



Michael J. Landguth, A.A.E.
President & CEO

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RALEIGH- DURHAM AIRPORT AUTHORITY BOARD and COMMITTEE ON BYLAW MODERNIZATION SPECIAL MEETING MINUTES JANUARY 16, 2024 at 12:00 p.m.

Chair Hankins presided¹. Present: Hall-Roberts, Hannah, Kushner, Morgan, Polanco-Galdamez, and Szlosberg-Landis. Staff present included: President and CEO Landguth, Executive Vice President and CDO Sandifer, SVP and Chief Operating Officer Connell, Vice President and CFO Kapocius, VP and Chief HR Officer Armstrong, SVP and General Counsel Locklear, Executive Assistant Rosales, and other staff members and guests.² Chair Hankins thanked Board members for attending, noting the purposes for these special meetings of the Board and Committee on Bylaw Modernization.

Michael Landguth, President and CEO stated that a Park Economy 3 Expansion presentation regarding solar panels was proposed for the January Board agenda; however, while the presentation was still being finalized staff was available to answer questions. Mr. Landguth summarized that a consultant was hired to review the engineering aspects of solar panels and to provide a better understanding of the arrangement between the Authority and Duke Energy. Per Secretary Szlosberg-Landis' previous comments, the team investigated possible grant and tax credit opportunities and a Board update is planned. Executive Vice President and CDO, Bill Sandifer, explained that the presentation included results of the evaluation conducted by the consultant. He offered that this was not a time sensitive matter and the Board would have an opportunity to consider options and any decision.

Chair Hankins proceeded to the special meeting of the Committee on Bylaw Modernization and presided in the absence of Committee Chair Thompson. He recognized General Counsel, Erin Locklear, and thanked her for the information provided in October to Board members. At the Chair's direction, Ms. Locklear outlined a discussion list and summarized the following proposed changes.

- 1) Gender usage language and terms - Throughout the Ordinance use of the terms "he" and "she" be adjusted to gender neutral term "they"; the title of "Airport Director" be updated to "President and CEO," and references to "Board" be updated to "Board of Directors."
- 2) Administering oaths - Ms. Locklear explained three of the appointing bodies for Board members currently have an oath administration process and she suggested revising this section to provide that members should follow the process established by their appointing body. Where there is no process in place, she proposed that the State statute be followed.

¹ Board members and senior staff joined via Teams. Hannah joined at 12:42 p.m., and Polanco-Galdamez joined at 12:18 p.m.

² The meeting was live streamed at <https://youtube.com/live/B5RyCZdMH1A?feature=share>.



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3) Officer election process

Ms. Locklear explained the current Ordinance language provides for elections to be held in April and that elected officers may hold their position for up to two years. She noted that the historical practice has been to have elections every two years. At the Board's option, the section could allow for elections annually or biannually, and for officers to hold their office for up to two years.

There was discussion about keeping the policy that officers can serve in their position for two years and Chair Hankins stressed keeping the rotation of the Chair position to the alternate city/county group and that the election process should be stated. Kushner voiced that if annual or biannual is left open, the Board needs to determine which it is using prior to an election, and he stressed that rotations should occur in odd numbered years to maintain as much of the historical practice as possible. There was further discussion about filling vacancies, and questions raised about the option of special elections especially during unprecedented events like the pandemic. Ms. Locklear explained the process for Board vacancies, and while the Ordinance doesn't specifically address special elections, there is a provision on how members are replaced. Chair Hankins discussed the process when he was appointed to the Authority Board of Directors and that Hannah, who was Vice Chair, became Acting Chair until the officers' election was held.

Motion by Morgan to change the ordinance regarding the officer election procedures from an annual to a biannual election process; Kushner asked that the Motion be amended to include those elections be conducted in odd numbered years; Second by Hall-Roberts

ADOPTED BY MAJORITY VOTE³

Motion by Szlosberg-Landis to add to the Ordinance that if the office of Chair becomes vacant, the Vice Chair presides as acting Chair until the next election of officers; Second by Morgan

ADOPTED BY UNANIMOUS VOTE

Chair Hankins led a discussion regarding establishing procedures for a transparent election of officers and recommended that it be the General Counsel's responsibility to conduct the election of the Chair. Secretary Szlosberg-Landis agreed and voiced it should be the Chair's responsibility to conduct the election of other officers. Kushner suggested that a slate of officers be presented for votes by written ballot and not orally then given to the General Counsel to read the results aloud. Chair Hankins clarified the current procedures draft did not explicitly provide that a slate of officers be presented, but reference is made to the Open Meetings law, which allows for that option. There was discussion about public records and transparency of ballots. Erin Locklear answered questions about the procedure for changing the Ordinance and confirmed no public hearing was required. There was discussion about

³ Roll call vote: Chair Hankins, Vice Chair Hall-Roberts, Secretary Szlosberg-Landis, Kushner, and Morgan voted in favor of the motion. Chair Emeritus Hannah and Treasurer Polanco-Galdamez opposed the motion.



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voting on the slate if a combination of officers was offered, which if not approved, the process of voting on Chair and then the Chair would proceed with the other officers' election.

Motion by Szlosberg-Landis for the General Counsel to conduct the election of the Chair, and for the Chair conduct the election of other officers; Second by Morgan

ADOPTED BY UNANIMOUS VOTE

4) Offering a public comment period at Board meetings

Ms. Locklear referred to the current draft Ordinance in Section 6-9 where Public Comments was added. She noted a previous discussion regarding the possibility of legal implications for adding a public comment section to meetings and reminded members that if discussion today required legal advice, that would necessitate a closed session to protect attorney-client privilege. Ms. Locklear introduced Mitch Armbruster, a partner with Smith Anderson, to give further information on this subject.

Mr. Armbruster briefly outlined requirements applicable to entities elected by the public and noted that the Authority was not required to provide a public comment period but the Board could choose to make such implementation. Mr. Armbruster recommended that the Board put procedures in place, and he gave examples of rules that could be adopted to guide these comment periods. He explained that while comments might be encouraged to be germane to the airport, its operations, and matters on the agenda, that various types of comments are allowed under the First Amendment. Mr. Armbruster noted that comments do not necessitate responses from the Board. Mr. Armbruster answered questions on maintaining decorum in the meeting and Erin Locklear referenced the broad interpretation of the First Amendment. Chair Hankins noted that some airports have a monthly comment period and that as Chair he could preside and guide the public comment period. Some Board members voiced agreement about allowing the public to share comments. There was discussion about adding language in Section 6.9 at Public Comments to the effect of "if authorized by the Board through adoption of a written policy" and other questions were raised as to whether the bylaws had to be modified.

Motion by Szlosberg-Landis that the Chapter 6 Administration Ordinance be modified to add Public Comments in Section 6-9 Order of Business and that the Board adopt Public Comments Rules; Second by Polanco-Galdamez⁴

Further discussion was requested and Vice Chair Hall-Roberts noted that from her career and involvement in public government, she was familiar with and in support of having a public comment period. Kushner asked for an overview of what type of guidelines might apply. Erin Locklear gave examples of potential rules which included the Chair to preside and maintain order and decorum; a time limit per speaker with a total allotment of minutes for all comments; Comments to address agenda items, ongoing capital projects, or other important matters related to the airport; Occurrence every

⁴ Vote on motion occurs after discussion period



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other month or perhaps on a quarterly basis; and speakers to sign up by a set time on the meeting date. Erin Locklear noted that this policy would pertain to regular public meetings and not the public hearing required by statute for the annual budget. Secretary Szlosberg-Landis expressed that she would prefer 3 minutes per speaker with a total limit of 30 minutes for comment period.

Treasurer Polanco-Galdamez asked if anyone anticipated challenges with the public comment period. Longer meeting times could be a result and Chair Hankins recapped Chair Emeritus Thompson's concern that the Authority was not required to have such comment periods. Treasurer Polanco-Galdamez voiced that she was in favor of public comments and asked if the Board could adopt it for a trial period of time. Chair Emeritus Hannah noted that currently the public can email their comments to Board members at any time and what is being considered is adding an oral public comment process. Kushner expressed that work on revisions to the Ordinance has taken almost a year delaying having a forum for public comments.

Chair Hankins conducted an informal poll of members for their preferences on certain aspects of the proposed policy for the public comment period to give drafting guidance. Kushner expressed that the trial or sunset provision offered by Treasurer Polanco-Galdamez could be left open for further discussion.

Motion by Szlosberg-Landis and seconded by Polanco-Galdamez already on the floor

ADOPTED BY UNANIMOUS VOTE

5) President and CEO's contract execution authority

Ms. Locklear referred to the current draft Ordinance in Section 6.22 - Additional Authority of the President and CEO with proposed expenditure amounts not exceeding \$400,000, with an annual increase in accordance with CPI Index, and with a term not exceeding five years. She recapped data about typical contracts' dollar spend and term, and indicated what percentage of contracts would still come to the Board for review. There was discussion about the information circulated by Mr. Landguth as to a potential increase to \$500,000. Secretary Szlosberg-Landis voiced the need for assurances that goals under contracts are being met, and that some contracts, while they might qualify under the President's signature authority, there could be controversial or public-interest matters that should be reviewed by the Board prior to signature. Kushner agreed that some contracts do not need Board review and expressed that this was not about the CEO's capability but his concern was that the Board could lose oversight. Morgan noted that if the spend authority was raised, the Board could have more time for strategic and planning types of discussions.⁵

At Chair Hankins' request, Ron Kapocius, VP and CFO, gave a brief outline of relevant provisions in the North Carolina Local Government Budget and Fiscal Control Act to ensure accountability in

⁵ Morgan ended his participation at 1:56 p.m. and rejoined the meeting at 2:08 p.m.



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budgetary and financial operations. Mr. Kapocius noted the pre-audit certification by the CFO on every contract as to appropriation by the Board to fund the contract and that funds are available. He also referred to the application of the procurement process for acquiring goods and services.

Michael Landguth gave comments supporting the proposed increase in contract signature authority and term. He noted the surge in projects and the need to delegate responsibilities to senior leadership. Modifying the contract signature authority would allow the Board to focus on future challenges, priorities, and crucial policy decisions. He addressed concerns expressed about contract goals being met and referred to clear goals and expectations established. Mr. Landguth detailed an example of how staff, working with input from Vice Chair Hall-Roberts, went back and worked with a vendor to achieve better MWSB participation effort. He asked that for the areas that the Board has sensitivity with, that if clear expectations are set there shouldn't be any issues in executing contracts.

The Board discussed distant future scenarios, should the President and CEO position change, and that signature authority could always be re-evaluated. Morgan expressed his favor in raising the signature authority with discretion that if the contract involved a strategic matter, it would come before the Board. There was discussion about language for any potential motion and further discussion about the signature authority limit.

Motion by Morgan that the Chapter 6 Administration Ordinance Section 6-22 be modified to increase the President and CEO contract signature authority to \$500,000 and with a term not exceeding five years, provided that the project or purpose of the contract is included in the approved Capital Projects Ordinance or otherwise approved, and that appropriated and unencumbered funds are available.

Secretary Szlosberg-Landis reiterated the need for guardrails and referred to the recent PE3 contract for grubbing and clearing which, by being reviewed by the Board, there was opportunity to explore solar charging and other positive developments. Chair Hankins noted that any member can ask for an addition to the agenda and that Michael Landguth is aware of members' special interests and brings matters to members' attention. Mr. Landguth addressed Secretary Szlosberg-Landis' points and noted that the Board passed the Sustainability Policy, which together with the Sustainability Management Plan, established a roadmap and schedule for staff to implement and apply to projects. Mr. Landguth asked that if these established guidelines have changed, the Board needs to give clear direction. There was discussion to modify the pending motion to \$400,000 with an escalator clause for inflation.

Motion by Kushner that the Chapter 6 Administration Ordinance Section 6-22 be modified to increase the President and CEO contract signature authority to \$400,000 and with a term not exceeding five years, as increased annually every January 1 in accordance with the Core CPI Index, provided that the project or purpose of the contract is included in the approved Capital Projects Ordinance or otherwise approved, and that appropriated and unencumbered funds are available. The President & CEO will provide regular updates to the Board about executed contracts.; Second by Morgan



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ADOPTED BY MAJORITY VOTE⁶

6) Process for calling special meetings

There was brief discussion about municipal practices for calling special meetings.

Motion by Kushner that Chapter 6 Administration Ordinance Section 6-6 be amended to reflect that four members can call a special meeting [the Chair, the Vice-Chair, or by any four members of said Board]; Second by Morgan

ADOPTED BY MAJORITY VOTE⁷

Motion by Szlosberg-Landis to adjourn; Second by Polanco-Galdamez.

ADOPTED BY UNANIMOUS VOTE

Meeting adjourned at 2:40 p.m.

⁶ Chair Emeritus Hannah voted in opposition to the motion. Vice Chair Hall-Roberts was absent during the discussion and did not vote.

⁷ Chair Emeritus Hannah voted in opposition to the motion.



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RALEIGH-DURHAM AIRPORT AUTHORITY BOARD MEETING MINUTES JANUARY 18, 2024

Chair Hankins presided. Present: Hall-Roberts, Hannah, Morgan, Kushner and Polanco-Galdamez.¹ Staff present included: President and CEO Landguth, Executive Vice President and CDO Sandifer, Senior Vice President and CRO Freedman, Senior Vice President and CIO Kruse, Vice President and CHRO Armstrong, Vice President and CFO Kapocius; Vice President Feldman, SVP and General Counsel Locklear, Executive Assistant Rosales, and other staff members and guests.²

I. APPROVAL OF AGENDA

Motion by Kushner for approval of the Agenda; Second by Polanco-Galdamez

ADOPTED BY UNANIMOUS VOTE

II. APPROVAL OF MINUTES

Chair Hankins noted his review of the minutes of the regular meetings of the Board, the Board committees, and the consent actions of the Board, held on December 21, 2023, and asked if any edits were needed.

Motion by Kushner for approval of these minutes; Second by Hall-Roberts

ADOPTED BY UNANIMOUS VOTE

III. CHAIR COMMENTS

1. Chair Hankins welcomed everyone.
2. New hires were welcomed to Team RDU and employees with service awards were recognized.
3. Chair Hankins thanked staff for their preparation and work to keep RDU running during the severe weather experienced in the region last week.
4. Chair Hankins encouraged listening to RDU's Fly Angle podcast and he briefly recapped the recent interview with Ron Jewett regarding the replacement runway being constructed.
5. Chair Hankins mentioned impacts from a potential federal government shutdown. He expressed RDU's pleasure at having the President in the Triangle area, noting the additional security activities in and around the airport including roadway shutdowns.

¹ Morgan participated remotely via Teams.

² The meeting was live streamed at <https://youtube.com/live/OZ2i-Ioq68c?feature=share>.

Raleigh-Durham Airport Authority Board Members

WAKE COUNTY
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David Kushner

CITY OF DURHAM
Tammie Hall-Roberts, **Vice Chair**
Patrick Hannah

CITY OF RALEIGH
Nina Szlosberg-Landis, **Secretary**
Dickie Thompson

DURHAM COUNTY
Yesenia Polanco-Galdamez, **Treasurer**
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IV. OLD BUSINESS

1. Land and Development Committee – Chair Hankins³ reported Board members met during the Committee work session on January 18, 2024, and discussed the following:

- a. Closed Session

Committee met in closed work session in order to consult with an attorney in order to preserve the attorney-client privilege between the attorney and the public body pursuant to NCGS §143-318.11(a)(3)

- b. Terminal 2 Landside Expansion Covered Canopy Discussion

Presentation to Board in committee work session for informative purposes. Options presented for Board consideration but no action requested at this time.

- c. Park Economy 3 Expansion – Award of GMP-02 to Balfour Beatty/Metcon, JV

Motion by Kushner for approval of GMP-02 Construction Phase Amendment with Balfour Beatty/Metcon, JV in the amount of \$96,006,791 for Park Economy 3 Expansion – Package 1, subject to the approval of a capital budget amendment, and authorization for the President and CEO to execute the Amendment; Second by Polanco-Galdamez⁴

ADOPTED BY UNANIMOUS VOTE

- d. Update on Purchase of Three Replacement Fleet Vehicles (Hybrid)

Presentation to Board in committee work session for informative purposes. No Board action requested.

V. NEW BUSINESS

1. Consent Agenda⁵

- a. Federal Aviation Administration Grant Offer Acceptance
 - b. Consideration of Amendment 2 to Task Order 9 with Delta Airport Consultants, Inc., for Design and Bidding Services
 - c. Runway 5L-23R Replacement - Balfour Beatty Amendment GMP-02
 - d. AOC Fifth Floor Buildout: RightBuild - Varnedoe GMP No. 1

³ Chair Hankins acted in Thompson's absence

⁴ Kushner noted for the public that action on this matter doesn't preclude future solar canopy discussion.

⁵ Consent agenda items d, g, h, l, and n were pulled for presentment to the Board

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- e. Roadway Signage Improvements
- f. Consideration of SITA Amendment 15 for CBP Biometric Cloud Servers
- g. Consideration of Master Services Agreements for Concessions Consulting
- h. Consideration of Corporate Hangar Facility Lease Agreement with Innovation Air LLC
- i. Consideration of Agreement for a Managed Print Services Program with Systel Business Equipment Co., Inc.
- j. Consideration of a Contract with Team Wash of North Carolina for Bus Washing and Fleet Vehicle Detailing Services
- k. Consideration of Amendment 3 with Flagship Aviation Services (Flagship)
- l. Consideration of Agreement with Thorn Run Partners, LLC
- m. Consideration of Amendment 1 to the Parking Agreement with Amazon.com Services LLC
- n. Consideration of Capital Project Ordinance Amendment #6

*Motion by Hannah to approve and adopt the Consent Agenda items a, b, c, e, f, i, j, k, and m;
Second by Hall-Roberts*

ADOPTED BY UNANIMOUS VOTE

The Board considered the following items pulled from the Consent Agenda:

d. AOC Fifth Floor Buildout: RightBuild - Varnedoe GMP No. 1

Presented by Jaymes W. Carter, Vice President, Buildings and Building Systems - The purpose of this item is to provide a staff recommendation for the Guaranteed Maximum Price No. 01 (GMP No. 01) by RightBuild-Varnedoe, A Joint Venture, that includes construction services for the Airport Operations Building (AOC) Fifth Floor Buildout. This scope includes project management, walls, ceilings, electrical, plumbing, mechanical, millwork, finishes, and progress meetings with updates to the schedule and budget. The Authority will compensate the Construction Manager at Risk (CMAR) for services rendered for this Guaranteed Maximum Price No. 01 at a fixed guaranteed maximum amount of \$4,246,676.45.

The overall Minority and Women Owned Small Business (MWSB) goals for the existing Master Agreement are 13.0% for Minority Small Owned Businesses (MB) and 9.0% for Women Small Owned Businesses (WB). MSB and WSB participation goals for the Task Order are 22.3% for MB and 23.7% for WB. This GMP has been discussed with the Small Business Program Manager and found acceptable.

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Mr. Carter answered questions about this project and the Authority's OSIP.

Motion by Hannah for approval of AOC Fifth Floor Buildout GMP No. 01 for RightBuild-Varnedoe, A Joint Venture, in the amount of \$4,246,676.45, subject to approval of a capital budget amendment, and authorization for the President and CEO to execute the document; Second by Hall-Roberts

ADOPTED BY UNANIMOUS VOTE

g. Consideration of Master Services Agreements for Concessions Consulting

Presented by Kimberly Stewart, Vice President of Concessions - The Authority issued a Concessions Consulting Services solicitation on August 21, 2023 seeking one or more consultants to provide concessions planning and programming services in support of a growing Concessions Program. The firms will act as on-call consultants to perform services as needed. Services include project-based tasks including research for a Central Receiving and Distribution Center (CRDC).

Three proposals were received on October 3, 2023 and were reviewed by Staff. Each of the three firms were deemed qualified and experienced in the area of concessions. In addition, each of the firms have previously provided services to the Authority and have performed to the satisfaction of Staff.

Staff recommends extending a Master Services Agreement (MSA) with each of the consultants for future tasks related to concessions programming and planning to the following firms: ICF, Ricondo & Associates and Unison Consulting, Inc.

The MSA term for each contract is 3 years with 2 one-year options not to exceed five years. Task orders will be issued for work as needed by the Authority and will be based on approved budgetary funding. Criteria for assignment of work will be based on level of expertise in the area of focus, availability to complete the project within the desired timeline and meeting MWSB participation.

Ms. Stewart answered questions about the Authority's past experience with all three of the consultants and explained that task orders would be assigned based on the consultant's level of expertise in the needed area as well as its capacity at the time of the service need. She explained potential areas where the consultants might be utilized including operational efficiency and she detailed the internal group established for evaluation of the operator model.

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*Motion by Hannah for the approval for Master Services Agreements to be awarded to ICF, Ricondo & Associates, and Unison Consulting, Inc. individually and authorization for the President and CEO to execute the Master Services Agreement for each of the three consultants;
Second by Morgan*

ADOPTED BY UNANIMOUS VOTE

h. Consideration of Corporate Hangar Facility Lease Agreement with Innovation Air LLC

Presented by Karen Reynolds, Director of Properties - SAS Institute, Inc. constructed a corporate hangar facility to accommodate their corporate flight department and entered into a ground lease agreement with the Authority in February 2004. Upon expiration of the 20-year agreement (February 15, 2024), ownership of the facility will transition to the Airport Authority. SAS wishes to continue to lease the facility located at 1120 International Drive under Innovation Air LLC. Innovation Air and SAS ownership structure is the same, and Innovation Air now owns the aircraft as well as the flight operations/assets previously owned by SAS. The agreement will authorize use of the hangar facility to house Innovation Air's corporate flight operations and Part 135 certificated charter operations, as well as related aircraft management and maintenance, and office and administrative functions.

Staff requests approval of the new agreement with Innovation Air as follows:

- Initial 10-year term; two 5-year extensions may be requested by the tenant
- FMV rental rates as determined by recent appraisal:
 - o Building (hangar and office): 36,515 s.f. @ \$13.23/s.f./year
 - o Aircraft apron: 51,831 s.f. @ \$1.15/s.f./year
 - o Vehicle parking and grounds: 75,451 s.f. @ \$3.13/s.f./year
- Maintenance and Operations Fee, as calculated annually by the Authority

SAS is currently required to pay ground rent in the amount of \$33,087.12 annually. Under the new agreement Innovation Air will be invoiced for \$778,860.73 in fixed rent for the hangar/office building, aircraft apron, and vehicle parking and grounds during the first year of the agreement. The fixed rental rates will escalate 3% annually unless the Authority chooses to perform an appraisal to determine FMV rates.

Karen Reynolds introduced representative from SAS Institute that joined the meeting remotely via Teams. Ms. Reynolds answered questions about the lease terms with other FBO entities and that Innovation Air, as well as other general aviation entities, completed applications under the Authority's Minimum Standards. She explained FBO licenses being separate from leases.

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Motion by Hannah for approval of the Corporate Hangar Facility Lease Agreement with Innovation Air LLC and requests authorization for the President and CEO to execute the Agreement; Second by Hall-Roberts

ADOPTED BY UNANIMOUS VOTE⁶

i. Consideration of Agreement with Thorn Run Partners, LLC

Presented by Crystal Feldman, VP of Communications, Govt. & Community Affairs - The Raleigh-Durham Airport Authority (Authority) is seeking approval of a Master Services Agreement with Thorn Run Partners, LLC to provide federal government consulting services. Thorn Run Partners, LLC is a bipartisan government affairs firm that is partnering with JTR Strategies, a woman-owned lobbying and crisis communications firm, to represent the Authority's policy, regulatory and funding interests before Congress and the Administration.

The Authority conducted an RFP process, which included a pre-bid meeting, and four firms responded. The panel interviewed the top two firms and selected Thorn Run Partners, LLC as the preferred vendor based on their bipartisan expertise, familiarity with RDU, and experience working with relevant federal agencies, congressional committees and offices.

The proposed Master Services Agreement would be for a five-year term. Task Order One would be for a one-year term in an amount not to exceed \$192,000 except for extraordinary expenses or long-distance travel to North Carolina that is pre-approved by the Authority.

The Minority and Women-Owned Small Business (MWSB) participation goals for Task Order One are 0% MB and 0% WB. The proposal includes significant involvement from a woman-owned business that submitted its application to be certified as a Woman-Owned Small Business on Dec. 24, 2023. It takes up to 90 days to complete the certification process. The certifying agency was notified of the pending contract and the firm's desire to expedite certification. If/when the firm is certified, participation is expected to increase for future task orders. The firm provided documentation of its efforts to meet both portions of the goal and those efforts were reviewed by the Small Business Program Office, which determined that it meets the MWSB program requirements.

⁶ Due to a potential conflict of interest, Kushner recused himself from voting on this matter.

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Michael Landguth, President and CEO answered questions about potential strategies for utilizing this lobbying firm at the federal level including assistance in locating grant monies outside of the aviation arena as well as providing advocacy for aviation actions and policy issues. Thianè Carter, Director of Small Business Program, addressed Vice-Chair Hall-Roberts' questions about JTR Strategies' application for MWSB certification.

There was discussion about setting metrics to evaluate Thorn Run Partners' success in its efforts on the Authority's behalf. Chair Emeritus Hannah commented on the lobbyists he works with on federal legislative matters and the metrics set for those relationships. He noted that the one-year amount proposed with Thorn Run Partners seemed reasonable for federal-level lobbyist firms. Crystal Feldman listed examples of other airports represented by Thorn Run Partners, that were successful in obtaining funding.

Board members discussed the term of the proposed task order and expressed the need for the Board to review the metrics and performance outcome prior to any renewal or subsequent task order.

Motion by Hannah for approval of a five-year Master Services Agreement with Thorn Run Partners, LLC and approval of Task Order One, for a one-year term, in an amount not to exceed \$192,000 plus reimbursement for extraordinary expenses or long-distance travel to North Carolina that is pre-approved by the Authority, conditioned on the Board's review of the metrics and performance of Thorn Run Partners under Task Order One prior to the expiration and/or any renewal of Task Order One and prior to any new Task Order, and authorization for the President and CEO to execute the agreement and Task Order One; Second by Morgan

ADOPTED BY UNANIMOUS VOTE

n. Consideration of Capital Project Ordinance Amendment #6

Presented by Sharyar Ahmed, Director of Financial Planning & Analysis – This item is to provide a staff recommendation to approve the Capital Project Ordinance Amendment #6 increase of \$98,007,000 for the following existing project/s:

- Capital Project 881380, "AOC 5th Floor Buildout", was created with an overall budget of \$3,000,000. The purpose of the project is remodeling of the 5th floor of the Airport Operations Center building to allow for future growth in Authority Staff. The scope of the project includes walls, ceiling and flooring, electrical power and lighting, millwork, furniture, and furnishings. There has been an increase in the scope of the project as well as cost of materials and labor. The

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Authority requires additional funding of \$2,000,000 bringing the project total to \$5,000,000.

- Capital Project 080799, “Expanded Park Economy 3”, was created with an overall budget of \$44,000,000. The purpose of the project is construction of an approximate 7,000-space expansion of the existing Park Economy 3 facility located on National Guard Drive; includes lighting and marking; signage, bus shelters and canopies, customer amenity building which will also house law enforcement and parking operations, and enhanced security systems (access control system and gates are adequate to support expanded facility, and additions to the entrance and exit plazas). The existing project budget was created as a placeholder before planning and designing phases took place. As those phases are now complete, there has been an increase in the project scope. The Authority requires additional funding of \$96,007,000 bringing the project total to \$140,007,000.

Staff anticipates no additional cash spend is needed at the time for the 2023-2024 Budget Ordinance for this capital project.

Staff answered questions regarding the original project costs forecast and noted the increase in the project’s scope from what was initially planned pre-Covid, coupled with current increased construction costs.

Motion by Kushner for approval of Amendment #6 to increase the Capital Project Ordinance by \$98,007,000; Second by Hall-Roberts

ADOPTED BY UNANIMOUS VOTE

VI. GENERAL COUNSEL’S REPORT

No items were reported.

VII. MEMBER COMMENTS

New hires were welcomed and staff with work anniversaries were congratulated. Everyone was wished a happy New Year as well as a good weekend. Excitement was expressed as 2024 is started and the airport transitions from survival to thriving mode. Polanco-Galdamez noted to the public that projects contain many phases, and the Board looks at what is best for the airport so that visitors and passengers enjoy today’s airport experience while the airport grows for the

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future. Chair Emeritus Hannah shared Martin Luther King, Jr.'s quote, "The time is always right to do what is right." He referred to his past nine years on the Board and the complexity of airport operations and reliance on experienced staff who are experts in their field.

VIII. PRESIDENT AND CEO'S REPORT

No report was given.

IX. ADJOURNMENT

Motion by Polanco-Galdamez to adjourn; Second by Hall-Roberts

ADOPTED BY UNANIMOUS VOTE

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RALEIGH-DURHAM AIRPORT AUTHORITY
2023-2024 CAPITAL PROJECT ORDINANCE AMENDMENT #8

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:

\$825,776,881

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 \$784,733,201

Total Grant Funds \$ 41,043,680

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

New 23/24 Projects		Original ¹	Change ¹ 05/18/2023	Change ² 6/15/2023	Change ³ 7/20/2023	Change ⁴ 10/19/2023	Change ⁵ 11/16/2023	Change ⁶ 1/18/2024	Amended
211230	Runway 5R-23L Pavement Repairs	\$ 5,100,000							\$ 5,100,000
331070	Terminal 2 Concessions Development Program Phase 2	4,500,000	18,252,000						\$ 22,752,000
677003	T1 Expansion Program - Planning Strategy and PDD	1,800,000		2,200,000					\$ 3,800,000
331060	PC Air Units Replacement for T1 & T2	3,100,000							\$ 3,100,000
881450	Rental Car Road, Trade Drive & Admin Parking Lot Rehabilitation	500,000							\$ 500,000
331071	CBP Biometrics	750,000							\$ 750,000
454001	(AOC) Air Cooled Chiller Replacement	250,000							\$ 250,000
321004	Building Management System upgrade	500,000							\$ 500,000
341001	CEP Boiler Burner and Expansion Tank Replacement	200,000							\$ 200,000
331080	T2 Landside Bathroom Refresh	-	250,000						\$ 250,000
621030	Parking garage Replacement and Ground Transportation Center					10,000,000			\$ 10,000,000
		\$ 16,500,000	\$ 18,502,000	\$ 2,200,000	\$ -	\$ 10,000,000	\$ -	\$ -	\$ 47,202,000
Amended Projects		Original ¹	Change ¹ 05/18/2023	Change ² 6/15/2023	Change ³ 7/20/2023	Change ⁴ 10/19/2023	Change ⁵ 11/16/2023	Change ⁶ 1/18/2024	Amended
211140	Enhanced Security Perimeter Gates (TSA)	\$ 3,800,000							\$ 3,800,000
211170	North Cargo Apron Reconstruction	39,000,000							\$ 39,000,000
211200	Taxiway E Rehabilitation - Design	15,000,000							\$ 15,000,000
321001	Modular Unit Furniture building	850,000							\$ 850,000
321002	AOC 1st/4th Floor Work	200,000							\$ 200,000
321003	Terminal 2 Conference Room	300,000							\$ 300,000
331000	T2 Landside Expansion Program - preliminary design	25,000,000				15,000,000			\$ 40,000,000
489000	New Vehicles and Equipment - FY24	11,057,881							\$ 11,057,881
		\$ 95,207,881	\$ -	\$ -	\$ -	\$ 15,000,000	\$ -	\$ -	\$ 110,207,881

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Ongoing Projects		Original ¹	Change ¹	Change ²	Change ³	Change ⁴	Change ⁵	Change ⁶	Amended
		05/18/2023	6/15/2023	7/20/2023	10/19/2023	11/16/2023	1/18/2024		
080879	Runway 5L/23R and Taxiway B Replacement Program	\$372,300,000							372,300,000
211220	Runway 5L/23R & Taxiway B Preservation Program	15,000,000							15,000,000
211110	West RON Apron Rehabilitation	38,000,000							38,000,000
211120	Taxiway B Rehabilitation (North of TW D)	38,000,000							38,000,000
331030	Terminal 2 Concessions Development Program Phase 1	5,900,000	3,600,000						9,500,000
331040	T2 Bathroom Refresh and Pet Relief Area - Planning	175,000							175,000
331050	Ramp Information Display System - Planning	4,600,000							4,600,000
321010	T1 Generator Replacement	345,000							345,000
321000	Terminal 1 Flooring Replacement	1,000,000							1,000,000
321020	T1 Chiller Replacement	515,000							515,000
080799	Expanded Park Economy 3	44,000,000						98,007,000	140,007,000
621020	Parking Guidance System	7,000,000							7,000,000
621040	Parking Garage Rehabilitation - Phase 3	4,000,000							4,000,000
881430	Aviation Parkway/National Guard Drive Interchange - Planning	2,300,000							2,300,000
881440	John Brantley Blvd Extension (CONRAC)	2,500,000			7,500,000				10,000,000
881260	Maintenance Facility HVAC Replacement	525,000							525,000
881180	Consolidated Trash Facility Concrete Dumpster Slabs	300,000							300,000
453000	Maintenance Building Parking Lot Rehabilitation	5,200,000							5,200,000
441000	Fuel Farm Facility Improvement Plan	9,186,000				1,914,000			11,100,000
881380	AOC 5th Floor Buildout	3,000,000					2,000,000		5,000,000
456000	New AOC/EOC/ARFF	500,000		500,000					1,000,000
381000	GA Area Pavement Rehabilitation	4,500,000							4,500,000
		\$556,846,000	\$ 3,600,000	\$ -	\$ 500,000	\$ 7,500,000	\$ 1,914,000	\$ 98,007,000	\$ 668,367,000
		\$668,553,881	\$ 22,102,000	\$ 2,200,000	\$ 500,000	\$ 32,500,000	\$ 1,914,000	\$ 98,007,000	\$ 825,776,881

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.

Amended this 18 day of January 2024

Notes:

¹ Original- budget ordinance adopted March 16, 2023

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RALEIGH-DURHAM AIRPORT AUTHORITY ACTIONS BY CONSENT JANUARY 18, 2024

The Board approved the following items on the Consent Agenda:

a) Federal Aviation Administration Grant Offer Acceptance

Memorandum by William C. Sandifer, A.A.E., Executive Vice President and CDO – This item provides a staff recommendation for the acceptance of a Grant Offer from the Federal Aviation Administration (FAA) in the amount of \$6 million. This grant will fund the final design services for the Runway 5L/23R replacement program. Those design services include the contract awarded by the Board in September to the firm of RS&H, in the amount of \$9,043.630.

Staff recommends acceptance of the FAA Grant Offer in the amount of \$6,000,000, and authorization for the President & CEO to execute the grant documents.

b) Consideration of Amendment 2 to Task Order 9 with Delta Airport Consultants, Inc., for Design and Bidding Services

Memorandum by Jim Novak, Director Airside Engineering – This project includes the rehabilitation of various asphalt pavements on the airfield. The pavement improvements will include specific locations on Runway 5R-23L, the Terminal 1 apron, and at the Terminal 1 remote fueling station.

The Consultant's services in this amendment will include design through bidding. The Consultant will collaborate with staff on work priorities and a tactical plan to accomplish the work while minimizing the disruption to airport operations. Final design and construction documents will be provided, accompanied by an estimate of probable construction costs, and an Engineers Design Report.

Total compensation under this proposed Amendment 2 to Task Order 9 is a not-to-exceed amount of \$148,000.00. Labor (\$127,685.00) will be billed at hourly rates, which are established in the Master Agreement, and expenses (\$20,315.00) will be billed at direct cost.

The overall Minority and Women-owned Small Business (MWSB) goals for the existing Master Agreement are 10% for Minority-owned Small Businesses (MB) and 5% for Women-owned Small Businesses (WB). Total commitments for proposed Amendment 2 to Task Order 9 are 9.52% for MB and 13.97% for WB. With Amendment 2, the Consultant's total MWSB

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commitments become 10.0% MB and 8.7% WB. The Authority's Director of Small Business Programs concurs with this commitment.

Staff requests approval of Amendment 2 to Task Order 9 with Delta Airport Consultants, Inc. in the amount of \$148,000.00 and authorization for the President and CEO to execute the amendment.

c) Runway 5L-23R Replacement - Balfour Beatty Amendment GMP-02

Memorandum by Jim Novak, Director Airside Engineering – At its January 2022 meeting, the Board approved staff's recommendation to engage Balfour Beatty Construction (BBC) as Construction Manager at Risk (CMAR) for the Runway 5L-23R Replacement Program, and a Master Agreement was executed. The CMAR pre-qualified bidders and executed the prescribed bid process for the first construction package (i.e., Utility Relocation Enabling Package, GMP-01) which was approved by the Board on December 12, 2023.

This construction package, Clearing and Erosion Control – GMP-02, was advertised by the CMAR on October 30, 2023. A pre-bid and DBE workshop was hosted by the CMAR on November 13, 2023, with bid openings for general trades, clearing/grubbing and fencing held on December 12, 2023, and December 19, 2023. The proposed amendment establishes the Contract Amount (Fixed Guaranteed Maximum Price), for the bid packages, at a cost of \$7,242,840.

The overall Disadvantaged Business Enterprise (DBE) goal for GMP-02 is 14%. After receiving bids for this work, the CMAR's proposed DBE commitment for GMP-02 is 22.1%. The Authority's Small Business Program Office determined that the contractor made sufficient good faith efforts to achieve this goal.

Staff recommends approval of GMP-02 with Balfour Beatty Construction in the amount of \$7,242,840 and authorization for the President and CEO to execute the Amendment.

d) AOC Fifth Floor Buildout: RightBuild - Varnedoe GMP No. 1¹

e) Roadway Signage Improvements

Memorandum by Ron Jewett, VP Facilities Asset Management – Due to recent dramatic increases in air service, four roadway signs need to be enlarged so that all airlines can be equally identified by terminal. Additionally, one of the sign structures needs to be bolstered to carry the increased wind load of the larger sign.

¹ Items d, g, h, l, and n pulled from Consent Agenda for review and discussion by Board as New Business.

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Due to the short amount of time available and the potential long lead time of the signs, staff proposes a two-pronged approach to the changes:

- 1) Bid and award a contract for procuring and delivering the signs; and
- 2) Bid and award a separate contract for installation with related traffic control.

The former needs to be expedited so the signs can be ordered while the designer and staff develop structural plans, traffic control plans, and installation details for the second bid package.

Since it is likely that both contracts will exceed the approval level of the President and CEO, it is requested that the Board take preemptive action to approve two contracts in advance, each with a maximum value of \$150,000, and authorization for the President and CEO to execute the contracts.

f) Consideration of SITA Amendment 15 for CBP Biometric Cloud Servers

Memorandum by Michael McLanahan, Vice President of IT Business Solutions – Staff is seeking approval to deploy supporting servers for the CBP Biometric Exit Project offsite in SITA's cloud rather than on premises as originally planned.

Information Services is seeking risk mitigation opportunities to manage the immanent transition of Common Use technology components to the cloud. Staff anticipates many Common Use services to be preferentially available in the cloud rather than on premises within the next five years. Operational risk can be mitigated by identifying incremental opportunities to implement cloud components and avoid a wholesale move of all services when on premises services are no longer feasible. The Biometric Exit Project requires 17 additional SITA servers and presents a risk mitigation opportunity for the Authority. Cost comparisons are as follows:

	On-Premises Servers (Amendment 14 Previously Approved)	SITA Cloud Servers (Amendment 15)
One-Time Cost	\$494,709	\$377,644
Recurring Cost	\$5,571/month	\$9,887/month

The Authority's Director of Small Business Programs concurs with the Minority and Women-owned Small Business commitment and performance demonstrated by SITA.

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Staff requests approval of SITA Amendment 15 which lowers the Biometric Exit one-time cost from \$494,709 to \$377,644 and increases the recurring cost from \$5,571/month to \$9,997/month and authorization for the President and CEO to sign the amendment.

- g) Consideration of Master Services Agreements for Concessions Consulting¹
- h) Consideration of Corporate Hangar Facility Lease Agreement with Innovation Air LLC¹
- i) Consideration of Agreement for a Managed Print Services Program with Systel Business Equipment Co., Inc.

Memorandum by Travis Pierce, Procurement Administrator – The Authority is currently operating under a three (3) year Managed Print Services (MPS) program Agreement with Systel Business Equipment Co, Inc. (“Systel”) that was approved by the Board at the February 14, 2019, Board Meeting (the “Agreement”). Staff seeks to renew the Agreement.

The Systel MPS program provides economical printing through device optimization while meeting our copying, faxing, printing and scanning requirements for a cost per page fee. The Systel MPS program currently provides onsite service with nineteen (19) Konica Minolta multi-function copier machines throughout the Authority campus. The Agreement includes providing all supplies, maintenance and operational support for these devices with the exception of paper. Staff is pleased with the level of professionalism and service that Systel provides to the Authority.

Staff is seeking to renew the Agreement with Systel by using the existing Sourcewell Cooperative Purchasing Program (formerly known as the National Joint Powers Alliance “NJPA” Cooperative Purchasing Program). By this arrangement, the Authority will continue utilizing its MPS program for three (3) years with the option to extend for an additional two (2) one-year periods. The cost will remain unchanged over the term of the Agreement at \$0.0625 per page for color prints, and \$0.0295 per page for black and white prints. The projected annual not to exceed cost for the MPS program is \$72,500.

Staff requests approval of an agreement with Systel Business Equipment Co., Inc. with a three (3) year term and two (2) one-year options to extend using the Sourcewell Cooperative in an annual amount not to exceed \$72,500, and authorization for the President and CEO to execute the Agreement and any related documents.

- j) Consideration of a Contract with Team Wash of North Carolina for Bus Washing and Fleet Vehicle Detailing Services

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Memorandum by Steven Yanni, C.M, Director of Contracts Facilities Maintenance – Staff is seeking approval of a five-year agreement with Team Wash of North Carolina (Team Wash) for bus washing and fleet vehicle detailing services. The proposed agreement includes weekly interior and exterior cleaning, quarterly fabric seat cleaning, emergency cleaning services and once a year waxed service for RDU Buses. For RDU fleet vehicles, the proposed agreement includes bi-weekly (every two weeks) interior and exterior detailing services. This frequency will ensure each fleet vehicle is thoroughly cleaned and waxed once annually. Also included are emergency cleaning services on an as-needed basis.

On October 3, 2023 the Authority issued a Request for Proposals for Fleet Vehicle and Bus Detailing on the Authority's website. On October 12th, a non-mandatory pre-proposal conference was conducted, and proposals were due on November 13th. Proposals were received from four (4) firms, as indicated in the table below. Staff conducted a thorough evaluation of the quality of each proposal with Team Wash of North Carolina scoring the highest and providing the best value for this service agreement.

Proposer Name	Bus Price	Vehicle Price	Total Price	RFP Score
Team Wash of NC	\$657,074	\$77,497	\$734,571	70
Rags to Riches	\$706,500	\$138,625	\$845,125	62
Blink Facility Solutions	\$1,110,800	\$125,800	\$1,236,600	29
Bucket of Suds NC	\$467,354	\$66,050	\$533,404	28

Minority and Women-owned Small Business goals for the solicitation were: 7% Minority-owned Businesses (MB) and 4% Women-owned Businesses (WB); Team Wash is a 100% MB firm and will be doing all the work. There will not be any WB support for this project. The Authority's Small Business Office has reviewed the documentation, and it meets the program requirements. The evaluation team unanimously recommends the Team Wash proposal as the best value for the Authority.

All Safety Data Sheets (SDS) were reviewed by the Director of Environmental Programs. Information regarding detergent's pH, biodegradability, application, and reclamation were answered by the vendor. The following guidance was provided by the Director:

- Primary detergents meet stormwater permit requirements and does not require reclamation device.
- Alternative detergents will only be utilized with the reclamation device.

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- o Used to clean the engine.
- o Required to use a reclaim system, which pumps fluid to a mobile truck.
- o Disposal of tank contents is completed at the vendors shop by a third party.

The proposed service agreement will be for a term of five years beginning on March 1st, 2024. The contract amount for the five-year term will be \$734,571.95.

Staff requests approval of the Service Agreement with Team Wash of North Carolina for Fleet Vehicle and Bus Detailing Services and authorization for the President and CEO to execute the agreement.

k. Consideration of Amendment 3 with Flagship Aviation Services (Flagship)

Memorandum by Steven Yanni, C.M, Director of Contracts Facilities Maintenance – This recommendation is for Board approval to amend Flagship Aviation Services contract to include the addition of terminal concession storefronts and their support spaces to the pest control portion of the agreement.

Flagship's subcontractor, Cleggs Pest Control, currently provides pest control services in Terminal 1 and Terminal 2 public and tenant spaces with the exception of concession areas. Concessionaires are currently responsible for providing pest control services in their own leased areas utilizing their own contracted vendors. With the implementation of the new Operator Model and transition of these spaces to RDU oversight, RDU believes that a comprehensive pest control program through one pest control vendor will yield better overall results. Under this proposed amendment, Flagship (via Clegg's) will now provide these services in the concession spaces at varying frequencies depending on space use (i.e., retail, restaurant, storage, etc.). When all new concessions are open, RDU will have eleven (11) spaces in Terminal 1 and thirty-five (35) in Terminal 2. Rather than staggering this implementation over time as each space transitions, staff recommends placing all concessions under contract beginning February 1. The amendment cost considers the scheduled opening dates for the new concessions. This amendment has been discussed and reviewed with the Small Business Office as it does increase the overall contract amount. However, Cleggs will be self-performing the work and will not need MWSB assistance.

All pesticides safety data sheets were reviewed by the Director of Environmental Programs. Clegg's utilizes Integrated Pest Management (IPM) methods which minimizes the use of pesticides after other less impactful methods are implemented. When pesticides do require application, properly trained staff utilize them according to EPA label requirements ensuring

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they are properly and safely applied. Over the final 36 months of the agreement, this additional service will cost \$152,416.

Staff requests approval of Amendment #3 to contract with Flagship Aviation Services in the amount of \$152,416 to include pest control services for all terminal concession store fronts and their support spaces and authorization for the President and CEO to execute the amendment.

l. Consideration of Agreement with Thorn Run Partners, LLC¹

m. Consideration of Amendment 1 to the Parking Agreement with Amazon.com Services LLC

Memorandum by Tyler Maheu, C.M., Sr. Director, Commercial Management – Amazon.com Services LLC (“Amazon”) currently leases 652 parking stalls in Lot 4 to support delivery vehicle operations in the RDU area. Amazon’s first lease with the Authority began in August 2020, and they have remained in good standing since. Amazon has requested to reduce the number of leased stalls from 652 to 347 to align with their future business needs.

Under this amendment, monthly rent to the Authority will be reduced from \$42,745.12 to \$22,749.32. All other terms will remain the same.

Staff requests approval of Amendment 1 to the Parking License Agreement with Amazon.com Services, LLC, and authorization for the President and CEO to execute the Amendment.

n. Consideration of Capital Project Ordinance Amendment #6¹

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RALEIGH- DURHAM AIRPORT AUTHORITY LAND AND DEVELOPMENT COMMITTEE WORK SESSION MINUTES JANUARY 18, 2024

Chair Hankins presided.¹ Present: Hall-Roberts, Kushner, Morgan, and Polanco-Galdamez.² Staff present included: President and CEO Landguth, Executive Vice President and CDO Sandifer, Senior Vice President and CRO Freedman, Senior Vice President and CIO Kruse, Vice President and CHRO Armstrong, Vice President and CFO Kapocius; Vice President Feldman, SVP and General Counsel Locklear, Executive Assistant Rosales, and other staff members and guests.³

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

ADOPTED BY UNANIMOUS VOTE

CLOSED SESSION

Closed session from 11:14 a.m. until 11:34 a.m.

The Committee discussed the following items:

1. Terminal 2 Landside Expansion Covered Canopy Discussion

Bill Sandifer, Executive Vice President and CDO gave opening remarks regarding the canopies at Terminal 2 and that this presentation was to provide information for the Board's consideration and no action was requested at this meeting. Jaymes Carter, Vice President Building and Building Systems went over the existing iconic image of Terminal 2 and described the weather protection coverage currently afforded loading and unloading passengers at curbside. Mr. Carter noted with the planned terminal expansion, an access aisle along the curb, compliant with the Americans with Disabilities Act, would further create additional weather exposure to curbside vehicles and their occupants. He explained and showed images for new canopy design options of: 0-doing nothing, 1-extending existing canopy to the north and south ends of the terminal, 2-installing new curbside canopy (allowing more weather protection), or 3- installing large full coverage canopy completely covering the roadway (with three beam/truss options).

¹ In the absence of Committee Chair Thompson.

² Morgan participated remotely via Teams.

³ The meeting was live streamed at <https://youtube.com/live/OZ2i-Ioq68c?feature=share>.

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Mr. Carter answered questions regarding other coverage options considered and negative impacts to roadway system. He addressed questions about why the proposed canopy structures must be separately supported versus attachment to any structure. Mr. Carter explained the rough order of magnitude cost comparison, including option 3 utilizing straight beams, space trusses or lenticular trusses.

Mr. Landguth discussed the planned Ground Transportation Center, noting that buses will not utilize the GTC and will need to access the curb. Bill Sandifer gave further explanation as to the considerations staff reviewed in arriving at the options presented. Staff explained that drainage was considered. Mr. Landguth discussed how each option could affect and/or elevate the customers' experience at RDU. Comments were made on being cognizant of how any upfit to Terminal 2 reflects on Terminal 1 and the need for a world-class experience in both terminals.

Ron Kapocius, Vice President and CFO gave a brief overview of RDU's 10-year capital program through 2033 at an estimated cost of \$3.0 billion (airfield projects \$1.0B; terminal projects 1.2B; roadway/parking projects \$520M; and other projects \$167M). Mr. Kapocius noted this 10-year funding projection has a projected shortfall of \$384M, and the offered canopy projects would be an estimated shortfall of \$100M, making a revised shortfall of \$485M. He detailed long-term financial model drivers including enplanements, maintenance and operating expenses, airline revenue and other sources such as parking and concessions.

Mr. Kapocius outlined strategic options including prioritization of projects, potential project deferrals, value engineer projects, and/or increase revenue via rates and charges. He explained that no action was needed today and this presentation was to bring strategic options before the Board. Mr. Kapocius noted that the Financial Master Model would be updated after the FY24-25 Budget was approved.

Chair Hankins thanked staff for the presentation. Director Morgan inquired about sharing of the financial modeling when available. Director Kushner asked about the Authority's bonding capacity and Mr. Kapocius briefing explained how increasing rates and charges will increase bonding capacity which could downgrade the Authority's rating status. Chair Hankins mentioned the Local Government Commission as a resource.

Mr. Landguth noted that pre-COVID when the airport was experiencing growth there was discussion with an air carrier about public-private partnerships for investment in building terminals; however, now, air carriers don't have the money for such a partnership. He discussed in further detail potential financial drivers, including an increase in passenger

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facility charges as well as increasing rates and fees at the airport. Mr. Landguth mentioned reviewing the project portfolio to determine priority projects and discussing scope and/or timeline, as well as utilization of value engineering. Chair Hankins voiced the need for a strategic planning meeting for the Board in the next few months.

Bill Sandifer summarized that currently the airport is at option 0 which is not offering a world-class airport experience for visitors and customers and this presentation was to bring options for the Board's consideration. He noted that as amendments are made to projects and design components, the schedule is impacted and delays completion. Mr. Sandifer answered questions about the potential timeline for the proposed canopy project.

Presentation for informative purposes. Options presented for Board consideration but no action requested at this time.

2. Park Economy 3 Expansion – Award of GMP-02 to Balfour Beatty/Metcon, JV

Presented by France Campbell, Director of Landside Engineering – At its August 2023 meeting the Board approved the first construction package for the PE3 Expansion, “GMP-01, Package 0.” The second construction package, “GMP-02, Package 1,” was advertised on September 21, 2023. Bid openings were conducted on November 14, 2023 and November 21, 2023. The proposed amendment establishes the Contract Amount (Fixed Guaranteed Maximum Price) and is summarized as follows:

Contract Component	Amount
Cost of the Work	\$83,712,134
Contractor's Contingency (5%)	\$4,185,607
Contractor's Construction Fee (3.5%)	\$3,204,725
Misc: Insurances and Performance & Payment Bond	\$1,238,488
<u>Reimbursable General Conditions</u>	<u>\$3,665,837</u>
Construction Phase Amendment (GMP)	\$96,006,791

The overall Minority and Women-Owned Small Business (MWSB) goals for GMP-02 are 13% Minority-owned Small Business (MB) and 9% Women-owned Small Business (WB). The CMR's proposed MWSB commitment for GMP-02 is 9.5% MB and 10.5% WB. The Authority's Small Business Program Office determined that the contractor made sufficient good faith efforts to achieve these goals. Thianè Carter, Director of Small Business

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Program, answered Vice Chair Hall-Roberts' questions, confirming that these are the MWSB goals expected for this project.

Staff recommends approval of GMP-02 Construction Phase Amendment with Balfour Beatty/Metcon, JV in the amount of \$96,006,791 for Park Economy 3 Expansion – Package 1, subject to the approval of a capital budget amendment, and authorization for the President and CEO to execute the Amendment.

3. Park Economy 3 Expansion Walkways Solar Panel Additions Presentation

Chair Hankins noted this matter was removed from the agenda.

Michael Landguth, President and CEO noted there was an additional informational item to come before the Committee regarding an update to a matter brought before the Board at the December 21, 2023 meeting.

4. Update on Purchase of Three Replacement Fleet Vehicles (Hybrid)

Presented by Sean Saunders, VP Operational Asset Management – Mr. Saunders briefly recapped the vehicle purchases approved by the Board on December 21, 2023. He explained that the Authority planned to purchase one 2024 Police Interceptor hybrid and two XL F150 Hybrid Trucks. Unfortunately, the Police Interceptor is no longer available to be purchase under the State Contract and no date has been provided for the 2025 Police Interceptor Hybrid. The XL F150 Hybrid Truck is also not available, but the 2024 XL F150 Hybrid Truck is available. The Authority was faced with the option to wait for 2025 XL F150 vehicles with the uncertainty of when/if the State contract would be renegotiated, or to proceed with the purchase of different vehicle models at a cost of approximately \$3000 more per vehicle. Due to the need for the vehicles, and the uncertainty of vehicles' cost under any renegotiated State contract, the Authority wanted to inform the Board of the change in vehicle models being acquired and the additional cost being expended.

Presentation for informative purposes. No Board action requested.

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RALEIGH-DURHAM AIRPORT AUTHORITY BOARD COMMITTEE ON FEDERAL REPRESENTATION SPECIAL MEETING MINUTES FEBRUARY 1, 2024

Committee Chair Szlosberg-Landis presided. Committee members present: Hannah and Kushner. Board members present: Morgan and Hankins.¹ Staff present included: President and CEO Landguth, Senior Vice President and CRO Freedman, Vice President and CFO Kapocius; Vice President Feldman, SVP and General Counsel Locklear, Executive Assistant Rosales, and other staff members and guests.²

Committee Chair Szlosberg-Landis gave opening remarks and gathered consensus that the meeting's goal was to provide recommendations for the Board's consideration regarding revisions needed to facilitate execution of a contract with the lobbyist firm. She referred to the draft revised scope of service and metrics provided by Michael Landguth, President and CEO. Mr. Landguth briefly gave background information as to the narrowing the scope and the need to have a lobbyist in Washington to identify potential grants and develop relationships at the federal level. He outlined areas for discussion of legislative priorities, measuring success, and preference for periodic reporting.

There was discussion on the broad realm of lobbying and for a focus on the safety and regulatory matters impacting aviation. Attending members voiced support for facilitation in seeking grants and for monitoring Capitol Hill for impacts to airports. Staff was asked to determine if the reduction to the contract's scope also reduced the fee. There was discussion on available information through airport groups such as AAAE and ACI and the expectation was that the lobbyist would monitor other non-aviation areas and agencies.

At the Committee Chair's request, General Counsel, Erin Locklear explained the master services agreement with its general terms and conditions to govern any task orders. Ms. Locklear noted that any issued task order (or orders) covered the actual work to be done under a master services agreement. There was discussion to clarify that this was proposed as a multi-year master services agreement, with task order one for a one-year term at a cost of around \$192k.

Director Kushner expressed that his concern was the metrics to determine if this lobbyist firm fulfilled expected services. Committee Chair Szlosberg-Landis noted that developing relationships with agencies to facilitate future grant opportunities takes time and a possible metric dependent on [X] number of grant funds by a certain time period may not be viable. Director Kushner offered a possible metric of the identification of grants that the Authority would be eligible for but wouldn't have been aware of except for the lobbyist's services.

Director Morgan discussed tangible versus intangible results such as building relationships. He noted

¹ Board members and senior staff joined remotely via Teams.

² The meeting was live streamed at <https://youtube.com/live/Fis7V8PcDaU?feature=share>.



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that if while working with the lobbyist the Authority determined it had connections with other governmental departments and agencies beyond its previous relationships, then value would be recognized. He voiced that having a federal lobbyist helps keep a finger on the national level pulse and could give the Authority more lead time on upcoming impacts to aviation and/or opportunities. He explained personal experience in working on relationships and having administration changes. Director Morgan indicated that this would be more of a scorecard evaluation for the lobbyist to give a narrative or account of relationships and contacts made.

Chair Emeritus Hannah inquired if anyone had personally worked with or knows the lobbyist firm. He asked if the firm would register as a lobbyist on behalf of the Authority, and would the firm apply for the grants or would it be identifying potential grants and Authority staff would need to complete the various applications. Chair Hankins asked if the master services agreement had terms requiring the lobbyist to satisfy applicable requirements and General Counsel Locklear confirmed that the agreement required compliance with all rules and regulations.

Committee Chair Szlosberg-Landis directed the discussion to the remaining topic of accountability and reporting. Director Morgan noted that he didn't want the lobbyist working in a direction adverse to the mapped objectives and perhaps a quarterly update could confirm progress toward the deliverables on the scope of work. Director Kushner voiced that he felt staff could oversee the lobbyist's progress without necessitating quarterly reporting to the Board and that staff would bring anything relevant to the Board's attention. He felt the Board should have a report and review the lobbyist's performance at the term end of the first year's task order.

There was discussion about the committee members' and attending directors' consensus on the revised scope of work and the metrics proposed. At the Committee Chair's request, Michael Landguth summarized that Committee members felt the revised scope of work was sufficient. The metrics were roughly defined as the staff would be in contact and oversee that the lobbyist is on track with at least quarterly check-ins and bring any necessary items to the Board's attention. The Board would review the lobbyist's performance at the end of task order one, checking if there had been any grant opportunities that the Authority would not be aware of except for a relationship with the lobbyist.

Board members were asked to provide staff with their specific questions for the staff to research and answer. Director Kushner was asked to provide to staff the rewording of the two metrics reflective of the discussion in this meeting. Chair Hankins sought General Counsel Locklear's confirmation that there were no concerns on how these services were obtained by the Authority. Committee Chair Szlosberg-Landis thanked attendees for this opportunity to discuss proposed revisions for the Board's consideration at the February meeting.

Motion by Kushner to adjourn; Second by Morgan

ADOPTED BY UNANIMOUS VOTE

The meeting concluded at 2:00 p.m.



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RALEIGH-DURHAM AIRPORT AUTHORITY BOARD MEETING MINUTES FEBRUARY 15, 2024

Chair Hankins presided. Present: Hall-Roberts, Hannah, Morgan, Polanco-Galdamez. Szlosberg-Landis, and Thompson.¹ Staff present included: President and CEO Landguth, Executive Vice President and CDO Sandifer, Executive Vice President and Chief ISAO McFall, SVP and Chief Operating Officer Connell, Senior Vice President and CRO Freedman, Senior Vice President and CIO Kruse, Vice President and CHRO Armstrong, Vice President and CFO Kapocius; Vice President Feldman, SVP and General Counsel Locklear, Executive Assistant Rosales, and other staff members and guests.²

I. APPROVAL OF AGENDA³

Motion by Thompson for approval of the amended Agenda; Second by Polanco-Galdamez

ADOPTED BY UNANIMOUS VOTE

II. APPROVAL OF MINUTES

Secretary Szlosberg-Landis noted her review of the minutes of the regular meetings of the Board, the Board committees, and the consent actions of the Board held on January 18, 2024, of the special meetings of the Board and of the Committee on Bylaw Modernization held on January 16, 2024, and of the special meeting of the Committee on Federal Representation held on February 1, 2024, and asked if any edits were needed.

Motion by Szlosberg-Landis for approval of these minutes; Second by Hall-Roberts

ADOPTED BY UNANIMOUS VOTE

III. CHAIR COMMENTS

1. Chair Hankins welcomed everyone.
2. New hires were welcomed to Team RDU and David Kruse was recognized for his promotion.
3. Chair Hankins recapped the addition of Copa Airlines as the 18th airline to RDU, bringing nonstop service to Panama City, making travel easier to Central and South America.
4. Chair Hankins commented on Black History Month, mentioning the Authority's Small Business Program which empowers, supports, and fosters inclusion of minority and women-

¹ Hankins, Hannah (who joined at 1:50 p.m.), Hall-Roberts, and Szlosberg-Landis participated remotely via Teams.

² The meeting was live streamed at https://youtube.com/live/aY0z6_0VLR4?feature=share.

³ Agenda changed to remove report from Committee on Bylaw Modernization in Old Business.

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owned businesses in the Authority's business activities. Chair Hankins referenced African American aviators, airport staff, and community leaders and trailblazers who contributed in so many ways to the airport and the aviation industry. He gave historical details on Warren H. Wheeler's distinguished career and business endeavors, having founded Wheeler Airlines, the landmark commercial airline based out of RDU. Chair Hankins gave comments regarding Phil Freelon, the late Durham architect, who designed several iconic structures including Terminal 2 and whose architectural legacy is known worldwide.

IV. OLD BUSINESS

1. Land and Development Committee – Thompson reported Board members met during the Committee work session on February 15, 2024, and discussed the following:

- a. Closed Session

Committee met in closed work session in order to consult with an attorney in order to preserve the attorney-client privilege between the attorney and the public body pursuant to NCGS §143-318.11(a)(3)

- b. Rental Car Drive, Trade Drive, Cedar Fork Drive, and Admin Parking Rehabilitation, Design & Bidding Services - Project 881450

For approval of Task Order 3 with Dewberry Engineers, Inc. in the amount of \$298,962.87 and authorization for the President and CEO to execute the Amendment

- c. PE3 Solar Walkway Canopy Evaluation - Project 080799

For the PE3 Expansion Project, motion for staff to proceed with installation of incremental solar panels/components of the solar walkway canopy at an estimated project cost increase of \$1,015,000, less an anticipated Investment Tax Credit of \$462,000, for a net cost of \$553,000

- d. Runway 5L-23R & Taxiway B Replacement Program - Project 080879 RS&H Construction Administration Services

For approval of Amendment 8 with RS&H Architects-Engineers-Planners, Inc. in the amount of \$1,488,482 and authorization for the President and CEO to execute the Amendment

- e. Consideration of North Cargo Building D Lease Agreement with Peak Supply Chain Solutions, Inc.

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For approval of the North Cargo Building D Lease Agreement with Peak Supply Chain Solutions, Inc., and authorization for the President and CEO to execute the Agreement

- f. Staff recommendation for approval of Amendment 2 to Task Order 3 with Landrum & Brown for Migratory Bird Treaty Act (MBTA) surveys on the Runway 5L/23R Replacement Program

For approval of Amendment 2 to Task Order 3 with Landrum & Brown in the amount of \$136,509.73 and authorization for the President and CEO to execute the amendment

- g. Staff Augmentation Amendments

For approval to amend the Master Services Agreements with Parsons, STV, AECOM, Jacobs, and WSP to provide a maximum payment during the year three term from April 1, 2024 – March 31, 2025 at the values shown below, and authorization for the President and CEO to execute amendments with each of these firms.

- Parsons: \$10,156,963
- STV: \$3,000,000
- AECOM: \$2,000,000
- Jacobs: \$1,000,000
- WSP: \$2,000,000

Motion by Thompson for approval of items b-g as listed above; Second by Morgan

ADOPTED BY UNANIMOUS VOTE

- h. Terminal 2 Canopy Discussion

Motion by Thompson for approval and authorization for staff to proceed working with the Construction-Manager-at-Risk and design team to re-design the Terminal 2 Departure Level canopy without roadway coverage for the design of a project with a maximum cost of \$40M; Second by Morgan

ADOPTED BY UNANIMOUS VOTE

2. Operations Committee – Morgan reported Board members met during the Committee work session on February 15, 2024, and discussed the following:

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a. Consideration of Terminal Concession Agreement with Ready Credit Corporation Program

For approval of the Terminal Concession Agreement with Ready Credit Corporation and authorization for the President and CEO to execute the agreement

b. Purchase of Six Phoenix Motorcars ZEV Buses (Miami)

For approval to purchase six (6) Phoenix Motorcars ZEV Buses in the amount of \$3,909,000 and authorization for the President and CEO to finalize contract terms and conditions and execute any necessary documents to complete the purchases

Motion by Morgan for approval of items a-b as listed above; Second by Szlosberg-Landis

ADOPTED BY UNANIMOUS VOTE

3. Committee on Federal Representation – Szlosberg-Landis reported Committee and Board members met during the Committee meeting on February 1, 2024, and discussed the following:

Szlosberg-Landis referred to the contract considered in January by the Board for government affairs at the federal level. The Committee met to discuss this contract and sharpen the scope of services for focus on funding and grant opportunities separate from aviation-related opportunities already available to the Authority. There was additional discussion on the metrics to be used to quantify the contractor's success. The Committee received clarity on the term of the Master Services Agreement versus the one-year task order, affording Board review of the services performed prior to the issuance of a future task order. Mr. Landguth confirmed that the terms of the scope were clear and the evaluation metrics were understood by the lobbyist firm, and that the contract would move forward.

Committee report was for informational purposes and no Board action was requested.

V. NEW BUSINESS

1. Consent Agenda

a. Consideration of Board Airline Corporate Headquarters Visit

Motion by Szlosberg-Landis to approve and adopt the Consent Agenda item; Second by Hall-Roberts

ADOPTED BY UNANIMOUS VOTE

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VI. GENERAL COUNSEL'S REPORT

No items were reported.

VII. MEMBER COMMENTS

New hires were welcomed and David Kruse was congratulated on his promotion. Vice Chair Hall-Roberts noted the importance of Black History Month to appreciate and recognize significant contributions made throughout history. She commented on the legacy and inspiration to the field of aviation of the Tuskegee Airmen and Bessie Coleman, the first African American woman to hold a pilot license. Treasurer Polanco-Galdamez expressed her excitement for Copa Airlines at RDU with flights to Latin America and she encouraged everyone to travel and expand their horizons. Interesting facts were shared as to Nnenna and Phil Freelon receiving 2022 Grammy Awards nominations and appreciation expressed for their legacy in and beyond their community. There were comments about the projects discussed in the committee work sessions becoming reality and the exciting plans for the airport's future, as well as the continuing addition of airlines and destinations.

VIII. PRESIDENT AND CEO'S REPORT

Welcome

Good afternoon, Board members, Team RDU, business partners, and guests who are joining us today.

Air Service Report

RDU started 2024 with record-setting passenger traffic for the month of January. 967,616 travelers flew through RDU in January. That is 10.5% higher than January 2023, and 4.6% higher than January 2019. The top three carriers for market share were:

- American with 30.7%;
- Followed by Delta Air Lines with 28.1%;
- And Southwest with 15.2%;

Airport Terminal Program Grant Funding

I'm very pleased to share that the Federal Aviation Administration announced this morning that RDU will receive \$12 million in Airport Terminal Program grant funding for the Terminal 2 landside program. The Bipartisan Infrastructure Law funds will help pay for a portion of the Terminal 2 security checkpoint, baggage claim and Federal Inspection Station expansion. I want to thank staff for their diligence in pursuing this grant funding. This is the third year we applied to the program and thanks to staff's efforts, we were successful.

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Copa Announcement

RDU added another new international airline and destination earlier this month when Copa Airlines joined us to announce direct service to Panama City, Panama. Flights will operate on Mondays, Wednesdays, Fridays, and Sundays on a 160-seat Boeing 737-800. RDU has added four new international airlines and three new international destinations in recent months. Air France welcomed its first flight from Paris in October, Lufthansa will begin service to Frankfurt, Germany in June and Aero Mexico will launch flights to Mexico City in July.

Avelo Airlines

Avelo Airlines announced today it will add nonstop service to Albany, New York on May 10. Albany is a new destination for RDU. The year-round service will be twice weekly on Mondays and Fridays. Avelo made this announcement on its one-year anniversary of base operations at RDU. The airline has two aircraft and approximately 90 crewmembers based here.

New Breeze Flights

Breeze Airways is adding three new seasonal routes from RDU: Syracuse, New York, Burlington, Vermont and Portland, Maine. The Burlington route will fly Thursdays and Sundays, starting May 23. Syracuse will also begin May 23 and fly Thursdays and Sundays, and Portland, Maine will fly Mondays and Fridays starting May 24. Breeze now serves 16 destinations from RDU.

IX. ADJOURNMENT

Motion by Thompson to adjourn; Second by Morgan

ADOPTED BY UNANIMOUS VOTE

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RALEIGH-DURHAM AIRPORT AUTHORITY ACTIONS BY CONSENT FEBRUARY 15, 2024

The Board approved the following item on the Consent Agenda:

a) Consideration of Board Airline Corporate Headquarters Visit

Memorandum by Corinne Lisefski, Director of Procurement – The Raleigh-Durham International Airport facilitates connections to 10 international airports. Board members serve as ambassadors for RDU and are key in expressing gratitude to Lufthansa for its substantial investment of \$175 Million in initiating service to our communities. A visit to Lufthansa headquarters on its inaugural RDU flight serves as an opportunity for the Board to personally convey its appreciation for this significant investment. The anticipated impact on our community over the next 25 years is projected to exceed \$3 Billion.

Beyond expressing gratitude, this visit allows the Board to immerse themselves in the dynamics of a progressive European airport. It provides exposure to a myriad services and amenities, offering insights that can be applied to enhance RDU's own facilities. Moreover, this visit opens avenues to engage with chambers and visitor bureaus, gaining a deeper understanding of the travel and tourism opportunities available.

Sharing Board members' travel experiences is a compelling way to promote the new Lufthansa service. Those firsthand encounters with a European airport, coupled with insights into the economic impact on our community, will undoubtedly resonate with various stakeholders. Such narratives can effectively convey the value of this partnership and the positive implications for RDU's future. Staff is poised to initiate the booking process for five Board members for a four-night trip, pending Board approval at the following estimated costs per Board member:

- Airfare: maximum up to \$5,000, depending on booking and return dates
- Hotel stipend: approximately \$1500 for 4 nights, depending on booking date
- Per diem: approximately \$600 for 4 nights

Board Action Requested

Staff requests Board travel authorization approval in the above-described amounts, including the purchase of Lufthansa tickets.

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RALEIGH- DURHAM AIRPORT AUTHORITY LAND AND DEVELOPMENT COMMITTEE WORK SESSION MINUTES FEBRUARY 15, 2024

Chair Thompson presided. Present: Hall-Roberts, Hankins, Hannah, Morgan, Polanco-Galdamez, and Szlosberg-Landis.¹ Staff present included: President and CEO Landguth, Executive Vice President and CDO Sandifer, Executive Vice President and Chief ISAO McFall, SVP and Chief Operating Officer Connell, Senior Vice President and CRO Freedman, Senior Vice President and CIO Kruse, Vice President and CHRO Armstrong, Vice President and CFO Kapocius; Vice President Feldman, SVP and General Counsel Locklear, Executive Assistant Rosales, and other staff members and guests.²

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

ADOPTED BY UNANIMOUS VOTE

CLOSED SESSION

Closed session from 11:05 a.m. until 11:30 a.m.

The Committee discussed the following items:

1. Rental Car Drive, Trade Drive, Cedar Fork Drive, and Admin Parking Rehabilitation, Design & Bidding Services - Project 881450

Presented by France Campbell, Director of Landside Engineering – The pavement on Rental Car Drive, Trade Drive, Cedar Fork Drive, and the Administration Building parking lot is deteriorating, and rehabilitation is necessary. Unaddressed conditions will soon pose risks to operations at RDU, including the many rental car companies, RDU busing, and the general public.

The scope of the project generally includes rehabilitation of Rental Car Drive, Trade Drive, Cedar Fork Drive, and the Administration Building Parking Lot. Major elements of construction are to rehabilitate old and distressed pavement and to replace broken curbs, gutters, and drainage inlets. Improvements to traffic control will be implemented as needed.

¹ Hankins, Hannah, Hall-Roberts, and Szlosberg-Landis participated remotely via Teams.

² The meeting was live streamed at https://youtube.com/live/aY0z6_0VLR4?feature=share.

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This proposed Task Order 3 authorizes design services needed for the rehabilitation of Rental Car Drive, Trade Drive, Cedar Fork Drive, and the Administration Building Parking Lot. Design services for the project include survey, pavement investigation, functional plans, schematic plans, design development plans, bid documents, and bidding services. Total compensation under this proposed Amendment is a not-to-exceed amount of \$298,962.87. Labor (\$283,639.77) will be billed at established hourly rates, and expenses (\$15,323.10) will be billed at direct cost.

The overall Minority and Women-owned Small Business (MWSB) goals for the existing Master Agreement are 10% for Minority-owned Small Businesses (MB) and 5% for Women-owned Small Businesses (WB). The proposed Task Order 3 includes commitments of 14.24% for MB and 6.08% WB. The Authority's Director of Small Business Programs concurs with this commitment.

There were questions about traffic operations and flow during the project, as well as discussion about new technology for pavement materials that expand and contract for consideration during the construction phase.

Staff requests approval of Task Order 3 with Dewberry Engineers, Inc. in the amount of \$298,962.87 and authorization for the President and CEO to execute the Amendment.

2. PE3 Solar Walkway Canopy Evaluation - Project 080799

Presented by France Campbell, Director of Landside Engineering – At the October Board meeting two Board members requested staff to further evaluate the installation & investment of solar panels on the proposed covered walkway in Park Economy 3 (PE3). Staff indicated they would retain a specialty consultant to evaluate options and cost benefit. Staff indicated that the project was already in the bidding phase, and staff would proceed to have this evaluation completed as soon as possible.

A subconsultant was quickly brought on board to conduct the analysis. The subconsultant created concepts of which walkway canopies could have solar panels as the roof structure based on the amount of energy usage of the site and energy production of the solar panels. The potential energy output was calculated and a cost analysis was evaluated. It should be noted that the energy intake from solar panels to the grid is capped by Duke Energy.

Two traditional cost categories and one cost category unique to this project were determined. The cost and payback period for each canopy type is summarized in the following figure.

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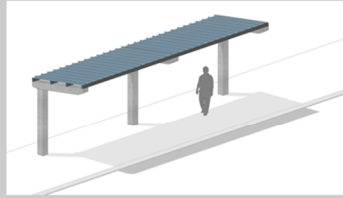
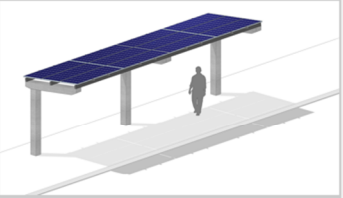
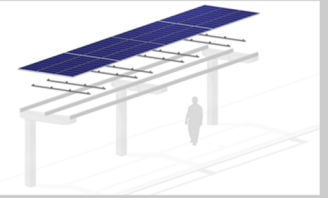
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Item	Traditional Canopy	Solar Canopy	Incremental Solar Only
Scope			
Cost	\$5,638,000	\$6,653,000	\$1,015,000
Payback Period	N/A	> Beyond the 25-year Service Life of the Solar Equipment	≈ 11 years

The costs of solar components of the solar walkway canopy (solar modules, inverters solar system electrical and structural racking) could be eligible for an Investment Tax Credit (ITC). Based on an ITC direct pay credit of 30% of eligible costs. A credit of \$462,000 was estimated and assumed for purposes of this analysis.

The total cost of installing the solar walkway canopy was estimated as follows:

Incremental Solar Cost Increase	\$1,015,000
ITC Direct Pay Credit 30%	<u>-\$ 462,000</u>
Net Cost	\$ 553,000

Mr. Campbell explained that a decision is needed in order to avoid further impact of the construction schedule for PE3. Cole Edmondson, P.E., S.E. of Kimley-Horn shared the renderings and installation concept for the proposed solar canopy and the planned metal canopy. Mr. Edmondson noted anticipated continuity between the two types of canopies with similar footprint, height and weather coverage. He shared the unique project characteristics of the traditional canopy, solar canopy and incremental solar only, and provided a breakdown of the financial performance for each canopy option, reviewing original construction costs, potential tax credits, operation and maintenance costs. Mr. Edmondson and France Campbell explained the assumptions that the costs were based upon.

There was discussion on the energy cap implemented by Duke Energy and that the intended purpose for this solar energy was to power the lights and Customer Amenity Building (CAB) at Park Economy 3. Secretary Szlosberg-Landis commented that this was a start to creating sustainable energy and to reducing emissions and thanked staff for their work. Committee Chair Thompson inquired about the solar canopies and the mounting panels required. He

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asked about the costs for the consultant's evaluation of adding solar panels to this project, and about how this modification would affect existing vendors' contracts on this project. There was further discussion about the life span for panels especially in view of changing solar technology, as well as the ability to add more modules if the energy cap increased. There were questions about the feasibility of trenching now for underground conduits and the amount of natural rock in this particular area.

Staff requests formal Board action either directing the staff to proceed with the solar installation or eliminating it from further consideration as a part of the PE3 Expansion Project.

3. Terminal 2 Canopy Discussion

Presented by Jaymes Carter, Vice President, Buildings & Building Systems – Mr. Carter mentioned this was a second briefing to provide more details and answer questions. He gave an overview with illustrations as to the planned north and south expansions for Terminal 2 as well as the existing curbside canopy coverage for passengers exiting vehicles. Mr. Carter explained how the planned five feet accessibility curb aisle will impact weather coverage for curbside vehicles.

He recapped the various options with illustrations: Option 0 – do nothing; Option 1 – extend existing curbside canopy; Option 2 – all new curbside canopy; and Option 3 – large full coverage canopy (a- straight beam, b- space truss, and c – lenticular truss). Mr. Carter gave the Rough Order of Magnitude (ROM) cost comparison for these options. Stemming from Board discussion in January, Mr. Carter presented conceptual Option 4 – Departure level roadway full canopy, with two variations, which would provide a new canopy system extending over the entire departure level roadway system only and would not cover customers arriving on the lower-level commercial curb.³

There was discussion about the need to improve customer experience and if space truss had been considered as an alternative to lenticular truss. Some comments were expressed that the roadway didn't need to be covered. There were other comments that it would be aesthetically best if the new additions could look as seamless as possible with the existing construction. Staff answered questions about the walkway to the parking garage, explaining it is a completely covered structure independent from the canopy system. Director Morgan voiced appreciation for predecessor Board members who planned for the future and that

³ These options are summarized in the memorandum attached to these minutes.

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actions by this Board will impact the airport in the years ahead. Vice Chair Hall-Roberts asked clarifying questions about what coverage Option 4.1 would provide at an estimated cost of \$40M+.

At Chair Hankins' request, Michael Landguth explained that it would keep the project moving forward if the Board could determine a direction and budget threshold for staff to work toward achieving the objectives for this proposed upper roadway system canopy. Board members expressed a desire for functionality and compatibility with Terminal 2's design. Bill Sandifer summarized that the Board has expressed interest in staff moving forward with design concepts and for staff to engage engineers/architects for schematic design for the upper roadway coverage as to what could be accomplished in the \$40M range. Staff is to bring back to the Board designs that meet this projected budget objective.

Committee Chair Thompson noted that a motion would be made during the Board meeting to the effect of allowing staff and the design team to proceed with developing a new canopy design for Terminal 2 for a project within \$40M range.

4. Runway 5L-23R & Taxiway B Replacement Program - Project 080879 RS&H Construction Administration Services

Presented by Jim Novak, Director of Airside Engineering – The firm of RS&H has previously executed design and bidding services necessary for two construction “Early Works” packages for the referenced Program. The packages are each referred to as a Guaranteed Maximum Price (GMP) amendment. GMP-02 was awarded by the Board in January 2024, and GMP-03 is currently being finalized for bid by RS&H and Balfour Beatty with an anticipated award by the Board in April.

This proposed Amendment 8 authorizes RS&H to perform Construction Administration (CA) services in support of GMP-02 and GMP-03. CA services includes participation in preconstruction meetings, weekly progress meetings, and conducting periodic site visits; review of submittals/shop drawings, requests for information (RFI's), change order requests, substitution of materials, contractor pay requests, and material acceptance test results; preparing punch lists at substantial and final completion and record drawings; coordination with permit agencies; project management; and Envision oversight and coordination. Total compensation under this proposed Amendment 8 is a not-to-exceed amount of \$1,488,482. Labor (\$1,418,743) will be billed at established hourly rates, and expenses (\$69,739) will be billed at direct cost. The fee is considered fair and reasonable.

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The overall Disadvantage Business Enterprise (DBE) goals for the existing Agreement are 15%. This proposed Amendment 8 includes a DBE commitment of 15.47% utilizing Lynch Mykins for structural engineering, Aulick Engineering, LLC for stormwater engineering, and Kennerly Engineering for erosion control and drainage design. The Authority's Director of Small Business Programs concurs with this commitment.

Staff requests approval of Amendment 8 with RS&H Architects-Engineers-Planners, Inc. in the amount of \$1,488,482 and authorization for the President and CEO to execute the Amendment.

5. Approval of Duke Energy Easements – Runway 5L/23R Replacement Program & Sheetz Re-Development

Committee Chair Thompson noted this matter was removed from the agenda.

6. Consideration of North Cargo Building D Lease Agreement with Peak Supply Chain Solutions, Inc.

Presented by Karen Reynolds, Director of Properties – Peak Supply Chain Solutions, Inc. ("Peak") was awarded a contract by the United States Postal Service ("USPS") to handle mail transported by UPS and FedEx, effective January 22, 2024. Peak's leasehold includes Unit #3 in north cargo building "D", adjacent aircraft apron space, and vehicle parking area in common with other Airport tenants in Building "D". Matheson Flight Extenders had performed the USPS contract since 2016 from the Building "D" facilities and went out of business in January 2024.

Staff requests approval of the new agreement with Peak Supply Chain Solutions as follows:

- Initial term expires May 5, 2025; two 1-year extensions
 - Term mirrors that of the contract between Peak and USPS
- Fixed rental rates:
 - Building: 12,409.94 s.f. @ \$12.11/s.f./year
 - Aircraft apron: 15,012.32 s.f. @ \$1.002/s.f./year
 - Vehicle parking and grounds: \$474.51/month
- Maintenance and Operations Fee, as calculated annually by the Authority

The fixed rental rates will escalate 3% annually unless the Authority chooses to perform an appraisal to determine FMV rates.

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Staff recommends approval of the North Cargo Building D Lease Agreement with Peak Supply Chain Solutions, Inc., and requests authorization for the President and CEO to execute the Agreement.

7. Staff recommendation for approval of Amendment 2 to Task Order 3 with Landrum & Brown for Migratory Bird Treaty Act (MBTA) surveys on the Runway 5L/23R Replacement Program

Presented by Kenny Perry, A.A.E., Director of the Project Management Office – This item provides a staff recommendation for the approval of Amendment 2 to Task Order 3 with Landrum & Brown. The scope of work defined in this amendment is necessary to comply with the special conditions of the Runway 5L/23R Replacement Program Finding of No Significant Impact and Record of Decision, as well as the Migratory Bird Treaty Act (MBTA).

Landrum & Brown's services in this amendment involve the conduct of preliminary data analysis, MBTA field surveys, follow-up inspections and the development of survey reports as directed by the US Fish and Wildlife Service (USFWS). All activity by Landrum & Brown will be conducted in close coordination with the Authority's Construction Manager at Risk for the Runway 5L/23R Replacement Program. Total compensation under this proposed Amendment 2 to Task Order 3 is a not-to-exceed amount of \$136,509.73. Labor (\$128,362.23) will be billed at hourly rates and expenses (\$1,346.50) will be billed at direct cost.

The overall Disadvantage Business Enterprise (DBE) participation goal for Task Order 3 is 10%, and Landrum & Brown has committed to 21% DBE participation. For Amendment 2 specifically, the anticipated DBE participation is 95%. The DBE firm involved in the work under Amendment 2 is Three Oaks Engineering. The Authority's Director of Small Business Programs has determined that this commitment meets the DBE program requirements.

Staff requests approval of Amendment 2 to Task Order 3 with Landrum & Brown in the amount of \$136,509.73 and authorization for the President and CEO to execute the amendment.

8. Staff Augmentation Amendments

Presented by Kenny Perry, A.A.E., Director of the Project Management Office – This item provides a staff recommendation on contract amendments for five consultant firms currently providing Staff Augmentation services to the Authority.

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Staff Augmentation is a phrase used to describe experienced and capable third-party consultants working alongside Authority staff to fill key roles on projects and programs. Staff Augmentation consultants currently play an important role on the Authority's projects and programs, and they are an integral part of the Authority's strategy to implement projects and programs in the years ahead.

During the February 2022 monthly Board meeting, the Authority's Board approved separate five-year Master Services Agreements (MSAs) with the following firms to provide Staff Augmentation services to the Authority: STV, AECOM, Jacobs, and WSP. A multi-year agreement with Parsons had been previously approved by the Board

In addition to the approval of MSAs, the Board authorized funding under each agreement for FY22/23 only (e.g., year one term), and this was repeated in February 2023 for FY23/24 funding (e.g., year two term). Accordingly, funding for years three through five were to be brought back to the Board on an annual basis for consideration, which is the purpose of this staff recommendation.

Following a period of negotiation, cost analysis, and projections for additional staff next fiscal year, staff determined an appropriate recommended maximum payment for each firm based on projected Staff Augmentation expenditures by firm during FY24/25. The specific maximum payment recommendations for FY24/25 are as follows:

- Parsons: \$10,156,963
- STV: \$3,000,000
- AECOM: \$2,000,000
- Jacobs: \$1,000,000
- WSP: \$2,000,000

The FY24/25 maximum payment amount will be codified in a contract amendment for each firm that will be applicable for the period of April 1, 2024 – March 31, 2025 (e.g., year three term).

The Minority and Women-Owned Small Business (MWSB) participation goals on the Staff Augmentation program are 11% for minority-owned firms and 10% for women-owned firms. Across the entire Staff Augmentation program, there are nearly 40 minority or women-owned firms on the teams of the five prime firms mentioned above, providing the Authority with an opportunity to source needed professionals from a rich pool of talent to utilize on its critical projects.

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During the February 2022 Board meeting, the Authority's Board approved the staff recommendation to track MWSB participation in the aggregate across the five Staff Augmentation firms, thereby reflecting MWSB participation across the entire Staff Augmentation program. Staff have followed this approach since FY22/23 and have provided the Board with a quarterly report detailing this participation. Staff plan to continue this approach into FY24/25, pending Board approval. Staff projects overall MWSB participation in FY24/25 to be 14% Minority-owned, and 27% Woman-owned small businesses.

Director Morgan asked for information on how augmented staff have assisted Authority staff. Thianè Carter, Director of Small Business Program, addressed Vice Chair Hall-Roberts' questions regarding the success of Women-owned and Minority-owned Businesses moving from subcontractor roles into prime roles. Ms. Carter gave examples of such vendors who have grown into prime roles with RDU projects.

Staff requests approval to amend the Master Services Agreements with Parsons, STV, AECOM, Jacobs, and WSP to provide a maximum payment during the year three term from April 1, 2024 – March 31, 2025 at the values shown below, and authorization for the President and CEO to execute amendments with each of these firms.

- Parsons: \$10,156,963
- STV: \$3,000,000
- AECOM: \$2,000,000
- Jacobs: \$1,000,000
- WSP: \$2,000,000

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[Terminal 2 Canopy Discussion Memorandum - Attachment to Land and Development Committee minutes]

MEMORANDUM

To: Michael J. Landguth, A.A.E., President and Chief Executive Officer

From: Willam C. Sandifer, A.A.E., Executive Vice President & CDO
Jaymes Carter, Vice President of Buildings & Building Systems

Date: February 5, 2024

Subject: Terminal 2 Canopy Alternative Discussion

At the January Board meeting staff led a discussion and presented several options for improvements to the Terminal 2 (T2) departures level curb front canopy system. The current canopy does not provide sufficient cover during inclement weather for passengers and/or their drivers dropping them off at the Terminal 2 departure curb (see Figure 1). Additionally, with the expansion of the landside portion of T2 the Authority will be required to bring the curb front up to current federal and state statutory standards, regulations and building codes. These standards require an additional “drop off” area of five (5) feet in front of the curb striped for vehicles with physically challenged customers (see Figure 2). This issue has arisen as part of the final design process for the T2 Landside Expansion with staff seeking input and direction from the Board.

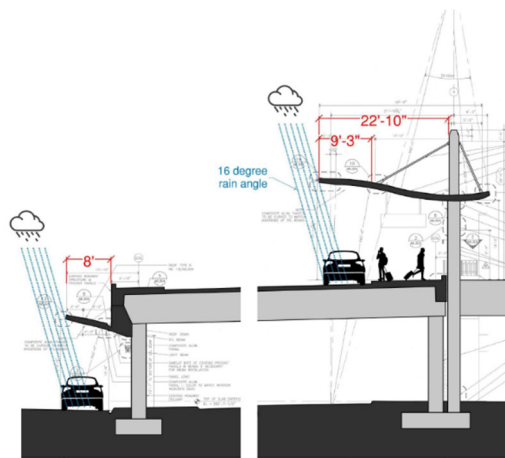


Figure 1 – Existing Conditions

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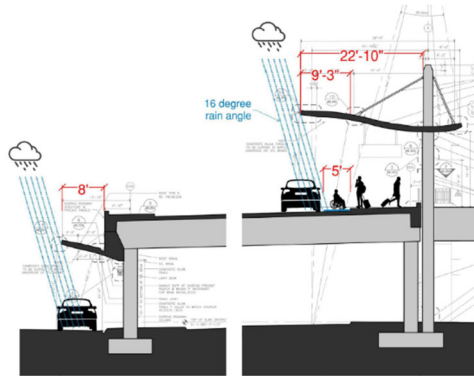


Figure 2 – New Drop Off Zone Requirements (Option 0)

To address this issue staff and the design team have developed a variety of options summarized herein. The first option, called Option 0, is to do nothing. Doing nothing means leaving the current canopy in its existing condition, with the landside expansion of the terminal to the north and south matching the existing canopy. Doing nothing also means that the conditions currently experienced during inclement weather will get worse as the new “drop off” zone discussed above is implemented (see Figure 2).

Option 1 involves building new, extended, canopies during the north and south expansion of T2. These new extended north and south canopies are depicted in Figure 3 below. This Option however would not extend the canopies that currently exist for the remainder of the length of the curb front drop-off, where customers will experience the situation as depicted previously in Figure 2.

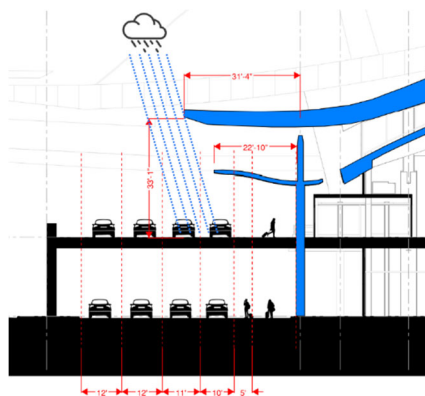


Figure 3 – Extend Existing Canopy (Option 1)

Raleigh-Durham Airport Authority Board Members

WAKE COUNTY
Ellis Hankins, **Chair**
David Kushner

CITY OF DURHAM
Tammie Hall-Roberts, **Vice Chair**
Patrick Hannah

CITY OF RALEIGH
Nina Szlosberg-Landis, **Secretary**
Dickie Thompson

DURHAM COUNTY
Yesenia Polanco-Galdamez, **Treasurer**
David Morgan

Michael J. Landguth, A.A.E.
President & CEO

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Option 2 involves the design and replacement of the existing canopy with a totally new canopy system. This Option will provide extended inclement weather coverage for customers and their drivers, over what is provided in Option 0 and Option 1. Option 2 is depicted in Figure 4.

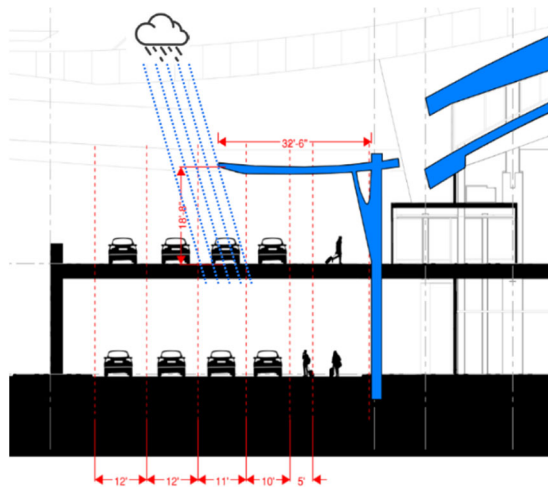


Figure 4 – New Extended Canopy (Option 2)

Option 3 examines the possibility of constructing a canopy that covers the entire departure level roadway as well as the commercial curb (at grade), and a portion of the exiting roadway system adjacent to the proposed replacement parking garage. Presented in Figures 5, 6 and 7 are three different design Options.

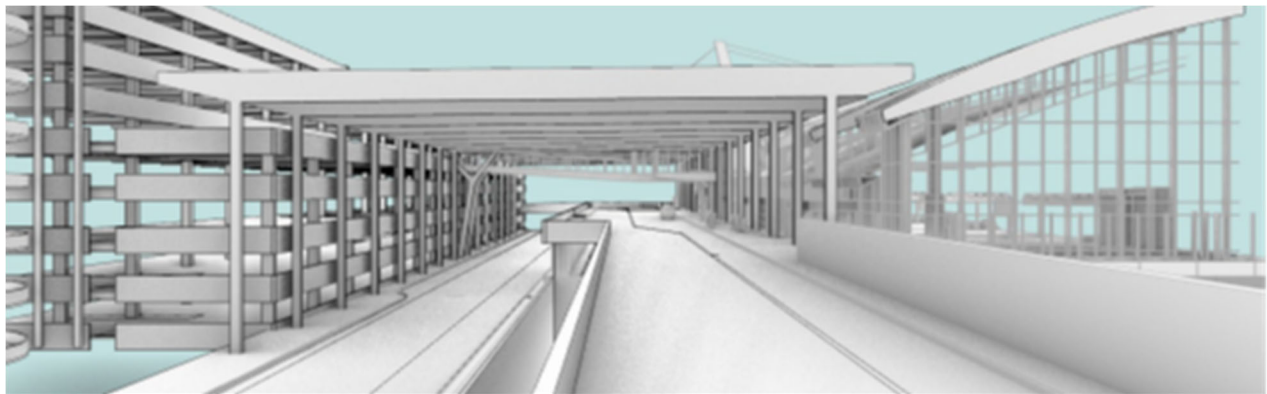


Figure 5 – New Extended Canopy (Option 3.A)

Raleigh-Durham Airport Authority Board Members

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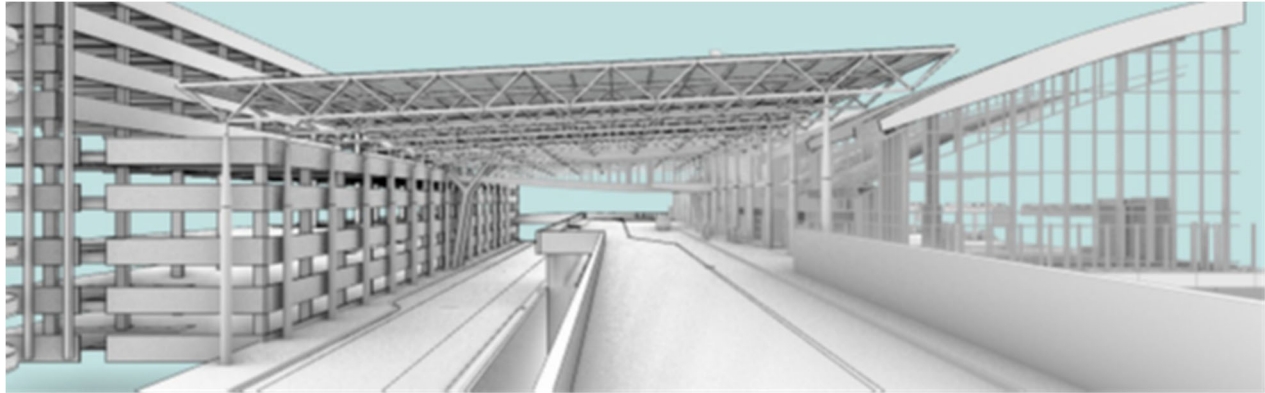


Figure 6 – New Extended Canopy (Option 3.B)

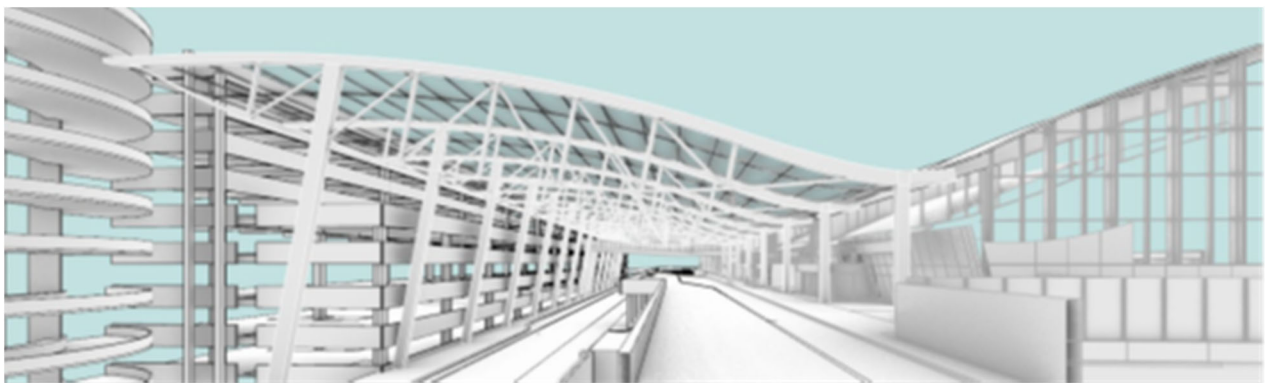


Figure 7 – New Extended Canopy (Option 3.C)

The genesis of Option 4 came from the Board discussion in January. Option 4 provides a new canopy system extending over the entire departure level roadway system only. This Option provides the best experience for departing customers but does nothing to cover customers arriving on the lower-level commercial curb. Option 4 also presents challenges to construct and may not be structurally feasible due to the potential placement of new columns and/or anticipated loading on the departure level bridge deck. Significantly more analysis is necessary to determine feasibility. Option 4 is presented conceptually in two different versions, in Figure 8 and 9 below.

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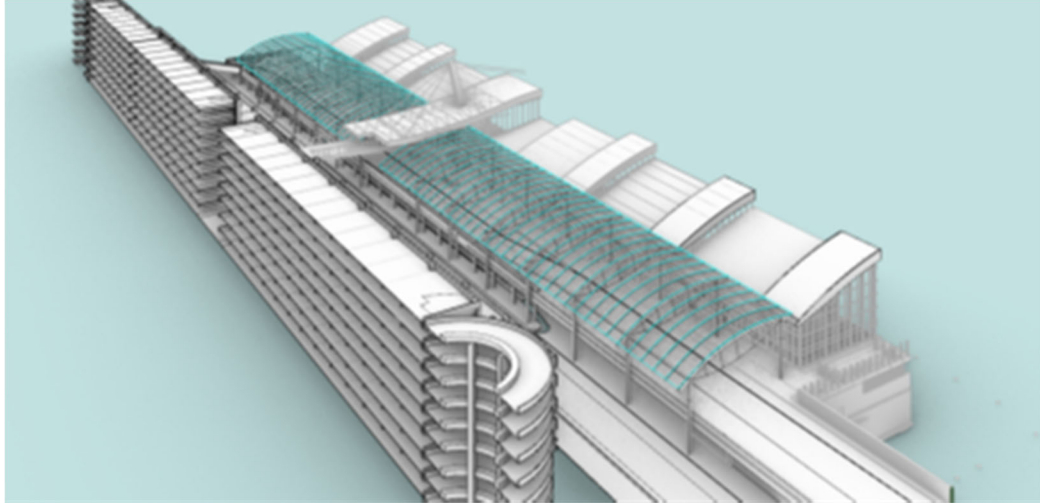


Figure 8 – Departure Level Roadway Full Canopy (Option 4.1)

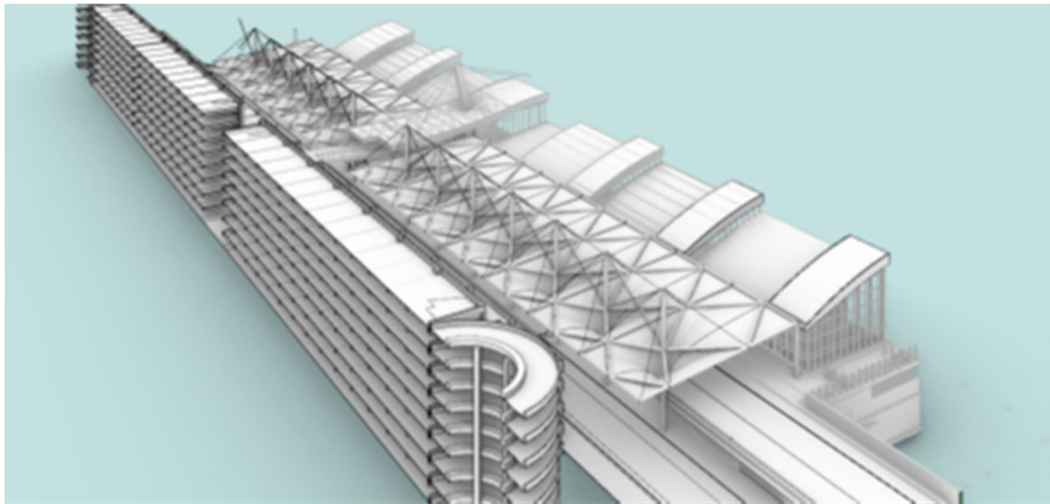


Figure 9 – Departure Level Roadway Full Canopy (Option 4.2)

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Presented in Figure 10 is a summary of Options 0, 1, 2 and 3, with their corresponding Rough Order of Magnitude cost (ROM) estimates. The ROM estimate for Option 4 is pending as of the date of this memo and will be presented when completed. These ROM costs are provided as a basis of comparison in evaluating the different options but should not be relied upon as the actual, final cost of a chosen alternative.

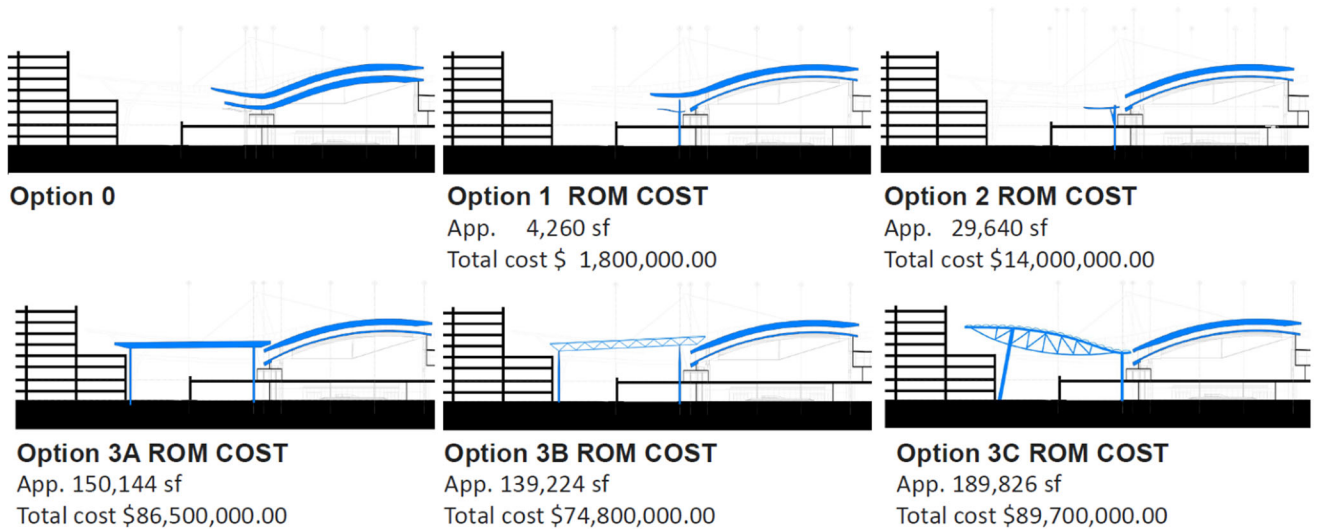


Figure 9 – Rough Order of Magnitude Cost Comparison

Summary

As presented herein, staff and the design team have developed various T2 canopy options necessary to improve the customer experience consistent with the Authority's Vision and Mission. Staff requests direction from the Board concerning the preferred Option.

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RALEIGH- DURHAM AIRPORT AUTHORITY BOARD OPERATIONS COMMITTEE WORK SESSION MINUTES FEBRUARY 15, 2024

Committee Chair Morgan presided. Present: Hall-Roberts, Hankins, Hannah, Polanco-Galdamez, Szlosberg-Landis, and Thompson.¹ Staff present included: President and CEO Landguth, Executive Vice President and CDO Sandifer, Executive Vice President and Chief ISAO McFall, SVP and Chief Operating Officer Connell, Senior Vice President and CRO Freedman, Senior Vice President and CIO Kruse, Vice President and CHRO Armstrong, Vice President and CFO Kapocius; Vice President Feldman, SVP and General Counsel Locklear, Executive Assistant Rosales, and other staff members and guests.²

The Committee discussed the following items:

1. Consideration of Terminal Concession Agreement with Ready Credit Corporation Program

Presented by Lisa Leyva, Senior Director Commercial Management – Ready Credit Corporation provides a cash-to-card service to guests of RDU. This passenger service began as an airline required service when air carriers moved toward cashless operations at their ticket counters. In recent years, the Airport Authority has moved to cashless operations at our parking exit plaza.

Ready Credit Corporation has successfully held the current concession since August 16, 2017, and operates one (1) kiosk machine in Terminal 1 and three (3) kiosk machines in Terminal 2.

Staff entered into direct negotiations for the concession after a public solicitation garnered no responses. Ready Credit Corporation holds the patent for reverse ATM technology which requires the use of proprietary technology to perform the reverse ATM transaction.

Established in 2006, Ready Credit Corporation provides fully cashless operations to over 120 airports in the US, Mexico, and Canada. In addition to airports, they provide services to stadiums and theme parks.

The term is a 5-year agreement. Rent will be 12% of gross sales on all card sales after a 10-card minimum is met. Ready Credit issues Visa and Mastercard at a cost of \$6 per card. Ready Credit will continue operations of four (4) existing terminal kiosks and will install an additional kiosk in the Airport Operations Center to service our parking guests. This contract has been reviewed and approved by the Director of Small Business Programs with a good faith effort applied due to the proprietary nature of the business.

¹ Hankins, Hannah, Hall-Roberts, and Szlosberg-Landis participated remotely via Teams.

² The meeting was live streamed at https://youtube.com/live/aY0z6_0VLR4?feature=share.



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Ready Credit has a proven track record of service provided to our guests and meets their contractual obligations.

Mrs. Leyva answered questions regarding the rent percentage and the transaction fee. She explained this cash-to-card service provided for passengers by Ready Credit versus the ATM services previously provided by the State Employees Credit Union.

Staff requests approval of the Terminal Concession Agreement with Ready Credit Corporation and authorization for the President and CEO to execute the agreement.

2. Purchase of Six Phoenix Motorcars ZEV Buses (Miami)

Presented by Brian Mclean, OAM, Fleet Manager – Staff recommends approval to purchase six (6) ZEV buses in the amount of \$3,909,000. These vehicles will be purchased with funds from the FY23/24 Capital Vehicle and Equipment Budget.

Phoenix Motorcars, who recently purchased Proterra, recently informed RDU that they have six fully manufactured battery electric ZEV buses available for immediate sale and delivery. These ZEV buses are available because Miami Dade transit was only able to take possession of 69 out of 75 buses from a recent order due to funding shortfall issues. Phoenix is selling at a reduced price due to them being custom configured for Miami Dade transit. Staff inspected these six buses and concluded that they are in excellent condition and will be suitable for RDU use with minimal modifications. A typical new ZEV bus costs in excess of \$1.2M and these are being offered for \$650,000 per bus plus delivery fees.

Due to the Park Economy 3 expansion, our aging fleet, and the delays in bus procurements due to the Proterra bankruptcy, staff believes that this purchase is a vital step in closing the gap on the fleet busing needs. These can be placed in service as soon as this summer after being modified with RDU branding, technology, and interior luggage racks.

Staff requests Board approval to purchase six (6) Phoenix Motorcars ZEV Buses in the amount of \$3,909,000 and authorization for the President and CEO to finalize contract terms and conditions and execute any necessary documents to complete the purchases.



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RALEIGH-DURHAM AIRPORT AUTHORITY SPECIAL BOARD MEETING MINUTES MARCH 7, 2024

Chair Hankins presided. Present: Hall-Roberts, Hannah, Kushner Morgan, Polanco-Galdamez, Szlosberg-Landis, and Winters.¹ Staff present included: President and CEO Landguth, Executive Vice President and CDO Sandifer, Executive Vice President and Chief ISAO McFall, SVP and Chief Operating Officer Connell, Senior Vice President and CRO Freedman, Senior Vice President and CIO Kruse, Vice President and CHRO Armstrong, Vice President and CFO Kapocius; Vice President Feldman, SVP and General Counsel Locklear, Executive Assistant Rosales, and other staff members and guests.²

Motion by Kushner for approval of the Agenda; Second by Morgan

ADOPTED BY UNANIMOUS VOTE

Chair Hankins welcomed new Board member Shelley Winters, appointed by the City of Raleigh. He gave a brief overview of the meeting and asked President and CEO, Michael Landguth, to present the FY24-25 Business Plan. Mr. Landguth explained the theme for the Authority's 2024 Business Plan, "Growing Together," and outlined the five key goals of Infrastructure, Community, Customer Experience, Talent and Organization, and Finance. He explained how the Strategic Plan drives the annual business planning and budgeting process and serves as the roadmap, guiding budgetary decisions and laying the foundation for RDU's sustained growth and prosperity. Mr. Landguth described how the Tactical Plan aligns with the Authority's goals and objectives. He detailed the Business Plan and the 14 objectives and the 17 priority projects (tactics), which underscore the Authority's dedication to leveraging resources effectively. He noted that every initiative is aimed at enhancing the travel experience for passengers and stakeholders. A video prepared by the Communications, Government and Community Affairs staff was shared showing the focus areas and projects in those areas.

Vice President and CFO Ron Kapocius gave opening remarks and thanked staff for their contributions and work in putting the budget together. He explained how the Strategic Plan drives the budgeting process and how the FY24-25 Operating and Capital Budgets are aligned with the plan. Mr. Kapocius detailed the 10-year history of enplanements, with the FY24-25 budget forecasting 7.8M passengers, which is the highest number in RDUAA's history.

Director of Financial Planning Sharyar Ahmed presented FY24-25 Operating Revenue information with budgeted revenue anticipated to increase by 22.5M or 9.7% from FY23-24. Mr. Ahmed showed a graph of year-over-year revenue anticipated and explained the increases planned in FY24-25, as well as the reclass of off-airport parking. He went over the total airport revenue by source, noting the diversified

¹ Hannah and Szlosberg-Landis participated remotely via Teams.

² The meeting was live streamed at <https://youtube.com/live/UGXy6sgPd20?feature=share>.



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portfolio. Mr. Ahmed continued by summarizing the FY24-25 rates and charges and explained proposed increases.

Mr. Ahmed presented FY24-25 Operating Expenses information with budgeted expenses anticipated to increase by 13.9M or 11.6% from FY23-24. Mr. Ahmed showed a graph of year-over-year expenses anticipated and explained increases planned for FY24-25. He gave a detailed breakdown of the year-over-year expense comparison. Mr. Ahmed discussed the multi-year capital program with \$841M in capital projects planned, 62.7M in new projects, and with an anticipated cash spend of \$226.3M this fiscal year. He gave further details on the key projects comprising the new capital projects, as well as for the key projects in the carryover capital projects. Mr. Ahmed discussed the budgeted cash flow showing a potential of having to borrow up to 10M in fund reserves.

Ron Kapocius summed up the presentation with the takeaways that the proposed budget aligns with key projects outlined in the presented Business Plan, that the budget is based on a prudent, balanced expense spending approach, that there are significant planned capital investments, and that the Authority continues to execute on its Vision 2040 Plan. Mr. Kapocius recapped that the Board had received the budget materials on February 23, that the Board budget workshop and the public hearing on the proposed budget were held today, and that the FY24-25 Business Plan and Budget and Capital Project Ordinances would be presented to the Board for consideration for approval on March 21.

Chair Hankins thanked staff for their work and presentation of the budget and opened the floor for Board members' questions. Director Kushner requested that a copy of the presented slide deck be supplied to all Board members. David Freedman, Senior Vice President and CRO, answered Director Kushner's questions regarding the conservative growth forecast. Ron Kapocius addressed questions about the increase in bank fees and charges due to the benefit to the Authority to utilize earned credits. Sharyar Ahmed explained the projected increase in credit card fees. He addressed Director Kushner's questions on the slight increase anticipated in rental car revenue compared to the forecasted increase in passengers. The additional field maintenance operating expense for replacement of eight damaged dumpsters was explained. There was discussion on parking fees remaining stable, with a future increase anticipated within the current cap and the need to appropriately price parking products for availability to all airport users.

Executive Vice President and CDO, Bill Sandifer, addressed Director Morgan's questions regarding terminal capacity, noting the complex factors in determining peak demand. Mr. Landguth answered questions about potential internship opportunities with state entities such as Elizabeth City State University. Vice President and CHRO Donald Armstrong answered Director Morgan's questions about hiring goals and confirmed current staffing at 390 employees. Ron Kapocius addressed questions about the balance of reserves.

Chair Hankins indicated the next item was the Public Hearing on the proposed budget.



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Motion by Kushner to open the Public Hearing (at 2:13 p.m.); Second by Hall-Roberts

ADOPTED BY UNANIMOUS VOTE

Chair Hankins stated that the Authority's fiscal year is April 1 through March 31 and that this public hearing on the proposed FY24-25 budget was being held as required by statute. Chair Hankins noted that comments were welcomed and the Board members would listen and consider them but this was not intended as a back-and-forth discussion. Three minutes were allotted to each speaker. General Counsel, Erin Locklear, confirmed that six people had signed up to speak at the hearing. Five individuals stated their comments to the Board.³ No other attendees expressed a desire to speak at the hearing. Chair Hankins explained that the public can always email Board members.

Motion by Morgan to close the Public Hearing (at 2:35 p.m.); Second by Kushner

ADOPTED BY UNANIMOUS VOTE

Chair Hankins recognized new Board member Shelley Winters for comments. Ms. Winters expressed her excitement at the opportunity and privilege to help RDU grow. She shared that a family member, John Winters, Sr. worked in his early years at RDU before he grew his entrepreneurial enterprise and political career, later becoming a North Carolina Senator.

Motion by Kushner to enter into a closed session for the purpose of discussing a personnel matter pursuant to NCGS §143-318.11(a)(1) and (6); Second by Morgan

ADOPTED BY UNANIMOUS VOTE

CLOSED SESSION

Closed session from 2:37 p.m. until 4:29 p.m.

Motion for adjournment by Kushner; Second by Morgan

ADOPTED BY UNANIMOUS VOTE

³ One individual indicated that they no longer needed to speak at the hearing.



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RALEIGH-DURHAM AIRPORT AUTHORITY BOARD MEETING MINUTES¹ MARCH 21, 2024

Chair Hankins presided. Present: Hall-Roberts, Hannah, Kushner, Morgan, Polanco-Galdamez, Szlosberg-Landis, and Winters.² Staff present included: President and CEO Landguth, Executive Vice President and CDO Sandifer, Executive Vice President and Chief ISAO McFall, SVP and Chief Operating Officer Connell, Senior Vice President and CRO Freedman, Senior Vice President and CIO Kruse, Vice President and CHRO Armstrong, Vice President and CFO Kapocius; Vice President Feldman, SVP and General Counsel Locklear, Executive Assistant Rosales, and other staff members and guests.³

I. APPROVAL OF AGENDA

Motion by Szlosberg-Landis for approval of the amended Agenda; Second by Morgan

ADOPTED BY UNANIMOUS VOTE

II. APPROVAL OF MINUTES

Secretary Szlosberg-Landis noted her review of the minutes of the regular meetings of the Board, the Board committees, and the consent actions of the Board held on February 15, 2024, of the special meeting of the Board held on March 7, 2024, and asked if any edits were needed.

Motion by Szlosberg-Landis for approval of these minutes; Second by Kushner

ADOPTED BY UNANIMOUS VOTE

III. CHAIR COMMENTS

1. Chair Hankins welcomed everyone. He commented on the recent emergency exercise conducted pursuant to FAA requirements. John Connell, the Authority's COO, gave brief highlights from the exercise, noting its objectives, as well as the involvement of mutual aid partners and how this effort assists the Authority in preparing for emergency rescue and recovery.
2. Chair Hankins recapped the FY 24-25 budget process, noting Board members' receipt and review of written public comments as well as comments shared during the public hearing. He discussed the strategic plan guiding budgetary decisions and the business plan with the theme of Growing Together. Chair Hankins thanked state and federal partners for FY24-25 allocated funds for RDU, and the staff for their work on the budget and business plan.

¹ Correction to minutes made in V. New Business, 2.a. FY 2024-2025 Budget section to add the word "not."

² Hannah and Winters participated remotely via Teams.

³ The meeting was live streamed at <https://youtube.com/live/LGU7FKDHHHQ?feature=share>.



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3. Chair Hankins noted the upcoming 25th Special Olympics North Carolina Plane Pull at RDU, moved to the spring date of April 20th and discussed how teams may participate.

IV. OLD BUSINESS

1. Land and Development Committee – Chair Hankins reported Board members met during the Committee work session on March 21, 2024, and discussed the following:

- a. Construction Management at Risk Selection - Bundled Projects

For approval and authorization for the staff to negotiate Master Services Agreements with the top two firms/teams: Messer/D.A. Everett and New South – Right Build, a Joint Venture, in Association with Varnedoe, and authorization for the President and CEO to execute the agreements

- b. Lumley Road Relocation - WK Dickson 100% Design/CA Services

For approval of Amendment 3 to Task Order 7 with WK Dickson. in the amount of \$5,477,166 and authorization for the President and CEO to execute the Amendment

- c. John Brantley Blvd Extension / Ground Transportation Center / Public Parking Garage Replacement Environmental Compliance Report Services - Project 881440

For approval of Task Order 11 with Landrum & Brown in the amount of \$180,607.19 and authorization for the President and CEO to execute the Task Order

Motion by Chair Hankins for approval of items a-c as listed above; Second by Polanco-Galdamez
ADOPTED BY UNANIMOUS VOTE

2. Operations Committee – Morgan reported Board members met during the Committee work session on March 21, 2024, and discussed the following:

- a. Consideration of Procore Software Renewal

For approval of a one-year renewal for Procore Software via GSA Contract # GS-35F-0511T through ImmixGroup / EC America at a cost of \$346,028.99 and authorization for the President and CEO to execute the purchase order and any related documents

- b. Consideration of Revision 001 to Minimum Standards for Commercial Aeronautical Activities

For approval of Revision 001 to the Minimum Standards for Commercial Aeronautical Activities and authorization for the President and CEO to execute Revision 001

- c. Consideration of Amendment 1 to Facility Lease and Operating Agreement with Signature Flight Support Corporation

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Patrick Hannah

CITY OF RALEIGH
Nina Szlosberg-Landis, **Secretary**
Shelley Winters

DURHAM COUNTY
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For approval of Amendment 1 for Signature Flight Support Corporation and authorization for the President and CEO to execute the Amendment

d. Amendment #3 with Oracle Elevators

For approval of Amendment #3 with Oracle Elevator in the amount of \$114,899.65 and authorization for the President and CEO to execute the contract

e. Energy Management Consultant Services – Master Service Agreement

For approval of a five year Master Service Agreement (MSA) with Hanson Professional Services and authorization for the President and CEO to execute the agreement

Motion by Morgan for approval of items a-e as listed above, with motion amended to add authorization for the President and CEO to execute the necessary documents for each item; Second by Kushner

ADOPTED BY UNANIMOUS VOTE

3. Committee on Bylaw Modernization – Chair Hankins reported the last meeting of the Committee⁴ was on January 16, 2024 and those minutes were presented and approved by the Board at its February 15, 2024 meeting. Chair Hankins referred to the final draft of proposed amendments to Ordinance Chapter 6, Administration, as prepared by General Counsel Locklear and circulated to Board members. Chair Hankins read the text of the proposed amendments and explained other clerical edits. In accordance with Ordinance Chapter 6, these proposed amendments to the Ordinance were presented to the Board and will be offered for the Board’s consideration for final action at the April 18, 2024 meeting.

Kushner briefly recapped two sections proposed for amendment: the increased amount and contract term for agreements under President and CEO’s authority; and the introduction of a public comment period. Chair Hankins thanked Chair Emeritus Hannah for setting up the Committee and for Chair Emeritus Thompson presiding as Committee Chair. Chair Hankins noted that while a public comment period is proposed, the public has been and continues to be able to send comments to Board members.

Report was given pursuant to the requirements of Ordinance Chapter 6 and no Board action was requested until the April 18, 2024 meeting.

V. NEW BUSINESS

1. Consent Agenda

a. Approval of Duke Energy Easements

⁴ Thompson, Hall-Roberts, Kushner, and Polanco-Galdamez were initially appointed to the Committee, which later became a Committee of the whole.



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- b. Taxiway J Reconstruction – Schematic Design Services
- c. Runway 5L-23R Replacement Program Globe Road Driveway Permit
- d. Runway 5L-23R Replacement Program Stormwater Management Plan Detention Ponds O&M Agreement
- e. Consideration of a Multi-Year Contract with Askreply, Inc. dba B2GNow
- f. Consideration of a Multi-Year Contract with Oracle EBS Software
- g. Purchase of Generator for Terminal 1
- h. Approval of Adopt-A-Highway Agreement
- i. Consideration of Designation of Deputy Finance Officer
- j. Consideration of Task Order 2 with Campbell-Hill Aviation Group, LLC

Motion by Kushner to approve and adopt the Consent Agenda items a.- j.; Second by Morgan

ADOPTED BY UNANIMOUS VOTE

2. FY 2024-2025 Budget¹

- a. Consideration of the FY24-25 Business Plan, the FY24-25 Budget Ordinance, and the FY24-25 Capital Project Ordinance

Chair Hankins recapped the budget approval process noting the public hearing held on March 7, 2024, and noted the Board's consideration of the public's comments. At the Chair's request, President and CEO Landguth briefly discussed the main themes in the comments including rental car development, roadway congestion, and sustainability efforts. Director Kushner echoed that the public comments were appreciated and explained certain items in the budget. He referred to the careful evaluation conducted for the PE3 tree cutting and explained that tree removal for the proposed rental car storage lot was not planned for the immediate future. Treasurer Polanco-Galdamez stated that the Board considers the comments and finds a balance as much as possible while moving forward on the airport's goals and long and short-term projects. Staff was thanked for their work on the budget.

Chair Hankins commented on Board members' travel as ambassadors for RDU to events, conferences and trade groups, and how such travel would be limited to allocated funds. Other Board travel requests could be subject to review by the Board, noting that some suggestions for handling travel were still under consideration.

Motion by Morgan to approve the FY24-25 Business Plan, the FY24-25 Budget Ordinance, and the FY24-25 Capital Project Ordinance; Second by Kushner

ADOPTED BY UNANIMOUS VOTE

VI. GENERAL COUNSEL'S REPORT

No items were reported.

Raleigh-Durham Airport Authority Board Members



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VII. MEMBER COMMENTS

Morgan thanked fellow Board members for their thoughtful consideration of issues and ideas and expressed appreciation to staff for their reporting and clarity of matters brought before the Board. Polanco-Galdamez welcomed Director Winters and expressed the benefit and value to Board members in attending national conferences and having discussions with other airports. Szlosberg-Landis remarked on two important initiatives; the preparation of the Environmental Compliance Report for the John Brantley Blvd. Extension and related projects and the vital role of the public comments on these projects; and for RDU leading with its Energy Management Plan in view of the worldwide urgency to reduce carbon, human activity and greenhouse gas emissions. Hall-Roberts commented on the Women in Construction Week and International Women's Day, which recognize and celebrate the social, economic, cultural, and political achievements of women as well as the progress made by women in the construction field. Ron Kapocius, Sharyar Ahmed, and Crystal Feldman were thanked for the budget presentation which included the video showcasing capital projects, and RDU staff were thanked for developing the budget.

VIII. PRESIDENT AND CEO'S REPORT

Welcome

Good afternoon, Board members, Team RDU, business partners, and guests who are joining us today.

Air Service Report

Passenger traffic picked up in February after a typically slow month in January. 986,051 passengers flew through RDU in February. That was 1.9 percent higher than January and 10.7 percent higher than February of last year. Spring break traffic is underway and is expected to exceed the same time period last year by six percent. Travelers should arrive at the airport early and book parking in advance at rdu.com to make their trip run smoothly.

American had 30.6 percent of the market share at RDU in February, with Delta at 28 percent and Southwest at 15 percent.

Frontier Expansion

Frontier will expand service to five popular destinations next month, just in time for spring and summer travel. The airline plans to begin routes to Boston, Miami, Tampa and New York-LaGuardia on April 10. Service to Chicago-O'Hare starts April 11.

Terminal Moves

Two airlines that have been operating out of Terminal 2 will move to Terminal 1 in April. Breeze Airways will relocate on Tuesday, April 2nd and Sun Country will move on Wednesday, April 17th. The moves are being made to maximize gate space in both terminals, accommodate the airlines' needs and prepare for continued growth.

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The Airport Authority is updating signs on campus, including on roads and in the parking deck and economy lots, to inform airport guests about the change. Passengers who mistakenly go to Terminal 2 after the move can cross back through the parking deck to reach Terminal 1, a less than five-minute walk. RDU recommends passengers contact Breeze or Sun Country directly if they have questions about terminal assignments.

Triennial Exercise

Staff from across the Airport Authority participated in an FAA-mandated full-scale exercise this week. Held every three years, the emergency response drill simulated an aircraft accident and required members of Team RDU and mutual aid agencies to respond as if it were a real emergency.

I want to extend my gratitude to the Authority employees who participated, along with all of the mutual aid partners that took part in the exercise. Your response in a high-pressure situation made me proud of our team and confident we are prepared to handle any real-world scenario.

IX. CLOSED SESSION

Motion by Polanco-Galdamez to go into closed session to discuss a personnel matter pursuant to NCGS §143-318.11(a)(1) and (6); Second by Szlosberg-Landis

ADOPTED BY UNANIMOUS VOTE

Closed session from 1:49 p.m. until 2:40 p.m.

Chair Hankins commented that the closed session was held for the annual evaluation of the President and CEO and to consider compensation.

Motion by Polanco-Galdamez to increase the CEO's base salary by 6%, and provide a bonus of 10% of the base salary; Second by Szlosberg-Landis

ADOPTED BY UNANIMOUS VOTE⁵

X. ADJOURNMENT

Motion by Kushner to adjourn; Second by Morgan

ADOPTED BY UNANIMOUS VOTE

⁵ Director Winters abstained from voting given this evaluation was based on the CEO's 2023 performance and she was not a director during that timeframe.



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RALEIGH-DURHAM AIRPORT AUTHORITY ACTIONS BY CONSENT MARCH 21, 2024

The Board approved the following items on the Consent Agenda:

a) Approval of Duke Energy Easements

Memorandum by William C. Sandifer, A.A.E., Executive Vice President and CDO – At its November 2023 meeting the Board approved staff's recommendation to enter into an agreement with Duke Energy for the relocation of electrical utilities in conjunction with the Runway 5L/23R Replacement Program. The agreement requires the Authority to reimburse Duke Energy for the actual cost of all utility relocations and requires the Authority to approve several easements associated with the relocation. The form of easement has been drafted by staff and legal counsel and approved by Duke Energy.

Additionally, Sheetz is installing several Tesla EV chargers. An easement is required to be granted by the Authority to authorize the installation and placement of the electrical service necessary to feed those chargers. The form of easement has been drafted by staff and legal counsel and approved by Duke Energy.

Staff recommends approval of a Temporary Easement for the Phase 1A and 1B (underground) relocation, approval of a Permanent Easement for the 1A overhead relocation, and approval of the easement for the Tesla EV chargers at Sheetz, with authorization for the President and CEO to execute the easements.

b) Taxiway J Reconstruction – Schematic Design Services

Memorandum by Ronald Jewett, VP Facilities Asset Management – The purpose of this item is to provide staff's recommendation on the award of Task Order 7 under the Master On-Call Agreement with Jacobs Engineering Group Inc (Consultant) for schematic design services related to the Taxiway J Reconstruction project. Taxiway J was built in the early 2000's and the pavement has reached the end of its useful life. Furthermore, the taxiway pavement has developed Alkali Silica Reaction throughout the pavement section causing advanced cracking and structural deterioration of the pavement. This project will be the first step in reconstructing Taxiway J in the present location with concrete pavement in accordance with FAA standards.

Taxiway J has one taxiway bridge which is in good structural condition. A visual inspection of the bridge deck surface and a review of previous bridge inspection reports is included in this phase of the project. Any necessary repairs will be addressed in Final Design.

Total compensation under this proposed Task Order 7 is a not-to-exceed amount of \$342,858.81. Labor (\$341,998.81) will be billed at established hourly rates, and expenses (\$860.00) will be billed at direct cost. The overall Disadvantage Business Enterprise (DBE)

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goal for the Master Agreement is 15%. This proposed task order includes a DBE commitment of 49.0% utilizing CES Group Engineers for topographical surveying and subsurface utility engineering, and Connico for construction cost estimating. The Authority's Director of Small Business Programs concurs with this commitment.

Subject to Fiscal Year 24/25 budget approval, staff requests approval of Task Order 7 with the Consultant in the amount of \$342,858.81, and authorization for the President and CEO to execute the task order.

c) Runway 5L-23R Replacement Program Globe Road Driveway Permit

Memorandum by Ronald Jewett, VP Facilities Asset Management – Access to a new utility corridor to be constructed as part of the Runway 5L-23R Replacement Program is off of Globe Road, which dead ends at property owned by the Raleigh-Durham Airport Authority. Although the road is abandoned in this location, access is controlled by the North Carolina Department of Transportation (NCDOT). As such, an agreement between the NCDOT and the Authority is required for the driveway. Access is needed for construction, and it will be determined later if the driveway will be left in place for utility access or for security reasons.

Staff requests consent of the Board for the President and CEO to execute the permit and agreement necessary to obtain approval of the NCDOT for a driveway connection to Globe Road.

d) Runway 5L-23R Replacement Program Stormwater Management Plan Detention Ponds O&M Agreement

Memorandum by Ronald Jewett, VP Facilities Asset Management – As part of the Runway 5L-23R Replacement Program, four stormwater detention ponds have been designed to accept runoff from the project area and retain it for a specified amount of time for settling and clean discharge. As part of the environmental approval process with the State of North Carolina, the Department of Environmental Quality (NCDEQ) requires execution of an agreement with the Airport Authority that specifies perpetual operations and maintenance (O&M) of the retention ponds after construction is complete.

Obligations of the Authority will include periodic condition assessments, maintenance, and repairs as necessary.

Execution of the agreement is a no-cost item, but its permanence necessitates Board action.

Staff requests consent of the Board for staff to take action to negotiate the terms of the Stormwater O&M Agreement with the NCDEQ and authorization for the President and CEO to execute the agreement.

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e) Consideration of a Multi-Year Contract with Askreply, Inc. dba B2GNow

Memorandum by Michael McLanahan, Vice President of IT Business Solutions – As part Askreply, Inc. dba B2GNow (B2GNow) is a technology company that provides grant, procurement, and supplier management software. The Small Business Program Office uses B2GNow software to manage the Minority and Women Owned Small Business program. Information Services is seeking approval of a five-year agreement with B2GNow at a total cost of \$139,803 over the five-year period.

B2GNow's diversity management software provides a mechanism for the Authority to monitor and maintain federal compliance with the Disadvantaged Business Enterprise (DBE), Airport Concessions DBE (ACDBE), Minority and Women-Owned Small Business (MWSB) goals. This direct relationship between the FAA and B2GNow has allowed this software to remain compliant and responsive to FAA requirements.

B2GNow software licenses and technical support can be purchased through agreement AR3088 with the National Association of State Procurement Officials (NASPO) cooperative.

This procurement initiative has been reviewed and is supported by the Authority's Small Business Programs Office.

Staff requests approval for a 5-year agreement with Askreply, Inc. dba B2GNow for diversity management software at a cost of \$139,803 and that the President and CEO be given the authority to sign any necessary, related documents.

f) Consideration of a Multi-Year Contract with Oracle EBS Software

Memorandum by Michael McLanahan, Vice President of IT Business Solutions – Oracle E-Business Suite (EBS) is the Enterprise Resource Planning (ERP) product that RDUAA uses for Purchasing and Payables. Information Services is seeking approval of a three-year agreement with Oracle at a total cost of \$223,203.63 over the three-year period.

There are two elements to this year's Oracle EBS maintenance and support renewal. First, is an amendment to the existing Oracle Public Sector Technical Support Services Agreement (TSSA). The TSSA is the overarching agreement that allows RDUAA to place orders directly with Oracle. There are no costs, obligations, or commitments associated with a TSSA. Second, is a 3-year renewal order for Oracle EBS software maintenance and support. This order delivers software updates, software patches, and 24x7 support.

The Information Services and Procurement teams collaborated to issue an open Business Solicitation (IFB #554-2024-0012-DSP) and request a quote from Oracle America. It was subsequently determined purchasing direct from Oracle is the lowest cost.

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This procurement initiative has been reviewed and is supported by the Authority's Small Business Programs Office.

Staff requests approval for a 3-year agreement with Oracle America for Oracle EBS maintenance and support at a cost of \$223,203.63 and that the President and CEO be given the authority to sign any necessary, related documents.

g) Purchase of Generator for Terminal 1

Memorandum by Sean R Saunders, Vice President of Operational Asset Management – Terminal 1 is served by three (3) generators, each serving separate loads in the event of power interruptions to the building. Generator #5713 supports National Electric Code (NEC) 700 & 702 requirements to protect human life (such as emergency lighting and fire alarm/suppressions systems) and provides optional standby power, respectively. This generator was installed in 1980 and is over 40 years old. Through oil analysis and staff inspections, it has been determined that a replacement is needed. A formal design study was conducted to determine an appropriate replacement, resulting in the recommendation of a 450kW diesel powered emergency generator. Due to the long equipment lead times (32 weeks), this bid is for the equipment only to get the order placed, the installation services will be solicited separately at a later date.

A competitive equipment purchase solicitation (IFB# 554-2023-0045) was issued on October 30, 2023. Two firms responded by the November 30, 2023, deadline with proposals to provide 450kW Emergency Generators. The bid period was extended to December 15, 2023, to obtain additional bids. No additional firms responded by the December 15, 2023, deadline.

This procurement initiative has been reviewed and is supported by the Authority's Small Business Programs Office. Gregory Poole Equipment Company was the lowest responsive and responsible bidder for IFB# 554-2023-0045 at a cost of \$111,540.00.

Approval of a Purchase Agreement with Gregory Poole Equipment Company for a Caterpillar 450 kW Emergency Generator for \$111,540 and authorization for the President and CEO to execute the agreement.

h) Approval of Adopt-A-Highway Agreement

Memorandum by Steven Yanni, C.M, Director of Contracts Facilities Maintenance – This recommendation is for the approval of an Agreement with the North Carolina Department of Transportation for the continuation of the Authority's participation in the Adopt-A-Highway program.

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This Agreement will renew the Authority's commitment with the DOT 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. DOT 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.

The agreement will be for a period of four years, beginning on April 1, 2024.

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.

i) Consideration of Designation of Deputy Finance Officer

Memorandum by Ron Kapocius, Vice President and Chief Financial Officer – Pursuant to Chapter 159 of the North Carolina General Statutes, the Authority is required to have a Finance and Budget Officer, appointed by the Board, to perform the duties outlined in the statute as well as to countersign checks and provide pre-audit certifications for disbursements. On January 6, 2021, Ron Kapocius was appointed both Finance Officer and Budget Officer. At that time Mesheila Lynch was appointed Deputy Finance Officer.

In view of Ms. Lynch's retirement from the Authority and in order to reflect the current organizational structure, staff requests consideration to appointment Shibu Idichandy as Deputy Finance Officer pursuant to NCGS §§159-25, 28.

Also, pursuant to North Carolina General Statute §159-28.1 for the Authority's use of facsimile signatures, staff requests consideration of approval for Shibu Idichandy to join Ron Kapocius as authorized, for use of facsimile signatures on all pre-audit certifications and for such named individual to be charged with custody of their pre-audit certification signature stamp.

Staff requests approval of:

- (i) the appointment of Shibu Idichandy as Deputy Finance Officer,
- (ii) Use of the facsimile signatures on all pre-audit certifications for Shibu Idichandy, and for such named individual to be charged with custody of their pre-audit certification signature stamp.

j) Consideration of Task Order 2 with Campbell-Hill Aviation Group, LLC

Memorandum by David S. Freedman, SVP and Chief Revenue Officer – As the Raleigh-Durham Airport Authority ("Authority") continues its strategic air service development program, the utilization of air service expertise is an essential component to the process. The Authority's air service consultant, Campbell-Hill Aviation Group, LLC ("Campbell-Hill"), is currently under a

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Master Services Agreement (“MSA”) and the initial term of the MSA is through December 31, 2026. Task Order 2 to the MSA would cover and extend the consulting services through March 31, 2025. The extended consultancy period will provide the Authority with important and uninterrupted air service expertise and support. Funding for Task Order 2 has been included in and is contingent upon the approval of the Authority’s FY 24-25 budget.

In general, the air service consulting services in Task Order 2 includes among other items: airline meetings, monthly consulting and support services, dashboard development, forecasting, and cargo and catchment study updates. The MWSB goal for the MSA is 6% (3% MB and 3%WB) and Campbell-Hill expects to exceed this goal with 3.8% MB and 2.4% WB participation for the services included in Task Order 2. This has been reviewed by the Authority’s Small Business Program Office.

Staff recommends approval of Task Order 2 to the Master Services Agreement with Campbell-Hill Aviation Group, LLC in the amount of \$290,710 and authorization for the President and CEO to execute the Task Order.

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RALEIGH- DURHAM AIRPORT AUTHORITY LAND AND DEVELOPMENT COMMITTEE WORK SESSION MINUTES MARCH 21, 2024

Chair Hankins presided. Present: Hall-Roberts, Kushner, Morgan, Polanco-Galdamez. Szlosberg-Landis, and Winters.¹ Staff present included: President and CEO Landguth, Executive Vice President and CDO Sandifer, Executive Vice President and Chief ISAO McFall, SVP and Chief Operating Officer Connell, Senior Vice President and CRO Freedman, Senior Vice President and CIO Kruse, Vice President and CHRO Armstrong, Vice President and CFO Kapocius; Vice President Feldman, SVP and General Counsel Locklear, Executive Assistant Rosales, and other staff members and guests.²

The Committee discussed the following items:

1. Construction Management at Risk Selection - Bundled Projects

Presented by Jaymes Carter, Vice President, Buildings and Building Systems – The purpose of this item is to provide a staff recommendation for the selection of Construction Management at Risk Firms for Bundled Projects at RDU. The following projects were listed in an RFQ released by the Authority on October 17th, 2023:

- Terminal 1/Terminal 2: Restroom Refresh/Addition, Terminal 2: Flooring Replacement, Terminal 2: Automatic Entry Doors Overhaul/Security Doors/Frames & TSA Exit Gates, Campus Roof Repairs, Airport Operations: Chiller Replacement, Maintenance Building: HVAC/Boiler/Air Handler, Lift Station Replacement, Energy Plant: Re-Building of Chillers (Serving T2), Terminal 1/Terminal 2: Concessions Development Program Phase 3.

Six firms/teams submitted Statements of Qualifications and the staff shortlisted four firms to interview. The four firms were:

- Messer/D.A. Everett
- Samet/MEG JV, a Joint Venture
- New South – Right Build JV, in Association with Varnedoe
- Whiting-Turner Contracting Company

Upon completion of the interviews the ranking of the firms/teams is listed below.

1. Messer/D.A. Everett
2. New South – Right Build, a Joint Venture, in Association with Varnedoe
3. Samet/MEG JV, a Joint Venture
4. Whiting-Turner Contracting Company

¹ Winters participated remotely via Teams.

² The meeting was live streamed at <https://youtube.com/live/LGU7FKDHHHQ?feature=share>.



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The overall Minority and Women Owned Small Business (MWSB) goals for the Master Agreement will be 10.0% for Minority Small Owned Businesses (MB) and 5.0% for Women Small Owned Businesses (WB). MB and WB participation goals will be confirmed with each Guaranteed Maximum Price Amendment. This has been discussed with the Authority's Small Business Program Office.

Mr. Carter introduced attending representatives from the CMAR firms. He answered questions as to how the top two firms were chosen, and how projects would be assigned to a CMAR firm.

Staff requests approval and authorization for the staff to negotiate Master Services Agreements with the top two firms/teams: Messer/D.A. Everett and New South – Right Build, a Joint Venture, in Association with Varnedoe, and authorization for the President and CEO to execute the agreements.

2. Lumley Road Relocation - WK Dickson 100% Design/CA Services

Presented by Jim Novak, Director of Airside Engineering – Under Task Order 7 to their 2020 Master Services Agreement, WK Dickson (WKD) has provided design services through 60% design to relocate Lumley Road outside of the Runway Protection Zone in connection with the Runway 5L-23R Replacement project at RDU. Amendment 1 and Amendment 2 to Task Order 7 included furthering the design to bid the “Early Works” utility relocation package and performing soil corrosion potential testing required for the sanitary sewer force main relocation design, as well as technical support for early material purchases.

Proposed Amendment 3 to Task Order 7 with WKD includes 100% design services, bidding and construction phase administration for “Early Works” clearing of the utility corridor and construction of the Duke power lines and sanitary sewer force main installations. Total compensation under this proposed Amendment 3 to Task Order 7 is a not-to-exceed amount of \$5,477,166. Labor (\$5,429,711) will be billed at established hourly rates, and expenses (\$47,455) will be billed at direct cost.

The overall Disadvantage Business Enterprise (DBE) goals for the existing Agreement are 11%. This proposed Amendment 3 to Task Order 7 includes a DBE commitment of 16.32% utilizing Accelerate for traffic signal design, BB Foster for utility coordination, Connico for cost estimating, Aulick Engineering for stormwater culvert design, Walls Engineering for electrical design, and Wetherill for topographic and subsurface utility engineering. The Authority's Director of Small Business Programs concurs with this commitment.

Mr. Novak answered questions about how the location of the proposed utilities was determined and considerations to minimize impact.

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Staff requests approval of Amendment 3 to Task Order 7 with WK Dickson. in the amount of \$5,477,166 and authorization for the President and CEO to execute the Amendment.

3. John Brantley Blvd Extension / Ground Transportation Center / Public Parking Garage Replacement Environmental Compliance Report Services - Project 881440

Presented by Rachel Stair, Director of Planning & Sustainability – The purpose of this agenda item is to provide a staff recommendation for the approval of a Task Order with Landrum & Brown (L&B) for the preparation of an Environmental Compliance Report (ECR) for the John Brantley Boulevard (JBB) Extension, Ground Transportation Center (GTC), and Public Parking Garage (PPG) Replacement project (Proposed Project). The scope of the project generally includes project management and administration, public workshops, environmental analysis, and draft and final document preparation all in accordance with the Project Environmental Compliance Review Policy.

Total compensation under this proposed Task Order is a not-to-exceed amount of \$180,607.19. Labor (\$163,597.19) is set at a not to exceed amount and will be billed at established hourly rates, and expenses (\$17,010.00) will be billed at direct cost.

The overall Minority and Women-owned Small Business (MWSB) goals for the existing Master Agreement are 10% for Minority-owned Small Businesses (MB) and 5% for Women-owned Small Businesses (WB). The proposed Task Order 11 includes commitments of 30.9% for MB and 17.6% WB. The Authority's Director of Small Business Programs concurs with this commitment.

Mrs. Stair answered questions about how public comments are considered, with responses defining any actions proposed. Chair Hankins thanked staff and the consultants for undertaking this process which allows more public visibility to the projects.

Staff requests approval of Task Order 11 with Landrum & Brown in the amount of \$180,607.19 and authorization for the President and CEO to execute the Task Order.

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RALEIGH- DURHAM AIRPORT AUTHORITY BOARD OPERATIONS COMMITTEE WORK SESSION MINUTES MARCH 21, 2024

Committee Chair Morgan presided. Present: Hall-Roberts, Hankins, Kushner, Polanco-Galdamez, Szlosberg-Landis, and Thompson.¹ Staff present included: President and CEO Landguth, Executive Vice President and CDO Sandifer, Executive Vice President and Chief ISAO McFall, SVP and Chief Operating Officer Connell, Senior Vice President and CRO Freedman, Senior Vice President and CIO Kruse, Vice President and CHRO Armstrong, Vice President and CFO Kapocius; Vice President Feldman, SVP and General Counsel Locklear, Executive Assistant Rosales, and other staff members and guests.²

The Committee discussed the following items:

1. Consideration of Procore Software Renewal

Presented by Michael McLanahan, Vice President of IT Business Solutions – Staff is seeking approval to purchase a one-year renewal for Procore Construction Project Management software at a cost of \$346,028.99. The current Procore subscription expires on April 5, 2024.

Procore is an industry-leading cloud-based construction project management tool that has been in use by the Authority since 2022. All major construction projects being undertaken by the Authority, including Vision 2040 initiatives, are managed using the Procore software.

Information Services collaborated with Procurement and the Project Management Office to seek out the most advantageous renewal approach. Quotes were obtained from Procore directly, GSA via Immix Group/EC America, and OMNIA via Carahsoft. Ultimately, GSA via Immix Group/EC America was the lowest quote at \$346,028.99.

Procore is priced as a function of the total annual capital value of all projects being managed by the Procore software, which fluctuates from year to year at the Authority.

This procurement initiative has been reviewed and is supported by the Authority's Small Business Programs Office.

Mr. McLanahan answered questions regarding pricing based on the value of the projects' portfolio, and that this year's focus was to secure the most competitive pricing.

¹ Winters participated remotely via Teams.

² The meeting was live streamed at <https://youtube.com/live/LGU7FKDHHHQ?feature=share>.



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Staff requests approval of a one-year renewal for Procore Software via GSA Contract # GS-35F-0511T through ImmixGroup / EC America at a cost of \$346,028.99 and authorization for the President and CEO to execute the purchase order and any related documents.

2. Consideration of Revision 001 to Minimum Standards for Commercial Aeronautical Activities

Presented by Tyler Maheu, C.M., Sr. Director of Commercial Management – Airport Minimum Standards provide a comprehensive, standardized, and consistent process and set of requirements for commercial aeronautical service operators (such as flight schools, aviation mechanics, etc.) to apply for, and be granted, the privilege to conduct business at airports. Minimum Standards are commonplace at commercial service airports and are effectively used under the guidance of FAA Advisory Circular 150/5190-7.

In November 2023, the Board of Directors reviewed and approved Minimum Standards for Commercial Aeronautical Activities at RDU. Subsequently, staff identified a version error in Exhibit A – Insurance Requirements that was submitted to and approved by the Board.

Revision 001 to the Minimum Standards is intended to correct the version error to Exhibit A, updating various insurance requirements for Fixed Base Operators, Flight Schools, and other Specialized Aviation Service Operators and Independent Operators. Revision 001 further improves the Minimum Standards by revising minor drafting errors and clarifying definitions.

Mr. Maheu gave a summary of the proposed revisions. James Witherspoon, VP of Risk Management, Safety and Insurance, summarized the insurance revisions. He shared the insurance revision log and commented on certain revised sections, noting appropriate coverages for the airport while being reasonable and obtainable limits for the operator. Mr. Maheu confirmed that rates and charges would be effective April 1, 2024, and he explained the application process for a new service or fixed base operator. Mr. Maheu commented that the Minimum Standards are a living document and would be reviewed by staff.

Staff requests approval of Revision 001 to the Minimum Standards for Commercial Aeronautical Activities and authorization for the President and CEO to execute Revision 001.

3. Consideration of Amendment 1 to Facility Lease and Operating Agreement with Signature Flight Support Corporation

Presented by Tyler Maheu, C.M., Sr. Director of Commercial Management – The Authority entered into a Fixed Base Operator (FBO) Facility Lease and Operating Agreement with Signature Flight Support Corporation effective April 1, 2022. Under the Agreement, the FBO provides general aviation services to RDU users, including hangar and tie-down rental, pilot

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flight planning facilities, ground handling services, etc.

In November 2023, the Authority adopted Minimum Standards for Commercial Aeronautical Service Operators to streamline and formalize the process for Operators, including flight schools, mechanics, air charter operators, etc. to apply for and potentially be issued a permit to operate at RDU. The Minimum Standards will become effective April 1, 2024.

Amendment 1 to the FBO Agreement addresses the following:

- Requires FBO to acknowledge the Authority's Sustainability Plan and agree to comply with it;
- Requires FBO to acknowledge the Authority's Minimum Standards and agree to comply with them; and
- Updates the FBO Service Charges section to set fees such as approved annually by the Authority Board as part of the Authority Rates and Charges, and to define "Gross Amount of Services" for Aircraft Sales Operators to mean one percent (1%) of the broker's fee (instead of 1% of the total value of the sale).

Note, consideration of this item is contingent upon approval of Revision 001 to Minimum Standards for Commercial Aeronautical Activities.

Mr. Maheu answered questions regarding the 1% broker's fee, and explained such rates and charges are set out in and implemented by the Minimum Standards and in new agreements with fixed base operators.

Staff requests approval of Amendment 1 for Signature Flight Support Corporation and authorization for the President and CEO to execute the Amendment.

4. Amendment #3 with Oracle Elevators

Presented by Sean Saunders, VP Operational Asset Management – Staff is seeking Board approval of Amendment #3 with Oracle Elevator for handrail and ancillary equipment replacements. Oracles current maintenance contract provides for the on-going maintenance and repair of RDU's elevators, escalators, and moving walkways. This contract includes preventative maintenance and remedial repairs to keep the equipment in safe and fully operational condition. Excluded from the contract are major components that reach end of life due to normal wear and tear.

As part of the scope of services, the Authority requires Oracle Elevator to conduct an annual inspection using an independent 3rd party of all 87 pieces of equipment to assist with planning for major component replacements and other excluded work. As part of this assessment, a number of power walk and escalator handrails were identified for replacement. Staff believes it is best practice to purchase these handrails and replace them in a timely manner prior to failure. Planning for these activities in advance will reduce the downtime waiting on a part replacement after a handrail has failed. This Amendment addresses nine (9) handrails and include materials and labor costs.

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The annual assessment also identified three (3) other items that are due for replacement due to age. These items include new hoist way doors and tracks (on the lower level) for T1 Elevator 7, door protection system and a solid-state starter for Elevator 16 in South Cargo and a new solid-state starter for Elevator 16 in the DOT building. The price includes labor and materials.

The Small Business Office has been made aware of this Amendment, and they do not have any issue with this as there is no participation in this contract.

The proposed Amendment will cost a total of \$114,899.65 (\$96,425.58 for handrails and \$18,474.07 for the small capital upgrades) and will be completed in FY 24-25. Please note, this Amendment will only go through if the FY24-25 budget is approved during the March Board Meeting.

Board members commented that maintaining the operation of this equipment was an important aspect of providing customer service, particularly to those with mobility concerns. Staff confirmed this amendment was outside of the current contract's scope and total.

Approval of Amendment #3 with Oracle Elevator in the amount of \$114,899.65 and authorization for the President and CEO to execute the contract.

5. Energy Management Consultant Services – Master Service Agreement

Presented by Abhishek Bathula, Energy Manager – In support of RDU's Sustainability Management Plan, the development of an Energy Management Plan (EMP) will provide a roadmap to establish a sustainable energy program. The EMP will provide clear direction and actionable targets to increase the likelihood of successful implementation and deliver meaningful results including but not limited to energy savings, improved resiliency, reliability, and greenhouse gas reduction.

To initiate this plan, staff released a Request for Qualifications in October 2023 to identify the most suitable energy management consultant partner and assembled a selection panel comprising of individuals from various departments.

Ten proposals were received and reviewed by the selection panel. Four firms were short-listed, and on-site interviews were scheduled. The evaluation criteria used by the selection panel included but was not limited to:

- Knowledge of Energy Management Plans.
- Airport Experience
- Experience with Renewable
- Advocacy Plan for Funding
- Goals related to Minority, Women, and Small Business participation

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Based on the selection panel evaluation, "HANSON PROFESSIONAL SERVICES" emerged as the top scorer and staff recommends engaging in a Master Services Agreement to develop the Energy Management Plan and also assist with implementation over the course of the agreement.

ENERGY MANAGEMENT CONSULTANT RFQU SUBMITTAL		
Scoring Results/Ranking		
Post-Interview Ranking	Consultant Name	Post-Interview Score/ Points out of 100
1	HANSON	89
2	ARUP	82
3	JACOBS	81
4	BALCK & VEACH	78
5	AECOM	77
6	EXP	70
7	RAMBOLL	68
8	NV5	63
9	SUD ASSOCIATES	59
10	NZERO	22

Representatives of Hanson Professional Services were recognized. Bill Bradford, Sr. VP-Energy, Sustainability and Resiliency Principal, and Susan Zellers, Sr. Project Manager-Aviation Planning Lead, explained how the Energy Management Plan will determine a roadmap to establish a Sustainable Energy Program. Mr. Bradford detailed Hanson's energy management experience with other airports. The energy management plan process was outlined.

Approval of a five year Master Service Agreement (MSA) with Hanson Professional Services and authorization for the President and CEO to execute the agreement.

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RALEIGH-DURHAM AIRPORT AUTHORITY BOARD MEETING MINUTES APRIL 18, 2024

Chair Hankins presided. Present: Hall-Roberts, Kushner, Morgan, Polanco-Galdamez, Szlosberg-Landis, and Winters.¹ Staff present included: President and CEO Landguth, SVP and Chief Operating Officer Connell, Senior Vice President and CRO Freedman, Senior Vice President and CIO Kruse, Vice President and CHRO Armstrong, Vice President and CFO Kapocius; Vice President Feldman, SVP and General Counsel Locklear, Executive Assistant Rosales, and other staff members and guests.²

I. APPROVAL OF AGENDA

Motion by Kushner for approval of the amended Agenda to add a new item 2.b. Consideration of Public Comments Rules, dependent on the approval of the amendments to Ordinance Chapter 6, Administration; Second by Polanco-Galdamez

ADOPTED BY UNANIMOUS VOTE

II. APPROVAL OF MINUTES

Secretary Szlosberg-Landis noted her review of the minutes of the regular meetings of the Board, the Board committees, and the consent actions of the Board held on March 21, 2024, and asked if any edits were needed. Kushner noted a correction to the Minutes in V. New Business, 2.a. FY2024-2025 Budget section to add the word “not.”

Motion by Szlosberg-Landis for approval of these minutes as amended; Second by Kushner

ADOPTED BY UNANIMOUS VOTE

III. CHAIR COMMENTS

1. Chair Hankins welcomed everyone. He commented on the Japanese Prime Minister, Fumio Kishida’s recent landing at RDU and tour of the Triangle area. Chair Hankins thanked RDU staff for their efforts and collaboration with state and federal agencies to accommodate this dignitary’s historic visit.
2. Chair Hankins mentioned the “Reimagine” campaign underway to share information about new airport amenities passengers may anticipate for future travel through RDU.
3. Chair Hankins noted the upcoming 25th Special Olympics North Carolina Plane Pull on April 20th sponsored by RDU. He discussed how teams may participate and that the Authority’s Field Maintenance Department will compete as one of the teams.

¹ Director Winters participated remotely via Teams.

² The meeting was live streamed at <https://youtube.com/live/uvS2jShugrM?feature=share>.



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IV. OLD BUSINESS

1. Operations Committee – Morgan reported Board members met during the Committee work session on April 18, 2024, and discussed the following:

- a. Purchase of Fleet Vehicles and Equipment

Motion by Morgan for approval to purchase one (1) Mack Refuse Truck, three (3) Ford E-Transit (EV) and three (3) EV Charging Stations, three (3) Ford Police Interceptor Utility (Hybrid), two (2) Ford F250 Trucks, and two (2) Sets of Mobile Column Lifts with associated equipment in the amount of \$715,978.16 and authorization for the President and CEO to execute any necessary documents to complete the purchases; Second by Polanco-Galdamez

ADOPTED BY UNANIMOUS VOTE

2. Land and Development Committee – Chair Hankins reported Board members met during the Committee work session on April 18, 2024, and discussed the following:

- a. United Therapeutics Hangar

Motion by Chair Hankins for approval and authorization of the Contract for Construction in the amount of \$336,500.00, and authorization for the President and CEO to execute the contract; Second by Polanco-Galdamez

ADOPTED BY UNANIMOUS VOTE³

- b. Closed Session

Committee met in closed work session in order to consult with an attorney in order to preserve the attorney-client privilege between the attorney and the public body pursuant to NCGS §143-318.11(a)(3).

V. NEW BUSINESS

1. Consent Agenda

- a. Consideration of South Cargo Building 1 Lease Agreement with Deutsche Lufthansa Aktiengesellschaft, Inc.
 - b. Request for Approval – Amendment Five to Services Agreement with Bell & Porter, LLC
 - c. Consideration of Amendment 1 to Facility Lease and Operating Agreement with Atlantic Aviation Infrastructure Corporation
 - d. Contract with the Vertiv Corporation for Annual Uninterruptable Power Supply (UPS) PM Services

³ Director Kushner recused himself from voting due to a potential conflict of interest



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- e. Contract with ASCO for Annual Automatic Transfer Switch (ATS) PM Services
- f. Federal Aviation Administration Grant 3-37-0056-066-2024, RDUAA Project:
Runway 5L-23R Replacement

Motion by Kushner to approve and adopt the Consent Agenda items a.-f.; Second by Hall-Roberts

ADOPTED BY UNANIMOUS VOTE

2. Proposed amendment to Ordinance Chapter 6, Administration

a. Consideration for final action

Chair Hankins briefly recapped the creation and meetings of the Committee on Bylaw Modernization. He noted that the final draft of proposed amendments to Ordinance Chapter 6, Administration, was presented and considered at the meeting held March 21, 2024 and is being considered again at this meeting for final action. Chair Hankins read the text of the proposed amendments to Chapter 6. Chair Hankins noted that no comments had been received regarding these changes and there was no legal requirement to hold a public hearing.

Secretary Szlosberg-Landis asked questions about situations where a vacancy in the chair's position occurs and General Counsel Locklear discussed the Board's past practices, including the rotation of the chair and vice chair's positions between sponsoring entities. Chair Hankins noted this scenario occurred in 2021 and briefly recapped that then Vice Chair Hannah became Acting Chair until his election to Chair.

Board members expressed their views on holding the Public Comments period monthly or every other month, and about the proposed comment trial period, noting that any future amendment would require changing the Ordinance. There were comments about the length of the meetings and the need for the Board to consider business items and move matters forward. There were suggestions that the Public Comments period could be added to a particular meeting agenda, when such a period was not normally scheduled; however other comments noted that it would be preferential to have protocols in place and then expectations could be set. The Board agreed that the Public Comments period would appear on the agenda for every other meeting, beginning in May, if Public Comments Rules are adopted, and that continuing the Public Comments period would be revisited after one year.

Director Winters expressed concerns about the Board losing oversight of Minority and Women-owned Small Businesses participation and goals achieved in contracts if Section 6-22 is amended to increase the authority of the President and CEO. There was discussion that the contract authority had been fixed since the 1990s and that the vast majority of contracts would still come before the Board. Thiané Carter, Director of Small Business Program, explained that every contract proposed for execution comes through the

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Small Business Program Office to determine if the ACDBE, DBE, or MWSB goals (as applicable) had been met, or if a good faith effort had been made. Ms. Carter confirmed that regardless of the contract's size/value, it is reviewed for participation goals. Michael Landguth, President and CEO, noted that Thiané Carter prepares a monthly report for senior management, which details how contracts' participation goals are meeting milestones. Mr. Landguth thanked Vice Chair Hall-Roberts for her guidance in this area. Director Winters thanked everyone for the information and indicated her concerns were addressed.

Motion by Kushner to approve, effective today, the amendments to Chapter 6, Administration Ordinance, as discussed and provided to Board members; Second by Szlosberg-Landis

ADOPTED BY UNANIMOUS VOTE⁴

b. Consideration of Public Comments Rules

Chair Hankins referred to the draft set of rules provided to each of the Directors and went over each of the rules. Directors Szlosberg-Landis and Morgan asked questions about speakers providing written materials, slides or other visual aids and it was noted that the public may send the Board members any information at any time. Director Kushner posed that if a speaker wanted to comment on a particular slide presented by Authority staff during the meeting, that should be accommodated. Chair Hankins commented that these rules could be amended when the Board sees fit and as needed and once approved, should be posted on the website for public awareness.

Motion by Morgan to approve, effective today, the Public Comments Rules; Second by Kushner

ADOPTED BY UNANIMOUS VOTE

3. Election of Officers

At Chair Hankins' request, General Counsel Locklear opened the floor for nominations for the office of chair or for a slate of officers' nominations. Director Kushner offered that the current slate of officers be re-elected for a second one-year term. Hearing no other nominations, General Counsel Locklear closed the floor for officer nominations.

Motion by Kushner to re-elect the current slate of officers:

Chair – Ellis Hankins

Vice Chair – Tammie Hall-Roberts

Secretary – Nina Szlosberg-Landis

Treasurer – Yesenia Polanco-Galdamez;

Second by Morgan

ADOPTED BY UNANIMOUS VOTE

⁴ Supermajority vote of six Board members

Raleigh-Durham Airport Authority Board Members



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VI. GENERAL COUNSEL'S REPORT

No items were reported.

VII. MEMBER COMMENTS

Winters noted that she was getting acclimated and expressed appreciation for information shared and time spent with her by fellow Board members and senior management. Hall-Roberts encouraged staff to continue to provide service with excellence and thanked her colleagues for allowing her to serve as Vice Chair for another year. Szlosberg-Landis thanked staff for presentations highlighting sustainability considerations and she expressed appreciation that the Public Comments period was added and noted that as we listen, we learn and improve. Kushner voiced his excitement that the revisions to Chapter 6 Ordinance passed including the Public Comment period and he hoped it would allow for fruitful engagement during the meeting on matters before the Board. Morgan echoed colleagues' comments and noted that the added Public Comment period was an additional way to engage the public. He expressed appreciation to staff for their work in providing meaningful presentations and thanked Michael Landguth and staff for communicating information to help the Board make informed decisions.

VIII. PRESIDENT AND CEO'S REPORT

Welcome

Good afternoon, Board members, Team RDU, business partners, and guests who are joining us today.

Air Service Report

Passenger traffic got a significant boost in March. Spring break getaways brought 1,230,063 travelers through RDU. That was an increase of 24.7 percent above February and a 6.9 percent increase over last March. American Airlines had 30 percent of the market share at RDU, with Delta at 27.7 percent and Southwest at 15.5 percent.

Frontier Expansion

Frontier expanded service to five popular destinations this month, just in time for spring and summer travel. The airline began direct flights to Boston, Miami, Tampa and New York-LaGuardia on April 10th. Direct service to Chicago-O'Hare started April 11th.

Terminal Moves

Sun Country Airlines relocated from Terminal 2 to Terminal 1 when it resumed seasonal service this week. The move was made to maximize gate space in both terminals, accommodate airline needs and prepare for continued growth.

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The Airport Authority updated signs on campus, including on roads and in the parking deck and economy lots, to inform airport guests about the change. Passengers who mistakenly go to Terminal 2 can cross back through the parking deck to reach Terminal 1, a less than five-minute walk.

Breeze Airways moved to Terminal 1 on April 17th. RDU recommends passengers contact Breeze or Sun Country directly if they have questions about terminal assignments.

IX. ADJOURNMENT

Motion by Kushner to adjourn; Second by Polanco-Galdamez

ADOPTED BY UNANIMOUS VOTE

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RALEIGH-DURHAM AIRPORT AUTHORITY ACTIONS BY CONSENT APRIL 18, 2024

The Board approved the following items on the Consent Agenda:

a) Consideration of South Cargo Building 1 Lease Agreement with Deutsche Lufthansa Aktiengesellschaft, Inc.

Memorandum by Karen Reynolds, Director of Properties – Deutsche Lufthansa Aktiengesellschaft, Inc. (“Lufthansa”) will commence operations at RDU on June 6, 2024. They wish to lease South Cargo Building 1, Unit #2201 to support their aircraft maintenance operation. The building space will be used for storage of aircraft maintenance parts and tools, and any administrative and office activities associated with the aircraft maintenance operation.

Staff requests approval of the new agreement with Lufthansa as follows:

- Initial agreement term will expire two years from Date of Beneficial Occupancy, unless the one renewal term of one year is exercised.
- Fixed rental rates (set by appraisal):
 - Warehouse space: 2,109.63 s.f. @ \$12.75/s.f./year
 - Office space: 319.36 s.f. @ \$17.25/s.f./year
 - First year fixed rent revenue: \$32,402.79
- Maintenance and Operations Fee, as calculated annually by the Authority

The fixed rental rates will escalate 3% annually unless the Authority chooses to perform an appraisal to determine FMV rates.

Staff recommends approval of the South Cargo Building 1 Lease Agreement with Deutsche Lufthansa Aktiengesellschaft, Inc., and authorization for the President and CEO to execute the Agreement.

b) Request for Approval – Amendment Five to Services Agreement with Bell & Porter, LLC

Memorandum by Dan Miller, Vice President of Marketing – The Authority has successfully recruited new airlines and destinations. The Authority Board approved the Air Service Development Policy in August 2022, including the Air Service Incentive Program (ASIP), which provides funds which the Marketing team invests to promote qualified new carriers and destinations. Additionally, as passenger volume increases, the Marketing team continues to implement collaborative promotional campaigns to build awareness of parking products and our growing concessions program. The FY 24-25 Operating Budget includes funds to promote parking. The Authority also maintains the Concessions Marketing Fund (separate from the Operating Budget), which provides dollars invested in promotion of the concessions program

to

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drive sales. Staff requires continued marketing consulting and media buying services to complete the complex digital and traditional advertising campaigns to promote new air service, parking products, and concessions programs.

In June 2023, the Authority entered a 1-year service agreement with Bell & Porter, LLC (B&P), a women-owned marketing and media buying agency based in Raleigh. As business required, there have been four subsequent amendments. This request is for approval of Amendment Five. While the total amount of funds available in FY 24-25 to promote air service, parking, and concessions collectively is approximately \$1,000,000, Amendment Five is for an amount not to exceed \$250,000; and will authorize B&P to provide the critical marketing and advertising consulting and media buying services required between April 19 and June 21, 2024. Cost also includes media spend to promote air service (\$165,000), parking (\$10,000), and concessions (\$75,000). The Procurement team is currently conducting an RFP to select a new marketing and creative agency(ies), and staff plans to bring a request for approval of related agency contracts to the Board in May.

MWSB commitment for this amendment is 0% MB and 100% WB; the MWSB goals for this contract are 7% MB and 89% WB. The Small Business Program Office concurs with the proposed commitment.

Cost Summary

Total Amendment Five (Not to Exceed): \$ 250,000

Consulting:	\$0
Media Spend:	\$ 212,500
Agency Commission: (15%)	\$ 37,500

Total Contract Not to Exceed: \$1,225,200

(Total Media Spend): \$ 954,775

Staff requests approval for Amendment Five to the Services Agreement with Bell & Porter, LLC, for an amount not-to-exceed \$250,000 for marketing and advertising consulting and media buying services to be performed between April 19 and June 21, 2024, authorizing the President and CEO to execute the agreement.

c) Consideration of Amendment 1 to Facility Lease and Operating Agreement with Atlantic Aviation Infrastructure Corporation

Memorandum by Tyler Maheu, C.M., Sr. Director of Commercial Management – The Authority entered into a Fixed Base Operator (FBO) Facility Lease and Operating Agreement with Atlantic Aviation Infrastructure Corporation effective April 1, 2022. Under the

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Agreement, the FBO provides general aviation services to RDU users, including hangar and tie-down rental, pilot flight planning facilities, ground handling services, etc.

In November 2023, the Authority adopted Minimum Standards for Commercial Aeronautical Service Operators to streamline and formalize the process for Operators, including flight schools, mechanics, air charter operators, etc. to apply for and potentially be issued a permit to operate at RDU. The Minimum Standards became effective April 1, 2024.

Amendment 1 to the FBO Agreement addresses the following:

- Requires FBO to acknowledge the Authority's Sustainability Plan and agree to comply with it;
- Requires FBO to acknowledge the Authority's Minimum Standards and agree to comply with them;
- Updates the FBO Service Charges section to set fees such as approved annually by the Authority Board as part of the Authority Rates and Charges, and to define "Gross Amount of Services" for Aircraft Sales Operators to mean one percent (1%) of the broker's fee (instead of 1% of the total value of the sale); and
- Revises the Notice section for Atlantic's Notice points of contact.

Staff requests approval of Amendment 1 for Atlantic Aviation Infrastructure Corporation and authorization for the President and CEO to execute the Amendment.

d) Contract with the Vertiv Corporation for Annual Uninterruptable Power Supply (UPS) PM Services

Staff is seeking Board approval of a contract with the Vertiv Corporation to provide annual preventative maintenance (PM) services on all Vertiv/Leibert Uninterruptible Power Supplies (UPS). An UPS provides immediate backup electric power to critical airport IS equipment via batteries when main power fails. This bridges the gap in time needed for an emergency generator to start and provide backup power. The UPS units also provide continuous protection from any power quality issues that could damage sensitive equipment.

RDU has five (5) Vertiv UPS' units, one (1) in the Central Energy Plan (CEP), two (2) at the Airport Operations Center (AOC) and two (2) more in Terminal 2. Vertiv will provide an Annual PM on all five (5) units which includes a PM for the stationary battery systems, peripheral maintenance bypass cabinet module battery disconnects, load bus synchronization, power tie, slim line distribution cabinet, power conditioning and the power center. An extended warranty was also included to provide additional insurance in the event of a failure.

This contract is a single source contract as Vertiv Customer Engineers are the only service technicians who are allowed to service Vertiv/Liebert Products. This contract has been discussed with the Small Business Office and they do not have any concerns.

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The proposed contract will cost a total of \$193,851.30 for a 5-year term (\$139,751.30 for the annual service and \$54,100 for the extended warranty).

Staff requests approval of a 5-year contract with the Vertiv Corporation for annual Uninterruptable Power Supply (UPS) PM Services in the amount of \$193,851.30, and authorization for the President and CEO to execute the contract.

e) Contract with ASCO for Annual Automatic Transfer Switch (ATS) PM Services

Memorandum by Steven Yanni, C.M, Director of Contracts Facilities Maintenance – Staff is seeking Board approval of a contract with ASCO Power Services, Inc. to provide annual preventative maintenance (PM) services on all ASCO Automatic Transfer Switches (ATS) at RDU. An ATS is an electrical switch that automatically transfers power from the utility company to a generator when there is a power outage or interruption. The ATS equipment is crucial to the emergency power systems at various locations on campus to maintain airport operations.

RDU has 29 ASCO ATS units that are located at the Fuel Farm, Airport Operations Center (AOC), Central Energy Plan (CEP), Terminal 1 and 2, Authority Building, Parking Garages, Lift Station 2, and the Park Economy lots. The PM service will be completed by factory trained field technicians directly employed by ASCO. There are over 20 items checked per ATS, some of those items include, but are not limited to, clean switchgear cabinets, verify meters for accuracy, ensure circuit breakers function properly, verify all fused disconnect switches operate, ensure system operates in automatic mode by initiating engine start, vacuum clean the accumulated dust from the switchgear, and manually operate the main transfer movement to check proper contact alignment.

Besides the annual PM visit, ASCO will provide emergency service response, emergency service calls at no charge, discounts on replacement parts, discount labor rates (these can change yearly), direct access to OEM repair parts, and access to ASCO emergency stock.

This contract is a sole source contract as ASCO Power Services Inc. are the only factory authorized full-service maintenance and factory modification provider. There is no MWSB participation in this contract, and this has been reviewed by the Small Business Office.

The cost to service all 29 units annually for five (5) years is \$51,036.27.

Staff requests approval of a contract with ASCO Power Services, Inc. for Yearly Automatic Transfer Switch (ATS) PM Services in the amount of \$51,036.27 and authorization for the President and CEO to execute the contract.

Raleigh-Durham Airport Authority Board Members

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David Kushner

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Patrick Hannah

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f) Federal Aviation Administration Grant 3-37-0056-066-2024, RDUAA Project: Runway 5L-23R Replacement

Memorandum by Ron Jewett, Vice President, FAM – This item provides a staff recommendation for the acceptance of a Grant Offer from the Federal Aviation Administration (FAA) in the amount of \$15,000,000. This grant will be used to fund elements of Project 080879, Replacement of Runway 5L-23R.

On February 18, a grant application was submitted for the following project elements.

- Environmental Mitigation Costs – purchase of wetland mitigation bank credits for impacted areas. This action was approved by the Board on December 21, 2023.
- GMP-02 to Balfour Beatty: Clearing & Grubbing, Erosion & Sedimentation Control devices, Security fence relocation, and General Trades support. GMP-02 was approved by the Board on January 18, 2024
- Design services for the relocation of Lumley Road by Consultant WK Dickson.

Subsequently, staff received the grant offer on April 11, 2024.

Staff recommends acceptance of the FAA Grant Offer in the amount of \$15,000,000, and authorization for the President and CEO to execute the grant document.

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RALEIGH- DURHAM AIRPORT AUTHORITY BOARD OPERATIONS COMMITTEE WORK SESSION MINUTES APRIL 18, 2024

Committee Chair Morgan presided. Present: Hall-Roberts, Hankins, Kushner, Polanco-Galdamez, Szlosberg-Landis, and Winters.¹ Staff present included: President and CEO Landguth, SVP and Chief Operating Officer Connell, Senior Vice President and CRO Freedman, Senior Vice President and CIO Kruse, Vice President and CHRO Armstrong, Vice President and CFO Kapocius; Vice President Feldman, SVP and General Counsel Locklear, Executive Assistant Rosales, and other staff members and guests.²

The Committee discussed the following item:

1. Purchase of Fleet Vehicles and Equipment

Presented by Brian Mclean, OAM, Fleet Manager – Staff recommends approval to purchase one (1) Mack Refuse Truck, three (3) Ford E-Transit Vans (EV) and three (3) EV Charging Stations, two (2) Ford F250 Trucks, two (2) Sets of Vehicle Mobile Column lifts for Operational Asset Management (OAM), and three (3) Ford Explorer Police Interceptor Utility Hybrid Vehicles for the Traffic and Law Enforcement Department for \$715,978.16.

All vehicles are direct replacements of current fleet vehicles that have exceeded their useful life based on the scoring criteria from the RDU's Fleet Management Plan. Retired vehicles will be sent to the State Surplus auction and the proceeds will be returned to RDU. The vehicle lifts are requested to improve productivity and the need to minimize fleet downtime.

The FY24/25 Capital budget included \$922,000 allocated for these purchases. These vehicles and equipment will be purchased through the North Carolina Statewide Term Contract Bid # 2510A, North Carolina Sheriff Association Bid # 24-08-042, Sourcewell Bid # 101520-FMC.

Mr. Mclean explained that an existing transformer will support the three EV chargers. Board members encouraged that alternative means such as solar panels be considered in future instances. Mr. Mclean noted factors considered in determining selection of vehicles including usage on multiple shifts, operational needs of the vehicle, and life of the vehicle.

¹ Director Winters participated remotely via Teams.

² The meeting was live streamed at <https://youtube.com/live/uvS2jShugrM?feature=share>.



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Staff requests Board approval to purchase one (1) Mack Refuse Truck, three (3) Ford E-Transit (EV) and three (3) EV Charging Stations, three (3) Ford Police Interceptor Utility (Hybrid), two (2) Ford F250 Trucks, and two (2) Sets of Mobile Column Lifts with associated equipment in the amount of \$715,978.16 and authorization for the President & CEO to execute any necessary documents to complete the purchases.

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RALEIGH- DURHAM AIRPORT AUTHORITY LAND AND DEVELOPMENT COMMITTEE WORK SESSION MINUTES APRIL 18, 2024

Chair Hankins presided. Present: Hall-Roberts, Kushner, Morgan, Polanco-Galdamez, Szlosberg-Landis, and Winters.¹ Staff present included: President and CEO Landguth, SVP and Chief Operating Officer Connell, Senior Vice President and CRO Freedman, Senior Vice President and CIO Kruse, Vice President and CHRO Armstrong, Vice President and CFO Kapocius; Vice President Feldman, SVP and General Counsel Locklear, Executive Assistant Rosales, and other staff members and guests.²

The Committee discussed the following items:

1. United Therapeutics Hangar

Presented by Jaymes Carter, Vice President, Buildings and Building Systems – The purpose of this item is to provide a staff recommendation for the bid award of the United Therapeutics Hangar Structural Repairs to ACH Constructors, LLC. The United Therapeutics Hangar needs structural repairs to the foundation and building envelope on the East side of the building due to water intrusion.

The overall Minority and Women Owned Small Business (MWSB) goals for the project are 8.0% for Minority Owned Small Businesses (MB) and 8.0% for Women Owned Small Businesses (WB). MB and WB commitment for the Bid Award are 0% for MB and 0% for WB. The Small Business Program Office has determined that the bidder made a good faith effort and meets the MWSB program requirements.

The Authority will compensate the General Contractor for services rendered for this Contract for Construction in the amount not to exceed \$336,500.00. Total compensation is \$336,500.00.

Thiané Carter, Director of Small Business, explained that the bidder proposed utilizing a WB entity; however, that subcontractor's MWSB certification has not yet been approved and the WB goal will remain 0% on this project until such time as the subcontractor is certified. Jaymes Carter answered questions regarding the bulk of the proposed scope of work dealing with foundation work and the removal and reapplication of the building's skin. He noted that while the Authority did not build the hangar, it is the owner of the building and has an obligation for these repairs.

¹ Director Winters participated remotely via Teams.

² The meeting was live streamed at <https://youtube.com/live/uvS2jShugrM?feature=share>.



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Staff requests approval and authorization of the Contract for Construction in the amount of \$336,500.00, and authorization for the President and CEO to execute the contract.

Motion by Morgan to go into closed session to consult with attorney in order to preserve the attorney-client privilege between the attorney and the public body pursuant to NCGS §143-318.11(a)(3); Second by Polanco-Galdamez

ADOPTED BY UNANIMOUS VOTE

Closed session from 12:37 p.m. until 1:00 p.m.



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RALEIGH-DURHAM AIRPORT AUTHORITY BOARD MEETING MINUTES MAY 16, 2024

Chair Hankins presided. Present: Hall-Roberts, Hannah, Kushner, Morgan, Polanco-Galdamez, Szlosberg-Landis, and Winters.¹ Staff present included: President and CEO Landguth, EVP and Chief Development Officer Sandifer, EVP and Chief ISA Officer McFall; SVP and CRO Freedman, SVP and COO Connell, SVP and General Counsel Locklear, Executive Assistant Rosales, and other staff members and guests.²

I. APPROVAL OF AGENDA

Motion by Kushner for approval of the Agenda; Second by Hall-Roberts

ADOPTED BY UNANIMOUS VOTE

II. APPROVAL OF MINUTES

Secretary Szlosberg-Landis noted her review of the minutes of the regular meetings of the Board, the Board committees, and the consent actions of the Board held on April 18, 2024, and asked if any edits were needed.

Motion by Szlosberg-Landis for approval of these minutes; Second by Polanco-Galdamez

ADOPTED BY UNANIMOUS VOTE

III. CHAIR COMMENTS

1. Chair Hankins welcomed everyone.
2. RDU volunteer, Mike Dempsey, was presented with a World Class Service award, and Checkpoint Officer, Patrick Ellison, was presented with a Special Achievement Award. These individuals were recognized for quickly identifying and working with a guest having life-threatening issues and for administering CPR and using a defibrillator until EMTs arrived.
3. Chair Hankins noted the 25th Special Olympics North Carolina Plane Pull was held on April 20th, hosted by RDU. He explained that more than 60 teams competed and raised \$130,000 for Special Olympics.

IV. AIRPORT PROFESSIONAL OF THE YEAR AWARD

Eddie Madden, Jr., MPA and current President of the North Carolina Airports Association, and John Coon, A.A.E., upcoming President for the Association were introduced. Mr. Madden explained the history of the award and shared Williard G. Plentl's commitment to the spirit and

¹ Secretary Szlosberg-Landis participated remotely via Teams.

² The meeting was live streamed at https://youtube.com/live/dFo3iG_7AdI?feature=share.



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business of aviation as well as his legacy and dedication as a military pilot and as Aviation Director for the State of North Carolina. Mr. Madden explained how the Airports Association's Selection Committee reviews nominations and selects an awardee who is an aviation professional, exhibiting leadership, commitment to aviation and community involvement.

Bobby Walston, recently retired Aviation Director for the State of North Carolina, shared highlights of Michael Landguth's career, emphasizing his leadership role in promoting record growth at RDU, including leading the development of Vision 2040, collaboration with officials and stakeholders for support of expansions at RDU, and breaking ground in October 2023 on the new primary runway. Mr. Walston noted Michael Landguth's mentoring of other airport leaders, as well as his unwavering commitment to grow and secure funding for North Carolina airports.

Mr. Madden, Mr. Coon, and Mr. Walston presented Michael Landguth with the Williard G. Plentl, Jr. Airport Professional of the Year Award. Mr. Landguth recognized the state legislature for making investments in North Carolina airports, which helps draw companies to North Carolina and builds our economy. He recognized the Airports Association of Airport Directors and expressed appreciation for Team RDU.

Chair Hankins commented on this well-deserved award as well as Michael Landguth's recognition by Business North Carolina as one of the 2024 Power List honorees named as North Carolina's most influential leaders.

V. PUBLIC COMMENT

Chair Hankins briefly covered the Public Comments Rules and opened the initial Public Comment period. There were two speakers: Dr. Jean Spooner of the Umstead Coalition, and Betsy Beals.

VI. OLD BUSINESS

1. Construction Committee – Morgan reported Board members met during the Committee work session on May 16, 2024, and discussed the following:

a. Consideration of a Construction Contract for Taxiway F Repairs

For approval of a construction contract with the Fred Smith Company, in the amount of \$1,039,400, subject to approval of a budget adjustment, and authorization for the President and CEO to execute the contract;

b. Runway 5L-23R & Taxiway J Preservation

For approval of GMP-05 with Balfour Beatty Construction in the amount of \$6,137,142 and authorization for the President and CEO to execute the Amendment.

c. Runway 5R/23L & Misc. Pavement Repairs

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For approval of a construction contract with the Fred Smith Company in the amount of \$1,739,371.00, subject to the approval of a budget amendment, and authorization for the President and CEO to execute the contract;

d. Parking Garages 1 and 2 Restoration Services

For approval, subject to a corresponding budget adjustment, of GMP-01 Construction Phase Amendment with Balfour Beatty/Metcon – RDU, a Joint Venture, in the amount of \$306,122 for Parking Garages 1 and 2 Restoration and authorization for the President and CEO to execute the Amendment;

e. Park Economy 3 Expansion Solar Design and CA Services Amendment

For approval of Amendment 10 to Task Order 2 with RS&H in the amount of \$131,016.00 and authorization for the President and CEO to execute the Amendment;

Motion by Morgan for approval of items a.-e.; Second by Polanco-Galdamez

ADOPTED BY UNANIMOUS VOTE

2. Operations Committee – Hall-Roberts reported Board members met during the Committee work session on May 16, 2024, and discussed the following:

a. Consideration of Proposed FY24-25 Airlines Rates & Charges

For approval of the revised Airlines Rates and Charges increasing the Security Fees per Estimated Enplaned Passenger to \$0.92 from \$0.88 effective June 1, 2024;

b. Consideration of Proposed FY24-25 Internal Audit Plan

For approval of the FY24-25 Internal Audit Plan and authorization for the Internal Audit Department to proceed according to the Plan;

c. Request for Approval – Master Services Agreement with Walk West, Inc.

For Staff requests approval for the following:

- *The Master Services Agreement with Walk West, Inc. for marketing consulting, creative and media buying services performed for a 3-year term between June 1, 2024 and May 31, 2027, with an option to extend for two additional 1-year periods.*
- *Task Order 1 for an amount not-to-exceed \$1,222,250;*
- *Task Order 2 for an amount not-to-exceed \$115,000;*
- *Task Order 3 for an amount not-to-exceed \$55,000; and*
- *authority for the President and Chief Executive Officer to execute the agreement;*

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d. Purchase of Eight Zero Emission Buses and Charging Infrastructure

For approval, contingent on the FAA grant offer for \$3,168,909, to purchase eight (8) New Flyer Zero Emission Buses, charging stations, and associated design and construction services in the amount of \$9,633,894.33 and authorization for the President and CEO to execute any necessary documents to complete the purchase;

e. Task Order 1 with Hanson Professional Services

For approval of Task Order #1 with Hanson Professional Services for Energy Management Plan Phase 1 in the amount of \$342,693.80 and authorization for the President and CEO to execute the contract.

Motion by Hall-Roberts for approval of items a.-e.; Second by Morgan

ADOPTED BY UNANIMOUS VOTE

VII. NEW BUSINESS

1. Consent Agenda

- a. Consideration of Corporate Hangar Facility Lease Agreement with Flight Group Corporation
- b. Consideration of Corporate Hangar Facility Lease Agreement with Renaissance Air, LLC
- c. Consideration of Corporate Hangar Facility Lease Agreement with PK Enterprises of North Carolina, LLC
- d. Consideration of Grove Bay Crawford JV, LLC Terminal Support Space Lease Agreement
- e. Consideration of The Paradies Shops, LLC Terminal Support Space Lease Agreement Amendment 1
- f. Construction Agreement for Terminal 2 Pre-conditioned Air (PCA) Unit Replacements
- g. Consideration of Proposed FY24-25 Budget Ordinance Amendment #1

Motion by Morgan to approve and adopt the Consent Agenda items a. - g.; Second by Hall-Roberts

ADOPTED BY UNANIMOUS VOTE

VIII. GENERAL COUNSEL'S REPORT

Erin Locklear mentioned the early April press release by Umstead Coalition alleging that the Airport boundary overlaps onto Umstead State Park property, and allegations that there was an incorrect shift in the northern property line of the Oddfellows parcel during a survey conducted in 1975. Ms. Locklear noted that with assistance from Sharita Whitaker and Matthew Rhoad of Smith Anderson, research was conducted, and Ms. Whitaker and Mr. Rhoad would present facts drawn from surveys and other records ranging from 1911 to today.

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Ms. Whitaker oriented Board members by explaining the various properties that would be referenced. She shared numerous slides showing research from located surveys as well as property corners established in recorded deeds. This included surveys of Umstead State Park prepared for the State of North Carolina in 1977, as well as for the City of Raleigh in 1985 and all research confirmed the established courses and distances with the airport for the boundary lines questioned by Umstead Coalition. Diagrams were displayed showing how the referenced properties' courses and distances had remained historically consistent and how existing iron pipes matched with other adjoining properties, including Umstead Park's boundary line.

Mr. Rhoad addressed the allegations raised by Umstead Coalition, including how the historical, recorded deeds for the referenced properties cite existing markers at the corners. He explained how old legal descriptions often contain inaccurate distances, and that maps are not as accurate as surveys. Mr. Rhoad shared several slides and discussed distances of the boundary lines as referenced in the deeds. He compared a 1914 Wake County soil map, showing the former location of Crabtree Creek, with a 2024 GIS map with the current location of the creek, which demonstrated how creeks and tributaries can move significantly over time.

Mr. Rhoad detailed how total acreage is the least reliable basis for a legal description and that GIS maps contain disclaimers as to not being surveys. He presented details of why Umstead Coalition's 209-acre drawing was flawed when compared to located surveys as well as to the recorded deeds' courses and distances and noted the documented migration of Crabtree Creek. Mr. Rhoads referred to the historical deed for the Oddfellows tract in 1897 which predates by 15 years the deed for the tract in Umstead Park adjacent to Oddfellows. He again noted that the existing common property line is consistent with plats and legal descriptions of the surrounding properties from the early 1900s through today, which plats and legal descriptions were not discussed by Umstead Coalition in its allegations.

In conclusion, it was summarized that the common property line (alleged by Umstead Coalition to be inaccurate) was confirmed by at least six surveys and by the legal descriptions of the surrounding properties. It was noted that Umstead Coalition's letter of support was included with Umstead State Park's 1995 National Register of Historic Places application, which included the park's boundary map showing the same common line with the airport.

IX. PRESIDENT AND CEO'S REPORT

Welcome

Good afternoon, Board members, Team RDU, business partners, and guests who are joining us today.

Passenger Traffic

Raleigh-Durham Airport Authority Board Members

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Passenger traffic continues to grow at RDU, with 1,275,307 travelers flying through the airport in April. That was an increase of 3.7% over last month. It was also 7.7% above April of 2023 and 11.8% above April of 2019.

The airport set a single-day record on Monday, May 13th over Mother's Day and graduation weekend, which is typically one of our busiest weekends of the year. 58,994 passengers passed through the terminals that day, an increase of 6.1% over the previous single-day record set in October of last year. Sunday was the busiest day on record at Terminal 1.

Air Service

Breeze Airways is expanding routes and adding new destinations at RDU. The airline added flights to White Plains, New York this month and will begin flying to Syracuse; Burlington, Vermont; and Portland, Maine, in late May. Service to West Palm Beach on Breeze begins in June. White Plains and West Palm are new destinations for RDU.

Frontier begins service to Milwaukee – another new destination – and Hartford in May. Avelo added a new destination when it launched flights to Albany last week. RDU will also welcome three new international airlines in June and July when Lufthansa begins service to Frankfurt, Germany, Aeroméxico launches flights to Mexico City and Copa Airlines starts flying to Panama City.

Parking Technology

A parking guidance system that makes it easier for airport guests to find an open parking space has been fully installed in the deck at RDU. Signs at the parking deck entrance show the number of open spaces by level, and red, green and blue overhead lights indicate occupied, open and handicapped spots. Airport guests can also download a mobile app and enter their license plate number to quickly locate their vehicle in the deck. Parking guidance systems like the one at RDU can help guests find a space up to 63% faster compared to decks without one. The parking guidance system is the latest innovation the airport is deploying to reimagine travel and make flying through even more convenient.

Travel Tips

The summer months are the busiest time of year at RDU – even outpacing the winter holiday season. Here are a few travel tips to help your trip run smoothly:

- Arrive at the airport at least two hours early for domestic flights and three hours early for international flights to ensure you have enough time to park, go through security and get to your gate on time.
- Guarantee a parking spot in the deck or lot of your choice by booking parking at least 24 hours in advance at rdu.com. You can also check parking capacity online before you leave for the airport and via real-time digital signs along the airport roadways.

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- Wait for arriving guests in the cell lot, located minutes from both terminals at 1000 Trade Drive on the airport campus. Give your party 30 minutes from the time they land to pick up their bags and meet you at the curb.
- Reduce congestion by using either level of Terminal 2 for pickup or drop off.

Sustainability

I'm pleased to announce that later this month, the Airport Authority will release its first Annual Sustainability Program Report. The report showcases our efforts to integrate sustainable practices into all planning, design, construction, operations, maintenance and business processes at RDU. It highlights our progress on key actions included in the Sustainability Management Plan we adopted last year and discusses key sustainability initiatives for some of our major capital projects. More information about the Authority's Sustainability Program can be found at www.rdu.com/sustainability.

Airline Relocations

Alaska Airlines relocated from Terminal 2 to Terminal 1 this month as RDU works to accommodate airline needs, maximize space in both terminals and prepare for continued growth. The Airport Authority has updated signs on campus, including on roads and in the parking deck and economy lots, to inform airport guests about the change. Passengers who mistakenly go to Terminal 2 can cross back through the parking deck to Terminal 1, a less than five-minute walk. RDU recommends passengers contact their airline directly if they have questions about terminal assignments.

X. MEMBER COMMENTS

Members congratulated Michael Landguth on his award and for a job well done. Appreciation was expressed to staff and, especially to Mike Dempsey and Officer Ellis for performing life-saving measures. The public were thanked for the comments they shared. Members expressed appreciation for the thoroughness and details shared during the boundary presentation. Vice Chair Hall-Roberts was thanked for taking on the role of Chair of the Operations Committee.

XI. ADJOURNMENT

Motion by Hall-Roberts to adjourn; Second by Polanco-Galdamez

ADOPTED BY UNANIMOUS VOTE

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RALEIGH-DURHAM AIRPORT AUTHORITY ACTIONS BY CONSENT MAY 16, 2024

The Board approved the following items on the Consent Agenda:

a) Consideration of Corporate Hangar Facility Lease Agreement with Flight Group

Memorandum by Karen Reynolds, Director of Properties – Jetcraft Corporation constructed a corporate hangar facility and entered into a ground lease agreement with the Authority in January 2002. In 2018 Jetcraft sold the hangar facility to Flight Group Corporation (“Flight Group”) and the Authority consented to assignment of the Corporate Hangar Site Lease Agreement to Flight Group. Upon expiration of the 20-year agreement in January 2022, ownership of the facility transitioned to the Airport Authority. Flight Group wishes to continue to lease the facility located at 130 Executive Drive in the General Aviation complex. Authorized usage of the facility includes but is not limited to conducting Part 91 aircraft management, conducting Part 135 air carrier operations, which may also include chartered flight operations for third parties for its corporate flight operation, accommodating any minor maintenance as permitted by and in compliance with Federal Aviation Regulations, including Part 145, and housing of flight operations offices and administrative functions.

The January 2002 agreement term has continued on a month-to-month basis since January 2022 pending finalization and implementation of the Minimum Standards. The Minimum Standards became effective April 1, 2024. The new Corporate Hangar Facility Lease Agreement with Flight Group includes language that states certain commercial aeronautical activities to be performed by Flight Group may be subject to the Minimum Standards. Flight Group is a tenant in good standing.

Staff requests approval of the new agreement with Flight Group, as follows:

- Initial 10-year term; two 5-year extensions may be requested by the Tenant
- FMV rental rates determined by appraisal:
 - ✈ 10,000 s.f. hangar: \$9.60/s.f./year
 - ✈ 5,000 s.f. aircraft apron: \$0.443/s.f./year
- Initial year fixed rent will increase from \$2,670 to \$98,215
- 3% annual escalation or adjustment to FMV
- Maintenance & Operations Fee, as calculated annually by the Authority

Staff recommends approval of the Corporate Hangar Facility Lease Agreement with Flight Group Corporation and authorization for the President and CEO to execute the Agreement.



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b) Consideration of Corporate Hangar Facility Lease Agreement with Renaissance Air, LLC

Memorandum by Karen Reynolds, Director of Properties – Lichtin Corporation constructed a corporate hangar facility and entered into a ground lease agreement with the Authority in January 2002. In 2012 Lichtin sold the hangar facility to Renaissance Air, LLC (“Renaissance”) and the Authority consented to assignment of the Corporate Hangar Site Lease Agreement to Renaissance. Upon expiration of the 20-year agreement in January 2022, ownership of the facility transitioned to the Airport Authority. Renaissance wishes to continue to lease the facility located at 150 Executive Drive in the General Aviation complex. Authorized usage of the facility includes but is not limited to conducting Part 91 aircraft management, conducting Part 135 air carrier operations, which may also include chartered flight operations for third parties for its corporate flight operation, accommodating any minor maintenance as permitted by and in compliance with Federal Aviation Regulations, including Part 145, and housing of flight operations offices and administrative functions.

The January 2002 agreement term has continued on a month-to-month basis since January 2022 pending finalization and implementation of the Minimum Standards. The Minimum Standards became effective April 1, 2024. The new Corporate Hangar Facility Lease Agreement with Renaissance includes language that states certain commercial aeronautical activities to be performed by Renaissance may be subject to the Minimum Standards. Renaissance is a tenant in good standing.

Staff requests approval of the new agreement with Renaissance, as follows:

- Initial 10-year term; two 5-year extensions may be requested by the Tenant
- FMV rental rates determined by appraisal:
 - ✈ 10,101 s.f. hangar: \$10.85/s.f./year
 - ✈ 5,000 s.f. aircraft apron: \$0.443/s.f./year
- Initial year fixed rent will increase from \$2,670 to \$111,810.85
- 3% annual escalation or adjustment to FMV
- Maintenance & Operations Fee, as calculated annually by the Authority

Staff recommends approval of the Corporate Hangar Facility Lease Agreement with Renaissance Air, LLC and authorization for the President and CEO to execute the Agreement.

c) Consideration of Corporate Hangar Facility Lease Agreement with PK Enterprises of North Carolina, LLC

Memorandum by Karen Reynolds, Director of Properties – PK Enterprises, LLC constructed a corporate hangar facility and entered into a ground lease agreement with the Authority in January 2002. Upon expiration of that 20-year agreement in January 2022, ownership of the facility transitioned to the Airport Authority. PK Enterprises wishes to continue to lease the facility located at 140 Executive Drive in the General Aviation complex. Authorized usage of the facility includes but is not limited to conducting Part 91 aircraft management, conducting



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Part 135 air carrier operations, which may also include chartered flight operations for third parties for its corporate flight operation, accommodating any minor maintenance as permitted by and in compliance with Federal Aviation Regulations, including Part 145, and housing of flight operations offices and administrative functions.

The January 2002 agreement term has continued on a month-to-month basis since January 2022 pending finalization and implementation of the Minimum Standards. The Minimum Standards became effective April 1, 2024. The new Corporate Hangar Facility Lease Agreement with PK Enterprises includes language that states certain commercial aeronautical activities to be performed by PK Enterprises may be subject to the Minimum Standards. PK Enterprises is a tenant in good standing.

Staff requests approval of the new agreement with Renaissance, as follows:

- Initial 10-year term; two 5-year extensions may be requested by the Tenant
- FMV rental rates determined by appraisal:
 - ✈ 10,000 s.f. hangar: \$10.85/s.f./year
 - ✈ 5,000 s.f. aircraft apron: \$0.443/s.f./year
- Initial year fixed rent will increase from \$2,670 to \$110,715
- 3% annual escalation or adjustment to FMV
- Maintenance & Operations Fee, as calculated annually by the Authority

Staff recommends approval of the Corporate Hangar Facility Lease Agreement with PK Enterprises, LLC and authorization for the President and CEO to execute the Agreement.

d) Consideration of Grove Bay Crawford JV, LLC Terminal Support Space Lease Agreement

Memorandum by Kimberly Stewart, Vice President of Concessions – Grove Bay Crawford JV, LLC (Grove Bay Crawford) entered into an Airport Food and Beverage Program Operator Agreement on May 31, 2023. Grove Bay Crawford will manage and operate three (3) new concepts in Terminal 1 and Terminal 2.

Staff requests consideration of Terminal Support Space Lease Agreement to lease storage space in Terminal 2; Rooms 1350A, representing 59.71 s.f.; 1350B, representing 92.44 s.f.; 1350C, representing 117.28 s.f.; and 1744B, representing 115.17 s.f. to support the Black and White Coffee Roasters, Carolina Craft, and Crawford's Genuine restaurants.

The Terminal Support Space Lease Agreement requires Grove Bay Crawford to pay the Authority annual rent of \$22,018.35 with monthly installments of \$1,834.86 for the support space. Fixed rents are subject to annual adjustment based on the greater of a 3% annual escalation or the fixed rental rates established by the Authority's rates and charges.



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The Terminal Support Space Lease Agreement runs concurrently with Grove Bay Crawford JV, LLC Airport Food and Beverage Program Operator Agreement which carries a 10-year term.

Staff requests Board approval for the President and CEO to execute the Grove Bay Crawford JV, LLC Terminal Support Space Lease Agreement

e) Consideration of The Paradies Shops, LLC Terminal Support Space Lease Agreement Amendment 1

Memorandum by Kimberly Stewart, Vice President of Concessions – The Paradies Shops, LLC (Paradies) entered into an Airport Food and Beverage Program Operator Agreement on March 23, 2017. Paradies manages and operates five (5) concepts in Terminal 2.

Staff requests consideration of Terminal Support Space Lease Agreement Amendment 1 to add an additional lease storage space in Terminal 2 to Paradies, Room 1250D, representing 41.67 s.f. to support the Paradies units in Terminal 2.

The Terminal Support Space Lease Agreement Amendment 1 requires Paradies to pay the Authority an additional annual rent of \$2,385.61 with monthly installments of \$198.80 for the support space. Paradies leases other support space including office and storage for a total of \$94,292.47 annually. The new combined total will bring the annual payment amount to \$96,639.72. Fixed rents are subject to annual adjustment based on the greater of a 3% annual escalation or the fixed rental rates established by the Authority's rates and charges.

The Terminal Support Space Lease Agreement Amendment 1 runs concurrently with Paradies, Terminal Concessions Lease which expires on July 31, 2028.

Staff requests Board approval for the President and CEO to execute The Paradies Shops, LLC Terminal Support Space Lease Agreement Amendment 1.

f) Construction Agreement for Terminal 2 Pre-conditioned Air (PCA) Unit Replacements

Memorandum by Steven Yanni, C.M., Director of Contracts Facilities Maintenance – Staff is seeking Board approval of a construction agreement with AERO BridgeWorks, Inc. to replace 12 pre-conditioned air (PCA) units at Terminal 2. The Authority is looking to replace these units due to the end of their economic and operational useful life of the equipment, and parts obsolescence and availability. Additionally, the existing units use a non-ecofriendly (ozone depleting) refrigerant (R22). The newer replacement units utilize a newer more environmentally friendly refrigerant. The scope of work includes replacing 12 PCA units, electrical work, new PCA hose equipment and demolition and hauling off the old units. We anticipate completion date to be August 31, 2025.



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RDU advertised the project on January 25, 2024, and the pre-bid meeting was conducted on February 8, 2024. The first bid opening conducted on March 14, 2024, received only one bid submission. RDU extended the bid date by 10 days and reopened bids on March 25, 2024. RDU received two bids and the summary is shown below.

Contractor	Addenda Received	5% Bid Security	Total Price
Helios Constructors	1-5	Yes	\$2,751,771.00
AERO BridgeWorks, Inc.	1-5	Yes	\$3,461,700.00

The lowest bidder was not accepted because the bidder does not have a N.C. General Contractor's license; therefore, they were deemed non-responsive. The next lowest bidder is AERO BridgeWorks, Inc., in the amount of \$3,461,700.00 which is within the programed budget amount of \$6,400,000.00 (including design, construction administration, and construction).

The MWSB goals are 5% for MB and WB. AERO BridgeWorks, Inc. is committing to 21% MB and 19% WB participation.

- Cameron and Cameron, (MB) Firm, provides material handling, site logistics and procurement trucking.
- Airport Contractor Services, (WB) Firm, provides specialty equipment.

The MWSB proposed commitment was reviewed by the Director of Small Business Programs and is considered acceptable.

This project has been reviewed by the Sustainability Group at RDU. This project will replace the older units that contain R22 refrigerant with a more environmentally friendly refrigerant option which complies with the EPA regulatory refrigerant phase out plan to reduce GHG. Also, having reliable PCA units will assist in lessening the burning of fuel to operate mobile units or the aircrafts auxiliary power unit further assisting in GHG reduction.

The cost to complete this project will be \$3,461,700. This price is turnkey and includes all travel expenses that will occur during the life of the project.

Staff requests approval of a construction agreement with AERO BridgeWorks, Inc. to replace 12 PCA units, haul off the old units, complete electrical work for the units and install new PCA hose equipment, in the amount of \$3,461,700 and authorization for the President and CEO to execute the contract.

g) Consideration of Proposed FY24-25 Budget Ordinance Amendment #1

Memorandum by Sharyar Ahmed, Director of Financial Planning and Analysis – Staff requests consideration of Budget Ordinance Amendment #1, increasing the Budget Ordinance to provide



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additional funding for the Taxiway F Crack repairs, Runway 5R/23L repairs and Parking Garages 1 and 2 Restoration Services.

- Taxiway F Crack Repairs and Runway 5R/23L Repairs: When we initially allocated budget last year for these repairs in the amount of \$1,580,000 only the concept existed at that time. The work has been fully designed and bid now, providing us with the necessary figures to request the full budget amount of \$3,905,462 for both repairs. Taxiway F Crack repairs will involve addressing hairline cracks using a spray application, as well as performing partial depth crack repairs and partial depth spall repairs using a cold mix product. And, The Runway 5R/23L repairs will fix an uneven area on that runway to mitigate potential ponding, addressing uneven settling of a section of the Terminal 1 ramp through associated grading to enhance drainage, and replacing failed pavement at the Terminal 1 remote fueling station. To perform these repairs, additional funds of \$1,750,000 are being requested.
- Parking Garage 1 (PG1) and Parking Garage 2 (PG2) are slated for replacement within the next five years. However, ongoing deterioration necessitates repairs prior to demolition. A condition assessment in August 2023 was performed, outlining recommended repairs to structural and waterproofing systems. This allowed for pre-qualification of bidders and initiation of the bid process for the first phase of construction, termed "GMP-01", which focuses on concrete restoration. This includes repairing concrete spalls, addressing minor cracks, and implementing a section of waterproofing. The estimated cost of repairs and construction administration services is \$400,000. The Authority requires additional funding of \$400,000.

Staff requests approval of the attached 2024-2025 Budget Ordinance Amendment #1 increasing funding in the amount of \$2,150,000 for Repairs to Taxiway F and Runway 5R-23L and Parking Garages 1 and 2 Restoration Services.



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RALEIGH-DURHAM AIRPORT AUTHORITY
2024-2025 BUDGET ORDINANCE AMENDMENT #1

BE IT ORDAINED by the Raleigh-Durham Airport Authority that, pursuant to Section 159-13 of the General Statutes of North Carolina, the 2024-2025 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, 2024 and ending March 31, 2025 in accordance with the following schedule:

EXPENDITURES:

	Original ¹	Change 5/16/2024	Amended
Airport Operating Expenses	\$ 132,508,341	\$ 2,150,000	\$ 134,658,341
Capital Projects Spend	226,317,533	-	226,317,533
Future CFC Projects	17,947,239	-	17,947,239
Net Debt Service	42,430,920	-	42,430,920
Total	\$ 419,204,033	\$ 2,150,000	\$ 421,354,033

Section 2. It is estimated that the following revenues will be available for the fiscal year beginning April 1, 2024 and ending March 31, 2025:

REVENUES:

	Original ¹	Change 5/16/2024	Amended
Airfield	\$ 24,253,242	\$ -	\$ 24,253,242
General Aviation	4,167,571	-	4,167,571
Buildings and Grounds	227,836,992	-	227,836,992
Total Operating Revenues	\$ 256,257,805	\$ -	\$ 256,257,805
Interest and Other Income	12,143,725	-	12,143,725
Grants	91,214,964	-	91,214,964
PFC Revenue	31,645,143	-	31,645,143
CFC Revenue	17,947,239	-	17,947,239
Appropriated Fund Balance	9,995,157	2,150,000	12,145,157
Total	\$ 419,204,033	\$ 2,150,000	\$ 421,354,033

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 became effective on April 1, 2024, and amended on this 16th day of May 2024.

Notes:

¹ Original- budget ordinance adopted March 16, 2024



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RALEIGH- DURHAM AIRPORT AUTHORITY BOARD CONSTRUCTION COMMITTEE WORK SESSION MINUTES¹ MAY 16, 2024

Committee Chair Morgan presided. Present: Hall-Roberts, Hankins, Kushner, Polanco-Galdamez, Szlosberg-Landis, and Winters.² Staff present included: President and CEO Landguth, EVP and Chief Development Officer Sandifer, EVP and Chief ISA Officer McFall; SVP and CRO Freedman, SVP and COO Connell, SVP and General Counsel Locklear, Executive Assistant Rosales, and other staff members and guests.³

The Committee discussed the following items:

1. Consideration of a Construction Contract for Taxiway F Repairs

Presented by Ron Jewett, Vice President for Facility Asset Management – Taxiway F pavement is continuing to develop cracking which is evolving, causing severe FOD (Foreign Object Debris) potential. This will be the second round of repairs to Taxiway F. The initial repairs were performed in January 2023 adjacent to Terminal 2. This second round will continue with the crack repairs on the south end while addressing similar cracks on the north end of Taxiway F. The initial repairs were successful, and staff intends to continue with sealing of hairline cracks using a spray application, partial depth crack repairs using a cold mix product, and partial depth spall repairs.

On March 18, 2024, the project was advertised for bid, and a pre-bid meeting was held on March 20. At the initial bid opening on April 9, no bids were received. The project was re-advertised the same day for a second bid opening on April 18. Two bids were received with the Fred Smith Company being the low bidder in the amount of \$1,039,400. Staff and the Engineer reviewed the bid and found it to be in order.

Before bidding, it was determined there was no MWSB availability, so the goals were set at 0% MB and 0% WB. Due to the bid results, the work will be self-performed. The Small Business Office has reviewed this solicitation and concurs with this approach.

Mr. Jewett answered questions regarding the bidding process, and regarding the ongoing investigation as to the cause of the pavement cracking.

Staff requests approval of a construction contract with the Fred Smith Company, in the amount of \$1,039,400, subject to approval of a budget adjustment, and authorization for the President and CEO to execute the contract.

¹ Chair Hankins explained the renaming of the former Land and Development Committee

² Secretary Szlosberg-Landis participated remotely via Teams.

³ The meeting was live streamed at https://youtube.com/live/dFo3iG_7AdI?feature=share.



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2. Runway 5L-23R & Taxiway J Preservation

Presented by Jim Novak, Director of Airside Engineering – At its January 2022 meeting, the Board approved staff's recommendation to engage Balfour Beatty Construction (BBC) as Construction Manager at Risk (CMAR) for the Runway 5L-23R Replacement Program, and a Master Agreement was executed.

The Preconstruction Services amendment with BBC for the Runway 5L-23R Preservation work was executed on January 31, 2024. In accordance with actions authorized in the amendment, the CMAR pre-qualified bidders and executed the prescribed bid process for the GMP-05 construction package. The preservation construction is needed to maintain current Runway 5L-23R until replacement Runway 5L-23R can be constructed and commissioned. This will be the fifth session performing this work which previously occurred in 2019, 2020, and 2022.

The scope of work includes removing and replacing sixty to seventy concrete slabs in a daily 20-hour runway closure window from 7 PM to 3 PM. The 4-hour daily re-opening will allow large aircraft to depart utilizing RDU's longest runway, which is 10,000 feet long. These departures are not possible on the shorter Runway 5R-23L, which is 7,500 feet long. Minor repairs to the runway and to Taxiway J are included in the scope.

A pre-bid meeting and MWSB workshop for GMP-05 was hosted by the CMAR on March 5, 2024. A bid opening was conducted on April 2, 2024, in which four bids were received. The bids were opened and publicly read for the following bid package.

- Bid Package 01 – Runway 5L-23R & Taxiway J Preservation - consist of mobilization, contractor quality control plan, batch plant, concrete slab removal and replacement, concrete patching and spall repairs, concrete joint seal, pavement marking and lights cans, conduit, cable, and fixtures. Repairs to Taxiway J are included.

The amendment establishes the Guaranteed Maximum Price (GMP). Approval of GMP-05 authorizes construction phase services of the CMAR for Runway 5L-23R Preservation with amounts as follows.

Contract Component	Amount
Cost of the Work:	
Bid Package 01 – Runway 5L-23R Preservation	\$4,910,830
Contractor's Contingency (5%)	\$245,542
Contractor's Construction Fee (3.5%)	\$203,427
Misc: Insurances and Performance & Payment Bond	\$121,516
<u>Reimbursable General Conditions</u>	<u>\$655,827</u>
Construction Phase Amendment (GMP-05)	\$6,137,142



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The overall Minority and Women-owned Small Business (MWSB) goal for GMP-05 is 5% MSB and 5% WSB. After receiving bids for this work, the CMAR's proposed MWSB commitment for GMP-05 is 6.1% MSB and 5.0% WSB. The Small Business Program Office has reviewed the commitment, and the goals have been met.

Mr. Novak responded to questions regarding the procedure, and corresponding contract provisions, if there is a delay in the slab replacement work and the efforts to mitigate impact to incoming international flights.

Staff recommends approval of GMP-05 with Balfour Beatty Construction in the amount of \$6,137,142 and authorization for the President and CEO to execute the Amendment.

3. Runway 5R/23L & Misc. Pavement Repairs

Presented by Hillary Sudbury, Project Manager, Airside Engineering – This project includes the rehabilitation of deteriorated asphalt pavement at three locations in the secure area of the airport. The work involves correcting an uneven area on Runway 5R-23L to alleviate potential ponding; correcting uneven settling of a section of the Terminal 1 ramp, with associated grading to improve drainage; and replacement of failed pavement at the Terminal 1 remote fueling station.

The project was advertised for bids on March 14, 2024. A pre-bid meeting was held on March 18. At the initial bid opening on April 3, only one bid was received. The project was re-advertised the same day for a second bid opening on April 11, at which time one bid was received from the Fred Smith Company in the amount of \$1,739,371.00. Staff and the Engineer reviewed the bid and found it to be in order. The Engineer's construction cost estimate was \$1,707,520.

Bid documents included a Minority-Owned Small Business (MB) goal of 8% and a Women-Owned Small Business (WB) goal of 5%. Fred Smith proposed MWSB commitments of 8.1% MB and 0% WB. The Authority's Small Business Program Office reviewed the good faith effort and determined that the bidder met the MWSB program requirements.

Ms. Sudbury explained sustainability measures for recycling the asphalt and using the milled reclaimed asphalt pavement (RAP).

Staff requests approval of a construction contract with the Fred Smith Company in the amount of \$1,739,371.00, subject to the approval of a budget amendment, and authorization for the President and CEO to execute the contract.



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4. Parking Garages 1 and 2 Restoration Services

Presented by France Campbell, Director of Landside Engineering – Parking Garage 1 (PG1) and Parking Garage 2 (PG2) are currently planned to be replaced within the next five years. In the meantime, ongoing deterioration requires repair prior to demolition of these facilities. Kimley-Horn performed a condition assessment of both facilities and prepared a condition assessment memo dated August 11, 2023. This assessment identified recommended repairs to structural and waterproofing systems.

The Preconstruction services amendment with the Joint Venture of Balfour Beatty Construction/Metcon as Construction Manager at Risk (CMAR) was executed on January 21, 2024. In accordance with actions authorized in the amendment, the CMAR pre-qualified bidders and executed the prescribed bid process for the first phase of construction.

The first construction package, “GMP-01”, was advertised on March 8, 2024. The set of bid documents consists of concrete restoration, including:

- Repair of concrete spalls at spot locations on the walls, floor, and ceilings
- Remove overhead efflorescence on minor cracks and inject cracks
- Small section of waterproofing

A pre-bid and MWSB workshop was hosted by the CMAR on March 19, 2024. A bid opening was conducted on April 19, 2024.

The proposed amendment establishes the Contract Amount (Fixed Guaranteed Maximum Price) and authorizes construction phase services of the CMAR for GMP-01.

Amendment Component	Amount
Cost of the Work	\$197,000
CMAR’s Contingency (5%)	\$9,850
CMAR’s Construction Fee (3.5%)	\$10,078
Misc: Insurances and Performance & Payment Bond	\$8,102
<u>Reimbursable General Conditions</u>	<u>\$81,092</u>
Construction Phase Amendment (GMP-01)	\$306,122

The overall Minority and Women-Owned Small Business (MWSB) goals for GMP-01 of the Parking Garages 1 and 2 Restoration are 5% Minority-owned Small Business (MB) and 5% Women-owned Small Business (WB). After receiving bids for this work, the CMAR’s proposed MWSB commitment for GMP-01 is 66.0% MB and 5.4% WB. The Authority’s Small Business Program Office determined that the CMAR made sufficient good faith efforts to achieve these goals.



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Mr. Campbell explained the number of spaces anticipated to be impacted during this work and that efforts would be coordinated with the Parking Department. Chair Hankins and Vice Chair Hall-Roberts both gave positive comments on the parking guidance system. It was noted that the MB goal for this project was highly exceeded and that a former subcontractor is now the prime contractor for this contract.

Subject to a corresponding budget adjustment, staff recommends approval of GMP-01 Construction Phase Amendment with Balfour Beatty/Metcon – RDU, a Joint Venture, in the amount of \$306,122 for Parking Garages 1 and 2 Restoration and authorization for the President and CEO to execute the Amendment.

5. Park Economy 3 Expansion Solar Design and CA Services Amendment

Presented by France Campbell, Director of Landside Engineering – This proposed Amendment 10 to Task Order 2 with RS&H for the PE3 Expansion authorizes final Design and Construction Administration (CA) Services for the solar walkway canopies. This is a follow-up to the Board decision made at the February 2024 Board meeting to pursue solar walkway canopies as part of the PE3 expansion project.

The scope of services in this Amendment 10 include the following:

- Implementation of solar walkway canopy design into Contract Documents
- Construction administration efforts for solar walkway canopies
- Coordination with Duke Energy, CMAR, and staff for solar walkway canopies

Total compensation under this proposed Amendment is a not-to-exceed amount of \$131,016.00. Labor (\$125,086.00) will be billed at established hourly rates, and expenses (\$5,930.00) will be billed at direct cost. The overall Minority and Women-owned Small Business (MWSB) goals for the existing Master Agreement are 10% for Minority-owned Small Businesses (MB) and 5% for Women-owned Small Businesses (WB). The proposed amendment includes commitments of 46.46% for MB and 0% WB. With this amendment, total commitments for the PE3 Expansion project will be 21.19% for MB and 13.07% for WB. The Authority's Director of Small Business Program Office concurs with this commitment.

Staff requests approval of Amendment 10 to Task Order 2 with RS&H in the amount of \$131,016.00 and authorization for the President and CEO to execute the Amendment.



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RALEIGH- DURHAM AIRPORT AUTHORITY BOARD OPERATIONS COMMITTEE WORK SESSION MINUTES MAY 16, 2024

Committee Chair Hall-Roberts presided. Present: Hankins, Kushner, Morgan, Polanco-Galdamez, Szlosberg-Landis, and Winters.¹ Staff present included: President and CEO Landguth, EVP and Chief Development Officer Sandifer, EVP and Chief ISA Officer McFall; SVP and CRO Freedman, SVP and COO Connell, SVP and General Counsel Locklear, Executive Assistant Rosales, and other staff members and guests.²

The Committee discussed the following items:

1. Consideration of Proposed FY24-25 Airlines Rates & Charges

Presented by Sharyar Ahmed, Director of Financial Planning and Analysis – On March 23, 2024, the Further Consolidated Appropriations Act 2024 was passed by Congress and signed into law. This act resulted in cuts to TSA funding areas, including the elimination of funding for the Law Enforcement Officer Reimbursement Program (LEO RP). The LEO RP Program, which provides partial reimbursement to approximately 300 airports, will be terminated as of April 30, 2024. As a result, RDU faces an unfunded mandate of approximately \$313,900 annually for local law enforcement coverage at TSA checkpoints. Despite the funding cut, airports are still required to comply with security directives, regulations, and Airport Security Programs (ASPs), necessitating ongoing law enforcement services.

To address this annual shortfall, staff is proposing a revision to the Security fees for Airlines. This revision will incorporate the unfunded mandate funding of \$313,900, resulting in an increase in the Security fee per Estimated Enplaned Passenger from the previously approved \$0.88 to \$0.92, an increase of \$0.04.

There was discussion regarding this increase being passed to the air carriers and whether this type of fee would be part of the transparency effort for air travel fees and charges. CFO Ron Kapocius indicated that this would be an embedded annual fee subject to increase if salaries are increased.

Staff requests approval of the revised Airlines Rates and Charges increasing the Security Fees per Estimated Enplaned Passenger to \$0.92 from \$0.88 effective June 1, 2024.

¹ Secretary Szlosberg-Landis participated remotely via Teams.

² The meeting was live streamed at https://youtube.com/live/dFo3iG_7AdI?feature=share.



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2. Consideration of Proposed FY24-25 Internal Audit Plan

Presented by Brandon Averette, Internal Audit Manager – The Internal Audit Department requests approval of the FY24-25 Internal Audit Plan (Plan). The Plan is in draft form and may be revised for any additions and/or deletions with Board directive. The Authority's Internal Audit Department, established in 2007, currently consists of three auditors. Unlike external auditors, whose objective is to attest to the financial condition of an organization by auditing the balances in the financial statements as of a period of time, the Internal Audit Department helps the Authority accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. This is accomplished through a combination of assurance and advisory services designed to add value.

Mr. Averette answered questions regarding frequency of audits for tenants who have had deficiencies noted in previous audits. Erin Locklear noted that as General Counsel she oversees the internal Audit team. The team was recognized for Internal Audit Awareness month.

Staff requests approval of the FY24-25 Internal Audit Plan and authorization for the Internal Audit Department to proceed according to the Plan.

3. Request for Approval – Master Services Agreement with Walk West, Inc.

Presented by Dan Miller, VP of Marketing – The Marketing and Communications, Government & Community Affairs (CGCA) departments continue to work diligently to enhance the customer experience and generate revenue, while effectively positioning the Raleigh-Durham International Airport in the consumer travel market and informing and engaging customers, community and business stakeholders about RDU's highlights, benefits and its various impacts on the region. This request is for approval to enter into a master services agreement with Walk West, Inc., of Durham, NC. Following a comprehensive RFP process, the selection panel chose Walk West to provide the services needed to support promotion of the Authority's, air service, parking, concessions programs, and eCommerce products and services, as well as the CGCA team's Paid Education and Reimagine campaigns. (Note the Paid Education Campaign is in the Authority's Tactical Plan.) The Master Services Agreement is for a three-year term between June 1, 2024 and May 31, 2027, with an option to extend for two additional one-year periods. Staff also seek approval for Task Orders 1, 2 and 3. Scope includes Consulting Support, Media Buying, Strategy Development, Creative Services, Video Production, Event Support and Account Management. Costs for each Task Order are summarized here:



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President & CEO

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Task Order #1

Total (Not to Exceed):	\$1,222,250
Consulting Support: (Retainer: Est. 30 Hrs/Mo @ \$175/Hr)	\$ 54,250
Other Promotional Costs:	\$ 10,000
Media Spend:	\$ 980,040
Agency Commission: (15%)	\$ 177,960

Task Order #2

Total (Not to Exceed):	\$115,000
Consulting Support:	\$ 25,000
Media Spend:	\$ 76,500
Agency Commission: (15%)	\$ 13,500

Task Order #3

Total (Not to Exceed):	\$55,000
Consulting Support:	\$25,000
Media Spend:	\$25,500
Agency Commission: (15%)	\$ 4,500

Approval of this contract provides the critical agency resources necessary to support the Authority's prioritized business needs. The MWSB goals for this Master Services Agreement are 4.7% MB and 2.8% WB. MWSB commitments for each Task Order are: TO #1: 4.8% MB and 2.2% WB; TO #2: 4.0% MB and 6.5% WB; TO #3: 2.8% MB and 9.1% WB. the Small Business Program Office concurs with the commitments.

Dan Miller introduced the team from Walk West and Cate Gallagher, VP of Client Services for Walk West addressed the Board, giving a brief history of Walk West and its experience.

Staff requests approval for the following:

- The Master Services Agreement with Walk West, Inc. for marketing consulting, creative and media buying services performed for a 3-year term between June 1, 2024 and May 31, 2027, with an option to extend for two additional 1-year periods.
- Task Order 1 for an amount not-to-exceed \$1,222,250;
- Task Order 2 for an amount not-to-exceed \$115,000;
- Task Order 3 for an amount not-to-exceed \$55,000; and
- authority for the President and Chief Executive Officer to execute the agreement.

4. Purchase of Eight Zero Emission Buses and Charging Infrastructure

Presented by Brian Mclean, OAM, Fleet Manager – Staff recommends approval to purchase eight (8) New Flyer Zero Emission Buses, charging stations, and associated design and construction Services through IFB # 554-2023-0054 for \$9,633,894.33.

The FY24/25 Capital budget included \$11,100,000 for the purchase of these buses and chargers.

This procurement for buses and charging infrastructure will be needed to support ParkRDU PE3 expansion, replacing aging buses currently in the fleet and further support sustainability efforts at RDU.



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The Federal Aviation Administration (FAA) has also approved a pre-application for a grant in the amount of \$3,168,909 which is 75% of the eligible cost for the purchase of 4 of the buses and 4 chargers. RDU has submitted the final grant application after receiving bids and FAA is currently finalizing the formal Grant Offer.

Secretary Szlosberg-Landis thanked staff for their work on this effort. Ron Kapocius addressed questions about any other funding, noting that the Authority was investigating other programs. There were questions about the timeframe for the airport to be solar powered.

Staff requests Board approval to, contingent on the FAA grant offer for \$3,168,909, purchase eight (8) New Flyer Zero Emission Buses, charging stations, and associated design and construction services in the amount of \$9,633,894.33 and authorization for the President and CEO to execute any necessary documents to complete the purchase.

5. Task Order 1 with Hanson Professional Services

Presented by Abhi Bathula, Energy Manager – The staff is seeking Board approval for Task Order #1 with Hanson Professional Services (Hanson) concerning the Energy Management Plan (EMP). The proposed Task Order #1 encompasses the scope of work, project schedule, and costs for Phase 1 of the EMP. Phase 1 will initiate the long-awaited EMP, allowing RDU to craft an energy management roadmap with clear direction and actionable targets, thereby enhancing the probability of successful implementation and delivering substantial energy savings, improved resiliency, reliability, and greenhouse gas reduction.

The following facilities are considered for this phase:

- Terminal 1
- Terminal 2
- Maintenance Facility
- Fuel Facility
- Central Energy Plant
- Airport Operations Center
- RDU Authority Building
- ARFF Building
- Parking Garage #3
- Parking Garage #4

Scope of work included in Phase 1:

- Baseline assessment to document airport's existing energy infrastructure and distribution/use.



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- Benchmark energy performance.
- Investigate energy conservation measures (ECMS) and facility improvement measures (FIMS) and benchmark current energy use.
- Develop preliminary energy forecasts

Phase 1 EMP Schedule:

Element	Duration	With June 3, 2024 Start
Baseline Assessment	12 weeks	June 2024 - August 2024
Benchmark Energy Performance	4 weeks	August 2024 - Sept 2024
Investigate ECMs & FIMS	16 weeks*	Sept 2024 - January 2025
Preliminary Energy Forecast	16 weeks	July 2024 - Oct 2024
Project Management	Ongoing	June 2024 - January 2025

** 16 weeks, plus two weeks added to the calendar duration for Thanksgiving and Christmas holiday weeks.*

Basis of Charges:

RDU EMP Task Order 1	Fee
Baseline Assessment	\$ 114,839.00
Benchmark Energy Performance	\$ 19,249.00
Investigate ECMs & FIMS	\$ 73,868.30
Preliminary Energy Forecast	\$ 81,214.50
Project Management	\$ 53,523.00
Total	\$ 342,693.80

Below is the MWSB participation for Task Order #1:

The current pricing for MWBE consultants is as follows:

- 7% for MB (The Ohmega Group)
- 4% for WB (Edi)

Staff answered questions noting that while these are two different projects, the greenhouse gas emissions assessment will be on a dual track with the Energy Management Plan. Board members indicated that periodic updates on this matter would be welcomed, as well as periodic updates on benchmarks in the Energy Management Plan.

Approval of Task Order #1 with Hanson Professional Services for Energy Management Plan Phase 1 in the amount of \$342,693.80 and authorization for the President and CEO to execute the contract.



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RALEIGH-DURHAM AIRPORT AUTHORITY BOARD SPECIAL MEETING MINUTES JUNE 4, 2024 at 12:00 p.m.

Chair Hankins presided. Present: Hall-Roberts, Morgan, Polanco-Galdamez, Szlosberg-Landis, and Winters.¹ Staff present included: President and CEO Landguth, EVP and CDO Sandifer, EVP and Chief ISA Officer McFall; SVP and CRO Freedman, SVP and COO Connell, SVP and General Counsel Locklear, and other staff members and guests.²

Chair Hankins convened the special meeting called to discuss the Phase 2 Concessions Development Program budget adjustment. General Counsel, Erin Locklear, conducted a roll call of the members and a quorum was confirmed.

Bill Sandifer, Chief Development Officer, gave opening remarks regarding escalation in construction costs and outlined information to be presented for this \$6.4 million budget increase request. David Freedman, Chief Revenue Officer, provided a brief refresh regarding the upcoming 13 operator model concessions units and how they will be reflective of the local Triangle region. Mr. Freedman provided some brief concessions industry context and reiterated the overall benefits of the operator model.

Tyler Maheu, Senior Director of Commercial Management, shared information regarding the financial model with updated enplanements and the addition of the \$6.4M to the Authority's investment. Mr. Maheu presented data indicating \$124M total revenue to the Authority, and a net of \$95M, with the operator model estimated to earn the Authority almost \$27M more than the traditional model.

Jaymes Carter, Vice President Building and Building Systems, identified the team involved in this construction project with Messer Construction as the CMAR, and the two design firms of Evoke Studio Architecture and Gensler. Mr. Carter introduced Bob Williams, Vice President-Raleigh Region Leader, for Messer. Mr. Williams explained factors contributing to the cost of construction exceeding original estimates including inflation, lack of skilled and craft workers, as well as contractors being more selective as to projects undertaken. Mr. Williams discussed mitigation efforts to overcome these challenges.

Vice Chair Hall-Roberts inquired about increased liquidated damages and Jaymes Carter explained the Authority's scheduling priorities and emphasis on the units' opening deadlines, in view of increasing enplanements and the pressing need for more concessions. He remarked on the challenges with the supply chain resulting in delays. Mrs. Hall-Roberts commented on the Authority's choice to work within these parameters with extra costs, expedited scheduling, and limited contractors' competition.

Edwin Harris, Principal and co-founder of Evolve, shared the escalation in costs, noting the significant increase in kitchen equipment and overseas manufacturing contributing to delays. Rob Allen, Senior Associate, Project Director at Gensler, explained how smaller, local brands have unique representations

¹ Vice Chair Hall-Roberts, Morgan, Treasurer Polanco-Galdamez, Secretary Szlosberg-Landis, and Winters participated remotely via Teams.

² The meeting was live streamed at <https://youtube.com/live/4FCs7ApNUng>.



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and that these compact units are designed for optimal space utilization.

Jaymes Carter detailed the phase 2 budget summary and explained the new project scope and planned contingency. He summarized the participation goals for minority and women-owned businesses. Mr. Carter shared the Board action requested for the Phase 2 Concessions Development Program.

Secretary Szlosberg-Landis questioned the low participation by women-owned businesses. She asked for further clarification on the \$359k inspection/administration costs. Jaymes Carter explained utilization of staff augmentation contractors to provide coverage for the units being constructed. In response to Vice Chair Hall-Roberts' questions regarding MWSB numbers, Matthew Poland, Senior Project Executive at Messer, provided information on the contractors and their scope of work.

Jaymes Carter addressed Treasurer Polanco-Galdamez's questions on the sufficiency of the program's funding, noting the contingency included in the requested amendment. As to questions about measuring the success and experience of the operator model program, Mr. Carter noted that the Project Management Office staff was documenting the process.

Chair Hankins summarized the Authority's initiation of the operator model concessions, the layers of risk in this approach and the reasonable expectations of return. He noted cost increases were foreseeable given the current supply chain challenges and that with increased enplanements, an improved concessions offering was necessary.

Motion by Szlosberg-Landis for approval of a Capital Budget Amendment for the Phase T2 Concessions Program in the amount of \$6,400,000.00 to increase the budget from \$22,752,000.00 to \$29,152,000.00; for approval of the Guaranteed Maximum Price No. 03 Amendment with Messer Construction in the amount of \$19,630,729.00 for the Terminal 2 Concessions Program; and authorization for the President and CEO to execute all contract documents associated with the Phase 2 Concessions Development Program; Second by Hall-Roberts

ADOPTED BY UNANIMOUS VOTE³

Motion by Szlosberg-Landis to adjourn; Second by Hall-Roberts⁴

ADOPTED BY UNANIMOUS VOTE

³ Roll call vote with six attending directors voting in the affirmative.

⁴ Meeting concluded at 12:52 p.m.



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RALEIGH-DURHAM AIRPORT AUTHORITY BOARD MEETING MINUTES JUNE 20, 2024

Chair Hankins presided. Present: Hall-Roberts, Kushner, Morgan, Polanco-Galdamez, and Winters.¹ Staff present included: President and CEO Landguth, Executive Vice President and CISO McFall, Senior VP and CRO Freedman, Senior VP and CIO Kruse, VP and CHRO Armstrong, VP and CFO Kapocius, VP Feldman, SVP and General Counsel Locklear, Executive Assistant Rosales, and other staff members and guests.²

I. APPROVAL OF AGENDA

Motion by Kushner for approval of the Agenda; Second by Morgan

ADOPTED BY UNANIMOUS VOTE

II. APPROVAL OF MINUTES

Director Kushner noted his review of the minutes of the regular meetings of the Board, the Board committees, and the consent actions of the Board held on May 16, 2024, and of the special meeting of the Board held on June 4, 2024 and asked if any edits were needed.

Motion by Kushner for approval of these minutes; Second by Polanco-Galdamez

ADOPTED BY UNANIMOUS VOTE

III. CHAIR COMMENTS

1. Chair Hankins welcomed everyone.
2. Chair Hankins referred to the Authority's first Sustainability Program Annual Report, which highlights the Authority's efforts to integrate sustainable practices at RDU. He noted the Authority's use in its Sustainability Policy and Plan of the FAA's four sustainability pillars of economic viability, operational efficiency, environmental stewardship and social responsibility. Chair Hankins gave a few examples of sustainability actions taken in FY23-24 including hiring an energy manager, completing a vulnerability assessment and risk evaluation for the Park Economy 3 expansion project, reusing construction materials, and continued engagement with stakeholders about sustainability efforts.
3. In celebration of the U.S. Open in Pinehurst, Chair Hankins mentioned the golf simulator placed in Terminal 2 to allow passengers to try their putting skills.
4. Chair Hankins noted the successful inaugural Lufthansa flight from RDU to Frankfurt, and that other non-stop destinations out of RDU by Copa and Aeromexico would be starting soon.

¹ Treasurer Polanco-Galdamez participated remotely via Teams.

² The meeting was live streamed at <https://www.youtube.com/live/iXoxEcPYBVs>.

Raleigh-Durham Airport Authority Board Members



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Chair Hankins briefly described the recent Frankfurt trip taken by some of the Board members, and the opportunities to experience a bustling European airport and cities, and to open doors for future economic development for the Triangle and RDU.

5. Chair Hankins announced that the Board is planning a special meeting for strategic planning on July 22-23 in Wilmington, NC.

IV. OLD BUSINESS

1. Operations Committee – Hall-Roberts reported Board members met during the Committee work session on June 20, 2024, and discussed the following:

- a. Contract with SCIS Air Security Corporation for Merchandise Inspection and Security Services

For approval of a service agreement with SCIS Air Security Corporate in order to provide the Merchandise Inspection and Security Services in the amount of \$2,095,305.60 and authorization for the President and CEO to execute the contract;

- b. Presentation of Financial Performance and Consideration for the Acceptance of the Audited Financial Statements and Compliance Reports for FY 2024

For acceptance of the ACFR and the two Compliance Audit Reports for the fiscal year 2024 (April 1, 2023 – March 31, 2024);

- c. Contract with Siemens Industry, Inc. for Terminal 1 and 2 Fire Alarm Maintenance and Repair Services

For approval of a contract with Siemens Industry, Inc. for Terminal 1 and 2 Fire Alarm Maintenance and Repair Services in the amount of \$901,501 and authorization for the President and CEO to execute the contract;

- d. Amendment 7 with Daifuku Services America Corporation, formerly Elite Line Services

For approval of Amendment 7 with Daifuku Services America Corporation in the amount of \$2,181,632.92 and authorization for the President and CEO to execute the agreement;

- e. Report of Insurance Premium Renewals

For informative purposes only. No Board action required.

Motion by Morgan for approval of items a.- d.; Second by Kushner

ADOPTED BY UNANIMOUS VOTE

Raleigh-Durham Airport Authority Board Members

WAKE COUNTY
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David Kushner

CITY OF DURHAM
Tammie Hall-Roberts, **Vice Chair**
Patrick Hannah

CITY OF RALEIGH
Nina Szlosberg-Landis, **Secretary**
Shelley Winters

DURHAM COUNTY
Yesenia Polanco-Galdamez, **Treasurer**
David Morgan



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2. Construction Committee – Morgan reported Board members met during the Committee work session on June 20, 2024, and discussed the following:

a. Runway 5L-23R Replacement - Balfour Beatty Amendment GMP-04, Sanitary Force Main, Phase 1 (“SSFM, Phase 1”)

For approval of GMP-04 with Balfour Beatty Construction in the amount of \$13,220,996 and authorization for the President and CEO to execute the Amendment;

b. Runway 5L-23R Replacement Construction Amendment Modification 02 to GMP-02

For approval of Amendment Modification 02 to GMP-02 with Balfour Beatty Construction in the amount of \$61,005,189 and authorization for the President and CEO to execute the Amendment;

Motion by Morgan for approval of items a.- b.; Second by Hall-Roberts

ADOPTED BY UNANIMOUS VOTE

V. NEW BUSINESS

No new business was reported.

VI. GENERAL COUNSEL’S REPORT

No items were reported.

VII. PRESIDENT AND CEO’S REPORT

Welcome

Good afternoon, Board members, Team RDU, business partners, and guests who are joining us today.

Passenger Traffic

The busiest travel season of the year is underway at RDU, with Mother’s Day, college graduations and Memorial Day weekend contributing to a new passenger traffic record in May. More than 1.4 million passengers flew through RDU last month, outpacing April by 10.5 percent and topping the previous record set in July of last year.

The surge in passenger traffic over Memorial Day was even higher than expected, at 9.7 percent above the same holiday weekend in 2023. RDU also set a single-day record on Monday, May 13th during Mother’s Day and graduation weekend. Nearly 59,000 travelers passed through the terminals that day, during what is typically one of the busiest weekends of the year.

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American Airlines had 28.7 percent of the market share last month, with Delta at 27 percent and Southwest at 15 percent.

Fastest-Growing Airport

RDU was the fastest-growing Top 50 airport in the country in 2023. We grew at a rate of 22% over the previous year based on the number of passengers who boarded flights at large airports.

San Francisco International Airport, Washington-Dulles International Airport and Luis Muñoz Marín International Airport in San Juan, Puerto Rico ranked second through fourth on the list with growth rates of approximately 18 percent. Kansas City International Airport rounded out the top five with an increase of more than 17 percent.

Lufthansa Launch

Lufthansa launched nonstop flights between RDU and Frankfurt this month, offering convenient access to Germany and beyond with streamlined connections to Europe, the Middle East, India, Africa and more. The launch of service to Frankfurt was 10 years in the making, dating back to our early conversations with Lufthansa in 2014. We are excited to welcome them as our newest airline partner and to provide a third European gateway along with London and Paris. The Frankfurt flight will operate five days a week on a 255-seat A330-300 aircraft. Frankfurt is a hub for Lufthansa Group, the largest airline group in Europe, and the third Star Alliance member airline to serve RDU, along with United Airlines and Air Canada. RDU will welcome two more new international airlines in the next few days when Copa starts service to Panama City and Aeromexico begins service to Mexico City.

Air France

The first Airbus 350-900 to operate commercial service at RDU landed on June 3rd. Air France began flying the aircraft when it expanded its Paris route. The A-350 is larger than the 787 Dreamliner that was flying the route. It has 324 seats compared to the 279-seat Dreamliner and gives Triangle-area travelers even more opportunities to visit Paris. Air France took over the route in October as part of its partnership with Delta Air Lines and increased the frequency from three days a week to five. The airline expanded to daily service this month.

Concessions

Travelers have a new place to pick up a cup of coffee and a bite to eat when they fly through RDU. Black & White Coffee Roasters opened last week post-security in Terminal. Black & White was founded in the Raleigh-Durham area and their expertly crafted coffee can be found in cafes across the country. They also serve pastries from local bakery Union Special, house-made biscuits and avocado toast to perk up the busiest travel day. Black & White is the first of many new dining concepts slated to open in Terminals 1 and 2 in 2024 and 2025.

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VIII. MEMBER COMMENTS

Board members that traveled to Frankfurt praised the experience and the opportunity to build global connections. Staff was thanked for their work in acquiring new air services. Staff was also thanked for their diligence and expertise as the airport grows. Polanco-Galdamez shared personal travel experiences while in Germany with her nephew and the cultural enrichment and history experienced. Winters noted attending the recent ceremony for Lufthansa and referred to the upcoming Copa event. She shared a recent event she attended as an RDU representative at Joyner Magnet Elementary and how students shared their thoughts and concerns and sent letters to the Board. Ron Kapocius and the Finance team were congratulated on the clean audit, and the Sustainability Report was noted as an important milestone with staff thanked for this effort. Kushner expressed appreciation for the focus on sustainability on projects. Hall-Roberts echoed fellow members' sentiments and noted that the Frankfurt travel experience was wonderful and encouraged others to travel to other countries.

IX. ADJOURNMENT

Motion by Morgan to adjourn; Second by Kushner

ADOPTED BY UNANIMOUS VOTE

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RALEIGH- DURHAM AIRPORT AUTHORITY BOARD OPERATIONS COMMITTEE WORK SESSION MINUTES JUNE 20, 2024

Committee Chair Hall-Roberts presided. Present: Hankins, Kushner, Morgan, Polanco-Galdamez, and Winters.¹ Staff present included: President and CEO Landguth, Executive Vice President and CISO McFall, Senior VP and CRO Freedman, Senior VP and CIO Kruse, VP and CHRO Armstrong, VP and CFO Kapocius, VP Feldman, SVP and General Counsel Locklear, Executive Assistant Rosales, and other staff members and guests.²

Motion by Kushner to enter into a closed session and to protect sensitive security information from disclosure pursuant to NCGS §143-318.11(a)(1) and 49 CFR parts 15 and 1520; Second by Hall-Roberts

ADOPTED BY UNANIMOUS VOTE

CLOSED SESSION

Closed session from 11:25 a.m. until 11:40 a.m.

The Committee discussed the following items:

1. Presentation of Financial Performance and Consideration for the Acceptance of the Audited Financial Statements and Compliance Reports for FY 2024

Presented by Ron Kapocius, CPA., Vice President and Chief Financial Officer – Ron Kapocius, presented the financial performance for the fiscal year ended March 31, 2024. Mr. Kapocius discussed trended enplanements and the 18% increase in FY2024 over FY2023. He detailed operating results and variances in operating revenue and expenses. Mr. Kapocius outlined major capital project spend.

Mr. Kapocius recognized the Finance team for receiving the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting.

Board members expressed appreciation for the year-end financial results and congratulated the Finance team on the excellence award. Mr. Kapocius answered questions about the enplanements forecast and gave further details as to the decrease in parking revenue. Mr. Kapocius answered questions about cash reserves and debt reduction. Michael Landguth

¹ Treasurer Polanco-Galdamez participated remotely via Teams.

² The meeting was live streamed at <https://www.youtube.com/live/iXoxEePYBVs>.



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answered questions about the value of staff augmentation. Mr. Kapocius gave further details about the rental car market.

April Adams, Assurance Director of Cherry Bekaert, LLP reported on the completed audits and their findings as performed during their audit services for the fiscal year ended March 31, 2024 and 2023. Ms. Adams reported that the Authority was issued unmodified (no findings) opinions on these years' financial results. She identified the client service team and summarized the results of the audit. She relayed internal control communication and explained that Cherry Bekaert did not note any deficiencies believed to be material weaknesses. Ms. Adams went over the qualitative aspects of accounting practices. She explained independence considerations and other required communications, stating there were no difficulties encountered or any disagreements with management, and the reliance on certain management representations by the auditors. Ms. Adams went over supplementary information and noted upcoming financial reporting changes.

Ms. Adams answered questions about the audit reviewing larger transactions and the Authority having internal controls for review of internal processes. There were additional questions answered about upcoming financial reporting changes and timelines for those implementations. Ron Kapocius addressed questions about staff's review of the annual process to note any areas where improvements could be made. Michael Landguth referred to the annual internal audit plan which the Board recently approved and the business processes and policies that are reviewed by the Authority's audit staff. Mr. Landguth mentioned the Authority's ongoing risk management process.

Staff requests acceptance of the ACFR and the two Compliance Audit Reports for the fiscal year 2024 (April 1, 2023 – March 31, 2024).

2. Report of Insurance Premium Renewals

Presented by James Witherspoon, Vice President of Risk Management and Safety – The Authority's insurance coverages renew as of July 1, 2024.

Year over year changes in policies are:

1. Property coverage premium increased by \$3,031
2. General Liability coverage premium decreased by \$1,280
3. Workers Compensation coverage premium increased by \$3,528 along with an experience modification rate of .73
4. Cyber Liability coverage premium increased by \$18,691
5. Crime coverage premium increased by \$228
6. Fiduciary coverage premium increased by \$78
7. Automotive coverage premium increased by \$31,987



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8. Directors and Officers/Employment Practices coverage premium decreased by \$392
9. Environmental Liability premium increased by \$658

The net premium impact is an increase of \$56,529 (from \$1,782,981 in FY 23-24 to \$1,839,510 in FY 24 25).

Mr. Witherspoon introduced representatives from Assured Partners and A Jackie Dees Insurance Agency. Mr. Witherspoon answered questions about the increase in cyber liability coverage and gave an update on the owner-controlled insurance program. He indicated that in the next three to five months, forecasts would begin, and the Authority would get a firmer indication of what numbers may be next year.

For informative purposes only. No Board action required.

3. Contract with Siemens Industry, Inc. for Terminal 1 and 2 Fire Alarm Maintenance and Repair Services

Presented by Steven Yanni, C.M, Director of Contracts Facilities Maintenance – Staff is seeking Board approval for a contract with Siemens Industry, Inc. to provide Fire Alarm Maintenance and Repair Services for Terminal 1 and Terminal 2. This proposal follows a comprehensive assessment conducted by Loring Engineering to explore options to compete the servicing of these systems. It has been determined that the fire alarm systems in these terminals are proprietary and can only be serviced by Siemens.

The contract, which encompasses service maintenance and repairs for both terminals, is the result of collaborative efforts between Loring Engineering and RDU to define a comprehensive scope of work tailored to RDU's specific needs to maintain our T1 and T2 fire alarm systems. Under this agreement, Siemens will be responsible for providing labor, parts, materials, and emergency on-call service. In addition to these core services, Siemens will offer the following provisions:

- Deployment of an on-site certified NICET II Fire Alarm Technician for eight hours per week.
- Customized reports and maintenance logs.
- Monthly review meetings to ensure ongoing performance evaluation and alignment with our requirements.
- Optional RDU training sessions upon request.
- Inventory management of spare parts to ensure uninterrupted service.
- Annual system training for RDU staff to enhance operational efficiency and proficiency.



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It's important to note that this contract is considered a sole source contract due to the proprietary nature of the fire alarm system, which exclusively aligns with Siemens' expertise. We have consulted with the Small Business Office, and they have no objections.

The proposed contract with Siemens includes a negotiated escalation rate of 3.5% per year. Over the course of five years, the total service cost amounts to \$861,836, with an additional one-time acquisition cost of spare parts totaling \$39,665. Consequently, the total contract amount stands at \$901,501.

Approval of a contract with Siemens Industry, Inc. for Terminal 1 and 2 Fire Alarm Maintenance and Repair Services in the amount of \$901,501 and authorization for the President and CEO to execute the contract.

4. Amendment 7 with Daifuku Services America Corporation, formerly Elite Line Services

Presented by Steven Yanni, C.M, Director of Contracts Facilities Maintenance – Staff is seeking Board approval for Amendment 7 with Daifuku Services America Corporation (Daifuku), formerly known as Elite Line Services (ELS). Daifuku has been contracted by Authority since 2019 to provide critical preventative maintenance services and repairs on our passenger boarding bridges and baggage handling systems. The initial contract duration was set at five (5) years, with two (2) optional one-year extension periods.

Since the start of their contract, Daifuku has demonstrated exceptional performance in maintaining the operational integrity of our essential airport infrastructure. Their expertise and dedication have played a pivotal role in ensuring seamless airport operations, particularly in the face of increasing passenger traffic.

Amendment 6 was executed in the summer of 2023, granting Daifuku a salary increase aimed at enhancing staff retention and attracting top talent. Since then, Daifuku has effectively maintained their staffing levels, contributing to the continuity and efficiency of their services.

As part of Amendment 7, Daifuku has proposed a minimal cost increase of less than 2%. This allows targeted wage to certain positions staffed by their MWSB subcontractor crucial to our operations, including bag jammers, encoder users, and control room operators. These roles are integral to the swift resolution of any operational disruptions and ensure the seamless flow of passenger and baggage traffic through our facilities.

The proposed hourly rates for these positions have been vetted against the following sources such as BLS.gov and Salary.com. Additionally, discussions with the RDU Human Resource Department with no objections or concerns raised.



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Jammer/Encoder	Control Room Operator
<i>\$24.72 per hour to \$26.20 per hour</i>	<i>\$25.57 per hour to \$27.10 per hour</i>

The overall monthly maximum amount will increase by \$4,754.57 a month to \$248,469.41 (\$2,981,632.92 for the year). Daifuku has managed this contract well to date and currently there is a projected underspend of almost \$800,000. Due to the underspend, the contract increase request is only \$2,181,632.92.

Thiané Carter, Director of the Authority's Small Business Program, explained how the pandemic impacted the vendor's workforce and as staffing is increased it would positively influence the MWSB participation. Mr. Yanni addressed questions regarding the total increase to the contract price.

Approval of Amendment 7 with Daifuku Services America Corporation in the amount of \$2,181,632.92 and authorization for the President and CEO to execute the agreement.



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RALEIGH- DURHAM AIRPORT AUTHORITY BOARD CONSTRUCTION COMMITTEE WORK SESSION MINUTES JUNE 20, 2024

Committee Chair Morgan presided. Present: Hall-Roberts, Hankins, Kushner, Polanco-Galdamez, and Winters.¹ Staff present included: President and CEO Landguth, Executive Vice President and CISO McFall, Senior VP and CRO Freedman, Senior VP and CIO Kruse, VP and CHRO Armstrong, VP and CFO Kapocius, VP Feldman, SVP and General Counsel Locklear, Executive Assistant Rosales, and other staff members and guests.²

The Committee discussed the following items:

1. Runway 5L-23R Replacement - Balfour Beatty Amendment GMP-04, Sanitary Force Main, Phase 1 ("SSFM, Phase 1")

Presented by Jim Novak, Director of Airside Engineering – At its January 2022 meeting, the Board approved staff's recommendation to engage Balfour Beatty Construction (BBC) as Construction Manager at Risk (CMAR) for the Runway 5L-23R Replacement Program, and a Master Agreement was executed.

The 60% Preconstruction Services amendment with BBC was approved by the Board at the August 2022 Board meeting and the amendment was executed on August 18, 2022. In accordance with actions authorized in the amendment, the CMAR pre-qualified bidders and executed the prescribed bid process for the first construction package, GMP-01 for clearing a utility corridor to relocate Duke power lines and a City of Raleigh sanitary sewer force main. Subsequently, GMP-02 was awarded to BBC by the Board on January 18, 2024, to commence erosion control installation and clearing operations for construction of replacement Runway 5L-23R. GMP-02, Amendment Modification 02 is in the same project footprint as GMP-02 and will add site work grading and drainage for construction of the replacement Runway 5L-23R.

This GMP-04 is to install approximately 8,000 LF of sanitary sewer force main pipe, which was purchased in GMP-01 (since long lead time item and before price increase) in the Phase 1A utility clearing area. A bid opening was conducted by BBC on April 23, 2024, in which two bids were received. The bids were returned un-opened to the bidders since three bids, at a minimum, are required for the first bid opening. A second bid opening was held on April 30, 2024, and two bids were received. The bids were opened and publicly read for the following bid package.

¹ Treasurer Polanco-Galdamez participated remotely via Teams.

² The meeting was live streamed at <https://www.youtube.com/live/iXoxEePYBVs>.



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- Bid Package 33A – Cost of Work includes installation of approximately 8,000 linear feet of new sanitary sewer force main, bypass lines and pumping for new force main tie-in, erosion control measures, site excavation and stabilization, demolition and abandonment of existing force main, rock excavation, blasting, vibration monitoring, site restoration and coordination with Duke Energy overhead line installation including easement survey and marking and blasting of power pole locations.

The proposed amendment establishes the Contract Amount (Fixed Guaranteed Maximum Price), for the bid package. Approval of the Amendment authorizes construction phase services of the CMAR for Runway 5L-23R Replacement, GMP-04.

Contract Component	Amount
<u>BP 33A – Sanitary Sewer Force Main (SSFM), Phase 1</u>	
Total Cost of Work	\$11,699,300
Contractor's Contingency (5%)	\$584,965
Contractor's Construction Fee (3.5%)	\$441,588
Misc: Insurances and Performance & Payment Bond	\$162,617
<u>Reimbursable General Conditions</u>	<u>\$332,526</u>
 Construction Phase Amendment (GMP-04)	 \$13,220,996

The overall Disadvantaged Business Enterprise (DBE) goal for GMP-04 is 12.0%. After receiving bids for this work, the CMAR's proposed DBE commitment for GMP-04 is 6.0%. The Authority's Small Business Program Office has reviewed the commitment and the GFE documentation and determined that the good faith effort is acceptable.

Mr. Novak answered questions on the highly specialized aspects of the project which contributed to the limited bids received and noted the engineer's estimate. Staff was thanked for showing the sustainability efforts on this project.

Staff recommends approval of GMP-04 with Balfour Beatty Construction in the amount of \$13,220,996 and authorization for the President and CEO to execute the Amendment.

2. Runway 5L-23R Replacement Construction Amendment Modification 02 to GMP-02

Presented by Jim Novak, Director of Airside Engineering – At its January 2022 meeting, the Board approved staff's recommendation to engage Balfour Beatty Construction (BBC) as Construction Manager at Risk (CMAR) for the Runway 5L-23R Replacement Program, and a Master Agreement was executed.



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The 60% Preconstruction Services amendment was approved by the Board at the August 2022 Board meeting and the amendment was executed on August 18, 2022. In accordance with actions authorized in the amendment, the CMAR pre-qualified bidders and executed the prescribed bid process for the first construction package, GMP-01 for clearing a utility corridor to relocate Duke power lines and a City of Raleigh sanitary sewer force main. Subsequently, GMP-02 was awarded to BBC by the Board on January 18, 2024, to commence erosion control installation and clearing operations for construction of replacement Runway 5L-23R. Amendment Modification 01 added a Material Management Plan to GMP 02.

This Amendment Modification 02 adds an early phase of site work - grading and drainage - for construction of the replacement Runway 5L-23R. A bid opening was conducted by the CMAR on March 22, 2024, in which two bids were received. The bids were returned unopened to the bidders since three bids, at a minimum, are required for the first bid opening. A second bid opening was held on April 2, 2024, and three bids were received. The bids were opened and publicly read for the following bid package.

- Bid Package 31B – Site Work which consists of soil excavation (~2.1 Million CY); soil embankment (~1.5 Million CY); new stormwater pipe installation (~6,600 LF); new box culvert installation (~660 LF); construction of Stormwater Pond 1; and erosion and sedimentation control devices.

In addition, this Amendment Modification 02 adds rehabilitation to existing reinforced concrete pipes (RCP) located under existing Runway 5L-23R. A bid opening was conducted by the CMAR on April 9, 2024, in which one bid was received. The bid was returned unopened since three bids, at a minimum, are required for the first bid opening. A second bid opening was held on April 23, 2024, and two bids were received. The bids were opened and publicly read for the following bid package.

- Bid Package 32C – RCP Rehabilitation – Rehabilitate 950 LF of existing 54” RCP and 1,075 LF of existing 60” RCP

The proposed modification increases the Contract Amount (Fixed Guaranteed Maximum Price), for the bid package. Approval of the Contract authorizes construction phase services of the CMAR for Runway 5L-23R Replacement, Amendment Modification 02 to GMP-02.



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Contract Component	Amount
<u>Bid Package 31B & 32C – Site Work (Grading & Drainage) & RCP Rehabilitation</u>	
Total Cost of Work	\$49,184,146
Contractor's Contingency (5%)	\$2,459,207
Contractor's Construction Fee (3.5%)	\$2,037,603
Misc: Insurances and Performance & Payment Bond	\$750,364
<u>Reimbursable General Conditions</u>	<u>\$6,573,869</u>
 Construction Phase Amendment (GMP-02, Mod 02)	 \$61,005,189

The overall Disadvantaged Business Enterprise (DBE) goal for Amendment Modification 2 to GMP-02 is 20%. After receiving bids for this additional work, the CMAR's proposed overall DBE commitment for GMP-02, including Amendment Modification 02, is 12.0%. The Authority's Small Business Program Office has reviewed the commitment and determined that the good faith effort is acceptable.

Mr. Novak answered questions regarding the bidders for this project and the bid ranges compared to the engineer's estimate.

Staff recommends approval of Amendment Modification 02 to GMP-02 with Balfour Beatty Construction in the amount of \$61,005,189 and authorization for the President and CEO to execute the Amendment.



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RALEIGH-DURHAM AIRPORT AUTHORITY SPECIAL BOARD MEETING MINUTES JULY 22-23, 2024

Monday, July 22, 2024

Attendance: Ellis Hankins, Tammie Hall-Roberts, Nina Szlosberg-Landis, Yesenia Polanco-Galdamez, David Kushner, Shelley Winters, David Morgan

10:15 am – 10:30 am

RDUAA CEO and President, Michael Landguth provided opening comments for the meeting with the RDUAA Board. Landguth discussed the upcoming agenda and objectives, including Board governance, feedback on the strategic plan, keynote speakers in particular areas of expertise, industry updates, capital plan overview and budget.

10:30 am -12:00 pm

Steve Van Beek, Steer, discussed Board governance with the Directors, with topics including purpose, responsibility & accountability, objectivity & oversight, Board management, strategy & risk, talent & compensation, Board culture, composition, refreshment & diversity, and transparency, communication& engagement. The Board discussed committee structure, meeting schedule and agenda items, governmental engagement, the airport as commercial means for public ends, and individual Director expertise.

12:30 pm – 1:30 pm

Steve Van Beek, Steer, provided a presentation on the Current State of the Industry. Key points included industry recovery post-COVID, balancing financial and service risks, air traffic forecasts, the components of the customer experience, innovation, and sustainability.

1:45 pm – 3:45 pm

Chuck McFall, RDUAA Chief Administrative Officer presented the business case for updating the current RDU Strategic Plan. This included an overview of the Strategic Plan and alignment with the Annual Business Plan and Budget and the resulting Tactical Plan.

Steve Van Beek, Steer, presented four new draft Strategic Goals and ten associated draft Strategic Objectives to the Board and led a discussion for the purpose of obtaining Board feedback and input. The proposed draft Strategic Goals are listed as follows:

- Grow Responsibly
- Elevate Guest Experiences
- Empower our People to Deliver Effectively
- Enrich our Community.



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3:45 pm – 4:45 pm

Linda VanDeventer, Segal, presented Compensation Strategies for Competitiveness and Retention to the Board. The purpose of the presentation was to:

- Share compensation challenges RDUAA faces.
- Ensuring the Board understands the components of a competitive compensation program.
- Emphasize the Board's role in guiding strategy to ensure maintaining a highly trained and competent workforce in today's competitive labor market.

Tuesday, July 23, 2024

8:00 am – 9:00 am

The Board revisited yesterday's topic of Board governance, with topics including purpose, responsibility & accountability, objectivity & oversight, Board management, strategy & risk, talent & compensation, Board culture, composition, refreshment & diversity, and transparency, communication& engagement. The Board discussed committee structure, meeting schedule and agenda items, governmental engagement, the airport as commercial means for public ends, and individual Director expertise.

9:00 am – 9:30 am

Ken Simonson, Associated General Contractors, provided a presentation on the US Construction Outlook. Key points included the following:

- The demand for construction workers in North Carolina is above national averages.
- Construction materials and labor cost have started to stabilize, but still remain higher than the 2020 baseline.
- Total construction costs have increased 6% since May 2023.
- Lead times for equipment have stabilized, the exception is electrical gear and some electronics.
- Labor availability remains the #1 challenge for many contractors.

9:30 am – 10:00 am

Terry Yeargan, DPR, provided a presentation on the Triangle Construction Market. Key points included the following:

- Average construction cost escalation in Raleigh-Durham from 2020 thru 2023 has increased 8.56%/year vs. national average of 5.73%/year.
- Some supply chain issues are beginning to stabilize.; electrical and low voltage equipment and materials remain the greatest challenge.
- Strategies for successful project delivery and production and labor opportunities.

10:15 am – 11:45 am

Bill Sandifer, RDUAA Chief Development Officer, presented an update on the capital Program. Key discussion points included the following:



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- RDU has two types of capital investments: Capacity and Renewal & Replacement.
- The Ten-Year Capital investment program for Capacity includes the following projects:
 - New Runway 5L/23R & Taxiway B
 - Terminal 2 Landside Expansion Program
 - JBB/PPG/GTC
 - Terminal 1 Expansion Program
 - Park Economy 3 Expansion
 - New ARFF/IOC
 - Aviation Parkway/National Guard Drive Interchange
- It does not include the following projects:
 - Terminal 2 Gate Expansion Projects
 - New consolidated Rental Car Facility
 - Expanded Cargo Facility
- The Ten-Year Capital investment for Renewal and Replacement includes the following projects:
 - Renovation and repair projects in the current FY 24/25 budget
 - Renovation and repair projects anticipated in future years, examples include:
 - Runway 5R/23L Rehabilitation
 - North Cargo Apron Reconstruction
 - Re-development of mid-field taxiway C & D

12:30 pm – 2:00 pm

Steve Van Beek, Steer, facilitated a discussion, with support from Erin Locklear (RDUA General Counsel), regarding the financial program for funding the capital program investments. Key discussion points included the following:

- There are many variables that determine the overall financial strategy; these variables include the following:
 - Enplanement growth forecast over the next 10 years and resulting revenue
 - Airline Rates and charges
 - Parking and GT revenues
 - Operating expense growth
 - Willingness to take on debt
 - Consideration for our Airline CPE as compared to other medium hubs.

2:00 pm – 2:30 pm

Michael Landguth, RDUA CEO and President, and Ellis Hankins, RDUA Board Chair, provided closing comments and adjourned the meeting.



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RALEIGH-DURHAM AIRPORT AUTHORITY BOARD MEETING MINUTES AUGUST 15, 2024

Chair Hankins presided. Present: Hall-Roberts, Hannah, Kushner, Morgan, Polanco-Galdamez, Szlosberg-Landis, and Winters.¹ Staff present included: President and CEO Landguth, Executive Vice President and CDO Sandifer, SVP and CRO Freedman, SVP and Chief Operating Officer Connell, SVP and CIO Kruse, VP and CHRO Armstrong, VP Feldman, SVP and General Counsel Locklear, and other staff members and guests.²

I. APPROVAL OF AGENDA

Chair Hankins asked that the Agenda be amended to add to the Consent Agenda in New Business the two items titled Consideration of Contract for Resource Management Center / Ramp Control Tower Operations, and Purchase of Fleet Vehicles, which two items were removed from consideration during the Operations Committee.

Motion by Kushner for approval of the Amended Agenda; Second by Morgan

ADOPTED BY UNANIMOUS VOTE

II. CHAIR COMMENTS³

1. Chair Hankins welcomed everyone.
2. Chair Hankins commented on the 25th Plane Pull for Special Olympics North Carolina, held in April, which raised \$130,000. Chair Hankins welcomed Special Olympics North Carolina President and CEO, Keith Fishburne, and Special Olympics Global Messenger, Annie Tane. Mr. Fishburne mentioned that with the heavier planes, the pull teams had increased to 7 people. Ms. Tane gave a brief history of her involvement as a Special Olympics athlete and now as a global and certified health messenger, as well as an officer on the Special Olympics board. Chair Hankins was presented with a plaque expressing appreciation for the Airport Authority's continuing support.
3. Chair Hankins referred to the recent approval by NC DEQ for the Authority's construction of innovative submerged gravel wetlands system, designed in collaboration with NCSU, to treat stormwater from the Park Economy 3 (PE3) expansion project. Chair Hankins briefly described the system, designed for at least a 50-year storm event, which will exceed state requirements for stormwater treatment. Chair Hankins gave details about the Envision verification that the Authority is pursuing for this PE3 project.

¹ Secretary Szlosberg-Landis, Treasurer Polanco-Galdamez, and Director Winters participated remotely via Teams.

² The meeting was live streamed at <https://www.youtube.com/live/-SXgDWnNqrY>.

³ Approval of Minutes deferred until Secretary Szlosberg-Landis could rejoin the meeting.

Raleigh-Durham Airport Authority Board Members



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4. Chair Hankins discussed the Authority's investment of over \$2.5 million in designing controls for construction stormwater management to minimize turbidity. Chair Hankins referred to the twelve inspections on site by NC DEQ, eight of such visits being at the request of the Authority, all of which showed the Authority to be in compliance. Chair Hankins noted the Board's desire for environmental safety and protection, and that Authority staff would be requesting meetings with NC DEQ staff to seek suggestions as to other reasonable measures that could be considered to decrease turbidity downstream.
5. Chair Hankins mentioned recent high-profile visitors at RDU, and thanked the Authority staff who plan, coordinate, and manage these complex events, as well as agencies and business partners who played roles in these events.

III. APPROVAL OF MINUTES³

Secretary Szlosberg-Landis noted her review of the minutes of the regular meetings of the Board, the Board committees held on June 20, 2024, and of the minutes of the special meeting of the Board held on July 22-23, 2024 and asked if any edits were needed.

Motion by Szlosberg-Landis for approval of these minutes; Second by Hall-Roberts

ADOPTED BY UNANIMOUS VOTE

IV. PUBLIC COMMENTS

Chair Hankins opened the Public Comment period. There were two speakers: Betsy Beals and Natalie Lew.

V. OLD BUSINESS⁴

1. Operations Committee – Hall-Roberts reported Board members met during the Committee work session on August 15, 2024, and discussed the following:

- a. Closed session

Committee met in closed session to consult an with attorney in order to preserve the attorney-client privilege between the attorney and the public body pursuant to NCGS §143-318.11(a)(1) and (3).

- b. Consideration of a Multi-Year UKG Ultipro Renewal

For approval for a 5-year renewal of UKG UltiPro based on OMNIA Partners Vertosoft Contract #01-165 with monthly pricing as follows with 4% annual increases:

- Core software: \$23.92 per employee
- ACA software: \$1.26 per employee

⁴ The two items, Consideration of Contract for Resource Management Center / Ramp Control Tower Operations, and Purchase of Fleet Vehicles, were removed from consideration by the Operations Committee and placed on the Consent Agenda in New Business.

Raleigh-Durham Airport Authority Board Members

WAKE COUNTY
Ellis Hankins, **Chair**
David Kushner

CITY OF DURHAM
Tammie Hall-Roberts, **Vice Chair**
Patrick Hannah

CITY OF RALEIGH
Nina Szlosberg-Landis, **Secretary**
Shelley Winters

DURHAM COUNTY
Yesenia Polanco-Galdamez, **Treasurer**
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- *Candidate Texting: \$.16 per employee*
- *Test Environment: \$953.34 per month*

and authorization for the President and CEO to execute the quarterly purchase orders and any related documents.

- c. Consideration of Contract for Resource Management Center / Ramp Control Tower Operations

Item moved to Consent Agenda

- d. Consideration of Option Year 1 Agreement with Republic Parking, LLC

For approval of option year 1 of the existing Republic Parking, LLC agreement, including the scope of work changes for a total of \$5,274,404.88, 30 and authorization for the President and CEO to execute the agreement. The three-year agreement, plus two (2) one-year options will not exceed \$20,227,068.

- e. Purchase of Fleet Vehicles

Item moved to Consent Agenda

Motion by Morgan for approval of items b. and d.; Second by Kushner

ADOPTED BY UNANIMOUS VOTE

- 2. Construction Committee – Morgan reported Board members met during the Committee work session on August 15, 2024, and discussed the following:

- a. Terminal 2: Restroom Refresh: Task Order EVOKE Studio Architecture: EVO 04.2024

For approval of Task Order EVO 04.2024 for EVOKE Studio Architecture in a not-to-exceed amount of \$873,322.00 and authorization for the President & CEO to execute the agreement

- b. Parking Garage (PG) Rehab Phase 3 Design Services Amendment

For approval of Amendment 1 to Task Order 5 with Kimley Horn in the amount of \$1,378,591 and authorization for the President and CEO to execute the Amendment.

Motion by Morgan for approval of items a. and b.; Second by Hall-Roberts

ADOPTED BY UNANIMOUS VOTE

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VI. NEW BUSINESS

1. Consent Agenda⁴

- a. Authorization to increase travel allowance to attend the annual ACI conference
- b. Consideration of Contract for Resource Management Center / Ramp Control Tower Operations
- c. Purchase of Fleet Vehicles

Motion by Morgan for approval of consent agenda items; Second by Kushner

ADOPTED BY UNANIMOUS VOTE

VII. GENERAL COUNSEL'S REPORT

No items were reported.

VIII. PRESIDENT AND CEO'S REPORT

Welcome

Good afternoon, Board members, Team RDU, business partners, and guests who are joining us today.

Passenger Traffic

RDU set passenger traffic records for the months of June and July and over the 4th of July weekend. Traffic hit a monthly high in June, with 1,456,815 passengers traveling through RDU. That was an increase of 3.4 percent over May and eight percent over June of last year.

RDU broke that record in July, serving 1,476,448 passengers during the month. That was 1.3 percent above June and 6.3 percent above July 2023. Passenger traffic got a boost in July from the Independence Day holiday, with nearly 329,000 passengers flying through the airport between July 1 and July 7 – an increase of 9.5 percent over the same weekend in 2023.

Air Service

Breeze Airways will begin service to two new destinations in Florida in time for winter and spring break getaways. Breeze will start nonstop flights to Sarasota-Bradenton in November and Daytona Beach in February. The Sarasota route will operate on Mondays and Fridays beginning November 22nd. Daytona Beach service will begin on February 13th and fly on Thursdays and Sundays. Breeze will also begin a new nonstop route to New England in February. They will launch Monday and Friday service to New Haven, Connecticut on February 7th.

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RDU also had some exciting developments in international travel recently. The first nonstop flight from Panama City, Panama to RDU touched down in June, offering direct access to Latin America for the first time. The nonstop service on Copa Airlines opens up new possibilities for business and leisure travel from the Research Triangle region to Panama and points beyond. Copa will fly on Mondays, Wednesdays, Fridays and Saturdays on a 160-seat Boeing 737-800.

Nonstop service from RDU to Mexico City began in July, connecting the Raleigh-Durham market with a valuable business hub and vibrant leisure destination. Mexico City joins Cancun as the second nonstop route to Mexico from RDU. Aeromexico will operate the flights daily on a 99-seat Embraer E-190 as part of its partnership with Delta Air Lines.

RDU also welcomed nonstop service to Frankfurt, Germany on Lufthansa Airlines in June. RDU now has 18 airlines and a record 10 international destinations, offering more travel opportunities outside the U.S. than ever before.

TSA PreCheck Enrollment

Travelers who want to expedite the security screening process can now enroll in the TSA Trusted Traveler Program or renew TSA Precheck through CLEAR at RDU. TSA PreCheck members benefit from processing through dedicated lanes with the convenience of keeping their shoes, belts and light jackets on through the security checkpoint, and keeping electronics and 3-1-1 compliant liquids in carry-on bags. CLEAR offers in-person TSA PreCheck enrollments Monday through Sunday from 6 a.m. to 6 p.m. in Terminal 1 and Terminal 2. More information is available on the CLEAR/TSA PreCheck website at <https://tsaprecheckbyclear.tsa.dhs.gov/>.

Wait Times

As RDU continues to grow at a record pace, the Authority is taking steps to address wait times at security checkpoints. RDU was the fastest-growing Top 50 airport in the country last year, with a record number of passengers boarding flights.

The Authority moved three airlines to Terminal 1 this year to increase capacity in Terminal 2 and has expanded the Terminal 2 checkpoint twice since 2019, increasing the number of lanes from 10 to 14. The airport has also expanded its Guest Experience team during peak hours to help manage queues and assist passengers with their travel needs.

RDU offers options such as TSA precheck and CLEAR to expedite the security screening process. The checkpoints are staffed by TSA, which manages the number of lanes open for screening. RDU will continue to address congestion in the long-term as it plans for future expansion of terminals and gates. The sharp increase in passenger traffic at RDU makes it even more important for travelers to give themselves plenty of time to find parking, check in, and get through security before their flight begins boarding. We recommend travelers arrive at the airport two hours early for domestic flights and three hours early for international flights.

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Nina Szlosberg-Landis, **Secretary**
Shelley Winters

DURHAM COUNTY
Yesenia Polanco-Galdamez, **Treasurer**
David Morgan



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Tropical Storm/Power Outage

Finally, I'd like to thank Team RDU for pulling together during two recent events that could have had major impacts on airport operations. The first was the power outage we experienced at the beginning of August that affected some systems in Terminals 1 and 2. Just a week later, Tropical Storm Debby passed through North Carolina, bringing significant rainfall to the area.

Authority staff from Operations, Emergency Operations, Maintenance, Fire-Rescue, Law Enforcement, Guest Experience, Communications, Government and Community Affairs and others pitched in to support the airport's response to both incidents and minimize the impact on our guests. The Authority trains regularly on how to manage these types of events, whether they are unexpected like the power outage, or something we have time to prepare for, like a significant storm. It is always rewarding to see that preparation pay off. Thank you to everyone involved for keeping RDU running smoothly and demonstrating our core value of Team.

IX. MEMBER COMMENTS

The public was thanked for sharing their comments. Appreciation was expressed to staff and first responders for professionalism exhibited in response to aircraft incident on Wednesday. Vice Chair Hall-Roberts commented on the recent Airport Minority Advisory Council conference where Thiané Carter was named to serve as Southeast Regional Director on the AMAC Board of Directors. The Authority staff was thanked for their dedication and daily contributions and service, especially during the recent power outage which impacted the airport. There were comments on the recent Board retreat in Wilmington. Chair Hankins noted that the minutes summarize the retreat's topics and that the Board discussed industry growth, changes and challenges, and confirmed that no Board actions were taken during that retreat.

X. ADJOURNMENT

Motion by Hall-Roberts to adjourn; Second by Morgan

ADOPTED BY UNANIMOUS VOTE

Raleigh-Durham Airport Authority Board Members

WAKE COUNTY
Ellis Hankins, **Chair**
David Kushner

CITY OF DURHAM
Tammie Hall-Roberts, **Vice Chair**
Patrick Hannah

CITY OF RALEIGH
Nina Szlosberg-Landis, **Secretary**
Shelley Winters

DURHAM COUNTY
Yesenia Polanco-Galdamez, **Treasurer**
David Morgan



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RALEIGH-DURHAM AIRPORT AUTHORITY ACTIONS BY CONSENT AUGUST 15, 2024

The Board approved the following items on the Consent Agenda¹:

a) Authorization to increase travel allowance to attend the annual ACI conference

Memorandum by Tammie Hall-Roberts, Vice Chair RDU Board of Directors – The ACI-NA serves as the voice of North American airports, representing local, regional, and state governing bodies that own and operate commercial airports in the United States and Canada. The organization's mission is to advocate policies and provide services that strengthen commercial airports' ability to serve their passengers, customers, and communities. The annual conference provides a valuable opportunity for airport leaders to exchange ideas, gain insights into industry trends, and network with peers.

It is crucial for our airport's board members to attend critical industry conferences such as the ACI-NA Annual Conference to remain educated and up-to-date with the latest developments in the aviation industry. The attendance of RDU Board Members at this conference will enhance our board's knowledge and understanding of key airport issues and policies, ultimately benefiting our airport and the communities we serve.

The Board is requested to approve travel for Tammie Hall-Roberts to attend the ACI-NA Annual Conference in September. Staff is prepared to confirm the booking for hotel, transportation, registration and airfare pending Board approval at an estimated cost of \$3,000.

Board authorization is requested for Tammie Hall-Roberts travel to the ACI-NA Annual Conference at an estimated cost of \$3,000.

b) Consideration of Contract for Resource Management Center / Ramp Control Tower Operations

Memorandum by Robert K. Peterson, C.M., Director of Operations – Staff is seeking Board approval to award a 5 year service agreement with two 1-year optional extensions to oversee the Authority's Resource Management Center / Ramp Control Tower Operations. This service agreement will oversee the Terminal 1 and 2 common use functions, which include assignment of airline ticketing stations, baggage system components, airline gates and displays, etc., as well as certain aircraft operations.

The Authority advertised for these services on April 3, 2024, with a pre-proposal meeting on April 17, 2024. The MWSB goals for this solicitation were 7% for MB and 4% WB participation. Two proposals were received before the May 22nd deadline. The selection

¹ The two items, Consideration of Contract for Resource Management Center / Ramp Control Tower Operations and Purchase of Fleet Vehicles, were removed from consideration by the Operations Committee, and placed on the Consent Agenda.



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committee conducted interviews and thoroughly reviewed the proposals. During the review process, the selection committee requested additional clarification from each proposer related to required insurance coverage as well as additional clarification on staffing models to ensure the proposer provided adequate staffing coverage in the ramp tower. The Authority requested Best and Final Offers from both proposers by July 17, 2024.

Staff will present further details, including specific details concerning the recommended vendor, contract amount, and MWSB participation will be provided at the Board of Directors' meeting.

Staff requests approval of a 5 year service agreement for Resource Management Center / Ramp Control Tower Operations.

c) Purchase of Fleet Vehicles

Memorandum by Brian Mclean, OAM, Fleet Manager— Staff recommends approval to purchase one (1) Ford Police Interceptor Utility Hybrid Vehicle, one (1) Ford Expedition XLT Max, two (2) Polaris Pro XD Kinetic UTVs, one (1) Mack MD 4K Water Truck, and one (1) TYMCO 600 Street Sweeper. These vehicles are included in the FY2425 Capital Budget. Vehicles and equipment are for Operational Asset Management (OAM), Operations, and Aircraft Rescue & Fire Fighting (ARFF) and total cost is in the amount of \$722,456.01.

Five of the vehicles are direct replacements of current fleet vehicles that have exceeded their useful life based on the scoring criteria from the RDU's Fleet Management Plan. Retired vehicles will be sent to the State Surplus auction and the proceeds will be returned to RDU.

Sustainability is a key consideration in all vehicle selections, while ensuring that operational needs are met. Replacements include hybrid and battery electric (ZEV) vehicles.

One of the UTV's is a new purchase for the Aircraft Rescue and Fire Fighting Department. It is a 100% electric ZEV side-by-side utility vehicle that will provide improved response to remote areas, congested construction sites, and parking structures. It can also be used to support special events not requiring deploying full size fire assets.

The FY24/25 Capital budget includes sufficient funding allocated for these purchases. These vehicles will be purchased through the North Carolina Statewide Term Contract Bid # 2510A/2210B, and North Carolina Sheriff Association Bid # 24-08-041.

Staff requests Board approval to purchase one (1) Ford Police Interceptor Utility Hybrid Vehicle, one (1) Ford Expedition XLT Max, two (2) Polaris Pro XD Kinetic UTVs, one (1) Mack MD 4K Water Truck, and one (1) TYMCO 600 Street Sweeper in the amount of \$722,456.01 and authorization for the President & CEO to execute any necessary documents to complete the purchases.



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RALEIGH- DURHAM AIRPORT AUTHORITY BOARD OPERATIONS COMMITTEE WORK SESSION MINUTES AUGUST 15, 2024

Committee Chair Hall-Roberts presided. Present: Hankins, Kushner, Morgan, Polanco-Galdamez, Szlosberg-Landis, and Winters.¹ Staff present included: President and CEO Landguth, Executive Vice President and CDO Sandifer, SVP and CRO Freedman, SVP and Chief Operating Officer Connell, SVP and CIO Kruse, VP and CHRO Armstrong, VP Feldman, SVP and General Counsel Locklear, Executive Assistant Rosales, and other staff members and guests.²

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

ADOPTED BY UNANIMOUS VOTE

CLOSED SESSION

Closed session from 11:06 a.m. until 12:10 p.m.

The Committee discussed the following items:

1. Consideration of a Multi-Year UKG Ultipro Renewal

Presented by Michael McLanahan, Vice President of IT Business Solutions – UKG Ultipro is a cloud-based HRIS/payroll system in use at the Authority since 2013. This request is to purchase continued licenses and support for UltiPro's Core HR/IS system, ACA Distribution Services, Candidate Texting, and test environment. Information Services is seeking approval of a 5-year software agreement with Vertosoft, an Ultipro reseller.

The Information Services and Procurement departments collaborated on the procurement strategy for the continued use of Ultipro. Ultipro software licenses and support are available through the OMNIA Partners Vertosoft cooperative agreement #01-165. Software fees will be invoiced and paid on a quarterly basis based on actual employee counts. The OMNIA contract reduces annual price increases from 10% to 4%.

The 5-year total cost is based on actual employee counts and is estimated to be \$969,328.50. OMNIA-based pricing provides an estimated savings of \$128,346.97 over the 5-year period.

¹ Secretary Szlosberg-Landis, Treasurer Polanco-Galdamez, and Winters participated remotely via Teams.

² The meeting was live streamed at <https://www.youtube.com/live/-SXgDWnNqrY>.



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This procurement initiative has been reviewed and is supported by the Authority's Small Business Programs Office.

Director Kushner questioned the impact to alternative selections and issues in exiting integrated systems. Mr. McLanahan gave information about the top providers including UKG UltiPro.

Staff requests approval for a 5-year renewal of UKG UltiPro based on OMNIA Partners Vertosoft Contract #01-165 with monthly pricing as follows with 4% annual increases:

- Core software: \$23.92 per employee
- ACA software: \$1.26 per employee
- Candidate Texting: \$.16 per employee
- Test Environment: \$953.34 per month

and authorization for the President and CEO to execute the quarterly purchase orders and any related documents.

2. Consideration of Contract for Resource Management Center / Ramp Control Tower Operations
Item moved to Consent Agenda

3. Consideration of Option Year 1 Agreement with Republic Parking, LLC

Presented by Jeffrey A. Slayton, PMP, Director of Parking – On August 19, 2021, the Authority executed a three-year agreement, with two one-year options with a not to exceed amount of \$18,789,396.76, for staffing to operate a busing and shuttle service for the Authority's remote car parks. The original projected cost for year 4 was \$3,836,733.34.

The original scope of the agreement was for Republic Parking, LLC to provide:

- A leadership team to efficiently manage and oversee contract services for busing and shuttle operations, for a 24/7 operation.
- Staff to operate Authority owned and maintained 40-foot courtesy buses with staff who have a commercial driver's license with passenger endorsement ("CDL-P") certified bus drivers between the Raleigh-Durham International Airport ("RDU") terminals, and the Park Economy car parks (public and employee).
- Staff to operate Authority owned and maintained 14-passenger courtesy shuttles with staff who have a valid North Carolina driver's license between ("RDU") terminals and the Park Express car park.
- Staff to operate buses and/or shuttles as requested by Authority staff.

Based on operational need due to increased occupancy of the current car parks, expansion of Park Economy 3 from 3,827 spaces to approximately 11,000 spaces in March 2025, and to ensure that the service continues to meet capacity and headway requirements, staff proposes the following changes to the existing scope of work:

- Add one (1) assistant manager for a total of 2,080 hours/year.



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- Increase CDL-P driving hours to a total of 94,104 hours/year to meet operational demand due to increased occupancy in remote car parks and to accommodate the expansion of Park Economy 3.
 - Increases bus service to PE3 and PE4 from four (4) drivers to five (5) for each car park per shift from August through January. A total of ten (10) buses in service per shift.
 - Further increase bus service to PE3 by two (2) drivers per shift from February '25 through August '25 to accommodate PE3 expansion opening in March '25 for a total of twelve (12) buses in service per shift.

With the proposed scope of work changes, the projected cost for year 4 of the agreement increases to \$5,274,404.88.

The MWSB goals for this contract remain at 16% MB and 13% WB.

Committee Chair Hall-Roberts questioned what contract period the increase would cover. Thiané Carter, Director of Small Business, addressed questions about the MWSB goal and that due to changes in the contract's scope, the vendor encountered issues with MWSB participation, including one subcontractor that withdrew due to health issues. Ms. Carter noted that the Authority continues to work with the vendor toward boosting MWSB participation.

Staff requests approval of option year 1 of the existing Republic Parking, LLC agreement, including the scope of work changes for a total of \$5,274,404.88. The three-year agreement, plus two (2) one-year options will not exceed \$20,227,068.30. Staff requests authorization for the President and CEO to execute the agreement.

4. Purchase of Fleet Vehicles

Item moved to Consent Agenda



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RALEIGH- DURHAM AIRPORT AUTHORITY BOARD CONSTRUCTION COMMITTEE WORK SESSION MINUTES AUGUST 15, 2024

Committee Chair Morgan presided. Present: Hall-Roberts, Hankins, Hannah, Kushner, Polanco-Galdamez, Szlosberg-Landis, and Winters.¹ Staff present included: President and CEO Landguth, Executive Vice President and CDO Sandifer, SVP and CRO Freedman, SVP and Chief Operating Officer Connell, SVP and CIO Kruse, VP and CHRO Armstrong, VP Feldman, SVP and General Counsel Locklear, Executive Assistant Rosales, and other staff members and guests.²

The Committee discussed the following items:

1. Terminal 2: Restroom Refresh: Task Order EVOKE Studio Architecture: EVO 04.2024

Presented by Jaymes Carter, Vice President, Buildings and Building Systems – The purpose of this item is to provide a staff recommendation for the approval of a Task Order with EVOKE Studio Architecture to complete the final design drawings and participate in the bidding process for the Terminal 2 Restroom Refresh Project. The Terminal 2 Restroom Refresh Project includes (23) passenger restroom facilities on both Concourse C and D.

The overall Minority and Women Owned Small Business (MWSB) goals for the existing Master Agreement are 10.0% for Minority Small Owned Businesses (MB) and 5.0% for Women Small Owned Businesses (WB). MSB and WSB participation goals for the Task Order are 93.25% for MB and 0.0% for WB. The Small Business Program Office has determined that the Consultant made a good faith effort and meets the MWSB program requirements.

The Authority will compensate the Consultant for services rendered for this Task Order in the amount not-to-exceed \$863,032.00. Allowable reimbursable expenses are also specified in the Agreement and shall not exceed \$10,290.00. Total compensation is \$873,322.00.

Mr. Carter introduced Teri Canada, the principal and co-founder of EVOKE Studio. A materials board was displayed, and Mr. Carter answered questions about the materials' durability. There was discussion about the adequacy of restroom facilities for the increased enplanements and predicted growth at the airport. Jaymes Carter explained additional restroom facilities anticipated at such time as Terminal 2 is expanded, and the additional planned restrooms for Terminal 1. There was discussion about advancing the look of Terminal 1, and project costs anticipated now in view of future terminal expansion plans.

¹ Secretary Szlosberg-Landis, Treasurer Polanco-Galdamez, and Winters participated remotely via Teams.

² The meeting was live streamed at <https://www.youtube.com/live/-SXgDWnNqrY>.



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Staff requests approval of Task Order EVO 04.2024 for EVOKE Studio Architecture in a not-to-exceed amount of \$873,322.00 and authorization for the President & CEO to execute the agreement.

2. Parking Garage (PG) Rehab Phase 3 Design Services Amendment

Presented by France Campbell, Director of Landside Engineering – The project involves developing construction documents for recommended restoration and upfit to two of the four parking garages at RDU: Parking Garage 3 (PG3) and Parking Garage 4 (PG4). These construction documents will progress and build upon the Schematic Design already completed. The restoration of Parking Garage 1 (PG1) and Parking Garage 2 (PG2) is being performed under a separate Task Order. The scope of tasks for this Amendment include:

- Structural, waterproofing, accessibility, and pavement striping;
- Lighting modernization;
- Signage improvements; and
- Fire alarm modernization.

Structural, waterproofing, accessibility, and striping includes restoration items such as concrete and grout repairs, joint sealant replacement, expansion joint replacement, cleaning/repainting garage surfaces, etc. This task also includes restriping all of PG3 and PG4.

Lighting replacement improvements aimed at meeting sustainability goals include all areas of PG3 and PG4, including the open area for parking, elevator waiting areas, helices, stairwells, lightwell, façade lighting, etc.

Signage upgrades are divided into two phases, Phase 1 – Short Term and Phase 2 – Near Term modifications. Phase 1 – Short Term are high-level priority for replacement based on extreme conditions that have negatively affected the sign's structure, legibility, and effectiveness. Phase 2 – Near Term are medium-level priority for removal based on redundant or contradictory messaging that has been created between the newly added digital signs for the Parking Guidance System (PGS) and pre-existing static directional signs.

Fire alarm upgrades (panels and devices) within PG3 and PG4 are part of this amendment. It is anticipated that the Fire Alarm upgrade design will be developed in such a way to independently bid and procure those elements, separate from the other interior upgrades included in this amendment.

Total compensation under this proposed amendment is a not-to-exceed amount of \$1,378,591. Labor (\$1,374,887) will be billed at hourly rates, which are established in the Master Agreement, and expenses (\$3,704) will be billed at direct cost.



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The overall Minority and Women-owned Small Business (MWSB) goals for the existing Master Agreement are 10% for Minority-owned Small Businesses (MB) and 5% for Women-owned Small Businesses (WB). The proposed amendment includes commitments of 40.4% for MB and 3.3% WB. With this amendment, total commitments for Task Order 5 will be 32.4% for MB and 4.5% for WB. The Authority's Director of Small Business Programs concurs with this commitment.

There was discussion regarding consideration of wider spacing to accommodate larger vehicles, noting the financial impact due to less spaces for parking.

Staff requests approval of Amendment 1 to Task Order 5 with Kimley Horn in the amount of \$1,378,591 and authorization for the President and CEO to execute the Amendment.



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RALEIGH-DURHAM AIRPORT AUTHORITY BOARD MEETING MINUTES SEPTEMBER 19, 2024

Chair Hankins presided. Present: Hall-Roberts, Hannah, Kushner, Morgan, Polanco-Galdamez, and Szlosberg-Landis.¹ Staff present included: President and CEO Landguth, Executive Vice President and CISO McFall, Senior VP and CRO Freedman, Senior VP and CIO Kruse, VP and CHRO Armstrong, VP and CFO Kapocius, VP Feldman, SVP and General Counsel Locklear, Executive Assistant Rosales, and other staff members and guests.²

I. APPROVAL OF AGENDA

Motion by Morgan for approval of the Agenda; Second by Polanco-Galdamez

ADOPTED BY UNANIMOUS VOTE

II. APPROVAL OF MINUTES

Secretary Szlosberg-Landis noted her review of the minutes of the regular meetings of the Board, the Board committees, and the consent actions of the Board held on August 15, 2024 and asked if any edits were needed.

Motion by Szlosberg-Landis for approval of these minutes; Second by Kushner

ADOPTED BY UNANIMOUS VOTE

III. CHAIR COMMENTS

1. Chair Hankins welcomed everyone.
2. Chair Hankins commented on the restaurant openings in Terminal 2 of Crawford's Genuine and Carolina Craft, and the award-winning menus at these locations. A short video was played. The additional dining options slated to open in both terminals in 2025 were mentioned.
3. Chair Hankins remarked on this being 9-1-9 Day (September 19), and a day to celebrate our great community which is served by RDU.
4. Chair Hankins recognized Karen Reynolds, who is retiring from the Authority. He noted that she joined the Authority in 1993, becoming the Director of Properties in 2014. Mrs. Reynolds was thanked for her years of service and wished well in her next endeavors.
5. Chair Hankins mentioned the recent Airports Council International-North America (ACI) Conference held in Grand Rapids, Michigan, which was attended by some of the Board members. He remarked on the helpful sessions and information shared at the conference and noted the instructive session moderated by General Counsel, Erin Locklear.

¹ Secretary Szlosberg-Landis participated remotely via Teams.

² The meeting was live streamed at <https://www.youtube.com/live/Ji938hTmBAo>.



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6. Chair Hankins referred to a recent meeting with staff of N.C. Dept. of Environmental Quality, the Director of Water Resources and others, to discuss permit requirements and other processes to minimize turbidity (best practices within reason). He noted that the Authority is exceeding the requirements.

IV. PUBLIC COMMENTS

Chair Hankins opened the Public Comment period. There were two speakers: Betsy Beals and Natalie Lew.

V. OLD BUSINESS

1. Operations Committee – Hall-Roberts reported Board members met during the Committee work session on September 19, 2024, and discussed the following:

- a. Closed session

Committee met in closed session to protect sensitive security information from disclosure pursuant to NCGS §143-318.11(a)(1) and 49 CFR parts 15 and 1520 and to consult an with attorney in order to preserve the attorney-client privilege between the attorney and the public body pursuant to NCGS §143-318.11(a)(1) and (3).

- b. Consideration of MERA RD2, LLC Operating Agreement, Amendment 1

Motion by Hall-Roberts for approval of MERA RD2, LLC Operating Agreement, Amendment 1 and authorization for the President and CEO to execute the agreement; Second by Morgan

ADOPTED BY UNANIMOUS VOTE³

2. Construction Committee – Morgan reported Board members met during the Committee work session on September 19, 2024, and discussed the following:

- a. Consideration of Amendment 9 with RS&H for Engineering Construction Oversight Services for Runway 5L-23R Replacement Program, Early Works Package

For approval of Amendment 9 to RS&H's Standard Form of Agreement for the Runway 5L-23R Replacement Program for Engineering Construction Oversight in the amount of \$364,100.00

- b. John Brantley Boulevard Extension Design Services

For approval of Amendment 4 to Task Order 3 with Kimley Horn in the amount of \$3,558,827.00

- c. Greenhouse Gas (GHG) Emissions Reduction & Decarbonization Roadmap

For approval of Task Order 5 with AECOM in the amount of \$240,818.36

³ Director Kushner recused himself from the vote due to a potential conflict of interest.



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Motion by Morgan for approval of the above items; Second by Hall-Roberts⁴

ADOPTED BY UNANIMOUS VOTE

3. Strategic Plan⁵

Chair Hankins briefly recapped the recent special meeting of the Board held on July 22-23, 2024 in Wilmington. Some topics brought up during the retreat for further discussion by Board members included:

- 1) Consideration of committees that don't rely on "committee of the whole" but on select members depending on interest (and presumably other criteria).
- 2) Consideration of an "annual meeting" with airport sponsoring jurisdictions, to keep them apprised of airport developments and importance.
- 3) The Board would like to see agenda items and backup (as to significant "top-line issues") in time for greater deliberation in advance of a Board meeting.
- 4) The Board understands the work the staff has to put in for agenda items and would like to prioritize more as per above. More information on top-line, less (and perhaps using the consent calendar) on "minor" items.
- 5) Board is willing to look at more CEO discretion for sole-source authority that doesn't need preclearance (even recognizing that limits were recently raised). A reporting structure of what was done would be appropriate.
- 6) For compensation agreement early on during the fiscal year about the metrics against which the CEO, leadership team, and the airport would be evaluated against.
- 7) After the CEO's report, members would like to see more time for questions and perhaps open discussion, including "blue sky" issues.
- 8) With the new strategic plan in place, use the goals and objectives (e.g., Goal 1, Objective 2) as a way to identify Board items on Board agendas, reinforcing that the Board is using the Strategic Plan and focusing on top-line issues.
- 9) A couple of Board members questioned the airport referring to itself as a commercial entity, when it has significant public responsibilities. However, members were receptive to the consultant's view that the airport "used commercial means for public ends." So the effort can then shift to a focus on what the ends are.
- 10) The Board likes using the expertise of Board members to allow it to defer to members with IT, environmental, financial, or other expertise. This enables members to get more done notwithstanding their extended commitments.

There was discussion regarding "committee of the whole" as well as having more time to review meeting materials for "top-line" projects. There were comments that some materials are complicated and having committees meet prior to the Board meeting date would allow for further discussion and details, and for consideration of public comments. Time constraints of

⁴ Committee Chair Morgan noted two of these items are within the President and CEO's authority and were brought forward as items of interest to the Board for approval

⁵ Due to preparation time, agenda items were rearranged and the Strategic Plan discussion occurred after Member Comments.



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Board members' schedules were noted as well as impact to Authority staff's time for preparation and attendance at additional meetings. There was discussion about Directors joining virtually for these proposed additional meetings, as voting actions would be deferred to the Board meetings, and if committees would continue to include all Board members.

Annual meetings with the four sponsoring jurisdictions were discussed as a means to provide consistent communication from Board members to their respective appointing bodies. It was noted as a way to build relationships while sharing challenges, funding needs, as well as updates on current and planned projects of the airport. There was discussion that such a gathering would require public meeting notice requirements for all involved entities and could be difficult to schedule with such a large group.

Chair Hankins opened the floor for Board members' thoughts on having open Board discussions on "blue sky" issues during meetings, perhaps during the existing Members' Comments period. Members indicated it would allow for frank discussion on whatever topic was presented by a member.

There was discussion about linking items on the Board agenda with the Strategic Plan to reinforce that the Board is focusing on top-line issues and following the plan. Board members considered how the airport "used commercial means for public ends" and how the Authority, in an entrepreneurial fashion, has to raise revenue to support future improvements, while complying with state and federal law. The ability to have the knowledge and expertise of Board members in particular areas for additional insight was noted, with direction to staff being from the Authority Board.

Chair Hankins requested consideration of these discussion points for further deliberation by the Board members in November.

VI. NEW BUSINESS

1. Consent Agenda

- a. Consideration of a One-Year Extension with Rezcomm
- b. Agreement for Grant of New Permanent Easement for Sanitary Sewer Pump Station Purposes and Release of Original Permanent Easement with the City of Raleigh
- c. Request to Purchase Juniper QFX Switches

Motion by Polanco-Galdamez for approval of consent agenda items; Second by Hall-Roberts

ADOPTED BY UNANIMOUS VOTE



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VII. GENERAL COUNSEL’S REPORT

No items were reported.

VIII. MEMBER COMMENTS

Karen Reynolds was congratulated on her retirement from the Authority and thanked for her service. Morgan commented on enjoying the new restaurants’ food offerings. Morgan shared information from #WHATSMYNAME Foundation, a vendor at the ACI conference, who promotes rideshare safety. Board members expressed how the ACI conference was educational and an opportunity to see innovative products and solutions for the airport industry. Kushner thanked the public for sharing their comments, and asked if the summarized comments could be included in the minutes. Kushner explained that there was no environmental impact expected from the approved easement for the sewer pump station. Szlosberg-Landis expressed appreciation for sustainability efforts moving forward as to GHG emissions, minimizing impacts and turbidity from earth moving projects, as well as meetings by staff with DEQ personnel. Polanco-Galdamez talked about Hispanic and Latino Heritage Month, and the various events celebrated in the area, as well as cultural and economic contributions and achievements from these Hispanic, Latino, Latinx and Latine communities across North Carolina. Hall-Roberts commented on the regulatory update at the ACI conference moderated by Erin Locklear, and recognized Zakiya James, Concessions Business Manager for the Authority, for acquiring U.S. Airport Professional certification through ACI.

IX. PRESIDENT AND CEO’S REPORT

Welcome

Good afternoon, Board members, Team RDU, business partners, and guests who are joining us today.

Passenger Traffic

The final month of the summer travel season brought 1,401,586 passengers through RDU. That was a 5.5 percent increase over the same month last year and a new record for August. Total traffic for August was five percent lower than July of this year. That’s a typical trend as students go back to school and summer vacations wrap up.

Air Service

International air travel continues to grow at RDU, with Air Canada doubling the frequency of its nonstop service to Toronto. Beginning in the summer of 2025, Air Canada will fly the route 14 times a week. International travel increased by 88% between June of 2022 and June of this year. RDU has added five new international destinations since 2022 and now serves a record number of cities outside the U.S. American Airlines had 27.3 percent of market share at RDU in August, Delta had 26 percent and Southwest had 14.6 percent of the market.



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Biometric Exit

If you've flown to one of RDU's international destinations recently, you may have noticed some new technology being used at the gate. Biometric exit kiosks were installed at 10 gates in Terminal 2 that serve international flights. The kiosks are part of a U.S. Customs and Border Protection initiative to use facial recognition technology to vet outbound international passengers. Each passenger stands in front of the kiosk's camera before boarding the plane and the image is compared to travel documents to verify the person's identity. CBP hopes to provide a more efficient and secure screening process with this touch-free technology.

Passengers can request to opt out of biometric screening and be vetted manually by an agent at the gate. Signage instructs passengers they can opt out. Participating airlines include Air Canada, Air France, Icelandair, Jet Blue, Lufthansa, AeroMexico and Copa. The kiosks are currently used for some outbound international flights but not domestic flights.

Runway Funding

RDU was awarded a 10 million dollar grant from the FAA this month for construction of our replacement runway. The funding came from the federal Airport Improvement Program, which helps pay for infrastructure and other projects. The new Runway 5L-23R will be the most important two miles of pavement in the Research Triangle when it is complete, serving as the region's gateway to the West Coast and transatlantic destinations. The runway is being replaced to maintain international connectivity and make room for a future gate expansion at Terminal 2. The Authority is grateful to our federal partners for helping fund for our most significant capital project.

X. CLOSED SESSION

Motion by Kushner to go into closed session to discuss a personnel matter pursuant to NCGS §143-318.11(a)(1) and (6); Second by Morgan

ADOPTED BY UNANIMOUS VOTE

Closed session from 2:22 pm until 3:22 p.m.

XI. ADJOURNMENT

Motion by Kushner to adjourn; Second by Polanco-Galdamez

ADOPTED BY UNANIMOUS VOTE



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RALEIGH-DURHAM AIRPORT AUTHORITY ACTIONS BY CONSENT SEPTEMBER 19, 2024

The Board approved the following items on the Consent Agenda:

a) Consideration of a One-Year Extension with Rezcomm

Memorandum by Michael McLanahan, Vice President of IT Business Solutions – In March 2022, the Authority contracted with Rezcomm to develop an online parking reservation system with accompanying customer email communication ability. The original agreement included plans for other eCommerce-related software platforms. Information Systems is seeking an amendment for a one-year extension to this agreement to focus exclusively on the further development of the online parking reservation and email system at an additional cost of \$68,375 for the extension. No other eCommerce development with Rezcomm is being planned with this extension.

This project has been reviewed and is supported by the Authority's Small Business Programs Office.

Staff requests approval for a one-year extension to the existing agreement with Rezcomm at a cost of \$68,375.

b) Agreement for Grant of New Permanent Easement for Sanitary Sewer Pump Station Purposes and Release of Original Permanent Easement with the City of Raleigh

Memorandum by Karen Reynolds, Director of Properties – A sanitary sewer pump station owned by the City of Raleigh is located on Airport Authority property off Globe Road (see map). The City currently holds a permanent easement across a portion of Authority property to allow access to the sewer pump station. The existing easement was recorded in 1986.

The City requested a new, larger easement in order to accommodate necessary expansion of the City's existing public sewer pumping station. The easement area would increase from 34,163 s.f. to 46,871 s.f. (an increase of 12,708 s.f. or 0.29 acres). The City plans to make certain improvements to the pump station, and the scope of work includes the following:

- Mechanical and electrical improvements, specifically the installation of a third pump and suction header in the dry well, motor control center replacement, wiring and lighting replacements, various valve and gate replacements, piping replacements, wet well rehabilitation, safety grating installations, and removal of existing scrubber and seal water equipment no longer in use along with various other replacements of aged components and general maintenance improvements.
- Exterior to the building, the installation of a permanent diesel bypass pumping station



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with permanent connection to the discharge force main onsite, an influent box, site fencing expansion with additional gate, and various stair and sidewalk improvements.

Authority and City of Raleigh legal team representatives collaborated to draft an "Agreement for Grant of New Permanent Easement for Sanitary Sewer Pump Station Purposes and Release of Original Permanent Easement". The document has been signed by the City and requires Authority CEO signature.

The new document releases the original permanent easement and replaces it with a new permanent easement that details certain City requirements, including:

- Removal of all trees, vegetation and other obstructions as necessary to maintain, repair or protect the facilities;
- Not using the property in any manner which interferes with or is inconsistent with the City's easement rights;
- Promptly repairing any physical damage to the surface area of the property resulting from exercise of rights granted to the City;
- Not installing facilities outside the new permanent easement area without obtaining a separate written easement; and
- Working with the Authority to identify an alternate easement location in the event the Authority elects to undertake any future airport use or development, etc. that impedes the rights granted by the new easement.

Staff confirmed that this easement and the City of Raleigh's planned work on the pump station will not interfere with the new runway construction or other Authority operations on that side of the property.

Staff requests approval of the "Agreement for Grant of New Permanent Easement for Sanitary Sewer Pump Station Purposes and Release of Original Permanent Easement with the City of Raleigh", including authorization for the President and CEO to execute the document.



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c) Request to Purchase Juniper QFX Switches

Memorandum by Kristoffer Land, Vice President of IT Infrastructure – The Authority is in the process of replacing end-of-life (EOL) hardware across campus to support an updated infrastructure. The IT team has, as part of the overall IT Master Plan and as supported by IT Master Plan Implementation Tactical Plan, has been replacing aged and unsupported Cisco hardware with Juniper hardware. This has provided a robust base for our network infrastructure and netted significant cost savings.

This request is to procure and subsequently deploy 5 additional switches. The switchgear requested will replace Cisco Nexus datacenter switches and Cisco 4500X fiber switches, allowing for integration into the, now standard, Juniper ecosystem, and provide interoperability and support that cannot be maintained with the current Cisco hardware. In addition, there will be an increased speed at which the datacenters can operate, and a more robust resiliency/redundancy on this supported platform.



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Items were solicited in accordance with the RDU Procurement Policy utilizing Omnia R210407 cooperative contract at a price of \$173,284.45. Information Services has the items budgeted in the approved FY 23/24 budget.

The Small Business Program Officer has reviewed this request and concurs with this approach.

Staff requests the approval to purchase 5 Juniper QFX5120 datacenter switches with associated software and support at a cost of \$173,284.45.



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RALEIGH- DURHAM AIRPORT AUTHORITY BOARD OPERATIONS COMMITTEE WORK SESSION MINUTES SEPTEMBER 19, 2024

Committee Chair Hall-Roberts presided. Present: Hankins, Kushner, Morgan, Polanco-Galdamez, and Szlosberg-Landis.¹ Staff present included: President and CEO Landguth, Executive Vice President and CISO McFall, Senior VP and CRO Freedman, Senior VP and CIO Kruse, VP and CHRO Armstrong, VP and CFO Kapocius, VP Feldman, SVP and General Counsel Locklear, Executive Assistant Rosales, and other staff members and guests.²

Motion by Hall-Roberts to enter into a closed session to protect sensitive security information from disclosure pursuant to NCGS §143-318.11(a)(1) and 49 CFR parts 15 and 1520, and in order to preserve the attorney-client privilege between the attorney and the public body pursuant to NCGS §143-318.11(a)(1) and (3); Second by Morgan

ADOPTED BY UNANIMOUS VOTE

CLOSED SESSION

Closed session from 11:04 a.m. until 11:52 a.m.

The Committee discussed the following item:

1. Consideration of MERA RD2, LLC Operating Agreement, Amendment 1

Presented by Kimberly Stewart, Vice President of Concessions – On June 1, 2023, the Authority entered into an Operating Agreement with MERA RD2, LLC to operate 5 food and beverage units. Units include Raleigh Beer Garden in Terminal 1 along with Guy's Pizza Joint, Connption Cocktails & Cuisine, Lonerider, and Bonjourno & Son in Terminal 2.

Amendment 1 seeks to incorporate the operation of a temporary unit, modify and clarify among parties, various sections of the Operating Agreement.

A summary of modifications include:

- Incorporate the operation of a temporary unit, Lonerider
- Update Concessions Marketing Fund language
- Correct inadvertent numerical omissions
- Require a Certification of Capital Expenditures
- Clarify Operator fees to be paid to Authority, i.e. pest control, badging, grease interceptor

¹ Secretary Szlosberg-Landis participated remotely via Teams, and Treasurer Polanco-Galdamez initially participated remotely via Teams and then joined in person

² The open session of the meeting was live streamed at <https://www.youtube.com/live/Ji938hTmBAo>.



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- Clarify Service Standards related to staffing and hours of operation
- Modify language related to calculation of the Letter of Credit

Staff requests approval of MERA RD2, LLC Operating Agreement, Amendment 1 and authorization for the President and CEO to execute the agreement.



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RALEIGH- DURHAM AIRPORT AUTHORITY BOARD CONSTRUCTION COMMITTEE WORK SESSION MINUTES SEPTEMBER 19, 2024

Committee Chair Morgan presided. Present: Hall-Roberts, Hankins, Kushner, Polanco-Galdamez, and Szlosberg-Landis.¹ Staff present included: President and CEO Landguth, Executive Vice President and CISO McFall, Senior VP and CRO Freedman, Senior VP and CIO Kruse, VP and CHRO Armstrong, VP and CFO Kapocius, VP Feldman, SVP and General Counsel Locklear, Executive Assistant Rosales, and other staff members and guests.²

The Committee discussed the following items:

1. Consideration of Amendment 9 with RS&H for Engineering Construction Oversight Services for Runway 5L-23R Replacement Program, Early Works Package

Presented by Ronald Jewett, Vice President Facilities Asset Management – Staff requests approval of Amendment 9 to RS&H’s Standard Form of Agreement to design the Runway 5L-23R Replacement, RDU Project 080879. RS&H will have their local engineer that was responsible for the early works grading and drainage design on-site full-time to provide construction observation services as well as be able to address questions, interpret plans, and be a liaison to the design team for construction administration.

The “Early Works” construction packages were awarded to Balfour Beatty, CMAR for the Runway 5L 23R Replacement Program, under GMP-02 and GMP-02, Modification 02 (GMP-0 2.2). Site Work for GMP-02 and GMP-02.2 includes clearing/grubbing and installation of erosion sedimentation control (ESC) devices, excavation of soil (2.1 Million CY); embankment of soil (1.5 Million CY); installation of new stormwater pipes (6,600 LF), new box culvert (660 LF), construction of Stormwater Pond 1; and rehabilitation of 950 LF of existing 54” RCP and 1,075 LF of existing 60” RCP.

Amendment 9 to RS&H’s Standard Form of Agreement authorizes full-time construction oversight engineering services to be performed for one year (roughly October 2024 to October 2025) to perform the following in support of construction by preparing a Construction Management Plan, attending weekly construction meetings, reviewing shop drawings, change orders, requests for information (RFI’s), contractor pay requests, test reports, and observing any safety issues as they relate to the Construction Safety Phasing Plan (CSPP) and Safety Plan Compliance Document (SPCD), providing the Authority with weekly construction progress reports, and preparing punch lists – substantial and final completion.

¹ Secretary Szlosberg-Landis participated remotely via Teams

² The open session of the meeting was live streamed at <https://www.youtube.com/live/Ji938hTmBAo>.



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Compensation to RS&H for full-time engineering construction oversight detailed in Amendment 9 to RS&H's Standard Form of Agreement will have a ceiling of \$364,100 (\$344,300 for Basic Services and \$19,800 for Reimbursable Expenses). The accumulated amount for RS&H's master design services agreement, including Amendment 9, will be \$22,583,319.

The Disadvantaged Enterprise (DBE) goal was set at 15% for DBE. The Consultant's proposed DBE participation is 0% since the construction oversight engineering services will be performed solely by RS&H. The overall DBE participation including Amendment 9 is 8.2%. The Authority's Director of Small Business Programs reviewed the commitment and considered it acceptable.

Staff recommends approval of Amendment 9 to RS&H's Standard Form of Agreement for the Runway 5L-23R Replacement Program for Engineering Construction Oversight in the amount of \$364,100.00.

2. John Brantley Boulevard Extension Design Services

Presented by France Campbell, Director of Landside Engineering – The scope of this project originally included an extension of John Brantley Boulevard (JBB) to accommodate additional parking and/or a Consolidated Rental Car Facility (CONRAC) between Terminal 1 and Terminal 2. The firm of Kimley-Horn (Consultant) is engaged for Schematic Design of the extension by way of Task Order 3.

A design amendment for Schematic Design was issued to the Consultant in June 2023 for design services for the following services:

- Demolition of Parking Garages 1 and 2
- Construction of the new Public Parking Garage (PPG)
- Construction of the Ground Transportation Center (GTC)
- Construction of the pedestrian tunnel and pedestrian bridge between Terminal 2 (T2) and the PPG
- Construction of associated roadways to connect to the PPG and GTC.

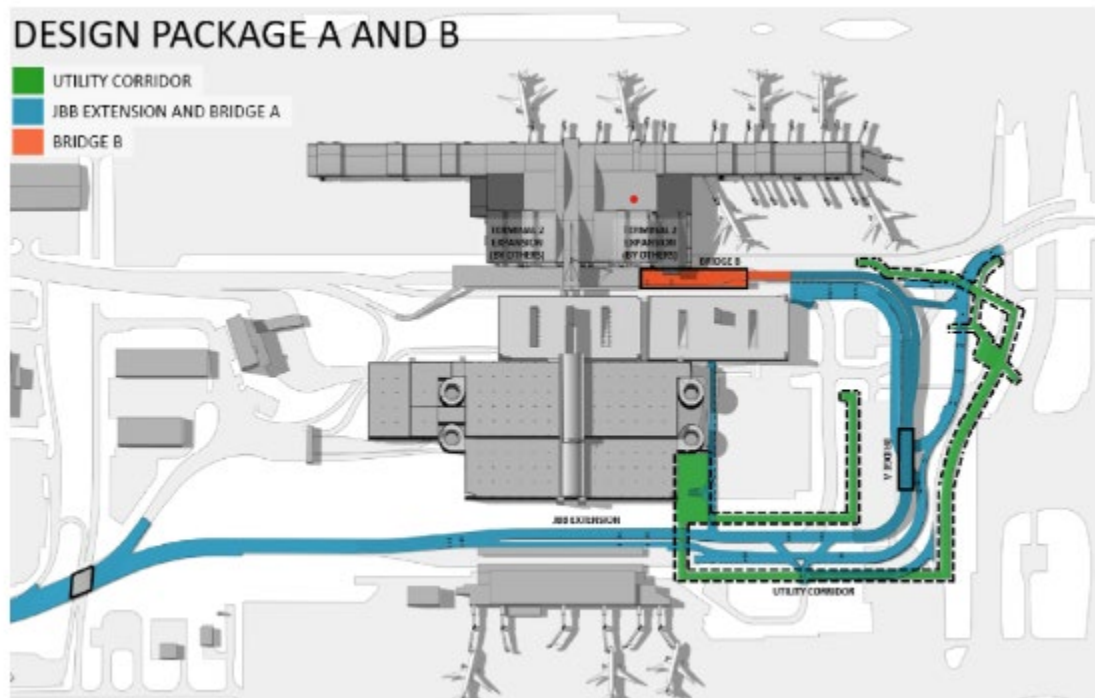
Scope of Services

RDUAA has decided to modify the Phasing of the overall Landside Program and only proceed with Phase 1 – JBB Extension. Phase 1 – JBB Extension may or may not include Bridge B, depending on cost and overall customer/traffic impacts during construction that will be further evaluated as defined herein. It is anticipated that PG1 & PG2 will remain in place during construction.

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Phase 1- JBB Extension will be split into two Design Packages. Design Package A (DPA) will consist of early utility relocations. Design Package B (DPB) will consist of Roadway and Bridge construction. The approximate limits of DPA and DPB are shown in the following graphic in green and blue, respectively. The exact limits of each Design Package are defined in Tasks 4 and 5.



This proposed Amendment 4 to Task Order 3 with the Consultant includes the following tasks:

- Task 1 – T2 Departures Bridge Inspection
- Task 2 – Landside Lighting Style Recommendation Report
- Task 3 – Survey, SUE, and Geotechnical Services
- Task 4 – Design Development & Construction Documents – Design Package A – Utility Relocations
- Task 5 – Conceptual Design Alternatives - Design Package B – JBB Extension

Total compensation under this proposed Amendment is a not-to-exceed amount of \$3,558,827.00. Labor (\$3,422,508.00) will be billed at hourly rates, which are established in the Master Agreement, and expenses (\$136,319.00) will be billed at direct cost.

The overall Minority and Women-owned Small Business (MWSB) goals for the existing Master Agreement are 10% for Minority-owned Small Businesses (MB) and 5% for Women-



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owned Small Businesses (WB). The proposed amendment includes commitments of 15.87% for MB and 12.05% WB. With this amendment, total commitments for Task Order 3 will be 10.59% for MB and 13.61% for WB. The Authority's Director of Small Business Programs concurs with this commitment.

Mr. Campbell answered questions regarding the timeline for the services covered by this task order, and what phases of the project will consider provisions for EV charging stations. Secretary Szlosberg-Landis noted the potential with projects such as this for sustainability metrics as to energy savings and lower GHG emissions. Vice Chair Hall-Roberts inquired about MWSB participation and Mr. Campbell confirmed that each consultant has a defined scope of services/specific role to perform under this task order.

Staff requests approval of Amendment 4 to Task Order 3 with Kimley Horn in the amount of \$3,558,827.00.

3. Greenhouse Gas (GHG) Emissions Reduction & Decarbonization Roadmap

Presented by Gina Danison, Director of Environmental Programs – Ms. Danison introduced Rachel Stair, Director of Planning & Sustainability, who gave an update on sustainability measures. The Authority finalized its Sustainability Management Plan (SMP) in March 2023, which set forth a goal to reduce GHG emissions. Ms. Stair briefly summarized the matters in progress and those achieved in the nine focus areas of the SMP. With the Energy Management Plan (EMP) currently underway and the connection of GHG emissions to energy, the Authority would like to implement two of the planned SMP actions, which is to develop a GHG Emissions Roadmap and pursue Airport Carbon Accreditation (ACA).

Ms. Danison gave a brief project overview. The Authority utilized AECOM to complete the SMP; which included the 2019 GHG emissions baseline. Given AECOM's previous work in this space, and their existing status as an on-call firm, it made sense to utilize them to update the GHG emissions baseline, develop a decarbonization roadmap, and begin the path to ACA. The proposed Task Order (TO) includes kickoff and reoccurring meetings, including meeting with the Energy Management Plan development team; calculations of emissions, development of the Decarbonization Plan, implementation schedule, emissions reduction strategies, performance monitoring, Carbon Management Plan, and the ACA application.

Ms. Danison introduced Laura Cloninger, a Sustainability Consultant with AECOM, with experience in sustainability services including GHG and air emissions accounting and carbon reduction strategy. Ms. Danison outlined the project overview, and briefly went over the seven levels of ACA accreditation, noting there are 58 airports in the U.S. with varying levels of ACA. Ms. Danison answered questions about AECOM's work with other airports for net zero programs, inventories, and carbon management. Secretary Szlosberg-Landis inquired about



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sustainability measures being outlined in board actions. There was discussion about projects having numerous stages which complicates defining the sustainability metrics and that sustainability reporting is typically done on a yearly basis. Mr. Landguth noted that a deliverable of this proposed scope of work by AECOM will be an update to the GHG baseline with a roadmap for strategies for GHG reductions and a timeline for implementation, as the Authority moves toward Level 2 ACA by the end of year 2025.

Total compensation under this proposed Task Order 5 is a not-to-exceed amount of \$249,489.00. The overall Small Business goals for the existing Master Services Agreement are 10% for MBE and 5% for WBE. This proposed TO 5 has the same MWSB goals of 10%MB and 5%WB. This TO includes a MBE commitment of 13.29% and a WBE commitment of 5.40% for a total MWSB commitment of 18.69%. Rovolus, LLC is a certified MBE and WBE firm.

Secretary Szlosberg-Landis expressed appreciation for the sustainability measures completed and in progress, as the Authority uses the SMP's framework to drive sustainability performance, while promoting equity and stakeholder engagement.

Staff requests approval of Task Order 5 with AECOM in the amount of \$240,818.36



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RALEIGH-DURHAM AIRPORT AUTHORITY BOARD MEETING MINUTES NOVEMBER 21, 2024

Chair Hankins presided. Present: Hall-Roberts, Hannah, Kushner, Morgan, Szlosberg-Landis and Winters.¹ Staff present included: President and CEO Landguth, EVP and Chief Development Officer Sandifer, EVP and CISO McFall, Senior VP and CRO Freedman, SVP and COO Connell, SVP and General Counsel Locklear, Executive Assistant Rosales, and other staff members and guests.²

I. APPROVAL OF AGENDA³

Motion by Morgan for approval of the Agenda; Second by Kushner

ADOPTED BY UNANIMOUS VOTE

II. PUBLIC COMMENTS

Chair Hankins opened the Public Comment period. There were three speakers: Natalie Lew, Dr. Jean Spooner, and Betsy Beals.⁴

III. OLD BUSINESS

1. Construction Committee – Morgan reported Board members met during the Committee work session on November 21, 2024, and discussed the following:

- a. Closed session

Committee met in closed session to i) establish or to instruct staff concerning the position to be taken by the Authority in negotiating material terms for the acquisition of real property pursuant to NCGS §143-318.11(a)(1) and (5), and ii) to consult with an attorney in order to preserve the attorney-client privilege between the attorney and the public body pursuant to NCGS §143-318.11(a)(1) and (3).

- b. A Resolution Authorizing Acquisition of certain Properties by Agreement or Condemnation

Motion by Morgan for approval of adoption of the Resolution Authorizing Acquisition of Certain Properties as presented and for authorization for the President and CEO to sign all agreements and any other legal documents necessary to complete the purchase of the property interests identified in the Resolution;

¹ Director Winters participated remotely via Teams..

² The meeting started at 1:28 p.m. and was live streamed at <https://www.youtube.com/live/VL0xKG8LIHo>.

³ Chair Hankins reordered the agenda due to time constraints.

⁴ Public comments are attached to these minutes.



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c. Design-Build Bridging Contractor Selection Policy

Motion by Morgan for approval of the Design-Build Bridging Contractor Selection Policy as presented;

d. Aviation Parkway / National Guard Drive Interchange Focused Environmental Assessment

Motion by Morgan for approval of Task Order 13 with L&B in the amount of \$652,934.70;

e. Aviation Parkway and National Guard Drive Interchange, RDUA 881430 Design Services Amendment to Task Order 2

Motion by Morgan, subject to approval of a related project budget increase, for approval of Amendment 3 to Task Order 2 with Dewberry Engineering in the amount of \$1,257,275.08;

f. Park Economy 3 Expansion Construction Administration and Related Services Amendment 11 to Task Order 2

Motion by Morgan for approval of Amendment 11 to Task Order 2 with RS&H in the amount of \$844,222.00;

Motion by Morgan for approval of items b. through f.; Second by Kushner

ADOPTED BY UNANIMOUS VOTE

g. Park Economy 3 Expansion– Award of GMP-02 Modification 1 to Balfour Beatty/Metcon, JV Construction Phase (Packages 2 & 3)

Secretary Szlosberg-Landis requested that approval of this matter include staff preparing an actionable proposal within 90 days for up to 100 EV charging stations and infrastructure in PE3 as well as for a third party proposal for offsite EV charging stations. There was discussion about the added language and clarification of the final motion.

Motion by Morgan, subject to approval of a related budget increase, and subject to staff providing an actionable proposal within 90 days for 100 EV charging stations in PE3, with a third party vendor proposal for an offsite EV charging lot, for approval of GMP-02 Modification 1, Construction Phase Amendment with Balfour Beatty/Metcon, JV in the amount of \$39,123,473 for Park Economy 3 Expansion (Package 2 and Package 3) and authorization for the President and CEO to execute Modification 1; Second by Kushner

ADOPTED BY UNANIMOUS VOTE



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2. Operations Committee – Hall-Roberts reported Board members met during the Committee work session on November 21, 2024, and discussed the following:

- a. Consideration of Terminal 1 Concession Agreement Amendments for lease extensions for Host International, Inc. and Marshall Retail Group, LLC

Motion by Hall-Roberts for approval of Amendment 3, Host International Inc. Terminal Concession Lease and Amendment 5, Marshall Retail Group, LLC Terminal Concession Lease;

- b. Consideration of an Ordinance Variance re: Garage Parking for GT Providers

Motion by Hall-Roberts for approval of the temporary variance;

Motion by Hall-Roberts for approval of above items a. and b.; Second by Morgan

ADOPTED BY UNANIMOUS VOTE

IV. NEW BUSINESS ⁵

1. Consent Agenda

- a. Consideration of Air Service Development Policy
- b. Approval of a State Grant Certification - No Overdue Tax Debts
- c. Consideration of Capital Project Ordinance Amendment #2

Motion by Morgan for approval of the consent agenda items; Second by Kushner

ADOPTED BY UNANIMOUS VOTE

V. APPROVAL OF MINUTES

Secretary Szlosberg-Landis noted her review of the minutes of the regular meetings of the Board, the Board committees, and the consent actions of the Board held on September 19, 2024 and asked if any edits were needed.

Motion by Szlosberg-Landis for approval of these minutes; Second by Hall-Roberts

ADOPTED BY UNANIMOUS VOTE

VI. CHAIR COMMENTS

- 1. Chair Hankins welcomed everyone.
- 2. Chair Hankins commented on Crawford's Genuine, Carolina Craft, and Black & White Coffee Roasters which opened in October, noting the Reimagine initiative which will promote ten more restaurant openings in 2025. *[A short video of these new restaurants was played.]*
- 3. Chair Hankins remarked on RDU being one of the community's most desirable places to work and that a social media campaign is sharing a behind-the-scenes look at regularly recruited

⁵ Director Winters ended her participation in the meeting at 1:50 p.m.



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career paths at the Authority. Chair Hankins referenced the careers page on the website for further information about open positions. *[A short video of one career clip was played.]*

4. Chair Hankins recognized Authority staff who assisted by transporting needed supplies and backfilling various positions at Asheville Regional Airport following the devastation wrought by Hurricane Helene in Western North Carolina.
5. Chair Hankins remarked on the current employee food drive at RDU to collect donations for the Food Bank of Central & Eastern North Carolina, with a second drive to be held starting December 16th.
6. Chair Hankins gave an update on discussions with Wake County staff regarding the Crabtree Park lease which expires in June 2025 and FAA rules requiring leases at fair market value. Chair Hankins referred to and gave details about a RFI issued, seeking developers' interest in a parcel along I-40.

VII. GENERAL COUNSEL'S REPORT

No items were reported.

VIII. PRESIDENT AND CEO'S REPORT

Welcome

Good afternoon, Board members, Team RDU, business partners, and guests who are joining us today.

Passenger Traffic

RDU served 1,384,566 passengers in October, an increase of 9.4 percent over September and 1.3% above October of 2023. The airport capped off the peak summer travel season this September by setting a new record for Labor Day weekend traffic. More than 180,000 travelers flew through RDU from Friday, August 30th to Monday, September 2nd. That was an increase of seven percent over Labor Day 2023 and a new record for the holiday weekend. American Airlines captured 27 percent of market share at RDU in October, followed by Delta at 25.8 percent and Southwest at 14.4 percent.

Air Service

RDU continues to welcome new international routes. This month we announced BermudAir will begin nonstop service to Bermuda and WestJet will fly nonstop to Calgary in the Rocky Mountains of western Canada starting next year. BermudAir and WestJet are both new airlines for RDU. The Bermuda route will fly out of Terminal 2 on Fridays and Mondays starting April 11th, conveniently connecting the two triangles in just over two hours. BermudAir will operate on a 70-seat Embraer E175 with 10 business class seats and 60 economy seats.

The new service will give North Carolina travelers an exciting option for an island getaway and allows Bermudians to explore the incredible experiences of the Research Triangle region. The



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Calgary route will fly out of Terminal 2 on Mondays, Wednesdays and Fridays from June 9th through October 13th. WestJet will fly a mix of a Boeing 737-800 NextGen and a Boeing 737-800 MAX with between 174 and 189 seats. Calgary International Airport is a preclearance airport, offering U.S.-bound travelers a faster and more convenient experience by clearing U.S. Customs, Immigration, and Agriculture inspection before takeoff.

Five new international airlines have launched or announced new service from RDU this year.

JBB ECR

The Airport Authority is in the beginning stages of an Environmental Compliance Review, or ECR, for one of our major capital program projects – the extension of John Brantley Boulevard, the roadway that connects our two terminals. Through the ECR process, staff will conduct an environmental analysis of the John Brantley Boulevard project, seek public comment and develop a report that will be presented the Board. RDU's ECR process is the first of its kind among airports nationwide and exceeds federal and state environmental requirements.

The first of two public workshops on the John Brantley Boulevard ECR will be held on December 11th. It will take place from 5 to 7 p.m. here in Room 100 at the RDU Center at 1000 Trade Drive. The workshop is an opportunity for the public to learn about the project and the environmental review process and submit comments. More information about the ECR will be posted at rdu.com.

Travel Tips

The busy holiday travel season begins next week, with Thanksgiving quickly approaching and the December holidays and New Year's just around the corner. Passenger traffic over the Thanksgiving holiday is expected to be comparable to last year, when RDU welcomed more than 400,000 travelers.

Anyone visiting RDU should keep in mind that the airport campus can be particularly congested during the late afternoon and early evening hours. We recommend airport guests follow a few simple tips for a smooth travel experience. [*One of the videos the Authority is running on social media to share those tips with travelers was played.*] You'll see that video and others throughout the holiday season.

In the meantime, we recommend:

- **Booking Parking Online:** Travelers can book parking at parkrdu.com for guaranteed entry into the deck or lot of their choice. Reservations must be made at least 24 hours in advance. If you did not book parking ahead of time, you can check the home page at rdu.com to see which parking options are available before you leave for the airport.
- **Downloading Your Airline's App:** Airline apps can provide important information about the status of your flight, including departure and arrival times and schedule changes. You can also check the status board at rdu.com to learn if your flight is running on time. RDU



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recommends checking your flight status before you leave home.

- Getting Here Early: Travelers should allow plenty of time to park, check in and go through security. We suggest arriving at least two hours early for domestic flights and three hours in advance for international flights, or even earlier during peak travel times such as early morning, midday and late in the evening.
- Airlines begin boarding 30 – 40 minutes before departure, so start your trip off right by getting to the gate early.
- Preparing for Security: Brush up on what is allowed at the TSA checkpoint. Take a few minutes to learn about TSA policies and expedited screening options, including TSA PreCheck and CLEAR.
- Using the Cell Lot: If you are picking someone up from the airport, use our free Cell Lot to make curbside pickup run smoothly. Follow the signs on campus to the Cell Lot, located at 1000 Trade Drive, then wait for a call or text letting you know your party has arrived. Give them 30 minutes after they get off the plane to pick up their bags and meet you on the curb.
- To ease congestion at Terminal 2, you can pick passengers up at the arrivals or departures curb.

Mr. Landguth wished everyone safe travels this holiday season.

IX. MEMBER COMMENTS

Board members wished everyone happy holidays and thanked staff for their work at RDU. Director Kushner thanked the public for participating and noted having comments emailed prior to the meeting would allow time for review. Director Morgan requested that it would be helpful if the minutes reflect a summary of the public's comments. Director Morgan shared information about the recent annual meeting regarding the RDU Fire Fighters Relief Fund. Director Morgan expressed appreciation for the new international flights added at RDU, and for the parking guidance system in the parking garage.

X. ADJOURNMENT

Motion by Kushner to adjourn; Second by Morgan

ADOPTED BY UNANIMOUS VOTE



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Disclaimer: These results are AI-generated which is an experimental feature and the quality of the information may be inconsistent.

Public Comments Notes:

Natalie Lew

- **Public Comments on State Park Lands:** Natalie Lew raised concerns about a major border issue on state park lands, specifically regarding the land designated for a rock quarry by RDU. She highlighted errors in the surveyor's map and the state's failure to incorporate Odd Fellows into the park.
 - **Border Issue:** Natalie Lew highlighted a major border issue on state park lands, specifically regarding the land designated for a rock quarry by RDU. She mentioned that the forested land on the state's critical acquisition list was irresponsibly designated for a rock quarry by RDU.
 - **Historical Research:** Natalie Lew conducted extensive research on the land back to the 1700s land grants and both RDU and the park since their inceptions. Despite RDU not having any land records for four-year requests, Lew found information elsewhere.
 - **Surveyor Errors:** In the 1970s, a surveyor made mistakes that were known and hidden from the state. RDU knowingly blocked the state from incorporating Odd Fellows into the park, holding onto the land to spite the park.
 - **Attorney Actions:** Earlier this year, RDU hired outside attorneys to counter Lew's border findings. Lew criticized the attorneys' presentation, stating that the map made by RDU's surveyor had many errors and ignored the land the park actually bought.
 - **Measurement Issues:** Lew pointed out that the attorneys used pictures Lew made for measurement of border distances, which were resized and drawn on multiple times, making the measurements unreliable.
- **RDU Land Dispute:** Natalie Lew criticized RDU for hiring outside attorneys to counter their border findings and for not acknowledging the errors in the surveyor's map. Lew urged RDU to act on the truth and respect the park's borders.
 - **Attorney Criticism:** Natalie Lew criticized RDU for hiring outside attorneys to counter Lew's border findings, stating that the attorneys did not do the groundwork and based their conclusions on partial information.
 - **Map Errors:** Lew emphasized that the surveyor's map had many errors, including ignoring the land the park actually bought. Lew questioned whether the attorneys or RDU officials had physically inspected the disputed points.
 - **Public and Park Treatment:** Lew accused RDU of treating the public and the park like trash and urged them to listen to and act on the truth, not only about the border issue but also about the public money being wasted if the rock quarry proceeds.
 - **Meeting Request:** Lew requested a meeting with the attorneys and RDU officials to discuss the findings, stating that refusing the meeting would be hiding from the truth.



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- Good Neighbor Appeal: Lew appealed to RDU to be a good neighbor to the park by respecting the true park border and the long-standing plans for Odd Fellows to be part of the park.

Doctor Jean Spooner

- Public Meeting Accessibility: Doctor Jean Spooner suggested that future meetings, including retreats, be streamed for public access. She emphasized the lack of slides, agenda, and access to such meetings, and this doesn't seem to promote public transparency.
- Capital Budget and Environmental Initiatives: Doctor Jean Spooner recommended pulling the capital budget increase from the consent agenda to leverage the installation of EV chargers and solar panels. Dr. Spooner also discussed sediment erosion control at PE3 and the need for better monitoring during construction to control turbidity.
 - Capital Budget Leverage: Doctor Jean Spooner recommended pulling the capital budget increase from the consent agenda to leverage the installation of EV and solar panels, emphasizing the importance of not wasting money on a metal roof.
 - Early Requests: Spooner noted that the board had asked for EV and solar panels early in the process, before any RFP, and that this leverage should be used to ensure their installation.
 - Sediment Erosion Control: Spooner thanked the board for their increased efforts to control turbidity and clarified that submerged gravel wetlands are for post-construction stormwater management, not for current turbidity issues during construction.
 - Monitoring Data: Spooner suggested that the board ask for data on current monitoring of turbidity during construction and emphasized the importance of monitoring awareness for finding solutions.
 - Monthly Comments: Spooner proposed that public input into decisions for projects on the agenda be sought monthly, as it would be beneficial for the board's decision-making process.
- Environmental Assessment for Aviation Interchange: Doctor Jean Spooner expressed approval for the environmental assessment (EA) for the interchange at Aviation and National Guard, highlighting the area's environmental sensitivity and the need for public input.

Betsy Beals

- Concerns About Rock Quarry and Budget Adjustments: Betsy Beals concurred with Natalie Lew's concerns about the rock quarry and questioned the need for budget amendments despite having a guaranteed minimum or maximum price. Betsy Beals also raised issues about the Ward Transformer Superfund site and its impact on the aquifer.



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- Rock Quarry Concerns: Betsy Beals concurred with Natalie Lew's concerns about the rock quarry and its impact on the community, and the severity on the property next to the Rock quarry where we receive no taxes.
- Budget Amendments: Beals questioned the need for budget amendments despite having a guaranteed minimum or maximum price, expressing confusion over the financial changes.
- Bridge Design: Beals wondered when this was voted on as she has an interest as an adjacent landowner.
- Ward Transformer Site: Beals raised concerns about the Ward Transformer Superfund site, specifically the monitoring of soils and fish tissues in Lake Crabtree, and the impact on the aquifer due to contamination.
- Contamination Concerns: Beals highlighted the issue of contaminated soils at the Ward Transformer site and the potential for pollutants to seep into the aquifer, affecting private wells around the airport.
- Monitoring Request: Beals requested careful monitoring of the Ward Transformer site and the aquifer to prevent further contamination and protect the water supply.



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RALEIGH-DURHAM AIRPORT AUTHORITY ACTIONS BY CONSENT NOVEMBER 21, 2024

The Board approved the following items on the Consent Agenda:

a) Consideration of Air Service Development Policy

Memorandum by David Freedman, Senior Vice President and Chief Revenue Officer – The Authority, on behalf of Raleigh-Durham International Airport, has historically maintained an ongoing air service incentive program (ASIP). Staff have developed a comprehensive Air Service Development Policy that will keep RDU competitive, maintain and grow the economic benefit to the Triangle Region and address the ongoing challenges faced by the airline industry.

The airline industry continues to work through several challenges, including aircraft shortages and rising operational expenses which creates an environment of increased competition for air service among airports and the communities they serve.

The Authority's primary goals with respect to air service are to 1) remain a competitive option for existing and potential new entrant carriers in the market, and 2) continue to incentivize air service to new and strategic destinations as well as the resumption of service for discontinued markets. These goals balance the strength of the Triangle Region's economic development trends and need for competitive air service to continue that positive momentum.

To assist in achieving the Authority's air service goals, depending on qualifications, the proposed Policy provides incentives in the form of marketing support and/or waivers of landing fees and certain airport charges and/or facility fees. This Policy will apply through November 20, 2026 and carriers only qualify for the ASIP that is in effect when air service is initiated.

Staff requests approval of the Air Service Development Policy and its implementation.

b) Approval of a State Grant Certification - No Overdue Tax Debts

Memorandum by Ron Kapocius, CPA, Vice President and Chief Financial Officer – Pursuant to North Carolina General Statutes (NCGS) §143C-6-23(c), the Authority, as a grantee under a funding program administered by the North Carolina Department of Transportation, Aviation Division, is required to file a written statement under oath, completed by the Board of Directors, stating that the Authority does not have any overdue tax debts, as defined in N.C.G.S §105-243.

In consultation with legal counsel and as the Chief Financial Officer of the Raleigh-Durham Airport Authority, I have reviewed our financial records and statements and can verify that the Authority has no overdue tax debts.



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Staff requests authorization for the Board Chair and Chief Financial Officer to sign a written certification under oath that the Authority does not have any overdue tax debts as defined in N.C.G.S. §105-243.

c) Consideration of Capital Project Ordinance Amendment #2

Memorandum by Sharyar Ahmed, Director of Financial Planning & Analysis – This item is to provide a staff recommendation to approve the Capital Project Ordinance Amendment #2 increase of \$25,193,000 for the following existing projects:

- Capital Project 080799, “Expanded Park Economy 3”, the current budget is \$140,007,000. The purpose of the project is construction of an approximate 7,000-space expansion of the existing Park Economy 3 facility located on National Guard Drive; includes lighting and marking; signage, bus shelters and canopies, customer amenity building which will also house law enforcement and parking operations, and enhanced security systems (access control system and gates are adequate to support expanded facility, and additions to the entrance and exit plazas). The proposed budget adjustment includes funds for the Customer Amenity Building (CAB), rehabilitation of the existing lot, and new infrastructure in the existing lot, all of which have been recently bid. The adjustment also includes an allowance for a future solar power element, modification for the green roof irrigation and for furniture. The Authority requires additional funding of \$23,993,000 bringing the project total to \$164,000,000.
- Capital Project 881430, “Aviation Parkway/National Guard Drive Interchange”, was originally created with a total budget of \$2,300,000. The Project involves enhancements to Aviation Parkway and National Guard Drive that allow the Authority’s bussing operation to get to and from both terminals as expeditiously as possible. The proposed budget adjustment includes Hydraulic Design, Final Roadway Design, Structural Design, Geotechnical Investigations and Recommendations, Pavement Design, Work Zone Traffic Control (WZTC), Pavement Markings, Signing, Cost Estimates, coordination with NCDOT and Bidding Services to advance the project to the final design phase. The budget amendment also includes funding for the environmental assessment required by the Federal Aviation Administration. The Authority requires additional funding of \$1,200,000 bringing the project total to \$3,500,000.

Staff anticipates no additional cash spend is needed at this time for the 2024-2025 Budget Ordinance for this capital project.

Staff requests approval of Amendment #2 to increase the Capital Project Ordinance by \$25,193,000.



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RALEIGH-DURHAM AIRPORT AUTHORITY
2024-2025 CAPITAL PROJECT ORDINANCE AMENDMENT #2

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:

\$ 872,627,263

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	\$ 781,412,299
Total Grant Funds	\$ 91,214,964

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

New 24/25 Projects

	Original ¹	Change ¹ 06/4/2024	Change ² 11/21/2024	Amended
211250 NCDOT Apron Rehabilitation	\$ 3,000,000			\$ 3,000,000
211260 Midfield Taxiway C&D Redevelopment	1,000,000			1,000,000
211240 Taxiway J Rehabilitation	22,000,000			22,000,000
331090 T2 Flooring Replacement	1,200,000			1,200,000
331100 T2 Assessment and Upgrades	3,850,000			3,850,000
321030 T1 Restroom Addition	1,200,000			1,200,000
621060 Rental Car Storage Lot	10,250,000			10,250,000
489002 Vehicles and Equipment - FY24	20,127,263			20,127,263
489100 Airstairs for Aircraft Emergencies	200,000			200,000
	\$ 62,827,263	\$ -	\$ -	\$ 62,827,263

Amended Projects

	Original ¹	Change ¹ 06/4/2024	Change ² 11/21/2024	Amended
211220 Runway 5L/23R & Taxiway B Preservation Program	\$ 25,000,000			\$ 25,000,000
211140 Enhanced Security Perimeter Gates (TSA)	5,000,000			5,000,000
211170 North Cargo Apron Reconstruction	37,000,000			37,000,000
321004 Building Management System upgrade	1,000,000			1,000,000
321010 T1 Generator Replacement	725,000			725,000
321020 T1 Chiller Replacement	1,075,000			1,075,000
331040 Terminal 1 & 2 Service Animal Relief Area (SARA)	1,121,000			1,121,000
331060 PC Air Units Replacement for Terminal 2	6,400,000			6,400,000
331080 T2 Airside Restroom Refresh/Prototype	20,177,000			20,177,000
677003 T1 Expansion Program - Planning Strategy and PDD	8,800,000			8,800,000
080799 Expanded Park Economy 3	140,007,000		23,993,000	164,000,000
881450 Rental Car Road, Trade Drive & Admin Parking Lot Rehabilitation	4,200,000			4,200,000
341001 CEP Boiler Burner and Expansion Tank Replacement	600,000			600,000
381000 GA Area Pavement Rehabilitation	4,200,000			4,200,000
441000 Fuel Farm Facility Improvement Plan	11,100,000			11,100,000
453000 Maintenance Building Parking Lot Rehabilitation	4,950,000			4,950,000
881260 Maintenance Facility HVAC Replacement	1,050,000			1,050,000
881380 AOC 5th Floor Buildout	5,000,000			5,000,000
	\$ 277,405,000	\$ -	\$ 23,993,000	\$ 301,398,000



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Ongoing Projects		Original ¹	Change ¹ 06/4/2024	Change ² 11/21/2024	Amended
080879	Runway 5L/23R and Taxiway B Replacement Program	\$ 372,300,000			\$ 372,300,000
211200	Taxiway E Rehabilitation	15,000,000			15,000,000
331000	T2 Landside Expansion Program	40,000,000			40,000,000
331030	T2 Concessions Development Program Phase 1	9,500,000			9,500,000
331050	Ramp Information Display System - Planning	4,600,000			4,600,000
331070	T2 Concessions Development Program Phase 2	22,752,000	6,400,000		29,152,000
331071	CBP Biometrics	750,000			750,000
621020	Parking Guidance System	7,000,000			7,000,000
621040	Parking Garage Rehabilitation - Phase 3	4,000,000			4,000,000
621050	Parking garage Replacement and Ground Transportation Center	10,000,000			10,000,000
881430	Aviation Parkway/National Guard Drive Interchange - Design	2,300,000		1,200,000	3,500,000
881440	John Brantley Blvd Extension Design	10,000,000			10,000,000
454001	(AOC) Air Cooled Chiller Replacement	250,000			250,000
454002	Modular Unit Furniture building	850,000			850,000
454003	AOC 1st/4th Floor Work	200,000			200,000
456000	Aircraft Rescue and Fire Fighting (ARFF) Facility and Airport Integrated Operations Center	1,000,000			1,000,000
881180	Consolidated Trash Facility Concrete Dumpster Slabs	300,000			300,000
		\$ 500,802,000	\$ 6,400,000	\$ 1,200,000	\$ 508,402,000
		\$ 841,034,263	\$ 6,400,000	\$ 25,193,000	\$ 872,627,263

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.

Amended this 21st day of November 2024

Notes:

¹ Original- budget ordinance adopted March 17, 2024



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RALEIGH- DURHAM AIRPORT AUTHORITY BOARD CONSTRUCTION COMMITTEE WORK SESSION MINUTES NOVEMBER 21, 2024

Committee Chair Morgan presided. Present: Hall-Roberts, Hankins, Kushner, Szlosberg-Landis and Winters.¹ Staff present included: President and CEO Landguth, EVP and Chief Development Officer Sandifer, EVP and CISO McFall, Senior VP and CRO Freedman, SVP and COO Connell, SVP and General Counsel Locklear, Executive Assistant Rosales, and other staff members and guests.²

Motion by Morgan to enter into a closed session to i) establish or to instruct staff concerning the position to be taken by the Authority in negotiating material terms for the acquisition of real property pursuant to NCGS §143-318.11(a)(1) and (5), and ii) to consult with an attorney in order to preserve the attorney-client privilege between the attorney and the public body pursuant to NCGS §143 318.11(a)(1) and (3); Second by Szlosberg-Landis

ADOPTED BY UNANIMOUS VOTE

CLOSED SESSION

Closed session from 11:03 a.m. until 11:30 a.m.

The Committee discussed the following items:

1. A Resolution Authorizing Acquisition of certain Properties by Agreement or Condemnation

Presented by William C. Sandifer, A.A.E. Executive Vice President and CDO – The purpose of this item is to provide a staff recommendation for adoption of a Resolution Authorizing the Acquisition of Certain Properties, either by Agreement or Condemnation (see the attached). These properties are specifically necessary to construct, maintain, access, and operate a new Runway 5L/23R at the Raleigh-Durham International Airport and the associated necessary changes to Lumley Road, as depicted on the Airport Layout Plan approved by the Federal Aviation Administration on November 20, 2017.

In March of 2018 the Board adopted a similar resolution which was limited to specific properties. Now that the final design and Right-of Way limits for the relocation of Lumley Road have been approved by the North Carolina Department of Transportation, staff is presenting to the Board this Resolution encompassing acquisition of the remaining property interests necessary for the new runway project.

Staff requests adoption of the attached Resolution. Staff also requests the Board grant authorization to the President and CEO to sign all agreements and any other legal documents necessary to complete the purchase of the property interests identified in the Resolution.

¹ Director Winters participated remotely via Teams.

² The open session of the meeting was live streamed at <https://www.youtube.com/live/VL0xKG8LIHo>.



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A RESOLUTION AUTHORIZING ACQUISITION OF CERTAIN PROPERTIES

WHEREAS, the Raleigh-Durham Airport Authority Board hereby determines that it is necessary and in the public interest to acquire certain properties for the following public purposes:

To provide the public with a safe and secure airport, and to improve the airport to meet the public's aviation needs and the requirements of the Federal Aviation Administration and other applicable government bodies, the Raleigh-Durham Airport Authority is acquiring the herein described property interests through either agreement or condemnation, specifically to construct, maintain, access, and operate a new Runway 5L/23R at the Raleigh-Durham International Airport and the associated necessary changes to Lumley Road, as depicted on the Airport Layout Plan approved by the Federal Aviation Administration on November 20, 2017.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE RALEIGH-DURHAM AIRPORT AUTHORITY THAT:

1. The Raleigh-Durham Airport Authority is hereby authorized to acquire, for the purposes stated above, and for any and all appropriate airport purposes now or hereafter authorized by law or regulation, and to fulfill the needs of the project, fee simple and easement interests in the following tracts of property:
 - a. Wake County Real Estate ID Number 0237256; PIN #0768633485; (see Attachment A)
 - b. Wake County Real Estate ID Number 0061811; PIN #0768738122; (see Attachment B)
 - c. Wake County Real Estate ID Number 0000900; PIN #0768729879; (see Attachment C)
 - d. Wake County Real Estate ID Number 0017074; PIN #0768837013; (see Attachment D)
 - e. Wake County Real Estate ID Number 0000901; PIN #0768739476; (see Attachment E)
 - f. Wake County Real Estate ID Number 0004357; PIN #0768921721; (see Attachment F)
 - g. Wake County Real Estate ID Number 0021056; PIN #0768828373; (see Attachment G)
 - h. Wake County Real Estate ID Number 0074291; PIN #0768732585; (see Attachment H)

Adopted this ____ day of _____, 2024.

RALEIGH-DURHAM AIRPORT AUTHORITY

By: _____
Ellis Hankins, Chair
Raleigh-Durham Airport Authority Board

ATTEST:

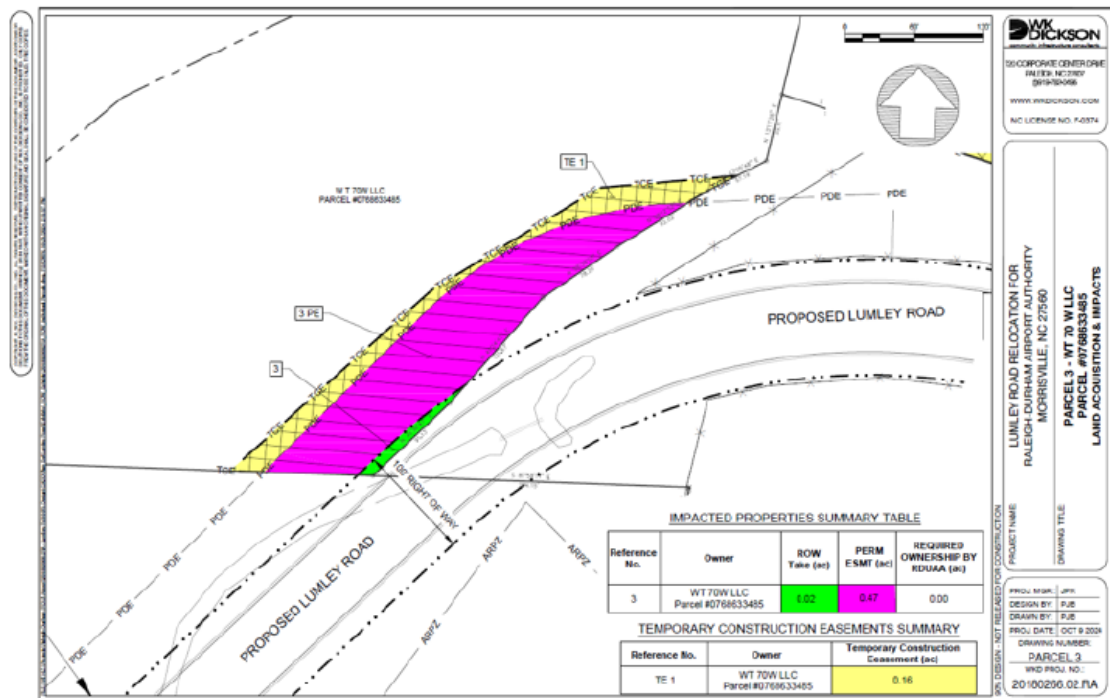
Nina Szlosberg-Landis, Secretary
Raleigh-Durham Airport Authority Board



Michael J. Landguth, A.A.E.
President & CEO

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Attachment A

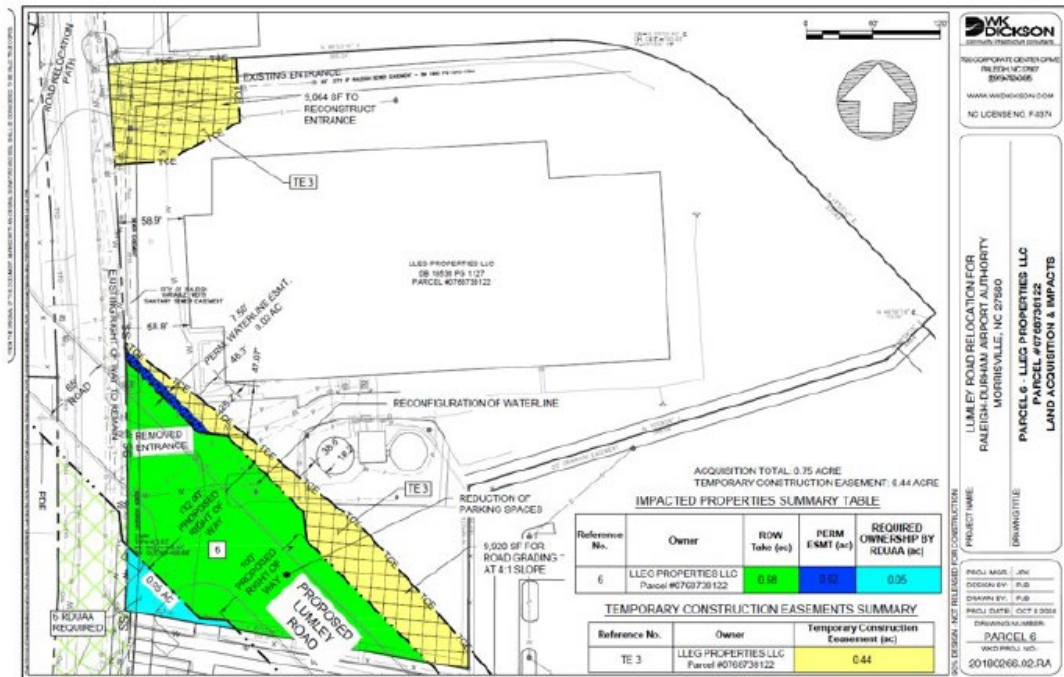




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Attachment B

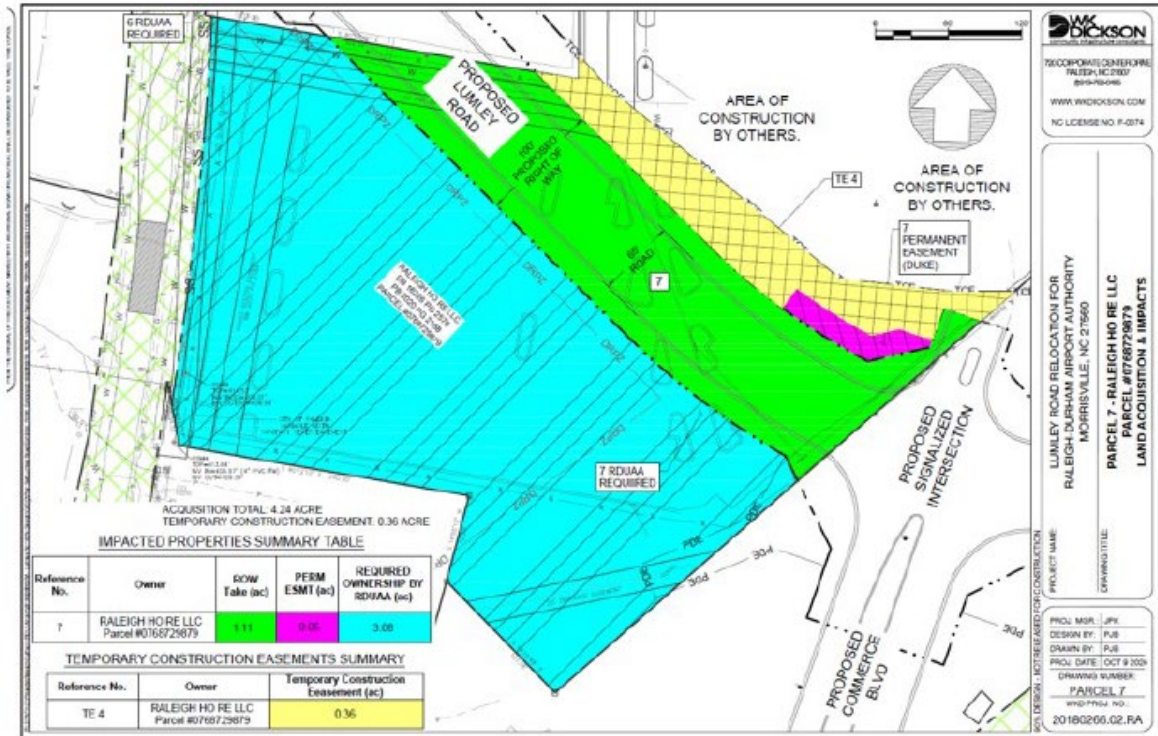




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President & CEO

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Attachment C



Raleigh-Durham Airport Authority Board Members

WAKE COUNTY
Ellis Hankins, **Chair**
David Kushner

CITY OF DURHAM
Tammie Hall-Roberts, **Vice Chair**
Patrick Hannah

CITY OF RALEIGH
Nina Szlosberg-Landis, **Secretary**
Shelley Winters

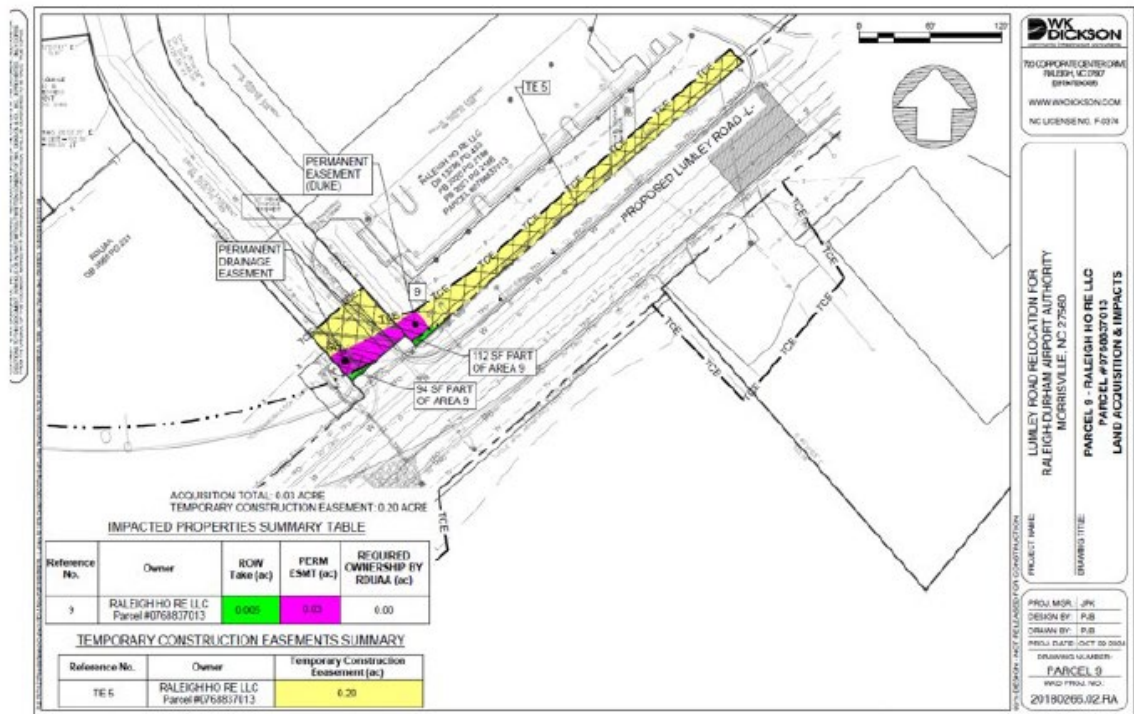
DURHAM COUNTY
Yesenia Polanco-Galdamez, **Treasurer**
David Morgan



Michael J. Landguth, A.A.E.
President & CEO

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Attachment D



Raleigh-Durham Airport Authority Board Members

WAKE COUNTY
Ellis Hankins, **Chair**
David Kushner

CITY OF DURHAM
Tammie Hall-Roberts, **Vice Chair**
Patrick Hannah

CITY OF RALEIGH
Nina Szlosberg-Landis, **Secretary**
Shelley Winters

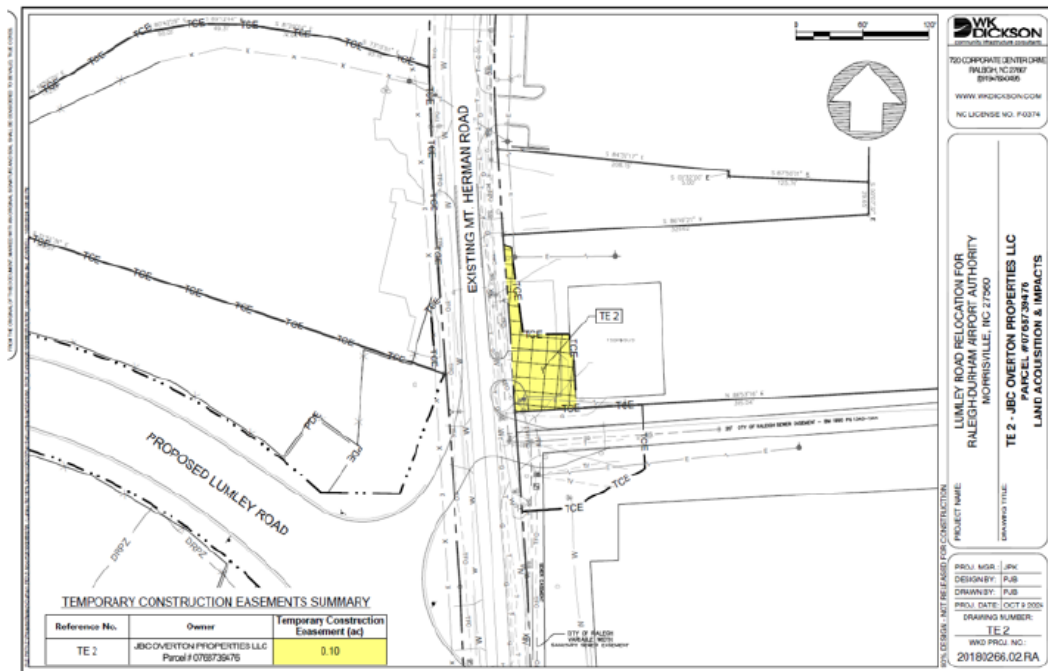
DURHAM COUNTY
Yesenia Polanco-Galdamez, **Treasurer**
David Morgan



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President & CEO

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Attachment E

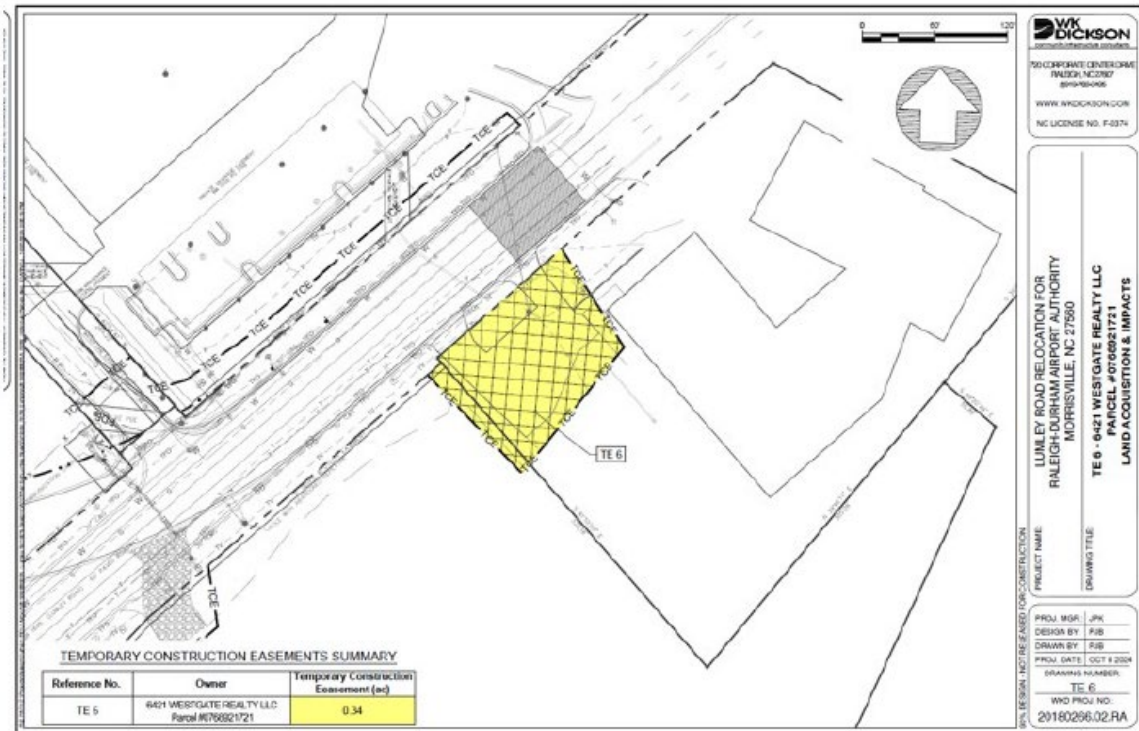




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Attachment F

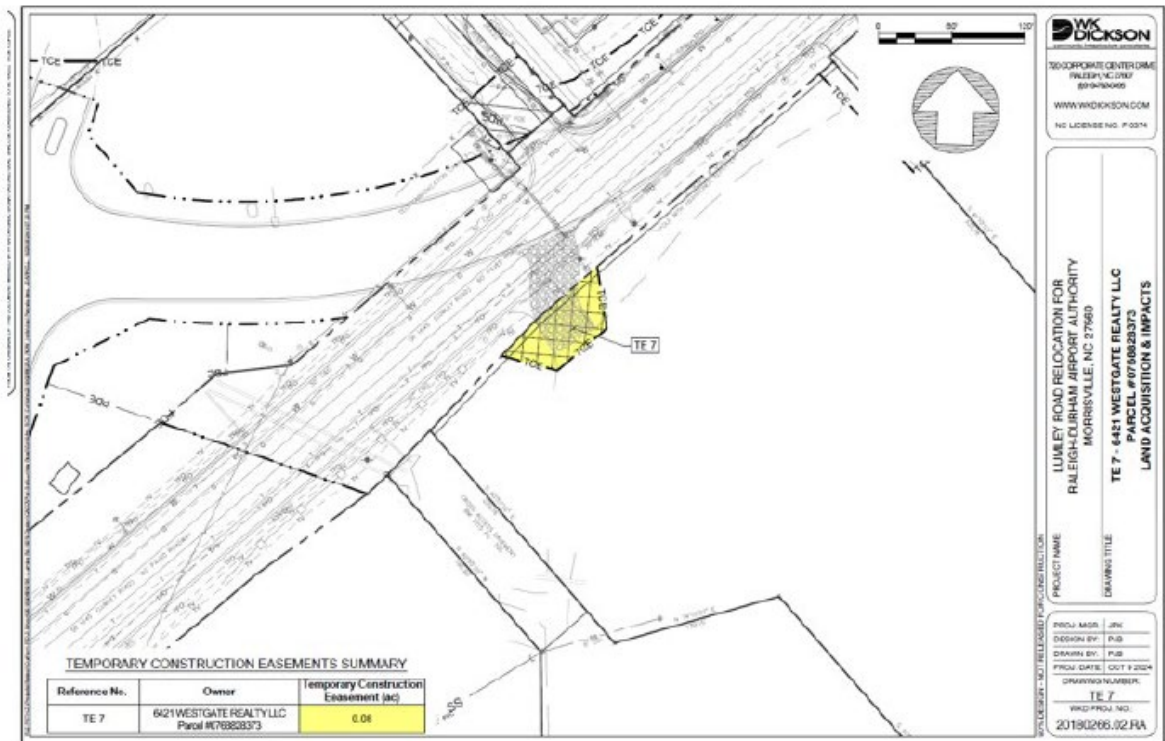




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Attachment G

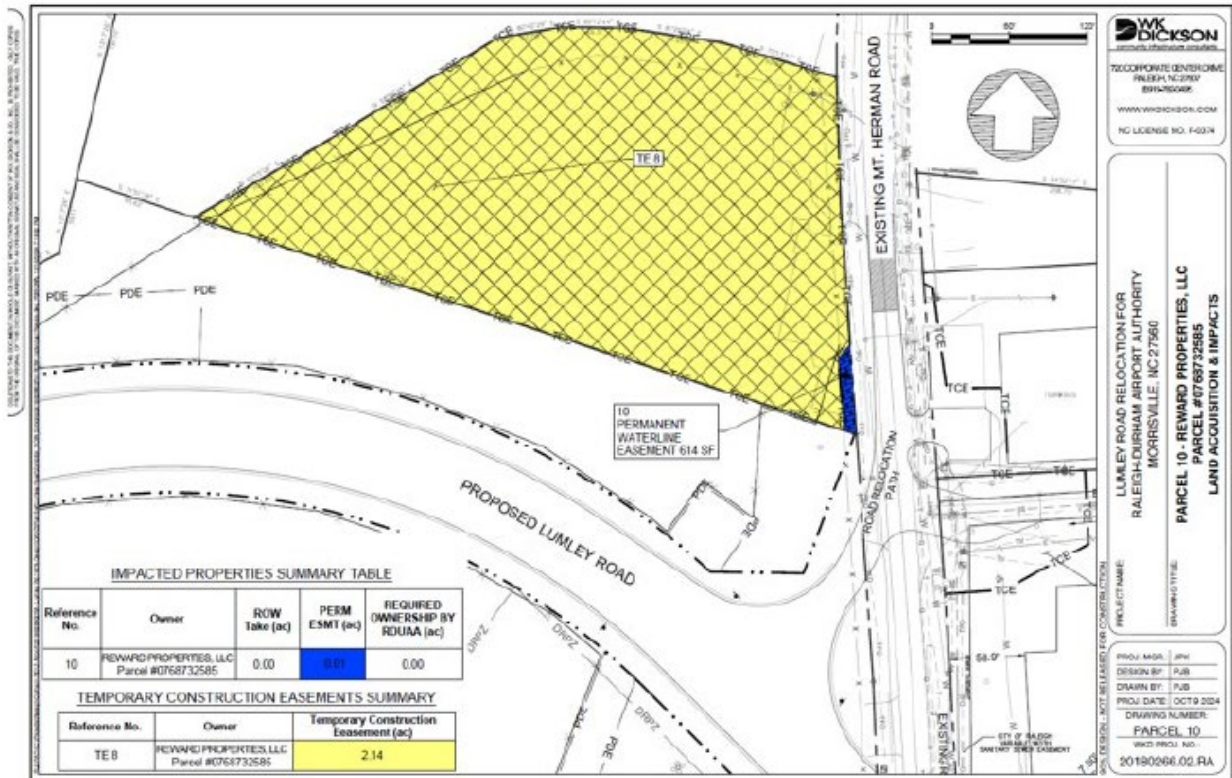




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Attachment H





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2. Design Build Bridging Contractor Selection Policy

Presented by William C. Sandifer, A.A.E. Executive Vice President and CDO – This item provides a staff recommendation for the approval of the Design-Build Bridging Contractor Selection Policy. In June of 2022 the Board approved a Design-Build Contractor Selection Policy. A Design Build Bridging project delivery method differs from Design Build in that the Authority can select a Design Build Bridging contractor team on the basis of both qualifications and price. Staff has identified the Terminal 1 Modifications as an ideal project to use this delivery method, adding another tool in the toolbox for staff to use to when implementing Authority projects. Staff will adhere to all MWSB and DBE Program requirements during the use of a Design-Build Bridging project delivery method.

To assure adherence with state procurement laws staff has developed an organizational policy that will establish the requirements to follow when selecting future Design Build Bridging contractor teams.

Bill Sandifer answered questions about distinctions between Design-Build Bridging and Design-Build, noting that Design-Build Bridging allows cost competitiveness for engineering and contractor projected profits but not scope of work. Vice Chair Hall-Roberts noted that the methodology in this Design-Build Bridging should be explained so that the contracting community understands the differences. Mr. Sandifer indicated that the process still has a hard bid for all scope of work. Chair Hankins briefly noted legislative discussions on this process, which provides more flexibility in building, and that general and subcontractors are familiar with this process. Director Winters expressed her hesitation and noted her concern for the record that businesses that become used to working together may not be competitive and may cause exclusion of other businesses. Chair Hankins referred to the open processes and that the lowest responsible bid is considered, and that the Authority can utilize less capitalized small firms.

There was discussion regarding when the GMP and when the Authority would know which policy to utilize for a project. Bill Sandifer explained that this Terminal 1 Modification was a straightforward and a simpler project to try this process. Director Kushner inquired if the Board could be updated at some point as to how this Design-Build Bridging process went and how it might be utilized in the future. Mr. Sandifer indicated that the Authority would go through the selection process and could update the Board when the proposed contract is brought for consideration.

Staff requests approval of the Design-Build Bridging Contractor Selection Policy as presented.

3. Aviation Parkway / National Guard Drive Interchange Focused Environmental Assessment

Presented by Rachel Stair, Director of Planning & Sustainability – In discussions with the FAA Airports District Office, a determination was made that the Aviation Parkway / National Guard



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Intersection Improvements project would be subject to a Focused Environmental Assessment. The Authority requested the current on-call planning/environmental consultant, Landrum & Brown, Inc. (L&B) to complete the work as Task Order 13 (MA22.13.00) of L&B's Master Services Agreement.

The project includes at least one grade-separated intersection crossing and bridge to reduce RDU Park Economy 3 bus headway times during peak hours. The project will include a new dedicated northbound lane and southbound lane between the intersection and John Brantley Boulevard, and grading, paving, pavement markings, relocation of various utilities, lighting, signage, landscaping, and drainage improvements. Tasks include project management, field investigations to refine the study area, completion of environmental survey and analyses, agency scoping, a public involvement process, and documentation to include a description of the project and study area, a purpose and need, results of alternatives analysis, and environmental assessment results and mitigation measures for various environmental impacts.

Total compensation under this proposed Task Order 13 is a not-to-exceed amount of \$652,934.70. The overall Small Business goals for the existing Master Services Agreement are 10% for MBE and 5% for WBE. This proposed TO 13 includes a MBE commitment with ADCI of 13.68% and a WBE commitment with Three Oaks and Legacy of 44.12% for a total MWSB commitment of 57.80%.

Secretary Szlosberg-Landis questioned if new infrastructure would accommodate mass transit and Ronald Jewett, VP Facilities Asset Management, noted that this was to accommodate Authority buses for more efficient flow of traffic. There was discussion on express routes from the neighboring cities, and CEO Landguth mentioned that a possible future busing transfer center could allow Authority buses to pick up passengers from the community for more seamless travel to the airport.

Director Morgan asked about the elements of an environmental assessment and Rachel Stair explained the Authority's collaboration with the FAA.

Staff requests approval of Task Order 13 with L&B in the amount of \$652,934.70.

4. Park Economy 3 Expansion Construction Administration and Related Services Amendment 11 to Task Order 2³

³ The order of items was re-arranged due to a sequencing glitch with the presentation slides.



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Presented by France Campbell, Director of Landside Engineering – This proposed Amendment 11 to Task Order 2 with RS&H for the PE3 Expansion Project authorizes additional construction administration and related services for the following project elements.

- Construction administration services for Package 3 of the PE3 expansion (CAB facility)
- Additional efforts for the project Envision Certification
- Coordination and documentation of NCSU efforts to monitor the submerged gravel wetlands for a period of three (3) years
- Additional Turbidity Control Research and BMP Implementation

Total compensation under this proposed Amendment is a not-to-exceed amount of \$844,222.00. Labor (\$814,958.00) will be billed at established hourly rates, and expenses (\$29,264.00) will be billed at direct cost.

The overall Minority and Women-owned Small Business (MWSB) goals for the existing Master Agreement are 10% for Minority-owned Small Businesses (MB) and 5% for Women-owned Small Businesses (WB). The proposed amendment includes commitments of 41.38% for MB and 0% WB. With this amendment, total commitments for the PE3 Expansion project will be 23.68% for MB and 11.45% for WB. The Authority's Director of Small Business Program Office concurs with this commitment.

John Holmes, P.E., and Airfield Civil Engineer with RS&H in the Raleigh office was present in the audience. Secretary Szlosberg-Landis expressed appreciation on the turbidity control research and noted that what is learned could be applied to other areas and projects as well as shared with the state to benefit the greater community.

Staff requests approval of Amendment 11 to Task Order 2 with RS&H in the amount of \$844,222.00.

5. Park Economy 3 Expansion – Award of GMP-02 Modification 1 to Balfour Beatty/Metcon, JV Construction Phase (Packages 2 & 3)

Presented by France Campbell, Director of Landside Engineering – At its February 2023 meeting, the Board approved staff's recommendation to engage the Joint Venture of Balfour Beatty Construction / Metcon as Construction Manager at Risk (CMR) for the expansion of Park Economy 3, and a Master Agreement was executed.

The Preconstruction services amendment was approved by the Board at the March 2023 Board meeting and the amendment was executed on March 19, 2023. In accordance with actions authorized in the amendment, the CMR pre-qualified bidders and executed the prescribed bid process for the first phase of construction.



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The first construction package, “GMP-01, Package 0”, was approved by the Board at the August 2023 Board meeting and the amendment was executed on August 28, 2023. The scope of services consisted of installing erosion and sedimentation control, clearing and grubbing, installing a fence around the construction site, and other miscellaneous services related to construction startup (construction trailers, temporary haul road construction, etc.).

The second construction package, “GMP-02, Package 1”, was approved by the Board at the January 2024 Board meeting and the amendment was executed on January 21, 2024. The scope of services consists of expanding the existing parking lot (grading, drainage, paving, striping, bus shelters, landscaping, covered walkways, site electrical, etc.).

The third and fourth construction packages, “Package 2” and “Package 3”, were advertised on July 18, 2024. The set of bid documents consists of constructing the Customer Amenity Building (CAB) and rehabilitating the existing parking lot. The CMR broke the bidding into 32 bid packages to incentivize participation from smaller contractors.

A combined pre-bid and MWSB workshop was hosted by the CMR on July 25, 2024. Bid openings were conducted on August 22, 2024, August 29, 2024, and September 5, 2024.

The proposed amendment establishes the Contract Amount (Fixed Guaranteed Maximum Price) and authorizes construction phase services of the CMR for the GMP-02 Modification 1.

Contract Component	Amount
Cost of the Work	\$31,199,930
Existing Lot Conditions Allowance	\$2,500,000
Furniture (Interior/Exterior) Allowance	\$450,000
Green Roof Irrigation Allowance	\$50,000
Contractor’s Contingency (5%)	\$1,559,997
Contractor’s Construction Fee (3.5%)	\$1,305,949
Misc: Insurances and Performance & Payment Bond	\$504,692
<u>Reimbursable General Conditions</u>	<u>\$1,552,905</u>
Construction Phase Amendment (GMP)	\$39,123,473

The overall Minority and Women-Owned Small Business (MWSB) goals for the GMP-02 Modification 1 for the Park Economy 3 Expansion are shown below:

- Package 2 Goals – 11% MB and 11% WB
- Package 3 Goals – 11% MB and 9% WB



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After receiving bids for this work, the CMR's proposed MWSB commitments for the GMP-02 Modification 1 and overall project are shown below:

- GMP-02 Modification 1 Commitment – 16.0% MB and 2.7% WB
- CMR Commitment for Overall Project – 12.4% MB and 8.3% WB

The Authority's Small Business Program Office determined that the contractor made sufficient good faith efforts to achieve these goals.

France Campbell answered Director Kushner's questions that the solar elements while included in the budget amount, will be fit out separately and that aspect will come before the Board in the new year. There were additional questions about the sufficiency of the budgeted amount. Secretary Szlosberg-Landis referred to ongoing discussions for incorporation of more renewable energy and noted that utilization of the solar panels as the canopy could reduce overall cost. France Campbell explained that 25% of the canopies would be solar panels and the rest would be metal. There was discussion regarding the project's progress at the time solar power was discussed.

Secretary Szlosberg-Landis inquired about plans for electric vehicle (EV) chargers in this project. David Freedman, SVP and CRO, referred to ongoing discussions with private entities with an interest in providing EV charging stations. Secretary Szlosberg-Landis expressed discomfort moving forward on a parking facility of this size with no EV chargers planned. Vice Chair Hall-Roberts asked if there was a projected timeline for EV charging stations proposed by the interested third parties and why EV chargers were not a component in this PE3 project. France Campbell noted that EV charging stations were not part of the initial project and would continue to be evaluated. Vice Chair Hall-Roberts referred to past discussions that every project should consider EV charging stations to keep the airport at the forefront and expanding with trends.

Secretary Szlosberg-Landis stressed that this was brought up originally for cost efficiency so that at least the conduit could be included in the construction rather than retrofitting at a greater expense. There was discussion on the \$39M being requested for the next two package phases. Director Winters asked when EV chargers would be reflected in the plan and France Campbell indicated that this project does not include EV charging stations. Mr. Landguth referred to the interested third parties that are willing to invest in the infrastructure for EV charging stations.

Director Kushner stated that the Board is directing staff to implement EV chargers into this project in the very near future and to bring a plan of action to the Board. Secretary Szlosberg-Landis expressed that she was not comfortable moving on this matter without some acknowledgment that there would be a plan presented for EV chargers in PE3. Chair Hankins noted that staff had expressed that negotiations are ongoing for EV chargers to be on or adjacent to this parking facility. Director Kushner indicated that he would support the matter before the



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Board today and not delay this project but wanted staff to bring a proposal with EV chargers related to PE3.

Subject to approval of a related budget increase, staff recommends approval of GMP-02 Modification 1, Construction Phase Amendment with Balfour Beatty/Metcon, JV in the amount of \$39,123,473 for Park Economy 3 Expansion (Package 2 and Package 3) and authorization for the President and CEO to execute Modification 1.

6. Aviation Parkway and National Guard Drive Interchange, RDUAA 881430 Design Services Amendment to Task Order 2

Presented by Ronald Jewett, Vice President Facilities Asset Management – The firm of Dewberry Engineers Inc. (Consultant) is providing planning and design services for improvements to the intersection of Aviation Parkway and National Guard Drive. The Project involves enhancements to Aviation Parkway and National Guard Drive that allow the Authority's bussing operation to get to and from both terminals as expeditiously as possible.

This proposed Amendment 3 authorizes design services to advance deliverables through Design Development and Bid Document production. New services added to Task Order 2 will include Hydraulic Design, Final Roadway Design, Structural Design, Geotechnical Investigations and Recommendations, Pavement Design, Work Zone Traffic Control (WZTC), Pavement Markings, Signing, Cost Estimates, and Bidding Services. Total compensation under this proposed Amendment 3 is a not-to-exceed amount of \$1,257,275.08. Labor (\$1,163,833.08) will be billed at established hourly rates, and expenses (\$93,442.00) will be billed at direct cost.

The overall Minority and Women-owned Small Business (MWSB) goals for the existing Master Agreement are 10% for Minority-owned Small Businesses (MB) and 5% for Women-owned Small Businesses (WB). The proposed amendment includes commitments of 13.15% for MB and 17.69% WB. With this amendment, total commitments for the Aviation Parkway and National Guard Drive project will be 11.67% for MB and 16.80% for WB. The Authority's Director of Small Business Program Office concurs with this commitment.

There was discussion about how the bridge would appear and Mr. Jewett noted that with the current tree growth, much of the bridge could be obscured. Director Kushner noted his recommendation for an aesthetic design.

Subject to approval of a related project budget increase, staff requests approval of Amendment 3 to Task Order 2 with Dewberry Engineering in the amount of \$1,257,275.08.



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RALEIGH- DURHAM AIRPORT AUTHORITY BOARD OPERATIONS COMMITTEE WORK SESSION MINUTES NOVEMBER 21, 2024

Committee Chair Hall-Roberts presided. Present: Hankins, Hannah, Kushner, Morgan, Szlosberg-Landis and Winters.¹ Staff present included: President and CEO Landguth, EVP and Chief Development Officer Sandifer, EVP and CISO McFall, Senior VP and CRO Freedman, SVP and COO Connell, SVP and General Counsel Locklear, Executive Assistant Rosales, and other staff members and guests.²

The Committee discussed the following items:

1. Consideration of Terminal 1 Concession Agreement Amendments for lease extensions for Host International, Inc. and Marshall Retail Group, LLC

Presented by Kimberly Stewart, Vice President of Concessions – Terminal 1 Concession agreements expired February 28, 2024. Tenants have operated on a month-to-month tenancy while the Authority considered options for the Terminal 1 Expansion Project. The projected timeline for the expansion precludes Concessions from entering into long term agreements whereby investments cannot be recovered. Therefore, Staff requests consideration for short term extensions for Terminal 1 concession tenants.

The terms of the extension include a 3-year extension with 2 one-year options. An investment requirement for each concessionaire to include concept changes, increases in percentage rents and participation in pouring rights, where applicable.

Host International Inc. (Host) operates 3 units in Terminal 1 including ACC American Café, La Tapenade Mediterranean Café, and Starbucks. The extension proposes to change La Tapenade to a new concept, Puro Gusto. Puro Gusto is an Italian café that provides all-day, full-service offerings. ACC American Café will receive a light refresh with new paint and refurbishment to furniture and fixtures where needed. Starbucks received a refresh in 2022. The extension includes Host participating in the Pouring Rights Agreement with a transition to Pepsi products at all 3 units. Host will invest a total of \$800K into the concept change and refurbishments. A new Minimum Annual Guarantee of \$771,703.45 will be effective with the extension. ACC American Café will increase percentage rent from 9.5% for food to 14% for the extension. The rate will increase to 15% in the option years. ACDBE participation of 15% remains unchanged.

Marshall Retail Group, LLC (MRG) operates 4 units in Terminal 1 including two Flight Stop (north and south) locations, Marshall Rousso/Ruby blue and Triangle Market. MRG will invest

¹ Director Winters participated remotely via Teams.

² The meeting was live streamed at <https://www.youtube.com/live/VL0xKG8LIHo>.



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\$645K to refresh all of their locations including concept or name changes. Flight Stop (north) will receive a name change to Five Points and Flight Stop (south) will change to Brightleaf, with nods to Raleigh and Durham. Marshall Rousso/Ruby blue will change to a new concept, The District, a specialty retail location that will mirror MRG's successful Root & Branch in Terminal 2. Triangle Market will transition to Natalie's Candy Jar and offer packaged, giftable candy selections. The current Joint Venture with the ACDBE partner, Airport Retail Group, LLC will include two new partners, Pam Blondin of Deco Raleigh and Jessie Williams of Edge of Urge. The ACDBE participation will increase from 13.1% to 25%. A new Minimum Annual Guarantee of \$442,025.98 will be effective with the extension. Percentage rents will increase from 14% for News and Gift to 15% and Specialty percentage rents will increase from 13% to 14%.

Design and construction time for both concessionaires is estimated at six (6) to nine (9) months for the refresh and concept changes. A phased approach will be developed to keep adequate services available for our guests. Temporary kiosks, staged in front of construction barricades, offering grab and go food and convenience retail products will be considered in the phasing schedule.

Representatives from Host International, Inc. and Marshall Retail Group, LLC were introduced. Vice Chair Hall-Roberts inquired how the refresh of these concessions might affect other neighboring units such as Chargrill. Ms. Stewart indicated that the esthetics would be considered in this refresh. Director Kushner expressed he was excited to see updates happening and that the vision for Terminal 1 should be like Terminal 2 as much as possible.

Staff requests approval of Amendment 3, Host International Inc. Terminal Concession Lease and Amendment 5, Marshall Retail Group, LLC Terminal Concession Lease.

2. Consideration of an Ordinance Variance re: Garage Parking for GT Providers

General Counsel, Erin Locklear, gave background remarks on the history of the Ordinance Chapter 13 "Commercial Ground Transportation Services" adopted in 2008 and its focus on independent taxi cabs. Ms. Locklear noted an amendment in 2016 to incorporate Transportation Network Companies, and further amendments in 2021 and 2022 for updates and clarifications needed regarding taxicab operations. Ms. Locklear explained the specificity and operationally detailed nature of this Ordinance.

Presented by Adam Mitchell, Vice President for Commercial Management – The Authority, on behalf of Raleigh-Durham International Airport, manages a robust Commercial Ground Transportation ("GT") program responsible for administering agreements with third-party companies that provide various types of transportation services to passengers, employees and other companies located at the Airport. GT activity is generally regulated by the Airport Rules and Regulations ("Rules") and Ordinance Chapter 13 ("Chapter 13").



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Due to a recent investigation of an Ordinance Violation related to unauthorized use of the Garage by GT providers offering premium services, Staff are requesting a temporary variance to certain provisions of Chapter 13. The proposed variance will A) allow waived GT providers to park and stage in approved Garage locations; and B) allow drivers to leave their parked vehicles for the purpose of meeting or assisting passengers with loading and unloading. The variance will be effective from 11/22/24 through 1/31/25. During this time, Staff will evaluate Chapter 13.

The Authority's goal is two-fold. First, while Staff evaluate interim and long-term access options, the Authority aims to prevent disruptions for passengers accustomed to these GT services during the end-of-year travel season. Second, long-term recommendations must take into account future roadway and curb construction/capacity. The CEO will need maximum flexibility to optimize GT policies in real-time, as needed, during the construction process. This flexibility will be critical to effectively managing fluid operational needs while also ensuring safety, service, and commercial viability for the program.

Adam Mitchell answered Board members' questions about some operators paying for parking, others circumventing payment, and some are paying trip fees as well as for parking. Mr. Mitchell explained that five companies out of 130 operators expressed interest in being allowed garage parking access. He detailed how the temporary parking locations would be identified, and that it was estimated that the spaces would turn over quickly. Vice Chair Hall-Roberts commented on the continuing parking challenge at the terminals' curbs.

Staff requests approval of the temporary variance.



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RALEIGH-DURHAM AIRPORT AUTHORITY BOARD SPECIAL MEETING MINUTES DECEMBER 4, 2024 at 5:00 p.m.

Chair Hankins presided. Present: Hall-Roberts, Kushner, Morgan, Polanco-Galdamez, Szlosberg-Landis, and Winters.¹ Staff present included: President and CEO Michael Landguth, EVP and CDO William Sandifer, SVP and CRO David Freedman, SVP and COO John Connell, SVP and General Counsel Erin Locklear, and other staff members and guests.²

Chair Hankins convened the special meeting called to discuss Electrical Vehicle (EV) charging in the Park Economy 3 lot (PE3). General Counsel, Erin Locklear, conducted a roll call of the members and a quorum was confirmed. President and CEO Michael Landguth outlined the topics intended to get the Board's objectives, including exploring third party EV charging alternatives, technical operational questions, and maintaining a sustainable approach from business and financial perspectives.

EVP and CDO Bill Sandifer briefly recapped previous discussions with the Board in October 2023 regarding EV chargers (and solar power) and shared a slide showing a proposed local EV charging lot. SVP and CRO David Freedman summarized discussions with third parties including one party that proposed a separate site outside PE3, starting with twelve Level 3 EV chargers (if the PE3 lot only contained Levels 1 and 2 chargers), who would take the separate site as-is and provide all investments. The other third party proposed a EV charging location on Aviation Drive to maximize customer visibility; however, that property is designated for food and beverage development and this third party is open to responding to a future RFP. Secretary Szlosberg-Landis explained the various levels of EV chargers. David Freedman answered questions about the proposed external lot being manned, with the possibility of a customer lounge/restroom.

SVP and COO John Connell shared information on RDU's electric bus fleet and the need to expand and add chargers. Discussions with Duke Energy indicated that the Authority would need to upgrade power feeds in order to accommodate additional chargers for buses as well as for any EV chargers considered in or adjacent to Park Economy 3. Secretary Szlosberg-Landis expressed appreciation for third parties' interest but stressed that EV chargers should be in Park Economy 3. She noted her preference for Level 2 chargers but would consider Level 1 chargers inside the lot, and expressed that out of 8000 spaces, designating 100 EV charging spaces was not much. Director Kushner agreed that EV chargers should be in Park Economy 3 and felt that any cost for upgrades for electrical needs for additional EV charging lots should be borne by the third party. Director Kushner proposed that a portion of a sub-lot in PE3 be dedicated for EV charging and individuals parking in this particular separate sectioned area would bear an additional cost (whether they utilize the chargers or not). Secretary Szlosberg-Landis clarified how much of a charge a particular level of charger delivers. CEO Landguth noted that the Authority required the feeder upgrade in order to support its electric bus fleet and that 100% of this system upgrade wouldn't

¹ Board members participated remotely via Teams.

² The meeting was live streamed at <https://www.youtube.com/live/MSDrdSMIWKg>.



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necessarily fall on a third party interested in providing super EV chargers in a proposed location along this electric line. Director Kushner suggested that the EV chargers in PE3 could be powered in part by solar panels.

CEO Landguth asked the Board if it was its objective that all individuals parking in the designated lot would utilize the EV chargers during that parking period and suggested that customer demand would be a factor driving the number of necessary chargers. Mr. Landguth noted that there could be unused parking stalls. Chair Hankins commented that there was a reason why the third party proposed starting with a minimum of twelve super chargers to gauge customer demand and utilization. Director Morgan inquired if these proposed chargers would compete with Sheetz. David Freedman recapped the locations for charging stations proposed by the interested third parties.

Secretary Szlosberg-Landis noted that “range anxiety” was a current factor in the EV industry and referred to the NEVI program to expand EV charging capacity across the state. Secretary Szlosberg-Landis voiced that there is an expense savings to lay infrastructure now for future additional EV chargers. There was discussion on where a gated EV lot could be in PE3. Director Kushner offered that electricity cost be included in the parking charge for this lot. Director Kushner noted that if an extra charge applies to this lot whether or not charging is utilized then enforcement by staff is not required. Treasurer Polanco-Galdamez stated that she would appreciate more information to understand implications on altering plans on an existing project as to timeline and costs.

Secretary Szlosberg-Landis referred to the need for an energy plan. Secretary Szlosberg-Landis referenced past discussions on the solar panels being on top of metal roofs and that if the panels were used as the canopy it would be a cost savings. There was discussion with staff about the timeline and contractors involved in this PE3 project and costs for the change to implement solar panels on a portion of the walkways. Chair Hankins redirected the discussion.

CEO Landguth indicated that staff will take the information from this meeting and prepare a proposal. Mr. Landguth indicated that another meeting in January may be arranged to ensure staff is in alignment with the Board’s directives. Mr. Landguth summarized that the Board indicated agreement with Level 1 and Level 2 chargers being inside of PE3 (dependent upon average length of days parked), and with staff considering a future RFP, soliciting bids from third parties for an independent Level 3 EV charger site(s).

Motion by Szlosberg-Landis to adjourn; Second by Hall-Roberts

ADOPTED BY UNANIMOUS VOTE

Meeting ended at 5:53 p.m.



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RALEIGH-DURHAM AIRPORT AUTHORITY BOARD MEETING MINUTES DECEMBER 19, 2024

Chair Hankins presided. Present: Hall-Roberts, Hannah, Kushner, Morgan, Polanco-Galdamez, Szlosberg-Landis and Winters.¹ Staff present included: President and CEO Landguth, EVP and Chief Development Officer Sandifer, Senior VP and CRO Freedman, SVP and COO Connell, SVP and General Counsel Locklear, Executive Assistant Rosales, and other staff members and guests.²

I. APPROVAL OF AGENDA

Motion by Morgan for approval of the Agenda; Second by Hall-Roberts

ADOPTED BY UNANIMOUS VOTE

II. APPROVAL OF MINUTES

Secretary Szlosberg-Landis noted her review of the minutes of the regular meetings of the Board, the Board committees, and the consent actions of the Board held on November 21, 2024, and of the special meeting of the Board held on December 4, 2024, and asked if any edits were needed.

Motion by Szlosberg-Landis for approval of these minutes; Second by Morgan

ADOPTED BY UNANIMOUS VOTE

III. CHAIR COMMENTS

1. Chair Hankins welcomed everyone.
2. Chair Hankins congratulated Vice Chair Hall-Roberts on earning her Executive Master of Public Administration (M.P.A.) from North Carolina Central University while working full-time.
3. Chair Hankins noted Treasurer Polanco-Galdamez's birthday was December 18th and she was wished a belated happy birthday.
4. Chair Hankins shared and read a Resolution of the Greater Asheville Regional Airport Authority, acknowledging and expressing gratitude to fellow airports, including RDU, for their support following Hurricane Helene, adopted on November 8, 2024. Chair Hankins thanks staff for their efforts and support to Asheville Regional during this tragedy.
5. Chair Hankins remarked on the employee food drive at RDU held in November which collected 327 lbs. of food donated for the Food Bank of Central & Eastern North Carolina. He mentioned the second current food drive underway and the types of donations being collected.
6. Chair Hankins noted the recent Environmental Compliance Review/Public Workshop #1 for the John Brantley Boulevard (JBB) Extension Project held on December 11, 2024 at the RDU

¹ Director Winters, Chair Emeritus Hannah, and Secretary Szlosberg-Landis participated remotely via Teams.

² The meeting was live streamed at <https://www.youtube.com/live/v8CMP0uxifg>.



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Center and that the deadline for public comments is today. Chair Hankins commented that a second public workshop would be held at a later date.

IV. OLD BUSINESS

1. Operations Committee – Hall-Roberts reported Board members met during the Committee work session on December 19, 2024, and discussed the following:

- a. Financial results for the Q2 YTD Fiscal Year Ending March 31, 2025

Committee Chair Hall-Roberts briefly recapped the quarterly financial results presented.

- b. Consideration of a Multi-Year Agreement with SITA

Michael McLanahan, Vice President of IT Business Solutions presented additional information to the Board showing year-over-year costs for the proposed contract's renewal term. All costs are flat except for onsite support which reflects a 9% yearly increase to cover salary as well as benefits. Mr. McLanahan referred to staffing challenges SITA had in 2022 with 150% staff turnover and that the first SITA contract, until it was amended, did not address staff pay increases.

Motion by Hall-Roberts for approval for a 5-year renewal for SITA Common Use Technology and Support at a cost of \$8,767,954.47 over the 5-year period

- c. Amendment 5 with Flagship Airport Services, Inc.

Motion by Hall-Roberts for approval of Amendment 5 with Flagship Aviation Services, Inc. for a new staffing model and wage adjustment increases in the amount of \$2,951,675.16 and authorization for the President and CEO to execute the agreement.

Motion by Morgan for approval of items b. and c.; Second by Kushner

ADOPTED BY UNANIMOUS VOTE

2. Construction Committee – Morgan reported Board members met during the Committee work session on December 19, 2024, and discussed the following:

- a. T1/T2 Service Animal Relief Area (SARA): Right Build International Contract for Construction: Capital Project No.: 331040

Motion by Morgan for approval and authorization of the Contract for Construction for Right Build International for the T1/T2 Service Animal Relief Area (SARA) in the amount of \$667,442.96; Second by Polanco-Galdamez

ADOPTED BY UNANIMOUS VOTE



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b. PE3 EV Charger Discussion

Presentation for informative purposes only. No Board action requested at this time

3. Strategic Plan³

This matter was deferred for discussion later in the meeting.

V. NEW BUSINESS

1. Potential Development Project

Chair Hankins requested staff to have the Request for Information (RFI) for Lake Crabtree Park Development reposted on RDU's website. Chair Hankins gave an overview of the RFI, and an update as to the ongoing discussions with Wake County regarding the Lake Crabtree lease. Chair Hankins explained that the Board would schedule a meeting in January during which public comments would be received concerning what interests the Authority could look at which correspond to the four goals set out in the RFI. Board members expressed interest in hearing the public's ideas and creating amenities appropriate with the site with value-add to the community.

Director Kushner requested General Counsel Erin Locklear go over the requirements for this land and its use. Ms. Locklear summarized the Lake Crabtree lease history with Wake County, as well as tighter regulations established regarding federal grants and the lease of non-aeronautical lands. Ms. Locklear noted that the Authority can't create incompatible uses at the airport which would include a Section 4(f) property such as a public park. Director Kushner encouraged the public to provide enhancing ideas for the development of this acreage which would not be incompatible with grant restrictions.

*Motion by Morgan for approval of the scheduling of a special Board meeting in January to receive public comments and suggestions regarding the proposed Lake Crabtree Park development;
Second by Szlosberg-Landis*

ADOPTED BY UNANIMOUS VOTE

V. CLOSED SESSION⁴

Chair Hankins explained that due to the availability of a third party consultant joining the meeting remotely, the matter to be discussed in closed session would be moved up on the agenda. Chair Hankins noted for the public attendees that this closed session was anticipated to take less than one hour.

³ Chair Hankins reordered the agenda due to time constraints.

⁴ Item moved up in agenda due to third party consultant joining meeting remotely.



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Motion by Kushner to go into closed session to discuss a personnel matter pursuant to NCGS §143-318.11(a)(1) and (6), and to prevent the disclosure of information that is privileged or confidential, or not considered a public record within the meaning of Chapter 132 of the General Statutes pursuant to NCGS §143-318.11(a)(1) and NCGS §132-1.2; Second by Morgan

ADOPTED BY UNANIMOUS VOTE

Closed session from 1:37 pm until 2:30 p.m.

VI. GENERAL COUNSEL'S REPORT

No items were reported.

VII. PRESIDENT AND CEO'S REPORT

Welcome

Good afternoon, Board members, Team RDU, business partners, and guests who are joining us today.

Air Service

RDU served 1,280,895 passengers in November – an increase of 1.7 percent over the same month last year. American Airlines had 26.8 percent of market share at RDU in November, with Delta at 26 percent and Southwest at 14.5 percent.

Avelo Airlines announced this month it will launch two international routes from RDU in February with nonstop service to Montego Bay, Jamaica and Punta Cana, Dominican Republic. Both routes will fly on Wednesdays and Saturdays from mid-November through September. Avelo began service at RDU in 2022 with a single route and opened a base here the following year. The airline now serves five domestic destinations from RDU and has two Boeing Next-Generation 737s and nearly 100 employees stationed here.

Air Canada announced it will begin nonstop service between the Research Triangle region and Vancouver in June. The route will fly seasonally on Tuesdays, Thursdays, and Saturdays from June through September.

A total of seven airlines launched or announced new international service at RDU this year, including:

- Aeromexico to Mexico City
- Air Canada to Vancouver
- Avelo to Montego Bay and Punta Cana
- BermudAir to Bermuda



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- Copa Airlines to Panama City
- Lufthansa to Frankfurt, Germany, and
- WestJet to Calgary.

JBB ECR

The Airport Authority held the first of two public workshops this month on the Environmental Compliance Review – or ECR – for the John Brantley Boulevard Extension project. The workshop was an opportunity for the community to learn about the project and the ECR process and submit comments for consideration.

The Authority is in the beginning stages of the ECR. During the process, staff will conduct an analysis and develop a report that will be made available to the Board prior to approval of construction. RDU's ECR is the first of its kind among airports nationwide and exceeds federal and state environmental requirements. A second public workshop to gather additional public comment will be held in 2025 and more information about the ECR will be posted on [rdû.com](http://rd�.com).

Wait Times

The holiday travel season is in full swing, and we are working with our partner agencies and airlines to anticipate passenger traffic levels and staffing needs over the next few weeks. That includes increasing staffing during peak hours for our Guest Experience team, who help airport guests with their travel needs. We are also taking all the steps we can to manage wait times at the TSA-controlled security checkpoints.

RDU freed up capacity in Terminal 2 this year by moving three airlines to Terminal 1, and we have expanded the Terminal 2 security checkpoint twice since 2019, increasing capacity there by 40 percent. RDU also offers TSA PreCheck and CLEAR for passengers who want to expedite the security screening process. Travelers can enroll in one or both programs daily in either terminal.

The Airport Authority will continue to address congestion in the long-term as it plans for future expansions of our terminals and the addition of more gates.

Holiday Travel Tips

Airport guests can follow a few simple tips to make their travels run smoothly this season:

- **Allow Extra Driving Time:** Visitors to RDU should keep in mind that the roads can be particularly congested during the late afternoon and early evening hours.
- **Book Parking Online:** Travelers can book parking at parkrdu.com for guaranteed entry into the deck or lot of their choice. Reservations must be made at least 24 hours in advance. If you did not book parking ahead of time, we recommend visiting the home



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page at rd�.com before you leave for the airport to see which parking options are available.

- **Download Your Airline’s App:** Airline apps can provide important information about the status of your flight, including departure and arrival times and schedule changes. You can also check the status board at rd�.com to learn if your flight is running on time. RDU recommends checking your flight status before you leave home.
- **Get Here Early:** Travelers should allow plenty of time to park, check in and go through security. RDU recommends arriving at least two hours early for domestic flights and three hours in advance for international flights. Airlines begin boarding 30 to 40 minutes before departure, so start your trip off right by getting to the gate early.
- **Prepare for Security:** Brush up on what is allowed at the TSA checkpoint. Take a few minutes to learn about TSA policies and expedited screening options, including TSA PreCheck and CLEAR.
- **Use the Cell Lot:** If you are picking someone up from the airport, use our free Cell Lot to make curbside pickup run smoothly. Follow the signs on campus to the Cell Lot, located at 1000 Trade Drive. That’s the parking lot for this building.
 - Wait for a call or text letting you know your party has arrived. Give them 30 minutes after they get off the plane to pick up their bags and meet you on the curb.
 - To ease congestion at Terminal 2, you can pick passengers up on the upper and lower levels.

On behalf of the Authority, I would like to end the year by thanking the millions of guests who chose RDU for their travels this year. It is a privilege to serve you and to be part of your travel plans.

Mr. Landguth wished everyone happy holidays.

Director Winters inquired about any anticipated impact to the airport from the potential government shutdown, and Mr. Landguth shared that critical services such as TSA are mandatory and would continue.

VIII. MEMBER COMMENTS

Staff were thanked for their work, and for the efforts in presenting and gathering information for the meeting today. The public was encouraged to share ideas and comments for the Lake Crabtree



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development project that would help create something remarkable for the community. Chair Emeritus Hannah encouraged the Board to plan for potential policy changes with the new administration. Secretary Szlosberg-Landis shared travel experiences through LaGuardia over its years of renovations, noting the importance to plan for the future. Board members expressed appreciation for fellow members, senior management, and the opportunity to continue working together for the future of RDU as a revenue driver for the surrounding community. Vice Chair Hall-Roberts thanked everyone for their kindness and support as she obtained her Executive MPA while working full-time. Treasurer Polanco-Galdamez shared her recent travel experience on AeroMexico to Mexico City, commenting on the welcoming and beautiful nature of the country and the people and encouraging everyone to travel for the experiences. Everyone was wished happy and safe holidays.

IV. OLD BUSINESS (continued)³

3. Strategic Plan

Chair Hankins referred to a summary memo regarding action items from the Board's special meeting in July 2024.

Items 1 and 3. Committees' composition and adding monthly meeting

Board members expressed the benefit in discussing major items in advance of voting to allow deliberation on the topics. A monthly work session held a week prior to the regular scheduled monthly Board meetings was discussed. There were questions posed to General Counsel, Erin Locklear, about this type of change affecting Ordinance Chapter 6. Board members commented about the two predominant Committees, as well as other existing Committees that could benefit from having more meetings. Board members considered whether a "committee of the whole" versus a committee comprised of four members (one from each governing body) should meet. President and CEO Michael Landguth noted that smaller committee meetings typically were attended by additional interested Board members and that small group briefings many times resulted in other Board members requesting briefings. Mr. Landguth mentioned that staff gives the Board 90-day projections of upcoming capital projects. Board members indicated that while personal attendance was preferred, a member could join virtually if needed at these meetings. It was suggested that there be a trial period of six months and that these additional work sessions be scheduled beginning in April with the new fiscal year and be a week prior to each regular monthly Board meeting. There was discussion if these Committee work sessions would replace or supplement the Committee work session typically preceding regular Board meetings, and the Board members' consensus was for the regular monthly third-Thursday Committee work sessions to continue, as additional information and questions on a particular item could be more fully addressed. Board members considered timing options for scheduling the Committee work sessions. Chair Hankins noted that if a majority of the Board meets during the proposed Committee work session, action could be taken. There was additional discussion with Ms. Locklear who advised that for a change to Ordinance Chapter 6, the Board must have two separate considerations of the



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matter with a supermajority vote. Chair Hankins noted that a vote could be taken on the matter today but a review of the Ordinance may indicate that this would not qualify as the first consideration.

Motion by Polanco-Galdamez the scheduling of a Board meeting (as a committee of the whole) each month starting in April 2025, a week in advance of the regular third-Thursday monthly Board meeting, at a time to be determined, for the purpose of discussing items upcoming for the Board's consideration at its regular third-Thursday Committee work sessions, or any other issues; Second by Kushner

ADOPTED BY SUPERMAJORITY VOTE⁵

Item 2. Annual meeting with airport sponsoring jurisdictions

Chair Hankins opened the discussion noting that this type of meeting with all of the sponsoring jurisdictions and the Authority has not historically occurred, and that it would require public notice by all involved government entities, and he suggests a social-type of gathering in April, which will be after the Board has reviewed and voted on the Authority's FY25-26 Budget and Strategic Plan. Chair Hankins noted that this would be an opportunity to convey the state of the airport, its capital improvement challenges, as well as where the Board envisions the airport's future, with each Board member contributing to the presentation. There was discussion about if this should be an annual or biennial event. There were suggestions about allowing for small group brainstorming breakouts to gather ideas.

Motion by Hankins for the scheduling of a special Board meeting, inviting the sponsoring jurisdictions to attend, at a date to be scheduled in April 2025 or after, to present information about the airport, its capital projects, funding challenges, future plans and other matters; Second by Hall-Roberts

ADOPTED BY UNANIMOUS VOTE

Item 4. More focus on "top-line" issues

Board members would like to focus on a strategic long-view horizon for the airport and less on minor details. With the addition of a special monthly meeting, Board members anticipate being able to focus on bigger issues.

Item 5. More CEO discretion for sole-source authority

Board members discussed the CEO's contract authority and that the current process was working with the CEO providing a report to the Board on actions taken. There was further discussion on what "top-line" issues might mean to different Board members and how an individual member's priorities may not necessarily be the priorities of the Board, with some matters coming before the

⁵ Chair Emeritus Hannah voted in opposition and ended his virtual participation in the meeting at 3:24 p.m.



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Board that are not necessarily top-line issues. CEO Landguth addressed questions as to whether the current contract authorization limits restricts job responsibilities and explained the pressures on the executive team to be as responsive as possible to Board members' requests for information on various items. Chair Hankins noted that any change to the contract authority would require an amendment to Ordinance Chapter 6. This particular matter was tabled at this time.

Item 6. Evaluation metrics for compensation for senior management and staff

Chair Hankins indicated that the Board was continuing discussions on concepts of plan.

Item 7. Following CEO's report, Board members want time for "blue sky" issues

Chair Hankins noted that this already occurred in the Board meeting today when Director Winters inquired about potential impact to the airport from a government shutdown.

Item 8. For Board agenda items, identify the related goals and objectives from the Strategic Plan

Board members requested a few descriptive lines to indicate how agenda items relate to particular goals and objectives in the Strategic Plan.

Motion by Morgan for the agenda or an item's memo to indicate which goals and objectives each item relates to in the Strategic Plan; Second by Kushner

ADOPTED BY UNANIMOUS VOTE

IX. ADJOURNMENT

Motion by Polanco-Galdamez to adjourn; Second by Hall-Roberts

ADOPTED BY UNANIMOUS VOTE



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RALEIGH- DURHAM AIRPORT AUTHORITY BOARD OPERATIONS COMMITTEE WORK SESSION MINUTES DECEMBER 19, 2024

Committee Chair Hall-Roberts presided. Present: Hankins, Kushner, Morgan, Polanco-Galdamez, Szlosberg-Landis and Winters.¹ Staff present included: President and CEO Landguth, EVP and Chief Development Officer Sandifer, Senior VP and CRO Freedman, SVP and COO Connell, SVP and General Counsel Locklear, Executive Assistant Rosales, and other staff members and guests.²

The Committee discussed the following items:

1. Financial results for the Q2 YTD Fiscal Year Ending March 31, 2025

Presented by Ronald Kapocius, CPA, VP and Chief Financial Officer – Presentation to the Board of Directors updating the Authority’s financial results for the Q2 YTD fiscal year ending March 31, 2025. Mr. Kapocius discussed the trended budgeted enplanements versus the projected enplanements for FY24-25. He explained the variances in the year-to-date operating results. Mr. Kapocius detailed the operating revenue budget variance including the lower than budgeted transaction volume and length of stay in airport parking facilities. Director Morgan questioned if this was any particular parking facility or a resistance to parking rates in general and Mr. Kapocius indicated most parking facilities except Premiere are trending lower than budgeted and that the driving factors are not apparent at this time. Mr. Kapocius explained that concessions revenue is greater than anticipated and went over the factors contributing to the favorable variance in the operating expense budget. He detailed the major capital projects spend.

Presentation for informative purposes only. No Board action requested.

2. Consideration of a Multi-Year Agreement with SITA

Presented by Michael McLanahan, Vice President of IT Business Solutions – SITA is an industry-leading application platform providing Common Use services to airports around the world, including ticketing counter check-in, ticketing kiosk self-service, aircraft boarding, airport resource management, flight information display content, and biometric exit services. In addition to these applications, SITA provides a staff of onsite technicians who provide daily support which includes hardware break/fix, refresh of paper consumables, direct air carrier interactions, and interfacing with upper-level SITA engineering support when needed. Information Services is seeking a 5-year renewal for SITA Common Use Technology and Support at a cost of \$8,767,954.47 over the 5-year period.

¹ Director Winters and Secretary Szlosberg-Landis participated remotely via Teams.

² The meeting was live streamed at <https://www.youtube.com/live/v8CMP0uxifg>.



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Information Services feels strongly that displacing SITA as the Common Use provider would incur unreasonably high risk, as well as significant out-of-pocket cost. Displacing SITA would cost an estimated \$3,774,597.64 considering the original SITA implementation cost and adjusting for inflation. Additionally, changing the Common Use technology and technology provider would create a significant disruption for Authority and airline staffs due to the new requirements and associated learning curve for the users.

SITA has demonstrated success toward meeting MWSB commitment. Going forward, SITA is committed to proving an MB of 5.07% and WB of 0% which has been reviewed and is supported by the Authority's Small Business Programs Office.

Mr. McLanahan answered Board members' questions about additional SITA personnel added with this renewal to handle increased common use gates as well as passenger flow. He briefly recapped how SITA was chosen as the vendor five years ago and gave examples of additional services offered by SITA. Director Kushner, along with other Board members, questioned the increases exceeding the cost of living adjustment and Michael Landguth indicated that staff would work with SITA Account Representative, Jen Shaw, and provide additional information to the Board after the lunch break. Chair Hankins asked if SITA was compliant with the contract, particularly as to rates, and questioned staff's process to enhance the system's reliability. Mr. McLanahan indicated that the Authority, as well as the air carriers, are satisfied working with SITA. Mr. McLanahan noted that in the event of the system's disruption, air carriers have manual processes put in place. There was further discussion about SITA staff turnover which has been lessened by the SITA contract amendment for salary increases. Director Morgan inquired about operational reports and Mr. McLanahan confirmed performance reports are done.

Staff requests approval for a 5-year renewal for SITA Common Use Technology and Support at a cost of \$8,767,954.47 over the 5-year period.

3. Amendment 5 with Flagship Airport Services, Inc.

Presented by Steven Yanni, Director of Contract Facilities Maintenance – Staff is requesting Board approval for Amendment 5 with Flagship Aviation Services, Inc. to implement a new staffing model, wage adjustments for janitorial services, and expanded scope to include additional office areas added due to the completion of the upfit at AOC 5th fifth floor.

As the number of passengers continues to grow (in excess of 20% since original contract was awarded), staff has determined that the current janitorial contract needs changes to ensure our facilities are World Class. The proposed amendment aims to address these needs by increasing staffing levels, improving compensation to aid in recruitment and retention, and adjusting the contract structure.



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Under the existing performance-based contract, Flagship committed to providing a staffing level of 120.6 employees. However, with the surge in airport traffic, it has become clear that this number is insufficient. To better meet the demands of the facility, the new cost-plus contract proposes a staffing goal of 145 employees, with a ceiling of 150 employees. This adjustment will provide the necessary flexibility to respond to increased enplanement and accommodate fluctuations in passenger numbers, particularly during peak and non-peak travel seasons.

The amendment also includes wage increases for janitorial staff to address challenges in hiring and retention. These increases are crucial in maintaining an adequate workforce to meet the growing demands of the airport. RDU human resources has confirmed that the recommended increases are within industry standards.

To ensure Flagship's staffing levels remain compliant, the amendment introduces new penalties for staffing deficiencies. Specifically, if Flagship's staffing falls below 145 employees by 5%, a fine of \$5,000 per week will be imposed. If staffing drops by 7.5%, the fine increases to \$7,500 per week. If staffing falls by 10%, the fine will rise to \$10,000 per week. These penalties are intended to hold Flagship accountable for meeting staffing requirements and maintaining the high-quality services expected by the Authority. In addition to penalties for staffing levels, this amendment also doubles monetary performance penalties within the contract to ensure compliance with standards.

In addition to the staffing and wage adjustments, the amendment also increases the commitments to Minority and Women Business Enterprises (MWSB). The MBE (Minority Business Enterprise) commitment will rise from 16.02% to 18%, while the WBE (Women Business Enterprise) commitment will increase from 6.31% to 7%. The proposed commitments have been reviewed and are considered acceptable by the Small Business Office.

The total financial impact of this amendment is \$2,951,675.16, which covers the increased staffing levels, wage adjustments, and additional AOC scope for the final two years of the contract, which will expire on January 31, 2027. This amendment will ensure that the janitorial services at the airport continue to meet the highest standards as the airport grows, while also addressing staff retention and ensuring that the airport maintains a clean, functional environment for passengers and staff alike.

Mr. Yanni confirmed that the vendor was not a MWSB entity but has involved MWSB subcontractors. There were questions from the Board regarding the assessment of penalties to the vendor for non-performance on a cost plus agreement. Mr. Yanni addressed questions about past assessments of fines against this vendor. Michael Landguth commented on the passenger growth at RDU which was not anticipated when the contract was put into place and that this amendment will allow Flagship to increase its staff. Mr. Landguth noted that periodic meetings



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with Flagship's management will provide for better execution of the Authority's vision for enhancing the customers' experience at the airport. Mr. Yanni answered Board members' questions about the hourly pay range for Flagship's staff and Mr. Landguth noted that the Authority provides payment for benefits under this contract which is not a common practice. Mr. Yanni addressed Director Winters' questions and provided a breakdown of Flagship's staff and managers and confirmed that Flagship's staffing number would increase from 120 towards a goal of 145, with janitorial staff's hourly wage increasing to \$17.

Chair Hankins commented on issues in a competitive workforce market and in attracting and retaining adequate staff. Committee Chair Hall-Roberts noted the importance of maintaining public areas, including restrooms at RDU and that as an airport a required investment is needed to have adequate staffing to provide these necessary services.

Approval of Amendment 5 with Flagship Aviation Services, Inc. for a new staffing model and wage adjustment increases in the amount of \$2,951,675.16 and authorization for the President and CEO to execute the agreement.



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RALEIGH- DURHAM AIRPORT AUTHORITY BOARD CONSTRUCTION COMMITTEE WORK SESSION MINUTES DECEMBER 19, 2024

Committee Chair Morgan presided. Present: Hall-Roberts Hankins, Kushner, Polanco-Galdamez, Szlosberg-Landis and Winters.¹ Staff present included: President and CEO Landguth, EVP and Chief Development Officer Sandifer, Senior VP and CRO Freedman, SVP and COO Connell, SVP and General Counsel Locklear, Executive Assistant Rosales, and other staff members and guests.²

The Committee discussed the following items:

1. T1/T2 Service Animal Relief Area (SARA): Right Build International Contract for Construction: Capital Project No.: 331040

Presented by Jaymes Carter, Vice President, Buildings and Building Systems – The purpose of this item is to provide a staff recommendation for the approval of the Contract for Construction with Right Build International for the Terminal 1 and Terminal 2 Service Animal Relief Areas (SARA). The Authority must fulfill an FAA requirement which requires at least one SARA located in the Sterile area (Post-Security) of each terminal. The Authority issued a solicitation for bidding and received three bids. The recommendation provided below is the lowest responsive and responsible bidder.

The Minority and Women Owned Small Business (MWSB) goals for the contract are 10.0% for Minority Small Owned Businesses (MB) and 5.0% for Women Small Owned Businesses (WB). MSB and WSB participation included in the contract are 38.0% for MB and 0.0% for WB. The Small Business Program Office has received and reviewed the MWSB commitment and determined that Right Build International has documented good faith efforts as required by the program.

The Authority will compensate Right Build International for services rendered in the amount not to exceed \$667,442.96.

Mr. Carter answered Director Kushner's questions about the pet relief area in each terminal, as to the area's size and finishes. Mr. Carter noted Chair Hankins questions about janitorial services for these facilities and briefly explained the cleaning process.

Staff requests approval and authorization of the Contract for Construction for Right Build International for the T1/T2 Service Animal Relief Area (SARA) in the amount of \$667,442.96.

¹ Director Winters and Secretary Szlosberg-Landis participated remotely via Teams.

² The meeting was live streamed at <https://www.youtube.com/live/v8CMP0uxifg>.



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2. PE3 EV Charger Discussion

Presented by France Campbell, Director of Landside Engineering – By unanimous vote of the Board at its' November meeting staff were directed to provide a “proposal” within 90 days to install electric vehicle chargers within and outside of Park Economy 3. On December 4 at a follow-up special meeting, the Board and staff discussed a variety of questions related to the installation of chargers. This presentation was for staff to present some concepts for further discussion and to pose additional questions for the Board.

Mr. Campbell gave a brief solar update indicating once the location and power demand of the EV chargers is known, the Authority will engage consultants to study using solar panels for the EV chargers. Mr. Campbell displayed a map with EV charger concepts locations. He noted the proximity to power transformers reducing cabling requirements. He explained proposed parking spaces and that some 30+ spaces will be lost overall in PE3.

Mr. Campbell discussed EV Charger Concept 1 (EV1) with designated lanes and gated access into this segregated lot with higher rates for EV chargers. He explained that EV1 is proposed with concrete curbing which could be a challenge for future scalability. Mr. Campbell went over the EV Charger Concept 2 (EV2) with proposed parking tickets that add in charging fees when exiting. He noted the scalability of this location. Mr. Campbell discussed EV Charger Concept 3 (EV3) proposed near the Customer Amenity Building and bus shelter 2 but explained it would need conduit and cabling.

Secretary Szlosberg-Landis questioned other less permanent options to concrete curbs, that would allow for future expansion to the EV parking areas. Director Kushner noted he would be in favor of EV1 as staff should not police who is utilizing charging stations and options EV2 and EV3 are not segregated lots. Staff stated that they preferred a plan in which staff would not have to police or enforce whether non-electric vehicles were parking in spaces designated for EV charging.³ There was discussion that option EV1 would be the first available location for customers to park (whether intentional or inadvertent) which could be confusing to the public, and staff noted that there will be signage advising the public that this is an EV charging lot.

There was discussion on the types of plugs to be provided for EV chargers. Secretary Szlosberg-Landis questioned what national vendors provide, noting that most cars have adapters. Mr. Campbell indicated the plugs typically provided. There was further discussion on the provision of EV charging for employees. It was commented that the current focus was on the customers. Secretary Szlosberg-Landis asked if the employees could be surveyed on the need for employee

³ Minutes amended to add sentence.



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EV charging stations. Treasurer Polanco-Galdamez noted the expense for separate EV charging stations.

Mr. Campbell asked Board members if staff should consider “smart” charging stations (to indicate location and availability in real time) and Board members indicated that this could be an option if there is budgeted funds and/or if this Wi-Fi infrastructure option could be added in the future. As to EV charging for oversized vehicles, the Board’s consensus was to address core business and expand from there although it was noted that a Tesla truck is a larger electric vehicle.

For handling enforcement if a non-electric vehicle is parked in an EV space, Chair Hankins commented that staff should not be required to police compliance or enforce by towing vehicles. He recommended printed notices be put on windshields of non-compliant parkers reminding them that the space was an EV charging station.

There was discussion on a possible program where EV charging was free, paid by sponsors utilizing the stations as advertising space. It was noted that this would defeat charging the higher parking fee and the initial consensus was to not pursue this possible program.

As to staff’s questions about what return on investment (ROI) should be considered in analysis, Board members expressed that the concern was not the ROI, which is too narrow to justify the decision, but the need to do this as forward thinking and contributing to community, sustainability, reduction in carbon and providing an example of moving into a new energy future. Michael Landguth briefly mentioned the capital infrastructure, gate charge to get in to park, and the cost for power and asked for the Board’s direction. There were differences of opinion on the recovery of infrastructure costs over a period of time. Director Kushner indicated a charge of \$1-\$3+ range extra for these parking spots to minimally cover power costs, and whether infrastructure costs are recouped is dependent on what the market will bear. It was discussed that the amount of energy consumption is not known, and any fixed rate may need an annual true-up.

Some members indicated that the EV1 segregated lot was the preference. Director Morgan asked if costs for the other options could be compared and Mr. Landguth indicated that with the tight timeframe, staff really needed to focus on one EV charging location. There was discussion on the average parking duration being six days and the Board’s consensus was that Level 1 EV chargers would suffice, with staff continuing to pursue Level 3 EV charging stations in conjunction with a food and beverage opportunity.



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Staff summed up the discussion noting the Board's direction for: two shared plugs on the charging devices; for staff to look into the desire for chargers in the employee lot(s); that there was interest in "smart" charging stations; not pursuing EV chargers in the oversized vehicles' lot; staff was not to enforce parking in EV charging spaces; no paid advertising on the EV charging stations; and staff was to look into the ROI payback periods.

William Sandifer asked the Board for clear direction on which EV Charging location for staff to pursue. Director Morgan expressed concern about the concrete curbing segregating EV1 and Mr. Sandifer indicated that an alternative method for containing the EV1 location which allows for easier future expansion will be explored. Director Morgan noted that EV2 location was interesting; however, he agreed with the EV1 location. In response to Mr. Sandifer's request that staff be given direction to focus on just one location, the consensus of the Board was that staff should proceed with the EV1 concept and location.³ Staff indicated that they would follow up with engineers on solar component to support the charging stations proposed for EV1 and will update the Board. Chair Hankins thanked staff for this further discussion and for the Board members' additional guidance.

Presentation for informative purposes only. No Board action requested at this time .