RALEIGH-DURHAM AIRPORT AUTHORITY BOARD MEETING MINUTES
MAY 19, 2016

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

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

   ADOPTED BY UNANIMOUS VOTE

II. APPROVAL OF MINUTES
   Motion by Kane to approve the minutes of the April 21, 2016 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. Chairman Thompson introduced Tony Gordon of the North Raleigh Exchange Club to present the Freedom Shrine plaque and dedication to RDU Airport
   2. New hires and retirement recognized
   3. The Chairman recognized Member Tommy Hunt for his 30 years of service to the Durham County Memorial Stadium
   4. Chairman Thompson congratulated all staff on the launch of the Paris flight last week
   5. RDU’s Vision2040 Master Plan Public Meetings announced for June 01 and 02
   6. Chairman Thompson commented on the progress of terminal 1’s demolition

IV. OLD BUSINESS
   1. Land and Development Committee Report – Teer reported the Land and Development Committee met on May 19, 2016 and discussed the following item(s):
      a. Consideration of a Task Order with WK Dickson for Pavement Rehabilitation and Marking Construction Services
         Committee recommends approval of Task Order 10 with WK Dickson in the amount of $247,806 for pavement rehabilitation and marking construction services, 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. Heritage Room / Observation Park Presentation
         Presentation for informative purposes only; no Board action required.
2. Minority and Women Owned Small Business Committee Report – Kane reported the Minority and Women Owned Small Business Committee met on May 19, 2016 and discussed the following item(s):
   a. Small Business Programs Report
      Presentation for informative purposes only; no Board action required.

3. Finance Committee Report – Teer reported the Finance Committee met on May 19, 2016 and discussed the following item(s):
   a. FY15-16 Internal Audit Annual Report
      Presentation for informative purposes only; no Board action required.

V. NEW BUSINESS

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

VII. MEMBER COMMENTS
All members present thanked Teresa Damiano for her many years of service to the Airport Authority.

VIII. PRESIDENT AND CEO’S REPORT
During the month of April, the number of passengers traveling through RDU grew 6.2% compared to April 2015. The number of deplaned passengers grew by 8.3%. These numbers grew this year due to increased demand for additional seats. Also, both Frontier and Allegiant were new to the April market in 2016.

Since ParkRDU launched on April 4, RDU has seen customers particularly excited about the ParkRDU Premier product. ParkRDU Premier provides the closest, covered spaces with the easiest entrance and exit routes to the garage. Within 72 hours, the Premier section was full. It has filled to capacity more than 10 times since April 4. The Authority has made the decision to expand the Premier section by another 220 spaces. That expanded Premier area has already filled to capacity since opening last week. During a period of busy travel where, under the old model, the Authority would have had to close ParkRDU Central, it has yet to reach capacity. The upcoming launch of online booking tool will debut later this Spring.

Last Wednesday, RDU hosted a group of Municipal Managers from throughout Raleigh City and Wake County. The group meets regularly to receive updates and learn about each other’s issues and priorities. RDU was pleased to host more than 20 regional colleagues for a lunch meeting at the GA Terminal to discuss issues each entity has in common in dealing with legislation, finances and development. The President was pleased to be able to inform the group about RDU’s Vision2040 Plan as well as key issues of the Authority. RDU welcomes the engagement of this group and looks forward to continuing to be a part of the conversation in municipal and county issues.

Teresa Damiano is retiring at the end of the month after 28+ years of service at RDU. Teresa began in 1987 as the Public Affairs Manager responsible for public affairs, communications and marketing.
She was brought on to publicize airport operations and emphasize the economic impact RDU has on the Triangle region. While her accomplishments are too many to list, here are a few of the highlights:

- Played an integral part of American Airlines hub start-up
- Led the effort to secure nonstop service to London
- Instrumental in transition from American Airlines hub to Midway Airlines hub
- Secured service by Southwest Airlines over competing efforts of GSO and CLT.
- Secured the entry of JetBlue.
- Secured low fare service from AirTran Airways.
- Secured seasonal charter service by Lakker Airways to Nassau.
- Secured Toronto service by Air Canada.
- Secured Denver service by United.
- Aside from air service accomplishments, Teresa was also largely responsible for:
  - Creation of the public affairs function, today the Communications and Community Affairs Department
  - Creation of Guest Services and the Volunteer Ambassador Program
  - The establishment of the RDU permanent art program
  - Maintaining the Airport Authority’s relationships with regional partners such as the Research Triangle Foundation and Regional Transportation Alliance.

The Authority has some big shoes to fill and this place will never be the same without Teresa Damiano.

IX. CLOSED SESSION

Motion by Cole to enter into closed session; Second by Zucchino

ADOPTED BY UNANIMOUS VOTE

Motion by Teer to adjourn closed session; Second by Cole

ADOPTED BY UNANIMOUS VOTE

Motion by Teer to increase the President and CEO’s salary to $275,000; Second by Cole

ADOPTED BY UNANIMOUS VOTE

X. ADJOURNMENT

Motion by Teer to adjourn; Second by Cole

ADOPTED BY UNANIMOUS VOTE
RALEIGH-DURHAM AIRPORT AUTHORITY
LAND AND DEVELOPMENT COMMITTEE MEETING MINUTES
MAY 19, 2016

Teer presided. Present: Cole, 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 Sylvér, 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 Task Order with WK Dickson for Pavement Rehabilitation and Marking Construction Services: Upon a motion by Kane and second by Hunt, the Committee recommends approval of Task Order 10 with WK Dickson in the amount of $247,806 for pavement rehabilitation and marking construction services, and authorization for the President and CEO to execute the task order.

   Presented by Jim Novak, Director of Facilities Engineering – The purpose of this item is to provide a staff recommendation on award of Task Order 10 under the Master Agreement with WK Dickson to provide Construction Phase Services (Construction Administration and Resident Project Representation) for the project Miscellaneous Pavement Rehabilitation and Airfield Marking Replacement. 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. All work will be complete in 129 days from Notice to Proceed. The overall MWSB goals for the Master Agreement are 10.0% for Minority Small Owned Businesses (MSB) and 5.0% for Women Small Owned Businesses (WSB). MWSB participation goals for Task Order 10 are 0.0% for MSB and 52.48% for WSB. Overall, including this task order, the Consultant’s MWSB commitments will be 9.7% MSB and 20.2% WSB. The Small Business Program Manager has concurred that this is acceptable. The compensation to the Consultant for basic services shall be unit price to a fixed ceiling amount of $75,558. Reimbursable expenses including resident project representation, materials testing, travel, printing, and miscellaneous other expenses shall be direct costs up to fixed ceiling amount of $172,248. The total maximum compensation under Task Order 10 is $247,806.
Staff recommends approval of Task Order 10 with WK Dickson in the amount of $247,806 for pavement rehabilitation and marking construction services, and authorization for the President and CEO to execute the task order.

2. 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.
Kane presided. Present: Cole, Hunt, 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 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. Small Business Programs Report (January – March 2016): Presentation for informative purposes only; no Board action required.

Presented by Thiane Edwards, Procurement Supervisor - 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.

Fiscal Year 2016: April 2015 – March 2016
- In FY 2016 (April 2015 through March 2016), the Authority achieved 1.3% minority-owned small business (MB) participation and 6.7% women-owned small (WB) business participation in the area of tangible goods.
- During the same period, the Authority achieved 1.3% MB participation and 6.0% WB participation in the area of services.
- During the same period, the Authority achieved 11.4% MB participation and 6.0% WB participation in the areas of construction and construction related services. These figures include total payments on all projects which were active during the fiscal year.

4th Quarter: January – March 2016
- Between January and March 2016, the Authority achieved 10.1% MB participation and 7.3% WB participation in the areas of construction and construction related services. (These figures include Federally-assisted DBE projects). These figures represent all payments on projects which were active during the period.
- At the completion of current active construction projects, the Authority expects to achieve MWSB participation of 21% (15% MB and 6% WB).
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 for informative purposes only; no Board action required.
RALEIGH-DURHAM AIRPORT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
MAY 10, 2016

Teer presided. Present: Ali, Hannah and Zucchino. Staff present included: President and CEO Landguth, Senior Vice President & CRO McFall, Senior Vice President & CFO Sylver, Director of Business Development Hairston, and Business Manager Harris.

The Committee discussed the following item(s):

1. **Rental Car Negotiations:*** Presentation for informative purposes only; no Board action required.

   Presentation for informative purposes only; no Board action required.
Hannah presided. Present: Ali, Teer and Zucchino. Staff present included: President and CEO Landguth, CHRO Umphrey, and Senior Vice President & CFO Sylver.

The Committee discussed the following item(s):

1. **Organizational Analysis**: *Update of initial position classification study.*
Teer presided via conference. Present: Hannah, Thompson and Zuchino via conference. Staff present included: President and CEO Landguth and Senior Vice President & CFO Sylver.

The Meeting discussed the following item(s):

1. Review of RDU Audit by Elliott Davis Decosimo: Meeting for informative purposes only; no Board action required.