RALEIGH-DURHAM AIRPORT AUTHORITY BOARD MEETING MINUTES
JANUARY 15, 2015

Chair Hunt presided. Present: Ali, Cole, Kane, Teer, Thompson, Wheeler and Zucchino. 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 Cole to approve the agenda; Second by Thompson
   ADOPTED BY UNANIMOUS VOTE

II. APPROVAL OF MINUTES
    Motion by Cole to approve the minutes of the December 18, 2014 meeting of the Raleigh-Durham Airport Authority Board, including the committee minutes incorporated therein; Second by Thompson
    ADOPTED BY UNANIMOUS VOTE

III. CHAIR COMMENTS
    1. The Chairman expressed his gratitude to the Civil Air Patrol’s Cadet Color Guard and Major Rich Laviano for beginning 2015’s meeting with the posting of the colors.
    2. The Chairman wished everyone a Happy New Year and expressed how 2014 was a return to growth for the airport.
    3. Quarterly Service Awards recognized.

IV. OLD BUSINESS
    1. Finance Committee Report – Thompson reported the Finance Committee met on January 15, 2015 and discussed the following item(s):
       a. Consideration of a Statutory Designation as Finance Officer
          Committee recommends appointment of Donna Sylver as Finance and Budget Officer, change of Tom Barritt’s appointment as Finance Officer to appointment to Deputy Finance Officer, and reaffirmation of the previous appointment of Mesheila Lynch and Steve Golden as Deputy Finance Officers.
          Motion by Ali to adopt Staff’s recommendation; Second by Teer
          ADOPTED BY UNANIMOUS VOTE

    2. Law and Personnel Committee Report – Wheeler reported the Law and Personnel Committee met on January 15, 2015 and discussed the following item(s):
       a. Consideration of Repeal of Two Existing Service Retention Policies

Motion by Wheeler to adopt Committee’s recommendation; Second by Thompson

ADOPTED BY UNANIMOUS VOTE

3. Land and Development Committee Report – Teer reported the Land and Development Committee met on January 15, 2015 and discussed the following item(s):
   a. Consideration of Firm Selection for Professional Services for Terminal Area Parking Garage Facilities
      Committee recommends entering into a Master Consultant Services Agreement with Walker Parking Consultants, and authorization for the President and CEO to execute the agreement on behalf of the Authority.

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

ADOPTED BY UNANIMOUS VOTE

b. Consideration of Firm Selection for Consulting Services for Informational Signing and Wayfinding Improvements
   Committee recommends entering into a Master Consultant Services Agreement with Apple Designs, Inc and authorization for the President and CEO to execute the agreement.

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

ADOPTED BY UNANIMOUS VOTE

4. Operations Committee Report – Teer reported the Operations Committee met on January 15, 2015 and discussed the following item(s):
   a. Consideration of Emergency Restoration Services Agreement
      Committee recommends approval of an agreement with BelFor Property Restoration to provide emergency restoration services and for the President and CEO to execute the agreement.

Motion by Teer to adopt Committee’s recommendation; Second by Thompson

ADOPTED BY UNANIMOUS VOTE

V. NEW BUSINESS

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

VII. MEMBER COMMENTS
   Vice-Chair Thompson expressed thanks on behalf of the Board to Tom Barritt for serving as Interim CFO. Mindy Hamlin was recognized for her part in securing WRAL’s cameras on the property which has benefited RDU. Member Teer expressed thanks to Vin DelNero for proactively noticing an issue.

VIII. PRESIDENT AND CEO’S REPORT
   The Authority’s annual activity report shows a positive increase. For the month of December, 2014, the number of passengers departing RDU was up .6 percent compared to December, 2013. The number of passengers arriving at RDU was up 2.1 percent. However, thanks to the strong growth RDU had
throughout the year, the number of passengers departing RDU grew 3.8 percent for the year compared to 2013. The number of passengers arriving at RDU grew by 3.7 percent compared to 2013.

With the beginning of the New Year, Airports Council International – North America, and the American Association of Airport Executives, along with their partners in travel, tourism and construction, began a major campaign to promote the FAA Reauthorization Bill, which expires in September. The President has addressed this issue in previous meetings, and will continue to update staff members over the next 10 to 12 months. The Raleigh-Durham Airport Authority is joining these organizations and airports across the country in these efforts. This year’s reauthorization bill gives Congress an opportunity to increase and modernize the passenger facility charge and maintain the Airport Improvement Program (AIP), both of which are critical to the development of airport infrastructure. To meet airports’ future infrastructure needs, the AIP must remain in place and the PFC (Passenger Facility Charge) must be increased. Since direct funding through AIP covers only a fraction of the total infrastructure projects required to upgrade and maintain RDU’s world-class aviation system, the Authority firmly believes airport financing needs will only be met by both maintaining the AIP and increasing the PFC. The Passenger Facility Charge is critical to RDU’s ability to fund future capital improvement projects. The current PFC at $4.50 will not adequately meet the airport’s future needs. For this reason, the Authority supports Congress setting the PFC federal cap at $8.50. Federal funding for airport infrastructure projects through the AIP is particularly important at a time when airports are artificially constrained from generating more local revenue from PFC’s. The Authority is launching its own campaign to educate Congressmen and the local community about this important issue. Raleigh-Durham International Airport has an $8B annual impact on the region. The passing of this bill is critical to RDU’s ability to continue to fund major projects that will increase capacity, develop the infrastructure needed to meet the region’s air service needs and continue RDU’s positive economic impact on the region.

Skydrill is being led by the Operations Department, and all are gearing up for this full emergency preparedness drill, which is required by the FAA. The drill is scheduled for Saturday, March 14. The emergency preparedness exercise tests RDU’s response to a major aircraft accident. The exercise also allows RDU’s teams to test their coordination with mutual aid partners. The FAA requires that all certified airports conduct a full-scale emergency exercise at least once every three years. RDU hosts annual tabletop exercises with local agencies.

The President congratulated the Authority’s 2014 Employee of the Year, Randy Thornburg.

IX. ADJOURNMENT
Motion by Ali to adjourn; Second by Thompson
ADOPTED BY UNANIMOUS VOTE
RALEIGH-DURHAM AIRPORT AUTHORITY
CLOSED SESSION MEETING MINUTES
JANUARY 15, 2015

Chair Hunt presided. Present: Ali, Cole, Kane, Teer, Thompson, Wheeler and Zucchino. 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.

CLOSED SESSION

Motion by Ali to enter into a closed session for the purposes of discussing a legal matter with General Counsel; Second by Thompson

ADOPTED BY UNANIMOUS VOTE

The Board met in a closed session to discuss a legal matter with General Counsel.

Motion by Teer to exit the closed session; Second by Thompson

ADOPTED BY UNANIMOUS VOTE
Thompson presided. Present: Ali, Cole, Hunt, Kane, Teer, Wheeler and Zucchino. 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 a Statutory Designation as Finance Officer: Upon a motion by Ali and second by Thompson, the Committee recommends appointment of Donna Sylver as Finance and Budget Officer, change of Tom Barritt’s appointment as Finance Officer to appointment to Deputy Finance Officer, and reaffirmation of the previous appointment of Mesheila Lynch and Steve Golden as Deputy Finance Officers.

Presented by Donna Sylver, SVP and CFO - In May, 2014, the Board appointed Tom Barritt, then Interim CFO, pursuant to NCGS §159-24 as Finance Officer to take over those duties from the former Deputy Airport Director. At that time, Steve Golden and MeSheila Lynch were also appointed as Deputy Finance Officers pursuant to NCGS §§159-25, 28 in order to allow them to countersign checks and provide pre-audit certifications for disbursements. The President and CEO’s facsimile signature is required by the statute as the countersignature on all checks. In order to reflect the current organizational structure, staff requests and recommends:

1. Appointment of Donna Sylver as the Finance Officer pursuant to NCGS §159-24 and as the Budget Officer pursuant to NCGS §159-9  
2. Change of Tom Barritt’s designation from Finance Officer to Deputy Finance Officer pursuant to NCGS §§159-25, 28  
3. Reaffirmation of the previous appointment of Steve Golden and MeSheila Lynch as Deputy Finance Officers pursuant to NCGS §§159-25, 28.

Staff recommends appointment of Donna Sylver as Finance and Budget Officer, change of Tom Barritt’s appointment as Finance Officer to appointment to Deputy Finance Officer, and reaffirmation of the previous appointment of Mesheila Lynch and Steve Golden as Deputy Finance Officers.
Wheeler presided. Present: Ali, Cole, Hunt, Kane, Teer, Thompson, and Zucchino. 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 Repeal of Two Existing Service Retention Policies:** Upon a motion by Ali and second by Cole, the Committee recommends repeal of the 1992 Policy for Retention of Architects, Engineers and Surveyors and the 2007 Policy for Retention of Professional and Other Services.

   Presented by Erin Locklear, General Counsel - As discussed at the December Board meeting, the Board has previously adopted two policies related to the retention of service providers (the Policy for Retention of Architects, Engineers and Surveyors, adopted in 1992, and the Policy for Retention of Professional and Other Services, adopted in 2007). These policies have proven difficult in their application, and staff is requesting the repeal of those two policies to clear the way for the administrative adoption of the Procurement Policy and the Procurement Procedure. These policies are difficult in their application for several salient reasons:

   1. The policies contain detailed procedural steps that best business practices suggest should be in a procedural document.
   2. The policies allow for the avoidance of competition where a satisfactory contractor has previously provided services.
   3. The policies require a two-step ranking, selection and negotiating process for all services, which can impact the Authority’s ability to negotiate.

   Therefore, staff is requesting that the Board repeal the Policy for Retention of Architects, Engineers and Surveyors (adopted in 1992) and the Policy for Retention of Professional and Other Services (adopted in 2007) to clear the way for the administrative adoption of the Procurement Policy and the Procurement Procedure.

   Staff recommends repeal of the 1992 Policy for Retention of Architects, Engineers and Surveyors and the 2007 Policy for Retention of Professional and Other Services.
RALEIGH-DURHAM AIRPORT AUTHORITY
LAND AND DEVELOPMENT COMMITTEE MEETING MINUTES
JANUARY 15, 2015

Teer presided. Present: Ali, Cole, Hunt, Kane, Thompson, Wheeler and Zucchino. 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 Firm Selection for Professional Services for Terminal Area Parking Garage Facilities:

   Upon a motion by Thompson and second by Kane, the Committee recommends entering into a Master Consultant Services Agreement with Walker Parking Consultants, and authorization for the President and CEO to execute the agreement on behalf of the Authority.

   Presented by Tom Quesenberry, Vice President, Facility Asset Management – The purpose of this item is to provide a staff recommendation on the selection of a firm to provide professional services for rehabilitation and energy improvements to terminal area parking garage facilities, RDU 080689. The scope of services in the contract involves the provision of architectural and engineering services for the terminal area parking garage structures rehabilitation program including architectural; structural, mechanical, electrical, communications, and fire protection engineering; signing consultation; condition and asset management assessments; mechanical, electrical, and lighting system and energy efficiency evaluations; construction phase services; etc. The term of the agreement will be three years, with two one year options, exercisable at the option of the Authority. On October 15, 2014 the Authority issued a Request for Proposals for the project, and subsequently received seven 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: Alpha & Omega Group (Raleigh), Carl Walker Inc. (Charlotte), Desman Associates (McLean, VA), Heery International (Raleigh), THP Limited (Cincinnati, OH), Walker Restoration Consultants (Indianapolis, IN), and Walter P. Moore (Durham, NC). Each of the above referenced firms met or exceeded the required MWSB goals identified in the RFP. After review of the proposals, staff selected Desman Associates, Heery International, Walker Restoration Consultants, and Walter P. Moore for interviews and further consideration. Based on the responsiveness of each proposer to the submittal requirements and the overall staff evaluation of the proposed team’s qualifications, capability and experience, staff recommends the selection of Walker Parking Consultants as the first-ranked firm for provision of the services. Additionally, the staff recommends Walter P. Moore as the second-ranked firm, and Desman as the third-ranked firm.

   Staff requests authorization to enter into a Master Consultant Services Agreement with Walker Parking Consultants, and authorization for the President and CEO to execute the agreement.
2. Consideration of Firm Selection for Consulting Services for Informational Signing and Wayfinding Improvements: Upon a motion by Zucchino and second by Thompson, the Committee recommends entering into a Master Consultant Services Agreement with Apple Designs, Inc and authorization for the President and CEO to execute the agreement.

Presented by Tom Quesenberry, Vice President, Facility Asset Management – The purpose of this item is to provide a staff recommendation on the selection of a firm to provide professional consultation services in connection with informational signing and wayfinding improvements, RDU 010829. The scope of services in the contract involves the provision of consultation services for signing and wayfinding systems including signing design, signing condition and maintenance assessment, electrical and lighting design, structural engineering, communications engineering, and other related services. The term of the agreement will be three years, with two one year options, exercisable at the option of the Authority. On October 15, 2014 the Authority issued a Request for Proposals for the project, and subsequently received four 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: Apple Designs, Inc (Raleigh), Gresham Smith Partners (Nashville, TN), Gensler (Raleigh), and Arup (New York, NY). Each of the above referenced firms met or exceeded the required MWSB goals identified in the RFP. After review of the proposals, staff selected Apple Designs, Inc and Gresham Smith Partners for interviews and further consideration. Based on the responsiveness of each proposer to the submittal requirements and the overall staff evaluation of the proposed team’s qualifications, capability and experience, staff recommends the selection of Apple Designs, Inc as the first-ranked firm for provision of the services. Additionally, the staff recommends Gresham Smith as the second-ranked firm, and Gensler as the third-ranked firm.

Staff requests authorization to enter into a Master Consultant Services Agreement with Apple Designs, Inc and authorization for the President and CEO to execute the agreement.
Teer presided. Present: Ali, Cole, Hunt, Kane, Thompson, Wheeler and Zucchino. 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 an Agreement for Emergency Restoration Services: Upon a motion by Ali and second by Cole, the Committee recommends approval of an agreement with BelFor Property Restoration to provide emergency restoration services and for the President and CEO to execute the agreement.

Presented by Cleon Umphrey, CHRO – The purpose of this memorandum is to provide a staff recommendation on the selection of a firm to provide emergency restoration services. The types of events that would justify partnering with such a firm are events that adversely impact airport operations and threaten the safety and health of the airport environment. The events that would justify this particular partnership include, but are not limited to, fire and smoke damage, water intrusion, mold remediation, sewer backups, and communicable disease decontamination. BelFor Property Restoration is the largest disaster management company in the world; their experience, size, and knowledge ensure that they can safely and effectively mitigate exposures during an emergency situation. They are located in close proximity to the airport and have a warehouse stocked with specialized equipment and supplies to ensure a quick efficient response. In the past, the Authority has used BelFor Property Restoration on such projects as mold remediation, sewer backups, and water intrusion. The Authority was very pleased with the emergency response and remediation services provided by BelFor Property Restoration. Additionally, the Authority contacted several references to ensure consistency with the BelFor services and found no discrepancies. The Red Alert agreement ensures that the Authority receives priority service for emergency response, a designated allocation of resources, and a Regional Account Manager. This agreement is for three years with two optional one-year periods.

Staff requests approval of an agreement with BelFor Property Restoration to provide emergency restoration services and for the President and CEO to execute the agreement.