



**FAYETTEVILLE REGIONAL AIRPORT  
AIRPORT COMMISSION MEETING  
FIRST FLOOR CONFERENCE ROOM  
Tuesday, April 30, 2019  
2:00 P.M.**

**ATTENDANCE**

Ms. Dawn Gibson, Mr. Vic Carnevale, Mr. Jay Wyatt, Mr. Mark Lynch, Mrs. Sandy Ammons, Mrs. Judy Dawkins, Mr. Wilson Lacy, Mr John Meroski

**ABSENT**

Mr. Hector Ray, Mr. Robert Van Geons

**OTHERS**

Mr. Bradley Whited, Airport Director  
Mr. Toney Coleman, Deputy Airport Director  
Ms. Patricia Campbell, Sr. Administrative Assistant  
Mr. Jesse Lance, Manager Signature Flight Support  
Ms. Allison Rogers, Airport Marketing Specialist  
Ms. Brandy Bishop, City of Fayetteville Sr. Paralegal  
Ms. Kecia Parker, City of Fayetteville Real Estate Manager  
Mr. Quinton Locklear, Sr. Skilled Trades Tech., Employee of the Quarter  
Mr. John Lewis, Former Commission Member

Secretary Gibson called the meeting to order at 2:00 P.M.

**ITEM 1: Swear In and Administer Oath of Office to New Members**

Ms. Patricia Campbell administered the Oath of Office to Ms. Dawn Gibson, Mr. Jay Wyatt and Mr. Mark Lynch. Mrs. Sandy Ammons and Mrs. Judy Dawkins were sworn in at Orientation held March 28, 2019.

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**ITEM 2: Election of Officers**

Secretary Gibson called for nominations for Chairperson. Ms. Dawn Gibson nominated Mr. Hector Ray. Mr. Mark Lynch seconded the nomination. Nominations were closed and vote called.

**ACTION:** It was voted unanimously for Mr. Hector Ray for Commission Chairperson.

Secretary Gibson called for nominations for Vice Chairperson. Mr. Jay Wyatt nominated Mr. Vic Carnevale for Vice Chairperson. Mrs. Judy Dawkins seconded the nomination. Nominations were closed and vote called.

**ACTION:** It was voted unanimously for Mr. Vic Carnevale for Commission Vice Chairperson.

Vice Chairperson Carnevale called for nominations for Secretary. Mr. Mark Lynch nominated himself for Secretary. Ms. Dawn Gibson seconded the nomination. Nominations were closed and vote called.

**ACTION:** It was voted unanimously for Mr. Mark Lynch for Commission Secretary.

**ITEM 3: Introduce Employee of the Quarter**

Mr. Brad Whited introduced Mr. Quinton Locklear. Mr. Locklear has been with the Airport since October 2018 as our Sr. Skilled Trades Technician. His peers voted him as our Employee of the Quarter. He gets to park in the Management Parking Lot for three months and be taken out to lunch by the Airport Director.

**ITEM 4: Consider Approval of the Agenda**

Vice Chairperson Carnevale asked for a motion to approve the agenda.

Mr. Wyatt made a motion to approve the agenda.

Ms. Gibson seconded the motion.

**ACTION:** The motion was carried unanimously.

**ITEM 5: Consider Approval of the Minutes of the Meeting held March 26, 2019**

Vice Chairperson Carnevale asked for a motion to approve the minutes.

Mrs. Dawkins made a motion to approve the minutes.

Ms. Gibson seconded the motion.

**ACTION:** The motion was carried unanimously.

**ITEM 6: Consider approval of Residential Lease Adjustments per City Council Policy**

Mr. Whited introduced Ms. Kecia Parker from City Real Estate. There are three residential properties owned by the airport that are rented to tenants. The City has a policy that rent will be at a fair market value with a 10% noise reduction. Appraisals were done on these properties earlier this year. A letter with the appraisal amounts and recommended increases was included in the Commission packet. Three comparables were obtained for similar properties. Because of the increase, it is recommended that a step plan be used. The first increase will take effect this July 1, 2019 and the second increase will take effect July 1, 2020. It has been several years since any rents have been increased. If this increase is approved, Ms. Parker will send letters to the tenants next week. These leases have been in effect for 15 plus years, so they are continuing month to month now.

Vice Chairperson Carnevale asked for a motion to approve the residential lease adjustments.

Mr. Lynch made a motion to approve the residential lease adjustments.

Mr. Wyatt seconded the motion,

**ACTION:** The motion was carried unanimously.

Mr. Meroski left at 2:55 P.M.

**ITEM 7: Management Report**

**Enplanements:** Total enplanements for all carriers as of March 2019 were 18,570. This indicates a .4% decrease compared to March of last year and a 1.2 % increase year to date. Mr. Whited explained the enplanement report, in detail, for the new Commission Member.

Mr. Whited explained different aspects of the NCDOT State of Aviation Study on the economic impact of aviation. He explained some of the Airport marketing study. He also described the difference between City/County airports versus authority run airports.

USO visitor stats for the month of March 2019 were 2,783. The year to date visitor total is 8,335.

Terminal Construction Update – it is running about 3 to 4 weeks behind. Looking to finish up end of July beginning of August.

- Installing terrazzo in the rotunda

- Pulling wire for lights

- Installing ceiling grid

- Poured retaining wall by ramp

Our Triennial Disaster Drill was held April 16<sup>th</sup>. Douglas Byrd High School Drama Department provided the victim volunteers. City staff and an EMT class from FTCC were our victims that

were transported to CFVMC. Joyce Pettengill did our moulage for us. The exercise went very well with a few suggestions on how to improve response.

Our Annual FAA Certification Inspection is scheduled for May 15 & 16, 2019.

#### Social Media Monthly Review

- Facebook - Page Likes up to 3,295  
Reach up 4,173
- Twitter - Impressions up to 8,738  
Followers are up to 232

Mr. Whited offered the new members a tour of the Airport and Airfield whenever it is convenient for them. Please call Ms. Campbell to get on calendar if interested. Mrs. Ammons asked if the tour could be before or after a commission meeting. Mr. Whited said yes and plan for a two hour block.

The down escalator should be repaired next week. It's been 10 weeks and will cost about \$80,000. In the next phase of the renovations, we are getting new escalators and elevators and we are trying to keep what we have running until then.

The next Tenant Managers Meeting will be tomorrow, Wednesday, May 1st, 2019 at 8:30 A.M. in the restaurant. Please feel free to join us.

Ms. Gibson left at 3:20 P.M.

#### **ITEM 8: Commission Members Concerns**

Mr. Lacy had no concerns.

Mr. Wyatt said he was glad to be back on the Commission.

Mr. Lynch said he was happy to be on the Commission. He asked if there was a mission statement for marketing. He said \$500 spent on Facebook is better than \$500 spent in the Observer.

Mr. Carnevale had no concerns.

Mrs. Ammons asked if there were any renderings of the new terminal. Mr. Whited got out the architectural renderings and explained them. Mr. Coleman said that we would try to get the renderings out for the public to see.

Mrs. Dawkins said she was surprised and impressed how much she learned about the airport in one meeting. One thing that really surprised her was the fact the Airport is self-supported and does not use tax payers' money.

**ITEM 9: The next regularly scheduled meeting of the Airport Commission is Tuesday, May 28, 2019 at 2:00 P.M.**

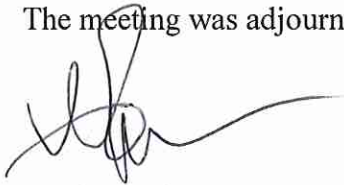
Vice Chairperson Carnevale asked for a motion to adjourn the meeting.

Mr. Wyatt made a motion to adjourn the meeting.

Mr. Lynch seconded the motion.

**ACTION:** The motion was carried unanimously.

The meeting was adjourned at 3:27 P.M.

A handwritten signature in black ink, appearing to be 'Mark Lynch', with a long horizontal flourish extending to the right.

Mark Lynch, Secretary

Transcribed: PAC 05/03/19