

**REGULAR MEETING
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
June 13, 2025**

The Greater Asheville Regional Airport Authority ("Authority") met on Friday, June 13, 2025 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 Nathan Kennedy

MEMBERS ABSENT: Laura B. Leatherwood; and Gene O. Bell

STAFF AND LEGAL COUNSEL PRESENT: Sabrina Presnell Rockoff, Authority Legal Counsel; Lew Bleiweis, President & CEO ("president"); Tina Kinsey, Chief Administrative Officer; Lexie Farmer, Chief Operations Officer; Janet Burnette, Chief Financial Officer; Shane Stockman, VP – Information Technology; John Coon, VP – Operations and Maintenance; Christina Madsen, VP – Business Development and Properties; Samuel Sales, Chief of Public Safety; Angela Wagner, VP - Administration and Human Resources; Sebastien Feyaerts, IT Systems Technician; and Ellen Heywood, Clerk to the Board

ALSO PRESENT: Amy Harris; Bob Overby, McFarland Johnson; Todd Walsh, Clegg's Pest Control; Amanda Sheridan, McFarland Johnson; Jason Sandford, AshevilleVegas.com; James Moose, Avcon, Inc.; Ben Schoenfeld, McGuire, Wood & Bissette

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

ELECTION OF OFFICER: On behalf of the Nominating Committee, Mr. Kennedy moved to re-appoint Britt Lovin as Vice-Chair of the Greater Asheville Regional Airport Authority effective July 1, 2025. Mr. Ricker seconded the motion and it carried unanimously.

The president introduced Amy Harris, the new Chief Financial Officer, to the Board and stated that Ms. Harris would begin employment on June 30th. The Board welcomed Ms. Harris to the organization.

The president also requested a moment to recognize Tina Kinsey. Tina was named the recipient of the 2025 ACI-NA Air Service Achievement Award. The Board congratulated Mrs. Kinsey on this significant achievement.

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 I, Approval of the Greater Asheville Regional Airport Authority April 11, 2025 Closed Session Minutes Parts A and B, would be pulled for review in Closed Session.

A. Approval of the Greater Asheville Regional Airport Authority April 11, 2025 Regular Meeting Minutes:

B. Approval of a Resolution Accepting Grants:

C. Approval of Amended Administrative Policies and Procedures:

D. Approval of Amended Human Resources Policies and Procedures:

E. Approval of Sewer Easement with Sergio and Autumn Mendez:

F. Approval of Grant of Waterline Easement with City of Asheville for Air Traffic Control Tower:

G. Approval of Position Reclassification:

H. Approval of Vehicle for Information Technology Department:

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

OLD BUSINESS: None

NEW BUSINESS:

A. Approval for the Terminal Project Reconfigurations of Security Checkpoint, Data Rooms, Airline-Use Space, and Operational Space: Lexie Farmer informed the Board that staff worked with Gresham Smith, the design team for the Terminal Modernization and Expansion project, to determine if space in Phase 2 of the terminal project could be reconfigured to support future growth projected in the Master Plan. With some reconfiguration, additional space can be included for airline ticket offices and baggage service office, 8 airline ticketing positions, a third ticket counter BHS belt, and shell space for additional security checkpoint lanes. Ms. Farmer stated that an

amendment to the Gresham Smith contract was needed to complete the design work. The estimated design cost is not to exceed \$300,000.00 and would be funded through existing project funds. Once the design is completed, Hensel Phelps will bid the additional work, and a contract amendment will be presented to the Board for review and approval. Ms. Farmer further advised the Board that the cost for the construction of the reconfigured space will require a budget amendment and funds to be added to the project budget.

Ms. Russo Klein moved to approve the project team to move forward with the preliminary design of the additional square footage and reconfiguration of the Terminal Project; approve the change order with Gresham Smith in the amount not to exceed \$300,000; and authorize the President & CEO to execute the necessary documents. Mr. Ricker seconded the motion and it carried unanimously.

B. Approval of Change Order with Hensel Phelps for the Reconfiguration of the Rental Car Counters and Office Space: Lexie Farmer reminded the Board that last November an expansion of the South Baggage Claim area for future installation of a third baggage carousel was approved. The airlines have since agreed to pay for the third baggage carousel with the intention that it will be functioning when the South Baggage Claim becomes fully operational. Ms. Farmer stated that a change to the rental car counters and office configuration will now be necessary. The design and construction teams recommend a rental car customer service building to be constructed 15 feet from the end of the South Baggage Claim with a connector between the facilities. The rental cars would operate from this building until the new parking garage is constructed. Ms. Farmer informed the Board that the estimate for this new building was \$1.3 million. An allowance for rental car counter and offices was already incorporated in the terminal project and the difference has been budgeted for in owner contingency of the terminal project. Hensel Phelps will finalize the bid for additional work once the design of the building is completed. Staff will bring the new cost to the Board for approval if the final bid cost is higher than the estimate.

Mr. Ricker moved to approve the change order with Hensel Phelps in the amount not to exceed \$1.3 million and authorize the President & CEO to execute the necessary documents. Mr. Lovin seconded the motion and it carried unanimously.

C. Approval of Amendment to Task Order No. 2 with McFarland Johnson, Inc. for Additional Services for the Remain Overnight Parking Apron Project: Lexie Farmer stated that after meeting with the airlines, it has been determined that the general aviation ramp should be reconstructed to accommodate larger commercial aircraft. This is the area to the north of the hangars that have been demolished for additional Remain Overnight (RON) parking. The task order with McFarland Johnson will need to be amended to include additional design and Geotech report for the added ramp

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:

EXPENDITURES:

This will result in a net increase of \$143,260.00 in the appropriations. Revenues will be revised as follows:

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash		\$143,260.00
Totals		\$143,260.00

Adopted this 13th day of June 2025.

Attested by:

Ellen Heywood, Clerk to the Board

Mr. Lovin moved to approve the Amendment to Task Order No. 2 with McFarland Johnson, Inc. in the amount of \$143,260.00; 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. Mr. Kennedy seconded the motion and it carried unanimously.

Project Program Management Services: Lexie Farmer reminded the Board that Parsons Transportation Group, Inc. ("Parsons") provides program management services for the Terminal project. Ms. Farmer requested a continuation of the services provided by Parsons for FY2025/2026. Parsons would bill on an hourly fee basis plus reimbursable expenses, and the cost was estimated to be \$1,998,796.00. The funds will be paid through the previously approved Terminal project construction budget.

E. Approval of Amendment No. 1 to Task Order No. 1 with Kimley-Horn for Design of the Overlook Parking Wright Brothers Way Extension: Lexie Farmer stated that as the Board may recall, a contract with Kimley-Horn for the design of the overlook parking lot and stormwater improvements was approved by the Board last November. Staff has determined that it would be beneficial to also design for the future development of the area north of Wright Brothers Way. The new overlook parking lot will also need additional signage and wayfinding from the airport entrance. Ms. Farmer stated that staff has worked with Kimley-Horn to develop a scope of work for the Wright Brothers Way extension and enhancements as well as the signage and wayfinding for the new overlook parking lot. The original task order with Kimley-Horn for the overlook parking lot and stormwater improvements was \$1,778,149 and the amount of the additional work was \$316,662.00 for a total contract amount of \$2,094,811.00. The cost of the additional design work will be paid for with airport funds and will 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>
Capital Improvements		\$316,662.00
Totals		\$316,662.00

REVENUES:

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.

Brad Galbraith, Chair

Ellen Heywood, Clerk to the Board

F. Approval of Contract to Tarheel Paving and Asphalt Company, Inc. for the Reconstruction and Improvements to Perimeter Road: Lexie Farmer requested Board approval for the reconstruction and improvement of Perimeter Road on the northwest area of the airfield. Two proposals were received to complete the work with Tarheel Paving submitting the lower cost of \$306,800.00. Ms. Farmer further requested \$46,000.00 as a construction allowance for a total project budget of \$352,800.00. This project will be paid for with airport funds that have been included in the budget.

Mr. Ricker moved to approve the contract with Tarheel Paving in the amount of \$306,800.00 and a total project budget of \$352,800.00 and authorize the President & CEO to execute the necessary documents. Mr. Lovin seconded the motion and it carried unanimously.

G. Approval of Agreement for Contract Custodial Services: John Coon informed the Board that it has been determined that with the current custodial staffing levels, contracting for custodial services will be required to ensure that the cleanliness of the facilities and needs of the passengers are met at the airport. Mr. Coon stated that staff has worked with several local cleaning companies and believes that The Budd Group will be able to fulfill the custodial responsibilities. The one-year service agreement with The Budd Group will cost \$61,772.00 monthly and has been included in the FY25/26 budget. Staff will issue a request for proposals for custodial services in the first quarter of 2026.

Ms. Russo Klein moved to approve the agreement with The Budd Group and authorize the President & CEO to execute the necessary documents. Mr. Kennedy seconded the motion and it carried unanimously.

H. Preliminary Approval of Authority's Amended Ordinance 201601-11(a) to Implement a Schedule of Airline Rates, Fees and Charges for the Asheville Regional Airport: Janet Burnette reminded the Board that the Amended Ordinance of Airline Rates, Fees and Charges was adopted by the Board at the April Board meeting. After meetings held with the airlines, it was decided that installation of a third baggage carousel would be needed sooner than originally planned and the airlines have requested that the carousel be installed during Phase 2 of the Terminal Modernization and Expansion project. Mrs. Burnette stated that the airlines have agreed to add the cost for the baggage carousel to the Airline Rates, Fee and Charges over a three-year period. Mrs. Burnette reviewed the increased costs that will be charged to the airlines through the Rates, Fees and Charges.

Mr. Lovin moved to consider and approve the revised Airline Rates, Fees and Charges; schedule a public hearing and accept public comment on the revised Airline Rates, Fees and Charges; and following the minimum period for public comment and public hearing, adopt the Airline Rates, Fees and Charges for FY2025/2026 at the next scheduled Authority Board meeting. Ms. Russo Klein seconded the motion and it carried unanimously.

I. Approval of Reimbursement Agreement with Signature Flight Support LLC. and the Greater Asheville Regional Airport Authority: Christina Madsen reported that as required by the terms of their lease, Signature Flight Support ("Signature") is required to ensure their ramp areas are maintained and rehabilitated. The Authority will be rehabilitating the ramp area adjacent to the area in Signature's leasehold, and it was agreed that one contractor should complete the pavement rehabilitation in both areas to ensure the transition areas are phased to reduce impacts to customers. Mrs. Madsen stated that the Authority will have the work completed and that Signature will reimburse the Authority for its portion of the work on the ramp within

their leasehold. Signature completed a preliminary cost estimate for the work to be done in their area of the ramp and the cost was \$798,955.00. Upon completion of the work, Signature will reimburse the Authority \$798,955.00.

Mr. Lovin moved to approve the Reimbursement Agreement with Signature Flight Support LLC. and authorize the President & CEO to execute the necessary documents. Mr. Kennedy seconded the motion and it carried unanimously.

PRESIDENT'S REPORT: The president remarked that he had additional items to address that were not included on the agenda.

A. FEMA Reimbursement: The president reported on the funds received from FEMA to date and commented that the Authority was awaiting reimbursement for the debris cleanup at the Broadmoor Golf Course, and that staff continues to work with FEMA on this portion.

B. FY26 Org Chart: An updated Org Chart effective July 1, 2025 was distributed to the Board for their review.

C. Terminal Update: Lexie Farmer gave a brief update on recent openings of the baggage handling system and airline ticket lobby and the timeline for upcoming openings of the temporary security checkpoint, north concourse, and relocation of the rental car counters.

D. Recognition of Sabrina Presnell Rockoff: The president recognized Sabrina Presnell Rockoff for her service and commitment to the community through her role on the Economic Development Coalition and recent position as Chair of the Asheville Chamber of Commerce.

AUTHORITY MEMBER REPORTS: None

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 11, 2025 at Council Chambers, Fletcher Town Hall.

CLOSED SESSION: At 9:15 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 143-318.11(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 10:01 a.m.

Ms. Russo Klein left the meeting during the Closed Session.

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY JUNE 13, 2025 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 by a 4 to 0 vote.

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY APRIL 11, 2025

CLOSED SESSION MINUTES PARTS A AND B: Mr. Lovin moved to approve the minutes for the Greater Asheville Regional Airport Authority April 11, 2025 Closed Session Parts A & B and to seal and withhold the minutes for the April 11, 2025 Closed Session Parts A & B from public inspection so long as public inspection would frustrate the purpose or purposes thereof. Mr. Kennedy seconded the motion and it carried by a 4 to 0 vote.

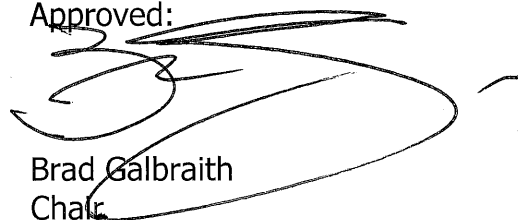
ADJOURNMENT: Mr. Ricker moved to adjourn the meeting at 10:05 a.m. Mr. Kennedy seconded the motion and it carried by a 4 to 0 vote.

Respectfully submitted,



Ellen Heywood
Clerk to the Board

Approved:



Brad Galbraith
Chair