



Charlottesville Albemarle Airport Authority Board Meeting
Wednesday, November 18th, 2015 at 10:30am in the Airport 2nd Floor Conference Room

AGENDA

Call to Order

Awards and Recognitions

Consent Agenda

1. Minutes – September 2015
2. Financial Statements –September 2015 (Unaudited)
3. Airport Statistics
4. Ratification of Talbert & Bright Work Order
5. Executive Director updated Contract with Amendments

Matters from the Public

All person desiring to make presentations as part of the MATTERS FROM THE PUBLIC section of the Agenda are requested to advise the administrative office prior to commencement of the meeting to assist the Chairman in conducting the meeting in an efficient and productive manner; allowing for maximum input. Speakers are encouraged to limit remarks to five minutes. Additional time may be granted solely at the discretion of the Chairman unless such presentation is extended by reason of the Authority's request for additional information.

Action Items

1. Tailwind Lease Amendment
2. Amendment of FY16 Operating Budget

Informational Items

Executive Director's Update

Presentations CHO 101--Relationship with the Federal Aviation Association and the Virginia Department of Aviation

Next Meeting Wednesday, January 20, 2015, 10:30 a.m., Airport Conference Room

Adjourn



Charlottesville Albemarle Airport Authority Board Meeting
Wednesday, September 23rd, 2015 at 10:30am in the Airport 2nd Floor Conference Room

Minutes

Call to Order at 10:38am by Bill Kehoe

Members Present: Bill Kehoe and Tom Foley
Maurice Jones arrived at approximately 10:40am

Members Absent: None

Staff Present: Melinda Crawford; Executive Director, Bill Pahuta; Deputy Director, Penny Shifflett; Director of Finance, Stirling Williams; Director of Landside Operations, Brantley Ussery; Marketing Assistant, Arlene Forrest; Marketing Assistant, Jessie Shupe; Airport Police Chief, Kristin Birdzell; Executive Secretary

Others Present: Lisa Robertson; Chief Deputy City Attorney, Patsy Morkish; President of Walnut Hills Homeowner's Association, Rit Venerus; Walnut Hills Resident

Consent Agenda

1. Minutes- July 2015
2. Financial Statements- June 2015 (Unaudited)
3. Airport Statistics
 - a. Airport remains 7% up on passenger traffic and seats, due to the 717 service by Delta and LaGuardia service provided by American Airlines.
 - b. Tailwind management has been very pleased with their reception by consumers.
 - c. Two Public Safety officers have completed training and are able to serve their shifts independently.
4. Executive Director's updated contract with amendments
 - a. Ms. Robertson would like to see a format consistent with current Airport documents including a signature by the Board.

Motion by Mr. Foley to approve Consent Agenda, seconded by Mr. Kehoe
Unanimous approval by Board

Matters from the Public

Patricia Morkish, President of Walnut Hills Homeowner's Association, thanked Mrs. Crawford and the Board members for accepting changes and working with the residents regarding ideas on the Good Neighbor Policy.

Action Items

1. FY16 Capital Budget Amendments
 - a. RECOMMENDATION: For the Board to approve proposed changes to the FY16 Capital Budget
 - b. Items came up that needed attention:
 - i. There was a drainage issue between the terminal and Public Safety building. Certain items need to be removed from budget to fund the \$17,000 cost of repair to the pavement. VDOA will fund \$7,000, and remaining cost will be funded by the Airport.
 - ii. The Airport camera system needs to be updated. Since there is currently not sufficient coverage for the funding of all the cameras needed in the Capital budget, staff will be modifying a Capital Project and move \$40,000 to the Security Camera project to fund it in its entirety.
 - iii. Gresham Smith will perform a structural analysis review of the observation deck prior to the bar being built for Tailwind.

Motion by Mr. Foley, seconded by Mr. Jones to approve the recommendation as made by Staff
Unanimous approval by Board

2. Gresham-Smith Work Orders
 - a. RECOMMENDATION: Authorize the Executive Director to negotiate the scope of work and fees in the combined not-to-exceed amounts of \$150,000 for (1) Observation Deck Area Analysis and Design of the Roof Rehab beneath the area, (2) Design of Expanded Work within the Business Center, Design of new reconfigured Rental Car Counters, Design of new reconfigured Airline Ticket Counters, Design of the Covered Walkways/Sidewalks to the Rental Car Return Lot. Authorization for the Executive Director to execute the work authorization upon successful negotiation, and direction to bring the work authorization back to the Board at the November meeting for ratification.

Motion by Mr. Foley to approve Gresham-Smith Work Orders, seconded by Mr. Jones
Unanimous approval by Board

3. Good Neighbor Policy
 - a. RECOMMENDATION: Board review CHO's Proposed "Good Neighbor Policy"
 - b. It had been noted that the word "neighborhoods" should be incorporated into policy instead of "residents". Changed 14 day notice of construction to a 30 day notice. Notification email process has been proposed in order to allow for 24 hour notice for any blasting related projects and a morning- of blasting notice to all neighborhoods.

Motion by Mr. Foley to approve Good Neighbor Policy, seconded by Mr. Kehoe
Unanimous approval by Board

4. Parking Ingress/Egress Alternatives

- a. RECOMMENDATION: Review the findings of the Pedestrian Access Study and provide staff with guidance of which alternatives to pursue. Also authorize the Executive Director to negotiate the scope of work and fee for the design of the selected alternatives with Talbert & Bright in an amount not to exceed \$100,000. Authorize the Executive Director to execute the work authorization and bring the work authorization back to the November meeting for ratification.
- b. The sets of stairs to the right and left of the center outdoor staircase failed and are considered to be unsafe. These staircases will be rehabilitated, covered, and possibly heated at the Board's approval. The Pedestrian Access Study provided 3 different ramp system design options for the center staircase. Mrs. Crawford recommended option #2 for the ramp system as well as the rehabilitation of two sets of stairs. Ramp is expected to come in at \$300,000 for any of the 3 designs, and there is an expected cost of \$100,000 for the rehabilitation of each set of stairs. The Airport has \$500,000 set aside in the budget for this Access Project, which will be funded 80% by VDOA and 20% will be at the cost of the Airport.
- c. Board has also opted for Option #2 as well as covered walkways with a brick base.

Motion by Mr. Jones to authorize the Executive Director to negotiate the scope of work and fee of selected alternative in an amount not to exceed \$100,000. Motion seconded by Mr. Foley.
Unanimous approval by Board

Informational Items

Executive Director's Update

1. Personnel Issues: None
2. Construction Update
 - a. Terminal renovations are on track. Parking construction is also on time; with the new employee lot opened and construction on the existing employee lot beginning soon. Runway 21 Extension Project is substantially complete, just waiting on the PAPI (Precision Approach Path Indicator) to be commissioned.
3. Food and Beverage Concession Update
 - a. Tailwind has been well received by passengers as well as employees
4. Insurance Incidents Update
 - a. Staff is moving forward with all incidents and they are being handled by VML.
5. 800 MHz Radio System
 - a. The radio system is scheduled for a complete upgrade in FY16. Funding details are still being discussed.

Presentations: CHO Parking 101

Closed Session at 11:25am. Moved by Mr. Foley, and seconded by Mr. Jones.

In accordance with VA Code 2.12-3712 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)

Motion by: Mr. Foley

Second by: Mr. Watts

Ayes: Mr. Foley Noes: None
 Mr. Kehoe
 Mr. Watts

Unanimous approval of closed session

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
 Mr. Kehoe

Unanimous approval of certification of closed meeting

Back in session at 11:50am

Board approved the extension of Mrs. Crawford's contract from November, 2015 to December, 2018. If at this time, the Board chooses not to extend Mrs. Crawford's contract, there will be notification given by September 1st, 2018 as well as a severance package. The contract will be revised by legal and brought back to the Board for approval at the next meeting during the Consent agenda.

Next Meeting: Wednesday November 18, 2015, 10:30am

Adjourn at 11:52am

Approved Minutes 11/18/2015

Board Chairman/Acting Board Chairman

Charlottesville-Albemarle Airport Authority
Financial Statements (unaudited)
As of September 30, 2015

Charlottesville-Albemarle Airport Authority
Profit & Loss Notes
As of September 30, 2015

\$10K and 10% change

Revenues:

No variances reaching parameters that require explanation.

Year-to-date revenues totaling \$1,450,581 are over budgeted revenues by \$68,879.

Expenses:

- A. Wages:-- Wages are under budget in all departments due to authorized positions not yet filled during the fiscal year.

Airfield:

- B. Vehicle Expenses:-- year-to-date expenses = \$5,623 Budgeted = \$17,714
Expenses are lower in this category due to low gas prices and conservative budgeting.

Terminal:

- C. Maintenance:-- year-to-date expenses = \$25,069 Budgeted = \$10,074
Wages are over budget due to contracted painting work in the admin stairwell and the main terminal.

Administrative:

- D. Advertising and Promotions: -- year-to-date expenses = \$52,211 Budgeted = \$69,596
Expenses are under budget at this time, but the timing of expenses in this category vary over the year depending on marketing strategy.

- E. Insurance Proceeds:-- This was from our property insurance through Virginia Municipal League for the damage sustained in the terminal when a car ran through the window on 5/1/15.

Year-to-date expenses of \$1,192,346 are under budgeted expenses by \$115,912.

Net Income

September year-to-date net income before other income = \$258,234.

Charlotteville Albemarle Airport Authority
Profit & Loss Statement
 For the Three Months Ending Wednesday, September 30, 2015

Variance
 \$10k + 10%

	Current Period Amount	Current Period Budget Amount	(Under) Over Budget	Percentage	Y-T-D Amount	Y-T-D Budget Amount	(Under) Over Budget	Percentage
Parking Revenues								
Parking Revenue	\$255,225.00	\$245,726.00	\$9,499.00	3.87%	\$749,202.00	\$698,271.00	\$50,931.00	7.29%
Tenant Parking	6,000.00	6,000.00	0.00	0.00%	18,400.00	18,000.00	400.00	2.22%
Miscellaneous Fees	25.00	50.00	(25.00)	-50.00%	25.00	150.00	(125.00)	-83.33%
Crew Base	225.00	360.00	(135.00)	-37.50%	1,260.00	1,080.00	180.00	16.67%
Total Parking Revenue	\$261,475.00	\$252,136.00	\$9,339.00	3.70%	\$768,887.00	\$717,501.00	\$51,386.00	7.16%
Airfield Revenues								
Airline Landing Revenue	48,561.27	44,383.00	4,178.27	9.41%	141,498.13	133,149.00	8,349.13	6.27%
Charter Revenue	3,707.80	1,075.00	2,632.80	244.91%	4,000.40	3,225.00	775.40	24.04%
AWW Flowage	0.00	0.00	0.00	0.00%	0.00	3,000.00	(3,000.00)	-100.00%
FBO Revenue	39,654.32	36,557.50	3,096.82	8.47%	104,891.20	109,672.50	(4,781.30)	-4.36%
Ground Rent	5,922.85	7,482.00	(1,559.15)	-20.84%	26,369.31	22,446.00	3,923.31	17.48%
Misc. Revenue	540.00	375.00	165.00	44.00%	765.00	1,125.00	(360.00)	-32.00%
Security Access Control Revenue	2,040.00	450.00	1,590.00	353.33%	4,611.00	1,350.00	3,261.00	241.56%
State Maintenance Airfield	0.00	0.00	0.00	0.00%	62,748.00	65,000.00	(2,252.00)	-3.46%
Total Airfield Revenue	\$100,426.24	\$90,322.50	\$10,103.74	11.19%	\$344,883.04	\$338,967.50	\$5,915.54	1.75%
Terminal Revenues								
Airline Rent	21,589.79	21,589.00	0.79	0.00%	64,769.35	64,767.00	2.35	0.00%
Advertising	4,524.65	4,000.00	524.65	13.12%	13,222.08	12,000.00	1,222.08	10.18%
Rental Car Revenue	63,333.17	63,839.67	(506.50)	-0.79%	189,999.51	191,519.01	(1,519.50)	-0.79%
Ground Transportation Fees	2,000.00	2,000.00	0.00	0.00%	6,000.00	6,000.00	0.00	0.00%
Rental Car QTA Land Lease	4,455.00	4,455.00	0.00	0.00%	13,365.00	13,365.00	0.00	0.00%
ATM Concession	623.00	508.33	114.67	22.56%	1,869.00	1,524.99	344.01	22.56%
Food/Gift Concessions	4,884.98	1,500.00	3,384.98	225.67%	13,448.61	4,500.00	8,948.61	198.86%
Maint. Work Order Revenue	4.00	0.00	4.00	0.00%	4.00	0.00	4.00	0.00%
TSA Lease	2,771.61	2,774.00	(2.39)	-0.09%	8,314.83	8,322.00	(7.17)	-0.09%
FAA Service Fee/Rent	3,632.01	3,632.00	0.01	0.00%	10,896.03	10,896.00	0.03	0.00%
Total Terminal Revenue	\$107,818.21	\$104,298.00	\$3,520.21	3.38%	\$321,888.41	\$312,894.00	\$8,994.41	2.87%
Administrative Revenues								
Interest Income	615.56	667.00	(51.44)	-7.71%	1,719.14	2,001.00	(281.86)	-14.09%
Miscellaneous Income	100.00	0.00	100.00	0.00%	8,865.18	0.00	8,865.18	0.00%
State Promotion Reimb.	0.00	2,000.00	(2,000.00)	-100.00%	0.00	2,000.00	(2,000.00)	-100.00%
Air Service Development	0.00	4,000.00	(4,000.00)	-100.00%	0.00	4,000.00	(4,000.00)	-100.00%
QTA Staff Reimbursement	1,446.00	1,446.00	0.00	0.00%	4,338.00	4,338.00	0.00	0.00%
Total Administrative Revenue	\$2,161.56	\$8,113.00	(\$5,951.44)	-73.36%	\$14,922.32	\$12,339.00	\$2,583.32	20.94%
Total Revenues	\$471,881.01	\$454,869.50	\$17,011.51	3.74%	\$1,450,580.77	\$1,381,701.50	\$68,879.27	4.99%

Charlotteville Albemarle Airport Authority
Profit & Loss Statement
 For the Three Months Ending Wednesday, September 30, 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
Parking Expenses								
Wages	23,194.58	24,834.00	(1,639.42)	-6.60%	61,365.56	74,502.00	(13,136.44)	-17.63%
Overtime - Parking	3,589.41	700.00	2,889.41	412.77%	6,893.07	1,900.00	4,993.07	262.79%
Payroll Taxes	1,872.21	1,983.00	(110.79)	-5.59%	4,764.36	5,934.00	(1,169.64)	-19.71%
Retirement	2,126.67	2,377.00	(250.33)	-10.53%	6,379.33	7,131.00	(751.67)	-10.54%
Health Ins./Supp.	4,810.00	5,222.00	(412.00)	-7.89%	14,018.00	15,666.00	(1,648.00)	-10.52%
Long Term Disability	67.05	41.00	26.05	63.54%	201.15	123.00	78.15	63.54%
Life Insurance	279.33	312.17	(32.84)	-10.52%	837.99	936.51	(98.52)	-10.52%
Util - Parking Lights	375.65	375.00	0.65	0.17%	1,096.02	1,125.00	(28.98)	-2.58%
Util - Telephone	281.73	803.33	(521.60)	-64.93%	2,249.14	2,409.99	(160.85)	-6.67%
Util - Water	27.46	26.00	1.46	5.62%	90.10	78.00	12.10	15.51%
Insurance Expense	604.82	604.83	(0.01)	0.00%	1,814.46	1,814.49	(0.03)	0.00%
Parking Lot Lighting	431.97	498.00	(66.03)	-13.26%	2,335.88	1,494.00	841.88	56.35%
Parking Grounds Maintenance	887.75	5,333.00	(4,445.25)	-83.35%	12,522.75	15,999.00	(3,476.25)	-21.73%
Parking Pavement/Booths/Steps	2,359.79	890.00	1,469.79	165.14%	14,050.67	9,170.00	4,880.67	53.22%
Parking Equip. Maintenance	125.00	1,704.00	(1,579.00)	-92.66%	8,296.89	5,113.00	3,183.89	62.27%
Supplies	1,331.00	587.00	744.00	126.75%	1,683.04	1,761.00	(77.96)	-4.43%
Parking - Signage & Traffic Control	275.00	1,000.00	(725.00)	-72.50%	275.00	1,000.00	(725.00)	-72.50%
Payroll Processing Fees	85.25	98.00	(12.75)	-13.01%	223.85	294.00	(70.15)	-23.86%
Uniforms	0.00	0.00	0.00	0.00%	0.00	3,000.00	(3,000.00)	-100.00%
Credit Card Discount	10,453.39	9,500.00	953.39	10.04%	31,506.53	28,500.00	3,006.53	10.55%
Over & Short	40.00	10.00	30.00	300.00%	0.00	30.00	(30.00)	-100.00%
2004 Debt Service Parking	10,967.57	10,968.00	(0.43)	0.00%	32,902.71	32,902.00	0.71	0.00%
Total Parking Expenses	\$64,185.63	\$67,866.33	(\$3,680.70)	-5.42%	\$203,506.50	\$210,882.99	(\$7,376.49)	-3.50%

Profit & Loss Statement

For the Three Months Ending Wednesday, September 30, 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
Airfield Expenses								
Wages	33,258.95	36,002.00	(2,743.05)	-7.62%	89,566.63	108,006.00	(18,439.37)	-17.07%
Overtime - Airfield	4,610.88	4,000.00	610.88	15.27%	7,840.93	8,000.00	(159.07)	-1.99%
Payroll Taxes	2,675.18	3,087.00	(411.82)	-13.34%	7,046.64	8,955.00	(1,908.36)	-21.31%
Retirement	3,298.03	3,548.00	(249.97)	-7.05%	9,894.09	10,644.00	(749.91)	-7.05%
Health Ins./Supp.	5,531.00	5,957.50	(426.50)	-7.16%	16,045.50	17,872.50	(1,827.00)	-10.22%
Long Term Disability	0.00	53.00	(53.00)	-100.00%	0.00	159.00	(159.00)	-100.00%
Life Insurance	433.19	466.08	(32.89)	-7.06%	1,299.57	1,398.24	(98.67)	-7.06%
Util - Electric	2,063.13	2,250.00	(186.87)	-8.31%	5,693.71	6,750.00	(1,056.29)	-15.65%
Util - Telephone	102.95	563.00	(460.05)	-81.71%	1,709.00	1,689.00	20.00	1.18%
Util - Water	18.62	20.00	(1.38)	-6.90%	55.13	60.00	(4.87)	-8.12%
Insurance Expense	2,468.31	2,468.33	(0.02)	0.00%	7,404.93	7,404.99	(0.06)	0.00%
Airfield Lighting Maintenance	0.00	860.00	(860.00)	-100.00%	0.00	2,580.00	(2,580.00)	-100.00%
Maint. Airfield Equipment	5,662.40	4,298.33	1,364.07	31.73%	18,122.12	12,894.99	5,227.13	40.54%
Maint. Equipment Purchase	0.00	333.00	(333.00)	-100.00%	501.03	1,003.00	(501.97)	-50.05%
Maintenance	765.27	1,453.00	(687.73)	-47.33%	2,507.69	3,753.00	(1,245.31)	-33.18%
State Maintenance	0.00	75,000.00	(75,000.00)	-100.00%	78,435.00	75,000.00	3,435.00	4.58%
Vehicle Expense Gas and Oil	2,903.05	5,904.67	(3,001.62)	-50.83%	5,622.50	17,714.01	(12,091.51)	-68.26%
Hazmat Materials	0.00	0.00	0.00	0.00%	0.00	1,000.00	(1,000.00)	-100.00%
ARFF Equipment	6,153.69	2,065.00	4,088.69	198.00%	8,674.27	6,195.00	2,479.27	40.02%
ARFF Training Supplies	1,324.69	1,087.00	237.69	21.87%	1,324.69	3,261.00	(1,936.31)	-59.38%
Uniforms - Maintenance	467.66	668.00	(200.34)	-29.99%	1,583.56	2,004.00	(420.44)	-20.98%
Environmental Compliance	1,770.00	658.00	1,112.00	169.00%	1,770.00	1,974.00	(204.00)	-10.33%
Emergency Exercises	0.00	2,350.00	(2,350.00)	-100.00%	0.00	2,350.00	(2,350.00)	-100.00%
Payroll Processing Fees	85.25	0.00	85.25	0.00%	223.84	1,176.00	(952.16)	-80.97%
Travel	0.00	783.00	(783.00)	-100.00%	0.00	2,349.00	(2,349.00)	-100.00%
Education	2,190.03	442.00	1,748.03	395.48%	2,190.03	1,326.00	864.03	65.16%
Dues & Subs	0.00	0.00	0.00	0.00%	2,500.00	1,750.00	750.00	42.86%
800 MHZ Supplies & Minc.	0.00	0.00	0.00	0.00%	4,777.00	4,777.00	0.00	0.00%
Security Access Control	1,200.00	3,372.00	(2,172.00)	-64.41%	2,998.00	10,116.00	(7,118.00)	-70.36%
Security Background Processing	0.00	0.00	0.00	0.00%	0.00	1,700.00	(1,700.00)	-100.00%
Total Airfield Expenses	\$76,982.28	\$157,688.91	(\$80,706.63)	-51.18%	\$277,785.86	\$323,861.73	(\$46,075.87)	-14.23%

2016 Profit and Loss
Profit and Loss Statement

Profit & Loss Statement

For the Three Months Ending Wednesday, September 30, 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
Terminal Expenses								
Wages	36,145.69	39,405.00	(3,259.31)	-8.27%	102,357.44	122,615.00	(20,257.56)	-16.52%
Overtime - Terminal	4,224.72	4,000.00	224.72	5.62%	7,792.00	8,000.00	(208.00)	-2.60%
Payroll Taxes	2,843.77	3,356.00	(512.23)	-15.26%	7,612.62	10,099.00	(2,486.38)	-24.62%
Retirement	3,461.94	3,712.17	(250.23)	-6.74%	10,365.82	11,136.51	(770.69)	-6.74%
Health Ins./Supp.	6,231.00	6,594.50	(363.50)	-5.51%	18,082.50	19,783.50	(1,701.00)	-8.60%
Long Term Disability	0.00	57.08	(57.08)	-100.00%	0.00	171.24	(171.24)	-100.00%
Life Insurance	454.71	487.58	(32.87)	-6.74%	1,384.13	1,462.74	(78.61)	-5.37%
Util - Electric	13,677.48	13,750.00	(72.52)	-0.53%	39,776.15	41,250.00	(1,473.85)	-3.57%
Util - Propane	0.00	0.00	0.00	0.00%	25.16	0.00	25.16	0.00%
Util - Telephone	337.63	797.00	(459.37)	-57.64%	2,398.58	2,391.00	7.58	0.32%
Util - Water	4,600.79	3,500.00	1,100.79	31.45%	13,558.41	10,500.00	3,058.41	29.13%
Util - Disposal	1,654.10	1,429.25	224.85	15.73%	4,964.08	4,287.75	676.33	15.77%
Insurance Expense	2,391.36	2,477.08	(85.72)	-3.46%	7,174.08	7,431.24	(257.16)	-3.46%
Maintenance	7,123.77	3,358.00	3,765.77	112.14%	25,069.18	10,074.00	14,995.18	148.85%
HVAC Maintenance	5,080.83	5,430.00	(349.17)	-6.43%	15,242.53	16,290.00	(1,047.47)	-6.43%
Baggage Claim Maint.	425.98	983.33	(557.35)	-56.68%	644.21	2,949.99	(2,305.78)	-78.16%
Elevator Escalator Maintenance	183.46	3,272.00	(3,088.54)	-94.39%	12,975.69	9,816.00	3,159.69	32.19%
Fids Maintenance	0.00	334.00	(334.00)	-100.00%	0.00	1,001.00	(1,001.00)	-100.00%
Relamp	238.42	959.00	(720.58)	-75.14%	1,648.71	2,877.00	(1,228.29)	-42.69%
Welding Fabrication	0.00	200.00	(200.00)	-100.00%	0.00	600.00	(600.00)	-100.00%
Janitorial Contract	12,483.58	12,661.42	(177.84)	-1.40%	37,625.74	37,984.26	(358.52)	-0.94%
Terminal Signage	3,139.73	833.00	2,306.73	276.92%	5,104.04	2,499.00	2,605.04	104.24%
Terminal Paging System	0.00	208.00	(208.00)	-100.00%	0.00	624.00	(624.00)	-100.00%
Terminal Landscaping	0.00	1,050.00	(1,050.00)	-100.00%	1,050.00	5,070.00	(4,020.00)	-79.29%
OSHA Compliance	326.40	100.00	226.40	226.40%	1,384.02	3,200.00	(1,815.98)	-56.75%
Janitorial Supplies	1,964.21	2,163.58	(199.37)	-9.21%	3,635.49	6,490.74	(2,855.25)	-43.99%
Payroll Processing Fees	85.25	98.00	(12.75)	-13.01%	223.84	294.00	(70.16)	-23.86%
Travel - Public Safety	610.43	987.00	(376.57)	-38.15%	863.43	2,961.00	(2,097.57)	-70.84%
Travel - Operations	25.95	0.00	25.95	0.00%	829.72	350.00	479.72	137.06%
Education - Public Safety	0.00	1,491.00	(1,491.00)	-100.00%	8,162.01	4,473.00	3,689.01	82.47%
Education - Operations	0.00	600.00	(600.00)	-100.00%	0.00	1,100.00	(1,100.00)	-100.00%
Dues & Subs	0.00	255.00	(255.00)	-100.00%	1,595.50	765.00	830.50	108.56%
Emergency Communications	615.08	2,466.67	(1,851.59)	-75.06%	2,838.68	7,400.01	(4,561.33)	-61.64%
Uniforms - Public Safety	317.99	400.00	(82.01)	-20.50%	1,861.09	1,200.00	661.09	55.09%
Uniforms - CSO	0.00	625.00	(625.00)	-100.00%	0.00	1,875.00	(1,875.00)	-100.00%
Safety	680.76	362.00	318.76	88.06%	9,180.57	1,086.00	8,094.57	745.36%
VGIN Expenses	(60.61)	158.00	(218.61)	-138.36%	(60.61)	519.00	(579.61)	-111.68%
First Aid Supplies	0.00	733.00	(733.00)	-100.00%	187.31	2,199.00	(2,011.69)	-91.48%
2004 Debt Service - Terminal	41,258.90	41,259.00	(0.10)	0.00%	123,776.70	123,777.00	(0.30)	0.00%
Total Terminal Expenses	\$150,523.32	\$160,552.66	(\$10,029.34)	-6.25%	\$469,328.82	\$486,602.98	(\$17,274.16)	-3.55%

Profit & Loss Statement

For the Three Months Ending Wednesday, September 30, 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.	\$227,601.46	\$0.00	\$227,601.46	0.00%	\$682,803.77	\$0.00	\$682,803.77	0.00%
Net Inc. (Loss) After D & A	(\$119,247.54)	\$2,622.18	(\$121,869.72)	-4647.65%	(\$338,932.68)	\$118,192.87	(\$457,125.55)	-386.76%



Operating Statistics-Fiscal Year 2016

	September		FYTD		Calendar Year											
	2015	2014	2016	2015	FY	FY	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005
Aircraft Operations																
<i>Increase</i>																
<i>Load:</i>																
Air Carrier Tax	1,603	1,793	4,651	5,279	-12%	20,049	17,382	17,493	18,615	19,412	20,675	23,640	21,394	20,756	21,262	
General Aviation	1,669	2,043	6,011	8,433	-29%	28,782	31,024	33,561	38,394	41,394	39,288	39,886	33,918	31,074	29,297	
Military	139	176	408	517	-21%	1,887	2,034	2,297	1,754	1,984	1,831	1,773	1,378	1,235	1,780	
General Aviation	751	2,236	3,652	6,212	-41%	19,525	18,809	20,324	20,486	17,294	18,075	20,013	17,584	14,711	13,424	
Military	120	346	472	1,058	-55%	3,754	4,147	4,063	3,118	3,087	3,354	2,916	2,072	1,877	2,290	
Total Operations	4,283	7,494	15,194	21,499	-29%	73,997	77,067	77,738	82,367	83,171	83,223	88,238	76,306	69,653	68,013	
Enplaned Passengers	23,985	22,220	69,877	64,758	8%	261,631	238,198	237,874	232,571	235,869	196,060	177,659	168,966	185,689	185,182	
Deplaned Passengers	23,940	22,083	70,424	65,033	8%	261,168	232,164	226,294	231,466	213,692	195,867	177,160	168,971	182,344	181,810	
Enplaned Load Factor	83%	80%	81%	79%	0%	81%	79%	76%	74.82%	72%	69%	65%	56%	50%	56%	
Available Seats	28,776	28,067	86,129	82,334	5%	322,555	307,522	299,226	310,780	299,182	286,136	294,076	299,343	314,081	333,417	
Parking Revenue	255,304	246,046	750,801	698,492	7%	2,906,401	2,694,747	2,134,028	2,193,273	2,003,867	1,709,145	1,478,903	1,507,761	1,653,472	1,571,506	
FBO Fuel Gallons Pumped																
(CIA - 1080LL)	4,738	6,074	15,681	15,568	1%	51,552	56,862	55,862	60,275	62,519	69,178	71,860	79,189	93,676	99,679	
(CIA Corporate Jets-I)	92,921	91,576	229,968	231,702	4%	998,910	1,098,861	969,939	969,423	942,165	911,363	833,494	1,047,298	1,160,810	1,085,976	
Military Jets-I	1,868	6,024	10,812	17,730	-59%	66,988	63,084	72,238	86,510	53,641	73,903	67,114	71,542	56,538	39,571	
Airline	194,080	187,626	563,772	542,518	6%	2,107,002	1,982,755	1,843,362	1,745,200	1,639,075	1,491,980	1,456,843	1,608,962	1,494,201	1,499,164	
Total Fuel	293,607	291,300	830,233	797,518	4%	3,224,452	3,111,542	2,931,392	2,863,408	2,697,370	2,546,422	2,429,331	2,806,991	2,905,225	2,724,390	
Fairbanks, LLC	89,658	0	153,499	0	0%	0	0	0	0	0	0	0	0	0	0	
The Market	0	70,152	0	209,236	69%	712,785	767,875	669,869	670,980	638,226	561,104	502,703	375,378	442,741	451,162	
Rental Car Revenue*	766,139	733,957	2,338,052	2,303,817	6%	8,161,715	7,288,497	6,880,432	7,019,797	6,048,867	5,281,662	4,613,199	4,827,224	5,656,817	5,378,543	

* Nonoperable revenue not gross

Consent Agenda Item – Work Order with Talbert & Bright for the design of the Pedestrian Access Improvements

Date: November 18, 2015

Prior Action: During the September 23, 2015 Board Meeting, the Board reviewed the findings of the Pedestrian Access Study and provided staff with guidance of which alternatives to pursue. The Executive Director was authorized to negotiate the scope of work and fee for the design of the selected alternatives with Talbert & Bright in an amount not to exceed \$100,000. The Executive Director was also authorized to execute the work authorization and bring the work authorization back to the November meeting for ratification.

Follow-up: Talbert & Bright's work order in the amount of \$99,952 has been executed and a copy is attached for review.

TALBERT & BRIGHT

WORK AUTHORIZATION FOR PROFESSIONAL SERVICES

Charlottesville-Albemarle Airport
Pedestrian Access Ramp & Stair Replacement
Design & Bidding

Work Authorization No.: 15-02
October 28, 2015
TBI Project No.: 2215-1502


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

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

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

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

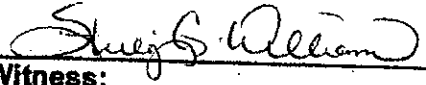
Approved:

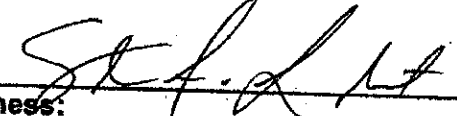

For: Charlottesville-Albemarle
Airport Authority


For: Talbert & Bright

Date: 10-30-15

Date: 11-02-15


Witness:


Witness:

SCOPE OF SERVICES

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

Two site visits will be conducted during this phase, first to verify existing site features depicted in the ground survey and walk over the site with architect, and second as a project review meeting with the Airport Authority.

Project environmental coordination with the FAA is assumed to have been completed by a prior airport environmental project and is therefore excluded from this scope of services.

- C) **The Bidding and Negotiations Phase (Phase 05)** includes advertisement coordination, attendance at the prebid meeting, answering contractor's questions, preparation of written addendum, attending the bid opening, review of contractor qualifications, recommendation of award, and project accounting. *Advertisement fees are excluded from this scope.*
- D) **Subcontracted Services (Phase 71, 72, and 73)** will be procured for this project. The services to be subcontracted include **Ground Survey, Geotechnical Investigation, and Architectural Services.**

Ground Survey – will include planimetric and topographic survey of the proposed ramp area and staircase areas requiring work. A private utility locating firm will be used to mark all utilities prior to start of survey. Anticipated subcontractor is Lincoln Surveying.

Geotechnical Investigation – will include two borings within the project area to determine in-situ soil properties for proper design of the proposed ramp and staircase replacements. Anticipated subcontractor is ECS Mid-Atlantic.

Architectural Services – will include the design services required for a covered canopy system for both the proposed ramp and the two replacement staircases. Architectural services will also include design assistance for retaining wall finish materials (aesthetics) and footing, and handrail finish materials and footings. Architect will be present at one project review meeting with the Airport Authority, and one pre-bid meeting. Anticipated subcontractor is Price Studios.

- E) **Anticipated Schedule** – the approximate project schedule / deliverable milestones are noted below:

Final Scope of Work Submission	October 2015
Anticipated Scope of Work Approval	October 30, 2015
Design Notice to Proceed	November 2, 2015
Receipt of Subconsultant Data (Survey & Geo)	December 1, 2015
90% Plan Submission	January 29, 2016
Final Plan Approval	March 2016
Advertise Project	Spring 2016

MANHOUR ESTIMATE

PEDESTRIAN ACCESS RAMP & STAIR REPLACEMENT - DESIGN
 CHARLOTTESVILLE ALBEMARLE AIRPORT
 CHARLOTTESVILLE, VIRGINIA

AIP PROJECT: N/A
 DOAV PROJECT: N/A
 TBI PROJECT: 2215-1502

October 28, 2015

PHASE	DESCRIPTION	PRIN	PMGR	ENG3	TCH5	PMA3
01	PRELIMINARY					
	Scope of Work Preparation	4	6	1	2	2
	Site Seeing Walkover & Meeting (1)	0	0	0	0	0
	Subcontractor RFPs & Coordination	1	4	2	2	2
	Accounting Project Set-Up	1	0	0	0	2
	Sponsor Coordination	2	4	0	0	2
	SUBTOTAL	8	14	3	4	8
04	DESIGN					
	Project Team Task Coordination	1	2	1	1	1
	Survey Coordination - Field Work	0	1	1	0	0
	Geotechnical Coordination - Field Work	0	1	1	0	0
	Review Geotechnical Reports	0	1	1	0	0
	Survey Walkover & Architect Meeting (1)	0	6	1	1	0
	Architect Coordination (retaining wall & canopy)	1	4	12	4	2
	Ramp Layout & Grading Design	0	2	4	1	0
	Retaining Wall & Underdrain Design	0	2	4	1	0
	Staircase Layout & Grading Design	0	2	4	1	0
	Sediment & Erosion Control Design	0	0	1	1	0
	Pavement Design & Heating Requirements	0	2	4	2	0
	Maintenance of Traffic Design & Pedestrian Signage	0	2	4	1	0
	Handrail Design	0	1	2	1	0
	Electrical Design	0	2	4	1	0
	Landscape Requirements	0	1	2	0	1
	Specifications	0	4	10	0	8
	Utility Agency Coordination	0	2	4	2	2
	Quantities	0	2	2	2	0
	Opinion of Probable Costs	0	1	2	1	1
	Local Agency Submittal / Coordination	1	6	4	4	2
	Site Review Meeting (1)	0	6	6	2	1
	Final Plan Preparation & Revisions	0	4	8	16	4
	FAA Form 7460	0	1	0	2	0
	Subconsultant Administration	2	2	0	0	4
	Project Accounting	2	2	0	0	8

FEE ESTIMATE

PEDESTRIAN ACCESS RAMP & STAIR REPLACEMENT - DESIGN
 CHARLOTTESVILLE ALBEMARLE AIRPORT
 CHARLOTTESVILLE, VIRGINIA

AIP PROJECT: N/A
 DOAV PROJECT: N/A
 TBI PROJECT: 2215-1502

October 28, 2015

PHASE DESCRIPTION

01	PRELIMINARY					
	DIRECT LABOR		RATE	MANHOURS		AMOUNT
	Principal	PRIN	\$ 184.00	8	\$	1,472.00
	Project Manager	PMGR	\$ 172.00	14	\$	2,408.00
	Engineer III	ENG3	\$ 103.00	3	\$	309.00
	Technician V	TCH5	\$ 98.00	4	\$	392.00
	Administrative	PMA3	\$ 108.00	8	\$	864.00
	<i>SUBTOTAL</i>				\$	<u>5,445.00</u>
01	PRELIMINARY					
	DIRECT EXPENSE	UNIT	RATE	UNITS		AMOUNT
	Travel	MI	\$ 0.575	0	\$	-
	Copying	EA	\$ 0.25	100	\$	25.00
	Reproduction	EA	\$ 1.25	20	\$	25.00
	Color Exhibits	EA	\$ 3.00	0	\$	-
	Internet/Phone/Fax	MO	\$ 50.00	1	\$	50.00
	Shipping/Postage	LS	\$ 50.00	1	\$	50.00
	Misc	LS	\$ 50.00	1	\$	50.00
	<i>SUBTOTAL</i>				\$	<u>200.00</u>
04	DESIGN					
	DIRECT LABOR		RATE	MANHOURS		AMOUNT
	Principal	PRIN	\$ 184.00	10	\$	1,840.00
	Project Manager	PMGR	\$ 172.00	80	\$	13,760.00
	Engineer III	ENG3	\$ 103.00	128	\$	13,184.00
	Technician V	TCH5	\$ 98.00	110	\$	10,780.00
	Administrative	PMA3	\$ 108.00	36	\$	3,888.00
	<i>SUBTOTAL</i>				\$	<u>43,452.00</u>
04	DESIGN					
	DIRECT EXPENSE	UNIT	RATE	UNITS		AMOUNT
	Travel	MI	\$ 0.575	400	\$	230.00
	Copying	EA	\$ 0.25	3,500	\$	875.00
	Reproduction	EA	\$ 1.25	200	\$	250.00
	Color Exhibits	EA	\$ 3.00	0	\$	-
	Internet/Phone/Fax	MO	\$ 50.00	4	\$	200.00
	Shipping/Postage	LS	\$ 100.00	1	\$	100.00
	Misc	LS	\$ 100.00	1	\$	100.00
	<i>SUBTOTAL</i>				\$	<u>1,755.00</u>

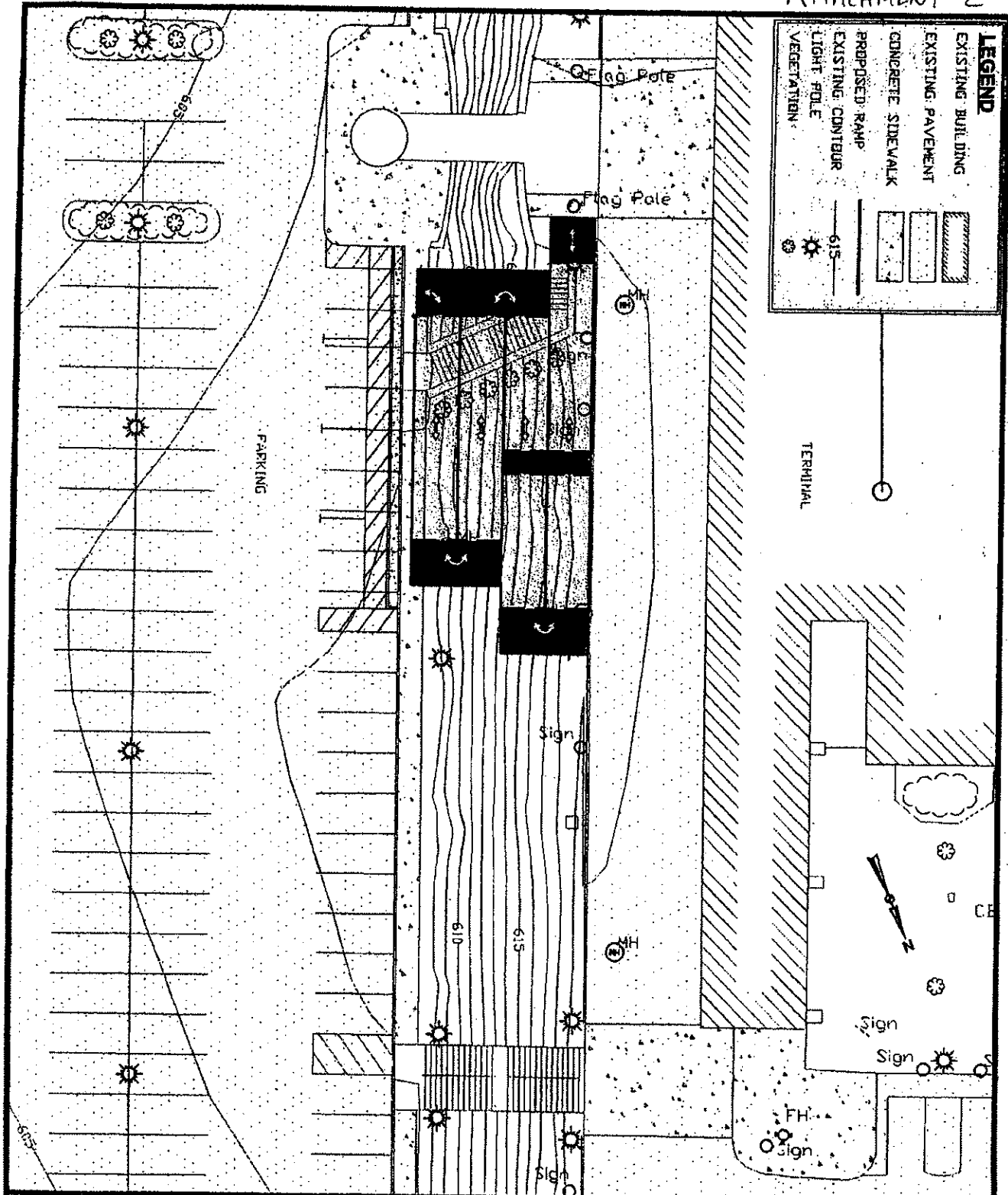
SUBCONTRACTED SERVICES

PEDESTRIAN ACCESS RAMP & STAIR REPLACEMENT - DESIGN
CHARLOTTESVILLE ALBEMARLE AIRPORT
CHARLOTTESVILLE, VIRGINIA

AIP PROJECT: N/A
DOAV PROJECT: N/A
TBI PROJECT: 2215-1502

October 28, 2015

PHASE	DESCRIPTION	TYPE OF SERVICE	COST
71	Ground Survey	SUBCONTRACTED SERVICE	\$ 9,750.00
72	Geotechnical Services	SUBCONTRACTED SERVICE	\$ 3,314.00
73	Architectural Services	SUBCONTRACTED SERVICE	\$ 26,334.00
	<i>SUBTOTAL</i>		\$ 39,398.00



Alternative 2
 Charlottesville-Albemarle Airport
 Pedestrian Access Study

Scale: 1" = 30'

TALBERT & BRIGHT
 ENGINEERING & PLANNING CONSULTANTS
 10105 KRAUSE ROAD, SUITE 100
 CHESTERFIELD, VIRGINIA 23632
 PHONE: 804-768-6878 FAX: 804-768-6871

- Survey will be drawn at a scale of 1" = 30'. A complete set of reduced and checked field notes including digital copy of the drawing (AutoCAD format DWG and PDF) will be provided at the completion of the work.
- Lincoln Surveying has General Liability Insurance with minimum coverage of \$2,000,000.00.
- All activities on the airport property will be coordinated with the Owner and the Engineer. It is anticipated that the required work will be accomplished without closing the parking lot or loop road. All equipment operating on the airport shall be clearly marked with a 3'x3' orange and white checkered flag and/or an amber flashing light. At no time will the equipment or vehicles be allowed to sit on active pavement unattended.

Schedule of Completion

We can begin immediately upon receipt of written **Notice-to-Proceed**. The topographic and planimetric survey will be completed within thirty (30) calendar days from issuance of the **Notice-to-Proceed**.

Professional Fees

The cost for preparation of this survey of approximately 1.5 acres is a **NOT TO EXCEED** Fee including labor and materials of **\$ 9,750.00**. All billings will be based actual hours worked times the hourly rates shown in the attached **Professional Fee Schedule**.

Additional Fee

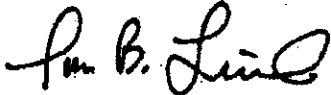
If additional time is requested by Talbert & Bright for field verification of design issues such additional time will be billed for one (1) day at a rate of \$ 2,055.00 per day.

Expiration

The prices quoted herein are valid until December 31, 2016.

Thank you for considering us for this work. We look forward to working with you. If you should have any questions or wish to discuss the contents of this proposal, please do not hesitate to contact me.

Respectfully submitted,



Thomas B. Lincoln, L.S.
President

Accepted by: _____

Date: _____

attachments

of drilling operations, the samples will be returned to our laboratory in Charlottesville, Virginia for further identification, followed by the preparation of boring logs, and a written engineering report. Soil samples will be held for a period of 60 days. If soils lab testing is needed please notify us within 60 days.

Our integrated services will include drilling of soil borings by drill crews under our supervision, laboratory testing, and preparation of a limited engineering report for this project site. The engineering report will include the following items:

- a. Information on site conditions including surface drainage, geologic information and special site features.
- b. Description of the field exploration and laboratory tests performed.
- c. Final logs of our soil borings and records of the field exploration in accordance with the standard practice of geotechnical engineers. A site location plan will be included, and the results of the laboratory tests will be plotted on the final boring logs or included on a separate test report sheet.
- d. Recommendations for slab-on-grade design, to include underslab drainage requirements and subgrade modulus. Recommendations for building subgrade improvements if indicated.
- e. Evaluation of the on-site soil characteristics encountered in the soil borings. Specifically, we will discuss the suitability of the on-site materials for reuse as engineered fill to support ground slabs and behind retaining walls. We will also include compaction requirements and suitable material guidelines.

about four weeks from initial authorization through final report submission. Verbal comments on findings can be provided within four business days of completion of the borings, if requested.

Utility Clearance and Site Restoration

We will contact Miss Utility to locate underground utilities at the site; however, Miss Utility will not locate utilities beyond the point of distribution (meters or gauge points) on private property. We will coordinate our test boring locations in order to avoid any underground utilities indicated by the Miss Utility locating system. However, we will not be responsible for any utilities not pointed out to us by the land owner or client prior to drilling activities. As this site is currently developed, we suggest you retain a private utility line locator to reduce your liability. Please read the following section on private utility locator services and if desired, indicate your request for their services. If you would like ECS to include the private utility locating contractor, please indicate your desire to do so on the Proposal Acceptance Sheet.

Contracting a private utility locator service is not a guarantee that all utilities within a work site will be identified, but a service that is offered to lower the risk of the owner/client. ECS and our clients have had great success in avoiding utility contact by augmenting the Miss Utility services with a private locator service. Private locator services can identify utility alignments that incorporate significant iron content in the conduit materials. However, private utilities possessing the higher likelihood of not being easily identifiable, beyond the point of distribution, include all utilities not containing significant ferrous (iron) content (examples would include but not be limited to most sanitary sewer alignments, copper or PVC water lines, fiber optic lines without tracer ribbons, copper electric lines with no surface exposure, drainage tiles/pipes, and irrigation lines).

Where a private locator service identifies a potential risk that is not traceable through conventional methods, ECS will notify the client immediately and work to resolve the issue. Additional costs related to the resolution of these potential utility conflicts will be invoiced out per our unit rates, as identified in this proposal, or as negotiated and approved at the time of the occurrence.

We will backfill each of the borings with auger cuttings. In grassy areas, the excess spoils will be mounded over the excavation. In pavement areas (as applicable) the borehole will be backfilled with auger cuttings and cold patched at the surface. No other restoration will be provided. ECS will not be responsible for restoration of, but not limited to, grass, shrubs, trees, flower beds, or ruts damaged by drilling operations. If necessary, site restoration can be provided at an additional cost. The client must communicate areas that must not be disturbed in advance of field operations.

[RE:] Charlottesville-Albemarle Airport
Landside accessibility ramp, stairs & canopy design

[TO:] Jeff Tarkington
Talbert & Bright, Inc.

[DATE:] October 20, 2015



PROJECT TEAM

PRICE STUDIOS proposes to provide architectural and engineering services, from schematic design through bidding, for the referenced project. To complete our team, we intend to work with the following consultants to provide the services outlined in this proposal:

- Electrical Engineering Lu + Smith Engineers
- Structural Engineering Draper Aden

NOTE: Landscape Design, detailed cost estimating + Furniture selection &/or procurement services may be provided as an additional service based on scope requirements.

The following consultants or services are assumed to be contracted to the Client or Owner with their work coordinated with PRICE STUDIOS:

- Geotechnical or Environmental Studies (If reports are required and not on file)
- Special Inspections and Construction Phase Testing
- Signage & Wayfinding Design
- Surveying

PROJECT SCOPE

The project scope includes the design of an accessible pedestrian ramp, stairs and pedestrian canopies to be located at the Charlottesville-Albermarle Airport in Charlottesville, Virginia. The scope is based upon the enclosed exhibit drawing provided by Talbert & Bright, Inc.

We have estimated structural and MEP engineering fees.

PROJECT DESIGN PHASING

The A/E Services are organized into four phases. The following scope of work describes the step-by-step process from the start of the Schematic Design process to bidding. The phases are as follows:

PHASE I: SCHEMATIC DESIGN

During the schematic design phase, PRICE STUDIOS is to refine the conceptual designs provided and prepare schematic documents for pricing and evaluation purposes. Corresponding sketches or 3D models are to be developed for the proposed site circulation elements. Drawings will be submitted to the Owner and Client for review and approval of the proposed schematic design direction.

distribution. It is assumed that no meetings will be required during this phase.

PHASE IV: BIDDING

PRICE STUDIOS is to take the following steps to assist the Client and Owner during the bid process. The effort includes:

- Assist the Client in evaluating Bids.
- Issue Addenda as needed
- Attend a pre-bid meeting

It is assumed that printing and distribution of bid documents will be provided by others.

PHASE V: CONSTRUCTION ADMINISTRATION - EXCLUDED

PROPOSED FEES

Basic A&E Services - Reference fee breakdown in Exhibit A.

Our fee for the scope of work described above is scheduled to be billed at the end of each month or based on the completion of the current phase of work – NET 30. Should the project terminate before completion of services listed, PRICE STUDIOS shall be compensated for the work completed to date, regardless of the quantity of payments made to that point.

Additional services, if required, can be billed on a Time and Materials Basis according to current hourly rate schedules or based as an approved lump sum fee.

All expenses have been estimated & included in the proposed lump sum; these include reproduction costs, delivery charges and any travel costs. Mileage was calculated based on the current Federal Rate.

It is assumed that the client or sponsor will handle printing and reproduction of review and bid documents.

See the enclosed Exhibit A for a break-down of the proposed fee.

Talbert & Bright, Inc.

Sydnor Tetterton, AIA
Principal

EXHIBIT A
Summary of Fees

Client: Talbert & Bright, Inc.
Owner: Charlottesville-Albermarle Airport

Charlottesville-Albermarle Airport (CHO)
Charlottesville, Virginia

Price Studios Project No. 2011-02

Date: October 2015

<u>Description</u>	<u>Est Hrs</u>	<u>Hourly Rate</u>	<u>Est Cost</u>	<u>Totals</u>
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Work Hour Cost (w/Overhead)

Basic Services

Principal	26	\$195	5,070
Proj Mgr/Registered Prof	20	\$150	3,000
Design Professional	62	\$125	7,750
Proj Production/Admin	6	\$80	400

Subtotal:	113		\$16,220	\$16,220
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Lump Sum Fee: \$16,220

Chris Jaeger

STRUCTURAL SUB

From: Dave Spriggs <DSpriggs@daa.com>
Sent: Friday, October 09, 2015 9:20 AM
To: Sydnor Tetterton; Les Jeter
Subject: RE: Structural design fee estimate? - Charlottesville Airport [Filed 09 Oct 2015 10:30]

Syd - Les and I discussed this project this morning. Our proposed fees are noted in bold font at each scope element: The project is at Charlottesville-Albemarle Airport and the scope is:

1. Design & detail an accessible ramp as described in attached PDF "CHO Preferred Ramp Alt 2." This ramp is to be located just to the right of the existing elevator. **DAA design phase fee if DAA does detailing: \$4,000. (DAA design phase fee if Price Studios does structural detailing under DAA editorial control: \$2,500.)** DAA construction phase fee for RFI's and submittals: \$1,000.
2. Remove and re-build (2) existing stairs: one located in topo survey area 2 + the 2nd stair at the far right in area 3 of the attached PDF "RFP Survey Exhibit." **DAA design phase fee if DAA does detailing: \$2,400. (DAA design phase fee if Price Studios does structural detailing under DAA editorial control: \$1,200.)** DAA construction phase fee for RFI's and submittals: \$600.
3. Structural Design and detailing for a canopy structure above the ramp and stairs. **DAA design phase fee if DAA does detailing: \$8,000. (DAA design phase fee if Price Studios does structural detailing under DAA editorial control: \$4,000.)** DAA construction phase fee for RFI's and submittals: \$1,600.

Best,
Dave

$\$2500 + \$1200 + \$4000 = \underline{\underline{\$7700}}$

David W. Spriggs, PE
Vice President / Structural Engineering Division Manager

Draper Aden Associates

Engineering • Surveying • Environmental Services
Lasting Positive Impact

phone 804.264.2228 / fax 804.264.8773 / mobile 804.869.8175
www.daa.com

All the Stormwater News That's Fit to Print - The Inlet



Please consider the environment before printing this email

From: Sydnor Tetterton [mailto:stetterton@pricestudios.com]
Sent: Thursday, October 08, 2015 8:45 PM
To: Les Jeter <LJeter@daa.com>
Cc: Dave Spriggs <DSpriggs@daa.com>
Subject: RE: Structural design fee estimate?

Direct: (804) 548-4618

Cell: (804) 519-9306

From: Sydnor Tetterton [mailto:stetterton@pricestudios.com]

Sent: Wednesday, October 14, 2015 2:49 PM

To: dlu@lengineers.net

Subject: Electrical design fee estimate

Hi Dawen-

We are trying to plug in a ball park electrical design fee estimate for some site lighting at the Charlottesville-Albemarle Airport and the scope is:

1. Design an accessible ramp as described in attached PDF "CHO Preferred Ramp Alt 2." This ramp is to be located just to the right of the existing elevator.
2. Remove and re-build (2) existing stairs: one located in topo survey area 2 + the 2nd stair at the far right in area 3 of the attached PDF "RFP Survey Exhibit."
3. Design a canopy structure above the ramp and stairs.

Your scope would be limited to lighting & circuiting for lights beneath the (3) canopies. We assume that record drawings are available but it would probably be best to assume that a site visit is required.

Let us know your thoughts.

Thanks,

Sydnor Tetterton T:(804) 823-2900 C:(804)-475-3598



Consent Agenda Item – Executive Director’s Contract.

Date: November 18, 2015

Prior Action: During the September 23, 2015 Board Meeting, the Board extended the Executive director’s contract until December 2018 and made some additional changes to the contract. The Board asked that legal review the contract and modify it as directed.

Follow-up: The contract is presented within the consent agenda as requested.

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT is made as of the 18th day of November, 2015, by and between the governing board of the Charlottesville Albemarle Airport Authority (“Employer”) and Melinda Crawford (“Employee”).

RECITALS

The parties recite and declare:

- A. Employer is in need of the services of a person possessing the skills and ability required to be the Executive Director of the Charlottesville Albemarle Airport (“Airport”); and
- B. Employee, through education and experience, possesses the requisite skills to perform these duties; and
- C. Employer desires to engage the services of Employee as the chief executive officer (“Executive Director”) of the Airport, under the direction of the Employer, pursuant to the authority vested in Employer by Section 7(B) of the Airport’s Charter, set forth within Chapter 390, Virginia Acts of Assembly (1984 Session), as amended (“Airport Charter”).
- D. The parties desire to amend the Employment Agreement previously approved by the Employer on November 16, 2012, as amended, and to set forth within this document their agreement for terms and conditions of Employee’s continued employment.

For reasons set forth above and in consideration of the mutual covenants and promises of the parties, Employer and Employees agree as follows:

SECTION ONE Employment

Employer employs, engages and hires Employee as the chief executive officer (“Executive Director”) of the Charlottesville Albemarle Airport Authority, and Employee accepts and agrees to her employment, engagement and hiring. It is acknowledged that the Employee is not appointed for a definite tenure and may be removed at the pleasure of the Employer. This position is classified as “exempt” from the overtime requirements of the Fair Labor Standards Act.

SECTION TWO Governing Law

This Agreement and the employment of Employee shall be subject to all applicable provisions of the *Code of Virginia* (1950), as amended, and to various ordinances, budgets, regulations and policies adopted from time to time by Employer, relating to sick leave, retirement and life insurance contributions, holidays, other fringe benefits and other matters not specifically addressed in this Agreement.

SECTION THREE

Duties

Employee is hereby delegated the following powers and duties:

- A. The powers and duties set forth in the Airport Charter, and in applicable sections of the *Code of Virginia* (1950), as amended.
- B. Powers and duties set forth within the Resolution adopted by the Employer on September 22, 2014.
- C. Other powers and duties, as set forth within a duly adopted motion, resolution, or ordinance of the Employer.

SECTION FOUR

Terms of Employment

- A. This Agreement shall be for a term beginning November 18, 2015 and ending on December 31, 2018 ("Expiration Date"). This Agreement may be extended for additional calendar year terms, as provided within Section Thirteen.
- B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employer to terminate the services of the Employee at any time, subject to the provisions set forth in Section 4.F of this Agreement.
- C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time, provided Employee gives written notice to the Chairman of the Board at least forty-five (45) days prior to the effective date of the resignation, unless the parties otherwise agree.
- D. Employee shall remain in the exclusive employ of the Employer and devote all of the Employee's working time, attention, knowledge and skills solely to the interests of the Employer, and Employer shall be entitled to all of the benefits arising from or incident to all work, services and advice of Employee. The term "Employee's time" shall not be construed to include Employee's annual time off.
- E. Employee shall maintain a permanent place of residence within the greater Charlottesville-Albemarle area, which is hereby defined to include any of the jurisdictions that are part of the Thomas Jefferson Planning District.
- F. In the event any governing board of Employer fails to extend her term of employment, terminates the Employee, or if the Employee resigns at the request of the governing board at any time during her employment, Employee's rights to benefits and compensation shall be governed under Section Nine or Section Twelve, below.
- G. Employee shall be required to comply with all workplace policies and procedures generally applicable to all Airport employees, including, without limitation: drug- and alcohol-free workplace policies and Airport Security Program requirements.

- H. The financial obligations of Employer pursuant to this Agreement are made subject to the availability and appropriation of Airport funds to support performance in subsequent fiscal years.

SECTION FIVE

Compensation

- A. Salary - Employer shall pay Employee, and Employee shall accept from Employer, an annual salary of \$136,500, payable in payroll-period installments as provided for Airport employees generally. Additionally, Employer agrees to review the performance of Employee each year and, upon satisfactory performance review, consider an increase in annual salary.
- B. Car Allowance – In addition to other salary and benefits, the Employer will pay the Employee the amount of \$6,000 per year, payable monthly, as a vehicle allowance to be used for the purchase, leasing, operation, and maintenance of one motor vehicle. Employee shall be solely and personally responsible for providing and paying for liability, property damage and comprehensive insurance coverage on such vehicle, and Employee shall further be solely and personally responsible for all expenses attendant to the purchase, operation, maintenance, repair, replacement and operation of such vehicle. In addition to the above-referenced monthly allowance, the Employer will reimburse Employee at the IRS standard mileage rate for any business use of the vehicle outside the greater Charlottesville-Albemarle geographic area (i.e., the jurisdictions within the Thomas Jefferson Planning District), subject to the presentation of documentation of such business use.

SECTION SIX

Benefits

- A. Employer agrees to provide the Employee with annual leave, to be accrued at a rate of ten (10) hours per month (three weeks per year). Amounts accrued and credited to the Employee as of the date of approval of this Agreement shall be retained by Employee .
- B. Employer agrees to contribute the amount of \$3,000 per calendar year to a 457 Deferred Compensation Plan of the Employee.
- C. Employee will be required to make a contribution to the Virginia Retirement System (VRS) in the amount of five percent (5%) of her annual salary. The Employer contributes the remaining portion of any percentage contribution required by VRS (currently 9.06%). The Employer's contribution may or may not change on a fiscal year basis, depending on the valuation report that Employer receives annually from VRS.

SECTION SEVEN

Dues, Memberships, Education and Meetings

- A. Employer agrees to budget and to pay for the professional dues and subscriptions of Employee necessary for her continuing employment and full participation in national, regional, state and local associations and organizations necessary and desirable for her continued professional growth, and advancement, and for the good of the Employer.

- B. Employer hereby agrees to budget for and to pay the travel and subsistence expenses of Employee for professional and official travel, meetings and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official and other functions for Employer.
- C. Employer agrees to budget and to pay for the travel and subsistence expenses of Employee, for attendance at institutes, seminars, or professional training that are necessary for her professional development and for the good of the Employer.
- D. Employer reserves the right to determine whether Employee is devoting the appropriate amount of time to professional development and may review and direct the Employee to balance the amount of time deemed necessary for her professional development against the other needs of the Employer.

SECTION EIGHT
Performance Evaluations

- A. Employer, acting through its governing board, shall conduct an annual performance review of Employee on or before March 31 of each year. Said review and evaluation shall be in accordance with the specific criteria and goals developed jointly by Employer and Employee. Said criteria may be changed from time to time by Employer, in consultation with Employee. Employer shall provide Employee with a written summary of the findings of the Employer and provide an adequate opportunity to discuss said evaluation.
- B. Employer shall annually establish goals and performance objectives which it determines necessary for the proper operation of the Airport and the attainment of the Employer's policy objectives, which shall be reduced to writing.

SECTION NINE
Termination and Severance Pay

- A. In the event Employee is terminated by the Employer, or resigns at the request of the Employer, or in the event the Employer fails to extend this Agreement, Employer agrees to pay for the continuation of all compensation provided in Section Five and health insurance benefits provided for in Section Six, paragraph B, for the current month and for six additional months, on a monthly basis, beginning the next month after the date of separation from employment ("Severance Pay"). Additionally, Employee shall also be compensated for accrued vacation and other accrued benefits earned up to the date of separation, excluding accrued sick leave, in the same manner and amounts as provided generally for all Airport employees.
- B. In the event the Employee is terminated for cause, then Employer shall have no obligation to provide the Severance Pay designated in the above paragraph.
- C. In the event Employer at any time during Employee's employment reduces the compensation or other financial benefits of Employee in a greater percentage than an applicable reduction for all other management level employees of Employer, or for a reason not related to budget reductions caused by adverse fiscal circumstances of the Airport Authority, then, in that event Employee may, at her option, be deemed to be

“terminated” at the date of such reduction and shall be entitled to the payments referenced in paragraph A, above.

- D. In the event Employee resigns following a closed meeting of the governing board of Employer at which a majority of the members of the board request her resignation in writing, then the Employee shall be deemed at the date of such resignation to have resigned at the request of the board and shall be entitled to the payments in paragraph A, above.
- E. In the event Employer fails to comply with any provision of this Agreement that benefits the Employee, without the agreement of the Employee, and the matter is not resolved within thirty (30) days after written notice requesting the governing board of Employer to comply is received by the governing board Airport Attorney, and after a closed meeting discussion between the governing board and the Employee the matter remains unresolved, then Employee may, at her option, be deemed to be “terminated” at the date of such failure to comply and shall be entitled to the payments in paragraph A, above.

SECTION TEN
Liability Insurance

Employer shall provide full liability insurance, to cover Employee against any loss from tort, professional liability claim, or demand, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee’s duties hereunder, unless the act or omission occurring in the performance of Employee’s duties involved willful or wanton conduct.

SECTION ELEVEN
Bonding

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

SECTION TWELVE
Disability

If Employee is permanently disabled, or is otherwise unable to perform her duties because of sickness, accident, injury, mental incapacity or health for a period of twelve (12) successive weeks, Employer shall have the option to terminate her Agreement, subject to the Severance Pay referenced within Section Nine, paragraph A.

SECTION THIRTEEN
Extension of Agreement

If Employee is not notified by Employer of termination or alteration of contractual terms before the Expiration Date of this Agreement, it shall be extended on the same terms and conditions for one additional calendar year.

SECTION FOURTEEN
Modification

A modification or waiver of this Agreement or of any covenant, condition or provision of it, shall not be valid unless in writing, approved by majority vote of the Employer's governing board, and signed by both parties.

SECTION FIFTEEN
Severability

All Agreements and covenants in this Agreement are severable, and in the event any of them shall be held to be invalid by any competent court, this Agreement shall be interpreted as if the invalid Agreements or covenants were not contained.

SECTION SIXTEEN
Entire Agreement

This written Agreement embodies the whole agreement between the parties, and supersedes all prior agreements, oral or written, with respect to the Employee's employment. There are no inducements, promises, terms, conditions, or obligations made or entered into by either Employer or Employee other than those contained in this Agreement.

IN WITNESS WHEREOF, the Charlottesville Albemarle Airport Authority, by its governing board, has caused this Agreement to be signed and executed in its behalf by its Chairman and the Employee has signed and executed this Agreement, both in duplicate, the day and year first above written.

The foregoing Agreement was approved by vote of the Charlottesville-Albemarle Airport Authority, at its regular meeting on November 18, 2015.

Signed:

William J. Kehoe, Chair
Charlottesville Albemarle Airport Authority
Board

Agreed:

Melinda Crawford, Executive Director



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: November 18, 2015

SUBJECT: **Action Item #1** – Tailwind-MC LLC, Restaurant/Retail/Vending Concession Agreement - Amendment No. 1

RECOMMENDATION: Approve Amendment No. 1 to the Tailwind-MC LLC Restaurant/Retail/Vending Concession Agreement

BACKGROUND: As part of the terminal improvement project, the gate podiums for United Airlines will be relocated approximately 30 feet to the south of its existing location, and the Authority-provided service counters will be removed to expand passenger seating. This relocation of the airline gate podium will also provide the opportunity to expand Tailwind's lower-level lease space. Tailwind's new restaurant and bar area has been well received by our passengers and employees and this lease amendment will allow them to expand their seating area by approximately 600 square feet. This lease amendment will also incorporate a small closet space occupied by Tailwind for their hot water heater that is 60 sq.ft.

PRIOR ACTION: January 2015 –Board approved the Restaurant/Retail/Vending Concession Agreement with Tailwind-MC LLC.

FUNDING: N/A

FINANCIAL IMPACT: Revenues from the Tailwind agreement is based on percentage rent, but the new storage area will be rented at the same rate that airlines are charged for space in that area.

ATTACHMENTS: Attachment #1 – Amendment No. 1

PRESENTATION: N/A

**RESTAURANT/RETAIL/VENDING CONCESSION AGREEMENT –
AMENDMENT NO. 1**

Dated as of: December 1, 2015

This AMENDMENT to the Airport Restaurant/Retail/Vending Concession Agreement is entered into this 1st day of December 2015, by and between the Charlottesville Albemarle Airport Authority, a political subdivision of the Commonwealth of Virginia ("Authority") and Tailwind MC, LLC. ("Concessionaire").

RECITALS

WHEREAS, the Authority owns and operates the Charlottesville Albemarle Airport, located in Albemarle County, Virginia, and deems it advantageous to the Airport and its operation of the Airport that the Concessionaire should be granted certain privileges, rights, uses, interests, and responsibilities, as hereinafter set forth; and

WHEREAS, the Authority entered into an agreement with Tailwind MC, LLC dated April 29, 2015, to provide restaurant, retail and vending services to the traveling public at the Airport ("Concession Agreement"), and

WHEREAS, the Authority and Concessionaire desire to modify the terms of their Concession Agreement, based on mutual consideration, the sufficiency of which is acknowledged by each party;

NOW THEREFORE, for and in consideration of the premises, rents, fees, covenants and mutual promises set forth herein, the Authority and the Concessionaire do hereby set forth their agreement to amend their Concession Agreement, as follows:

SECTION 1: LEASE PREMISES

Section 1 of the Concession Agreement is hereby amended to add the following spaces to the premises demised to Concessionaire:

A. Lease Premises. The lease area of first floor concourse location shall be expanded by approximately 340 square feet as depicted on Exhibit A – "First Floor Concourse– Additional Lease Premises". The Concessionaire's lease area will also be expanded by approximately 60 square feet of storage within the Airline Ticketing Office Area portion of the Airport as depicted on Exhibit B – "First Floor Storage"

B. Right of Entry. There is hereby reserved and granted to the Authority a right of entry to the Concessionaire's Storage/Office Space, as expanded, to conduct inspections to verify Concessionaire's compliance with the Concession Agreement, as amended, and with all applicable ordinances, laws and regulations.

SECTION 2: RENT/ CONCESSION FEE

Section 3 of the parties' Concession Agreement is hereby amended to add the following rent obligation with respect to the additional premises demised to Concessionaire:

A. Rent/ Concession Fee. The Concessionaire remits percentage rent as defined in their Concession Agreement for the privilege of operating its restaurant/bar at its first-floor concourse location and its retail operations at the second-floor location. The First-Floor Concourse--Lease Premises identified within Section 1 Paragraph A, above will be an expansion of the first-floor restaurant/bar area and will be subject to the percentage rent requirements as outlined in the Concession Agreement. As consideration for the rights herein granted, Concessionaire shall make additional monthly payments to the Authority for the privilege of leasing the First Floor Storage identified within Section 1, Paragraph A, above. The additional rent shall be calculated as follows:

60square feet x the annual Airline Terminal Space Rate *\$25.94 = \$1,556.40 annually
***The Airline Terminal Space Rate shall be established and adjusted each year in accordance with the Airline Lease and Use Agreement.**

SECTION THREE—MISCELLANEOUS

A.. Exhibits attached: The following exhibits are attached and incorporated herein by reference:

EXHIBIT A – “First Floor Concourse– Lease Premises”.

EXHIBIT B – “First Floor Storage/Office - Leased Premises

B. Except as expressly amended by this Amendment, the Concession Agreement shall be and remain in full force and effect. The rights, privileges and obligations that are the subject of this contract amendment shall be incorporated as part of the Concession Agreement, subject to all of the terms and conditions set forth therein.

IN WITNESS WHEREOF, the parties do hereby set forth their signatures, representing that the individuals who affix their signatures hereto have been duly authorized to bind each party to the terms and conditions of the foregoing Amendment

WITNESS THE FOLLOWING SIGNATURES as of the date first herein above written:

THE CHARLOTTESVILLE ALBEMARLE AIRPORT AUTHORITY

By: _____
Melinda Crawford

Its: Executive Director

Approved as To Form:

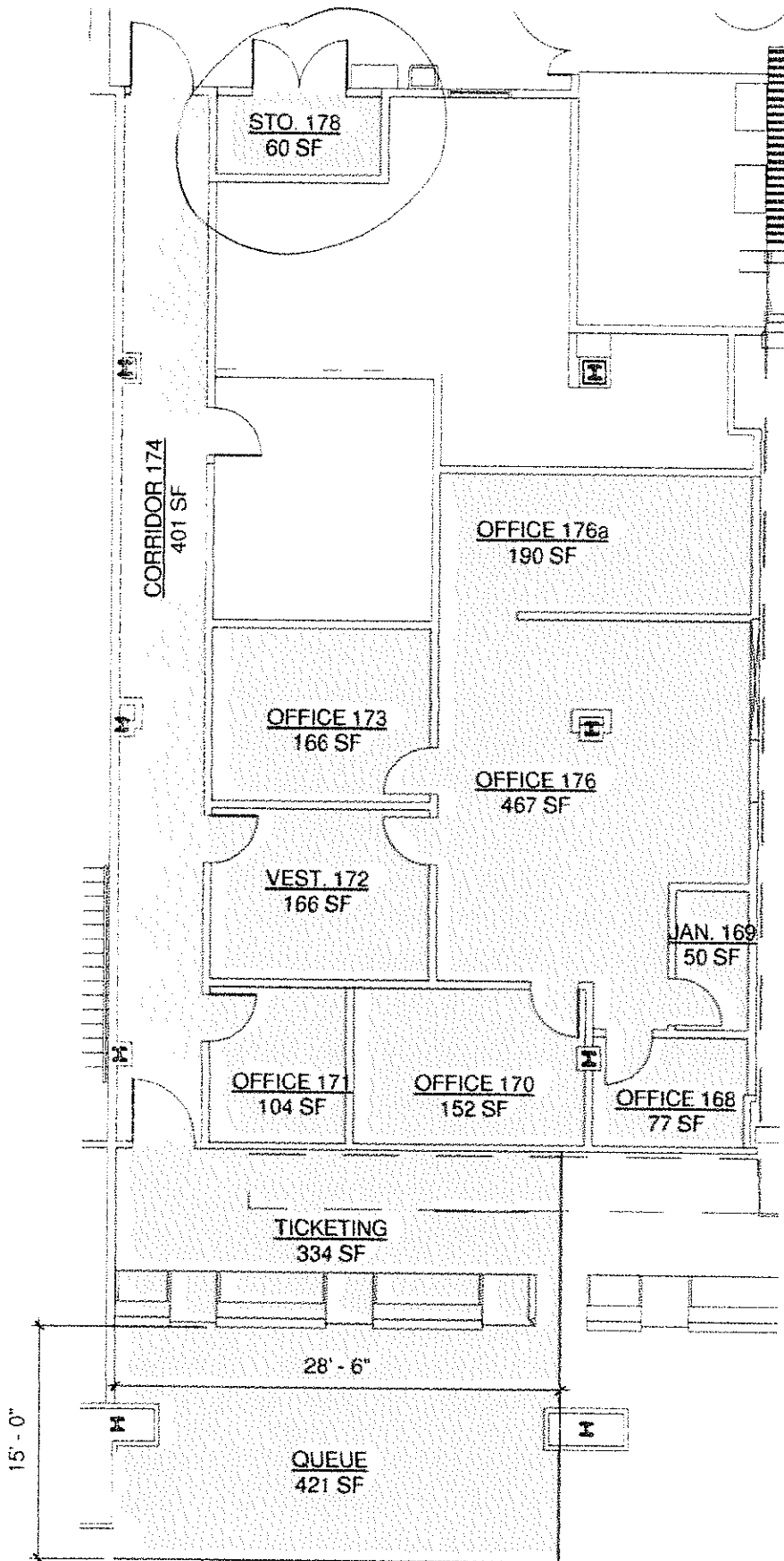
Legal Counsel to the Authority

THE CONCESSIONAIRE: TAILWINDS – MC, LLC

Signature of Authorized Representative: _____

Print Name: _____

Its: _____ [Specify Member, Manager, etc.]



ATO - US AIRWAYS	
ROOM NAME	AREA

JAN. 169	50 SF
OFFICE 168	77 SF
OFFICE 170	152 SF
OFFICE 171	104 SF
OFFICE 173	166 SF
OFFICE 176	467 SF
OFFICE 176a	190 SF
QUEUE	421 SF
STO. 178	60 SF
TICKETING	334 SF
VEST. 172	166 SF
TOTAL:	2188 SF

Exhibit B
First Floor Storage

ATO LEASEHOLD EXHIBIT- US AIRWAYS



GRESHAM
SMITH AND
PARTNERS

CHARLOTTESVILLE - ALBEMARLE AIRPORT
CHARLOTTESVILLE, VA
07/10/14





TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: November 18, 2015

SUBJECT: **Action Item #2:** Amendment of FY16 Operating Budget

RECOMMENDATION: For the Board to approve proposed changes to the FY16 Operating Budget.

BACKGROUND: Over 40% of our departing passengers are processed by TSA between 4:10 and 7:00 am each morning. In order to ensure that the traveling needs of these passengers are being taken care of while they are waiting to be screened, an additional Operations Assistant is needed. In addition to enhancing customer service by assisting our passengers, the Operations Assistant also assists and monitors our tenants along with assisting Public Safety and Maintenance.

PRIOR ACTION: Previously approved FY16 Operating Budget which funded one Operations Assistant position.

FUNDING: Expenses associated with this position will be funded from operating revenues

FINANCIAL IMPACT: Total cost of wages and benefits are estimated to be \$27,400 assuming 7 months of payroll expenses.

ATTACHMENTS: None.

PRESENTATION: None.



November 18, 2015

Information Item #1 – Executive Director’s Update

A. Personnel Issues – None

B. Construction Update –

- a. Terminal Improvement Project – Construction is proceeding on schedule. A discussion of the project’s activity to be provided.
- b. Parking Expansion Project – The project is substantially completed .
- c. Runway/Taxiway Rehab Design – The design project remains on schedule. A discussion of the project will be provide.
- d. Runway 21 Extension Project – Update to be provided.

C. Food and Beverage Concession Update - The second floor location is on schedule to be open in early December.

D. PFC Update – PFC Application #22 was submitted to the FAA and is awaiting approval. This application is in the amount of \$3,009,078 and is for reimbursement of State Entitlements for the remaining phases of the RW 21 Extension project and for the Terminal Rehabilitation and Expansion Project. PFC Application #23 to follow will be seeking funding for the local portion of upcoming projects and reimbursement for the local funding of a few completed projects.

E. Board Appointment -- Dean Johnson was selected by Charlottesville City Council and approved by the Albemarle Board of Supervisors as the new joint appointed member to the Authority. His term will begin on 12/1/15. This appointment now vacates his current Commission position as a County appointee. That seat is now being advertised.

F. Marketing/Air Service Update – An update will be provided.