

RALEIGH-DURHAM AIRPORT AUTHORITY
MEETING MINUTES
September 20, 2012

Chairman Yeargan presided. Present: members Ali; Elting; Hunt; Sanders; Teer and Thompson. Also present: Airport Director Landguth; Deputy Airport Director Facility Development Powell; Deputy Airport Director Finance Business & Administration Styres; Acting Deputy Airport Director Information Services Legan, Deputy Airport Director Marketing Damiano; Administrative Assistant Gray; Staff Attorney Locklear; Attorney Tatum; other staff members and guests.

APPROVAL OF AGENDA – There were no changes to the agenda, and it was approved as submitted.

APPROVAL OF MINUTES – There were no changes to the minutes of the August 16, 2012 minutes and they were approved as submitted.

CHAIRMAN’S COMMENTS –

- Chairman Yeargan thanked the Marketing & Communications team for a job well done on the new RDU website adding that this is going to be a great tool for our customers.
- Chairman Yeargan attended the ACI North America conference in Calgary, adding what a beautiful city and what a great conference. He always enjoys having the opportunity to meet people from other airports and learning about issues affecting airports today. One of the big issues discussed at this year’s meeting was the economic impact of airports on the communities they serve.
- Deputy Airport Director of Operations Mike McElvaney resigned to take a position as head of Operations at the Doha airport in Qatar. The Airport Authority is grateful for all he has done in the past eight years. He will be missed, but we are excited for him as he takes on this new position.

EMPLOYEE RECOGNITIONS – Director of Administration Umphrey presented the following for the month of August:

Newly hired employees:

- Tony Edwards, Law Enforcement Training Coordinator
- Kyle Dickens, Law Enforcement Officer
- David Young, Air Service Development Manager
- Paul Woodlief, Maintenance Mechanic
- Mathew Eagle, Maintenance Mechanic
- Brandon Rice, Sr. Maintenance Electrician
- Larry Beavers, Maintenance Mechanic
- Scott Seftener, Maintenance Mechanic

Recently promoted employees:

- Blake Sherrod to Law Enforcement Sr. Officer
- Justin Cash to Maintenance Facilities Supervisor
- Doug Long to Maintenance Facilities Supervisor
- Robert Wagner to Sr. Maintenance Mechanic
- Ray Norman to Sr. Maintenance Mechanic
- Tony Laws to Sr. Maintenance Mechanic
- Kevin Mitchell to Maintenance Equipment Operator
- Lauren Cheney to IS Business, Systems & Services Specialist

CLOSED SESSION – Prior to the committee meetings reported below, member Sanders made a motion, seconded by member Teer, to go into a closed session to discuss economic development matters. That motion was adopted. After that discussion, member Sanders made a motion, seconded by member Thompson, to return to an open session. That motion was adopted.

OPERATIONS COMMITTEE REPORT – Member Hunt reported the Operations Committee met on September 20, 2012 and discussed the following item:

1. Consideration of a recommendation concerning sole source procurement and award of a contract for automated vehicle identification system hardware and installation. The Authority owns and operates an automated vehicle identification (“AVI”) system to capture the traffic patterns, usage and frequency of the ground transportation vehicles and operators. There are 9 AVI hardware/reader locations across the Authority campus that collect information needed to calculate ground transportation operator fees and billing. The existing AVI system has been in operation for approximately six years. The current AVI readers are no longer supported by the manufacturer due to age and therefore need to be completely replaced. The upgrade of the TransCore Encompass 5 readers is proposed as a sole source procurement since this is an upgrade of an existing proprietary system. TransCore is the only manufacturer of the Encompass 5 readers that work with our existing system. Staff recommends and requests the Board’s approval to execute an agreement with TransCore for the sole source procurement and installation at the fixed price of \$189,823 for the automated vehicle identification hardware upgrade and installation. The Operations Committee approved the recommendation of staff’s request to the Board.

Member Hunt made a motion, seconded by member Sanders, to approve the recommendation of the Operations Committee. Adopted.

LAW & PERSONNEL COMMITTEE REPORT – Member Sanders reported the Law & Personnel Committee met on September 20, 2012 and discussed the following item:

1. Consideration of a recommendation to amend Chapter 15, “Ordinance to Prohibit Smoking” of the Authority’s Ordinances. The Authority is attempting to achieve LEED Certification on Terminal 1 through the renovation project. One of the LEED criteria concerns smoking prohibition requirements. The LEED criteria follow: “Prohibit smoking in the building. Prohibit on- property smoking within 25 feet of entries, outdoor air intakes and operable windows. Provide signage to allow smoking in designated areas, prohibit smoking in designated areas or prohibit smoking on the entire property.” The current Ordinance does not meet the LEED criteria because it prohibits smoking within 20 feet of entry doors at Terminals 1 and 2 and the General Aviation Terminal. To meet the LEED requirement prohibiting smoking within 25 feet of entries. Staff requests that the Law and Personnel Committee adopt the revised Chapter 15 “Ordinance to Prohibit Smoking” of the Authority’s Ordinances. The Law & Personnel Committee approved the recommendation of staff to the Board.

Member Sanders made a motion, seconded by member Ali, to approve the recommendation of the Law & Personnel Committee. Adopted.

LAND & DEVELOPMENT COMMITTEE REPORT – Member Teer reported the Land & Development Committee met on September 20, 2012 and discussed the following item:

1. *Consideration of a recommendation on the selection of a firm to provide professional services in connection with renewing a transportation facility air permit, and element of Environmental Planning and Projects, RDU 070509.* Since the late 1980's the Authority has maintained a Transportation Facility Air Permit (the Permit), which the North Carolina Department of Environment and Natural Resources' Division of Air Quality (DAQ) requires for large parking facilities. The Permit authorizes the construction of new parking spaces on the airport. The scope of services includes the provision of all air quality modeling and permitting services necessary to prepare a Transportation Facility Air Permit renewal application as well as other services needed to collect and acquire airside and landside data needed as inputs for the modeling effort. The Request for Proposals for services was available on-line at www.rdu.com/rdubusiness beginning on July 31, 2012. Additionally, a notice of the availability of the Request for Proposals was mailed to 131 firms listed in an Authority database as interested in the services related to this solicitation. The staff conducted a Pre-proposal and HUB Conference on August 14th, the purpose of which was to review the solicitation and address questions about the solicitation and the Authority's HUB program. The deadline for submitting proposals was 4:00 p.m., August 23, 2012. The Authority received six proposals each of which consisted of a prime firm along with other firms as proposed sub-consultants. Based on the review of the proposals, the staff agreed to consider further the proposals from AMEC Environment & Infrastructure, Inc., KM Chng Environmental Inc., Providence Environmental Partners PLLC, and Weston Solutions, Inc. The staff conducted the interviews with the short-listed firms on August 30th and 31st. The Authority's Small Business Program Officer attended the interviews. Subsequent to completion of the interviews, the staff met and discussed the proposals and the interviews, as well as the key proposed personnel and the composition of the teams. Staff contacted references for the first ranked firm below. Staff did not contact references for the second and third ranked firms because it has experience with both firms. Based on the responsiveness of the proposal to the submittal requirements in the request for proposal solicitation, the depth and breadth of experience of the proposing team and its proposed sub-consultants on other similar projects, the qualifications of the proposed project manager and other key personnel, the understanding of the project by the proposing team, efforts to include a minimum of ten percent HUB participation, and other relevant matters, we recommend the selection of Providence Environmental Partners, PLLC as the first-ranked firm for provision of air modeling and permitting services for renewing the Permit. Additionally, we recommend KM Cling Environmental, Inc. as the second-ranked firm and Weston Solutions, Inc. as the third-ranked firm. Staff requests authorization to negotiate a services contract with the first-ranked firm. The Land and Development Committee approved the recommendation of staff's ranking to the Board.

Member Teer received the report and no Board action is necessary.

2. Consideration of an agreement with RS&H Architects-Engineers-Planners, Inc. for engineering and other professional services for design and preparation of construction document for Terminal 1 Apron Rehabilitation, RDU 070509. The Agreement is for engineering and other professional services associated with the design and construction of the project. The scope of the project involves the reconstruction of a portion of the aircraft parking apron at Terminal 1 as well as rehabilitation of other portions of the apron, rehabilitation of a portion of Taxiway A, and other related work. Initially only the Schematic Design Phase services will be authorized. These services include developing a technical and construction staging and phasing approach to the project along with preparing an estimate of the construction cost. The other phases of service (Design Development Phase, Construction Documents Phase, Bid/Negotiation Phase, and Construction Phase Services) will be negotiated and authorized at the appropriate times. Compensation for the Schematic Design Phase services authorized by this Agreement is the lump sum amount of \$114,530. In addition to this lump sum amount, allowable expenses, including the cost of sub-consultants, will be reimbursed at actual cost without markup up to a ceiling amount \$44,559. The total maximum compensation for the Schematic Design Phase is \$159,089. Staff requested approval of the agreement. The Land & Development Committee approved the recommendation of staff to the Board.

Member Teer made a motion, seconded by member Ali to approve the recommendation of the Land & Development Committee. Adopted.

MEMBER COMMENTS – Member Thompson commented that the newly designed website is user friendly. He also welcomed the new employees and congratulated the promoted employees.

GENERAL COUNSEL’S REPORT – Attorney Tatum had no comments at this time.

AIRPORT DIRECTOR’S REPORT –

- **Enplaned passengers for August 2012** totaled 411,880 versus 391,839 for August 2011 for a 5.1% decrease. Year-to-date 2012 passenger enplanements totaled 3,073,265 versus 3,028,391 for year-to-date 2011 for a 1.5% increase.
- **Deplaned passengers for August 2012** totaled 421,370 versus 411,163 for August 2011 for a 2.5% decrease. Year-to-date 2012 passenger deplanements totaled 3,071,955 versus 3,048,263 for year-to-date 2011 for a 0.8% increase.
- **Enplaned air cargo for August 2012** totaled 5,873,713 lbs. versus 6,428,285 lbs. for August 2011 for an 8.6% decrease. Year-to-date 2012 enplaned air cargo totaled 43,857,291 versus 52,194,754 for year-to-date 2011 for a 16.0% decrease.
- **Deplaned air cargo for August 2012** totaled 8,362,298 lbs. versus 8,282,146 lbs. for August 2011 for a 1.0% decrease. Year-to-date 2012 deplaned air cargo totaled 60,524,230 versus 66,825,852 for year-to-date 2011 for a 9.4% decrease.
- **Aircraft operations for August 2012** totaled 16,086 versus 16,576 for August 2011 for a 3.0% decrease. Year-to-date 2012 aircraft operations totaled 127,830 versus 127,357 for year-to-date 2011 for a 0.4% decrease.
- **The number of vehicles exiting the terminal area public parking lots for August 2012** totaled 159,993 versus 156,414 for August 2011 for a 2.3% increase. Year-to-date 2012 number of vehicles exiting the terminal area public parking lots totaled 1,155,097 versus 1,182,599 for year-to-date 2011 for a 2.3% decrease.
- **The number of taxicab trips taken for August 2012** totaled 23,291 versus 25,836 for August 2011 for a 9.9% decrease. Year-to-date 2012 taxicab trips totaled 212,781 versus 193,021 for year-to-date 2011 for a 10.2% increase.

- **The number of passengers transported from RDU by SuperShuttle for August 2012** totaled 0 versus 2,286 for August 2011 for a 100% decrease. Year-to-date 2012 passengers transported totaled 5,552 versus 25,372 for year-to-date 2011 for a 78.1% decrease.
- The number of passengers arriving at RDU increased by 2.1%. The reason for the difference between enplaned and deplaned passengers can be most likely attributed to the fact that one day of the Labor Day holiday fell in August, which it did not last year.
- Load factors for departing flights were up 6.5%, which along with the timing of the Labor Day holiday can be one reason for the significant growth in passengers traveling throughout the month.
- For the year, the total number of passengers is up just over 1%.
- Airport Director recently attended ACI North America's annual conference in Calgary. One of the breakout sessions focused on airport's economic impact on the communities they serve.
- A draft report of the Economic Contribution of North Carolina Airports shows that RDU has a \$7.8 billion impact on our region. In addition more than 20,550 jobs are either directly or indirectly created by the airport or related industries.
- It was pointed out at the ACI conference that airports are business magnets. Economic developers consider airports and airport services vital to generating local business growth. RDU works very closely with economic developers and business leaders in the pursuit of new air service to support business needs, as well as on economic development recruitment teams.
- On September 1, RDU launched a new hybrid wifi model for customers.
 - The no cost option offers a 45-minute connection. After the session times out, passengers can log back in for additional sessions. The complimentary option is designed for casual users who want to check their email or surf the web.
 - The paid option is a premium service for 24 hour access that does not feature ads and has a higher download speed. Power users are those who need a higher connection in order to connect to corporate VPN's, email large files or stream video.
- On September 15 the employee Wellness committee hosted its third annual Family Fun Day. It was a great event, and the committee did an excellent job.
- The next family event will be our holiday party, which will be held Saturday, December 8 at the NC Division of Aviation's hangar. All Airport Authority employees, their families and board members are invited to attend.

Member Hunt made a motion, seconded by member Teer, to adjourn the meeting.

Adopted.

Respectfully submitted,

Tommy Hunt, Secretary

CORRECT ATTEST:

Craigie D. Sanders, Vice Chairman