



Charlottesville Albemarle Airport Authority Board Meeting
Friday, August 12th, 2016 at 3:00 p.m. in the Charlottesville City Hall - Basement Conference Room

AGENDA

Call to Order

Consent Agenda

1. Minutes – May 2016
2. Financial Statements – June 2016 (Unaudited)
3. Airport Statistics - June 2016
4. 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.

Employee Recognition

Action Items

1. Award of Custodial and Window Cleaning Services Contract and Authorization of Resolution No. 2016-6 "Administration of Busy Bee's 2016 Contract"
2. Award of Multi-Trade Technician Contract and Authorization of Resolution No. 2016-7 "Administration of VIP Customs' 2016 Service Contract"
3. Resolution No. 2016-8 CHO's 2016 Air Service Incentive Program
4. Amend Employee Cost Saving Incentive Program
5. Resolution No. 2016-9 Authorizing the Executive Director to Accept the Federal Aviation Administration Grant and to Award the Construction Contract for Runway 3-21 Rehabilitation Project
6. Resolution No. 2016-10 Authorizing the Executive Director to Award the Construction Contract and Approve the Engineering Service Fees for Phase 1 - Step Replacement Project
7. Approve Amendment to FY 2017 Operating Budget

Information Items

1. Discussion of 2016 Audit Committee Membership
2. Executive Director's Update
 - a. Parking Feasibility Update/Rental Car Agreement Update
 - b. Personnel Update
 - c. Construction Update
 - d. Marketing and Air Service Update

Next Scheduled Meeting: Wednesday, September 21st, 10:30 a.m., Airport Lower Level Conference Room

Adjourn



TO: Members of the Charlottesville-Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: August 12, 2016

SUBJECT: Action Item #1: Award of Custodial and Window Cleaning Services Contract

RECOMMENDATION: For the Board to authorize the award of the Custodial and Windows Cleaning Services Contract to the lowest and most responsive bidder, Busy Bee's and to authorize Resolution No. 2016-6 Administration of the Busy Bee's August 2016 Service Contract.

BACKGROUND: The Authority has typically contracted for the custodial and window cleaning services for the terminal and other airport-owned buildings. In April 2016, the Authority's custodial contractor, Ragsdale, agreed to mutually terminate its contract with the Authority. A combination of Authority and seasonal employees (including former Ragsdale employees who have already complied with all FAA and TSA security/badging requirements) are being used to ensure that the Airport remains clean and presentable to our users. In June 2016, staff issued a Request for Proposals (RFP) for "custodial and window cleaning services". Two firms responded to the RFP as noted in Attachment #1 – Bid Tabulation Sheet. Negotiations were held with Busy Bee's, the firm that was deemed "clearly more highly qualified than the other under consideration" by the selection committee. During these negotiations, Busy Bee's agreed that their proposed annual increase of 5% would be modified to reflect that "each year the contractor and the Authority's representatives will meet to discuss any proposed increase of the annual fee. If an increase in the annual fee is mutually agreed-upon by both the Authority and the contractor, that increase will not exceed 5%."

As noted within the RFP, the initial term of the contract shall be for a period of one year. The contract term may be extended for four additional one-year periods, without written instrument thereof if: (i) neither party has terminated the contract, and (ii) the Authority has funds available and appropriates funds to support continuation of performance of the contract, and (iii) the contractor's performance is satisfactory to the Authority. The Authority retains the option to review performance, and proposed pricing, and elect to renew or terminate. Attachment #2 - Resolution No. 2016-6 "Administration of the Busy Bee's August 2016 Service Contract" will allow the Executive Director or her designee to negotiate and execute the four additional one-year options.

Concurrently with the RFP process, staff evaluated the costs and benefits of taking this function in-house. Using a model that would require the Authority to hire three full-time and three part-time employees in order to provide sufficient custodial coverage, it was determined that it would cost approximately \$193,000 to bring the custodial services in-house.

PRIOR ACTION: N/A

FUNDING:	The cost of this contract is funded from the Operating Budget.
FINANCIAL IMPACT:	As noted within the attached Bid Tabulation Sheet, the year-one bid was proposed at \$151,000. The FY-2017 Operating Budget for custodial services had been approved at \$175,000. A budget amendment will address this reduction in custodial expense.
ATTACHMENTS:	#1 – Bid Tabulation Sheet #2 – Resolution No. 2016-6 Administration of the Busy Bee’s August 2016 Service Contract.
PRESENTATION:	N/A

Charlottesville-Albemarle Airport
Janitorial Services
Bid Opening
July 8, 2016

<u>Company</u>	<u>Bid Amount</u>				
	FY17	FY18	FY19	FY20	FY21
Busy Bee's	\$151,000	\$158,550	\$166,477	\$174,801	\$183,541
Esther's Cleaning Service	\$185,592	negotiable	negotiable	negotiable	negotiable

Those attending the Bid Opening: Melinda Crawford (Executive Director), Stirling Williams (Director of Landside Operations), Penny Shifflett (Director of Finance and Administration) and Karen Barber (Accountant)

RESOLUTION NO. 2016-6

ADMINISTERING BUSY BEE'S 2016 CONTRACT

WHEREAS, the Charlottesville-Albemarle Airport Authority ("Authority") has awarded a custodial and window cleaning services contract to Busy Bee's in accordance with the June 2016 Request for Proposal process; and

WHEREAS, the initial term of the contract shall be for a period of one year, commencing in September 2017. The contract term may be extended for four additional one-year periods, without written instrument thereof if: (i) neither party has terminated the contract, and (ii) the Authority has funds available and appropriates funds to support continuation of performance of the contract, and (iii) the contractor's performance is satisfactory to the Authority. The Authority retains the option to review performance, and proposed pricing, and elect to renew or terminate at its discretion. Now, therefore,

BE IT RESOLVED by the governing Board of the Charlottesville-Albemarle Airport Authority that the Executive Director is hereby designated as the Board's agent for administration of said contract, including, without limitation; for the giving of notices and approval required of the Authority, for the exercising of the Authority's remaining option(s) for renewal subject to the availability of funds and appropriation by the Authority, and for exercising such other rights as may be authorized or reserved to the Authority within the 2016 Term Contract.

ADOPTED this _____ day of August, 2016.

Vote:

Aye: _____	No: _____
_____	_____
_____	_____

Certified:

By: _____
Kristin Birdzell, Secretary



TO: Members of the Charlottesville-Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: August 12, 2016

SUBJECT: Action Item #2: Award of On-Call Multi-Trade Technician Services Contract

RECOMMENDATION: For the Board to authorize the award of the On-Call Multi-Trade Technician Services Contract to the most responsive bidder, VIP Customs and to authorize Resolution No. 2016-7 Administration of the VIP Customs' August 2016 service contract.

BACKGROUND: The Charlottesville-Albemarle Airport routinely has IT cabling, audio visual installation, and other multi-trade service projects that must be completed quickly once they are identified. However, the Authority has a limited staff of eight maintenance employees that are charged with maintaining the airfield and all the Authority-owned buildings. The Federal Aviation Administration's (FAA) requirements associated with maintaining a PART 139 commercial airport require that priority is given to airfield projects, and the maintenance team must also focus on projects that are related to safety and security issues. Given the extensive work load of the maintenance division, staff deemed that securing the services of an on-call multi-trade service technician will provide a mechanism to complete needed projects in a timely and efficient manner.

In order to secure these services, staff issued a Request for Proposals (RFP) for On-Call Commercial Multi-Trade Technician Services in June 2016 in accordance with state guidelines. The RFP listed the various types of projects that may be requested and explained that each project would be contracted via a negotiated work order which would be requested on an on-call basis. One proposer, VIP Customs submitted a proposal in response to the RFP. The references of this firm and the proposal were reviewed by the selection committee, and it was deemed that the proposal conformed to the RFP and responding references provided good recommendations of the workers and finished projects of VIP Customs. The selection committee met with the proposer and negotiated the initial year-one hourly fees for cabling (all other type projects will be negotiated within work orders. Following this meeting, the selection committee agreed that the contract should be awarded to VIP Customs.

If awarded, the initial term of the contract will be for one year commencing in September 2016. Four additional one-year option periods would also be provided, but each option would be subject to the availability of appropriated funds and the contractor's satisfactory performance of negotiated work orders. The contract would also allow the Authority to retain the option to review performance, proposed pricing, and elect to renew or terminate the contract at its discretion.

If approved, Resolution No. 2016-7 will designate the Executive Director as the Board's agent for administration of this contract that includes exercising the remaining option(s) for renewal subject to the availability of funds and appropriation by the Authority.

PRIOR ACTION:	N/A
FUNDING:	The cost of this contract will be funded from both the Operating and Capital Budget.
FINANCIAL IMPACT:	Since individual projects will be pursued on an as-needed basis, the exact annual expense for this contract cannot be determined. Therefore, staff is requesting that the year-one budget of this contract be approved at a not-to-exceed amount of \$100,000 with a majority of the funds being used from the approved IT and flight display rehab capital projects.
ATTACHMENTS:	1) Resolution No. 2016-7 Administration of the VIP Customs' August 2016 Service Contract.
PRESENTATION:	N/A

RESOLUTION NO. 2016-7

ADMINISTERING VIP CUSTOMS' 2016 SERVICE CONTRACT

WHEREAS, the Charlottesville-Albemarle Airport routinely has IT cabling, audio visual installation and other multi-trade service projects that must be completed quickly once they are identified; and

WHEREAS, the Charlottesville-Albemarle Airport has a limited staff of eight maintenance employees that are charged with maintaining the airfield and all the Authority-owned buildings; and,

WHEREAS, federal requirements associated with maintaining a PART 139 commercial airport require that priority is given to airfield projects and that the maintenance team must also focus on projects that are related to safety and security issues; and,

WHEREAS, the staff of the Authority has deemed that securing the services of an on-call multi-trade service technician will provide a mechanism to complete needed projects in a timely and efficient manner; and,

WHEREAS, the staff of the Authority issued a Request for Proposals for On-Call Commercial Multi-Trade Technician in accordance with state guidelines, and the Charlottesville-Albemarle Airport Authority ("Authority") has awarded a multi-trade services contract to VIP Customs' in accordance with the June 2016 Request for Proposal process; and,

WHEREAS, the initial term of the contract shall be for a period of one year, commencing in September 2016. The contract term may be extended for four additional one-year periods, without written instrument thereof if: (i) neither party has terminated the contract, and (ii) the Authority has funds available and appropriates funds to support continuation of performance of the contract, and (iii) the contractor's performance is satisfactory to the Authority. The Authority retains the option to review performance, and proposed pricing, and elect to renew or terminate the contract at its discretion. Now, therefore,

BE IT RESOLVED by the governing Board of the Charlottesville-Albemarle Airport Authority that the Executive Director is hereby designated as the Board's agent for administration of said contract, including, without limitation; for the giving of notices and approval required of the Authority, for the exercising of the Authority's remaining option(s) for renewal subject to the availability of funds and appropriation by the Authority, and for exercising such other rights as may be authorized or reserved to the Authority within the 2016 Term Contract.

ADOPTED this _____ day of August, 2016.

Vote:

Aye: _____

No: _____

Certified:

By: _____

Kristin Birdzell, Secretary **WHEREAS**, the Charlottesville-Albemarle Airport Authority (“Authority”) has awarded a multi-trade services contract to VIP Customs’ in accordance with the June 2016 Request for Proposal process; and



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: August 12, 2016

SUBJECT: Action Item #3: Resolution No. 2016-8 "Establishing CHO 2016's Air Service Incentive Program"

RECOMMENDATION: That the Authority adopt Resolution 2016-8 "Establishing CHO 2016's Air Service Incentive Program"

BACKGROUND: CHO continues to seek new ways to strengthen and enhance its market position and partnership with the air carriers serving the residents and visitors to the greater Central Virginia Region. A critical component of maintaining the airport's competitive position in the region is the expansion of the range of air service options offered to travelers at CHO.

As such, CHO has developed a comprehensive air service incentive program. This program is geared toward marketing the air service potential of the Central Virginia Region to air carriers. The program includes the provision of marketing support for new or expanded air services at CHO to targeted markets.

Incentives would include some or all of the following items:

1. Waiver of up to eighteen months of landing fees directly related to the new or expanded air service
2. Waiver of up to eighteen months of ticket counter/office space rent directly related to the new or expanded air service for new entrant airline.
3. Waiver of up to eighteen months of hold room rent directly related to the new or expanded air service for new entrant airline.
4. Waiver of up to eighteen months of bag claim rent directly related to the new or expanded air service for new entrant airline.
5. Station start-up costs not to exceed \$25,000 (For millwork, electrical, cabling, ground equipment and other areas necessary to open a station for an entrant carrier)
6. Advertising and Promotion matching funds up to \$50,000**for marketing efforts used in the local area promoting our airport and the new or enhanced air service.

****All incentives will be contingent on the availability of funds within each budget year.**

PRIOR ACTION: N/A

FUNDING: N/A

FINANCIAL IMPACT: The Marketing/Advertising account has been increased in the proposed FY-17 Operating Budget to accommodate the marketing aspect of this program.

ATTACHMENTS:

- 1) CHO's 2016 Air Service Incentive Program
- 2) Resolution 2016-8 "Establishing CHO 2016's Air Service Incentive Program"

PRESENTATION: None

CHO's 2016 AIR SERVICE INCENTIVE PROGRAM

INTRODUCTION:

The purpose for the CHO Air Service Incentive Program is to encourage new non-stop air service, promote competition and improve or enhance existing air service at Charlottesville-Albemarle Airport ("CHO") by providing temporary support to an airline providing new or enhanced service.

The Charlottesville Albemarle Airport Authority (Authority) continues to seek innovative ways to strengthen and enhance its market position and partnership with the air carriers serving the residents and visitors to the greater Central Virginia Region. A critical component of maintaining the airport's competitive position in the region is the expansion of the range of air service options offered to travelers at CHO.

As such, CHO has developed a comprehensive air service development and marketing program geared toward marketing the air service potential of the Central Virginia Region to air carriers. The program includes the provision of marketing support for new or expanded air services at CHO.

In recognition of the need to build an ever-stronger airport/airline partnership, CHO is establishing its Air Service Incentive Program to further the following air service development objectives:

1. Stimulate domestic passenger air service at CHO.
2. Increase non-aeronautical revenues at CHO.
3. Reduce costs per enplaned passenger at CHO.
4. Mitigate the risk of entering or expanding service in CHO's market.
5. Provide an adequate time frame for new service and/or new capacity to test the market.

INCENTIVE PROGRAM COMPONENTS:

Program Parameters – Introduction of New Air Service or Addition to Current Service

The Air Service Incentive Program is valid until June 30, 2019, unless terminated earlier by the Executive Director, with the approval of the Charlottesville Albemarle Airport Authority.

For a period of up to eighteen months following the commencement of new or expanded air service, CHO may provide support to new air carriers entering the market and air carriers currently serving the market that add new competitive non-stop service to an un-served or under-served target market as identified in the program as "CHOice Markets". The support will be

calibrated to reflect the level of service (market, frequency and aircraft type,) and estimated economic activity (landed weight, net new enplanements) that will be generated by the air carrier's new service. CHO will take into consideration the impact of the new service on the competitiveness of CHO in serving the Central Virginia marketplace when estimating the overall economic activity to be generated.

QUALIFYING "NEW" DESTINATION FLIGHTS TO "CHOice Markets":

Any carrier establishing scheduled, year-round passenger service from any selected CHOice Market will be offered the opportunity to participate in the following program incentives:

- Waiver of up to eighteen months of landing fees directly related to the new air service
- Waiver of up to eighteen months of ticket counter/office space rent directly related to an entrant carrier providing the new air service
- Waiver of up to eighteen months of hold room rent directly related to an entrant carrier providing new air service.
- Waiver of up to eighteen months of bag claim rent directly related to an entrant carrier providing new air service.
- Station start-up costs not to exceed \$25,000 (For millwork, electrical, cabling, ground equipment and other areas necessary to open a station for an entrant carrier).
- Matching funds advertising campaign to assist in promoting the new route. CHO will offer the carrier up to \$50,000, to be matched with an equal amount from the carrier to establish a mutually agreed upon advertising campaign. There will be no direct reimbursements to the carrier; only to agreed-upon media or advertising sources and only via CHO's standard invoice and payment processes for such services. The collaborative advertising campaign provided under this incentive can begin at the official announcement of the qualifying new route and will conclude at the end of the 12 month benefit period. For a 12 month Promotional Period, the marketing matching funds will be available if the new service is scheduled and year-round and if no other carrier is serving the same market. The new service must be operated for 12 consecutive months during this Promotional Period.

SELECTED "CHOice" MARKET AND MARKET REGIONS:

- Central / Southern Florida Region
- Boston
- Detroit
- Denver
- Dallas

QUALIFYING “ADDITIONAL” DESTINATION FLIGHTS TO CURRENT MARKETS:

Any carrier establishing additional scheduled, year-round passenger service, or an upgauge in aircraft from its current CY2016 scheduled service to any current route offered by any current airline will also be offered the opportunity to participate in a matching funds advertising campaign to assist in promoting the route. CHO will offer the carrier up to \$15,000 to be matched with an equal amount from the carrier to establish a mutually agreed upon advertising campaign. There will be no direct reimbursements to the carrier; only to agreed-upon media or advertising sources and only via CHO’s standard invoice and payment processes for such services. The collaborative advertising campaign provided under this incentive will begin at the official announcement of the qualifying route and will conclude at the end of the 12 month benefit period. The service must be operated for 12 consecutive months during this Promotional Period.

AIRLINE COMMITMENTS:

The airline must commit to the following:

- Operate the qualifying passenger flight(s) throughout the Promotional Period. An air carrier that voluntarily suspends or terminates such service before the end of the Promotional Period will be required to pay any discounts received under CHO’s Matching Marketing/Advertising Campaign.
- Offer service resulting in a substantiated net increase in the air carrier’s total number of flights from CHO Airport to the city pair, as compared to the same month of the previous calendar year. The air carrier must maintain such a net increase during the Promotional Period and may not discontinue a non-qualifying service (flight) to initiate a qualifying service (flight) to the same city pair.
- Report any changes to the number of frequencies, aircraft type and/or series at least thirty (30) days in advance of any changes during the entire Promotional Period.

AIRLINE COMPLIANCE:

CHO will conduct a review of the air carrier’s compliance with the terms of the program on a monthly basis during the entire Promotional Period.

PROGRAM ADMINISTRATION:

Incentives shall be offered on a reasonable, nondiscriminatory basis to all qualifying air carriers. A waiver of any fees or other incentives shall apply only for flights that provide the qualifying targeted service.

It is the intent of the Airport that incentives be administered so as not to have a material impact on airline fees and charges at CHO.

Incentives, other than a waiver of any rents or fees, such as marketing, advertising and/or public relations support, shall be instituted in a manner that, in addition to promoting the new service, shall also promote CHO.

If the funds allocated by the Airport for the incentive policy in any fiscal year have been exhausted, no further incentives will be available until the next fiscal year.

In order to maintain its competitive position with other airports the Executive Director may, with the approval of the Authority, make adjustments to the Program, as necessary.

The basis and duration of components of the Program that are offered to the airlines will be decided by the Executive Director. These determinations by the Executive Director will be guided by the Airport's Air Service Development Program objectives.

CHO reserves the right to modify or cancel this Program on 30-days-notice to the air carriers serving CHO.

Upon adoption of the Program, a copy of this program will be provided to the Properties Representatives of airlines serving CHO.

DURATION OF AIR SERVICE INCENTIVE PROGRAM:

Except as stated below, the incentive program duration is three years from the effective date. After this period, CHO will reevaluate the program and may announce any future incentive programs. Once an air service qualifies, it is assured the benefit during the entire Promotional Period, even if the time span extends beyond the program's duration.

APPLICATION PROCESS:

Air carriers seeking to participate in CHO's 2016 Air Service Incentive Program should contact the Director of Air Service Development & Marketing at least forty-five (45) days prior to commencement of the qualifying air service.

QUESTIONS AND SUBMISSIONS CAN BE MADE ELECTRONICALLY TO:

Jason Burch, Director of Air Service & Marketing

jburch@gocho.com

434-973-8342 EXT 115

RESOLUTION NO. 2016-8

ESTABLISHING CHO's 2016 AIR SERVICE INCENTIVE PROGRAM

WHEREAS, the Charlottesville-Albemarle Airport Authority (Authority) continues to seek new ways to strengthen and enhance the Charlottesville-Albemarle Airport's (CHO) market position and partnership with the air carriers serving the residents and visitors of the greater Central Virginia Region. A critical component of maintaining the airport's competitive position in the region is the expansion of the range of air service options offered to travelers at CHO.

WHEREAS, the staff of CHO has developed a comprehensive air service incentive program that is geared toward marketing the air service potential of the Central Virginia Region to air carriers. The program includes the provision of marketing support for new or expanded air services at CHO to targeted markets. The program also provides for the waiver of certain fees associated to new air service.

WHEREAS, this Board desires to establish the air service incentive program as proposed by the Executive Director to this Board on August 12, 2016; Now, therefore,

BE IT RESOLVED by the governing Board of the Charlottesville-Albemarle Airport Authority that an air service incentive program to be known as the "CHO's 2016 Air Service Incentive Program" is hereby authorized, and the Executive Director is authorized to offer air service incentives in the following amounts:

1. Waiver of up to eighteen months of landing fees directly related to the new or expanded air service
2. Waiver of up to eighteen months of ticket counter/office space rent directly related to the new or expanded air service for new entrant airline.
3. Waiver of up to eighteen months of hold room rent directly related to the new or expanded air service for new entrant airline.
4. Waiver of up to eighteen months of bag claim rent directly related to the new or expanded air service for new entrant airline.
5. Station start-up costs not to exceed \$25,000 (For millwork, electrical, cabling, ground equipment and other areas necessary to open a station for a entrant carrier)
6. Advertising and Promotion matching funds up to \$50,000**for marketing efforts used in the local area promoting our airport and the new or enhanced air service.

****All incentives will be contingent on the availability of funds within each budget year.**

The Executive Director shall award such incentives subject to the provisions of the CHO's 2016 Air Service Incentive Program as presented to the Board on August 12, 2016, and further subject to the availability and appropriation of funding by the Board sufficient to cover the incentives in the fiscal year during which the new or enhanced air service is provided by the airline.

ADOPTED this 12th day of August, 2016.

Vote:

Aye:	_____	No:	_____
	_____		_____
	_____		_____

Certified:

By: _____
Kristin Birdzell, Secretary



TO: Members of the Charlottesville-Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: August 12, 2016

SUBJECT: Action Item #4: Amend Employee Savings Incentive Program

RECOMMENDATION: For the Board to approve the Amended Employee Savings Incentive Program.

BACKGROUND: At the May 2016 meeting, the Board approved the Employee Savings Incentive Program (ESIP). During the discussion of this item, legal counsel recommended that any ESIP submission associated with savings from ideas that will increase revenues should be reviewed on a case-by-case basis as they may require Board approval of a budget amendment to authorize such bonuses. The Board also requested an annual report of all bonuses issued. The attached "Amended Employee Savings Incentive Program" guidelines reflect those two recommended changes.

PRIOR ACTION: N/A

FUNDING: N/A

FINANCIAL IMPACT: The financial impact of this program will vary but will be offset by the saving derived from the suggestions.

ATTACHMENTS: 1) Amended Employee Savings Incentive Program Guidelines

PRESENTATION: None

AMENDED EMPLOYEE SAVINGS INCENTIVE PROGRAM (ESIP) GUIDELINES

APPROVED DATE: May 18, 2016

AMENDED DATE: August 12, 2016

The ESIP will allow employees to submit ideas to the Executive Director that will effectively reduce expenses or increase revenues towards our fiscal year operating budget. This program will apply to savings that have occurred in FY-2016 (7/1/15 - 6/30/16) and will be effective until resolved by the Authority. The program will be administered by the Executive Director, and all CHO employees are eligible with the exception of the Executive Director.

Each employee has a very important role at the Charlottesville Albemarle Airport. Employment comes with many responsibilities and without you, our experience to the customer (internally and externally) cannot be what it is. This program is designed to stimulate your thinking by focusing on your day-to-day responsibilities as it relates to expenses and revenues.

Here is how it works:

A CHO employee submits an idea to the Executive Director that is associated with decreasing operating expenses or increasing operating revenues. That idea or those ideas will be reviewed by the Executive Director for its validity and if the idea(s) are valid, then the Executive Director will issue a one-time bonus to the CHO employee. The idea(s) will only be valid if:

- Validated by the Executive Director
- Do not include eliminating jobs or reduction in hours worked
- Do not decrease safety, security, sanitary or customer service standards

The reward to the CHO employee will be based on the level of savings to the operating budget demonstrated during a review period of at least three (3) months when applicable. The chart below outlines the (one-time) reward categories:

Expense Decrease or Revenue Increase*

\$500 - \$1,000	\$50
\$1,001 - \$1,500	\$100
\$1,501 - \$5,000	\$150
\$5,001 - \$10,000	\$500
\$10,001 – Greater	\$1,000

All rewards will be taxed as income.

The issuance of any bonus associated with the program is subject to the availability of funds and appropriation by the Authority. The Executive Director will also prepare an annual report of the program's awards for review by the Authority.

*Submissions that propose to generate revenue increases will be evaluated on a case-by-case basis and may require the Authority to authorize an amendment to the Operating Budget.



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: August 12, 2016

SUBJECT: **Action Item #5** – Resolution No. 2016–9 “Executive Director Authorization to Accept FAA Grant and Award of Construction Contract to Chemung for Runway 3-21 Rehabilitation Project”

RECOMMENDATION: The Board 1) authorize the acceptance of an FAA grant for the Runway 3-21 Rehabilitation Project, 2) award a construction contract to Chemung in an amount not to exceed \$11,957,145 (upon receipt of the FAA grant), and 3) adopt Resolution No. 2016-9 authorizing the Executive Director to execute the FAA grant when offered and to subsequently execute the construction contract.

BACKGROUND: In accordance with the Board approved Airport Capital Improvement Plan, an application in the amount of \$13,224,145 was submitted to the FAA in July 2016 requesting funding for the Runway 3-21 Rehabilitation Project. All FAA grant applications require firm bid prices so the project was bid in accordance with state and federal guidelines. Three proposers responded to the invitation to bid as noted in the attached bid tabulation sheet. The bid from Chemung was identified as the bid offering the best value for the Authority.

In addition to the construction costs for this project, the application as noted in Attachment #1 also contained costs for engineering construction administration and project inspection services. The work orders for these services will be presented at a later Board meeting as they are currently under an Independent Fee Estimate Review as required by the FAA.

The attached Resolution 2016-9 will authorize the Executive Director to accept the FAA grant when offered and to execute the related construction contract to Chemung in an amount not to exceed \$11,957,145.

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

PRIOR ACTION: May 2016: Board approved the 6 year Airport Capital Improvement Plan which included the above referenced project.

FUNDING:	Federal:	\$11,901,730
	State:	\$ 1,057,931
	Local *:	<u>\$ 264,484</u>
	Total:	<u>\$13,224,145</u>

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

ATTACHMENTS:

- 1) FAA Grant Application
- 2) Bid Tabulation
- 3) Resolution No. 2016-9 "Executive Director Authorization to Accept FAA Grant and Award of Contract to Chemung for Runway Rehabilitation Project"

PRESENTATION: None



100 BOWEN LOOP, SUITE 200
CHARLOTTESVILLE, VA 22911
Ph 434.973.8342
Fx 434.974.7476

July 1, 2016

Mr. John Robinson
Federal Aviation Administration - Washington Airports District Office
23723 Air Freight Lane, Suite 210
Dulles, VA 20166

Subject: FAA Grant Application
Runway 3-21 Rehabilitation
Charlottesville-Albemarle Airport
AIP Project No. 3-51-0004-(Pending)

Dear Mr. Robinson:

Please find enclosed the original and two (2) copies of the FAA Grant Application for the above referenced project. The Federal Aviation Administration's support of the Charlottesville-Albemarle is greatly appreciated.

If you should have any questions concerning this matter, please do not hesitate to contact our office.

Sincerely,

Penny Shifflett
Director of Finance
Charlottesville-Albemarle Airport

Enclosures:

1. Project Cost Summary
2. FAA Grant Application Standard Form 424
3. FAA Form 5100-100 Pages 2-6
4. FAA Sponsor Certifications

cc: Amy Wells, DOAV
Susan E. Winslow, Delta Airport Consultants, Inc.

w/encl
w/encl

PROJECT COST SUMMARY - Alternate One

Rehabilitate Runway 3-21 (Construction)

Charlottesville-Albemarle Airport

Charlottesville, VA

AIP PROJECT NO. 3-51-0004-041-Pending

STATE PROJECT NO. CF-0004-Pending

DELTA PROJECT NO. 13057

SPONSOR: Charlottesville-Albemarle Airport Authority

FAA REIMBURSEMENT REQUEST NO.

DATE: 6/30/2016

GRANT AMOUNTS	
FAA (90%)	\$11,901,730.00
STATE (8%)	\$1,057,931.00
LOCAL (2%)	\$264,484.00
TOTAL	\$13,224,145.00

LINE	CLASSIFICATION	BUDGET AMOUNT	COST THIS REQUEST	TOTAL COST TO DATE	% COMP
a.	ADMINISTRATION				
	DBE Plan	\$10,000.00	\$0.00	\$0.00	
	IFE	\$10,000.00	\$0.00	\$0.00	
	Owner Administration	\$10,003.75	\$0.00	\$0.00	
	Subtotal:	\$30,003.75	\$0.00	\$0.00	0%
d.	ARCHITECTURAL ENGINEERING FEES				
	Delta Construction Admin - Alternate 1	\$629,128.00	\$0.00	\$0.00	
	Subtotal:	\$629,128.00	\$0.00	\$0.00	0%
e.	OTHER ARCHITECTURAL ENGINEERING FEES				
	FAA Reimbursable Agreement #	\$100,000.00	\$0.00	\$0.00	
	Subtotal:	\$100,000.00	\$0.00	\$0.00	0%
f.	PROJECT INSPECTION FEES				
	TBI	\$497,868.25	\$0.00	\$0.00	
	Subtotal:	\$497,868.25	\$0.00	\$0.00	0%
k.	CONSTRUCTION AND PROJECT IMPROVEMENT COST				
	Contractor Name - Alternate #1- Chemung	\$11,957,145.00	\$0.00	\$0.00	
	Utility Relocation/Connections	\$10,000.00	\$0.00	\$0.00	
	Owner/FAA Furnished Materials	\$0.00	\$0.00	\$0.00	
	Subtotal:	\$11,967,145.00	\$0.00	\$0.00	0%

TOTALS: \$13,224,145.00 \$0.00 \$0.00 0%

FAA \$11,901,730.00 \$0.00

STATE \$1,057,931.00 \$0.00

LOCAL \$264,484.00 \$0.00

TOTAL: \$13,224,145.00 \$0.00 0%

Application for Federal Assistance SF-424

* 1. Type of Submission <input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		* If Revision, select appropriate letter(s): - Select One - * Other (Specify)
* 3. Date Received:		4. Application Identifier: CHO		
5a. Federal Entity Identifier: 3-51-0004		* 5b. Federal Award Identifier:		
State Use Only:				
6. Date Received by State:		7. State Application Identifier:		
8. APPLICANT INFORMATION:				
* a. Legal Name: Charlottesville-Albemarle Airport Authority				
* b. Employer/Taxpayer Identification Number (EIN/TIN): 54-1262262			* c. Organizational DUNS: 09-741-7349	
d. Address:				
* Street 1: 100 Bowen Loop Street 2: Suite 200 * City: Charlottesville County: Albemarle * State: Virginia Province: Country: USA * Zip/ Postal Code: 22911				
e. Organizational Unit:				
Department Name:			Division Name:	
f. Name and contact information of person to be contacted on matters involving this application:				
Prefix: Ms. First Name: Melinda Middle Name: * Last Name: Crawford Suffix: Title: Executive Director Organizational Affiliation:				
* Telephone Number: (434) 973-8342			Fax Number: (434) 974-7476	
* Email: mcrawford@gocho.com				

Application for Federal Assistance SF-424

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

X. Other (specify)

Type of Applicant 2: Select Applicant Type:

- Select One -

Type of Applicant 3: Select Applicant Type:

- Select One -

* Other (specify): Airport Authority

* 10. Name of Federal Agency:

Department of Transportation / FAA / WADO

11. Catalog of Federal Domestic Assistance Number:

20.106

CFDA Title:

Airport Improvement Program

*12. Funding Opportunity Number:

Title:

13. Competition Identification Number:

Title:

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

City of Charlottesville, Albemarle County, Commonwealth of Virginia

* 15. Descriptive Title of Applicant's Project:

Runway 3-21 Rehabilitation - Construction Phase

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

*a. Applicant: VA-005

*b. Program/Project: 5 & 7

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

*a. Start Date: 09/01/2016

*b. End Date: 09/01/2017

18. Estimated Funding (\$):

*a. Federal	11,901,730.00
*b. Applicant	264,484.00
*c. State	1,057,931.00
*d. Local	
*e. Other	
*f. Program Income	
*g. TOTAL	13,224,145.00

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on _____
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation on next page.)**

☐ Yes ☒ No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: Ms.

*First Name: Melinda

Middle Name:

*Last Name: Crawford

Suffix:

*Title: Executive Director

*Telephone Number: (434) 973-8342

Fax Number: (434) 974-7476

* Email: mcrawford@gocho.com

*Signature of Authorized Representative:

Melinda Crawford

*Date Signed:

7/1/16

Application for Federal Assistance SF-424

*Applicant Federal Debt Delinquency Explanation

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

Application for Federal Assistance (Development and Equipment Projects)

PART II – PROJECT APPROVAL INFORMATION

Part II - SECTION A	
The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.	
Item 1. Does Sponsor maintain an active registration in the System for Award Management (www.SAM.gov)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Item 2. Can Sponsor commence the work identified in the application in the fiscal year the grant is made or within six months after the grant is made, whichever is later?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Item 3. Are there any foreseeable events that would delay completion of the project? If yes, provide attachment to this form that lists the events.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
Item 4. Will the project(s) covered by this request have impacts or effects on the environment that require mitigating measures? If yes, attach a summary listing of mitigating measures to this application and identify the name and date of the environmental document(s).	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
Item 5. Is the project covered by this request included in an approved Passenger Facility Charge (PFC) application or other Federal assistance program? If yes, please identify other funding sources by checking all applicable boxes.	
<input type="checkbox"/> The project is included in an <i>approved</i> PFC application. If included in an approved PFC application, does the application <i>only</i> address AIP matching share? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> The project is included in another Federal Assistance program. Its CFDA number is below.	
Item 6. Will the requested Federal assistance include Sponsor indirect costs as described in 2 CFR Appendix VII to Part 200, States and Local Government and Indian Tribe Indirect Cost Proposals?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
If the request for Federal assistance includes a claim for allowable indirect costs, select the applicable indirect cost rate the Sponsor proposes to apply:	
<input type="checkbox"/> De Minimis rate of 10% as permitted by 2 CFR § 200.414.	
<input type="checkbox"/> Negotiated Rate equal to	% as approved by (Date) (2 CFR part 200, appendix VII).
(the Cognizant Agency)	
<i>Note: Refer to the instructions for limitations of application associated with claiming Sponsor indirect costs.</i>	

PART II – SECTION C

The Sponsor hereby represents and certifies as follows:

1. Compatible Land Use – The Sponsor has taken the following actions to assure compatible usage of land adjacent to or in the vicinity of the airport:

Albemarle County zoning code includes protection for the airport from erection of tall structures and incompatible land use.

2. Defaults – The Sponsor is not in default on any obligation to the United States or any agency of the United States Government relative to the development, operation, or maintenance of any airport, except as stated herewith:

None

3. Possible Disabilities – There are no facts or circumstances (including the existence of effective or proposed leases, use agreements or other legal instruments affecting use of the Airport or the existence of pending litigation or other legal proceedings) which in reasonable probability might make it impossible for the Sponsor to carry out and complete the Project or carry out the provisions of the Grant Assurances, either by limiting its legal or financial ability or otherwise, except as follows:

None

4. Consistency with Local Plans – The project is reasonably consistent with plans existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

Yes

5. Consideration of Local Interest – It has given fair consideration to the interest of communities in or near where the project may be located.

Yes

6. Consultation with Users – In making a decision to undertake an airport development project under Title 49, United States Code, it has consulted with airport users that will potentially be affected by the project (§ 47105(a)(2)).

Yes

7. Public Hearings – In projects involving the location of an airport, an airport runway or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

N/A

8. Air and Water Quality Standards – In projects involving airport location, a major runway extension, or runway location it will provide for the Governor of the state in which the project is located to certify in writing to the Secretary that the project will be located, designed, constructed, and operated so as to comply with applicable air and water quality standards. In any case where such standards have not been approved and where applicable air and water quality standards have been promulgated by the Administrator of the Environmental Protection Agency, certification shall be obtained from such Administrator. Notice of certification or refusal to certify shall be provided within sixty days after the project application has been received by the Secretary.

N/A

PART II – SECTION C (Continued)

9. Exclusive Rights – There is no grant of an exclusive right for the conduct of any aeronautical activity at any airport owned or controlled by the Sponsor except as follows:

None

10. Land – (a) The sponsor holds the following property interest in the following areas of land, which are to be developed or used as part of or in connection with the Airport subject to the following exceptions, encumbrances, and adverse interests, all of which areas are identified on the aforementioned property map designated as Exhibit "A". [1]

See Exhibit A, Airport Property Map on file at the Washington ADO

The Sponsor further certifies that the above is based on a title examination by a qualified attorney or title company and that such attorney or title company has determined that the Sponsor holds the above property interests.

(b) The Sponsor will acquire within a reasonable time, but in any event prior to the start of any construction work under the Project, the following property interest in the following areas of land on which such construction work is to be performed, all of which areas are identified on the aforementioned property map designated as Exhibit "A". [1]

N/A

(c) The Sponsor will acquire within a reasonable time, and if feasible prior to the completion of all construction work under the Project, the following property interest in the following areas of land which are to be developed or used as part of or in connection with the Airport as it will be upon completion of the Project, all of which areas are identified on the aforementioned property map designated as Exhibit "A". [1]

N/A

¹ State the character of property interest in each area and list and identify for each all exceptions, encumbrances, and adverse interests of every kind and nature, including liens, easements, leases, etc. The separate areas of land need only be identified here by the area numbers shown on the property map.

PART III – BUDGET INFORMATION – CONSTRUCTION

SECTION A – GENERAL	
1. Federal Domestic Assistance Catalog Number: 20.106	
2. Functional or Other Breakout:	Airport Improvement Program

SECTION B – CALCULATION OF FEDERAL GRANT			
Cost Classification	Latest Approved Amount (Use only for revisions)	Adjustment + or (-) Amount (Use only for revisions)	Total Amount Required
1. Administration expense			\$ 30,004
2. Preliminary expense			
3. Land, structures, right-of-way			
4. Architectural engineering basic fees			
5. Other Architectural engineering fees			629,128
6. Project inspection fees			100,000
7. Land development			497,868
8. Relocation Expenses			
9. Relocation payments to Individuals and Businesses			
10. Demolition and removal			
11. Construction and project improvement			11,967,145
12. Equipment			
13. Miscellaneous			
14. Subtotal (Lines 1 through 13)			\$ 13,224,145
15. Estimated Income (if applicable)			
16. Net Project Amount (Line 14 minus 15)			13,224,145
17. Less: Ineligible Exclusions (Section C, line 23 g.)			
18. Subtotal (Lines 16 through 17)			\$ 13,224,145
19. Federal Share requested of Line 18			11,901,730
20. Grantee share			264,484
21. Other shares			1,057,931
22. TOTAL PROJECT (Lines 19, 20 & 21)			\$ 13,224,145

SECTION C – EXCLUSIONS	
23. Classification (Description of non-participating work)	Amount Ineligible for Participation
a.	
b.	
c.	
d.	
e.	
f.	
g. Total	

SECTION D – PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE	
24. Grantee Share – Fund Categories	Amount
a. Securities	
b. Mortgages	
c. Appropriations (by Applicant)	264,484
d. Bonds	
e. Tax Levies	
f. Non-Cash	
g. Other (Explain):	
h. TOTAL - Grantee share	\$ 264,484
25. Other Shares	Amount
a. State	1,057,931
b. Other	
c. TOTAL - Other Shares	\$ 1,057,931
26. TOTAL NON-FEDERAL FINANCING	\$ 1,322,415

SECTION E – REMARKS (Attach sheets if additional space is required)

PART IV – PROGRAM NARRATIVE
(Suggested Format)

PROJECT: Runway 3-21 Rehabilitation - Construction Phase
AIRPORT: Charlottesville-Albemarle Airport (KCHO)
1. Objective: The Runway 3-21 and Taxiway A pavement have reached the end of their useful lives. A rehabilitation is necessary to maintain an adequate pavement condition and extend its useful life. This grant application is to request funding for the Construction and Construction Administration.
2. Benefits Anticipated: The rehabilitation will improve the safety of the airfield by reducing the potential of FOD, improve the ride ability of the pavement, and consolidate all rehabilitation actions into one project reducing the impacts on airport operations.
3. Approach: (See approved Scope of Work in Final Application) The design has maximized the use of available funding. Bid alternatives/bid options have been developed.
4. Geographic Location: Albemarle County, Virginia, United States of America
5. If Applicable, Provide Additional Information:
6. Sponsor's Representative: (include address & telephone number) Ms. Melinda Crawford, Executive Director, Charlottesville-Albemarle Airport Authority, 100 Bowen Loop, Suite 200 Charlottesville, Virginia 22911, (434) 973-8342 phone

Drug-Free Workplace Airport Improvement Program Sponsor Certification

Sponsor: Charlottesville-Albemarle Airport Authority

Airport: Charlottesville-Albemarle Airport

Project Number: 3-51-0004-Pending

Description of Work: Runway 3-21 Rehabilitation – Construction Phase

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on the drug-free workplace within federal grant programs are described in 2 CFR part 182. Sponsors are required to certify they will be, or will continue to provide, a drug-free workplace in accordance with the regulation. The AIP project grant agreement contains specific assurances on the Drug-Free Workplace Act of 1988.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A statement has been or will be published prior to commencement of project notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition (2 CFR § 182.205).

X Yes ☐ No ☐ N/A

2. An ongoing drug-free awareness program (2 CFR § 182.215) has been or will be established prior to commencement of project to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The sponsor's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

X Yes ☐ No ☐ N/A

3. Each employee to be engaged in the performance of the work has been or will be given a copy of the statement required within item 1 above prior to commencement of project (2 CFR § 182.210).

X Yes ☐ No ☐ N/A

4. Employees have been or will be notified in the statement required by item 1 above that, as a condition employment under the grant (2 CFR § 182.205(c)), the employee will:

- a. Abide by the terms of the statement; and
- b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

X Yes ☐ No ☐ N/A

5. The Federal Aviation Administration (FAA) will be notified in writing within 10 calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction (2 CFR § 182.225). Employers of convicted employees must provide notice, including position title of the employee, to the FAA (2 CFR § 182.300).

X Yes ☐ No ☐ N/A

6. One of the following actions (2 CFR § 182.225(b)) will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted:

- a. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; and
- b. Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation programs approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

X Yes ☐ No ☐ N/A

7. A good faith effort will be made, on a continuous basis, to maintain a drug-free workplace through implementation of items 1 through 6 above (2 CFR § 182.200).

X Yes ☐ No ☐ N/A

Site(s) of performance of work (2 CFR § 182.230):

Location 1

Name of Location: Charlottesville-Albemarle Airport

Address: 100 Bowen Loop, Suite 200, Charlottesville-Va 22911

Location 2 (if applicable)

Name of Location:

Address:

Location 3 (if applicable)

Name of Location:

Address:

Attach documentation clarifying any above item marked with "no" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this 1st day of July, 2016.

Name of Sponsor: Charlottesville-Albemarle Airport Authority

Name of Sponsor's Authorized Official: Penny Shifflett

Title of Sponsor's Authorized Official: Director of Finance

Signature of Sponsor's Authorized Official: Penny Shifflett

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Equipment and Construction Contracts Airport Improvement Sponsor Certification

Sponsor: Charlottesville-Albemarle Airport Authority
Airport: Charlottesville-Albemarle Airport
Project Number: 3-51-0004-Pending
Description of Work: Runway 3-21 Rehabilitation – Construction Phase

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General procurement standards for equipment and construction contracts within Federal grant programs are described in 2 CFR §§ 200.317-200.326. Labor and Civil Rights Standards applicable to the AIP are established by the Department of Labor (www.dol.gov) AIP Grant Assurance C.1—General Federal Requirements identifies all applicable Federal Laws, regulations, executive orders, policies, guidelines and requirements for assistance under the AIP. Sponsors may use state and local procedures provided the procurement conforms to these federal standards.

This certification applies to all equipment and construction projects. Equipment projects may or may not employ laborers and mechanics that qualify the project as a "covered contract" under requirements established by the Department of Labor requirements. Sponsor shall provide appropriate responses to the certification statements that reflect the character of the project regardless of whether the contract is for a construction project or an equipment project.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A written code or standard of conduct is or will be in effect prior to commencement of the project that governs the performance of the sponsor's officers, employees, or agents in soliciting, awarding and administering procurement contracts (2 CFR § 200.318).

X Yes ☐ No ☐ N/A

2. For all contracts, qualified and competent personnel are or will be engaged to perform contract administration, engineering supervision, construction inspection, and testing (Grant Assurance C.17).

X Yes ☐ No ☐ N/A

3. Sponsors that are required to have a Disadvantage Business Enterprise (DBE) program on file with the FAA have included or will include clauses required by Title VI of the Civil Rights Act and 49 CFR part 26 for Disadvantaged Business Enterprises in all contracts and subcontracts.

X Yes ☐ No ☐ N/A

4. Sponsors required to have a DBE program on file with the FAA have implemented or will implement monitoring and enforcement measures that:
- a. Ensure work committed to Disadvantaged Business Enterprises at contract award is actually performed by the named DBEs (49 CFR § 26.37(b));
 - b. Include written certification that the sponsor has reviewed contract records and has monitored work sites for performance by DBE firms (49 CFR § 26.37(b)); and
 - c. Provides for a running tally of payments made to DBE firms and a means for comparing actual attainments (i.e. payments) to original commitments (49 CFR § 26.37(c)).

X Yes ☐ No ☐ N/A

5. Sponsor procurement actions using the competitive sealed bid method (2 CFR § 200.320(c)) was or will be:
- a. Publicly advertised, allowing a sufficient response time to solicit an adequate number of interested contractors or vendors;
 - b. Prepared to include a complete, adequate and realistic specification that defines the items or services in sufficient detail to allow prospective bidders to respond;
 - c. Publicly opened at a time and place prescribed in the invitation for bids; and
 - d. Prepared in a manner that result in a firm fixed price contract award to the lowest responsive and responsible bidder.

X Yes ☐ No ☐ N/A

6. For projects the Sponsor proposes to use the competitive proposal procurement method (2 CFR § 200.320(d)), Sponsor has requested or will request FAA approval prior to proceeding with a competitive proposal procurement by submitting to the FAA the following:
- a. Written justification that supports use of competitive proposal method in lieu of the preferred sealed bid procurement method;
 - b. Plan for publicizing and soliciting an adequate number of qualified sources; and
 - c. Listing of evaluation factors along with relative importance of the factors.

X Yes ☐ No ☐ N/A

7. For construction and equipment installation projects, the bid solicitation includes or will include the current federal wage rate schedule(s) for the appropriate type of work classifications (2 CFR Part 200, Appendix II).

X Yes ☐ No ☐ N/A

8. Concurrence was or will be obtained from the Federal Aviation Administration (FAA) prior to contract award under any of the following circumstances (Order 5100.38D):

- a. Only one qualified person/firm submits a responsive bid;
- b. Award is to be made to other than the lowest responsible bidder; and
- c. Life cycle costing is a factor in selecting the lowest responsive bidder.

X Yes ☐ No ☐ N/A

9. All construction and equipment installation contracts contain or will contain provisions for:

- a. Access to Records (§ 200.336)
- b. Buy American Preferences (Title 49 U.S.C. § 50101)
- c. Civil Rights - General Provisions and Title VI Assurances(41 CFR part 60)
- d. Federal Fair Labor Standards (29 U.S.C. § 201, et seq)
- e. Occupational Safety and Health Act requirements (20 CFR part 1920)
- f. Seismic Safety – building construction (49 CFR part 41)
- g. State Energy Conservation Requirements - as applicable(2 CFR part 200, Appendix II)
- h. U.S. Trade Restriction (49 CFR part 30)
- i. Veterans Preference (49 USC § 47112(c))

X Yes ☐ No ☐ N/A

10. All construction and equipment installation contracts exceeding \$2,000 contain or will contain the provisions established by:

- a. Davis-Bacon and Related Acts (29 CFR part 5)
- b. Copeland "Anti-Kickback" Act (29 CFR parts 3 and 5)

X Yes ☐ No ☐ N/A

11. All construction and equipment installation contracts exceeding \$3,000 contain or will contain a contract provision that discourages distracted driving (E.O. 13513).

X Yes ☐ No ☐ N/A

12. All contracts exceeding \$10,000 contain or will contain the following provisions as applicable:

- a. Construction and equipment installation projects - Applicable clauses from 41 CFR Part 60 for compliance with Executive Orders 11246 and 11375 on Equal Employment Opportunity;
- b. Construction and equipment installation - Contract Clause prohibiting segregated facilities in accordance with 41 CFR part 60-1.8;
- c. Requirement to maximize use of products containing recovered materials in accordance with 2 CFR § 200.322 and 40 CFR part 247; and
- d. Provisions that address termination for cause and termination for convenience (2 CFR part 200, Appendix II).

X Yes ☐ No ☐ N/A

13. All contracts and subcontracts exceeding \$25,000: Measures are in place or will be in place (e.g. checking the System for Award Management) that ensure contracts and subcontracts are not awarded to individuals or firms suspended, debarred, or excluded from participating in federally assisted projects (2 CFR parts 180 and 1200).

X Yes ☐ No ☐ N/A

14. Contracts exceeding the simplified acquisition threshold (currently \$150,000) include or will include provisions, as applicable, that address the following:

- a. Construction and equipment installation contracts - a bid guarantee of 5%, a performance bond of 100%, and a payment bond of 100% (2 CFR § 200.325);
- b. Construction and equipment installation contracts - requirements of the Contract Work Hours and Safety Standards Act (40 USC 3701-3708, Sections 103 and 107);
- c. Restrictions on Lobbying and Influencing (2 CFR part 200, Appendix II);
- d. Conditions specifying administrative, contractual and legal remedies for instances where contractor of vendor violate or breach the terms and conditions of the contract (2 CFR §200, Appendix II); and
- e. All Contracts - Applicable standards and requirements issued under Section 306 of the Clean Air Act (42 USC 7401-7671q), Section 508 of the Clean Water Act (33 USC 1251-1387, and Executive Order 11738.

X Yes ☐ No ☐ N/A

Attach documentation clarifying any above item marked with "no" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this 15th day of July, 2016.

Name of Sponsor: Charlottesville-Albemarle Airport Authority

Name of Sponsor's Authorized Official: Penny Shifflett

Title of Sponsor's Authorized Official: Director of Finance

Signature of Sponsor's Authorized Official: Penny Shifflett

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Certification and Disclosure Regarding Potential Conflicts of Interest Airport Improvement Program Sponsor Certification

Sponsor: Charlottesville-Albemarle Airport
Airport: Hanover County Municipal Airport
Project Number: 3-51-0004-Pending
Description of Work: Runway 3-21 Rehabilitation – Construction Phase

Application

Title 2 CFR § 200.112 and § 1201.112 address Federal Aviation Administration (FAA) requirements for conflict of interest. As a condition of eligibility under the Airport Improvement Program (AIP), sponsors must comply with FAA policy on conflict of interest. Such a conflict would arise when any of the following have a financial or other interest in the firm selected for award:

- a) The employee, officer or agent,
- b) Any member of his immediate family,
- c) His or her partner, or
- d) An organization which employs, or is about to employ, any of the above.

Selecting "yes" represents sponsor or sub-recipient acknowledgement and confirmation of the certification statement. Selecting "No" represents sponsor or sub-recipient disclosure that it cannot fully comply with the certification statement. If "No" is selected, provide support information explaining the negative response as an attachment to this form. This includes whether the sponsor has established standards for financial interest that are not substantial or unsolicited gifts are of nominal value (2 CFR § 200.318(c)). The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance.

Certification Statements

1. The sponsor or sub-recipient maintains a written standards of conduct governing conflict of interest and the performance of their employees engaged in the award and administration of contracts (2 CFR § 200.318(c)). To the extent permitted by state or local law or regulations, such standards of conduct provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the sponsor's and sub-recipient's officers, employees, or agents, or by contractors or their agents.

X Yes ☐ No

2. The sponsor's or sub-recipient's officers, employees or agents have not and will not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements (2 CFR § 200.318(c)).

X Yes ☐ No

3. The sponsor or sub-recipient certifies that it has disclosed and will disclose to the FAA any known potential conflict of interest (2 CFR § 1200.112).

X Yes ☐ No

Attach documentation clarifying any above item marked with "no" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the foregoing items are accurate as marked and have the explanation for any item marked "no" is correct and complete.

Executed on this 15 day of July, 2016.

Name of Sponsor: Charlottesville-Albemarle Airport Authority

Name of Sponsor's Authorized Official: Penny Shifflett

Title of Sponsor's Authorized Official: Finance Director

Signature of Sponsor's Authorized Official: Penny Shifflett

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Selection of Consultants

Airport Improvement Program Sponsor Certification

Sponsor: Charlottesville-Albemarle Airport Authority

Airport: Charlottesville-Albemarle Airport

Project Number: 3-51-0004-Pending

Description of Work: Runway 3-21 Rehabilitation – Construction Phase

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements for selection of consultant services within federal grant programs are described in 2 CFR §§ 200.317-200.326. Sponsors may use other qualifications-based procedures provided they are equivalent to standards of Title 40 chapter 11 and FAA Advisory Circular 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. Sponsor acknowledges their responsibility for the settlement of all contractual and administrative issues arising out of their procurement actions (2 CFR § 200.318(k)).
X Yes ☐ No ☐ N/A
2. Sponsor procurement actions ensure or will ensure full and open competition that does not unduly limit competition (2 CFR § 200.319).
X Yes ☐ No ☐ N/A
3. Sponsor has excluded or will exclude any entity that develops or drafts specifications, requirements, or statements of work associated with the development of a request-for-qualifications (RFQ) from competing for the advertised services (2 CFR § 200.319).
X Yes ☐ No ☐ N/A
4. The advertisement describes or will describe specific project statements-of-work that provide clear detail of required services without unduly restricting competition (2 CFR § 200.319).
X Yes ☐ No ☐ N/A

5. Sponsor has publicized or will publicize a RFQ that:
- a. Solicits an adequate number of qualified sources (2 CFR § 200.320(d)); and
 - b. Identifies all evaluation criteria and relative importance (2 CFR § 200.320(d)).
- X Yes ☐ No ☐ N/A
6. Sponsor has based or will base selection on qualifications, experience, and disadvantaged business enterprise participation with price not being a selection factor (2 CFR § 200.320(d)).
- X Yes ☐ No ☐ N/A
7. Sponsor has verified or will verify that agreements exceeding \$25,000 are not awarded to individuals or firms suspended, debarred or otherwise excluded from participating in federally assisted projects (2 CFR § 180.300).
- X Yes ☐ No ☐ N/A
8. A/E services covering multiple projects: Sponsor has agreed to or will agree to:
- a. Refrain from initiating work covered by this procurement beyond five years from the date of selection (AC 150/5100-14); and
 - b. Retain the right to conduct new procurement actions for projects identified or not identified in the RFQ (AC 150/5100-14).
- X Yes ☐ No ☐ N/A
9. Sponsor has negotiated or will negotiate a fair and reasonable fee with the firm they select as most qualified for the services identified in the RFQ (2 CFR § 200.323).
- X Yes ☐ No ☐ N/A
10. The Sponsor's contract identifies or will identify costs associated with ineligible work separately from costs associated with eligible work (2 CFR § 200.302).
- X Yes ☐ No ☐ N/A
11. Sponsor has prepared or will prepare a record of negotiations detailing the history of the procurement action, rationale for contract type and basis for contract fees (2 CFR § 200.318(i)).
- X Yes ☐ No ☐ N/A
12. Sponsor has incorporated or will incorporate mandatory contract provisions in the consultant contract for AIP-assisted work (49 U.S.C. Chapter 471 and 2 CFR part 200 Appendix II)
- X Yes ☐ No ☐ N/A
13. For contracts that apply a time-and-material payment provision (also known as hourly rates, specific rates of compensation, and labor rates), the Sponsor has established or will establish:
- a. Justification that there is no other suitable contract method for the services (2 CFR § 200.318(j));
 - b. A ceiling price that the consultant exceeds at their risk (2 CFR § 200.318(j)); and
 - c. A high degree of oversight that assures consultant is performing work in an efficient manner with effective cost controls in place (2 CFR § 200.318(j)).
- X Yes ☐ No ☐ N/A

14. Sponsor is not using or will not use the prohibited cost-plus-percentage-of-cost (CPPC) contract method. (2 CFR § 200.323(d)).

X Yes ☐ No ☐ N/A

Attach documentation clarifying any above item marked with "no" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Executed on this 15th day of July, 2016.

Name of Sponsor: Charlottesville-Albemarle Airport Authority

Name of Sponsor's Authorized Official: Penny Shifflett

Title of Sponsor's Authorized Official: Finance Director

Signature of Sponsor's Authorized Official: Penny Shifflett

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Project Plans and Specifications

Airport Improvement Program Sponsor Certification

Sponsor: Charlottesville-Albemarle Airport Authority

Airport: Charlottesville-Albemarle Airport

Project Number: 3-51-0004-Pending

Description of Work: Runway 3-21 Rehabilitation – Construction Phase

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). Labor and civil rights standards applicable to AIP are established by the Department of Labor (www.dol.gov/). AIP Grant Assurance C.1—General Federal Requirements identifies applicable federal laws, regulations, executive orders, policies, guidelines and requirements for assistance under AIP. A list of current advisory circulars with specific standards for procurement, design or construction of airports, and installation of equipment and facilities is referenced in standard airport sponsor Grant Assurance 34 contained in the grant agreement.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The plans and specifications were or will be prepared in accordance with applicable federal standards and requirements, so that no deviation or modification to standards set forth in the advisory circulars, or FAA-accepted state standard, is necessary other than those explicitly approved by the Federal Aviation Administration (FAA) (14 USC § 47105).
X Yes ☐ No ☐ N/A
2. Specifications incorporate or will incorporate a clear and accurate description of the technical requirement for the material or product that does not contain limiting or proprietary features that unduly restrict competition (2 CFR §200.319).
X Yes ☐ No ☐ N/A
3. The development that is included or will be included in the plans is depicted on the current airport layout plan as approved by the FAA (14 USC § 47107).
X Yes ☐ No ☐ N/A

4. Development and features that are ineligible or unallowable for AIP funding have been or will be omitted from the plans and specifications (FAA Order 5100.38, par. 3-43).
X Yes ☐ No ☐ N/A
5. The specification does not use or will not use "brand name" or equal to convey requirements unless sponsor requests and receives approval from the FAA to use brand name (FAA Order 5100.38, Table U-5).
X Yes ☐ No ☐ N/A
6. The specification does not impose or will not impose geographical preference in their procurement requirements (2 CFR §200.319(b) and FAA Order 5100.38, Table U-5).
X Yes ☐ No ☐ N/A
7. The use of prequalified lists of individuals, firms or products include or will include sufficient qualified sources that ensure open and free competition and that does not preclude potential entities from qualifying during the solicitation period (2 CFR §319(d)).
X Yes ☐ No ☐ N/A
8. Solicitations with bid alternates include or will include explicit information that establish a basis for award of contract that is free of arbitrary decisions by the sponsor (2 CFR § 200.319(a)(7)).
X Yes ☐ No ☐ N/A
9. Concurrence was or will be obtained from the FAA if Sponsor incorporates a value engineering clause into the contract (FAA Order 5100.38, par. 3-57).
X Yes ☐ No ☐ N/A
10. The plans and specifications incorporate or will incorporate applicable requirements and recommendations set forth in the federally approved environmental finding (49 USC §47106(c)).
X Yes ☐ No ☐ N/A
11. The design of all buildings comply or will comply with the seismic design requirements of 49 CFR § 41.120. (FAA Order 5100.38d, par. 3-92)
X Yes ☐ No ☐ N/A
12. The project specification include or will include process control and acceptance tests required for the project by as per the applicable standard:
- a. Construction and installation as contained in Advisory Circular (AC) 150/5370-10.
X Yes ☐ No ☐ N/A
 - b. Snow Removal Equipment as contained in AC 150/5220-20.
☐ Yes ☐ No X N/A
 - c. Aircraft Rescue and Fire Fighting (ARFF) vehicles es contained in AC 150/5220-10.
☐ Yes ☐ No X N/A

13. For construction activities within or near aircraft operational areas(AOA):

- a. The Sponsor has or will prepare a construction safety and phasing plan (CSPP) conforming to Advisory Circular 150/5370-2.
- b. Compliance with CSPP safety provisions has been or will be incorporated into the plans and specifications as a contractor requirement.
- c. Sponsor will not initiate work until receiving FAA's concurrence with the CSPP (FAA Order 5100.38, Par. 5-29).

X Yes ☐ No ☐ N/A

14. The project was or will be physically completed without federal participation in costs due to errors and omissions in the plans and specifications that were foreseeable at the time of project design (49 USC §47110(b)(1) and FAA Order 5100.38d, par. 3-100).

X Yes ☐ No ☐ N/A

Attach documentation clarifying any above item marked with "no" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this 1st day of July, 2016

Name of Sponsor: Charlottesville-Albemarle Airport Authority

Name of Sponsor's Authorized Official: Penny Shifflett

Title of Sponsor's Authorized Official: Finance Director

Signature of Sponsor's Authorized Official: Penny Shifflett

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

BID OPENING CHECKLIST

REHABILITATE RUNWAY 3-21

CHARLOTTESVILLE-ALBEMARLE AIRPORT
CHARLOTTESVILLE, VIRGINIA

AIP PROJECT NO. 3-51-0004-PENDING
STATE PROJECT NO. CF-0004-PENDING
DELTA PROJECT NO. 13057

BID OPENING DATE: 2:00 P.M. JUNE 30, 2016

CONTRACTOR	PROPOSAL SIGNATURE	ALL ADDENDA NOTED	BID BOND	DBE %	TOTAL COST ALT #1	TOTAL COST ALT #2
Faulconer				10.7	18,997,100.00	14,714,850.00
Chemung				10.7	11,957,145.00	8,996,250.00
Cedar Peaks				10.7	12,020,020.20	9,620,020.20

Bids Opened By: Bill Pahuta

Witnesses: Sue Winslow

RESOLUTION NO. 2016-9

**Executive Director Authorization to Accept FAA Grant and Award of Construction Contract
to Chemung for Runway 3-21 Rehabilitation Project**

WHEREAS, the Charlottesville-Albemarle Airport is the governing body of the Charlottesville-Albemarle Airport Authority as set forth in Act of Assembly, 2003, Chapter 864; and,

WHEREAS, the Charlottesville-Albemarle Airport Authority approved on May 18, 2016 the 6 Year Airport Capital Improvement Plan which included the Runway 3-21 Rehabilitation Project; and

WHEREAS, the Charlottesville-Albemarle Airport Authority submitted a grant application to the Federal Aviation Administration in the amount of \$13,224,145 for the construction cost, engineering construction administration service fees and project inspection cost for the Runway 3-21 Rehabilitation Project; and

WHEREAS, the Federal Aviation Administration is presently reviewing the grant application, but it is anticipated that the grant will be offered in the near future; and,

WHEREAS, once a grant offer has been extended by the Federal Aviation Administration (FAA), the grant must normally be executed and returned to the FAA within one week of its receipt; and,

WHEREAS, an invitation for bids was issued for the construction aspect of the Runway 3-21 Rehabilitation Project in order for firm costs to be included in the FAA application; and,

WHEREAS, Chemung submitted a bid in the amount of \$11,957,145 and that bid was deemed the best value for the Authority.

BE IT RESOLVED by the governing Board of the Charlottesville-Albemarle Airport Authority that the Executive Director is hereby designated as the Board's agent to execute the FAA grant for the Runway 3-21 Rehabilitation Project when offered and to execute the related Chemung construction contract in an amount not to exceed \$11,957,145.

ADOPTED this _____ day of August, 2016.

Vote:

Aye:	_____	No:	_____
	_____		_____
	_____		_____

Certified:

By: _____
Kristin Birdzell, Secretary

TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: August 12, 2016

SUBJECT: **Action Item #6** – Resolution No. 2016–10 “Executive Director Authorization to Award the Construction Contract and Approve Engineering Service Fees for Phase 1 - Step Replacement Project”

RECOMMENDATION: The Board adopts Resolution No. 2016-10 “Executive Director Authorization to Award the Construction Contract and Approve Engineering Service Fees for Phase 1 – Step Replacement Project” and authorize the use of a seasonal employee to perform the project inspection services for the project.

BACKGROUND: In accordance with the Board approved Airport Capital Improvement Plan, the Phase 1- Step Replacement Project will allow for the replacement of two sets of stairs adjacent to the public long-term parking lot. These new steps will replace two of the three original sets of stairs that provided ingress and egress of the public to the terminal area. The southern-most stairs will be removed, the southern stairs adjacent to the central elevator structure will be replaced, and the northern-most stairs will also be replaced.

The attached Resolution 2016-10 will authorize the Executive Director to distribute the bid results and a copy of the notice of the intent to award to the Board members for their approval. If the Board members concur with the Executive Director’s recommendation to award, she will be authorized to award and execute the Construction Contract for Phase 1 - Step Replacement Project. In addition to the construction costs for this project, the engineering construction administration services fees will also be presented to the Board for approval when the notice of intent to award is distributed.

The Virginia Department of Aviation allows projects for ingress and egress to the terminal building to be funded at an 80% level. It should be noted that the Authority anticipates using its VDOA entitlements to fund that 80% portion of the project. The authorization of a seasonal employee’s hours to be used for project inspection services is also requested.

PRIOR ACTION: May 2016: Board approved the 6 year Airport Capital Improvement Plan that included a project to repair and improve the ingress and egress pathway to the terminal area that includes the step rehabilitation and the construction of an ADA ramp system.

FUNDING: Federal: 0

State:*	\$ 560,000
Local:	<u>\$ 140,000</u>
Total:	<u>\$ 700,000</u>

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

ATTACHMENTS: 1) Resolution No. 2016-10 "Executive Director Authorization to Award the Construction Contract and Approve Engineering Service Fees for Phase 1 - Step Replacement Project"

PRESENTATION: None

RESOLUTION NO. 2016-10

“Executive Director Authorization to Award the Construction Contract and Approve Engineering Service Fees for Phase 1 - Step Replacement Project”

WHEREAS, the Charlottesville-Albemarle Airport is the governing body of the Charlottesville-Albemarle Airport Authority as set forth in Act of Assembly, 2003, Chapter 864; and,

WHEREAS, the Charlottesville-Albemarle Airport Authority approve on May 18, 2016 the FY 2017 Capital Budget which included the Step Replacement Project; and,

WHEREAS, an Invitation for Bids (IFB) was issued for the construction aspect of the Step Replacement Project; and,

WHEREAS, in order for pre-cast concrete steps to be ordered in a timely manner that will, in turn, allow the project to be completed by its December 31, 2016 scheduled project completion date, the contract must be awarded and executed within one week of the September 1st 2016 bid submission date.

BE IT RESOLVED by the governing Board of the Charlottesville-Albemarle Airport Authority that the Executive Director is hereby designated as the Board’s agent and will notify the Board via telephone conversation the results of the Invitation for Bid process. A Notice of Intent to Award will be distributed to the Board members along with a request to approve the project’s proposed engineering service fees. If the Board concurs with the Executive Director’s recommendation, she is hereby authorized to award and execute the construction contract and approve the engineering service fees for this project.

ADOPTED this _____ day of August, 2016.

Vote:

Aye: _____

No: _____

Certified:

By: _____
Kristin Birdzell, Secretary



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: August 12, 2016

SUBJECT: Action Item #7: FY-2017 Operating Budget Amendment

RECOMMENDATION: Approval of an \$8,497 decrease to the FY-2017 Operating Budget

BACKGROUND: To amend the FY17 Operating budget to address airport needs and airline considerations as well as to reflect actual vs. estimated figures.

PRIOR ACTION: The FY17 budget included \$175K for the janitorial contract, but the bidding process produced a company that will perform this task at a cost of \$151K for the first year. During the airline meeting to discuss the budget, they requested staff to evaluate some budgeted projects to determine if some expenses could be moved to a future budget year. Staff determined that part of the Flight Information Display System Project could be postponed. The Organizational Chart associated with the FY17 budget identified a position titled "Landside Grounds Coordinator", but the associated payroll costs were omitted from the original budget. Another item that impacted payroll expenses was the Executive Director's salary increase which was authorized at the May 18, 2016 meeting during Closed Session. Those changes are reflected in this amendment along with a slight modification to the advertising line item. Lastly, this amendment will reflect the actual cost of the airport liability insurance program which was received in June. Projected revenues were also reviewed and were adjusted as noted below.

EXPENSES:	Janitorial Contract:	(\$24,000)
	FIDS:	(\$30,000)
	Payroll:	\$55,429
	Advertising:	\$ 3,199
	Airport Liability Insurance:	<u>\$ 3,869</u>
		\$ 8,497
REVENUES:	Rental Car:	\$100,004
	Airline Rent:	(\$316,004)
	FBO Revenue:	\$ 7,270
	Airline Landing Fees:	(\$ 7,270)
	Parking Revenue	<u>\$ 224,497</u>
		(\$ 8,497)

FINANCIAL IMPACT: Overall budget decrease of \$8,497.

ATTACHMENTS: None

PRESENTATION: None



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: August 12, 2016

SUBJECT: Information Item #1: Discussion of 2016 Audit Committee Membership

BACKGROUND: At the March 2016 meeting, the Authority approved Resolution No. 2016-1 which established the “2016 Membership of the Audit Committee” with the following individuals appointed to the committee:

1. The City of Charlottesville’s Director of Finance, or his or her designee,
2. The Albemarle County Director of Finance, or his or her designee,
3. Mr. Victor Schiller was appointed to serve as the member who will represent the Commission,
4. Ms. Susan Perry Williams was appointed to serve as the member that will be “deeply-skilled in accounting”,
5. And Mr. Donald Long was appointed to serve as the member that will be “deeply-skilled in business and/or business law”.

In May, we were notified that Ms. Williams would no longer be able to serve on the Audit Committee since she had retired from her position at the University of Virginia and had relocated out of state.

This item is being presented to you for discussion and for the Authority to give staff direction on who they would like to see vetted for the vacant Audit Committee position.

PRIOR ACTION: March 2016 - Resolution #2016-1 Establishing the 2016 Membership of the Audit Committee approved.

FUNDING: N/A

FINANCIAL IMPACT: N/A

ATTACHMENTS: 1) – Resolution No. 2016-1 Establishing 2016 Membership of the Audit Committee”
2) - Resolution No.2015-2 Reauthorizing the Audit Committee Charter

PRESENTATION: N/A

RESOLUTION

Reauthorizing the Advisory Committee Established As The Charlottesville-Albemarle Authority Audit Committee

2015-2

WHEREAS, by resolution dated March 21, 2012 the Charlottesville-Albemarle Airport Authority established an advisory committee previously referred to as the "Charlottesville-Albemarle Airport Authority Audit Committee," and set forth provisions to establish the charge, membership, responsibilities and operating procedures for such committee ("Audit Committee Charter"); and

WHEREAS, the Authority now desires to amend the Audit Committee Charter; **NOW, THEREFORE, BE IT RESOLVED** that the Audit Committee Charter is hereby amended and re-enacted by the governing board of the Charlottesville-Albemarle Airport Authority, as follows:

CHARLOTTESVILLE-ALBEMARLE AIRPORT AUTHORITY AUDIT COMMITTEE CHARTER

I. Charge:

The Audit Committee is a committee established by the Charlottesville Albemarle Airport Authority Board in 2012, pursuant to authority conferred by the Virginia Acts of Assembly, Chapter 864 (2003) Section 8(6). The primary function of the Audit Committee is to assist the Airport Authority Board in carrying out its fiscal oversight responsibilities by reviewing financial information provided in the Airport Authority's Comprehensive Annual Financial Report (CAFR) and related statements, by reviewing any material weaknesses in the Airport's system of accounting controls, as reported by the external auditor, and by reviewing the annual audit process and its results.

II. Membership:

The membership of the Audit Committee shall be established by the Authority's governing body annually, at the Board's first meeting in January of each calendar year. The Audit Committee will be comprised of:

1. The Director of Finance for the City of Charlottesville, or his or her designee;
2. The Finance Director for the County of Albemarle, or his or her designee;
3. A member of the Charlottesville-Albemarle Airport Commission appointed by the Airport Authority Board for service on the Audit Committee, whose term on the Audit Committee shall be concurrent with his or her term on the Airport Commission;
4. An individual deeply-skilled in accounting, to be appointed by the Airport Authority Board for a three-year term. This individual shall be eligible for reappointment to not more than one (1) successive three-year term; and
5. An individual deeply-skilled in business and/or business law, to be appointed by the Airport Authority Board for a three-year term. This individual shall be eligible for reappointment to not more than one (1) successive three-year term.

III.Quorum: The presence of any three of the five members of the Audit Committee shall constitute a quorum.

IV.Responsibilities:

- Recommend the selection, retention, or termination of the Airport Authority's external auditors. The Airport Authority Board ultimately will make the final decision on selection, retention, or termination.
- Review the overall plan for the audit with the external auditor and airport management.
- Review the annual financial statements and external audit results with the auditors and airport management.
- Review internal accounting controls and financial practices such as financial standard operating procedures for accounting management, credit card use procedures, procurement process compliance, contract management practices, financial standards management, annual budget, capital projects budget and debt service management, and other such internal accounting controls and financial practices that may be outlined in the auditors' Management Letter to the Airport Authority Board.
- Prepare the Audit Committee's report to the Airport Authority Board.

V. Operating Procedures:

- The Committee will meet at least twice each calendar year, once in June and once in December. The Committee may meet more frequently at the discretion of the Committee, or at the request of the Airport Authority Board, in conjunction with the Authority's annual external audit process, or to discuss other fiscal matters of concern to the Committee or the Authority Board.
- The purpose of the first meeting in June will be to discuss the auditor's preliminary fieldwork and review the auditor's scope of work and scheduling for the upcoming audit. The second meeting in December will focus on the Comprehensive Annual Financial Report (CAFR), prior to its presentation to the Airport Authority Board, as well as any issues raised by the external auditor in the Management Letter. Also at the December meeting, the Audit Committee members will also confer as to the status of the membership of the committee for the next calendar year; following the December meeting, the Chairman of the Audit Committee shall notify the Executive Director of any change in membership (e.g., a City or County representative wishes to appoint a designee, or a City or County designee will be replaced by a different individual; the expiration of the term of the Commission member; or the expiration of the term, or earlier vacancy, being served by the individual appointed by the Authority Board. This notice shall be given to the Executive Director no later than the last day of the month of December, so that the Executive Director and the Board may secure any necessary replacement member(s) at the Board's next succeeding meeting in January. . It is also at the December meeting where the Audit Committee will recommend the selection, retention or termination of the Authority's external auditors. This recommendation will also be communicated to the Executive Director in time so that it may be presented to the Authority's governing Board at its succeeding January meeting.

- The Audit Committee may select a Chairperson whose responsibility it will be to preside over the meetings. With assistance from Airport staff, the Chairperson will schedule the Audit Committee's meetings and establish a written agenda for each meeting.
- The Audit Committee is a "public body" for purposes of the Virginia Freedom of Information Act. Audit committee meetings will be open public meetings. Notice of the date, time and location of each meeting of the Audit Committee, shall be posted (i) at a prominent public location within the Airport, where notices are regularly posted, (ii) in the office of the Executive Director, and (iii) on the Authority's website no fewer than three (3) business days prior to the meeting date, and the Chairperson of the Committee shall contact the Airport Authority Board members directly with the date and time of the meeting and a copy of the agenda in advance of each meeting. All business of the committee shall be conducted in accordance with applicable requirements of the Virginia Freedom of Information Act.
- Agenda and any written materials to be reviewed at the meeting will be sent to committee members prior to the meeting, and shall be made available for public inspection at the same time such materials are furnished to the committee members.
- The Airport's Executive Director will assist the Auditor in preparing presentation materials and will prepare and distribute minutes to Committee members after each meeting

ADOPTED this 21st day of May 2015

RESOLUTION NO. 2016-1

ESTABLISHING 2016 MEMBERSHIP OF THE AUDIT COMMITTEE

WHEREAS, by resolution dated May 21, 2015 ("Committee Charter") the Charlottesville-Albemarle Airport Authority reauthorized an audit committee previously created by resolution approved on March 21, 2012, charging the audit committee to advise the governing body of the Authority on financial and accounting matters of or relating to the Authority's audited financial reports, consistent with the responsibilities referenced within said resolution; and

WHEREAS, the membership of the committee is to be constituted on an annual basis by the Authority's governing board, consistent with the membership established by the Committee Charter, and the governing board desires to establish the membership of the committee for calendar year 2016; now, therefore,

BE IT RESOLVED THAT the 2016 membership of the Charlottesville-Albemarle Airport Authority Audit Committee shall be as follows:

1. The City of Charlottesville's Director of Finance, or his or her designee;
2. The Albemarle County Director of Finance, or his or her designee;
3. Mr. Victor Schiller, a member of the Charlottesville-Albemarle Airport Commission, and who is hereby appointed to serve on the committee for a term concurrent with his or her term of service on the Commission; and
4. Susan Perry Williams, an individual who the board hereby finds to be deeply-skilled in accounting, and who is hereby appointed to serve on the committee for a term of three years, such term of appointment being deemed to commence effective January 1, 2015 and expiring December 31, 2017. Ms. Williams has previously served a prior term on the committee in this position, and following the expiration of the new term to which she is now appointed, Ms. Williams shall not be eligible for a successive term of appointment to this committee position.
5. Don Long, an individual who the board hereby finds to be deeply-skilled in business and/or business law, and who is hereby appointed to serve on the committee for a term of three years, such term of appointment being deemed to commence effective January 1, 2015 and expiring December 31, 2017. Following the expiration of the term to which he is now appointed, Mr. Long shall be eligible to serve one (1) successive term of appointment to this committee position.

ADOPTED this 16th day of March, 2016.

August, 2016

1. Executive Director's Update

- a. Parking Feasibility Update/Rental Car Agreement Update – The parking feasibility study is wrapping up, and it is anticipated that the consultant's report will be presented at the September meeting. As a reminder: The Authority's rental car agreements expired on June 20, 2016 at which time the rental car firms went into hold-over status. Due to the possibility of constructing a parking garage in the near future that may contain a section that will be allocated to the rental car "ready and return" lot, the RFP for rental car services will not be pursued until the funding portion of any future garage is determined.
- b. Personnel Update – Discussion to be provided.
- c. Construction Update –
 - a. Runway 3-21 Rehabilitation Construction Project – The grant application has been submitted for this project and it is anticipated that the project will begin in the June 2017 timeframe. There is a possibility that the FAA may not be able to assist with the funding of the entire Runway 3-21 Rehabilitation Construction Project. If that occurs, the runway portion of the project will be rehabilitated first and the taxiway will be rehabilitated when funds become available.
 - b. Air Carrier Ramp – Gate 5 Remarking Project. This project has been completed and it will allow American Airlines to push-back from their gate.
 - c. Triturator Project – The notice to proceed has been issued and the equipment for the project has been ordered.
 - d. Step Rehabilitation Project – Discussion of the phasing of the project will be provided.
- d. Marketing and Air Service Update – To be provided