I. APPROVAL OF AGENDA  
*Motion by Teer to approve the amended agenda; Second by Hunt*

ADOPTED BY UNANIMOUS VOTE

II. APPROVAL OF MINUTES  
*Motion by Hannah to approve the minutes of the March 17, 2016 meeting of the Raleigh-Durham Airport Authority Board, including the committee minutes incorporated therein; Second by Hunt*

ADOPTED BY UNANIMOUS VOTE

III. VICE CHAIR COMMENTS  
1. Service awards recognized  
2. New hires and retirements recognized  
3. The Vice Chair talked about RDU’s upcoming Paris promotion and flight launch on May 12th  
4. RDU ranked 5th for medium sized airports in USA Today’s favorite airports as voted on by 170,000 passengers who flew between November 2015 and February 2016. The 42nd St. Oyster Bar in Terminal 2 was named one of the ten best airport restaurants/bars for its atmosphere by 10best.com. The restaurant came in 6th place.

IV. OLD BUSINESS  
1. Land and Development Committee Report – Teer reported the Land and Development Committee met on April 21, 2016 and discussed the following item(s):  
   a. **Consideration of a Contract with Cedar Peaks, Inc. for Pavement Rehabilitation and Marking**  
      Committee recommends approval of a contract with Cedar Peaks, Inc. in the amount of $1,520,000 for pavement rehabilitation and marking, and authorization for the President and CEO to execute the contract.  
      *Motion by Teer to adopt Committee’s recommendation; Second by Cole*

      ADOPTED BY UNANIMOUS VOTE

   b. **Consideration of a Task Order to Gensler to Provide Design Development, Construction Documents, and Bidding Phase Services**  
      Committee recommends approval of the agreement with Gensler in the amount of $119,833.90 and authorization for the President and CEO to execute the agreement.  
      *Motion by Teer to adopt Committee’s recommendation; Second by Cole*
ADOPTED BY UNANIMOUS VOTE

c. Consideration of Adopt-A-Highway Agreement with NCDOT
Committee recommends approval of a 4 year agreement with the North Carolina Department of Transportation for the continuation of the Authority’s participation in the Adopt-A-Highway program and authorization for the President and CEO to execute the agreement.

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

ADOPTED BY UNANIMOUS VOTE

d. Heritage Room / Observation Park Presentation
Presentation for informative purposes only; no Board action required.

2. Operations Committee Report – Hunt reported the Operations Committee met on April 21, 2016 and discussed the following item(s):

a. Consideration of Agreement with Scheidt & Bachmann USA, Inc. for Parking System Maintenance and Support
Committee recommends approval of an Annual Maintenance and Support Agreement with Scheidt & Bachmann USA, Inc. with a one year term at a total cost $125,000 and authorization for the President and CEO to execute the agreement.

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

ADOPTED BY UNANIMOUS VOTE

b. Consideration of a 3 year Agreement with Cision US Inc. For Public Relations Intelligence Software
Committee recommends approval of a 3 year agreement with Cision for an annual cost of $15,030 and a total cost of $45,090.

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

ADOPTED BY UNANIMOUS VOTE

c. Consideration of an Additional Microsoft Enrollment Agreement with SHI
Committee recommends approval of an additional Microsoft Enrollment Agreement with a term of 3 years and authorization for the President and CEO to execute that agreement.

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

ADOPTED BY UNANIMOUS VOTE

3. Law and Personnel Committee – Hannah reported the Law and Personnel Committee met on April 21, 2016 and discussed the following item(s):

a. Consideration of an Agreement with The Institute of Lifestyle & Weight Management (ILWM) for Continuation of Formal Wellness Program Services
Committee recommends approval of a 3 year contract with The Institute of Lifestyle and Weight Management (ILWM) at a total maximum cost of $416,130 and authorization for the President and CEO to execute the agreement.
Motion by Hannah to adopt Committee’s recommendation; Second by Cole

ADOPTED BY UNANIMOUS VOTE

4. Finance Committee Report – Teer reported the Finance Committee met on April 21, 2016 and discussed the following item(s):
   a. Consideration of the Authority Issued Credit Card Policy
      Committee recommends approval of the Authority Issued Credit Card Policy.
      Motion by Teer to adopt Committee’s recommendation; Second by Hannah
      ADOPTED BY UNANIMOUS VOTE
   b. Consideration of Replacement of Deputy Finance Officers and Approval of Facsimile Signatures
      Committee recommends: Steve Golden and Mesheila Lynch be removed as Deputy Finance Officers; Approval of Robert Buckenham and Ron Kapocius as Deputy Finance Officers; The use of the facsimile signatures on Accounts Payable Checks and Purchase Orders for Michael J. Landguth and Donna Sylver; Approval of Robert Buckenham to maintain custody of the facsimile signatures stored in Oracle Software for Accounts Payable Checks; Approval of John Robinson (Director of Procurement) to maintain custody of the facsimile signatures stored in Oracle Software for Purchase Orders; Use of the facsimile signatures on all pre-audit certifications for Donna Sylver, Ron Kapocius, and Robert Buckenham, and for each named individual to be charged with custody of their pre-audit certification signature stamps.
      Motion by Teer to adopt Committee’s recommendation; Second by Hannah
      ADOPTED BY UNANIMOUS VOTE

V. NEW BUSINESS

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

VII. MEMBER COMMENTS
   Member Hannah recognized those received service awards and thanked staff for their continuous dedication and hard work; Member Teer also recognized staff and thanked everyone for their support of the USO.

VIII. PRESIDENT AND CEO’S REPORT
   During the month of March, the number of passengers traveling through RDU grew 9.8% compared to March 2015. The number of deplaned passengers grew by 8.4%. These numbers grew this month for two reasons: good economy along with the addition of seats in the market. When March of 2016 is compared against March of 2015, flights are up 4.2% and seats are up 8.3% with a load factor of 81.6% for the month. For the year, RDU is up 9.2%.
   Earlier this month, RDU rolled out the new parking experience, ParkRDU. The program allows customers access to new paring offerings and transforms parking into three new experiences: ParkRDU.
Central - features more than 10,000 spaces within walking distance of both terminals; ParkRDU Premier - features 1,000 spaces in a dedicated, covered area for those wanting the ultimate ease and convenience; and ParkRDU Economy – Formerly the ‘Park and Ride’ lots with more than 9,000 spaces available just a short shuttle ride away from the terminals. Since the program’s launch, RDU has seen better utilization of the facilities and is looking at opportunities to expand the number of available spaces in the Premier area over the coming months. The ParkRDU program is a direct result of customer feedback combined with future planning. Even though the new program has launched, RDU is not finished yet. The next phase is to launch an online booking tool that will give customers the option of reserving parking in advance. By using the online tool, customers will guarantee entry into a preferred parking facility. Park Economy 4 is currently undergoing improvements and Park Economy 3 is scheduled for improvements later this year.

Last week Frontier Airlines returned after stepping out of the region for the winter with new flights to Atlanta, Philadelphia and Orlando. They also reinstated popular service to Denver, Cleveland, Chicago and Trenton. This summer, Southwest will add an additional flight to Las Vegas.

Earlier this month, the Authority began the demolition of Terminal 1. The project is expected to last until April 2017 and includes demolition of the north and south ends of the building and the ASIG facility. The majority of the building will most likely be coming down in the summer months into early fall.

The Communications and Community Affairs Department released the Airport Authority’s Annual Report last week. It highlights 2015 and is available online at rdu.com.

Earlier this week NCDOT Division of Aviation released the 2016 Economic Impact of Airports in NC. Airports are a critical part of NC’s transportation system, linking NC state to the global economy and generating economic activity, commerce and tourism. In terms of RDU, the economic impact is more than $8.5 Billion dollars a year to the region and that is an increase of a half billion dollars since the 2012 report. That also drove 21,300 jobs in the region. The President also participated as a member on the North Carolina Aviation Development Task Force and recently submitted our report to the Governor. The Task Force concluded that strategic investment now can significantly expand airport and aviation industry impact to ensure N.C.’s airports remain vital economic assets for their communities. The Task Force recommend that the state take strategic action in three areas: 1) Strategic Investment in critical infrastructure; 2) Targeted Economic Development Opportunity Investment, and 3) Training and Technical Assistance for Airports. The full report will be available at the NCDOT Division of Aviation web site.

The Vision2040 Master Planning process is proceeding on schedule. The June 1 workshop will be at the Wake County Commons Building in Raleigh. The June 2 workshop will be at the Durham Armory in downtown Durham. At these next workshops, RDU will present development alternatives based on the needs and capacity forecasts that were shared in June.

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

ADOPTED BY UNANIMOUS VOTE
RALEIGH-DURHAM AIRPORT AUTHORITY
LAND AND DEVELOPMENT COMMITTEE MEETING MINUTES
APRIL 21, 2016

Teer presided. Present: Ali, Cole, Hannah, and Hunt. 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 Connell, Damiano, Hetzel, Jewett, and Legan, General Counsel Locklear, Executive Administrative Assistant Rivera, and other staff members and guests.

The Committee discussed the following item(s):

1. Consideration of a Contract with Cedar Peaks, Inc. for Pavement Rehabilitation and Marking: Upon a motion by Ali and second by Hunt, the Committee recommends approval of a contract with Cedar Peaks, Inc. in the amount of $1,520,000 for pavement rehabilitation and marking, and authorization for the President and CEO to execute the contract.

   Presented by Jim Novak, Director of Facilities Engineering – The purpose of this item is to provide a staff recommendation on the award of a contract in connection with project Miscellaneous Pavement Rehabilitation and Airfield Marking Replacement, RDU 080719. The scope of work for the pavement rehabilitation includes milling and replacement of asphalt pavement, full-depth removal and reconstruction of pavement sections, and full-depth reclamation of pavement sections - Airside Drive, Haley’s Branch Road, Maintenance Building Parking Lot, West Side Service Road, and the Corporate Hangar Ramp. The scope of work for airfield pavement marking replacement consists of a mixture of complete removal and remarking of pavement markings and repainting of existing markings to include taxiway centerlines, enhanced centerlines, taxiway edge markings, and taxiway shoulder markings - Taxiway Bravo and its associated connectors, Taxiway Echo, and the intersections of Taxiways Bravo and Foxtrot with Taxiways Charlie and Delta. The project was advertised on March 9, 2016 for formal bids. A pre-bid meeting and site tour was conducted on March 15, 2016. Bids were scheduled to be received on March 29, 2016, and one bid was received. A second bid opening was advertised on March 29, 2016. One bid was received at the second bid opening on April 6, 2016 from Cedar Peaks Enterprises, Inc. in the amount of $1,520,000. This is within the engineer’s estimate of $1,604,452.50. Cedar Peaks proposes minority-owned small business participation of 4.6% and women-owned small business participation of 8%, which meets the participation goals of 3% for both groups.

   Staff recommends approval of a contract with Cedar Peaks, Inc. in the amount of $1,520,000 for pavement rehabilitation and marking, and authorization for the President and CEO to execute the contract.
2. Consideration of a Task Order to Gensler to Provide Design Development, Construction Documents, and Bidding Phase Services: Upon a motion by Ali and second by Hunt, the Committee recommends approval of the agreement with Gensler in the amount of $119,833.90 and authorization for the President and CEO to execute the agreement.

Presented by Jason Pearson, Director of Buildings and Building Systems – The purpose of this item is to provide a staff recommendation on the award of a design and bidding Task Order (TO) #4 to Gensler under its existing on-call contract. The scope of work includes Design Development, Construction Documents, and Bidding Phase services for building improvements to the North Carolina Department of Transportation Division of Aviation building. Gensler completed the Assessment and Schematic Design Phase services in a former TO. Construction Phase services are expected to occur in a following TO. A fee proposal was submitted by Gensler in the total amount of $119,833.90. The minority-owned small business (MSB) participation goal is 10% and the women-owned small business (WSB) participation goal is 5%. Gensler is not an MSB or WSB company but will subcontract with EDI (32.2% WSB), Stewart (3.41% MSB), and VJ Associates (10.02% MSB), for a total WSB participation of 32.2% and a total MSB participation of 13.43% for TO #4. This project is currently budgeted out of capital budget 080759.

Staff recommends approval of the agreement with Gensler in the amount of $119,833.90 and authorization for the President and CEO to execute the agreement.

3. Consideration of Adopt-A-Highway Agreement with NCDOT: Upon a motion by Ali and second by Hunt, the Committee recommends approval of a 4 year agreement with the North Carolina Department of Transportation for the continuation of the Authority’s participation in the Adopt-A-Highway program and authorization for the President and CEO to execute the agreement.

Presented by Barry Stoker, Director of Contract Facilities Maintenance – This request is for the approval of an agreement with the North Carolina Department of Transportation for the continuation of the Authority’s participation in the Adopt-A-Highway program. This agreement will renew the Authority’s commitment with the NCDOT to provide litter pickups along Aviation Parkway, from Interstate 40 to the Nelson Road Bridge, just south of Interstate 540. Routine litter pickups along this stretch of highway are accomplished through our landscape maintenance contract with ValleyCrest (now BrightView) Landscaping. DOT provides two signs, located at I-40 and Nelson Road, indicating the Authority’s contribution to the Adopt-A-Highway program. The agreement will be for a period of four years, beginning on May 1, 2016.

Staff recommends approval of a 4 year agreement with the North Carolina Department of Transportation for the continuation of the Authority’s participation in the Adopt-A-Highway program and authorization for the President and CEO to execute the agreement.

4. Heritage Room / Observation Park Presentation: Presentation for informative purposes only; no Board action required.

Presented by Jim Novak, Director of Facilities Engineering. Presentation for informative purposes only; no Board action required.
RALEIGH-DURHAM AIRPORT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
APRIL 21, 2016

Hunt presided. Present: Ali, Cole, Hannah, 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 Connell, Damiano, Hetzel, Jewett, and Legan, General Counsel Locklear, Executive Administrative Assistant Rivera, and other staff members and guests.

The Committee discussed the following item(s):

1. **Consideration of Agreement with Scheidt & Bachmann USA, Inc. for Parking System Maintenance and Support:** Upon a motion by Ali and second by Teer, the Committee recommends approval of an Annual Maintenance and Support Agreement with Scheidt & Bachmann USA, Inc. with a one year term at a total cost $125,000 and authorization for the President and CEO to execute the agreement.

   Presented by Jeffrey A. Slayton, PMP, Director of Parking – To maximize the investment in the Parking and Revenue Control System (PARCS), staff recommends entering into a maintenance and support agreement with Scheidt & Bachmann USA, Inc. The proposed support agreement has a one year term with a total cost of $125,000. The support highlights include: 1) software application updates, patching, system maintenance, troubleshooting and resolution; 2) new feature and functionality support; 3) hardware replacement (unless due to damage), cyclical preventative maintenance, troubleshooting and resolution; and 4) training for Authority staff. The support agreement would include dedicated Scheidt & Bachmann technicians to provide 24/7/365 support, including onsite technicians 5 days every 2 weeks, and unlimited remote support.

   Staff recommends approval of an Annual Maintenance and Support Agreement with Scheidt & Bachmann USA, Inc. with a one year term at a total cost $125,000. Staff also requests approval for the President and CEO to execute the agreement.

2. **Consideration of Ordinance for the Collection of a Customer Facility Charge:** Upon a motion by Teer and second by Ali, the Committee recommends approval of a 3 year agreement with Cision for an annual cost of $15,030 and a total cost of $45,090 and authorization for the President and CEO to execute the agreement.

   Presented by Andrew Sawyer, External Communications Specialist – The Authority has a strategic goal of cultivating mutually beneficial business and community partnerships by informing the public and our airport customers. This is partly accomplished through media and public relations monitoring programs. As the Authority’s current monitoring software tool used for several years is expiring, a Request for Proposals (RFP) process was conducted to determine if a better product than the current vendor was available. Cision was most responsive to the RFP. Cison’s annual cost was $15,030 for a total cost of $45,090 over a 3 year term. Therefore, staff
recommends the selection of Cision to provide social media monitoring software for the following reasons:

- Cision scans more than 400,000 print and online sources daily, including the social media accounts of publications. It also has access to 150 million blogs and forums, which can give insight into grassroots sentiment and reactions within the local community.
- Cision can access news articles behind paywalls of media outlets that we do not have subscriptions for. This is helpful for finding news about the airport in non-local markets.
- Cision provides video footage of news clips as well, including the ability to download a limited number of video clips for training and archival usage.
- Cision provides a digital archive of stories in its system with the option to export data at any time.
- Cision provides detailed reports of news clips, both print and TV, for distribution and archival purposes. It also includes technology to filter out information not relevant to the Authority, including routine weather reports that mention readings sampled at the airport.

The program provides a detailed, frequently updated database of journalists from around the world with contact information.

Staff recommends approval of a 3 year agreement with Cision for an annual cost of $15,030 and a total cost of $45,090 and authorization for the President and CEO to execute the agreement.

3. Consideration of an Additional Microsoft Enrollment Agreement with SHI: Upon a motion by Ali and second by Teer, the Committee recommends approval of an additional Microsoft Enrollment Agreement with a term of 3 years and authorization for President and CEO to execute that agreement.

Presented by Chuck McFall, Senior Vice President & Chief Revenue Officer – In February 2016, staff requested approval of 2 Microsoft agreements with SHI for a combined cost of $321,122.99. At that time, staff explained to the Board that the 2 agreements submitted for approval would consolidate the 3 existing agreements to allow for easier license management in the future. The Board approved the 2 consolidated agreements based on the information provided by staff. After the February Board meeting, staff was notified by SHI, the new vendor, that the Authority would also have to sign an Enterprise Enrollment Agreement to provide the foundational terms and conditions that would apply to the Authority’s purchases of Microsoft products. Due to the time-sensitivity of this issue, on March 29, 2016, staff requested the President and CEO sign the Enterprise Enrollment Agreement. If the CEO had not signed these documents on March 29, 2016, the Authority’s Microsoft licenses would have expired on March 31, 2016. Microsoft would then have revoked all current licenses, and would require repurchase of those licenses at a cost estimated over $600,000. Staff also learned that because the Authority’s previous Microsoft agreements were with a different supplier than the new
agreements, Microsoft would not support consolidation of the 3 previous agreements down to 2 new agreements. Since the anticipated consolidation cannot occur, staff is now requesting the Board’s approval of an additional Microsoft Enrollment Agreement. This additional agreement does not change the cost to the Authority, and the total dollar amount approved by the Board in February ($321,122.99) remains the same.

Staff recommends approval of an additional Microsoft Enrollment Agreement with a term of 3 years and that the President and CEO be given authority to execute that agreement.
Hannah presided. Present: Ali, Cole, Hunt 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 Connell, Damiano, Hetzel, Jewett, and Legan, General Counsel Locklear, Executive Administrative Assistant Rivera, and other staff members and guests.

The Committee discussed the following item(s):

1. Consideration of an Agreement with The Institute of Lifestyle & Weight Management (ILWM) for Continuation of Formal Wellness Program Services: Upon a motion by Ali and second by Cole, the Committee recommends approval of a 3 year contract with The Institute of Lifestyle and Weight Management (ILWM) at a total maximum cost of $416,130 and authorization for the President and CEO to execute the agreement.

Presented by Cleon Umphrey, Director and Chief Human Resources Officer – In 2009, the Authority began a Wellness Program to help provide a positive impact on the rising cost of healthcare. Healthcare costs were escalating at a rapid pace and the implementation of a Wellness Program was an industry practice that was being utilized by businesses large and small. The Authority entered into an agreement with The Institute of Lifestyle and Weight Management (ILWM) for $24,760 dollars to begin this implementation by providing assistance in conducting Health Risk Assessments, developing an Educational Awareness Campaign, and development of an On-Line Wellness Communication Tool. After the first year, the Authority increased the efforts by including more comprehensive biometric screenings, population based wellness initiatives, individualized coaching and counseling, Smoking Cessation Program, on-site wellness activities, access to a physician monitored fitness facility off-site, and individualized personal fitness coaching. These services were offered to all employees and their spouses and the total cost of the program per year was adjusted to $120,000. In support of the effort to develop and implement a Healthcare strategy, the Board approved a Healthcare Benefits Management Policy to aide in efforts to stabilize the cost of healthcare. As a part of this policy, an Incentive Based Premiums model was implemented. Additionally, as a part of the efforts provided by ILWM, they worked with employees and their spouses to qualify for the premium reduction incentive. As we look at our overall trends, we have been very happy with seeing how our team has worked towards achieving better health. Our trends on medical and pharmacy claims have been averaging about a 1.9% increase as opposed to the benchmark of about 8%. Our consultants have analyzed data from 2011 to 2016 and have identified a savings of $2.16 million dollars based on actual medical and pharmacy claims against the benchmark trends. The Authority’s primary focus has been placed on impacting the lives of our employees and also managing the cost of healthcare both for its employees as well as the organization. A byproduct of these efforts has been the numerous awards that we have received in recognition of our programs. These
awards have been both locally and nationally. Most recently the Authority was named “Healthiest Employer in the Triangle” for the second year in a row. Additionally, the Authority was recognized as number 2 in the “100 Healthiest Employers in the Country”. As we continue to work with our Medical Consultant/Broker and ILWM, we continue to work towards maintaining a balance where we each have ownership in the direction of the cost of healthcare. Some value added benefits that we have received from ILWM are as follows:

• Provided individualized training for Law Enforcement Officer and Fire Fighters as part of their Fitness Testing
• ILWM has provided fitness equipment to fully outfit a fitness facility in the Maintenance facility and the Fuel Farm Facility with 13 machines
• Developed usage strategy of wearable devices, assisted with deployment and developed challenges and implementation outside of scope of service
• Each year provides support for Authority employee functions that are beyond the scope of services

The Authority now has the better ability to use metrics from the medical provider and ILWM, and we can continue to have a positive impact on the management of the program and continue to increase participation. ILWM’s proposed scope of work is a continuation of current efforts and has been generated in conjunction with our Medical Consultant and medical review by physicians who monitor the trends of our health management by Cigna. We believe that in order to continue these efforts, it is best for the Authority to enter a 3 year agreement with ILWM for a Year 1 maximum cost of $132,000, Year 2 maximum cost of $138,600, and a Year 3 maximum cost of $145,530, for a total cost of $416,130.

Staff recommends approval of a 3 year contract with The Institute of Lifestyle and Weight Management (ILWM) at a total maximum cost of $416,130 and authorization for the President and CEO to execute the agreement.
RALEIGH-DURHAM AIRPORT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
APRIL 21, 2016

Teer presided. Present: Ali, Cole, Hannah, and Hunt. 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 Connell, Damiano, Hetzel, Jewett, and Legan, General Counsel Locklear, Executive Administrative Assistant Rivera, and other staff members and guests.

The Committee discussed the following item(s):

1. **Consideration of the Authority Issued Credit Card Policy:** Upon a motion by Hannah and second by Ali, the Committee recommends approval of the Authority Issued Credit Card Policy.
   
   Presented by Donna Sylver, Senior Vice President and Chief Finance Officer – The Authority has historically issued only a few credit cards for business purposes only. Those issued cards were:
   
   1) Michael Landguth, President and CEO
   2) Maupin Travel (issued card number only, card is maintained in Finance vault)
   3) Parking (to test parking card devices, card is maintained in finance vault)
   4) Procurement (for emergency purchases, or non-conventional payment purchases)
   5) Tom Barritt, Finance Director (employee retired, card destroyed)

   The Authority has not previously had a written policy on credit card issuance and use. To follow best business practices, staff is requesting approval of the Authority Issued Credit Card Policy before considering the issuance of any additional credit cards. This policy is being provided to you for your review as a separate attachment being transmitted with this memo. The associated Authority Issued Credit Card Procedure is also available for review, though your approval of the procedure is not necessary.

   Staff recommends approval of the Authority Issued Credit Card Policy.

2. **Consideration of Replacement of Deputy Finance Officers and Approval of Facsimile Signatures:** Upon a motion by Ali and second by Hannah, the Committee recommends: Steve Golden and Mesheila Lynch be removed as Deputy Finance Officers; Approval of Robert Buckenham and Ron Kapocius as Deputy Finance Officers; The use of the facsimile signatures on Accounts Payable Checks and Purchase Orders for Michael J. Landguth and Donna Sylver; Approval of Robert Buckenham to maintain custody of the facsimile signatures stored in Oracle Software for Accounts Payable Checks; Approval of John Robinson (Director of Procurement) to maintain custody of the facsimile signatures stored in Oracle Software for Purchase Orders; Use of the facsimile signatures on all pre-audit certifications for Donna Sylver, Ron Kapocius, and Robert Buckenham, and for each named individual to be charged with custody of their pre-audit certification signature stamps.

   Presented by Donna Sylver, Senior Vice President and Chief Finance Officer – Deputy Finance Officers: In 2015, pursuant to Chapter 159 of the North Carolina General Statutes, the Board
approved Steve Golden (Financial Budget Analyst), and Mesheila Lynch (Financial Reporting Analyst) as Deputy Finance Officers. At that time, Donna Sylver (CFO) was named as both the Finance Officer and the Budget Officer. Since that time, the Authority has hired two new Directors in Finance. Based on the current roles, it would be advantageous for Robert Buckenham (Director of Finance), and Ron Kapocius (Director of Financial Planning and Analysis) to replace Steve Golden and Mesheila Lynch as Deputy Finance Officers. Facsimile Signatures: To assist with operational efficiency, and in conjunction with process re-engineering resulting from the new Oracle implementation, staff desires to adopt facsimile signatures standards. North Carolina General Statute §159-28.1 (titled “Facsimile Signatures”) requires Board resolution to approve “the use of facsimile signature machines, signature stamps, or similar devices” in signing checks, purchase orders, or preaudit certifications. Staff suggests that the individuals identified below also be charged with the custody of the identified “necessary machines, stamps, plates” as required by the statute.

Staff recommends Steve Golden and Mesheila Lynch be removed as Deputy Finance Officers. In addition, staff requests approval of Robert Buckenham and Ron Kapocius, both as Deputy Finance Officers. For Facsimile Signatures: Staff requests approval for 1) The use of the facsimile signatures on Accounts Payable Checks and Purchase Orders for Michael J. Landguth and Donna Sylver; 2) Robert Buckenham to maintain custody of the facsimile signatures stored in Oracle Software for Accounts Payable Checks; 3) John Robinson (Director of Procurement) to maintain custody of the facsimile signatures stored in Oracle Software for Purchase Orders. The use of the facsimile signatures on all pre-audit certifications for Donna Sylver, Ron Kapocius, and Robert Buckenham, and for each named individual to be charged with custody of their pre-audit certification signature stamps.