

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

## AGENDA

### **Call to Order:**

### **Consent Agenda:**

1. Minutes – July 10, 2018 meeting
2. Financial Statements – June 30, 2018 (Unaudited)
3. Airport Statistics: June 2018 and July 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. Amendment #1 to the FY19 6-Year Airport Capital Improvement Plan
2. Ratify a Work Order for Delta Airport Consultants for an Airport Layout Plan Update/Narrative

### **Informational Items:**

1. Executive Director's Update
  - a. Personnel Update
  - b. MALSR Update
  - c. ADK Proposal
  - d. Construction Update
    - i. Masterplan Update
    - ii. Parking Improvements
    - iii. Runway/Taxiway Rehab
    - iv. Charging Stations Installation
    - v. Modifications to Gate 1 Area
  - e. Marketing & Air Service Update
    - i. Air Service
    - ii. The Lounge
    - iii. CHO Airport's Commercial Advertising Program

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

**Next Scheduled Meeting:** Tuesday, November 13, 2018, 8:30 a.m., Airport Lower Level Conference Room

**Adjourn:**



Charlottesville Albemarle Airport Board Meeting Minutes  
Tuesday, July 10, 2018 at 8:00 a.m. at the Terminal's Lower Level Conference Room

### MINUTES

**Members Present:** Donald Long, Jeff Richardson

**Members Absent:** Maurice Jones

**Staff Present:** Melinda Crawford: Executive Director; Penny Shifflett: Director of Finance and Administration; Jason Devillier: Director of Operations, Maintenance, & Public Safety; Jason Burch: Director of Marketing; Stirling Williams: Director of Landside Operations; Jessica Conley: Administrative Assistant

**Others Present:** Lisa Robertson, City of Charlottesville Attorney, Davis Long

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

#### **Consent Agenda:**

1. Minutes – June 8, 2018: Mr. Long noted that he didn't know what the term LOA meant in the minutes and it needed to be spelled out. Mr. Richardson motioned to approve the Minutes as amended, Mr. Long seconded the motion, and it was unanimously approved.
2. Financial Statements –May 31, 2018 (Unaudited) discussed.
3. Airport Statistics: April 2018 and May 2018 discussed.

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

**Matters from the Public:** None

#### **Action Items:**

1. Resolution No. 2018-6 "Resolution Making Certain Declarations and Providing Certain Approvals In Connection With a Proposed Bond Issue" Discussion Ensued.

Mr. Richardson moved to approve the resolution, Mr. Long seconded the resolution and it was unanimously approved.

#### **Informational Items:**

1. Executive Director's Update: Ms. Crawford presented the following items:
  - a. Personnel Update: Currently, we are going through the recruitment process for about ten positions and the custodial employees may be hired as temporary employees.
  - b. "The Lounge"-Business Center Update: The Lounge is scheduled to open 07/27/18. Media and VIP tours will begin a week before opening. The daily cost to enter the lounge and the cost for the use of the Lounge Conference Room were discussed.

Mr. Long moved to grant a motion to allow the Executive Director the authority to set the fee for the Lounge with consultation from the Board. Mr. Richardson seconded the motion. It was unanimously approved.

- c. Passenger Facility Charge (PFC) Update: An application in the amount of 1,271,735 was submitted that will fund the sponsor's share of projects.
- d. Construction Update:
  - i. Masterplan Update: The masterplan will focus on the terminal area and parking areas and the RFP should be issued in July.
  - ii. Parking Improvements: Currently in the design phase of the project.

- iii. Runway/Taxiway Rehab: Project is wrapping up soon and is currently in the process of working on centerline and markings. Completion should be by beginning of August.
- iv. Ramp Remarketing and Expansion: Submitted application and once FAA funds are released then work can begin on the design phase of this project.
- v. FIDS/PA/Media Management Update: New system provides flight display, active radar, emergency management/communication as well as digital advertisement. The baggage display aspect of the project will be available soon.
- vi. Charging Stations Installation: Installation of the units at Gate 5 has begun and will be complete by the end of July. Charging stations will eventually be in all gate areas.
- vii. Modifications to Gate 1 Area: Tailwind needed more space so United gate area was relocated to provide additional seating for the restaurant.
- e. Marketing & Air Service Update: Mr. Burch provided an update of recent Air Service Development efforts.

Mr. Richardson inquired about having a representative from the Airport being on the Charlottesville Albemarle Convention & Visitors Bureau (CACVB). Mrs. Crawford will look into this matter, and the issue will be discussed at the next board meeting.

**Closed Session:**

In accordance with VA Code 2.2-3712 the Airport Authority convened in closed session for discussion and consideration of the performance and salary of the Executive Director, pursuant to VA Code 2.2-3711 (A) (1). Mr. Richardson made the motion, Mr. Long seconded the motion, and it was unanimously approved

Board entered closed session at 8:57 a.m.

**Certification of Closed Meeting:**

A 9:37 a.m. Mr. Richardson made the following motion:

I move that this Board certify by a recorded vote that to the best of each Board member's knowledge only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the Motion convening the closes session were heard, discussed or considered in the closed session.

Mr. Long seconded the motion, and the motion was unanimously approved

Mr. Long reported the Executive Director's base salary will be increased to \$166,000 for FY19. Other Benefits will remain the same, and the new salary will have an effective date of 07/01/18.

**Next Scheduled Meeting:** Thursday, September 27, 2018, 8:00 a.m., County of Albemarle office building room#228-B.

**Adjournment:** 9:39 a.m.

Charlottesville-Albemarle Airport Authority  
Financial Statements (unaudited)  
As of June 30, 2018

Charlottesville-Albemarle Airport Authority  
Profit & Loss Notes  
As of June 30, 2018

\$15K and 10% change

Revenues:

- A. Airline Landing Revenue: -- This revenue source is a direct correlation to the number and size of commercial aircraft that land on the runway. Original estimates have been exceeded as airlines continue to add more flights.
- B. Food/Gift Concessions:-- This revenue is a direct result of Tailwinds' sales. They are doing very well this year and have exceeded revenue projections.

NOTE: Administrative Revenue sources: State Promotion and Air Service Development. These sources of revenue are no longer available from the Virginia Department of Aviation (VDOA) starting with FY18. The VDOA has started a new program called Aviation and Airport Promotion. CHO did receive a grant for this in April 2018 and there will be an audit adjustment to recognize a receivable for costs incurred to date.

Expenses:

Parking:

- C. Parking Grounds Maintenance: -- year-to-date expense = \$69,843 Budgeted = \$87,445  
Some of the projected expenses in this category did not need to be contracted out and were handled by maintenance staff.
- D. Credit Card Discount:-- year-to-date expense = \$193,109 Budgeted = \$145,200  
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.
- E. 2017 Parking Exp. Design:-- year-to-date expense = \$221,959 Budgeted = \$600,000  
The design expenses for the parking lot expansion are in progress. Expenses in this area have not materialized in this fiscal year to the extent that was budgeted. The balance of this account will be transferred to the Discretionary account to be used to complete the design.

Airfield:

- F. Payroll line items that are below budget:-- there are some positions that were either vacated during the year or budgeted positions that were filled later in the fiscal year than anticipated. Also when doing the budget for vacant positions, we always budget conservatively for health insurance and enter their premiums at the family rate.
- G. Snow Removal: -- year-to-date expense = \$25,230 Budgeted = \$47,910  
This snow season the deicing fluid was filled one time due to mild winter events.
- H. Maintenance: -- year-to-date expense = \$22,334 Budgeted = \$67,380  
This line item included \$50K for airfield marking and painting that did not happen this fiscal year. This work is anticipated to take place in the first quarter of FY19.

- I. State Maintenance:-- year-to-date expense = \$0 Budgeted = \$50,000  
This line item accounts for projects that are done to the airfield as part of normal wear and tear maintenance such as crack-sealing, weed killer, joint repairs etc. None of these types of projects were done this fiscal year.
- J. Various Expense Line Items Over Various Departments:--There are a few line items under budget. These expenses vary and it is not unusual for them to happen later in the year, at the end of the budget cycle or not at all depending on airport needs. Budgeting is done on a conservative basis therefore it is not unusual to find some items are underspent at year-end.

#### Terminal:

- K. Payroll line items that are below budget:-- there are some positions that were either vacated during the year or budgeted positions that were filled later in the fiscal year than anticipated. Also when doing the budget for vacant positions, we always budget conservatively for health insurance and enter their premiums at the family rate.
- L. Maintenance: -- year-to-date expense = \$157,901 Budgeted= \$100,000  
This line item houses most all of the general terminal maintenance expenses. There were many expenses related to terminal improvements/maintenance that fell below capitalization requirements but were necessary for repairs and overall terminal improvements by enhancing passenger experience.
- M. OSHA Compliance: -- year-to-date expense = \$9,941 Budgeted = \$29,052  
The staff person that normally oversees this account was out for an illness during most of FY18. Upon his return in March, he started addressing items as needed. Some of the items in this category are not necessarily required expenses.
- N. Janitorial Contract: -- year-to-date expense = \$268,512 Budgeted = \$155,532  
Due to the early termination of the Janitorial Contact with Busy Bee, the airport hired a company in the interim while a new Request for Proposal is underway. The cost for the temporary service was much higher than the severed contracted amount.
- O. Travel Public Safety: -- year-to-date expense = \$207 Budgeted = \$36,600  
This line item is underspent due to ASOS I and ASOS II training being held on-site rather than having to travel elsewhere.

#### Administrative:

- P. Miscellaneous Expense:-- year-to-date expense = \$-15,700 Budgeted = \$0  
Items that had been previously identified in earlier years were adjusted which resulted in credits to the miscellaneous expense account.

#### Net Income

June year-to-date net income before other income = \$1,498,947.

Charlottesville Albemarle Airport Authority  
**Profit & Loss Statement**  
 For the Twelve Months Ending Saturday, June 30, 2018

\$15,000 + 10%

	Current Period Amount	Current Period Budget Amount	(Under) Over Budget	Percentage	Y-T-D Amount	Y-T-D Budget Amount	(Under) Over Budget	Percentage
<b>Parking Revenues</b>								
Parking Revenue	\$368,859.00	\$350,125.00	\$18,734.00	5.35%	\$4,335,440.01	\$4,094,633.00	\$240,807.01	5.88%
Miscellaneous Fees	125.00	50.00	75.00	150.00%	2,150.00	600.00	1,550.00	258.33%
Crew Base	400.00	450.00	(50.00)	-11.11%	5,637.76	5,400.00	237.76	4.40%
<b>Total Parking Revenue</b>	<b>\$369,384.00</b>	<b>\$350,625.00</b>	<b>\$18,759.00</b>	<b>5.35%</b>	<b>\$4,343,227.77</b>	<b>\$4,100,633.00</b>	<b>\$242,594.77</b>	<b>5.92%</b>
<b>Airfield Revenues</b>								
Airline Landing Revenue	72,401.95	62,319.00	10,082.95	16.18%	837,861.11	747,872.00	89,989.11	12.03%
Charter Revenue	0.20	1,660.00	(1,659.80)	-99.99%	22,545.80	19,920.00	2,625.80	13.18%
A/W Flowage	0.00	0.00	0.00	0.00%	9,041.99	7,500.00	1,541.99	20.56%
FBO Revenue	39,051.88	37,161.00	1,890.88	5.09%	471,270.48	445,932.00	25,338.48	5.68%
Ground Rent	6,524.29	6,105.00	419.29	6.87%	90,992.36	90,347.00	645.36	0.71%
Misc. Revenue	0.00	375.00	(375.00)	-100.00%	212.90	4,500.00	(4,287.10)	-95.27%
Security Access Control Revenue	728.00	1,100.00	(372.00)	-33.82%	14,619.30	13,200.00	1,419.30	10.75%
<b>Total Airfield Revenue</b>	<b>\$118,706.32</b>	<b>\$108,720.00</b>	<b>\$9,986.32</b>	<b>9.19%</b>	<b>\$1,446,543.94</b>	<b>\$1,329,271.00</b>	<b>\$117,272.94</b>	<b>8.82%</b>
<b>Terminal Revenues</b>								
Airline Rent	41,015.49	41,013.58	1.91	0.00%	492,185.88	492,184.96	0.92	0.00%
Advertising	10,243.00	15,750.00	(5,507.00)	-34.97%	139,263.29	150,000.00	(10,736.71)	-7.16%
Rental Car Revenue	286,856.77	288,335.00	(1,478.23)	-0.51%	1,053,719.97	984,998.00	68,721.97	6.98%
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%	24,000.00	24,000.00	0.00	0.00%
Rental Car QTA Land Lease	4,678.00	4,675.00	3.00	0.06%	56,136.00	56,133.00	3.00	0.01%
ATM Concession	623.00	623.00	0.00	0.00%	7,476.00	7,476.00	0.00	0.00%
Food/Gift Concessions	13,597.12	7,470.00	6,127.12	82.02%	124,234.71	89,640.00	34,594.71	38.59%
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%	50,000.00	50,000.00	0.00	0.00%
TSA Lease	3,029.64	3,009.00	20.64	0.69%	36,197.32	36,108.00	89.32	0.25%
FAA Service Fee/Rent	3,792.92	0.00	3,792.92	0.00%	45,515.04	41,723.00	3,792.04	9.09%
<b>Total Terminal Revenue</b>	<b>\$365,835.94</b>	<b>\$362,875.58</b>	<b>\$2,960.36</b>	<b>0.82%</b>	<b>\$2,030,212.07</b>	<b>\$1,934,262.96</b>	<b>\$95,949.11</b>	<b>4.96%</b>
<b>Administrative Revenues</b>								
Interest Income	1,016.98	420.00	596.98	142.14%	10,787.95	5,040.00	5,747.95	114.05%
Miscellaneous Income	317.00	0.00	317.00	0.00%	2,534.53	500.00	2,034.53	406.91%
State Promotion Reimb.	0.00	14,000.00	(14,000.00)	-100.00%	0.00	25,000.00	(25,000.00)	-100.00%
Air Service Development	0.00	8,000.00	(8,000.00)	-100.00%	0.00	20,000.00	(20,000.00)	-100.00%
QTA Staff Reimbursement	2,555.00	2,555.00	0.00	0.00%	30,666.00	30,660.00	6.00	0.00%
<b>Total Administrative Revenue</b>	<b>\$3,888.98</b>	<b>\$24,975.00</b>	<b>(21,086.02)</b>	<b>-84.43%</b>	<b>\$43,982.48</b>	<b>\$81,200.00</b>	<b>(37,217.52)</b>	<b>-45.83%</b>
<b>Total Revenues</b>	<b>\$857,815.24</b>	<b>\$847,195.58</b>	<b>\$10,619.66</b>	<b>1.25%</b>	<b>\$7,863,966.26</b>	<b>\$7,445,366.96</b>	<b>\$418,599.30</b>	<b>5.62%</b>

Marketing looking over See Note

**Profit & Loss Statement**

For the Twelve Months Ending Saturday, June 30, 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
<b>Parking Expenses</b>								
Wages	29,764.87	25,190.00	4,574.87	18.16%	344,452.38	329,276.00	15,176.38	4.61%
Overtime - Parking	3,136.69	600.00	2,536.69	422.78%	41,967.35	50,000.00	(8,032.65)	-16.07%
Payroll Taxes	2,455.79	2,015.00	440.79	21.88%	28,395.55	29,339.00	(943.45)	-3.22%
Retirement	71.05	1,968.00	(1,896.95)	-96.39%	21,061.31	23,609.00	(2,547.69)	-10.79%
Health Ins./Supp.	5,093.20	8,156.00	(3,062.80)	-37.55%	86,030.40	97,872.00	(11,841.60)	-12.10%
Long Term Disability	88.59	38.00	50.59	133.13%	871.46	500.00	371.46	74.29%
Life Insurance	0.00	358.00	(358.00)	-100.00%	3,880.27	4,314.00	(433.73)	-10.05%
Util - Parking Lights	354.05	350.00	4.05	1.16%	4,386.20	4,200.00	186.20	4.43%
Util - Telephone	523.65	1,000.00	(476.35)	-47.64%	11,692.51	12,000.00	(307.49)	-2.56%
Util - Water	21.20	25.00	(3.80)	-15.20%	266.02	300.00	(33.98)	-11.33%
Insurance Expense	708.85	685.00	23.85	3.48%	9,244.85	8,220.00	1,024.85	12.47%
Snow Removal	155.00	0.00	155.00	0.00%	2,618.73	7,900.00	(5,281.27)	-66.85%
Parking Lot Lighting	0.00	1,000.00	(1,000.00)	-100.00%	10,369.86	12,000.00	(1,630.14)	-13.58%
Parking Grounds Maintenance	5,403.97	7,288.00	(1,884.03)	-25.85%	69,842.94	87,445.00	(17,602.06)	-20.13%
Parking Pavement/Booths/Steps	4,130.23	1,075.00	3,055.23	284.21%	5,854.46	12,900.00	(7,045.54)	-54.62%
Parking Equip. Maintenance	0.00	1,809.00	(1,809.00)	-100.00%	12,001.79	21,710.00	(9,708.21)	-44.72%
Supplies	250.10	508.00	(257.90)	-50.77%	5,757.90	6,096.00	(338.10)	-5.55%
Parking - Signage & Traffic Control	0.00	975.00	(975.00)	-100.00%	6,338.54	11,700.00	(5,361.46)	-45.82%
Payroll Processing Fees	205.90	195.00	10.90	5.59%	2,704.11	2,340.00	364.11	15.56%
Travel	1,439.85	460.00	979.85	213.01%	1,439.85	5,520.00	(4,080.15)	-73.92%
Education	0.00	328.00	(328.00)	-100.00%	3,582.00	3,936.00	(354.00)	-8.99%
Dues & Subs	0.00	37.00	(37.00)	-100.00%	310.00	448.00	(138.00)	-30.80%
Vehicle Expenses	0.00	430.00	(430.00)	-100.00%	0.00	5,160.00	(5,160.00)	-100.00%
Uniforms	580.50	334.00	246.50	73.80%	544.50	4,008.00	(3,463.50)	-86.41%
Credit Card Discount	18,596.09	12,100.00	6,496.09	53.69%	193,108.52	145,200.00	47,908.52	32.99%
Over & Short	0.00	10.00	(10.00)	-100.00%	(168.00)	120.00	(288.00)	-240.00%
Bad Debt Expense	0.00	17.00	(17.00)	-100.00%	0.00	204.00	(204.00)	-100.00%
2004 Debt Service Parking	42,573.60	42,575.00	(1.40)	0.00%	190,590.20	190,589.00	1.20	0.00%
2014 Debt Service Parking	15,276.40	15,276.50	(0.10)	0.00%	183,316.80	183,318.00	(1.20)	0.00%
2017 Parking Exp. Design	17,996.67	85,000.00	(67,003.33)	-78.83%	221,958.93	600,000.00	(378,041.07)	-63.01%
<b>Total Parking Expenses</b>	<b>\$148,826.25</b>	<b>\$209,802.50</b>	<b>(\$60,976.25)</b>	<b>-29.06%</b>	<b>\$1,462,419.43</b>	<b>\$1,860,224.00</b>	<b>(\$397,804.57)</b>	<b>-21.38%</b>



**Profit & Loss Statement**

For the Twelve Months Ending Saturday, June 30, 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
<b>Airfield Expenses</b>								
Wages	40,772.29	36,184.00	4,588.29	12.68%	457,311.95	470,178.00	(12,866.05)	-2.74%
Overtime - Airfield	2,898.64	2,000.00	898.64	44.93%	56,527.75	60,000.00	(3,472.25)	-5.79%
Payroll Taxes	3,193.94	2,687.00	506.94	18.87%	38,225.82	37,803.00	422.82	1.12%
Retirement	80.14	2,810.00	(2,729.86)	-97.15%	26,844.35	33,712.00	(6,867.65)	-20.37%
Health Ins./Supp.	5,699.90	8,391.00	(2,691.10)	-32.07%	77,288.80	100,698.00	(23,409.20)	-23.25%
Long Term Disability	63.49	49.00	14.49	29.57%	550.83	577.00	(26.17)	-4.54%
Life Insurance	0.00	546.00	(546.00)	-100.00%	5,096.79	6,560.00	(1,463.21)	-22.31%
Util - Electric	1,693.93	2,400.00	(706.07)	-29.42%	28,560.27	28,800.00	(239.73)	-0.83%
Util - Propane	0.00	0.00	0.00	0.00%	6,786.39	6,000.00	786.39	13.11%
Util - Telephone	106.03	572.00	(465.97)	-81.46%	7,146.73	6,864.00	282.73	4.12%
Util - Water	30.58	28.00	2.58	9.21%	404.54	336.00	68.54	20.40%
Insurance Expense	2,972.60	2,860.00	112.60	3.94%	35,671.20	34,320.00	1,351.20	3.94%
Snow Removal	0.00	0.00	0.00	0.00%	25,229.98	47,910.00	(22,680.02)	-47.34%
Airfield Lighting Maintenance	13,325.00	858.00	12,467.00	1453.03%	21,957.65	10,318.00	11,639.65	112.81%
Maint. Airfield Equipment	2,462.81	7,425.00	(4,962.19)	-66.83%	94,060.43	89,100.00	4,960.43	5.57%
Maint. Equipment Purchase	0.00	561.00	(561.00)	-100.00%	5,499.55	6,160.00	(660.45)	-10.72%
Maintenance	2,795.30	5,615.00	(2,819.70)	-50.22%	22,333.69	67,380.00	(45,046.31)	-66.85%
Airfield Grounds Maintenance	480.00	1,481.00	(1,001.00)	-67.59%	13,256.03	17,750.00	(4,493.97)	-25.32%
State Maintenance	0.00	4,166.00	(4,166.00)	-100.00%	0.00	50,000.00	(50,000.00)	-100.00%
Vehicle Expense Gas and Oil	0.00	4,612.00	(4,612.00)	-100.00%	30,932.11	55,344.00	(24,411.89)	-44.11%
Payroll Processing Fees	205.90	195.00	10.90	5.59%	2,704.12	2,340.00	364.12	15.56%
Travel	0.00	855.00	(855.00)	-100.00%	0.00	10,260.00	(10,260.00)	-100.00%
Education	0.00	959.00	(959.00)	-100.00%	8,335.00	11,508.00	(3,173.00)	-27.57%
Dues & Subs	0.00	0.00	0.00	0.00%	7,840.00	1,785.00	6,055.00	339.22%
Uniforms - Maintenance	2,891.07	669.00	2,222.07	332.15%	5,127.79	8,028.00	(2,900.21)	-36.13%
Environmental Compliance	337.00	742.00	(405.00)	-54.58%	9,173.15	8,904.00	269.15	3.02%
Emergency Exercises	0.00	0.00	0.00	0.00%	3,724.46	1,500.00	2,224.46	148.30%
800 MHZ Supplies & Mtrc.	0.00	0.00	0.00	0.00%	22,870.00	21,300.00	1,570.00	7.37%
ARFF Equipment	1,190.90	2,042.00	(2,042.00)	-100.00%	20,771.07	24,504.00	(3,732.93)	-15.23%
ARFF Training Supplies	1,562.36	1,112.00	78.90	7.10%	14,790.55	13,300.00	1,490.55	11.21%
Firearms	0.00	480.00	(480.00)	-100.00%	5,151.60	5,760.00	(608.40)	-10.56%
Hazmat Materials	0.00	250.00	(250.00)	-100.00%	1,515.71	3,000.00	(1,484.29)	-49.48%
Security Access Control	2,078.00	6,706.00	(4,628.00)	-69.01%	14,341.64	80,472.00	(66,130.36)	-82.18%
Security Background Processing	0.00	574.00	(574.00)	-100.00%	6,000.00	6,800.00	(800.00)	-11.76%
<b>Total Airfield Expenses</b>	<b>\$84,839.88</b>	<b>\$97,829.00</b>	<b>(\$12,989.12)</b>	<b>-13.28%</b>	<b>\$1,076,394.95</b>	<b>\$1,329,271.00</b>	<b>(\$252,876.05)</b>	<b>-19.02%</b>

Charlotteville Albemarle Airport Authority  
**Profit & Loss Statement**  
 For the Twelve Months Ending Saturday, June 30, 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
<b>Terminal Expenses</b>								
Wages	47,449.90	46,189.00	1,260.90	2.73%	523,842.08	574,423.00	(50,580.92)	-8.81%
Overtime - Terminal	3,293.06	2,000.00	1,293.06	64.65%	58,215.09	50,000.00	8,215.09	16.43%
Payroll Taxes	3,689.40	3,460.00	229.40	6.63%	43,201.75	45,958.00	(2,756.25)	-6.00%
Retirement	102.89	3,117.00	(3,014.11)	-96.70%	30,867.37	37,397.00	(6,529.63)	-17.46%
Health Ins./Supp.	7,565.50	10,261.00	(2,695.50)	-26.27%	99,676.00	123,066.00	(23,390.00)	-19.01%
Long Term Disability	82.60	69.00	13.60	19.71%	761.03	752.00	9.03	1.20%
Life Insurance	0.00	536.00	(536.00)	-100.00%	5,427.12	6,432.00	(1,004.88)	-15.62%
Util - Electric	13,897.83	13,750.00	147.83	1.08%	162,408.73	165,000.00	(2,591.27)	-1.57%
Util - Oil	0.00	0.00	0.00	0.00%	46,318.11	40,000.00	6,318.11	15.80%
Util - Propane	0.00	0.00	0.00	0.00%	1,060.49	4,000.00	(2,939.51)	-73.49%
Util - Telephone	381.63	876.00	(494.37)	-56.43%	11,651.13	10,512.00	1,139.13	10.84%
Util - Water	2,554.54	2,200.00	354.54	16.12%	26,356.08	26,400.00	(43.92)	-0.17%
Util - Disposal	3,594.99	3,200.00	394.99	12.34%	40,975.27	38,400.00	2,575.27	6.71%
Insurance Expense	2,832.59	2,812.00	20.59	0.73%	33,991.08	33,744.00	247.08	0.73%
Maintenance	31,278.15	8,334.00	22,944.15	275.31%	157,900.97	100,008.00	57,892.97	57.89%
Maint. Equipment Purchase	0.00	600.00	(600.00)	-100.00%	11,199.83	7,200.00	3,999.83	55.55%
Relamp	0.00	1,042.00	(1,042.00)	-100.00%	11,980.64	12,504.00	(523.36)	-4.19%
Welding Fabrication	0.00	200.00	(200.00)	-100.00%	254.82	2,400.00	(2,145.18)	-89.38%
Terminal Signage	831.60	4,167.00	(3,335.40)	-80.04%	3,010.15	50,004.00	(46,993.85)	-93.98%
Terminal Landscaping	0.00	0.00	0.00	0.00%	4,326.00	6,240.00	(1,914.00)	-30.67%
OSHA Compliance	5,336.80	2,421.00	2,915.80	120.44%	9,941.33	29,052.00	(19,110.67)	-65.78%
Baggage Claim Maint.	0.00	1,125.00	(1,125.00)	-100.00%	11,979.59	13,500.00	(1,520.41)	-11.26%
Janitorial Supplies	816.07	2,836.00	(2,019.93)	-71.22%	25,716.76	34,032.00	(8,315.24)	-24.43%
Payroll Processing Fees	205.90	195.00	10.90	5.59%	2,704.11	2,340.00	364.11	15.56%
Education - Public Safety	0.00	1,596.00	(1,596.00)	-100.00%	22,126.54	19,152.00	2,974.54	15.53%
Elevator Escalator Maintenance	1,180.50	3,878.00	(2,697.50)	-69.56%	54,843.01	46,536.00	8,307.01	17.85%
HVAC Maintenance	6,164.97	0.00	6,164.97	0.00%	89,423.46	77,586.00	11,837.46	15.26%
Fids Maintenance	440.00	5,000.00	(4,560.00)	-91.20%	4,840.00	50,000.00	(45,160.00)	-90.32%
KABA Maintenance	0.00	1,667.00	(1,667.00)	-100.00%	0.00	20,000.00	(20,000.00)	-100.00%
Emergency Communications	40,145.00	12,961.00	27,184.00	209.74%	268,511.68	155,532.00	112,979.68	72.64%
Dues & Subs	1,941.83	2,259.00	(317.17)	-14.04%	22,123.29	27,108.00	(4,984.71)	-18.39%
Terminal Paging System	0.00	250.00	(250.00)	-100.00%	8,785.00	3,055.00	5,730.00	187.56%
Travel - Public Safety	0.00	1,667.00	(1,667.00)	-100.00%	0.00	20,004.00	(20,004.00)	-100.00%
Travel - Operations	2,023.39	3,050.00	(3,050.00)	-100.00%	207.35	36,600.00	(36,392.65)	-99.43%
Education - Operations	0.00	600.00	(600.00)	-100.00%	3,279.90	3,175.00	104.90	3.30%
Uniforms - Public Safety	1,051.35	600.00	451.35	75.23%	13,499.52	3,650.00	(9,849.52)	-86.99%
Uniforms - CSO	1,195.69	834.00	361.69	43.37%	3,083.71	7,200.00	(4,116.29)	-57.17%
Safety	2,393.21	959.00	1,434.21	149.55%	3,717.34	11,508.00	(7,790.66)	-67.70%
First Aid Supplies	0.00	737.00	(737.00)	-100.00%	658.73	8,800.00	(8,141.27)	-92.51%
Snow Removal	0.00	580.00	(580.00)	-100.00%	24.57	6,960.00	(6,935.43)	-99.65%
Towing Expense	0.00	68.00	(68.00)	-100.00%	0.00	750.00	(750.00)	-100.00%
2004 Debt Service - Terminal	39,666.63	39,663.00	3.63	0.01%	475,999.56	476,000.00	(0.44)	0.00%
<b>Total Terminal Expenses</b>	<b>\$220,116.02</b>	<b>\$186,359.00</b>	<b>\$33,757.02</b>	<b>18.11%</b>	<b>\$2,295,364.19</b>	<b>\$2,396,988.00</b>	<b>(\$101,623.81)</b>	<b>-4.24%</b>

2018 Profit and Loss  
 Profit and Loss Statement

Charlottesville Albemarle Airport Authority  
**Profit & Loss Statement**  
 For the Twelve Months Ending Saturday, June 30, 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	
<b>Administrative Expenses</b>									
Wages	60,009.79	52,773.00	7,236.79	13.71%	668,659.85	677,406.00	(8,746.15)	-1.29%	
Overtime - Admin	1,651.62	400.00	1,251.62	312.91%	17,898.48	20,000.00	(2,101.52)	-10.51%	
Payroll Taxes	4,573.38	4,104.00	469.38	11.44%	49,038.76	53,748.00	(4,709.24)	-8.76%	
Retirement	64.89	3,878.00	(3,813.11)	-98.33%	42,467.19	46,525.00	(4,057.81)	-8.72%	
Health Ins./Supp.	6,176.80	5,121.00	1,055.80	20.62%	58,312.80	61,452.00	(3,139.20)	-5.11%	
Long Term Disability	46.57	39.00	7.57	19.41%	748.49	472.00	276.49	58.58%	
Life Insurance	0.00	664.00	(664.00)	-100.00%	7,711.00	7,952.00	(241.00)	-3.03%	
Util - Telephone	711.60	1,470.00	(758.40)	-51.59%	19,243.21	17,596.00	1,647.21	9.36%	
Insurance Expense	2,223.16	2,084.00	139.16	6.68%	23,325.92	25,008.00	(1,682.08)	-6.73%	
Office Supplies	996.77	800.00	196.77	24.60%	22,822.55	9,600.00	13,222.55	137.73%	
Office Expenses	2,706.45	1,862.00	844.45	45.35%	17,022.24	22,344.00	(5,321.76)	-23.82%	
Payroll Processing Fees	205.90	195.00	10.90	5.59%	2,704.16	2,340.00	364.16	15.56%	
Travel-Admin & Marketing	675.50	1,250.00	(574.50)	-45.96%	12,734.39	38,000.00	(25,265.61)	-66.49%	
Education	161.37	765.00	(603.63)	-78.91%	9,187.09	9,180.00	7.09	0.08%	
Computer Expense	3,925.16	9,399.00	(5,473.84)	-58.24%	46,169.18	112,788.00	(66,618.82)	-59.07%	
Equipment Lease	1,486.95	436.00	1,050.95	241.04%	5,835.25	5,232.00	603.25	11.53%	
Dues & Subs-Admin & Marketing	275.00	1,144.00	(869.00)	-75.96%	14,265.00	14,699.00	(434.00)	-2.95%	
Bad Debt Expense	0.00	250.00	(250.00)	-100.00%	0.00	250.00	(250.00)	-100.00%	
Banking Fees	276.00	300.00	(24.00)	-8.00%	2,651.00	600.00	2,051.00	341.83%	
Service Fees	307.97	0.00	307.97	0.00%	523.04	0.00	523.04	0.00%	
Human Resources	762.42	1,418.00	(655.58)	-46.23%	29,947.43	19,926.00	10,021.43	50.29%	
Meeting Expense	690.50	262.00	428.50	163.55%	4,871.06	3,100.00	1,771.06	57.13%	
Postage	270.99	575.00	(304.01)	-52.87%	799.91	1,700.00	(900.09)	-52.95%	
Shipping	90.94	200.00	(109.06)	-54.53%	1,891.75	2,400.00	(508.25)	-21.18%	
Miscellaneous Expenses	150.53	0.00	150.53	0.00%	(15,700.32)	0.00	(15,700.32)	0.00%	
Professional Fees	1,575.00	13,263.00	(11,688.00)	-88.12%	121,857.74	159,200.00	(37,342.26)	-23.46%	
Advertising & Promotions	23,312.81	30,608.00	(7,295.19)	-23.83%	312,561.53	380,086.00	(67,524.47)	-17.77%	
Special Events	400.00	1,315.00	(915.00)	-69.58%	9,406.72	15,780.00	(6,373.28)	-40.39%	
Air Service Development	621.00	45,000.00	(44,379.00)	-98.62%	43,885.38	151,500.00	(107,614.62)	-71.03%	
<b>Total Admin. Expenses</b>	<b>\$114,349.07</b>	<b>\$179,575.00</b>	<b>(\$65,225.93)</b>	<b>-36.32%</b>	<b>\$1,530,840.80</b>	<b>\$1,858,884.00</b>	<b>(\$328,043.20)</b>	<b>-17.65%</b>	
<b>Total Operating Expenses</b>	<b>\$568,131.22</b>	<b>\$673,565.50</b>	<b>(\$105,434.28)</b>	<b>-15.65%</b>	<b>\$6,365,019.37</b>	<b>\$7,445,367.00</b>	<b>(\$1,080,347.63)</b>	<b>-14.51%</b>	
<b>Net Inc. Bef. Other Income</b>	<b>289,684.02</b>	<b>173,630.08</b>	<b>116,053.94</b>	<b>66.84%</b>	<b>1,498,946.89</b>	<b>(0.04)</b>	<b>1,498,946.93</b>	<b>374736732</b>	<b>5.00%</b>
<b>Other Income:</b>									
Insurance Proceeds	0.00	0.00	0.00	0.00%	41,495.08	0.00	41,495.08	0.00%	
Coverage Fund	17,706.42	17,706.42	0.00	0.00%	212,477.04	212,477.04	0.00	0.00%	
<b>Net Inc. Aft. Other Income</b>	<b>\$307,390.44</b>	<b>\$191,336.50</b>	<b>\$116,053.94</b>	<b>60.65%</b>	<b>\$1,752,919.01</b>	<b>\$212,477.00</b>	<b>\$1,540,442.01</b>	<b>724.99%</b>	

**Profit & Loss Statement**  
For the Twelve Months Ending Saturday, June 30, 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
<b>Other Expense:</b>								
Depreciation & Amort.	\$333,563.52	\$342,000.00	(\$8,436.48)	-2.47%	\$4,013,981.17	\$4,104,000.00	(\$90,018.83)	-2.19%
Deprec. & Amort.								
<b>Net Inc. (Loss) After D &amp; A</b>	<b>(\$26,173.08)</b>	<b>(\$150,663.50)</b>	<b>\$124,490.42</b>	<b>-82.63%</b>	<b>(\$2,261,062.16)</b>	<b>(\$3,891,523.00)</b>	<b>\$1,630,460.84</b>	<b>-41.90%</b>

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

	May	June	Change	%
<b>Assets</b>				
<b>Current Assets:</b>				
<b>Unrestricted Assets:</b>				
Cash and cash equivalents	2,195,871	2,258,144	62,273	2.84%
Prepaid Insurance	8,320	2,427	(5,893)	-70.83%
Prepaid Insurance - Rental Car Facility	254	-178	(432)	-170.08%
Prepaid Expenses	0	19,442	19,442	100.00%
Accounts receivable-net	326,953	363,067	36,114	11.05%
Due From Restricted Funds	913,188	913,188	0	0.00%
<b>Total Unrestricted Assets</b>	<b>3,444,586</b>	<b>3,556,090</b>	<b>111,504</b>	<b>3.24%</b>
				To resolve when closing State Grant

<b>Non Current Assets</b>				
<b>Restricted Assets:</b>				
<b>Capital Funds:</b>				
Cash and cash equivalents	34,792	89,469	54,677	157.15%
Receivables	582,513	582,513	0	0.00%
<b>Passenger Facility Charge Funds:</b>				Waiting for closeouts
Cash and cash equivalents	1,286,318	86,983	(1,199,335)	-93.24%
<b>Rental Car Facility Charge Funds:</b>				
Cash CFC Fund	105,561	144,914	39,353	37.28%
Cash CFC General Fund	44,014	16,275	(27,739)	-63.02%
Cash QTA Maintenance Fund	858,235	866,047	7,812	0.91%
Receivables	44,802	77,987	33,185	74.07%
<b>State Entitlement Funds:</b>				
Cash and cash equivalents	8,014,091	9,181,736	1,167,645	14.57%
<b>Revenue Bond Funds:</b>				
Investments	153,107	153,186	79	0.05%
<b>Cash VRA Escrow:</b>				
<b>Total restricted assets</b>	<b>11,123,433</b>	<b>11,199,110</b>	<b>75,677</b>	<b>0.68%</b>

<b>Non-Current Assets</b>				
<b>Restricted Assets</b>				
Revenue Bond Funds				
Cash and Cash Equivalents	174,059	147,368	(26,691)	-15.33%

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

	May	June	Change	%
<b>Capital Assets</b>				
Land	19,230,590	19,230,590	0	0.00%
Buildings, improvements and equipment, net of depreciation	72,504,160	72,202,805	(301,355)	-0.42%
Master plan and amortization	29,696	25,449	(4,247)	-14.30%
Construction in progress	12,221,509	12,806,709	585,200	4.79%
<b>Total Capital Assets (net of accu. deprec.)</b>	<b>103,985,955</b>	<b>104,265,553</b>	<b>279,598</b>	<b>0.27%</b>
<b>Total Non-Current Assets</b>	<b>104,160,014</b>	<b>104,412,921</b>	<b>252,907</b>	<b>0.24%</b>
<b>Total ASSETS</b>	<b>118,728,033</b>	<b>119,168,121</b>	<b>440,088</b>	<b>0.37%</b>
<b>Deferred Outflows of Resources</b>				
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%
<b>Total Assets and Deferred Outflows</b>	<b>119,093,948</b>	<b>119,534,036</b>		

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

	May	June	Change	%
<b>Liabilities, Deferred Inflows and Net Position</b>				
<b>Current Liabilities</b>				
<b>Payable From Unrestricted Assets:</b>				
Accounts payable	374,459	213,155	(161,304)	-43.08%
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
<b>Total Current Liabilities from Unrestricted Assets</b>	<b>585,068</b>	<b>423,764</b>	<b>(161,304)</b>	<b>-27.57%</b>
<b>Payable from Restricted Assets:</b>				
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	473,579	23,318	0.00% Chemung
Capital Accounts Payable	6,647	499,723	493,076	7418.02%
<b>Total Current Liabilities from Restricted Assets</b>	<b>1,385,240</b>	<b>1,901,634</b>	<b>516,394</b>	<b>37.28%</b>
<b>Non-Current Liabilities:</b>				
Revenue bonds payable, net of unamortized				
bond discount	3,112,843	3,112,843	0	0.00% These get adjusted at year-end
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% "
<b>Total Non-Current Liabilities</b>	<b>5,033,294</b>	<b>5,033,294</b>	<b>0</b>	<b>0.00%</b>
<b>Total liabilities</b>	<b>7,003,602</b>	<b>7,358,692</b>	<b>355,090</b>	<b>5.07%</b>
<b>Deferred Inflows of Resources</b>				
Pension Expenses	38,008	38,008	0	0.00%
<b>Net Position</b>				
Invested in Capital Assets	100,063,202	100,342,800	279,598	0.28%
Restricted:	9,927,396	9,459,988	(467,408)	-4.71%
Unrestricted:	2,061,740	2,334,548	272,808	13.23%
<b>Total Net Position</b>	<b>112,052,338</b>	<b>112,137,336</b>	<b>84,998</b>	<b>0.08%</b>
<b>Total Liabilities, Deferred Inflows and Net Position</b>	<b>119,093,948</b>	<b>119,534,036</b>	<b>440,088</b>	<b>0.37%</b>



# Operating Statistics-Fiscal Year 2018

	June		FYTD		FY		Calendar Year										
	2018	2017	2018	2017	2017	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	
<b>Aircraft Operations</b>																	
<i>Itinerant:</i>																	
<i>Air Carrier/Taxi</i>	2,743	1,998	37%	27,975	23,143	21%	19,782	20,049	20,214	17,382	17,493	18,615	19,412	20,675	23,640	21,394	
<i>General Aviation</i>	3,088	2,363	31%	30,443	25,248	21%	22,937	28,782	30,785	31,024	33,561	38,394	41,394	39,288	39,886	33,918	
<i>Military</i>	165	197	-16%	2,269	2,133	6%	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>	2,584	1,704	52%	18,867	14,123	34%	14,094	19,525	20,040	18,809	20,324	20,486	17,294	18,075	20,013	17,584	
<i>Military</i>	530	369	44%	6,226	4,211	48%	3,511	3,754	4,147	3,457	4,063	3,118	3,087	3,354	2,916	2,032	
<b>Total Operations</b>	9,110	6,631	37%	85,780	68,858	25%	62,331	73,993	77,067	72,706	77,738	82,367	83,171	83,223	88,228	76,306	
<b>Enplaned Passengers</b>	29,361	27,634	6%	348,922	315,099	11%	286,030	261,631	238,398	227,874	232,571	215,869	196,060	177,659	168,966	185,689	
<b>Deplaned Passengers</b>	29,102	27,794	5%	347,590	313,512	11%	284,218	261,168	232,164	226,294	231,466	213,692	195,867	177,160	168,971	182,344	
<b>Enplaned Load Factor</b>	83%	81%	3%	82%	80%	3%	84%	86%	81%	76%	75%	72%	69%	65%	56%	59%	
<b>Available Seats</b>	35,321	34,186	3%	424,542	395,507	7%	340,237	322,555	307,522	299,226	310,789	299,182	286,136	294,076	299,343	314,081	
<b>Parking Revenue</b>	369,017	290,039	27%	4,335,457	3,375,790	28%	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	
<b>FBO Fuel Gallons Pumped</b>																	
<i>GA-100LL</i>	5,218	4,947	5%	48,861	45,924	6%	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>	97,723	83,145	18%	1,111,263	1,073,227	4%	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	0	0%	0	51,974	-100%	60,812	66,988	63,084	72,238	86,510	53,611	73,901	67,114	71,542	56,538	
<i>Airline</i>	271,002	237,903	14%	2,967,944	2,493,636	19%	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	
<b>Total Fuel</b>	373,943	325,995	15%	4,128,068	3,087,606	34%	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	
<b>Food/Beverage/Retail</b>																	
<i>Tailwinds, LLC</i>	159,133	144,310	10%	1,740,799	1,478,844	18%	1,080,096	0	0	0	0	0	0	0	0	0	
<b>Rental Car Revenue*</b>	870,259	949,494	-8%	9,822,096	9,549,495	3%	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	





# Operating Statistics-Fiscal Year 2019

	July 2018	July 2017	FYTD 2019	FYTD 2018	FY 2018	FY 2017	FY 2016	FY 2015	FY 2014	2013	2012	2011	2010	2009	2008
<b>Aircraft Operations</b>															
<i>Itinerant:</i>															
<i>Air Carrier/Taxi</i>	2,624	1,898	2,624	1,898	27,975	23,143	19,782	20,049	20,214	17,382	17,493	18,615	19,412	20,675	23,640
<i>General Aviation</i>	3,302	2,183	3,302	2,183	30,443	25,248	22,937	28,782	30,785	31,024	33,561	38,394	41,394	39,288	39,886
<i>Military</i>	189	147	189	147	2,266	2,133	2,007	1,883	1,881	2,034	2,297	1,754	1,984	1,831	1,773
<i>Local:</i>															
<i>General Aviation</i>	2,858	1,344	2,858	1,344	18,867	14,123	14,094	19,525	20,040	18,809	20,324	20,486	17,294	18,075	20,013
<i>Military</i>	428	324	428	324	6,226	4,211	3,511	3,754	4,147	3,457	4,063	3,118	3,087	3,354	2,916
<b>Total Operations</b>	9,401	5,896	9,401	5,896	85,780	68,858	62,331	73,993	77,067	72,706	77,738	82,367	83,171	83,223	88,228
<b>Enplaned Passengers</b>	29,173	28,036	29,173	28,036	348,922	315,099	286,030	261,631	238,398	227,874	232,571	215,869	196,060	177,659	168,966
<b>Deplaned Passengers</b>	29,990	27,278	29,990	27,278	347,590	313,512	284,218	261,168	232,164	226,294	231,466	213,692	195,867	177,160	168,971
<b>Enplaned Load Factor</b>	80%	86%	80%	86%	87%	80%	84%	86%	81%	76%	75%	72%	69%	65%	56%
<b>Available Seats</b>	36,247	32,739	36,247	32,739	424,542	392,267	340,237	322,555	307,522	299,226	310,789	299,182	286,136	294,076	299,343
<b>Parking Revenue</b>	346,028	285,578	346,028	285,578	4,335,457	3,375,790	3,088,197	2,906,401	2,604,747	2,134,028	2,193,373	2,003,507	1,700,145	1,478,901	1,507,761
<b>FBO Fuel Gallons Pumped</b>															
<i>GA - 100LL</i>	4,660	4,486	4,660	4,486	48,861	45,924	54,530	51,551	56,862	55,862	60,275	62,518	69,178	71,860	79,189
<i>GA/Corporate Jet-A</i>	97,666	62,919	97,666	62,919	1,111,263	1,073,227	1,010,722	998,910	1,008,861	969,930	969,423	942,165	911,363	833,494	1,047,298
<i>Military Jet-A</i>	0	0	0	0	0	51,974	60,812	66,988	63,084	72,238	86,510	53,611	73,901	67,114	71,542
<i>Airline</i>	289,107	236,272	289,107	236,272	2,967,944	2,493,636	2,224,092	2,107,002	1,982,735	1,843,362	1,745,200	1,639,075	1,491,980	1,456,843	1,608,952
<b>Total Fuel</b>	391,433	303,677	391,433	303,677	4,128,068	3,087,606	3,350,156	3,224,451	3,111,542	2,941,392	2,861,408	2,697,369	2,546,422	2,429,311	2,806,981
<b>Food/Beverage/Retail</b>															
<i>Tailwinds, LLC.</i>	153,258	140,370	153,258	140,370	1,740,799	1,478,844	1,080,096	0	0	0	0	0	0	0	0
<b>Rental Car Revenue*</b>	1,000,631	1,002,684	1,000,631	1,002,684	9,822,096	9,549,495	8,783,484	8,161,735	7,288,497	6,880,431	7,019,796	6,048,867	5,281,662	4,613,200	4,827,224

\*Concessionable revenue-not gross



**TO:** Members of the Charlottesville Albemarle Airport Authority

**FROM:** Melinda C. Crawford, Executive Director

**DATE:** September 27, 2018

**SUBJECT:** **Action Item #1:** Amendment of the FY19 6-Year Airport Capital Improvement Plan (ACIP)

**RECOMMENDATION:** Approval of the FY19 Amendment #1 as proposed to the 6-Year ACIP.

**BACKGROUND:** This item has been proposed to amend the FY19 6-Year ACIP is also presented which reflects actual vs. estimated figures. This amended ACIP reflects VDOA's determinations, revised cost estimates of projects, and the inclusion of additional projects. A presentation will be provided to illustrate the revisions.

**PIOR ACTION:** 6/8/18 – The FY19 6-Year ACIP was approved.

**FINANCIAL IMPACT:** To be outlined in the presentation

**ATTACHMENTS:** None

**PRESENTATION:** Amendment #1 – FY19 6-Year Capital Improvement Plan



**TO:** Members of the Charlottesville Albemarle Airport Authority

**FROM:** Melinda C. Crawford, Executive Director

**DATE:** September 27, 2018

**SUBJECT:** **Action Item #2** – Ratification of Work Order for Delta Airport Consultants– ALP Update and Narrative

**RECOMMENDATION:** Ratification of Approval of Work Authorization for Delta Airport Consultants to perform an Airport Layout Plan (ALP) update and narrative in the not-to-exceed amount of \$41,492.

**BACKGROUND:** In accordance with the Board approved Airport Capital Improvement Plan, an application in the amount of \$410,400 (90% of the total project cost), was submitted to the FAA in July 2017 requesting funding for the Design of the Air Carrier Ramp Expansion. During this process, it was determined that CHO needed to also amend the ALP that did not currently reflect the project. This required Delta Airport Consultants to perform additional work that was not originally reflected in the design work order but it was thought the financial impact of them performing this task would be minimal. However, the process took over a year to complete resulting in costs that required a separate work order.

Once the ALP update was completed and approved by the FAA, the design application was resubmitted in the amount of \$447,742 which reflected the additional costs incurred for the engineering fees associated with the ALP update. This application was approved by the FAA and a grant has been received and executed.

This action item will ratify the Executive Director’s execution of the work order for the ALP update.

**PRIOR ACTION:** January 2017 – Board passed Resolution 2017-2 which gave the Executive Director authorization to approve engineering services for the design phase for the Air Carrier Ramp Expansion Project.

June 2018: Board passed Resolution 2018-5 “Executive Director Authorization to Accept a Federal Aviation Administration (FAA) Grant for the Design Phase-Air Carrier Ramp Expansion Project”

July 2018: The FAA approved ALP Revision #11

<b>FUNDING:</b>	FAA	\$ 447,742.00
	State:	\$ 49,750.00
	Local:	\$ <u>00</u>
	Total:	\$ <u>497,492.00</u>

**FINANCIAL IMPACT:** The FAA grant will allow for the FAA to provide 90% funding of the project, with the remaining 10% being funded with 8% from the Virginia Department of Aviation (VDOA) entitlement funds. It should be noted that the Authority anticipates using its VDOA entitlements to fund its 2% portion of the project as allowed by VDOA.

**ATTACHMENTS:** #1 – Work Order with Delta Airport Consultants for Preliminary Work-ALP Update & Narrative

#2 – Resolution 2018-5 “Executive Director Authorization to Accept a Federal Aviation Administration (FAA) Grant for the Design Phase-Air Carrier Ramp Expansion Project”

#3 – Resolution 2017-2 “Authorization of the Executive Director to Approve Engineering Service Fees For Design Phase - Air Carrier Ramp Expansion Project”

**PRESENTATION:** None



July 17, 2018

Ms. Penny Shifflett  
Director of Finance and Accounting  
Charlottesville-Albemarle Airport Authority  
100 Bowen Loop, Suite 100  
Charlottesville, VA 22911

**Subject: Project Order No. Five (5) Preliminary Air Carrier Expansion - ALP Update  
Charlottesville-Albemarle Airport  
AIP No.: 3-51-0004-Pending**

Dear Ms. Shifflett:

Please find enclosed four copies of the Project Order No. Five (5) for the ALP Update & Narrative.

If the contract is acceptable, please execute all copies and return one to our office. The remaining copies are for the Authority's files and agency distribution.

We appreciate this opportunity to be of service to the Authority.

Sincerely,

A handwritten signature in blue ink, appearing to read "Susan E. Winslow", with a long horizontal flourish extending to the right.

Susan E. Winslow, P.E.

Enclosures: Project Order No. 5

Reference: Delta Project No. 17018/700

9711 FARRAR COURT, SUITE 100, RICHMOND, VIRGINIA, 23236

P. (804) 275-8301 F (804) 275-8371 WWW.DELTA-AIRPORT.COM

**PROJECT ORDER NO. FIVE  
PROFESSIONAL SERVICES AGREEMENT**



**DELTA AIRPORT  
CONSULTANTS, INC.**

**PROJECT:** ALP Update & Narrative  
**AIRPORT:** Charlottesville-Albemarle Airport  
**DELTA PROJECT NO.:** 17018/700  
**DATE OF ISSUANCE:** July 2, 2018  
**ATTACHMENTS:** 1) Scope of Services  
2) Fee Summary  
**METHOD OF PAYMENT:** Lump Sum, Not to Exceed  
**TASK ORDER AMOUNT:** \$ 41,492  
**PROJECT DESCRIPTION:** ALP Update & Associated Narrative for:

- Air Carrier Apron Expansion
- Auto Parking Expansions
- Land Acquisition

*The original Agreement for Professional Services between the Charlottesville-Albemarle Airport Authority (OWNER) and Delta Airport Consultants, Inc., (CONSULTANT) for Professional Services at the Charlottesville-Albemarle Airport dated April 22, 2015 shall govern all PROJECT ORDERS executed under this Agreement unless modified in writing and agreed to by CONSULTANT and OWNER.*

**ACCEPTED:**

by: 

Susan E. Winslow, P.E.  
Vice President  
Delta Airport Consultants, Inc.  
9711 Farrar Ct. Suite 100  
Richmond, VA 23236

**APPROVED:**

by: 

Melinda Crawford  
Executive Director  
Charlottesville-Albemarle Airport Authority  
100 Bowen Loop, Suite 200  
Charlottesville, VA 22911

**ATTACHMENT 1  
SCOPE OF SERVICES**



**DELTA AIRPORT  
CONSULTANTS, INC.**

Preliminary Air Carrier Expansion - ALP Update  
Charlottesville-Albemarle Airport  
Delta Project No. 17018/700

July 2, 2018

TASKS	ESTIMATED HOURS			
	PRIN	PM	PD	PA
Report Preparation and Edits (4 drafts to date)				
Introduction & Statement of Need	0	4	0	4
Facilities Requirements	0	8	4	4
Development Alternatives	2	12	16	12
Design Considerations	0	8	12	12
Land Acquisition	0	2	0	2
Environmental	0	2	0	2
Exhibits	0	4	8	12
Forecasts	0	12	8	2
Historical Research on Prior ALP Updates and Approvals	0	8	12	24
ALP Update				
Airport Layout Drawing (ALD) Sheet	0	2	0	4
Terminal Area Plan (TAP) Sheet (first update since 2005)	0	4	0	24
Owner Coordination	0	8	0	2
FAA Coordination	0	4	0	0
DOAV Coordination	0	4	0	0
	2	82	60	104

**REFERENCE INFORMATION 1  
FEE SUMMARY**



**DELTA AIRPORT  
CONSULTANTS, INC.**

ALP Update & Narrative  
Charlottesville-Albemarle Airport  
Delta Project No. 17018/700  
July 17, 2018

Labor		\$35,492
Profit		\$5,000
Printing		\$1,000
	<b>Unit Price + Fixed Fee Total</b>	<b>\$41,492</b>



**RESOLUTION NO. 2018-5**

**Authorization of the Executive Director to Accept a Federal Aviation Administration Grant for the Design Phase - Air Carrier Ramp Expansion Project**

**WHEREAS**, the Charlottesville-Albemarle Airport Authority ("Authority") is the governing body of the Charlottesville-Albemarle Airport Authority, a political subdivision of the Commonwealth of Virginia as established by the Act of the Virginia General Assembly, 2003, Chapter 864, as amended; and,

**WHEREAS**, airline operations have increased at the Airport and the air carrier ramp is reaching capacity at peak travel times. This capacity issue will restrict the acceptance of additional flights during those travel times and place the airport at a competitive disadvantage if the ramp is not expanded to accommodate the parking of additional commercial air craft; and,

**WHEREAS**, the Charlottesville-Albemarle Airport Authority approved an amendment to the FY 2017 Capital Budget on January 18, 2017 which included the Design Phase – Air Carrier Ramp Expansion Project ("Project"); and,

**WHEREAS**, a Request for Proposals for Professional Aviation/Civil Engineering Services was issued in 2014, and the Authority approved an engineering contract with Delta Airport Consultants on January 21, 2015; and,

**WHEREAS**, it has been determined that proceeding with the Project is in the best interest of the operational efficiency of the airport, and that a work order is awarded to Delta Airport Consultants to perform this design work; and,

**WHEREAS**, the Authority's Executive Director will be submitting a grant application to the Federal Aviation Administration (FAA) for the Project, and it is anticipated that the requested grant will be offered to the Authority for the Project in the near future; 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 to accept and execute the FAA grant when offered. 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 the Project.

**ADOPTED** this 8th day of June, 2018.

Vote:

Aye: Donald Long  
Maurice Jones

No: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Certified:

By: Melinda Crawford  
Melinda Crawford, Secretary

**RESOLUTION NO. 2017-2**

**Authorization of the Executive Director to Approve Engineering Service Fees For Design Phase – Air Carrier Ramp Expansion Project**

**WHEREAS**, the Charlottesville-Albemarle Airport Authority approved an amendment to the FY 2017 Capital Budget on January 18, 2017 which included the Design Phase – Air Carrier Ramp Expansion Project (“Project”); and,

**WHEREAS**, a Request for Proposals for Professional Aviation/Civil Engineering Services was issued in 2014, and the Authority approved an engineering contract with Delta Airport Consultants on January 21, 2015; and,

**WHEREAS**, airline traffic has increased, and the air carrier ramp is reaching capacity at peak travel times. This capacity issue will restrict the acceptance of additional flights during those travel times and place the airport at a competitive disadvantage if the ramp is not expanded to accommodate the parking of additional commercial air craft; and,

**WHEREAS**, it has been determined that proceeding with the design phase of the Air Carrier Ramp Expansion Project is in the best interest of the operational efficiency of the airport, and that a work order should be awarded to Delta Airport Consultants to perform this design; 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 design of the Projects, 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 18<sup>th</sup> day of January, 2017.

Vote:

Aye: Tom Foley  
Maurice Jones  
Don Long

No: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Certified:

By:

Kristin Birdzell  
Kristin Birdzell, Secretary

September 2018

1. Executive Director's Update

- a. Personnel Update– To be provided.
- b. MALSR Update – To be provided
- c. ADK Proposal
- d. Construction Update- To be provided
  - i. Masterplan Update
  - ii. Parking Improvements
  - iii. Energy Modification
  - iv. Charging Stations Installation
  - v. Modifications to Gate I Area
- e. Marketing & Air Service Update – to be provided
  - i. Air Service
  - ii. The Lounge
  - iii. CHO Airport's Commercial Advertising Program