RALEIGH-DURHAM AIRPORT AUTHORITY BOARD MEETING MINUTES
JUNE 16, 2016

Chair Thompson presided. Present: Ali, Hannah, Hunt, Kane, 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, Hetzel, Jewett, and Legan, General Counsel Locklear, Executive Administrative Assistant Rivera, and other staff members and guests.

I. APPROVAL OF AGENDA
Chair Thompson made a motion to approve an amended agenda that removed the scheduled closed session; Second by Teer

ADOPTED BY UNANIMOUS VOTE

II. APPROVAL OF MINUTES
Motion by Kane to approve the minutes of the May 19, 2016 meeting of the Raleigh-Durham Airport Authority Board, including the committee minutes incorporated therein; Second by Ali

ADOPTED BY UNANIMOUS VOTE

III. CHAIR COMMENTS
1. New hires recognized.
2. The Chairman complimented the Maintenance, Communications and Operations staff on a job well done during a runway light outage.
3. The Chairman wished everyone a safe and happy 4th of July.

IV. OLD BUSINESS
1. Land and Development Committee Report – Teer reported the Land and Development Committee met on June 16, 2016 and discussed the following item(s):
   a. Master Plan Update Presentation
      Presentation for informative purposes only; no Board action required.
   b. Program and Construction Management Presentation
      Presentation for informative purposes only; no Board action required.
   c. Consideration of a Task Order with RS&H for Design Services for Taxiway A Rehabilitation
      Committee recommends approval of Task Order 6 with RS&H to provide schematic design for rehabilitation of Taxiway A and authorization for the President and CEO to execute Task Order 6.
      Motion by Teer to adopt Committee’s recommendation; Second by Kane

ADOPTED BY UNANIMOUS VOTE
d. Consideration of a Task Order with WK Dickson to Provide Design Services for Taxiway F Reconstruction
Committee recommends approval of Task Order 11 with WK Dickson to provide schematic design through bidding phase services for reconstruction of Taxiway F and authorization for the President and CEO to execute Task Order 11.
Motion by Teer to adopt Committee’s recommendation; Second by Kane
ADOPTED BY UNANIMOUS VOTE

e. Consideration of a Contract with Browe Construction for Construction Services for Pavement and Drainage Improvements
Committee recommends 1) Award of a Construction Contract to Browe Construction in the amount of $999,935.40; 2) Approval of Change Order #1 to reduce the Contract from $999,935.40 to $909,095.40; and 3) Authorization for the President and CEO to execute the Construction Contract and Change Order #1.
Motion by Teer to adopt Committee’s recommendation; Second by Kane
ADOPTED BY UNANIMOUS VOTE

f. Consideration of a Contract with ACH Constructors to Provide Construction Services for Building Improvements
Committee recommends award of a contract to ACH Constructors in the amount of $1,109,500 for building improvements and authorization for the President and CEO to execute the contract.
Motion by Teer to adopt Committee’s recommendation; Second by Kane
ADOPTED BY UNANIMOUS VOTE

2. Finance Committee Report – Teer reported the Finance Committee met on June 16, 2016 and discussed the following item(s):

a. Consideration of Adoption of the 2016-2017 Revised Capital Project Ordinance Amendment
Committee recommends 1) Creation of a new capital project entitled “Rehabilitate Taxiway F”, with a budget of $18,000,000; and 2) Adjustment of Capital Budget 080739, “Rehabilitate Taxiway A”, from $6,000,000 to $15,000,000 by adoption of the 2016-2017 Revised Capital Project Ordinance Amendment.
Motion by Teer to adopt Committee’s recommendation; Second by Ali
ADOPTED BY UNANIMOUS VOTE

b. Financial Statement and Audit Summary Presentation
Presentation for informative purposes only; no Board action required.

3. Operations Committee Report – Hunt reported the Finance Committee met on June 16, 2016 and discussed the following item(s):

a. Consideration of the Purchase of Ten Vehicles
Committee recommends approval of the purchase of 10 vehicles and authorization for the President and CEO to execute any documents necessary for the purchase.
Motion by Hannah to adopt Committee’s recommendation; Second by Teer

ADOPTED BY UNANIMOUS VOTE

V. NEW BUSINESS

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

VII. MEMBER COMMENTS
Members Hannah and Teer thanked staff for their commitment to RDU. Chair Thompson thanked the staff for their hard work and also thanked the other Board members for their contributions to the Authority.

VIII. PRESIDENT AND CEO’S REPORT
RDU has seen 27 straight months of growth and will continue to see a year over year increase in passengers. In May, the number of passengers departing RDU rose by 15.3% compared to May 2015. In addition, RDU saw 500K enplanements in May and this is the first time the airport has exceeded that number in a single month at RDU. The number of passengers arriving at RDU rose by 15.3%.

Delta will begin a Newark flight on November 6 which will consists of 3 non-stop, daily flights. These flights will be operated by Delta Connection carrier GoJet Airlines using two-class, 65-seat CRJ-700 jets. United Airlines is adding service to New York LaGuardia beginning October 30 that will run 6 days a week. In addition to the increase in our overall air service, there has been success in some of the newer flights. During the first 8 months of operations, Alaska Airlines has carried almost 35,000 passengers to Seattle and bookings remain very strong going into the peak summer period. Scheduled seat capacity for May was up 13.2% versus 2015, with a strong increase in seat availability projected for the summer travel season.

In the latest edition of Airline Weekly magazine, RDU was mentioned in a piece about Airport Capacity Trends for North American (U.S. and Canada). The trends looked at North America’s top 50 airports ranked by seat capacity and scheduled growth for the next quarter. RDU ranks #43 in the busiest category and #10 on the fastest growing list. These numbers reiterate the importance of the Authority’s Vision2040 Master Plan.

The President thanked who attended the most recent round of public workshops for Vision2040. The Authority shared 9 conceptual airport development layouts that focused on improvements to runways and taxiways, terminals, parking, roadways, ground transportation, general aviation and other support facilities. Following the meetings, the public provided helpful feedback and questions that will help guide RDU as a final alternative is selected in the coming months.

Another public meeting is scheduled for June 28 in Room 100 of the Administration Building beginning at 6 p.m. At this meeting, RDU’s consultants will discuss how the 9 alternatives have been narrowed it down to 4 for further study and presented to the public. The 4 alternatives are composites, which means
that they take include ideas from all 9 original alternatives, as well as feedback and technical data. Consultants will also discuss land use concepts alongside the 4 alternatives.

IX. ADJOURNMENT

Motion by Hannah to adjourn; Second by Teer

ADOPTED BY UNANIMOUS VOTE
RALEIGH-DURHAM AIRPORT AUTHORITY
LAND AND DEVELOPMENT COMMITTEE MEETING MINUTES
JUNE 16, 2016

Teer presided. Present: Ali, Hannah, Hunt, Kane, and Thompson. 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, 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. **Master Plan Update Presentation:** *Presentation for informative purposes only; no Board action required.*
   Presented by Bill Sandifer, SVP and COO – Comprehensive Master Plan Update reviewed in detail.

   Presentation for informative purposes only; no Board action required.

2. **Program and Construction Management Presentation:** *Presentation for informative purposes only; no Board action required.*
   Presented by Bill Sandifer, SVP and COO – Comprehensive Master Plan Update reviewed in detail.

   Presentation for informative purposes only; no Board action required.

3. **Consideration of a Task Order with RS&H for Design Services for Taxiway A Rehabilitation:** Upon a motion by Ali and second by Kane, the Committee recommends approval of Task Order 6 with RS&H to provide schematic design for rehabilitation of Taxiway A and authorization for the President and CEO to execute Task Order 6.

   Presented by Jim Novak, Director of Facilities Engineering – The purpose of this item is to provide a recommendation on award of Task Order 6 under the existing Master Agreement with RS&H to provide schematic design through bidding phase services for rehabilitation of Taxiway A. The scope of work involves the complete asphalt reconstruction of Taxiway A and partial reconstruction of connector Taxiways A2, A3, A5, A7, A8, and Taxiway C. Adjustments to some of the taxiway connectors may also include pavement removal on Taxiways A3, A4, A6, and C. The project includes construction of new taxiway shoulders, replacing or reusing taxiway edge lights, taxiway signs and runway guard lights. Other elements of the work include pavement marking, turf restoration and miscellaneous drainage improvements. All work will be complete in 256 days from Notice-To-Proceed. Since this project is eligible for federal grant participation, the DBE program is being applied. The DBE participation goal was set at 11%. RS&H proposed to use four DBE subconsultants one of each for cost estimating, aerial surveying, topographic surveying and electrical design. The total DBE amount proposed for this project is 11%; however, upon review, one of the proposed subconsultants was not DBE certified, which lowered the overall participation to 8.9%. The MWSB Program Manager is...
satisfied that a good faith effort was made and that the proposed participation is acceptable. Parrish and Partners provided the Independent Fee Estimate and their estimate was within 9% of RS&H’s fee proposal. Ten percent or less is considered an acceptable FAA standard. The compensation to the Consultant for basic services is an hourly not to exceed amount of $745,346. The compensation to the Consultant for reimbursable expenses including subconsultants, travel, printing, and miscellaneous other expenses shall be direct costs up to fixed ceiling amount of $179,785. The total maximum compensation under Task Order 6 is $925,131.

Staff recommends approval of Task Order 6 with RS&H to provide schematic design for rehabilitation of Taxiway A and authorization for the President and CEO to execute Task Order 6.

4. Consideration of a Task Order with WK Dickson to Provide Design Services for Taxiway F Reconstruction: Upon a motion by Ali and second by Kane, the Committee recommends approval of Task Order 11 with WK Dickson to provide schematic design through bidding phase services for reconstruction of Taxiway F and authorization for the President and CEO to execute Task Order 11.

Presented by Jim Novak, Director of Facilities Engineering – The purpose of this item is to provide a recommendation on award of Task Order 11 under the existing Master Agreement with WK Dickson and Associates to provide schematic design through bidding phase services for the reconstruction of Taxiway F. The basic scope of work in the project involves demolishing and replacing concrete pavement in two significant sections of Taxiway F that were constructed approximately 30 years ago. Ancillary and adjacent related work includes removing existing and replacing new joint sealant, repairing spalls, and patching concrete slabs. The project also includes installation of centerline cans and conduit for future use (no wiring or fixture installation), rehabilitation or replacement of taxiway edge lights. New construction includes asphalt taxiway shoulders, and related taxiway intersection fillet improvements to meet current FAA standards. Taxiway signage evaluation is included leading to replacement as necessary. The period from Notice-to-Proceed to Bidding is anticipated to be approximately 320 days. Since this project is eligible for federal grant participation, the DBE program is being applied. The DBE participation goal was set at 11%. WK Dickson proposes to use three DBE subconsultants, one each for electrical design, cost estimating, and topographic surveying. The total DBE participation proposed for this project is 13.27%; however, upon review, one of the proposed subconsultants was not DBE certified, which lowered the overall participation to 8.93%. The MWSB Program Manager is satisfied that a good faith effort was made and that the proposed participation is acceptable. Parrish and Partners provided the Independent Fee Estimate and their estimate was within 8% of WK Dickson’s fee proposal. Ten percent or less is considered an acceptable FAA standard. The compensation to the Consultant for basic services is an hourly not-to-exceed amount of $803,770. The compensation to the Consultant for reimbursable expenses including travel, printing, and miscellaneous expenses shall be at direct costs, up to fixed ceiling amount of $3,150. The total maximum compensation under Task Order 11 is $806,920.
Staff recommends approval of Task Order 11 with WK Dickson to provide schematic design through bidding phase services for reconstruction of Taxiway F and authorization for the President and CEO to execute Task Order 11.

5. Consideration of a Contract with Browe Construction for Construction Services for Pavement and Drainage Improvements: Upon a motion by Kane and second by Ali, the Committee recommends 1) Award of a Construction Contract to Browe Construction in the amount of $999,935.40; 2) Approval of Change Order #1 to reduce the Contract from $999,935.40 to $909,095.40; and 3) Authorization for the President and CEO to execute the Construction Contract and Change Order #1.

Presented by Jim Novak, Director of Facilities Engineering – The purpose of this item is to provide a recommendation on the award of a construction contract for pavement and drainage improvements. The scope of work for the pavement improvements includes: 1) Full-depth reconstruction of asphalt pavement in a portion of Economy Lot 3; 2) Milling, repaving, and extending the FedEx Cargo Facility parking lot; and 3) The removal and replacement of sealants along with concrete slab replacements at the Bulk Fuel Facility. The scope of work for the drainage improvements consists of: 1) Removal of culverts along Loop Road; 2) Installation of pipe and drainage box north of Runway 14-32; 3) Cleaning the ditch line behind Bulk Fuel Facility; and 4) Repair erosion and re-establish turf along National Guard Road. The Engineer’s estimate is $1,083,387.00. The project was advertised on May 3, 2016 for formal bids. A pre-bid meeting and site tour was conducted on May 9, 2016. Bids were scheduled to be received on May 24, 2016. Only two bids were received and therefore not opened. At the second bid opening on May 31, 2016, two bids were received and publicly read: Browe Construction (Selma, NC) - $999,935.40; Carolina Sunrock (Raleigh, NC) - $1,297,282.50. The Minority and Women-Owned Small Business (MWSB) participation goals for this contract are 8% for minority-owned firms and 5% for women-owned firms. Browe Construction is a woman-owned firm; the bid includes MWSB participation in the amount of 92.2% for women-owned firms and 8.2% for minority-owned firms. The MWSB commitment was reviewed by the Small Business Program Office and considered acceptable. Based on review of available project budget, staff recommends deleting all work associated with Location 6, National Guard Drive Erosion, and execution of Change Order #1 to delete this project work element and reduce the Contract Sum $90,840 from $999,935.40 to $909,095.40.

Staff recommends 1) Award of a Construction Contract to Browe Construction in the amount of $999,935.40; 2) Approval of Change Order #1 to reduce the Contract from $999,935.40 to $909,095.40; and 3) Authorization for the President and CEO to execute the Construction Contract and Change Order #1.

6. Consideration of a Contract with ACH Constructors to Provide Construction Services for Building Improvements: Upon a motion by Kane and second by Ali, the Committee recommends award of a contract to ACH Constructors in the amount of $1,109,500 for building improvements 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 recommendation on the award of a contract to provide construction services. The scope
of work includes improving various interior and exterior items to a number of structures and buildings on the airport. Improvements include but are not limited to exterior sealing of roofs, walls, and doors; interior carpet, paint, and casework for offices, conference rooms, bathrooms and a kitchen; and HVAC system upgrades and testing. The airport facilities included in this project are the RDU Center (including the former RTRP space and excluding Room 100 A/B), EMS Fire Station, Terminal 2, Observation Park, General Aviation Terminal and the Park & Ride 3 Building. The project was advertised on May 9, 2016 for bidding. A pre-bid meeting and site tour was conducted on May 12, 2016. Bids were received on May 26, 2016. One bid was submitted and the bid was returned unopened and the project was re-advertised the same day. Bids were received on June 2, 2016 for the second bid opening. One bid was submitted by ACH Contractors, LLC. The bid was opened and publicly read. ACH bid $1,109,500. After the bid opening, the bid was reviewed and the architect certified that there were no math errors. The Minority and Women-Owned Small Business (MWSB) participation goals for this contract are 10% for minority-owned firms and 5% for women-owned firms. ACH’s bid includes MWSB participation in the amount of 23.6% for minority-owned firms and 5.5% for women-owned firms. The MWSB commitment was reviewed by the Small Business Program Office and considered acceptable.

Staff recommends award of a contract to ACH Constructors in the amount of $1,109,500 for building improvements and authorization for the President and CEO to execute the contract.
Teer presided. Present: Ali, Hannah, Hunt, Kane, and Thompson. 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, 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 Adoption of the 2016-2017 Revised Capital Project Ordinance Amendment:** Upon a motion by Ali and second by Hannah, the Committee recommends approval 1) Creation of a new capital project entitled “Rehabilitate Taxiway F”, with a budget of $18,000,000; and 2) Adjustment of Capital Budget 080739, “Rehabilitate Taxiway A”, from $6,000,000 to $15,000,000 by adoption of the 2016-2017 Revised Capital Project Ordinance Amendment.

Presented by Jim Novak, Director of Facilities Engineering – The purpose of this item is to request: 1) creation of a new capital project for Taxiway F; and 2) adjustment of the budget of Capital Project 080739, entitled “Rehabilitate Taxiway A”. **New Capital Project for Taxiway F:** The ongoing Master Plan Update effort included a pavement condition assessment for all airfield pavements, and it became evident that two large sections of Taxiway F need to be reconstructed before the reconstruction program begins on Runway 5L/23R. In order to address Taxiway F, staff recommends creation of a new capital budget, in the amount of $18,000,000, based upon order of magnitude cost estimates provided by the Master Plan Consultant. A portion of construction and consulting costs applied to the project will be FAA and NCDOT grant-eligible. In the current fiscal year, it is anticipated that approximately $1,000,000 will be expended to initiate consulting efforts that will include Schematic Design, Design Development, Construction Document Development, and Bidding Services. The typical funding breakdown between FAA and “non-Fed” funding is 75%/25%; therefore, the net expenditure for the Authority this fiscal year is anticipated to be approximately $125,000, but in any event no greater than $250,000.

**Adjustment of Capital Project 080739, entitled “Rehabilitate Taxiway A”:** Capital Project 080739, Rehabilitate Taxiway “A,” was created with a budget of $6,000,000 based upon a cost estimate to mill and overlay the existing pavement. The results of the ongoing Master Plan effort, however, recommend several improvements to the pavement that should be addressed concurrently, including rehabilitation of the asphalt pavement of Taxiway A and partial reconstruction of several connector Taxiways, signage and lighting replacement/reuse, and pavement marking. In order to address the necessary Taxiway “A” related improvements in this project, staff recommends adjustment of the existing project budget from $6,000,000 to $15,000,000, based upon order of magnitude cost estimates provided by the Master Plan Consultant. Staff anticipates using current FAA entitlement funds for the design of Taxiway A, and it is estimated that design costs will not exceed $1,000,000 this fiscal year. The typical
funding breakdown between FAA and “non-Fed” funding is 75%/25%; therefore, the net expenditure for the Authority this fiscal year is anticipated to be approximately $125,000, but in any event no greater than $250,000.

Staff recommends 1) Creation of a new capital project entitled “Rehabilitate Taxiway F”, with a budget of $18,000,000; and 2) Adjustment of Capital Budget 080739, “Rehabilitate Taxiway A”, from $6,000,000 to $15,000,000 by adoption of the 2016-2017 Revised Capital Project Ordinance Amendment.
RALEIGH-DURHAM AIRPORT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
JUNE 16, 2016

Hunt presided. Present: Ali, Hannah, Kane, Teer and Thompson. 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, 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 Purchase of Ten Vehicles: Upon a motion by Teer and second by Ali, the Committee recommends approval of the purchase of 10 vehicles and authorization for the President and CEO to execute any documents necessary for the purchase.
   
   Presented by John Connell, Vice President, Operational Asset Management – Staff is seeking approval to procure the following ten (10) vehicles:
   
   • Two 2016 40 foot Gillig low floor transit buses
   • One 2016 Ford Expedition
   • Seven 2016 Ford Explorers

   The Ford Expedition is a new K-9 vehicle to be procured using Asset Forfeiture Funds and the other vehicles are replacement vehicles approved in the FY 16/17 capital budget. North Carolina General Statutes allow the Authority to procure goods and services from public contracts that have been publicly advertised and bid. The City of Charlotte has gone through a competitive bid process to purchase buses for the Charlotte Area Transit System, and Gillig was awarded the contract. The Authority’s shuttle bus configuration under the Charlotte contract was priced at $427,473 each. Additional costs will be incurred to pre-wire the buses to re-use existing talking bus technology components for $8,050 per bus, for an estimated purchase price of $435,523. Due to the period of time between budget approval, pre-production meetings, and confirmation of final configuration there may be some minor variance in final pricing, however the total purchase price for the transit buses and associated talking bus wiring will not exceed the FY16-17 approved budget amount of $970,000. Additionally, the North Carolina Sheriff’s Association has gone through a competitive bid process to allow purchase of vehicles for various law enforcement agencies in the state. Under this contract, Asheville Ford is the Expedition dealer. Total purchase price for this vehicle is $36,093. Finally, the Division of Purchase and Contracts has a contract for Ford Explorers with Capital Ford of Raleigh. Under that state contract, the total cost for the 7 Ford Explorers is $203,282. Total Purchase Price for the 10 vehicles will not exceed $1,209,375.

   Staff recommends approval of the purchase of 10 vehicles and authorization for the President and CEO to execute any documents necessary for the purchase.