL COUNSEL PRESENT:** Sabrina Presnell Rockoff, Authority Legal Counsel; Lew Bleiweis, President & CEO ("president"); Lexie Farmer, Chief Operations Officer; Tina Kinsey, Chief Administrative Officer; Janet Burnette, Chief Financial Officer; Shane Stockman, VP – Information Technology; 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; and Ellen Heywood, Clerk to the Board

**ALSO PRESENT:** Matt Thocker, Signature Flight; Amanda Sheridan, McFarland Johnson; Paul Puckli, CHA Consulting; Travis Bird, Avcon, Inc.; Felicia Sonmez, Blue Ridge Public Radio

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

The Chair took a moment to acknowledge residents of the central and eastern parts of the state that were affected by Hurricane Debby.

**SWEARING IN OF BOARD MEMBER:** The president informed the Board that Carl H. Ricker, Jr. was previously sworn in by the Clerk to the Board.

**EMPLOYEE RECOGNITIONS:** The president requested a moment to recognize Tina Kinsey for her well-deserved promotion to Chief Administrative Officer effective July 1st.

The president also noted the following staff promotions: Kelly Smith, Public Safety Captain, was promoted to Deputy Chief; Dean Hannah, Public Safety Officer, was

promoted to Public Safety Captain; and Mark Whitted, Public Safety Officer, was promoted to Public Safety Lieutenant.

**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 and informed the Board that the report for the month shows revenue falling below budget and expenses above budget, however, this was due to some of the accruals that were included in June for the end of the fiscal year.

**CONSENT ITEMS:** The Chair stated that Consent Item F, Approval of the Greater Asheville Regional Airport Authority June 14, 2024 Closed Session Minutes, would be pulled for review in Closed Session.

**A. Approval of the Greater Asheville Regional Airport Authority June 14, 2024 Regular Meeting Minutes:**

**B. Approval of the Greater Asheville Regional Airport Authority July 1, 2024 Special Meeting Minutes:**

**C. Ratification to Purchase Two Shuttle Buses for Parking Operations:**

**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>
Equipment and Small Capital Outlay		\$280,198.00
Totals	<hr/> <hr/>	<hr/> <hr/> \$280,198.00

This will result in a net increase of \$280,198.00 in the appropriations. Revenues will be revised as follows:

**REVENUES:**

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash		\$280,198.00
Totals		\$280,198.00

**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 9<sup>th</sup> day of August, 2024.

\_\_\_\_\_  
Brad Galbraith, Chair

Attested by:

\_\_\_\_\_  
Ellen Heywood, Clerk to the Board

**D. Approval of Resolution for Issuance of Service Side Arm to Lieutenant Christopher Hudson:**

*Greater Asheville Regional Airport Authority*

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~ Resolution ~

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**WHEREAS**, the Greater Asheville Regional Airport Authority (the “Authority”) was created for the purpose of maintaining, operating, regulating, developing, and improving the Asheville Regional Airport; and

**WHEREAS**, Christopher Hudson served the Authority from April, 1999 through July, 2024, and during his tenure with the airport, held the ranks of Public Safety Officer (1999-2005), and Public Safety Lieutenant (2005-2024); and

**WHEREAS**, after 25 years of service Christopher Hudson retired from the Greater Asheville Regional Airport Authority on July 31, 2024.

**NOW, THEREFORE, BE IT RESOLVED** that N.C. General Statute 17F-20 authorizes the governing body of a law enforcement agency, to award a retiring officer meeting certain criteria with their service side arm upon retiring, which is the practice of the Greater Asheville Regional Airport Authority, and that such side arm, a Glock Semi-Automatic 17, Serial No. BDTF618 has been requested, and is hereby presented to Christopher Hudson, at no cost, as a token of the Greater Asheville Regional Airport Authority's appreciation for his service to this organization.

**BE IT FURTHER RESOLVED**, that the Greater Asheville Regional Airport Authority expresses its sincere gratitude to Christopher Hudson for his dedication and service to the Greater Asheville Regional Airport Authority, and for his commitment to the safety and security of the travelling public throughout Western North Carolina.

**Adopted this 9<sup>th</sup> day of August, 2024.**

Greater Asheville Regional Airport Authority

By: \_\_\_\_\_

Brad Galbraith, Chair

Attested by:

\_\_\_\_\_  
Ellen M. Heywood, Clerk to the Board

**E. Approval of Grant of Easement to Duke Energy Progress, A North Carolina LLC, for Electrical Service:**

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

**OLD BUSINESS:** None

**NEW BUSINESS:**

**A. Approval to Reinstate Airport Ground Transportation Pick-up Fee for Car Services and Limousine Companies:** Lexie Farmer informed the Board that due to construction of the terminal building, Car Services and Limousine Companies operating

at the airport were changed to an annual fee rather than a per-trip fee. Mrs. Farmer further stated that staff determined that these car services would better serve passengers if they were to operate from the hourly parking area. Two parking spaces have been dedicated and marked for Car Services and Limousine Companies and the operators will be assessed a per-trip fee of \$4.00 rather than the annual fee.

Mr. Ricker moved to reinstate the per-trip fee of \$4.00 for the Car Services and Limousine Companies that are permitted to operate at the Asheville Regional Airport. Mr. Kennedy seconded the motion and it carried unanimously.

**B. Approval of Change Order No. 3 with Tennoca Construction Company for the South Parking Lot:** Jared Merrill stated that the Board previously approved the Construction Contract and Change Orders 1 and 2 with Tennoca Construction Company for the South Parking Lot project. Mr. Merrill reviewed the items included in Change Order No. 3 and informed the Board that the cost for Change Order No. 3 is \$353,057.38 and falls within the construction allowance.

Mr. Lovin moved to approve Change Order No. 3 with Tennoca Construction Company in the amount of \$353,057.38 and authorize the President & CEO to execute the necessary documents. Ms. Russo Klein seconded the motion and it carried unanimously.

**C. Approval of Construction Contract Change Order No. 3 with Kokolakis Contracting for the Air Traffic Control Tower and Associated Facilities Project:** Jared Merrill reminded the Board that a Construction Contract and Change Orders 1 and 2 with Kokolakis Contracting were previously approved by the Board for the Air Traffic Control Tower project. Staff has received eight change order requests that have been compiled into Change Order No. 3. Mr. Merrill highlighted the items covered under Change Order No. 3 and reported that the cost of Change Order No. 3 was \$459,477.01 and included an additional 28 calendar days to be added to the completion of the project. Mr. Merrill advised the Board that the cost for Change Order No. 3 does fall within the construction allowance that was approved with the contract.

Mr. Ricker moved to approve Change Order No. 3 with Kokolakis Contracting in the amount of \$459,477.01 and an additional 28 calendar days and authorize the President & CEO to execute the necessary documents. Mr. Lovin 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 Airport Ranking:** The president reported that the FAA ranks airports each year based on passenger enplanements. Out of the 548 commercial service airports in the United States that are tracked, Asheville broke the 100 mark and has been ranked number 97.

**B. FAA Grant:** The airport has been awarded two grants from the FAA totaling \$12.3 million from the Bipartisan Infrastructure Law: \$3.5 million that was leftover funding that was not utilized by other airports, and \$8.8 million as part of AVL's entitlements. The grants will be used for construction projects.

**C. Instrument Landing System:** The FAA will be making some improvements to the Instrument Landing System ("ILS") beginning on August 12<sup>th</sup>. The ILS for Runway 17 will be taken out of service for replacement and will be down for approximately 30 days. Runway 35 will be done in mid-September following the completion of the work to Runway 17. While this could have some impact to arriving aircraft during inclement weather, this work is necessary.

**D. Project Tour:** The president stated that tours of the Air Traffic Control Tower and Terminal Modernization and Expansion projects will be offered to Board Members. More information will follow.

**E. Garage Entrance:** The entrance to the parking garage across from the baggage claim area will be closed to help alleviate traffic difficulties in the garage with the recent rental car expansion into the second level of the parking garage. Passengers will access the parking garage from the entrance located in the parking lot. Closure of that entrance across from baggage claim will allow staff an opportunity to explore License Plate Recognition ("LPR") software for the garage entrance located in the parking lot. The addition of LPR to the parking garage could allow for some future passenger amenities.

**F. Fuel Issue:** The president advised the Board that the recent fuel issues have been resolved over the last couple of days. Signature Flight plans to expand the fuel farm and there will be an opportunity to put in some measures to avoid a similar situation from happening again.

**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 20, 2024 at Council Chambers, Fletcher Town Hall.

**AUTHORITY MEMBER REPORTS:** None

**CLOSED SESSION:** At 8:58 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) subsection (3): 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. Ms. Russo Klein seconded the motion and it carried unanimously.

Open Session resumed at 9:33 a.m.

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY AUGUST 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. Ms. Russo Klein seconded the motion and it carried unanimously.

**APPROVAL OF THE GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**

**June 14, 2024 CLOSED SESSION MINUTES:** Mr. Lovin moved to approve the minutes for the Greater Asheville Regional Airport Authority June 14, 2024 Closed Session and to seal and withhold the minutes for the June 14, 2024 Closed Session from public inspection so long as public inspection would frustrate the purpose or purposes thereof. Ms. Russo Klein seconded the motion and it carried unanimously.

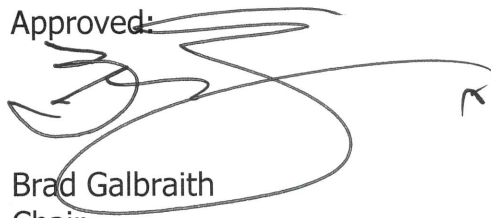
**ADJOURNMENT:** Ms. Russo Klein moved to adjourn the meeting at 9:34 a.m. Mr. Bell seconded the motion and it carried unanimously.

Respectfully submitted,



Ellen Heywood  
Clerk to the Board

Approved:



Brad Galbraith  
Chair