



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: May 18, 2016

SUBJECT: **Action Item #1** – Annual Election of Chairman and Vice-Chairman

RECOMMENDATION: Elect a Chairman, Vice-Chairman in accordance with the Authority’s enabling legislation.

BACKGROUND: Chapter 864 of the Acts of Assembly of 2003 § 6 states “The Authority shall annually elect one of its members to serve as chairman, and another member to serve as vice chairman.” At the March meeting, legal counsel advised the Board that a temporary chairman could be selected to direct that meeting since the joint-appointee position remained vacant. Tom Foley was selected to serve as the temporary chairman with the understanding that the annual election of the Chairman and Vice-Chairman would take place at the May meeting when the new joint-appointee would be in attendance.



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: May 18, 2016

SUBJECT: **Action Item #2 – Delta Engineering and Architectural Services Contract Renewal Option; Administration of Other Contracts**

RECOMMENDATIONS: That the Board

1) Adopt a Resolution (reference **attached Resolution 2016-2**) authorizing the Executive Director to act as the Authority's agent for contract administration, relative to the 2015 Term Contracts for Architectural and Engineering Services, including:

- a. Ratification of two renewal options already executed by the Executive Director to exercise the Authority's renewal option (Year 2) for the Term professional services agreement with Delta Airport Consultants (dated April 22, 2015) and Talbert & Bright, Inc. (dated April 30, 2015), and
- b. Authorization to exercise the Year #2 renewal option with Gresham Smith & Partners (dated April 17, 2015).

2) Adopt a Resolution (reference **attached Resolution 2016-3**) authorizing the Executive Director to act as the Authority's contract administrator relative to all outstanding Authority contracts.

BACKGROUND: At the March 26, 2015 meeting, the Board awarded professional services agreements with Delta Airport Consultants, Talbert & Bright Inc., and Gresham Smith & Partners. The agreements were for one-year terms with four additional one-year options. The FAA required verification of the Authority's renewal of the first year's contract option with the two firms providing engineering services. Both of the existing Board Members were polled individually and both agreed and authorized the Executive Director to execute the "Option to Renew" to ensure the documents' timely submission to the FAA with the understanding that the item would be brought back to the Board for ratification.

In addition to the ratification of the engineering services renewal option, staff is seeking authorization for the Year #2 renewal term of the architectural agreement with Gresham Smith & Partners. The Executive Director is also seeking authorization to serve as the Authority's agent for administration of these contracts, including exercising renewal term options.

PRIOR ACTION: March 26, 2015 meeting, the Board approved Term Contracts for professional architectural and engineering services, with Delta Airport Consultants, Talbert & Bright Inc., and Gresham Smith & Partners. Each of the 2015 Term Contracts approved by the Board included provisions authorizing up to four (4) renewal terms, of one-year each.

FUNDING: N/A

FINANCIAL IMPACT: N/A

ATTACHMENTS:

- 1) Executed Renewal Options
- 2) Resolution 2016-2
- 3) Resolution 2016-3

PRESENTATION: None

AGREEMENT FOR RENEWAL
OF THE TERM CONTRACT BETWEEN
DELTA AIRPORT CONSULTANTS
AND
THE CHARLOTTESVILLE-ALBEMARLE AIRPORT AUTHORITY

Charlottesville-Albemarle Airport Authority, a political subdivision of the Commonwealth of Virginia, hereby exercises its option to extend the term contract for professional engineering services with Delta Airport Consultants, a corporation organized and existing under the laws of the Commonwealth of Virginia. The renewal term will commence on April 22, 2016 and shall expire at midnight on April 21, 2017.

The option for this renewal is authorized by the Agreement between Charlottesville-Albemarle Airport Authority and Delta Airport Consultants, dated April 22, 2015. All terms and conditions set forth within the April 22, 2015 Agreement shall apply to the renewal term. This renewal is the 1st of 4 (four) renewals authorized by the April 22, 2015 Agreement.

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

OWNER:

By: Melinda Crawford

Print Name: Melinda Crawford

Title: Executive Director

ENGINEER:

By: [Signature]

Print Name: SUSAN E. WINSLOW

Title: Vice - President

OPTION TO RENEW
THE AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN
CHARLOTTESVILLE-ALBEMARLE AIRPORT AUTHORITY AND
TALBERT AND BRIGHT, INC.

Charlottesville-Albemarle Airport Authority, a political subdivision of the Commonwealth of Virginia, hereby exercises its option to extend the term contract for professional engineering services with **Talbert and Bright, Inc.**, a corporation organized and existing under the laws of the Commonwealth of Virginia. The renewal term will commence on April 30, 2016 and shall expire at midnight on April 29, 2017.

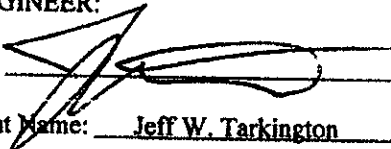
The option for this renewal is authorized by the Agreement between Charlottesville-Albemarle Airport Authority and Talbert and Bright, Inc., dated April 30, 2015. All terms and conditions set forth within the April 30, 2015 Agreement shall apply to the renewal term. This renewal is the 1st of 4 (four) renewals authorized by the April 30, 2015 Agreement.

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

OWNER:

By: *Melinda C. Crawford*
Print Name: Melinda C. Crawford
Title: Executive Director

ENGINEER:

By: 
Print Name: Jeff W. Tarkington
Title: Vice President

RESOLUTION NO. 2016-2

RATIFYING RENEWAL OF TERM ENGINEERING CONTRACTS

WITH DELTA AIRPORT CONSULTANTS, INC. AND TALBERT & BRIGHT, INC.

WHEREAS, in 2015 the Charlottesville-Albemarle Airport Authority approved and entered into term contracts for professional architectural or engineering services with: Delta Airport Consultants, Inc. (“Delta”), Talbert & Bright, Inc. (“Talbert & Bright”), and Gresham Smith & Partners (“GSP”) (“2015 Term Contracts”), each having an initial term of one (1) year, and each authorizing up to four (4) additional terms of one-year each; and

WHEREAS, in order to implement the renewal option reserved for the benefit of the Authority within the 2015 Term Contracts, the Authority’s Executive Director has executed agreements with Delta and with Talbert & Bright (each, an “Option to Renew”) confirming the Authority’s desire and intention to enter into a second one-year term for the services provided by Delta and Talbert & Bright. Copies of these signed Options to Renew are attached to this Resolution; Now, therefore,

BE IT RESOLVED by the governing Board of the Charlottesville-Albemarle Airport Authority that the Options to Renew are hereby ratified by the Board; and **BE IT FURTHER RESOLVED** that the Executive Director is hereby designated as the Board’s agent for administration of the 2015 Term Contracts with Delta, Talbert & Bright, and GSP, including, without limitation, for the giving of notices and approvals required of the Authority, for the exercising the Authority’s option(s) for renewal authorized within such contracts, and for exercising such other rights as may be authorized or reserved to the Authority within the 2015 Term Contracts.

ADOPTED this _____ day of May, 2016.

Vote:

Aye:	_____	No:	_____
	_____		_____
	_____		_____

Certified:

By: _____

Kristin Birdzell, Secretary

RESOLUTION NO. 2016-3

ADMINISTRATION OF AIRPORT CONTRACTS

WHEREAS, the Charlottesville-Albemarle Airport Authority (“Authority”) has a number of outstanding contracts calling for the provision of goods, or the performance of professional and non-professional services; and

WHEREAS, some of the Authority’s outstanding contracts identify an Authority employee authorized to act on the Authority’s behalf for administering provisions of such contracts (as to matters that do not modify or amend any provisions requiring the approval of the Authority’s governing board); however, other contacts may not include such provisions; Now, therefore,

BE IT RESOLVED by the governing Board of the Charlottesville-Albemarle Airport Authority that, for any contract entered into by the Authority on or before the date this Resolution is adopted, in which no contract administrator is specifically designated, the Executive Director is hereby designated as the Board’s agent for administration of such contracts, including, without limitation: for the giving of notices and approvals required of the Authority, for the exercising the Authority’s remaining option(s) for renewal, and for exercising such other rights as may be authorized or reserved to the Authority within the 2015 Term Contract.

BE IT FURTHER RESOLVED that, for contracts entered into by the Authority after this date, administration of each contract shall be performed by the Authority employee designated within the contract document or within a Board Resolution approving such contract, when Board approval of the contract is required.

ADOPTED this _____ day of May, 2016.

Vote:

Aye:	_____	No:	_____
	_____		_____
	_____		_____

Certified:

By: _____

Kristin Birdzell, Secretary



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: May 18, 2016

SUBJECT: **Action Item #3** – Approve Resolution to Establish Two Additional Bank Accounts

RECOMMENDATION: The Board approves the resolution establishing two additional bank accounts.

BACKGROUND: Many of the projects approved in the Authority’s Passenger Facility Charge (PFC) applications are for the reimbursement of VDOA State Entitlement Funding that has a portion of eligible projects. While these funds are collected as PFC’s they are subject to the same matching fund requirements of the Authority’s state entitlements. The establishment of the “PFC State Entitlement Reimbursements” account will allow for the segregations of these funds.

The establishment of the second account, “Authority Discretionary Funds” will allow for the segregation of funds that are not related, in any way, to the airline agreement.

PRIOR ACTION: N/A

FUNDING: N/A

FINANCIAL IMPACT: N/A

ATTACHMENTS: 1) Resolution

PRESENTATION: None

RESOLUTION NO. 2016-4

AUTHORIZING AGENTS FOR CERTAIN BANKING TRANSACTIONS

WHEREAS, the Charlottesville-Albemarle Airport Authority (“Authority”) is a political subdivision of the Commonwealth of Virginia established by Acts of the Virginia General Assembly (ref. Acts, 1984 (Chapter 390), last amended by Acts 2003 (Chapter 864) (the “Charter”), and the Authority governed by a public body known as the Charlottesville-Albemarle Airport Authority Board (“Board”); and

WHEREAS, the Board desires to designate and authorize certain of its employees to exercise certain powers pertaining to banking and financial transactions with United Bank, Charlottesville; Now, therefore,

BE IT RESOLVED by the governing Board of the Charlottesville-Albemarle Airport Authority that MELINDA C. CRAWFORD, employed as the Authority’s its Executive Director, and PENNY D. SHIFFLETT, employed as the Authority’s Director of Finance, are each individually authorized to exercise each of the powers granted as indicated below:

- (1) To open any deposit or share account(s) in the name of the Charlottesville-Albemarle Airport Authority (“Authority”);
- (2) To endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with United Bank;
- (3) On behalf of and in the name of the Authority, to borrow money on a short-term basis and to sign, execute and deliver promissory notes or other evidences of indebtedness;
- (4) To endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, or other tangible or intangible property now owned or hereafter owned or acquired by the Authority as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment; and
- (5) To enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in United Bank, Charlottesville Main, 1265 Seminole Trail, Charlottesville, Virginia.

LIMITATION ON POWERS: pursuant to §8 of the Charter of the Authority, the powers granted under paragraphs (3) and (4), above, within this Resolution are expressly limited to: (i) the borrowing of money that has been authorized in advance by resolution or ordinance of the Board, and (ii) to mortgages, pledges or subordination of interests in property of the Authority which have been authorized in advance by resolution or ordinance of the Board.

ADOPTED this _____ day of May, 2016.

Vote: Aye: _____

No: _____



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: May 18, 2016

SUBJECT: **Item #4** – Award Contract for the Install Triturator Project

RECOMMENDATION: The Board award a contract to Synchronized Construction Services in the amount of \$296,950 for the installation of a triturator and related work associated with the project.

BACKGROUND: Delta Airports Consultants completed the design of the project to install a triturator, and a request for bids was issued on February 29, 2016. The firms of Synchronized Construction Company and Digs, Inc. submitted bids as noted in Attachment #1. Delta Airport Consultants evaluated the bids as noted in Attachment #2 and have recommended the award of the contract to Synchronized Construction Services, the apparent lowest and most responsive bidder

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

FUNDING:	State:	\$ 237,560
	Local *:	<u>\$ 59,390</u>
	Total:	<u>\$ 296,950</u>

FINANCIAL IMPACT: * The local match will be funded from the Airport's coverage fund and is eligible for reimbursement by future Passenger Facility Charges if application is approved by the FAA.

ATTACHMENTS:

- 1) Bid Tabulation
- 2) Bid Evaluation

PRESENTATION: None



**DELTA AIRPORT
CONSULTANTS, INC.**

April 8, 2016

William Pahuta
Deputy Executive Director
Charlottesville Albemarle Airport Authority
100 Bowen Loop, Suite 200
Charlottesville, VA 22911

Subject: Bid Tabulations
Install Triturator
Charlottesville-Albemarle Airport

Dear Mr. Pahuta:

Please find enclosed a copy of the Bid Tabulations for the referenced project.

Synchronized Construction Services submitted the low bid for in the amount of \$ 296,950.00. The Engineer's estimate is also shown.

By the copy of this letter, copies of the Bid Tabulations are being forwarded to the bidders, and to Draper Aden Associates.

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

Sincerely,


William M. Eschenfelder, P.E.

Enclosure:

1. Bid Tabulations

cc: Synchronized Construction Services
Digs, Inc.
Draper Aden Associates

(w/encl. - 1 copy)

(w/encl. - 1 copy)

(w/encl. - 1 copy)

Delta Project No.: 15025

BID TABULATION

PROJECT NAME: Install Triturator

AIRPORT: Charlottesville - Albemarle Airport
LOCATION: Charlottesville, VA

AIP PROJECT NO. N/A
DELTA PROJECT NO. :15025

BID OPENING DATE: 4/7/2016

ITEM NO.	SPEC NO.	DESCRIPTION	UNIT	BID QUANTITY	ENGINEER'S ESTIMATE		Synchronized Construction Sys		Digs, Inc		
					UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	
1	SP-17	Install Triturator		1	LS	\$174,343.00	\$174,343.00	\$296,950.00	\$296,950.00	\$445,495.00	\$445,495.00
TOTALS:							\$174,343.00	\$174,343.00	\$296,950.00	\$296,950.00	\$445,495.00



April 8, 2016

Mr. William D. Pahuta
Deputy Executive Director
Charlottesville Albemarle Airport Authority
100 Bowen Loop, Suite 200
Charlottesville, VA 22911

Subject: Bid Evaluation
Install Triturator
Charlottesville-Albemarle Airport

Dear Mr. Pahuta:

We have completed our review of the bid proposals and have the following comments.

Synchronized Construction Services proposal was complete. No errors or irregularities were found.

Digs, Inc. proposal was also complete but contained the following errors and irregularities.

- No Virginia Contractor license number was provided on the Certificate of Non-Collusion. It was however provided on the Proposal form.
- The bid bond was incorrectly bound to Delta Airport Consultants, not the Charlottesville-Albemarle Airport Authority.

The Triturator is a specialty project. As such bid prices can be difficult to predict. Prices varied significantly from our estimate and each bidder. We believe the differences can be explained by unfamiliarity with the aircraft servicing process, the cost of the grinder pump station, the need to actively coordinate with both VDOT and the Albemarle County Service Authority, as well as the level of bidder interest.

Synchronized Construction Services is a reputable firm with previous experience at the airport. Most recently as a subcontractor on the Surface Parking Expansion Project.

We recommend initiating a dialog with the lowest responsive bidder, Synchronized Construction Services. It is possible project costs can be reduced through negotiation.

Sincerely,

A handwritten signature in black ink that reads "William Eschenfelder". The signature is written in a cursive, flowing style.

William M. Eschenfelder, P.E.

cc: Penny Shifflett, Charlottesville-Albemarle Airport
Julia Skare, Draper Aden Associates

Reference: Delta Project No. 15025



TO: Members of the Charlottesville-Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: May 18, 2016

SUBJECT: Action Item #5: Cost Saving Incentive Program

RECOMMENDATION: For the Board to approve the Cost Savings Incentive Program effective with the FY-16 Amended Budget.

BACKGROUND: The proposed Cost Savings Incentive Program would provide employees of the Authority a mechanism to suggest ideas that will either reduce expenses or increase revenues. If the employees' suggestions fall within the perimeters of the proposed program and if the Executive Director determines that the suggestion does result in savings within the Authority's fiscal year operating budget, incentives will be awarded as outlined. All awards associated with the program will be subject to the availability of funds.

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) Cost Savings Incentive Program Guidelines

PRESENTATION: None

COST SAVINGS INCENTIVE PROGRAM GUIDELINES

Revenue

Expense

Incentive

Program

The REIP 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 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 reward 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 or increased revenue to the operating budget. 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 evaluation period must be determined by the Executive Director to ensure the validity of the expense decrease or revenue increase. The issuance of the reward is completely at the discretion of the Executive Director and subject to the availability of funds.



TO: Members of the Charlottesville-Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: May 18, 2016

SUBJECT: Action Item #6: Approval of the FY17 Operating and 6 Year CIP

RECOMMENDATION: For the Board to approve the Operating Budget for FY17 and the 6-year Airport Capital Improvement Plan (ACIP)

BACKGROUND: The 6 year ACIP was presented to the Board in March 2016 for preliminary review and to ensure that the listed projects would not pose any issues with related governing bodies. The FY17 Operating Budget was then distributed on May 11, 2016 for the Board's preliminary review.

PRIOR ACTION: N/A

FUNDING: N/A

FINANCIAL IMPACT: N/A

ATTACHMENTS: 1) FY17 Budget Packet

PRESENTATION: CHO 101 – The Budget Process



I am pleased to submit for your review the proposed Operating & Capital Budget Plan for FY 2017. This plan is balanced within anticipated revenues and is designed to ensure that this facility and organization provides the highest level of service to its stakeholders at a reasonable level of fees and charges. It continues to preserve the airport's infrastructure as well as focus on customer service and enhancing the overall passenger experience.

Budget Highlights:

The FY 2017 budget will enable the Charlottesville-Albemarle Airport Authority to continue its mission to provide an economical, safe, and pleasing environment conducive to allowing all forms of air travel to thrive for the benefit of Charlottesville, Albemarle County and the surrounding nine-county region. Moreover it seeks to provide a rate structure to safeguard existing levels of service while continuing to seek new and enhanced service levels. It also ensures debt service coverage at the required rate and provides a portion of matching funds needed for federal and state grants.

Since 2008, CHO has seen a 47% growth in enplaned passengers from 177,494 in FY 2008 to 261,631 in FY 2015. Due to this constant growth pattern, CHO has experienced an increase in operating costs which has, in turn, resulted in higher airline fees.

CHO has always and continues to operate as lean as possible. For this reason, the Airline cost per enplaned passenger (CPE) has ranged from \$5.24 in FY 2008 down to \$4.20 in FY 2015. As outlined in the proposed budget, the CPE for FY 2017 is projected to be \$5.81. In researching airports of similar size, out of 24 airports (12 above CHO in enplanements and 12 below CHO), the CPE ranges from \$2.24-\$15.78. Only 6 of those have a CPE below \$5.81). Therefore, in relation to other airports of similar size, a CPE of \$5.81 is very reasonable although this will be an increase for the airlines from what they are used to when dealing with CHO, but it is necessary to keep CHO operating and successful.

The FY 2017 Capital Improvement Program totals \$9.4 million. Due to the timing and scheduling of the Runway 3-21 overlay project, the 1st phase of the project was scheduled in FY 2016 with the remaining phasing showing up in FY 2017 using \$3.2M which will be funded by the FAA and the Virginia Department of Aviation. The other big ticket items include; rehab of the parking lots, rehab of the north and south ingress/egress from the parking lots, covered walkways, an HVAC upgrade, a generator project, and a jet bridge refurbishment. The funding for most of these projects will be from state entitlements, Passenger Facility Charges and airport funds.

The majority of the Authority's revenue bond debt service will be paid in full by April 2019 with a small payment continuing through November 2020. The remaining debt at that time will be for the 2014 series issued for the surface parking lot which has semi-annual payments of \$91,658.39

until July 2025. There is a debt service related to the construction of the Rental Car Service Facility that is fully funded by the Customer Facility Charge (CFC), requiring no pledge or security from the Airport Authority. This debt will be retired in November 2020.

Across the Board changes:

Health Insurance – Health insurance premiums increased almost 12%. The increases noted are a larger percentage due to additional employees being added to various departments and the change in allocation of the premiums.

Overtime - Overtime costs in all departments increased due to the historical expenses reflected during weather related incidents.

Retirement - The mandated VRS employer contribution for FY 2017 decreased to 7.17% from the 9.06% in FY 2016.

Expense Increases By Department:

Terminal – Staffing, terminal maintenance, FIDS, paging system, terminal signage and disposal expenses all have increases mainly due to the increased passenger traffic and the upkeep of the increased terminal capacity post renovation. Aging systems need to be addressed to enhance the passenger’s experience while in our terminal.

Airfield - Airfield equipment maintenance and access control maintenance and supplies both saw increases. CHO purchased a new piece of snow removal equipment in FY 2016 which needs specific replacement parts. Staff budgeted for additional cameras to enhance security as well as additional maintenance that may be needed on the system.

Parking - Grounds maintenance, signage and traffic control, and credit card processing fees have increased, again, mainly due to the increased passenger traffic that CHO has been experiencing.

Administrative – Staffing, IT expenses, professional services, advertising and promotion and air service development all saw increases in the proposed budget. CHO needs to keep up with improving technology. Needs are always arising in this area. As CHO moves forward with improvements and contract negotiations, it will be vital to obtain outside professional assistance to aid in such matters. Also a previously part-time marketing employee will be switched to full-time and the budget allows for two interns to be used as needed. Advertising and air service expenses have been increased to keep CHO visible to the public as their first air travel option and to keep the airlines informed of CHO’s ongoing operations and improvements.

Conclusion

This budget represents a responsible and sound approach to meeting anticipated operational requirements for CHO during the current fiscal year. Staff is continuing to address the negotiation of a new airline use agreement. This will provide a foundation for continued airport development through a forthright and sound business relationship with the Authority's primary business partners. The Authority is positioned to meet the foregoing challenges and is certainly capable of plotting a course for continuing to achieve excellence in its programs, people, and development initiatives. The budget presented herein is just one more tool for the Authority to utilize to continue to attain positive results for this region.

Respectfully submitted,

A handwritten signature in cursive script that reads "Melinda Crawford". The signature is written in black ink and is positioned above the printed name and title.

Melinda C. Crawford, A.A.E.
Executive Director

Charlottesville-Albemarle Airport Authority
FY 2017 Operating Budget

SUMMARY

	Budget 2016	Proposed Budget 2017	% change
Revenues:			
Terminal	1,490,402	2,231,478	49.7%
Airfield	1,191,368	1,281,067	7.5%
Parking	2,962,611	3,104,200	4.8%
Indirect	70,852	77,119	8.8%
<i>Total Revenues</i>	5,715,233	6,693,864	17.1%
Expenses:			
Terminal	2,078,892	2,393,034	15.1%
Airfield	1,222,368	1,281,067	4.8%
Parking	933,372	1,215,795	30.3%
Indirect	1,301,601	1,591,491	22.3%
<i>Total Expenses</i>	5,536,233	6,481,387	17.1%
Net Income¹	179,000	212,477	18.7%

¹Net Income flows to Revenue Covenant Coverage Fund & appropriated
Cov. Fund/Ent.Match 179,000 212,477

Charlottesville-Albemarle Airport Authority

FY 2017 Operating Budget

NONAIRLINE REVENUES

	Actual FY 2014	Actual FY 2015	Budgeted FY 2016	Proposed FY 2017	% Diff.
TERMINAL:					
FAA Service Rent	\$46,012	\$43,278	\$45,033	\$45,515	1.1%
TSA Lease	30,291	32,065	33,288	35,923	7.9%
Rental Car Concessions	789,511	875,844	766,076	884,996	15.5%
Ground Transportation Fees	16,000	24,000	24,000	24,000	0.0%
Rental Car QTA Land Lease	53,460	53,460	53,460	56,133	5.0%
Advertising Concession	45,589	50,870	48,000	57,600	20.0%
Food & Gift Concession	33,295	31,892	18,000	62,100	245.0%
Misc. Concession Rev.	2,000	2,190	2,000	2,000	0.0%
ATM Concession	7,420	7,476	6,100	7,476	22.6%
State Maintenance Revenue	8	0	6,400	0	-100.0%
State Ent. Debt Serv Reimb	180,000	150,000	50,000	50,000	0.0%
Terminal Revenues	\$1,203,586	\$1,271,075	\$1,052,357	\$1,225,743	16.5%
Plus Calculated Airline Terminal R	\$430,834	\$578,461	\$438,045	\$1,005,735	129.6%
Total Terminal Revenues	\$1,634,420	\$1,849,536	\$1,490,402	\$2,231,478	49.7%
AIRFIELD:					
Charter Revenue	\$9,267	\$16,042	\$12,900	\$15,000	16.3%
Ground Rent	71,846	86,733	89,786	88,517	-1.4%
Ground Fuel	51,251	0	0	0	0.0%
FBO Revenue	284,405	335,265	438,690	438,000	-0.2%
ARFF Overtime	2,129	0	0	0	0.0%
A/W Fuel Flowage	10,053	8,154	7,500	7,500	0.0%
State Maintenance Revenue	62,624	42,557	100,000	100,000	0.0%
Misc. Revenue	34,105	1,235	4,500	4,500	0.0%
Access Control ID Fees	7,588	6,187	5,400	7,500	38.9%
Airfield Revenues	533,266	496,173	658,776	661,017	0.3%
Plus Airline Landing Fees	519,424	528,725	532,592	620,050	16.4%
Total Airfield Revenues	\$1,052,690	\$1,024,898	\$1,191,368	\$1,281,067	7.5%
PARKING:					
Parking Revenues	\$2,632,830	\$2,908,050	\$2,885,691	\$3,100,000	7.4%
Parking Permits-Tenants	4,540	3,790	4,320	3,600	-16.7%
Crew Parking U.S. Air	54,900	54,750	72,000	0	-100.0%
Misc. Fees	450	5,792	600	600	0.0%
Total Parking Revenues	\$2,692,720	\$2,972,382	\$2,962,611	\$3,104,200	4.8%
ADMINISTRATIVE:					
Operating Interest	\$7,443	\$8,493	\$8,000	\$8,000	0.0%
Miscellaneous Income	4,118	2,606	500	500	0.0%
State Promotion Grant	20,125	2,050	25,000	25,000	0.0%
State Air Service Grant	24,913	9,338	20,000	20,000	0.0%
QTA Staff Reimbursement	15,000	15,636	17,352	23,619	36.1%
Administrative Revenues	\$271,599	\$38,123	\$70,852	\$77,119	8.8%
Total Revenues	\$5,651,429	\$5,884,939	\$5,715,233	\$6,693,864	17.1%
Total Airline Revenues					
	\$950,258	\$1,107,186	\$970,637	\$1,625,785	
FY 2016 estimated at year end			\$1,018,045	\$1,649,585	62.0%

Charlottesville-Albemarle Airport Authority

FY 2017 Operating Budget

OPERATING EXPENSES

	Actual	Actual	Budget	Proj. FY	%
	FY 2014	FY 2015	FY 2016	FY 2017	+/-
TERMINAL:					
Wages	\$458,146	\$469,292	\$524,317	\$552,035	5%
Terminal Contracted Service	14,865	0	0	0	0%
Overtime	44,633	61,564	45,000	60,000	33%
FICA/Benefits	38,829	38,551	43,985	46,123	5%
Health Insurance Expense	78,784	65,386	79,134	103,002	30%
Life Insurance Expense	5,502	5,501	5,851	6,426	10%
STD/LTD Insurance Expense	0	0	685	498	-27%
Retirement Expense	38,276	20,162	44,546	37,343	-16%
Util-Electric	148,372	148,315	165,000	158,400	-4%
Util-Propane	6,312	2,933	6,000	4,000	-33%
Util-Oil	79,092	46,903	70,000	60,000	-14%
Util-Telephone	9,497	8,926	9,564	9,600	0%
Util-Water	27,144	31,703	42,000	42,000	0%
Util-Disposal	15,595	16,889	17,151	36,000	110%
Insurance	21,843	26,370	29,725	30,131	1%
Snow Removal	1,157	0	1,800	1,950	8%
Building Maintenance	65,051	101,415	40,300	60,000	49%
Maintenance Equip Purchase	0	17,368	1,200	7,200	500%
Relamp	7,727	9,371	11,504	11,504	0%
Welding/Fabrication	2,400	721	2,400	2,400	0%
Terminal Signage & Compliance	20,269	11,462	10,000	60,000	500%
Terminal Interior Landscape	12,264	5,588	10,100	10,100	0%
OSHA Compliance	23,767	17,815	17,850	22,850	28%
Bag Claim Maintenance	13,954	9,579	11,800	11,500	-3%
Maintenance Work Order Account	0	4,712	0	0	0%
State Maintenance	0	0	8,000	8,000	0%
Janitorial Supplies	22,916	23,049	25,963	31,032	20%
Payroll Processing Fees	1,102	1,566	1,176	2,280	94%
Education-Public Safety	4,615	11,839	17,895	19,152	7%
Elevator/Escalator Maintenance	50,482	35,706	39,272	41,532	6%
HVAC Maintenance	60,315	86,352	65,159	67,645	4%
FIDS Maintenance	3,358	0	4,000	90,000	2150%
KABA Maintenance	0	0	0	25,000	100%
Janitorial Contract	131,470	140,712	151,937	175,000	15%
Emergency Communications	23,047	23,162	29,600	29,600	0%
Dues/Subscriptions	5,214	3,655	3,055	3,055	0%
Terminal Paging	3,725	0	2,500	28,500	1040%
Public Safety Uniforms	3,608	7,998	4,800	7,200	50%
CSO Uniforms	90	406	0	0	0%
Customer Service/Ambassador	0	0	7,500	7,500	0%
Safety	7,643	5,483	4,350	13,500	210%
First Aid Supplies	1,834	1,439	8,800	8,800	0%
VCIN Expense	1,892	1,695	1,941	0	-100%
Travel - Public Safety	10,711	12,787	11,850	18,600	57%
Towing Expense	0	0	750	750	0%
Education-Operations	0	550	2,750	3,650	33%
Travel - Operations	0	2,446	2,575	3,175	23%
Terminal Direct Expenses	\$1,465,501	\$1,479,371	\$1,583,785	\$1,917,034	21%
Debt Service	\$495,107	\$495,107	\$495,107	\$476,000	-4%
Total Terminal Expenses	\$1,960,608	\$1,974,478	\$2,078,892	\$2,393,034	15%

Charlottesville-Albemarle Airport Authority
FY 2017 Operating Budget
OPERATING EXPENSES

	Actual FY 2014	Actual FY 2015	Budget FY 2016	Proj. FY FY 2017	% +/-
AIRFIELD:					
Wages	\$396,821	\$436,381	\$469,965	\$468,175	0%
Airfield Contracted Services	5,110	0	0	0	0%
Overtime	43,662	61,588	45,000	60,000	33%
FICA/Benefits	33,052	35,852	39,719	39,564	0%
Health Insurance Expense	57,970	58,902	71,490	82,386	15%
Life Insurance Expense	4,400	4,805	5,593	6,530	17%
STD/LTD Insurance Expense	0	0	685	323	-53%
Retirement Expense	30,604	18,291	42,579	33,568	-21%
Util-Electric	24,294	28,545	27,000	28,800	7%
Util-Propane	9,313	7,304	7,500	7,500	0%
Util-Telephone	6,884	6,268	6,756	6,864	2%
Util-Water	107	210	240	240	0%
Insurance	32,967	35,737	29,620	30,450	3%
Snow Removal	44,931	44,698	45,410	47,910	6%
Airfield Lighting	3,200	6,843	10,318	10,318	0%
Airfield Maintenance	6,412	24,841	8,153	11,475	41%
Airfield Grounds Maintenance	1,805	337	17,750	17,750	0%
Airfield Equipment Mtn	51,723	60,206	51,580	69,580	35%
Maintenance Equip Purchase	2,505	10,011	4,000	4,660	17%
Vehicle Expense	72,312	46,653	70,856	53,587	-24%
State Maintenance	99,164	79,215	125,000	125,000	0%
Payroll Processing Fees	1,102	1,566	1,176	2,280	94%
Education	2,360	1,350	5,300	10,100	91%
Travel	3,012	7,306	9,400	9,400	0%
Dues & Subscriptions	1,450	1,897	1,785	1,785	0%
Uniforms	5,993	8,074	8,025	8,025	0%
Emergency Exercises	23	2,850	2,350	350	-85%
Environmental	6,617	19,248	7,900	7,900	0%
800 mhz Infrast. Mtn Exp	22,211	13,737	19,108	20,288	6%
ARFF Equipment	17,868	20,083	24,790	27,440	11%
ARFF Training Supplies	6,574	9,791	13,050	13,300	2%
Firearms	0	0	0	5,250	100%
Hazmat Supplies	80	10,956	3,000	3,000	0%
ANTN/LETN Dues & Subs	0	1,200	0	0	0%
Access Control Mtn & Supply	30,952	44,195	40,470	60,470	49%
Security Background Expense	0	1,200	6,800	6,800	0%
Airfield Direct Expenses	\$1,025,478	\$1,110,140	\$1,222,368	\$1,281,067	5%
Debt Service	24,878	12,439			
Total Airfield Expenses	\$1,050,356	\$1,122,579	\$1,222,368	\$1,281,067	

Charlottesville-Albemarle Airport Authority
FY 2017 Operating Budget
OPERATING EXPENSES

	Actual FY 2014	Actual FY 2015	Budget FY 2016	Proj. FY FY 2017	% +/-
<u>PARKING:</u>					
Wages	\$279,172	\$291,455	\$323,479	\$321,711	-1%
Overtime	18,443	49,906	25,000	50,000	100%
FICA/Taxes	23,862	25,192	26,961	26,847	0%
Health Insurance Expense	31,838	49,213	62,664	82,308	31%
Life Insurance Expense	2,350	2,727	3,746	4,214	13%
STD/LTD Insurance Expense	36	526	534	500	-6%
Retirement Expense	16,350	11,044	28,519	23,067	-19%
Util-Electric	4,450	4,469	4,500	4,500	0%
Util-Telephone	9,161	8,538	9,640	11,600	20%
Util-Water	291	356	312	360	15%
Insurance	6,301	6,771	7,258	7,800	7%
Snow Removal	10,936	7,438	8,600	13,140	53%
Parking Lot Lighting	6,995	2,297	5,991	5,991	0%
Grounds Maintenance	79,838	100,692	64,000	83,292	30%
Pavement/Step/Booth Mtnc	5,219	13,429	11,950	13,860	16%
Parking Equip. Mtnc	15,519	23,687	20,450	21,710	6%
Supplies	2,777	5,585	7,048	7,356	4%
Signage & Traffic Control	3,877	1,923	3,010	10,212	239%
Payroll processing fees	1,102	1,551	1,176	2,280	94%
Education	275	0	1,700	3,600	112%
Travel	125	0	3,500	5,700	63%
Dues & Subscriptions	575	310	345	348	1%
Parking Vehicles	0	0	0	5,160	100%
Uniforms	1,913	89	3,000	4,008	34%
Credit Card Discount	95,024	110,475	114,000	132,000	16%
Cash Over/Short	80	18	120	120	0%
Bad Debt Expense	0	0	200	204	2%
Parking Expansion	1,962	0	0	0	0%
Parking Direct Expenses	\$618,471	\$717,691	\$737,703	\$841,888	14%
Debt Service	\$195,669	\$195,669	\$195,669	\$373,907	91%
Total Parking Expenses	\$814,140	\$913,360	\$933,372	\$1,215,795	30%

Charlottesville-Albemarle Airport Authority

FY 2017 Operating Budget

OPERATING EXPENSES

	Actual FY 2014	Actual FY 2015	Budget FY 2016	Proj. FY FY 2017	% +/-
ADMINISTRATIVE:					
Wages	\$450,936	\$461,191	\$490,990	\$569,085	16%
Overtime	3,018	6,446	5,000	20,000	300%
FICA	33,613	26,551	38,267	44,277	16%
Health Insurance Expense	30,600	30,649	29,340	46,308	58%
Life Insurance Expense	5,021	5,173	5,471	6,806	24%
Retirement Expense	34,933	19,652	44,657	40,252	-10%
Util-Telephone	14,458	13,809	15,564	17,596	13%
Insurance	34,553	27,996	23,406	24,000	3%
Office Supplies	5,401	7,540	9,500	9,500	0%
Office Expense	11,149	32,099	16,530	21,530	30%
Payroll Processing Fees	1,230	1,914	1,176	2,280	94%
Education	4,171	1,338	6,000	9,000	50%
IT Expense	55,369	68,263	69,515	99,232	43%
Equipment Lease	4,646	6,472	5,568	6,000	8%
Admin Travel Expense	11,608	6,456	9,000	13,000	44%
Marketing Travel Expense	3,410	3,743	11,000	15,000	36%
Dues & Subscriptions-admin	8,985	4,940	8,619	8,619	0%
Dues & Subscriptions-mktng	2,924	\$3,961	3,472	3,980	15%
Shipping	1,910	2,466	2,400	2,400	0%
Meeting Expenses	1,311	2,719	3,100	3,100	0%
Postage	544	1,186	1,700	1,700	0%
Banking Fees	60	698	600	600	0%
Service Fees	711	638	0	0	0%
Human Resource Expenses	16,711	15,594	17,060	19,760	16%
Miscellaneous Expense	851	1,457	0	0	0%
Bad Debt Expense	0	0	250	250	0%
Professional Fees	85,646	84,982	110,000	143,400	30%
Advertising & Promotion	286,415	216,499	271,836	296,536	9%
Special Events	7,465	6,367	15,780	15,780	0%
Air Service Development	55,868	74,961	85,800	151,500	77%
Administrative Direct Expenses	\$1,173,517	\$1,135,760	\$1,301,601	\$1,591,491	22%
Total O&M Expenses w/o Debt	\$4,998,621	\$5,146,177	\$5,536,233	\$6,481,387	17%

	2017 Debt Service	Required Coverage
Series 1998 Bonds - Parking	\$0	
Series 1995 Bonds - Terminal	\$0	
State Entitlement Debt Service Reimb	\$0	
State Entitlement Coverage	\$0	
800 mhz Radio Debt Service (final ye	\$0	
Series 2004 Pking Lot rolled into	\$64,059	
Series 2004 Refunding Parking	\$126,532	
Series 2004 Refunding Terminal	476,000	
Series 2014 Parking	183,317	
GARB Debt Service	\$849,907	\$212,477
<u>VRA Loan Debt Service:</u>		
Rental Car Structure (CFC Backed)	176,811	
(Series 2002)		
Total Debt Service	\$1,026,718	

*Charlotteville-Albemarle Airport Authority
FY 2017 Operating Budget*

ACTIVITY

	Act. FY 2005	Act. FY 2006	Act. FY 2007	Act. FY 2008	Act. FY 2009	Act. FY 2010	Act. FY 2011	Act. FY 2012	Act. FY 2013	Act. FY 2014	Act. FY 2015	Est. Act 2016	Bud FY 2017	% Change
Landing Fee	\$1.41	\$1.37	\$1.33	\$1.55	\$1.59	\$1.58	\$1.77	\$1.78	\$1.84	\$1.86	\$1.95	\$1.95	\$2.14	10%
Exclusive Rent	\$37.08	\$32.28	\$28.82	\$27.14	\$26.31	\$26.26	\$25.31	\$25.41	\$23.97	\$25.65	\$25.65	\$25.65	\$59.55	132%
O&M	\$29.66	\$25.82	\$23.06	\$21.71	\$21.05	\$21.01	\$20.25	\$20.33	\$19.18	\$20.52	\$20.52	\$20.52	\$47.64	132%
Landed Weight (000 lbs)*	368,892	331,004	291,937	287,340	256,601	275,000	257,493	286,754	265,099	272,683	272,000	298,000	290,000	-3%
Enplanements	194,676	190,500	183,392	174,720	173,823	183,543	203,404	231,907	227,874	238,398	261,131	281,000	280,000	0%
Airline Cost Per Enplanement	\$5.33	\$5.30	\$4.91	\$5.24	\$5.13	\$4.88	\$4.38	\$3.62	\$4.11	\$3.99	\$4.20	\$3.42	\$5.81	70%
Ave term rental rates	\$33.37	\$29.05	\$25.94	\$24.43	\$23.68	\$23.64	\$22.78	\$22.87	\$21.58	\$23.09	\$23.09	\$23.09	\$53.59	132%

estimated

Key Airport Operating Statistics

Statistic	Budget FY 17		EFY 2016	FY 2015	FY 2014	FY 2013	FY 2012
Parking Revenue	\$3,104,200	3.47%	\$3,000,000	\$2,972,382	\$2,692,720	\$2,192,110	\$2,205,473
Rental Car Fees	\$884,996	1.14%	\$875,000	\$875,844	\$789,511	\$760,550	\$761,187
Airline Fees	\$1,625,786	59.69%	\$1,018,077	\$578,461	\$430,834	\$936,779	\$839,157
Enplanements	280,000	-0.36%	281,000	261,631	238,398	227,874	231,907
Air Carrier A/C Ops	20,050	0.70%	19,910	20,049	20,214	17,382	18,619
GA Aircraft Ops	50,000	28.21%	39,000	48,307	50,825	49,833	57,667
Military Aircraft Op	5,700	-1.72%	5,800	5,637	6,028	5,491	5,408

Key Airline Operating Statistics

Statistic	Budget FY 17		EFY 2016	FY 2015	FY 2014	FY 2013	FY 2012
Landed Weight	290,000	-2.68%	298,000	279,089	272,683	265,098	286,754
Landing Fees	\$2.14	9.65%	\$1.95	\$1.95	\$1.86	\$1.84	\$1.78
Exclusive Rental Rate	\$59.55	132.16%	\$25.65	\$25.65	\$25.65	\$23.97	\$25.41
O&M Rental Rate	\$47.64	132.16%	\$20.52	\$20.52	\$20.52	\$19.18	\$20.33
Cost per enplaned pax	\$5.81	69.78%	\$3.42	\$4.20	\$3.99	\$4.11	\$4.35

PROJECT	TOTAL COST	FAA		STATE		PFC Ent Reimb	AUTHORITY
		DISC	ENT	DISC	ENT		
FISCAL YEAR 2017:							
RW 3-21 & TW Rehab - Constr (up to \$13M)	3,192,696	873,426	2,000,000	319,270	-	375,977	93,994
Repayment of 2 VDOA Land Acquisition Bridge Loans	469,971	-	-	-	-	-	2,000,000
LT/ST Parking Rehab/Economy Seat - Design&Construct	2,000,000	-	-	-	-	-	140,000
Rehab North and South Ingress/Egress from parking-Construction	700,000	-	-	560,000	-	-	80,000
Covered Sidewalks (two sections)	400,000	-	-	320,000	-	-	100,000
Covered Ticket Splitters Parking	100,000	-	-	480,000	-	-	120,000
Heating and Cooling upgrade (inc \$135K tower and pumps)	600,000	-	-	-	-	400,000	100,000
Generator Phase 2	500,000	-	-	-	-	-	300,000
Rental Car Covered Walkway	300,000	-	-	-	-	-	40,000
Jet Bridge Refurbishment	200,000	-	-	29,930	-	130,070	125,000
AAAE IET (Badging/SIDA program)	125,000	-	-	-	-	80,000	20,000
Energy Modification - Windows	100,000	-	-	-	-	80,000	20,000
Security System Upgrade Phase 2	100,000	-	-	-	-	80,000	20,000
Crackseal, Sealcoat, Marking TW/Ramp	100,000	-	-	-	-	80,000	10,000
Old Firehouse rehab	50,000	-	-	40,000	-	-	10,000
Internal radio replacement	50,000	-	-	40,000	-	-	35,000
Replace Parking LOA Vehicle (old CSO vehicle)	35,000	-	-	-	-	-	7,000
All Terrain ARFF/EMS Unit	35,000	-	-	28,000	-	-	12,000
Skid Steer Loader (can move around)	60,000	-	-	48,000	-	-	30,000
Replace Admin Vehicle (impala replacement)	30,000	-	-	-	-	-	-
State Entitlement Debt Service (VDA Portion)	50,000	-	-	50,000	-	-	-
QTA lot sealcoat/crack-fill/restriping	50,000	-	-	-	-	-	50,000
Loader	80,000	-	-	64,000	-	-	16,000
Gutter Replacement for Old Terminal (Firehouse)	16,000	-	-	-	-	-	16,000
South End Hangars (Heat)	16,000	-	-	12,800	-	-	3,200
Art Program Cases	10,000	-	-	8,000	-	-	2,000
Bushhog	23,000	-	-	-	-	-	23,000
	9,392,667	873,426	2,000,000	2,000,000	-	1,146,047	3,373,194
	100%	9%	21%	21%	0%	12%	36%
FAA entitlements carried forward			-				
FAA entitlements available for FY 17			2,000,000				
FAA entitlements carried forward			-				

CHARLOTTEVILLE-ALBEMARLE AIRPORT AUTHORITY									
Six Year Capital Plan									
May 11, 2016									
AIP Projects									
PROJECT	TOTAL COST	FAA		DISC	STATE		PFC Ent Reimb	AUTHORITY	
		DISC	ENT		ENT	ENT			
FISCAL YEAR 2018:									
Parking Deck 1200 spaces x \$25,000- Design Build	30,000,000							30,000,000	
Airport wide security upgrade	2,000,000		1,800,000		200,000				
Terminal Mod/Gate 5 Elevator Design	500,000				400,000			100,000	
Repayment of 3 VDOA Bridge Loans Land, EA, Obstruction	761,488		-		106,000		503,190	152,298	
SRE Building/Maintenance Modification -design	200,000				160,000		-	40,000	
GA Ramp Improvements	1,500,000			1,200,000				300,000	
Terminal Roof Rehab	500,000				400,000			100,000	
Covered Walkways (ingress and egress from lots)	500,000				400,000			100,000	
Admin/ARFF Kitchen/training room rehab	50,000				40,000			10,000	
Replace Maintenance Vehicle Unit 12 '9X?	40,000							40,000	
State Entitlement Debt Service (VDA Portion) Final check	50,000				50,000				
Kid Center(s)	50,000				40,000			10,000	
Scissor Lift	65,000				52,000			13,000	
Parking Equipment Upgrade	75,000							75,000	
Self Contained Breathing Apparatus Replacement (NFPA)	90,000				72,000			18,000	
Terminal Technology Phase II	100,000							100,000	
	36,481,488	-	1,800,000	1,200,000	1,920,000	503,190		31,058,298	
	100%	0%	5%	3%	5%	1%		85%	
FAA entitlements carried forward			-						
FAA entitlements available for FY 18			2,000,000						
FAA entitlements carried forward			200,000						

CHARLOTTEVILLE-ALBEMARLE AIRPORT AUTHORITY									
Six Year Capital Plan									
May 11, 2016									
AIP Projects									
PROJECT	TOTAL COST	FAA DISC	FAA ENT	DISC	STATE ENT	PFC Ent Reimb	AUTHORITY		
FISCAL YEAR 2019:									
Terminal Modification Gate 5/Elevator	4,000,000			2,000,000	1,200,000	-	800,000		
Air Carrier Ramp -North & Ramp lighting Upgrade- Design	600,000		480,000		120,000				
Roadway, Lighting/Signage Rehab-Design	200,000				160,000		40,000		
Replace/Upgrade ARFF Vehicle	1,015,000		913,500		101,500				
SRE Building/Maintenance Modification - Construction	2,000,000	1,800,000			200,000				
Fencing Project	1,000,000		800,000		100,000				
Marketing Vehicle	70,000						70,000		
Replace Parking Vehicle (Tahoe)	45,000						45,000		
Terminal Technology	50,000						50,000		
	8,980,000	1,800,000	2,293,500	2,000,000	1,881,500	-	1,005,000		
	100%	20%	26%	22%	21%	0%	11%		
FISCAL YEAR 2020:									
Master Plan Update	1,350,000		1,350,000		150,000				
Air Carrier Ramp -North & Ramp lighting Upgrade- Constr	2,000,000		566,500		1,443,500				
Vehicle Replacement	50,000						50,000		
Terminal Technology	50,000						50,000		
Weapons Replacement	10,000				8,000		2,000		
Roof Replacement QTA	400,000						400,000		
	4,010,000	-	1,906,500	-	1,601,500	-	502,000		
	100%	0%	48%	0%	40%	0%	13%		
FAA entitlements carried forward									
			(93,500)						
FAA entitlements available for FY 19									
		\$	2,000,000						
FAA entitlements carried forward									
		\$	-						

CHARLOTTEVILLE-ALBEMARLE AIRPORT AUTHORITY									
Six Year Capital Plan									
May 11, 2016									
AIP Projects									
PROJECT	TOTAL COST	FAA DISC	FAA ENT	DISC	STATE ENT	PFC Ent Remb	AUTHORITY		
FISCAL YEAR 2021:									
Roadway, Lighting/Signage Rehab-Construction	2,000,000		1,800,000		200,000				
Deicer	500,000		450,000		50,000				
Airport Security Upgrade	500,000	450,000			50,000				
GA Facilities (Parking, Road, Fuel Farm, Ramp) - Design	800,000				640,000		160,000		
Tractor Replacement	80,000				44,000	20,000	16,000		
Vehicle Replacements (2)	75,000						75,000		
Terminal Technology	50,000						50,000		
Mower Replacement	20,000				16,000		4,000		
	4,025,000	450,000	2,250,000	-	1,000,000	20,000	305,000		
	100%	11%	56%	0%	25%	0%	8%		
FAA entitlements carried forward			-						
FAA entitlements available for FY 20			\$ 2,000,000						
FAA entitlements carried forward			\$ (250,000)						
FISCAL YEAR 2022:									
GA Facilities (Parking, Road, Fuel Farm, Ramp) - Constr Ph 1 (ph 2 nxt yr)	3,000,000				2,400,000		600,000		
Snow Plow replacement	500,000		450,000		50,000				
	3,500,000	-	450,000	-	2,450,000	-	600,000		
	100%	0%	13%	0%	70%	0%	17%		
FAA entitlements carried forward			(250,000)						
FAA entitlements available for FY 21			\$ 2,000,000						
FAA entitlements carried forward			\$ 1,300,000						
2017-2022 TOTAL									
	66,389,155	3,123,426	10,700,000	3,200,000	10,853,000	1,669,237	36,843,492		
	100%	5%	16%	5%	16%	3%	55%		

FY 2017 – Capital Improvement Program Narrative

The Airport Authority's FY 2017 Capital Plan is designed to provide modern, safe, and efficient amenities for the benefit of users and guests of the Charlottesville-Albemarle Airport (CHO). An investment of \$9.4 million in federal, state and Airport Authority resources is being programmed during this fiscal year period to accomplish these needed projects with approximately seventy-seven percent (77%) of this amount being derived from non-Airport Authority sources as follows:

Federal Aviation Administration:	\$ 2.9 million	31%
Virginia Department of Aviation:	2.0 million	21%
Passenger Facility Charge Program:	2.0 million	21%
Customer Facility Charge	.3 million	4%
Debt Issuance (Parking)	2.0 million	21%
Airline Discretionary Fund:	<u>.2 million</u>	<u>2%</u>
	\$ 9.4 million	100%

This plan identifies funds for the construction of the runway/taxiway overlay or rehabilitation project. The last overlay project was completed in 1996, and the pavement is beginning to show signs of deterioration such as oxidation and cracking. This is a priority for the Authority.

The construction phase of the 2014 Terminal Improvement Project is underway and will be completed during FY16.

Resources from the Airport Authority's Airline Coverage Fund Account will be directed toward accomplishing a myriad of projects that do not qualify for federal or state assistance. These projects generally include acquisition of Airport Authority vehicles and maintenance equipment, repairs to building systems, automobile parking equipment upgrades, and Airport Authority advertising equipment.

In continuing CHO's efforts to enhance customer service, the plan provides for covered sidewalks, a jet bridge refurbishment and a new generator for the terminal. The aging HVAC system will be upgraded and the older parking lots will be assessed for repairs.

Some projects will require tenant funding. A covered walk-way from the terminal to the Rental Car Return Lot will be funded from revenue in the Customer Facility Charge account. Another project to crack-fill and sealcoat the Rental Car Quick-Turn-Around (QTA) parking lot will be funded from the QTA Maintenance Funds.

**FY 2017 CAPITAL IMPROVEMENT PROGRAM
PROJECT DESCRIPTIONS**

- A. Runway 3-21 and Taxiway Rehabilitation – Construction - Runway 3-21 and the Authority's taxiway system is in need of an overlay/resurfacing. The last overlay was completed in 1996 and the pavement is beginning to show signs of deterioration such as oxidation and cracking.

- B. Repayment of VDOA Land Acquisition Bridge Loans - There were two land acquisition loans associated with the RW 3-21 Ext project that remained open due to unresolved issues with landowners. It was decided to close these loans. The funds were received from VDOA with the understanding that they would be repaid later by FAA funds. The state has agreed to allow CHO to use state entitlement funds to repay 80% of the balance. The Authority funds will pay the rest. Staff will continue to pursue payment from the FAA in regards to these loans as that was the original intent.

- C. LT/ST/Economy Parking Rehab –Design & Construction – This project will allow for the rehabilitation and improvement of the Authority's three existing public parking lots.

- D. Rehab North and South Ingress/Egress from parking-Construction—This project will reconstruct the northernmost and southernmost steps. It will take out one set of steps at the south end and it will modify one set of steps at the elevator to accommodate a ramp system.

- E. Covered Walkways/Ticket Spitter Covers - This project will provide for the design and construction of a covered walkway system from the terminal northward to the Economy Parking Lot and south from the Rental Car Return Lot to the new Employee Parking Lot. Approximately one-fourth of the cost of this project will provide for covers for the ticket spitters at the Authority's public parking lots. The covers for the ticket spitters are not eligible for VDOA funding so this portion of the project will be funded from Coverage.

- F. Heating and Cooling Upgrade – The project will upgrade the aging HVAC system that has been in place since the terminal was constructed in 1996. The system often needs repair and maintenance costs have increased over the last several years.

- G. Generator Phase 2 – Currently, when the terminal loses power, there are sections of the terminal that are without emergency power. This project will allow for the entire terminal to be functional in case of a power outage.
- H. Rental Car Covered Walkways – This project will provide for the design and construction of covered walkways from the terminal building southward to the Rental Car Return Parking Lot.
- I. Jet Bridge Refurbishment – The jet bridge is approximately 20-years old and needs repairs. The project will refurbish the jet bridge and allow for heating and cooling as well.
- J. AAAE IET (Badging/SIDA program) – CHO utilizes a computer-based testing system to ensure that all recipients of badges are familiar with the security regulations associated with working on and around a Part 139 commercial airport. The current badging testing system needs to be updated to ensure that all badge recipients are kept current with any new federal requirements and all existing airport regulations for airside operations.
- K. Energy Modification – Windows – Windows throughout the terminal need to be upgraded for energy efficiency.
- L. Security System Upgrade Phase 2 – The security system received an upgrade in FY 2016. Other areas have been identified as needing added security. This project will address those areas.
- M. Crackseal, Sealcoat, Marking TW/Ramp - For routine maintenance allowed on the ramp and/or apron as needed.
- N. Old Firehouse Rehab – The old firehouse is currently used for storage of airport equipment. The building needs a heating and cooling upgrade as well as some internal reconfigurations to make better use of the space.
- O. Internal Radio Replacement – This line item allows room for any 800 Mhz radio replacements should the need arise.
- P. Replace Parking Vehicle – The vehicle is used to assist passengers in the parking lot and the existing vehicle needs to be replaced due to its age and condition.
- Q. All Terrain ARFF/EMS Unit – This unit will allow for rescue efforts in challenging locations that cannot be reached by our current fleet.

- R. Skid Steer Loader – This piece of equipment will be used for airfield maintenance.
- S. Replace Admin Vehicle (Impala) - Replace aging fleet
- T. State Entitlement Debt Service (VDA Portion) – This item is the utilization of state entitlement funds for debt service associated with public use space in the air carrier terminal facility. Use of entitlement funds in this fashion is proposed throughout the remainder of the Authority’s debt service life.
- U. QTA Lot Sealcoat/Crack-fill/Restriping – The pavement in the Rental Car QTA lot is in need of repair.
- V. Loader – This is to replace an aged piece of equipment.
- W. Gutter Replacement for Old Terminal (Firehouse)- To replace aging gutters.
- X. South End Hangars (Heat) – The airport recently purchased the remaining leasehold on two box hangars on the south end. The airport will use both of these for airfield equipment storage, and this project will allow for these areas to be heated.
- Y. Art Program Cases – This project will allow for the purchase of art cases to be used on the post-security section of the terminal
- Z. Bush Hog – To replace an aged piece of equipment.



TO: Members of the Charlottesville-Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: May 18, 2016

SUBJECT: **Action Item #7:** Amended FY16 Capital and Non-Capital Budget

RECOMMENDATION: For the Board to approve the FY16 Capital Budget as amended and to approve use of excess revenue for additional airport needs.

BACKGROUND: In the previous FY16 Capital Budget, there was a line item to repair a plumbing issue that arose in baggage claim. The cost of the repair was less than anticipated. The amendment to the budget reflects that change. This amendment will also provide for approval of airport needs as identified in the attachment.

PRIOR ACTION: Previously approved budgets

FUNDING: Plumbing repair is being funded by State entitlements (80%) and airport funds (20%) that will be reimbursed later by a PFC application. Operating revenue will fund additional projects as presented.

FINANCIAL IMPACT: The FY16 Capital budget decreased \$190,000. Financial impact on operating budget to be determined at year-end.

ATTACHMENTS: Attachment #1 FY16 previous and amended capital budgets
Attachment #2 Additional Airport Needs

PRESENTATION: None

CHARLOTTEVILLE-ALBEMARLE AIRPORT AUTHORITY									
Six Year Capital Plan									
May 11, 2016									
AIP Projects									
PROJECT	TOTAL COST	FAA DISC	FAA ENT	DISC	STATE ENT	PFC Ent Reimb	AUTHORITY		
FISCAL YEAR 2016:									
RW 3-21 & TW Rehab - Constr	9,807,304	4,378,324	4,448,250		980,730	(to seek reimb next PFC app)	200,000		
Rehab North and South Ingress/Egress from parking -Design	200,000						200,000		
Escalators Replacement Gate 5	600,000				480,000		120,000		
Plumbing Update	250,000					200,000	50,000		
Rental Car Ticket Counter Rehab	200,000						200,000		
Ticketing Rehab	250,000						250,000		
Entrance Doors (3) sets	150,000				120,000		30,000		
Bus Cntr/Wall Exit Lane Design/Furnishing (\$20K FY14/\$15K FY15)	200,000				160,000		40,000		
Runway, Taxiway Marking	78,435					62,748	15,687		
Analysis and Design of former Gate 1 roof area	30,000				24,000		6,000		
Cost Benefit Analysis Parking Deck	25,000						25,000		
State Entitlement Debt Service (VDA Portion)	50,000				50,000				
Pedestrian Access Study	30,000						30,000		
SCBA Mask Fit Test Machine	14,000				11,200		2,800		
Replacement ARFF Protective Clothing	13,000				10,400		2,600		
Radio Upgrade Albemarle County?? (Tom Hanson)	20,000				16,000		4,000		
Internal radio replacement	50,000				40,000		10,000		
Replace Safety Vehicles (1)	50,000						50,000		
Airfield friction testing equipment	59,347				47,478		11,869		
Airfield Painting Equipment	19,000				15,200		3,800		
Baggage Claim Repave	17,000				13,600		3,400		
Baggage Claim Drainage Improvement	17,000				7,608		9,393		
Security system upgrade	55,000				44,000		11,000		
Mower Replacement	40,000						40,000		
Tailgate Spreader	6,000						6,000		
Terminal Technology (FIDS)	10,000						10,000		
Fire Gear Contaminate Extractor	8,500				6,800		1,700		
	12,249,586	4,378,324	4,448,250		2,027,015	282,748	1,133,249		
	100%	36%	36%	0%	17%	2%	9%		
FAA entitlements carried forward			2,468,615						
FAA entitlements available for FY 16			1,979,635						
FAA entitlements carried forward									

PREVIOUS
FY 16

CHARLOTTEVILLE-ALBEMARLE AIRPORT AUTHORITY									
Six Year Capital Plan									
May 11, 2016									
AIP Projects									
PROJECT	TOTAL		FAA		STATE		DISC		AUTHORITY
	COST	ENT	DISC	ENT	ENT	ENT	DISC	PFC Ent Reimb	
FISCAL YEAR 2016:									
RW 3-21 & TW Rehab - Constr	9,807,304		4,378,324	4,448,250	980,730			(to seek reimb next PFC app)	200,000
Rehab North and South Ingress/Egress from parking -Design	200,000								120,000
Escalators Replacement Gate 5	600,000				480,000			48,000	120,000
Plumbing Update	60,000								12,000
Rental Car Ticket Counter Rehab	200,000								200,000
Ticketing Rehab	250,000								250,000
Entrance Doors (3) sets	150,000				120,000				30,000
Bus. Cntr/Wall Exit Lane Design/furnishing (\$20K FY14/\$15K FY15)	200,000				160,000				40,000
Runway, Taxiway Marking	78,435							62,748	15,687
Analysis and Design of former Gate 1 roof area	30,000				24,000				6,000
Cost Benefit Analysis Parking Deck	25,000								25,000
State Entitlement Debt Service (VDA Portion)	50,000				50,000				
Pedestrian Access Study	30,000								30,000
SCSA Mask Fit Test Machine	14,000				11,200				2,800
Replacement ARFF Protective Clothing	13,000				10,400				2,600
Radio Upgrade Albemarle County?? (Tom Hanson)	20,000				16,000				4,000
Internal radio replacement	50,000				40,000				10,000
Replace Safety Vehicles (1)	50,000								50,000
Airfield friction testing equipment	59,347				47,478				11,869
Airfield Painting Equipment	19,000				15,200				3,800
Baggage Claim Repave	17,000				13,600				3,400
Baggage Claim Drainage Improvement	17,000				7,608				9,393
Security system upgrade	55,000				44,000				11,000
Mower Replacement	40,000								40,000
Tailgate Spreader	6,000								6,000
Terminal Technology (FIDS)	10,000								10,000
Fire Gear Contaminate Extractor	8,500				6,800				1,700
	12,059,586		4,378,324	4,448,250	-	2,027,015	110,748	1,095,249	
	100%		36%	37%	0%	17%	1%	9%	
FAA entitlements carried forward				2,468,615					
FAA entitlements available for FY 16				1,979,635					
FAA entitlements carried forward				-					

Handwritten notes:
 Approved
 PM 1/4
 5/18/16

FY16 Additional Airport Needs

Remote Control Gate Operators	\$10,000
Ventrac Mower	\$40,000
High Voltage Test Set	\$7,500
Tire Changer	\$12,000
Airfield In-Pavement Light Fixtures	\$2,000
8KW Generator for ASOS Equipment	\$7,500
Covered Bicycle Shelter	\$5,000
IPAD Pro Crisis Communicaiton Go Bag	\$1,500
Furniture, FIDS monitors, TV's	\$9,000
New lower level conference room décor and sound	\$5,000
Covered smoking shelters	\$10,000
Branding for 4 loading ramps	\$5,000
Emer. Roadway digital signage	\$5,000
Generators	\$5,000
3D camera/software/floorplan modeling for terminal projects, seating plans etc	<u>\$6,000</u>
	\$130,500



May 2016

1. Executive Director's Update

- a. Airline Update – Staff is continuing to work with our airline representatives to negotiate a new Airline Agreement.
- b. Parking Feasibility Update/Rental Car Agreement Update – Staff is working with two consultants to update the Airport's parking garage feasibility study. It is anticipated that their report will be presented at the July meeting. The Authority's rental car agreements will expire on June 20, 2016 at which time they will go into hold-over status. Due to the possibility of constructing a parking garage in the near future that will 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.
- c. Custodial Contract Update – The Authority's custodial contractor, Ragsdale, has agreed to mutually terminate its contract. 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 while staff proceeds with the issuance of a RFP for "custodial services". Concurrently with the RFP process, staff will also be evaluating the costs and benefits of taking this function in-house. Both the response of that RFP process and staff's evaluation of the possibility of bringing custodial services in-house will be presented to the Board for consideration.
- d. Personnel Update – Discussion to be provided.
- e. Construction Update –
 - a. Runway/Taxiway Rehab Project Design – 100% design plans have been submitted to the FAA for review.
 - b. Terminal Improvement Project- Discussion of plumbing upgrades in the baggage claim area to be provided
 - c. Triturator Project – Discussion to be provided
 - d. Parking Ingress/Egress project – Discussion of the phasing of the project will be provided. Due to the need to phase the project, Talbert & Bright Inc. has submitted Work Authorization No.: 15-02 in the amount of \$11,219 for labor and expenses to provide the bidding services for the second phase (ramp and canopies) of the project.
- f. Marketing and Air Service Update – To be provided