

REGULAR MEETING
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
November 14, 2025

The Greater Asheville Regional Airport Authority (“Authority”) met on Friday, November 14, 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; Nathan Kennedy; Laura B. Leatherwood; and Gene O. Bell

MEMBERS ABSENT: None

STAFF AND LEGAL COUNSEL PRESENT: Sabrina P. Rockoff, Authority Legal Counsel; Lew Bleiweis, President & CEO (“president”); Tina Kinsey, Chief Administrative Officer; Lexie Farmer, Chief Operations Officer; Amy Harris, Chief Financial Officer; 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; Angie Daus, VP – Air Service and Corporate Communications; Sam Finkelstein, IT Systems Technician; and Ellen Heywood, Clerk to the Board

ALSO PRESENT: James Moose, AVCON; Bob Overby, McFarland Johnson; Amanda Sheridan, McFarland Johnson; Felicia Sonmez, Blue Ridge Public Radio

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 September. The Board requested an update at a future Board meeting on how Asheville compares to other airports around the country with respect to overall air traffic. The president responded that there would be an air service presentation at the December Board meeting that would provide that information. Amy Harris reported on the financial results for the month of September.

CONSENT ITEMS:

A. **Approval of the Greater Asheville Regional Airport Authority October 17, 2025 Regular Meeting Minutes:** Mr. Lovin moved to approve the Greater Asheville Regional

Airport Authority October 17, 2025 regular meeting minutes. Dr. Leatherwood seconded the motion and it carried unanimously.

OLD BUSINESS: None

NEW BUSINESS:

A. Approval of Funds Transfer from FY25/26 Capital Budget to FY25/26 Operating

Budget: Lexie Farmer informed the Board that staff spent \$335,400.00 of the \$400,000.00 for the Perimeter Road Improvement project which was included in the FY24/25 capital budget and carried over into the FY25/26 budget. Ms. Farmer requested the Board approve the transfer of the remaining funds from the Perimeter Road Improvement project into the Planning Operating budget, Professional Services. Staff plans to use the funds to hire a consultant for a parking rate study and return on investment analysis for future parking facilities and amenities. The following budget amendment would be necessary:

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>
Operating – Planning Budget, Professional Services		\$64,600.00
Capital Improvements	\$64,600.00	
Totals	\$64,600.00	\$64,600.00

This will result in a net increase of \$0 in the appropriations. Revenues will be revised as follows:

REVENUES:

	<u>Decrease</u>	<u>Increase</u>
		\$0
Totals		\$0

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 14th day of November, 2025.

Brad Galbraith, Chair

Attested by:

Ellen Heywood, Clerk to the Board

Mr. Ricker moved to approve the transfer of \$64,600.00 from the FY25/26 Capital Budget to the FY25/26 Operating Budget; and authorize the President & CEO to execute the necessary documents. Ms. Russo Klein seconded the motion and it carried unanimously.

B. Approval of Funds Transfer from Custodial Personnel Services to Telecommunications Personnel Services: Amy Harris stated that numerous vacant positions were left unfunded in the FY25/26 budget to keep increases at a minimum. Due to an increasing workload in the Communications Center, staff was requesting the transfer of funds from a vacant custodial tech position that was funded to a vacant but unfunded telecommunicator position. Ms. Harris advised the Board that the FTE count would remain the same and that the following budget amendment would be necessary:

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>
Telecommunications Personnel Services		\$46,473.00
Custodial Personnel Services	\$46,473.00	
Totals	<u>\$46,473.00</u>	<u>\$46,473.00</u>

This will result in a net increase of \$0 in the appropriations. Revenues will be revised as follows:

REVENUES:

	Decrease	Increase
Totals	<hr/> <hr/>	<hr/> \$0 <hr/> <hr/> \$0 <hr/> <hr/>

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 14th day of November, 2025.

Brad Galbraith, Chair

Attested by:

Ellen Heywood, Clerk to the Board

Mr. Kennedy moved to approve the transfer of operating funds; and authorize the President & CEO to execute the necessary documents. Dr. Leatherwood seconded the motion and it carried unanimously.

C. Award of Contract with K. West Group, LLC for the Overlook Parking Lot Project:

Jared Merrill stated that staff has worked with Kimley Horn to prepare the bid documents for the Overlook Parking Lot project. The new shuttle parking lot will add approximately 860 revenue-generating parking spaces and 285 employee parking spaces. Mr. Merrill reviewed the scope of the project and stated that four bids were received for construction of the new parking lot with the lowest bid received from K. West Group in the amount of \$8,669,616.00. Staff also recommends a construction allowance of \$867,000.00, a budget of \$500,000.00 for technology requirements, and a budget of \$200,000.00 for project soft costs for a total construction budget of \$10,236,616.00. The Board previously approved the design cost of \$2,094,811.00 bringing the total project cost to \$12,331,427.00. Mr. Merrill remarked that the following budget amendment will be necessary:

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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		\$10,236,616.00
Totals	<hr/> <hr/>	<hr/> <hr/> \$10,236,616.00

This will result in a net increase of \$10,236,616.00 in the appropriations. Revenues will be revised as follows:

REVENUES:

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash		\$10,236,616.00
Totals	<hr/> <hr/>	<hr/> <hr/> \$10,236,616.00

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 14th day of November 2025.

Brad Galbraith, Chair

Attested by:

Ellen Heywood, Clerk to the Board

Mr. Bell moved to approve the award of the contract with K. West Group, LLC in the amount of \$8,669,616.00 and a total construction budget of \$10,236,616.00; authorize the President & CEO to execute the necessary documents; and amend the FY2025/2026 Budget by adopting the budget ordinance amendment as presented by staff. Mr. Ricker seconded the motion and it carried unanimously.

D. Approve Subcontractor Agreements for Additional Work to be Completed for the Air Traffic Control Tower Project: Jared Merrill reminded the Board that additional items to complete the Air Traffic Control Tower (“ATCT”) project were approved at the October 17, 2025 Board meeting. This included completion of the permanent retention pond per NCDEQ requirements and the boring and cabling for the Authority crash phone and building automation system. Mr. Merrill informed the Board that the scope for the retention pond project was changed after receiving review comments from NCDEQ. The contractor priced the additional scope at approximately \$213,000.00.

Mr. Merrill stated that due to the high pricing, AVCON and Parsons informally solicited three contractors to provide pricing to modify the existing sediment basin to the final stormwater basin, and the lowest proposal was with Patton Construction Group, Inc. for \$122,640.00. The original contract with Kokolakis Contracting included an allowance of \$18,711.00 for this work, and the allowance was credited to the airport as part of Change Order No. 7 which was approved at the October Board meeting.

An estimate was received through Parsons for the boring and cabling work from Vision Directional Drilling and Fiber Optics in the amount of \$217,234.00.

The total cost to complete the retention pond and boring and cabling work is \$339,874.00 and is within the previously approved project budget.

The president explained that the scope of work for the retention pond increased in order to meet the NCDEQ requirements, and the price received from the subcontractor to complete the retention pond for Kokolakis Contracting was over \$300,000.

Mr. Lovin moved to approve an agreement with Patton Construction Group, Inc. in the amount of \$122,640.00 and an agreement with Vision Directional Drilling and Fiber Optics in the amount of \$217,234.00 for the remaining ATCT project work; 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. Pop-up Food Pantry: The president remarked that staff coordinated with Manna FoodBank to provide a pop-up food pantry for TSA and FAA employees on November 3rd. 60 families were assisted. A second pop-up food pantry is scheduled for the week of November 17th. Both agencies were very appreciative of the assistance.

B. FAA/TSA Update with Government Shutdown: The direct impact of the government shutdown was not yet known. The president shared an analysis of the recent number of cancelations and as well as some statistics and comparisons prepared by an airport consultant.

C. Industry Conference Schedule: A copy of an industry conference schedule was available at the Board Members' seats. The president requested the Board review the schedule and express interest in attending conferences at the next Board meeting. Staff will plan for travel when preparing the FY27 budget.

D. Occupancy of Air Traffic Control Tower: The Beneficial Occupancy Date of November 7th has been provided by the FAA for the new Air Traffic Control Tower and they have begun upfitting the building with their equipment. The FAA has a 9-month timeframe to complete their work. Staff is hopeful the FAA will credit some of the months they have already been working on the upfitting so that a May 1st commissioning can be set.

E. Conference Update: Dr. Leatherwood provided a summary of the ACI Annual Conference she recently attended. Dr. Leatherwood expressed her appreciation for attending the conference as the information was very beneficial in her role on the Board.

F. Parking: Staff provided a brief update on plans for parking for the upcoming holidays.

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 December 12, 2025 at Council Chambers, Fletcher Town Hall.

AUTHORITY MEMBER REPORTS: None

CLOSED SESSION: None

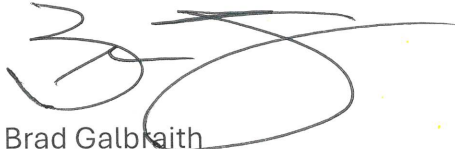
ADJOURNMENT: Ms. Russo Klein moved to adjourn the meeting at 9:03 a.m. Mr. Kennedy seconded the motion and it carried unanimously.

Respectfully submitted,



Ellen Heywood
Clerk to the Board

Approved:



Brad Galbraith
Chair