

**REGULAR MEETING
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
September 12, 2025**

The Greater Asheville Regional Airport Authority ("Authority") met on Friday, September 12, 2025 at 8:30 a.m. in Council Chambers at the Fletcher Town Hall, 300 Old Cane Creek Road, Fletcher, North Carolina 28732.

Members Present: Britt Lovin, Vice Chair; Carl H. Ricker, Jr.; Nathan Kennedy; Gene O. Bell; and Susan Russo Klein

Absent: Brad Galbraith, Chair; Laura B. Leatherwood

Staff and Legal Counsel Present: Sabrina Rockoff, Authority Legal Counsel; Lew Bleiweis, President & CEO ("president"); Tina Kinsey, Chief Administrative Officer; Lexie Farmer, Chief Operations Officer; Amy Harris, Chief Financial Officer; Samuel Sales, Chief of Public Safety; Shane Stockman, VP-Information Technology; John Coon, VP – Operations and Maintenance; Christina Madesen, VP – Business Development and Properties; Angi Daus, VP – Air Service Development and Corporate Communications; Jared Merrill, VP – Planning; Angela Wagner, VP – Administration and Human Resources; Kyle Montague, IT Systems Technician Lead; and, Karen O'Conner, Accounting Administrator.

Also Present: James Moose, AVCON; Paul Puckli, CHA Consulting; and, Amanda Sheridan, McFarland Johnson.

Call To Order: The Vice Chair called the meeting to order at 8:31 a.m.

The Vice Chair explained he would be running the meeting this morning and welcomed everyone.

Service Award Presentations:

Karen O'Conner: The Vice Chair acknowledged Ms. O'Conner's service of ten years to the Authority.

Shane Stockman: The Vice Chair acknowledged Mr. Stockman's service of ten years to the Authority.

Tina Kinsey: The Vice Chair acknowledged Ms. Kinsey's service for fifteen years to the Authority, including most recently her involvement with the new GARAA logo and launch video. The Vice Chair acknowledged the board's appreciation for the communications and marketing of the GARAA and the new terminal all under Ms. Kinsey's leadership.

Presentations: None

Financial Report: The president delivered a review of enplanements, aircraft operation and general aviation activity for the month of July. Enplanements are down for July 2025 compared to last year and year to date compared to last year. Terminal construction and emergency ramp repairs led to an artificial cap from the carriers for number of aircraft which has contributed to the decrease.

Ms. Harris reported on the financial activity for the month of July. Revenue was over budget and expenses were under budget for the first month of the fiscal year. Ms. Harris provided cash balances in the GARAA accounts as of the end of July 2025. The Vice Chair asked questions regarding receivables. Ms. Harris reported that several of the past due receivables on the report have been cleared since the end of July 2025 and explained others.

Consent Items: The Vice Chair stated that Consent Item C, approval of the Greater Asheville Regional Airport Authority August 8, 2025 Closed Session Minutes would be pulled for review in closed session.

A. Approval of the Greater Asheville Regional Airport Authority August 8, 2025 Regular Meeting Minutes

B. Approval to Extend Temporary Construction Easement for the Sewer Line Easement Granted to Sergio and Autumn Mendez

Ms. Russo-Klein moved to approve Consent Items A and B. Mr. Bell seconded the motion and it carried unanimously.

Old Business: None

New Business:

A. Approval of General Aviation Fuel Flowage Fee Increase: Ms. Madsen explained that in March 2008, the Authority approved a fuel flowage fee of \$0.05 per gallon. The fee has not been increased since implementation. The fuel flowage fee contributes to the Authority's requirement from the FAA to be as self-sufficient as possible. Staff conducted a survey of fuel flowage fees in NC and two airports in SC. Staff is recommending a \$0.09 fuel flowage fee as of October 1, 2025 and a review of the fuel flowage fee every three years and include any increases as part of the budget process. Staff has met with Signature Aviation and the pilot association to update them on these changes. The Vice Chair voiced approval of the three year review process and the reasonableness of the fee. The president commended the staff's communications with the aviation community.

Mr. Ricker moved to increase the fuel flowage fee to \$0.09 per gallon and reevaluate the Fuel Flowage Fee every three years, and authorize the President and CEO to execute and implement the necessary process and documents. Mr. Kennedy seconded the motion, and it passed unanimously.

B. Approval of New Minimum Standards Requirements for Airport Commercial Aeronautical Activities: Ms. Madsen explained that minimum standards are required by the FAA to establish the threshold entry requirements for those entities wishing to engage in Commercial Aeronautical Activities at the Airport; ensure that those entities obtaining the approval of the Authority to engage in such activities are not exposed to unfair competition, and protect the public from unsafe or inadequate or substandard aeronautical products, services and facilities.

In April 2004 the Authority approved and adopted Minimum Standards for the Asheville Regional Airport. On July 19, 2004 the Minimum Standards were updated and amended by the Board. The new Minimum Standards have been established to comply with FAA Grant Assurances and Advisory Circulars. These new Minimum Standards were developed taking into consideration the role of the Airport, the range level and quality of aeronautical products, services, and facilities currently being provided at the Airport, the future needs for and the anticipated development of the Airport and the community and the promotion of fair competition at the Airport.

Any existing activities or service provider currently under a fully executed and approved lease or operating agreement will not be required to meet the standards until at such time that the service provider's lease or agreement with the Authority is modified, renewed, or a change in the service provider's ownership occurs.

Ms. Russo Klein moved to approve and adopt the Revised Minimum Standards Requirements for Airport Commercial Aeronautical Activities effective October 1, 2025, terminate the existing minimum standards effective September 30, 2025 at midnight; and authorize the President and CEO to execute and implement the necessary process and documents. Mr. Ricker seconded the motion, and it carried unanimously.

C. Approval of Land Disposition and Land Exchange with Henderson County: Ms. Madsen explained that in May 2023, the Authority approved entering into a Simultaneous Exchange Agreement for Real Property with Henderson County. This exchange of two parcels on the west side of the runway allows the Authority to acquire

a piece of property that will create a larger frontage parcel for future aeronautical development. In addition, the Authority was to grant Henderson County a Right of First Offer on the adjoining 65.80 acres. Each of these were pending FAA approval.

Since this approval, staff has been working with the FAA and Henderson County to resolve issues identified by the FAA. Staff is recommending approval of the following documents: (1) Amendment to the Simultaneous Exchange Agreement between the Authority and Henderson County to remove the Right of First Offer, having the Authority dispose of a tract with Henderson County acquiring it under a Purchase and Sale Agreement between the two parties, with the sale price being \$8,350,000.00 as determined by two independent appraisals and a review appraisal; (2) Tri-Party Agreement between the Authority, Henderson County and Wild River Corporation, which removes land use restrictions on the property being acquired by the Authority as required by the FAA; (3) Easement Agreement between Henderson County and the Authority for a new roadway until such time as it is dedicated for public use; and (4) Acknowledgement of Reverter Amendment between the Authority and the City of Asheville. The property exchange and purchase agreement are contingent upon Henderson County Commissioners and FAA approvals.

The value of the properties to be exchanged was determined by appraisals that were completed on the properties. The fair market value for the Henderson County Property is valued at \$2,285,550 and the fair market value of the Authority property is valued at \$2,285,393. The fair market value of the third tract is referenced above as the purchase price. The purchase price and expenses incurred by the Authority over the past few years on this project will be paid at closing.

Mr. Kennedy moved to approve the land exchange and land disposition and all documents associated with the transaction and to authorize the president and CEO to execute the necessary documents. Ms. Russo Klein seconded the motion, and it carried unanimously.

D. Adoption of the Asheville Regional Airport Five-Year Capital Improvement Plan (CIP) for FY2027-2031: Mr. Merrill explained that the FAA requires all airports to submit a Five-Year Capital Improvement Plan (CIP) to be eligible for federal project funding. CIP priorities through FY2031 provide for the continuation of existing programs already underway or planned. This includes, but is not limited to, the Terminal Building Modernization Program, New Parking Garage, Runway and Taxiway Sealcoat, New Airport Entrance Design and Future Development Projects.

Mr. Merrill made clear that the CIP is considered a planning and administrative tool for Authority staff, the FAA and the NCDOT Division of Aviation. Adopting the CIP does not approve any contracts nor provide staff with any authorization to award design or construction projects. Staff will present individual CIP projects to the Authority in accordance with all applicable policies.

Mr. Bell moved to adopt the Asheville Regional Airport Five-Year Capital Improvement Plan. Ms. Russo Klein seconded the motion, and it carried unanimously.

E. Approval of Scope of Services No. 3 with McFarland Johnson, Inc. for the Planning and Conceptual Design Services for the New Airport Entrance:

Mr. Merrill explained that the recent Airport Master Plan Update identified two major needs for the Airport over the next ten to fifteen years: additional parking and extended curb front for the Terminal. The Authority approved Scope of Services No. 2 with McFarland Johnson in March 2025 for the design of the new parking garage and the internal roadway improvements. Scope of Services No. 3 would include the design of the new main entrance at the intersection of Fanning Bridge Road for the extension of the curb front. Airport staff have been working with McFarland Johnson to develop a scope of work and negotiate a fee for the planning and conceptional design of this new entrance and necessary improvements. Staff have also already had several meetings with NCDOT, who is on board with the project.

Mr. Ricker moved to the approve the Scope of Services No. 3 with McFarland Johnson, Inc., in the amount of \$91,275.00 and to authorize the president & CEO to execute the necessary documents. Mr. Kennedy seconded the motion, and it passed unanimously.

F. Approval of Amendment 2H with Gresham Smith for Terminal Project Design Add Services:

Mr. Merrill presented the amendment for scope of design services, explaining it was put together to cover design add services for necessary Terminal program changes. Due to the Air Traffic Control Tower delays, the Terminal project team had to rephase the completion of the project. The rephase includes the use of a tower crane to complete the new south concourse, permanent checkpoint and baggage claim expansion. The amendment includes consultant services to complete the Safety Risk Management (SRM) survey with the FAA that will be necessary. The amendment also includes necessary adjustments to the design of the Terminal Phase 2, including expanding the security checkpoint from four to eight lanes, adding four ticket counters, adding an elevator to the south concourse, relocation of the

electrical/communications rooms to match new phasing lines and necessary changes to tenant spaces.

Airport staff has negotiated with Gresham Smith to complete all of these design add services for a total cause of \$380,000.00. This amendment along with the other previously approved add services bring the total contract for the Terminal with Gresham Smith to \$21,554,227.00. This is just under 6% of the cost of construction.

Mr. Bell moved to approve Amendment 2H to the design contract with Gresham Smith in the amount of \$380,000.00; to authorize president and CEO to execute the necessary documents; and to amend the FY2025/206 budget by adopting the budget ordinance amendment. Mr. Kennedy seconded the motion, and it carried unanimously.

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, 2026:

Section 1. To amend the appropriations as follows:

EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Capital Improvements		\$380,000
Totals		<u>\$380,000</u>

This will result in a net increase of \$380,000 in the appropriations. Revenues will be revised as follows:

REVENUES:

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash		\$380,000
Totals		<u>\$380,000</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 12th day of September, 2025.

Brad Galbraith, Chair

Attested by:

Lew Bleiweis, President & CEO

President's Report:

A. FAA Visit – Washington DC : The president reported that he and Ms. Kinsey met with the FAA on Monday in Washington, D.C. Many changes have taken place within the FAA in D.C. with the current administration. The president and Ms. Kinsey were able to meet some of the new administrators and deputies and explain some of the projects going on at the Asheville Airport.

Information Section: No comments

Public and Tenants' Comments: None

Call for Next Meeting: The Vice Chair stated that the next regularly scheduled meeting of the Authority will be October 17, 2025 at the Council Chambers, Fletcher Town Hall.

Closed Session: At 9:11 am, Mr. Kennedy moved that the Greater Asheville Regional Airport Authority go into closed session pursuant to North Carolina General Statute 142-318.11(a)(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 10:55 a.m.

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY SEPTEMBER 12, 2025

CLOSED SESSION MINUTES: Mr. Kennedy moved to seal the minutes for the Closed Session just completed and to withhold such Closed Session minutes from public

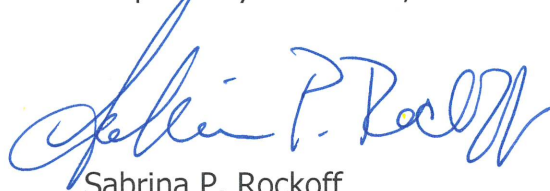
inspection so long as public inspection would frustrate the purpose or purposes thereof. Ms. Russo Klein seconded the motion, and it carried unanimously.

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY AUGUST 8, 2025

CLOSED SESSION MINUTES: Mr. Kennedy moved to approve the minutes for the Greater Asheville Regional Airport Authority August 8, 2025 Closed Session and to seal and withhold the minutes for the August 8, 2025 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 10:56 a.m. Mr. Kennedy seconded the motion, and it carried unanimously.

Respectfully submitted,



Sabrina P. Rockoff
Attorney to the Board