



Charlottesville Albemarle Airport Authority Board Meeting
Wednesday, July 15th, 2015 at 10:30am in the Airport 2nd Floor Conference Room

AGENDA

Call to Order

Consent Agenda

1. Minutes – May 2015
2. Financial Statements –May 2015 (Unaudited)
3. Airport Statistics

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.

Presentations: Aubrey Watts: Board member Service Recognition
 Steve Shifflett: Airport employee Service Recognition

Action Items

1. FAA Grant and Award of Contract for Snow Removal Equipment
2. Grounds and Maintenance Landscaping Services Contract
3. Audit Engagement
4. Good Neighbor Policy
5. Amendment to Certain Bond Financing Agreements with Virginia Resources Authority
6. Amend Operating Budget
7. Amend Capital Budget
8. Work Order with Talbert & Bright –Pedestrian Access Study

Informational Items

1. Executive Director's Update
 - a. Personnel Update
 - b. Construction Update
 - c. Food and Beverage Concession Update
 - d. Insurance Incidents - Update

Closed Session

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

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

Next Meeting: September 16, 2015, 10:30 a.m., Airport Conference Room

Adjourn



Charlottesville Albemarle Airport Authority Board Meeting
Thursday, May 21, 2015 at 8:00 a.m. Basement Conference Room—City Hall

Minutes

Members Present: Bill Kehoe, Aubrey Watts, Tom Foley

Members Absent: None

Staff Present: Melinda Crawford; Executive Director, Penny Shifflett; Director of Finance, Jessie Shupe; Chief of Airport Police, Jason Burch; Director of Marketing and Air Service, Kristin Birdzell; Executive Secretary

Others Present: John Whitmer; Landmark Aviation, Bob Ross; Clear Sky Aviation, Lisa Robertson; Deputy City Attorney

Bill Kehoe called the meeting to order at 8am

Consent Agenda

1. Minutes- March 2015
2. Financial Statements- March 2015 (Unaudited)
 - a. FBO and parking revenues are up.
 - b. The Airport has generated \$308,000 net income year-to-date.
3. Airport Statistics
 - a. February and March showed a significant increase in passenger traffic. Available seats and load factor are also up. Operations are down slightly for both months.

Mr. Foley moved to approve the Consent agenda and Mr. Watts seconded
Unanimous approval by Board

Matters from the Public

Briefing provided by John Whitmer of Landmark Aviation: Landmark is currently performing soil testing, and hopefully by the next Board meeting he will have a design to present.

Action Items

1. Audit Committee Resolution and Charter/ Appoint Member(s)
 - a. In the previous Board meeting, the Board had stated they might want to make some changes to the current Audit Committee Resolution and Charter. The changes noted would allow both the Director of Finance for the City of Charlottesville as well as the Finance Director for the County of Albemarle to appoint a designee to the Committee. The Board also discussed having an additional fifth member on the Committee who is skilled in business law. If the fifth member is added to the Committee, the quorum will then be changed, requiring 3 of the 5 members to be present.

- b. Board members were in favor of a 5-member Committee: One member would have an accounting background and one would have a law background.

Mr. Watts moved to approve 5-member Audit Committee and Mr. Foley seconded
Unanimous approval by Board

2. Grounds and Maintenance Landscaping Services Contract

- a. The current grounds maintenance contract is expiring and the Airport will be releasing an RFP at the end of the month. A contract will be awarded to the lowest apparent bidder. Staff is asking the Board for permission to proceed with the RFP and the evaluation process. Staff will email a recommendation to the Board for review. If there are no objections by the Board, Mrs. Crawford would then be allowed to execute the contract documents. The contract will come back to the Board for ratification.

Mr. Foley moved to approve recommendation by staff and Mr. Watts seconded
Unanimous approval by Board

3. Clear Sky Aviation

- a. Clear Sky wishes to provide avionics maintenance services and avionic sales to the general public at the airport. The proposed five year agreement is contingent upon maintaining the Airport's Minimum Standards. The Authority will receive 2% of Clear Sky's gross revenues in accordance with the proposed agreement.
- b. Mr. Bob Ross stated the company has a certified repair station certificate and is in compliance with the Airport's Minimum Standards.

Mr. Watts moved to approve Clear Sky Aviation's Airport Use Agreement and seconded by Mr. Foley.

Unanimous approval by Board

4. Amended FY15 Capital and Non-Capital Budget

- a. Staff is asking the Board to approve the FY15 Capital Budget as amended and to approve the use of excess parking revenue for additional airport needs, such as office furniture, IT, OT wages, and stair improvements. A list of items are provided on Attachment 2 of Action Item #4.

Mr. Foley moved to approve the amendment as approved by staff and Mr. Watts seconded
Unanimous approval by Board

5. FY16 Operating Budget and 6 Year ACIP

- a. Airport staff met with airlines in March in order to discuss FY16 Operating and Capital budget. The airlines had no objections.
- b. Discussion regarding taxi cab services and the revenue they bring into the Airport ensued.
- c. Mrs. Crawford presented the budget.
- d. The proposed FY16 operating budget illustrates the Airlines pay approximately 17% of total Airport expenses. It is estimated they will pay \$532,000 for landing fees, and \$438,000 for terminal rent.

- e. Staff has begun discussion with the airlines concerning a revenue sharing mechanism whereby the Airport would be able to retain a percentage of non-airline revenue to be set aside for Airport needs.

Mr. Foley moved to approve FY16 Operating Budget and 6 year ACIP and Mr. Watts seconded Unanimous approval by Board

Informational Items

- 1. Executive Director's Update
 - a. Personnel Update
 - i. Staff will bring policies to Board in July regarding HR
 - b. Construction Update
 - i. Terminal project is progressing. Parking project has a Notice-to-Proceed pending receipt of permits and will be an 85-day construction period. Runway/taxiway rehabilitation design remains on schedule. The Runway Extension 21 project is substantially complete
 - c. Food and Beverage Concession Update
 - i. The Market will cease operation on May 31, 2015 and the Airport will be offering enhanced vending including hot foods and free coffee until Tailwinds takes over concession services in September, 2015.
 - d. Landmark Aviation Update
 - i. The Airport is moving forward with Landmark's newly executed lease
 - e. 800MHz Radio System Agreement with Albemarle County
 - i. Albemarle County will be upgrading the 800MHz Radio System and the Airport will be responsible for funding a portion that project. The total obligation amount is not yet known.

Closed Session

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

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

Motion by: Mr. Foley

Second by: Mr. Watts

Ayes: Mr. Foley

Noes: None

Mr. Kehoe

Mr. Watts

Unanimous approval of closed session

Closed session at 9:10am

Certification of Closed Meeting:

Mr. Foley moved 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 closed session were heard, discussed, or considered in the closed session.

Motion By: Mr. Foley

Second By: Mr. Watts

Ayes: Mr. Foley

Noes: None

Mr. Watts

Dr. Kehoe

Unanimous approval of certification of closed meeting

Board meeting back in session at 9:37am

During the closed session, the duties and performance of Executive Director Melinda Crawford were discussed. Mrs. Crawford's salary will be increased to \$136,500.00, with an Automobile Allowance of \$6,000.00 per year, and her residence shall remain within the "greater Charlottesville-Albemarle area". These changes shall take effect July 1, 2015, and the additional terms and conditions of her employment contract will remain the same.

Next Meeting: July 15, 2015, 10:30am in the Airport Conference Room

Adjourn at 9:40am

Approved minutes: 5/21/2015

Board Chairman/Acting Board Chairman

Charlottesville-Albemarle Airport Authority
Financial Statements (unaudited)
As of May 31, 2015

Charlottesville-Albemarle Airport Authority
Profit & Loss Notes
As of May 31, 2015

\$15K and 10% change

Revenues:

- A. Parking Revenue:-- year-to-date revenue = \$2,655,752 Budgeted = \$2,338,552
Parking revenue is larger than anticipated due to increased passenger traffic.
- B. FBO Revenue:-- year-to-date revenue = \$300,354 Budgeted = \$233,750
FBO revenue is a direct correlation to GA activity and fuel sales.
- C. State Maintenance AF Revenue:-- year-to-date revenue \$42,557 Budgeted = \$84,400
Each year the Virginia Department of Aviation (VDOA) starts out with funds available for airfield maintenance and equipment purchases. It is limited to the availability of funds. As previously discussed, we were informed at the April state meeting that these funds were depleted for this fiscal year.
- D. Air Service Development - year-to-date revenue \$0 Budgeted = \$20,000
The revenue for this grant will be recognized in June when the expenses are anticipated to be incurred.

Year-to-date revenues totaling \$5,142,926 are over budget by \$341,580.

Expenses:

Overtime (OT): Overtime expenses, in general, for all departments have exceeded budgeted amounts due to the Board approving a new compensation policy for employees responding to snow/ice removal emergencies. These line item increases are also due to vacancies in staffing.

Parking:

- E. Wages:-- year-to-date expenses = \$258,172 Budgeted = \$297,880
Wages are under budget due to vacancies in this department.
- F. Parking Grounds Maintenance:-- year-to-date expenses = \$88,528 Budgeted = \$58,663
Unanticipated landscaping work was required two of the three public parking lots.
- G. Credit Card Discount:-- year-to-date expenses = \$100,191 Budgeted = \$79,200

The increase in Merchant Fees is directly related to an increase in airport customers/tenants using credit cards to pay for parking and fees.

H. Parking Expansion - year-to-date expenses = \$48,048 Budgeted = \$180,000

The year-to-date expenses reflect the remaining charges for the design of the parking lot project. While the design and other expenses associated with the construction of the new parking lot are capital improvements and will eventually be capitalized, the airlines agreed to set aside a portion of the parking revenues that resulted from the 2013 parking rate increase for the purpose of this project. Their agreement to this funding mechanism was allowed under the current Airline Agreement, but the expenses associated with this authorization had to be accounted for within the operating budget in order to be included in the rate-making calculation that is in the current agreement. At the end of the year after calculating the airline settlement which will be reduced by these expenses, the amount within the Parking Expansion Expense Account will be capitalized into a construction in progress account.

During the FY15 budgeting process, \$236K was included in the Parking Expansion Expense Account. Of that amount, \$48K was for the remaining design costs, \$105,575 was slated for the Authority's portion of the project (i.e. the construction related expenses not included in the VRA financing), and the remaining \$82K was available for other parking capacity needs. Since the project did not start until June, no additional project costs have been incurred as of the end of May. With that being said, the \$82K will be utilized on the parking lot project as various issues have arisen regarding that project. These will be explained in the Capital Budget Amendment item.

Airfield:

I. Maintenance Airfield Equipment:--year-to-date expenses=\$57,789 Budgeted = \$39,116
Expenses in this category fluctuate up or down depending on needed repairs and maintenance to all airfield equipment.

J. Maintenance:-- year-to-date expenses = \$24,841 Budgeted = \$8,153
Maintenance expenses are over budget mainly due to the fencing project which was identified as a security issue. Barbed wire was added to the top of all of our fencing. The cost for this was \$12,600.

K. State Maintenance:-- year-to-date expenses = \$79,215 Budgeted = \$105,500
See Note C. This expense is associated with the VDOA revenue mentioned above.

Terminal:

L. Utilities-Oil:--- year-to-date expenses \$41,884 Budgeted=\$60,000
To date, the expenses in this category have been lower due to prices being lower than historical and budgeted costs.

M. Maintenance Equipment Purchase: year-to-date expenses = \$17,368 Budgeted = \$1,200
Various small unanticipated projects and expenses were needed throughout the terminal.

- N. Maintenance:-- year-to-date expenses = \$78,358 Budgeted = \$38,262
The age and condition of the terminal required several small projects that ranged from repairs to the PA system to painting the Gate 5 area and new window treatments in the Administration area.
- O. HVAC Maintenance: year-to-date expenses = \$86,917 Budgeted = \$54,780
There were several unscheduled repairs to the aging chiller system.

Year-to-date expenses of \$4,664,714 are under budget by \$50,111.

Net Income

May year-to-date operating revenue in excess of budget =	\$341,580
May year-to-date operating expenses less than budget =	<u>\$ 50,111</u>
May year-to-date net operating income in excess of budget	\$391,691

7/9/2015

Charlotteville Albemarle Airport Authority
Profit & Loss Statement
 For the Eleven Months Ending Sunday, May 31, 2015

15,000 + 10th

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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	\$265,794.00	\$290,000.00	(\$24,206.00)	-8.35%	\$2,655,752.00	\$2,339,552.00	\$317,200.00	13.56%
Tenant Parking	4,650.00	4,500.00	150.00	3.33%	50,250.00	49,500.00	750.00	1.52%
Miscellaneous Fees	0.00	50.00	(50.00)	-100.00%	5,792.10	550.00	5,242.10	953.11%
Crew Base	230.00	405.00	(175.00)	-43.21%	3,565.00	4,455.00	(890.00)	-19.98%
Total Parking Revenue	\$270,674.00	\$294,955.00	(\$24,281.00)	-8.23%	\$2,715,359.10	\$2,393,057.00	\$322,302.10	13.47%
Airfield Revenues								
Airline Landing Revenue	49,894.55	44,116.25	5,778.30	13.10%	483,252.94	485,278.75	(2,025.81)	-0.42%
Charter Revenue	0.00	1,000.00	(1,000.00)	-100.00%	14,763.77	11,000.00	3,763.77	34.22%
AWW Flowage	0.00	0.00	0.00	0.00%	8,154.28	7,500.00	654.28	8.72%
FBO Revenue	37,260.57	21,250.00	16,010.57	75.34%	300,353.98	233,750.00	66,603.98	28.49%
Ground Rent	6,440.35	4,883.00	1,557.35	31.89%	80,601.03	69,737.00	10,864.03	15.58%
Misc. Revenue	332.50	375.00	(42.50)	-11.33%	1,675.00	4,125.00	(2,450.00)	-59.39%
Security Access Control Revenue	176.00	450.00	(274.00)	-60.89%	5,572.00	4,950.00	622.00	12.57%
State Maintenance Airfield	0.00	0.00	0.00	0.00%	42,557.40	84,400.00	(41,842.60)	-49.58%
Total Airfield Revenue	\$94,103.97	\$72,074.25	\$22,029.72	30.57%	\$936,930.40	\$900,740.75	\$36,189.65	4.02%
Terminal Revenues								
Airline Rent	33,288.73	33,283.25	5.48	0.02%	372,362.40	366,115.75	6,246.65	1.71%
Advertising	5,285.86	4,000.00	1,285.86	32.15%	46,303.85	44,000.00	2,303.85	5.24%
Rental Car Revenue	63,333.17	63,333.00	0.17	0.00%	700,142.73	696,663.00	3,479.73	0.50%
Misc. Concession Rev.	0.00	0.00	0.00	0.00%	2,131.05	2,000.00	131.05	6.55%
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 OTA Land Lease	4,455.00	4,455.00	0.00	0.00%	49,005.00	49,005.00	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	0.00	2,667.00	(2,667.00)	-100.00%	29,251.01	29,337.00	(85.99)	-0.29%
Maint. Work Order Revenue	(151.85)	0.00	(151.85)	0.00%	1,059.34	0.00	1,059.34	0.00%
State Debt Service Reimb.	75,000.00	75,000.00	0.00	0.00%	150,000.00	150,000.00	0.00	0.00%
State Maintenance Terminal	0.00	0.00	0.00	0.00%	0.00	6,400.00	(6,400.00)	-100.00%
TSA Lease	2,758.30	2,592.00	166.30	6.42%	29,062.35	28,512.00	550.35	1.93%
FAA Service Fee/Rent	3,479.17	3,632.00	(152.83)	-4.21%	36,270.87	39,493.00	(3,222.13)	-8.16%
Total Terminal Revenue	\$190,071.38	\$191,585.25	(\$1,513.87)	-0.79%	\$1,446,441.60	\$1,440,378.75	\$6,062.85	0.42%
Administrative Revenues								
Interest Income	646.59	667.00	(20.41)	-3.06%	7,876.96	7,337.00	539.96	7.36%
Miscellaneous Income	0.00	0.00	0.00	0.00%	(64.71)	500.00	(564.71)	-112.94%
State Promotion Reimb.	0.00	0.00	0.00	0.00%	22,050.00	25,000.00	(2,950.00)	-11.80%
Air Service Development	0.00	4,000.00	(4,000.00)	-100.00%	0.00	20,000.00	(20,000.00)	-100.00%
OTA Staff Reimbursement	1,303.00	1,303.00	0.00	0.00%	14,333.00	14,333.00	0.00	0.00%
Total Administrative Revenue	\$1,949.59	\$5,970.00	(\$4,020.41)	-67.34%	\$44,195.25	\$67,170.00	(\$22,974.75)	-34.20%
Total Revenues	\$556,798.94	\$564,584.50	(\$7,785.56)	-1.38%	\$5,142,926.35	\$4,801,346.50	\$341,579.85	7.11%

2015 Profit and Loss
 Profit and Loss Statement

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7/9/2015

Charlotteville Albemarle Airport Authority
Profit & Loss Statement
 For the Eleven Months Ending Sunday, May 31, 2015

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Parking Expenses	Current Period	Current Period	(Under) Over	Percentage	Y-T-D	Y-T-D	(Under) Over	Percentage
	Amount	Budget Amount	Budget		Amount	Budget Amount	Budget	
Wages	33,036.71	37,335.00	(4,298.29)	-11.51%	258,171.96	297,880.00	(39,708.04)	-13.33%
Overtime - Parking	5,286.05	300.00	4,986.05	1662.02%	45,009.45	10,300.00	34,709.45	336.98%
Payroll Taxes	2,811.04	2,879.00	(67.96)	-2.36%	22,515.32	23,575.00	(1,059.68)	-4.49%
Retirement	1,897.01	2,344.00	(446.99)	-19.07%	16,200.68	25,794.00	(9,593.32)	-37.19%
Health Ins./Supp.	3,761.00	4,890.00	(1,129.00)	-23.09%	44,815.00	53,790.00	(8,975.00)	-16.69%
Long Term Disability	66.20	16.00	50.20	313.75%	459.83	156.00	303.83	194.76%
Life Insurance	249.16	340.00	(90.84)	-26.72%	2,183.51	3,780.00	(1,596.49)	-41.93%
UIII - Parking Lights	359.41	375.00	(15.59)	-4.16%	4,107.73	4,125.00	(17.27)	-0.42%
UIII - Telephone	750.00	770.00	(19.29)	-2.51%	8,253.56	8,470.00	(216.44)	-2.56%
UIII - Water	28.15	26.00	2.15	8.27%	321.64	286.00	35.64	12.46%
Insurance Expense	564.22	648.00	(83.78)	-12.93%	6,206.42	7,128.00	(921.58)	-12.93%
Snow Removal	0.00	0.00	0.00	0.00%	7,438.49	6,000.00	1,438.49	23.97%
Parking Lot Lighting	0.00	498.00	(498.00)	-100.00%	2,297.37	5,478.00	(3,180.63)	-58.06%
Parking Grounds Maintenance	9,391.84	5,333.00	4,058.84	76.11%	88,528.52	58,663.00	29,865.52	50.91%
Parking Pavement/Booths/Steps	4,294.14	140.00	4,154.14	2967.24%	11,455.68	11,805.00	(349.32)	-2.96%
Parking Equip. Maintenance	2,432.40	1,704.00	728.40	42.75%	18,349.61	18,746.00	(396.39)	-2.11%
Supplies	0.00	0.00	0.00	0.00%	5,585.00	9,892.00	(4,307.00)	-43.54%
Parking - Signage & Traffic Control	0.00	0.00	0.00	0.00%	1,923.00	2,500.00	(577.00)	-23.08%
Payroll Processing Fees	120.38	84.00	36.38	43.31%	1,412.84	924.00	488.84	52.90%
Uniforms	0.00	0.00	0.00	0.00%	86.50	3,000.00	(2,911.50)	-97.05%
Travel	0.00	0.00	0.00	0.00%	0.00	1,500.00	(1,500.00)	-100.00%
Education	0.00	0.00	0.00	0.00%	0.00	1,000.00	(1,000.00)	-100.00%
Dues & Subs	0.00	0.00	0.00	0.00%	310.00	79,200.00	(78,890.00)	-99.72%
Credit Card Discount	9,970.23	7,200.00	2,770.23	38.48%	100,190.88	110.00	99,980.88	90,884.44%
Over & Short	0.00	10.00	(10.00)	-100.00%	18.00	100.00	(82.00)	-82.00%
Bad Debt Expense	0.00	0.00	0.00	0.00%	0.00	100.00	(100.00)	-100.00%
2004 Debt Service Parking	10,967.57	10,968.00	(0.43)	-0.00%	152,672.57	152,672.00	0.57	0.00%
Parking Expansion	4,137.51	75,000.00	(70,862.49)	-94.48%	48,047.67	180,000.00	(131,952.33)	-73.31%
Total Parking Expenses	\$90,123.73	\$150,860.00	(\$60,736.27)	-40.26%	\$846,563.23	\$967,164.00	(\$120,600.77)	-12.47%

2015 Profit and Loss
 Profit and Loss Statement

Charlotteville Albemarle Airport Authority

Profit & Loss Statement

For the Eleven Months Ending Sunday, May 31, 2015

Airfield Expenses	Current Period	Current Period	(Under) Over	Percentage	Y-T-D	Y-T-D	(Under) Over	Percentage
	Amount	Budget Amount	Budget		Amount	Budget Amount	Budget	
Wages	49,239.42	48,266.00	973.42	2.02%	380,104.93	386,022.00	(5,917.07)	-1.53%
Overtime - Airfield	3,320.27	1,504.00	1,816.27	120.76%	55,472.58	30,687.00	24,775.58	80.71%
Payroll Taxes	3,882.17	3,807.00	85.17	2.24%	31,513.02	31,877.00	(363.98)	-1.14%
Retirement	3,174.16	3,157.00	17.16	0.54%	30,294.87	34,727.00	(4,432.13)	-12.76%
Health Ins./Supp.	4,911.00	5,056.00	(145.00)	-2.87%	53,918.00	55,618.00	(1,698.00)	-3.05%
Long Term Disability	0.00	30.00	(30.00)	-100.00%	0.00	330.00	(330.00)	-100.00%
Life Insurance	417.14	460.00	(42.86)	-9.32%	3,965.21	5,060.00	(1,094.79)	-21.64%
UII - Electric	1,876.13	2,084.00	(207.87)	-9.97%	25,912.77	22,924.00	2,988.77	13.04%
UII - Propane	0.00	0.00	0.00	0.00%	7,304.41	7,500.00	(195.59)	-2.61%
UII - Telephone	561.66	563.00	(1.34)	-0.24%	6,175.85	6,193.00	(17.15)	-0.28%
UII - Water	18.06	11.00	7.06	64.18%	191.86	121.00	70.86	58.56%
Insurance Expense	2,221.35	3,307.00	(1,085.65)	-32.83%	26,470.25	36,387.00	(9,916.75)	-27.25%
Snow Removal	279.17	0.00	279.17	0.00%	42,700.40	43,970.00	(1,269.60)	-2.89%
Airfield Lighting Maintenance	10.88	0.00	10.88	0.00%	5,171.50	10,318.00	(5,146.50)	-49.86%
Maint. Airfield Equipment	4,540.83	3,556.00	984.83	27.69%	57,768.91	39,116.00	18,672.91	47.74%
Maint. Equipment Purchase	125.63	333.00	(207.37)	-62.27%	10,011.15	3,667.00	6,344.15	173.01%
Maintenance	107.45	0.00	107.45	0.00%	24,841.47	8,153.00	16,688.47	204.69%
Airfield Grounds Maintenance	0.00	0.00	0.00	0.00%	336.62	10,000.00	(9,663.38)	-96.63%
State Maintenance	15,656.10	0.00	15,656.10	0.00%	79,214.69	105,500.00	(26,285.31)	-24.91%
Vehicle Expense Gas and Oil	4,862.93	3,691.00	1,171.93	31.75%	43,940.83	40,601.00	3,339.83	8.23%
Hazmat Materials	0.00	800.00	(800.00)	-100.00%	10,956.28	2,400.00	8,556.28	356.51%
ARFF Equipment	0.00	0.00	0.00	0.00%	17,394.71	17,950.00	(555.29)	-3.09%
ARFF Training Supplies	2,097.00	0.00	2,097.00	0.00%	8,769.43	8,750.00	19.43	0.22%
Uniforms - Maintenance	0.00	225.00	(225.00)	-100.00%	7,500.57	8,025.00	(524.43)	-6.53%
Environmental Compliance	0.00	1,300.00	(1,300.00)	-100.00%	18,183.32	3,550.00	14,633.32	412.21%
Emergency Exercises	0.00	0.00	0.00	0.00%	2,949.63	1,200.00	1,649.63	137.47%
Payroll Processing Fees	120.37	0.00	120.37	0.00%	1,427.95	1,000.00	427.95	42.80%
Travel	372.37	100.00	272.37	272.37%	5,270.11	8,100.00	(2,829.89)	-34.94%
Education	500.00	0.00	500.00	0.00%	1,350.00	4,300.00	(2,950.00)	-68.60%
Dues & Subs	1,494.00	0.00	1,494.00	0.00%	1,897.35	1,785.00	112.35	6.29%
ANTINLETN Dues & Subs	0.00	0.00	0.00	0.00%	1,200.00	0.00	1,200.00	0.00%
800 MHz Supplies & Minc.	0.00	0.00	0.00	0.00%	13,737.02	18,316.00	(4,578.98)	-25.00%
Security Access Control	2,564.00	3,061.00	(497.00)	-16.24%	21,647.14	27,329.00	(5,681.86)	-20.79%
Security Background Processing	0.00	0.00	0.00	0.00%	1,200.00	4,000.00	(2,800.00)	-70.00%
Total Airfield Expenses	\$102,362.09	\$81,311.00	\$21,051.09	25.89%	\$998,712.83	\$985,484.00	\$13,228.83	1.34%

Charlotteville Albemarle Airport Authority

Profit & Loss Statement
For the Eleven Months Ending Sunday, May 31, 2015

Terminal Expenses	Current Period	Current Period	(Under) Over	Percentage	Y-T-D	Y-T-D	(Under) Over	Percentage
	Amount	Budget Amount	Budget		Amount	Budget Amount	Budget	
Wages	53,559.87	54,719.00	(1,159.13)	-2.12%	408,367.14	443,359.00	(34,991.86)	-7.89%
Overtime - Terminal	3,302.14	1,550.00	1,752.14	113.04%	55,856.48	32,400.00	23,456.48	72.40%
Payroll Taxes	4,209.61	4,305.00	(95.39)	-2.22%	32,670.54	36,397.00	(3,726.46)	-10.24%
Retirement	3,335.29	3,478.00	(142.71)	-4.10%	33,724.06	38,258.00	(4,533.94)	-11.85%
Health Ins Supp.	5,548.00	6,372.00	(824.00)	-12.93%	59,765.00	70,092.00	(10,327.00)	-14.73%
Long Term Disability	0.00	41.00	(41.00)	-100.00%	0.00	451.00	(451.00)	-100.00%
Life Insurance	438.31	507.00	(68.69)	-13.55%	4,619.81	5,577.00	(957.19)	-17.16%
UIH - Electric	12,361.15	12,917.00	(555.85)	-4.30%	134,238.35	142,087.00	(7,848.65)	-5.52%
UIH - Propane	0.00	0.00	0.00	0.00%	2,933.35	4,200.00	(1,266.65)	-30.16%
UIH - Oil	0.00	0.00	0.00	0.00%	41,884.00	60,000.00	(18,116.00)	-30.19%
UIH - Telephone	782.21	797.00	(14.79)	-1.86%	8,612.77	8,767.00	(154.23)	-1.76%
UIH - Water	3,148.79	2,667.00	481.79	18.06%	28,244.62	29,337.00	(1,092.38)	-3.72%
UIH - Disposal	1,456.26	1,477.00	(20.74)	-1.40%	15,434.70	16,247.00	(812.30)	-5.00%
Insurance Expense	2,197.50	2,406.00	(208.50)	-8.67%	24,172.50	26,466.00	(2,293.50)	-8.67%
Maint. Equipment Purchase	0.00	0.00	0.00	0.00%	17,368.00	1,200.00	16,168.00	1347.33%
Maintenance	2,065.80	7,750.00	(5,684.20)	-73.34%	78,357.67	38,262.00	40,095.67	104.79%
HVAC Maintenance	4,932.87	4,980.00	(47.13)	-0.95%	86,916.86	54,780.00	32,136.86	58.67%
Baggage Claim Maint	1,475.30	667.00	808.30	121.18%	9,579.26	7,337.00	2,242.26	30.58%
Elevator Escalator Maintenance	217.94	2,166.00	(1,948.06)	-89.94%	32,794.60	27,826.00	4,968.60	17.86%
Fids Maintenance	0.00	334.00	(334.00)	-100.00%	0.00	3,670.00	(3,670.00)	-100.00%
Relamp	212.21	959.00	(746.79)	-77.87%	6,379.40	10,549.00	(4,169.60)	-39.53%
Welding Fabrication	0.00	0.00	0.00	0.00%	246.50	0.00	246.50	0.00%
Janitorial Contract	11,584.37	11,484.00	100.37	0.87%	127,703.07	126,324.00	1,379.07	1.09%
Terminal Signage	2,972.50	0.00	2,972.50	0.00%	8,901.96	5,000.00	3,901.96	78.04%
Terminal Paging System	0.00	794.00	(794.00)	-100.00%	0.00	2,000.00	(2,000.00)	-100.00%
Terminal Landscaping	0.00	0.00	0.00	0.00%	5,588.00	7,870.00	(2,282.00)	-29.00%
OSHA Compliance	0.00	100.00	(100.00)	-100.00%	16,289.85	13,700.00	2,589.85	18.90%
Janitorial Supplies	0.00	1,667.00	(1,667.00)	-100.00%	13,678.30	18,337.00	(4,658.70)	-24.32%
Payroll Processing Fees	120.37	83.00	37.37	45.02%	1,427.95	913.00	514.95	56.40%
Travel - Public Safety	583.64	0.00	583.64	0.00%	12,787.11	2,140.00	10,647.11	497.53%
Travel - Operations	30.11	0.00	30.11	0.00%	2,268.62	1,375.00	893.62	64.99%
Education - Public Safety	0.00	185.00	(185.00)	-100.00%	11,839.04	7,985.00	3,854.04	48.27%
Education - Operations	550.00	0.00	550.00	0.00%	550.00	1,622.00	(1,072.00)	-66.09%
Dues & Subs	0.00	0.00	0.00	0.00%	3,654.82	2,155.00	1,499.82	69.60%
Emergency Communications	1,651.71	1,758.00	(106.29)	-6.05%	20,376.91	19,338.00	1,038.91	5.37%
Maint. Work Order Expense	0.00	0.00	0.00	0.00%	4,712.05	0.00	4,712.05	0.00%
Uniforms - Public Safety	1,475.32	260.00	1,215.32	467.43%	7,072.39	2,485.00	4,587.39	184.60%
Uniforms - CSO	0.00	0.00	0.00	0.00%	405.61	0.00	405.61	0.00%
Safety	506.49	288.00	218.49	75.86%	3,438.65	4,563.00	(1,124.35)	-24.64%
VGIN Expenses	0.00	158.00	(158.00)	-100.00%	1,541.00	1,783.00	(242.00)	-13.57%
First Aid Supplies	155.00	0.00	155.00	0.00%	914.72	1,600.00	(685.28)	-42.83%
Snow Removal	0.00	1,800.00	(1,800.00)	-100.00%	0.00	1,800.00	(1,800.00)	-100.00%
Towing Expense	0.00	0.00	0.00	0.00%	0.00	150.00	(150.00)	-100.00%

2015 Profit and Loss
Profit and Loss Statement

Charlottesville Albemarle Airport Authority
Profit & Loss Statement
 For the Eleven Months Ending Sunday, May 31, 2015

	Current Period Amount	Current Period Budget Amount	(Under) Over Budget	Percentage	Y-T-D Amount	Y-T-D Budget Amount	(Under) Over Budget	Percentage
State Maintenance	0.00	0.00	0.00	0.00%	0.00	8,000.00	(8,000.00)	-100.00%
2004 Debt Service - Terminal	41,258.90	41,258.00	0.90	0.00%	453,847.90	453,848.00	(0.10)	0.00%
Total Terminal Expenses	\$160,131.66	\$167,927.00	(\$7,795.34)	-4.64%	\$1,779,363.58	\$1,740,250.00	\$39,113.58	2.25%

Charlottesville Albemarle Airport Authority
Profit & Loss Statement
 For the Eleven Months Ending Sunday, May 31, 2015

	Current Period Amount	Current Period Budget Amount	(Under) Over Budget	Percentage	Y-T-D Amount	Y-T-D Budget Amount	(Under) Over Budget	Percentage
Administrative Expenses								
Wages	50,215.84	49,704.00	511.84	1.03%	415,542.32	397,632.00	17,910.32	4.50%
Overtime - Admin	737.77	125.00	612.77	490.22%	5,335.50	1,375.00	3,960.50	288.04%
Payroll Taxes	(3,650.71)	3,812.00	(7,462.71)	-195.77%	23,212.26	30,520.00	(7,307.74)	-23.94%
Retirement	3,281.89	3,252.00	29.89	0.92%	34,618.78	35,772.00	(1,153.22)	-3.22%
Health Ins./Supp.	2,445.00	2,632.00	(187.00)	-7.10%	28,204.00	28,952.00	(748.00)	-2.58%
Life Insurance	431.07	474.00	(42.93)	-9.06%	4,310.70	5,214.00	(903.30)	-17.32%
Unl - Telephone	1,167.94	1,156.00	11.94	1.03%	13,389.73	12,716.00	673.73	5.30%
Insurance Expense	1,946.18	2,289.00	(342.82)	-14.98%	26,049.98	25,329.00	720.98	2.85%
Office Supplies	601.59	792.00	(190.41)	-24.04%	7,015.23	8,712.00	(1,696.77)	-19.48%
Office Expenses	2,058.43	1,378.00	680.43	49.38%	15,158.00	15,158.00		85.92%
Payroll Processing Fees	120.38	83.00	37.38	45.04%	29,697.36	913.00	14,539.36	94.53%
Travel-Admin & Marketing	2,874.29	788.00	2,086.29	264.76%	10,148.79	14,083.00	(3,934.21)	-27.94%
Education	0.00	492.00	(492.00)	-100.00%	1,598.74	5,412.00	(3,813.26)	-70.46%
Computer Expense	9,032.93	3,200.00	5,832.93	182.28%	56,965.74	63,522.00	(6,556.26)	-10.32%
Equipment Lease	199.95	458.00	(258.05)	-56.34%	5,348.69	5,038.00	310.69	6.17%
Dues & Sub-Admin & Marketing	275.00	1,081.00	(806.00)	-74.56%	8,402.00	11,891.00	(3,489.00)	-29.34%
Banking Fees	217.01	0.00	217.01	0.00%	456.41	300.00	156.41	52.14%
Service Fees	7.37	0.00	7.37	0.00%	552.30	0.00	552.30	0.00%
Human Resources	294.05	1,422.00	(1,127.95)	-79.32%	18,588.44	15,642.00	2,946.44	18.84%
Meeting Expense	0.00	258.00	(258.00)	-100.00%	2,500.62	2,838.00	(337.38)	-11.89%
Postage	0.00	0.00	0.00	0.00%	1,186.06	1,125.00	61.06	5.43%
Shipping	165.35	175.00	(9.65)	-5.51%	2,201.46	1,325.00	876.46	66.15%
Miscellaneous Expenses	0.00	0.00	0.00	0.00%	1,080.98	0.00	1,080.98	0.00%
Professional Fees	136.18	7,813.00	(7,676.82)	-98.26%	83,656.98	85,943.00	(2,286.02)	-2.66%
Advertising & Promotions	262.19	17,958.00	(17,695.81)	-98.54%	196,814.88	188,778.00	8,036.88	4.26%
Special Events	0.00	0.00	0.00	0.00%	6,107.48	6,750.00	(642.52)	-9.52%
Air Service Development	20,364.98	3,317.00	17,047.98	513.96%	55,312.48	56,987.00	(1,674.52)	-2.94%
Total Admin. Expenses	\$93,184.68	\$102,659.00	(\$9,474.32)	-9.23%	\$1,040,074.00	\$1,021,927.00	\$18,147.00	1.78%
Total Operating Expenses	\$445,802.16	\$502,757.00	(\$56,954.84)	-11.33%	\$4,664,713.64	\$4,714,825.00	(\$50,111.36)	-1.06%
Net Inc. Bef. Other Income	110,996.78	61,827.50	49,169.28	79.53%	478,212.71	86,521.50	391,691.21	452.71%
Other Income:								
Insurance Proceeds	0.00	0.00	0.00	0.00%	61,282.26	0.00	61,282.26	0.00%
Coverage Fund	14,916.67	14,916.67	0.00	0.00%	164,083.37	164,083.37	0.00	0.00%
Net Inc. Aff. Other Income	\$125,913.45	\$76,744.17	\$49,169.28	64.07%	\$703,578.34	\$250,604.87	\$452,973.47	180.75%
Other Expense:								
Depreciation & Amort.								
2015 Profit and Loss								
Profit and Loss Statement								

Charlotteville Albemarle Airport Authority
Profit & Loss Statement
 For the Eleven Months Ending Sunday, May 31, 2015

	Current Period Amount	Current Period Budget Amount	(Under) Over Budget	Percentage	Y-T-D Amount	Y-T-D Budget Amount	(Under) Over Budget	Percentage
Deprec. & Amort.	\$226,630.16	\$0.00	\$226,630.16	0.00%	\$2,488,111.98	\$0.00	\$2,488,111.98	0.00%
Net Inc. (Loss) After D & A	(\$100,716.71)	\$76,744.17	(\$177,460.88)	-231.24%	(\$1,784,533.64)	\$250,604.87	(\$2,035,138.51)	-812.09%

Operating Statistics-Fiscal Year 2015

Calendar Year																
Aircraft Operations						FY										
Domestic						FY										
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*Consolidated revenue-net gross

^aValues were calculated for the first two groups.



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: July 15, 2015

SUBJECT: **Action Item #1** - FAA Grant and Award of Contract to M-B Companies for Purchase of Runway Snow Removal Equipment

RECOMMENDATION: The Board 1) approve the submission of an FAA grant application in the amount of \$592,000 for the purchase of Runway Snow Removal Equipment, 2) award a contract to M-B Companies, Inc in the amount of \$592,000 for the purchase of a multi-tasking snow removal unit upon receipt of the FAA grant, and 3) authorize the Executive Director to execute the FAA grant when offered and to subsequently execute the equipment contract

BACKGROUND: In accordance with the Board approved Airport Capital Improvement Plan, an application has been submitted to the FAA requesting funding for the purchase of runway snow removal equipment. Prior to the submission of a FAA grant, a firm bid for the grant item had to be in place.

FAA Advisory Circulars provide recommendations and guidance about the type, size, and number of pieces of snow removal equipment that airports should have based on the airport's size, type of aircraft utilization, number of operations, runway configurations, and other factor. In accordance with the FAA guidelines, an Invitation for Bids (IFB) was issued on May 25, 2015 for the purchase of a Multi-Tasking Snow Removal Unit (MTE) to Include Carrier Vehicle with 22' Snow Plow, 20' Rotary Broom and High Velocity Air Blast System. Two companies responded to the ITB and a Bid Tabulation is attached for your review. The bid from M-B Companies was identified as the bid offering the best value for the Authority. In accordance with procurement guidelines, staff issued the required "10 Day – Notice of Intent to Award" on July 1, 2015.

The FAA grant will allow for FAA to provide 90% funding of the total equipment cost, with the remaining 10% being funded with 8% from the Virginia Department of Aviation and the Authority funding 2% of the total cost of the equipment purchase. It should be noted that the Authority anticipates using its VDOA entitlements to fund its 2% portions of the purchase.

PRIOR ACTION: June 16, 2014: Board approved the 6 year Airport Capital Improvement Plan which included the above referenced equipment purchase.

FUNDING:	Federal:	\$ 532,800
	State:	\$ 47,360
	Local *:	<u>\$ 11,840</u>
	Total:	<u>\$ 592,000</u>

FINANCIAL IMPACT: * The local match will be funded from the Airport's VDOA entitlements.

ATTACHMENTS:

- 1) FAA Grant Application
- 2) Bid Tabulation

PRESENTATION: None

Application for Federal Assistance SF-424

* 1. Type of Submission <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		* If Revision, select appropriate letter(s): - Select One - * Other (Specify)	
* 3. Date Received:		4. Application Identifier: CHO			
5a. Federal Entity Identifier: 3-51-0004			* 5b. Federal Award Identifier:		
State Use Only:					
6. Date Received by State:			7. State Application Identifier:		
8. APPLICANT INFORMATION:					
* a. Legal Name: Charlottesville Albemarle Airport Authority					
* b. Employer/Taxpayer Identification Number (EIN/TIN): 54-1262262			*c. Organizational DUNS: 0974173490000		
d. Address:					
* Street1: 100 Bowen Loop Street 2: Suite 200 * City: Charlottesville County: * State: Virginia Province: Country: United States					
* Zip/ Postal Code: 22911					
e. Organizational Unit:					
Department Name: N/A			Division Name: N/A		
f. Name and contact information of person to be contacted on matters involving this application:					
Prefix: Ms. Middle Name: * Last Name: Crawford Suffix: First Name: Melinda					
Title: Executive Director					
Organizational Affiliation: Charlottesville-Albemarle Airport					
* Telephone Number: (434) 973-6342			Fax Number: (434) 974-7476		
* Email: mcrawford@gocho.com					

Application for Federal Assistance SF-424

*9. Type of Applicant 1: Select Applicant Type:

X. Other (specify)

Type of Applicant 2: Select Applicant Type:

- Select One -

Type of Applicant 3: Select Applicant Type:

- Select One -

* Other (specify): Airport Public Authority

* 10. Name of Federal Agency:

FAA

11. Catalog of Federal Domestic Assistance Number:

20.106

CFDA Title:

Airport Improvement Program

*12. Funding Opportunity Number:

Title:

13. Competition Identification Number:

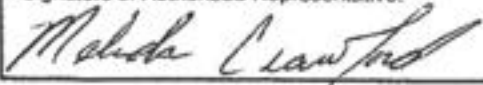
Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

* 15. Descriptive Title of Applicant's Project:

Purchase Runway Snow Removal Equipment

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
*a. Applicant: VA-005	*b. Program/Project: VA-007
Attach an additional list of Program/Project Congressional Districts if needed.	
17. Proposed Project:	
*a. Start Date: 07/15/2015	*b. End Date: 01/30/2016
18. Estimated Funding (\$):	
*a. Federal	532,800.00
*b. Applicant	
*c. State	47,360.00
*d. Local	11840.00
*e. Other	0.00
*f. Program Income	
*g. TOTAL	592,000.00
*19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on _____	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372	
*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation on next page.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: ms	
*First Name: Melinda	
Middle Name:	
*Last Name: Crawford	
Suffix:	
*Title: Executive Director	
*Telephone Number: (434) 973-8342	Fax Number: (434) 974-7476
* Email: mcrawford@gocho.com	
*Signature of Authorized Representative: 	*Date Signed: 7/16/15

Application for Federal Assistance SF-424

*Applicant Federal Debt Delinquency Explanation

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

Charlottesville-Albemarle Airport
Multi-Tasking Snow Removal Unit (MTE)
June 25, 2015

<u>Company</u>	<u>Bid Amount</u>
Oshkosh Truck Corporation	\$594,636.00
M-B Companies Incorporated	\$592,000.00

Those attending the Bid Opening: Bill Pahuta (Deputy Director), Stirling Williams (Director of Landside Operations), and Penny Shifflett (Director of Finance and Administration)



TO: Members of the Charlottesville-Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: July 15, 2015

SUBJECT: Action Item #2: Grounds Maintenance & Landscaping Services – Ratification of Contract Award

RECOMMENDATION: For the Board to ratify the award of the Grounds Maintenance & Landscaping Services contract to James River Grounds Management, the apparent lowest and most responsive bidder.

BACKGROUND: The Authority contracts the grounds maintenance and landscaping services needed for the non-secured portions of the Airport. The existing contract for this service expired on June 30, 2015. Staff issued an “Invitation to Bid (ITB) – Grounds Maintenance & Landscaping Services” document on May 28th. Five firms submitted bids in response to the ITB as noted on the attached spreadsheet. Upon review of the bids, James River Grounds Management (JRGM) was identified as the firm offering the best value for the Authority.

In accordance with procurement procedures, staff posted the 10-day “Notice of Intent to Award” on June 29, 2015. As authorized at the May meeting, staff proceeded to award the contract to JRGM. The term of the contract will be for one year with four additional one year options.

This item is being presented today in order for the Authority to ratify the award of the grounds maintenance and landscaping service contract to James River Grounds Management as noted above.

PRIOR ACTION: May 2015 – the Executive Director was give authorization to proceed with the award of the contract.

FUNDING: CFC revenues will fund the portion of this contract that is related to lawn care services in the Rental Car QTA. The remaining cost of this contract is funded from the Operating Budget.

FINANCIAL IMPACT: Year One of this Contract - \$45,000.

ATTACHMENTS: #1 – Bid Tabulation - Grounds Maintenance & Landscaping Services ITB

PRESENTATION: N/A

Charlotteville-Albemarle Airport
 Grounds Maintenance & Landscaping Services Bid Results
 June 24, 2015

Company	Year One (1)	Year Two (2)	Year Three (3)	Year Four (4)	Year Five (5)	Total	ATT2
The Brickman Group	\$47,250	\$47,250	\$48,667.50	\$48,667.50	\$48,667.50	\$240,503	X
Hynson's Green Outdoors, Inc.	\$76,350	\$76,350	\$77,110	\$77,110	\$77,890	\$384,810	X
D&D Lawncare, LLC	\$56,040	\$56,040	\$56,040	\$56,040	\$56,040	\$280,200	X
James River Grounds Mgmt	\$45,000	\$45,450	\$45,900	\$46,350	\$46,800	\$229,500	X
Williams Lawncare & Land.	\$48,000	\$48,000	\$48,000	\$50,400	\$50,400	\$244,800	



TO: Members of the Charlottesville-Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: July 15, 2015

SUBJECT: Action Item #3: FY15 Audit Engagement Letter

RECOMMENDATION: For the Board to review and approve the FY15 Audit Engagement Letter dated June 30, 2015.

BACKGROUND: For every annual audit, the contracted audit firm [in our case, Robinson, Farmer, Cox Associates, (RFC)] sends an audit engagement letter dated June 30, 2015 that outlines:

- Audit firm services
- Audit firm objectives
- Audit procedures, both general and those related to internal controls and compliance
- Management's responsibilities
- Fees and other miscellaneous items

PRIOR ACTION: The Audit Committee and Airport Management have discussed and agreed upon the engagement letter. It only needs to be approved by the Board before it can be released back to RFC. RFC's current contract started with FY12. They were awarded a one year contract that may be renewed up to four additional terms. The Authority exercised option #1 for FY13, option #2 for FY14, and (if approved) this engagement will be for option #3 for FY15.

FUNDING: N/A

FINANCIAL IMPACT: The Audit Engagement Letter references the fee will be according to the contract with a fee of \$26,500.

ATTACHMENTS: #1 : FY15 Audit Engagement Letter and Explanation Letter from RFC

PRESENTATION: N/A

ROBINSON, FARMER, COX ASSOCIATES

A PROFESSIONAL LIMITED LIABILITY COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

June 30, 2015

To the Audit Committee, Board of Directors and Management
Charlottesville-Albemarle Airport Authority
100 Bowen Loop, Suite 200
Charlottesville, Virginia 22911

Ladies and Gentlemen:

We are pleased to confirm our understanding of the services we are to provide Charlottesville-Albemarle Airport Authority for the year ended June 30, 2015. We will audit the financial statements, including the related notes to the financial statements, which collectively comprise the basic financial statements of Charlottesville-Albemarle Airport Authority as of and for the year ended June 30, 2015. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Charlottesville-Albemarle Airport Authority's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Charlottesville-Albemarle Airport Authority's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Schedule of pension funding progress.

We have also been engaged to report on supplementary information other than RSI that accompanies Charlottesville-Albemarle Airport Authority's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of expenditures of federal awards.
2. Schedule of passenger facility charges collected and expended.
3. Supporting Schedules.

*CHARLOTTESVILLE OFFICE
STREET ADDRESS*

530 WESTFIELD ROAD
CHARLOTTESVILLE, VIRGINIA 22901
TELEPHONE: (434) 973-8314
FAX: (434) 974-7363

MAILING ADDRESS

P.O. BOX 6380
CHARLOTTESVILLE, VIRGINIA 22906
INTERNET: www.rfca.com



The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information. Our responsibility for other information included in documents containing the entity's audited financial statements and auditor's report does not extend beyond the financial information identified in the report and we have no responsibility for determining whether such other information contained in these documents is properly stated.

1. Introductory section of Comprehensive Annual Financial Report (CAFR).
2. Statistical section of CAFR.

Audit Objectives

The objective of our audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* and the *Passenger Facility Charge Audit Guide for Public Agencies*, issued by the Federal Aviation Administration.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The OMB Circular A-133 report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the *Specifications for Audits of Authorities, Boards, and Commissions*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia; the Single Audit Act Amendments of 1996; the provisions of OMB Circular A-133; and the provisions of the *Passenger Facility Charge Audit Guide for Public Agencies*, issued by the Federal Aviation Administration (FAA) (Guide), and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to management, the audit committee, and the Board of Charlottesville-Albemarle Airport Authority. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements or the Single Audit or Passenger Facility Charge compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue reports, or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

Audit Procedures—Internal Control (Continued)

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Charlottesville-Albemarle Airport Authority's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Charlottesville-Albemarle Airport Authority's major programs. The purpose of these procedures will be to express an opinion on Charlottesville-Albemarle Airport Authority's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Other Services

We will prepare the trial balance for use during our audit. Our preparation of the trial balance will be limited to formatting information into a working trial balance based on management's chart of accounts. As part of the audit, we will also assist in preparing a draft of your statement of cash flows, schedule of expenditures of federal awards, and schedule of passenger facility charges collected and expended in conformity with U.S. generally accepted accounting principles and OMB Circular A-133 based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management Responsibilities (Continued)

Management is also responsible for making all financial records and related information available to us and for ensuring the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings, if required, should be available for our review on August 24.

Management is also responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with OMB Circular A-133 and the schedule of passenger facility charges collected and expended in accordance with requirements of the *Passenger Facility Charge Audit Guide for Public Agencies*. You agree to include our report on the schedule of expenditures of federal awards and schedule of passenger facility charges collected and expended with any presentation of the schedules that include our report thereon. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements

Management Responsibilities (Continued)

with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format of providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, schedule of PFC funds collected and expended, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the statement of cash flows, schedule of expenditures of federal awards, and schedule of passenger facility charges collected and expended, and that you have reviewed and approved them prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We will provide copies of our reports to Charlottesville-Albemarle Airport Authority; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

Engagement Administration, Fees, and Other (Continued)

The audit documentation for this engagement is the property of Robinson, Farmer, Cox Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to regulatory agencies or their designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Robinson, Farmer, Cox Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the granting agencies. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

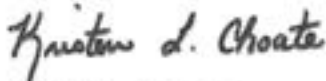
We expect to begin our audit in August and to issue our reports no later than November 30, 2015. Kristen Choate is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be \$26,500 which includes VRS compliance work and GASB 68 implementation. Our invoice for these fees will be rendered upon completion of the engagement and is payable on presentation. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Charlottesville-Albemarle Airport Authority and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know.

If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

ROBINSON, FARMER, COX ASSOCIATES



Kristen L. Choate
Certified Public Accountant
Member

This letter correctly sets forth the understanding of Charlottesville-Albemarle Airport Authority.

By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: July 15, 2015

SUBJECT: **Action Item #4:** Good Neighbor Policy

RECOMMENDATION: Board review CHO's "Good Neighbor Policy" along with public comments/suggestions and provide guidance for future actions.

BACKGROUND: During previous meetings, the development of "CHO's Good Neighbor Policy" was discussed. Staff was directed to solicit additional public input prior to bringing the item back to the Board. Public comments were requested by having the attached "CHO's Good Neighbor Policy" posted on CHO's website. I also made a presentation at the Walnut Hills Community Association meeting on April 27, 2015 that allowed me to explain the projects taking place at CHO and to share the draft "Good Neighbor Policy" with the home owners. I made a similar presentation to the Earlysville Forest Home Owners Association on May 19th. The only comments/suggestions received were from the members of the Walnut Hills Community Association, and those comments/suggestions are outlined in the attached summary which also contains a copy of their letter dated May 5, 2015.

The policy and all public comments/suggestions are being presented for your consideration.

PRIOR ACTIONS: None

FINANCIAL IMPACT: The expense for implementing this policy will consist of any cost associated with providing notification to neighbors about future development and projects as established within the policy. The cost of notification as required within the approved policy will also be included in the calculation of future project costs and within the administrative budget if the notification pertains to a lease negotiation.

ATTACHMENT: Attachment #1 – Proposed "CHO's Good Neighbor Policy"
Attachment #2 – Summary of Public Comments/Suggestions

PRESENTATION: None



CHO's Good Neighbor Policy

Date Approved: _____

Effective Date: _____

Purpose:

It is the desire of the Charlottesville-Albemarle Airport Authority (**AUTHORITY**) to act as a good neighbor to those businesses and residences that are located adjacent or near the Airport. In order to accomplish this goal, this policy will identify the notification procedures between the Charlottesville-Albemarle Airport and the general public when construction projects and lease negotiations are being planned.

Procedures For Notification Related to Construction Projects:

The development of airport property is essential for the continued growth and economic wellbeing of the Airport. Both the Federal Aviation Administration (FAA) and the Virginia Department of Aviation (VDOA) recognize the importance and need for construction projects at CHO and assist with funding of eligible projects. The dissemination of information to the public regarding all construction projects is vital for the acceptance and success of these projects. If a proposed construction project involves activities that are likely to create significant off-airport noise or other conditions that might affect neighboring homes or businesses, then the Airport will post a public notification on its website, send public notifications to neighborhood associations that have registered with the Airport through its website, and will provide written public notification to the residences or businesses located on properties within 1,000 feet of the location of the proposed construction site. This notification will be performed at least 14 days prior to the date at which the **AUTHORITY** will be asked to authorize the staff and contractors of CHO to proceed with the design and planning of the project. The public notification will include a description of the proposed construction project, the location of the proposed construction activity, and the details (date/time/location) of the public meeting in which staff will present the project to the Authority for its approval of the project design contract.

A second notification will be sent to the registered neighborhood associations' contact and posted on the Airport's website at least 14 days prior to the **AUTHORITY** meeting at which time the approval of the prime construction contract associated with the project is being sought. A public meeting will be held following the approval of the prime contractor's contract. This meeting will detail the activities of the project and project schedule.

If the construction project involves any type of blasting activity, the **AUTHORITY** will provide, pre-blast assessments of homes and businesses that are located within 1,000 feet (or at a distance as defined by the state within its notification requirements) of the blast site. The notification for the pre-blast assessments will clearly identify the contact information of the **AUTHORITY** and the information for the **AUTHORITY's** primary contact person for the project. These pre-blast assessments will be provided at no cost to the home owner or business owner. The written project notification for projects that may require blasting activity will inform any home owners or business owners located between 1,000 feet (or a distance as identified by the state's notification requirements) to 2,500 feet of the blast area that they may purchase a pre-blast assessment at their own expense. This notice will also clearly identify the contact information of the **AUTHORITY** and the contact information of the contractor that will be performing the blasting activity.

If a proposed construction project involves activities that are likely to create significant off-airport noise or other conditions that might affect neighboring homes or businesses (to include blasting activity), staff will arrange to present the details of the project to the members of the Charlottesville City Council and the Albemarle Board of Supervisors prior to presenting any contracts or grants associated with the project to the **AUTHORITY**.

Procedures For Notification Related to Leasing Of Airport Property:

The leasing of airport property is fundamental to the business model that guarantees the ability of the airport to generate revenues sufficient to cover all operating, maintenance and debt service costs. The leasing of Airport property must consider the use of the property for aviation activities, or to support the operations of the Airport. Non-aviation-related activities, such as recreational uses, must be coordinated with the Federal Aviation Administration and leases will be developed to guarantee the Airport a fair market rent for the use of the property.

Applicability:

The following notification procedure does not apply to the leasing of terminal building space and aircraft parking space to airlines serving the Charlottesville-Albemarle Airport for the carriage of persons and cargo.

Procedures For Notification Of Concession (Competitive) Leasing:

1. Concession leasing at the Charlottesville-Albemarle Airport is offered on a competitive bidding or competitive proposal basis. A thirty (30) day advertisement will be published by the **AUTHORITY**. The advertisement shall indicate the type of concession that is being offered and the location where copies of the bid or proposal documents can be obtained. The bid/proposal advertising document shall include a detailed description of the service(s) to be provided and the location, date and time of a pre-bid or pre-proposal meeting that will offer all respondents the opportunity to ask questions and obtain additional information about the bid/proposal.

2. The Executive Director shall inform the **AUTHORITY** in an information memorandum or at one of its scheduled meetings that a competitive bid or request for proposal has been issued by the Airport. The information memorandum will include a brief description of the concession, the pre-bid or pre-proposal meeting date, and the date of the bid/proposal opening. Recommendations for individuals that may serve on the selection committee for the proposal review process will be discussed with the **AUTHORITY**.
3. If the proposed use of the property involves activities that are likely to create significant off-airport noise or other conditions that might affect the residential areas immediately adjacent to the Airport, the Airport will provide public notification on its website and will attempt to provide written notification to the residences and businesses located within 1,000 feet of the location of the proposed lease site at the time that negotiations begin with the individual or company to whom the property will be leased. The public notification will include a description of the proposed activity, the location of the proposed lease area, and the name of the company. Public notification will also be posted on the Airport's website at least 14 days prior to the date at which the proposed lease will be submitted to **AUTHORITY** for consideration. If the activities are likely to create significant off-airport noise, staff will request the opportunity to present the details of the lease to the members of the Charlottesville City Council and the Albemarle Board of Supervisors prior to presenting any agreements associated with the lease to the **AUTHORITY**.

Procedures For Notification Of Non-Competitive Leases:

1. When contact is made with the Airport staff requesting the leasing of Airport property that is available on a non-competitive basis, the Executive Director will notify the **AUTHORITY** in an information memorandum that staff is entering into negotiations for the leasing of airport property. The memorandum will include a brief description of the proposed activity.
2. CHO's website will provide information that identifies the name of companies or individuals that are in discussions with the **AUTHORITY** for the purpose of leasing property. The information will identify the name of the company or individual and the purpose of the lease.
3. If the proposed use of the property involves activities that are likely to create significant off-airport noise or other conditions that might affect the residential areas immediately adjacent to the Airport, the Airport will attempt to provide public notification to residences and businesses that are located within 1,000 feet of the location of the proposed lease site at the time that negotiations begin with the individual or company to whom the property will be leased. The public notification will include a description of the proposed activity, the location of the property, and the name of the company. Public notification will also be posted on the Airport's website at least 14 days prior to the date at which the proposed lease will be submitted to **AUTHORITY** for consideration. Staff will request the opportunity to present the details of the lease to the members of the Charlottesville City Council and the Albemarle Board of Supervisors prior to presenting any agreements associated with the lease to the **AUTHORITY**.

Diagram of Authority Property Lines & Example of Possible Notification Zones

(This diagram is presented as an example "only" and should not be presumed as automatic notification zones)

Yellow line indicates approximate **AUTHORITY** property lines
Pink line indicates 1,000 ft. notification zone if project is at property line of airport
Blue line indicates 2,500 ft. notification zone if project is at property line of airport



Contact Information:

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

P 434.973.8342
F 434.974.7476

July 15, 2015

Draft – CHO's Good Neighbor Policy

Summary of Public Comments/Suggestions:

The only comments/suggestions received were from the leadership of the Walnut Hills Community Association. Attached below for your review, is a copy of their letter dated May 5, 2015. The following are the main issues that were identified within the letter:

- 1. Add a reference of "neighborhoods" to the parties that are identified within the notification procedures discussions.**
- 2. Change all reference of the noticing period from "14 days" to "30 days".**
- 3. Expand the notification zone from "1,000 feet" to "2,500 feet".**

Walnut Hills Community Association

c/o Patricia Moore-Kish

1345 Elderberry Place

Earlsville, VA 22936

WalnutHillAssociation@gmail.com 434.978.1339

May 5, 2015

Melinda C. Crawford, A.A.E.

Executive Director

100 Bowen Loop

Ste 200

Charlottesville, VA 22911

RE: CHO's Good Neighbor Policy

Dear Melinda:

On behalf of our Association I want to thank you again for your presentation on the above-referenced Policy and the opportunity you offered for us to give input to this document.

We are attaching our comments referenced by section and sentence number. Our comments/suggestions are highlighted in yellow. Questions are written in red.

In addition to our highlighted comments, we have a few general requests which are outlined below:

1. We are asking that after the word *neighborhoods* throughout the document have an asterisk inserted after it (neighborhoods*). We think there should be a single asterisk footnote indicating any/all neighborhoods, such as Walnut Hill, will provide ease of reference throughout the document. (We hope that Earlsville Forest will be included.)

For the record, all notifications to Walnut Hill should be made to the President at his/her personal email account (to be updated with each president rotation, which we will inform you) and to the general community account: walnutHillAssociation@gmail.com

2. When referencing 14 days as the advance notice given adjoining neighborhoods, we feel this is not an appropriate amount of time. We respectfully request 30 days' notice. In order for a community to receive the notice, gather (pertinent) information, notify its homeowners and prepare a response, 14 days is not adequate.

3. We would very much appreciate a copy of the final document going to your Board prior to the July meeting. Also, are meetings open to the public?

4. We ask that you add the Walnut Hill HOA to your distribution list for meeting agendas, capital and master plan information, especially updates or changes.

5. We believe it is important for the Airport Authority, as a public body, to be open, objective and fair. Therefore, by posting past minutes and current agendas on the airport website in a timely manner shows good faith in establishing a true Good Neighbor Policy.

Again, we appreciate the opportunity to inject our opinions and thoughts. Please don't hesitate to contact me if you have any questions. We look forward to seeing the completed policy.

Very truly yours,

Patricia Moore-Kish, President
Walnut Hill Community Association

cc: Anne H. Mallek, Albemarle Co. Board of Supervisors (via email)
Mayor Satyendra Singh Huja, Charlottesville City Council (via email)
Thomas Foley, Albemarle County Executive
John H. Post, III M.D., Chairman, Airport Commission
Rit Venerus
Denise Horbaly

Walnut Hills Community Association

(May, 2015)

COMMENTS FOR CHO'S *GOOD NEIGHBOR POLICY* DOCUMENT

PURPOSE:

Sentence 2) In order to accomplish this goal, this policy will identify the notification procedures between the Charlottesville-Albemarle Airport and the general public, notably adjoining neighborhoods* and businesses, when construction projects and lease negotiations are being planned.

PROCEDURES FOR NOTIFICATION RELATED TO CONSTRUCTION PROJECTS:

Sentence 3) If a proposed construction project involves activities that will create significant off-airport noise or other conditions that might affect neighboring businesses or homes, then the airport will post public notification on its website, send written notifications to adjoining businesses and neighborhoods*, and will provide written public notification to the residences or businesses located on properties within 2,500 feet of the location of the proposed construction site.

Sentence 6) A second notification will be sent to the registered neighborhood association contact and adjoining neighborhoods* and businesses, and posted on the Airport's website at least 14 days (*see comments on 14 days addressed in our general comments*) prior to the **AUTHORITY** meeting at which time the approval of the prime construction contract associated with the project is being sought.

Sentence 7 & 8) A public meeting will be held following the approval of the prime contractor's contract. This meeting will detail the activities of the project and project schedule. Again, notification of the public meeting will be sent to adjoining businesses and neighborhoods*.

Sentence 9) If the construction project involves any type of blasting activity, the **AUTHORITY** will provide pre-blast assessment information to adjoining neighborhoods* and businesses, and will provide pre-blast assessments at no cost to those homeowners or business owners residing within 1000 feet (*or a distance defined by the state*) of the blast site. *Melinda, can you*

please tell us what is the distance defined by the state's notification requirements regarding this statement?

PROCEDURES FOR NOTIFICATION RELATED TO LEASING OF AIRPORT PROPERTY:

Sentence 3) *Question - Melinda, an example of Non-aviation-related activity?*

PROCEDURE FOR NOTIFICATION OF CONCESSION (COMPETITIVE) LEASING:

3. Sentence 1) If the proposed use of the property involves activities that are likely to create significant off-airport noise or other conditions that might affect the residential areas immediately adjacent to the Airport, the Airport will provide public notification on its website and will provide written notification to the adjoining neighborhoods* and businesses at the time negotiations begin with the individual or company to whom the property will be leased.

PROCEDURES FOR NOTIFICATION OF NON-COMPETITIVE LEASES:

3. Sentence 1) If the proposed use of the property involves activities that are likely to create significant off-airport noise or other conditions that might affect the residential areas immediately adjacent to the Airport, the Airport will provide public notification on its website and will provide written notification to the adjoining neighborhoods* and businesses at the time negotiations begin with the individual or company to whom the property will be leased.

Diagram questions – Melinda, please explain the two notification zones (1,000ft vs 2,500ft). Do certain projects have larger radii for notification? And what would they be, examples?

*Walnut Hill Community Association-walnuthillassociation@gmail.com



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: July 15, 2015

SUBJECT: Action Item #5 – Amendment to Certain Bond Financing Agreements with the Virginia Resources Authority

RECOMMENDATION: The Board 1) authorize amendments of the Authority's Series 2002 Bonds and the Series 2004 Bonds financing agreements with the Virginia Resources Authority (VRA) to decrease interest rates and 2) approve a Resolution which authorizes the amendments to the financing agreements for the Authority's Series 2002 Bonds and the Series 2004 Bonds and authorizes the execution of documents associated with the amendments of these financing agreements between the Authority and the Virginia Resources Authority

BACKGROUND: During a Virginia Aviation Board (VAB) meeting last year, staff discovered that VRA was working with another Virginia airport to refinance or amend that airport's VRA-issued debt. Immediately, staff began discussions with VRA representatives to review the Authority's debt to determine if there were any options that would allow the Authority to reduce the interest rates on its VRA-issued debt. Prior to proceeding with any interest rate reduction request, the VRA had to seek approval from the VAB. That authorization was granted at a recent VAB meeting, and VRA has agreed that the Authority's Series 2002 and Series 2004 debt are eligible for interest rate reductions. The following is a listing of the Authority's VRA-issued debt:

Series	Amount of Issuance	Issuance Interest Rate	Current Balance (Interest & Principal)	Date of Maturity	New Interest Rate	New Balance (Interest & Principal)	Total Interest Savings
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(D) – (G)
2002	\$2,222,078	5.789%	\$1,048,243	11/1/20	2.20%	\$958,193	\$90,050
2004	\$6,703,274	4.75 %	\$2,402,417	4/1/19	2.20%	2,309,966	\$92,451
2006	\$710,000	4.15%	\$310,000	7/1/20	n/a	n/a	n/a
2014	\$1,612,000	1.57%	\$1,612,000	7/1/25	n/a	n/a	n/a
				Total Savings Over Remaining Life of Series 2002 & Series 2004 Debt Service			\$182,501

PRIOR ACTION:

July, 2002 – Issuances of Series 2002 Special Facilities Revenue Bond.
April, 2004 – Issuance of Series 2004 Airport Revenue Refunding Bond.

FUNDING: N/A

FINANCIAL IMPACT: Total interest savings of approximately \$38,000 to \$42,500 annually

ATTACHMENTS: #1 – Authorizing Resolution to Amend Financing Agreements
#2 – Series 2002 & Series 2004 New Amortization Schedules

PRESENTATION: None

CHARLOTTESVILLE-ALBEMARLE AIRPORT AUTHORITY

RESOLUTION AUTHORIZING THE EXECUTION OF AN AMENDMENT TO CERTAIN FINANCING AGREEMENTS BETWEEN THE CHARLOTTESVILLE-ALBEMARLE AIRPORT AUTHORITY AND THE VIRGINIA RESOURCES AUTHORITY, AND AN AMENDMENT TO EACH OF THE SPECIAL FACILITIES REVENUE BOND, SERIES 2002 AND THE AIRPORT REVENUE REFUNDING BOND, SERIES 2004 (TAXABLE) TO DECREASE THE INTEREST RATES THEREON

WHEREAS, the Charlottesville-Albemarle Airport Authority (the "Airport Authority") is a political subdivision of the Commonwealth of Virginia, created pursuant to Chapter 390 of the Acts of the General Assembly of the Commonwealth of Virginia of 1984 and governed by Chapter 864 of the Acts of the General Assembly of the Commonwealth of Virginia of 2003, as amended (the "Act");

WHEREAS, the Act empowers the Airport Authority to, among other things, borrow money and issue its revenue bonds to provide funds with which to pay the costs of any Authority Facilities (as specified in the Act) and for the purpose of refunding any such revenue bonds then outstanding;

WHEREAS, on July 3, 2002, Wells Fargo Bank Minnesota, N.A., on behalf of the Virginia Resources Authority ("VRA"), as trustee, acquired from the Airport Authority a Special Facilities Revenue Bond, Series 2002 in the original principal amount of \$2,222,078.33 (the "Series 2002 Bond") pursuant to a Financing Agreement dated as of July 1, 2002 (the "Series 2002 Financing Agreement"), between the Airport Authority and VRA;

WHEREAS, on April 14, 2004, VRA acquired from the Airport Authority an Airport Revenue Refunding Bond, Series 2004 (Taxable) in the original principal amount of \$6,703,273.69 (the "Series 2004 Bond," and together with the Series 2002 Bond, the "Local Bonds"), pursuant to a Financing Agreement dated as of April 1, 2004 (the "Series 2004 Financing Agreement," and together with the Series 2002 Financing Agreement, the "Financing Agreements"), between the Airport Authority and VRA;

WHEREAS, the Airport Authority, with the consent of VRA, desires to amend the Financing Agreements to decrease the interest rate on the Local Bonds, and to reduce the debt service payments thereunder;

WHEREAS, a form of an Amendment to each of the Financing Agreements (each an "Amendment Agreement") between the Airport Authority and VRA, which, among other things, amends the debt service payments under each of the Financing Agreements, is on file with the Airport Authority;

WHEREAS, the form of an Allonge (the "Allonge"), which shall be attached to each of the Local Bonds and evidences the reduction in debt service payments of each of the Local Bonds, is on file with the Airport Authority; and

WHEREAS, it appears to be in the best interests of the Airport Authority and the citizens served by the Airport Authority to amend each of the Financing Agreements as set forth in the respective Amendment Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE CHARLOTTESVILLE-ALBEMARLE AIRPORT AUTHORITY:

1. **Authorization of Amendment Agreement and Form of Allonge.** The governing board of the Airport Authority (the "Board") hereby determines that it is in the best interest of the Airport Authority to execute and deliver the Amendment Agreements and the Allonges for each of the Local Bonds. The Board hereby finds that the execution and delivery of the Allonges and the Amendment Agreements will promote the health, safety, welfare, morals and prosperity of the citizens served by the Airport Authority and will promote the governmental purposes for which the Airport Authority was formed.
2. **Approval of Amendment Agreement.** The form of each of the Amendment Agreements is hereby approved. The Chairman of the Airport Authority (the "Chairman") and the Executive Director, either of whom may act, are hereby authorized and directed to execute and deliver each Amendment Agreement in substantially such form, with such completions, omissions, insertions and changes not inconsistent with this Resolution as may be approved by such officer, whose approval shall be evidenced conclusively by the execution and delivery thereof.
3. **Execution of Allonge.** The form of each of the Allonges is hereby approved. The Chairman and the Executive Director, either of whom may act, are hereby authorized and directed to execute and deliver each Allonge in substantially such form, to reflect the same amended terms as contained in the respective Amendment Agreement, together with such other completions, omissions, insertions and changes not inconsistent with this Resolution and the respective Amendment Agreement as may be approved by such officer, whose approval shall be evidenced conclusively by the execution and delivery thereof. The Secretary of the Airport Authority (the "Secretary") is hereby authorized to countersign each Allonge, affix the seal of the Airport Authority thereon and attest to the seal.
4. **Other Actions.** All other actions of officers of the Airport Authority in conformity with the purposes and intent of this Resolution and in furtherance of the execution and delivery of the Amendment Agreements and Allonges are ratified, approved and confirmed. The officers of the Airport Authority are authorized and directed to execute and deliver all certificates and other instruments, including, but not limited to, an amendment to or a new tax certificate related to each Local Bond, that such officer may consider necessary or desirable in connection with the transactions authorized pursuant to this Resolution. The authorization granted in this Resolution to the Chairman or Secretary, as the case may be, may be carried out by the Vice Chairman or Assistant or Acting Secretary, in the absence of the primary officer.
5. **Filing of Resolution.** The Counsel to the Airport Authority is hereby authorized and directed to file a certified copy of this Resolution in the office of the Airport Authority and with the Clerk of the Circuit Court of Augusta County, Virginia.

6. **Effective Date.** This Resolution shall become effective immediately.

CERTIFICATE

The undersigned Secretary of Charlottesville-Albemarle Airport Authority (the "the Airport Authority") certifies that the foregoing is a true, correct and complete copy of a Resolution adopted by the affirmative vote of a majority of the members of the governing board of the Airport Authority present at a public meeting duly called and held on July 15, 2015, at which meeting a quorum was present and acting throughout.

Dated: July __, 2015

Kristin Birdzell, Secretary
Charlottesville-Albemarle Airport Authority

[SEAL]



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: July 15, 2015

SUBJECT: Action Item #6: Operating Budget Amendment

RECOMMENDATION: Approval to increase the operating budget \$37,199 for staffing needs.

BACKGROUND: To provide enhanced maintenance and care to two of the Airport's main assets (terminal and parking/landscaping areas) staff requests authorization to increase staffing expenses as follows: 1). A full-time position: Landside Grounds Coordinator primarily responsible for grounds maintenance 2). A full-time position: Terminal Facilities Coordinator primarily responsible for terminal maintenance but will also have aircraft rescue and firefighting training.

PRIOR ACTION: The original FY16 budget had a position titled "terminal custodian" and it was budgeted at a lower rate of pay. This position has been changed and now requires more technical responsibilities and therefore the rate of pay is increased. The incremental difference is noted in this amendment.

At the May 20, 2015 meeting after the FY16 operating budget had been approved, the Board came out of closed session and authorized a pay increase for the Executive Director. That change is reflected in this amendment. The approved FY16 budget also did not reflect actual figures for health insurance or airport liability insurance. Those actual figures are now reflected in this amendment.

FUNDING:	Landside :	\$35,344
	Terminal:	\$18,836
	Executive Director (net):	\$14,148
	Health Insurance (net):	(\$11,988)
	Airport Liability Insurance:	<u>(\$19,141)</u>
		\$37,199

FINANCIAL IMPACT: Increase Expenses \$37,199. To be covered from Operation Revenue.

ATTACHMENTS: None

PRESENTATION: None



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: July 15, 2015

SUBJECT: Action Item #7: Approval of FY16 and FY15 Capital Plan Changes

RECOMMENDATION: For the Board to approve proposed changes to the FY16 and FY15 Capital Plans

BACKGROUND: The FY16 Capital Budget included an amount of \$75K for Airfield Painting Equipment that was to be funded by state entitlements and airport funds. This equipment has come in at less than \$19K. This leaves \$56K to be utilized elsewhere. It has become necessary to pave the section around the ARFF drive and leading to the baggage claim area. This cost is estimated at \$17K. Another imminent need is to replace 2 security cameras and upgrade the associated server which is estimated to cost under \$15K. These two items are allowable under state entitlement restrictions so they can be funded with the savings from the Airfield Painting Equipment.

The parking lot steps are in need of rehabilitation. It has reached a point where the airport's engineers need to examine the best options moving forward. Staff received a work order from Talbert & Bright for the Pedestrian Access Study pending Board approval (Action Item #8) in the amount of \$30K to perform a study on the options. Since this type of project cannot be funded with FAA or State funds, staff decided to pull from FY16 Capital Budget, the \$30K that was to pay for the replacement of an admin vehicle and put those funds toward this project. The Admin vehicle replacement will be placed in a later year.

The construction of Parking Expansion Project was included in the FY15 Capital Plan for the amount of the Virginia Resource Authority financing, which was approved at \$1,612,600. It is understood the remaining of the financing would come from Airport funds. The actual VRA financed amount was \$1,612,000. The FY15 Capital Budget should be changed to reflect the actual and local funding portion of \$105,575. This was not previously reflected in the FY15 Capital Budget document.

Since the parking lot project has begun, some issues have arisen that have resulted in additional costs of approximately \$160K. As explained in the notes to the P&L for May, there is additional parking revenue in FY15 of \$82K that was budgeted in the operating funds as a set aside for parking needs that can be used for this project increase. The remaining \$78K will be funded with the FY14 airline settlement as the airlines agreed to allow the airport to retain these funds.

PRIOR ACTION: Previously approved or amended FY15 and FY16 Capital Plans

FUNDING: Proposed changes in funding sources illustrated.

FINANCIAL IMPACT: Minimal savings in FY16 capital budget.

ATTACHMENTS: Attachment #1: Current FY15 and FY16 Capital Budgets
Attachment #2: Proposed FY15 and FY16 Capital Budgets

PRESENTATION: None.

PROJECT	TOTAL		FMA		STATE		AUTHORITY				
	COAT	CHC	ENR	CHC	ENR						
FISCAL YEAR 2016											
2016 Equipment - Buson & Pave Concrete Truck	700,000	400,000	600,000	2,000,000	10,000	400,000	1,000,000				
Department of 20000 Land Acquisition - Bridge Lane	4,320,000	400,000									
Terminal Improvements - Concur	1,812,000			2,000,000	1,000,000	400,000	1,000,000				
Terminal Construction	500,000					400,000	100,000				
Revenue - Baggage Claim Office	200,000					400,000	400,000				
Revenue - Car Rental Baggage Claim	200,000					400,000	400,000				
FDS Logistical - Airport Terminal Improvements	100,000					400,000	400,000				
PA System Upgrade	100,000					400,000	400,000				
Excavation - Baggage Claim 1A	100,000					400,000	400,000				
Fire Suppression	200,000					400,000	400,000				
Emergency Generator Fuel Terminal	400,000					400,000	400,000				
Weathering Project	200,000					400,000	400,000				
Commuter Shuttle/Bus Lane/Baggage Claim	200,000					400,000	400,000				
Signage/PA System	400,000					400,000	400,000				
Other - Terminal (Baggage Claim Service (NCA Project))	100,000					400,000	400,000				
Terminal and Transfer - Other (Baggage Claim Service)	500,000					400,000	400,000				
Landmark Vehicle	100,000					400,000	400,000				
Terminal and Landmark Improvements (Baggage Claim and Airport Signage)	800,000					400,000	400,000				
Airport Signage	20,000					400,000	400,000				
Terminal Technology/Signage at various locations (COT)	40,000					400,000	400,000				
Airport Trucks (Baggage Claim) for 100,000	10,000					400,000	400,000				
Baggage Claim at 100 and new terminal	10,000					400,000	400,000				
Weathering Equipment	10,000					400,000	400,000				
Other - Other (Baggage Claim) Improvements to Terminal	10,000					400,000	400,000				
Other	10,000					400,000	400,000				
Donation - Landmark Vehicle Signage & 100,000 (new)	20,000					400,000	400,000				
with Terminal and Landmark Improvements	11,200,000	400,000	600,000	2,000,000	4,000,000	1,000,000	1,000,000				
FMA estimates available for FY 15	100%	70%	70%	20%	50%	20%	20%				
FMA estimates current forecast			1,000,000								

Previously approved FY15 Capital Plan

CHAIR, OTTAWA/LEADERSHIP AIRPORT AUTHORITY

the new Chapter 11

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[illegible]

Proposed Amendment Pg 15 Capital Plan

PROJECT	TOTAL COST	FISCAL YEAR	STATE	AUTHORITY	FISCAL YEAR 2016	
					STATE	AUTHORITY
Project 1: Security Upgrade	2,000,000			40,000		
Project 2: New Gate - Gate 1	13,000,000	8,500,000	1,000,000	40,000		
Project 3: New Gate - Gate 2	1,000,000		1,000,000	40,000		
Project 4: New Gate - Gate 3	200,000			40,000		
Project 5: New Gate - Gate 4	500,000			40,000		
Project 6: New Gate - Gate 5	2,000,000			40,000		
Project 7: New Gate - Gate 6	500,000			40,000		
Project 8: New Gate - Gate 7	400,000			40,000		
Project 9: New Gate - Gate 8	400,000			40,000		
Project 10: New Gate - Gate 9	200,000			40,000		
Project 11: New Gate - Gate 10	200,000			40,000		
Project 12: New Gate - Gate 11	200,000			40,000		
Project 13: New Gate - Gate 12	200,000			40,000		
Project 14: New Gate - Gate 13	200,000			40,000		
Project 15: New Gate - Gate 14	200,000			40,000		
Project 16: New Gate - Gate 15	200,000			40,000		
Project 17: New Gate - Gate 16	200,000			40,000		
Project 18: New Gate - Gate 17	200,000			40,000		
Project 19: New Gate - Gate 18	200,000			40,000		
Project 20: New Gate - Gate 19	200,000			40,000		
Project 21: New Gate - Gate 20	200,000			40,000		
Project 22: New Gate - Gate 21	200,000			40,000		
Project 23: New Gate - Gate 22	200,000			40,000		
Project 24: New Gate - Gate 23	200,000			40,000		
Project 25: New Gate - Gate 24	200,000			40,000		
Project 26: New Gate - Gate 25	200,000			40,000		
Project 27: New Gate - Gate 26	200,000			40,000		
Project 28: New Gate - Gate 27	200,000			40,000		
Project 29: New Gate - Gate 28	200,000			40,000		
Project 30: New Gate - Gate 29	200,000			40,000		
Project 31: New Gate - Gate 30	200,000			40,000		
Project 32: New Gate - Gate 31	200,000			40,000		
Project 33: New Gate - Gate 32	200,000			40,000		
Project 34: New Gate - Gate 33	200,000			40,000		
Project 35: New Gate - Gate 34	200,000			40,000		
Project 36: New Gate - Gate 35	200,000			40,000		
Project 37: New Gate - Gate 36	200,000			40,000		
Project 38: New Gate - Gate 37	200,000			40,000		
Project 39: New Gate - Gate 38	200,000			40,000		
Project 40: New Gate - Gate 39	200,000			40,000		
Project 41: New Gate - Gate 40	200,000			40,000		
Project 42: New Gate - Gate 41	200,000			40,000		
Project 43: New Gate - Gate 42	200,000			40,000		
Project 44: New Gate - Gate 43	200,000			40,000		
Project 45: New Gate - Gate 44	200,000			40,000		
Project 46: New Gate - Gate 45	200,000			40,000		
Project 47: New Gate - Gate 46	200,000			40,000		
Project 48: New Gate - Gate 47	200,000			40,000		
Project 49: New Gate - Gate 48	200,000			40,000		
Project 50: New Gate - Gate 49	200,000			40,000		
Project 51: New Gate - Gate 50	200,000			40,000		
Project 52: New Gate - Gate 51	200,000			40,000		
Project 53: New Gate - Gate 52	200,000			40,000		
Project 54: New Gate - Gate 53	200,000			40,000		
Project 55: New Gate - Gate 54	200,000			40,000		
Project 56: New Gate - Gate 55	200,000			40,000		
Project 57: New Gate - Gate 56	200,000			40,000		
Project 58: New Gate - Gate 57	200,000			40,000		
Project 59: New Gate - Gate 58	200,000			40,000		
Project 60: New Gate - Gate 59	200,000			40,000		
Project 61: New Gate - Gate 60	200,000			40,000		
Project 62: New Gate - Gate 61	200,000			40,000		
Project 63: New Gate - Gate 62	200,000			40,000		
Project 64: New Gate - Gate 63	200,000			40,000		
Project 65: New Gate - Gate 64	200,000			40,000		
Project 66: New Gate - Gate 65	200,000			40,000		
Project 67: New Gate - Gate 66	200,000			40,000		
Project 68: New Gate - Gate 67	200,000			40,000		
Project 69: New Gate - Gate 68	200,000			40,000		
Project 70: New Gate - Gate 69	200,000			40,000		
Project 71: New Gate - Gate 70	200,000			40,000		
Project 72: New Gate - Gate 71	200,000			40,000		
Project 73: New Gate - Gate 72	200,000			40,000		
Project 74: New Gate - Gate 73	200,000			40,000		
Project 75: New Gate - Gate 74	200,000			40,000		
Project 76: New Gate - Gate 75	200,000			40,000		
Project 77: New Gate - Gate 76	200,000			40,000		
Project 78: New Gate - Gate 77	200,000			40,000		
Project 79: New Gate - Gate 78	200,000			40,000		
Project 80: New Gate - Gate 79	200,000			40,000		
Project 81: New Gate - Gate 80	200,000			40,000		
Project 82: New Gate - Gate 81	200,000			40,000		
Project 83: New Gate - Gate 82	200,000			40,000		
Project 84: New Gate - Gate 83	200,000			40,000		
Project 85: New Gate - Gate 84	200,000			40,000		
Project 86: New Gate - Gate 85	200,000			40,000		
Project 87: New Gate - Gate 86	200,000			40,000		
Project 88: New Gate - Gate 87	200,000			40,000		
Project 89: New Gate - Gate 88	200,000			40,000		
Project 90: New Gate - Gate 89	200,000			40,000		
Project 91: New Gate - Gate 90	200,000			40,000		
Project 92: New Gate - Gate 91	200,000			40,000		
Project 93: New Gate - Gate 92	200,000			40,000		
Project 94: New Gate - Gate 93	200,000			40,000		
Project 95: New Gate - Gate 94	200,000			40,000		
Project 96: New Gate - Gate 95	200,000			40,000		
Project 97: New Gate - Gate 96	200,000			40,000		
Project 98: New Gate - Gate 97	200,000			40,000		
Project 99: New Gate - Gate 98	200,000			40,000		
Project 100: New Gate - Gate 99	200,000			40,000		

Proposed amended FY 16 Capital Plan



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: July 15, 2015

SUBJECT: Action Item #8 - Work Authorization with Talbert & Bright – Pedestrian Access Study

RECOMMENDATION: Approval of Work Authorization for Talbert & Bright to perform a Pedestrian Access Study in the not-to-exceed amount of \$29,706 and authorization for the Executive Director to execute the work authorization.

BACKGROUND: Three of the four sets of steps (two of the southernmost sets and the northernmost set in the long-term parking lot) that provide access to the terminal from the long-term parking area have failed. The center set adjacent to the elevator had minor damage, but they have been repaired and are fully operational. This study will explore the following options:

- Rebuild existing stairs with consideration given to materials that will hold up better to winter weather and the chemicals used for snow/ice removal.
- Rebuild existing stairs to include a cover/canopy that will also account for winter precipitation.
- Construct a new ADA compliant covered ramp with the location of the top and bottom landings being constructed near the existing elevator access.

If approved, this study will be complete in September 2015.

PRIOR ACTION: January 2015 – Board awarded a Professional Engineering Service contract to Talbert & Bright.

FUNDING: This project will be funded from the Airport Coverage Account

FINANCIAL IMPACT: The FY-16 Capital Improvement Plan contained a \$30,000 project for the replacement of the “Replace Admin Vehicle”. This project will be moved to a later year to accommodate the funding of the “Pedestrian Access Study” project.

ATTACHMENTS: #1 – Work Order with Talbert & Bright – Pedestrian Access Study.

PRESENTATION: None

TALBERT & BRIGHT

WORK AUTHORIZATION FOR PROFESSIONAL SERVICES

Charlottesville-Albemarle Airport
Pedestrian Access Study – Parking/Terminal

Work Authorization No.: 15-01
June 22, 2015
TBI Project No.: 2215-1501

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

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

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

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

Approved:

DRAFT

For: Charlottesville-Albemarle
Airport Authority

For: Talbert & Bright

Date: _____

Date: _____

Witness: _____

Witness: _____

Scope of Services

Project Title: Pedestrian Access Study – Parking/Terminal

Project Location: Charlottesville-Albemarle Airport
Charlottesville, Virginia

DRAFT

Prepared For: Charlottesville-Albemarle Airport Authority

TBI Project No.: 2215-1501

Date: June 22, 2015

Project Description:

The Charlottesville-Albemarle Airport is experiencing deterioration of the stairways leading from the long-term parking lot to the commercial service terminal building. The Airport Authority is looking to identify a long-term solution to the stairway deterioration, while also considering additional accessibility for disabled persons should the single elevator serving the long-term parking lot be out of service. This project includes developing a pedestrian accessibility study to analyze stairway re-build and/or replacement options that consider construction material preferences, maintenance alternatives, initial construction costs, maintenance costs, disabled persons accessibility, and locality architectural requirements. Talbert & Bright will provide engineering services for the project as outlined below:

Services Offered:

- A) **Preliminary (Phase 01)** will include initial scoping site visit (1), study outline for scoping tasks, research of Americans with Disabilities Act (ADA) accessibility requirements, research/gathering of in-house record drawings for use during study preparation, and scope of work preparation. The preliminary phase also includes coordination with the project sponsor and accounting project set-up.
- B) **Planning Study (Phase 11)** will include development of a written study for pedestrian access from the airport's long-term parking lot to the terminal building. The study will focus on the following options:
 - Rebuilding existing stairs considering materials that will hold up better to winter weather as well as chemicals used to treat winter precipitation, identifying preferred types of chemicals to use for treating winter precipitation, investigating benefits of an underdrain system in the stair foundation, and identifying a secure way to anchor the handrail systems associated with the stairs.
 - Rebuilding existing stairs to include a cover/canopy that will also account for winter precipitation.
 - Constructing a new ADA compliant covered ramp that is wide enough for two-way traffic at all portions along the ramp including required landings. The preferred

Scope of Services

DRAFT

location for the top and bottom landings associated with the ramp are near the existing elevator access.

All of the above options will be analyzed with respect to locality Architectural Review Board requirements, initial construction costs, estimated lifespan, and estimated operational and maintenance costs. Coordination with the locality and airport maintenance personnel will be required.

The completed study will include a conceptual exhibit of the layout for a new ADA compliant ramp. This exhibit will be based on record drawings that Talbert & Bright currently has in-house, and/or additional record drawings or GIS data that may be available from the Airport Authority.

This phase of the project will include one (1) site visit for review of the draft study and coordination with Airport Authority.

- C) Deliverables will include two bound copies of the draft study for review. Two bound copies of the final study will also be produced after incorporation of any review comments received.
- D) Exclusions – this project will not provide construction documents, bidding services, utility locating services, survey or geotechnical sub-consultant services, or analysis of parking demand/capacity.
- E) Invoicing will be completed monthly based on services rendered and/or percentage complete. See Attachment I for project fees.
- F) The following schedule of key dates associated with the project is offered for planning purposes:

Work Authorization Approval	July 2015
Draft Study to Sponsor for Review	August 2015
Revisions/Final Study to Sponsor	September 2015

Attachments:

Attachment 1 Manhour & Fee Estimate

MANHOUR ESTIMATE

PEDESTRIAN ACCESS STUDY - PARKING/TERMINAL
 CHARLOTTESVILLE-ALBEMARLE AIRPORT
 CHARLOTTESVILLE, VIRGINIA

DRAFT

TBI PROJECT: 2215-1501

June 22, 2015

PHASE	DESCRIPTION	PRIN	PMGR	ENG1	TCH5	PMA3
01	PRELIMINARY					
	Site Scoping Visit (1)	8	8	0	0	0
	Draft Study Outline	2	2	0	0	2
	ADA Requirements Research	0	2	2	0	0
	Record Drawing Topography/Utility Research	0	2	2	2	0
	Scope of Work Preparation	2	2	0	0	4
	Accounting Project Set-Up	0	0	0	0	2
	<i>SUBTOTAL</i>	<i>12</i>	<i>16</i>	<i>4</i>	<i>2</i>	<i>8</i>
11	PLANNING STUDY					
	Ramp Layout Options	2	8	8	8	0
	Construction Materials Research	0	2	4	0	2
	Maintenance/De-Icing Materials Research	0	2	4	0	2
	Sponsor Correspondence	2	8	2	2	8
	Locality Architectural Review Board Coordination	0	2	8	0	2
	Cost Estimates	0	2	4	2	2
	Study Write-Up	2	4	8	0	8
	Conceptual Exhibits	0	2	4	4	0
	Site Visit - Project Review Meeting (1)	8	8	8	0	0
	Study Revisions	2	4	4	4	4
	Project Accounting	2	4	0	0	12
	<i>SUBTOTAL</i>	<i>18</i>	<i>46</i>	<i>54</i>	<i>20</i>	<i>40</i>

FEE ESTIMATE

PEDESTRIAN ACCESS STUDY - PARKING/TERMINAL
 CHARLOTTESVILLE-ALBEMARLE AIRPORT
 CHARLOTTESVILLE, VIRGINIA

DRAFT

TBI PROJECT: 2215-1501

June 22, 2015

PHASE DESCRIPTION

01	PRELIMINARY					
	DIRECT LABOR		RATE	MANHOURS		AMOUNT
	Principal	PRIN	\$ 184.00	12	\$	2,208.00
	Project Manager	PMGR	\$ 172.00	16	\$	2,752.00
	Engineer I	ENG1	\$ 74.00	4	\$	296.00
	Technician V	TCH5	\$ 98.00	2	\$	196.00
	Administrative	PMA3	\$ 108.00	8	\$	864.00
	<i>SUBTOTAL</i>				\$	<i>6,316.00</i>
01	PRELIMINARY					
	DIRECT EXPENSE	UNIT	RATE	UNITS		AMOUNT
	Travel	MI	\$ 0.575	200	\$	115.00
	Copying	EA	\$ 0.25	200	\$	50.00
	Reproduction	EA	\$ 3.00	20	\$	60.00
	Shipping/Postage	MO	\$ 50.00	2	\$	100.00
	Miscellaneous	MO	\$ 50.00	2	\$	100.00
	<i>SUBTOTAL</i>				\$	<i>425.00</i>
11	PLANNING STUDY					
	DIRECT LABOR		RATE	MANHOURS		AMOUNT
	Principal	PRIN	\$ 184.00	18	\$	3,312.00
	Project Manager	PMGR	\$ 172.00	46	\$	7,912.00
	Engineer I	ENG1	\$ 74.00	54	\$	3,996.00
	Technician V	TCH5	\$ 98.00	20	\$	1,960.00
	Administrative	PMA3	\$ 108.00	40	\$	4,320.00
	<i>SUBTOTAL</i>				\$	<i>21,500.00</i>
11	PLANNING STUDY					
	DIRECT EXPENSE	UNIT	RATE	UNITS		AMOUNT
	Travel	MI	\$ 0.575	200	\$	115.00
	Copying	EA	\$ 0.25	3,000	\$	750.00
	Reproduction	EA	\$ 3.00	100	\$	300.00
	Shipping/Postage	MO	\$ 50.00	3	\$	150.00
	Miscellaneous	MO	\$ 50.00	3	\$	150.00
	<i>SUBTOTAL</i>				\$	<i>1,465.00</i>

PROFESSIONAL FEE SUMMARY

PEDESTRIAN ACCESS STUDY - PARKING/TERMINAL
CHARLOTTESVILLE-ALBEMARLE AIRPORT
CHARLOTTESVILLE, VIRGINIA

DRAFT

TBI PROJECT: 2215-1501

June 22, 2015

PHASE	DESCRIPTION	TYPE OF SERVICE	COST
01	Preliminary	DIRECT LABOR	\$ 6,316.00
01	Preliminary	DIRECT EXPENSE	\$ 425.00
11	Planning Study	DIRECT LABOR	\$ 21,500.00
11	Planning Study	DIRECT EXPENSE	\$ 1,465.00
FIXED FEE TOTAL			\$ 29,706.00

July 2015

Information Item #1 – Executive Director's Update

A. Personnel Issues – Revision of CHO's FY-16 Organizational Chart and additional discussion of staffing changes will be provided.

B. Construction Update –

- a. 2014 Terminal Improvement Project – Construction is proceeding on schedule. A discussion of the project's activity to be provided.
- b. Parking Expansion Project – The project begin the first week of June, and the project has an 85 day construction schedule.
- c. Runway/Taxiway Rehab Design – The design project remains on schedule, and the engineers have been notified of the recent changes to our flight arrival schedule as this may impact the project.
- d. Runway 21 Extension Project – Update to be provided.

C. Food and Beverage Concession Update - The Market ceased operation on May 31, 2015. Tailwind began construction the first week of June on their ground floor location. Their project is on schedule for completion by early September, 2015. Expanded vending offerings are being provided by "The Canteen", and CHO staff is providing complementary coffee each morning during this construction period.

D. Insurance Incidents Update -

1. April 9, 2015. Jet Blast Incident. Jet was taxiing for takeoff, had crossed over the movement line and the engines powered up causing a jet blast that picked up a chocked ballast cart that was parked 15 feet from the fence and slammed it into the fence and subsequently separated the handle from the cart. The force threw the handle over the fence where it struck two vehicles in the parking lot causing significant damage to both.

Ultimate responsible party: PSA Airlines operating under American Airlines.

Actions taken: The Airport has paid one claim totaling \$6,402.51 for vehicle damages and other expenses incurred due to the incident (rental car charges and cab fare).

The Airport received the 2nd claim on July 9, 2015 for \$2,678.13 for vehicle damages to the other car and reimbursement for rental car expenses. A separate payment was made to the driver of that vehicle for \$72.80 to reimburse for cab fare.

Staff received the contact information from the station manager on 6/28/15 for PSA Airlines. Staff is attempting to seek reimbursement.

2. May 1, 2015. Car ran through the front of the terminal. A driver lost control of his vehicle, veered off the road, and ran into the glass wall and brick column at the northern end of the ticketing area.

Ultimate responsible party: Driver of the vehicle or the vehicles owner's insurance

Actions taken: Kenbridge estimate to fix damages received on 6/24/15: \$45,886.72

Our property insurance carrier, Virginia Municipal League, is handling this issue.

3. June 12, 2015. Water incident in the terminal. A strong storm passed through and a temporary drain that had been constructed due to the terminal construction project failed and the water poured into the terminal in the ticketing area, especially in the American Airlines area, as well as upstairs in the hold room and down the escalators and stairs.

Ultimate responsible party: Kenbridge's Builders Risk Insurance

Actions taken: Airport has tracked expenses related to this incident.

ServPro Invoice: \$ 15,214.78

Ragsdale Invoice: \$ 825.00

Additional Staff time: TBD

American Airlines has made a request to Kenbridge directly concerning their phone system that was damaged by the water. Outcome not yet determined.

Kenbridge has provided a contact and airport staff will be seeking reimbursement.