

**REGULAR MEETING  
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
December 13, 2024**

The Greater Asheville Regional Airport Authority ("Authority") met on Friday, December 13, 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; Susan Russo Klein; Nathan Kennedy; Laura B. Leatherwood; and Gene O. Bell

**MEMBERS ABSENT:** Carl H. Ricker, Jr.

**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; Wendi Sparks, Telecommunications Supervisor; Beauford Rice, Maintenance Supervisor Airfield; Kyle Montague, IT Systems Technician; and Ellen Heywood, Clerk to the Board

**ALSO PRESENT:** 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.

**EMPLOYEE RECOGNITIONS:** The Chair recognized Wendi Sparks with a service award and gift for her 20 years of service with the Authority.

The Chair also recognized Beauford Rice with a service award and gift for his 15 years of service with the Authority.

**PRESENTATIONS:** None

**FINANCIAL REPORT:** The president delivered a review of enplanements, aircraft operations, and general aviation activity for the month of October and stated that the decline in seats in the market and passenger activity was directly attributable to Hurricane Helene. Janet Burnette reported on the financial activity for the month of October.

Ms. Russo Klein arrived at 8:40 a.m.

**CONSENT ITEMS:**

**A. Approval of the Greater Asheville Regional Airport Authority November 8, 2024 Regular Meeting Minutes:** Dr. Leatherwood moved to approve the November 8, 2024 Regular Meeting Minutes of the Greater Asheville Regional Airport Authority. Mr. Lovin seconded the motion and it carried with a 5 to 0 vote.

**OLD BUSINESS:** None

**NEW BUSINESS:**

**A. Approval of Amendment No. 1 to Hangar and Facility Lease Agreement between Allegiant Air, LLC and the Greater Asheville Regional Airport Authority:** Christina Madsen reminded the Board that removal of aircraft ramp and hangar space from the Signature Flight Support ("Signature") leasehold was approved at the November 8, 2024 Authority Board Meeting. As they continue to grow in Asheville, Allegiant Air, LLC ("Allegiant") has requested additional space to support their maintenance operations. Mrs. Madsen stated that the addition of 7,900 sf of hangar and office space and 45,000 sf of ramp area to the agreement with Allegiant would provide \$194,133 in additional annual rent to the Authority. Mrs. Madsen detailed the terms of the agreement and advised the Board that the annual rent from Allegiant would be a net increase in revenue of over \$140,000 annually to compensate for the loss in revenue from removal of this area from Signature's leasehold.

Mr. Lovin moved to approve Amendment No. 1 to Hangar and Facility Lease Agreement with Allegiant Air, LLC. and authorize the President & CEO to execute the necessary documents. Dr. Leatherwood seconded the motion and it carried with a 5 to 0 vote.

**B. Approval of Contract with Arconas Inc. for a Portion of the Furniture in the New Terminal Building:** Jared Merrill informed the Board that a Request for Proposals ("RFP") for terminal furniture was published in September. A selection committee reviewed the eight proposals received and selected two companies to supply the furniture needs for the terminal building. Arconas Inc was selected to supply the tandem holdroom furniture as well as outdoor benches and waste receptacles, and Facility Planners, Inc. ("FPI") was selected to supply supplemental furniture for the common areas of the terminal.

Mr. Bell arrived at 8:50 a.m.

Mr. Merrill stated that staff would bring the contract with FPI to the Board in February. The RFP did not include furniture for the new Administration offices and that RFP will be issued at a later date. The contract with Arconas Inc. for the holdroom furniture and outdoor benches and waste receptacles totals \$1,183,518.70 and Mr. Merrill stated that the expense for this furniture has been included in the project budget and will be paid for using airport funds. Mr. Merrill presented sample images of the furniture to be supplied by both Arconas Inc. and FPI.

Mr. Kennedy moved to approve Contract with Arconas Inc. for a portion of the furniture for the new terminal in the amount of \$1,183,518.70 and authorize the President & CEO to execute the necessary documents. Ms. Russo Klein seconded the motion and it carried unanimously.

The president informed the Board that the following item was being added to the agenda:

**C. Approval of Amendment No. 1 to Reimbursement Agreement with Sheetz, Inc. and the Greater Asheville Regional Airport Authority:** Christina Madsen stated that a Reimbursement Agreement with Sheetz, Inc. was previously approved by the Board in March of 2024 for the design and construction of additional vehicle parking requested by the Authority. At that time the cost of the additional vehicle parking was estimated to be \$2.2 million and the design was at 40%. Sheetz has completed 90% construction drawings and the cost has been updated to \$2,383,893.50. Mrs. Madsen further stated that staff recommends continuing with the construction of the additional parking and reimbursement to Sheetz upon completion of the project. Funds have been included in the fiscal year budget for reimbursement to Sheetz.

Dr. Leatherwood moved to approve Amendment No. 1 to the Reimbursement Agreement with Sheetz, Inc. 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 additional items to address that were not included on the agenda.

**A. Hurricane Relief Partners:** The president commented that in addition to the resolution which the Board approved at the November meeting, thank you letters were sent to the many people and agencies that assisted in many capacities following Hurricane Helene. The president read a letter to the Board that had been received from the NC State Highway Patrol following their receipt of the Authority's thank you letter.

**B. Hurricane Helene Assistance:** The president remarked that the aviation trade organizations, Airports Council International-NA and American Association of Airport Executives, reached out to aviation partners throughout the country to collect funds for airport employees affected by Hurricane Helene and Hurricane Milton. The president was

pleased to report that 22 Asheville Regional Airport employees who sustained personal property damage received assistance from this disaster relief fund.

**C. Sit 'n Sip Program Update:** Christina Madsen reported that since its inception last month the Sit and Sip program has been doing well. Mrs. Madsen stated that the Sit 'n Sip program generated 7% of all alcohol sales in November of 2024 as compared to alcohol sales from November of 2023. Staff hopes to reach the 25% projection soon. There have been no problems reported to date with the program.

**D. Update on Allegiant Headquarter Visit:** The president and Tina Kinsey recounted their recent visit to Allegiant headquarters. Victoria Isley with Explore Asheville and Carrie Kelly, the Authority's air service consultant, accompanied the president and Mrs. Kinsey on the visit and the group met with many of Allegiant's team members. Mrs. Kinsey is working on scheduling meetings with other airline partners.

**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 January 10, 2025 at Council Chambers, Fletcher Town Hall.

**AUTHORITY MEMBER REPORTS:** None

**CLOSED SESSION:** None

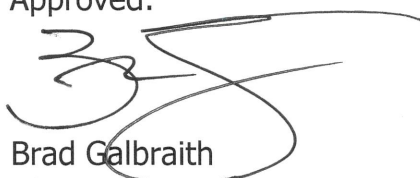
**ADJOURNMENT:** Ms. Russo Klein moved to adjourn the meeting at 9:15 a.m. Mr. Bell seconded the motion and it carried unanimously.

Respectfully submitted,



Ellen Heywood  
Clerk to the Board

Approved:



Brad Galbraith  
Chair