RALEIGH-DURHAM AIRPORT AUTHORITY
STRATEGIC PLANNING COMMITTEE MEETING MINUTES
JULY 13, 2015

Thompson presided. Present: Ali, Hannah, Hunt, Kane, Teer, Thompson, and Zucchino. Staff present included: President and CEO Landguth and other staff members.

The Committee discussed the following item(s):

1. Financial History and Outlook
2. Revenue Development
3. Strategic Planning Update
RALEIGH-DURHAM AIRPORT AUTHORITY BOARD MEETING MINUTES
JULY 16, 2015

Chair 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.

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

   ADOPTED BY UNANIMOUS VOTE

II. APPROVAL OF MINUTES
   Motion by Teer to approve the minutes of the June 18, 2015 meeting of the Raleigh-Durham Airport Authority Board, including the committee minutes incorporated therein; Second by Ali

   ADOPTED BY UNANIMOUS VOTE

III. CHAIR COMMENTS
   1. The Chairman introduced Nicholas Petro, Warning Coordination Meteorologist of the National Weather Service, who presented the Authority with a Storm Ready certification and award. The Authority is one of only seventeen airports nationwide that has been given the status of Storm Ready.
   2. New hires, promotions and retirements recognized. Special recognition was given to Tom Barritt for his 27 years of service to the Authority.
   3. The Chairman recapped the public kick-off meetings held on June 29 and 30 that opened a forum on Vision2040, the Authority’s Master Plan Study.
   4. Summer Travel tips reviewed.
   5. Service Awards recognized.

IV. OLD BUSINESS
   1. Land and Development Committee Report – Teer reported the Land and Development Committee met on July 16, 2015 and discussed the following item(s):
      a. Consideration of Rejection of Bids for Airport Building Improvements
         Committee recommends rejection of all bids.
         Motion by Teer to adopt Committee’s recommendation; Second by Ali

         ADOPTED BY UNANIMOUS VOTE

   2. Finance Committee Report – Teer reported the Finance Committee met on July 16, 2015 and discussed the following item(s):
a. Consideration of Agreement with Oracle System Integration Services to Upgrade Existing Oracle ERP System

Committee recommends approval of a contract with OATC, Inc. for a ten month term with a maximum payment of $1,136,664 and authorization for the President and CEO to execute the contract.

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

ADOPTED BY UNANIMOUS VOTE

3. Operations Committee Report – Hunt reported the Operations Committee met on July 16, 2015 and discussed the following item(s):
   a. Consideration of the Purchase of Twelve Replacement Vehicles

Committee recommends approval to purchase of twelve vehicles at a total cost of $306,212 with authority for the President and CEO to approve and execute any documents needed for the purchase.

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

ADOPTED BY UNANIMOUS VOTE

4. Law and Personnel Committee Report – Hannah reported the Law and Personnel Committee met on July 16, 2015 and discussed the following item(s):
   a. Revenue Diversion Presentation

Presentation made for information purposes only; no Board action required.

V. NEW BUSINESS

VI. GENERAL COUNSEL’S REPORT

No items were reported.

VII. MEMBER COMMENTS

All members expressed their sincere appreciation for Tom Barritt’s 27-year commitment to the Authority and wished him well in his retirement.

Member Zucchino gave accolades to all involved with the Strategic Plan, Master Plan and Vision2040.

Member Hannah recognized all the SVP’s and Chiefs for their leadership, and also commented on the success of the Strategic Plan, Master Plan and Vision2040.

VIII. PRESIDENT AND CEO’S REPORT

The Authority’s continue to see a year over year increase in passengers. In June, the number of passengers departing RDU rose by 3.1% compared to June 2014. The number of passengers arriving at RDU rose by 3.4%. According to the Authority’s Air Service Development Manager, Dave Young, this was the Authority’s third busiest June since 2000. June is, historically, the Authority’s busiest month of the year. The Authority credits the growth this month with an increase in flights and seats, which are up 2.6%. Airlines transitioning to larger aircraft, particularly United which was also a factor.

As Chairman Thompson pointed out, the Authority is making progress on Vision2014, the master plan study. Earlier this week, the Authority held the technical and policy advisory committees. These are
made up of individuals from the Authority’s region who can provide input on the technical and public interest issues related to the master plan. The Authority’s is very lucky to have, on both committees, individuals who have participated in other master planning programs. The technical advisory committee team includes experts from around the Authority’s region, as well as the tenants who operate at the airport. The policy advisory committee has representatives from the Research Transportation Alliance, local chambers and city and county government leaders, as well as representatives from RTP. At each of these meetings, the Authority asked for input from the committees on what they believe the Authority’s critical issues to address. The topics of accessibility, funding and public involvement the airport are topics that came up at both meetings. The Authority also discussed, at the public policy meeting, the importance of infrastructure development to meet demand and the future financing of these projects. The next steps are for the Authority’s team, led by Ricondo & Associates, to continue with its forecasting and inventory assessments. Following these assessments the Authority will hold technical and public advisory committee meetings to discuss the findings. These meetings will be followed by the second public workshop.

As part of the Authority’s support for local organizations and focus on employee wellness, the RDU will be participating in the American Heart Association’s Heart Walk on Sunday, September 27 at the PNC Arena in Raleigh. The Authority’s want employees to get moving by focusing on their heart health, and will be adding a little competition to the mix! The Wellness Committee is organizing RDU’s part in the event and has divided employees into three teams based on departments. Each team will be given a goal and the team that reaches their goal will be awarded. The Authority invites you to join if you can.

IX. ADJOURNMENT

Motion by Ali to adjourn; Second by Teer

ADOPTED BY UNANIMOUS VOTE
RALEIGH-DURHAM AIRPORT AUTHORITY
LAND AND DEVELOPMENT COMMITTEE MEETING MINUTES
JULY 16, 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. Consideration of Rejection of Bids for Airport Building Improvements: Upon a motion by Ali and
second by Kane, the Committee recommends rejection of all bids.

   Presented by Tom Quesenberry, VP, Facilities Asset Management – The purpose of this item is to
provide staff recommendation to reject the bids for the Airport Building Improvements Project -
2015, RDU 080619. The scope of work included improving various interior and exterior items to a
number of structures and buildings on the airport. Improvements include but are not limited to
exterior sealing of roofs, walls, and doors; interior carpet, paint, and casework for offices,
conference rooms, bathrooms and a kitchen; and HVAC system upgrades and testing. The
airport facilities included in this project include the RDU Center, EMS Fire Station, Terminal 2,
South Cargo 3, Observation Park, General Aviation Terminal and the Park & Ride 3 Building.
Bids for the project were advertised on May 29, 2015. A pre-bid meeting and site tour was
conducted on June 9, 2015. Bids were received on June 19, 2015. Two bidders submitted bids
so the bids were returned unopened and the project was re-advertised on June 22, 2015. Bids
were received on June 30, 2015. Two bidders submitted bids. The two bidders were ACH
Contractors, LLC and Riley Contracting Group. Bids were opened and publicly read. Riley bid
$1,640,700 and ACH bid $1,642,157. Subsequent to the advertisement of the bids staff
identified additional scope items that are relevant to include in the overall project, and believes it
to be in the best interests of the Authority to include those items in a new project. A new bid
advertisement opportunity with a modified project scope will be issued at a future date.
Staff recommends rejection of all bids.
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 Oracle System Integration Services to Upgrade Existing Oracle ERP System:** Upon a motion by Hannah and second by Zucchino, the Committee recommends approval of a contract with OATC, Inc. for a ten month term with a maximum payment of $1,136,664 and authorization for the President and CEO to execute the contract.

   Presented by Paul Hetzel, CIO – On May 1, 2015 the Authority advertised a Request for Proposals on the RDU website for Oracle system integration services and other related professional support services in order to upgrade the Authority’s existing Oracle enterprise resource planning (ERP) system. An optional pre-proposal conference was conducted on May 14, 2015. The conference was attended by approximately twenty (20) firms representing potential prime contractors and subcontractors. Proposals were received from six (6) firms on June 8, 2015. The evaluation committee reviewed the proposals and found that, while all firms, to varying degrees, met the requirements of responsiveness and demonstrated the capabilities of providing the required services, three (3) firms were best suited to meet the Authority’s needs. These three (3) firms (OATC, AST, and Signum) were asked to make presentations to the evaluation committee. Based on the responsiveness and quality of the proposal, pricing, and MWSB participation, the evaluation committee selected OATC, Inc. as the company providing the best value for the Authority. OATC’s proposed cost was $1,136,664, and the proposed participation for minority-owned businesses was 25% and 5% for women-owned businesses.

   Staff requests approval of a contract with OATC, Inc. to provide Oracle system integration services and other related professional support services to the Authority for a ten month term with a maximum payment of $1,136,664. Staff also requests authorization for the President and CEO to execute the contract.
RALEIGH-DURHAM AIRPORT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
JULY 16, 2015

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 the Purchase of Twelve Replacement Vehicles: Upon a motion by Teer and second by Zucchino, the Committee recommends approval to purchase twelve vehicles at a total cost of $306,212 with authority for the President and CEO to approve and execute any documents needed for the purchase.

   Presented by John Robinson, Procurement Director – The Fiscal Year 2015-16 budget provides for replacement of vehicles that are at or near the end of their useful life. Vehicle requirements for this fiscal year are five (5) Ford Explorers, one (1) 15 passenger van, one (1) cargo van, and five (5) pickup trucks. All the vehicles are replacing vehicles currently in use. North Carolina General Statutes allow the Authority to procure goods and services from state contracts that have been publicly advertised and bid by the North Carolina Division of Purchase and Contracts. Capital Ford of Raleigh is the state contract dealer for Explorers. Capital Ford of Wilmington is the state contract dealer for trucks and vans. Under the state contract, the total cost to replace the identified vehicles is Three Hundred Six Thousand Two Hundred Twelve Dollars ($306,212). This request to procure vehicles covers all vehicle replacements anticipated for this Fiscal Year, with the exception of heavy trucks and equipment.

   Staff requests approval to purchase of the twelve vehicles referenced above at a total cost of $306,212 with authority for the President and CEO to approve and execute any documents needed for the purchase.
Hannah 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, Hetzel, Legan, and Quesenberry, Executive Administrative Assistant Rivera, and other staff members and guests.

The Committee discussed the following item(s):

1. **Revenue Diversion Presentation:** *Presentation for informational purposes only; no Board action required.*

   Presented by Erin Locklear – Part I of a Revenue Diversion PowerPoint presentation outlined in detail. Parts II – V will be presented in upcoming Board meetings.

   Presentation for informational purposes only; no Board action required.