

Charlottesville Albemarle Airport Authority Meeting
Wednesday December 12, 2018, at 9:00 a.m.
at the Airport Lower Level Conference Room

AGENDA

Call to Order:

Consent Agenda:

1. Minutes – September 27, 2018 meeting
2. Financial Statements – October 31, 2018 (Unaudited)
3. Airport Statistics: August 2018, September 2018 and October 2018

Matters from the Public:

All person desiring to make presentations as part of the MATTERS FROM THE PUBLIC section of the Agenda are requested to advise the administrative office prior to commencement of the meeting to assist the Chairman in conducting the meeting in an efficient and productive manner; allowing for maximum input. Speakers are encouraged to limit remarks to five minutes. Additional time may be granted solely at the discretion of the Chairman unless such presentation is extended by reason of the Authority's request for additional information:

Employee Recognition: Ronnie Shifflett – 35 years of service, Stirling Williams – 15 years of service, Kevin Whitmer – 5 years of service

Public Hearing:

Proposed revisions to the Authority's *Rules and Regulations Regarding Conduct and Activities on the Property of the Charlottesville Albemarle Airport Authority*.

All persons desiring to make comments as part of the PUBLIC HEARING section of the Agenda are requested to advise the administrative office immediately prior to commencement of the meeting, by using a sign-up sheet that will be available, in order to assist the Chairman in conducting the meeting in an efficient and productive manner. Speakers are encouraged to limit remarks to five minutes. Additional time may be granted solely at the discretion of the Chairman. The time limit may be extended if the speaker is requested by a Board member to answer questions or to provide additional information.

Action Items:

1. Revision of Rules and Regulations Regarding Conduct and Activities on the Property of the Charlottesville Albemarle Airport Authority
2. Amendment #1 to the FY19 Operating Budget
3. Take-Home Vehicle Policy
4. Increasing the Dollar Limit for a Single Item Quote for Professional Services

Informational Items:

1. Executive Director's Update
 - a. Personnel Update
 - b. MALSR Update

- c. Request for the Authority to consider support of the expansion of City Water/Sewer to property near the west side of the airfield along Earlysville Road.
- d. Construction Update
 - i. Masterplan Update
 - ii. Parking Improvements Design
 - iii. Runway/Taxiway Rehab Construction
 - iv. Air Carrier Ramp Expansion Design
 - v. Entry Pavilion Design
 - vi. Terminal Energy Modification
 - vii. Charging Stations Installation
- e. Marketing & Air Service Update
 - i. Air Service
- f. Proposed 2019 Meeting Schedule

Closed Session:

In accordance with VA Code 2.2-3712 the Airport Authority will convene in closed session for the following purposes:

For discussion and consideration of the performance and salary of the Executive Director pursuant to VA Code 2.2-3711 (A) (1).

Next Scheduled Meeting: Tuesday, January 8, 2019, 8:30 a.m., *Location: TBD.*

Adjourn:



Charlottesville Albemarle Airport Board Meeting Minutes
Thursday, September 27, 2018 at 8:00 a.m. at the Albemarle Executive Conference Room#228-B

MINUTES

Members Present: Donald Long, Jeff Richardson, Mike Murphy

Members Absent: None

Staff Present: Melinda Crawford: Executive Director; Penny Shifflett: Director of Finance and Administration; Jason Burch: Deputy Executive Director; Jason Devillier: Director of Maintenance & Construction; Jessica Conley: Administrative Assistant

Others Present: Lisa Robertson, City of Charlottesville Attorney

Call to Order at 8:05 a.m. by Donald Long

Consent Agenda:

1. Minutes – July 10, 2018: Mr. Richardson motioned to approve the Minutes, Mr. Long seconded the motion, and it was unanimously approved.
2. Financial Statements –June 30, 2018 (Unaudited) discussed.
3. Airport Statistics: June 2018 and July 2018 discussed.

Mr. Richardson made a motion to accept the Consent Agenda, the motion was seconded by Mr. Long, and it was unanimously approved.

Matters from the Public: None

Action Items:

1. Amendment #1 to the FY19 6-Year Airport Capital Improvement Plan. Item was discussed. Mr. Richardson moved to approve Amendment#1 to the FY19 6-Year Airport Capital Improvement Plan. Mr. Murphy seconded and it was unanimously approved.
2. Ratify a Work Order for Delta Airport Consultants for an Airport Layout Plan Update/Narrative. Item was discussed. Mr. Richardson moved to approve the work order. Mr. Murphy seconded and it was unanimously approved.
3. Authorization for the Executive Director to Execute and Administer a new TSA Lease Agreement. Item discussed. Mr. Richardson moved to approve the work order to amend the TSA Lease to add 229 square feet. Mr. Murphy seconded and it was unanimously approved.

Informational Items:

1. Executive Director's Update: Ms. Crawford presented the following items:
 - a. Personnel Update: Recent reorganization of Airport Personnel to include appointing Jason Burch as the Deputy Executive Director, adding the position of Shop Supervisor, and adding the position of Terminal Supervisor. We will be announcing a new Public Safety Chief by next week. Several other personnel-related items were noted.
 - b. MALSR Update: The Authority has executed the reimbursable agreement with FAA. Delta Airport Consultants has surveyed the MALSR, and has provided a report containing repair recommendations to the FAA. We are waiting on the FAA's response to this report.

- c. ADK Proposal: We will be working with ADK Executive Search to establish guidelines for the annual performance review of the executive director.
- d. Construction Update:
 - i. Masterplan Update: A Request for Proposals for professional services to perform the Masterplan Update to be issued soon.
 - ii. Parking Improvements: The design phase of the parking expansion project is continuing. It may be more cost effective to build a parking deck instead of the original 200 surface parking spaces in the long-term lot.
 - iii. Runway/Taxiway Rehab: The project has not closed out yet.
 - iv. Charging Stations Installation: Installation of charging stations at the Gate 5 area is complete, and we have ordered the charging stations for Gates 1-4.
 - v. Modifications to Gate 1 Area: Tailwinds has placed seating in the area, and it is being well received.

Ms. Crawford also discussed the upcoming energy modification project that will place film on all windows throughout the concourse and will help with energy conservation as well as safety.

- e. Marketing & Air Service Update: Mr. Burch provided the following updates:
 - i. Air Service: He discussed recent air service efforts and some upcoming changes to CHO's air service. He also discussed the busy Thanksgiving holiday week.
 - i. The Lounge: The Lounge opened on August 1st with little advertising. Approximately 200 customers used the Lounge during the first month of operations.
 - ii. CHO Airport's Commercial Advertising Program: Program is being coordinated by the Marketing Specialist with much success the first year.

Presentation: "Amendment #1- FY19 6-Year Airport Capital Improvement Plan"

Next Scheduled Meeting: Tuesday, November 13th, 2018, 8:00 a.m. at the Charlottesville Albemarle Airport

Adjournment: 9:19 a.m.

Charlottesville-Albemarle Airport Authority
Financial Statements (unaudited)
As of Octoberber 31, 2018

Charlottesville-Albemarle Airport Authority
Profit & Loss Notes
As of October 31, 2018

\$15K and 10% change

Revenues:

- A. FBO and Advertising Revenue:-- Both of these areas are performing better than budgeted amounts.
- B. Business Center/Lounge:-- The lounge opened later than anticipated and both revenues and related expenses are under budget.

Expenses:

- C. Various Wage and Benefit Accounts: -- Many of these are under budget at this time due to vacancies in positions.
- D. Various Expense Accounts: - These accounts are under budget at this time.
- E. Terminal Maintenance: - This account is currently over budget due to some terminal projects that are requiring construction type expenses to areas due to changes in fleet and airline operations.
- F. Elevator, Escalator and HVAC Maintenance: - The elevator/escalator account is over budget due to maintenance issues. The HVAC account is over because the 2nd quarter payment was made in October, and the total expense was recorded at that time. (The quarterly payment is \$20,530.50).
- G. Janitorial Contract: - This line item was budgeted for \$0 expenses since it was decided to take the janitorial services in-house, however, a contractor was used for the month of July until temporary services were secured.

Net Income

October year-to-date net ordinary income before other income = \$424,081.11.

Charlotteville Albemarle Airport Profit & Loss Budget Performance July through October 2018

	Oct 18	Budget	Jul - Oct 18	YTD Budget	diff	%
Income						
PARKING REVENUES						
Parking Revenue	424,838.00	440,555.00	1,502,613.53	1,517,813.00	-15,199.47	-1.00%
Crew Base Parking	503.34	450.00	2,566.76	1,800.00	766.76	42.60%
Miscellaneous Fees	0.00	100.00	200.00	400.00	-200.00	-50.00%
Total PARKING REVENUES	425,341.34	441,105.00	1,505,380.29	1,520,013.00	-14,632.71	-0.96%
AIRFIELD REVENUES						
Airline Landing Revenue	85,286.49	72,693.00	294,363.98	290,772.00	3,591.98	1.24%
Charters	2,000.30	1,667.00	6,247.34	6,668.00	-420.66	-6.31%
Ground Rent/Airfield Fees	6,132.89	6,120.00	33,132.32	33,080.00	52.32	0.16%
FBO Revenue	46,919.51	37,161.00	163,766.67	148,644.00	15,122.67	10.17%
AW Flowage	0.00	0.00	3,472.59	2,500.00	972.59	38.90%
Miscellaneous Revenue Airfield	0.00	100.00	0.00	400.00	-400.00	-100.00%
Security Access Control Reimb.	1,355.00	1,100.00	4,033.00	4,400.00	-367.00	-8.34%
Total AIRFIELD REVENUES	141,694.19	118,841.00	505,015.90	486,484.00	18,551.90	3.81%
TERMINAL REVENUES						
Business Center/Lounge	2,205.00	12,167.00	5,750.00	48,668.00	-42,918.00	-88.19%
Airline Rent	43,157.85	43,163.00	174,915.58	172,652.00	2,263.58	1.31%
FAA Service FEE/Rent	3,792.92	3,793.00	15,171.68	11,379.00	3,792.68	33.33%
TSA Reimbursement	3,022.70	3,016.00	13,863.31	12,064.00	1,799.31	14.91%
Rental Car Revenue	73,360.92	74,050.00	293,443.68	296,200.00	-2,756.32	-0.93%
Ground Transportation Fees	2,000.00	2,000.00	8,000.00	8,000.00	0.00	0.00%
Rental Car QTA Land Lease	4,678.00	4,818.00	19,132.00	19,272.00	-140.00	-0.73%
Advertising	26,143.00	12,500.00	67,497.50	50,000.00	17,497.50	35.00%
Food/Gift Concessions	11,699.10	9,075.00	44,511.10	36,300.00	8,211.10	22.62%
Miscellaneous Terminal	377.60	0.00	377.60	0.00	377.60	100.00%
ATM Concession	623.00	623.00	2,492.00	2,492.00	0.00	0.00%
State Ent for Rep & Maint. Eligible Items	0.00	25,000.00	0.00	100,000.00	-100,000.00	-100.00%
Total TERMINAL REVENUES	171,060.09	190,205.00	645,154.45	757,027.00	-111,872.55	-14.78%
ADMINISTRATIVE REVENUES						
Miscellaneous Income	831.00	300.00	4,818.20	1,200.00	3,618.20	301.52%
QTA Staff Reimbursement	2,555.00	2,766.67	10,856.00	11,066.64	-210.64	-1.90%
VDOA Aviation & Promotion Program	0.00	4,000.00	0.00	6,000.00	-6,000.00	-100.00%
Total ADMINISTRATIVE REVENUES	3,386.00	7,066.67	15,674.20	18,266.64	-2,592.44	-14.19%
Total Income	741,481.62	757,217.67	2,671,224.84	2,781,770.64	-110,545.80	-3.97%

Charlotteville Albemarle Airport Profit & Loss Budget Performance July through October 2018

Expense	Oct 18	Budget	Jul - Oct 18	YTD Budget	diff	%
Parking Expenses						
Wages-Parking	28,549.33	29,325.00	130,841.66	131,963.00	-1,121.34	-0.85%
Overtime-Parking	1,824.48	2,400.00	11,701.34	6,200.00	5,501.34	88.73%
Payroll Taxes-Parking	2,253.95	2,454.00	10,635.64	10,677.00	-41.36	-0.39%
Health Ins./Supp.	6,531.00	11,415.00	30,396.00	45,660.00	-15,264.00	-33.43%
Life Insurance	480.73	516.00	1,732.18	2,064.00	-331.82	-16.08%
Short-Term Disab/Long-Term Disab	96.58	130.00	378.33	531.00	-152.67	-28.75%
Retirement	2,656.53	3,282.00	10,376.99	13,128.00	-2,751.01	-20.96%
Util-Parking Lights	365.51	370.00	1,465.14	1,480.00	-14.86	-1.00%
Util-Telephone	1,037.98	1,000.00	3,643.99	4,000.00	-356.01	-8.90%
Util-Water	25.34	25.00	108.81	100.00	8.81	8.81%
Insurance Expense	884.81	744.00	3,459.24	2,976.00	483.24	16.24%
Parking Lot Lighting	0.00	1,000.00	0.00	4,000.00	-4,000.00	-100.00%
Parking Grounds Maintenance	4,700.32	8,646.00	19,634.73	34,584.00	-14,949.27	-43.23%
Parking Pavement/Booths/Steps	63.71	1,609.00	2,283.27	6,436.00	-4,152.73	-64.52%
Parking Equip. Maintenance	0.00	2,108.00	18,251.20	8,432.00	9,819.20	116.45%
Supplies	0.00	690.00	627.00	2,760.00	-2,133.00	-77.28%
Parking - Signage & Traffic Control	0.00	1,100.00	0.00	4,400.00	-4,400.00	-100.00%
Payroll Processing Fees	219.66	210.00	1,011.17	840.00	171.17	20.38%
Education	0.00	266.00	0.00	1,064.00	-1,064.00	-100.00%
Travel	0.00	292.00	3.00	1,168.00	-1,165.00	-99.74%
Dues & Subs.	0.00	38.00	0.00	152.00	-152.00	-100.00%
Vehicles Expense-Parking	0.00	430.00	0.00	1,720.00	-1,720.00	-100.00%
Uniforms-Parking	0.00	5,000.00	2,560.03	10,000.00	-7,439.97	-74.40%
Credit Card Discount	16,783.77	16,500.00	64,859.45	66,000.00	-1,140.55	-1.73%
Over & Short	1.00	10.00	10.00	40.00	-30.00	-75.00%
Bad Debt Expense-Parking	0.00	17.00	0.00	68.00	-68.00	-100.00%
2014 Debt Service Parking	15,276.40	15,276.00	61,105.60	61,104.00	1.60	0.00%
2004 Debt Service Parking	10,544.30	10,544.00	42,177.20	42,176.00	1.20	0.00%
Surface Parking Expansion 2017	0.00	62,500.00	17,996.67	250,000.00	-232,003.33	-92.80%
Total Parking Expenses	92,275.40	177,897.00	435,258.64	713,723.00	-278,464.36	-39.02%

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Charlotteville Albemarle Airport Profit & Loss Budget Performance July through October 2018

	Oct 18	Budget	Jul - Oct 18	YTD Budget	diff	%
Airfield Expenses						
Wages	31,520.54	40,901.00	147,419.36	184,065.00	-36,635.64	-19.90%
Overtime	5,448.82	5,000.00	22,165.22	13,000.00	9,165.22	70.50%
Payroll Taxes	2,710.83	3,540.00	12,485.07	15,188.00	-2,702.93	-17.80%
Health Ins./Supp.	5,213.60	9,860.00	23,080.40	39,440.00	-16,359.60	-41.48%
Life Insurance	411.48	624.00	1,674.38	2,486.00	-821.62	-32.92%
Short-Term Disab/Long-Term Disab	65.46	73.00	259.87	293.00	-33.13	-11.31%
Retirement	2,539.89	3,691.00	10,212.14	14,764.00	-4,551.86	-30.83%
Util-Electric	2,086.85	2,400.00	8,526.16	9,600.00	-1,073.84	-11.19%
Util-Propane	0.00	0.00	1,486.92	0.00	1,486.92	100.00%
Util-Telephone	599.37	700.00	1,898.23	2,800.00	-901.77	-32.21%
Util-Water	76.76	35.00	232.97	140.00	92.97	66.41%
Insurance Expense	3,383.06	3,150.00	13,532.24	12,600.00	932.24	7.40%
Snow Removal	0.00	3,000.00	0.00	3,000.00	-3,000.00	-100.00%
Lighting Maintenance	1,304.58	1,065.00	10,429.91	4,260.00	6,169.91	144.83%
Maintenance	381.25	1,648.00	2,542.60	6,592.00	-4,049.40	-61.43%
Airfield Grounds Maintenance	13,455.55	1,479.00	15,438.82	5,916.00	9,522.82	160.97%
Maint. Airfield Equipment	6,039.17	8,592.00	16,568.67	34,368.00	-17,799.33	-51.79%
Maint. Equip. Purch.	0.00	430.00	0.00	1,720.00	-1,720.00	-100.00%
Vehicle Expense Gas and Oil	0.00	4,070.00	7,855.12	16,280.00	-8,424.88	-51.75%
State Maintenance-Airfield	0.00	4,167.00	14,512.80	16,688.00	-2,155.20	-12.93%
Payroll Processing Fees	219.68	195.00	1,011.21	780.00	231.21	29.64%
Education	240.00	959.00	875.00	3,836.00	-2,961.00	-77.19%
Travel maintenance	0.00	855.00	0.00	3,420.00	-3,420.00	-100.00%
Dues & Sub. Airfield	100.00	0.00	5,940.00	1,750.00	4,190.00	239.43%
Uniforms	1,350.25	819.00	1,350.25	3,276.00	-1,925.75	-58.78%
Emergency Exercises	0.00	0.00	97.93	1,500.00	-1,402.07	-93.47%
Environmental Compliance	993.83	2,084.00	4,775.32	8,336.00	-3,560.68	-42.71%
800 MHz Maintenance Fees	5,556.25	5,556.00	11,112.50	11,112.00	0.50	0.00%
ARFF Equipment	48.46	2,125.00	5,179.79	8,500.00	-3,320.21	-39.06%
ARFF Training Supplies	3,456.32	1,162.00	3,941.32	4,648.00	-706.68	-15.20%
Firearms	0.00	1,358.00	0.00	5,432.00	-5,432.00	-100.00%
Hazmat Materials	0.00	250.00	0.00	1,000.00	-1,000.00	-100.00%
Security Access Control	4,431.50	6,706.00	23,160.06	26,824.00	-3,663.94	-13.66%
Security Background Expense	0.00	566.00	0.00	2,264.00	-2,264.00	-100.00%
Total Airfield Expenses	91,573.50	117,060.00	367,764.26	465,858.00	-98,093.74	-21.06%

Charlotteville Albemarle Airport
Profit & Loss Budget Performance
July through October 2018

	Oct 18	Budget	Jul - Oct 18	YTD Budget	diff	%
Terminal Expenses						
Wages	63,720.08	72,327.00	245,916.56	323,139.00	-77,222.44	-23.90%
Overtime	9,733.10	5,000.00	33,391.96	13,000.00	20,391.96	156.86%
Payroll Taxes	5,467.57	4,720.00	20,724.21	20,932.00	-207.79	-0.99%
Health Ins./Supp	8,399.20	14,602.00	36,501.80	58,408.00	-21,906.20	-37.51%
Life Insurance	501.55	674.00	2,051.40	2,696.00	-644.60	-23.91%
Short-Term Disab/Long-Term Disab	86.24	120.00	341.32	481.00	-139.68	-29.04%
Retirement	3,806.19	4,560.00	14,059.10	18,240.00	-4,180.90	-22.92%
Util-Electric	13,439.91	13,750.00	59,254.44	55,000.00	4,254.44	7.74%
Util-Telephone	1,003.81	876.00	3,127.58	3,504.00	-376.42	-10.74%
Util-Water	5,198.07	2,500.00	23,507.50	10,000.00	13,507.50	135.08%
Util-Disposal	3,334.04	3,410.00	14,818.92	13,640.00	1,178.92	8.64%
Insurance Expense	3,293.14	2,993.00	13,172.56	11,972.00	1,200.56	10.03%
Snow Removal - Terminal	0.00	580.00	0.00	2,320.00	-2,320.00	-100.00%
Maintenance	17,608.14	8,959.00	63,828.87	35,836.00	27,992.87	78.11%
Maint. Equip. Purch.	0.00	600.00	0.00	2,400.00	-2,400.00	-100.00%
Relamp	0.00	1,292.00	0.00	5,168.00	-5,168.00	-100.00%
Welding Fabrication	0.00	200.00	1,024.16	800.00	224.16	28.02%
Terminal Signage	0.00	4,167.00	213.65	16,668.00	-16,454.35	-98.72%
Terminal Landscaping	681.50	1,082.00	1,763.00	5,424.00	-3,661.00	-67.50%
OSHA Compliance	0.00	1,712.00	815.37	6,848.00	-6,032.63	-88.09%
Baggage Claim Maintenance	0.00	1,125.00	2,058.90	4,500.00	-2,441.10	-54.25%
Janitorial Supplies	4,558.69	2,836.00	23,301.50	11,344.00	11,957.50	105.41%
Payroll Processing Fees	219.68	195.00	1,011.21	780.00	231.21	29.64%
Education	0.00	1,512.00	250.00	6,048.00	-5,798.00	-95.87%
Elevator Escalator Maintenance	10,621.97	4,025.00	38,010.92	16,100.00	21,910.92	136.09%
HVAC Maintenance	20,530.50	7,459.00	54,217.55	29,836.00	24,381.55	81.72%
Flds Maintenance	0.00	4,000.00	880.00	16,000.00	-15,120.00	-94.50%
KABA Maintenance	0.00	2,083.00	14,210.00	8,332.00	5,878.00	70.55%
Janitorial Contract	0.00	0.00	46,144.64	0.00	46,144.64	100.00%
Emergency Communications	1,671.60	2,259.00	6,609.66	9,036.00	-2,426.34	-26.85%
Dues & Subs	0.00	255.00	0.00	1,020.00	-1,020.00	-100.00%
Terminal Paging System	0.00	1,667.00	0.00	6,668.00	-6,668.00	-100.00%
Uniforms - Public safety	0.00	733.00	877.10	2,932.00	-2,054.90	-70.09%
Customer Service/Ambassadors	811.62	834.00	4,368.18	3,336.00	1,032.18	30.94%
Business Center/Lounge	4,338.80	12,466.00	12,106.39	49,864.00	-37,757.61	-75.72%
Lounge Credit Card Fees	49.64	0.00	144.00	0.00	144.00	100.00%

Charlotteville Albemarle Airport Profit & Loss Budget Performance July through October 2018

	Oct 18	Budget	Jul - Oct 18	YTD Budget	diff	%
2004 Debt Service Terminal	39,666.63	39,667.00	158,686.52	158,668.00	-1.48	0.00%
Safety	0.00	959.00	0.00	3,836.00	-3,836.00	-100.00%
EMS Supplies	584.75	458.00	805.90	1,832.00	-1,026.10	-56.01%
Travel - Public Safety	0.00	3,050.00	0.00	12,200.00	-12,200.00	-100.00%
Towing Expense	0.00	62.00	0.00	248.00	-248.00	-100.00%
Education - Operations	0.00	279.00	805.00	1,116.00	-311.00	-27.87%
Travel - Operations	0.00	265.00	0.00	1,060.00	-1,060.00	-100.00%
Total Terminal Expenses	219,326.42	230,313.00	898,979.87	951,232.00	-52,252.13	-5.49%

Charlotteville Albemarle Airport Profit & Loss Budget Performance July through October 2018

	Oct 18	Budget	Jul - Oct 18	YTD Budget	diff	%
Administrative Expenses						
Wages	54,691.24	54,731.00	244,699.50	258,449.00	-13,749.50	-5.32%
Admin-Overtime	1,498.54	600.00	8,570.43	2,800.00	5,770.43	206.09%
Payroll Taxes	3,311.72	4,263.00	17,679.12	19,176.00	-1,496.88	-7.81%
Health Ins./Supp	7,310.40	6,830.00	31,217.60	27,320.00	3,897.60	14.27%
Life Insurance	803.73	724.00	3,246.71	2,896.00	350.71	12.11%
Short-Term Disab/ Long-Term Disab	80.73	52.00	288.76	208.00	80.76	38.83%
Retirement	5,314.32	4,853.00	20,988.54	19,412.00	1,576.54	8.12%
Util-Telephone	2,526.31	2,237.00	5,689.26	8,948.00	-3,258.74	-36.42%
Insurance Expense	2,283.19	2,192.00	9,282.76	8,768.00	514.76	5.87%
Office Supplies	1,078.65	1,200.00	4,877.93	4,800.00	77.93	1.62%
Office Expenses	6,293.33	1,864.00	7,901.94	7,456.00	445.94	5.98%
Payroll Processing Fees	219.68	217.00	1,011.21	868.00	143.21	16.50%
Education	0.00	765.00	2,565.00	3,080.00	-495.00	-16.18%
Computer Expense	9,969.59	12,461.00	37,754.82	49,844.00	-12,089.18	-24.25%
Equipment Lease	0.00	436.00	1,302.97	1,744.00	-441.03	-25.29%
Travel - Administrative	830.35	1,083.00	5,375.69	4,332.00	1,043.69	24.09%
Travel-Marketing	202.00	2,500.00	2,199.74	6,500.00	-4,300.26	-66.16%
Dues & Subs. - Administrative	0.00	718.00	3,704.00	2,872.00	832.00	28.97%
Dues & Subs Marketing	0.00	432.00	400.00	1,941.00	-1,541.00	-79.39%
Shipping	115.63	200.00	910.89	800.00	110.89	13.86%
Meeting Expense	323.98	258.00	1,406.84	1,032.00	374.84	36.32%
Postage	0.00	0.00	264.29	575.00	-310.71	-54.04%
Banking Fees	240.00	0.00	1,006.00	0.00	1,006.00	100.00%
Service Fees	75.67	0.00	817.47	0.00	817.47	100.00%
Human Resource Expenses	958.72	3,957.00	6,733.50	15,828.00	-9,094.50	-57.46%
Miscellaneous Expenses	0.00	0.00	260.14	0.00	260.14	100.00%
Professional Fees	3,504.95	15,958.00	14,804.37	63,832.00	-49,027.63	-76.81%
Advertising & Promotion Expense	41,533.98	28,455.00	105,356.48	190,770.00	-85,413.52	-44.77%
Special Events	0.00	2,050.00	2,200.00	8,200.00	-6,000.00	-73.17%
Air Service Development Expense	875.00	12,890.00	2,625.00	43,560.00	-40,935.00	-93.97%
Total Administrative Expenses	144,041.71	161,926.00	545,140.96	755,991.00	-210,850.04	-27.89%
Total Expense	547,217.03	687,196.00	2,247,143.73	2,886,804.00	-639,660.27	-22.16%
Net Ordinary Income	194,264.59	70,021.87	424,081.11	-105,033.36	529,114.47	-503.76%

Charlotteville Albemarle Airport Profit & Loss Budget Performance July through October 2018

	Oct 18	Budget	Jul - Oct 18	YTD Budget	diff	%
Other Income/Expense						
Other Income						
Airline Contributed Capital	15,614.27	15,614.27	62,457.08	62,457.08	0.00	0.00%
Interest Income	2,354.53	625.00	7,490.42	2,500.00	4,990.42	199.62%
Total Other Income	17,968.80	16,239.27	69,947.50	64,957.08	4,990.42	7.68%
Other Expense						
Total Depreciation & Amortization	327,648.12	328,000.00	1,312,021.18	1,312,000.00	21.18	0.00%
Total Other Expense	327,648.12	328,000.00	1,312,021.18	1,312,000.00	21.18	0.00%
Net Other Income	-309,679.32	-311,760.73	-1,242,073.68	-1,247,042.92	4,969.24	-0.40%
Net Income	-115,414.73	-241,739.06	-817,992.57	-1,352,076.28	534,083.71	-39.50%



Operating Statistics-Fiscal Year 2019

	August 2018	August 2017	FYTD 2019	FYTD 2018	FY 2018	FY 2017	FY 2016	FY 2015	FY 2014	Calendar Year				
										2012	2011	2010	2009	2008
Aircraft Operations														
<i>Itinerant:</i>														
<i>Air Carrier/Taxi</i>	2,497	2,097	19%	3,995	28%	23,143	19,782	20,049	20,214	17,382	18,615	19,412	20,675	23,640
<i>General Aviation</i>	3339	2,663	25%	6,041	37%	25,248	22,937	28,782	30,785	31,024	38,394	41,394	39,288	39,886
<i>Military</i>	220	196	12%	409	19%	2,133	2,007	1,883	1,881	2,034	2,297	1,754	1,831	1,773
<i>Local:</i>														
<i>General Aviation</i>	2,927	1,674	75%	5,785	92%	14,123	14,094	19,525	20,040	18,809	20,324	17,294	18,075	20,013
<i>Military</i>	484	634	-24%	912	-5%	4,211	3,511	3,754	4,147	3,457	4,063	3,087	3,354	2,916
Total Operations	9,467	7,264	30%	18,868	43%	68,858	62,331	73,993	77,067	72,706	82,367	83,171	83,223	88,228
Enplaned Passengers	31,374	29,701	6%	60,547	5%	315,099	286,030	261,631	238,398	227,874	232,571	196,060	177,659	168,966
Deplaned Passengers	32,221	30,560	5%	62,211	8%	313,512	284,218	261,168	232,164	226,294	231,466	195,867	177,160	168,971
Enplaned Load Factor	81%	80%	0%	81%	-3%	80%	84%	86%	81%	76%	75%	69%	65%	56%
Available Seats	38,918	36,948	5%	75,165	8%	392,267	340,237	322,555	307,522	299,226	310,789	286,136	294,076	299,343
Parking Revenue	373,055	342,897	9%	719,083	14%	3,375,790	3,088,197	2,906,401	2,604,747	2,134,028	2,193,373	2,003,507	1,478,901	1,507,761
FBO Fuel Gallons Pumped														
<i>GA -100LL</i>	4,803	5,169	-7%	9,463	-2%	45,924	54,530	51,551	56,862	55,862	60,275	62,518	69,178	79,189
<i>GA/Corporate Jet-A</i>	102,672	86,171	19%	200,338	34%	1,073,227	1,010,722	998,910	1,008,861	969,930	969,423	942,165	911,363	833,494
<i>Military Jet-A</i>	0	0	0%	0	0%	51,974	60,812	66,988	63,084	72,238	86,510	53,611	73,901	67,114
<i>Airline</i>	297,370	268,373	11%	586,477	16%	2,493,636	2,224,092	2,107,002	1,982,735	1,843,362	1,745,200	1,491,980	1,456,843	1,608,952
Total Fuel	404,845	359,713	13%	796,278	20%	3,087,606	3,350,156	3,224,451	3,111,542	2,941,392	2,861,408	2,697,369	2,546,422	2,806,981
Food/Beverage/Retail														
<i>Tailwinds, LLC.</i>	170,714	156,827	9%	323,972	9%	1,478,844	1,080,096	0	0	0	0	0	0	0
Rental Car Revenue*	1,004,196	971,595	3%	2,004,826	2%	9,549,495	8,783,484	8,161,735	7,288,497	6,880,431	7,019,796	6,048,867	5,281,662	4,827,224

*Concessionable revenue-not gross



Operating Statistics-Fiscal Year 2019

September		FYTD				FY	Calendar Year												
2018	2017	2019	2018	2018	2018	2018	FY	2017	FY	2016	FY	2015	2014	2013	2012	2011	2010	2009	2008
Aircraft Operations																			
Itinerant:																			
Local:	Air Carrier/Taxi	2,580	2,019	28%	7,701	6,014	28%	27,975	23,143	19,782	20,049	20,214	17,382	17,493	18,615	19,412	20,675	23,640	
	General Aviation	2453	2,445	0%	9,094	7,291	25%	30,443	25,248	22,937	28,782	30,785	31,024	33,561	38,394	41,394	39,288	39,886	
	Military	124	194	-36%	533	537	-1%	2,269	2,133	2,007	1,883	1,881	2,034	2,297	1,754	1,984	1,831	1,773	
Local:	General Aviation	1,196	1,476	-19%	6,981	4,494	55%	18,867	14,123	14,094	19,525	20,040	18,809	20,324	20,486	17,294	18,075	20,013	
	Military	156	506	-69%	1,068	1,464	-27%	6,226	4,211	3,511	3,754	4,147	3,457	4,063	3,118	3,087	3,354	2,916	
	Total Operations	6,509	6,640	-2%	25,377	19,800	28%	85,780	68,858	62,331	73,993	77,067	72,706	77,738	82,367	83,171	83,223	88,228	
Enplaned Passengers		28,270	29,080	-3%	88,817	86,817	2%	348,922	315,099	286,030	261,631	238,398	227,874	232,571	215,869	196,060	177,659	168,966	
Deplaned Passengers		27,894	28,818	-3%	90,105	86,656	4%	347,590	313,512	284,218	261,168	232,164	226,294	231,466	213,692	195,867	177,160	168,971	
Enplaned Load Factor		74%	81%	-9%	78%	82%	-5%	82%	80%	84%	86%	81%	76%	75%	72%	69%	65%	56%	
Available Seats		38,254	35,847	7%	113,419	105,534	7%	424,542	392,267	340,237	322,555	307,522	299,226	310,789	299,182	286,136	294,076	299,343	
Parking Revenue		358,001	365,461	-2%	1,077,084	993,936	8%	4,335,457	3,375,790	3,088,197	2,906,401	2,604,747	2,134,028	2,193,373	2,003,507	1,700,145	1,478,901	1,507,761	
FBO Fuel Gallons Pumped																			
GA -100LL		2,925	4,076	-28%	12,388	13,731	-10%	48,861	45,924	54,530	51,551	56,862	55,862	60,275	62,518	69,178	71,860	79,189	
	GA/Corporate Jet-A	99,204	94,034	5%	299,542	243,124	23%	1,111,263	1,073,227	1,010,722	998,910	1,008,861	969,930	969,423	942,165	911,363	833,494	1,047,298	
	Military Jet-A	0	0	0%	0	0	0%	0	51,974	60,812	66,988	63,084	72,238	86,510	53,611	73,901	67,114	71,542	
Airline		276,878	228,820	21%	863,355	733,465	18%	2,967,944	2,493,636	2,224,092	2,107,002	1,982,735	1,843,362	1,745,200	1,639,075	1,491,980	1,456,843	1,608,952	
Total Fuel		379,007	326,930	16%	1,175,285	990,320	19%	4,128,068	3,087,606	3,350,156	3,224,451	3,111,542	2,941,392	2,861,408	2,697,369	2,546,422	2,429,311	2,806,981	
Food/Beverage/Retail																			
Tailwinds, LLC.		147,526	142,864	3%	471,498	440,060	7%	1,740,799	1,478,844	1,080,096	0	0	0	0	0	0	0	0	
Rental Car Revenue*		821,200	817,461	0%	2,826,027	2,791,740	1%	9,991,227	9,549,495	8,783,484	8,161,735	7,288,497	6,880,431	7,019,796	6,048,867	5,281,662	4,613,200	4,827,224	
Concessionable revenue-not gross																			

*Concessionable revenue-not gross



Operating Statistics-Fiscal Year 2019

	October 2018	October 2017	FYTD 2019	FYTD 2018	FY 2018	FY 2017	FY 2016	FY 2015	FY 2014	2013	2012	2011	2010	2009	2008
Aircraft Operations															
<i>Hierarchy:</i>															
<i>Air Carrier/Taxi</i>	2,897	2,230	10,598	8,244	29%	23,143	19,782	20,049	20,214	17,382	17,493	18,615	19,412	20,675	23,640
<i>General Aviation</i>	3177	2,510	12,271	9,801	25%	25,248	22,937	28,782	30,785	31,024	33,561	38,394	41,394	39,288	39,886
<i>Military</i>	208	181	741	718	3%	2,133	2,007	1,883	1,881	2,034	2,297	1,754	1,984	1,831	1,773
<i>Local:</i>		0													
<i>General Aviation</i>	2,268	1,240	9,249	5,734	61%	14,123	14,094	19,525	20,040	18,809	20,324	20,486	17,294	18,075	20,013
<i>Military</i>	708	568	1,776	2,032	-13%	4,211	3,511	3,754	4,147	3,457	4,063	3,118	3,087	3,354	2,916
Total Operations	9,258	6,729	34,635	26,529	31%	68,858	62,331	73,993	77,067	72,706	77,738	82,367	83,171	83,223	88,228
Enplaned Passengers	35,316	33,297	124,133	120,114	3%	315,099	286,030	261,631	238,398	227,874	232,571	215,869	196,060	177,659	168,966
Deplaned Passengers	35,282	34,558	125,387	121,214	3%	313,512	284,218	261,168	232,164	226,294	231,466	213,692	195,867	177,160	168,971
Enplaned Load Factor	82%	85%	79%	83%	-4%	80%	84%	86%	81%	76%	75%	72%	69%	65%	56%
Available Seats	42,954	39,012	156,373	144,546	8%	392,267	340,237	322,555	307,522	299,226	310,789	299,182	286,136	294,076	299,343
Parking Revenue	424,877	433,078	1,501,961	1,427,014	5%	3,375,790	3,088,197	2,906,401	2,604,747	2,134,028	2,193,373	2,003,507	1,700,145	1,478,901	1,507,761
FBO Fuel Gallons Pumped															
<i>GA -100LL</i>	4,691	4,635	17,079	18,366	-7%	45,924	54,530	51,551	56,862	55,862	60,275	62,518	69,178	71,860	79,189
<i>GA/Corporate Jet-A</i>	118,943	111,064	418,485	354,188	18%	1,073,227	1,010,722	998,910	1,008,861	969,930	969,423	942,165	911,363	833,494	1,047,298
<i>Military Jet-A</i>	0	0	0	0	0%	51,974	60,812	66,988	63,084	72,238	86,510	53,611	73,901	67,114	71,542
<i>Airline</i>	296,586	256,888	1,159,941	990,353	17%	2,493,636	2,224,092	2,107,002	1,982,735	1,843,362	1,745,200	1,639,075	1,491,980	1,456,843	1,608,952
Total Fuel	420,220	372,587	1,595,505	1,362,907	17%	3,087,606	3,350,156	3,224,451	3,111,542	2,941,392	2,861,408	2,697,369	2,546,422	2,429,311	2,806,981
Food/Beverage/Retail															
<i>Tailwinds, LLC.</i>	188,922	166,458	660,419	606,518	9%	1,478,844	1,080,096	0	0	0	0	0	0	0	0
Rental Car Revenue*	995,766	968,810	3,821,793	3,760,550	2%	9,549,495	8,783,484	8,161,735	7,288,497	6,880,431	7,019,796	6,048,867	5,281,662	4,613,200	4,827,224

*Concessionable revenue-not gross



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: December 12, 2018

SUBJECT: **Action Item #1** – Revision of Rules and Regulations Regarding Conduct and Activities on the Property of the Charlottesville Albemarle Airport Authority

RECOMMENDATION: Approval of the Revisions of Rules and Regulations Regarding Conduct and Activities on the Property of the Charlottesville Albemarle Airport Authority as presented.

BACKGROUND: The Rules and Regulations Regarding Conduct and Activities on the Property of the Charlottesville Albemarle Airport Authority (*the Authority's Rules and Regulations*) were last revised on November 5, 2013 when Section 9 was revised to allow for the permitting and general rules of activity associated with a single-walk-up provider of ground transportation. The revisions being presented today propose changes to enact *the Authority's Rules and Regulations* to update references, definitions, miscellaneous items and to specifically address the subject of Transportation Network Companies and how they will be handled by the Authority.

The proposed revision to *the Authority's Rules and Regulations* are as follows:

Section 1 – Definitions:

- 1.01.D – “Authorized Representative of the Executive Director”.
- 1.01.F – “Authority Board”.
- 1.01.K – “Executive Director”.
- 1.01.L – “Fixed Base Operator (FBO)”.
- 1.02.A – “Airport Security Coordinator (ASC)”.
- 1.02.I – “PSO Duty Officer”.
- 1.02.J – “Transportation Security Administration (TSA)”.

Substituted where applicable the term “Authority” for “Airport”.

Section 2-9 – Substituted/corrected text to reflect changes in Section 1-Definitions as noted above.

Section 5 – Fire and Safety:

- 5.03.A.i – Removed the established insurance coverage amounts and authorized the Executive Director to establish required coverage amounts.
- 5.03.B – Remove the established fee amounts and authorized the Executive Director to establish required fee amounts.

Section 6 – Aeronautical:

- 6.02.A – Clarified restriction.
- 6.07.A – Requires written consent.

6.09.G – Clarifies the establishment of insurance requirements.

Section 7 – Motor Vehicles:

7.07.A - Removed the established insurance coverage amounts and authorized the Executive Director to establish required coverage amounts.

Section 9 – Commercial Ground Transportation:

9.02.A – Adds Transportation Network Companies (TNC) to definition of “Ground Transportation Services”.

9.02.A – Defines “Transportation Network Companies (TNC)”, “TNC Hold Area”, and “TNC Stand Area”.

9.03 - TNC agreements outlined.

PRIOR ACTION: November 2013 – Board approved by Ordinance 2013-1 Revisions to the Rules and Regulations Regarding Conduct and Activities on the Property of the Charlottesville Albemarle Airport Authority

FUNDING: N/A

FINANCIAL IMPACT: N/A

ATTACHMENTS: #1 – Rules and Regulations Regarding Conduct and Activities on the Property of the Charlottesville Albemarle Airport Authority as revised effective December 12, 2018

#2 – Ordinance 2018-1

PRESENTATION: None



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: December 12, 2018

SUBJECT: **Action Item #2:** Amendment of the FY19 Operating Budget

RECOMMENDATION: Approval of the FY19 Operating Budget amendment #1 as proposed.

BACKGROUND: This item has been proposed to amend the FY19 Operating Budget to reflect actual vs. estimated figures and to address airport needs.

The FY19 Operating Budget was approved on June 8, 2018. This amendment includes adjustments to payroll and insurance line items that resulted in a net change across all departments of (\$5,709). This amendment will reflect the actual cost of the airport liability insurance program which was received in late June.

EXPENSES:	Payroll:	\$ (14,766)
	Airport Liability Insurance:	\$ 9,057
	Total Additional Expenses:	<u>\$ (5,709)</u>

REVENUES:	Parking Revenue Reduction	\$ (5,709)
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PIOR ACTION: 6/8/18 – The FY19 Operating Budget and 6 Year ACIP were approved.

FINANCIAL IMPACT: The proposed amended FY19 Operating Budget will result in a decrease of \$5,709.

ATTACHMENTS: Attachment #1: FY19 Operating Budget Proposed Changes

PRESENTATION: None

Charlottesville-Albemarle Airport Authority
FY 2019 Operating Budget

SUMMARY

	Approved Budget 2019	Proposed Changes Dec-19	Net Change
<i>Revenues:</i>			
Terminal	2,903,032	-	-
Airfield	1,453,068	-	-
Parking	4,539,396	4,533,687	(5,709)
Indirect	79,300	-	-
<i>Total Revenues</i>	8,974,796	4,533,687	(\$5,709)
<i>Expenses:</i>			
Terminal	2,926,746	2,956,602	29,855
Airfield	1,453,068	1,403,131	(49,938)
Parking	2,204,387	2,199,349	(5,038)
Indirect	2,203,222	2,222,634	19,412
<i>Total Expenses</i>	8,787,424	8,781,716	(5,709)
<i>Net Income</i> ¹	187,371	-	187,371

Charlottesville-Albemarle Airport Authority				
FY 2019 Operating Budget				
NONAIRLINE REVENUES				
	Budget Approved	Proposed		
	June 2018	Change	Net Change	
	FY 2019	Dec-18		
TERMINAL:				
FAA Service Rent	\$ 41,722			
TSA Lease	\$ 36,195			
Rental Car Concessions	\$ 1,038,600			
Ground Transportation Fees	\$ 24,000			
Rental Car QTA Land Lease	\$ 57,817			
Advertising Concession	\$ 150,000			
Food & Gift Concession	\$ 108,900			
Misc. Concession Rev.	\$ 2,000			
Business Center	\$ 146,000			
ATM Concession	\$ 7,476			
Maintenance Work Order Revenue	\$ -			
State Maintenance Revenue	\$ 300,000			
State Ent. Debt Serv Reimb	\$ 285,000			
Terminal Revenues	\$ 2,197,710			
Plus Calculated Airline Terminal Re	\$ 705,322			
Total Terminal Revenues	\$ 2,903,032			
AIRFIELD:				
Charter Revenue	\$ 24,880			
Ground Rent	\$ 90,536			
FBO Revenue	\$ 445,932			
A/W Fuel Flowage	\$ 5,000			
State Maintenance Revenue	\$ -			
Misc. Revenue	\$ 1,200			
Access Control ID Fees	\$ 13,200			
Airfield Revenues	\$ 580,748			
Plus Airline Landing Fees	\$ 872,320			
Total Airfield Revenues	\$ 1,453,068			
PARKING:				
Parking Revenues	\$ 4,532,796	\$ 4,527,087	\$ (5,709)	
Parking Permits-Tenants	\$ 5,400	\$ 5,400		
Crew Parking U.S. Air	\$ -			
Misc. Fees	\$ 1,200	\$ 1,200		
Total Parking Revenues	\$ 4,539,396	\$ 4,533,687	\$ (5,709)	
ADMINISTRATIVE:				
Operating Interest	\$ 7,500			
Miscellaneous Income	\$ 3,600			
State Promotion Grant	\$ -			
State Air Service Grant	\$ -			
Aviation & Airport Promotion Gran	\$ 35,000			
QTA Staff Reimbursement	\$ 33,200			
Administrative Revenues	\$ 79,300			
Total Changes			\$ (5,709)	
Total Revenues	\$ 8,974,796		\$ 8,969,087	Revised Total

Charlottesville-Albemarle Airport Authority
FY 2019 Operating Budget

OPERATING EXPENSES

	Budget Approved June 2018 FY 2019	Proposed Change Dec-18	Net Change	
TERMINAL:				
Wages	\$ 953,510	\$ 981,333	\$ 27,823	
Terminal Contracted Service	\$ -		\$ -	
Overtime	\$ 66,480	\$ 60,000	\$ (6,480)	
FICA/Benefits	\$ 78,323	\$ 80,247	\$ 1,924	
Health Insurance Expense	\$ 244,556	\$ 247,664	\$ 3,108	
Life Insurance Expense	\$ 10,538	\$ 10,364	\$ (174)	
STD/LTD Insurance Expense	\$ 1,629	\$ 2,631	\$ 1,002	
Retirement Expense	\$ 70,309	\$ 69,371	\$ (938)	
Util-Electric	\$ 165,000			
Util-Propane	\$ 2,500			
Util-Oil	\$ 40,000			
Util-Telephone	\$ 10,512			
Util-Water	\$ 30,000			
Util-Disposal	\$ 40,920			
Insurance	\$ 35,910	\$ 39,500	\$ 3,590	
Snow Removal	\$ 6,960			
Building Maintenance	\$ 107,508			
Maintenance Equip Purchase	\$ 7,200			
Relamp	\$ 15,504			
Welding/Fabrication	\$ 2,400			
Terminal Signage & Compliance	\$ 50,000			
Terminal Interior Landscape	\$ 9,500			
OSHA Compliance	\$ 20,552			
Bag Claim Maintenance	\$ 13,500			
Maintenance Work Order Account	\$ -			
State Maintenance	\$ -			
Janitorial Supplies	\$ 34,032			
Payroll Processing Fees	\$ 2,340			
Education-Public Safety	\$ 18,152			
Elevator/Escalator Maintenance	\$ 48,295			
HVAC Maintenance	\$ 89,504			
FIDS Maintenance	\$ 50,000			
KABA Maintenance	\$ 25,000			
Janitorial Contract	\$ -			
Emergency Communications	\$ 27,108			
Dues/Subscriptions	\$ 3,055			
Terminal Paging	\$ 20,000			
Public Safety Uniforms	\$ 8,800			
CSO Uniforms	\$ -			
Customer Service/Ambassador	\$ 10,000			
Business Center Expenses	\$ 149,600			
Safety	\$ 11,508			
First Aid Supplies	\$ 5,500			
VCIN Expense	\$ -			
Travel - Public Safety	\$ 36,600			
Towing Expense	\$ 750			
Education-Operations	\$ 3,350			
Travel - Operations	\$ 3,175			
Terminal Direct Expenses	\$ 2,530,080		\$ 29,855	
Debt Service	\$ 396,666			
Total Terminal Expenses	\$ 2,926,746		\$ 2,956,602	Revised Total

Charlottesville-Albemarle Airport Authority
FY 2019 Operating Budget
OPERATING EXPENSES

	Budget Approved	Proposed		
	June 2018	Change	Net Change	
	FY 2019	Dec-18		
AIRFIELD:				
Wages	\$ 556,476	\$ 535,759	\$ (20,717)	
Airfield Contracted Services	\$ -		\$ -	
Overtime	\$ 60,000	\$ 60,000	\$ -	
FICA/Benefits	\$ 47,502	\$ 45,891	\$ (1,612)	
Health Insurance Expense	\$ 118,321	\$ 96,181	\$ (22,140)	
Life Insurance Expense	\$ 7,484	\$ 6,396	\$ (1,088)	
STD/LTD Insurance Expense	\$ 872	\$ 780	\$ (93)	
Retirement Expense	\$ 44,292	\$ 37,204	\$ (7,089)	
Util-Electric	\$ 28,800			
Util-Propane	\$ 6,000			
Util-Telephone	\$ 8,400			
Util-Water	\$ 420			
Insurance	\$ 37,800	\$ 40,600	\$ 2,800	
Snow Removal	\$ 48,810			
Airfield Lighting	\$ 12,778			
Airfield Maintenance	\$ 19,780			
Airfield Grounds Maintenance	\$ 17,750			
Airfield Equipment Mtnc	\$ 103,100			
Maintenance Equip Purchase	\$ 5,160			
Vehicle Expense	\$ 48,844			
State Maintenance	\$ 50,000			
Payroll Processing Fees	\$ 2,340			
Education	\$ 11,508			
Travel	\$ 10,260			
Dues & Subscriptions	\$ 1,785			
Uniforms	\$ 9,828			
Emergency Exercises	\$ 1,500			
Environmental	\$ 25,010			
800 mhz Infrast. Mtnc Exp	\$ 22,225			
ARFF Equipment	\$ 25,500			
ARFF Training Supplies	\$ 13,950			
Firearms	\$ 16,300			
Hazmat Supplies	\$ 3,000			
Access Control Mtnc & Supply	\$ 80,472			
Security Background Expense	\$ 6,800			
Airfield Direct Expenses	\$ 1,453,068		\$ (49,938)	
Debt Service				
Total Airfield Expenses	\$ 1,453,068		\$ 1,403,131	Revised Total

Charlottesville-Albemarle Airport Authority
FY 2019 Operating Budget
OPERATING EXPENSES

	Budget Approved	Proposed		
	June 2018	Change	Net Change	
	FY 2019	Dec-18		
PARKING:				
Wages	\$ 392,752	\$ 396,934	\$ 4,182	
Overtime	\$ 50,000	\$ 50,000	\$ -	
FICA/Taxes	\$ 34,195	\$ 34,550	\$ 356	
Health Insurance Expense	\$ 136,974	\$ 125,856	\$ (11,118)	
Life Insurance Expense	\$ 6,194	\$ 6,206	\$ 12	
STD/LTD Insurance Expense	\$ 1,578	\$ 1,564	\$ (14)	
Retirement Expense	\$ 39,388	\$ 39,463	\$ 75	
Util-Electric	\$ 4,440			
Util-Telephone	\$ 12,000			
Util-Water	\$ 300			
Insurance	\$ 8,931	\$ 10,400	\$ 1,469	
Snow Removal	\$ 7,900			
Parking Lot Lighting	\$ 12,000			
Grounds Maintenance	\$ 103,750			
Pavement/Step/Booth Mtnc	\$ 19,310			
Parking Equip. Mtnc	\$ 25,290			
Supplies	\$ 8,240			
Signage & Traffic Control	\$ 13,200			
Payroll processing fees	\$ 2,500			
Education	\$ 3,195			
Travel	\$ 3,500			
Dues & Subscriptions	\$ - 448			
Parking Vehicles	\$ 5,160			
Uniforms	\$ 10,000			
Credit Card Discount	\$ 200,000			
Cash Over/Short	\$ 120			
Bad Debt Expense	\$ 204			
Parking Expansion	\$ 750,000			
Parking Direct Expenses	\$ 1,851,569		\$ (5,038)	
Debt Service	\$ 352,818			
Total Parking Expenses	\$ 2,204,387		\$ 2,199,349	Revised Total

Charlottesville-Albemarle Airport Authority
FY 2019 Operating Budget

OPERATING EXPENSES

	Budget Approved June 2018 FY 2019	Proposed Change Dec-18	Net Change	
ADMINISTRATIVE:				
Wages	\$ 741,337	\$ 756,957	\$ 15,620	
Overtime	\$ 20,000	\$ 20,000	\$ -	
FICA	\$ 56,649	\$ 57,738	\$ 1,088	
Health Insurance Expense	\$ 81,958	\$ 81,958	\$ -	
Life Insurance Expense	\$ 8,687	\$ 8,892	\$ 205	
STD/LTD Insurance Expense	\$ 623	\$ 623	\$ -	
Retirement Expense	\$ 58,242	\$ 59,543	\$ 1,301	
Util-Telephone	\$ 26,848			
Insurance	\$ 26,302	\$ 27,500	\$ 1,198	
Office Supplies	\$ 14,400			
Office Expense	\$ 22,368			
Payroll Processing Fees	\$ 2,600			
Education	\$ 9,180			
IT Expense	\$ 149,537			
Equipment Lease	\$ 5,232			
Admin Travel Expense	\$ 13,000			
Marketing Travel Expense	\$ 23,000			
Dues & Subscriptions-admin	\$ 8,619			
Dues & Subscriptions-mktng	\$ 6,080			
Shipping	\$ 2,400			
Meeting Expenses	\$ 3,100			
Postage	\$ 1,700			
Banking Fees	\$ 600			
Service Fees	\$ -			
Human Resource Expenses	\$ 47,480			
Miscellaneous Expense	\$ -			
Bad Debt Expense	\$ 250			
Professional Fees	\$ 191,500			
Advertising & Promotion	\$ 485,250			
Special Events	\$ 24,600			
Air Service Development	\$ 171,680			
Administrative Direct Expenses	\$ 2,203,222		\$ 19,412	
			\$ (5,709)	Total Changes
			\$ 2,222,634	Revised Total
Total O&M Expenses w/o Debt	\$ 8,787,424		\$ 8,781,716	Total O&M Revised



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: December 12, 2018

SUBJECT: **Action Item #3:** Approval of the Take-Home Vehicle Policy

RECOMMENDATION: To approve a take-home vehicle policy as proposed.

BACKGROUND: To increase operational efficiency, it has been determined that the two individuals responsible for emergency responsiveness to the most critical events that arise at the Airport should have the benefit of a vehicle specifically assigned to them for such circumstances. These two positions are jointly responsible for responding and implementing emergency procedures in such events. It would be a non-taxable working condition benefit as outlined in the IRS Employer Guide to Fringe Benefits. The vehicles will be clearly marked as public safety vehicles as required by the IRS publication and the proposed policy will address the procedures and requirements related to these vehicles.

PRIOR ACTION: N/A

FINANCIAL IMPACT: Increase in fuel expenses that will be absorbed into the current budget for vehicle expenses.

ATTACHMENTS: Attachment #1: Take Home Vehicle Policy
Attachment #2 Excerpt from IRS ER Guide to Fringe Benefits 2018

PRESENTATION: None



Charlottesville – Albemarle Airport Authority
Department of Public Safety
Policy Manual

Policy 7 VEHICLE USE

706.1 PURPOSE AND SCOPE

This policy establishes a system of accountability to ensure Airport-owned vehicles are used appropriately. For the purposes of this policy, Airport-owned includes any vehicle owned, leased or rented by the Airport.

706.2 POLICY

The Department provides vehicles for official business use and may assign take-home vehicles based on its determination of operational efficiency, economic impact to the Department, tactical deployments and other considerations.

706.3 USE OF VEHICLES

Airport-owned vehicles shall only be used for official business and, when approved, for commuting to allow employees to respond to department-related business outside their regular work hours.

Employees are strictly prohibited from operating an Airport owned vehicle under the influence of alcohol, and are likewise prohibited from using prescription or over the counter medication which may impair their ability to safely operate a motor vehicle.

No employee shall transport alcohol in an Airport owned vehicle. , If the alcohol is being transported in accordance with official duties then sworn police personnel are excluded from this restriction..

Only Airport employees are authorized to operate vehicles owned by the Airport Authority.

All drivers and passengers must wear seat belts and obey traffic laws.

Employees shall refrain from operating hand held cellular telephones or any other device that may cause vehicle operator distraction while operating an Airport owned vehicle. Employees shall make every attempt to properly park their vehicle or use a hands-free device when using such equipment.



Charlottesville – Albemarle Airport Authority
Department of Public Safety
Policy Manual

706.4 AUTHORIZED PASSENGERS

Employees operating Airport-owned vehicles shall not permit persons other than Airport employees or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as a passenger in their vehicle.

706.5 PRIVACY

All Airport-owned vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No employee assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

706.6 ASSIGNED VEHICLE AGREEMENT

Employees who have been assigned a take-home vehicle may use the vehicle to commute to the workplace and for department-related business. The employee must be approved for an assigned vehicle by his/her supervisor and shall sign an agreement that includes the following criteria:

- (a) Except as may be provided by a memorandum of understanding time spent during normal commuting is not compensable.
- (b) Airport-owned vehicles shall not be used for personal errands or other personal business unless approved by a supervisor for exceptional circumstances.
- (c) The employee shall be responsible for the care and cleanliness of the vehicle. The Department may provide necessary care and cleaning supplies.
- (d) The vehicle shall be parked in secure location when parked at the employee's residence.
- (e) Vehicles shall be locked when not attended.
- (f) If the vehicle is not secured inside a locked garage, all firearms and kinetic impact weapons shall be removed from the interior of the vehicle and properly secured in the residence.



Charlottesville – Albemarle Airport Authority
Department of Public Safety
Policy Manual

(g) When the employee will be away (e.g., on vacation) for periods exceeding two weeks the vehicle shall be stored in a secure garage at the employee's residence or at the appropriate department facility.

(h) All department identification, portable radios and equipment should be secured.

706.7 MAINTENANCE

Employees are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles.

Employees shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage. It is the assigned employee's responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule.

Supervisors shall make, at a minimum, two (2) inspections a year of vehicles assigned to employees under their command to ensure the vehicles are being maintained in accordance with policy.

706.8 VEHICLE DAMAGE, ABUSE AND MISUSE

When an Airport-owned vehicle is involved in a traffic collision or otherwise incurs damage, the involved employee shall promptly notify a supervisor.

Any traffic collision report shall be filed with the agency having jurisdiction.

Any damage to a vehicle that was not caused by a traffic collision shall be immediately reported during the shift in which the damage was discovered, documented in memorandum format and forwarded to the Airport Executive Director.

An administrative investigation should be initiated to determine if there is any vehicle abuse or misuse.



Charlottesville – Albemarle Airport Authority
Department of Public Safety
Policy Manual

706.9 REVOCATION OF TAKE-HOME AUTHORIZATION

Take home authorization may be revoked:

- (a) For failure to comply with the provisions of this policy.
- (b) In the event that the employee has had two (2) accidents in an Airport owned vehicle within an eighteen month period and found to be at fault/avoidable.
- (c) If the employee fails to maintain a valid driver's license.
- (d) When placed under medical care in which driving is not permitted.
- (e) If the employee has violated the Airport's drug/alcohol policy.
- (f) As a result of disciplinary action.

By signing the form below, employee confirms that they have read and will abide by the above noted requirements associated with Section 7 Vehicle Use:

VIN # and CHO Vehicle # assigned to Employee: _____

Employee's name and signature

Date

Supervisor's name and signature

Date



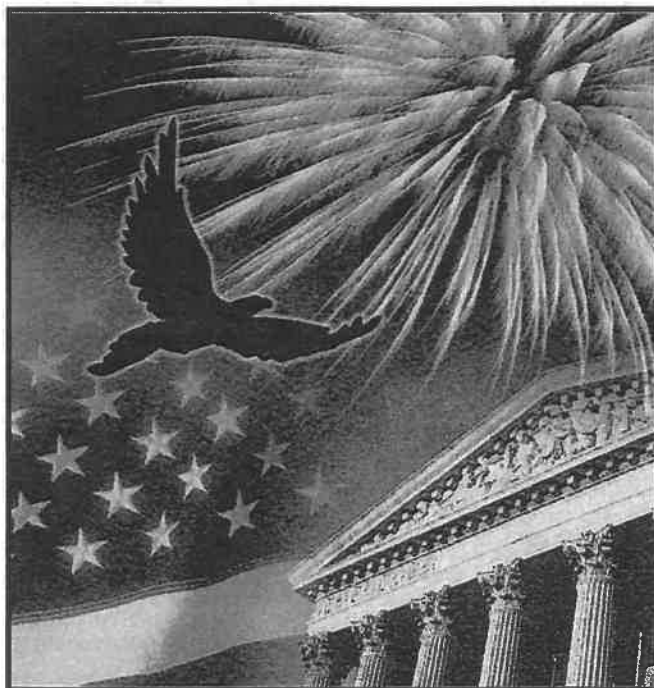
Department of the Treasury
Internal Revenue Service

Publication 15-B

Cat. No. 29744N

Employer's Tax Guide to Fringe Benefits

For use in **2018**



Get forms and other information faster and easier at:

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- [IRS.gov](https://www.irs.gov) (Spanish) (Español)
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Contents

What's New	1
Reminders	2
Introduction	3
1. Fringe Benefit Overview	3
2. Fringe Benefit Exclusion Rules	5
Accident and Health Benefits	5
Achievement Awards	8
Adoption Assistance	8
Athletic Facilities	9
De Minimis (Minimal) Benefits	9
Dependent Care Assistance	10
Educational Assistance	10
Employee Discounts	11
Employee Stock Options	12
Employer-Provided Cell Phones	12
Group-Term Life Insurance Coverage	13
Health Savings Accounts	15
Lodging on Your Business Premises	16
Meals	17
No-Additional-Cost Services	19
Retirement Planning Services	20
Transportation (Commuting) Benefits	20
Tuition Reduction	21
Working Condition Benefits	21
3. Fringe Benefit Valuation Rules	24
General Valuation Rule	24
Cents-Per-Mile Rule	24
Commuting Rule	25
Lease Value Rule	26
Unsafe Conditions Commuting Rule	28
4. Rules for Withholding, Depositing, and Reporting	29
How To Get Tax Help	30
Index	33

Future Developments

For the latest information about developments related to Pub. 15-B, such as legislation enacted after it was published, go to [IRS.gov/Pub15b](https://www.irs.gov/Pub15b).

What's New

New tax legislation (P.L. 115-97). P.L. 115-97 contains significant revisions to the Internal Revenue Code. This

Mass transit may be publicly or privately operated and includes bus, rail, or ferry. For guidance on the use of smart cards and debit cards to provide qualified transportation fringes, see Revenue Ruling 2014-32, 2014-50 I.R.B. 917, available at IRS.gov/irb/2014-50_IRB/ar06.html.

Qualified parking. Qualified parking is parking you provide to your employees on or near your business premises. It includes parking on or near the location from which your employees commute to work using mass transit, commuter highway vehicles, or carpools. It doesn't include parking at or near your employee's home.



Qualified bicycle commuting reimbursement suspended. Section 11047 of P.L. 115-97 suspends the exclusion of qualified bicycle commuting reimbursements from your employee's income for any tax year beginning after December 31, 2017, and before January 1, 2026.

Employee. For this exclusion, treat the following individuals as employees.

- A current employee.
- A leased employee who has provided services to you on a substantially full-time basis for at least a year if the services are performed under your primary direction or control.

A self-employed individual isn't an employee for qualified transportation benefit purposes.

Exception for S corporation shareholders. Don't treat a 2% shareholder of an S corporation as an employee of the corporation for this purpose. A 2% shareholder is someone who directly or indirectly owns (at any time during the year) more than 2% of the corporation's stock or stock with more than 2% of the voting power. Treat a 2% shareholder as you would a partner in a partnership for fringe benefit purposes, but don't treat the benefit as a reduction in distributions to the 2% shareholder.

Relation to other fringe benefits. You can't exclude a qualified transportation benefit you provide to an employee under the de minimis or working condition benefit rules. However, if you provide a local transportation benefit other than by transit pass or commuter highway vehicle, or to a person other than an employee, you may be able to exclude all or part of the benefit under other fringe benefit rules (de minimis, working condition, etc.).

Exclusion from wages. You can generally exclude the value of transportation benefits that you provide to an employee during 2018 from the employee's wages up to the following limits.

- \$260 per month for combined commuter highway vehicle transportation and transit passes.
- \$260 per month for qualified parking.

Benefits more than the limit. If the value of a benefit for any month is more than its limit, include in the employee's wages the amount over the limit minus any amount the employee paid for the benefit. You can't exclude the

excess from the employee's wages as a de minimis transportation benefit.



Qualified transportation benefits aren't deductible. Section 13304 of P.L. 115-97 provides that no deduction is allowed for qualified transportation benefits (whether provided directly by you, through a bona fide reimbursement arrangement, or through a compensation reduction agreement) incurred or paid after December 31, 2017. Also, no deduction is allowed for any expense incurred for providing any transportation, or any payment or reimbursement to your employee, in connection with travel between your employee's residence and place of employment, except as necessary for ensuring the safety of your employee, or for qualified bicycle commuting reimbursements as described in section 132(f)(5) (F) (even though the exclusion for qualified bicycle commuting reimbursements is suspended, as discussed earlier). While you may no longer deduct payments for qualified transportation benefits, the fringe benefit exclusion rules still apply and the payments may be excluded from your employee's wages as discussed earlier.

More information. For more information on qualified transportation benefits, including van pools, and how to determine the value of parking, see Regulations section 1.132-9.

Tuition Reduction

An educational organization can exclude the value of a qualified tuition reduction it provides to an employee from the employee's wages.

A tuition reduction for undergraduate education generally qualifies for this exclusion if it is for the education of one of the following individuals.

1. A current employee.
2. A former employee who retired or left on disability.
3. A widow or widower of an individual who died while an employee.
4. A widow or widower of a former employee who retired or left on disability.
5. A dependent child or spouse of any individual listed in (1) through (4) above.

A tuition reduction for graduate education qualifies for this exclusion only if it is for the education of a graduate student who performs teaching or research activities for the educational organization.

For more information on this exclusion, see *Qualified Tuition Reduction under Other Types of Educational Assistance* in chapter 1 of Pub. 970.

Working Condition Benefits

This exclusion applies to property and services you provide to an employee so that the employee can perform his or her job. It applies to the extent the cost of the property

or services would be allowable as a business expense or depreciation expense deduction to the employee if he or she had paid for it. The employee must meet any substantiation requirements that apply to the deduction. Examples of working condition benefits include an employee's use of a company car for business, an employer-provided cell phone provided primarily for noncompensatory business purposes (discussed earlier), and job-related education provided to an employee.

This exclusion also applies to a cash payment you provide for an employee's expenses for a specific or prearranged business activity if such expenses would otherwise be allowable as a business expense or depreciation expense deduction to the employee. You must require the employee to verify that the payment is actually used for those expenses and to return any unused part of the payment.

The exclusion doesn't apply to the following items.

- A service or property provided under a flexible spending account in which you agree to provide the employee, over a time period, a certain level of unspecified noncash benefits with a predetermined cash value.
- A physical examination program you provide, even if mandatory.
- Any item to the extent the payment would be allowable as a deduction to the employee as an expense for a trade or business other than your trade or business.

Employee. For this exclusion, treat the following individuals as employees.

- A current employee.
- A partner who performs services for a partnership.
- A director of your company.
- An independent contractor who performs services for you.

Vehicle allocation rules. If you provide a car for an employee's use, the amount you can exclude as a working condition benefit is the amount that would be allowable as a deductible business expense if the employee paid for its use. If the employee uses the car for both business and personal use, the value of the working condition benefit is the part determined to be for business use of the vehicle. See *Business use of your car* under *Personal Versus Business Expenses* in chapter 1 of Pub. 535. Also, see the special rules for certain demonstrator cars and qualified nonpersonal use vehicles discussed later.

Demonstrator cars. Generally, all of the use of a demonstrator car by your full-time auto salesperson in the sales area in which your sales office is located qualifies as a working condition benefit if the use is primarily to facilitate the services the salesperson provides for you and there are substantial restrictions on personal use. For more information and the definition of "full-time auto salesperson," see Regulations section 1.132-5(o). For optional, simplified methods used to determine if full, partial, or no

exclusion of income to the employee for personal use of a demonstrator car applies, see Revenue Procedure 2001-56. You can find Revenue Procedure 2001-56 on page 590 of Internal Revenue Bulletin 2001-51 at [IRS.gov/pub/irs-irbs/irb01-51.pdf](https://www.irs.gov/pub/irs-irbs/irb01-51.pdf).

Qualified nonpersonal use vehicles. All of an employee's use of a qualified nonpersonal use vehicle is a working condition benefit. A qualified nonpersonal use vehicle is any vehicle the employee isn't likely to use more than minimally for personal purposes because of its design. Qualified nonpersonal use vehicles generally include all of the following vehicles.

- Clearly marked, through painted insignia or words, police, fire, and public safety vehicles.
- Unmarked vehicles used by law enforcement officers if the use is officially authorized.
- An ambulance or hearse used for its specific purpose.
- Any vehicle designed to carry cargo with a loaded gross vehicle weight over 14,000 pounds.
- Delivery trucks with seating for the driver only, or the driver plus a folding jump seat.
- A passenger bus with a capacity of at least 20 passengers used for its specific purpose.
- School buses.
- Tractors and other special-purpose farm vehicles.
- Bucket trucks, cement mixers, combines, cranes and derricks, dump trucks (including garbage trucks), flat-bed trucks, forklifts, qualified moving vans, qualified specialized utility repair trucks, and refrigerated trucks.

See Regulations section 1.274-5(k) for the definition of qualified moving van and qualified specialized utility repair truck.

Pickup trucks. A pickup truck with a loaded gross vehicle weight of 14,000 pounds or less is a qualified nonpersonal use vehicle if it has been specially modified so it isn't likely to be used more than minimally for personal purposes. For example, a pickup truck qualifies if it is clearly marked with permanently affixed decals, special painting, or other advertising associated with your trade, business, or function and meets either of the following requirements.

1. It is equipped with at least one of the following items.
 - a. A hydraulic lift gate.
 - b. Permanent tanks or drums.
 - c. Permanent side boards or panels that materially raise the level of the sides of the truck bed.
 - d. Other heavy equipment (such as an electric generator, welder, boom, or crane used to tow automobiles and other vehicles).
2. It is used primarily to transport a particular type of load (other than over the public highways) in a construction, manufacturing, processing, farming,



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: December 12, 2018

SUBJECT: **Action Item #4:** Approve Raising the Dollar Limit for a Single Quote for Professional Services to \$80,000.

RECOMMENDATION: To approve raising the procurement limit for a single quote for professional services to \$80,000.

BACKGROUND: On March 23, 2018, the General Assembly enacted Chapter 461 which amended portions of the procurement sections (2.2-4303 and 2.2-4303.1) of Code of Virginia. Specifically, this amendment raised the single quote limit required for professional services to \$80,000. Currently, the internal threshold set for the Authority is \$25,000. Raising the limit would assist staff tremendously by reducing the man hours spent on trying to obtain quotes for professional services for projects that need the expertise provided by these companies but that normally cost well over \$25,000. The projects would still be subject to budget approval whether it is a project built into operating funds or a capital project. Raising the limit in no way compromises the fiduciary accountability required.

PRIOR ACTION: N/A

FINANCIAL IMPACT: N/A

ATTACHMENTS: Attachment #1: Virginia Acts of Assembly 2018 Chapter 461

PRESENTATION: None

VIRGINIA ACTS OF ASSEMBLY -- 2018 SESSION

CHAPTER 461

An Act to amend and reenact §§ 2.2-4303 and 2.2-4303.1 of the Code of Virginia, relating to the Virginia Public Procurement Act; methods of procurement; professional services.

[H 97]

Approved March 23, 2018

Be it enacted by the General Assembly of Virginia:

- 1. That §§ 2.2-4303 and 2.2-4303.1 of the Code of Virginia are amended and reenacted as follows:
§ 2.2-4303. Methods of procurement.**

A. All public contracts with nongovernmental contractors for the purchase or lease of goods, or for the purchase of services, insurance, or construction, shall be awarded after competitive sealed bidding, or competitive negotiation as provided in this section, unless otherwise authorized by law.

B. Professional services shall be procured by competitive negotiation.

C. Goods, services other than professional services, and insurance may be procured by competitive sealed bidding or competitive negotiation.

Upon a written determination made in advance by (i) the Governor or his designee in the case of a procurement by the Commonwealth or by a department, agency or institution thereof or (ii) the local governing body in the case of a procurement by a political subdivision of the Commonwealth, that competitive negotiation is either not practicable or not fiscally advantageous, insurance may be procured through a licensed agent or broker selected in the manner provided for the procurement of things other than professional services set forth in § 2.2-4302.2. The basis for this determination shall be documented in writing.

D. Construction may be procured only by competitive sealed bidding, except that competitive negotiation may be used in the following instances:

1. By any public body on a fixed price design-build basis or construction management basis as provided in Chapter 43.1 (§ 2.2-4378 et seq.); or

2. By any public body for the construction of highways and any draining, dredging, excavation, grading or similar work upon real property upon a determination made in advance by the public body and set forth in writing that competitive sealed bidding is either not practicable or not fiscally advantageous to the public, which writing shall document the basis for this determination.

E. Upon a determination in writing that there is only one source practicably available for that which is to be procured, a contract may be negotiated and awarded to that source without competitive sealed bidding or competitive negotiation. The writing shall document the basis for this determination. The public body shall issue a written notice stating that only one source was determined to be practicably available, and identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. This notice shall be posted on the Department of General Services' central electronic procurement website or other appropriate websites, and in addition, public bodies may publish in a newspaper of general circulation on the day the public body awards or announces its decision to award the contract, whichever occurs first. Posting on the Department of General Services' central electronic procurement website shall be required of any state public body. Local public bodies are encouraged to utilize the Department of General Services' central electronic procurement website to provide the public with centralized visibility and access to the Commonwealth's procurement opportunities.

F. In case of emergency, a contract may be awarded without competitive sealed bidding or competitive negotiation; however, such procurement shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. The public body shall issue a written notice stating that the contract is being awarded on an emergency basis, and identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. This notice shall be posted on the Department of General Services' central electronic procurement website or other appropriate websites, and in addition, public bodies may publish in a newspaper of general circulation on the day the public body awards or announces its decision to award the contract, whichever occurs first, or as soon thereafter as is practicable. Posting on the Department of General Services' central electronic procurement website shall be required of any state public body. Local public bodies are encouraged to utilize the Department of General Services' central electronic procurement website to provide the public with centralized visibility and access to the Commonwealth's procurement opportunities.

G. A public body may establish purchase procedures, if adopted in writing, not requiring competitive sealed bids or competitive negotiation for single or term contracts for:

1. Goods and services other than professional services and non-transportation-related construction, if the aggregate or the sum of all phases is not expected to exceed \$100,000; and
2. Transportation-related construction, if the aggregate or sum of all phases is not expected to exceed \$25,000.

However, such small purchase procedures shall provide for competition wherever practicable.

Such purchase procedures may allow for single or term contracts for professional services without requiring competitive negotiation, provided the aggregate or the sum of all phases is not expected to exceed ~~\$60,000~~ \$80,000.

Where small purchase procedures are adopted for construction, the procedures shall not waive compliance with the Uniform State Building Code.

For state public bodies, purchases under this subsection that are expected to exceed \$30,000 shall require the (a) written informal solicitation of a minimum of four bidders or offerors and (b) posting of a public notice on the Department of General Services' central electronic procurement website or other appropriate websites. Posting on the Department of General Services' central electronic procurement website shall be required of any state public body. Local public bodies are encouraged to utilize the Department of General Services' central electronic procurement website to provide the public with centralized visibility and access to the Commonwealth's procurement opportunities.

H. Upon a determination made in advance by a public body and set forth in writing that the purchase of goods, products or commodities from a public auction sale is in the best interests of the public, such items may be purchased at the auction, including online public auctions. Purchase of information technology and telecommunications goods and nonprofessional services from a public auction sale shall be permitted by any authority, department, agency, or institution of the Commonwealth if approved by the Chief Information Officer of the Commonwealth. The writing shall document the basis for this determination. However, bulk purchases of commodities used in road and highway construction and maintenance, and aggregates shall not be made by online public auctions.

I. The purchase of goods or nonprofessional services, but not construction or professional services, may be made by reverse auctioning. However, bulk purchases of commodities used in road and highway construction and maintenance, and aggregates shall not be made by reverse auctioning.

§ 2.2-4303.1. Architectural and professional engineering term contracting; limitations.

A. A contract for architectural or professional engineering services relating to multiple construction projects may be awarded by a public body, provided (i) the projects require similar experience and expertise, (ii) the nature of the projects is clearly identified in the Request for Proposal, and (iii) the contract is limited to a term of one year or when the cumulative total project fees reach the maximum authorized in this section, whichever occurs first.

Such contracts may be renewable for four additional one-year terms at the option of the public body. The fair and reasonable prices as negotiated shall be used in determining the cost of each project performed.

B. The sum of all projects performed in a one-year contract term shall not exceed ~~\$500,000~~ \$750,000, except that for:

1. A state agency, as defined in § 2.2-4347, the sum of all projects performed in a one-year contract term shall not exceed \$1 million;

2. Any locality with a population in excess of 78,000 or school division within such locality, or any authority, sanitation district, metropolitan planning organization, transportation district commission, or planning district commission, or any city within Planning District 8, the sum of all projects performed in a one-year contract term shall not exceed \$6 million and those awarded for any airport as defined in § 5.1-1 and aviation transportation projects, the sum of all such projects shall not exceed \$1.5 million;

3. Architectural and engineering services for rail and public transportation projects by the Director of the Department of Rail and Public Transportation, the sum of all projects in a one-year contract term shall not exceed \$2 million. Such contract may be renewable for two additional one-year terms at the option of the Director; and

4. Environmental location, design, and inspection work regarding highways and bridges by the Commissioner of Highways, the initial contract term shall be limited to two years or when the cumulative total project fees reach \$5 million, whichever occurs first. Such contract may be renewable for two additional one-year terms at the option of the Commissioner, and the sum of all projects in each one-year contract term shall not exceed \$5 million.

C. Competitive negotiations for such architectural or professional engineering services contracts may result in awards to more than one offeror, provided (i) the Request for Proposal so states and (ii) the public body has established procedures for distributing multiple projects among the selected contractors during the contract term. Such procedures shall prohibit requiring the selected contractors to compete for individual projects based on price.

D. The fee for any single project shall not exceed \$150,000; however, for architectural or engineering services for airports as defined in § 5.1-1 and aviation transportation projects, the project fee of any single project shall not exceed \$500,000, except that for:

1. A state agency as defined in § 2.2-4347, the project fee shall not exceed \$200,000, as may be

determined by the Director of the Department of General Services or as otherwise provided by the Restructured Higher Education Financial and Administrative Operations Act (§ 23.1-1000 et seq.); and

2. Any locality with a population in excess of 78,000 or school division within such locality, or any authority, transportation district commission, or sanitation district, or any city within Planning District 8, the project fee shall not exceed \$2.5 million.

The limitations imposed upon single-project fees pursuant to this subsection shall not apply to environmental, location, design, and inspection work regarding highways and bridges by the Commissioner of Highways or architectural and engineering services for rail and public transportation projects by the Director of the Department of Rail and Public Transportation.

E. For the purposes of subsection B, any unused amounts from one contract term shall not be carried forward to any additional term, except as otherwise provided by the Restructured Higher Education Financial and Administrative Operations Act (§ 23.1-1000 et seq.).

December 2018

1. Executive Director's Update

- a. Personnel Update– To be provided.
 - b. MALSR Update - To be provided
 - c. Request for the Authority to consider support of the expansion of City Water/Sewer to property near the west side of the airfield along Earlysville Road
 - d. Construction Update- To be provided
 - i. Masterplan Update
 - ii. Parking Improvements Design
 - iii. Runway/Taxiway Rehab Construction
 - iv. Air Carrier Ramp Expansion Design
 - v. Entry Pavilion Design
 - vi. Terminal Energy Modification
 - vii. Charging Stations Installation
 - e. Marketing & Air Service Update – to be provided
- .

Proposed Schedule of 2019 Airport Authority Board Meetings

Calendar Year 2019

Tuesday, January 8, 2019, 8:30 a.m. *Location: TBD* (Annual Appointment of a Chairman and a Vice-Chairman for 2019)

Tuesday, March 12, 2019, 8:30 a.m. *Location: CHO*

Tuesday, May 14, 2019, 8:30 a.m. *Location: TBD (Approval of Budget and ACIP)*

Tuesday, July 9, 2019, 8:30 a.m. *Location: CHO*

Tuesday, September 10, 2019, 8:30 a.m. *Location: TBD*

Tuesday, November 12, 2019, 8:30 a.m. *Location: CHO*

Proposed Joint Commission Meeting Schedule

Calendar Year 2019

Monday, January 7, 2019, 4:00 p.m. *Location: CHO* (Annual Appointment of a Chairman and a Vice-Chairman for 2019)

Monday, March 11, 2019, 4:00 p.m. *Location: CHO.*

Monday, May 13, 2019, 4:00 p.m. *Location: CHO*

Monday, July 8, 2019, 4:00 p.m. *Location: CHO*

Monday, September 9, 2019, 4:00 p.m. *Location: CHO*

Monday, November 4 or November 11, 2019, 4:00 p.m. *Location: CHO*