RALEIGH-DURHAM AIRPORT AUTHORITY BOARD MEETING MINUTES  
MAY 21, 2015

Chair Thompson presided. Present: Ali, Cole, Hannah, Hunt, Kane, and Teer. 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, Hetzel, Legan, and Quesenberry, Executive Administrative Assistant Rivera, and other staff members and guests.

I. APPROVAL OF AGENDA
   Motion by Ali to approve the agenda; Second by Cole

ADOPTED BY UNANIMOUS VOTE

II. APPROVAL OF MINUTES
    Motion by Hunt to approve the minutes of the April 16, 2015 meeting of the Raleigh-Durham Airport Authority Board, including the committee minutes incorporated therein; Second by Hannah

ADOPTED BY UNANIMOUS VOTE

III. CHAIR COMMENTS
    1. Promotions and retirements recognized.
    2. The Chairman congratulated staff on receiving a diversity award from ACI-NA called an Inclusion Award through our MWSB program.
    3. The Chairman kicked off the Master Planning process for the Authority.

IV. OLD BUSINESS
    1. Finance Committee Report – Teer reported the Finance Committee met on May 21, 2015 and discussed the following item(s):
       a. Order Authorizing the Issuance and Sale by the Authority of Not To Exceed $42,000,000 Airport Revenue Refunding Bonds, Series 2015a (Non-AMT) and Not To Exceed $57,000,000 Airport Revenue Refunding Bonds, Series 2015b (AMT) To Refund Certain Bonds Previously Issued by the Authority and Authorizing the Execution And Delivery Of Certain Documents in Connection Therewith.
          Committee recommends issuance and sale by the Authority of Not To Exceed $42,000,000 Airport Revenue Refunding Bonds, Series 2015a (Non-AMT) and Not To Exceed $57,000,000 Airport Revenue Refunding Bonds, Series 2015b (AMT) To Refund Certain Bonds Previously Issued by the Authority and Authorizing the Execution And Delivery Of Certain Documents in Connection Therewith.
          Motion by Teer to adopt Committee’s recommendation; Second by Ali

ADOPTED BY UNANIMOUS VOTE

b. Consideration of the Proposed FY 15-16 Internal Audit Plan.
Committee recommends acceptance of the FY15-16 Internal Audit Plan.

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

ADOPTED BY UNANIMOUS VOTE

2. Operations Committee Report – Hunt reported the Operations Committee met on May 21, 2015 and discussed the following item(s):
   a. Consideration of a Task Order to the existing Master Agreement with Walker Parking Consultants to Professional Services to Terminal Area Parking Garage Facilities
      Committee recommends approval of Task Order 1 under the Master Services Agreement with Walker Parking Consultants to provide professional architectural, engineering, and other related services for Rehabilitation and Energy Improvements to Terminal Area Parking Garage Facilities, RDU 080689 and authorization for the President and CEO to execute Task Order 1.
      Motion by Hunt to adopt Committee’s recommendation; Second by Hannah
      ADOPTED BY UNANIMOUS VOTE

   b. Consideration of Parking Advisory Services Agreement with the Dublin Airport Authority
      Committee recommends approval of a Parking Advisory Services Agreement with the Dublin Airport Authority for one year in the amount of $273,700. Staff also requests that the President and CEO be given the approval to execute the agreement.
      Motion by Hunt to adopt Committee’s recommendation; Second by Cole
      ADOPTED BY UNANIMOUS VOTE

   c. Consideration of Purchase of Oshkosh Striker 6X6 Snozzle Class 5 ARFF Vehicle
      Committee recommends procurement of an Oshkosh Striker 6X6 Snozzle Class 5 ARFF vehicle for $949,022 with signature authority for the President and CEO, contingent on the receipt of FAA and state grants in the amounts detailed above.
      Motion by Cole to adopt Committee’s recommendation; Second by Kane
      ADOPTED BY UNANIMOUS VOTE

3. Land and Development Committee Report – Teer reported the Land and Development Committee met on May 21, 2015 and discussed the following item(s):
   a. Consideration of Agreement with Ricondo & Associates for Airport Master Planning
      Committee recommends approval of an Agreement with Ricondo & Associates to provide airport master planning and other related professional support services and authorization for the President and CEO to execute the Agreement, contingent on the receipt of an FAA and state grant in the amounts detailed above.
      Motion by Teer to adopt Committee’s recommendation; Second by Ali
      ADOPTED BY UNANIMOUS VOTE

   b. Consideration of Federal Aviation Administration Grant Acceptance
      Committee recommends approval of a resolution to accept the grant offer, in an amount of approximately $3,700,000, and authorize the President and CEO and any other necessary parties to execute the grant documents.
Motion by Teer to adopt Committee’s recommendation; Second by Ali

ADOPTED BY UNANIMOUS VOTE

4. MWSB Committee Report – Ali reported the MWSB Committee met on May 21, 2015 and discussed the following item(s):
      Presentation made for information purposes only; no Board action required.

5. Strategic Planning Committee Report – Thompson reported the Strategic Planning Committee met on May 21, 2015 and discussed the following item(s):
   a. Consideration of Second Amendment to the Interlocal Agreement for Cost Sharing and Procurement of Wake County Transit Investment Strategy
      Committee recommends approval of the Second Amendment to the Interlocal Agreement for Cost Sharing and Procurement of Wake County Transit Investment Strategy and authorization of execution by President and CEO.

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

ADOPTED BY UNANIMOUS VOTE

V. NEW BUSINESS
Member Cole suggested that the Authority write a letter of appreciation to Harvey Schmitt for his 21 years of service to the area as the President and CEO of the Greater Raleigh Chamber of Commerce.

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

VII. MEMBER COMMENTS
Member Teer thanked staff for their support of the USO.

VIII. PRESIDENT AND CEO’S REPORT
The number of passengers departing RDU during the month of April rose by 1.7% compared to April 2014. The number of passengers arriving at RDU remained flat at 0.2%. Last week, RDU had a record passenger volume day with 18,922 passengers traveling through the airport.

On October 1, Alaska Airlines will begin service at RDU with one daily nonstop flight between our region and Seattle. Seattle has been at the top of the Authority’s most wanted list, along with San Diego. The President congratulated Teresa Damiano and Dave Young for their work in obtaining service from Alaska Airlines.

United Airlines will begin twice daily nonstop service to Denver, expanding RDU’s customers’ choices to the popular destination.

Other upcoming service includes Southwest’s daily nonstop flight to Dallas Love Field and Frontier Airlines’ summer service to Denver.

The President thanked those who attended the May 6 launch of Allegiant service from RDU to three small airports near popular Florida destinations: Ft. Myers, Orlando and Tampa.
The Authority is continuing its efforts to educate elected officials and community leaders about the importance of the FAA Reauthorization Bill. The current FAA bill, which contains the passenger facility charge, or PFC, provision, expires Sept. 30. The new bill, for which the Authority is asking for the modernization of the PFC, will most likely be introduced this summer. This could mean that the current FAA Bill will have to be extended beyond Sept. 30 to allow time for a new one to work its way through Congress. However, a bill is expected to be signed by year end. RDU’s interests continue to be the same: To urge Congress to pass the 2015 Reauthorization Bill that increases and modernizes the passenger facility charge and maintains the Airport Improvement Program, both of which are critical to the development of airport infrastructure.

The master plan is an important and exciting endeavor. Staff was responsible for a major phase of development in which the construction of a parking garage, GA Terminal, Terminal 2 and the renovation of Terminal was all completed. The Authority will now look toward the future. The master planning process will guide the Authority with major projects and needs through 2040. What exactly is a master plan? In short, a master plan is a comprehensive study of an airport’s infrastructure and facilities, as well as an analysis of future growth in customers, capacity and cargo. The focus is the short and long-term development of the airport to ensure it can support future air service and passenger growth and demand. As part of this process, the Authority will be actively engaging the community, inviting them to view alternatives and provide their feedback before a final master plan is developed. Public engagement in this process is key. RDU is here to serve the region and continue an $8B annual economic impact. An ongoing and open dialogue with those served will be instrumental to the plan’s development.

IX. ADJOURNMENT

Motion by Ali to adjourn; Second by Teer

ADOPTED BY UNANIMOUS VOTE
RALEIGH-DURHAM AIRPORT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
MAY 21, 2015

Teer presided. Present: Ali, Cole, Hannah, Hunt, Kane, 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, Hetzel, Legan, and Quesenberry, Executive Administrative Assistant Rivera, and other staff members and guests.

The Committee discussed the following item(s):

1. Order Authorizing the Issuance and Sale by the Authority of Not To Exceed $42,000,000 Airport Revenue Refunding Bonds, Series 2015a (Non-AMT) and Not To Exceed $57,000,000 Airport Revenue Refunding Bonds, Series 2015b (AMT) To Refund Certain Bonds Previously Issued by the Authority and Authorizing the Execution And Delivery Of Certain Documents in Connection Therewith: Upon a motion by Teer and second by Ali, Committee recommends issuance and sale by the Authority of Not To Exceed $42,000,000 Airport Revenue Refunding Bonds, Series 2015a (Non-AMT) and Not To Exceed $57,000,000 Airport Revenue Refunding Bonds, Series 2015b (AMT) To Refund Certain Bonds Previously Issued by the Authority and Authorizing the Execution And Delivery Of Certain Documents in Connection Therewith.

Presented by Donna Sylver, SVP & CFO –

EXTRACTS FROM MINUTES OF THE RALEIGH-DURHAM AIRPORT AUTHORITY

A regular meeting of the Raleigh-Durham Airport Authority was held at 1:00 p.m. on May 21, 2015 in the office of the Raleigh-Durham International Airport in Wake and Durham Counties, North Carolina, the regular place of meeting.

Present:

Absent:

Also Present:

* * * * * *

________________ introduced the following order the title of which was read and copies of which had been previously distributed to each Member:
ORDER AUTHORIZING THE ISSUANCE AND SALE BY THE AUTHORITY OF NOT TO EXCEED $42,000,000 AIRPORT REVENUE REFUNDING BONDS, SERIES 2015A (NON-AMT) AND NOT TO EXCEED $57,000,000 AIRPORT REVENUE REFUNDING BONDS, SERIES 2015B (AMT) TO REFUND CERTAIN BONDS PREVIOUSLY ISSUED BY THE AUTHORITY AND AUTHORIZING THE EXECUTION AND DELIVERY OF CERTAIN DOCUMENTS IN CONNECTION THEREWITH

BE IT ORDERED by the Raleigh-Durham Airport Authority (the “Authority”):

Section 1. The Authority does hereby find and determine as follows:

(a) The Authority has heretofore executed and delivered a Master Trust Indenture, dated as of February 1, 2001, as amended (the “Master Trust Indenture”), between the Authority and The Bank of New York Mellon Trust Company, N.A., as trustee (the “Trustee”), authorizing the issuance of revenue bonds thereunder for the purpose of financing the costs of improvements at the Raleigh-Durham International Airport (the “Airport”) as further provided therein.

(b) Pursuant to the Master Trust Indenture and the Fifth Supplemental Indenture, dated as of March 1, 2005 (the “Fifth Supplement”) thereunder between the Authority and the Trustee, the Authority has heretofore issued its Raleigh-Durham Airport Authority Airport Revenue Bonds, Series 2005A (Non-AMT) (the “Series 2005A Bonds”) and Raleigh-Durham Airport Authority Airport Revenue Bonds, Series 2005B (AMT) (the “Series 2005B Bonds”) to provide funds, together with other available funds, to finance certain improvements to the Airport.

(c) The Authority has determined to issue (i) not exceeding $42,000,000 Raleigh-Durham Airport Authority Airport Revenue Refunding Bonds, Series 2015A (Non-AMT) (the “Series 2015A Bonds”) for the purpose of providing funds, together with other available funds, to refund all or a portion of the Series 2005A Bonds and pay Costs of Issuance associated with the issuance of the Series 2015A Bonds and (ii) not exceeding $57,000,000 Raleigh-Durham Airport Authority Airport Revenue Refunding Bonds, Series 2015B (AMT) (the “Series 2015B Bonds,” and, together with the Series 2015A Bonds, collectively, the “Series 2015 Bonds”) for the purpose of providing funds, together with other available funds, to refund all or a portion of the Series 2005B Bonds and pay Costs of Issuance associated with the issuance of the Series 2015B Bonds.

(d) The North Carolina Local Government Commission (the “Commission”) has approved the application of the Authority for the issuance of bonds in the aggregate principal amounts set forth above in accordance with G.S. 159-86 and has further approved the sale of the Series 2015 Bonds by private sale to the underwriters thereof.

Incorporated, Raymond James & Co. Incorporated, Siebert Brandford Shank & Co., LLC, (collectively, the “Underwriters”), pursuant to the provisions of the Bond Purchase Agreement (hereinafter defined), at such prices determined by the Commission, subject to the approval of the Authority.

(f) There have been presented to the Authority at this meeting forms of the following documents relating to the issuance and sale of the Bonds:

(1) Twelfth Supplemental Trust Indenture, to be dated June 1, 2015 (the “Twelfth Supplemental Trust Indenture”), between the Authority and the Trustee, pursuant to which the Series 2015 Bonds would be issued;

(2) Bond Purchase Agreement, to be dated the date of execution and delivery thereof, among the Authority, the Commission and Barclays Capital, Inc., as representative of the Underwriters, relating to the sale of the Series 2015 Bonds; and

(3) Preliminary Official Statement, to be dated the date of delivery thereof (the “Preliminary Official Statement”), relating to the sale and offering of the Series 2015 Bonds and certain other revenue refunding Bonds of the Authority.

(g) The Authority has determined that the issuance and sale of the Series 2015 Bonds in the manner provided in this order is in the best interests of the Authority.

Section 2. Capitalized words and terms used in this order and not defined herein shall have the same meanings given such words and terms in the Master Trust Indenture and the Twelfth Supplemental Indenture.

Section 3. Pursuant to the provisions of The State and Local Government Revenue Bond Act, as amended (the “Act”), particularly G.S. 159-88, the Authority hereby authorizes the issuance of the Series 2015A Bonds in an aggregate principal amount of not to exceed $42,000,000 and the Series 2015B Bonds in an aggregate principal amount of not to exceed $57,000,000. The exact amount of Series 2015A Bonds and Series 2015B Bonds to be issued shall be determined by the Chief Executive Officer, the Chief Financial Officer or the Director of Finance of the Authority at the time the Series 2015 Bonds are sold to the Underwriters and shall be an amount sufficient, together with any other available funds, to pay the amounts specified in subsection (c) of Section 1 above.

The Series 2015 Bonds shall bear interest and mature at such times and in such amounts as shall be set forth in the Master Trust Indenture and the Twelfth Supplemental Trust Indenture, subject to the provisions of this order, such rate, maturities and amounts to be determined by the Chief Executive Officer, the Chief Financial Officer or the Director of Finance of the Authority at the time the Series 2015 Bonds are sold to the Underwriters. The final maturity of the Series 2015 Bonds shall not be later than May 1, 2030. The effective interest cost of the Series 2015 Bonds shall not exceed 4.0%.
Section 4. The Series 2015 Bonds shall be subject to optional and mandatory sinking fund redemption at the times, upon the terms and conditions, and at the prices determined by the Chief Executive Officer, the Chief Financial Officer or the Director of Finance of the Authority, such redemption terms to be set forth in the Twelfth Supplemental Trust Indenture.

Section 5. The proceeds of the Series 2015 Bonds shall be applied as provided in the Twelfth Supplemental Trust Indenture.

Section 6. The Series 2015 Bonds shall be secured as provided in the Master Trust Indenture and the Twelfth Supplemental Indenture.

Section 7. The Local Government Commission is hereby requested to sell and award the Series 2015 Bonds to the Underwriters on behalf of the Authority, subject to the approval of the Authority, in accordance with the terms and provisions set forth in the Bond Purchase Agreement. Each of the Chairman, the Chief Executive Officer, the Chief Financial Officer and the Director of Finance of the Authority is hereby designated to approve on behalf of the Authority the sale of the Series 2015 Bonds to the Underwriters for such purchase price and upon such terms and conditions as such officer shall determine, subject to the provisions of this order. The Chairman, the Chief Executive Officer, the Chief Financial Officer and the Director of Finance of the Authority is each hereby authorized and directed in the name and on behalf of the Authority to execute and deliver the Bond Purchase Agreement in substantially the form presented, together with such changes, additions and deletions as the person executing the Bond Purchase Agreement, with the advice of counsel, may deem necessary and appropriate, such execution and delivery to be conclusive evidence of the approval and authorization in all respects of the form and content thereof.

Section 8. The form, terms and provisions of the Twelfth Supplemental Trust Indenture and the Series 2015 Bonds are hereby approved, and each of the Chairman, the Chief Executive Officer, the Chief Financial Officer and the Director of Finance is hereby authorized and directed to execute the Twelfth Supplemental Trust Indenture and the Series 2015 Bonds in substantially the forms presented, together with such changes, additions and deletions as such persons, with the advice of counsel, may deem necessary and appropriate, including, without limitation, changes, additions and deletions necessary to incorporate the final terms of the Series 2015 Bonds as set forth in the Bond Purchase Agreement and to incorporate certain terms and provisions required by the rating agencies, such execution and delivery to be conclusive evidence of the approval and authorization in all respects of the form and content thereof.

Section 9. The Preliminary Official Statement relating to the offering for sale of the Series 2015 Bonds is hereby approved. The Authority hereby authorizes and approves the use and distribution of the Preliminary Official Statement in the form presented in connection with the offering for sale of the Series 2015 Bonds by the Underwriters. The Authority authorizes and consents to the preparation and distribution of a final Official Statement, in substantially the form of the Preliminary Official Statement,
together with such changes as are necessary to reflect the final terms of the Series 2015 Bonds. The Chairman, the Chief Executive Officer, the Chief Financial Officer and the Director of Finance of the Authority are each hereby authorized and directed to execute the Official Statement such execution and delivery to be conclusive evidence of the approval and authorization in all respects of the form and content thereof.

Section 10. Each of the Chairman, the Chief Executive Officer, Chief Financial Officer and the Director of Finance is authorized and directed (without limitation except as may be expressly set forth in this order) to take such action and to execute and deliver the Twelfth Supplemental Trust Indenture, the Series 2015 Bonds and such certificates, agreements, instruments, opinions or other documents as they, with the advice of counsel, may deem necessary or appropriate to effect the transactions contemplated by this order, the Master Trust Indenture, the Twelfth Supplemental Trust Indenture and the Bond Purchase Agreement. The Secretary and each Assistant Secretary hereinafter provided for is hereby authorized to affix the seal to such instruments and attest the same. The Secretary and each Assistant Secretary is further authorized to certify the authenticity of such records of the Authority as shall be required in connection with the issuance of the Series 2015 Bonds and the fulfillment of the terms of the Bond Purchase Agreement in connection therewith. Each of the Chief Executive Officer, Chief Financial Officer and the Director of Finance is hereby appointed as an Assistant Secretary to the Authority for purposes of delivering and authenticating documents of the Authority and attesting the official seal of the Authority in connection with the issuance of the Bonds.

The officers of the Authority and the agents and employees of the Authority are hereby authorized and directed to do all acts and things required of them by the provisions of this order, the Bonds, the Master Trust Indenture, the Twelfth Supplemental Trust Indenture and the Bond Purchase Agreement for the full, punctual and complete performance of the terms, covenants, provisions and agreements of the same, including all administrative actions as shall be required to be taken after the issuance of the Series 2015 Bonds. The officers of the Authority are authorized to take such actions as may be necessary or desirable in order to permit or qualify the offering of the Series 2015 Bonds in any jurisdiction the Underwriters may request.

Section 11. The issuance and sale of the Series 2015 Bonds is hereby approved subject to the terms and conditions set forth in this order.

Section 12. This order shall take effect immediately upon its passage.

Upon motion of Member _____________, seconded by Member _____________, the foregoing order entitled “ORDER AUTHORIZING THE ISSUANCE AND SALE BY THE AUTHORITY OF NOT TO EXCEED $42,000,000 AIRPORT REVENUE REFUNDING BONDS, SERIES 2015A (NON-AMT) AND NOT TO EXCEED $57,000,000 AIRPORT REVENUE REFUNDING BONDS, SERIES 2015B (AMT) TO REFUND CERTAIN BONDS PREVIOUSLY ISSUED BY THE AUTHORITY
AND AUTHORIZING THE EXECUTION AND DELIVERY OF CERTAIN DOCUMENTS IN CONNECTION THEREWITH” was passed by the following vote:

Ayes:

Noes:

I, John Kane, Secretary of the Raleigh-Durham Airport Authority, DO HEREBY CERTIFY that the foregoing is a true copy of so much of the proceedings of said Board at a regular meeting held on May 21, 2015 as it relates in any way to the passage of the foregoing resolution and that said proceedings are recorded in the minutes of said Board.

WITNESS my hand and the official seal of the Authority this 21st day of May, 2015.

[SEAL]

Secretary

Staff recommends issuance and sale by the Authority of Not To Exceed $42,000,000 Airport Revenue Refunding Bonds, Series 2015a (Non-AMT) and Not To Exceed $57,000,000 Airport Revenue Refunding Bonds, Series 2015b (AMT) To Refund Certain Bonds Previously Issued by the Authority and Authorizing the Execution And Delivery Of Certain Documents in Connection Therewith.

2. Consideration of the Proposed FY 15-16 Internal Audit Plan: Upon a motion by Ali and second by Hannah, the Committee recommends acceptance of the FY15-16 Internal Audit Plan.

Presented by Lolita Wynn, Director of Internal Audit – The Internal Audit Department seeks acceptance of the FY15-16 Internal Audit Plan subsequent to the Finance Committee’s review and discussion. The FY15-16 Internal Audit Plan is in draft form; therefore, the audit plan may be revised for any additions and/or deletions as per Board directive. The Authority’s Internal Audit Department, which consists of five auditors, was established in 2007. Unlike external auditors, whose objective is to attest to the financial condition of an organization by auditing the balances in the financial statements as of a period of time, and for the Authority this is March 31st of each year, the internal auditors provide an independent assurance that the Authority’s risk management, governance and internal control processes are operating effectively. We do this through a combination of assurance and consulting. The assurance part of our work involves
informing management about how well the systems and processes are designed to keep the Authority on track in achieving its goals and objectives. Then, we offer consulting to help improve those systems and processes where necessary. Staff requests acceptance of the FY15-16 Internal Audit Plan.
Hunt presided. Present: Ali, Cole, Hannah, 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, Hetzel, Legan, and Quesenberry, Executive Administrative Assistant Rivera, and other staff members and guests.

The Committee discussed the following item(s):

1. Consideration of a Task Order to the existing Master Agreement with Walker Parking Consultants to Professional Services to Terminal Area Parking Garage Facilities: Upon a motion by Teer and second by Ali, the Committee recommends approval of Task Order 1 under the Master Services Agreement with Walker Parking Consultants to provide professional architectural, engineering, and other related services for Rehabilitation and Energy Improvements to Terminal Area Parking Garage Facilities, RDU 080689 and authorization for the President and CEO to execute Task Order 1.

Presented by Tom Quesenberry, Vice President of Facility Asset Management – Staff requests approval of Task Order 1 under the existing Master Agreement with Walker Parking Consultants to provide architectural, engineering and other professional services for Rehabilitation and Energy Improvements to Terminal Area Parking Garage Facilities, RDU 080689. The scope of services in the contract involves provision of all architectural and engineering services related to a comprehensive condition assessment of the four terminal area parking garage structures. The condition assessment includes inspection and evaluation of the architectural elements; structural, mechanical, electrical, communications, storm drainage, and fire protection systems; informational and regulatory signing; vertical and horizontal transportation units (elevators and moving walkways); roofing; fire alarm, public address, and other communications systems; lighting systems; deck coating and water protection system; and other miscellaneous elements of the garages. The scope of services also includes evaluation of ADA compliance of the garage facilities; preparation of a multi-year repair, upgrade, and maintenance program (with associated prioritization) including cost estimates; and conducting forensic field testing and surveying as required. All work will be completed within 12 weeks. MWSB participation goals for Task Order 1 are 16.0% for Minority Small Owned Businesses and 17.9% for Women Small Owned Businesses. The overall MWSB goals for the Master Agreement are 10.0% for Minority Small Owned Businesses and 5.0% for Women Small Owned Businesses. The total maximum compensation under Task Order 1 is $453,091, which includes a lump sum fee of $358,271, plus reimbursable expenses at direct cost up to $94,820. Staff requests approval of Task Order 1 under the Master Services Agreement with Walker Parking Consultants to provide professional architectural, engineering, and other related services.
for Rehabilitation and Energy Improvements to Terminal Area Parking Garage Facilities, RDU 080689 and authorization for the President and CEO to execute Task Order 1.

2. Consideration of Parking Advisory Services Agreement with the Dublin Airport Authority: Upon a motion by Ali and second by Zucchino, the Committee recommends approval of a Parking Advisory Services Agreement with the Dublin Airport Authority for one year in the amount of $273,700. Staff also requests that the President and CEO be given the approval to execute the agreement.

Presented by Chuck McFall, SVP & CRO – During the last several months, Authority staff has worked with the Dublin Airport Authority (DAA) to assess revenue development opportunities relative to the Authority’s parking program. A situational analysis identified several potential opportunities for new revenue generating parking products. DAA then worked with Authority staff to further develop these opportunities into a multi-year strategic implementation plan with the purpose of transforming the Authority’s parking program. The implementation plan will have following objectives:

• Movement from an operations focus to a customer-oriented commercial focus.
• Introduction of commercial management processes and techniques such as a strategic customer research program, segmented product design and pricing, targeted marketing and promotion of parking products, and dynamic pricing and yield management.
• Introduction of new parking products and services, such as an on-line reservation system and prepayment for parking.
• Increased parking related revenue with an enhanced overall customer experience.

For this year’s phase of the implementation plan, staff is seeking to utilize advisory services from DAA with a focus on program architecture and implementation guidance. The proposed contract for these advisory services has a one year term and a cost of $273,700.

Staff requests approval of a Parking Advisory Services Agreement with the Dublin Airport Authority for one year in the amount of $273,700. Staff also requests that the President and CEO be given the approval to execute the agreement.

3. Consideration of Purchase of Oshkosh Striker 6X6 Snozzle Class 5 ARFF Vehicle: Upon a motion by Ali and second by Zucchino, the Committee recommends approval to proceed with procurement of an Oshkosh Striker 6X6 Snozzle Class 5 ARFF vehicle for $949,022 with signature authority for the President and CEO, contingent on the receipt of FAA and state grants.

Presented by Duane Legan, VP, Airport Operations – During recent annual Part 139 inspections, the Authority was advised by the inspector that vehicle life expectancy and response capabilities of CFR-4 and other response vehicles are nearing a critical stage. The inspector recommended the Authority begin the process of replacing the vehicles due to the age and continuing mechanical issues. Therefore staff is requesting the replacement of a 2000 year model Oshkosh T-3000 aviation fire truck. The vehicle proposed as a replacement is a 3000 gallon ARFF vehicle...
with HRET, which is a primary vehicle for aircraft responses and recommended by the FAA. On March 16, 2015 the Authority advertised a Request for Bid for one Class 5 Aircraft Rescue and Fire Fighting (ARFF) vehicle with a 3000 gallon / 11,356 liter water/aqueous film forming foam (AFFF) fire suppression system. Bid packages were received at 2:00 PM Friday April 3, 2015 and opened. E-One responded with a no bid. Oshkosh Corporation and Rosenbauer Minnesota, LLC both met specifications and were responsive to the requirements in the Request for Bid. Oshkosh offered a Striker 6 X 6 Snozzle class 5 Aircraft Rescue and Fire Fighting vehicle with a delivery schedule of 52 weeks with a base price of Eight Hundred Nineteen Thousand Six Hundred Ninety-Six Dollars ($819,696).  Rosenbauer offered a Panther 6 X 6 HRET class 5 Aircraft Rescue and Fire Fighting vehicle with a delivery schedule of 360 days at a base price of Eight Hundred Seventy-One Thousand Three Hundred Eleven Dollars ($871,311).  Staff has determined the most beneficial option is that offered by Oshkosh of a Striker 6X6 Snozzle Class 5 ARFF vehicle at a base price of $819,696. The vehicle’s total price (base price plus additional features) would be $949,022. Potential FAA and NCDOT grants will provide 87.5% of the vehicle’s base price ($717,184) and select optional items. Discussions with the FAA are ongoing concerning funding eligibility for the optional features. If no optional features are eligible for grant funding, the Authority would be responsible for $231,788, the total of 12.5% of the base price ($102,462) plus $129,326 for the optional features. The $231,788 price is within the current fiscal year’s budget for the procurement of the ARFF vehicle in Project 011089, FY 15-16 Vehicles and Maintenance Equipment.

Staff requests approval to proceed with procurement of an Oshkosh Striker 6X6 Snozzle Class 5 ARFF vehicle for $949,022 with signature authority for the President and CEO, contingent on the receipt of FAA and state grants.
Teer presided. Present: Ali, Cole, Hannah, Hunt, Kane, 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, Hetzel, Legan, and Quesenberry, Executive Administrative Assistant Rivera, and other staff members and guests.

The Committee discussed the following item(s):

1. Consideration of an Agreement with Ricondo & Associates for Airport Master Planning: Upon a motion by Kane and second by Ali, the Committee recommends approval of an Agreement with Ricondo & Associates to provide airport master planning and other related professional support services and authorization for the President and CEO to execute the Agreement, contingent on the receipt of an FAA and state grant.

Presented by Ellis Cayton, Director of Planning and Environmental – Staff recommends favorable consideration of a proposed agreement with Ricondo & Associates (Ricondo) to provide Master Plan, Airport Layout Plan and Property Map Development services to the Authority for the Authority’s project titled “Airport Master Plan,” RDU 011079. At the Authority Board’s March 12, 2015 meeting, the Board approved a staff recommendation of Ricondo as the first-ranked firm to provide the services referenced above, and authorized staff to negotiate a professional services contract. The schedule for delivery of the services anticipates a notice-to-proceed in June, with an 18 month completion schedule to complete a final Master Plan report and submit an Airport Layout Plan to the Federal Aviation Administration (FAA) for approval. The Disadvantaged Business Enterprise (DBE) participation goal for the services is 10.0%. Ricondo’s proposed DBE participation is approximately 11%. The total maximum compensation to the Ricondo team for all services is the lump sum fee of $3,975,000.00. As required by FAA grant rules, staff retained a separate planning consultant who performed an independent financial review of the proposed project costs. The independent financial review was within 10% of the proposed Ricondo contract value, which meets the FAA requirement for approval. Staff also conducted its own analysis of the proposed hours by task and personnel rates, and determined the fees to be within industry standards. As additional information staff has submitted a grant application to the FAA seeking reimbursement of 75% of the contract amount (i.e., $2,981,250). The Authority has also submitted to the North Carolina Department of Transportation an application for State funding to reimburse another 12½% of the contract amount (i.e., $496,875). The Authority’s financial contribution to the project will be $496,875. Staff requests approval of an Agreement with Ricondo & Associates to provide airport master planning and other related professional support services and authorization for the President and CEO to execute the Agreement, contingent on the receipt of an FAA and state grant.
2. Consideration of Federal Aviation Administration Grant Acceptance: Upon a motion by Hunt and second by Kane, the Committee recommends approval of a resolution to accept the grant offer, in an amount of approximately $3,700,000, and authorize the President and CEO and any other necessary parties to execute the grant documents.

Presented by Ron Jewett, Director of Facilities Engineering – The staff recommends that the Authority prospectively accept a grant offer of Airport Improvement Program funds from the Federal Aviation Administration (FAA) that consists of two elements: 1) Partial funding for the Airport Master Plan (RDU 011079), and 2) Partial funding to replace an aged Aircraft Rescue and Fire Fighting (ARFF) vehicle (RDU 011089). Staff has submitted a grant application to the FAA for the two elements and expects to receive a grant offer before the next scheduled Authority Board meeting. In order to expedite the grant approval process, staff is recommending that the Authority take action to accept the grant offer prior to actual receipt of the offer. The exact amount of the grant offer is not known at this time. However, the offer is expected to be approximately $3,700,000. It is anticipated the offer will be for seventy-five percent (75%) of the FAA-eligible costs of the upcoming Airport Master Plan consulting contract and 75% of the FAA-eligible costs of the ARFF vehicle replacement.

Staff requests approval of a resolution to accept the grant offer, in an amount of approximately $3,700,000, and authorize the President and CEO and any other necessary parties to execute the grant documents.
Ali presided. Present: Cole, Hannah, 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, Hetzel, Legan, and Quesenberry, Executive Administrative Assistant Rivera, and other staff members and guests.

The Committee discussed the following item(s):

1. Small Business Program Report (January – March 2015): Since presentation was made for information purposes only, with no Board action required, this item was recommended to the full Board due to time constraints.

Presented by Thiane Carter Edwards, Small Business Programs 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 Concessionaires Disadvantaged Business Enterprise (DBE/ACDBE) program governs Federally-funded contracting and concessions activities. Between January and March 2015:

- MWSBs received 9.3% ($416,705) of all non-construction related payments from January through March 2015. This figure includes all procurements, contracts and services rendered during this period.
- Minority and women-owned small businesses have received $25,992,824 or 24% of payments made to date on all active construction and construction-related projects. Minority-owned businesses received 12% of all payments made to date, while women-owned businesses received 11% of all payments through March 31, 2015.
- At the completion of current projects, minority-owned firms are expected to have received 12% of total contracts; women-owned firms are expected to have received 10% of total contracts. In total, MWSB/DBE firms are expected to receive 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).

Presentation made for information purposes only; no Board action required.
RALEIGH-DURHAM AIRPORT AUTHORITY
STRATEGIC PLANNING COMMITTEE MEETING MINUTES
MAY 21, 2015

Thompson presided. Present: Ali, Cole, Hannah, Hunt, Kane, Teer, 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, Hetzel, Legan, and Quesenberry, Executive Administrative Assistant Rivera, and other staff members and guests.

The Committee discussed the following item(s):

1. **Consideration of Second Amendment to the Interlocal Agreement for Cost Sharing and Procurement of Wake County Transit Investment Strategy**:

   Upon a motion by Cole and second by Hannah, the Committee recommends approval of the Second Amendment to the Interlocal Agreement for Cost Sharing and Procurement of Wake County Transit Investment Strategy and authorization of execution by President and CEO.

   Presented by Ellis Cayton, Director of Planning and Environmental – This Second Amendment to the Interlocal Agreement (the “Second Amendment”) for Cost Sharing and Procurement of Wake County Transit Investment Strategy (the “Transit Strategy”) authorizes an additional Authority contribution in the amount of $5,217 to Wake County to help pay for developing a transit investment strategy for Wake County. The Second Amendment increases the Authority’s funding participation by $5,217 from $5,000 to $10,217 and extends the term of the Agreement from June 30, 2015 to December 31, 2015. While the value of the Second Amendment is $5,217 and has a term less than one year, the underlying Agreement specifically requires the ratification of the entering party’s governing board or authorized representative. The reason for the Second Amendment is that the funding partners authorized adding scope to the consultant’s work and adding community outreach to the Transit Strategy development. The Second Amendment bases the Authority’s share of the increased costs on the pro rata cost sharing of the funding partners named in the Agreement and First Amendment.

   Staff requests approval of the Second Amendment to the Interlocal Agreement for Cost Sharing and Procurement of Wake County Transit Investment Strategy and authorization of execution by President and CEO.
RALEIGH-DURHAM AIRPORT AUTHORITY
GOVERNMENTAL AFFAIRS COMMITTEE MEETING MINUTES
MAY 18, 2015

Kane presided. Present: Ali, Cole, Hunt, Kane, Teer, and Thompson. Staff present included: President and CEO Landguth, Senior Vice President & COO Sandifer, Vice President Damiano, Director of Communications Hamlin and General Counsel Locklear.

The Committee discussed issues related to the local, state, and national governments, including:

1. Outreach to government representatives
2. Upcoming Master Plan process
3. PFC/AIP status
4. NC Senate Bill 486

No action was taken.