



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

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RALEIGH-DURHAM AIRPORT AUTHORITY COMMITTEE WORK SESSION MINUTES APRIL 9, 2026

Chair Hall-Roberts presided. Present: Asante-Smith, Hankins, Ghosh, Kushner, Polanco-Galdamez, Szlosberg-Landis and Winters¹. Staff present included: President and CEO Landguth, and General Counsel Locklear, and other staff members and guests.²

- I. Construction Committee – Ghosh presided over the following item:
 1. Consideration of New Aircraft Rescue and Fire Fighting Station Summary of Staff Negotiations with Andre Johnson Architects Task Order AJA23.2026

Charlie Tennant, Project Manager, Buildings & Building Systems – This task order provides the requested design criteria package services for the new replacement Aircraft Rescue and Fire Fighting (ARFF) Station. The Consultant will complete the 35% Design Criteria Package necessary to solicit an RFP for Design-Build completion of the project. The full scope includes demolition documentation of the existing ARFF, establishing design criteria for the new ARFF facility and temporary facilities required to maintain operations during demolition of the existing station and construction of the new ARFF facility. After completion of the 35% Design Criteria Package, the Consultant will maintain an advisory role for the project through to completion. Additional elements included in the scope of the task order are project management, cost estimation, surveying work necessary to complete design of both new and temporary facilities, and sustainability assessment related to the evaluation of LEED certification for the new facility. As the lead consultant for the design team for this agreement, Andre Johnson Architects will serve as the sole Small Business participant. The Small Business office has reviewed and concurs with the project goal of 57% SB participation. AJA will meet this goal with proposed 57.2% participation. For the scope of the Professional Services Agreement for Professional Design Services for the new Aircraft Rescue and Fire Fighting (ARFF) station, the Authority will compensate Andre Johnson Architects for services rendered in the amount not to exceed \$1,633,279. (\$1,608,296) Basic Services + (\$24,983) Reimbursable Expenses.

Board Action Requested

Staff requests approval of Professional Services Agreement for Professional Design Services for new Aircraft Rescue and Fire Fighting (ARFF) station with Andre Johnson Architects, in

¹ Shelley Winters attended the meeting virtually.

² The work session was live streamed on YouTube.

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the amount of \$1,633,279.

II. Operations Committee – Ghosh presided over the following item:

1. Consideration of 2026 Rental Car Operating Agreements

Adam Mitchell – In 2016, the Authority entered into Rental Car Operating Agreements (“Agreement(s)”) with Avis Budget Car Rental LLC, Enterprise Leasing Company – Southeast LLC, and The Hertz Corporation. In 2023, the Authority entered into an Agreement with Sixt Rent A Car LLC. These Agreements expire on March 31, 2026. Staff has negotiated new proposed Agreements with each company which are being proposed for Board approval and execution by the President and Chief Executive Officer. The Agreements will be effective as of April 1, 2026.

Key Terms and Conditions

Term: Ten (10) years.

- Rent: Ground and Facility Rent are subject to three (3%) increases annually.
- Concession Fee:
 - Ten percent (10%) of Gross Sales in Lease Year 1-2
 - Eleven percent (11%) of Gross Sales in Lease Year 3-5
 - Twelve percent (12%) of Gross Sales in Lease Year 6-10
- Space Allocation Plan: Within sixty (60) days of commencement, Authority will prepare a plan under Amendment 1 to reallocate space to approximate each Lessee’s Market Share as of December 31, 2025.
- Minimum Capital Investment: One Million Dollars subject to Staff approval.
- Small Business Program: Small Business provisions were updated to reflect pending status of the Airport Concessions Disadvantaged Business Enterprise (ACDBE) program; including Authority right to implement a participation goal during the Term.

Board Action Requested

Staff requests the approval of the subject Rental Car Operating Agreements and Amendment 1 regarding Space Allocation.

III. Law and Personnel Committee – Asante-Smith presided over the following item:

1. Consideration of Revised Employee Incentive Payment Policy for FY26/27

Yovannie Rodriguez, A.A.E., Senior Vice President and Chief Strategy Officer – Staff recommends approval of the revised Employee Incentive Payment (EIP) Policy, 3030-9.0, effective for the Authority’s FY26/27. The original Policy, adopted July 22, 2025, established the framework to recognize and reward Authority employees for contributions toward achieving certain key strategic metrics. As stated in section 5.4 of the Policy, any modification to the Policy must be approved by the Board, which is the purpose of

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this item. This annual revision maintains the existing structure, definitions, responsibilities, and payout mechanics of the original Policy, without introducing material changes. The sole

substantive update is to Attachment B, replacing the FY25/26 organizational metrics with a refreshed set of ten metrics tailored to FY26/27 strategic priorities. The updated metrics ensure continued alignment between employee incentives and Board-approved goals, enabling performance-based payouts if metrics are achieved based on the thresholds defined in the Policy.

Board Action Requested

Staff requests Approval of the revised (version 2) Employee Incentive Payment Policy, 3030-9.0.

Motion by Polanco-Galdamez to adjourn; Second by Asante-Smith.

ADOPTED BY UNANIMOUS VOTE

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