

WORK SESSION  
ASHEVILLE REGIONAL AIRPORT AUTHORITY  
August 8, 2008  
8:30 AM

The Asheville Regional Airport Authority ("Authority") met on Friday, August 8, 2008, at 11:45 AM in the Conference Room at the Authority's Administrative Offices, Asheville Regional Airport ("Airport"), 61 Terminal Drive, Suite 1, Fletcher, NC 28732.

**MEMBERS PRESENT:** David R. Hillier, Chairman; David Gantt, Vice-Chairman; Chuck McGrady, Secretary/Treasurer; Rhett Grotzinger, Susan Fisher, Brownie Newman and Jeff Piccirillo.

**MEMBERS ABSENT:** None

**STAFF AND LEGAL COUNSEL PRESENT:** Victor Buchanan, Authority Legal Counsel; David N. Edwards, Jr., A.A.E., Airport Director ("Director"); Lew S. Bleiweis, Deputy Airport Director; Christy Brunson, Finance Manager; and Debra Roman, Recording Secretary.

**CALL TO ORDER:** The Chairman welcomed everyone in attendance and called the meeting to order at 11:45 AM.

**I. REVIEW CURRENT STATUS OF VARIOUS ITEMS:**

- A. Board Committees:** The majority of the Board agreed to continue in the manner that the Board currently operates.
- B. Meeting Frequency:** There were discussions regarding a Conference the Chairman attended, the By-Laws, the Authority's responsibility to the Public and monthly reports. The Chairman stated that, according to the majority of the Board, the Board would continue to keep regularly scheduled meetings, with the understanding that one or more could be cancelled if necessary (within the By-Law guidelines).
- C. E-mail Correspondence:** The Chairman reminded the Board that e-mail is a legal document and to be mindful of what is written in this type of correspondence.
- D. Length of Presentations:** The Chairman requested that the majority of presentations during a Board Meeting be kept between 15-20 minutes and directed Staff to prescreen these presentations to ensure timeliness. Mr. Grotzinger indicated that he was not in agreement with limiting presenters to a predetermined time limit.

- E. **Information Flow—Staff Reports:** The majority of the Board agreed that the information that Staff was providing at the Board meetings is very sufficient.

## II. **DISCUSSION ITEMS:**

- A. **Budget Process/Financial Reports:** There were discussions regarding the Finance Package tying back to the Budget, less micromanagement from the Board over Staff, the Gatsby 34 report, more detail in the Summary Page and retooling of reports by the Finance Department.
- B. **Protocol for Project/Equipment Approvals:** There was a discussion regarding project and equipment purchases the Board approved in the budget and then denied at time of implementation after lengthy Staff and consultant hours were spent. The majority of the Board agreed to have the Airport Director bring up such items exceeding his authority as a part of his Director's Report prior to staff moving ahead on such items to ensure the Board still supported moving forward with the item. If the Board directed staff to move forward on an item, the final approval would be placed on Consent Agenda for approval.

The Board recessed at 12:39 for lunch.

The Board reconvened at 1:00 PM.

- C. **Remote Attendance of Board Meetings:** There were discussions regarding physical attendance of the Board Members to the Board meetings, possible changes to the By-Laws and past attendance. The majority of the Board agreed that the remote attendance should be acceptable with the caveat that phone calls in should be on a land line and the phone should have the ability to be muted to discourage back ground noises.
- D. **Board Meetings – Date/Time:** There was a discussion regarding past attendance. The majority of the Board agreed to continue to hold the Board meetings on the 2<sup>nd</sup> Friday of each month at 8:30 AM.

## III. **Other:**

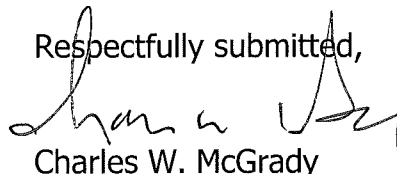
- A. **Airport Director's Review:** There were discussions regarding past evaluation procedures, time frame to get this done, and a salary survey. The consensus of the Board was to have the Director do an Airport Director Salary Survey. Also, it was by consensus of the Board that the salary survey along with Airport Directors evaluation be sent to the Board Members to be evaluated, filled out, and return to Legal Council to correlate.

- B. **Next Regularly Scheduled Meeting:** It was the consensus of the Board to have the next regularly scheduled meeting on September 12, 2008.

There was a discussion regarding web-ex technology and wireless microphones.

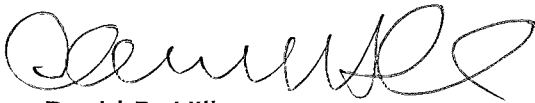
**ADJOURNMENT:** The Board adjourned by unanimous consent at 1:30 PM.

Respectfully submitted,



Charles W. McGrady  
Secretary-Treasurer

Approved:



David R. Hiller  
Chairman