RALEIGH-DURHAM AIRPORT AUTHORITY BOARD MEETING MINUTES
NOVEMBER 19, 2015

Vice-Chair Ali presided. Present: Hannah, Hunt, 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, General Counsel Locklear, Executive Administrative Assistant Rivera, and other staff members and guests.

I. APPROVAL OF AGENDA
   Motion by Ali to move Old Business up in the agenda to follow Approval of Agenda; Second by Teer;
   Motion by Ali to approve the amended agenda; Second by Teer
   ADOPTED BY UNANIMOUS VOTE

II. OLD BUSINESS
    1. Operations Committee Report – Hunt reported the Operations Committee met on November 19, 2015 and discussed the following item(s):
       a. Consideration of Amendment to Trustwave Agreement for Continued PCI Compliance
          Committee recommends approval of an amendment to the existing agreement with Trustwave at an added annual cost of $9,000 for the remaining two year term and authorization for the President and CEO to execute the amendment.
          Motion by Zucchino to adopt Committee’s recommendation; Second by Teer
          ADOPTED BY UNANIMOUS VOTE

       b. Consideration of Agreement with ARINC to Upgrade Self Service Kiosks
          Committee recommends approval of an agreement with ARINC for kiosk upgrade in the amount of $225,355 and authorization for the President and CEO to execute the agreement.
          Motion by Zucchino to adopt Committee’s recommendation; Second by Teer
          ADOPTED BY UNANIMOUS VOTE

       c. Consideration of Agreement with Ronco Specialized for Announcement Control System Upgrade
          Committee recommends approval an agreement with Ronco Specialized in the amount of $170,000 for the upgrade of the Terminal 2 Announcement Control System and authorization for the President and CEO to execute the agreement.
          Motion by Zucchino to adopt Committee’s recommendation; Second by Teer
          ADOPTED BY UNANIMOUS VOTE

       d. Consideration of Agreement with Systel Business Equipment Co. Inc. for Managed Print Service

   2. Executive Session
      ADOPTED BY UNANIMOUS VOTE
Committee recommends approval of a 3 year agreement with Systel Business Equipment Co. Inc. utilizing the existing State of North Carolina contract with authority for the President and CEO to sign the agreement.

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

ADOPTED BY UNANIMOUS VOTE

e. Consideration of Approval of the RDU Wastewater Collection System Ordinance
   Committee recommends approval and adoption of the RDU Wastewater Collection System Ordinance.
   *Motion by Zucchino to adopt Committee’s recommendation; Second by Teer*

ADOPTED BY UNANIMOUS VOTE

f. Consideration of Approval of a Task Order with AECOM for Fats, Oils and Grease Program Inspections of Food Service Establishments and Grease Interceptors
   Committee recommends of Task Order 1 with a term of three years and a cost of $46,256.14 under the existing Master Agreement with AECOM and authorization for the President and CEO to execute the Task Order.
   *Motion by Zucchino to adopt Committee’s recommendation; Second by Teer*

ADOPTED BY UNANIMOUS VOTE

2. Land and Development Committee Report – Teer reported the Land and Development Committee met on November 19, 2015 and discussed the following item(s):
   a. Consideration of a Task Order with WK Dickson for Programming Maintenance and Rehabilitation to John C. Brantley Boulevard
      Committee recommends approval of Task Order #5 under the existing Master Agreement with WK Dickson in the amount of $161,376, and authorization for the President and CEO to execute the task order.
      *Motion by Teer to adopt Committee’s recommendation; Second by Zucchino*

ADOPTED BY UNANIMOUS VOTE

b. Presentation of Room 100 and Executive Suite Development
   Presentation for informative purposes only; no Board action required.

c. Freedom Shrine Discussion
   Committee recommends dedication of the Freedom Shrine at the RDU USO location.
   *Motion by Teer to adopt Committee’s recommendation; Second by Zucchino*

ADOPTED BY UNANIMOUS VOTE

3. Finance Committee Report – Teer reported the Finance Committee met on November 19, 2015 and discussed the following item(s):
   a. Quarterly Financial Update
      Presentation for informative purposes only; no Board action required.
III. APPROVAL OF MINUTES

Motion by Hannah to approve the minutes of the October 15, 2015 meeting of the Raleigh-Durham Airport Authority Board, including the committee minutes incorporated therein; Second by Hunt

ADOPTED BY UNANIMOUS VOTE

IV. CHAIR COMMENTS
1. Vice-Chair Ali requested a moment of silence in recognition of our friends in Paris and the recent attacks on their city.
2. New hires, promotions and retirements recognized.
3. Vice-Chair Ali talked about the first meeting of the Height Zoning Board of Appeals which includes two of our former board members.
4. A second Global Entry on-site registration event was held at RDU; 277 people signed up.
5. Vice-Chair Ali wished all employees a Happy Thanksgiving and thanked everyone for their continued commitment.

V. NEW BUSINESS

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

VII. MEMBER COMMENTS
All members wished the Authority staff a Happy Thanksgiving.
Member Teer thanked everyone for their support of the USO.

VIII. PRESIDENT AND CEO’S REPORT
RDU had another busy and record-breaking month in passenger traffic. In October, the number of passengers departing RDU grew by 5% compared to the same month last year. The number of passengers arriving at RDU rose by 5.4%. For the first 10 months of the year, enplanements were up 3.4% from last year. This was the busiest October at RDU since 2000, and the year will end with at least 3 percent growth over 2014.

In air service news, American Airlines recently announced that it will begin weekly service to Cancun.

Authority staff has been very busy working on Vision2040, RDU’s master planning program. Along with Ricondo & Associates, staff has been working on completing the inventory and aviation forecast phases of the project and staff has begun work on the demand and capacity analysis. In January, the Airport Authority, along with Ricondo, will present the information to the public. This information lays the groundwork for the entire project, providing the Authority the forecast information on which the future alternatives will be built. At the public workshops in January, the Authority will also present the findings of the facility inventories, which will outline and categorize the airport’s current available infrastructure. One workshop will be held in Durham on January 27. The next night, January 28, will be hosted in Raleigh.
Thanksgiving travel is anticipated to be even busier than last year. Communications will be put out to the media, on the Authority’s website, and via social media to let those who are traveling this holiday know that they will need to plan ahead. The Authority is recommending that passengers arrive at RDU 2 hours before their flight departs.

The President wished everyone a happy and safe Thanksgiving.

IX. ADJOURNMENT
Motion by Teer to adjourn; Second by Ali

ADOPTED BY UNANIMOUS VOTE
RALEIGH-DURHAM AIRPORT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
NOVEMBER 19, 2015

Hunt presided. Present: Ali, Hannah, 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, General Counsel Locklear, Executive Administrative Assistant Rivera, and other staff members and guests.

The Committee discussed the following item(s):

1. Consideration of Amendment to Trustwave Agreement for Continued PCI Compliance: Upon a motion by Teer and second by Zucchino, the Committee recommends approval of an amendment to the existing agreement with Trustwave at an added annual cost of $9,000 for the remaining two year term and authorization for the President and CEO to execute the amendment.

   Presented by Paul Hetzel, VP & Chief Information Officer – Due to the Authority acceptance of credit cards for payment, it must comply with the Payment Card Industry Data Security Standards (PCI DSS) established by the credit card industry. PCI DSS require all merchants to demonstrate that sufficient systems and processes are in place to adequately secure customer credit card information and meet the standards. In order to meet these requirements, the Authority contracted with Trustwave in 2011 to provide Payment Card Industry (PCI) Compliance Validation Services. After an extension in 2012, the term of the existing contract ends on December 30, 2016. The annual cost of the agreement has been $26,940 since 2011. On January 1, 2015 a new level of PCI DSS were released (PCI 3.0). The standards and requirements for PCI 3.0 have substantially increased in complexity and reporting requirements. In order to meet the new PCI 3.0 standard, additional services will be required from Trustwave. The additional costs for services due to the PCI 3.0 requirements will result in an increase of $9,000/year for each of the two (2) remaining years of the existing agreement. The total annual price of the amended agreement will be $35,940/year.

   Staff recommends approval of an amendment to the existing agreement with Trustwave at an added annual cost of $9,000 for the remaining two year term and authorization for the President and CEO to execute the amendment.

2. Consideration of Agreement with ARINC to Upgrade Self Service Kiosks: Upon a motion by Ali and second by Teer, the Committee recommends approval of an agreement with ARINC for kiosk upgrade in the amount of $225,355 and authorization for the President and CEO to execute the agreement.

   Presented by Paul Hetzel, VP & Chief Information Officer – The Authority currently provides sixty-seven (67) Common Use Self Service (CUSS) kiosks installed in Terminal 2 that passengers use to check in, print boarding passes, pay for baggage/tickets, and scan passports. These kiosks were deployed in two different phases during construction: forty-four (44) kiosks in Phase 1, October 2008 and twenty-three (23) kiosks in Phase 3, January 2011. Each of these
kiosks contains internal computers which are between five and seven years old but utilize technology that is between seven and eleven years old. The aging hardware has created several issues that need to be resolved. Most importantly, the current operating system utilized in these kiosks is no longer supported by Microsoft, and cannot be upgraded to Windows 7 without a hardware upgrade or replacement. Over the past year, staff has researched several possible solutions for upgrading the kiosk hardware and software and has determined that the best solution is to contract with ARINC, Inc. to provide a turnkey hardware and services solution, including computer replacement in 44 kiosks memory upgrades in 23 kiosks. The total cost of the project is $225,355.

Staff recommends approval of an agreement with ARINC for kiosk upgrade in the amount of $225,355 and authorization for the President and CEO to execute the agreement.

3. **Consideration of Agreement with Ronco Specialized for Announcement Control System Upgrade:** Upon a motion by Ali and second by Teer, the Committee recommends approval an agreement with Ronco Specialized in the amount of $170,000 for the upgrade of the Terminal 2 Announcement Control System and authorization for the President and CEO to execute the agreement.

   Presented by Paul Hetzel, VP & Chief Information Officer – The current IED/Globalcom paging system, also known as Announcement Control System (ACS) installed in Terminal 2 in 2008 has been phased out by IED/Globalcom and the authorized repair centers are no longer offering field maintenance service. In 2014, a new IED/Globalcom system was installed in the renovated Terminal 1. As a result, the Authority now has two different types of IED/Globalcom paging controllers/servers in our terminals. Upgrading the ACS in Terminal 2 would create identical ACS servers/controllers in both terminals that can communicate with each other. The upgraded ACS will give the ability to remotely access and monitor the system’s health. Additionally, it will provide system redundancy in each terminal if a server were to fail. Upgrading the ACS will provide the system resources for any future growth/expansion of the paging system. Ronco Specialized is intimately familiar with the airport and its operations. It installed the existing ACS equipment in both terminals. The cost of the ACS upgrade is $170,000.

   Staff recommends approval an agreement with Ronco Specialized in the amount of $170,000 for the upgrade of the Terminal 2 Announcement Control System and authorization for the President and CEO to execute the agreement.

4. **Consideration of Agreement with Systel Business Equipment Co. Inc. for Managed Print Service:** Upon a motion by Ali and second by Zucchino, the Committee recommends approval of a 3 year agreement with Systel Business Equipment Co. Inc. utilizing the existing State of North Carolina contract with authority for the President and CEO to sign the agreement.

   Presented by John Robinson, Director of Procurement - Under the Authority’s current print services structure, the annual projected cost is $97,400. Staff has researched print services solutions to meet the Authority’s needs. Systel Business Equipment Co., Inc. (Systel) provides a Managed Print Services (MPS) program on a cost per page through the State of North Carolina Contract 920M (Statewide Contract ITS-006054). The goal of the State of North Carolina MPS
program is to provide economical scanning and printing through device optimization while meeting copying, faxing, printing and scanning requirements on a cost per page fee. The state contract terms and conditions are available for Authority use. The Systel Managed Print Service program provides onsite service to install and configure approximately fifteen (15) new Konica Minolta devices, inclusive of providing all supplies, maintenance and operational support for these devices with the exception of paper. The projected annual not to exceed cost for the Managed Print Service is $72,500.

Staff recommends approval of a 3 year agreement with Systel Business Equipment Co. Inc. utilizing the existing State of North Carolina contract with authority for the President and CEO to sign the agreement.

5. Consideration of Approval of the RDU Wastewater Collection System Ordinance: Upon a motion by Ali and second by Zucchino, the Committee recommends approval and adoption of the RDU Wastewater Collection System Ordinance.

Presented by Ellis Cayton, Director, Planning and Environmental - The Wastewater Collection System Permit WQCS00189 (the Permit), issued by the North Carolina Department of Environment and Natural Resources to the Raleigh-Durham Airport Authority, requires the maintenance of an enforceable Fats, Oils, & Grease (FOG) program for the wastewater collection system at the Raleigh-Durham International Airport. The Permit also requires that the Authority adopt an ordinance establishing its legal authority to enforce compliance with its FOG program. The Wastewater Collection System Ordinance serves to establish the Raleigh-Durham Airport Authority’s legal authority to require compliance with the Raleigh-Durham International Airport Fats, Oils, and Grease Program (RDU FOG Program). The RDU FOG Program includes training, spill reporting, and maintenance requirements for tenants and the Authority, and is designed to enable compliance with the Permit’s requirements.

Staff recommends approval and adoption of the RDU Wastewater Collection System Ordinance.

6. Consideration of Approval of a Task Order with AECOM for Fats, Oils and Grease Program Inspections of Food Service Establishments and Grease Interceptors: Upon a motion by Ali and second by Zucchino, the Committee recommends approval of Task Order 1 with a term of three years and a cost of $46,256.14 under the existing Master Agreement with AECOM and authorization for the President and CEO to execute the Task Order.

Presented by Gina Danison, Environmental Program Manager - The purpose of this item is to request authorization of Task Order 1 under the existing Master Agreement with AECOM to provide inspection services of kitchen and food preparation areas of Food Service Establishment tenants and grease interceptors for compliance with the Raleigh-Durham Airport Authority’s Fats, Oils, & Grease (FOG) Program described below. The Wastewater Collection System Permit WQCS00189 (Permit), issued by the North Carolina Department of Environment and Natural Resources to the Authority, requires the maintenance of an enforceable FOG Program for the wastewater collection system at the Raleigh-Durham International Airport. The FOG Program includes training, spill reporting, records retention, and maintenance requirements for tenants and the Authority, and provides for Authority inspections of kitchens and food
preparation areas in tenant leaseholds. The duration of Task Order 1 services is concurrent with the Master Agreement term of three years. There is no MWSB participation for services on this Task Order because AECOM is not using sub-consultants, which has been approved by the Small Business Office. The compensation to the Consultant for Task Order 1 is the lump sum amount of $46,256.14.

Staff recommends approval of Task Order 1 with a term of three years and a cost of $46,256.14 under the existing Master Agreement with AECOM and authorization for the President and CEO to execute the Task Order.
Teer presided. Present: Ali, Hannah, Hunt, 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, General Counsel Locklear, Executive Administrative Assistant Rivera, and other staff members and guests.

The Committee discussed the following item(s):

1. Consideration of a Task Order with WK Dickson for Programming Maintenance and Rehabilitation to John C. Brantley Boulevard: Upon a motion by Zucchino and second by Ali, the Committee recommends approval of Task Order #5 under the existing Master Agreement with WK Dickson in the amount of $161,376, and authorization for the President and CEO to execute the task order.

Presented by Ronald Jewett, Director of Facilities Engineering – The purpose of this item is to provide a staff recommendation for award of Task Order 5 to WK Dickson, under the Master Agreement with the firm, to provide engineering, pavement condition assessment, geotechnical consulting, and cost estimating for programming maintenance and rehabilitation to John C. Brantley Boulevard; an element of Project 080719, FY 15/16 Airside Landside Improvements. The scope of services in the proposed task order involves categorization of the pavement by structure and by age for incorporation into the airport’s pavement database. Services include engineering assessment of the pavement to determine baseline conditions for the various sections of pavement. Assessment includes forensic and non-destructive testing for affirmation of the various pavement sections, for assessing existing conditions of the materials, and for determining the existing structural capability of the pavement. Assessment also includes an inventory of existing pavement surface distress by way of a mobile scanning unit that can operate safely in moving traffic conditions. With this compiled information, along with anticipated levels of traffic and vehicle types, the pavements expected life will be projected, and comprehensive strategies for cost efficient pavement maintenance and replacement will be developed. WK Dickson, teamed with select sub-consultants, has the expertise and availability to carry out the work, which will be performed in the next five months. The Minority Women-Small Business (MWSB) participation goals for the Consultant’s on-call contract are 10% MSB and 5% WSB. The Consultant’s proposed MWSB participation levels for this task order are 17.05% for MSBs and 6.89% for WSBs.

Staff recommends approval of Task Order #5 under the existing Master Agreement with WK Dickson in the amount of $161,376, and authorization for the President and CEO to execute the task order.
2. **Presentation of Room 100 and Executive Suite Development:** *Presentation for informative purposes only; no Board action required.*

3. **Freedom Shrine Discussion:** *Upon a motion by Teer and second by Ali, the Committee recommends installation and dedication of the Freedom Shrine display in Terminal 2.*
   
   Presented by Robert D. Teer, Jr., Treasurer – The Freedom Shrine originated from the Freedom Train. This train toured the nation in 1947 carrying an exhibit of famous "documents of liberty" such as the United States Constitution and Abraham Lincoln's Gettysburg Address. The tour was conceived to give Americans the opportunity to reflect on the meaning of American citizenship. The documents included were carefully chosen to exemplify the beginnings of our nation and the subsequent important United States turning points. Thousands of Freedom Shrines have been dedicated throughout the United States and Puerto Rico in universities, libraries, schools, state capitals, city halls and at American outposts scattered throughout the world. The documents have been reproduced and permanently laminated to individual plaques. The Freedom Shrine at RDU would be displayed in Terminal 2 by the USO.

   The Chairman recommends installation and dedication of the Freedom Shrine display in Terminal 2.
RALEIGH-DURHAM AIRPORT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
NOVEMBER 19, 2015

Teer presided. Present: Ali, Hannah, Hunt, 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, General Counsel Locklear, Executive Administrative Assistant Rivera, and other staff members and guests.

The Committee discussed the following item(s):

1. Quarterly Financial Update: Presentation for informative purposes only; no Board action required.