



Charlottesville Albemarle Airport Authority Board Meeting  
Thursday, March 26, 2015 at 3:30 p.m.  
2<sup>nd</sup> Floor Conference Room –City Hall

### AGENDA

#### **Call to Order**

#### **Consent Agenda**

1. Minutes – January 2015
2. Financial Statements –January 2015 (Unaudited)
3. Airport Statistics

#### **Matters from the Public**

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

#### **Action Items**

1. Award of Professional Engineering and Architectural Services Contracts
2. Passenger Facility Charge Application 15-21-C-00-CHO
3. Good Neighbor Policy as Revised
4. Award of Contract to Purchase Aircraft Passenger Loading/Unloading Ramps
5. Appointment of Audit Committee Member

#### **Informational Items**

1. Executive Director's Update
  - a. Personnel Issues
  - b. Construction Update
  - c. Marketing Update
  - d. Follow-up on the FY14 Audit Management Letter
  - e. Food and Beverage Concession Contract Update
  - f. Landmark Aviation New Lease Update
  - g. FY 2016 Capital Budget Review

**Next Meeting:** May 20, 2015, 10:30 a.m., Airport Conference Room

#### **Adjourn**



**Charlottesville Albemarle Airport Authority Board Meeting**  
**Wednesday, January 21<sup>st</sup>, 2015 at 4:00 p.m.**  
**2<sup>nd</sup> Floor Conference Room - Charlottesville Albemarle Airport Terminal Building**

**Minutes**

**Members Present:** Bill Kehoe, Aubrey Watts, Tom Foley

**Members Absent:** None

**Staff Present:** Melinda Crawford; Executive Director, Bill Pahuta; Deputy Director, Penny Shifflett; Director of Finance, Stirling Williams; Director of Landside Operations, Ronnie Shifflett; Maintenance Supervisor, Jessie Shupe, Chief of Police, Connie Cook; Human Resources and Community Outreach, Kristin Birdzell; Executive Secretary

**Others Present:** John Whitmer; Landmark Aviation, John McNeal; Landmark Aviation (Raleigh, NC), Dean Johnson; Airport Commission, Craig Brown; City Attorney, Andrew Gore; City Attorney; Chuck Boldt, Project inspector

**Call to order** at 10:30 am by Bill Kehoe

**Consent Agenda**

1. Minutes-November 2014
2. Financial Statements- November 2014 (unaudited)
  - a. Passenger traffic was up resulting in higher parking revenue. FBO operations and airfield maintenance revenue were higher as well. The HVAC system issues were an unplanned expense. However, the Airport still generated a net income of \$243,000.
3. Airport Statistics
  - a. Passenger count and load factor were up while military operations were down.

Motion by Mr. Watts to approve Consent agenda, seconded by Mr. Foley  
Unanimous approval by Board

**Matters from the Public-** None

**Presentations**

#### Landmark Aviation- Improvement Plans

1. Mr. Whitmer gave a brief presentation on the proposed improvement plans to Landmark Aviation. He explained that an additional 18,000 square foot hangar is scheduled to be built to accommodate passenger needs. Other miscellaneous improvements will be made such as bathroom renovation, a new conference room location, and staff rest area.

#### Action Items

1. Appoint Chairman and Vice Chairman for 2015 and Reappoint Secretary/Treasurer

Mr. Foley made the motion to elect Mr. Kehoe as Chairman, and Mr. Watts as Vice Chairman. Mr. Watts declined. He then made a motion that Mr. Kehoe continue to serve as Chairman, Mr. Foley to serve as Vice Chairman, and Kristin Birdzell to continue serving as Secretary Treasurer. Mr. Foley seconded this motion.

Unanimous approval by Board

2. Acceptance of the FY14 Comprehensive Annual Financial Report
  - a. Mr. Kehoe commented that the management letter made very clear recommendations that appear achievable.
  - b. Board would like to consider a member of the Commission be appointed to the Audit Committee. This topic will be discussed with the Commission members in an upcoming meeting.

Mr. Foley moved to accept FY14 CAFR, seconded by Mr. Watts

Unanimous approval by Board

3. Award of Restaurant/General Retail/Vending Contract
  - a. Staff is recommending that the Board award the concession contract to Tailwind, LLC, allow the Executive Director to execute all documents necessary. and to allow the staff to proceed with the issuance of a 90-day notice to the existing vendor.

Mr. Watts moved to authorize Mrs. Crawford to sign the contract with Tailwinds, LLC and to notify the current vendor of a 90-day notice. The Resolution of Intent to Award was added to the motion. Motion seconded by Mr. Foley.

Unanimous approval by Board

4. Award of Contracts to Delta Airport Consultants and Talbert and Bright Engineering
  - a. Mrs. Crawford asked to remove this item from the agenda and revisit it at the March 2015 meeting.
5. Approval of revision to the Snow and Ice Removal Employee Pay Plan, Vacation Leave Buy-Back and In-House Design Build Engineering
  - a. Snow & Ice Removal Plan- Staff is asking the Board to approve of an amendment stating the Authority will offer an Administrative bonus for snow removal in lieu of "comp time".
  - b. Vacation Leave Buy-Back- the Executive Director is requesting authority to expand the personnel policy to allow for an authorized vacation leave buy-back if it is deemed by the Executive Director that such action is in the best interest of the Authority and the employees.

- c. In-House Design Build Engineering- The Airport hired a local inspector for the terminal renovation project and is asking the Board to authorize this same individual to work on other budgeted capital projects to determine if those projects would be viable candidates for the design-build construction method.

Mr. Foley made the motion to approve the recommendations made by staff on these topics, seconded by Mr. Watts

Unanimous approval by Board

6. Capital Budget Amendment & approval of Delta Airport Consultants' Agreement #8
  - a. Staff is asking that the funds from the Capital plan be reallocated in order to fund a project for the location and installation of a triturator to be used by the airlines. This will reduce their operating expenses. Estimated cost to complete the work is between \$300,000 and \$500,000.
  - b. In addition to the reallocation of funds for the triturator project, \$75,000 is needed from the Capital Plan to purchase a piece of snow removal equipment for the parking lot.
  - c. Staff is requesting that Board approve Agreement #8 with Delta Airport Consultants to provide engineering services for the "Install Triturator Project" in the amount of \$84,000

Mr. Foley made the motion to amend Capital Plan and approve Delta Airport Consultants' Agreement, seconded by Mr. Watts

Unanimous approval by Board

#### **Informational Items**

1. Personnel issues- The Authority has hired 2 new PSO personnel, and they will complete their training in the August-September 2015 timeframe. The Parking and Landside Custodial Service positions have not been filled as of yet.
2. Construction update-The Airport held a preconstruction meeting. However the Authority has not executed a signed contract as of yet. There will be 420 days of construction once the notice to proceed is issued. The runway/taxiway rehab will be about a year long process to design. Due to timing of the FAA schedule, this project may not begin until July 2017. Runway 21 is substantially complete; however the PAPI is not in service yet.
3. Marketing Update- The new web page will be launched soon, the "CHO-Your Airport" advertising campaign is underway, and the 60<sup>th</sup> anniversary event is upcoming

**Next Meeting:** Thursday, March 26<sup>th</sup>, 3:30pm 2015, City Hall Basement Conference room

**Adjourn at 11:30am**

**Approved minutes:** 1/21/2015

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Board Chairman/Acting Board Chairman

Charlottesville-Albemarle Airport Authority  
Financial Statements (unaudited)  
As of January 31, 2015

Charlottesville-Albemarle Airport Authority  
Profit & Loss Notes  
As of January 31, 2015

\$15K and 10% change

Revenues:

- A. Parking Revenue:-- year-to-date revenue = \$1,651,423 Budgeted = \$1,377,752  
Parking revenue is larger than anticipated. This is a reflection that passenger traffic has increased 10% over FY14.
- B. FBO Revenue:-- year-to-date revenue = \$174,987 Budgeted = \$148,750  
FBO revenue is a direct correlation to GA activity and fuel sales. Total fuel gallons pumped has increased 5% over FY14.
- C. Airfield Miscellaneous Revenue:-- year-to-date revenue \$61,855 Budgeted = \$2,625  
A tractor was destroyed by fire and the insurance money received from that was \$58,900 and was put into this account.

Year-to-date revenues totaling \$3,296,270 are over budget by \$377,837.

Expenses:

Parking:

- D. Wages:-- year-to-date expenses = \$158,814 Budgeted = \$185,875  
Wages are under budget due to two full-time vacancies in this department.

Airfield:

- E. Maintenance:-- year-to-date expenses = \$22,999 Budgeted = \$4,553  
Maintenance expenses are over budget due to the fencing project which was identified as a security issue. Barbed wire was added to the top of all of our fencing. The cost for this was \$12,600.
- F. State Maintenance:-- year-to-date expenses = \$53,197 Budgeted = \$105,500  
Each year, the Authority can use a maximum of \$100K of VDOA State Maintenance grant money. These funds pay for portions of eligible projects. During the budgeting process, projects are identified and estimated to occur at various times of the year. Under or over budgeting in this category is usually due to the timing of projects.

Terminal:

- G. Wages:— year-to-date expenses = \$243,639 Budgeted = \$279,203  
Wages are under budget due to a budgeted position that has not yet been filled. We anticipate the creation of a new position to possibly oversee the terminal and landscaping.
- H. Utilities-Oil:--- year-to-date expenses \$22,139 Budgeted=\$40,000  
To date, the expenses in this category have been lower due to prices coming in quite a bit lower than historical and budgeted costs. We do expect to see this account increase some by the end of the year as the oil will get topped off one last time at the end of the cold season.
- I. Maintenance Equipment Purchase: year-to-date expenses = \$16,341 Budgeted = \$600  
\$5,300 of expenses were incurred to improve the observation deck with new seating and planters. Other purchases required new seating in the baggage claim area in the amount of \$4,600. There was originally a capital budget item to purchase additional seating for \$25K. This project will not be pursued in light of the new baggage claim seating. New trash cans throughout the terminal were \$2,700.
- J. Maintenance:-- year-to-date expenses = \$47,626 Budgeted = \$21,554  
This account is the one usually charged for various unplanned items throughout the year. So far, there are several things noted here: The sliding doors for the terminal required a \$2K repair; the rental car windows facing the outside needed tinting to limit view into the leased space which cost \$4K; Some of the billing was finally resolved from the ticket counter consolidation which resulted in a bill to Design Electric for \$2K; window treatments were needed for the odd shaped windows in the admin offices which cost \$4K; hand sanitizer stations were purchased for \$3K.
- K. HVAC Maintenance: year-to-date expenses = \$62,157 Budgeted = \$34,860  
There were several repairs to the chiller which included a replacement seal, a coil replacement, paying for a temporary chiller and a new pump installation. All of these projects cost approximately \$27K.

Administrative:

- L. Office Expenses: year-to-date expenses = \$25,141 Budgeted = \$9,646  
This line item increased due to the Airport purchasing a document imaging software in an attempt to store materials more efficiently electronically. This system is being used and was recommended by Albemarle County staff. The cost for the software was \$11K.

Year-to-date expenses of \$2,905,980 are under budget by \$26,462.

Net Income

January year-to-date income = \$390,289.

3/22/2015

Charlotteville Albemarle Airport Authority  
**Profit & Loss Statement**  
 For the Seven Months Ending Saturday, January 31, 2015

Change  
 15,000 +  
 10%

	Current Period Amount	Current Period Budget/Amount	(Under) Over Budget	Percentage	Y-T-D Amount	Y-T-D Budget/Amount	(Under) Over Budget	Percentage
<b>Parking Revenues</b>								
Parking Revenue	\$235,815.00	\$193,800.00	\$42,015.00	21.68%	\$1,651,423.00	\$1,377,752.00	\$273,671.00	19.86%
Tenant Parking	4,650.00	4,500.00	150.00	3.33%	32,250.00	31,500.00	750.00	2.38%
Miscellaneous Fees	120.00	50.00	70.00	140.00%	5,437.10	350.00	5,087.10	1453.46%
Crew Base	360.00	405.00	(45.00)	-11.11%	2,705.00	2,835.00	(130.00)	-4.59%
<b>Total Parking Revenue</b>	<b>\$240,945.00</b>	<b>\$198,755.00</b>	<b>\$42,190.00</b>	<b>21.23%</b>	<b>\$1,691,815.10</b>	<b>\$1,412,437.00</b>	<b>\$279,378.10</b>	<b>19.78%</b>
<b>Airfield Revenues</b>								
Airline Landing Revenue	54,514.86	44,116.25	10,398.61	23.57%	310,883.86	308,813.75	2,070.11	0.67%
Charter Revenue	0.00	1,000.00	(1,000.00)	-100.00%	10,453.30	7,000.00	3,453.30	49.33%
A/W Flowage	0.00	0.00	0.00	0.00%	4,719.75	3,000.00	1,719.75	57.32%
FBO Revenue	22,056.45	21,250.00	806.45	3.80%	174,986.76	148,750.00	26,236.76	17.64%
Ground Rent	6,406.84	4,758.00	1,648.84	34.65%	55,390.64	50,330.00	5,060.64	10.05%
Misc. Revenue	(320.00)	375.00	(695.00)	-185.33%	61,854.76	2,625.00	59,229.76	2256.37%
Security Access Control Revenue	681.00	450.00	231.00	51.33%	3,327.00	3,150.00	177.00	5.62%
State Maintenance Airfield	0.00	0.00	0.00	0.00%	42,557.40	36,000.00	6,557.40	18.22%
<b>Total Airfield Revenue</b>	<b>\$83,339.15</b>	<b>\$71,949.25</b>	<b>\$11,389.90</b>	<b>15.83%</b>	<b>\$664,173.47</b>	<b>\$559,668.75</b>	<b>\$104,504.72</b>	<b>18.67%</b>
<b>Terminal Revenues</b>								
Airline Rent	33,288.73	33,283.25	5.48	0.02%	239,207.48	232,982.75	6,224.73	2.67%
Advertising	3,893.30	4,000.00	(106.70)	-2.67%	28,551.95	28,000.00	551.95	1.97%
Rental Car Revenue	63,333.17	63,333.00	0.17	0.00%	446,819.03	443,331.00	3,488.03	0.79%
Misc. Concession Rev.	0.00	0.00	0.00	0.00%	0.00	2,000.00	(2,000.00)	-100.00%
Ground Transportation Fees	2,000.00	2,000.00	0.00	0.00%	14,000.00	14,000.00	0.00	0.00%
Rental Car QTA Land Lease	4,455.00	4,455.00	0.00	0.00%	31,185.00	31,185.00	0.00	0.00%
ATM Concession	623.00	623.00	0.00	0.00%	4,361.00	4,361.00	0.00	0.00%
Food/Gift Concessions	2,657.90	2,667.00	(9.10)	-0.34%	21,104.74	18,669.00	2,435.74	13.05%
Maint. Work Order Revenue	0.00	0.00	0.00	0.00%	1,209.70	0.00	1,209.70	0.00%
State Debt Service Reimb.	0.00	0.00	0.00	0.00%	75,000.00	75,000.00	0.00	0.00%
State Maintenance Terminal	0.00	0.00	0.00	0.00%	0.00	6,400.00	(6,400.00)	-100.00%
TSA Lease	2,581.56	2,592.00	(10.44)	-0.40%	18,382.63	18,144.00	238.63	1.32%
FAA Service Fee/Rent	3,479.17	3,632.00	(152.83)	-4.21%	24,354.19	24,965.00	(610.81)	-2.45%
<b>Total Terminal Revenue</b>	<b>\$116,311.83</b>	<b>\$116,585.25</b>	<b>(\$273.42)</b>	<b>-0.23%</b>	<b>\$904,175.72</b>	<b>\$899,037.75</b>	<b>\$5,137.97</b>	<b>0.57%</b>
<b>Administrative Revenues</b>								
Interest Income	514.18	667.00	(152.82)	-22.91%	5,000.37	4,669.00	331.37	7.10%
Miscellaneous Income	14.25	500.00	(485.75)	-97.15%	(65.62)	500.00	(565.62)	-113.12%
State Promotion Reimb.	0.00	5,000.00	(5,000.00)	-100.00%	22,050.00	21,000.00	1,050.00	5.00%
Air Service Development	0.00	0.00	0.00	0.00%	0.00	12,000.00	(12,000.00)	-100.00%
QTA Staff Reimbursement	1,303.00	1,303.00	0.00	0.00%	9,121.00	9,121.00	0.00	0.00%
<b>Total Administrative Revenue</b>	<b>\$1,831.43</b>	<b>\$7,470.00</b>	<b>(\$5,638.57)</b>	<b>-75.48%</b>	<b>\$36,105.75</b>	<b>\$47,290.00</b>	<b>(\$11,184.25)</b>	<b>-23.65%</b>
<b>Total Revenues</b>	<b>\$442,427.41</b>	<b>\$394,759.50</b>	<b>\$47,667.91</b>	<b>12.08%</b>	<b>\$3,296,270.04</b>	<b>\$2,918,433.50</b>	<b>\$377,836.54</b>	<b>12.95%</b>

2015 Profit and Loss  
 Profit and Loss Statement



Charlotteville Albemarle Airport Authority  
**Profit & Loss Statement**  
 For the Seven Months Ending Saturday, January 31, 2015

**Parking Expenses**

	Current Period Amount	Current Period Budget/Amount	(Under) Over Budget	Percentage	Y-T-D Amount	Y-T-D Budget/Amount	(Under) Over Budget	Percentage
Wages	23,030.88	24,890.00	(1,859.12)	-7.47%	158,813.78	185,875.00	(27,061.22)	-14.56%
Overtime - Parking	5,733.02	2,200.00	3,533.02	160.59%	20,988.67	7,800.00	13,188.67	169.09%
Payroll Taxes	2,172.34	2,072.00	100.34	4.84%	13,349.46	14,816.00	(1,466.54)	-9.90%
Retirement	38.16	2,345.00	(2,306.84)	-98.37%	9,197.56	16,415.00	(7,217.44)	-43.97%
Health Ins./Supp.	0.00	4,890.00	(4,890.00)	-100.00%	29,771.00	34,230.00	(4,459.00)	-13.03%
Long Term Disability	0.00	14.00	(14.00)	-100.00%	96.09	98.00	(1.91)	-1.95%
Life Insurance	218.82	342.00	(123.18)	-36.02%	1,332.26	2,394.00	(1,061.74)	-44.35%
Util - Parking Lights	380.10	375.00	5.10	1.36%	2,638.99	2,625.00	13.99	0.53%
Util - Telephone	1,217.87	770.00	447.87	58.16%	5,257.35	5,390.00	(132.65)	-2.46%
Util - Water	32.64	26.00	6.64	25.54%	191.06	182.00	9.06	4.98%
Insurance Expense	564.22	648.00	(83.78)	-12.93%	3,949.54	4,536.00	(586.46)	-12.93%
Snow Removal	140.00	1,800.00	(1,660.00)	-92.22%	4,592.75	4,200.00	392.75	9.35%
Parking Lot Lighting	0.00	498.00	(498.00)	-100.00%	2,297.37	3,486.00	(1,188.63)	-34.10%
Parking Grounds Maintenance	535.00	5,333.00	(4,798.00)	-89.97%	41,524.66	37,331.00	4,193.66	11.23%
Parking Pavement/Booths/Steps	117.58	145.00	(27.42)	-18.91%	5,702.81	10,740.00	(5,037.19)	-46.90%
Parking Equip. Maintenance	325.00	1,705.00	(1,380.00)	-80.94%	10,965.94	11,930.00	(964.06)	-8.08%
Supplies	550.00	715.00	(165.00)	-23.08%	5,585.00	9,218.00	(3,633.00)	-39.41%
Parking - Signage & Traffic Control	0.00	0.00	0.00	0.00%	1,638.00	2,000.00	(362.00)	-18.10%
Payroll Processing Fees	81.50	84.00	(2.50)	-2.98%	951.69	588.00	363.69	61.85%
Uniforms	0.00	0.00	0.00	0.00%	88.50	3,000.00	(2,911.50)	-97.05%
Dues & Subs	35.00	310.00	(275.00)	-88.71%	310.00	310.00	0.00	0.00%
Credit Card Discount	0.00	7,200.00	(7,200.00)	-100.00%	53,366.64	50,400.00	2,966.64	5.89%
Over & Short	0.00	10.00	(10.00)	-100.00%	80.00	70.00	10.00	14.29%
Bad Debt Expense	0.00	0.00	0.00	0.00%	0.00	100.00	(100.00)	-100.00%
2004 Debt Service Parking	10,967.57	10,968.00	(0.43)	0.00%	108,802.29	108,802.00	0.29	0.00%
Parking Expansion	10,197.42	0.00	10,197.42	0.00%	26,785.30	30,000.00	(3,214.70)	-10.72%
<b>Total Parking Expenses</b>	<b>\$56,337.12</b>	<b>\$67,340.00</b>	<b>(\$11,002.88)</b>	<b>-16.34%</b>	<b>\$508,276.71</b>	<b>\$546,536.00</b>	<b>(\$38,259.29)</b>	<b>-7.00%</b>

Charlotteville Albemarle Airport Authority  
**Profit & Loss Statement**

For the Seven Months Ending Saturday, January 31, 2015

	Current Period Amount	Current Period Budget/Amount	(Under) Over Budget	Percentage	Y-T-D Amount	Y-T-D Budget/Amount	(Under) Over Budget	Percentage
<b>Airfield Expenses</b>								
Wages	29,875.99	32,178.00	(2,302.01)	-7.15%	226,376.33	241,222.00	(14,845.67)	-6.15%
Overtime - Airfield	6,467.21	3,836.00	2,631.21	68.59%	31,354.96	18,785.00	12,569.96	66.91%
Payroll Taxes	2,752.90	2,755.00	(2.10)	-0.08%	18,387.25	19,890.00	(1,502.75)	-7.56%
Retirement	2,939.60	3,157.00	(217.40)	-6.89%	17,592.92	22,099.00	(4,506.08)	-20.39%
Health Ins./Supp.	0.00	5,056.00	(5,056.00)	-100.00%	32,923.00	35,392.00	(2,469.00)	-6.98%
Long Term Disability	0.00	30.00	(30.00)	-100.00%	0.00	210.00	(210.00)	-100.00%
Life Insurance	385.16	460.00	(74.84)	-16.27%	2,303.27	3,220.00	(916.73)	-28.47%
Util - Electric	2,872.74	2,084.00	788.74	37.85%	16,235.95	14,588.00	1,647.95	11.30%
Util - Propane	720.00	1,900.00	(1,180.00)	-62.11%	2,815.08	4,300.00	(1,484.92)	-34.53%
Util - Telephone	1,030.22	563.00	467.22	82.99%	3,925.24	3,941.00	(15.76)	-0.40%
Util - Water	17.35	11.00	6.35	57.73%	119.53	77.00	42.53	55.23%
Insurance Expense	2,221.35	3,308.00	(1,086.65)	-32.85%	15,549.45	23,156.00	(7,606.55)	-32.85%
Snow Removal	0.00	0.00	0.00	0.00%	72.15	3,256.00	(3,183.85)	-97.78%
Airfield Lighting Maintenance	0.00	0.00	0.00	0.00%	5,160.62	6,684.00	(1,523.38)	-22.79%
Maint. Airfield Equipment	6,183.00	3,556.00	2,627.00	73.88%	35,180.85	24,892.00	10,288.85	41.33%
Maint. Equipment Purchase	0.00	333.00	(333.00)	-100.00%	9,003.64	2,335.00	6,668.64	285.59%
Maintenance	688.69	0.00	688.69	0.00%	22,998.83	4,553.00	18,445.83	405.14%
Airfield Grounds Maintenance	0.00	0.00	0.00	0.00%	336.62	0.00	336.62	0.00%
State Maintenance	0.00	0.00	0.00	0.00%	53,196.75	105,500.00	(52,303.25)	-49.58%
Vehicle Expense Gas and Oil	6,650.00	3,691.00	2,959.00	80.17%	23,825.76	25,837.00	(2,011.24)	-7.78%
Hazmat Materials	0.00	0.00	0.00	0.00%	10,956.28	1,600.00	9,356.28	584.77%
ARFF Equipment	372.46	1,000.00	(627.54)	-62.75%	9,404.27	12,750.00	(3,345.73)	-26.24%
ARFF Training Supplies	0.00	0.00	0.00	0.00%	4,263.26	4,975.00	(711.74)	-14.31%
Uniforms - Maintenance	534.22	250.00	284.22	113.69%	7,500.57	6,700.00	800.57	11.95%
Environmental Compliance	1,989.75	0.00	1,989.75	0.00%	16,247.44	2,250.00	13,997.44	622.11%
Emergency Exercises	0.00	0.00	0.00	0.00%	2,849.63	1,200.00	1,649.63	137.47%
Payroll Processing Fees	81.50	0.00	81.50	0.00%	966.85	1,000.00	(33.15)	-3.32%
Travel	0.00	0.00	0.00	0.00%	2,920.36	2,800.00	120.36	4.30%
Education	0.00	100.00	(100.00)	-100.00%	850.00	1,800.00	(950.00)	-52.78%
Dues & Subs	0.00	0.00	0.00	0.00%	128.35	1,750.00	(1,621.65)	-92.67%
800 MHZ Supplies & Mtnc.	4,579.00	4,579.00	0.00	0.00%	9,158.02	13,737.00	(4,578.98)	-33.33%
Security Access Control	2,133.00	1,441.00	692.00	48.02%	16,184.00	10,065.00	6,119.00	60.79%
Security Background Processing	0.00	1,000.00	(1,000.00)	-100.00%	1,200.00	3,000.00	(1,800.00)	-60.00%
<b>Total Airfield Expenses</b>	<b>\$72,494.14</b>	<b>\$71,288.00</b>	<b>\$1,206.14</b>	<b>1.69%</b>	<b>\$599,987.23</b>	<b>\$623,564.00</b>	<b>(\$23,576.77)</b>	<b>-3.78%</b>

2015 Profit and Loss  
Profit and Loss Statement

Charlotteville Albemarle Airport Authority  
**Profit & Loss Statement**

For the Seven Months Ending Saturday, January 31, 2015

	Current Period Amount	Current Period Budget/Amount	(Under) Over Budget	Percentage	Y-T-D Amount	Y-T-D Budget/Amount	(Under) Over Budget	Percentage
<b>Terminal Expenses</b>								
Wages	34,147.79	38,239.00	(4,091.21)	-10.70%	243,639.20	279,203.00	(35,563.80)	-12.74%
Overtime - Terminal	6,193.75	5,650.00	543.75	9.62%	31,540.42	22,850.00	8,690.42	38.03%
Payroll Taxes	2,956.94	3,358.00	(401.06)	-11.94%	18,670.39	23,108.00	(4,437.61)	-19.20%
Retirement	3,302.71	3,478.00	(175.29)	-5.04%	19,771.62	24,346.00	(4,574.38)	-18.79%
Health Ins./Supp.	0.00	6,372.00	(6,372.00)	-100.00%	36,367.00	44,604.00	(8,237.00)	-18.47%
Long Term Disability	0.00	41.00	(41.00)	-100.00%	0.00	287.00	(287.00)	-100.00%
Life Insurance	455.54	507.00	(51.46)	-10.15%	2,725.55	3,549.00	(823.45)	-23.20%
Util - Electric	11,769.68	12,917.00	(1,147.32)	-8.88%	86,760.18	90,419.00	(3,658.82)	-4.05%
Util - Propane	369.31	1,000.00	(630.69)	-63.07%	1,434.32	2,700.00	(1,265.68)	-46.88%
Util - Oil	6,213.00	20,000.00	(13,787.00)	-68.94%	22,139.00	40,000.00	(17,861.00)	-44.65%
Util - Telephone	1,251.32	797.00	454.32	57.00%	5,481.67	5,579.00	(97.33)	-1.74%
Util - Water	2,026.38	2,667.00	(640.62)	-24.02%	19,020.79	18,669.00	351.79	1.88%
Util - Disposal	1,429.91	1,477.00	(47.09)	-3.19%	9,669.00	10,339.00	(670.00)	-6.48%
Insurance Expense	2,197.50	2,406.00	(208.50)	-8.67%	15,382.50	16,842.00	(1,459.50)	-8.67%
Maint. Equipment Purchase	71.33	0.00	71.33	0.00%	16,341.31	600.00	15,741.31	2623.55%
Maintenance	6,473.50	4,250.00	2,223.50	52.32%	47,625.92	21,554.00	26,071.92	120.96%
HVAC Maintenance	(5,816.05)	4,980.00	(10,796.05)	-216.79%	62,157.04	34,860.00	27,297.04	78.30%
Baggage Claim Maint.	0.00	667.00	(667.00)	-100.00%	5,722.46	4,669.00	1,053.46	22.56%
Elevator Escalator Maintenance	4,671.46	2,166.00	2,505.46	115.67%	21,760.58	17,912.00	3,848.58	21.49%
Fids Maintenance	0.00	334.00	(334.00)	-100.00%	0.00	2,335.00	(2,335.00)	-100.00%
Ramp	60.75	959.00	(898.25)	-93.67%	3,158.63	6,713.00	(3,554.37)	-52.95%
Janitorial Contract	11,484.37	11,484.00	0.37	0.00%	81,690.59	80,388.00	1,302.59	1.62%
Terminal Signage	1,384.00	800.00	584.00	73.00%	4,074.65	3,500.00	574.65	16.42%
Terminal Paging System	0.00	31.00	(31.00)	-100.00%	0.00	1,175.00	(1,175.00)	-100.00%
Terminal Landscaping	2,230.00	0.00	2,230.00	0.00%	4,538.00	6,820.00	(2,282.00)	-33.46%
OSHA Compliance	193.50	950.00	(756.50)	-79.63%	7,455.19	6,700.00	755.19	11.27%
Janitorial Supplies	2,717.71	1,667.00	1,050.71	63.03%	8,036.20	11,669.00	(3,632.80)	-31.13%
Payroll Processing Fees	81.50	83.00	(1.50)	-1.81%	966.85	581.00	385.85	66.41%
Travel - Public Safety	195.25	0.00	195.25	0.00%	2,242.51	1,224.00	1,018.51	83.21%
Travel - Operations	0.00	0.00	0.00	0.00%	1,085.20	500.00	585.20	117.04%
Education - Public Safety	0.00	0.00	0.00	0.00%	10,849.04	7,212.00	3,637.04	50.43%
Education - Operations	0.00	0.00	0.00	0.00%	0.00	477.00	(477.00)	-100.00%
Dues & Subs	185.00	150.00	35.00	23.33%	1,944.82	1,905.00	39.82	2.09%
Emergency Communications	1,847.51	1,758.00	89.51	5.09%	15,077.94	12,306.00	2,771.94	22.53%
Maint. Work Order Expense	0.00	0.00	0.00	0.00%	4,712.05	0.00	4,712.05	0.00%
Uniforms - Public Safety	0.00	250.00	(250.00)	-100.00%	2,848.50	1,450.00	1,398.50	96.45%
Safety	43.12	288.00	(244.88)	-85.03%	578.49	3,411.00	(2,832.51)	-83.04%
VCIN Expenses	154.10	158.00	(3.90)	-2.47%	1,078.70	1,151.00	(72.30)	-6.28%
First Aid Supplies	0.00	217.00	(217.00)	-100.00%	442.00	1,384.00	(942.00)	-68.06%
Towing Expense	0.00	0.00	0.00	0.00%	0.00	100.00	(100.00)	-100.00%
State Maintenance	0.00	0.00	0.00	0.00%	0.00	8,000.00	(8,000.00)	-100.00%
2004 Debt Service - Terminal	41,258.90	41,259.00	(0.10)	0.00%	288,812.30	288,813.00	(0.70)	0.00%
<b>Total Terminal Expenses</b>	<b>\$139,549.78</b>	<b>\$171,360.00</b>	<b>(\$31,810.22)</b>	<b>-18.56%</b>	<b>\$1,105,800.61</b>	<b>\$1,109,904.00</b>	<b>(\$4,103.39)</b>	<b>-0.37%</b>

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Charlotteville Albemarle Airport Authority  
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For the Seven Months Ending Saturday, January 31, 2015

	Current Period Amount	Current Period Budget Amount	(Under) Over Budget	Percentage	Y-T-D Amount	Y-T-D Budget Amount	(Under) Over Budget	Percentage
<b>Net Inc. (Loss) After D. &amp; A.</b>	<b>(\$149,577.03)</b>	<b>\$20,140.17</b>	<b>(\$169,717.20)</b>	<b>-842.68%</b>	<b>(\$1,086,863.06)</b>	<b>\$90,408.19</b>	<b>(\$1,177,271.25)</b>	<b>-1302.17%</b>



