RALEIGH-DURHAM AIRPORT AUTHORITY BOARD MEETING MINUTES
MARCH 19, 2020

Chair Kane presided. Present: Hannah, Kushner, Morgan, Saidi, Teer, and Wallace.1 Staff present included: President and CEO Landguth, Senior Vice President and COO Sandifer, Senior Vice President and CFO Sylver, Senior Vice President and CISO McFall, Senior Vice President and CRO Freedman, Vice President and Chief HR Officer Umphrey, Vice Presidents Connell, Feldman, Jewett, and Legan, General Counsel Locklear, Executive Assistant Rivera, and other staff members and guests.2

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

   ADOPTED BY UNANIMOUS VOTE

II. APPROVAL OF MINUTES
   Motion by Saidi to approve the minutes of the February 20, 2020 regular meeting of the Raleigh-Durham Airport Authority Board, including consent actions and the committee minutes incorporated therein; Second by Morgan

   ADOPTED BY UNANIMOUS VOTE

III. CHAIR COMMENTS
   1. Chair Kane welcomed everyone.
   2. Chair Kane noted that a public meeting regarding the draft budget was required today and numerous measures had been undertaken due to the coronavirus precautionary efforts.
   3. Chair Kane noted the unprecedented challenges faced by the Authority’s leadership and staff to continue airport operations in view of severe travel reductions. Everyone was encouraged to follow health precautions such as thorough hand washing and practicing social distancing. Chair Kane mentioned the coronavirus webpage at www.rdu.com.
   4. Chair Kane briefly recapped the special board meeting held on March 12, 2020 during which board members reviewed the proposed FY 20-21 budget. He noted that the budget process began in October 2019, before any coronavirus concerns and economic impact were known. He stressed that the budget would allow flexibility to navigate the short-term operational challenges while still being thoughtful about long-term growth. He thanked Michael Landguth, Donna Sylver and the Finance staff for their efforts on this budget during these current circumstances.

IV. OLD BUSINESS

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1 Due to coronavirus precautionary measures and federal and state directives limiting public gatherings, board members attended via WebEx and roll call votes were taken.
2 Attendees physically present at the meeting practiced social distancing and abided by federal and state directives limiting public gatherings.
1. Land and Development Committee Report – Teer reported Board members met during the Land and Development Committee work session on March 19, 2020 and discussed the following items:

   a. **Closed Session**
      
      [Closed committee work session to consult with an attorney(s) in order to preserve the attorney-client privilege between the attorney(s) and the public body pursuant to NCGS §143-318.11(a)(1) and (3).]

   b. **Consideration of Third Amendment with Parsons Transportation Group**
      
      Motion by Teer for approval of the Third Amendment to the Agreement with Parsons Transportation Group, Inc. in the maximum amount of $4,635,050 and authorization for the President and CEO to execute the amendment; Second by Saidi
      
      ADOPTED BY MAJORITY VOTE

   c. **Consideration of Selection of On-Call Consultants for Architecture and Building Engineering Services**
      
      Motion by Teer for approval of O’Brien Atkins, Gensler, EVOKE Studio Architecture, DWL Architects, and Andre Johnson Architects as the selected architecture and building engineering services on-call consultant firms and authorization for the President and CEO to execute On-Call Master Agreements with each firm, pending successful negotiations by staff of personnel rates to be applied to each future task order; Second by Morgan
      
      ADOPTED BY UNANIMOUS VOTE

   d. **Consideration of Selection of Prime Firm for New ARFF/AOC Services**
      
      Motion by Teer for approval of the selection of LS3P, Leo A Daly, and Ghafari as prime firm candidates and authorization for staff to negotiate (in the order of ranking) with these prime firms to provide on call services for the ARFF/AOC program and authorization for the President and CEO to execute an On Call Master Agreement with the final selected prime firm; Second by Morgan
      
      ADOPTED BY UNANIMOUS VOTE

   e. **Consideration of La Farm Bakery Conceptual Design Drawings**
      
      Motion by Teer for approval of the La Farm Bakery & Café conceptual design drawings; Second by Morgan
      
      ADOPTED BY UNANIMOUS VOTE
2. Operations Committee Report – Kane\(^3\) reported Board members met during the Operations Committee work session on March 19, 2020 and discussed the following items:

   a. Consideration of Change Order No. 1 with The Whiting-Turner Contracting Company

   Motion by Kane to approve Change Order No. 1 with The Whiting-Turner Contracting Company in the amount of $303,094, and authorization for the President and CEO to execute the Change Order; Second by Kushner

   ADOPTED BY UNANIMOUS VOTE

V. NEW BUSINESS

1. Consent Agenda:

   a. Consideration of Adopt-A-Highway Program Renewal Agreement with NCDOT

   Motion by Kushner to approve and adopt the Consent Agenda item; Second by Morgan

   ADOPTED BY UNANIMOUS VOTE

2. Public Hearing on Draft Budget for FY20-21:

   Chair Kane opened and presided over a public hearing related to the budget as required by NCGS §159-12. He noted that due to the coronavirus precautionary measures, for the public who preferred to avoid physical attendance at the budget public hearing, the public had been offered the opportunity to submit their comments via email and that comments had been received and relayed to all board members from: Liz Adams, William Doucette, Dr. Jean Spooner/The Umstead Coalition, Ron Sutherland, Ph.D./Wildlands Network, and Betsy Beals. Chair Kane opened the public hearing for comments by the public in physical attendance.

   Attended and spoke in person:

   • Betsy Beals, as an adjoining property owner, expressed concern regarding Authority expenditures and that the budget and contemplated projects were excessive for an airport of this size. (Mrs. Beals submitted her written comments, which were submitted to the Board members.)

   • Natalie Lew stressed that the area’s recreation and forested spaces are a huge draw for people to this area and questioned if the proposed budget was fiscally responsible. Ms. Lew questioned the reasoning for proceeding with a quarry and expressed the need to defer projects in this economic downturn.

   • Dr. Jean Spooner questioned the prioritization and funding of airport projects and asked the airport to focus on airport purposes and eliminate projects outside of that primary mission. She discussed the expansion of sustainability and storm water management plans, indicating drainage into William B. Umstead State Park should be better managed. She commented on the recent RTA Task Force report and expressed that the airport’s entire master plan should be reevaluated particularly as to use of non-aeronautical land.

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\(^3\) Chair Kane reported in the absence of Committee Chair Thompson
Comments submitted via email:

- Liz Adams requested the budget be modified to reflect serious reductions in revenue, staff furloughs, closing and consolidation of gates, deferral of new projects, reduction or suspension of existing projects, and other extreme measures to reduce costs for at least the next 12-18 months. She requested that the lease to Wake Stone be stopped and the property be donated to Umstead State Park, and endorsed the recommendations/comments of the Umstead Coalition.

- William Doucette commented that the budget is out of touch with current economic conditions and that revenue from parking and car rental companies will be drastically reduced as the economy recovers. He spoke against discretionary projects, asked that the Vision 2040 plan be revisited, and cautioned that federal and state funding sources will not be available post-COVID-19.

- Ron Sutherland, Ph.D./Wildlands Network requested a drastic and immediate clamp down on the proposed budget, particularly removing any fencing funding. He asked that the budget not reflect revenue from the proposed quarry, which may not ever be built, and that raising user fees be considered for funding airport operations.

- The Umstead Coalition, submitted by Chair Dr. Spooner, stated that revenues will be down significantly and requested measures be taken to reduce costs for the next 12-18 months, with focus on the airport purposes mission and elimination of projects outside of that mission (specifically naming certain projects). The Coalition requested expansion of the Sustainability Management Plan, evaluation of alternatives for non-aeronautical land use, and that the criteria used for project prioritization undergo public comment/evaluation.

There being no other individuals to give comments, Chair Kane conveyed the Board’s appreciation for the public’s attendance and comments and he closed the hearing.

3. FY 2020-21 Budget Adoption

Motion by Teer to approve the Operating and Capital Budgets for the Fiscal Year 2020/2021, including the attached Fiscal Year 2020/2021 Budget and Capital Project Ordinances, with direction to the President and CEO to cut $95 million from the Operating and Capital Budgets, and to delay the approved increases to the rates and charges until July 1, 2020; Second by Saidi

ADOPTED BY UNANIMOUS VOTE

VI. GENERAL COUNSEL’S REPORT

No items were reported.
VII. MEMBER COMMENTS

Board members noted that the current circumstances were something never experienced, the situation was fluid and constantly changing, and difficult times were being faced. The leadership team and staff were thanked for stepping up, for communication efforts, and for precautionary practices. Board members noted that everyone was in this together and to stay positive.

VIII. PRESIDENT AND CEO’S REPORT

Welcome

Good afternoon Board members, Team RDU, business partners, and guests who have joined us today.

Coronavirus

I’ll start with the topic that’s top of mind for everyone – the airport’s response to COVID-19, commonly known as coronavirus. The Authority is taking proactive steps to ensure the health and safety of everyone at the airport. We have increased the scope and frequency of our cleaning practices, and are using cleaning products approved to be effective in eliminating viruses including coronavirus. Hand sanitizer is available on all our shuttle buses and we ordered hand sanitizing stations for the terminals a couple of weeks ago. The terminal stations are expected to arrive any day. We are also making operational adjustments, including modified restaurant and shop hours in the terminals and consolidating parking options. You can find all of the latest information on the airport’s response to coronavirus on www.rdu.com.

There has been a great deal of interest around how coronavirus is impacting RDU’s passenger volumes. More than 482,000 passengers boarded flights at RDU this February. That is an 8.8% increase over the same month last year. This public health pandemic has caused a sharp decline in global air traffic, and RDU is no exception. Over the past week we’ve seen a dramatic reduction in the number of people flying through RDU. While we are unable to speculate how long these impacts will last, the airport is financially stable and able to adapt to dynamic business circumstances. The reduction in flights and passengers is also impacting the airport’s business partners.

I would like to take a moment to directly thank the more than 5,000 people who have been showing up to work at the airport each day these past few weeks. From ticket sales to ramp agents, our airline partners are keeping people connected. Grateful to have you on Team RDU. Our friends at the Transportation Security Administration are keeping travelers safe, too. All our federal agencies, including CBP and the FAA, should be acknowledged for their work through this challenging situation. RDU’s concessions and rental car partners are truly critical to making the airport world-class. Whether you work for our fueling support companies, the USO, volunteer at RDU, or serve in any role at the airport – we are with you in this fight.
I would like to echo Mr. Kane’s remarks. I highly encourage the public to visit www.rdu.com to find out how we are responding to this public health crisis, and what steps the community should be taking. We are all in this together.

Spirit/Allegiant Move
We have decided to postpone the activation of two gates in Terminal 1 by two months. Spirit and Allegiant will now relocate there on June 1. We will keep you posted if that date gets pushed further out.

Washington D.C. Trip
Finally, earlier this month, I went to Washington D.C. to visit with our state congressional delegation to discuss RDU’s transportation infrastructure funding needs. Here is what I shared with them.

- RDU has a $12.6 billion dollar annual economic impact. It generates more than $450 million in state and local taxes. And it supports more than 86,000 regional jobs.
- The foundation of RDU’s Vision 2040 master plan is the replacement of the airport’s primary runway, 5L-23R. The runway is near its end-of-life and is undergoing an emergency preservation program to remain open.
- The FAA approved the runway replacement in 2017 when it approved the master plan, yet here we are three years later and the process remains stalled.

I asked our congressional delegation to voice support for the FAA to issue to the Notice of Intent to officially begin the two-year environmental review process. Each member is extremely supportive, understanding the significance of keeping our primary runway operational. I also had a productive conversation with the FAA and am hopeful we’ll receive the Notice of Intent this year.

IX. ADJOURNMENT

*Motion by Saidi to adjourn; Second by Morgan*

ADOPTED BY UNANIMOUS VOTE
RALEIGH-DURHAM AIRPORT AUTHORITY
2020-2021 BUDGET ORDINANCE

BE IT ORDAINED by the Raleigh-Durham Airport Authority that, pursuant to Section 159-13 of the General Statutes of North Carolina, the 2020-2021 Budget Ordinance of the Airport Authority is hereby set forth as follows:

Section 1. The following amounts are hereby appropriated for the operation of the Raleigh-Durham International Airport for the fiscal year beginning April 1, 2020 and ending March 31, 2021 in accordance with the following schedule:

EXPENDITURES:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airport Operating Expenses</td>
<td>$96,016,236</td>
</tr>
<tr>
<td>Capital Projects Spend</td>
<td>$135,097,013</td>
</tr>
<tr>
<td>Future CFC Projects</td>
<td>$18,060,470</td>
</tr>
<tr>
<td>Net Debt Service</td>
<td>$47,998,155</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$297,171,874</strong></td>
</tr>
</tbody>
</table>

Section 2. It is estimated that the following revenues will be available for the fiscal year beginning April 1, 2020 and ending March 31, 2021:

REVENUES:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfield</td>
<td>$17,223,884</td>
</tr>
<tr>
<td>General Aviation</td>
<td>$2,082,884</td>
</tr>
<tr>
<td>Buildings and Grounds</td>
<td>$166,936,565</td>
</tr>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td><strong>$186,243,333</strong></td>
</tr>
<tr>
<td>Interest and Other Income</td>
<td>$6,666,483</td>
</tr>
<tr>
<td>Grants</td>
<td>$19,880,000</td>
</tr>
<tr>
<td>PFC Revenue</td>
<td>$30,033,391</td>
</tr>
<tr>
<td>CFC Revenue</td>
<td>$18,060,470</td>
</tr>
<tr>
<td>Appropriated Fund Balance</td>
<td>$36,288,197</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$297,171,874</strong></td>
</tr>
</tbody>
</table>

Section 3. This Budget Ordinance shall be entered in the minutes of the Raleigh-Durham Airport Authority and within five (5) days after its adoption copies shall be filed with the Finance Officer, the Budget Officer and the Secretary of the Raleigh-Durham Airport Authority, who, for the purposes of this ordinance, is designated as the Clerk to the Raleigh-Durham Airport Authority as described in G.S. 159-13.

Section 4. This ordinance shall become effective on April 1, 2020.

Adopted this 19th day of March 2020.
RALEIGH-DURHAM AIRPORT AUTHORITY
2020-2021 CAPITAL PROJECT ORDINANCE

BE IT ORDAINED by the Raleigh-Durham Airport Authority, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1. The following amount is appropriated for the projects:

$1,598,035,236

Section 2. The following funds are anticipated to be available for the projects; total project amount will be funded through net revenues or appropriate financing:

Transfer Cash from Operating $1,578,155,236

Total Grant Funds 19,880,000

Section 3. The projects authorized are as follows and funded by Raleigh-Durham Airport Authority funds on hand in operations:

### New 20/21 Projects

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Cargo Apron Reconstruction</td>
<td>$30,750,000</td>
</tr>
<tr>
<td>T-Hangar Area Pavement Repair Project</td>
<td>3,500,000</td>
</tr>
<tr>
<td>T2 Landside Master Plan</td>
<td>2,000,000</td>
</tr>
<tr>
<td>Pet Relief Rooms T1 and T2</td>
<td>250,000</td>
</tr>
<tr>
<td>T2 Bathrooms Refresh</td>
<td>2,750,000</td>
</tr>
<tr>
<td>Parking Improvements Business Plan (Parking Guidance System)</td>
<td>8,200,000</td>
</tr>
<tr>
<td>John Brantley Blvd Reconfiguration (in conjunction with CONRAC)</td>
<td>80,346,000</td>
</tr>
<tr>
<td>National Guard Drive Improvements / Haleys Branch Road Rehabilitation</td>
<td>3,000,000</td>
</tr>
<tr>
<td>Aviation Parkway &amp; National Guard Drive Intersection Improvement</td>
<td>31,200,000</td>
</tr>
<tr>
<td>Commerce Blvd &amp; East GA Perimeter</td>
<td>24,519,000</td>
</tr>
<tr>
<td>FY20-21 New/Replacement Vehicles &amp; Equipment</td>
<td>6,900,000</td>
</tr>
<tr>
<td>Fuel Farm Facility Improvement Plan</td>
<td>9,186,000</td>
</tr>
<tr>
<td>Data Center - Storage - Ongoing Enterprise Growth</td>
<td>800,000</td>
</tr>
<tr>
<td>Water Valve and Backflow Preventer</td>
<td>500,000</td>
</tr>
<tr>
<td>MX Building Parking Lot Rehabilitation (Secure Side)</td>
<td>5,500,000</td>
</tr>
<tr>
<td>Enlarge Single Fleet MX Door</td>
<td>200,000</td>
</tr>
<tr>
<td>Common Use Implementation of T1 Gates 5 through 9</td>
<td>550,000</td>
</tr>
</tbody>
</table>

Total $210,151,000

### Amended Projects

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONRAC and New Rental Car Storage Lot</td>
<td>$536,904,000</td>
</tr>
<tr>
<td>Expanded Park Economy 3</td>
<td>35,618,000</td>
</tr>
<tr>
<td>Runway 5L-23R and Taxiway B Replacement</td>
<td>390,300,000</td>
</tr>
<tr>
<td>Taxiway C &amp; D Rehabilitation (Between T/W A and T/W H)</td>
<td>43,569,000</td>
</tr>
<tr>
<td>AOS - RIDS Computer and Hardware Replacement</td>
<td>3,525,000</td>
</tr>
<tr>
<td>Terminal 1 Airline Operations Space Buildout</td>
<td>24,000,000</td>
</tr>
<tr>
<td>T2 and CEP Siemens BMS System Hardware Upgrade</td>
<td>665,000</td>
</tr>
<tr>
<td>International Drive Rehabilitation</td>
<td>10,036,462</td>
</tr>
<tr>
<td>Rehab &amp; Energy Improvements for PG 1,2,3 and 4 - Phase 2</td>
<td>13,000,000</td>
</tr>
<tr>
<td>Fleet Fuel Management Software and Hardware Replacement</td>
<td>100,000</td>
</tr>
</tbody>
</table>
### FY 2020-2021 Budget

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consolidated Trash Facility Concrete Dumpster Slabs</td>
<td>300,000</td>
</tr>
<tr>
<td>Pavement Rehab for the Bus Route in Economy 4</td>
<td>50,000</td>
</tr>
<tr>
<td>Maintenance Facility HVAC Replacement and Upgrade</td>
<td>525,000</td>
</tr>
<tr>
<td>Desigo CC Upgrade</td>
<td>285,000</td>
</tr>
<tr>
<td>Snow Removal Equipment Storage Facility</td>
<td>7,000,000</td>
</tr>
<tr>
<td>AOC 5th Floor Buildout</td>
<td>2,800,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,068,677,462</strong></td>
</tr>
</tbody>
</table>

**Ongoing Projects**

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roadway Informational Sign Rehabilitation</td>
<td>$13,200,000</td>
</tr>
<tr>
<td>Heritage Displays at Observation Park</td>
<td>1,600,000</td>
</tr>
<tr>
<td>Advanced Surveillance Program</td>
<td>3,795,774</td>
</tr>
<tr>
<td>Terminal 2 Checkpoint Expansion</td>
<td>9,250,000</td>
</tr>
<tr>
<td>Park Economy 3 Lot Rehabilitation</td>
<td>4,800,000</td>
</tr>
<tr>
<td>Cemetery Road Rebuild</td>
<td>820,000</td>
</tr>
<tr>
<td>John Brantley Boulevard Reconstruction</td>
<td>16,000,000</td>
</tr>
<tr>
<td>FIS Facilities Expansion</td>
<td>69,000,000</td>
</tr>
<tr>
<td>West RON Apron Rehabilitation</td>
<td>38,000,000</td>
</tr>
<tr>
<td>Taxiway B Rehabilitation (North of TW D)</td>
<td>35,000,000</td>
</tr>
<tr>
<td>Perimeter Security Improvements (Property Fencing)</td>
<td>4,000,000</td>
</tr>
<tr>
<td>Enhanced Security Perimeter Gates (TSA)</td>
<td>3,000,000</td>
</tr>
<tr>
<td>AOIS System Replacement - Common Use</td>
<td>1,800,000</td>
</tr>
<tr>
<td>T1 4 Gate Expansion</td>
<td>115,450,000</td>
</tr>
<tr>
<td>T2 and AOC PFC Room UPS System Replacement</td>
<td>1,046,000</td>
</tr>
<tr>
<td>Avtek Radio Over IP Tower</td>
<td>200,000</td>
</tr>
<tr>
<td>FAM Modular Buildings</td>
<td>1,200,000</td>
</tr>
<tr>
<td>Spill Prevention Control and Countermeasure Items</td>
<td>125,000</td>
</tr>
<tr>
<td>Water and Sewer Improvements</td>
<td>500,000</td>
</tr>
<tr>
<td>Computer Replacement for Jet A and Glycol racks</td>
<td>395,000</td>
</tr>
<tr>
<td>Airfield Lighting and GIS Hardware</td>
<td>25,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$319,206,774</strong></td>
</tr>
</tbody>
</table>

**Project Ordinance Total**

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,588,035,236</td>
</tr>
</tbody>
</table>

**Section 4.** This Capital Project Ordinance includes all amended, new and ongoing projects and replaces all previous capital project ordinances.

**Section 5.** Subject to approval and acceptance of bids by the Raleigh-Durham Airport Authority, the appropriate officers of the Raleigh-Durham Airport Authority are hereby authorized and empowered to enter into contracts and to carry out the necessary work for the completion of the above listed projects within the funds appropriated herein.

**Section 6.** The Finance Officer is hereby directed to report quarterly on the financial status of the aforesaid projects. The Finance Officer shall also keep the Authority informed at each regular meeting of any unusual occurrences.

This Capital Project Ordinance shall be entered in the minutes of the Raleigh-Durham Airport Authority and within five (5) days after its adoption, copies shall be filed with the Finance Officer, The Budget Officer and the Secretary of the Raleigh-Durham Airport Authority, who, for the purposes of this ordinance, is designated as the Clerk to the Raleigh-Durham Airport Authority as described in G.S. 159-13.2.2.

Adopted this the 19th day of March 2020

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**Raleigh-Durham Airport Authority Board Members**

- **Chairman:** John M. Kane, Wake County
- **Vice-Chairman:** Patrick Hannah, Durham County
- **Treasurer:** Robert D. Teer, Jr., City of Durham
- **Secretary:** Sepideh Saidi, PE, City of Raleigh
- **Board Members:**
  - David Morgan, Wake County
  - David Kushner, Wake County
  - Napoleon Wallace, City of Durham
The Board approved the following item on the Consent Agenda:

a) **Consideration of Adopt-A-Highway Program Renewal Agreement with NCDOT**

   Memorandum by Barry Stoker, Director of Contract Facilities Maintenance – Staff requests approval of an Agreement with the North Carolina Department of Transportation (NCDOT) for the continuation of the Authority’s participation in the Adopt-A-Highway program. The proposed agreement will be for a period of four years, beginning on May 1st, 2020.

   This Agreement will renew the Authority’s commitment with 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 BrightView Landscapes. NCDOT provides two signs, located at either end of the Authority’s sponsored segment of Aviation Parkway, indicating the Authority’s contribution to the Adopt-A-Highway program.

   Staff requests approval of a four-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.
RALEIGH-DURHAM AIRPORT AUTHORITY  
LAND AND DEVELOPMENT COMMITTEE WORK SESSION MINUTES  
MARCH 19, 2020

Teer presided. Present: Hannah, Kane, Kushner, Morgan, Saidi, Thompson, and Wallace.1 President and CEO Landguth, Senior Vice President and COO Sandifer, Senior Vice President and CFO Sylver, Senior Vice President and CISO McFall, Senior Vice President and CRO Freedman, Vice President and Chief HR Officer Umphrey, Vice Presidents Connell, Feldman, Jewett, and Legan, General Counsel Locklear, Executive Assistant Rivera, and other staff members and guests.2

Motion by Teer to enter into a closed session to consult with an attorney(s) in order to preserve the attorney-client privilege between the attorney(s) and the public body pursuant to NCGS §143-318.11(a)(1) and (3); Second by Saidi

ADOPTED BY UNANIMOUS VOTE

CLOSED SESSION

Board members, President and CEO Landguth, Senior Vice President and COO Sandifer, Senior Vice President and CFO Sylver, Senior Vice President and CISO McFall, Senior Vice President and CRO Freedman, Vice President and CHRO Umphrey, Vice Presidents Feldman, Jewett, and Legan, General Counsel Locklear and other staff members met in Room 100 of the RDU Center for a closed session from 11:04 a.m. until 11:40 p.m.

The Committee discussed the following items:

1. Consideration of Third Amendment with Parsons Transportation Group
   Presented by Ellis Cayton, Vice President of Planning, Sustainability, and Program Support – Staff requests approval of the Third Amendment to the Master Agreement with Parsons Transportation Group, Inc. (Parsons) for Program and Construction Management Services (PM/CM Services). The Parsons’ Master Agreement is a 5-year contract which commenced on April 1, 2017. This proposed Third Amendment will provide PM/CM Services for the Authority’s Fiscal Year 20/21. Through this Agreement, Parsons’ core project management staff works with the Authority’s staff, assisting with the management of multiple design and construction projects. Some of the key services provided by Parsons through this Master Agreement are: quality assurance, project and construction management, document and cost control, change order management, design management and reviews, contract management,  

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1 Due to coronavirus precautionary measures and federal and state directives limiting public gatherings, board members attended via WebEx.
2 Attendees physically present at the meeting practiced social distancing and abided by federal and state directives limiting public gatherings.
Program Management software implementation and project inspection services.

The maximum compensations that can be requested under this Third Amendment is $4,332,970 for services and $302,080 for Reimbursable Expenses for a maximum total of $4,635,050.

The overall Minority and Women-Owned Small Business (MWSB) goals for the existing Master Agreement are 10.0% for Minority-Owned Businesses (MB) and 5.0% for Women-Owned Businesses (WB). MB and WB participation goals remain unchanged for this Third Amendment and Parsons’ committed goals for this Third Amendment are 16.01% MB and 5.83% WB. Accomplishments to-date through the first three years of the Agreement are 12.61% MB and 11.94% WB.

Staff requests approval of the Third Amendment to the Agreement with Parsons Transportation Group, Inc. in the maximum amount of $4,635,050 and authorization for the President and CEO to execute the amendment.

2. Consideration of Selection of On-Call Consultants for Architecture and Building Engineering Services

Presented by Jaymes Carter, Vice President of Buildings and Building Systems – Staff requests approval of on-call consultants for architecture and building engineering related services. The Authority currently has two firms under on-call Master Agreements for these services. Both firms were selected in 2015, and those initial two five year agreements will expire on March 1, 2020.

Eleven total proposals were received on November 1, 2019 and each of the proposers included numerous subconsultants, several of which are on multiple teams. The selection committee reviewed the proposals in accordance with the selection criteria presented in the RFQ. After individually considering each response, the committee met to discuss the merits of each proposal. Following the initial meeting, further information was requested from some respondents regarding certain details of intentions to meet the Authority’s MWSB goals, which are 10% Minority-owned Businesses and 5% Women-owned Businesses. Further, for firms with which staff has limited or no experience, references were contacted to gauge past or current client satisfaction. In a summation meeting, the selection committee considered a final review of the proposals, additional information as requested from the respondents, and reference checks as necessary.

The selection committee unanimously recommends the top ranked firms for On-Call Master Agreements as follows:

Architecture and Building Engineering-related Services
1. O’Brien Atkins
2. Gensler
3. EVOKE Studio Architecture
4. DWL Architects
5. Andre Johnson Architects

Under the proposed on-call Master Agreements, as projects come to fruition during the period of performance, staff will use the agreed upon personnel rates to negotiate task orders for services. Task orders that exceed the signature authority of the President and CEO will be brought for Board consideration.

Staff requests approval of the selected architecture and building engineering services on-call consultant firms and authorization for the President and CEO to execute On-Call Master Agreements with each firm, pending successful negotiations by staff of personnel rates to be applied to each future task order.

3. Consideration of Selection of Prime Firm for New ARFF/AOC Services
Presented by Keisa Hudson, PMP, Senior Project Manager – Staff requests approval of the selection of the top three prime firm candidates and approval to enter into an on-call Master Agreement with the prime firm staff concludes negotiations with for the Aircraft Rescue and Fire Fighting (ARFF)/Airport Operations Center (AOC) Program. This consists of several important projects aimed at replacing the outdated ARFF facility and transforming the AOC and adjacent Emergency Operations Center (EOC) into a single, fully integrated, command center that monitors, controls, manages and responds to all aspects of business operations) at RDU. Various projects identified for integration into the consolidated ARFF/AOC program include: Business Requirements Analysis; Staffing Analysis; Policy and Procedure
Development; Facility Requirements Analysis, Site Selection, and Development; and Training and Facility Commissioning.

The Request for Qualifications (RFQ) was issued on September 16, 2019 and the Pre-Proposal and MWSB Conference was conducted on October 2, 2019. Six proposals were received on November 15, 2019 and each proposer included numerous subconsultants, with several of the subconsultants being on multiple teams. A selection committee of nine persons reviewed the written proposals per the selection criteria presented in the RFQ and met to discuss the merits of each proposal. Further information was requested regarding details to meet the Authority’s MWSB goals for the proposed services of 10% Minority-owned Businesses and 5% Women-owned Businesses. Further, references for the top three scoring firms were contacted to gauge past or current client satisfaction.

The selection committee unanimously recommends these three prime firms for staff to negotiate and enter into one Master Agreement with the successful prime firm for new ARFF/AOC services, ranked as follows: 1. LS3P; 2. Leo A Daly; and 3. Ghafari. Under the proposed on call Master Agreement, as projects come to fruition during the period of performance, staff will use the agreed-upon personnel rates to negotiate task orders for services. Task orders that exceed the signature authority of the President and CEO, will be brought for Board consideration.

Staff requests approval of the selection of LS3P, Leo A Daly, and Ghafari as prime firm candidates and authorization for staff to negotiate (in the order of ranking) with these prime firms to provide on call services for the ARFF/AOC program and authorization for the President and CEO to execute an On Call Master Agreement with the final selected prime firm.

4. Consideration of La Farm Bakery Conceptual Design Drawings
   Presented by Kimberly Stewart, Director of Concessions – The Board approved the Terminal Concession Lease with MERA RD, LLC (MERA) on January 16, 2020, for the operation of La Farm Bakery & Café (La Farm) concept in the Terminal 2. Staff seeks approval for the conceptual design drawings for the development of the La Farm.

The La Farm concept is located in the Marketplace which allows guests an immediate view of the café as they descend from the escalators and stairs from the security checkpoint. With a direct view of the patio area, guests will enjoy an eye-catching bar featuring craft beers on tap and a wide selection of wines. Guests will enjoy the aroma of fresh baked bread from the signature Wenz oven and an array of baked goods. Seating is provided in the patio area and offers guests a panoramic view of the tarmac. The focal point of the storefront will be the recognizable La Farm silo marquee and signature logo. The décor includes an eclectic mix of materials like rough sawn beams, distressed brick, quartz countertop and open trellis at the bar. A feeling reflective of the La Farm brand will be emphasized throughout the space. La Farm
will feature two point of sale stations, two self-ordering kiosks and digital menu boards for ease of access and convenience.

In light of the continued issues and recent changes in the industry, the Authority and MERA have decided not to move forward with the temporary location. As a result, MERA and its contractor will focus on completing the permanent unit with a proposed opening date in August 2020.

Staff requests approval of the La Farm Bakery & Café conceptual design drawings.
RALEIGH- DURHAM AIRPORT AUTHORITY
OPERATIONS COMMITTEE WORK SESSION MINUTES
MARCH 19, 2020

Kane presided. 1  Present: Hannah, Kushner, Morgan, Saidi, Teer, and Wallace. 2  Staff present included: President and CEO Landguth, Senior Vice President and COO Sandifer, Senior Vice President and CFO Sylver, Senior Vice President and CISO McFall, Senior Vice President and CRO Freedman, Vice President and Chief HR Officer Umphrey, Vice Presidents Connell, Feldman, Jewett, and Legan, General Counsel Locklear, Executive Assistant Rivera, and other staff members and guests. 3

The Committee discussed the following item:

1. **Consideration of Change Order No. 1 with The Whiting-Turner Contracting Company**
   
   Presented by Duane Legan, Vice President, Airport Operations – Staff requests approval of Change Order No. 1 with The Whiting-Turner Contracting Company (Whiting Turner). Whiting-Turner is currently providing construction services for the TSA Advanced Surveillance Program (ASP) upgrade project which includes the installation of cameras and the installation of network switch ports and expanded storage hardware necessary to facilitate camera functionality.

   During the submittal review of the video storage equipment, it was determined that additional storage was required for the project as well as additional network switch ports. The proposed change order includes the procurement and installation of expanded storage hardware units to commission and operate the cameras to be installed as part of this project. The change order also involves procurement of eight (8) network switches to allow camera operation on the existing system and provide an adequate amount of available switch ports for future projects or initiatives that require network connections.

   The contract time will not be extended and the compensation to the Contractor under this proposed change order is $303,094 which includes costs for the equipment and installation fees. With this change order, the TSA Advanced Surveillance Program (ASP) upgrade project would be increased from $2,590,000 to $2,893,094.

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1 In the absence of Committee Chair Thompson
2 Due to coronavirus precautionary measures and federal and state directives limiting public gatherings, board members attended via WebEx.
3 Attendees physically present at the meeting practiced social distancing and abided by federal and state directives limiting public gatherings.
The Contractor’s proposed Minority and Women-Owned Small Business participation is 0% Minority-Owned Businesses (MB) and 3.6% Women-Owned Businesses (WB). For this proposed change order for the expanded storage and additional network switch port elements, participation is 0% MB and WB. The Authority’s Small Business Program Office has been informed of the proposed participation.

Staff requests approval of Change Order No. 1 with The Whiting-Turner Contracting Company in the amount of $303,094 and authorization for the President and CEO to execute the Change Order.
RALEIGH-DURHAM AIRPORT AUTHORITY BOARD
SPECIAL MEETING MINUTES
MARCH 12, 2020

Chair Kane presided. Present: Hannah, Kushner, Morgan, Saidi, and Teer. Staff present included: President and CEO Landguth, Senior Vice President and CFO Sylver, Senior Vice President and CISO McFall, Senior Vice President and CRO Freedman, Vice Presidents Feldman, Jewett, Cayton, Kapocius, and Legan, General Counsel Locklear, Executive Assistant Rivera, and other staff members and other guests.

I. FY 2019-20 BUSINESS PLAN, BUDGET AND ORDINANCES

President and CEO Landguth gave an update on the Authority’s response measures to the coronavirus. He discussed the rapidly evolving issues, potential impacts, and challenges in the upcoming weeks. Mr. Landguth noted the various groups and resources activated by the Authority including the Policy Group, EOC, and Joint Information Center. Mr. Landguth detailed airline schedule adjustments and expected decreases and the potential impact forecast. He discussed the proposed FY 2020-21 Business Plan and Budget, noting that projects can be accelerated or delayed depending on the extent of impact to revenue. Mr. Landguth summarized the many accomplishments by the Authority during the past year including the addition of airlines and additional nonstop destinations, additional electric buses, new signage, opening ParkEXPRESS, establishing online parking booking, rehabilitation of the runway slabs, and refinancing of bonds. He discussed what is planned for developing the airport to meet the regional growth and demand. Mr. Landguth noted that the proposed budget documents the financial resources required to support the business plan.

Vice President and Controller Kapocius reviewed the Operating and Capital Budgets for FY 2020-21, explaining year-over-year revenue and expense comparisons, rates and charges proposed for implementation effective April 1, 2020, and Capital Budget projects carryover as well as new projects. He reviewed other details contained in the proposed budget as well as the Budget Ordinance and the Capital Project Ordinance. The Board discussed concerns regarding impact to revenue during the anticipated downturn in air travel while the coronavirus is contained. Members discussed a potential interim budget and other scenarios. Board members discussed with staff possible amendments dependent on revenue fluctuations once the extent of impact to RDU operations can be determined. Board members thanked staff for their efforts regarding the budget, knowing that due to the current circumstances it might be subject to future change and expressed that they were comfortable with proceeding as staff recommended.

The draft FY 2020-21 Operating and Capital Budgets, including the Budget and Capital Project Ordinances, will be presented for approval at the upcoming meeting on March 19, 2020.

II. CLOSED SESSION

Motion by Hannah to go into a closed session for the purposes of discussing a personnel matter pursuant to §143-318.11(a)(1) and (6), §160A-168, §153A-98, etc.; Second by Morgan

ADOPTED BY UNANIMOUS VOTE
Based on information presented in the closed session:

*Motion by Saidi that the President and CEO receive a 10% market adjustment salary increase, a 6% merit salary increase, and a 15% bonus payment; and that the existing contract with the President and CEO be amended to maintain a 5 year rolling term; Second by Morgan*

ADOPTED BY UNANIMOUS VOTE

III. ADJOURNMENT

*Motion by Morgan to adjourn; Second by Hannah*

ADOPTED BY UNANIMOUS VOTE