Chair Thompson presided. Present: Ali, Cole, Hannah, 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, Hetzel, Jewett, and Legan, General Counsel Locklear, Administrative Assistant Gray, 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 June 16, 2016 meeting of the Raleigh-Durham Airport Authority Board, including the committee minutes incorporated therein; Second by Cole

ADOPTED BY UNANIMOUS VOTE

III. CHAIR COMMENTS
1. Service Awards recognized.
2. New hires and one retirement recognized.
3. The Chairman gave an overview of the last Vision2040 public meeting and announced the next date as September 07th.
4. New cell lot signs have been placed up around the campus.
5. Staffs from EMS, Law Enforcement, Operations and Guest Services were recognized for an outstanding job during an emergency last week.

IV. OLD BUSINESS
1. Operations Committee Report – Hunt reported the Finance Committee met on July 21, 2016 and discussed the following item(s):
   a. Consideration of a Contract with Barnhill Contracting Company for Airside Snow Removal Services
      Committee recommends approval of the RDU Airside Snow and Ice Removal Services contract with Barnhill Contracting Company for a not-to-exceed amount of $341,987.50 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

   b. Insurance Premium Renewals Presentation
      Presentation for informative purposes only; no Board action required.

   c. Customs and Border Patrol Processing Update
Presentation for informative purposes only; no Board action required.

d. **Ground Transportation Update**  
   Presentation for informative purposes only; no Board action required.

2. **Land and Development Committee Report** – Teer reported the Land and Development Committee met on July 21, 2016 and discussed the following item(s):

   a. **Consideration of Lease Agreement with General Services Administration**  
      Committee recommends approval of the lease agreement with the General Services Administration, and authorization for the President and Chief Executive Officer to execute the agreement.  
      Motion by Thompson to adopt Committee’s recommendation; Second by Zucchino  
      ADOPTED BY UNANIMOUS VOTE

   b. **Consideration of Amendment 2 to the Marshall Retail Group, LLC Terminal 1 Concession Lease**  
      Committee recommends 1) Approval of Amendment 2 to the Terminal 11 Concession Lease with Marshall Retail Group; 2) Approval of Marshall Retail Group’s request to sublease the Terminal 1 specialty retail stores to MRG Raleigh Terminal 1, LLC; 3) Approval of Marshall Retail Group’s request to sublease the LICK specialty retail store in Terminal 2 to MRG Terminal 2, LLC; and 4) Authorization for the President and CEO to execute Amendment 2 and the documents needed to approve the subleases.  
      Motion by Kane to adopt Committee’s recommendation; Second by Cole  
      ADOPTED BY UNANIMOUS VOTE

   c. **Consideration of a Task Order to the Master Agreement with URS to Provide Design Phase Services and Construction Phase Services**  
      Committee recommends approval of Task Order 14 under the Master Services Agreement with URS and authorization for the President and CEO to execute the contract.  
      Motion by Kane to adopt Committee’s recommendation; Second by Cole  
      ADOPTED BY UNANIMOUS VOTE

   d. **Airport Landscaping Presentation**  
      Presentation for informative purposes only; no Board action required.

V. **NEW BUSINESS**

1. **Consideration of approval of a resolution for acceptance of the Federal Aviation Administration grant offer for Taxiway A rehabilitation and Taxiway F reconstruction, and authorization for the President and CEO and General Counsel to execute the grant documents.**  
   Motion by Cole to adopt staff’s recommendation; Second by Kane  
   ADOPTED BY UNANIMOUS VOTE
VI. GENERAL COUNSEL’S REPORT
No items were reported.

VII. MEMBER COMMENTS
Members Zucchino and Hunt congratulated those on service anniversaries, and Member Hunt recognized Tim Crabtree for 30 years of service: Member Teer thanked all staff for their dedication and support of the USO; Chair Thompson thanked all employees for doing such a great job and a special thank you to James Witherspoon for his work on insurance savings.

VIII. PRESIDENT AND CEO’S REPORT
As of this month, we have experienced 28 straight months of growth and continue to see a year over year increase in passengers. In June, the number of passengers departing RDU rose by 11.7% compared to June 2015. The number of passengers arriving at RDU rose by 10.5%. Scheduled seat capacity for June was up 9.4% versus 2015, with a strong increase in seat availability projected for the summer travel season.

Southwest Airlines has upgraded their Phoenix flight to year-round service from their previous 10-month service, as has Frontier Airlines for its popular service to Trenton. As previously announced this year, Delta will launch nonstop service to Washington-Reagan on August 1 with three daily flights. Also, Delta announced that they will have one daily nonstop flight on a regional jet to Fort Myers for a three week period in December. And finally, our first reports from Delta Air Lines show that our new nonstop service to Paris are meeting or exceeding projections, which is great news for the health of the flight.

On Tuesday, June 12, RDU became the 15th U.S. airport to offer the Mobile Passport app in partnership with U.S. Customs and Border Protection. This is a new smartphone app that makes the re-entry process faster and more convenient for travelers and their families. It’s user friendly and available to iPhone and Android users. Staff offered local media an extremely rare opportunity to tour the Federal Inspection Facility to discuss the launch of Mobile Passport Control at RDU.

On July 2, the Authority began the third Fitbit Challenge. This is a 10-week wellness challenge amongst 12 teams with a NASCAR Sprint Cup Racing theme. The challenge incorporates Fitbit challenges, community service and on-site wellness activities.

IX. ADJOURNMENT
Motion by Teer to adjourn; Second by Kane
ADOPTED BY UNANIMOUS VOTE
RALEIGH-DURHAM AIRPORT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
JULY 21, 2016

Hunt presided. Present: Ali, Cole, Hannah, Kane, 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, Hetzel, Jewett, and Legan, General Counsel Locklear, Administrative Assistant Gray, and other staff members and guests.

The Committee discussed the following item(s):

1. **Terminal 2 Curbside Canopy Presentation**: Presentation for informative purposes only; no Board action required.

   Presented by Jason Pearson, Director of Building and Building Systems – Terminal 2 Curbside Canopy presentation reviewed in detail.

   Presentation for informative purposes only; no Board action required.

2. **Consideration of a Contract with Barnhill Contracting Company for Airside Snow Removal Services**: Upon a motion by Teer and second by Ali, the Committee recommends approval of the RDU Airside Snow and Ice Removal Services contract with Barnhill Contracting Company for a not-to-exceed amount of $341,987.50 and authorization for the President and CEO to execute the contract.

   Presented by Barry Stoker, Director of Contract Facilities Maintenance – The Authority has equipment and staff available to keep the airport operational during snow and ice events with low accumulation (1”-2”). Larger snow events require additional outside equipment and operators to augment existing staff in order to keep the airport operational. The Authority uses a contractor to provide this additional assistance on the airside with the necessary additional labor, supervision, and equipment, including maintenance and fuel, to perform snow and ice removal services. The Authority posted a Request for Proposals to select a snow removal contractor on the RDU website on May 6, 2016 and conducted a pre-proposal conference on May 16, 2016. 4 contractors attended the pre-proposal conference. Proposals were due on May 24, 2016 and only 1 proposal was received from Barnhill Contracting Company. This agreement provides for on-call equipment and operators to be used only on an as-needed basis per the unit rates in the agreement. Equipment and operators that can be provided include:
   - Front-End Loaders – Up to 16
   - Dump Trucks – Up to 14
   - Wheeled Excavators – Up to 4
   - Skid Steer Loaders (Bobcats) – Up to 2

   The general areas of the airport to be covered under this agreement include, but are not limited to, runways, taxiways and aircraft parking aprons. Services shall be provided as needed twenty-four hours per day and seven days per week, including holidays. The contract period is for three years, with the option to renew the contract for one additional year. The contract amount is not to exceed $341,987.50.
Staff recommends approval of the RDU Airside Snow and Ice Removal Services contract with Barnhill Contracting Company for a not-to-exceed amount of $341,987.50 and authorization for the President and CEO to execute the contract.

3. Insurance Premium Renewals Presentation: *Presentation for informative purposes only; no Board action required.*
   
   Presented by James Witherspoon, Director of Risk Management and Safety – Insurance premium renewals reviewed in detail.
   
   Presentation for informative purposes only; no Board action required.

4. Customs and Border Patrol Processing Update: *Presentation for informative purposes only; no Board action required.*
   
   Presented by Bill Sandifer, SVP and COO – Update on Customs and Border Patrol Processing reviewed in detail.
   
   Presentation for informative purposes only; no Board action required.

5. Ground Transportation Update: *Presentation for informative purposes only; no Board action required.*
   
   Presented by Bill Sandifer, SVP and COO – Update provided on ground transportation.
   
   Presentation for informative purposes only; no Board action required.
RALEIGH-DURHAM AIRPORT AUTHORITY
LAND AND DEVELOPMENT COMMITTEE MEETING MINUTES
JULY 21, 2016

Teer presided. Present: Ali, Cole, Hannah, 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 Sylver, Vice Presidents Connell, Hetzel, Jewett, and Legan, General Counsel Locklear, Administrative Assistant Gray, and other staff members and guests.

The Committee discussed the following item(s):

1. Consideration of Lease Agreement with General Services Administration: Upon a motion by Ali and second by Zucchino, the Committee recommends approval of the lease agreement with the General Services Administration, and authorization for the President and Chief Executive Officer to execute the agreement.

   Presented by Karen Reynolds, Director of Properties – The current lease agreement with the General Services Administration (GSA) for rental of the office/administrative space used by the TSA in each terminal, as well as rental of the dark fiber optic cabling in Terminals 1 and 2, has a five-year term that expires August 4, 2016. The new lease agreement term begins August 5, 2016 for a period of five years, and five automatic one-year renewals, unless the agreement has been terminated. Thirty days written notice of termination is required. The Authority has the right to adjust rents as of April 1 each year, and is required to attempt to provide the GSA with 30 days written notice of rental rate changes. The GSA pays the same terminal rental rates as other tenants in the terminals.

   Staff recommends approval of the lease agreement with the General Services Administration, and authorization for the President and Chief Executive Officer to execute the agreement.

2. Consideration of Amendment 2 to the Marshall Retail Group, LLC Terminal 1 Concession Lease: Upon a motion by Kane and second by Hunt, the Committee recommends 1) Approval of Amendment 2 to the Terminal 1 Concession Lease with Marshall Retail Group; 2) Approval of Marshall Retail Group’s request to sublease the Terminal 1 specialty retail stores to MRG Raleigh Terminal 1, LLC; 3) Approval of Marshall Retail Group’s request to sublease the LICK specialty retail store in Terminal 2 to MRG Terminal 2, LLC; and 4) Authorization for the President and CEO to execute Amendment 2 and the documents needed to approve the subleases.

   Presented by Ingrid N. Hairston, Director of Business Development – In Terminal 1, Marshall Retail Group currently has a lease to operate Flight Stop, Ruby blue and Marshall•Rousso, as well as a space that was previously operated by a subtenant as Techshowcase. The proposed Amendment 2 to this existing lease modifies the Marshall Retail Group, LLC Terminal 1 Concession Lease by 1) replacing a specialty retail concept in Terminal 1 and 2) by adding a specialty retail space in Terminal 2. In Terminal 1, Amendment 2 replaces the Techshowcase concept with Travelab, a travel accessory concept. Travelab will feature selection of travel comfort in themed section including “What’s New”, Travel Pillows & Blankets, Small
Electronics & Business Travel Accessories, Luggage & Accessories, Security Bags & Wallets, Miscellaneous Travel Items, and Travel Games & Toys. Travelab will be operated by Marshall Retail Group, LLC Terminal 1, a joint venture between Marshall Retail and ACDBE operator, St. Croix Airport Retail, Inc. St. Croix Retail operates 15 retail outlets in Minneapolis-St. Paul and Denver International Airports. In order to achieve the ACDBE goal of 15% in the Marshall Retail lease, the joint venture would also operate the Ruby blue and Marshall•Rousso specialty retail stores in Terminal 1. Travelab will pay Percentage Rent in the same specialty retail brackets established in the lease. The Term and Minimum Annual Guarantee Rent for the lease are not modified by this lease action. In Terminal 2, Amendment 2 adds Space 2260B, formerly Techshowcase, temporarily to the Marshall Retail lease for the operation of a candy retail store, LICK. The store will have a term of 12 months. LICK will feature nostalgic candy, limited games and toys for children and unique apparel that complements the theme of the store. LICK will be operated by MRG Terminal 2, LLC, a joint venture between Marshall Retail and ACDBE operator, St. Croix Airport Retail, Inc., in order to meet the 15% ACDBE goal for the concession. LICK will pay Percentage Rent only during the term. At the end of term, this unit is expected to terminate so that the unit can be redeveloped as a part of the overall retail redevelopment program.

Staff recommends 1) Approval of Amendment 2 to the Terminal 1 Concession Lease with Marshall Retail Group; 2) Approval of Marshall Retail Group’s request to sublease the Terminal 1 specialty retail stores to MRG Raleigh Terminal 1, LLC; 3) Approval of Marshall Retail Group’s request to sublease the LICK specialty retail store in Terminal 2 to MRG Terminal 2, LLC; and 4) Authorization for the President and CEO to execute Amendment 2 and the documents needed to approve the subleases.

3. Consideration of a Task Order to the Master Agreement with URS to Provide Design Phase Services and Construction Phase Services: Upon a motion by Kane and second by Zucchino, the Committee recommends approval of Task Order 14 under the Master Services Agreement with URS 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 seek approval of Task Order 14 under the Master Agreement with URS – North Carolina to provide Design Development Phase Services, Construction Document Phase Services and Construction Phase Services (Construction Administration and Observation) for the project Pavement and Drainage Improvements along with Bridge and Tunnels Repairs. The scope of work for the Pavement and Drainage Improvements includes milling and replacement of asphalt pavement, full-depth removal and reconstruction of pavement sections, concrete pavement replacement, concrete joint seal replacement, pavement markings, and drainage and erosion repairs – FedEx Facility, Economy 3 Lot, Bulk Fuel Facility, Loop Road, and area north of Runway 14-32. The scope of work for Bridge and Tunnel Repairs consists of concrete structure repairs, joint seal replacement, clean and paint structural hardware, and tighten existing overhead sign structure, signal light poles, and high mast light pole hardware – Bridge and Tunnels Repairs are throughout the Airport campus. All work will be complete in 150 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 14 are 3.8% for MSB and 5.4% for WSB. Overall, including this task order, the Consultant’s MWSB commitments will be 6.2% MSB and 10.2% WSB. The Small Business Program Manager has concurred that this is acceptable. The compensation to the Consultant for basic services will be unit price to a fixed ceiling amount of $132,030. Reimbursable expenses including subconsultants, transportation, postage and shipping, printing and reproduction, and miscellaneous other expenses shall be direct costs up to fixed ceiling amount of $14,593. The total maximum compensation under Task Order 14 is $146,623.

Staff recommends approval of Task Order 14 under the Master Services Agreement with URS and authorization for the President and CEO to execute the contract.

4. **Airport Landscaping Presentation:** Presentation for informative purposes only; no Board action required.

   Presented by Ron Jewett, VP, Facilities Asset Management – Updated on landscaping plans presented.

   Presentation for informative purposes only; no Board action required.