Chair Hunt presided. Present: Ali, Cole, Teer, Thompson, Wheeler and Yeargan (via conference call). Staff present included: President and CEO Landguth, Senior Vice President & COO Sandifer, CIO McFall, CHRO Umphrey, Vice Presidents Damiano and Legan, General Counsel Locklear, Executive Administrative Assistant Rivera, and other staff members and guests.

I. APPROVAL OF AGENDA
Motion by Thompson to approve the agenda; Second by Teer
ADOPTED BY UNANIMOUS VOTE

II. APPROVAL OF MINUTES
Motion by Thompson to approve the minutes of the August 21, 2014 meeting of the Raleigh-Durham Airport Authority Board, including the committee minutes incorporated therein; Second by Teer
ADOPTED BY UNANIMOUS VOTE

III. CHAIR COMMENTS
1. New hires recognized
2. Earlier today, Terminal 1 was dedicated in a ceremony that included the unveiling of the plaque recognizes those involved in the reconstruction and design of the new terminal. The plaque is located in the passenger ticketing area of Terminal 1.
3. The Chairman recognized the International Bluegrass Festival being in town and outlined specific performances to take place in the terminals over the next week. In total, 9 performances will occur at RDU.

IV. OLD BUSINESS
1. Air Service Committee Report – Teer reported the Air Service Committee met on September 19, 2014 and discussed the following item(s):
   a. Consideration of a Contract with Diio
      Committee recommends approval of a contract with Diio, LLC, for a term of 3 years at a cost of $54,000 and authorization for the President and CEO to execute the contract.
2. Finance Committee Report – Thompson reported the Finance Committee met on September 19, 2014 and discussed the following item(s):
   a. Presentation of Insurance Premium Renewals
      This presentation was provided for informational purposes; no Board action required.
3. Operations Committee Report – Teer reported the Operations Committee met on September 19, 2014 and discussed the following item(s):
a. **Consideration of an Agreement with EMS Environmental, Inc., for Groundwater Remediation Services**

Committee recommends approval of an agreement with EMS Environmental, Inc. to provide groundwater remediation system operation, monitoring, and compliance services for three years and for the President and CEO to execute the agreement.

*Motion by Teer to adopt Staff’s recommendation; Second by Ali*

ADOPTED BY UNANIMOUS VOTE

b. **Consideration of Firemen’s Relief Fund Relief Fund Trustee Replacement**

Committee recommends the election of Robb Teer (current Authority Board member) to the RDU Fund’s board of trustees for an initial term of two years, from October 01, 2014 through September 30, 2016, and Adrienne Cole (current Authority Board Member) to the RDU Fund’s board of trustees for an initial term of one year, from October 01, 2014 through September 30, 2015, with both appointees to serve until a successor is appointed.

*Motion by Hunt to adopt Staff’s recommendation; Second by Thompson*

ADOPTED BY UNANIMOUS VOTE

V. **NEW BUSINESS**

VI. **GENERAL COUNSEL’S REPORT**

No items were reported.

VII. **MEMBER COMMENTS**

All Board Members recognized the staff in their accomplishment of opening Terminal 1 and the ceremonies held earlier with the plaque dedication.

VIII. **PRESIDENT AND CEO’S REPORT**

The number of passengers traveling through RDU grew for the sixth month in a row. The number of departing passengers grew by 6.6 percent compared to August 2013. The number of passengers arriving at RDU grew by 6.4 percent compared to last year. Over the past year, airlines have put more seats and flights into the market, allowing passengers more opportunity for booking.

Delta Air Lines recently announced that it will begin service to Fort Lauderdale-Hollywood International Airport beginning December 11. The flight will operate daily on peak holiday travel days through the beginning of 2015. Afterwards, it will become a weekly Saturday flight. The new flight expands the options to Ft. Lauderdale. JetBlue and Southwest also provide service to the city.

Teresa Damiano and Dave Young of the Authority’s air service development team will travel to Chicago for World Routes. The convention brings together airlines and airports from all over the world for a series of meetings over several days. The Authority’s team is scheduled for 12 meetings, which may bring the Authority a step closer to new international service as well as introduce RDU to airlines that may lead to future opportunities here at RDU.

Earlier this month, Andrew Sawyer of our Communications and Community Affairs Department presented at and participated in the 4th Annual AAAE Social Media Summit in San Diego. The summit brought together more than 60 airports from the U.S., Canada and South America to learn from each
other about best practices in social media, which is a rapidly growing method of communication. RDU has been active on social media since 2009 and has nearly 25,000 people subscribed to social media channels, which include Twitter, Facebook, LinkedIn, YouTube and Google+. Andrew learned at the conference that RDU’s program is one being modeled by airports including Memphis, Jacksonville, Florida; Charleston, SC and Salt Lake City, as well as being identified as an airport to model during irregular operations by the Airport Cooperative Research Program. RDU will host next year’s AAAE Social Media Summit in September 2015.

RDU will hold its first Aviation Symposium on October 6th that will focus on the Economic Benefits of International Air Service to the Triangle. Dr. Michael Walden, who is a distinguished professor at NC State, and William Swelbar, a research engineer at MIT’s International Center for Air Transportation will both speak at the event. The symposium will be held from 8:00 until 9:30 a.m. at the Research Triangle Foundation’s conference center.

IX. CLOSED SESSION
Motion by Cole to enter into a closed session for the purposes of discussing a personnel matter; Second by Thompson

ADOPTED BY UNANIMOUS VOTE

The Board met in a closed session to discuss a personnel matter.
Motion by Teer to exit the closed session; Second by Thompson

ADOPTED BY UNANIMOUS VOTE

X. ADJOURNMENT
Motion by Thompson adjourn; Second by Teer

ADOPTED BY UNANIMOUS VOTE
Teer presided. Present: Ali, Cole, Hunt, Thompson, and Wheeler. Staff present included: President and CEO Landguth, Senior Vice President & COO Sandifer, CIO McFall, CHRO Umphrey, Vice Presidents Damiano and Legan, General Counsel Locklear, Executive Administrative Assistant Rivera, and other staff members and guests.

The Committee discussed the following item(s):

1. **Consideration of a Contract with Diio:** Upon a motion by Thompson and second by Wheeler, the Committee recommends approval of a contract with Diio, LLC, for a term of 3 years at a cost of $54,000 and to authorize the President and CEO to execute the contract.

   Presented by David W. Young, Director, Air Service Development – Diio, LLC provides a product called Diio Mi, which is a web-based collection of aviation business intelligence airports and airlines access via an annual subscription. It is a schedule and fare database product the Authority utilizes to track airline schedule adjustments, seating capacity, aircraft types, compare historical data, provide Origin and Destination figures, historical fare data, reports and a variety of other air service data analytics.

   The Authority has used the product for two years on a daily basis to maintain close watch of market dynamics. Additionally, the Authority uses Diio information to support the forecasting of enplanements and estimated landing weights based on published schedules for budgeting purposes.

   The cost to subscribe to this product is $18,000 per year and the current contract expires October 1, 2014. The product has proven to be an invaluable resource for the Authority. There are no comparable web-based products on the market that offer the same comprehensive collection of data and ease of access.

   Given its proven reliability during the last 2 years Staff requests renewal of the Diio, LLC contract for a 3 year period for a total cost of $54,000.

   Staff requests Board approval of a contract with Diio, LLC, for a term of 3 years at a cost of $54,000 and to authorize the President and CEO to execute the contract.
RALEIGH-DURHAM AIRPORT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
SEPTEMBER 19, 2014

Thompson presided. Present: Ali, Cole, Hunt, Teer, and Wheeler. Staff present included: President and CEO Landguth, Senior Vice President & COO Sandifer, CIO McFall, CHRO Umphrey, Vice Presidents Damiano and Legan, General Counsel Locklear, Executive Administrative Assistant Rivera, and other staff members and guests.

The Committee discussed the following item(s):

1. Presentation of Insurance Premium Renewals: *This presentation was provided for informational purposes; no Board action required.*
   
   Presented by James Witherspoon, PHR, CSP, ARM – The Authority’s General Liability, Crime, Automotive, Directors and Officers/Employment Practices, and Fiduciary Responsibility Insurance coverages renew as of October 1, 2014. Due to a slight increase in exposure and losses and increase in limit ($250 million to $500 million), premium for Airport Liability coverage increases $62,777.00 compared to last coverage year 2013. The premium for the Airport Crime slightly decreased by $315.00 compared to last coverage year 2013. The premium for Automotive coverage increased by $13,216.00 due to an increase in vehicle purchases compared to last coverage year 2013. The Directors and Officers/Employment Practices coverage premium decreased by $5,280.00 compared to last coverage year 2013. The Fiduciary Responsibility coverage remained the same compared to last coverage year 2013. The attached summary provides information pertaining to each coverage, including provider, limits and premium for October 1, 2014 through September 30, 2015. *This presentation was provided for informational purposes; no Board action required.*
Teer presided. Present: Ali, Cole, Hunt, Thompson, and Wheeler. Staff present included: President and CEO Landguth, Senior Vice President & COO Sandifer, CIO McFall, CHRO Umphrey, Vice Presidents Damiano and Legan, General Counsel Locklear, Executive Administrative Assistant Rivera, and other staff members and guests.

The Committee discussed the following item(s):

1. **Consideration of Agreement with EMS Environmental, Inc. for Groundwater Remediation Services:**

   Upon a motion by Thompson and second by Cole, the Committee recommends approval of an agreement with EMS Environmental, Inc. to provide groundwater remediation system operation, monitoring, and compliance services for three years and for the President and CEO to execute the agreement.

   Presented by Gina Danison, Environmental Program Manager - Treatment of groundwater at the Airport is required by NCDENR and includes monthly flow readings and product gauging, quarterly sampling of treatment system, semi-annual sampling of monitoring wells, and quarterly and semi-annual report preparation and submittal. Annual maintenance services to keep the system operating at optimal levels are also required. This Agreement is for the groundwater remediation system operation, monitoring, and compliance services stemming from the 1995 Jet-A Hydrant Fuel release. This Agreement is for three years with two optional one-year extensions.

   A Request for Proposals (RFP) was advertised on June 27, 2014 via the rdu.com website and to firms in the Authority’s consultant and MWSB databases. A pre-proposal meeting was held on July 16, 2014 along with several opportunities for site visits to the system.

   The RFP for this netted seven proposals. The proposals were ranked and the top three firms (EMS Environmental, Inc., URS Corporation, and Cape Lookout Environmental Sciences, PLLC) were interviewed. After the interviews, the pricing proposals were opened and reviewed. The Small Business Program Officer reviewed the pricing proposals and provided her comments on MWSB goals to the review committee. MWSB goals were set to 7% for MBE and 4% for WBE. The qualified proposals were also evaluated by the Authority to determine which proposal offers the best balance between qualifications and price. EMS Environmental, Inc. was determined to have the lowest cost and best value. They propose MWSB goals of 10% for MBE and 13% for WBE. The total cost for the three-year agreement with EMS Environmental, Inc. is $85,050.50.

   Staff recommends approval of an agreement with EMS Environmental, Inc. to provide groundwater remediation system operation, monitoring, and compliance services for three years and for the President and CEO to execute the agreement.
Consideration of Firemen’s Relief Fund Trustee Replacement: Upon a motion by Teer and second by Thompson, the Committee recommends approval of an agreement with EMS Environmental, Inc. to provide groundwater remediation system operation, monitoring, and compliance services for three years and for the President and CEO to execute the agreement.

Presented by Robb Teer, Board Member - North Carolina’s General Statutes direct the Department of Insurance to collect and distribute monies to counties and fire districts as part of the Firefighter’s Relief Fund (the “Fund”) as authorized in NCGS §58-84-25. The Fund is administered by the Office of State Fire Marshal of the Department of Insurance. The Fund is supported by the collection of a tax by insurance companies on certain insurance premiums collected in North Carolina. The fire districts then receive the taxes collected from within their fire districts. The purpose of the Fund is to provide financial assistance to firefighters and their families in the event of a line of duty illness, injury or death, and may also be used for supplemental retirement or educational benefits. The permitted disbursements and limitations are contained in NCGS §58-84-35.

NCGS §58-84-30 requires each governmental entity receiving funds to have a local board of trustees of the Fund composed of five members. Two of these members must be elected by the local fire department(s), one must be appointed by the Commissioner of Insurance, and two must be elected by the entity’s governing board. One of the fire department and the governing board’s appointees should have an initial term of one year and one should have an initial term of two years; however, both will serve until a successor is elected.

The Authority’s Emergency Services Department has elected Walter Day (retired Emergency Services employee) and Charles Timberlake (current Chief of Emergency Services) to serve on the RDU Fund’s board of trustees. The Commissioner of Insurance has appointed William “Jake” Jackson (from AXA Advisors in Raleigh) as its representative.

Staff recommends the election of Robb Teer (current Authority Board member) to the RDU Fund’s board of trustees for an initial term of two years, from October 01, 2014 through September 30, 2016, and Adrienne Cole (current Authority Board Member) to the RDU Fund’s board of trustees for an initial term of one year, from October 01, 2014 through September 30, 2015, with both appointees to serve until a successor is appointed.