



## **CHO's Good Neighbor Policy**

Date Approved: \_\_\_\_\_

Effective Date: \_\_\_\_\_

## **Purpose:**

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

## **Construction Projects:**

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

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

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

This notice will also clearly identify the contact information of the Authority and the contact information of the contractor that will be performing the blasting activity.

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

### **Leasing Of Airport Property:**

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

### **Applicability:**

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

### **Procedure For Notification Of Concession (Competitive) Leasing:**

1. Concession leasing at the Charlottesville-Albemarle Airport is offered on a competitive bidding or competitive proposal basis. A thirty (30) day advertisement will be published by the Airport. The advertisement shall indicate the type of concession that is being offered and the location where copies of the bid or proposal documents can be obtained. The bid/proposal document shall include a more detailed description of the service(s) to be provided, the minimum lease payments to be paid to the airport, and the location, date and time of a pre-bid or pre-proposal meeting that will offer all respondents the opportunity to ask questions and obtain additional information about the bid/proposal.
2. The Executive Director shall inform the AUTHORITY in an information memorandum or at one of its scheduled meetings that a competitive bid or request for proposal has been issued by the Airport. The information memorandum will include a brief description of the concession, the pre-bid or pre-proposal meeting date, and the date of the bid/proposal opening. Recommendations for individuals that may serve on the selection committee for the proposal process will be discussed with the AUTHORITY.
3. If the proposed use of the property involves activities that are likely to create off-airport noise or other conditions that might affect the residential areas immediately adjacent to

the Airport, the Airport will provide public notification on its website and will attempt to provide written notification to all property owners within 2,500 feet of the location of the proposed lease site at the time that negotiations begin with the individual or company to whom the property will be leased. The public notification will include a description of the proposed activity, the location of the property, and the name of the company. Public notification will also be posted on the Airport's website at least 14 days prior to the date at which the proposed lease will be submitted to AUTHORITY for consideration. If the activities are likely to create off-airport noise, staff will arrange to present the details of the lease to the members of the Charlottesville City Council and the Albemarle Board of Supervisors prior to presenting any agreements associated with the lease to the AUTHORITY.

**Procedure For Notification Of Non-Competitive Leases:**

1. When contact is made with the Airport requesting the leasing of Airport property that is available on a non-competitive basis, the Executive Director will notify the AUTHORITY in an information memorandum that the Airport is entering into negotiations for the leasing of airport property. The memorandum will include a brief description of the proposed activity.
2. CHO's website will provide information that identifies the name of companies or individuals that are in discussions with the Airport for the purpose of leasing property. The information will identify the name of the company or individual and the purpose of the lease.
3. If the proposed use of the property involves activities that are likely to create off-airport noise or other conditions that might affect the residential areas immediately adjacent to the Airport, the Airport will attempt to provide public notification to all property owners within 2,500 feet of the location of the proposed lease site at the time that negotiations begin with the individual or company to whom the property will be leased. The public notification will include a description of the proposed activity, the location of the property, and the name of the company. Public notification will also be posted on the Airport's website at least 14 days prior to the date at which the proposed lease will be submitted to AUTHORITY for consideration. Staff will arrange to present the details of the lease to the members of the Charlottesville City Council and the Albemarle Board of Supervisors prior to presenting any agreements associated with the lease to the AUTHORITY.

## Diagram of Authority Property Lines and Possible Notification Zones

Yellow line indicates approximate Authority property lines

Pink line indicates 1,000 ft. notification zone if project is at property line of airport

Blue line indicates 2,500 ft. notification zone if project is at property line of airport

