

Charlottesville Albemarle Airport Authority Meeting
Tuesday, March 13, 2018 at 8:30 a.m.
at the Airport Terminal – Lower Level Conference Room

AGENDA

Call to Order:

Consent Agenda:

1. Minutes – January 17, 2018 meeting
2. Financial Statements – January 31, 2018 (Unaudited)
3. Airport Statistics: December 2017 and January 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.

Action Items:

1. Realignment and recommission of the Approach Lighting System (Medium Approach Light System with Runway Alignment Indicator Lights (MALSR))
2. Talbert & Bright Work Authorization #18-01 "Entry Pavilion Final Design and Bidding Services"

Informational Items:

1. Executive Director's Update
 - a. Personnel Update
 - b. Custodial Contract Update
 - c. FY2019 – Proposed 6-Year ACIP
 - d. Strategic Plan Update
 - e. Construction Update
 - i. Parking Expansion
 - ii. Runway Rehab
 - iii. Ramp Remarketing and Expansion
 - iv. FIDS/PA/Media Management Update
 - v. Charging Stations Installation
 - f. Marketing & Air Service Update

Next Scheduled Meeting: Wednesday, May 8, 2018 (*a request to change this date has been made*), 8:30 a.m., Location to be determined

Adjourn:

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

MINUTES

Members Present: Donald Long, Maurice Jones, Jeff Richardson

Members Absent: none

Staff Present: Melinda Crawford: Executive Director, Penny Shifflett: Director of Finance and Administration

Others Present: Lisa Robertson: Deputy Interim City Attorney

Call to Order at 10:36 a.m. by Donald Long.

Consent Agenda:

1. Minutes – October 6, 2017: Mr. Jones motioned to approve the Minutes, Mr. Long seconded the motion, and it was unanimously approved.
2. Financial Statements –November 30, 2017 (Unaudited)
3. Airport Statistics: October and November 2017

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

Matters from the Public: None

Recognition of: A Resolution from the Audit Committee was read into the records as follows:

***CHARLOTTESVILLE-ALBEMARLE AIRPORT AUDIT COMMITTEE RESOLUTION
ACKNOWLEDGING THE SERVICE AND CONTRIBUTIONS OF:***

BETTY BURRELL, Director of Finance, Albemarle County

WHEREAS, the Audit Committee of the Charlottesville-Albemarle Airport wishes to honor and acknowledge Betty Burrell's years of service to the Committee, the Charlottesville-Albemarle Airport Authority, Albemarle County, and the greater Charlottesville community; and,

WHEREAS, she has given freely her professional experience and knowledge to oversee and strengthen the financial operations of the Airport in advancing its objective to "GO CHO" and serve as a gateway to and from our community; and,

WHEREAS, she has graced the Audit Committee with her friendship and commitment to public service;

THEREFORE LET IT BE RESOLVED, that the Audit Committee of the Charlottesville-Albemarle Airport gratefully acknowledge her service and contributions, and in commending her for service, do wish her every success and happiness in all her future endeavors.

APPROVED, this day, December 14, 2017, Charlottesville, Virginia.

Action Items:

1. Annual Election of Chairman, Vice-Chairman, and Secretary/Treasurer:
 - a. **Recommendation:** To select a Chairman, a Vice-Chairman, and the Secretary/Treasurer in accordance with the Authority's enabling legislation.
 - b. Mr. Jones moved to appoint Mr. Long as Chairman of the Board.
 - c. Motion seconded by Mr. Richardson and it was unanimously approved.
 - d. Mr. Long moved to appoint Mr. Jones as the Vice-Chairman of the Board and Ms. Crawford as the Secretary/Treasurer, the motion was seconded by Mr. Richardson, and it was unanimously approved.
2. FY-2017 Comprehensive Annual Financial Report (CAFR):
 - a. **Recommendation:** For the Board to Accept the FY-2017 CAFR as presented.
 - b. The report was discussed, the three items noted in the Management Letter were identified, staff's responses to the items were discussed, and the Audit Committee's recommendation for the Board to accept the FY-2017 CAFR was conveyed.

- c. The hiring of a full-time accounting assistant in lieu of a part-time position was discussed. The Board agreed to let staff determine the most beneficial course of staffing for this position.
 - d. The Audit Committee's recommendation that Robinson Farmer & Cox Associates be authorized to provide the professional audit services for the audit of the financial reports for the fiscal year ending June 30, 2018 was discussed and agreed upon by the Board.
 - e. Mr. Jones moved to accept the FY-2017 Comprehensive Annual Financial Report as presented, the motion was seconded by Mr. Richardson, and it was unanimously approved.
3. 2018 Audit Committee Membership
- a. **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"
 - b. The proposed appointees to the Audit Committee were discussed, and Mr. Long agreed to continue his term on the Audit Committee.
 - c. Mr. Jones moved to approve Resolution No: 2018-1 "Appointment of the 2018 Membership of the Audit Committee", the motion was seconded by Mr. Richardson, and it was unanimously approved.
4. Amendment of FY18 Operating and Capital Budget
- a. **Recommendation:** For the Board to approve the FY18 Operating Budget amendment #1 as proposed and the revised 6 Year Airport Capital Improvement Plan (ACIP) as presented.
 - b. The amendment of the Operating Budget as identified within the agenda item was discussed.
 - c. The revisions of the 6 Year ACIP were discussed and funding for the projects was explained.
 - d. Mr. Richardson moved to approve Amendment #1 of the FY18 Operating Budget and the revised 6 Year ACIP as presented, the motion was seconded by Mr. Jones, and it was unanimously approved.

Informational Items:

1. **Executive Director's Update:** The following items were presented by Ms. Crawford:
 - a. **Personnel Update** – Mr. Grant Davis has been hired to fill the vacant maintenance position.
 - b. **Strategic Plan Update** – The Strategic Plan Update was postponed to the March meeting.
 - c. **Parking Update** – A forecast of parking space requirements was discussed.
 - d. **Rental Car Update** – The agreements have been sent to the rental car companies for execution.
 - e. **Rules and Regulations Update** – The upcoming revision of the Authority's Rules and Regulations was discussed.
 - f. **Construction Update** – A brief update of following construction projects was provided.
 - i. Runway/Taxiway Rehab Project- Staff is checking with our engineers about overlay options.
 - ii. Air Carrier Ramp Expansion Design Project- This project will provide 4-5 additional aircraft parking spots and will also update the on lightening on the ramp.
 - iii. Land Acquisition Project-The purchased of approximately 8 acres of land has been completed. This land will be for terminal area development.
 - iv. Entry Pavilion Project- The conceptual designs should be available at the next meeting
 - v. Surface Parking Expansion Project- Currently in the design phase.
 - g. **Marketing & Air Service Update:** An upcoming change to the airlines' flight schedule was discussed.
 - h. **Commission's Recommendation:** The Commission had voted for the Board to be notified of the "urgent safety issue associated with the reactivation of the airport's approach lighting systems", and the Commission also asked that the Board act on this issue. The Commission's recommendations were presented, and the Board agreed that the Executive Director should emphasize to the FAA that the Board felt that the deactivation of the approach lights was a serious issue that should be resolved as soon as possible.

Next Scheduled Meeting: Tuesday, March 13, 2018, 8:30 a.m. Airport Terminal's lower-level conference room

Adjourn: 11:56 a.m.

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

Charlottesville-Albemarle Airport Authority

Profit & Loss Notes

As of January 31, 2018

\$15K and 10% change

Expenses:

- A. Credit Card Discount:-- year-to-date expense = \$106,896 Budgeted = \$84,700
This is a direct correlation to the parking credit card revenue which has increased significantly due to the parking rate increase that took place on August 15, 2017 and to the increase in passenger traffic at CHO.
- B. Various Expense Line Items:--There are a few line items under budget. These expenses vary and it is not unusual for them to happen later in the year or at the end of the budget cycle.

Net Income

January year-to-date net income before other income = \$791,155.

3/8/2018

Charlotteville Albemarle Airport Authority

Profit & Loss Statement

For the Seven Months Ending Wednesday, January 31, 2018

	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	\$334,290.00	\$329,947.00	\$4,343.00	1.32%	\$2,434,445.01	\$2,287,819.00	\$146,626.01	6.41%
Miscellaneous Fees	25.00	50.00	(25.00)	-50.00%	1,300.00	350.00	950.00	271.43%
Crew Base	350.00	450.00	(100.00)	-22.22%	3,684.49	3,150.00	514.49	16.33%
Total Parking Revenue	\$334,665.00	\$330,447.00	\$4,218.00	1.28%	\$2,439,409.50	\$2,291,319.00	\$148,090.50	6.46%
Airfield Revenues								
Airline Landing Revenue	63,739.64	62,323.00	1,416.64	2.27%	479,776.54	436,261.00	43,515.54	9.97%
Charter Revenue	3,478.52	1,660.00	1,818.52	109.55%	21,367.27	11,620.00	9,747.27	83.88%
AW Flowage	0.00	0.00	0.00	0.00%	5,703.91	3,000.00	2,703.91	90.13%
FBO Revenue	15,175.07	37,161.00	(21,985.93)	-59.16%	265,490.60	260,127.00	5,363.60	2.06%
Ground Rent	6,041.71	6,105.00	(63.29)	-1.04%	59,845.22	59,822.00	23.22	0.04%
Misc. Revenue	0.00	375.00	(375.00)	-100.00%	225.00	2,625.00	(2,400.00)	-91.43%
Security Access Control Revenue	856.00	1,100.00	(244.00)	-22.18%	9,374.30	7,700.00	1,674.30	21.74%
Total Airfield Revenue	\$89,290.94	\$108,724.00	(\$19,433.06)	-17.87%	\$841,782.84	\$781,155.00	\$60,627.84	7.76%
Terminal Revenues								
Airline Rent	41,015.49	41,015.58	(0.09)	0.00%	287,108.43	287,109.06	(0.63)	0.00%
Advertising	35,733.15	15,750.00	19,983.15	126.88%	61,438.29	71,250.00	(9,811.71)	-13.77%
Rental Car Revenue	73,360.92	63,333.00	10,027.92	15.83%	473,419.44	443,331.00	30,088.44	6.79%
Misc. Concession Rev.	0.00	0.00	0.00	0.00%	280.00	2,000.00	(1,720.00)	-86.00%
Ground Transportation Fees	2,000.00	2,000.00	0.00	0.00%	14,000.00	14,000.00	0.00	0.00%
Rental Car QTA Land Lease	4,678.00	4,678.00	0.00	0.00%	32,746.00	32,746.00	0.00	0.00%
ATM Concession	623.00	623.00	0.00	0.00%	4,361.00	4,361.00	0.00	0.00%
Food/Gift Concessions	7,593.96	7,470.00	123.96	1.66%	64,337.24	52,290.00	12,047.24	23.04%
Maint. Work Order Revenue	0.00	0.00	0.00	0.00%	1,203.86	0.00	1,203.86	0.00%
State Debt Service Reimb.	0.00	0.00	0.00	0.00%	25,000.00	25,000.00	0.00	0.00%
TSA Lease	3,015.83	3,009.00	6.83	0.23%	21,085.01	21,063.00	22.01	0.10%
FAA Service Fee/Rent	3,792.92	3,793.00	(0.08)	0.00%	26,550.44	26,551.00	(0.56)	0.00%
Total Terminal Revenue	\$171,813.27	\$141,671.58	\$30,141.69	21.28%	\$1,011,529.71	\$979,701.06	\$31,828.65	3.25%
Administrative Revenues								
Interest Income	948.30	420.00	528.30	125.79%	6,363.67	2,940.00	3,423.67	116.45%
Miscellaneous Income	243.30	500.00	(256.70)	-51.34%	1,413.59	500.00	913.59	182.72%
State Promotion Reimb.	0.00	0.00	0.00	0.00%	0.00	11,000.00	(11,000.00)	-100.00%
Air Service Development	0.00	0.00	0.00	0.00%	0.00	12,000.00	(12,000.00)	-100.00%
QTA Staff Reimbursement	2,555.00	2,555.00	0.00	0.00%	17,885.00	17,885.00	0.00	0.00%
Total Administrative Revenue	\$3,746.60	\$3,475.00	\$271.60	7.82%	\$25,662.26	\$44,325.00	(\$18,662.74)	-42.10%
Total Revenues	\$599,515.81	\$584,317.58	\$15,198.23	2.60%	\$4,318,384.31	\$4,096,500.06	\$221,884.25	5.42%

2018 Profit and Loss
Profit and Loss Statement

Change

> \$15K + 10%

Profit & Loss Statement
For the Seven Months Ending Wednesday, January 31, 2018

	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	26,153.81	25,191.00	962.81	3.82%	202,746.45	189,830.00	12,916.45	6.80%
Overtime - Parking	4,718.22	9,000.00	(4,281.78)	-47.58%	22,797.39	30,100.00	(7,302.61)	-24.26%
Payroll Taxes	2,318.68	2,657.00	(338.32)	-12.73%	16,409.52	17,027.00	(617.48)	-3.63%
Retirement	1,941.61	1,967.00	(25.39)	-1.29%	11,776.72	13,769.00	(1,992.28)	-14.47%
Health Ins./Supp.	5,387.20	8,156.00	(2,768.80)	-33.95%	54,505.20	57,092.00	(2,586.80)	-4.53%
Long Term Disability	59.39	41.00	18.39	44.85%	545.30	293.00	252.30	86.11%
Life Insurance	358.86	360.00	(1.14)	-0.32%	2,150.40	2,520.00	(369.60)	-14.67%
Util - Parking Lights	307.46	350.00	(42.54)	-12.15%	2,543.54	2,450.00	93.54	3.82%
Util - Telephone	1,013.16	1,000.00	13.16	1.32%	7,070.10	7,000.00	70.10	1.00%
Util - Water	24.52	25.00	(0.48)	-1.92%	155.04	175.00	(19.96)	-11.41%
Insurance Expense	708.85	685.00	23.85	3.48%	5,700.60	4,795.00	905.60	18.89%
Snow Removal	310.00	1,975.00	(1,665.00)	-84.30%	2,463.73	3,950.00	(1,486.27)	-37.63%
Parking Lot Lighting	7,987.03	1,000.00	6,987.03	698.70%	10,110.66	7,000.00	3,110.66	44.44%
Parking Grounds Maintenance	(1,303.50)	7,287.00	(8,590.50)	-117.89%	40,171.19	51,009.00	(10,837.81)	-21.25%
Parking Pavement/Booths/Steps	243.83	1,075.00	(831.17)	-77.32%	1,111.06	7,525.00	(6,413.94)	-85.24%
Parking Equip. Maintenance	0.00	1,809.00	(1,809.00)	-100.00%	10,117.99	12,665.00	(2,547.01)	-20.11%
Supplies	3,687.90	508.00	3,179.90	625.96%	5,410.90	3,556.00	1,854.90	52.16%
Parking - Signage & Traffic Control	0.00	975.00	(975.00)	-100.00%	2,549.54	6,825.00	(4,275.46)	-62.64%
Payroll Processing Fees	306.47	195.00	111.47	57.16%	1,590.99	1,365.00	225.99	16.56%
Travel	0.00	460.00	(460.00)	-100.00%	0.00	3,220.00	(3,220.00)	-100.00%
Education	0.00	328.00	(328.00)	-100.00%	0.00	2,296.00	(2,296.00)	-100.00%
Dues & Subs	35.00	37.00	(2.00)	-5.41%	310.00	263.00	47.00	17.87%
Vehicle Expenses	0.00	430.00	(430.00)	-100.00%	0.00	3,010.00	(3,010.00)	-100.00%
Uniforms	0.00	334.00	(334.00)	-100.00%	0.00	2,338.00	(2,338.00)	-100.00%
Credit Card Discount	13,928.42	12,100.00	1,828.42	15.11%	106,895.61	84,700.00	22,195.61	26.20%
Over & Short	(83.00)	10.00	(93.00)	-930.00%	(83.00)	70.00	(153.00)	-218.57%
Bad Debt Expense	0.00	17.00	(17.00)	-100.00%	0.00	119.00	(119.00)	-100.00%
2004 Debt Service Parking	10,544.30	10,544.00	0.30	0.00%	105,839.40	105,838.00	1.40	0.00%
2014 Debt Service Parking	15,276.40	15,276.50	(0.10)	0.00%	106,934.80	106,935.50	(0.70)	0.00%
2017 Parking Exp. Design	53,990.01	50,000.00	3,990.01	7.98%	65,987.79	65,000.00	987.79	1.52%
Total Parking Expenses	\$147,914.62	\$153,792.50	(\$5,877.88)	-3.82%	\$785,810.92	\$792,735.50	(\$6,924.58)	-0.87%

3/8/2018

Charlotteville Albemarle Airport Authority

Profit & Loss Statement

For the Seven Months Ending Wednesday, January 31, 2018

3

	Current Period Amount	Current Period Budget Amount	(Under) Over Budget	Percentage	Y-T-D Amount	Y-T-D Budget Amount	(Under) Over Budget	Percentage
Airfield Expenses								
Wages	34,492.12	36,180.00	(1,687.88)	-4.67%	268,782.14	271,267.00	(2,484.86)	-0.92%
Overtime - Airfield	5,875.98	10,000.00	(4,124.02)	-41.24%	34,021.39	43,000.00	(8,978.61)	-20.88%
Payroll Taxes	3,880.51	3,304.00	576.51	17.45%	22,994.36	22,439.00	555.36	2.47%
Retirement	2,575.99	2,809.00	(233.01)	-8.30%	14,215.68	19,663.00	(5,447.32)	-27.70%
Health Ins./Supp.	6,514.00	8,391.00	(1,877.00)	-22.37%	46,782.50	58,743.00	(11,960.50)	-20.36%
Long Term Disability	40.95	48.00	(7.05)	-14.69%	221.13	336.00	(114.87)	-34.19%
Life Insurance	491.86	547.00	(55.14)	-10.08%	2,686.52	3,829.00	(1,142.48)	-29.84%
Util - Electric	2,903.96	2,400.00	503.96	21.00%	17,180.86	16,800.00	380.86	2.27%
Util - Propane	1,609.88	1,100.00	509.88	46.35%	3,983.50	3,500.00	483.50	13.81%
Util - Telephone	593.97	572.00	21.97	3.84%	4,657.85	4,004.00	653.85	16.33%
Util - Water	1,674.26	28.00	1,646.26	5879.50%	1,876.66	196.00	1,680.66	857.48%
Insurance Expense	2,972.60	2,860.00	112.60	3.94%	20,808.20	20,020.00	788.20	3.94%
Snow Removal	20,351.88	20,655.00	(303.12)	-1.47%	20,903.11	26,411.00	(5,507.89)	-20.85%
Airfield Lighting Maintenance	499.80	860.00	(360.20)	-41.88%	499.80	6,020.00	(5,520.20)	-91.70%
Maint. Airfield Equipment	5,330.60	7,425.00	(2,094.40)	-28.21%	64,989.40	56,975.00	8,014.40	14.07%
Maint. Equipment Purchase	746.68	509.00	237.68	46.70%	1,513.56	3,563.00	(2,049.44)	-57.52%
Maintenance	7,772.44	5,615.00	2,157.44	38.42%	14,594.87	39,305.00	(24,710.13)	-62.87%
Airfield Grounds Maintenance	6,827.03	1,479.00	5,348.03	361.60%	9,289.17	10,353.00	(1,063.83)	-10.28%
State Maintenance	0.00	4,167.00	(4,167.00)	-100.00%	0.00	29,169.00	(29,169.00)	-100.00%
Vehicle Expense Gas and Oil	0.00	4,612.00	(4,612.00)	-100.00%	18,052.83	32,284.00	(14,231.17)	-44.08%
Payroll Processing Fees	306.51	195.00	111.51	57.18%	1,590.99	1,365.00	225.99	16.56%
Travel	0.00	855.00	(855.00)	-100.00%	0.00	5,985.00	(5,985.00)	-100.00%
Education	0.00	959.00	(959.00)	-100.00%	1,055.00	6,713.00	(5,658.00)	-84.28%
Dues & Subs	0.00	0.00	0.00	0.00%	7,840.00	1,750.00	6,090.00	348.00%
Uniforms - Maintenance	0.00	669.00	(669.00)	-100.00%	740.96	4,683.00	(3,942.04)	-84.18%
Environmental Compliance	0.00	742.00	(742.00)	-100.00%	9,257.66	5,194.00	4,063.66	78.24%
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.	5,717.50	5,325.00	392.50	7.37%	17,152.50	15,975.00	1,177.50	7.37%
ARFF Equipment	630.36	2,042.00	(1,411.64)	-69.13%	13,097.45	14,294.00	(1,196.55)	-8.37%
ARFF Training Supplies	1,792.45	1,108.00	684.45	61.77%	10,087.68	7,756.00	2,331.68	30.06%
Firearms	0.00	480.00	(480.00)	-100.00%	465.24	3,360.00	(2,894.76)	-86.15%
Hazmat Materials	0.00	250.00	(250.00)	-100.00%	1,515.71	1,750.00	(234.29)	-13.39%
Security Access Control	0.00	6,706.00	(6,706.00)	-100.00%	2,255.14	46,942.00	(44,686.86)	-95.20%
Security Background Processing	1,500.00	566.00	934.00	165.02%	4,500.00	3,962.00	538.00	13.58%
Total Airfield Expenses	\$115,101.33	\$133,458.00	(\$18,356.67)	-13.75%	\$641,336.32	\$789,106.00	(\$147,769.68)	-18.73%

2018 Profit and Loss
Profit and Loss Statement

Profit & Loss Statement
For the Seven Months Ending Wednesday, January 31, 2018

	Current Period Amount	Current Period Budget Amount	(Under) Over Budget	Percentage	Y-T-D Amount	Y-T-D Budget Amount	(Under) Over Budget	Percentage
Terminal Expenses								
Wages	41,369.95	45,312.00	(3,942.05)	-8.70%	303,575.23	332,303.00	(28,727.77)	-8.65%
Overtime - Terminal	5,113.48	10,000.00	(4,886.52)	-48.87%	34,560.40	33,000.00	1,560.40	4.73%
Payroll Taxes	4,309.87	4,017.00	292.87	7.29%	25,397.09	26,827.00	(1,429.91)	-5.33%
Retirement	2,940.01	3,116.00	(175.99)	-5.65%	16,441.34	21,812.00	(5,370.66)	-24.62%
Health Ins./Supp.	8,379.60	10,255.00	(1,875.40)	-18.29%	59,841.70	71,785.00	(11,943.30)	-16.64%
Long Term Disability	60.06	62.00	(1.94)	-3.13%	335.78	435.00	(99.22)	-22.81%
Life Insurance	521.89	536.00	(14.11)	-2.63%	2,866.70	3,752.00	(885.30)	-23.60%
Util - Electric	12,760.90	13,750.00	(989.10)	-7.19%	95,954.15	96,250.00	(295.85)	-0.31%
Util - Oil	10,903.78	10,000.00	903.78	9.04%	29,769.21	30,000.00	(230.79)	-0.77%
Util - Propane	562.06	1,000.00	(437.94)	-43.79%	760.33	2,500.00	(1,739.67)	-69.59%
Util - Telephone	854.47	876.00	(21.53)	-2.46%	5,956.84	6,132.00	(175.16)	-2.86%
Util - Water	203.15	2,200.00	(1,996.85)	-90.77%	14,301.38	15,400.00	(1,098.62)	-7.13%
Util - Disposal	6,533.11	3,200.00	3,333.11	104.16%	26,822.83	22,400.00	4,422.83	19.74%
Insurance Expense	2,832.59	2,812.00	20.59	0.73%	19,828.13	19,684.00	144.13	0.73%
Maintenance	9,090.36	8,334.00	756.36	9.08%	67,820.97	58,338.00	9,482.97	16.26%
Maint. Equipment Purchase	0.00	600.00	(600.00)	-100.00%	9,894.57	4,200.00	5,694.57	135.59%
Relamp	1,055.90	1,042.00	13.90	1.33%	11,874.64	7,294.00	4,580.64	62.80%
Welding Fabrication	0.00	200.00	(200.00)	-100.00%	0.00	1,400.00	(1,400.00)	-100.00%
Terminal Signage	0.00	4,167.00	(4,167.00)	-100.00%	1,372.01	29,169.00	(27,796.99)	-95.30%
Terminal Landscaping	1,081.50	2,262.00	(1,180.50)	-52.19%	3,244.50	5,158.00	(1,913.50)	-37.10%
OSHA Compliance	99.00	2,421.00	(2,322.00)	-95.91%	2,880.42	16,947.00	(14,066.58)	-83.00%
Baggage Claim Maint.	380.89	1,125.00	(744.11)	-66.14%	9,126.83	7,875.00	1,251.83	15.90%
Janitorial Supplies	305.40	2,836.00	(2,530.60)	-89.23%	4,052.11	19,852.00	(15,799.89)	-79.59%
Payroll Processing Fees	306.51	195.00	111.51	57.18%	1,590.99	1,365.00	225.99	16.56%
Education - Public Safety	0.00	1,596.00	(1,596.00)	-100.00%	0.00	11,172.00	(11,172.00)	-100.00%
Elevator Escalator Maintenance	10,083.15	3,878.00	6,205.15	160.01%	32,821.30	27,146.00	5,675.30	20.91%
HVAC Maintenance	19,396.50	19,396.50	0.00	0.00%	63,861.99	58,189.50	5,672.49	9.75%
Fids Maintenance	440.00	4,000.00	(3,560.00)	-89.00%	3,080.00	28,000.00	(24,920.00)	-89.00%
KABA Maintenance	0.00	1,667.00	(1,667.00)	-100.00%	0.00	11,665.00	(11,665.00)	-100.00%
Janitorial Contract	19,371.88	12,961.00	6,410.88	49.46%	91,421.61	90,727.00	694.61	0.77%
Emergency Communications	1,963.11	2,259.00	(295.89)	-13.10%	13,792.21	15,813.00	(2,020.79)	-12.78%
Dues & Subs	0.00	255.00	(255.00)	-100.00%	6,455.00	1,785.00	4,670.00	261.62%
Terminal Paging System	0.00	1,667.00	(1,667.00)	-100.00%	0.00	11,669.00	(11,669.00)	-100.00%
Travel - Public Safety	0.00	3,050.00	(3,050.00)	-100.00%	207.35	21,350.00	(21,142.65)	-99.03%
Travel - Operations	615.10	0.00	615.10	0.00%	615.10	750.00	(134.90)	-17.99%
Education - Operations	0.00	0.00	0.00	0.00%	0.00	1,700.00	(1,700.00)	-100.00%
Uniforms - Public Safety	155.58	600.00	(444.42)	-74.07%	676.43	4,200.00	(3,523.57)	-83.89%
Uniforms - CSO	146.33	834.00	(687.67)	-82.45%	7,041.47	5,838.00	1,203.47	20.61%
Safety	0.00	959.00	(959.00)	-100.00%	1,180.13	6,713.00	(5,532.87)	-82.42%
First Aid Supplies	0.00	733.00	(733.00)	-100.00%	55.95	5,131.00	(5,075.05)	-98.91%
Snow Removal	24.57	580.00	(555.43)	-95.76%	24.57	4,060.00	(4,035.43)	-99.39%
Towing Expense	0.00	62.00	(62.00)	-100.00%	0.00	434.00	(434.00)	-100.00%
2004 Debt Service - Terminal	39,666.63	39,667.00	(0.37)	0.00%	277,666.41	277,669.00	(2.59)	0.00%
Total Terminal Expenses	\$201,527.33	\$224,482.50	(\$22,955.17)	-10.23%	\$1,247,167.67	\$1,417,889.50	(\$170,721.83)	-12.04%
2018 Profit and Loss								
Profit and Loss Statement								

Profit & Loss Statement
For the Seven Months Ending Wednesday, January 31, 2018

	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	48,084.24	52,773.00	(4,688.76)	-8.88%	387,137.40	391,476.00	(4,338.60)	-1.11%
Overtime - Admin	57.89	5,200.00	(5,142.11)	-98.89%	9,008.50	18,400.00	(9,391.50)	-51.04%
Payroll Taxes	3,624.96	4,468.00	(843.04)	-18.87%	27,372.19	31,586.00	(4,213.81)	-13.34%
Retirement	3,699.67	3,877.00	(177.33)	-4.57%	23,305.45	27,139.00	(3,833.55)	-14.13%
Health Ins./Supp.	3,938.80	5,121.00	(1,182.20)	-23.09%	31,600.40	35,847.00	(4,246.60)	-11.85%
Long Term Disability	93.82	39.00	54.82	140.56%	515.63	277.00	238.63	86.15%
Life Insurance	671.87	662.00	9.87	1.49%	4,221.82	4,634.00	(412.18)	-8.89%
Util - Telephone	1,714.00	1,466.00	248.00	16.92%	13,921.52	10,262.00	3,659.52	35.66%
Insurance Expense	2,073.16	2,084.00	(10.84)	-0.52%	12,810.12	14,588.00	(1,777.88)	-12.19%
Office Supplies	315.32	800.00	(484.68)	-60.59%	15,620.64	5,600.00	10,020.64	178.94%
Office Expenses	235.99	1,862.00	(1,626.01)	-87.33%	5,116.93	13,034.00	(7,917.07)	-60.74%
Payroll Processing Fees	306.51	195.00	111.51	57.18%	1,591.03	1,365.00	226.03	16.56%
Travel-Admin & Marketing	0.00	2,250.00	(2,250.00)	-100.00%	7,186.35	24,750.00	(17,563.65)	-70.96%
Education	0.00	765.00	(765.00)	-100.00%	1,345.95	5,355.00	(4,009.05)	-74.87%
Computer Expense	3,583.81	9,399.00	(5,815.19)	-61.87%	25,331.58	65,793.00	(40,461.42)	-61.50%
Equipment Lease	0.00	436.00	(436.00)	-100.00%	2,565.78	3,052.00	(486.22)	-15.93%
Dues & Subs-Admin & Marketing	245.00	1,358.00	(1,113.00)	-81.96%	7,155.00	8,344.00	(1,189.00)	-14.25%
Banking Fees	250.00	0.00	250.00	0.00%	1,343.00	300.00	1,043.00	347.67%
Service Fees	13.48	0.00	13.48	0.00%	132.41	0.00	132.41	0.00%
Human Resources	3,327.93	1,647.00	1,680.93	102.06%	19,894.42	11,920.00	7,974.42	66.90%
Meeting Expense	201.30	258.00	(56.70)	-21.98%	913.12	1,806.00	(892.88)	-49.44%
Postage	209.48	0.00	209.48	0.00%	220.25	1,125.00	(904.75)	-80.42%
Shipping	164.32	200.00	(35.68)	-17.84%	1,419.71	1,400.00	19.71	1.41%
Miscellaneous Expenses	0.00	0.00	0.00	0.00%	43.45	0.00	43.45	0.00%
Professional Fees	6,610.00	13,267.00	(6,657.00)	-50.18%	48,266.79	92,869.00	(44,602.21)	-48.03%
Advertising & Promotions	21,697.13	33,158.00	(11,460.87)	-34.56%	154,585.59	237,446.00	(82,860.41)	-34.90%
Special Events	0.00	1,315.00	(1,315.00)	-100.00%	8,516.82	9,205.00	(688.18)	-7.48%
Air Service Development	26,986.15	10,000.00	16,986.15	169.86%	41,772.82	67,000.00	(25,227.18)	-37.65%
Total Admin. Expenses	\$128,104.83	\$152,600.00	(\$24,495.17)	-16.05%	\$852,914.67	\$1,084,573.00	(\$231,658.33)	-21.36%
Total Operating Expenses	\$592,648.11	\$664,333.00	(\$71,684.89)	-10.79%	\$3,527,229.58	\$4,084,304.00	(\$557,074.42)	-13.64%
Net Inc. Bef. Other Income	6,867.70	(80,015.42)	86,883.12	-108.58%	791,154.73	12,196.06	778,958.67	6386.97%
Other Income:								
Coverage Fund	17,706.42	17,706.42	0.00	0.00%	123,944.94	123,944.94	0.00	0.00%
Net Inc. Aft. Other Income	\$24,574.12	(\$62,309.00)	\$86,883.12	-139.44%	\$915,099.67	\$136,141.00	\$778,958.67	572.17%
Other Expense:								
Depreciation & Amort.								
2018 Profit and Loss								
Profit and Loss Statement								

3/8/2018

Charlotteville Albemarle Airport Authority

Profit & Loss Statement

For the Seven Months Ending Wednesday, January 31, 2018

6

	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.	\$330,671.15	\$342,000.00	(\$11,328.85)	-3.31%	\$2,346,885.64	\$2,394,000.00	(\$47,114.36)	-1.97%
Net Inc. (Loss) After D & A	(\$306,097.03)	(\$404,309.00)	\$98,211.97	-24.29%	(\$1,431,785.97)	(\$2,257,859.00)	\$826,073.03	-36.59%

2018 Profit and Loss
Profit and Loss Statement

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

	December	January	Change	%
Liabilities, Deferred Inflows and Net Position				
Current Liabilities				
Payable From Unrestricted Assets:				
Accounts payable	260,744	297,237	36,493	14.00%
Accrued Payroll	69,301	69,301	0	0.00% This gets adjusted at year-end
Accrued leave	108,641	108,641	0	0.00% This gets adjusted at year-end
A/P Security dep/perf. bonds	32,667	32,667	0	0.00% Old 27K colgan and another airline, 5,667 Tailwind
Total Current Liabilities from Unrestricted Assets	471,353	507,846	36,493	7.74%
Payable from Restricted Assets:				
Accrued Interest	15,144	15,144	0	0.00% This gets adjusted at year-end
Due to Unrestricted Funds	913,188	913,188	0	0.00%
Retainage payable	450,261	450,261	0	0.00% Chemung. No Jan Bill Received
Capital Accounts Payable	1,148,681	361,011	(787,670)	-68.57%
Total Current Liabilities from Restricted Assets	2,527,274	1,739,604	(787,670)	-31.17%
Non-Current Liabilities:				
Revenue bonds payable, net of unamortized bond discount				
N/P 2006 VRA Debt Service	3,112,843	3,112,843	0	0.00% These get adjusted at year-end
Due to VDOA Bridge Loans	206,697	206,697	0	0.00% "
Net Pension Liability	734,882	734,882	0	0.00% "
	978,872	978,872	0	0.00% "
Total Non-Current Liabilities	5,033,294	5,033,294		
Total liabilities	8,031,921	7,280,744	(751,177)	-9.35%
Deferred Inflows of Resources				
Pension Expenses	38,008	38,008	0	0.00%
Net Position				
Invested in Capital Assets	100,837,738	100,852,643	14,905	0.01%
Restricted:	7,724,063	8,608,324	884,261	11.45%
Unrestricted:	1,638,052	1,715,394	77,342	4.72%
Total Net Position	110,199,853	111,176,361	976,508	0.89%
Total Liabilities, Deferred Inflows and Net Position	118,269,782	118,495,113	225,331	0.19%

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

Assets

Current Assets:

Unrestricted Assets:

Cash and cash equivalents	1,580,365	1,786,770	206,405	13.06%
Prepaid Insurance	51,256	42,669	(8,587)	-16.75%
Prepaid Insurance - Rental Car Facility	2,417	1,984	(433)	-17.91%
Prepaid Expenses	30,489	29,892	(597)	-1.96%
Accounts receivable-net	329,468	246,515	(82,953)	Anthem Premiums
Due From Restricted Funds	913,188	913,188	0	-25.18%
Total Unrestricted Assets	2,907,183	3,021,018	113,835	0.00%

Coverage Funds to Cap for Kenbridge Bills
To resolve when closing State Grant

Non Current Assets

Restricted Assets:

Capital Funds:

Cash and cash equivalents	519,880	189,622	(330,258)	-63.53%
Receivables	627,606	627,606	0	0.00%

Passenger Facility Charge Funds:

Cash and cash equivalents	585,873	692,613	106,740	18.22%
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Rental Car Facility Charge Funds:

Cash CFC Fund	20,126	41,731	21,605	107.35%
Cash CFC General Fund	75,975	73,860	(2,115)	-2.78%
Cash QTA Maintenance Fund	834,561	834,845	284	0.03%
Receivables	54,233	45,526	(8,707)	-16.05%

State Entitlement Funds:

Cash and cash equivalents	7,217,749	7,521,400	303,651	4.21%
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Revenue Bond Funds:

Investments	152,822	152,874	52	0.03%
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Cash VRA Escrow:

Total restricted assets	10,088,825	10,180,077	91,252	0.90%
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Non-Current Assets

Restricted Assets

Revenue Bond Funds

Cash and Cash Equivalents	147,368	152,707	5,339	3.62%
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Capital Assets

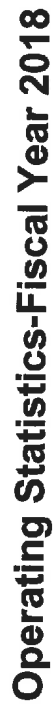
Charlotteville-Albemarle Airport Authority
Statement of Net Position
Fiscal Year 2018

	December	January	Change	%
Land	19,230,590	19,230,590	0	0.00%
Buildings, improvements and equipment, net of depreciation	74,076,041	73,778,989	(297,052)	-0.40%
Master plan and amortization	50,928	46,681	(4,247)	-8.34%
Construction in progress	11,402,932	11,719,136	316,204	2.77%
Total Capital Assets (net of accu. deprec.)	104,760,491	104,775,396	14,905	0.01%
Total Non-Current Assets	104,907,859	104,928,103	20,244	0.02%
Total ASSETS	117,903,867	118,129,198	225,331	0.19%
Deferred Outflows of Resources				
Loss on refunding of debt	131,669	131,669	0	0.00%
Pension Contributions	234,246	234,246	0	0.00%
Total deferred outflows of resources	365,915	365,915	0	0.00%
Total Assets and Deferred Outflows	118,269,782	118,495,113		



This variance is being researched

*Concessionable revenue-not gross



Operating Statistics-Fiscal Year 2018

*Concessionable revenue-not gross



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: March 13, 2018

SUBJECT: **Action Item #1** – Realignment and recommission of the Approach Lighting System (Medium Approach Light System with Runway Alignment Indicator Lights (MALSR))

RECOMMENDATION: The Board approve the FAA Reimbursable Agreement for MALSR Realignment Services in the amount of \$93,673.81 and adopt Authority Resolution No. 18-02 “Executive Director Authorization to Approve Engineering Fees and Administer Delta Airports Consultants’ Work Order for MALSR Realignment Final Design and Bidding Services”

BACKGROUND: During the Runway/Taxiway Rehabilitation Project, the Runway3 approach lighting system was surveyed and found to be out of tolerance. The FAA then turned the system off. After a great deal of discussion with the FAA, they have submitted a reimbursable agreement in the amount of \$93,673.81 which will provide for their review of the realignment design, construction administration of the work and flight checking services for the completed project. Approval of Authority Resolution No. 18-02 will allow the Executive Director to approve engineering fees and administer a Delta Airports Consultants’ Work Order that will provide final design and bidding services for the MALSR realignment project.

PRIOR ACTION: January 2018- The Board directed the Executive Director to emphasize to the FAA their concerns that the deactivation of the approach lights was a serious issue that should be resolved as soon as possible.

FUNDING:	Federal:	\$	0
	State:	\$	0
	Local:*	\$	<u>93,673.81</u>
	Total:	\$	<u>93,673.81</u>

FINANCIAL IMPACT: * This cost will be originally funded from Airport Discretionary Funds. This issue has been presented to the FAA and VDOA for their consideration of potential funding.

ATTACHMENTS: **Attachment #1** – Resolution No. 2018-02 “Executive Director Authorization to Approve Engineering Fees and Administer Delta Airports Consultants’ Work Order to provide final design and bidding services for the MALSR Realignment Project”
Attachment #2 – FAA information of the MALSR

PRESENTATION: Architectural Rendering of Entry Pavilion and Pedestrian Canopy

RESOLUTION NO. 2018 -02

Executive Director Authorization to Approve Engineering Fees and Administer Delta Airport Consultants Work Order to Provide Final Design and Bidding Services for MALSR Realignment Project

WHEREAS, the Charlottesville-Albemarle Airport Authority's Approach Lighting System (Medium Approach Light System with Runway Alignment Indicator Lights (MALSR)) was surveyed and found to be out of tolerance in May 2017; and,

WHEREAS, the Federal Aviation Administration (FAA) recognized the liability associated with the lighting system being out of compliance and decommissioned the system; and,

WHEREAS, the Board recognizes that the MALSR serves an important role in the safe and efficient operations of aircraft utilizing Runway 3; and,

WHEREAS, the Board directed the Executive Director to work with the FAA and relay their concerns that the deactivation of the Runway 3 approach lights was a serious issue that should be resolved as soon as possible; and,

WHEREAS, the FAA has proposed a Reimbursable Agreement which will allow for them to review the design, oversee the construction administration of the realignment project, and to flight check the finished project; and,

WHEREAS, it was determined by this Board that proceeding with securing the engineering services of Delta Airport Consultants to provide final design and bidding services for this project was beneficial to the Authority; and,

WHEREAS, staff is working with Delta Airports Consultants to secure a work order that will provide these services, and it has been determined that proceeding with this work order is in the best interest of the operational efficiency of the airport; and,

BE IT RESOLVED by the governing Board of the Charlottesville-Albemarle Airport Authority that the Executive Director is authorized to act on behalf of the Authority in making a final decision for approval of the engineering services for the project, and thereafter, the Executive Director is hereby designated as the Board's agent for administration of said work order, including, without limitation: executing the documents on behalf of the Authority; giving of notices and approvals required of the Authority, and exercising and enforcing such other rights as may be authorized or reserved to the Authority within the work order. Work order modifications shall be made in accordance with state law and within the Executive Director's contracting authority. All decisions and contractual obligations made by the Executive Director on behalf of the Authority shall be conditioned upon the availability and appropriation of funds by the Authority to support continuing performance of the work order.

ADOPTED this 13th day of March, 2018.

Vote:

Aye: _____

No: _____

Certified:

By: _____
Melinda Crawford, Secretary



Federal Aviation Administration

Lighting Systems - Medium Approach Light System with Runway Alignment Indicator Lights (MALSR)

Approach Light Systems (ALS) provide the basic means to transition from instrument flight to visual flight for landing. Operational requirements dictate the sophistication and configuration of the approach light system for a particular runway. The **MALSR (Medium Intensity Approach Lighting System With Runway Alignment Indicator Lights)** is a medium approach intensity lighting system (ALS) installed in airport runway approach zones along the extended centerline of the runway. The MALSR, consisting of a combination of threshold lamps, steady burning light bars and flashers, provides visual information to pilots on runway alignment, height perception, roll guidance, and horizontal references for Category I Precision Approaches.



Typical Ground Installation

A typical MALSR uses 18 lamps (PAR 56) along the runway threshold spaced 10' apart, 9 light bars with 5 lights (PAR 38) separated every 200' and 5 sequenced flashers also separated every 200' over a distance of 2,400' from the runway threshold. At the 1,000' point there are three light bars (15 lamps) for added visual reference for the pilot on final approach. Sequenced flashing lights provide added visual guidance down the runway centerline path. Planned approach visibility is at least 1,800' to .5 miles, with a decision height of 200'.

From: Teronda.Jackson@faa.gov [mailto:Teronda.Jackson@faa.gov]
Sent: Tuesday, February 27, 2018 3:55 PM
To: Melinda Crawford
Cc: Penny Shifflett
Subject: RE: CHO Runway 3 MALSR Meeting - Estimated Cost

Melinda,

The cost estimate total for the CHO MALSR Reimbursable Agreement is \$93,673.81. This includes overhead costs (cost estimate = \$82,476.00 + overhead costs = \$11,197.81; total = \$93,673.81)

This is estimate is for design (review), construction (administration), and MALSR flight inspection.

Sincerely,

Teronda V. Jackson, PMP
Civil Engineer





TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: March 13, 2018

SUBJECT: **Action Item #2** – Approve Talbert & Bright’s Work Authorization No.:18-01 Entry Pavilion Final Design and Bidding Services

RECOMMENDATION: The Board 1) approves Talbert & Bright’s Work Authorization No.: 18-01 “Entry Pavilion Final Design and Bidding Services” in the amount of \$342,010 and 2) adopts Authority Resolution No. 2018-3 “Executive Director Authorization to Administer Talbert & Bright’s Work Authorization No.: 18-01 Entry Pavilion Final Design and Bidding Services”

BACKGROUND: The FY-2018 Capital Budget contained \$800,000 for a project which would remove the northern set of elevator steps and construct an ADA accessible covered ramp system for the ingress and egress of passengers. The design for the project was completed and the project was released for bids. Two firms responded with bids that were higher than anticipated. Following the receipt of the bids, staff asked the Board for permission to revisit the project and explore the option of installing two elevators in the area as well as replacing the existing center steps. Talbert & Bright Engineering under Work Authorization No.: 17-03 has completed the conceptual design and CATEX (Categorical Exclusion Determination) services for this revised project. This new Work Authorization No.: 18-01 will allow Talbert & Bright to perform the final design and bidding services for the project, and Resolution No. 2018-3 will authorize the Executive Director to Administer Talbert & Bright’s Work Order No.:18-01 “Entry Pavilion Final Design and Bidding Services”

PRIOR ACTION: May 2017: Board approved the FY2018 Budget which includes funding for the construction of the landside ADA passenger walkway ramp system.

October 2017: Board approved the Resolution No. 2017-11 “Executive Director Authorization to Approve Engineering Fees and Administer Talbert & Bright’s Work Order No.:17-03 “Entry Pavilion and Pedestrian Canopy CATEX and Conceptual Design Services””

FUNDING:	Federal:	\$ 307,809
	State:	\$ 0
	Local:*	<u>\$ 34,201</u>
	Total:	<u>\$ 342,010</u>

FINANCIAL IMPACT: * Local share will be funded from the Coverage Account.

ATTACHMENTS: #1 – Talbert & Bright Work Order No. 18-01
#2 – Authority Resolution No. 2018-3

PRESENTATION: Architectural Rendering of Entry Pavilion

TALBERT & BRIGHT

WORK AUTHORIZATION FOR PROFESSIONAL SERVICES

Charlottesville-Albemarle Airport
Entry Pavilion
Final Design & Bidding Services

Amendment to Work Authorization No.: 17-03 18-01
March 7, 2018
TBI Project No.: 2215-1703

It is agreed to undertake the following work in accordance with the provisions of our Contract for Professional Services.

Description of Work Authorization: Talbert & Bright shall provide Professional Services as described in the attached Scope of Services.

Time Schedule: The schedule for the above referenced work shall be completed per the attached Scope of Services.

Cost of Services: The method of billing and payment for Professional Services shall be in accordance with the attached Scope of Services.

Approved:

For: Charlottesville-Albemarle
Airport Authority

For: Talbert & Bright

Date: _____

Date: _____

Witness:

Witness:

AMENDMENT NO. ONE (1)

SCOPE OF SERVICES

Project Title: Entry Pavilion
Final Design & Bidding

Project Location: Charlottesville-Albemarle Airport

TBI Project Number: 2215-1703

Date: March 7, 2018

Project Description:

This scope of services amendment will provide the final design phase and the bidding phase to the existing work authorization dated September 15, 2017 for a new entry pavilion at the airport. The entry pavilion is intended to replace the existing elevator and two central stair cases that currently provide pedestrian access from the long term parking lot to the terminal building. *Funding for the future construction project is anticipated to be procured by the FAA and Airport Authority.*

Services Offered:

- A) The **Final Design Phase (04.2)** includes development of the preferred concept that was identified by the Conceptual Design Phase of the existing work authorization into construction documents. The final design phase will include plan and specification preparation, Albemarle County Architectural Review Board (ARB) submittal coordination and meeting attendance, subconsultant coordination, civil site quantity calculations, civil site cost estimation, and bid phasing.

The plan set is anticipated to include the following sheets. The sheets may be combined where practical.

- Cover Sheet (1)
- General Layout (1)
- Maintenance of Traffic Plan (1)
- Demolition Plan (1)
- Site/Geometric Plan (1)
- Grading and Drainage Plan (1)
- Erosion and Sediment Control Notes & Details (1)
- Pavement & Sidewalk Details (1)
- Drainage Details (1)
- Utility Details (1)
- Photometric Plan (1)
- Miscellaneous Details (1)
- Subconsultant Plan Sheets (10+)

Additional services included in this phase are design correspondence, local site plan review, utility agency coordination, FAA plan review, plan revisions, filing of FAA form 7460, and

AMENDMENT NO. ONE (1)

SCOPE OF SERVICES

project administrative services. Design correspondence includes written responses to pertinent issues. Plan revisions include the modifications to the plan documents based on receipt of the Airport Authority and local review comments. *Review fees required by Albemarle County are excluded from this scope.*

Three site visits will be conducted during this phase, first to verify existing site features depicted in the ground survey and walk over the site with architect, and the second and third as design review meetings with the Airport Authority.

- B) The **Bidding and Negotiations Phase (Phase 05)** includes advertisement coordination, attendance at the prebid meeting, answering contractor's questions, preparation of written addendum, attending the bid opening, review of contractor qualifications, recommendation of award, and project administrative services. *Advertisement fees are excluded from this scope.*
- C) **Subcontracted Services (Phase 74)** will be procured for this project. The services to be subcontracted include **Architectural Services**.

Architectural Services – will include the design and bidding services required for development of the entry pavilion building. Design services will include aesthetics, mechanical, electrical, plumbing, and structural components. The architect will be in attendance at the ARB meeting plus three site meetings during the final design phase, and at two meetings during the bid phase. The architect will also provide bidding support services required for bidder questions and answers related to the design documents. Subcontractor will be Price Simpson Harvey.

- D) **Anticipated Schedule** – the approximate project schedule is noted below:

Scope of Work Amendment Submission	March 7, 2018
Anticipated Scope of Work Approval	March 30, 2018
Albemarle ARB Submittal	April 9, 2018 <i>(next option April 23rd)</i>
Albemarle ARB Meeting	May 21, 2018 <i>(next option June 4th)</i>
Final Plan Approval	August 2018
Advertise Project	TBD 2018/2019
Bids Due	30 days from Advertisement
Anticipated Construction Start	Spring 2019

- E) Invoicing will be completed based on the percent complete for Fixed Fee phases and hourly time plus expenses for Time & Expense phases. Professional fees are detailed in the attached manhour estimate and professional fee summary.

Attachments:

Attachment 1	Manhour & Fee Summary
Attachment 2	Subconsultant Proposal

MANHOUR ESTIMATE - SCOPE AMENDMENT
CHO Entry Pavilion - Final Design & Bidding Services
Charlottesville-Albemarle Airport
TBI Project No.: 2215-1703

March 7, 2018

PHASE	DESCRIPTION	PRIN	PMGR	PMA4	ENG3	TCH5	ADM4
04.2	FINAL DESIGN						
	Scope Amendment Preparation	2	4	2	0	0	2
	Project Team Task Coordination	1	2	1	1	1	1
	Survey Walkover & Architect Meeting (1)	0	8	0	8	4	4
	Review Geotechnical Reports	0	2	0	2	1	0
	Architect Coordination	2	20	2	30	8	4
	Geometric Layout Design	0	2	0	2	1	0
	Site & Utility Design	1	4	0	8	1	0
	Grading & Drainage Design	0	4	0	8	1	0
	Sediment & Erosion Control Design	0	1	0	2	1	0
	Pavement & Sidewalk Design	0	2	0	4	0	0
	Maintenance of Traffic & Phasing Design	0	8	0	16	1	0
	Lighting / Photometric Coordination	0	4	0	4	1	0
	Landscape Requirements	0	2	0	4	1	0
	Specifications	0	4	1	16	1	8
	Utility Agency Coordination	0	2	0	4	1	1
	Quantities & Bid Phasing	1	2	0	2	1	1
	Opinion of Probable Costs	1	1	0	1	0	0
	Albemarle Submittals / Coordination	0	8	0	16	4	4
	Albemarle ARB Meeting (1)	0	8	0	0	0	0
	Site Review Meetings (2)	8	16	2	8	2	2
	Sponsor Correspondence / Coordination	2	8	2	8	2	2
	FAA Review Submittal	0	2	0	4	4	4
	Final Plan Preparation & Revisions	1	4	0	8	12	8
	FAA Form 7460	0	2	0	0	2	0
	Project Administration	2	1	12	0	0	4
	<i>Plan Set</i>						
	Cover Sheet	0	1	0	1	2	1
	General Layout	0	1	0	1	2	0
	Maintenance of Traffic Plan	0	2	0	1	8	0
	Demolition Plan	0	1	0	2	4	0
	Site/Geometric Plan	0	2	0	2	8	0
	Grading & Drainage Plan	0	2	0	2	4	0
	Sediment & Erosion Control Notes & Details	0	1	0	1	2	0
	Pavement & Sidewalk Details	0	1	0	1	4	0
	Drainage Details	0	1	0	1	4	0
	Utility Details	0	2	0	1	4	0
	Photometric Plan	0	1	0	1	2	0
	Miscellaneous Details	0	1	0	1	2	0
	Subconsultant Plan Sheets	1	1	0	1	4	0
	SUBTOTAL	22	138	22	172	100	46

MANHOUR ESTIMATE - SCOPE AMENDMENT
CHO Entry Pavilion - Final Design & Bidding Services
Charlottesville-Albemarle Airport
TBI Project No.: 2215-1703

March 7, 2018

PHASE	DESCRIPTION	PRIN	PMGR	PMA4	ENG3	TCH5	ADM4
05	BIDDING & NEGOTIATIONS						
	Advertisement Coordination	0	1	0	0	0	2
	Contractor Question & Answer	2	4	0	4	2	4
	Architect Coordination	1	4	0	2	2	1
	Prebid Meeting (1)	0	8	0	2	2	2
	Preparation of Addendum	1	2	1	4	2	4
	Bid Opening (1)	0	8	0	0	0	0
	Bid Tabulations & Analysis	0	1	1	2	0	1
	Recommendation of Award	1	1	0	0	0	1
	Project Administration & Closeout	1	1	2	0	0	1
	<i>SUBTOTAL</i>	6	30	4	14	8	16

FEE ESTIMATE - SCOPE AMENDMENT
CHO Entry Pavilion - Final Design & Bidding Services
Charlottesville-Albemarle Airport
TBI Project No.: 2215-1703

March 7, 2018

PHASE DESCRIPTION

04.2 FINAL DESIGN

DIRECT LABOR		RATE		MANHOURS	AMOUNT	
Principal	PRIN	\$	210.00	22	\$	4,620.00
Project Manager	PMGR	\$	190.00	138	\$	26,220.00
PM Assistant	PMA4	\$	140.00	22	\$	3,080.00
Engineer III	ENG3	\$	108.00	172	\$	18,576.00
Technician V	TCH5	\$	98.00	100	\$	9,800.00
Administrative	ADM4	\$	68.00	46	\$	3,128.00
SUBTOTAL					\$	65,424.00

04.2 FINAL DESIGN

DIRECT EXPENSE		UNIT	RATE		UNITS	AMOUNT	
Travel	MI	\$	0.545		800	\$	436.00
Copying	EA	\$	0.25		3,500	\$	875.00
Reproduction	EA	\$	3.00		300	\$	900.00
Internet/Phone/Fax	MO	\$	50.00		5	\$	250.00
Shipping/Postage	MO	\$	50.00		5	\$	250.00
Misc	MO	\$	50.00		5	\$	250.00
SUBTOTAL						\$	2,961.00

05 BIDDING & NEGOTIATIONS

DIRECT LABOR		RATE		MANHOURS	AMOUNT	
Principal	PRIN	\$	210.00	6	\$	1,260.00
Project Manager	PMGR	\$	190.00	30	\$	5,700.00
PM Assistant	PMA4	\$	140.00	4	\$	560.00
Engineer III	ENG3	\$	108.00	14	\$	1,512.00
Technician V	TCH5	\$	98.00	8	\$	784.00
Administrative	ADM4	\$	68.00	16	\$	1,088.00
SUBTOTAL					\$	10,904.00

05 BIDDING & NEGOTIATIONS

DIRECT EXPENSE		UNIT	RATE		UNITS	AMOUNT	
Travel	MI	\$	0.545		400	\$	218.00
Copying	EA	\$	0.25		2,500	\$	625.00
Reproduction	EA	\$	3.00		200	\$	600.00
Internet/Phone/Fax	MO	\$	50.00		1	\$	50.00
Shipping/Postage	MO	\$	50.00		1	\$	50.00
Misc	MO	\$	50.00		1	\$	50.00
SUBTOTAL						\$	1,593.00

22 ASSUMPTION OF RISK

DIRECT EXPENSE		UNIT	RATE		UNITS	AMOUNT	
Subconsultant Risk	EA	\$	15,000.00		1	\$	15,000.00
SUBTOTAL						\$	15,000.00

TALBERT & BRIGHT**SUBCONTRACTED SERVICES - SCOPE AMENDMENT**

CHO Entry Pavilion - Final Design & Bidding Services

Charlottesville-Albemarle Airport

TBI Project No.: 2215-1703

March 7, 2018

PHASE	DESCRIPTION	COST
74	Architectural Services	\$ 246,128.00
	<i>SUBTOTAL</i>	<i>\$ 246,128.00</i>

PROFESSIONAL FEE SUMMARY - SCOPE AMENDMENT

CHO Entry Pavilion - Final Design & Bidding Services

Charlottesville-Albemarle Airport

TBI Project No.: 2215-1703

March 7, 2018

PHASE	DESCRIPTION	TYPE OF SERVICE	COST
04.2	Final Design	DIRECT LABOR	\$ 65,424.00
04.2	Final Design	DIRECT EXPENSE	\$ 2,961.00
05	Bidding & Negotiations	DIRECT LABOR	\$ 10,904.00
05	Bidding & Negotiations	DIRECT EXPENSE	\$ 1,593.00
22	Assumption of Risk	DIRECT EXPENSE	\$ 15,000.00
FIXED FEE TOTAL			\$ 95,882.00
74	Architectural Services	SUBCONTRACTED SERVICES	\$ 246,128.00
TIME & EXPENSE TOTAL			\$ 246,128.00
TOTAL PROJECT			\$ 342,010.00

RESOLUTION NO. 2018-3

Executive Director Authorization to Approve Engineering Fees and Administer Talbert & Bright's Work Order No.18-01 "Entry Pavilion Final Design and Bidding Services"

WHEREAS, the Charlottesville-Albemarle Airport Authority approved the FY 2018 Budget in May 2017 which included the fees for the construction of an ADA accessible ingress/egress passenger walkway ramp ("Project"); and,

WHEREAS, a Request for Proposals for Professional Aviation/Civil Engineering Services was issued in 2014, and the Authority approved an engineering services contract with Talbert & Bright on January 21, 2015; and,

WHEREAS, the Board approved the 6 year Airport Capital Improvement Plan in May 2016 that included the scope of work for the Project (i.e., to repair and improve the ingress and egress pathway to the terminal area that includes the step rehabilitation and the construction of an ADA ramp system); and,

WHEREAS, the Board also authorized a work order with Talbert & Bright for design services for the Project, and, at the completion of the design, the Project was released for procurement through a competitive sealed bidding process; and,

WHEREAS, two construction bids were received which were higher than anticipated, and the Authority voted unanimously to reject all of those construction bids; and,

WHEREAS, it was determined by this Board that proceeding with a revised project for the conceptual design of an entry pavilion, which could contain two independent elevators for improved ADA accessibility ("Revised Project") would be more beneficial for passengers; and,

WHEREAS, in October 2017, the Board approved Work Order No. 17-03 with Talbert & Bright for services to obtain a Categorical Exclusion (CATEX) determination for accessibility and to perform the conceptual design of the Revised Project; and,

WHEREAS, Talbert & Bright has completed Work Order No. 17-03 and has obtained a CATEX from the FAA for the project and has provided the conceptual design for the project; and,

WHEREAS, Talbert & Bright has submitted Work Authorization No.: 18-01 which will allow Talbert & Bright to perform the final design and bidding services for the project; and,

BE IT RESOLVED by the governing Board of the Charlottesville-Albemarle Airport Authority that the Executive Director is authorized to act on behalf of the Authority in making a final decision for approval of the engineering services for the Project, and thereafter, the Executive Director is hereby designated as the Board's agent for administration of said work order, including, without limitation: executing the documents on behalf of the Authority; giving of notices and approvals required of the Authority, and exercising and enforcing such other rights as may be authorized or reserved to the Authority within the work order. Work order modifications shall be made in accordance with state law and within the Executive Director's contracting authority. All decisions and contractual obligations made by the Executive Director on behalf of the Authority shall be conditioned

upon the availability and appropriation of funds by the Authority to support continuing performance of the work order.

ADOPTED this 13th day of March, 2018.

Vote:

Aye: _____

No: _____

Certified:

By: _____
Melinda Crawford, Secretary

March, 2018

1. Executive Director's Update

- a. Personnel Update– Deana Sultanzada was a temporary employee working with the accounting department, and she has been hired full-time to assist the Director of Finance.
- b. Custodial Contract Update – To be provided.
- c. FY2019 – Proposed 6-Year ACIP - The proposed 6-year Capital Budget will be presented for Board review. Discussion to be provided. Staff is also working on the FY-19 Operating Budget. In the April-May timeframe, staff will complete the proposed Operating Budget and present the corresponding rates/charges to the airlines for review. The proposed Operating Budget will then be presented to the Board in early May for review. The final approval of the FY-2019 Capital and Operating Budget will take place at the Board's May meeting.
- d. Strategic Plan Update – to be provided
- e. Construction Update – to be provided
 - i. Parking Expansion
 - ii. Runway Rehab
 - iii. Ramp Remarking and Expansion
 - iv. FIDS/PA/Media Management Update
 - v. Charging Stations Installation
- f. Marketing & Air Service Update – to be provided