RALEIGH-DURHAM AIRPORT AUTHORITY BOARD MEETING MINUTES
APRIL 20, 2017

Chair Thompson presided. Present: Ali, Hannah, Kane, Morgan, Teer and Zucchino. Staff present included: President and CEO Landguth, Senior Vice President & COO Sandifer, Senior Vice President & CRO McFall, Senior Vice President & CFO Sylver, Director & CHRO Umphrey, Vice Presidents Connell, Hetzel, Jewett, Legan, and VanAuken, General Counsel Locklear, Executive Assistant Rivera, and other staff members and guests.

I. APPROVAL OF AGENDA
Motion by Ali to approve the agenda; Second by Teer
ADOPTED BY UNANIMOUS VOTE

II. APPROVAL OF MINUTES
Motion by Kane to approve the minutes of the March 23, 2017 meeting of the Raleigh-Durham Airport Authority Board, including the committee minutes incorporated therein; Second by Zucchino
ADOPTED BY UNANIMOUS VOTE

III. CHAIR COMMENTS
1. One promotion and one retirement recognized
2. The Chairman welcomed David Morgan of Durham County to the Board
3. The Chairman reflected on his time as the Authority’s Board Chair and thanked everyone for their support

IV. OLD BUSINESS
1. Finance Committee Report – Teer reported the Finance Committee met on April 20, 2017 and discussed the following item(s):
   a. Consideration of Master Service Agreements with Financial Services Consultants
      Committee recommends approval of master agreements with Ricondo & Associates, Leigh Fisher, and Unison Consulting, Inc. to provide financial services and authorization for the President and CEO to execute the agreements.
      Motion by Zucchino to adopt Committee’s recommendation; Second by Morgan
      ADOPTED BY UNANIMOUS VOTE
      Committee recommends approval of a task order with Ricondo & Associates, Inc. for financial consulting services and authorization for the President and CEO to execute the task order.
      Motion by Zucchino to adopt Committee’s recommendation; Second by Morgan
      ADOPTED BY UNANIMOUS VOTE
2. Land and Development Committee Report – Teer reported the Land and Development Committee met on April 20, 2017 and discussed the following item(s):
   a. Consideration of an Agreement with CH2M for Pre-design Services
      Committee recommends approval of an agreement with CH2M for pre-design services for the runway project and for authorization for the President and CEO to execute the agreement.
      Motion by Teer to adopt Committee’s recommendation; Second by Morgan
      ADOPTED BY UNANIMOUS VOTE
b. Consideration of Task Order #3 to the Master Agreement with Parsons Brinckerhoff, Inc. for Planning Services
Committee recommends approval of Task Order #3 with Parsons Brinckerhoff, Inc. for general aviation planning services and for authorization for the President and CEO to execute the task order.
Motion by Teer to adopt Committee’s recommendation; Second by Morgan
ADOPTED BY UNANIMOUS VOTE

V. NEW BUSINESS

1. Consent Agenda:
   a. Consideration of North Carolina Department of Transportation/Division of Aviation Grant and Adoption of Resolution
Motion by Thompson to approve and adopt Consent Agenda item listed (a); Second by Teer
ADOPTED BY UNANIMOUS VOTE

2. Election of Officers: Teer reported the Nominating Committee discussed recommendations for the 2017-18 Board Officers; the Committee recommends the nomination of officers for 2017-18 as follows:
Committee recommends election of Farad Ali as Chairman, John Kane as Vice-Chairman, Patrick Hannah as Secretary, and Larry Zucchino as Treasurer to take effect in April of 2017.
Motion by Thompson to adopt Committee’s recommendation; Second by Teer
ADOPTED BY UNANIMOUS VOTE

3. Newly Elected Chairman’s Comments:
   a. The Chairman, Farad Ali, thanked Dickie Thompson for his years of service to the Authority as Chairman
   b. The Chairman also recognized Members Cole and Hunt for their years of service as they leave the Authority Board

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

VII. MEMBER COMMENTS
All members thanked Dickie Thompson for his leadership over the past two years, and welcomed David Morgan to the Board; Member Hannah congratulated all the recipients of service awards and thanked Dickie Thompson for his leadership.

VIII. PRESIDENT AND CEO’S REPORT
The Authority is continuing its growth in 2017. This marks the 37th consecutive month of growth. March posted positive gains in passenger numbers once again. During the month, the number of passengers departing RDU grew 5.5% compared to March 2016. With 470,764 passengers, this is an all-time record for March. And international passenger enplanements were up more than 60%; mainly due to the nonstop flight to Paris and the return of Cancun aboard Delta and American. During the month, Delta also commenced nonstop flights to Austin. Also of note, Frontier Airlines remained in the market during the first quarter, helping to keep fares low to cities like Philadelphia, Trenton and Orlando. Calendar year to date, total enplanements are up 6.5 percent vs. last year. Southwest begins nonstop service to New Orleans twice a week at the end of this month. Also, Delta Airlines will commence twice daily nonstop flights to Nashville and daily nonstop flights to Seattle in June. And JetBlue will add a second daily flight to Ft. Lauderdale on June 15th.
The Authority hosted an event over at Park Central to kick off the Parking Preservation Project this morning. The project includes concrete, steel and pipe repair, cleaning and painting of the Park Central garage. Construction is scheduled to last until November and will close up to 1500 parking spaces at one time. In an effort to minimize impacts on customers during the project, The Authority is supplementing the parking staff with 10 contract personnel for 12 hours a day, 4 days a week. It is a $400,000 investment in customer care during a challenging project. Park Premier will have 3 staff to assist customers and ensure this product is filled. Park Central will have 7 staff to assist customers. In addition, the Authority has added two concierge vehicles, GEM (Global Electric Motorcar), to transport customers from the surface lot and remote areas to the terminals. This is a major project that will have a high impact on our customers. To have a bit of fun, the Authority introduced Patch, the RDU Construction mascot and spokes dog. Patch will tell customers about the project and give them tips and tricks to help make their journey more enjoyable. And, to assist staff and tenants, the Authority is providing a badge card with project information, so that all employees on campus knows the basics of the project and can assist customers. For updates and to learn more about the project, visit rdu.com/patch.

IX. ADJOURNMENT

Motion by Ali to adjourn; Second by Teer

ADOPTED BY UNANIMOUS VOTE
Teer presided. Present: Ali, Hannah, Kane, Morgan, Thompson and Zucchino. Staff present included: President and CEO Landguth, Senior Vice President & COO Sandifer, Senior Vice President & CRO McFall, Senior Vice President & CFO Sylver, Director & CHRO Umphrey, Vice Presidents Connell, Hetzel, Jewett, Legan, and VanAuke, General Counsel Locklear, Executive Assistant Rivera, and other staff members and guests.

The Committee discussed the following item(s):

1. Consideration of Master Service Agreements with Financial Services Consultants: Upon a motion by Ali and second by Teer, the Committee recommends approval of master agreements with Ricondo & Associates, Leigh Fisher, and Unison Consulting, Inc. to provide financial services and authorization for the President and CEO to execute the agreements.

   Presented by Donna Sylver, SVP, CFO – On January 9, 2017 staff issued a Request for Proposals for one or more consultants to provide the following financial services:
   1. Development of rates and charges model(s) and methodology
   2. Staff support in the development of annual operating and capital budgets, as well as short and long term cash flow projections
   3. Financial analysis in support of the issuance or reissuance of debt instruments
   4. Preparation of grant applications for state and/or federal agencies
   5. Preparation of Passenger Facility Charge applications and amendments
   6. Preparation of FAA Letter of Intent applications and Benefit Cost Analysis
   7. Other financial services as requested by the Authority

   Proposals were received by three firms, Ricondo & Associates, Leigh Fisher, and Unison Consulting, Inc. Projects will be assigned on a task order basis, similar to how the Facilities Asset Management Division handles their on-call assignments. There is no dollar value associated with the master service agreement, and the costs will be associated with later task orders.

   Staff recommends approval of master agreements with Ricondo & Associates, Leigh Fisher, and Unison Consulting, Inc. to provide financial services and authorization for the President and CEO to execute the agreements.

2. Consideration of a Task Order Agreement with Ricondo & Associates, Inc: Upon a motion by Ali and second by Zucchino, the Committee recommends approval of a task order agreement with Ricondo & Associates, Inc. for financial consulting services and authorization for the President and CEO to execute the agreement.

   Presented by Donna Sylver, SVP, CFO – On February 17, 2017 Staff issued a Request for Proposals to Ricondo & Associates, Leigh Fisher, and Unison Consulting, Inc. for financial consulting services for preparation of FAA Letter of Intent (LOI) applications and a Benefit Cost Analysis. The LOI is a FAA program that helps fund large-scale capacity projects at primary or reliever airports. It will allow the Authority to expend funds in advance of the issuance of the anticipated grant for the Runway
Rehabilitation Project. After a review of the proposals received on February 22, 2017, Staff recommends the selection of Ricondo & Associates to provide these tasks. The total cost of these tasks is $236,014. Staff recommends approval of a task order agreement with Ricondo & Associates, Inc. for financial consulting services and authorization for the President and CEO to execute the agreement.
RALEIGH-DURHAM AIRPORT AUTHORITY
LAND AND DEVELOPMENT COMMITTEE MEETING MINUTES
APRIL 20, 2017

Teer presided. Present: Ali, Hannah, Kane, Morgan, Thompson and Zucchino. Staff present included: President and CEO Landguth, Senior Vice President & COO Sandifer, Senior Vice President & CRO McFall, Senior Vice President & CFO Sylver, Director & CHRO Umphrey, Vice Presidents Connell, Hetzel, Jewett, Legan, and VanAuken, General Counsel Locklear, Executive Assistant Rivera, and other staff members and guests.

The Committee discussed the following item(s):

1. Consideration of an Agreement with CH2M for Pre-design Services: Upon a motion by Kane and second by Ali, the Committee recommends approval of an agreement with CH2M for pre-design services for the runway project, and for authorization for the President and CEO to execute the agreement.

Presented by Ron Jewett, VP, Facilities Asset Management – CH2M was selected at the February 2017 Board meeting to provide engineering services for the replacement of Runway 5L-23R and ancillary projects associated with the effort. The purpose of this item is to provide a staff recommendation for an agreement with CH2M that will authorize pre-design services, including survey/mapping, site geotechnical investigations, and pre-design studies. The scope of work for the runway program involves the complete replacement of Runway 5L-23R and construction of a parallel Taxiway B approximately 500’ to the Northwest of the current runway. The pre-design services addressed in this request include the initial activities which may proceed in parallel with FAA’s review of the ALP, which is already underway. These services include project management activities, survey/mapping, geotechnical investigations (including a soil boring profile for a borrow area study to assess the viability of three proposed borrow sites), pre-design studies, which include items such as design standards development, permit identification, sustainable solutions, airfield geometrics, Lumley Road relocation, earthwork analysis, drainage and utility studies, an assessment of navigational aids, and analyses of the in-pavement lighting, electric vault, construction packaging, and pavement materials. Since this project is eligible for federal grant participation, the DBE program is being applied. The DBE participation goal in the Request for Proposals was 15%. In the proposed agreement, CH2M proposes DBE participation in the amount of 47% by utilizing three DBE sub consultants, one of each for aerial surveying and mapping, pre-design studies, and the preliminary airfield lighting vault study. The Small Business Program Manager is satisfied with the DBE participation commitment. The compensation for services is an hourly not to exceed amount of $405,522, and the compensation of reimbursable expenses is direct costs up to $1,134,290. The total maximum compensation for this effort is $1,539,812.

Staff recommends approval of an agreement with CH2M for pre-design services for the runway project, and for authorization for the President and CEO to execute the agreement.
2. Consideration of Task Order #3 to the Master Agreement with Parsons Brinckerhoff, Inc. for Planning Services:
Upon a motion by Kane and second by Ali, the Committee recommends approval of Task Order #3 with Parsons Brinckerhoff, Inc. for general aviation planning services and for authorization for the President and CEO to execute the task order.

Presented by Ellis Cayton, Director of Planning and Environmental – The purpose of this item is to provide a staff recommendation on award of Task Order #3 under the Master Agreement with Parsons Brinckerhoff, Inc. to provide advanced planning and design standards preparation services for the Corporate General Aviation (GA) Campus near the existing SAS corporate hangar at the north end of the airport. The scope of services involves performing the following activities in order to refine the Corporate GA Campus and prepare a Recommended Layout for the Corporate GA Campus: airside and site planning, utility capacity assessments, phasing plans and cost estimates. The scope of services also includes updating the Authority’s existing Design Standards that provide guidance on building heights and shapes, architectural themes, materials, colors, signage, and other appropriate elements. The overall MWSB goals for the existing 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 #3 are 10% for MSB and 5% for WSB. Parson Brinckerhoff’s MWSB participation in this Task Order has met this goal. The Small Business Program Manager has concurred that this is acceptable. The compensation for services is the lump sum amount of $176,309.89. Reimbursable expenses are direct costs up to $2,358.45. The total maximum compensation under Task Order 3 is $178,668.34.
Staff recommends approval of Task Order #3 with Parsons Brinckerhoff, Inc. for general aviation planning services and for authorization for the President and CEO to execute the task order.
RALEIGH-DURHAM AIRPORT AUTHORITY
CONSENT AGENDA
APRIL 20, 2017

Chair Thompson presided. Present: Ali, Hannah, Kane, Morgan, Teer and Zucchino. Staff present included: President and CEO Landguth, Senior Vice President & COO Sandifer, Senior Vice President & CRO McFall, Senior Vice President & CFO Sylver, Director & CHRO Umphrey, Vice Presidents Connell, Hetzel, Jewett, Legan, and VanAuken, General Counsel Locklear, Executive Assistant Rivera, and other staff members and guests.

The Board considered the following item(s):

1. Consideration of the adoption of a resolution accepting the NCDOT/DOA grant offer in the amount of $217,824:

   Item was presented at full Board Meeting for consideration.

   Presented by Ron Jewett, VP, Facilities Asset Management – The North Carolina Department of Transportation/Division of Aviation has provided a grant offer in the amount of $217,824 for design and bidding services related to the rehabilitation of Taxiway A and the rehabilitation of Taxiway F, Capital Projects 080739 and 080679, respectively. The firm of RS&H is under contract, in the amount of $925,131, for the Taxiway A project, which will enter the bidding phase this month. The firm of WK Dickson is under contract, in the amount of $806,770, for the Taxiway F project. The design is approximately 75% complete and the bid schedule will depend upon the availability of Federal Aviation Administration (FAA) funding, prospectively in early 2018. Other eligible costs covered in the grant, $10,542, include Independent Fee Estimates for each of the consulting contracts. For the same effort, the Authority previously accepted a grant from the FAA in the amount of $1,306,945, which equals 75% of the total cost. The State’s grant offer represents 12.5% of the total cost.

   Staff recommends the adoption of a resolution accepting the NCDOT/DOA grant offer in the amount of $217,824.
RESOLUTION

A motion was made by ___________________________________________ and seconded by ___________________________________________
(Name and Title)
(Name and Title)
for the adoption of the following resolution, and

upon being put to a vote was duly accepted:

WHEREAS, a Grant in the amount of $217,824 has been approved by the Department based on total estimated cost of $1,742,593; and

WHEREAS, an amount equal to or greater than 12.5 percent of the total estimated project cost has been appropriated by the Sponsor for this Project.

NOW THEREFORE, BE AND IT IS RESOLVED THAT THE ____________________________________________ (Title)
of the Sponsor be and he hereby is authorized and empowered to enter into a Grant Agreement with the Department, thereby binding the Sponsor to the fulfillment of its obligation incurred under this Grant Agreement or any mutually agreed upon modification thereof.

I. _____________________________________________ of the
(Name and Title)
(Sponsor)
do hereby certify that the above
is a true and correct copy of an excerpt from the minutes of the
(Sponsor)
duly and regularly held on the _____ day of ________________, 20______.

This, the _____ day of _______________________, 20______.

SPONSOR SEAL

Signed: _______________________
Title: _______________________
Of The: _______________________

DOA FORM (12/10)

R a l e i g h - D u r h a m A i r p o r t A u t h o r i t y B o a r d M e m b e r s
Farad Ali, Chairman
City of Durham
John M. Kane, Vice Chairman
Wake County
Patrick Hannah, Esq., Secretary
Durham County
Lawrence R. Zucchino, Treasurer
Wake County
Robert D. Teer, Jr.
City of Durham
Dickie Thompson
City of Raleigh
David Morgan
Durham County
Sepideh Sadi, PE
City of Raleigh