

**REGULAR MEETING  
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
September 20, 2024**

The Greater Asheville Regional Airport Authority ("Authority") met on Friday, September 20, 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; and Laura B. Leatherwood

**MEMBERS ABSENT:** Nathan Kennedy; and Gene O. Bell

**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; 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; and Ellen Heywood, Clerk to the Board

**ALSO PRESENT:** Amanda Sheridan, McFarland Johnson; James Moose, Avcon, Inc.

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

**PRESENTATIONS:** None

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

**CONSENT ITEMS:**

**A. Approval of the Greater Asheville Regional Airport Authority August 9, 2024 Regular Meeting Minutes:**

**B. Approval of Amendment to the FY24/25 Budget – Capital Carryover, Revenue and Salary Adjustments:**

**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>
Administrative Department	\$398,682	
Planning Department		\$20,274
Executive Department		\$28,194
Finance Department		\$41,753
Guest Services Department		\$21,086
Information Technology Department		\$40,930
Marketing Department		\$2,897
Operations Department		\$177,277
Properties Department		\$18,344
Public Safety Department		\$47,927
Carryover Capital Expenditures	1,673,451	
Transfer to GARAA Cash	15,437	
Totals	\$2,087,570	\$398,682

This will result in a net decrease of \$1,688,888 in the appropriations. Revenues will be revised as follows:

**REVENUES:**

	<u>Decrease</u>	<u>Increase</u>
Federal AIP Funds		\$2,198,257
NCDOT Funds		\$1,779,960
Other Revenue	\$15,437	
Transfer from GARAA Cash	\$5,651,668	
Totals	\$5,667,105	\$3,978,217

**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 20th day of September, 2024.

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

Attested by:

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

**C. Approval of Position Reclassification:**

**D. Approval of Amendment No. 1 to Task Order No. 9 with CHA Consulting for the Master Plan Update:**

**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>
Capital Improvements	_____	\$45,547.91
Totals	_____	\$45,547.91

This will result in a net increase of \$45,547.91 in the appropriations. Revenues will be revised as follows:

**REVENUES:**

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash	_____	\$45,547.91
Totals	_____	\$45,547.91

**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 20<sup>th</sup> day of September, 2024.

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Brad Galbraith, Chair

Attested by:

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Ellen Heywood, Clerk to the Board

**E. Approval of the Greater Asheville Regional Airport Authority August 9, 2024 Closed Session Minutes:** The minutes for the August 9, 2024 Closed Session were distributed and read by the Board Members.

Ms. Russo Klein moved to seal the minutes for the Closed Session of the Greater Asheville Regional Airport Authority for August 9, 2024 and to seal and withhold the minutes for the August 9, 2024 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 unanimously.

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

**OLD BUSINESS:** None

**NEW BUSINESS:**

**A. Approval of Construction Contract Change Order No. 4 with Kokolakis Contracting for the Air Traffic Control Tower and Associated Facilities Project:**

Jared Merrill reviewed the prior change orders for Kokolakis Contracting approved by the Board. Mr. Merrill stated that four change order requests have been compiled into Change Order No. 4 and highlighted the items included in the first three change orders. Parsons, the Resident Project Representative for the Air Traffic Control Tower project, has reviewed the change orders and negotiated the changes to \$975,000 and 234 days. Mr. Merrill further stated that the additional change order request included in Change Order No. 4 is for additional costs for a coordination study for the electrical gear for \$25,550.99 and subcontractor work for louver modifications for \$10,105.26 bringing the total cost of Change Order No. 4 to \$1,010,656.25 and an additional 234 calendar days added to the completion of the project. Change Order No. 4 falls within the construction allowance and does not require a budget amendment.

The Board questioned the amount of the previous change orders and Mr. Merrill responded that the total of the previous change orders amounts to between \$1.4 to \$1.5 million on this project.

Mr. Lovin moved to approve Change Order No. 4 with Kokolakis Contracting in the amount of \$1,010,656.25 and an additional 234 calendar days, and to authorize the President & CEO to execute the necessary documents. Dr. Leatherwood seconded the motion and it carried unanimously.

**B. Adoption of the Asheville Regional Airport Five-Year Capital Improvement Plan (CIP) for FY 2026-2030:** Jared Merrill reminded the Board that the CIP is required by the FAA each year for the airport to be eligible for federal project funding. Mr. Merrill stated that the projects identified on the CIP through FY30 include the Terminal Building Modernization and Expansion project, the Air Traffic Control Tower project, a new parking garage, airport roadway improvements and various pavement rehabilitation projects. Staff would need to bring any contracts for design or construction on any projects to the Board for approval as the CIP does not give authorization to staff to approve any contracts.

Mr. Ricker moved to adopt the Asheville Regional Airport Authority Five-Year Capital Improvement Plan. Dr. Leatherwood seconded the motion and it carried unanimously.

#### **PRESIDENT'S REPORT:**

**A. FAA Grant:** The president reported that the airport received the \$4.9 million entitlement grant from the FAA. This annual entitlement grant will be used for the purchase of the ARFF truck, design of Taxiway Alpha Rehabilitation project, and the remainder towards the Terminal Building Modernization and Expansion project.

**B. Industry Update:** The president shared industry metrics prepared by Airports Council International. The president reviewed stability of crude and jet fuel prices, domestic air traffic growth, operating expenses at US airports, cost per enplanement for airlines, as well as airline flight and seat capacity at North American airports.

A brief discussion followed concerning recovery and action steps following the 2019 downturn, manufacturing of aircraft and its effect on airlines, and the percentage of leisure vs. business travel at the airport.

**INFORMATION SECTION:** The president stated that a change had been made to the 3-month summary report included in the July 2024 traffic report. United Airlines stopped their daily flight to Denver for one week in December and the flight did not show on the schedule for the remainder of the report. The report was revised to show the flight back on the schedule.

**PUBLIC AND TENANTS COMMENTS:** None

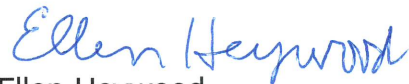
**CALL FOR NEXT MEETING:** The Chair stated that the next regular meeting of the Board will be held on October 11, 2024 at Council Chambers, Fletcher Town Hall.

**AUTHORITY MEMBER REPORTS:** None

**CLOSED SESSION:** None

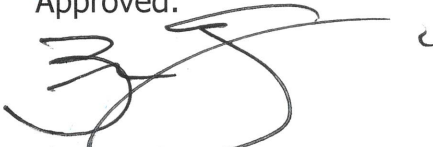
**ADJOURNMENT:** Dr. Leatherwood moved to adjourn the meeting at 9:07 a.m. Mr. Lovin seconded the motion and it carried unanimously.

Respectfully submitted,



Ellen Heywood  
Clerk to the Board

Approved:



Brad Galbraith  
Chair