



North Carolina Unified Certification Program ACDBE Certification Meeting

Meeting Recap

North Carolina's UCP called a special meeting of Air Carrier UCP partners and stakeholders. The meeting was held on July 26, 2006 from 9:00 to 12:00 at the RDU Center at Raleigh Durham International Airport. The purpose of the meeting was to discuss the certification requirements (as defined in the new release of 49 CFR Part 23 in April 2006) that must be addressed by North Carolina's UCP. The current agreement, which was developed and implemented prior to the Part 23 release, grants NCDOT the sole certification authority for all firms except airport concessions. The airports would certify airport concessions. Because North Carolina's UCP is required to provide one-stop shopping for all ACDBE and DBE certified firms, the partners needed to meet and develop an approach for ensuring federal mandates are met.

Commencement (9:00 – 9:30)

Odessa McGlown, State UCP Manager, greeted the attendees and presented the meeting's objectives. Shelby Moorman, DBE Program Manager for RDU, greeted the attendees on behalf of John Brantley (RDU Airport Director) and RDU Airport Authority. Shannon Lasater, P.E. delivered the greeting on behalf of the Department of Transportation. Mr. Lasater reaffirmed the Department's commitment to support the Unified Certification Program as it grows and transforms to meet the needs of its customers and program partners. In his address, he challenged the partners to resolve the certification issues in a way that represents a win-win for all. Although faced with limited funding, the Department will work hard to support the decisions made during the meeting.

Foundation, Validation, and Resolution (9:30 – 11:45)

Ms. McGlown reviewed pertinent references from 49 CFR Part 23 and the UCP Guidelines before presenting the issues to be addressed. The issues are:

- How will we manage ACDBE certifications? Does each airport certify concessions, or does one or two major airports certify all concessions in the state? How do we ensure our efforts are not duplicated by other North Carolina ACDBE certifiers?
- Once concessions are certified, how do we maintain the certifications? Who is responsible for the maintenance?
- How do we ensure the concessionaires are provided the same notifications, on the same schedule, as DBEs are provided through the UCP?
- How do we handle certification appeals for ACDBEs?
- How do we handle decertifications?
- Where is the ACDBE file maintained?

The group discussed three potential alternatives to ACDBE certification, including: a) NCDOT will conduct all certifications for the UCP; b) Each airport will conduct certifications; or c) NCDOT will conduct all construction related certifications, while RDU and Charlotte-Douglas would conduct all ACDBE certifications. After analyzing the potential impacts (funding, personnel, reimbursement for services, contracting, etc.) of each alternative, the group reached consensus as follows:



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Under North Carolina's UCP, all certifications will be conducted by the North Carolina Department of Transportation, with the exception of airport concessions which will be managed as follows:

- NCDOT will be the sole certifier for all rental car service vendors for all airports.
- Charlotte-Douglas International Airport and Raleigh-Durham International Airport will certify food & beverage, news, advertisement, and gift shop vendors located within their respective airports.
- Except as specified above, NCDOT will certify all concessionaires in all other airports.

NCDOT will maintain all ACDBE certifications, which includes providing notification to Charlotte-Douglas International Airport and Raleigh-Durham International Airport to conduct the third-year recertification review for the concessions in their airports.

The DBE Appeals committee will hear ACDBE appeals for decertification and denial. Additional training will be provided to the committee members to ensure their familiarity with the ACDBE regulations.

All files will be maintained at the Department of Transportation. Files for concessions certified with RDU or Charlotte-Douglas will be returned to the certifier for maintenance after the documents are scanned into the system.

Under this agreement, the Department of Transportation will charge back the certification cost of food, news and gifts, and advertising concessions to the airport requesting the service. Costs for all other certifications will be redistributed according to the distribution agreed upon by all UCP partners.

Closing (11:45 – 12:00)

In closing the partners were reminded that the UCP Stakeholders Meeting to discuss cost distribution for the first full year of implementation will be in October 2006. The date was presented as October 10th, but has since been changed to October 24th to allow more time for NCDOT's year-end closeout processes.

Action Item: Ms. McGlown will update the UCP Guidelines, distribute to the partners for feedback and/or concurrence, and shepherd the document through the approval process.

Action Item: Ms. McGlown will prepare the meeting recap and distribute as appropriate.

The meeting adjourned at 12:00.

Respectfully Submitted,

Odessa H. McGlown
State UCP Manager