RALEIGH-DURHAM AIRPORT AUTHORITY BOARD MEETING MINUTES
NOVEMBER 20, 2014

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

I. APPROVAL OF AGENDA

Motion by Wheeler to amend the agenda and add approval of an employment contract under the New Business Section of the agenda; Second by Teer

ADOPTED BY UNANIMOUS VOTE

II. APPROVAL OF MINUTES

Motion by Teer to approve the minutes of the October 16, 2014 meeting of the Raleigh-Durham Airport Authority Board, including the committee minutes incorporated therein; Second by Cole

ADOPTED BY UNANIMOUS VOTE

III. CHAIR COMMENTS

1. New hires recognized.
2. The Thanksgiving travel season is expected to bring thousands of travelers through RDU. With Thanksgiving comes the return of RDU’s holiday music series. More about the performers is on www.rdu.com, where today, a comprehensive holiday travel guide has been launched.

IV. OLD BUSINESS

1. Finance Committee Report – Thompson reported the Finance Committee met on November 20, 2014 and discussed the following item(s):
   a. 2nd Quarter Financial Results
      Financial results were presented for informational purposes only; no Board action required.

2. MWSB Committee Report – Wheeler reported the MWSB Committee met on November 20, 2014 and discussed the following item(s):
   a. Small Business Programs Report (July – September 2014)
      Report was presented for informational purposes only; no Board action required.

3. Law and Personnel Committee Report – Wheeler reported the Law and Personnel Committee met on November 20, 2014 and discussed the following item(s):
   a. Records Management Program Implementation
      Report was presented for informational purposes only; no Board action required.
4. Operations Committee Report – Teer reported the Operations Committee met on November 20, 2014 and discussed the following item(s):
   a. Consideration of a Proposal to exercise the last option period of the Taxi Stand Manager Concession Contract and amend selected parts of the contract
   Committee recommends approval of the Taxicab Concession Contract, Amendment No. 3 and authorization of the President and CEO to sign the amendment.
   Motion by Teer to adopt Committee’s recommendation; Second by Thompson
   ADOPTED BY UNANIMOUS VOTE
   b. Consideration of a of Raleigh-Durham International Airport EMS Site Lease Agreement and Memorandum of Lease with Wake County
   Committee recommends approval of the EMS Site Lease Agreement and Memorandum of Lease with Wake County, and authorization of the President and Chief Executive Officer to execute the Lease and Memorandum of Lease.
   Motion by Teer to adopt Committee’s recommendation; Second by Thompson
   ADOPTED BY UNANIMOUS VOTE
   c. 2014 Customer Satisfaction Survey Results
   Report was presented for informational purposes only; no Board action required.

5. Land and Development Committee Report – Teer reported the Land and Development Committee met on November 20, 2014 and discussed the following item(s):
   a. Consideration of Selection of Multiple Professional Services Firms to Provide Services for Various Authority projects
      Staff recommends approval of agreements with each of the firms named in the attached memorandum, with a three year term and two one year options, along with authorization for the President and CEO to execute the agreements.
      Member Yeargan recused himself from the vote; Motion by Teer to adopt Staff’s recommendation; Second by Thompson
      ADOPTED
   b. Consideration of the Selection of a Firm to Provide Architectural, Engineering, and Other Professional Services for Terminal 1 North and South Concourse Demolition
      Staff recommends authorization to negotiate an Amendment with the current architectural and engineering team (including Clark Nexsen as the prime consultant and O’Brien / Atkins as a sub-consultant) for the provision of architectural, engineering, and other professional services on the upcoming Terminal 1 Demolition project.
      Member Yeargan recused himself from the vote; Motion by Teer to adopt Staff’s recommendation; Second by Thompson
      ADOPTED
   c. Consideration of the Selection of a Firm to Provide Construction Manager at Risk Services for Terminal 1 North and South Demolition
Staff recommends authorization to negotiate with the first ranked firm identified in the attached memorandum, and in the event negotiations are unsuccessful, authorization to proceed to the identified second and third ranked firms respectively.

Motion by Yeargan to adopt Staff’s recommendation; Second by Thompson

ADOPTED BY UNANIMOUS VOTE

V. NEW BUSINESS
1. Wheeler requested Board approval of the President and CEO’s employment contract.

Motion by Teer to approve the employment contract; Second by Cole

ADOPTED BY UNANIMOUS VOTE

VI. GENERAL COUNSEL’S REPORT
No items were reported.

VII. MEMBER COMMENTS
All members wished staff a Happy Thanksgiving. Thompson recognized the RDU Wellness Program, and Wheeler extended his gratitude for the wonderful satisfaction survey results. Teer thanked all for their support of the USO.

VIII. PRESIDENT AND CEO’S REPORT
RDU continues to see gains in passengers. The number of passengers departing RDU grew by 6.3 percent over October of last year. The number of passengers arriving at RDU also grew by 6.3 percent. Tomorrow kicks off the busy Thanksgiving travel period and the airport is expecting well over 200,000 people to travel over an 11 day period. The airport environment is a complex one, with airlines, federal agencies, concessionaires and airport staff all responsible for different portions of the passenger experience, but working together, staff can make holiday travel go smoothly.

In air service news, United Airlines recently announced that it will begin an additional flight to Washington Dulles International Airport on Jan. 6, 2015. With the addition, United, operating as United Express, will offer 3 to 5 daily flights to Dulles depending on the time of the year and other scheduling considerations. For the holiday season, Delta Air Lines will offer an additional flight to Atlanta since demand for service to the hub will be high.

For the third year in a row, RDU has been named one of the Triangle Business Journal’s Healthiest Employers of the Triangle. This recognition underscores the Authority’s commitment to employees’ health and the success of wellness programs. Just last week, the Authority held an employee event that focused on simple ways to get active. More than 15 employees manned tables where their co-workers could learn about sports ranging from hula hooping, to biking, yoga and running.

Terminal 1 was recently named the Engineering News-Record Southeast’s 2014 Best Project in the airport/transit category. The project is featured in this month’s issue of the magazine. The project was noted for the collaborative team effort between the construction manager, architect and the Authority. Thanks goes to our facilities team and all of the employees who worked on this project.

As part of the ALS Ice Bucket Challenge, the President, General Counsel and Director of HR were soaked in ice water poured down from a front-loader. Staff donated $1300 for this cause. Barry Stoker
was the employee who drove the front-loader and poured the water on the senior staff members. The President thanked all of the employees who participated in the challenge and donated to the cause.

IX. ADJOURNMENT

Motion by Thompson to adjourn; Second by Wheeler

ADOPTED BY UNANIMOUS VOTE
RALEIGH-DURHAM AIRPORT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
NOVEMBER 20, 2014

Thompson presided. Present: Ali, Cole, Hunt, Teer, and Wheeler. Staff present included: President and CEO Landguth, Senior Vice President & COO Sandifer, Senior Vice President & CRO McFall, CHRO Umphrey, Vice Presidents Damiano, Legan and Quesenberry, General Counsel Locklear, Executive Administrative Assistant Rivera, and other staff members and guests. The Committee discussed the following item(s):

1. 2nd Quarter Financial Results: Financial results were presented for informational purposes only; no Board action required.
   Presented by Tom Barritt, Interim CFO.
   Informational report only; no Board Action Required.
RALEIGH-DURHAM AIRPORT AUTHORITY
MWSB COMMITTEE MEETING MINUTES
NOVEMBER 20, 2014

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

The Committee discussed the following item(s):

1. Small Business Programs Report (July – September 2014): Report was presented for informational purposes only; no Board action required.

   Presented by Thiané Carter Edwards, Small Business Program Officer – The Authority has adopted two programs to encourage and facilitate the participation of minority and women-owned small businesses in the Authority’s business activities, including the procurement of goods and services. The Authority’s Minority and Women-Owned Small Business (MWSB) Program governs non-Federal spending in contracting and purchasing. The Federal Disadvantaged Business Enterprise/ Airport Concessioneers Disadvantaged Business Enterprise (DBE/ACDBE) program governs Federally-funded contracting and concessions activities. Between July 2014 and September 2014, the Authority:

   - MWSB participation was 9.6% ($511,797) of all non-construction related payments from July through September 2014. This figure includes all procurements, contracts and services rendered during this period.

   - Minority and women-owned small business participation is 18% or $19,454,945 of payments made to date on all active construction and construction-related projects. Minority-owned business participation is 11% of all payments made to date, while women-owned business participation is 7% of all payments through September 30, 2014.

   - At the completion of current projects, participation by minority-owned firms is expected to be 10% of total contracts; participation by women-owned firms is expected to be 8% of total contracts. In total, MWSB/DBE participation is expected to be 18% of total contracts.

   Further information regarding MWSB participation in Authority contracts and procurement, is available in the Quarterly MWSB/DBE Report (incorporated herein by reference and available for review).

   Informational report only; no Board Action Required.
Wheeler presided. Present: Ali, Cole, Hunt, Teer, and Thompson. Staff present included: President and CEO Landguth, Senior Vice President & COO Sandifer, Senior Vice President & CRO McFall, CHRO Umphrey, Vice Presidents Damiano, Legan and Quesenberry, General Counsel Locklear, Executive Administrative Assistant Rivera, and other staff members and guests. The Committee discussed the following item(s):

1. **Records Management Program Implementation**: Report was presented for informational purposes only; no Board action required.

   Presented by Joan Dowdy, Information Services – Local governmental bodies are required by law (Chapter 121, Archive and History Act, and Chapter 132, Public records Law) to manage their records using “the application of efficient and economical management methods [for] the creation, utilization, maintenance, retention, preservation, and disposal of official records.” Staff is in the process of developing a records management program that is compliant with the NC General Statutes. The program includes the following components:
   - Records Management Policy, approved by the Board
   - Records Retention and Disposition Schedule (“the Schedule”), approved by the NC Director of Archives and Records and the NC Secretary of the Department of Cultural Resources
   - User awareness/educational campaign
   - Phased implementation and rollout
   - Software solution to manage electronic records
   - Solution for managing physical records

   Staff will discuss the draft Records Management Policy and Schedule, and will present those documents to the Board for review and consideration, and for potential approval at the December Board meeting. At that meeting, Staff anticipates requesting approval of the Records Management Policy and the Schedule, and will ask the Board Chair to execute both documents. Staff is happy to answer any questions or provide additional information to the Board prior to and at the December Board meeting.

   Informational report only; no Board Action Required.
RALEIGH-DURHAM AIRPORT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
NOVEMBER 20, 2014

Teer presided. Present: Cole, Hunt, Thompson and Wheeler. Staff present included: President and CEO Landguth, Senior Vice President & COO Sandifer, Senior Vice President & CRO McFall, CHRO Umphrey, Vice Presidents Damiano, Legan and Quesenberry, General Counsel Locklear, Executive Administrative Assistant Rivera, and other staff members and guests. The Committee discussed the following item(s):

1. Consideration of a Proposal to exercise the last option period of the Taxi Stand Manager Concession Contract and amend selected item parts of the contract: Upon a motion by Teer and second by Thompson, the Committee recommends approval of the Taxicab Concession Contract, Amendment No. 3 and authorization of the President and CEO to sign the amendment.

Presented by Laurie Suggs, Ground Transportation Manager – The Authority entered into a Taxicab Stand Manager Concession Contract with RDU Taxi, Inc. in 2008. The contract term was for five (5) years with two (2) option periods of two (2) years each. Staff is pleased with RDU Taxi, Inc.’s performance during the original term and first option period. Staff is recommending the second and final option period be exercised and the contract be amended to permit RDU Taxi Inc. to continue providing quality taxi service to our customers. This option would be exercised through an amendment (Amendment No. 3), which would amend the original contract and previous amendments as follows:

- Exercise the last option period (January 1, 2015 through December 31, 2016) allowed in the original contract
- Allow the fleet size to be increased by up to twenty (20) RDU Taxicabs beginning November 21, 2014 to meet transportation demand
- Update the list of approved vehicles to be used as RDU Taxicabs to offset vehicles no longer available
- Update customer travel brochure specifications
- Clarify the date and year RDU taxicabs will be replaced due to age of the vehicles
- Expand the definition of gross receipts to include any monies, other than passenger fares and tips, received from use of Personal Information Monitors (PIMs) installed in the backseat to process credit cards

Staff requests approval of the Taxicab Concession Contract, Amendment No. 3 and authorization of the President and CEO to sign the amendment.
2. Consideration of Approval of Raleigh-Durham International Airport EMS Site Lease Agreement and Memorandum of Lease with Wake County: Upon a motion by Thompson and second by Cole, the Committee recommends approval of the EMS Site Lease Agreement and Memorandum of Lease with Wake County, and requests the President and Chief Executive Officer be given authorization to execute the Lease and Memorandum of Lease.

Presented by Karen Reynolds, Director of Properties – At the January 16, 2014 Airport Authority meeting, the Board approved the design concept for a new Wake County Emergency Medical Services Station to be constructed on the site where the existing EMS Station is located on Mt. Herman Church Road, and also approved a Letter of Intent that outlined the basic terms and conditions of a lease between the parties. The EMS Site Lease Agreement has been reviewed and approved by legal counsel for both the County and the Authority, and the Director of the Department of Emergency Medical Services has executed the lease on behalf of Wake County. The lease provides a term of 40 years effective the date the lease is executed. Ground rental of $12,000 per year ($1,000 per month) will be charged effective upon the Date of Beneficial Occupancy (DBO). The DBO shall be the date upon which the County commences business operations from and use of any part or all of the leased premises. The Memorandum of Lease provided by the County states that the County is leasing the leased premises for the purposes of erecting, maintaining and operating the County’s Brier Creek Emergency Medical Services Substation.

Staff requests approval of the EMS Site Lease Agreement and Memorandum of Lease with Wake County, and requests the President and Chief Executive Officer be given authorization to execute the Lease and Memorandum of Lease.

3. 2014 Customer Satisfaction Survey Results: Report was presented for informational purposes only; no Board action required.

Presented by Jane Martin, Customer Relations Manager – In August and September 2014, the RDU Airport Authority contracted with Confero, Inc. of Cary, NC to conduct the 2014 Customer Satisfaction Intercept Survey. In Spring 2007, we benchmarked our satisfaction scores through our initial survey, which was revised and repeated in 2009 and 2011. Authority staff moved the 2013 survey to 2014 due to the Terminal 1 renovation. Traditionally, the statistically valid survey is normally conducted in April and May. For 2014, a total of 515 surveys were completed in August and September with a margin of error of 4.32%. The survey provides the Airport Authority with valid customer data for making operational and planning decision to support our organizational Vision to provide a world-class experience for customers. Surveys were conducted each day of the week, across all parts of the day and were based on air carrier market share percentages. Most interviews were completed in the gate area. Respondents had completed round trips via RDU or were on the return portion of their initial experience at RDU when interviewed. Overall Results (Figures in ( ) are for 2011) Based on a 5-point scale (with 5 meaning very satisfied and 4 satisfied) the 515 surveyed respondents rated their overall satisfaction at 4.68 up slightly from 4.65 in 2011. Overall, 97% of respondents rated RDU a “4” or “5,” compared to 94.71% in 2011. Of these, 71.51% gave RDU top ratings of “5” and 26.93%...
a “4.” Business travelers made up 51% (40%) of the sample and leisure passengers 47% (56%), with 2% (2%) other travelers. Regarding frequency of travel, 79% (83%) have used RDU before and 21% (17%) were first-time travelers via RDU. Of the 79%, a total of 35% (31%) made one trip via RDU in the past 12 months compared to 45% (69%) making 2-5 trips and 20% (17%) making 6 or more trips.

Report was presented for informational purposes only; no Board action required
Teer presided. Present: Cole, Hunt, Thompson and Wheeler. Staff present included: President and CEO Landguth, Senior Vice President & COO Sandifer, Senior Vice President & CRO McFall, CHRO Umphrey, Vice Presidents Damiano, Legan and Quesenberry, General Counsel Locklear, Executive Administrative Assistant Rivera, and other staff members and guests. The Committee discussed the following item(s):

1. Consideration of the selection of multiple professional services firms to provide Services for various Authority projects: Due to a lack of a quorum, item was deferred to the full Board Meeting.

   Presented by Bill Sandifer, Vice President & COO – The purpose of this item is to provide a staff recommendation on the selection of multiple professional services firms to provide services to the Authority in connection with four separate Request for Proposals (RFP) issued by the Authority on August 18, 2014, which included the following types of professional services: 1) Aviation and Land Planning, GIS and Other Support Services; 2) Landside and Airside Civil Engineering Support; 3) Architecture and Building Engineering Services; and 4) Environmental Planning and Other Services.

   The Authority received a total of 30 proposals, which included a prime (or lead) firm and numerous other firms acting as sub-consultants to the prime firm. Proposals were reviewed by four separate selection committees that selected firms invited for an interview on October 22-30, 2014. Based on the responsiveness of each proposer to the submittal requirements and the overall staff evaluation of each team’s capability and experience, staff is recommending that the Authority enter into an agreement with each of the following professional services firms and identified team members:

   - Parsons Brinckerhoff (Aviation and Land Planning, GIS and Other Support Services)
   - Parrish and Partners (Aviation and Land Planning, GIS and Other Support Services)
   - URS (Landside and Airside Civil Engineering Support; Environmental Planning and Other Services)
   - W.K. Dickson (Landside and Airside Civil Engineering Support)
   - RS&H (Landside and Airside Civil Engineering Support)
   - O’Brien/Adkins Associates (Architecture and Building Engineering Services)
   - Gensler (Architecture and Building Engineering Services)

   Each of the above referenced firms have met or exceeded the required MWSB goals identified in the RFP. The term of each agreement will be three (3) years, with two (2) one (1) year options, exercisable at the option of the Authors.

   Staff requests approval of agreements with each of the above mentioned firms, with a three year term and two one year options, along with authorization for the President and CEO to execute the agreements.
2. Consideration of the Selection of a Firm to Provide Architectural, Engineering, and Other Professional Services for Terminal 1 North and South Concourse Demolition: Due to a lack of a quorum, item was deferred to the full Board Meeting.

Presented by Tom Quesenberry, Vice President, Facilities Asset Management – The purpose of this item is to provide a staff recommendation on the selection of a firm to provide architectural, engineering, and other professional services to the Authority in connection with the Terminal 1 North and South Concourse Demolition, RDU 070519. The scope of services in the contract involves the provision of design, bidding, construction phase, and other required professional services for the demolition of the Terminal 1 North and South Concourses related to the Terminal 1 Renovation Project. On August 8, 2014 the Authority issued a Request for Proposals for the project, and subsequently received five proposals. All of the proposals included a prime (or lead) firm with other firms acting as sub-consultants to the prime firm. A listing of the prime firms who submitted proposals is as follows.

- Falcon Engineering (Raleigh)
- Michael Baker Engineering (Cary)
- Clark Nexsen (Raleigh)
- O’Brien / Atkins Associates (Research Triangle Park)
- Gensler (Raleigh)

After review of the proposals, staff conducted interviews with these five firms on September 15 and 16, 2014. Subsequent to the interviews staff provided a ranking of firms to the Land and Development Committee. The Committee, in conjunction with staff, recommended that the top two firms (i.e., Clark Nexsen and O’Brien/Atkins) be selected to move forward in the evaluation process. In light of the selection of these two firms and the fact that these firms have an existing contractual relationship with the Authority from the original Terminal 1 Rehabilitation project, staff feels that the best interests of the Authority are better served by amending the existing contract and retaining the Clark Nexsen and O’Brien/Atkins design team to provide architectural, engineering and other services for the Terminal 1 demolition project.

Staff requests authorization to negotiate an Amendment with the current architectural and engineering team (including Clark Nexsen as the prime consultant and O’Brien / Atkins as a sub-consultant) for the provision of architectural, engineering, and other professional services on the upcoming Terminal 1 Demolition project.

3. Consideration of the Selection of a Firm to Provide Construction Manager at Risk Services for Terminal 1 North and South Demolition: Due to a lack of a quorum, item was deferred to the full Board Meeting.

Presented by Tom Quesenberry, Vice President, Facilities Asset Management – The purpose of this item is to provide a staff recommendation on the selection of a firm to provide construction manager at risk services to the Authority in connection with the Terminal 1 North and South Concourse Demolition, RDU 070519. The scope of services in the contract involves the
provision of preconstruction phase and construction phase services for the demolition of the Terminal 1 North and South Concourses related to the Terminal 1 Renovation Project.

The Authority received three proposals. All of the proposals included a prime (or lead) firm with other firms acting as sub-consultants to the prime firm. A listing of the prime firms who submitted proposals is as follows.

- Ajax Building Corporation (Durham),
- Resolute Bridgepoint, a Joint Venture (Chapel Hill / Durham),
- Balfour Beatty Construction (Raleigh),

After review of the proposals, staff conducted interviews with these three firms on September 17 and 19, 2014. Based on the responsiveness of the proposal to the submittal requirements in the solicitation, the depth and breadth of experience of the proposing firm and its proposed sub-consultants on other similar projects, the qualifications of the proposed project manager and other key personnel, the understanding of the project by the team, efforts to include MWSB participation, and other relevant matters, the staff recommends the selection of Balfour Beatty as the first-ranked firm for provision of the services. Additionally, the staff recommends Ajax Building Corporation as the second-ranked firm, and Resolute as the third-ranked firm.

Staff requests authorization to negotiate with the first ranked firm, and in the event negotiations are unsuccessful, authorization to proceed to the second and third ranked firms respectively.