Chair Hunt presided. Present: Ali, Kane, Teer, Thompson, Wheeler and Yeargan. Staff present included: President and CEO Landguth, Senior Vice President & COO Sandifer, Senior Vice President & CRO McFall, CHRO Umphrey, Senior Vice President & CFO Sylver, Vice Presidents Damiano, DelNero, Legan and Quesenberry, 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 Kane
ADOPTED BY UNANIMOUS VOTE

II. APPROVAL OF MINUTES
Motion by Teer to approve the minutes of the November 20, 2014 meeting of the Raleigh-Durham Airport Authority Board, including the committee minutes incorporated therein; Second by Kane
ADOPTED BY UNANIMOUS VOTE

III. CHAIR COMMENTS
1. New hires recognized.
2. The Raleigh-Durham Airport Authority was named the Triangle Business Journal’s Healthiest Employer in the Triangle last week. Congratulations to the Wellness Team and all employees on such an achievement.
3. The President will comment later on the Regional Transportation Alliance’s Air Service Advancement Project, which commits $500,000 to promoting and supporting international air service.
4. The airport is gearing up for the holiday and the RDU team is ready. Thanks to all in advance for making the holidays special for all those traveling throughout RDU.

IV. OLD BUSINESS
1. Law and Personnel Committee Report – Wheeler reported the Law and Personnel Committee met on December 18, 2014 and discussed the following item(s):
   a. Consideration of the Approval of the Authority’s Records Management Program and Policy
      Staff recommends approval of the Records Management Policy and Records Retention and Disposition Schedule.
      Motion by Teer to adopt Staff’s recommendation; Second by Ali
      ADOPTED BY UNANIMOUS VOTE

   b. Consideration of a Procurement Policy and Procedure
      Report was presented for informational purposes only; No Board action required.
2. Operations Committee Report – Teer reported the Operations Committee met on December 18, 2014 and discussed the following item(s):
   
a. **Consideration of Approval of Duke Energy Progress, Inc. Request for Easement**
   Committee recommends approval of the easement with Duke Energy Progress, Inc., and authorizes the President and Chief Executive Officer to execute the Easement, with the condition that if the existing easement isn’t needed, it is returned to the Authority.

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

   **ADOPTED BY UNANIMOUS VOTE**

   b. **Consideration of Approval of Raleigh-Durham Airport Authority Lease Agreement with Jetcraft Corporation**
   Committee recommends approval of the Lease Agreement with Jetcraft Corporation, contingent on a change in language to reflect a fixed 3% increase annually and authorizes the President and Chief Executive Officer to execute the Agreement.

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

   **ADOPTED BY UNANIMOUS VOTE**

3. Air Service Committee Report – Yeargan reported the Air Service Committee met on December 18, 2014 and discussed the following item(s):
   
a. **Air Service and Incentive Program Update**
   Report was presented for informational purposes only; no Board action required.

4. Strategic Planning Committee Report – Hunt reported the Strategic Planning Committee met on December 18, 2014 and discussed the following item(s):
   
a. **C&S Company Presentation**
   Report was presented for informational purposes only; no Board action required.

V. NEW BUSINESS

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

VII. MEMBER COMMENTS
All members wished staff a Happy Holiday and congratulated them on the Healthiest Employer Award. Yeargan express his gratitude in being a part of RDU. Teer thanked all for their support of the USO.

VIII. PRESIDENT AND CEO’S REPORT
Terminal 1 has been named LEED Certified by the US Green Building Council. LEED, or Leadership in Energy & Environmental Design, is a green building certification program that recognizes best-in-class building strategies and practices. To receive LEED certification, building projects satisfy prerequisites and earn points to achieve different levels of certification. There are five key areas through which a project earns points toward LEED certification. They are: Sustainable sites, which included reducing types of pollution; Water savings; Energy and atmosphere, which is related to a building’s energy systems; Materials and resources, which include the recycling of materials; and Indoor environmental quality. To become LEED Certified, a project must earn between 40 – 49 points. RDU was awarded 43
The President thanked all of those involved in the project and congratulated them on their achievement.

The number of passengers departing RDU grew by 4.1 percent over November last year. The number of passengers arriving at RDU grew by 5.2 percent over November of last year. RDU saw a marked increase in the number of people traveling through the airport, exceeding the 200,000 who traveled during the same period last year. The team did a great job of assisting customers and ensuring everything ran smoothly.

Last week, the Regional Transportation Alliance announced it had launched the Air Service Advancement Project, or ASAP, to support international air service recruitment and promotion. The Authority is grateful to the RTA for this initiative that highlights the importance of international service to our region. This is a three-year $500,000 initiative of the RTA, which is in the process of gaining cash and in-kind commitments from its partners. An additional international flight will not only provide more options to RDU’s customers, particularly business travelers, but it will also have a tremendous impact on the economy. Within the first 25 years of its operation, one international flight will have a $1.4B impact on the Triangle region and be responsible for 14,000 jobs. The Authority is glad the community sees the importance of an additional international flight. The Authority will continue to work with RTA and business and community leaders to identify other ways that the community can support another international flight.

Last week, Wake County kicked off its new transit plan. The event was held at the convention center and hundreds of local residents attended. RDU is proud to be part of a partnership of local organizations that are working on Wake County’s strategy for transit. Ellis Cayton represents the Authority on the committee that is overseeing the plan development.

The Authority’s maintenance team has been conducting snow removal training in case snow finds its way to the region. It takes a lot of work from a lot of folks including the Authority’s customer service team, operations teams, law enforcement, and maintenance team to ensure the airport keeps running during a snow event. The President expressed his thanks to those preparing for winter weather events.

IX. ADJOURNMENT

Motion by Thompson to adjourn; Second by Wheeler

ADOPTED BY UNANIMOUS VOTE
Wheeler presided. Present: Hunt, Kane, Teer, Thompson, and Yeargan. Staff present included: President and CEO Landguth, Senior Vice President & COO Sandifer, Senior Vice President & CRO McFall, CHRO Umphrey, Senior Vice President & CFO Sylver, Vice Presidents Damiano, DelNero, 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 Approval of the Authority’s Records Management Program and Policy:** *Due to a lack of a quorum, item was deferred to the full Board Meeting.*
   
   Presented by Joan Dowdy, Information Services - At the November 2014 Board meeting, staff presented a proposed Records Management Program that supports compliance to North Carolina State laws regarding records management. (Chapter 121, Archive and History Act, and Chapter 132, Public Records Law). Staff briefly explained components of the Records Management Program, which include:
   
   1. Records Management Policy
   2. 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
   3. User awareness/educational campaign
   4. Phased implementation and rollout
   5. Software solution to manage electronic records
   6. Solution for managing physical records
   
   Staff also provided supporting documentation for Board review, which included (1) Records Management Policy and (2) the Schedule.

   Staff requests approval of the Records Management Policy and the Records Retention and Disposition Schedule.

2. **Consideration of a Procurement Policy and Procedure:** *Presented for informational purposes only; No Board action required.*
   
   Presented by Erin Locklear, General Counsel – Presentation of Procurement Policy and Procedures.

   Presented for informational purposes only; No Board action required.
RALEIGH-DURHAM AIRPORT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
DECEMBER 18, 2014

Teer presided. Present: Ali, Hunt, Kane, Thompson, Wheeler and Yeargan. Staff present included: President and CEO Landguth, Senior Vice President & COO Sandifer, Senior Vice President & CRO McFall, CHRO Umphrey, Senior Vice President & CFO Sylver, Vice Presidents Damiano, DelNero, 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 Approval of Duke Energy Progress, Inc. Request for Easement:** Upon a motion by Teer and second by Ali, the Committee recommends approval of the easement with Duke Energy Progress, Inc., and authorizes the President and Chief Executive Officer to execute the Easement, with the condition that if the existing easement isn't needed, it is returned to the Authority.

   Presented by Karen Reynolds, Director of Properties – At the November Board meeting, the Authority approved the EMS Site Lease Agreement and Memorandum of Lease with Wake County related to 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. In order for Wake County to proceed with that construction, Duke Energy Progress is required to relocate a portion of their underground facilities and has provided an easement for Authority execution.

   Staff requests approval of the easement with Duke Energy Progress, Inc., and requests the President and Chief Executive Officer be given authorization to execute the Easement.

2. **Consideration of Approval of Raleigh-Durham Airport Authority Lease Agreement with Jetcraft Corporation:** Upon a motion by Thompson and second by Teer, the Committee recommends approval of the Lease Agreement contingent on a change in language to reflect a fixed 3% increase annually with Jetcraft Corporation, and authorizes the President and Chief Executive Officer to execute the Agreement.

   Presented by Karen Reynolds, Director of Properties – Jetcraft Corporation (“Jetcraft”) currently leases office space in the General Aviation Terminal under two lease agreements, each on a month-to-month basis. Jetcraft requested an additional five year lease term related to the entirety of its leasehold (both leases). The new lease agreement combines the two separate lease agreements into one agreement and leases 2,206.65 square feet of office space on the second level of the General Aviation Terminal, effective January 1, 2015 for a period of five years, with termination by either party upon giving at least one hundred eighty (180) days prior written notice. The rental rate of $24.72/square foot/year to be charged upon the effective date is the higher of the two currently charged rental rates, and the rate will escalate by no greater than 3% per year.

   Staff requests approval of the Lease Agreement with Jetcraft Corporation, and requests the President and Chief Executive Officer be given authorization to execute the Agreement.
Yeargan presided. Present: Ali, Hunt, Kane, Teer, Thompson, and Wheeler. Staff present included: President and CEO Landguth, Senior Vice President & COO Sandifer, Senior Vice President & CRO McFall, CHRO Umphrey, Senior Vice President & CFO Sylver, Vice Presidents Damiano, DelNero, Legan and Quesenberry, General Counsel Locklear, Executive Administrative Assistant Rivera, and other staff members and guests.

The Committee discussed the following item(s):  

1. Air Service and Incentive Program Update: Report was presented for informational purposes only; no Board action required.

   Presented by Teresa Damiano, Vice Presidents, Communications and Community Affairs and Tom Barritt, Director of Finance – Presentation of current air service incentives and supporting statistics.

   Informational report only; no Board Action Required.
RALEIGH-DURHAM AIRPORT AUTHORITY
STRATEGIC PLANNING COMMITTEE MEETING MINUTES
DECEMBER 18, 2014

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

The Committee discussed the following item(s):

1. **C&S Company Presentation**: Report was presented for informational purposes only; no Board action required.

   Presented by Bill Sandifer, Senior Vice President and Chief Operating Officer – Presentation by Matt Taylor of C&S Company regarding future airport development.

   Informational report only; no Board Action Required.