



Charlottesville Albemarle Airport Authority Board Meeting
Wednesday, January 21, 2015 at 10:30 a.m.
2nd Floor Conference Room –Charlottesville-Albemarle Airport Terminal Building

AGENDA

Call to Order

Consent Agenda

1. Minutes – November 2014
2. Financial Statements –November 2014 (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

Landmark Aviation – Improvement plans

Action Items

1. Appoint Chairman and Vice-Chairman for 2015 and Reappoint Secretary/Treasurer
2. Acceptance of the FY14 Comprehensive Annual Financial Report
3. Award of Restaurant/General Retail/Vending Contract
4. Award of Contracts to Delta Airport Consultants and Talbert & Bright Engineering
5. Approval of revision to the Snow & Ice Removal Employee Pay Plan, Vacation Leave Buy-Back and In-House Design Build Engineering
6. Capital Budget Amendment & Approval of Delta Airport Consultants' Agreement #8

Informational Items

- 1 Executive Director's Update
 - a. Personnel Issues
 - b. Construction Update
 - c. Marketing Update

Next Meeting:
Adjourn



Charlottesville Albemarle Airport Authority Board Meeting
Wednesday, November 19th, 2014 at 8am
2nd Floor Conference Room, City Hall
Minutes

Members Present: Bill Kehoe, Tom Foley, Aubrey Watts

Staff present: Melinda Crawford; Executive Director, Penny Shifflett; Director of Finance, Bill Pahuta; Deputy Executive Director, Stirling Williams; Director of Landside Operations, Kristin Birdzell; Executive Secretary, Jessie Shupe; Airport Police Chief

Others Present: Lisa Robertson; Deputy City Attorney, Nate Delesline; The Daily Progress

Call to order at 8:01a.m. by Bill Kehoe

Consent Agenda:

1. Minutes- September and October 2014
2. Financial Statements- September 2014
 - a. HVAC had major repairs done. A temporary emergency chiller was secured and costs were shared with a local entity to bring it in.
3. Airport Statistics
 - a. There were increases in: Passenger traffic , load factor, rental car revenue, and The Market revenue

Motion to approve Consent Agenda made by Mr. Watts

Second by Mr. Foley

Unanimous approval by Board

Matters from the Public:

None

Action Items:

1. 2014 Terminal Improvement Project: Accept VDOA grant, award related contracts, and authorize PFC Application #21
 - a. VDOA agreed to fund project at 89.5%, allowing the Authority to complete the project without bond financing, which reduces the financial impact on the airlines.

- b. Bids came in at around \$4,000,000, including terrazzo work
- c. An RFP will be issued for a Project Inspector to serve as a liaison between the Airport and contractor for the project. An ad will also be placed for a seasonal employee who has the same qualifications. Staff will determine which fit will work better for this project.
- d. \$480,000 for the Airport's portion for the project will be funded from the Coverage account which will be reimbursed by PFCs pending an approved PFC application.

Motion by Mr. Foley to approve recommendations as made by staff

Second by Mr. Watts

Unanimous approval by Board

- 2. Reject bids for purchase of Snow Removal Equipment (SRE)
 - a. The Airport received bids for two pieces of SRE, and the Board approved the purchase contingent on an FAA grant. The FAA indicated there would not be anymore 2014 grants issued. The Airport was advised that bids cannot be held until the funds become available therefore the bids need to be rejected. When 2015 FAA money becomes available, the Airport will pursue this purchase again.

Motion by Mr. Foley to approve the rejection of bids for snow removal equipment

Second by Mr. Watts

Unanimous approval by Board

- 3. CHO's Good Neighbor Policy
 - a. Made changes to the Policy as recommended by Commission members including an elongated notification period of 14 days prior to the Airport bringing anything to the Board concerning construction
 - b. Commission wanted information included about military operations at the airport. Mrs. Crawford explained the Airport does not have the privilege to deny any military aircraft, as this is a public-use airport, but our neighbors can be reminded of this through various notifications.
 - c. Anyone within 2500 feet of airport would have a notification of construction. Anyone within 1000 feet would receive a pre-blast assessment before the blasting at the Airport's expense. Anyone between 1000 and 2500 feet would receive a notification with Airport contact information and be advised of availability of a pre-blast home assessment at their own cost.
 - d. Mr. Foley requested an overview of the Policy

Board opted to not act on the Good Neighbor Policy at this meeting

Unanimous decision by Board

Informational Items:

- 1. 2015 Meeting Schedule
 - a. Ms. Robertson spoke with the county attorney about ordinances concerning Commission members' terms. Mr. Venerus' term expires in December and the

county is advertising for two positions, with hope of filling the positions in December.

- b. Mr. Watts expressed his hope that Mr. Long will stay on the Commission as a County appointee, as he has been a valuable member but currently resides in the county as opposed to the city of Charlottesville.
2. Construction Update
- a. Runway Extension:
 - i. Localizer has been flight checked and everything looks good. It will be around the January 2015 timeframe when we will be able to use localizer.
 - ii. FAA wanted a different kind of switch for the reil lights. They have been ordered and they will operational within the next 30 days.
 - b. Funding for the terminal project moves forward tomorrow morning (11/20). Ms. Crawford will be in Richmond to see if the Virginia Aviation Board will give us the grant for the project.
 - c. Surface parking lot expansion: A contract is in place and financing is approved. Hope to be complete by mid to late summer of next year.
 - d. Runway rehabilitation project: Scope is about \$13 million. The FAA will fund 90% of the project and VDOA will fund the remaining 10%.
3. Executive Director's Update
- a. Personnel update: A parking position and 2 openings for law enforcement have been filled, a position for a seasonal inspector for the terminal project will be advertised, as well as seasonal help for on-call snow removal. The HR review continues with a third-party consultant.
 - b. Retail/Vending RFP: Issued supplemental information request to allow the proposers to submit additional material. The Market responded that they respectfully decline to turn in any additional proposals.
 - c. RFP for engineering and architectural services are both moving forward. Two engineering firms will be selected. The RFP for architectural services is still in the review process.
 - d. Valley Baseball League is now sponsored by the Airport.

Next meeting: Jan 21, 10:30am at the Airport

Adjourn: 9:09 am

Approved minutes: 11/19/2014

Board Chairman/Acting Board Chairman

Charlottesville-Albemarle Airport Authority
Financial Statements (unaudited)
As of November 30, 2014

Charlottesville-Albemarle Airport Authority
Profit & Loss Notes
As of November 30, 2014

\$15K and 10% change

Revenues:

- A. Parking Revenue:-- year-to-date revenue = \$1,209,494 Budgeted = \$1,003,392
Parking revenue is larger than anticipated. This is a reflection that passenger traffic has increased 11% over FY14.
- B. FBO Revenue:-- year-to-date revenue = \$131,274 Budgeted = \$106,250
FBO revenue is a direct correlation to GA activity and fuel sales. Total fuel gallons pumped has increased 33% over FY14.
- C. Airfield Miscellaneous Revenue:-- year-to-date revenue \$62,175 Budgeted = \$1,875
A tractor was destroyed by fire and the insurance money received from that was \$58,900 and was put into this account.

Year-to-date revenues totaling \$2,347,482 are over budget by \$279,827.

Expenses:

Parking:

- D. Wages:-- year-to-date expenses = \$113,464 Budgeted = \$136,095
Wages are under budget due to two full-time vacancies in this department.

Airfield:

- E. Maintenance:-- year-to-date expenses = \$21,643 Budgeted = \$4,553
Maintenance expenses are over budget 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.
- F. State Maintenance:-- year-to-date expenses = \$53,197 Budgeted = \$105,500
Each year, the Authority can use a maximum of \$100K of VDOA State Maintenance grant money. These funds pay for portions of eligible projects. During the budgeting process, projects are identified and estimated to occur at various times of the year. Under or over budgeting in this category is usually due to the timing of projects.

Terminal:

- G. Wages:— year-to-date expenses = \$177,685 Budgeted = \$204,045
Wages are under budget due to a budgeted position that has not yet been filled. We anticipate the creation of a new position to possibly oversee the terminal and landscaping.
- H. Maintenance Equipment Purchase: year-to-date expenses = \$16,605 Budgeted = \$600
\$5,300 of expenses were incurred to improve the observation deck with new seating and planters. Other purchases required new seating in the baggage claim area in the amount of \$4,600. There was originally a capital budget item to purchase additional seating for \$25K. This project will not be pursued in light of the new baggage claim seating. New trash cans throughout the terminal were \$2,700.
- I. Maintenance:-- year-to-date expenses = \$34,627 Budgeted = \$15,454
This account is the one usually charged for various unplanned items throughout the year. So far, there are several things noted here: The sliding doors for the terminal required a \$2K repair; the rental car windows facing the outside needed tinting to limit view into the leased space which cost \$4K; Some of the billing was finally resolved from the ticket counter consolidation which resulted in a bill to Design Electric for \$2K; window treatments were needed for the odd shaped windows in the admin offices which cost \$4K; hand sanitizer stations were purchased for \$3K.
- J. HVAC Maintenance: year-to-date expenses = \$63,040 Budgeted = \$24,900
There were several repairs to the chiller which included a replacement seal, a coil replacement, paying for a temporary chiller and a new pump installation. All of these projects cost approximately \$35K.

Administrative:

- K. Office Expenses: year-to-date expenses = \$23,091 Budgeted = \$6,890
This line item increased due to the Airport purchasing a document imaging software in an attempt to store materials more efficiently electronically. This system is being used and was recommended by Albemarle County staff. The cost for the software was \$11K.

Year-to-date expenses of \$2,104,134 are under budget by \$27,134

Net Income

November year-to-date income = \$243,347.

1/12/2015

Charlotteville Albemarle Airport Authority
Profit & Loss Statement
 For the Five Months Ending Sunday, November 30, 2014

Variance
 A | SK + 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 | \$241,340.00 | \$208,620.00 | \$32,720.00 | 15.68% | \$1,209,494.00 | \$1,003,392.00 | \$206,102.00 | 20.54% |
| Tenant Parking | 4,500.00 | 4,500.00 | 0.00 | 0.00% | 22,950.00 | 22,500.00 | 450.00 | 2.00% |
| Miscellaneous Fees | 5,080.00 | 50.00 | 5,030.00 | 10060.00% | 5,242.10 | 250.00 | 4,992.10 | 1996.84% |
| Crew Base | 360.00 | 495.00 | (45.00) | -11.11% | 1,985.00 | 2,025.00 | (40.00) | -1.98% |
| Total Parking Revenue | \$251,280.00 | \$213,575.00 | \$37,705.00 | 17.65% | \$1,239,671.10 | \$1,028,167.00 | \$211,504.10 | 20.57% |
| Airfield Revenues | | | | | | | | |
| Airline Landing Revenue | 38,849.84 | 44,116.25 | (5,266.41) | -11.94% | 203,774.19 | 220,581.25 | (16,807.06) | -7.62% |
| Charter Revenue | 5,097.20 | 1,000.00 | 4,097.20 | 409.72% | 11,673.30 | 5,000.00 | 6,673.30 | 133.47% |
| AWW Flowage | 0.00 | 0.00 | 0.00 | 0.00% | 4,719.75 | 3,000.00 | 1,719.75 | 57.32% |
| FBO Revenue | 31,192.22 | 21,250.00 | 9,942.22 | 46.79% | 131,273.91 | 106,250.00 | 25,023.91 | 23.55% |
| Ground Rent | 13,193.84 | 13,245.00 | (51.16) | -0.39% | 42,576.96 | 40,814.00 | 1,762.96 | 4.32% |
| Misc. Revenue | 192.50 | 375.00 | (182.50) | -48.67% | 62,174.76 | 1,875.00 | 60,299.76 | 3215.99% |
| Security Access Control Revenue | 711.00 | 450.00 | 261.00 | 58.00% | 2,578.00 | 2,250.00 | 328.00 | 14.58% |
| State Maintenance Airfield | 0.00 | 0.00 | 0.00 | 0.00% | 40,000.00 | 36,000.00 | 4,000.00 | 11.11% |
| Total Airfield Revenue | \$89,236.60 | \$80,436.25 | \$8,800.35 | 10.94% | \$498,770.87 | \$415,770.25 | \$83,000.62 | 19.96% |
| Terminal Revenues | | | | | | | | |
| Airline Rent | 33,288.73 | 33,283.25 | 5.48 | 0.02% | 172,630.02 | 166,416.25 | 6,213.77 | 3.73% |
| Advertising | 4,053.66 | 4,000.00 | 53.66 | 1.34% | 20,497.67 | 20,000.00 | 497.67 | 2.49% |
| Rental Car Revenue | 63,333.17 | 63,333.00 | 0.17 | 0.00% | 320,152.69 | 316,665.00 | 3,487.69 | 1.10% |
| Misc. Concession Rev. | 0.00 | 2,000.00 | (2,000.00) | -100.00% | 0.00 | 2,000.00 | (2,000.00) | -100.00% |
| Ground Transportation Fees | 2,000.00 | 2,000.00 | 0.00 | 0.00% | 10,000.00 | 10,000.00 | 0.00 | 0.00% |
| Rental Car QTA Land Lease | 4,455.00 | 4,455.00 | 0.00 | 0.00% | 22,275.00 | 22,275.00 | 0.00 | 0.00% |
| ATM Concession | 623.00 | 623.00 | 0.00 | 0.00% | 3,115.00 | 3,115.00 | 0.00 | 0.00% |
| Food/Gift Concessions | 2,486.24 | 2,667.00 | (180.76) | -6.78% | 15,180.07 | 13,335.00 | 1,845.07 | 13.84% |
| Maint. Work Order Revenue | 0.00 | 0.00 | 0.00 | 0.00% | 1,806.30 | 0.00 | 1,806.30 | 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 | 2,581.56 | 2,592.00 | (10.44) | -0.40% | 13,219.51 | 12,960.00 | 259.51 | 2.00% |
| FAA Service Fee/Rent | 3,479.17 | 3,632.00 | (152.83) | -4.21% | 17,395.85 | 17,701.00 | (305.15) | -1.72% |
| Total Terminal Revenue | \$116,300.53 | \$118,585.25 | (\$2,284.72) | -1.93% | \$596,272.11 | \$590,867.25 | \$5,404.86 | 0.91% |
| Administrative Revenues | | | | | | | | |
| Interest Income | 667.16 | 667.00 | 0.16 | 0.02% | 3,766.00 | 3,335.00 | 431.00 | 12.92% |
| Miscellaneous Income | 434.63 | 0.00 | 434.63 | 0.00% | 436.63 | 0.00 | 436.63 | 0.00% |
| State Promotion Reimb. | 0.00 | 5,000.00 | (5,000.00) | -100.00% | 2,050.00 | 11,000.00 | (8,950.00) | -81.36% |
| Air Service Development | 0.00 | 4,000.00 | (4,000.00) | -100.00% | 0.00 | 12,000.00 | (12,000.00) | -100.00% |
| QTA Staff Reimbursement | 1,303.00 | 1,303.00 | 0.00 | 0.00% | 6,515.00 | 6,515.00 | 0.00 | 0.00% |
| Total Administrative Revenue | \$2,404.79 | \$10,970.00 | (\$8,565.21) | -78.08% | \$12,767.63 | \$32,850.00 | (\$20,082.37) | -61.13% |
| Total Revenues | \$459,221.92 | \$423,566.50 | \$35,655.42 | 8.42% | \$2,347,481.71 | \$2,067,854.50 | \$279,627.21 | 13.53% |

2015 Profit and Loss
 Profit and Loss Statement

Charlottesville Albemarle Airport Authority
Profit & Loss Statement
 For the Five Months Ending Sunday, November 30, 2014

Parking Expenses

| | Current Period Amount | Current Period Budget/Amount | (Under) Over Budget | Percentage | Y-T-D Amount | Y-T-D Budget/Amount | (Under) Over Budget | Percentage |
|-------------------------------------|-----------------------|------------------------------|---------------------|---------------|---------------------|---------------------|----------------------|---------------|
| Wages | 21,069.95 | 37,335.00 | (16,265.05) | -43.57% | 113,463.93 | 136,095.00 | (22,631.07) | -16.63% |
| Overtime - Parking | 3,689.69 | 1,200.00 | 2,489.69 | 207.47% | 11,043.83 | 4,400.00 | 6,643.83 | 151.00% |
| Overtime Holiday | (1,624.50) | 0.00 | (1,624.50) | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |
| Payroll Taxes | 1,623.16 | 2,948.00 | (1,324.84) | -44.94% | 9,211.38 | 10,748.00 | (1,536.62) | -14.30% |
| Retirement | 1,793.72 | 2,345.00 | (551.28) | -23.51% | 7,327.52 | 11,725.00 | (4,397.48) | -37.51% |
| Health Ins./Supp. | 4,253.00 | 4,890.00 | (637.00) | -13.03% | 25,518.00 | 24,450.00 | 1,068.00 | 4.37% |
| Long Term Disability | 0.00 | 14.00 | (14.00) | -100.00% | 96.09 | 70.00 | 26.09 | 37.27% |
| Life Insurance | 217.94 | 342.00 | (124.06) | -36.27% | 895.52 | 1,710.00 | (814.48) | -47.63% |
| Util - Parking Lights | 469.69 | 375.00 | 94.69 | 25.25% | 1,866.52 | 1,875.00 | (8.48) | -0.45% |
| Util - Telephone | 748.58 | 770.00 | (21.42) | -2.78% | 3,761.88 | 3,850.00 | (88.12) | -2.29% |
| Util - Water | 22.16 | 26.00 | (3.84) | -14.77% | 128.77 | 130.00 | (1.23) | -0.95% |
| Insurance Expense | 564.22 | 648.00 | (83.78) | -12.93% | 2,821.10 | 3,240.00 | (418.90) | -12.93% |
| Snow Removal | 3,025.90 | 0.00 | 3,025.90 | 0.00% | 4,187.90 | 0.00 | 4,187.90 | 0.00% |
| Parking Lot Lighting | 0.00 | 498.00 | (498.00) | -100.00% | 2,297.37 | 2,490.00 | (192.63) | -7.74% |
| Parking Grounds Maintenance | 6,445.00 | 0.00 | 6,445.00 | 0.00% | 38,859.66 | 26,665.00 | 12,194.66 | 45.73% |
| Parking Pavement/Booths/Steps | 117.58 | 1,140.00 | (1,022.42) | -89.69% | 2,667.65 | 10,455.00 | (7,787.35) | -74.48% |
| Parking Equip. Maintenance | 3,870.00 | 1,704.00 | 2,166.00 | 127.11% | 10,346.84 | 8,521.00 | 1,825.84 | 21.43% |
| Supplies | 0.00 | 464.00 | (464.00) | -100.00% | 5,035.00 | 8,503.00 | (3,468.00) | -40.79% |
| Parking - Signage & Traffic Control | 0.00 | 1,000.00 | (1,000.00) | -100.00% | 1,638.00 | 2,000.00 | (362.00) | -18.10% |
| Payroll Processing Fees | 75.25 | 84.00 | (8.75) | -10.42% | 448.87 | 420.00 | 28.87 | 6.87% |
| Uniforms | 14.55 | 0.00 | 14.55 | 0.00% | 88.50 | 3,000.00 | (2,911.50) | -97.05% |
| Dues & Subs | 275.00 | 0.00 | 275.00 | 0.00% | 275.00 | 0.00 | 275.00 | 0.00% |
| Credit Card Discount | 9,986.40 | 7,200.00 | 2,786.40 | 38.70% | 43,928.01 | 36,000.00 | 7,928.01 | 22.02% |
| Over & Short | 1.00 | 10.00 | (9.00) | -90.00% | 80.00 | 50.00 | 30.00 | 60.00% |
| 2004 Debt Service Parking | 10,967.57 | 10,968.00 | (0.43) | 0.00% | 54,837.85 | 54,837.00 | 0.85 | 0.00% |
| Parking Expansion | 0.00 | 0.00 | 0.00 | 0.00% | 16,587.88 | 30,000.00 | (13,412.12) | -44.71% |
| Total Parking Expenses | \$67,605.86 | \$73,967.00 | (\$6,355.14) | -8.59% | \$357,413.07 | \$381,234.00 | (\$23,820.93) | -6.25% |

Charlotteville Albemarle Airport Authority
Profit & Loss Statement
 For the Five Months Ending Sunday, November 30, 2014

Airfield Expenses

| | Current Period Amount | Current Period Budget/Amount | (Under) Over Budget | Percentage | Y-T-D Amount | Y-T-D Budget/Amount | (Under) Over Budget | Percentage |
|--------------------------------|--------------------------|---------------------------------|------------------------|----------------|---------------------|------------------------|------------------------|---------------|
| Wages | 32,813.22 | 48,286.00 | (15,452.78) | -32.02% | 167,267.78 | 176,866.00 | (9,598.22) | -5.43% |
| Overtime - Airfield | 4,712.64 | 2,304.00 | 2,408.64 | 104.54% | 19,822.61 | 10,813.00 | 9,009.61 | 83.32% |
| Overtime - Maintenance | (1,525.33) | 0.00 | (1,525.33) | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |
| Overtime Holiday - PSO | (773.80) | 0.00 | (773.80) | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |
| Overtime Holiday - Maintenance | (1,113.36) | 0.00 | (1,113.36) | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |
| Payroll Taxes | 2,376.09 | 3,869.00 | (1,492.91) | -38.59% | 13,186.02 | 14,357.00 | (1,170.98) | -8.16% |
| Retirement | 2,860.88 | 3,157.00 | (296.12) | -9.38% | 11,792.44 | 15,785.00 | (3,992.56) | -25.29% |
| Health Ins./Supp. | 4,636.50 | 5,056.00 | (419.50) | -8.30% | 28,286.50 | 25,280.00 | 3,006.50 | 11.89% |
| Long Term Disability | 0.00 | 30.00 | (30.00) | -100.00% | 0.00 | 150.00 | (150.00) | -100.00% |
| Life Insurance | 375.77 | 460.00 | (84.23) | -18.31% | 1,542.34 | 2,300.00 | (757.66) | -32.94% |
| Util - Electric | 4,796.53 | 2,084.00 | 2,712.53 | 130.16% | 10,718.48 | 10,420.00 | 298.48 | 2.86% |
| Util - Propane | 300.40 | 900.00 | (599.60) | -66.62% | 589.32 | 900.00 | (310.68) | -34.52% |
| Util - Telephone | 560.94 | 563.00 | (2.06) | -0.37% | 2,803.94 | 2,815.00 | (11.06) | -0.39% |
| Util - Water | 16.57 | 11.00 | 5.57 | 50.64% | 81.83 | 55.00 | 26.83 | 48.78% |
| Insurance Expense | 2,221.35 | 3,308.00 | (1,086.65) | -32.85% | 11,106.75 | 16,540.00 | (5,433.25) | -32.85% |
| Snow Removal | 0.00 | 2,000.00 | (2,000.00) | -100.00% | 35.10 | 2,000.00 | (1,964.90) | -98.24% |
| Airfield Lighting Maintenance | 0.00 | 0.00 | 0.00 | 0.00% | 5,145.38 | 6,684.00 | (1,538.62) | -23.02% |
| Maint. Airfield Equipment | 5,950.29 | 3,556.00 | 2,394.29 | 67.33% | 21,680.35 | 17,780.00 | 3,900.35 | 21.94% |
| Maint. Equipment Purchase | 105.32 | 333.00 | (227.68) | -68.37% | 9,003.64 | 1,669.00 | 7,334.64 | 439.46% |
| Maintenance | 2,797.26 | 800.00 | 1,997.26 | 249.66% | 21,643.35 | 4,553.00 | 17,090.35 | 375.36% |
| Airfield Grounds Maintenance | 0.00 | 0.00 | 0.00 | 0.00% | 336.62 | 0.00 | 336.62 | 0.00% |
| State Maintenance | 0.00 | 60,500.00 | (60,500.00) | -100.00% | 53,196.75 | 105,500.00 | (52,303.25) | -49.58% |
| Vehicle Expense Gas and Oil | 3,174.89 | 3,691.00 | (516.11) | -13.98% | 16,827.90 | 18,455.00 | (1,627.10) | -8.82% |
| Hazmat Materials | 1,241.22 | 0.00 | 1,241.22 | 0.00% | 8,937.35 | 800.00 | 8,137.35 | 1017.17% |
| ARFF Equipment | 1,021.00 | 0.00 | 1,021.00 | 0.00% | 7,381.37 | 7,300.00 | 81.37 | 1.11% |
| ARFF Training Supplies | 0.00 | 0.00 | 0.00 | 0.00% | 4,263.26 | 3,975.00 | 288.26 | 7.25% |
| Uniforms - Maintenance | 3,562.15 | 600.00 | 2,962.15 | 493.69% | 4,701.70 | 5,750.00 | (1,048.30) | -18.23% |
| Environmental Compliance | 8,823.03 | 750.00 | 8,073.03 | 1076.40% | 13,907.69 | 1,875.00 | 12,032.69 | 641.74% |
| Emergency Exercises | 0.00 | 0.00 | 0.00 | 0.00% | 2,849.63 | 1,200.00 | 1,649.63 | 137.47% |
| Payroll Processing Fees | 75.25 | 0.00 | 75.25 | 0.00% | 448.88 | 1,000.00 | (551.12) | -55.11% |
| Travel | 803.14 | 700.00 | 103.14 | 14.73% | 2,920.36 | 2,800.00 | 120.36 | 4.30% |
| Education | 800.00 | 100.00 | 700.00 | 700.00% | 850.00 | 1,700.00 | (850.00) | -50.00% |
| Dues & Subs | 100.00 | 0.00 | 100.00 | 0.00% | 100.00 | 1,750.00 | (1,650.00) | -94.29% |
| 800 MHZ Supplies & Minc. | 0.00 | 0.00 | 0.00 | 0.00% | 4,579.02 | 9,158.00 | (4,578.98) | -50.00% |
| Security Access Control | 2,240.00 | 1,666.00 | 574.00 | 34.45% | 3,405.00 | 7,183.00 | (3,778.00) | -52.60% |
| Security Background Processing | 0.00 | 0.00 | 0.00 | 0.00% | 1,200.00 | 2,000.00 | (800.00) | -40.00% |
| Total Airfield Expenses | \$82,951.95 | \$144,704.00 | (\$61,752.05) | -42.67% | \$450,611.36 | \$479,413.00 | (\$28,801.64) | -6.01% |

2015 Profit and Loss
 Profit and Loss Statement

(E) (E)

Charlotteville Albemarle Airport Authority
Profit & Loss Statement
 For the Five Months Ending Sunday, November 30, 2014

| Terminal Expenses | Current Period Amount | Current Period Budget/Amount | (Under) Over Budget | Percentage | Y-T-D Amount | Y-T-D Budget/Amount | (Under) Over Budget | Percentage |
|--------------------------------|------------------------------|-------------------------------------|----------------------------|-------------------|---------------------|----------------------------|----------------------------|-------------------|
| Wages | 36,456.48 | 53,839.00 | (17,382.52) | -32.29% | 177,684.53 | 204,045.00 | (26,360.47) | -12.92% |
| Overtime - Terminal | 5,419.96 | 3,350.00 | 2,069.96 | 61.79% | 20,028.44 | 13,750.00 | 6,278.44 | 45.66% |
| Overtime - Maintenance | (1,599.77) | 0.00 | (1,599.77) | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |
| Overtime Holiday - PSO | (1,558.20) | 0.00 | (1,558.20) | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |
| Overtime Holiday - Maintenance | (728.10) | 0.00 | (728.10) | 0.00% | 0.00 | 0.00 | 0.00 | 0.00% |
| Payroll Taxes | 2,520.79 | 4,375.00 | (1,854.21) | -42.38% | 13,028.60 | 16,662.00 | (3,633.40) | -21.81% |
| Retirement | 3,223.99 | 3,478.00 | (254.01) | -7.30% | 13,244.90 | 17,390.00 | (4,145.10) | -23.84% |
| Health Ins./Supp. | 5,128.50 | 6,372.00 | (1,243.50) | -19.52% | 31,238.50 | 31,860.00 | (621.50) | -1.95% |
| Long Term Disability | 0.00 | 41.00 | (41.00) | -100.00% | 0.00 | 205.00 | (205.00) | -100.00% |
| Life Insurance | 446.15 | 507.00 | (60.85) | -12.00% | 1,823.86 | 2,535.00 | (711.14) | -28.05% |
| Util - Electric | 24,329.54 | 12,917.00 | 11,412.54 | 88.35% | 62,367.77 | 64,585.00 | (2,217.23) | -3.43% |
| Util - Propane | 267.49 | 700.00 | (432.51) | -61.79% | 468.78 | 700.00 | (231.22) | -33.03% |
| Util - Oil | 5,223.00 | 10,000.00 | (4,777.00) | -47.77% | 5,223.00 | 10,000.00 | (4,777.00) | -47.77% |
| Util - Telephone | 780.80 | 797.00 | (16.20) | -2.03% | 3,918.13 | 3,985.00 | (66.87) | -1.68% |
| Util - Water | 2,035.52 | 2,667.00 | (631.48) | -23.68% | 14,981.79 | 13,335.00 | 1,646.79 | 12.35% |
| Util - Disposal | 1,427.09 | 1,477.00 | (49.91) | -3.38% | 6,809.59 | 7,385.00 | (575.41) | -7.79% |
| Insurance Expense | 2,197.50 | 2,406.00 | (208.50) | -8.67% | 10,987.50 | 12,030.00 | (1,042.50) | -8.67% |
| Maint. Equipment Purchase | 0.00 | 600.00 | (600.00) | -100.00% | 16,604.98 | 600.00 | 16,004.98 | 2667.50% |
| Maintenance | 12,124.18 | 2,750.00 | 9,374.18 | 340.88% | 34,626.95 | 15,454.00 | 19,172.95 | 124.06% |
| HVAC Maintenance | 9,581.79 | 4,980.00 | 4,601.79 | 92.41% | 63,040.22 | 24,900.00 | 38,140.22 | 153.17% |
| Baggage Claim Maint. | 0.00 | 667.00 | (667.00) | -100.00% | 5,545.98 | 3,335.00 | 2,210.98 | 66.30% |
| Elevator Escalator Maintenance | 6,012.79 | 2,166.00 | 3,846.79 | 177.60% | 15,722.63 | 13,580.00 | 2,142.63 | 15.78% |
| Fids Maintenance | 0.00 | 334.00 | (334.00) | -100.00% | 0.00 | 1,668.00 | (1,668.00) | -100.00% |
| Relamp | 24.11 | 959.00 | (934.89) | -97.49% | 2,791.62 | 4,795.00 | (2,003.38) | -41.78% |
| Janitorial Contract | 11,484.37 | 11,484.00 | 0.37 | 0.00% | 58,721.85 | 57,420.00 | 1,301.85 | 2.27% |
| Terminal Signage | 0.00 | 0.00 | 0.00 | 0.00% | 2,144.20 | 2,700.00 | (555.80) | -20.59% |
| Terminal Paging System | 0.00 | 541.00 | (541.00) | -100.00% | 0.00 | 1,144.00 | (1,144.00) | -100.00% |
| Terminal Landscaping | 0.00 | 0.00 | 0.00 | 0.00% | 2,100.00 | 5,070.00 | (2,970.00) | -58.58% |
| OSHA Compliance | 2,218.44 | 250.00 | 1,968.44 | 787.38% | 5,975.44 | 4,800.00 | 1,175.44 | 24.49% |
| Janitorial Supplies | 1,227.88 | 1,667.00 | (439.12) | -26.34% | 3,869.14 | 8,335.00 | (4,465.86) | -53.58% |
| Payroll Processing Fees | 75.25 | 83.00 | (7.75) | -9.34% | 448.88 | 415.00 | 33.88 | 8.16% |
| Travel - Public Safety | 557.78 | 408.00 | 149.78 | 36.71% | 1,732.74 | 816.00 | 916.74 | 112.35% |
| Travel - Operations | 0.00 | 0.00 | 0.00 | 0.00% | 1,085.20 | 500.00 | 585.20 | 117.04% |
| Education - Public Safety | 0.00 | 688.00 | (688.00) | -100.00% | 5,889.04 | 7,212.00 | (1,322.96) | -18.34% |
| Education - Operations | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 477.00 | (477.00) | -100.00% |
| Dues & Subs | 0.00 | 0.00 | 0.00 | 0.00% | 1,694.82 | 1,755.00 | (60.18) | -3.43% |
| Emergency Communications | 1,227.60 | 1,758.00 | (530.40) | -30.17% | 9,152.76 | 8,790.00 | 362.76 | 4.13% |
| Maint. Work Order Expense | 4,712.05 | 0.00 | 4,712.05 | 0.00% | 4,712.05 | 0.00 | 4,712.05 | 0.00% |
| Uniforms - Public Safety | 779.17 | 160.00 | 619.17 | 386.98% | 2,210.67 | 1,200.00 | 1,010.67 | 84.22% |
| Safety | 328.00 | 288.00 | 40.00 | 13.89% | 487.37 | 2,835.00 | (2,347.63) | -82.81% |
| VCIN Expenses | 154.10 | 158.00 | (3.90) | -2.47% | 770.50 | 835.00 | (64.50) | -7.72% |
| First Aid Supplies | 0.00 | 217.00 | (217.00) | -100.00% | 200.00 | 1,167.00 | (967.00) | -82.86% |
| Towing Expense | 0.00 | 100.00 | (100.00) | -100.00% | 0.00 | 100.00 | (100.00) | -100.00% |

2015 Profit and Loss
 Profit and Loss Statement

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Charlotteville Albemarle Airport Authority
Profit & Loss Statement
 For the Five Months Ending Sunday, November 30, 2014

| | 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 | 3,000.00 | (3,000.00) | -100.00% | 0.00 | 8,000.00 | (8,000.00) | -100.00% |
| 2004 Debt Service - Terminal | 41,258.90 | 41,259.00 | (0.10) | 0.00% | 206,294.50 | 206,295.00 | (0.50) | 0.00% |
| Total Terminal Expenses | \$177,337.15 | \$177,443.00 | (\$105.85) | -0.06% | \$807,626.93 | \$782,665.00 | \$24,961.93 | 3.19% |

Charlotteville Albemarle Airport Authority
Profit & Loss Statement
 For the Five Months Ending Sunday, November 30, 2014

| | 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 | 34,652.56 | 49,704.00 | (15,051.44) | -30.28% | 185,199.26 | 182,248.00 | 2,951.26 | 1.62% |
| Overtime - Admin | 0.00 | 125.00 | (125.00) | -100.00% | 1,727.37 | 625.00 | 1,102.37 | 176.38% |
| Payroll Taxes | 2,506.83 | 3,812.00 | (1,305.17) | -34.24% | 13,798.57 | 13,988.00 | (189.43) | -1.35% |
| Retirement | 3,281.89 | 3,252.00 | 29.89 | 0.92% | 13,127.56 | 16,260.00 | (3,132.44) | -19.26% |
| Health Ins./Supp. | 2,632.00 | 2,632.00 | 0.00 | 0.00% | 15,792.00 | 13,160.00 | 2,632.00 | 20.00% |
| Life Insurance | 431.07 | 474.00 | (42.93) | -9.06% | 1,724.28 | 2,370.00 | (645.72) | -27.25% |
| Util - Telephone | 524.47 | 1,156.00 | (631.53) | -54.63% | 5,663.07 | 5,780.00 | (116.93) | -2.02% |
| Insurance Expense | 1,946.18 | 2,289.00 | (342.82) | -14.98% | 14,222.90 | 11,595.00 | 2,627.90 | 22.66% |
| Office Supplies | 283.81 | 792.00 | (508.19) | -64.17% | 3,035.43 | 3,960.00 | (924.57) | -23.35% |
| Office Expenses | 1,623.68 | 1,378.00 | 245.68 | 17.83% | 23,091.41 | 6,890.00 | 16,201.41 | 235.14% |
| Payroll Processing Fees | 75.25 | 83.00 | (7.75) | -9.34% | 448.87 | 415.00 | 33.87 | 8.16% |
| Travel-Admin & Marketing | 495.00 | 2,871.00 | (2,376.00) | -82.76% | 5,210.45 | 7,106.00 | (1,895.55) | -26.68% |
| Education | 0.00 | 492.00 | (492.00) | -100.00% | 864.74 | 2,460.00 | (1,595.26) | -64.85% |
| Computer Expense | 2,941.28 | 17,500.00 | (14,558.72) | -83.19% | 26,412.75 | 37,902.00 | (11,489.25) | -30.31% |
| Equipment Lease | 514.95 | 458.00 | 56.95 | 12.43% | 2,099.70 | 2,290.00 | (190.30) | -8.31% |
| Dues & Subs-Admin & Marketing | 1,055.00 | 1,081.00 | (26.00) | -2.41% | 1,555.00 | 5,405.00 | (3,850.00) | -71.23% |
| Banking Fees | 945.95 | 0.00 | 945.95 | 0.00% | 1,817.97 | 0.00 | 1,817.97 | 0.00% |
| Service Fees | 115.15 | 0.00 | 115.15 | 0.00% | 353.11 | 0.00 | 353.11 | 0.00% |
| Human Resources | 2,583.04 | 1,422.00 | 1,161.04 | 81.65% | 6,886.38 | 7,110.00 | (223.62) | -3.15% |
| Meeting Expense | 2.50 | 258.00 | (255.50) | -99.03% | 565.75 | 1,290.00 | (724.25) | -56.14% |
| Postage | 520.99 | 0.00 | 520.99 | 0.00% | 1,036.99 | 575.00 | 461.99 | 80.35% |
| Shipping | 370.63 | 100.00 | 270.63 | 270.63% | 1,183.27 | 500.00 | 683.27 | 136.65% |
| Miscellaneous Expenses | 0.00 | 0.00 | 0.00 | 0.00% | 881.20 | 0.00 | 881.20 | 0.00% |
| Professional Fees | 6,178.38 | 7,813.00 | (1,634.62) | -20.92% | 39,242.13 | 33,252.00 | 5,990.13 | 18.01% |
| Advertising & Promotions | 9,160.66 | 11,948.00 | (2,787.34) | -23.33% | 100,678.89 | 99,540.00 | 1,138.89 | 1.14% |
| Special Events | 511.19 | 150.00 | 361.19 | 240.79% | 3,806.06 | 3,150.00 | 656.06 | 20.83% |
| Air Service Development | 15,910.00 | 3,817.00 | 12,093.00 | 316.82% | 18,057.75 | 30,085.00 | (12,027.25) | -39.98% |
| Total Admin. Expenses | \$89,262.46 | \$113,607.00 | (\$24,344.54) | -21.43% | \$488,482.86 | \$487,956.00 | \$526.86 | 0.11% |
| Total Operating Expenses | \$417,157.42 | \$509,715.00 | (\$92,557.58) | -18.16% | \$2,104,134.22 | \$2,131,268.00 | (\$27,133.78) | -1.27% |
| Net Inc. Bef. Other Income | 42,064.50 | (86,148.50) | 128,213.00 | -148.83% | 243,347.49 | (63,613.50) | 306,960.99 | -482.54% |
| Other Income: | | | | | | | | |
| Coverage Fund | 14,916.67 | 14,916.67 | 0.00 | 0.00% | 74,583.35 | 74,583.35 | 0.00 | 0.00% |
| Net Inc. Aft. Other Income | \$56,981.17 | (\$71,231.83) | \$128,213.00 | -179.99% | \$317,930.84 | \$10,969.85 | \$306,960.99 | 2798.22% |
| Other Expense: | | | | | | | | |
| Depreciation & Amort. | | | | | | | | |
| Net Inc. (Loss) After D & A | \$56,981.17 | (\$71,231.83) | \$128,213.00 | -179.99% | \$317,930.84 | \$10,969.85 | \$306,960.99 | 2798.22% |
| 2015 Profit and Loss | | | | | | | | |
| Profit and Loss Statement | | | | | | | | |

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Operating Statistics-Fiscal Year 2015

| | October | | FYTD | | FY | | Calendar Year | | | | | | | | | |
|--|---------|---------|------|-----------|---|-------|---------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | 2014 | 2013 | 2015 | 2014 | 2014 | 2014 | 2013 | 2012 | 2011 | 2010 | 2009 | 2008 | 2007 | 2006 | 2005 | 2004 |
| Aircraft Operations | | | | | | | | | | | | | | | | |
| <i>Literant:</i> | | | | | | | | | | | | | | | | |
| <i>Local:</i> | | | | | | | | | | | | | | | | |
| <i>Air Carrier/Taxi</i> | 1,961 | 1,835 | 7% | 7,175 | 6,874 | 4% | 17,382 | 17,493 | 18,615 | 19,412 | 20,675 | 23,640 | 21,394 | 20,756 | 21,262 | 21,966 |
| <i>General Aviation</i> | 2945 | 2,960 | -1% | 11,170 | 10,987 | 2% | 31,024 | 33,561 | 38,394 | 41,394 | 39,288 | 39,886 | 33,918 | 31,074 | 29,207 | 30,845 |
| <i>Military</i> | 205 | 191 | 7% | 742 | 654 | 13% | 2,034 | 2,297 | 1,754 | 1,984 | 1,831 | 1,773 | 1,378 | 1,235 | 1,780 | 1,783 |
| <i>General Aviation</i> | 1,746 | 1,962 | -11% | 7,876 | 6,849 | 15% | 18,809 | 20,324 | 20,486 | 17,294 | 18,075 | 20,013 | 17,584 | 14,711 | 13,474 | 17,182 |
| <i>Military</i> | 432 | 484 | -11% | 1,536 | 1,424 | 8% | 3,457 | 4,063 | 3,118 | 3,087 | 3,354 | 2,916 | 2,032 | 1,877 | 2,290 | 1,874 |
| Total Operations | 7,289 | 7,432 | -2% | 28,499 | 26,788 | 6% | 72,706 | 77,738 | 82,367 | 83,171 | 83,223 | 88,228 | 76,306 | 69,653 | 68,013 | 73,650 |
| Passenger Traffic | 48,536 | 43,812 | 11% | 178,327 | 160,736 | 11% | 454,168 | 464,037 | 429,561 | 391,927 | 354,819 | 337,937 | 368,033 | 367,001 | 390,612 | 366,074 |
| Enplaned Load Factor | 83% | 79% | 7% | 81% | 77% | 5% | 76% | 74.82% | 72% | 69% | 65% | 56% | 59% | 56% | 54% | 55% |
| Available Seats | 28,447 | 27,628 | 3% | 110,781 | 104,824 | 5.7% | 299,226 | 310,789 | 299,182 | 286,136 | 294,076 | 299,343 | 314,081 | 333,417 | 362,662 | 337,639 |
| Parking Revenue | 269,240 | 249,406 | 8% | 967,732 | 826,608 | 17% | 2,134,028 | 2,193,373 | 2,003,507 | 1,700,145 | 1,478,901 | 1,507,761 | 1,653,472 | 1,371,506 | 1,523,122 | 1,327,951 |
| FBO Fuel Gallons Pumped | | | | | | | | | | | | | | | | |
| <i>GA -100LL</i> | 5,392 | 5,408 | 0% | 19,634 | 22,948 | -1.4% | 55,862 | 60,275 | 62,519 | 69,178 | 71,860 | 79,189 | 93,676 | 99,679 | 97,217 | 122,079 |
| <i>GA/Corporate Jet-A</i> | 114,773 | 101,003 | 14% | 324,744 | 338,310 | -4% | 969,930 | 969,423 | 942,165 | 911,363 | 833,494 | 1,047,298 | 1,160,810 | 1,085,976 | 1,051,496 | 994,735 |
| <i>Military Jet-A</i> | 6,217 | 4,791 | 30% | 23,437 | 23,165 | 1% | 72,238 | 86,510 | 53,611 | 73,901 | 67,114 | 71,542 | 56,538 | 39,571 | 43,844 | 21,442 |
| <i>Airline</i> | 188,712 | 169,224 | 12% | 712,016 | 667,746 | 7% | 1,843,362 | 1,745,200 | 1,639,075 | 1,491,980 | 1,456,843 | 1,608,962 | 1,594,701 | 1,499,164 | 1,744,562 | 2,369,583 |
| Total Fuel | 315,094 | 280,426 | 12% | 1,079,831 | 1,052,169 | 3% | 2,941,392 | 2,861,408 | 2,697,370 | 2,546,422 | 2,429,311 | 2,806,991 | 2,905,725 | 2,724,390 | 2,957,119 | 3,507,841 |
| Flight Status | | | | | | | | | | | | | | | | |
| <i>Scheduled Flights</i> | 602 | 619 | -3% | 2,398 | | | | | | | | | | | | |
| <i>Actual Flights</i> | 586 | 615 | -5% | 2,330 | 2013-1 weather, 3 mechanical, 0 other | | | | | | | | | | | |
| <i>Cancelled Flights</i> | 16 | 4 | 300% | 68 | 2014- 2 weather, 4 mechanical, 10 other | | | | | | | | | | | |
| Market | 73,674 | 68,684 | 7% | 283,009 | 255,040 | 11% | 669,869 | 670,989 | 638,226 | 561,104 | 502,703 | 375,378 | 442,741 | 451,162 | N/a | N/a |
| Rental Car Revenue* | 795,145 | 665,388 | 20% | 2,998,962 | 2,652,940 | 13% | 6,880,432 | 7,019,797 | 6,048,867 | 5,281,662 | 4,613,199 | 4,827,224 | 5,656,817 | 5,378,543 | 4,902,979 | 4,354,531 |
| <i>*Commissionable revenue-not gross</i> | | | | | | | | | | | | | | | | |
| <i>ATMs:</i> | | | | | | | | | | | | | | | | |
| <i>Cash Withdrawals</i> | 395 | 441 | -10% | 1,546 | 1,560 | -1% | | | | | | | | | | |
| <i>Withdrawal Value</i> | 44,740 | 53,120 | -16% | 176,200 | 188,400 | -6% | | | | | | | | | | |
| <i>Surcharges</i> | 377 | 417 | -10% | 1,491 | 1,488 | 0% | | | | | | | | | | |
| <i>Surcharge Value</i> | 1,414 | 1,564 | -10% | 5,592 | 5,580 | 0% | | | | | | | | | | |
| <i>Inquiries</i> | 81 | 105 | -23% | 328 | 345 | -5% | | | | | | | | | | |
| <i>Denials</i> | 41 | 35 | 17% | 145 | 132 | 10% | | | | | | | | | | |

*Commissionable revenue-not gross

