

Charlottesville Albemarle Airport Authority Meeting
Tuesday, July 10, 2018, at 8:00 a.m.
at the Airport Terminal – Lower Level Conference Room

AGENDA

Call to Order:

Consent Agenda:

1. Minutes – June 8, 2018 meeting
2. Financial Statements – May 31, 2018 (Unaudited)
3. Airport Statistics: April 2018 and May 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. Resolution No. 2018-6 ““Resolution Making Certain Declarations and Providing Certain Approvals In Connection With A Proposed Bond Issue”

Informational Items:

1. Executive Director's Update
 - a. Personnel Update
 - b. “The Lounge” – Business Center Update
 - c. PFC Application Update
 - d. Construction Update
 - i. Masterplan Update
 - ii. Parking Improvements
 - iii. Runway/Taxiway Rehab
 - iv. Ramp Remarketing and Expansion
 - v. FIDS/PA/Media Management Update
 - vi. Charging Stations Installation
 - vii. Modifications to Gate 1 Area
 - e. Marketing & Air Service Update

Closed Session:

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

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

Next Scheduled Meeting: Tuesday, September 11, 2018, 8:00 a.m., Location to be determined

Adjourn:

Charlottesville Albemarle Airport Board Meeting Minutes
Friday, June 8, 2018 at 1:30 p.m. at the Albemarle Executive Conference Room#228-B

MINUTES

Members Present: Donald Long, Maurice Jones

Members Absent: Jeff Richardson

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

Others Present: Lisa Robertson, City of Charlottesville Attorney

Call to Order at 1:35 p.m. by Donald Long

Consent Agenda:

1. Minutes – March 13, 2018: Mr. Long noted that Lisa Robertson needed to be removed from Members Present to others Present. Mr. Jones motioned to approve the Minutes as amended, Mr. Long seconded the motion, and it was unanimously approved.
2. Financial Statements –March 31, 2018 (Unaudited) discussed.
3. Airport Statistics: February 2018 and March 2018 discussed.

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

Board decided to wait until the July meeting to do the closed session in regards to the executive director's review and until all members are present.

Matters from the Public: None

Action Items:

1. FY-2019 Operating Budget and 6-Year Airport Capital Improvement Plan. Item was discussed. Mr. Jones moved to approve the FY-2019 Operating Budget and 6-Year Capital Improvement Plan as presented. Mr. Long seconded and it was unanimously approved.
2. Easement to Virginia Electric and Power Company. Item was discussed. Mr. Jones moved to approve the resolution. Mr. Long seconded and it was unanimously approved.
3. Resolution No. 2018-5 "Executive Director Authorization to Accept FAA Grant for the Design Phase-Air Carrier Ramp Expansion Project". Mr. Jones moved to approve the resolution. Mr. Long seconded and it was unanimously approved.
4. Rejecting RFP bids for Janitorial and Window Cleaning Services; bringing those services in-house. Mr. Jones made a motion to reject the proposal that were submitted in response to the Janitorial RFP . Mr. Long seconded and it was unanimously approved

Informational Items:

1. Executive Director's Update: Ms. Crawford presented the following items:
 - a. Personnel Update: Wesley Dean was hired for LOA and Steve Robinson was hired for landside groundskeeper.

- b. Custodial Contract Update: As per action item #4, both bids will be rejected and the Janitorial Services will be brought in-house.
- c. Leasing and Business Development: Commission wants Board to be aware of their concerns with leasing any land due to the Airport's limited space.
- d. Passenger Facility Charge (PFC) Update: A PFC application is being processed. As per the requirements, a meeting has been held with the airlines to discuss the projects within the application. No concerns have been raised by the airlines.
- e. CHO Airport's Commercial Advertising Policy: The agreement and program policy for the in-house advertising program was presented to the Board. The Executive Director advised this policy would need Board approval and could be brought to them at the July Meeting.
 - i. Mr. Jones made a motion to add the adoption of the Commercial Advertising Policy to the agenda for the current meeting. Mr. Long seconded this motion and it was unanimously approved.
 - ii. Mr. Jones then made a motion to adopt the Commercial Advertising Policy as presented. Mr. Long seconded the motion and it was unanimously approved.
- f. Aircraft Owners and Pilots Association (AOPA) Letter: The Executive Director provided an update on this issue.
- g. Construction Update:
 - i. Masterplan Update: A Request for Qualifications for firms to perform a masterplan update will be issued soon. This masterplan update will focus on the terminal area.
 - ii. Parking Improvements: The Executive Director provided an update on the design projects that are underway for the parking expansion and the entry pavilion projects.
 - iii. Runway/Taxiway Rehab: The FAA has approved the Airport Layout Plan update so a grant for the design of the air carrier ramp expansion project can now be submitted to the FAA.
 - iv. Ramp Remarketing and Expansion: The project is close to completion.
 - v. FIDS/PA/Media Management Update: The new system is up and running.
 - vi. Charging Stations Installation: The charging stations are currently being fabricated and will be installed at the end of June or beginning of July.
 - h. Marketing & Air Service Update: Jason Burch recently met with the Airlines at a conference he attended. A discussion of the meeting ensued.

Next Scheduled Meeting: Tuesday, July 10th, 2018, 8:00 a.m. at the Charlottesville Albemarle Airport

Adjournment: 2:11 p.m.

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

- K. 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:

- L. 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.
- M. Maintenance: -- year-to-date expense = \$126,383 Budgeted = \$91,674
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.
- N. OSHA Compliance: -- year-to-date expense = \$4,326 Budgeted = \$26,631
The staff person that normally oversees this account was out for an illness during most of FY18. Upon his return in March, he has started addressing items as needed. Some of the items in this category are not necessarily required expenses.
- O. Janitorial Contract: -- year-to-date expense = \$228,367 Budgeted = \$142,571
Due to the early termination of the Janitorial Contract 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 is much higher than the severed contracted amount.
- P. Travel Public Safety: -- year-to-date expense = \$207 Budgeted = \$33,550
This line item is underspent due to ASOS I and ASOS II training being held on-site in May 2018.

Administrative:

- Q. Miscellaneous Expense:-- year-to-date expense = \$-15,996 Budgeted = \$0
Items that had been previously identified in earlier years were adjusted which resulted in credits to the miscellaneous expense account.

Net Income

May year-to-date net income before other income = \$1,211,763.

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

\$15K and 10% change

Revenues:

- A. Airline Landing Revenue: -- This revenue source is a direct correlation to the number of commercial aircraft that land on the runway. Original estimates have been exceeded as airlines continue to add more flights.
- B. Rental Car Revenue: -- When the budget was compiled, the new rental car agreements were not yet finalized therefore the budget reflected the FY17 agreement figures. They were finalized in November 2017 and the result was a higher minimum annual guarantee.
- C. Food/Gift Concessions:-- This revenue source comes from Tailwinds. Our revenue is a direct result of their sales. They are doing very well this year and have exceeded revenue projections.

Expenses:

Parking:

- D. Parking Grounds Maintenance: -- year-to-date expense = \$64,439 Budgeted = \$80,157
Some of the projected expenses in this category did not need to be contracted out and were handled by maintenance staff.
- E. Credit Card Discount:-- year-to-date expense = \$174,512 Budgeted = \$133,100
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.
- F. 2017 Parking Exp. Design:-- year-to-date expense = \$203,962 Budgeted = \$515,000
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.

Airfield:

- G. 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.
- H. 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.
- I. Maintenance: -- year-to-date expense = \$19,538 Budgeted = \$61,765
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.
- J. State Maintenance:-- year-to-date expense = \$0 Budgeted = \$45,834
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 so far this fiscal year.

7/6/2018

Charlottesville Albemarle Airport Authority

Profit & Loss Statement

For the Eleven Months Ending Thursday, May 31, 2018

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	Current Period Amount	Current Period Budget Amount	(Under) Over Budget	Percentage	Y-T-D Amount	Y-T-D Budget Amount	(Under) Over Budget	Percentage
Parking Revenues								
Parking Revenue	\$393,073.00	\$366,235.00	\$26,838.00	7.33%	\$3,966,581.01	\$3,744,508.00	\$222,073.01	5.93%
Miscellaneous Fees	300.00	50.00	250.00	500.00%	2,050.00	550.00	1,500.00	272.73%
Crew Base	400.00	450.00	(50.00)	-11.11%	5,237.76	4,950.00	287.76	5.81%
Total Parking Revenue	\$393,773.00	\$366,735.00	\$27,038.00	7.37%	\$3,973,868.77	\$3,750,008.00	\$223,860.77	5.97%
Airfield Revenues								
Airline Landing Revenue	77,126.79	62,323.00	14,803.79	23.75%	765,654.68	685,553.00	80,101.68	11.68%
Charter Revenue	(0.20)	1,660.00	(1,660.20)	-100.01%	22,545.60	18,260.00	4,285.60	23.47%
A/W Flowage	0.00	0.00	0.00	0.00%	9,041.99	7,500.00	1,541.99	20.56%
FBO Revenue	44,118.71	37,161.00	6,957.71	18.72%	432,218.60	408,771.00	23,447.60	5.74%
Ground Rent	(7,332.47)	6,105.00	(13,437.47)	-220.11%	84,468.07	84,242.00	226.07	0.27%
Misc. Revenue	0.00	375.00	(375.00)	-100.00%	212.90	4,125.00	(3,912.10)	-94.84%
Security Access Control Revenue	1,139.00	1,100.00	39.00	3.55%	13,891.30	12,100.00	1,791.30	14.80%
Total Airfield Revenue	\$115,051.83	\$108,724.00	\$6,327.83	5.82%	\$1,328,033.14	\$1,220,551.00	\$107,482.14	8.81%
Terminal Revenues								
Airline Rent	41,015.49	41,015.58	(0.09)	0.00%	451,170.39	451,171.38	(0.99)	0.00%
Advertising	24,697.00	15,750.00	8,947.00	56.81%	129,020.29	134,250.00	(5,229.71)	-3.90%
Rental Car Revenue	73,360.92	63,333.00	10,027.92	15.83%	766,863.20	696,663.00	70,200.20	10.08%
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%	22,000.00	22,000.00	0.00	0.00%
Rental Car QTA Land Lease	4,678.00	4,678.00	0.00	0.00%	51,458.00	51,458.00	0.00	0.00%
ATM Concession	623.00	623.00	0.00	0.00%	6,853.00	6,853.00	0.00	0.00%
Food/Gift Concessions	14,837.39	7,470.00	7,367.39	98.63%	110,637.59	82,170.00	28,467.59	34.64%
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.	25,000.00	25,000.00	0.00	0.00%	50,000.00	50,000.00	0.00	0.00%
TSA Lease	3,015.83	3,009.00	6.83	0.23%	33,167.68	33,099.00	68.68	0.21%
FAA Service Fee/Rent	3,792.92	3,793.00	(0.08)	0.00%	41,722.12	41,723.00	(0.88)	0.00%
Total Terminal Revenue	\$193,020.55	\$166,671.58	\$26,348.97	15.81%	\$1,664,376.13	\$1,571,387.38	\$92,988.75	5.92%
Administrative Revenues								
Interest Income	1,000.02	420.00	580.02	138.10%	9,770.97	4,620.00	5,150.97	111.49%
Miscellaneous Income	0.10	0.00	0.10	0.00%	2,217.53	500.00	1,717.53	343.51%
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%	28,105.00	28,105.00	0.00	0.00%
Total Administrative Revenue	\$3,555.12	\$2,975.00	\$580.12	19.50%	\$40,093.50	\$56,225.00	(\$16,131.50)	-28.69%
Total Revenues	\$705,400.50	\$645,105.58	\$60,294.92	9.35%	\$7,006,371.54	\$6,598,171.38	\$408,200.16	6.19%

2018 Profit and Loss
Profit and Loss Statement

Charlotteville Albemarle Airport Authority
Profit & Loss Statement
 For the Eleven Months Ending Thursday, May 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	22,786.23	25,190.00	(2,403.77)	-9.54%	314,687.51	304,086.00	10,601.51	3.49%
Overtime - Parking	3,078.34	600.00	2,478.34	413.08%	38,830.66	49,400.00	(10,569.34)	-21.40%
Payroll Taxes	1,914.64	2,015.00	(100.36)	-4.98%	25,939.76	27,324.00	(1,384.24)	-5.07%
Retirement	1,837.82	1,968.00	(130.18)	-6.61%	20,990.26	21,641.00	(650.74)	-3.01%
Health Ins./Supp.	4,244.20	8,156.00	(3,911.80)	-47.96%	80,937.20	89,718.00	(8,778.80)	-9.79%
Long Term Disability	59.39	40.00	19.39	48.48%	782.87	462.00	320.87	69.45%
Life Insurance	326.93	359.00	(32.07)	-8.93%	3,880.27	3,956.00	(75.73)	-1.91%
Util - Parking Lights	372.75	350.00	22.75	6.50%	4,032.15	3,850.00	182.15	4.73%
Util - Telephone	1,011.86	1,000.00	11.86	1.19%	11,168.86	11,000.00	168.86	1.54%
Util - Water	17.88	25.00	(7.12)	-28.48%	244.82	275.00	(30.18)	-10.97%
Insurance Expense	708.85	685.00	23.85	3.48%	8,536.00	7,535.00	1,001.00	13.28%
Snow Removal	0.00	0.00	0.00	0.00%	2,463.73	7,900.00	(5,436.27)	-68.81%
Parking Lot Lighting	259.20	1,000.00	(740.80)	-74.08%	10,369.86	11,000.00	(630.14)	-5.73%
Parking Grounds Maintenance	4,667.00	7,287.00	(2,620.00)	-35.95%	64,438.97	80,157.00	(15,718.03)	-19.61%
Parking Pavement/Booths/Steps	152.23	1,075.00	(922.77)	-85.84%	1,724.23	11,825.00	(10,100.77)	-85.42%
Parking Equip. Maintenance	35.00	1,809.00	(1,774.00)	-98.07%	12,001.79	19,901.00	(7,899.21)	-39.69%
Supplies	0.00	508.00	(508.00)	-100.00%	5,507.80	5,588.00	(80.20)	-1.44%
Parking - Signage & Traffic Control	0.00	975.00	(975.00)	-100.00%	6,338.54	10,725.00	(4,386.46)	-40.90%
Payroll Processing Fees	186.65	195.00	(8.35)	-4.28%	2,498.21	2,145.00	353.21	16.47%
Travel	0.00	460.00	(460.00)	-100.00%	0.00	5,060.00	(5,060.00)	-100.00%
Education	3,032.00	328.00	2,704.00	824.39%	3,582.00	3,608.00	(26.00)	-0.72%
Dues & Subs	0.00	37.00	(37.00)	-100.00%	310.00	411.00	(101.00)	-24.57%
Vehicle Expenses	0.00	430.00	(430.00)	-100.00%	0.00	4,730.00	(4,730.00)	-100.00%
Uniforms	0.00	334.00	(334.00)	-100.00%	(36.00)	3,674.00	(3,710.00)	-100.98%
Credit Card Discount	17,599.10	12,100.00	5,499.10	45.45%	174,512.43	133,100.00	41,412.43	31.11%
Over & Short	0.00	10.00	(10.00)	-100.00%	(168.00)	110.00	(278.00)	-252.73%
Bad Debt Expense	0.00	17.00	(17.00)	-100.00%	0.00	187.00	(187.00)	-100.00%
2004 Debt Service Parking	10,544.30	10,544.00	0.30	0.00%	148,016.60	148,014.00	2.60	0.00%
2014 Debt Service Parking	15,276.40	15,276.50	(0.10)	0.00%	168,040.40	168,041.50	(1.10)	0.00%
2017 Parking Exp. Design	23,995.56	150,000.00	(126,004.44)	-84.00%	203,962.26	515,000.00	(311,037.74)	-60.40%
Total Parking Expenses	\$112,106.33	\$242,773.50	(\$130,667.17)	-53.82%	\$1,313,593.18	\$1,650,421.50	(\$336,828.32)	-20.41%

7/16/2018

Charlotteville Albemarle Airport Authority
Profit & Loss Statement
 For the Eleven Months Ending Thursday, May 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	33,203.48	36,180.00	(2,976.52)	-8.23%	416,539.66	433,994.00	(17,454.34)	-4.02%
Overtime - Airfield	3,844.86	2,000.00	1,844.86	92.24%	53,629.11	58,000.00	(4,370.89)	-7.54%
Payroll Taxes	2,554.88	2,692.00	(137.12)	-5.09%	35,031.88	35,116.00	(84.12)	-0.24%
Retirement	2,538.27	2,810.00	(271.73)	-9.67%	26,764.21	30,902.00	(4,137.79)	-13.39%
Health Ins./Supp.	4,760.40	8,391.00	(3,630.60)	-43.27%	71,588.90	92,307.00	(20,718.10)	-22.44%
Long Term Disability	63.49	48.00	15.49	32.27%	487.34	528.00	(40.66)	-7.70%
Life Insurance	467.77	546.00	(78.23)	-14.33%	5,096.79	6,014.00	(917.21)	-15.25%
Util - Electric	2,080.77	2,400.00	(319.23)	-13.30%	26,866.34	26,400.00	466.34	1.77%
Util - Propane	0.00	0.00	0.00	0.00%	6,786.39	6,000.00	786.39	13.11%
Util - Telephone	593.65	572.00	21.65	3.78%	7,040.70	6,292.00	748.70	11.90%
Util - Water	33.36	28.00	5.36	19.14%	373.96	308.00	65.96	21.42%
Insurance Expense	2,972.60	2,860.00	112.60	3.94%	32,698.60	31,460.00	1,238.60	3.94%
Snow Removal	3,575.00	0.00	3,575.00	0.00%	25,229.98	47,910.00	(22,680.02)	-47.34%
Airfield Lighting Maintenance	0.00	860.00	(860.00)	-100.00%	8,632.65	9,460.00	(827.35)	-8.75%
Maint. Airfield Equipment	7,527.59	7,425.00	102.59	1.38%	91,597.62	81,675.00	9,922.62	12.15%
Maint. Equipment Purchase	1,954.73	509.00	1,445.73	284.03%	5,499.55	5,599.00	(99.45)	-1.78%
Maintenance	312.36	5,615.00	(5,302.64)	-94.44%	19,538.39	61,765.00	(42,226.61)	-68.37%
Airfield Grounds Maintenance	22.00	1,479.00	(1,457.00)	-98.51%	12,776.03	16,289.00	(3,492.97)	-21.47%
State Maintenance	0.00	4,166.00	(4,166.00)	-100.00%	0.00	45,834.00	(45,834.00)	-100.00%
Vehicle Expense Gas and Oil	138.24	4,612.00	(4,473.76)	-97.00%	30,932.11	50,732.00	(19,799.89)	-39.03%
Payroll Processing Fees	186.65	195.00	(8.35)	-4.28%	2,498.22	2,145.00	353.22	16.47%
Travel	0.00	855.00	(855.00)	-100.00%	0.00	9,405.00	(9,405.00)	-100.00%
Education	7,212.00	959.00	6,253.00	652.03%	8,335.00	10,549.00	(2,214.00)	-20.99%
Dues & Subs	0.00	0.00	0.00	0.00%	7,840.00	1,785.00	6,055.00	339.22%
Uniforms - Maintenance	1,100.93	669.00	431.93	64.56%	2,236.72	7,359.00	(5,122.28)	-69.61%
Environmental Compliance	(421.51)	742.00	(1,163.51)	-156.81%	8,836.15	8,162.00	674.15	8.26%
Emergency Exercises	0.00	0.00	0.00	0.00%	3,724.46	1,500.00	2,224.46	148.30%
800 MHz Supplies & Minc.	0.00	0.00	0.00	0.00%	22,870.00	21,300.00	1,570.00	7.37%
ARFF Equipment	2,906.70	2,042.00	864.70	42.35%	20,771.07	22,462.00	(1,690.93)	-7.53%
ARFF Training Supplies	1,241.65	1,108.00	133.65	12.06%	13,599.65	12,188.00	1,411.65	11.58%
Firearms	3,489.00	480.00	3,009.00	626.88%	3,954.24	5,280.00	(1,325.76)	-25.11%
Hazmat Materials	0.00	250.00	(250.00)	-100.00%	1,515.71	2,750.00	(1,234.29)	-44.88%
Security Access Control	808.50	6,706.00	(5,897.50)	-87.94%	12,263.64	73,766.00	(61,502.36)	-83.37%
Security Background Processing	0.00	566.00	(566.00)	-100.00%	6,000.00	6,226.00	(226.00)	-3.63%
Total Airfield Expenses	\$83,167.37	\$97,765.00	(\$14,597.63)	-14.93%	\$991,555.07	\$1,231,442.00	(\$239,886.93)	-19.48%

2018 Profit and Loss
 Profit and Loss Statement

7/6/2018

Charlottesville Albemarle Airport Authority

Profit & Loss Statement

For the Eleven Months Ending Thursday, May 31, 2018

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	Current Period Amount	Current Period Budget Amount	(Under) Over Budget	Percentage	Y-T-D Amount	Y-T-D Budget Amount	(Under) Over Budget	Percentage
Terminal Expenses								
Wages	36,025.83	44,432.00	(8,406.17)	-18.92%	476,392.18	528,234.00	(51,841.82)	-9.81%
Overtime - Terminal	3,894.35	2,000.00	1,894.35	94.72%	54,922.03	48,000.00	6,922.03	14.42%
Payroll Taxes	2,994.38	3,348.00	(353.62)	-10.56%	39,512.35	42,498.00	(2,985.65)	-7.03%
Retirement	2,925.04	3,117.00	(191.96)	-6.16%	30,764.48	34,280.00	(3,515.52)	-10.26%
Health Ins./Supp.	6,626.00	10,255.00	(3,629.00)	-35.39%	92,110.50	112,805.00	(20,694.50)	-18.35%
Long Term Disability	82.60	62.00	20.60	33.23%	678.43	683.00	(4.57)	-0.67%
Life Insurance	497.80	536.00	(38.20)	-7.13%	5,427.12	5,896.00	(468.88)	-7.95%
Util - Electric	14,966.87	13,750.00	1,216.87	8.85%	148,510.90	151,250.00	(2,739.10)	-1.81%
Util - Oil	8,711.50	0.00	8,711.50	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	978.98	876.00	102.98	11.76%	11,269.50	9,636.00	1,633.50	16.95%
Util - Water	3,785.01	2,200.00	1,585.01	72.05%	23,801.54	24,200.00	(398.46)	-1.65%
Util - Disposal	3,071.33	3,200.00	(128.67)	-4.02%	37,692.20	35,200.00	2,492.20	7.08%
Insurance Expense	2,832.59	2,812.00	20.59	0.73%	31,158.49	30,932.00	226.49	0.73%
Maintenance	30,091.37	8,334.00	21,757.37	261.07%	126,382.72	91,674.00	34,708.72	37.86%
Maint. Equipment Purchase	0.00	600.00	(600.00)	-100.00%	11,199.83	6,600.00	4,599.83	69.69%
Relamp	0.00	1,042.00	(1,042.00)	-100.00%	11,980.64	11,462.00	518.64	4.52%
Welding Fabrication	254.82	200.00	54.82	27.41%	254.82	2,200.00	(1,945.18)	-88.42%
Terminal Signage	23.75	4,167.00	(4,143.25)	-99.43%	2,178.55	45,837.00	(43,658.45)	-95.25%
Terminal Landscaping	0.00	1,082.00	(1,082.00)	-100.00%	4,326.00	6,240.00	(1,914.00)	-30.67%
OSHA Compliance	1,201.00	2,421.00	(1,220.00)	-50.39%	4,604.53	26,631.00	(22,026.47)	-82.71%
Baggage Claim Maint.	0.00	1,125.00	(1,125.00)	-100.00%	11,979.59	12,375.00	(395.41)	-3.20%
Janitorial Supplies	1,385.56	2,836.00	(1,450.44)	-51.14%	24,900.69	31,196.00	(6,295.31)	-20.18%
Payroll Processing Fees	186.65	195.00	(8.35)	-4.28%	2,498.21	2,145.00	353.21	16.47%
Education - Public Safety	7,947.00	1,596.00	6,351.00	397.93%	22,126.54	17,556.00	4,570.54	26.03%
Elevator Escalator Maintenance	545.00	3,878.00	(3,333.00)	-85.95%	53,662.51	42,658.00	11,004.51	25.80%
HVAC Maintenance	0.00	0.00	0.00	0.00%	83,258.49	77,586.00	5,672.49	7.31%
Fids Maintenance	440.00	5,000.00	(4,560.00)	-91.20%	4,400.00	45,000.00	(40,600.00)	-90.22%
KABA Maintenance	0.00	1,667.00	(1,667.00)	-100.00%	0.00	18,333.00	(18,333.00)	-100.00%
Janitorial Contract	29,525.00	12,961.00	16,564.00	127.80%	228,366.68	142,571.00	85,795.68	60.18%
Emergency Communications	1,930.43	2,259.00	(328.57)	-14.54%	20,181.46	24,849.00	(4,667.54)	-18.78%
Dues & Subs	5,580.00	255.00	5,325.00	2088.24%	8,785.00	2,805.00	5,980.00	213.19%
Terminal Paging System	0.00	1,667.00	(1,667.00)	-100.00%	0.00	18,337.00	(18,337.00)	-100.00%
Travel - Public Safety	0.00	3,050.00	(3,050.00)	-100.00%	207.35	33,550.00	(33,342.65)	-99.38%
Travel - Operations	0.00	675.00	(675.00)	-100.00%	1,256.51	2,575.00	(1,318.49)	-51.20%
Education - Operations	475.00	300.00	175.00	58.33%	475.00	3,050.00	(2,575.00)	-84.43%
Uniforms - Public Safety	3,498.43	600.00	2,898.43	483.07%	12,448.17	6,600.00	5,848.17	88.61%
Uniforms - CSO	192.34	834.00	(641.66)	-76.94%	1,888.02	9,174.00	(7,285.98)	-79.42%
Safety	0.00	959.00	(959.00)	-100.00%	1,324.13	10,549.00	(9,224.87)	-87.45%
First Aid Supplies	602.78	733.00	(130.22)	-17.77%	658.73	8,063.00	(7,404.27)	-91.83%
Snow Removal	0.00	580.00	(580.00)	-100.00%	24.57	6,380.00	(6,355.43)	-99.61%
Towing Expense	0.00	62.00	(62.00)	-100.00%	0.00	682.00	(682.00)	-100.00%
2004 Debt Service - Terminal	39,686.63	39,667.00	19.63	0.05%	436,332.93	436,337.00	(4.07)	0.00%
Total Terminal Expenses	\$210,938.04	\$185,333.00	\$25,605.04	13.82%	\$2,075,319.99	\$2,210,629.00	(\$135,309.01)	-6.12%
2018 Profit and Loss								
Profit and Loss Statement								

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Charlottesville Albemarle Airport Authority
Profit & Loss Statement
 For the Eleven Months Ending Thursday, May 31, 2018

Administrative Expenses

	Current Period Amount	Current Period Budget Amount	(Under) Over Budget	Percentage	Y-T-D Amount	Y-T-D Budget Amount	(Under) Over Budget	Percentage
Wages	50,101.72	52,773.00	(2,671.28)	-5.06%	608,650.06	624,633.00	(15,982.94)	-2.56%
Overtime - Admin	1,947.93	400.00	1,547.93	386.98%	16,246.86	19,600.00	(3,353.14)	-17.11%
Payroll Taxes	3,860.18	4,100.00	(239.82)	-5.85%	44,465.38	49,644.00	(5,178.62)	-10.43%
Retirement	4,003.77	3,877.00	126.77	3.27%	42,402.30	42,647.00	(244.70)	-0.57%
Health Ins./Supp.	5,431.20	5,121.00	310.20	6.06%	52,136.00	56,331.00	(4,195.00)	-7.45%
Long Term Disability	46.57	39.00	7.57	19.41%	701.92	433.00	268.92	62.11%
Life Insurance	715.54	684.00	51.54	7.76%	7,711.00	7,288.00	423.00	5.80%
Util - Telephone	1,074.58	1,466.00	(391.42)	-26.70%	18,531.61	16,126.00	2,405.61	14.92%
Insurance Expense	2,073.16	2,084.00	(10.84)	-0.52%	21,102.76	22,924.00	(1,821.24)	-7.94%
Office Supplies	918.79	800.00	118.79	14.85%	21,825.78	8,800.00	13,025.78	148.02%
Office Expenses	220.00	1,862.00	(1,642.00)	-88.18%	13,589.98	20,482.00	(6,892.02)	-33.65%
Payroll Processing Fees	186.65	195.00	(8.35)	-4.28%	12,058.89	2,145.00	353.26	16.47%
Travel-Admin & Marketing	1,871.92	1,250.00	621.92	49.75%	2,498.26	36,750.00	(24,691.11)	-67.19%
Education	6,799.00	785.00	6,034.00	788.76%	8,826.37	8,415.00	411.37	4.89%
Computer Expense	4,286.07	9,399.00	(5,112.93)	-54.40%	42,244.02	103,389.00	(61,144.98)	-59.14%
Equipment Lease	199.95	436.00	(236.05)	-54.14%	4,348.30	4,796.00	(447.70)	-9.33%
Dues & Subs-Admin & Marketing	4,828.00	1,287.00	3,561.00	281.06%	13,990.00	13,555.00	435.00	3.21%
Banking Fees	276.00	0.00	276.00	0.00%	2,375.00	300.00	2,075.00	691.67%
Service Fees	0.00	0.00	0.00	0.00%	215.07	0.00	215.07	0.00%
Human Resources	1,161.88	1,647.00	(485.12)	-29.45%	29,185.01	18,508.00	10,677.01	57.69%
Meeting Expense	898.02	258.00	640.02	248.07%	4,180.56	2,838.00	1,342.56	47.31%
Postage	0.00	0.00	0.00	0.00%	528.92	1,125.00	(596.08)	-52.98%
Shipping	121.37	200.00	(78.63)	-39.32%	1,800.81	2,200.00	(399.19)	-18.15%
Miscellaneous Expenses	30.98	0.00	30.98	0.00%	(15,995.85)	0.00	(15,995.85)	0.00%
Professional Fees	1,991.95	13,267.00	(11,275.05)	-84.99%	120,282.74	145,937.00	(25,654.26)	-17.58%
Advertising & Promotions	38,870.33	13,958.00	24,912.33	178.48%	287,967.10	349,478.00	(61,510.90)	-17.60%
Special Events	489.90	1,315.00	(825.10)	-62.75%	9,006.72	14,465.00	(5,458.28)	-37.73%
Air Service Development	1,491.56	7,500.00	(6,008.44)	-80.11%	43,264.38	106,500.00	(63,235.62)	-59.38%
Total Admin. Expenses	\$133,897.02	\$124,643.00	\$9,254.02	7.42%	\$1,414,139.95	\$1,679,309.00	(\$265,169.05)	-15.79%
Total Operating Expenses	\$540,108.76	\$650,514.50	(\$110,405.74)	-16.97%	\$5,794,608.19	\$6,771,801.50	(\$977,193.31)	-14.43%

Net Inc. Bef. Other Income

	165,291.74	(5,408.92)	170,700.66	3155.91%	1,211,763.35	(173,630.12)	1,385,393.47	-797.90%
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Other Income:

Insurance Proceeds	41,495.08	0.00	41,495.08	0.00%	41,495.08	0.00	41,495.08	0.00%
Coverage Fund	17,706.42	17,706.42	0.00	0.00%	194,770.62	194,770.62	0.00	0.00%
Net Inc. Aft. Other Income	\$224,493.24	\$12,297.50	\$212,195.74	1725.52%	\$1,448,029.05	\$21,140.50	\$1,426,888.55	6749.55%

Charlotteville Albemarle Airport Authority
Profit & Loss Statement
 For the Eleven Months Ending Thursday, May 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
Other Expense:								
Depreciation & Amort. Deprec. & Amort.	\$333,562.93	\$342,000.00	(\$8,437.07)	-2.47%	\$3,680,417.65	\$3,762,000.00	(\$81,582.35)	-2.17%
Net Inc. (Loss) After D & A	(\$109,069.69)	(\$329,702.50)	\$220,632.81	-66.92%	(\$2,232,388.60)	(\$3,740,859.50)	\$1,508,470.90	-40.32%

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

Assets

Current Assets:

Unrestricted Assets:

Cash and cash equivalents	2,126,695	2,195,871		
Prepaid Insurance	16,907	8,320	69,176	3.25%
Prepaid Insurance - Rental Car Facility	687	254	(8,587)	-50.79%
Prepaid Expenses	25,591	0	(433)	-63.03%
Accounts receivable-net	357,494	326,953	(25,591)	-100.00% Anthem Premiums
Due From Restricted Funds	913,188	913,188	(30,541)	-8.54%
Total Unrestricted Assets	3,440,562	3,444,586	4,024	0.12% Coverage Funds to Cap for Kenbridge Bills To resolve when closing State Grant

Non Current Assets

Restricted Assets:

Capital Funds:

Cash and cash equivalents	93,683	34,792	(58,891)	-62.86%
Receivables	582,513	582,513	0	0.00% FAA and State receivables Waiting for closeouts

Passenger Facility Charge Funds:

Cash and cash equivalents	1,033,186	1,286,318	253,132	24.50%
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Rental Car Facility Charge Funds:

Cash CFC Fund	68,055	105,561	37,506	55.11%
Cash CFC General Fund	45,835	44,014	(1,821)	-3.97%
Cash QTA Maintenance Fund	857,798	858,235	437	0.05%
Receivables	62,343	44,802	(17,541)	-28.14%

State Entitlement Funds:

Cash and cash equivalents	8,195,778	8,014,091	(181,687)	-2.22%
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Revenue Bond Funds:

Investments	153,029	153,107	78	0.05%
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Cash VRA Escrow:

Total restricted assets	11,092,220	11,123,433	31,213	0.28%
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Non-Current Assets

Restricted Assets

Revenue Bond Funds				
Cash and Cash Equivalents	168,721	174,059	5,338	3.16%

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

	April	May	Change	%
Capital Assets				
Land	19,230,590	19,230,590	0	0.00%
Buildings, improvements and equipment, net of depreciation	72,833,477	72,504,160	(329,317)	-0.45%
Master plan and amortization	33,942	29,696	(4,246)	-12.51%
Construction in progress	12,125,543	12,221,509	95,966	0.79%
Total Capital Assets (net of accu. deprec.)	104,223,552	103,985,955	(237,597)	-0.23%
Total Non-Current Assets	104,392,273	104,160,014	(232,259)	-0.22%
Total ASSETS	118,925,055	118,728,033	(197,022)	-0.17%
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	119,290,970	119,093,948		

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

	April	May	Change	%
Liabilities, Deferred Inflows and Net Position				
Current Liabilities				
Payable From Unrestricted Assets:				
Accounts payable	708,676	374,459	(334,217)	-47.16%
Accrued Payroll	69,301	69,301	0	0.00%
Accrued leave	108,641	108,641	0	0.00%
A/P Security dep/perf. bonds	32,667	32,667	0	0.00%
Total Current Liabilities from Unrestricted Assets	919,285	585,068	(334,217)	-36.36%
Payable from Restricted Assets:				
Accrued Interest	15,144	15,144	0	0.00%
Due to Unrestricted Funds	913,188	913,188	0	0.00%
Retainage payable	450,261	450,261	0	0.00%
Capital Accounts Payable	9,040	6,647	(2,393)	-26.47%
Total Current Liabilities from Restricted Assets	1,387,633	1,385,240	(2,393)	-0.17%
Non-Current Liabilities:				
Revenue bonds payable, net of unamortized bond discount	3,112,843	3,112,843	0	0.00%
N/P 2006 VRA Debt Service	206,697	206,697	0	0.00%
Due to VDOA Bridge Loans	734,882	734,882	0	0.00%
Net Pension Liability	978,872	978,872	0	0.00%
Total Non-Current Liabilities	5,033,294	5,033,294	0	0.00%
Total liabilities	7,340,212	7,003,602	(336,610)	-4.59%
Deferred Inflows of Resources				
Pension Expenses	38,008	38,008	0	0.00%
Net Position				
Invested in Capital Assets	100,300,799	100,063,202	(237,597)	-0.24%
Restricted:	9,888,452	9,927,396	38,944	0.39%
Unrestricted:	1,723,499	2,061,740	338,241	19.63%
Total Net Position	111,912,750	112,052,338	139,588	0.12%
Total Liabilities, Deferred Inflows and Net Position	119,290,970	119,093,948	(197,022)	-0.17%



Operating Statistics-Fiscal Year 2018

		Calendar Year															
		FY	FY	FY	FY	FY	FY	FY	FY	FY	FY	FY	FY	FY	FY	FY	
		2018	April	2017	FYTD	FYTD	FYTD	FY	2017	FY	2016	FY	2015	FY	2014	FY	
Aircraft Operations																	
Itinerant:																	
Local:	Air Carrier/Taxi	2,839	1,993	42%	22,327	19,024	17%	23,143	20,049	20,214	17,382	17,493	18,615	19,412	20,675	23,640	21,394
	General Aviation	2738	2,147	28%	24,294	20,865	16%	25,248	28,782	30,785	31,024	33,561	38,394	41,394	39,288	39,886	33,918
	Military	251	124	102%	1,898	1,790	6%	2,133	1,883	1,881	2,034	2,297	1,754	1,984	1,831	1,773	1,378
	General Aviation	1,616	1,230	31%	14,167	11,305	25%	14,123	19,525	20,040	18,809	20,324	20,486	17,294	18,075	20,013	17,584
	Military	578	346	67%	5,132	3,522	46%	4,211	3,754	4,147	3,457	4,063	3,118	3,087	3,354	2,916	2,032
Total Operations		8,022	5,840	37%	67,818	56,506	20%	68,858	73,993	77,067	72,706	77,738	82,367	83,171	83,223	88,228	76,306
Enplaned Passengers		31,028	28,046	11%	287,578	257,515	12%	315,099	261,631	238,398	227,874	232,571	215,869	196,060	177,659	168,966	185,689
Deplaned Passengers		31,124	27,619	13%	287,047	256,156	12%	313,512	261,168	232,164	226,294	231,466	213,692	195,867	177,160	168,971	182,344
Enplaned Load Factor		82%	82%	0%	82%	79%	4%	80%	86%	81%	76%	75%	72%	69%	65%	56%	59%
Available Seats		37,681	34,003	11%	350,492	325,139	8%	392,267	322,555	307,522	299,226	310,789	299,182	286,136	294,076	299,343	314,081
Parking Revenue		390,213	305,108	28%	3,576,536	2,767,528	29%	3,375,790	2,906,401	2,604,747	2,134,028	2,193,373	2,003,507	1,700,145	1,478,901	1,507,761	1,653,472
FBO Fuel Gallons Pumped																	
GA -100LL	GA -100LL	4,947	3,853	28%	39,704	37,284	6%	45,924	51,551	56,862	55,862	60,275	62,518	69,178	71,860	79,189	93,676
	GA/Corporate Jet-A	118,247	120,176	-2%	912,679	879,357	4%	1,073,227	998,910	1,008,861	969,930	969,423	942,165	911,363	833,494	1,047,298	1,160,810
	Military Jet-A	0	0	0%	0	51,974	-100%	51,974	66,988	63,084	72,238	86,510	53,611	73,901	67,114	71,542	56,538
	Airline	261,090	212,570	23%	2,408,206	2,024,438	19%	2,493,636	2,107,002	1,982,735	1,843,362	1,745,200	1,639,075	1,491,980	1,456,843	1,608,952	1,594,701
Total Fuel		384,284	336,599	14%	3,360,589	2,415,898	39%	3,087,606	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
Food/Beverage/Retail																	
Tailwinds, LLC.	Tailwinds, LLC.	152,555	133,138	15%	1,411,795	1,194,308	18%	1,478,844	0	0	0	0	0	0	0	0	0
									712,785	767,875	669,869	670,989	638,226	561,104	502,703	375,378	442,741
Rental Car Revenue*		836,775	870,349	-4%	8,028,904	7,657,842	5%	9,549,495	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
Concessionable revenue-not gross																	

*Concessionable revenue-not gross



Operating Statistics-Fiscal Year 2018

	May		FYTD		FY		Calendar Year											
	2018	2017	2018	2017	2017	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007		
Aircraft Operations																		
<i>Itinerant:</i>																		
<i>Air Carrier/Taxi</i>	2,905	2,121	25,232	21,145	19%	23,143	19,782	20,049	20,214	17,382	17,493	18,615	19,412	20,675	23,640	21,394		
<i>General Aviation</i>	3061	2,020	27,355	22,885	20%	25,248	22,937	28,782	30,785	31,024	33,561	38,394	41,394	39,288	39,886	33,918		
<i>Military</i>	206	146	2,104	1,956	9%	2,133	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>	2,116	1,114	16,283	12,419	31%	14,123	14,094	19,525	20,040	18,809	20,324	20,486	17,294	18,075	20,013	17,584		
<i>Military</i>	564	320	5,696	3,842	48%	4,211	3,511	3,754	4,147	3,457	4,063	3,118	3,087	3,354	2,916	2,032		
Total Operations	8,852	5,721	76,670	62,227	23%	68,858	62,331	73,993	77,067	72,706	77,738	82,367	83,171	83,223	88,228	76,306		
Enplaned Passengers	33,434	29,950	321,012	287,465	12%	315,099	286,030	261,631	238,398	227,874	232,571	215,869	196,060	177,659	168,966	185,689		
Deplaned Passengers	31,271	29,562	318,318	285,718	11%	313,512	284,218	261,168	232,164	226,294	231,466	213,692	195,867	177,160	168,971	182,344		
Enplaned Load Factor	86%	83%	82%	80%	4%	80%	84%	86%	81%	76%	75%	72%	69%	65%	56%	59%		
Available Seats	38,829	36,182	389,321	361,321	8%	392,267	340,237	322,555	307,522	299,226	310,789	299,182	286,136	294,076	299,343	314,081		
Parking Revenue	390,028	318,223	3,966,564	3,085,751	29%	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	1,653,472		
FBO Fuel Gallons Pumped																		
<i>GA -100LL</i>	3,939	3,693	43,643	40,977	7%	45,924	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>	100,861	110,725	1,013,540	990,082	2%	1,073,227	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	51,974	51,974	-100%	51,974	60,812	66,988	63,084	72,238	86,510	53,611	73,901	67,114	71,542	56,538		
<i>Airline</i>	288,736	231,295	2,696,942	2,255,733	20%	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	1,594,701		
Total Fuel	393,536	345,713	3,754,125	2,761,611	36%	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	2,905,725		
Food/Beverage/Retail																		
<i>Tailwinds, LLC.</i>	169,871	140,225	1,581,666	1,334,533	19%	1,478,844	1,080,096	0	0	0	0	0	0	0	0	0		
Rental Car Revenue*	922,933	942,159	8,951,837	8,600,000	4%	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	5,656,817		

*Concessionable revenue-not gross



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: July 10, 2018

SUBJECT: **Action Item #1** – Resolution No. 2018-6 “Resolution Making Certain Declarations and Providing Certain Approvals In Connection With A Proposed Bond Issue”

BACKGROUND: The Board approved the Airport Capital Improvement Plan which included approximately \$8.5 million for the expansion and improvement of the Authority’s public parking facilities. Since parking projects are not eligible for FAA or Virginia Department of Aviation funding, the Authority will be required to issue bonds to finance these projects. This resolution will allow for the reimbursement of the costs of any project expenditures that are incurred prior to the Authority’s issuance or incurrence of bond or other debt.

PRIOR ACTION: June 2018: Board approved the 6-Year Airport Capital Improvement Plan which included the above referenced project.

FUNDING: Annual Debt Service will be 100% Authority funded.

FINANCIAL IMPACT: The annual debt service associated with the issuance of \$8.5 million will be funded by the Authority’s annual operating budget

ATTACHMENTS: 1) Resolution No. 2018-6 “Resolution Making Certain Declarations and Providing Certain Approvals In Connection With A Proposed Bond Issue”

PRESENTATION: None

RESOLUTION NO. 2018-6

**RESOLUTION MAKING CERTAIN DECLARATIONS AND PROVIDING
CERTAIN APPROVALS IN CONNECTION WITH A PROPOSED BOND ISSUE**

WHEREAS, the Charlottesville-Albemarle Airport Authority (the "Authority") intends to (i) undertake certain projects at or in connection with the Charlottesville-Albemarle Airport, including but not limited to improvements to the parking facilities (collectively, the "Project"), (ii) make expenditures to pay costs of the Project prior to the Authority's issuance or incurrence of bonds or other debt (the "Bonds"), and (iii) reimburse itself for such original expenditures (the "Expenditures") from the proceeds of the Bonds; and

WHEREAS, the Authority has been advised that Treas. Regs. § 1.150-2 requires the Authority to make certain declarations in the forms set forth below to preserve the Authority's ability to make the above-described reimbursement.

NOW, THEREFORE BE IT RESOLVED by the Charlottesville-Albemarle Airport Authority that:

1. The Authority intends to finance the Project through the issuance of the Bonds in the estimated maximum principal amount of \$8,500,000 and reasonably expects to reimburse the Expenditures from the proceeds of the Bonds to the extent permitted under Treas. Regs. § 1.150-2.
2. Paragraph 1 above represents a declaration of "official intent" under Treas. Regs. § 1.150-2.
3. The Authority acknowledges that the Expenditures most likely to be reimbursable under Treas. Regs. § 1.150-2 are Expenditures which are (i) capital expenditures (or expenditures that would be capital expenditures with a proper election) under general federal income tax principles or (ii) costs of issuance of the Bonds.
4. This Resolution shall be in effect from and after its adoption.

ADOPTED this 10th day of July 2018.

Vote:

Aye: _____

No: _____

Certified:

By: _____
Melinda Crawford, Secretary

July 2018

1. Executive Director's Update

- a. Personnel Update– To be provided.
- b. “The Lounge” Business Center Update – Proposed Policy Attached
- c. Passenger Facility Charge (PFC) Application Update - To be provided
- d. Construction Update- To be provided
 - i. Masterplan Update
 - ii. Parking Improvements
 - iii. Runway/Taxiway Rehab
 - iv. Ramp Remarking and Expansion
 - v. FIDS/PA/Media Management Update
 - vi. Charging Stations Installation
 - vii. Modifications to Gate I Area
- e. Marketing & Air Service Update – to be provided



PROGRAM AND CONDITIONS

Program:

The Charlottesville Albemarle Airport (Airport) is owned and operated by the Charlottesville-Albemarle Airport Authority (Authority), and the Authority wishes to provide superior customer service and memorable amenities to the traveling public that utilizes the Airport. In an effort to further this mission, the “Lounge” has been created as an airport Authority amenity designed to provide those customers who would prefer a quieter, more peaceful “gate experience” as well as those in need of space to work alone or as a group with a different experience while waiting for their flights. The Lounge is available for a minimal fee for any customer departing on any flight from CHO, and can comfortably serve up to 25 passengers at a time.

The Lounge is designed into three zones:

Zone 1 is a seating area that is split into 4 separate areas. Each of these areas is unique, and each area provides a different casual experience.

Zone 2 is a working area and is comprised of a variety of charging and work stations.

Zone 3 is a conference room that provides a private area for larger meetings

Amenities:

Customers that access the Lounge will be offered a variety of upgraded amenities including:

- Dedicated Wi-Fi
- Complementary snacks and beverages
- Upgraded seating areas in a relaxing atmosphere
- Work stations for individuals and groups
- A private Conference Room (additional costs will apply)
- A variety of charging options throughout the lounge
- Dedicated customer service to be provided by CHO Ambassadors, a group of Authority employees trained to oversee the Lounge and assist passengers

- Copy machine and fax services are available upon request and are at the discretion of the CHO Ambassador.

Hours of Operation:

The Lounge is subject to varying hours of operation, and the hours will be based on CHO's current airline departure flight schedule as well as staffing availability. The tentative schedule will be Sunday – Saturday from 4:30 AM to 8:30 PM.

Cost:

Visits to the Lounge are subject to a "per person per visit" charge. The daily cost to access the lounge is \$10.00 per guest. Lounge access fees are non-transferable, non-refundable and subject to change with or without written notice.

Use of the Lounge Conference Room is subject to an additional fee and is either \$25 per 4-hour period or \$50 for full-day usage. The full-day usage is based on availability and will be at the discretion of the CHO Ambassadors or other authorized Authority staff. The maximum occupancy for the Conference Room area is eight people.

Access:

Admittance into the Lounge is strictly subject to customers in possession of a valid airline ticket for the same day of travel. Airline, Airport and other tenants traveling may be eligible for access if space is available and are subject to the standard entry fee. Customers must present their boarding pass on a departing CHO flight. Each guest shall be requested to check-in and check-out, and this will allow the CHO Ambassador to maintain a comfortable amount of customers in the Lounge. Providing this information to the Ambassador will also allow them to assist if flight changes should arise or if other important airport messages should need to be disseminated.

Admittance to the Lounge is subject to passengers (including children) behaving in an orderly manner. Any infants or children causing upset to other users' comfort may be asked to vacate the Lounge facilities. The Authority shall not be liable for any loss suffered by the passenger and any guests where a CHO Ambassador has refused admission because the passenger and/or guests have not complied with these conditions.

The Authority reserves the right in its absolute discretion to discontinue the Lounge program at any time, to refuse entry to any passenger, and to cancel any pass into the lounge.

Staffing:

The Lounge will be managed by a CHO Ambassador. This person will be generally assigned to the reception desk.

Terms and Conditions:

The Authority reserves the right to terminate any pass or remove any guest for inappropriate conduct, including, but not limited to, conduct that is disruptive, abusive or violent, or for failing to comply with these terms and conditions. The Authority will not be liable for any loss or damage suffered by a purchaser or visitor resulting from such refusal, cancellation, or denial.

The Authority reserves the right to restrict, alter or amend the fees, amenities, services and Lounge hours at any time with or without written notice.

The Authority will not be held responsible for articles lost in the Lounge.

Solicitation in the Lounge is prohibited.

Lounge access is not convertible to cash, credit or other goods and services

The Authority reserves the right to revise these rules and guidelines at any time without notice.

Tenant and unauthorized Authority employees may not access the Lounge except when traveling.

All customers accessing the Lounge agree that by using the Lounge, they are subject to the conditions of use imposed by the Authority.

The Authority may reserve the right to enforce a maximum stay policy (4 hours) to prevent overcrowding.

The Authority shall not be held liable for any direct or indirect loss resulting out of any customer failing to board their flight or loss of personal belongs.

Customers agree that s/he will indemnify the Authority, its employees and agents (collectively 'the indemnified parties') against and hold each indemnified party harmless from all liabilities, damages, losses, claims, suits, judgments, costs and expenses (including reasonable attorney's fees) for injury to or death of any person or damage to or destruction of any property arising out of the use of the Lounge by the customer or any guests or any person in said Lounge at the behest of that customer, except that such indemnification shall not extend to acts of gross negligence or willful misconduct by the indemnified parties.

Traveling with Animals

In accordance with the Authority's Rules and Regulations, no person shall enter any part of the Airport premises with a domestic animal unless such animal is kept restrained by a leash or is confined in such manner as to be completely under control; and unless a service animal used to guide or assist persons with disabilities.