

RALEIGH-DURHAM AIRPORT AUTHORITY  
**AUTHORITY BOARD MEETING MINUTES**  
November 15, 2012

Chairman Yeargan presided. Present: Members Ali; Elting; Hunt; Sanders; Teer and Weeks. Absent: Member Thompson. Staff Present: Airport Director Landguth; Deputy Airport Director of Facility Development Powell; Deputy Airport Director of Finance, Business and Administration Styres; Interim Deputy Airport Director for Informational Services Legan; Deputy Airport Director of Marketing, Customer Service and Organizational Support Damiano; Staff Attorney Locklear; General Counsel Attorney Tatum; Administrative Assistant Gray; other staff members and guests.

**APPROVAL OF AGENDA** – There was no changes to the agenda. Members approved the agenda as submitted.

**APPROVAL OF MINUTES** – There was no changes to the minutes of the October 18, 2012 minutes. Members approved the minutes as submitted.

**CHAIRMAN’S COMMENTS** – Chairman Yeargan recognized all newly hired and promoted employees.

Chairman Yeargan gave an overview of the newly launched Thanks Again Rewards Program and recognized Thanks Again CEO Mark Ellis and Staff Member, Eldred Hall. He commended Leah Janosko for coordinating with Canstruction the Thanks Again logo from approximately 2500 cans of food. The Authority will donate the cans to Urban Ministries of Durham and the Food Bank of Central and Eastern North Carolina.

Chairman Yeargan congratulated the Wellness Team for its efforts and RDU for being named one of the healthiest employers in the Triangle area by the Triangle Business Journal.

Chairman Yeargan congratulated Airport Director Landguth on his first year anniversary and expressed his appreciation for Landguth’s leadership and service to the Raleigh-Durham Airport Authority.

**FINANCE COMMITTEE REPORT** – Member Elting reported the Finance Committee met on November 15, 2012 and discussed the following item:

1. Report on an update of the Authority’s Procurement Contracting Process. Deputy Airport Director, Finance, Business & Administration Styres provided the committee an update of the Procurement Contracting Process developments.

This report was for information purposes only. The Board received the report. No Board action was necessary.

**HUB PLAN COMMITTEE REPORT** – Member Elting reported the HUP Plan committee met on November 15, 2012 and discussed the following item:

1. Review of accomplishments under the Authority's Historically Underutilized Business Program during the quarter July 1 – September 30, 2012. Small Business Program Officer Edwards reported the Authority has adopted two programs to address Historically Underutilized Business (HUB) participation in construction, professional services, information systems, and purchasing. The Authority's HUB Participation Plan governs all non-federal spending in contracting and purchasing. The Federal Disadvantaged Business Enterprise/Airport Concessionaires Disadvantaged Business Enterprise (DBE/ACDBE) program governs federally funded contracting and concessions activities. The DBE goal for Fiscal Year 2012-2013 is 12.2%; the ACDBE goal for Fiscal Year is 26/4%. In July, Edwards attended the Carolinas Minority Supplier Development Council annual conference in Charleston, SC as an opportunity to network with other diversity professionals and to interact with minority businesses (specifically suppliers and vendors). In October, the Small Business Program Officer collaborated with the Business Development staffs to conduct a Terminal 1 Concessions Outreach Meeting for food and beverage concessionaires, retail concessionaires, and vendors who were interested in the Terminal 1 concessions program. The purpose of the meeting was to explain the particulars of operating concessions in the airport and the business environment. The minimal expectations for operations were explained as well as the ACDBE program and its requirements. This meeting also provided an opportunity for small, minority and women-owned businesses to network with larger firms. Approximately 70 participants attended this meeting. The Small Business Program also hosted the "In It to Win It" Business Opportunity Meeting with the Carolinas Minority Supplier Development Council meeting, on October 23. Small, minority and women-owned businesses were invited to learn how to participate in the state term contracts and learn about the types of items that various agencies purchase on state term contract. Also invited were purchasing agents from the State Purchasing Office, City of Raleigh, NC Department of Transportation and Airport Authority. Approximately 100 participants attended this meeting, including Airport Director Landguth and Member Ali.

This report was for information purposes only. The Board received the report. No Board action was necessary.

**LAND & DEVELOPMENT COMMITTEE REPORT** – Member Teer reported the Land & Development Committee met on November 15, 2012 and discussed the following item:

1. Consideration of proposed improvements to the Avis Rental and Service Facility. Properties & Insurance Officer Reynolds reported the Avis Budget Group has approached the Authority for approval of proposed improvements to the Avis facilities. The proposed improvements includes:
  - a. A new truck entry/exit at the west corner of the facility to separate the truck traffic from bus and customer traffic.
  - b. A reconfigured customer and bus exit, including two new customer exit booths.
  - c. A larger bus shelter and Preferred Service booth.
  - d. A new bus entry at the east side of the facility along Rental Car Road.
  - e. A new customer entrance.
  - f. New stall and customer way-findings signage.

The Committee recommends the Authority approve this initial concept of the improvements so the Avis Budget Group may proceed with design development.

Member Teer made a motion, seconded by Member Weeks to approve the committee's recommendation.

Adopted.

**MEMBER'S COMMENTS –**

Member Ali commended the Small Business Program for conducting outreach sessions for small business owners and concessionaires to advise how to conduct business with the Authority.

Member Elting commented the USO of NC 8<sup>th</sup> Annual Salute to Freedom Fund Raising Gala was well done event. Member Elting wished members and staff a Happy and Safe Thanksgiving.

Member Hunt had no comments at this time.

Member Sanders wished members and staff a Happy Thanksgiving.

Member Teer commented the USO of NC 8<sup>th</sup> Annual Salute to Freedom Fund Raising Gala was a success, approximately 650 attended. The USO Liberty Bells provided entertainment. Member Teer wished members and staff a Happy Thanksgiving.

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

**AIRPORT DIRECTOR'S REPORT –**

- Enplaned passengers for October 2012 totaled 406,522 versus 412,907 for October 2011 for a 1.5% decrease. Year-to-date 2012 passenger enplanements totaled 3,848,882 versus 3,810,690 for year-to-date 2011 for a 1.0% increase.
- Deplaned passengers for October 2012 totaled 286,731 versus 285,562 for October 2011 for a 0.4% increase. Year-to-date 2012 passenger deplanements totaled 2,614,829 versus 2,596,433 for year-to-date 2011 for a 0.7% increase.
- Enplaned air cargo for October 2012 totaled 5,744,040 lbs. versus 5,703,287 lbs. for October 2011 for a 0.7% increase. Year-to-date 2012 enplaned air cargo totaled 55,141,910 versus 63,972,176 for year-to-date 2011 for a 13.8% decrease.
- Deplaned air cargo for October 2012 totaled 8,024,302 lbs. versus 7,764,739 lbs. for October 2011 for a 3.3% increase. Year-to-date 2012 deplaned air cargo totaled 76,431,275 versus 82,527,123 for year-to-date 2011 for a 7.4% decrease.
- Aircraft operations for October 2012 totaled 15,709 versus 17,080 for October 2011 for an 8.0% decrease. Year-to-date 2012 aircraft operations totaled 158,407 versus 161,145 for year-to-date 2011 for a 1.7% decrease.
- The number of vehicles exiting the terminal area public parking lots during October 2012 totaled 149,920 versus 153,095 for October 2011 for a 2.1% decrease. Year-to-date 2012 number of vehicles exiting the terminal area public parking lots totaled 1,441,688 versus 1,476,662 for year-to-date 2011 for a 2.4% decrease.
- The number of taxicab trips taken during October 2012 totaled 21,515 versus 29,709 for October 2011 for a 27.6% decrease. Year-to-date 2012 taxicab trips totaled 256,952 versus 249,475 for year-to-date 2011 for a 3.0% increase.
- The number of passengers transported from RDU by SuperShuttle during October 2012 totaled 0 versus 3,917 for October 2011 for a 100% decrease. Year-to-date 2012 passengers transported totaled 5,552 versus 31,158 for year-to-date 2011 for an 82.2% decrease.

Member Ali made a motion, seconded by Member Elting to adjourn the meeting.  
Adopted.

Respectfully Submitted,  
Tommy Hunt, Secretary

CORRECT ATTEST:

Terry K. Yeargan, Chairman