



Charlottesville Albemarle Airport Authority Meeting
Wednesday, January 17, 2018 at 10:30 a.m.
at the Office of Lenhart Pettit, 530 N. Main Street, Charlottesville, VA 22902

AGENDA

Call to Order:

Consent Agenda:

1. Minutes – October 6, 2017
2. Financial Statements –November 30, 2017 (Unaudited)
3. Airport Statistics: October and November 2017

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.

Recognition of: Betty Burrell, former Director of Finance, Albemarle County and member of the Audit Committee since its inception in 2012.

Action Items:

1. Annual Election of Chairman, Vice-Chairman, and Secretary/Treasurer
2. FY-2017 Comprehensive Annual Financial Report
3. 2018 Audit Committee Membership
4. Amendment of FY18 Operating and Capital Budget

Informational Items:

1. Executive Director's Update
 - a. Personnel Update
 - b. Strategic Plan Update
 - c. Parking Update
 - d. Rental Car Update
 - e. Rules and Regulations Update
 - f. Construction Update
 - g. Marketing & Air Service Update

Next Scheduled Meeting: Wednesday, March 21, 2018, 10:30 a.m., Location to be determined

Adjourn:



Charlottesville Albemarle Airport Board Meeting Minutes
Friday October 6, 2017 at 9:00 a.m. at the Charlottesville City Hall, Basement Conference Room

MINUTES

Members Present: Donald Long, Maurice Jones, Lee Caitlin

Members Absent: none

Staff Present: Melinda Crawford: Executive Director, Penny Shifflett: Director of Finance and Administration, Stirling Williams: Director of Landside Operations Jessica Conley: Administrative Assistant, , Lisa Robertson

Others Present: Lisa Robertson: Deputy City Attorney, Bhakti Raval: UVA student

Call to Order at 9:07 a.m. by Donlad Long.

Consent Agenda:

1. Minutes – July 24, 2017. Mr. Jones motioned to approve the Minutes and Mr. Long Seconded.
2. Financial Statements –June 30, 2017 (Unaudited) Discussed.
3. Airport Statistics: June and July 2017. Discussed

Mr. Jones made a motion to accept the Consent Agenda and the motion was seconded by Ms. Catlin.

Matters from the Public: Introduction of Ms. Bhakti Raval a UVA student who was observing the meeting for a class.

Action Items:

1. Resolution No. 2017-10: “Executive Director Authorization to Administer the CHO Airport Commerical Advertising Program”. Item was discussed.
Ms. Jones moved to approve the resolution.
Mr. Catlin Seconded and it was unanimously approved.
2. Resolution No. 2017-11: “Executive Director Authorization to Approve Engineering Fees and Adminsiter Talbert & Bright’s Work Order No. 12-03 Entry Pavilion and Pedestrian Canopy CATEX and Conceptual Design Services”. Item was discussed.
Ms. Catlin moved to approve the resolution.
Mr. Jones Seconded and it was unanimously approved.
3. Resolution No. 2017-12: “Executive Director Authorization to Award and Adminsiter the Escalator Full Service and Preventative Maintenance Systems and Equipment Contract”. Item was discussed
Mr. Jones moved to approve the resolution.
Ms. Catlin Seconded and it was unanimously approved.
4. Resolution No. 2017-13: “Executive Director Authorization to Award and Adminster the Air Carrier Ramp Marking Services Contract”. Item was discussed.
Ms. Catlin moved to approve the resolution.
Mr. Jones Seconded and it was unanimously approved.

5. Resolution No. 2017-14: "Executive Director Authorization to Approve and Administer the 2017 On-Airport Rental Car Service Concession Agreements and Related Memorandum of Understanding". Item was discussed.

Mr. Jones moved to approve the resolution.

Ms. Catlin Seconded and it was unanimously approved.

Informational Items:

1. Employee Recognition- Richard Wood celebrated his 5 year Anniversary. The FAA required "Tri-Annual Drill" was successful.
2. Executive Director's Update:
Mrs. Crawford discussed the following items:
 - a. VDOA- FAA Update.
 - b. Smith Vicars Aviation Request.
 - c. Rules and Regulations Update.
 - d. Construction Update.
 - e. Marketing & Air Service Update

Next Scheduled: Wednesday, November 15th, 2017, 10:30 a.m., Airport Lower Level Conference Room

Adjournment: 10:25 a.m.

Charlottesville-Albemarle Airport Authority
Financial Statements (unaudited)
As of November 30, 2017

Charlottesville-Albemarle Airport Authority
Profit & Loss Notes
As of November 30, 2017

\$15K and 10% change

Revenues:

- A. Airline Landing Revenue:--This revenue source comes from the weight of aircraft landing on the runway. Airlines pay \$2.08 per 1,000 lbs per landing. It is budgeted as an estimate based on prior year activity and taking into consideration the current year projections after airline consultation. Older turbo prop aircraft are being replaced with newer CRJ's that are bigger and have more seat capacity.
- B. FBO Revenue:--This revenue source fluctuates with the FBO activity.

Expenses:

- C. Credit Card Discount:-- year-to-date expense = \$70,441 Budgeted = \$60,500
This is direct correlation to the parking credit card revenue which has increased significantly due, in part, to the parking rate increase that took place on August 15, 2017.
- D. Various Expense Line Items:--There are a few line items under budget early in the fiscal year as these expenses vary and it is not unusual for them to happen later in the year or at the end of the budget cycle.
- E. Terminal Wage Expense:-- This item is under due to vacant positions.
- F. HVAC Maintenance:-- The budget for this line item will be increased in the Operating Budget Amendment as the newly executed contract that was the result of an RFP came back higher than anticipated.

Net Income

November year-to-date net income before other income = \$703,685.

Beginning in the 3rd Quarter, there will be expenses related to the design for the parking expansion project.

1/12/2018

Charlotteville Albemarle Airport Authority

Profit & Loss Statement

For the Five Months Ending Thursday, November 30, 2017

\$15,000

+ 10%

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	Current Period Amount	Current Period Budget Amount	(Under) Over Budget	Percentage	Y-T-D Amount	Y-T-D Budget Amount	(Under) Over Budget	Percentage
Parking Revenues								
Parking Revenue	\$365,909.01	\$332,862.00	\$33,047.01	9.93%	\$1,790,902.01	\$1,668,739.00	\$122,163.01	7.32%
Miscellaneous Fees	0.00	50.00	(50.00)	-100.00%	0.00	250.00	(250.00)	-100.00%
Crew Base	500.00	450.00	50.00	11.11%	2,914.49	2,250.00	664.49	29.53%
Total Parking Revenue	\$366,409.01	\$333,362.00	\$33,047.01	9.91%	\$1,793,816.50	\$1,671,239.00	\$122,577.50	7.33%
Airfield Revenues								
Airline Landing Revenue	72,725.76	62,323.00	10,402.76	16.69%	349,123.24	311,615.00	37,508.24	12.04%
Charter Revenue	5,609.14	1,660.00	3,949.14	237.90%	13,564.25	8,300.00	5,264.25	63.42%
A/W Flowage	0.00	0.00	0.00	0.00%	5,703.91	3,000.00	2,703.91	90.13%
FBO Revenue	38,172.75	37,161.00	1,011.75	2.72%	217,342.57	185,805.00	31,537.57	16.97%
Ground Rent	14,528.71	14,592.00	(63.29)	-0.43%	47,615.87	47,612.00	3.87	0.01%
Misc. Revenue	0.00	375.00	(375.00)	-100.00%	0.00	1,875.00	(1,875.00)	-100.00%
Security Access Control Revenue	1,843.00	1,100.00	743.00	67.55%	7,427.30	5,500.00	1,927.30	35.04%
Total Airfield Revenue	\$132,879.36	\$117,211.00	\$15,668.36	13.37%	\$640,777.14	\$563,707.00	\$77,070.14	13.67%
Terminal Revenues								
Airline Rent	41,015.49	41,015.58	(0.09)	0.00%	205,077.45	205,077.90	(0.45)	0.00%
Advertising	1,700.00	15,750.00	(14,050.00)	-89.21%	25,705.14	39,750.00	(14,044.86)	-35.33%
Rental Car Revenue	73,360.92	63,333.00	10,027.92	15.83%	326,697.60	316,665.00	10,032.60	3.17%
Misc. Concession Rev.	0.00	2,000.00	(2,000.00)	-100.00%	280.00	2,000.00	(1,720.00)	-86.00%
Ground Transportation Fees	2,000.00	2,000.00	0.00	0.00%	10,000.00	10,000.00	0.00	0.00%
Rental Car QTA Land Lease	4,678.00	4,678.00	0.00	0.00%	23,390.00	23,390.00	0.00	0.00%
ATM Concession	623.00	623.00	0.00	0.00%	3,115.00	3,115.00	0.00	0.00%
Food/Gift Concessions	9,066.49	7,470.00	1,596.49	21.37%	49,544.78	37,350.00	12,194.78	32.65%
TSA Lease	3,015.83	3,009.00	6.83	0.23%	15,053.35	15,045.00	8.35	0.06%
FAA Service Fee/Rent	3,792.92	3,793.00	(0.08)	0.00%	18,964.60	18,965.00	(0.40)	0.00%
Total Terminal Revenue	\$139,252.65	\$143,671.58	(\$4,418.93)	-3.08%	\$677,827.92	\$671,357.90	\$6,470.02	0.96%
Administrative Revenues								
Interest Income	1,243.67	420.00	823.67	196.11%	4,531.79	2,100.00	2,431.79	115.80%
Miscellaneous Income	233.29	0.00	233.29	0.00%	861.29	0.00	861.29	0.00%
State Promotion Reimb.	0.00	5,000.00	(5,000.00)	-100.00%	0.00	11,000.00	(11,000.00)	-100.00%
Air Service Development	0.00	4,000.00	(4,000.00)	-100.00%	0.00	12,000.00	(12,000.00)	-100.00%
QTA Staff Reimbursement	2,555.00	2,555.00	0.00	0.00%	12,775.00	12,775.00	0.00	0.00%
Total Administrative Revenue	\$4,031.96	\$11,975.00	(\$7,943.04)	-66.33%	\$18,168.08	\$37,875.00	(\$19,706.92)	-52.03%
Total Revenues	\$642,572.98	\$606,219.58	\$36,353.40	6.00%	\$3,130,589.64	\$2,944,178.90	\$186,410.74	6.33%

2018 Profit and Loss
Profit and Loss Statement

Profit & Loss Statement
For the Five Months Ending Thursday, November 30, 2017

	Current Period Amount	Current Period Budget/Amount	(Under) Over Budget	Percentage	Y-T-D Amount	Y-T-D Budget/Amount	(Under) Over Budget	Percentage
Parking Expenses								
Wages	32,799.24	25,191.00	7,608.24	30.20%	146,628.52	139,448.00	7,180.52	5.15%
Overtime - Parking	1,812.05	9,000.00	(7,187.95)	-79.87%	12,387.79	12,100.00	287.79	2.38%
Payroll Taxes	2,548.20	2,657.00	(108.80)	-4.09%	11,446.28	11,713.00	(266.72)	-2.28%
Retirement	142.10	1,967.00	(1,824.90)	-92.78%	7,896.23	9,835.00	(1,938.77)	-19.71%
Health Ins./Supp.	11,728.20	8,156.00	3,572.20	43.80%	43,409.80	40,780.00	2,629.80	6.45%
Long Term Disability	59.12	41.00	18.12	44.20%	426.79	211.00	215.79	102.27%
Life Insurance	0.00	360.00	(360.00)	-100.00%	1,433.24	1,800.00	(366.76)	-20.38%
Util - Parking Lights	385.07	350.00	35.07	10.02%	1,860.28	1,750.00	110.28	6.30%
Util - Telephone	1,017.19	1,000.00	17.19	1.72%	5,045.65	5,000.00	45.65	0.91%
Util - Water	21.20	25.00	(3.80)	-15.20%	110.98	125.00	(14.02)	-11.22%
Insurance Expense	708.85	685.00	23.85	3.48%	4,282.90	3,425.00	857.90	25.05%
Snow Removal	721.75	0.00	721.75	0.00%	721.75	0.00	721.75	0.00%
Parking Lot Lighting	0.00	1,000.00	(1,000.00)	-100.00%	870.49	5,000.00	(4,129.51)	-82.59%
Parking Grounds Maintenance	7,447.01	7,287.00	160.01	2.20%	34,094.56	36,435.00	(2,340.44)	-6.42%
Parking Pavement/Booths/Steps	143.83	1,075.00	(931.17)	-86.62%	723.40	5,375.00	(4,651.60)	-86.54%
Parking Equip. Maintenance	1,229.00	1,809.00	(580.00)	-32.06%	8,978.99	9,047.00	(68.01)	-0.75%
Supplies	0.00	508.00	(508.00)	-100.00%	0.00	2,540.00	(2,540.00)	-100.00%
Parking - Signage & Traffic Control	0.00	975.00	(975.00)	-100.00%	1,989.80	4,875.00	(2,885.20)	-59.18%
Payroll Processing Fees	193.83	195.00	(1.17)	-0.60%	1,076.17	975.00	101.17	10.38%
Travel	0.00	460.00	(460.00)	-100.00%	0.00	2,300.00	(2,300.00)	-100.00%
Education	0.00	328.00	(328.00)	-100.00%	0.00	1,640.00	(1,640.00)	-100.00%
Dues & Subs	275.00	37.00	238.00	643.24%	275.00	189.00	86.00	45.50%
Vehicle Expenses	0.00	430.00	(430.00)	-100.00%	0.00	2,150.00	(2,150.00)	-100.00%
Uniforms	0.00	334.00	(334.00)	-100.00%	0.00	1,670.00	(1,670.00)	-100.00%
Credit Card Discount	18,893.54	12,100.00	6,793.54	56.14%	77,441.46	60,500.00	16,941.46	28.00%
Over & Short	0.00	10.00	(10.00)	-100.00%	31.00	50.00	(19.00)	-38.00%
Bad Debt Expense	0.00	17.00	(17.00)	-100.00%	0.00	85.00	(85.00)	-100.00%
2004 Debt Service Parking	10,544.30	10,544.00	0.30	0.00%	52,721.50	52,720.00	1.50	0.00%
2014 Debt Service Parking	15,276.40	15,276.50	(0.10)	0.00%	76,382.00	76,382.50	(0.50)	0.00%
Total Parking Expenses	\$105,945.88	\$101,817.50	\$4,128.38	4.05%	\$490,234.58	\$488,120.50	\$2,114.08	0.43%

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Charlottesville Albemarle Airport Authority
Profit & Loss Statement
 For the Five Months Ending Thursday, November 30, 2017

Airfield Expenses

	Current Period Amount	Current Period Budget Amount	(Under) Over Budget	Percentage	Y-T-D Amount	Y-T-D Budget Amount	(Under) Over Budget	Percentage
Wages	47,042.16	36,180.00	10,862.16	30.02%	195,402.79	198,907.00	(3,504.21)	-1.76%
Overtime - Airfield	1,931.98	10,000.00	(8,068.02)	-80.68%	21,810.36	23,000.00	(1,189.64)	-5.17%
Payroll Taxes	3,559.36	3,304.00	255.36	7.73%	15,842.32	15,831.00	11.32	0.07%
Retirement	131.09	2,809.00	(2,677.91)	-95.33%	9,047.45	14,045.00	(4,997.55)	-35.58%
Health Ins./Supp.	8,311.40	8,392.00	(80.60)	-0.96%	32,993.00	41,960.00	(8,967.00)	-21.37%
Long Term Disability	40.95	48.00	(7.05)	-14.69%	139.23	240.00	(100.77)	-41.99%
Life Insurance	0.00	547.00	(547.00)	-100.00%	1,702.80	2,735.00	(1,032.20)	-37.74%
Util - Electric	2,840.83	2,400.00	440.83	18.37%	11,152.34	12,000.00	(847.66)	-7.06%
Util - Propane	283.02	900.00	(616.98)	-68.55%	283.02	900.00	(616.98)	-68.55%
Util - Telephone	596.67	572.00	24.67	4.31%	3,469.66	2,860.00	609.66	21.32%
Util - Water	31.58	28.00	3.58	12.79%	171.17	140.00	31.17	22.26%
Insurance Expense	2,972.60	2,860.00	112.60	3.94%	14,863.00	14,300.00	563.00	3.94%
Snow Removal	0.00	1,500.00	(1,500.00)	-100.00%	289.08	4,500.00	(4,210.92)	-93.58%
Airfield Lighting Maintenance	0.00	860.00	(860.00)	-100.00%	0.00	4,300.00	(4,300.00)	-100.00%
Maint. Airfield Equipment	13,542.39	14,850.00	(1,307.61)	-8.81%	56,197.48	49,550.00	6,647.48	13.42%
Maint. Equipment Purchase	754.77	509.00	245.77	48.28%	1,038.91	2,545.00	(1,506.09)	-59.18%
Maintenance	1,060.50	5,615.00	(4,554.50)	-81.11%	5,596.65	28,075.00	(22,478.35)	-80.07%
Airfield Grounds Maintenance	0.00	1,479.00	(1,479.00)	-100.00%	2,462.14	7,395.00	(4,932.86)	-66.71%
State Maintenance	0.00	4,167.00	(4,167.00)	-100.00%	0.00	20,835.00	(20,835.00)	-100.00%
Vehicle Expense Gas and Oil	5,387.36	4,612.00	775.36	16.81%	14,400.55	23,060.00	(8,659.45)	-37.55%
Payroll Processing Fees	193.82	195.00	(1.18)	-0.61%	1,076.13	975.00	101.13	10.37%
Travel	0.00	855.00	(855.00)	-100.00%	0.00	4,275.00	(4,275.00)	-100.00%
Education	0.00	959.00	(959.00)	-100.00%	1,055.00	4,795.00	(3,740.00)	-78.00%
Dues & Subs	0.00	0.00	0.00	0.00%	7,840.00	1,750.00	6,090.00	348.00%
Uniforms - Maintenance	600.97	669.00	(68.03)	-10.17%	600.97	3,345.00	(2,744.03)	-82.03%
Environmental Compliance	4,657.88	742.00	3,915.88	527.75%	9,257.66	3,710.00	5,547.66	149.53%
Emergency Exercises	0.00	0.00	0.00	0.00%	3,724.46	1,500.00	2,224.46	148.30%
800 MHZ Supplies & Mtnc.	0.00	0.00	0.00	0.00%	11,435.00	10,650.00	785.00	7.37%
ARFF Equipment	7,950.00	2,042.00	5,908.00	289.32%	11,702.09	10,210.00	1,492.09	14.61%
ARFF Training Supplies	807.50	1,108.00	(300.50)	-27.12%	8,295.23	5,540.00	2,755.23	49.73%
Firearms	149.98	480.00	(330.02)	-68.75%	465.24	2,400.00	(1,934.76)	-80.62%
Hazmat Materials	0.00	250.00	(250.00)	-100.00%	1,515.71	1,250.00	265.71	21.26%
Security Access Control	0.00	6,706.00	(6,706.00)	-100.00%	2,105.14	33,530.00	(31,424.86)	-93.72%
Security Background Processing	0.00	566.00	(566.00)	-100.00%	3,000.00	2,830.00	170.00	6.01%
Total Airfield Expenses	\$102,846.81	\$116,204.00	(\$13,357.19)	-11.49%	\$448,934.58	\$553,938.00	(\$105,003.42)	-18.96%

Charlottesville Albemarle Airport Authority
Profit & Loss Statement
 For the Five Months Ending Thursday, November 30, 2017

Terminal Expenses

	Current Period Amount	Current Period Budget Amount	(Under) Over Budget	Percentage	Y-T-D Amount	Y-T-D Budget Amount	(Under) Over Budget	Percentage
Wages	49,053.61	43,552.00	5,501.61	12.63%	215,788.28	242,999.00	(27,210.72)	-11.20%
Overtime - Terminal	2,249.09	5,000.00	(2,750.91)	-55.02%	22,144.69	18,000.00	4,144.69	23.03%
Payroll Taxes	3,694.84	3,500.00	194.84	5.57%	17,208.76	18,894.00	(1,685.24)	-8.92%
Retirement	176.59	3,116.00	(2,939.41)	-94.33%	10,545.07	15,580.00	(5,034.93)	-32.32%
Health Ins./Supp.	10,177.00	10,255.00	(78.00)	-0.76%	42,321.00	51,275.00	(8,954.00)	-17.46%
Long Term Disability	60.06	62.00	(1.94)	-3.13%	215.66	311.00	(95.34)	-30.66%
Life Insurance	0.00	536.00	(536.00)	-100.00%	1,822.92	2,680.00	(857.08)	-31.98%
Util - Electric	14,386.07	13,750.00	636.07	4.63%	70,431.71	68,750.00	1,681.71	2.45%
Util - Oil	0.00	10,000.00	(10,000.00)	-100.00%	0.00	10,000.00	(10,000.00)	-100.00%
Util - Propane	198.27	500.00	(301.73)	-60.35%	198.27	500.00	(301.73)	-60.35%
Util - Telephone	850.85	876.00	(25.15)	-2.87%	4,248.99	4,380.00	(131.01)	-2.99%
Util - Water	1,328.68	2,200.00	(871.32)	-39.61%	12,585.95	11,000.00	1,585.95	14.42%
Util - Disposal	5,790.27	3,200.00	2,590.27	80.95%	19,475.77	16,000.00	3,475.77	21.72%
Insurance Expense	2,832.59	2,812.00	20.59	0.73%	14,162.95	14,060.00	102.95	0.73%
Maintenance	7,965.64	8,334.00	(368.36)	-4.42%	50,390.42	41,670.00	8,720.42	20.93%
Maint. Equipment Purchase	514.55	600.00	(85.45)	-14.24%	9,894.57	3,000.00	6,894.57	229.82%
Relamp	1,016.00	1,042.00	(26.00)	-2.50%	8,906.52	5,210.00	3,696.52	70.95%
Welding Fabrication	0.00	200.00	(200.00)	-100.00%	0.00	1,000.00	(1,000.00)	-100.00%
Terminal Signage	0.00	4,167.00	(4,167.00)	-100.00%	1,217.06	20,835.00	(19,617.94)	-94.16%
Terminal Landscaping	0.00	0.00	0.00	0.00%	2,163.00	2,164.00	(1.00)	-0.05%
OSHA Compliance	0.00	2,421.00	(2,421.00)	-100.00%	2,781.42	12,105.00	(9,323.58)	-77.02%
Baggage Claim Maint.	3,612.04	1,125.00	2,487.04	221.07%	8,745.94	5,625.00	3,120.94	55.48%
Janitorial Supplies	1,343.60	2,836.00	(1,492.40)	-52.62%	3,591.65	14,180.00	(10,588.35)	-74.67%
Payroll Processing Fees	193.82	195.00	(1.18)	-0.61%	1,076.13	975.00	101.13	10.37%
Education - Public Safety	0.00	1,596.00	(1,596.00)	-100.00%	0.00	7,980.00	(7,980.00)	-100.00%
Elevator Escalator Maintenance	545.00	3,878.00	(3,333.00)	-85.95%	22,193.15	19,390.00	2,803.15	14.46%
HVAC Maintenance	5,672.49	5,693.00	(20.51)	-0.36%	44,465.49	28,465.00	16,000.49	56.21%
Fids Maintenance	440.00	4,000.00	(3,560.00)	-89.00%	2,200.00	20,000.00	(17,800.00)	-89.00%
KABA Maintenance	0.00	1,667.00	(1,667.00)	-100.00%	0.00	8,331.00	(8,331.00)	-100.00%
Janitorial Contract	13,212.50	12,961.00	251.50	1.94%	58,638.87	64,805.00	(6,166.13)	-9.51%
Emergency Communications	2,306.97	2,259.00	47.97	2.12%	9,266.81	11,295.00	(2,028.19)	-17.96%
Dues & Subs	0.00	255.00	(255.00)	-100.00%	6,455.00	1,275.00	5,180.00	406.27%
Terminal Paging System	0.00	1,667.00	(1,667.00)	-100.00%	177.75	12,200.00	(12,022.25)	-98.54%
Travel - Public Safety	0.00	0.00	0.00	0.00%	0.00	750.00	(750.00)	-100.00%
Travel - Operations	0.00	0.00	0.00	0.00%	0.00	1,700.00	(1,700.00)	-100.00%
Education - Operations	0.00	600.00	(600.00)	-100.00%	520.85	3,000.00	(2,479.15)	-82.64%
Uniforms - Public Safety	8.00	834.00	(826.00)	-98.67%	7,093.50	4,170.00	2,923.50	70.11%
Uniforms - CSO	906.64	959.00	(52.36)	-5.46%	1,180.13	4,795.00	(3,614.87)	-75.39%
Safety	0.00	733.00	(733.00)	-100.00%	55.95	3,665.00	(3,609.05)	-98.47%
First Aid Supplies	0.00	580.00	(580.00)	-100.00%	0.00	2,900.00	(2,900.00)	-100.00%
Snow Removal	0.00	62.00	(62.00)	-100.00%	0.00	310.00	(310.00)	-100.00%
Towing Expense	0.00	39,667.00	(39,667.00)	-100.00%	198,333.15	198,335.00	(1.85)	0.00%
2004 Debt Service - Terminal	39,666.63	39,667.00	(0.37)	0.00%	198,333.15	198,335.00	(1.85)	0.00%
Total Terminal Expenses	\$168,201.80	\$197,690.00	(\$29,488.20)	-14.92%	\$870,497.38	\$982,894.00	(\$112,396.62)	-11.44%

2018 Profit and Loss
 Profit and Loss Statement

Profit & Loss Statement
For the Five Months Ending Thursday, November 30, 2017

	Current Period Amount	Current Period Budget Amount	(Under) Over Budget	Percentage	Y-T-D Amount	Y-T-D Budget Amount	(Under) Over Budget	Percentage
Administrative Expenses								
Wages	69,114.76	52,773.00	16,341.76	30.97%	287,366.69	285,930.00	1,436.69	0.50%
Overtime - Admin	1,375.35	5,200.00	(3,824.65)	-73.55%	6,079.90	8,000.00	(1,920.10)	-24.00%
Payroll Taxes	4,168.57	4,468.00	(299.43)	-6.70%	20,426.92	22,650.00	(2,223.08)	-9.81%
Retirement	133.52	3,877.00	(3,743.48)	-96.56%	15,912.78	19,385.00	(3,472.22)	-17.91%
Health Ins./Supp.	6,767.60	7,236.00	(468.40)	-6.47%	23,722.80	36,180.00	(12,457.20)	-34.43%
Long Term Disability	93.81	39.00	54.81	140.54%	328.00	199.00	129.00	64.82%
Life Insurance	0.00	662.00	(662.00)	-100.00%	2,879.26	3,310.00	(430.74)	-13.01%
Util - Telephone	1,353.65	1,466.00	(112.35)	-7.66%	10,109.78	7,330.00	2,779.78	37.92%
Insurance Expense	2,073.16	2,084.00	(10.84)	-0.52%	8,663.80	10,420.00	(1,756.20)	-16.85%
Office Supplies	1,805.63	800.00	1,005.63	125.70%	12,844.69	4,000.00	8,844.69	221.12%
Office Expenses	737.44	1,862.00	(1,124.56)	-60.40%	4,246.57	9,310.00	(5,063.43)	-54.39%
Payroll Processing Fees	193.83	195.00	(1.17)	-0.60%	1,076.17	975.00	101.17	10.38%
Travel-Admin & Marketing	1,035.77	7,750.00	(6,714.23)	-86.64%	6,551.09	19,250.00	(12,698.91)	-65.97%
Education	0.00	765.00	(765.00)	-100.00%	1,345.95	3,825.00	(2,479.05)	-64.81%
Computer Expense	2,419.65	9,399.00	(6,979.35)	-74.26%	18,159.52	46,995.00	(28,835.48)	-61.36%
Equipment Lease	396.42	436.00	(39.58)	-9.08%	1,750.30	2,180.00	(429.70)	-19.71%
Dues & Subs-Admin & Marketing	400.00	1,123.00	(723.00)	-64.38%	7,885.00	5,936.00	1,949.00	32.83%
Banking Fees	312.00	0.00	312.00	0.00%	792.00	0.00	792.00	0.00%
Service Fees	1.00	0.00	1.00	0.00%	118.93	0.00	118.93	0.00%
Human Resources	538.54	1,647.00	(1,108.46)	-67.30%	15,998.83	8,626.00	7,372.83	85.47%
Meeting Expense	0.00	258.00	(258.00)	-100.00%	370.16	1,290.00	(919.84)	-71.31%
Postage	0.00	0.00	0.00	0.00%	10.77	575.00	(564.23)	-98.13%
Shipping	36.18	200.00	(163.82)	-81.91%	386.40	1,000.00	(613.60)	-61.36%
Miscellaneous Expenses	0.00	0.00	0.00	0.00%	43.45	0.00	43.45	0.00%
Professional Fees	5,180.00	13,267.00	(8,087.00)	-60.96%	37,652.15	66,335.00	(28,682.85)	-43.24%
Advertising & Promotions	10,330.31	20,748.00	(10,417.69)	-50.21%	110,069.27	179,440.00	(69,370.73)	-38.66%
Special Events	2,297.46	1,315.00	982.46	74.71%	7,659.93	6,575.00	1,084.93	16.50%
Air Service Development	0.00	10,500.00	(10,500.00)	-100.00%	14,786.67	45,500.00	(30,713.33)	-67.50%
Total Admin. Expenses	\$110,764.65	\$148,070.00	(\$37,305.35)	-25.19%	\$617,237.78	\$795,216.00	(\$177,978.22)	-22.38%
Total Operating Expenses	\$487,759.14	\$563,781.50	(\$76,022.36)	-13.48%	\$2,426,904.32	\$2,820,168.50	(\$393,264.18)	-13.94%
Net Inc. Bef. Other Income	154,813.84	42,438.08	112,375.76	264.80%	703,685.32	124,010.40	579,674.92	467.44%
Other Income:								
Coverage Fund	17,706.42	17,706.42	0.00	0.00%	88,532.10	88,532.10	0.00	0.00%
Net Inc. Aft. Other Income	\$172,520.26	\$60,144.50	\$112,375.76	186.84%	\$792,217.42	\$212,542.50	\$579,674.92	272.73%
Other Expense:								
Depreciation & Amort.								

2018 Profit and Loss
Profit and Loss Statement

Profit & Loss Statement

For the Five Months Ending Thursday, November 30, 2017

	Current Period Amount	Current Period Budget Amount	(Under) Over Budget	Percentage	Y-T-D Amount	Y-T-D Budget Amount	(Under) Over Budget	Percentage
Deprec. & Amort.	\$330,671.33	(\$342,000.00)	\$672,671.33	-196.59%	\$1,685,542.61	(\$1,710,000.00)	\$3,395,542.61	-198.57%
Net Inc. (Loss) After D & A	(\$158,151.07)	\$402,144.50	(\$560,295.57)	-139.33%	(\$893,325.19)	\$1,922,542.50	(\$2,815,867.69)	-146.47%

Charlotteville-Albemarle Airport Authority
Statement of Net Position
Fiscal Year 2018

Assets

Current Assets:

Unrestricted Assets:

	October	November	Change	%
Cash and cash equivalents	1,686,523	1,957,644	271,121	16.08%
Prepaid Insurance	68,430	59,843	(8,587)	-12.55%
Prepaid Insurance - Rental Car Facility	3,282	2,849	(433)	-13.19%
Prepaid Expenses	104,119	32,333	(71,786)	-68.95%
Accounts receivable-net	370,128	310,867	(59,261)	100.00%
Due From Restricted Funds	913,188	913,188	0	0.00%
Total Unrestricted Assets	3,145,670	3,276,724	131,054	4.17%

Non Current Assets

Restricted Assets:

Capital Funds:

Cash and cash equivalents	746,321	1,678,986	932,665	124.97%
Receivables	633,606	627,606	(6,000)	-0.95%
Passenger Facility Charge Funds:				
Cash and cash equivalents	324,209	454,039	129,830	40.05%
Rental Car Facility Charge Funds:				
Cash CFC Fund	128,492	158,441	29,949	23.31%
Cash CFC General Fund	1,475,524	1,472,897	(2,627)	-0.18%
Cash QTA Maintenance Fund	834,004	834,278	274	0.03%
Receivables	65,002	50,863	(14,139)	-21.75%
State Entitlement Funds:				
Cash and cash equivalents	7,478,009	7,453,137	(24,872)	-0.33%
Revenue Bond Funds:				
Investments	152,720	152,770	50	0.03%
Cash VRA Escrow:				
Total restricted assets	11,837,887	12,883,017	1,045,130	8.83%

Nothing rec'd in Nov

Non-Current Assets

Restricted Assets

Revenue Bond Funds				
Cash and Cash Equivalents	168,721	174,059		
Capital Assets				

Charlotteville-Albemarle Airport Authority
Statement of Net Position
Fiscal Year 2018

	October	November	Change	%
Land	17,216,527	17,226,527	10,000	0.06%
Buildings, improvements and equipment, net of depreciation	74,618,983	74,292,558	(326,425)	-0.44%
Master plan and amortization	59,420	55,174	(4,246)	-7.15%
Construction in progress	10,025,823	10,844,971	819,148	8.17%
Total Capital Assets (net of accu. deprec.)	101,920,753	102,419,230	498,477	0.49%
Total Non-Current Assets	102,089,474	102,593,289	503,815	0.49%
Total ASSETS	117,073,031	118,753,030	1,679,999	1.44%
Deferred Outflows of Resources				
Loss on refunding of debt	131,669	131,669		
Pension Contributions	234,246	234,246		
Total deferred outflows of resources	365,915	365,915		
Total Assets and Deferred Outflows	117,438,946	119,118,945		
Liabilities, Deferred Inflows and Net Position				
Current Liabilities				
Payable From Unrestricted Assets:				
Accounts payable	386,069	287,088	(98,981)	-25.64%
Accrued Payroll	69,301	69,301	0	0.00%
Accrued leave	108,641	108,641	0	0.00%
A/P Security dep/perf. bonds	32,667	32,667	0	0.00%
Total Current Liabilities from Unrestricted Assets	596,678	497,697	(98,981)	-16.59%
Payable from Restricted Assets:				
Accrued Interest	15,144	15,144	0	0.00%
Due to Unrestricted Funds	913,188	913,188	0	0.00%
Retainage payable	417,556	439,028	21,472	0.00%
Capital Accounts Payable	2,428,581	2,559,143	130,562	5.38%
Total Current Liabilities from Restricted Assets	3,774,469	3,926,503	152,034	4.03%

This gets adjusted at year-end
This gets adjusted at year-end

Old 27K colgan and another airline, 5,667 Tailwind

Linco/Chemung

Charlottesville-Albemarle Airport Authority
 Statement of Net Position
 Fiscal Year 2018

	October	November	Change	%
Non-Current Liabilities:				
Revenue bonds payable, net of unamortized bond discount	3,112,843	3,112,843	0	0.00%
N/P 2006 VRA Debt Service	206,697	206,697	0	0.00%
Due to VDOA Bridge Loans	734,882	734,882	0	0.00%
Net Pension Liability	978,872	978,872	0	0.00%
Total Non-Current Liabilities	<u>5,033,294</u>	<u>5,033,294</u>		
Total Liabilities	<u>9,404,441</u>	<u>9,457,494</u>	53,053	0.56%
Deferred Inflows of Resources				
Pension Expenses	38,008	38,008	0	0.00%
Net Position				
Invested in Capital Assets	97,998,000	98,496,477	498,477	0.51%
Restricted:	8,247,283	9,145,717	898,434	10.89%
Unrestricted:	1,751,214	1,981,249	230,035	13.14%
Total Net Position	<u>107,996,497</u>	<u>109,623,443</u>	1,626,946	1.51%
Total Liabilities, Deferred Inflows and Net Position	<u>117,438,946</u>	<u>119,118,945</u>	1,679,999	1.43%



Operating Statistics-Fiscal Year 2018

	October		FYTD		FY	Calendar Year									
	2017	2016	2018	2017		2016	2015	2014	2013	2012	2011	2010	2009	2008	2007
Aircraft Operations															
<i>Itinerant:</i>															
<i>Air Carrier/Taxi</i>	2,230	2,275	8,244	7,607	19,782	20,049	20,214	17,382	17,493	18,615	19,412	20,675	23,640	21,394	
<i>General Aviation</i>	2,510	2,799	9,801	8,941	22,937	28,782	30,785	31,024	33,561	38,394	41,394	39,288	39,886	33,918	
<i>Military</i>	181	196	718	756	2,007	1,883	1,881	2,034	2,297	1,754	1,984	1,831	1,773	1,378	
<i>Local:</i>															
<i>General Aviation</i>	1,240	1,422	5,734	5,128	14,094	19,525	20,040	18,809	20,324	20,486	17,294	18,075	20,013	17,584	
<i>Military</i>	568	412	2,032	1,332	3,511	3,754	4,147	3,457	4,063	3,118	3,087	3,354	2,916	2,032	
Total Operations	6,729	7,104	26,529	23,764	62,331	73,993	77,067	72,706	77,738	82,367	83,171	83,223	88,228	76,306	
Enplaned Passengers	33,297	28,521	120,114	104,525	286,030	261,631	238,398	227,874	232,571	215,869	196,060	177,659	168,966	185,689	
Deplaned Passengers	34,558	28,989	121,214	105,154	284,218	261,168	232,164	226,294	231,466	213,692	195,867	177,160	168,971	182,344	
Enplaned Load Factor	86%	81%	83%	81%	84%	86%	81%	76%	75%	72%	69%	65%	56%	59%	
Available Seats	38,752	35,126	144,286	128,499	340,237	322,555	307,522	299,226	310,789	299,182	286,136	294,076	299,343	314,081	
Parking Revenue	433,078	299,766	1,427,076	1,095,504	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	1,653,472	
FBO Fuel Gallons Pumped															
<i>GA - 100LL</i>	4,635	4,432	18,366	18,282	54,530	51,551	56,862	55,862	60,275	62,518	69,178	71,860	79,189	93,676	
<i>GA/Corporate Jet-A</i>	111,064	113,155	354,188	345,083	1,010,722	998,910	1,008,861	969,930	969,423	942,165	911,363	833,494	1,047,298	1,160,810	
<i>Military Jet-A</i>	0	8,970	0	22,009	60,812	66,988	63,084	72,238	86,510	53,611	73,901	67,114	71,542	56,538	
<i>Airline</i>	256,888	193,830	990,353	792,900	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	1,594,701	
Total Fuel	372,587	320,387	1,362,907	1,178,274	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	2,905,725	
Flight Status															
<i>Scheduled Flights</i>	699	644	2,017.3	1,478.844	1,080,096	0	0	0	0	0	0	0	0	0	
<i>Actual Flights</i>	689	642	2,016.1	1,478.844	1,080,096	712,785	767,875	669,869	670,989	638,226	561,104	502,703	375,378	442,741	
Total Cancelled Flights	10	2	400%												
Food/Beverage/Retail															
<i>Tailwinds, LLC.</i>	166,458	128,466	606,518	491,574	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	5,656,817	
Rental Car Revenue*	968,810	972,819	3,760,550	3,508,683	7,288,497	8,161,735	7,288,497	6,880,431	7,019,796	6,048,867	5,281,662	4,613,200	4,827,224	5,656,817	
<i>*Concessionable revenue not gross</i>															
ATMs:															
<i>Cash Withdrawals</i>	301	423	905	1,486	2,396	4,503	4,539	4,503	4,539	4,503	4,539	4,503	4,539	4,503	
<i>Withdrawal Value</i>	41,563	49,620	122,315	174,160	268,920	515,560	530,400	515,560	530,400	515,560	530,400	515,560	530,400	515,560	
<i>Surcharges</i>	262	411	772	1,440	2,292	4,357	4,335	2,292	4,357	4,335	4,335	4,335	4,335	4,335	
<i>Surcharge Value</i>	983	1,541	2,895	5,400	8,595	16,339	16,256	8,595	16,339	16,256	16,256	16,256	16,256	16,256	
<i>Inquiries</i>	30	68	74	236	405	859	1,016	405	859	1,016	1,016	1,016	1,016	1,016	
<i>Dentals</i>	40	48	124	127	220	456	402	220	456	402	402	402	402	402	



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: January 17, 2018

SUBJECT: **Action Item #1 – Annual Appointment of a Chairman, a Vice-Chairman, and the Secretary/Treasurer**

RECOMMENDATION: To select a Chairman, a Vice-Chairman, and the Secretary/Treasurer in accordance with the Authority’s enabling legislation.

BACKGROUND: Chapter 864 of the Acts of Assembly of 2003 § 6 states “The Authority shall annually elect one of its members to serve as chairman, and another member to serve as vice chairman.” Historically the Commission also performs this same appointment for consistency.

The same section also states, “The Authority shall also elect annually a secretary/treasurer, who may or may not be a member of the Authority.”



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: January 17, 2018

SUBJECT: **Action Item #2:** FY-2017 Comprehensive Annual Financial Report

RECOMMENDATION: For the Board to Accept the FY-2017 Comprehensive Annual Financial Report as presented.

BACKGROUND: As noted within the transmittal letter on page one of the FY-2017 Comprehensive Annual Financial Report; this report has been published in accordance with the requirements of the enabling legislation as well as the master bond indenture of trust which governs the issuance of indebtedness by the Authority. Moreover, it was prepared in accordance with generally accepted accounting principles (GAAP) by a firm of licensed certified public accountants.

The goal of the independent audit is to provide reasonable assurance that the Authority's financial statements for the year ended June 30, 2017 are free of material misstatement. The independent auditor concluded, based upon their audit, that there was a reasonable basis for rendering an unmodified ("clean") opinion and that the Authority's financial statements for the year ended June 30, 2017 are in conformity with GAAP. Within the accompanying FY-2017 CAFR Management Letter, the auditors have identified three items of concern along with recommendations to address these items. The following are the three items that were identified and staff's response to each item:

Item #1-VNAV Confirmations: A spreadsheet is used to reconcile VRS activity to VNav on a monthly basis. In July 2016, the group life rate had not been updated in VNav so the calculated amounts per management's spreadsheet (based on updated group life rates) did not agree to amounts due per VNav. Payment was made on VNav's computed amount due instead of the spreadsheet and there was no documented explanation of the difference. We recommend discrepancies between the spreadsheet and VNav system be researched and properly documented at the time of confirmation and payment.

Item #1 Response: *When submitting the July 2016 group life insurance payments, a variance was noted between the amount identified in the VNav system and staff's spreadsheet. It was determined that the difference had resulted from VNav not recognizing the annual July 1st increases in employee salaries on which group life rates are calculated. VRS was contacted and instructed Airport staff that no additional payment was necessary. Staff proceeded with VRS' instruction and paid the amount noted in the VNav system, but staff did not document the issue or VRS correspondence on the payment backup. In the future, staff will document any variances in payments by providing a detailed explanation of any variances noted.*

Item #2 -Bank Reconciliations: Bank reconciliations were reconciled throughout the year but not consistently in a timely manner. For instance, June statements were reconciled in September 2017 except for the Revenue statement, which was reconciled October 1st. We recommend bank statements be reconciled on a monthly basis.

Item #2 Response: *In the prior year audit, this weakness was addressed. Following that Management Letter, staff sought and secured the Authority's approval to hire an additional staff member to perform the reconciliations timely. The advertisement for that position was posted in January 2017, but it took until June 5 for that position to be filled. While the employee that was hired was very qualified, she had family health issues that required her to be in and out of the office for various periods of time. In fact, she just informed management on 12/11/17 that she could no longer continue her employment with the Authority. Staff will re-advertise for this position, but, in the meantime, staff will strive to reconcile the bank reconciliations in a timely manner.*

Item #3 - VPPA Procurement: The Virginia Public Procurement Act requires that certain items be procured after a competitive negotiation or bid process. Inquiries revealed that the procurement process for one award during the year was handled by the Former Deputy Director. However, the documentation supporting the procurement process (Invitation to Bid) could not be located and provided for review. We recommend that management consider implementing a central filing system to ensure contract files are complete and available for inspection upon request.

Item #3 Response: *The Authority has a central filing system for correspondence and documents. Copies of procurement efforts are retained in these files. However, the employee handling the procurement in question retired prior to giving the documents to the airport's administrative assistant who maintains the files. In order to ensure that this issue does not reoccur, the administrative assistant has established additional procedures for the handling of all Requests for Proposals and Invitations to Bid. An expanded checklist of documents needed for each procurement effort has been created, and she inspects the files to ensure that all required documents have been submitted. She has also established a process to duplicate all documents on the Authority's computer system to ensure that all contract files are complete and available for inspection upon request.*

The minutes of the Audit Committee meeting held on December 14, 2017 will be provided for review at the Board's meeting. Within the minutes, the Audit Committee recommended that the Authority proceeds with the first of the four year options within its contract with Robinson Farmer & Cox Associates. This option will allow the firm to provide professional audit and associated financial services to the Authority to include the audit of the financial reports for the fiscal year ending June 20, 2018. As per the Audit Committee Charter, the committee will be responsible for the oversight of this audit.

PRIOR ACTION: N/A

FUNDING: N/A

FINANCIAL IMPACT: N/A

ATTACHMENTS: Attachment #1 – FY2017 CAFR Governance Letter
Attachment #2 – FY2017 CAFR Management Letter
Item #1 to be provided - The FY2017 Comprehensive Annual Financial Report (CAFR) to be sent separately
Item #2 to be provided – December 14, 2017 Audit Committee Minutes

PRESENTATION: N/A

ROBINSON, FARMER, COX ASSOCIATES

A PROFESSIONAL LIMITED LIABILITY COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

Communication with Those Charged with Governance

To the Honorable Members of the Charlottesville-Albemarle Airport Authority

We have audited the financial statements of Charlottesville-Albemarle Airport Authority for the year ended June 30, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 12, 2017. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Charlottesville-Albemarle Airport Authority are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2017. We noted no transactions entered into by Charlottesville-Albemarle Airport Authority during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were useful lives of capital assets used to calculate depreciation and pension related items.

Management's estimate of useful lives and related depreciation is based on established guidelines and experience. Pension related items were calculated by an actuary contracted by the State retirement system. We evaluated the key factors and assumptions used to develop depreciation expense and pension related items in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 4, 2017.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Charlottesville-Albemarle Airport Authority's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Charlottesville-Albemarle Airport Authority's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis and the schedules related to pension funding, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Other Matters: (Continued)

We were engaged to report on the schedule of administrative expenses, reconciliation of the statement of revenues, expenses, and changes in net position to the year-end profit and loss statement, the schedule of expenditures of federal awards, and the schedule of Passenger Facility Charges collected and expended and interest credited, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section or statistical section, which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the use of the Authority Board, audit committee, and management of Charlottesville-Albemarle Airport Authority and is not intended to be and should not be used by anyone other than these specified parties.

Robinson, Fawcett, Cox Associates

Charlottesville, Virginia
December 4, 2017

ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

Date: December 4, 2017

MEMORANDUM TO: Charlottesville-Albemarle Airport Authority
FROM: Robinson, Farmer, Cox Associates
REGARDING: FY 16-17 Audit

In planning and performing our audit of the financial statements of Charlottesville-Albemarle Airport Authority for the year ended June 30, 2017, we considered the Authority's internal control structure to plan our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control structure.

However, during our audit, we noted certain matters involving the internal control structure and other operational matters that are presented for your consideration. This letter does not affect our report dated December 4, 2017, on the financial statements of Charlottesville-Albemarle Airport Authority. Our comments and recommendations, all of which have been discussed with appropriate members of management, are intended to improve the internal control structure or result in other operating efficiencies. We will be pleased to discuss these comments in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

VNav Confirmations

A spreadsheet is used to reconcile VRS activity to VNav on a monthly basis. In July 2016, the group life rate had not been updated in VNav so the calculated amounts per management's spreadsheet (based on updated group life rates) did not agree to amounts due per VNav. Payment was made based on VNav's computed amount due instead of the spreadsheet and there was no documented explanation of the difference. We recommend discrepancies between the spreadsheet and VNav system be researched and properly documented at the time of confirmation and payment.

Bank Reconciliations

Bank statements were reconciled throughout the year but not consistently in a timely manner. For instance, June statements were reconciled in September 2017 except for the Revenue statement, which was reconciled October 1st. We recommend bank statements be reconciled on a monthly basis.

VPPA Procurement

The Virginia Public Procurement Act requires that certain items be procured after a competitive negotiation or bid process. Inquiries revealed that the procurement process for one award during the year was handled by the Former Deputy Director. However, the documentation supporting the procurement process (Invitation to Bid) could not be located and provided for review. We recommend that management consider implementing a central filing system to ensure contract files are complete and available for inspection, upon request.



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: January 17, 2018

SUBJECT: **Action Item #3-** 2018 Audit Committee Membership

RECOMMENDATION: For the Board to appoint the 2018 Audit Committee by approving Resolution No: 2018-1 “Appointment of the 2018 Membership of the Audit Committee”

BACKGROUND:

On March 21, 2012 (last updated on May 21, 2015 by Resolution 2015-2), the Authority passed a resolution creating the Audit Committee Charter. Within this charter the Audit Committee was charged with advising the Authority of financial and accounting matters relating to the Authority’s audited financial reports. Each year by resolution, the Authority appoints the membership of the Audit Committee for that year. Resolution No: 2018-1 is attached which outlines the membership of the 2018 Audit Committee.

PRIOR ACTION: N/A

FUNDING: N/A

FINANCIAL IMPACT: N/A

ATTACHMENTS: Attachment #1 –Resolution No. 2018-1 “Appointment of the 2018 Membership of the Audit Committee”

PRESENTATION: N/A

RESOLUTION NO. 2018-1

ESTABLISHING 2018 MEMBERSHIP OF THE AUDIT COMMITTEE

WHEREAS, by resolution dated March 15, 2017 (“Committee Charter”) the Charlottesville-Albemarle Airport Authority reauthorized an audit committee previously created by resolution approved on March 21, 2012, charging the audit committee to advise the governing body of the Authority on financial and accounting matters of or relating to the Authority’s audited financial reports, consistent with the responsibilities referenced within said resolution; and

WHEREAS, the membership of the committee is to be constituted on an annual basis by the Authority’s governing board, consistent with the membership established by the Committee Charter (last updated on May 21, 2015 by Resolution 2015-2), and the governing board desires to establish the membership of the committee for calendar year 2018; now, therefore,

BE IT RESOLVED THAT the 2018 membership of the Charlottesville-Albemarle Airport Authority Audit Committee shall be as follows:

1. The City of Charlottesville’s Director of Finance, or his or her designee;
2. The Albemarle County Director of Finance, or his or her designee;
3. Addison Barnhardt, a member of the Charlottesville-Albemarle Airport Commission, and who is hereby appointed to serve on the committee for a term concurrent with his or her term of service on the Commission; and
4. Craig Lefanowicz, an individual who the board hereby finds to be deeply-skilled in accounting, and who was appointed to serve on the committee to complete the unexpired term of an individual who resigned. That term expired on December 31, 2017. Mr. Lefanowicz expressed an interest to continue serving on the committee, therefore the 1st of his two (2) three (3) year possible terms will begin on 1/1/18 and Mr. Lefanowicz may serve on the Audit Committee through December 31, 2023.
5. Don Long, who shall serve both as a representative of this board and as an individual who the board hereby finds to be deeply-skilled in business and/or business law. Mr. Long may serve on the Audit Committee through December 31, 2020, or until he is no longer a member of this Board, whichever first occurs.

ADOPTED this 17th day of January, 2018.

Vote

Ayes: _____ Noes: _____

Certified

By: _____

Melinda Crawford, Secretary



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: January 17, 2018

SUBJECT: **Action Item #4:** Amendment of the FY18 Operating Budget and the 6 Year Airport Capital Improvement Plan (ACIP)

RECOMMENDATION: Approval of the FY18 Operating Budget amendment #1 as proposed and the revised 6 Year ACIP.

BACKGROUND: This item has been proposed to amend the FY18 Operating Budget to reflect actual vs. estimated figures and to address airport needs. A revised 6 Year ACIP is also presented which reflects actual vs. estimated figures and concurs with VDOA reporting.

The FY18 Operating Budget and the 6 Year ACIP were approved in June of 2017. The amendment includes an adjustment to payroll line items that resulted in a net change across all department of (\$11,099). Also addressed is an increase to the HVAC Maintenance and Janitorial Contract line items to address additional costs in those areas. This amendment will reflect the actual cost of the airport liability insurance program which was received in late June. In August of 2017, VDOA informed staff that two projects (triturator and parking steps) were ineligible. It was also determined that additional VDOA funding for debt service and maintenance/service contracts was eligible for reimbursement thereby reducing the originally budgeted expenses for these items.

Additional parking revenues and funds from the prior year net operations were used to offset the total costs of all changes noted above.

EXPENSES:	Janitorial Contract:	\$ 20,000
	HVAC Maintenance:	\$ 9,270
	Payroll:	\$ (11,099)
	Airport Liability Insurance:	\$ 1,904
	Debt Service reimb.	\$(235,000)
	Maint/Service reimb.	\$(240,000)
	Triturator	\$ 326,861
	Parking Steps	\$ 435,555
	Total Additional Expenses:	<u>\$ 307,491</u>
REVENUES:	Parking Revenue	\$ 20,075
	FY17 Discretionary Income	\$ 287,416
	Total Additional Revenues:	<u>\$ 307,491</u>

Also included within this item is the Revised 6 Year ACIP which is presented for consideration. This amended ACIP reflects VDOA's determinations, revised cost estimates of projects, and the inclusion of additional projects. A spreadsheet is provided that notes the proposed changes and provides an explanation for each.

PIOR ACTION: 6/6/17 – The FY18 Operating Budget and 6 Year ACIP were approved.

FINANCIAL IMPACT: The proposed amended FY18 Operating Budget will result in an increase of \$307,491.

ATTACHMENTS: Attachment #1: FY18 Operating Budget as amended.
Attachment #2: Revised 6 Year ACIP.

PRESENTATION: None

Charlottesville Albemarle Airport Authority
FY 2018 Operating Budget

SUMMARY

	APPROV 061717 FY 2018	PROPOSED 1/17/18	Change
Revenues:			
Terminal	2,146,740	\$2,146,740	-
Airfield	1,329,271	\$1,329,271	-
Parking	4,116,744	\$4,136,819	20,075
Indirect	81,200	\$368,616	287,416
<i>Total Revenues</i>	7,673,955	\$7,981,446	307,491
Expenses:			
Terminal	2,387,718	\$2,431,233	43,515
Airfield	1,329,271	\$1,647,054	317,783
Parking	1,860,224	\$2,055,450	195,226
Indirect	1,884,265	\$1,635,232	(249,033)
<i>Total Expenses</i>	7,461,477	\$7,768,968	307,491
Net Income¹	212,477	212,478	0

¹Net Income flows to Revenue Covenant Coverage Fund & appropriated:

Cov. Fund/Ent.Match	212,477
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Charlottesville Albemarle Airport Authority

FY 2018 Operating Budget

	APPROV 061717	PROPOSED	CHANGE
	FY 2018	1/17/18	
TERMINAL:			
FAA Service Rent	\$41,722	\$41,722	\$0
TSA Lease	\$36,108	\$36,108	\$0
Rental Car Concessions	984,998	\$984,998	\$0
Ground Transportation Fees	24,000	\$24,000	\$0
Rental Car QTA Land Lease	56,133	\$56,133	\$0
Advertising Concession	150,000	\$150,000	\$0
Food & Gift Concession	89,640	\$89,640	\$0
Misc. Concession Rev.	2,000	\$2,000	\$0
ATM Concession	7,476	\$7,476	\$0
State Ent. Debt Serv Reimb	50,000	\$50,000	\$0
Terminal Revenues	\$1,442,077	\$1,442,077	\$0
Plus Calculated Airline Terminal Re	\$704,663	\$704,663	\$0
Total Terminal Revenues	\$2,146,740	\$2,146,740	\$0
AIRFIELD:			
Charter Revenue	\$19,920	\$19,920	\$0
Ground Rent	90,347	\$90,347	\$0
FBO Revenue	445,932	\$445,932	\$0
A/W Fuel Flowage	7,500	\$7,500	\$0
State Maintenance Revenue	0	\$0	\$0
Misc. Revenue	4,500	\$4,500	\$0
Access Control ID Fees	13,200	\$13,200	\$0
Airfield Revenues	581,399	\$581,399	\$0
Plus Airline Landing Fees	747,872	\$747,872	\$0
Total Airfield Revenues	\$1,329,271	\$1,329,271	\$0
PARKING:			
Parking Revenues	\$4,110,744	\$4,130,819	\$20,075
Parking Permits-Tenants	5,400	\$5,400	\$0
Misc. Fees	600	\$600	\$0
Total Parking Revenues	\$4,116,744	\$4,136,819	\$20,075
ADMINISTRATIVE:			
Operating Interest	\$5,040	\$5,040	\$0
Miscellaneous Income	500	\$500	\$0
State Promotion Grant	25,000	\$25,000	\$0
State Air Service Grant	20,000	\$20,000	\$0
FY17 Discretionary Income	0	\$287,416	\$287,416
QTA Staff Reimbursement	30,660	\$30,660	\$0
Administrative Revenues	\$81,200	\$368,616	\$287,416
Total Revenues	\$7,673,955	\$7,981,446	\$307,491

Charlottesville Albemarle Airport Authority

FY 2018 Operating Budget

OPERATING EXPENSES

	Approv 061617 FY 2018	Proposed 1/17/18	Change
TERMINAL:			
Wages	\$ 574,423	\$ 586,294	\$ 11,871
Terminal Contracted Service	\$ -	\$ -	\$ -
Overtime	\$ 50,000	\$ 60,000	\$ 10,000
FICA/Benefits	\$ 45,958	\$ 48,436	\$ 2,478
Health Insurance Expense	\$ 123,066	\$ 112,186	\$ (10,880)
Life Insurance Expense	\$ 6,432	\$ 6,469	\$ 37
STD/LTD Insurance Expense	\$ 752	\$ 627	\$ (125)
Retirement Expense	\$ 37,397	\$ 38,014	\$ 617
Util-Electric	\$ 165,000	\$ 165,000	\$ -
Util-Propane	\$ 4,000	\$ 4,000	\$ -
Util-Oil	\$ 40,000	\$ 40,000	\$ -
Util-Telephone	\$ 10,512	\$ 10,512	\$ -
Util-Water	\$ 26,400	\$ 26,400	\$ -
Util-Disposal	\$ 38,400	\$ 38,400	\$ -
Insurance	\$ 33,744	\$ 33,991	\$ 247
Snow Removal	\$ 6,960	\$ 6,960	\$ -
Building Maintenance	\$ 100,008	\$ 100,008	\$ -
Maintenance Equip Purchase	\$ 7,200	\$ 7,200	\$ -
Relamp	\$ 12,504	\$ 12,504	\$ -
Welding/Fabrication	\$ 2,400	\$ 2,400	\$ -
Terminal Signage & Compliance	\$ 50,004	\$ 50,004	\$ -
Terminal Interior Landscape	\$ 6,240	\$ 6,240	\$ -
OSHA Compliance	\$ 29,052	\$ 29,052	\$ -
Bag Claim Maintenance	\$ 13,500	\$ 13,500	\$ -
Maintenance Work Order Account	\$ -	\$ -	\$ -
State Maintenance	\$ -	\$ -	\$ -
Janitorial Supplies	\$ 34,032	\$ 34,032	\$ -
Payroll Processing Fees	\$ 2,340	\$ 2,340	\$ -
Education-Public Safety	\$ 19,152	\$ 19,152	\$ -
Elevator/Escalator Maintenance	\$ 46,536	\$ 46,536	\$ -
HVAC Maintenance	\$ 68,316	\$ 77,586	\$ 9,270
FIDS Maintenance	\$ 50,000	\$ 50,000	\$ -
KABA Maintenance	\$ 20,000	\$ 20,000	\$ -
Janitorial Contract	\$ 155,532	\$ 175,532	\$ 20,000
Emergency Communications	\$ 27,108	\$ 27,108	\$ -
Dues/Subscriptions	\$ 3,055	\$ 3,055	\$ -
Terminal Paging	\$ 20,004	\$ 20,004	\$ -
Public Safety Uniforms	\$ 7,200	\$ 7,200	\$ -
CSO Uniforms	\$ -	\$ -	\$ -
Customer Service/Ambassador	\$ 10,008	\$ 10,008	\$ -
Safety	\$ 11,508	\$ 11,508	\$ -
First Aid Supplies	\$ 8,800	\$ 8,800	\$ -
VCIN Expense	\$ -	\$ -	\$ -
Firearms	\$ -	\$ -	\$ -
Travel - Public Safety	\$ 36,600	\$ 36,600	\$ -
Towing Expense	\$ 750	\$ 750	\$ -
Education-Operations	\$ 3,650	\$ 3,650	\$ -
Travel - Operations	\$ 3,175	\$ 3,175	\$ -
Terminal Direct Expenses	\$ 1,911,718	\$ 1,955,233	\$ 43,515
Debt Service	\$ 476,000	\$ 476,000	\$ -
Total Terminal Expenses	\$ 2,387,718	\$ 2,431,233	

Charlottesville Albemarle Airport Authority
FY 2018 Operating Budget
OPERATING EXPENSES

	Approv 061617 FY 2018	Proposed 1/17/2018	Change
AIRFIELD:			
Wages	\$ 470,178	\$ 469,259	\$ (919)
Overnight Security		\$ -	\$ -
Overtime & Standby Pay		\$ -	\$ -
Airfield Contracted Services	\$ -	\$ -	\$ -
Overtime	\$ 60,000	\$ 60,000	\$ -
FICA/Benefits	\$ 37,803	\$ 39,303	\$ 1,500
Health Insurance Expense	\$ 100,698	\$ 89,818	\$ (10,880)
Life Insurance Expense	\$ 6,560	\$ 6,624	\$ 64
STD/LTD Insurance Expense	\$ 577	\$ 449	\$ (128)
Retirement Expense	\$ 33,712	\$ 33,646	\$ (66)
Util-Electric	\$ 28,800	\$ 28,800	\$ -
Util-Propane	\$ 6,000	\$ 6,000	\$ -
Util-Telephone	\$ 6,864	\$ 6,864	\$ -
Util-Water	\$ 336	\$ 336	\$ -
Insurance	\$ 34,320	\$ 35,671	\$ 1,351
Snow Removal	\$ 47,910	\$ 47,910	\$ -
Airfield Lighting	\$ 10,318	\$ 10,318	\$ -
Airfield Maintenance	\$ 67,380	\$ 67,380	\$ -
Airfield Grounds Maintenance	\$ 17,750	\$ 17,750	\$ -
Airfield Equipment Mtnc	\$ 89,100	\$ 89,100	\$ -
Maintenance Equip Purchase	\$ 6,160	\$ 6,160	\$ -
Vehicle Expense	\$ 55,344	\$ 55,344	\$ -
State Maintenance	\$ 50,000	\$ 50,000	\$ -
Payroll Processing Fees	\$ 2,340	\$ 2,340	\$ -
Education	\$ 11,508	\$ 11,508	\$ -
Travel	\$ 10,260	\$ 10,260	\$ -
Dues & Subscriptions	\$ 1,785	\$ 1,785	\$ -
Uniforms	\$ 8,028	\$ 8,028	\$ -
Emergency Exercises	\$ 1,500	\$ 1,500	\$ -
Environmental	\$ 8,904	\$ 8,904	\$ -
800 mhz Infrast. Mtnc Exp	\$ 21,300	\$ 21,300	\$ -
ARFF Equipment	\$ 24,504	\$ 24,504	\$ -
ARFF Training Supplies	\$ 13,300	\$ 13,300	\$ -
Firearms	\$ 5,760	\$ 5,760	\$ -
Hazmat Supplies	\$ 3,000	\$ 3,000	\$ -
ANTN/LETN Dues & Subs	\$ -	\$ -	\$ -
Access Control Mtnc & Supply	\$ 80,472	\$ 80,472	\$ -
Triturator deemed inelig. By VDOA	\$ -	\$ 326,861	\$ 326,861
Security Background Expense	\$ 6,800	\$ 6,800	\$ -
Airfield Direct Expenses	\$ 1,329,271	\$ 1,647,054	\$ 317,783
Debt Service			
Total Airfield Expenses	\$ 1,329,271	\$ 1,647,054	\$ 317,783

Charlottesville Albemarle Airport Authority
FY 2018 Operating Budget
OPERATING EXPENSES

	Proj. FY FY 2018	Proposed 1/17/2018	Change
PARKING:			
Wages	\$ 329,276	\$ 328,506	\$ (770)
Overtime	\$ 50,000	\$ 50,000	\$ -
FICA/Taxes	\$ 29,339	\$ 29,280	\$ (59)
Health Insurance Expense	\$ 97,872	\$ 93,152	\$ (4,720)
Life Insurance Expense	\$ 4,314	\$ 4,303	\$ (11)
STD/LTD Insurance Expense	\$ 500	\$ 500	\$ -
Retirement Expense	\$ 23,609	\$ 23,554	\$ (55)
Util-Electric	\$ 4,200	\$ 4,200	\$ -
Util-Telephone	\$ 12,000	\$ 12,000	\$ -
Util-Water	\$ 300	\$ 300	\$ -
Insurance	\$ 8,220	\$ 8,506	\$ 286
Snow Removal	\$ 7,900	\$ 7,900	\$ -
Parking Lot Lighting	\$ 12,000	\$ 12,000	\$ -
Grounds Maintenance	\$ 87,445	\$ 87,445	\$ -
Pavement/Step/Booth Mtnc	\$ 12,900	\$ 12,900	\$ -
Parking Equip. Mtnc	\$ 21,710	\$ 21,710	\$ -
Supplies	\$ 6,096	\$ 6,096	\$ -
Signage & Traffic Control	\$ 11,700	\$ 11,700	\$ -
Payroll processing fees	\$ 2,340	\$ 2,340	\$ -
Education	\$ 3,936	\$ 3,936	\$ -
Travel	\$ 5,520	\$ 5,520	\$ -
Dues & Subscriptions	\$ 448	\$ 448	\$ -
Parking Vehicles	\$ 5,160	\$ 5,160	\$ -
Uniforms	\$ 4,008	\$ 4,008	\$ -
Credit Card Discount	\$ 145,200	\$ 145,200	\$ -
Cash Over/Short	\$ 120	\$ 120	\$ -
Bad Debt Expense	\$ 204	\$ 204	\$ -
Parking Steps deemed inelig. by VD	\$ -	\$ 435,555	\$ 435,555
Parking Expansion	\$ 600,000	\$ 600,000	\$ -
Parking Direct Expenses	\$ 1,486,317	\$ 1,916,543	\$ 430,226
Debt Service	\$ 373,907	\$ 138,907	\$ (235,000)
Total Parking Expenses	\$ 1,860,224	\$ 2,055,450	\$ 195,226

**Charlottesville Albemarle Airport Authority
FY 2018 Operating Budget**

OPERATING EXPENSES

	Proj. FY FY 2018	Proposed 1/17/2018	Change
ADMINISTRATIVE:			
Wages	\$ 677,406	\$ 691,466	\$ 14,060
Overtime	\$ 20,000	\$ 20,000	\$ -
FICA	\$ 53,748	\$ 54,823	\$ 1,075
Health Insurance Expense	\$ 86,832	\$ 61,452	\$ (25,380)
Life Insurance Expense	\$ 7,952	\$ 8,136	\$ 184
STD/LTD Insurance Expense	\$ 472	\$ 472	\$ -
Retirement Expense	\$ 46,525	\$ 47,533	\$ 1,008
Util-Telephone	\$ 17,596	\$ 17,596	\$ -
Insurance	\$ 25,008	\$ 25,028	\$ 20
Office Supplies	\$ 9,600	\$ 9,600	\$ -
Office Expense	\$ 22,344	\$ 22,344	\$ -
Payroll Processing Fees	\$ 2,340	\$ 2,340	\$ -
Education	\$ 9,180	\$ 9,180	\$ -
IT Expense	\$ 112,788	\$ 112,788	\$ -
Equipment Lease	\$ 5,232	\$ 5,232	\$ -
Admin Travel Expense	\$ 15,000	\$ 15,000	\$ -
Marketing Travel Expense	\$ 23,000	\$ 23,000	\$ -
Dues & Subscriptions-admin	\$ 8,619	\$ 8,619	\$ -
Dues & Subscriptions-mktng	\$ 6,080	\$ 6,080	\$ -
Shipping	\$ 2,400	\$ 2,400	\$ -
Meeting Expenses	\$ 3,100	\$ 3,100	\$ -
Postage	\$ 1,700	\$ 1,700	\$ -
Banking Fees	\$ 600	\$ 600	\$ -
Service Fees	\$ -	\$ -	\$ -
Human Resource Expenses	\$ 19,926	\$ 19,926	\$ -
Miscellaneous Expense	\$ -	\$ (240,000)	\$ (240,000)
Bad Debt Expense	\$ 250	\$ 250	\$ -
Professional Fees	\$ 159,200	\$ 159,200	\$ -
Advertising & Promotion	\$ 380,086	\$ 380,086	\$ -
Special Events	\$ 15,780	\$ 15,780	\$ -
Air Service Development	\$ 151,500	\$ 151,500	\$ -
Administrative Direct Expenses	\$ 1,884,265	\$ 1,635,232	\$ (249,033)
Total O&M Expenses w/o Debt	\$ 7,461,477	\$ 7,768,968	\$ 307,491

January 2018

1. Executive Director's Update

- a. Personnel Update– Grant Davis was a seasonal employee for Maintenance, and he has been hired to fill the vacant Maintenance position.
- b. Strategic Plan Update – To be provided.
- c. Parking Update - To be provided, and it will include discussion of the update of CHO's 2007 Parking Demand/Parking Garage Feasibility Report
- d. Rental Car Update – To be provided.
- e. Rules and Regulation Update - To be provided.
- f. Construction Update –
 - a. Runway/ Taxiway Rehab Project – To be provided and will include a discussion of a proposed seal coating option.
 - b. Air Carrier Ramp Expansion Design Project – To be provided and will include discussion of the status of the Airport's Layout Plan (ALP) update.
 - c. Land Acquisition Project – To be provided.
 - d. Entry Pavilion Project – To be provided.
 - e. Surface Parking Expansion Project – To be provided.
- g. Marketing and Air Service Update – To be provided.