RALEIGH-DURHAM AIRPORT AUTHORITY BOARD MEETING MINUTES
OCTOBER 15, 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 Zucchino to approve the agenda; Second by Cole

ADOPTED BY UNANIMOUS VOTE

II. APPROVAL OF MINUTES
    Motion by Ali to approve the minutes of the September 17, 2015 meeting of the Raleigh-Durham Airport Authority Board, including the committee minutes incorporated therein; Second by Teer

ADOPTED BY UNANIMOUS VOTE

III. CHAIR COMMENTS
   1. Service Awards recognized.
   2. New hires and retirements recognized.
   3. The Chairman congratulated the staff on receiving the Healthiest Employer award from Healthiest Employer Company.
   4. The Chairman reviewed 2016’s health insurance cost increase and then announced that the Board has decided to forego passing any increase in cost to employees.

IV. OLD BUSINESS
   1. Land and Development Committee Report – Teer reported the Land and Development Committee met on October 15, 2015 and discussed the following item(s):
      a. Consideration of Task Order #3 to the Master Agreement with O’Brien Atkins to Perform a Condition Assessment of Terminal 2
      Committee recommends approval of Task Order 3 under the Master Services Agreement with O’Brien Atkins to perform the Phase 1 condition assessment of Terminal 2 and authorization for the President and CEO to execute Task Order 3.
      Motion by Teer to adopt Committee’s recommendation; Second by Zucchino

ADOPTED BY UNANIMOUS VOTE

   2. Operations Committee Report – Hunt reported the Operations Committee met on October 15, 2015 and discussed the following item(s):
      a. Consideration of Agreement with IEM, Inc. to Provide Professional Consulting Services for the Development of an Emergency Operations Center Operations Plan

ADOPTED BY UNANIMOUS VOTE
Committee recommends approval to enter into an agreement with IEM, Inc. for the development of an EOC Operations Plan in the amount of $61,904.42, and authorization for the President and CEO to execute the agreement on behalf of the Authority.

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

ADOPTED BY UNANIMOUS VOTE

b. Consideration of the Purchase of Two Gillig 40 Foot Replacement Buses
   Committee recommends approval to purchase two (2) 40 foot buses from Gillig for $849,094 and authorization for the President and CEO to execute any documents necessary for the purchase.

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

ADOPTED BY UNANIMOUS VOTE

c. Consideration of Amendment 1 to Existing Janitorial Contract with GCA Services
   Committee recommends approval of Amendment 1 to the janitorial contract with GCA Services Group in the amount of $16,431.60 and authorization for the President and CEO to execute the amendment.

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

ADOPTED BY UNANIMOUS VOTE

d. Update on Transportation Network Company Legislation
   Presentation for informative purposes only; no Board action required.

V. NEW BUSINESS

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

VII. MEMBER COMMENTS
   Member Zucchino welcomed new employees and commented on the remarkable talent pool of the Authority’s staff.
   Secretary Kane thanked the President, General Counsel, COO and team on their hard work with the Transportation Network Companies and supporting legislation.
   Treasurer Teer also commented on the talent of the staff and thanked all for their support of the USO.
   Member Hunt agreed with Secretary Kane’s comments.
   Member Hannah congratulated and thanked all staff for the accomplishments of the month inclusive of the Paris announcement, Alaska Airlines service to Seattle, and the Elected Officials BBQ and Tour.
   All members thanked Vincent DelNero for his work over the years and wished him well in future endeavors.

VIII. PRESIDENT AND CEO’S REPORT
   RDU continues to see a year over year increase in passengers. In September, the number of passengers departing RDU grew by 4.7% compared to the same month last year. The number of passengers
arriving at RDU rose by 4.7%. For the first nine months of the year, enplanements are up 3.2% from last year. This was the busiest September at the airport since 2000.

On Sept. 24, Delta Air Lines announced that it will begin nonstop service between RDU and Paris on May 12, 2016. When the Paris flight begins in May, RDU will have not one but two nonstop flights to Europe, opening up the Middle East, Southeast Asia and Africa to the region’s travelers. When Paris launches in May, RDU will be the only U.S. based medium hub airport with two regularly scheduled transatlantic flights. RDU could not have brought this service to the region without the support of the business community and local governments. And while these partnerships have been key to attracting this new service to Paris, it is important to remember that it is the community, the residents and the businesses that call this region home that have made the market attractive to Delta Air Lines and others. This region travels and it is home to major corporations. This is what attracts new air service to the region.

Just a week after the Paris announcement, RDU welcomed Alaska Airlines as it launched nonstop service to Seattle. Each year, more than 146,000 passengers travel between RDU and Seattle for both leisure and business travel. Business travelers enjoy the synergies that connect the two destinations, primarily those in the life sciences and biotech industries. And leisure travelers enjoy all that the Pacific Northwest has to offer. With the addition of Alaska’s new service, RDU will offer its more than nine million passengers a year nonstop service to 42 destinations. These announcements would not have been possible without the work of RDU’s Air Service Development team of Teresa Damiano and Dave Young.

Thank you to those Board Members who were able to attend RDU’s BBQ and Tour for state and local elected officials. This was the first of what the Authority hopes will become an annual event where elected officials can be briefed on the activities at RDU and the opportunities and challenges the airport faces with regards to the future maintenance and development of airport infrastructure. It was a very beneficial event.

The Authority held a FitBit challenge to encourage employees to get more active by walking. The RDU population walked 23,627 miles, just 1224 miles short of walking all the way around the world once. Or, in the spirit of the new direct flight, RDU walked the equivalent of going RDU to Paris close to 6 times. Each member on the dashboard walked an average distance of 113 miles the distance to Wilmington, NC. The Authority will be holding a team party in November, date to-be-determined, to celebrate the FitBit accomplishments of staff. The Board of Directors are welcome to attend. One of the Authority’s core values is “team,” and it has taken a team to make the Wellness efforts so successful.

RDU recently participated in the Heart Walk where the team walked 3 miles and raised $2,000 for the American Heart Association.

IX. ADJOURNMENT

Motion by Teer to adjourn; Second by Cole

ADOPTED BY UNANIMOUS VOTE
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 Task Order #3 to the Master Agreement with O’Brien Atkins to Perform a Condition Assessment of Terminal 2:** Upon a motion by Ali and second by Kane, the Committee recommends approval of Task Order 3 under the Master Services Agreement with O’Brien Atkins to perform the Phase 1 condition assessment of Terminal 2 and authorization for the President and CEO to execute Task Order 3.

   Presented by Jim Novak, Director of Buildings and Building Systems and Tom Quesenberry, Vice President of Facility Asset Management – The purpose of this item is to provide a staff recommendation on the award of Task Order 3 to perform a condition assessment of Terminal 2 under the existing Master Agreement with O’Brien Atkins. The scope of services in the task order involves provision of all architectural and engineering services to conduct a comprehensive condition assessment of Terminal 2 including exterior building components, interior finishes, interior air quality, various systems (plumbing, mechanical/HVAC, electrical, lighting, control, fire protection, building management, vertical and horizontal transportation, baggage handling), passenger boarding bridges, and mechanical doors. Noted items requiring attention will be graded using a rating system based upon the severity of deficiencies. The study will include a recommended program scope and order-of-magnitude estimate of cost for addressing the specific items identified for repair and/or improvement. Due to the size and complexity of Terminal 2, this project was broken into three phases and spread out into multiple fiscal years. Phase 1 assesses the interior finishes, Phase 2 assesses the systems, and Phase 3 assesses the structure. Phase 1 will be completed in the next six months. Other Task Orders will follow to include the other phases of assessment and for the design and construction management of the repairs and improvements. MWSB participation goals for Task Order 3, Phase 1, are 8.2% for Minority Small Owned Businesses and 3.5% for Women Small Owned Businesses. The overall goals for Phases 1 – 3 assessments are 11.8% Minority Small Owned Business and 5.04% Women Owned Small Business. 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 compensation to the Consultant for basic services is an hourly not to exceed contract amount of $211,060 for Phase 1 assessment. The compensation to the Consultant for reimbursable expenses is direct costs up to fixed ceiling amount of $6,215 for Phase 1 assessment. The total maximum compensation under Task Order 3 is $217,275 for Phase 1 assessment.
Staff recommends approval of Task Order 3 under the Master Services Agreement with O’Brien Atkins to perform the Phase 1 condition assessment of Terminal 2 and authorization for the President and CEO to execute Task Order 3.
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 Agreement with IEM, Inc. to Provide Professional Consulting Services for the Development of an Emergency Operations Center Operations Plan: Upon a motion by Teer and second by Ali, the Committee recommends approval to enter into an agreement with IEM, Inc. for the development of an EOC Operations Plan in the amount of $61,904.42, and authorization for the President and CEO to execute the agreement on behalf of the Authority.

Presented by Duane Legan, Vice President of Airport Operations – The purpose of this item is to give a staff recommendation on the selection of IEM, Inc. to provide consultant services in connection with the development of an Emergency Operations Plan for the Emergency Operations Center (EOC). In October of 2014, a Request for Qualifications was issued seeking the services of a consultant to develop recommendations for improving the EOC both physically and organizationally, proposing recommendations for the development of the overall EOC organization, updating and/or creating Standard Operating Procedures and operational manuals, establishing training program, reviewing existing equipment and space layouts, and developing recommendations for long-term improvements. Based on a review and analysis of all proposals submitted, staff selected IEM, Inc. In order to develop the overall program of improvement for the EOC, IEM completed an EOC functional assessment. Based on the results of that assessment staff has an overall program in place to guide the execution of future work and a better understanding of the overall cost. The recommended program of improvements includes: 1) EOC Operations Plan; 2) EOC Training and Exercise Program; and 3) AOC/EOC Long-term Infrastructure and Logistics Plan. Based on IEM’s performance during completion of the EOC Functional Assessment and an overall evaluation of the firm’s capability and experience, staff would like to proceed with the development of an EOC Operations Plan using IEM at a cost of $61,904.42. Although the scope of work and proposed consultant fee is within the approval authority of the President and CEO, the proposed contract together with the previous functional assessment exceeds $100,000. Staff felt it prudent at this time to brief the Board on the proposed project plan and seek approval.

Staff recommends approval to enter into an agreement with IEM, Inc. for the development of an EOC Operations Plan in the amount of $61,904.42, and authorization for the President and CEO to execute the agreement on behalf of the Authority.
2. Consideration of the Purchase of Two Gillig 40 Foot Replacement Buses: Upon a motion by Ali and second by Zucchino, the Committee recommends approval to purchase two (2) 40 foot buses from Gillig for $849,094 and authorization for the President and CEO to execute any documents necessary for the purchase.

   Presented by Laurie Suggs, Ground Transportation Manager – The purpose of this item is to seek approval to procure two (2) 2015 40 foot Gillig low floor transit buses for the Authority’s parking shuttle operation. These buses will replace two (2) 2008 Gillig buses that are reaching the end of their optimum service life. The delivery schedule for the new buses is fifteen to eighteen months, and the buses being replaced will have more than 450,000 miles by the time the new buses arrive. Extended use of the existing buses will result in related service issues and keep the buses out of service more frequently. The Authority currently has fourteen (14) Gillig buses in its fleet and they have proven to be dependable and cost effective, requiring only normal service with routine maintenance. Due to the better built quality of Gillig buses, heavy-use design specs, manufacturer support and actual time on the road Authority Staff has determined Gillig is a better all-around transit bus and allows the Authority to provide better customer service to our patrons. The Gillig bus configuration also has the low-floor feature that customers appreciate and a wheelchair ramp assembly that is very reliable and easy to operate. The number of customer complaints diminished when we replaced the last two Blue Bird buses with new Gillig buses in early in 2010. A uniform fleet is cost effective for parts and maintenance and the current size of our fleet allows regular preventive maintenance to be performed on schedule without impacting our passenger service. The City of Charlotte has gone through a competitive bid process to purchase buses for the Charlotte Area Transit System (CATS). Gillig was awarded the contract executed in February 2015. North Carolina General Statutes allow the Authority to take advantage of the City of Charlotte’s existing contract. The Authority’s shuttle bus configuration under the Charlotte contract is priced at $424,547 each. This is $39,547 more per bus than the amount budgeted for and approved in April 2015, but no budget adjustment is required. The increase in price is due to EPA regulations required for the Cummins ISL engine, the cost of extended warranties that are necessary for maintaining the buses for the normal use. Total purchase price for both buses is $849,094.

   Staff recommends approval to purchase two (2) 40 foot buses from Gillig for $849,094 and authorization for the President and CEO to execute any documents necessary for the purchase.

3. Consideration of Amendment 1 to Existing Janitorial Contract with GCA Services: Upon a motion by Ali and second by Teer, the Committee recommends approval of Amendment 1 to the janitorial contract with GCA Services Group in the amount of $16,431.60 and authorization for the President and CEO to execute the amendment.

   Presented by Barry Stoker, Director of Contract Facilities Maintenance - This recommendation is for the approval of an amendment to the existing janitorial contract with GCA Services. This contract was approved at the August 2015 Authority Board meeting. This amendment will add the cleaning of the JetBlue Airways office space in Terminal 2 to the scope of services. The janitorial contract began September 1, 2015 with a current total cost of $24,958,568.60 over its five year term. This amendment will authorize an additional payment of $273.86 per month or $16,431.60 over the five year term. The additional cost will have no impact to the Authority’s operating budget because tenant office space cleaning is charged to a pass-through account which is billed back to the tenants.
Staff recommends approval of Amendment 1 to the janitorial contract with GCA Services Group in the amount of $16,431.60 and authorization for the President and CEO to execute the amendment.

4. Update on Transportation Network Company Legislation: Presentation for informative purposes only; no Board action required.

Presented by Erin Locklear, General Counsel and Bill Sandifer, SVP and COO – Presentation on Transportation Network Company Legislation offered for informational purposes only.

Presentation for informative purposes only; no Board action required.