



Charlottesville Albemarle Airport Authority Board Meeting
Wednesday, September 23rd, 2015 at 10:30am in the Airport 2nd Floor Conference Room

AGENDA

Call to Order

Consent Agenda

1. Minutes – July 2015
2. Financial Statements –June 2015 (Unaudited)
3. Airport Statistics
4. Executive Director updated Contract with Amendments

Matters from the Public

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

Action Items

1. FY16 Capital Budget Amendments
2. Gresham-Smith Work Orders
3. Good Neighbor Policy
4. Parking Ingress/Egress Alternatives

Informational Items

Executive Director's Update

Presentations: CHO 101: Parking

Closed Session

In accordance with VA Code 2.2-3712 the Airport Authority will convene in closed session for the following purposes:

1. For discussion and consideration of the performance and salary of the Executive Director, pursuant to VA Code 2.2-3711 (A)(1).

Next Meeting: November 18, 2015, 10:30 a.m., Airport Conference Room

Adjourn



Charlottesville Albemarle Airport Authority Board Meeting
Wednesday, July 15th, 2015 at 10:30am in the Airport 2nd Floor Conference Room

Minutes

Call to Order at 10:33 by Bill Kehoe

Members Present: Bill Kehoe, Aubrey Watts, Tom Foley

Members Absent: None

Staff Present: Melinda Crawford; Executive Director, Penny Shifflett; Director of Finance, Bill Pahuta; Deputy Director, Stirling Williams; Director of Landside Operations, Ronnie Shifflett; Maintenance Supervisor, Jason Burch; Marketing Director, Connie Cook; Human Resources and Community Outreach, Kristin Birdzell; Executive Secretary, Jessie Shupe; Airport Police Chief, Chuck Boldt; Terminal Project Inspector.

Others Present: John Whitmer; Landmark Aviation, Lisa Robertson; Deputy City Attorney, Denise Horbaly and Rit Venerus; Walnut Hills residents

Consent Agenda:

1. Minutes – May 2015
2. Financial Statements –May 2015 (Unaudited)
 - a. Summation of revenues and budget shows the Airport produced \$341,580 in revenue and expenses came in under budget at \$50,000, generating a net operating income of \$391,000 YTD.
3. Airport Statistics
 - a. April and May passenger count was up

Motion to approve Consent Agenda made by Mr. Foley, seconded by Mr. Watts
Unanimous approval by Board to accept Consent Agenda

Matters from the Public:

Denise Horbaly, residing within the Walnut Hills community, expressed appreciation for allowing citizens to provide feedback regarding the Good Neighbor Policy.

John Whitmer provided an update on Landmark Aviation's improvement projects. They have upgraded their HVAC systems, and the final draft of their terminal design is expected to be complete soon.

Presentations: Aubrey Watts: Board member Service Recognition
Steve Shifflett: Airport employee Service Recognition

Action Items:

1. FAA Grant and Award of Contract to M-B Companies for Purchase of Runway Snow Removal Equipment
 - a. **RECOMMENDATION:** The Board 1) approve the submission of an FAA grant application in the amount of \$592,000 for the purchase of Runway Snow Removal Equipment, 2) award a contract to M-B Companies, Inc. in the amount of \$592,000 for the purchase of a multi-tasking snow removal unit upon receipt of the FAA grant, and 3) authorize the Executive Director to execute the FAA grant when offered and to subsequently execute the equipment contract

- b. M&B Companies was lowest apparent bidder. Once the equipment is ordered, the Airport will have to wait up to 210 days for the equipment to arrive. This new equipment will allow one driver to operate both a broom and a plow at the same time, and this will maximize snow removal efficiency.
- c. Mr. Kehoe inquired about the airport's knowledge of M&B Companies. Bill Pahuta discussed their qualifications and their good standing reputation

Motion by Mr. Foley to approve recommendation as made by staff, seconded by Mr. Watts
Unanimous approval by Board

- 2. Grounds Maintenance & Landscaping Services – Ratification of Contract Award
 - a. **RECOMMENDATION:** For the Board to ratify the award of the Grounds Maintenance & Landscaping Services contract to James River Grounds Management
 - b. James River Grounds Management was lowest and most apparent bidder. They will have a one-year contract with four (4) additional one (1) - year renewals. The Authority has issued the "Notice of Intent to Award" and will be moving forward with the execution of the contract.

Motion by Mr. Watts to approve Grounds Services contract with James River, seconded by Mr. Foley
Unanimous approval by Board

- 3. FY15 Audit Engagement Letter
 - a. **RECOMMENDATION:** For the Board to review and approve the FY15 Audit Engagement Letter dated June 30, 2015.
 - b. The Audit Committee has reviewed letter and is agreeable on its terms. Robinson, Farmer, and Cox Associates were given a one (1) year contract with the option of renewing four (4) additional terms. The amount of the contract was specified as \$26,500.

Motion by Mr. Foley to approve Audit Engagement, second by Mr. Watts
Unanimous approval by Board

- 4. Good Neighbor Policy
 - a. **RECOMMENDATION:** Board review CHO's "Good Neighbor Policy" along with public comments/suggestions and provide guidance for future actions.
 - b. Mrs. Crawford obtained public input on the policy, and presented the policy draft to Walnut Hills HOA and Earlysville Forest HOA. Authority staff received a letter from the Homeowners Association of Walnut Hills, and staff is asking the Board to review the comments. The HOA had inquired about additional surrounding neighborhoods and what the Authority intends on doing to inform them of impending construction.
 - c. Mr. Foley suggested that if other neighborhoods further from the Airport ask for information that we give it to them, but not to make it a requirement to inform them without their request. Mrs. Crawford explained that the policy states that residents who have signed up for notification on our website will receive information.
 - d. Mr. Foley inquired about staff's thoughts. Mrs. Crawford said she believed it would be beneficial to add the word "neighborhoods" to the document, and also does not see an issue with the 14 day, as opposed to the 30- day notification period of the approval of a construction contract. Mrs. Crawford also believes that the 1000 ft. notification/pre-blast assessment guarantee is reasonable. If there is any blasting at all, residents within 2,500 ft. will also have the opportunity to receive information about the blasting and any home assessment associated.
 - e. Mr. Foley suggested we give out notice directly before any blasting, so residents are more aware of timing. He had suggested a timeframe of 24 hours, however Mrs. Crawford stated that may not always be possible, but as soon as the Airport is knowledgeable of blasting a notice will be provided. Mr. Kehoe recommended staff add this and other language to the document and revisit it at the next meeting.

No action was taken on this item

- 5. Amendment to Certain Bond Financing Agreements with Virginia Resources Authority

- a. **RECOMMENDATION:** The Board 1) authorize amendments of the Authority's Series 2002 Bonds and the Series 2004 Bonds financing agreements with the Virginia Resources Authority (VRA) to decrease interest rates and 2) approve a Resolution which authorizes the amendments to the financing agreements for the Authority's Series 2002 Bonds and the Series 2004 Bonds and authorizes the execution of documents associated with the amendments of these financing agreements between the Authority and the Virginia Resources Authority
- b. Authority staff contacted VRA about refinancing our debt. VRA went back to the Virginia Aviation Board, and they approved the reduction of interest rates for the 2002 and 2004 debt series.

Motion by Mr. Foley to approve as proposed, seconded by Mr. Watts.
Unanimous approval by Board

6. Amend Operating Budget

- a. **RECOMMENDATION:** Approval to increase the operating budget \$37,199 for staffing needs.
- b. The airport was notified that American Airlines' Chicago service will be adding another flight to CHO's services which is expected to deplane daily at approximately 1:00am. The Airport is in a position that it would be beneficial to add a third staff member to third shift to perform maintenance and firefighting procedures.

Motion to amend operating budget made by Mr. Watts, seconded by Mr. Foley
Unanimous approval by Board

7. Approval of FY16 and FY15 Capital Plan Changes

- a. **RECOMMENDATION:** For the Board to approve proposed changes to the FY16 and FY15 Capital Plans
- b. The FY16 Capital Budget had included an amount of \$75,000 for Airfield painting equipment, which would have been funded by state entitlements and Airport funds. With the equipment coming in around at \$19,000, it leaves approximately \$56,000 to be used elsewhere. Staff has found that it is imperative to repave the driveway around the ARFF building and to also update the security camera equipment.
- c. Staff is asking to amend budget to allow the Airport to use funds originally planned for an Admin vehicle replacement to be used for a Pedestrian Access Study to be performed by Talbert and Bright on the long-term parking stairs
Staff is seeking permission to add \$160,000 worth of change orders for the parking expansion project in Capital Budget

Motion made by Mr. Foley to amend FY15 and FY16 capital budget, seconded by Mr. Watts

8. Work Order with Talbert & Bright –Pedestrian Access Study

- a. **RECOMMENDATION:** Approval of Work Authorization for Talbert & Bright to perform a Pedestrian Access Study in the not-to-exceed amount of \$29,706 and authorization for the Executive Director to execute the work authorization.

Motion made by Mr. Foley to approve work order with Talbert and Bright, seconded by Mr. Watts

Informational Items

- 1 Executive Director's Update
 - a. Personnel Update
 - b. Construction Update
 - c. Food and Beverage Concession Update
 - d. Insurance Incidents – Update

All items are to be read individually by the Board members

Closed Session

In accordance with VA Code 2.2-3712 the Airport Authority will convene in closed session for the following purposes:

1. For discussion and consideration of the performance and salary of the Executive Director, pursuant to VA Code 2.2-3711 (A)(1).

Motion by: Mr. Foley

Second by: Mr. Watts

Ayes: Mr. Foley

Noes: None

Mr. Kehoe

Mr. Watts

Unanimous approval of closed session

Closed Session at 11:38 am

Certification of Closed Meeting:

Mr. Foley moved that this Board certify by a recorded vote that to the best of each Board member's knowledge only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the Motion convening the closed session were heard, discussed, or considered in the closed session.

Motion By: Mr. Foley

Second By: Mr. Watts

Ayes: Mr. Foley

Noes: None

Mr. Watts

Mr. Kehoe

Unanimous approval of certification of closed meeting

Back in session at 11:53

Mr. Foley reported the Executive Director's annual leave will be increased from 2 weeks to 3 weeks and the Authority will contribute \$3,000 a year into Mrs. Crawford's 457 retirement.

Next Meeting: September 23, 2015, 10:30 a.m., Airport Conference Room

Adjourn at 11:55am

Charlottesville-Albemarle Airport Authority
Financial Statements (unaudited)
As of June 30, 2015

Charlottesville-Albemarle Airport Authority
Profit & Loss Notes
As of June 30, 2015

\$15K and 10% change

Revenues:

- A. Parking Revenue:-- year-to-date revenue = \$2,903,504 Budgeted = \$2,550,552
Parking revenue is larger than anticipated due to increased passenger traffic.
- B. FBO Revenue:-- year-to-date revenue = \$335,265 Budgeted = \$255,000
FBO revenue is a direct correlation to GA activity and fuel sales.
- C. State Maintenance AF Revenue:-- year-to-date revenue \$42,557 Budgeted = \$84,400
Each year the Virginia Department of Aviation (VDOA) starts out with funds available for airfield maintenance and equipment purchases. It is limited to the availability of funds. As previously discussed, we were informed at the April state meeting that these funds were depleted for this fiscal year.
- D. State Promotion Reimbursement - year-to-date revenue \$2,050 Budgeted = \$25,000
The FY14 grant did not get closed out until 10/31/14. By that time, the funds in the FY15 allotment had been appropriated to other airports.

Year-to-date revenues totaling \$5,583,260 are over budget by \$374,350.

Expenses:

Overtime (OT): Overtime expenses, in general, for all departments have exceeded budgeted amounts due to the Board approving a new compensation policy for employees responding to snow/ice removal emergencies. These line item increases are also due to vacancies in staffing.

Parking:

- E. Parking Grounds Maintenance:-- year-to-date expenses = \$100,692 Budgeted = \$64,000
Unanticipated landscaping work was required two of the three public parking lots.
- F. Credit Card Discount:-- year-to-date expenses = \$110,475 Budgeted = \$86,400
The increase in Merchant Fees is directly related to an increase in airport customers/tenants using credit cards to pay for parking and fees.

- G. Parking Expansion - year-to-date expenses = \$83,688.30 Budgeted = \$236,000
The year-to-date expenses reflect the remaining charges for the design of the parking lot project. While the design and other expenses associated with the construction of the new parking lot are capital improvements and will eventually be capitalized, the airlines agreed to set aside a portion of the parking revenues that resulted from the 2013 parking rate increase for the purpose of this project. Their agreement to this funding mechanism was allowed under the current Airline Agreement, but the expenses associated with this authorization had to be accounted for within the operating budget in order to be included in the rate-making calculation that is in the current agreement. At the end of the year after calculating the airline settlement which will be reduced by these expenses, the amount within the Parking Expansion Expense Account will be capitalized into a construction in progress account.
During the FY15 budgeting process, \$236K was included in the Parking Expansion Expense Account. Of that amount, \$48K was for the remaining design costs, \$105,575 was slated for the Authority's portion of the project (i.e. the construction related expenses not included in the VRA financing), and the remaining \$82K was available for other parking capacity needs. Since the project did not start until June, no additional project costs have been incurred as of the end of May. With that being said, the \$82K will be utilized on the parking lot project as various issues have arisen regarding that project. These will be explained in the Capital Budget Amendment item.

Airfield:

- H. Maintenance Airfield Equipment--year-to-date expenses=\$65,225 Budgeted = \$42,680
Expenses in this category fluctuate up or down depending on needed repairs and maintenance to all airfield equipment.
- I. Maintenance-- year-to-date expenses = \$24,841 Budgeted = \$8,153
Maintenance expenses are over budget mainly 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.
- J. State Maintenance-- year-to-date expenses = \$79,215 Budgeted = \$105,500
See Note C. This expense is associated with the VDOA revenue mentioned above.
- K. Environmental Compliance-- year-to-date expenses = \$19,248 Budgeted = \$3,550
There were various expenses associated with environmental requirements and permitting.
- L. Security Access Control-- year-to-date expense = \$44,195 Budgeted = \$28,770
Expenses incurred for support updates, software and server upgrades to the Lenel Access Control Software

Terminal:

- M. Utilities-Oil:--- year-to-date expenses \$41,884 Budgeted=\$70,000
To date, the expenses in this category have been lower due to prices being lower than historical and budgeted costs.
- N. Maintenance Equipment Purchase: year-to-date expenses = \$17,368 Budgeted = \$1,200
Various small unanticipated projects and expenses were needed throughout the terminal.
- O. Maintenance:-- year-to-date expenses = \$101,415 Budgeted = \$40,000
The age and condition of the terminal required several small projects that ranged from repairs to the PA system to painting the Gate 5 area and new window treatments in the Administration area.
- P. HVAC Maintenance: year-to-date expenses = \$96,499 Budgeted = \$62,769
There were several unscheduled repairs to the aging chiller system.

Administrative:

- Q. Office Expenses: year-to-date expenses = \$32,099 Budgeted = \$16,530
The Airport purchased software, hardware, user licenses, and support for a document imaging system similar to what is used by the County. The items fell below the capitalization amount. This account was also used due to the water damage incident in the terminal where due to cancelled flights, some passengers needed overnight accommodations.

Year-to-date expenses of \$5,305,516 are over budget by \$99,006.

Net Income

May year-to-date operating revenue in excess of budget =	\$ 374,350
May year-to-date operating expenses in excess budget =	<u>\$(99,006)</u>
May year-to-date net operating income in excess of budget	\$275,344

9/18/2015

Charlotteville Albemarle Airport Authority
Profit & Loss Statement
 For the Twelve Months Ending Tuesday, June 30, 2015

\$ 15,000 + 10%

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	Current Period Amount	Current Period Budget Amount	(Under) Over Budget	Percentage	Y-T-D Amount	Y-T-D Budget Amount	(Under) Over Budget	Percentage
Parking Revenues								
Parking Revenue	\$247,752.00	\$212,000.00	\$35,752.00	16.86%	\$2,903,504.00	\$2,550,552.00	\$352,952.00	13.84%
Tenant Parking	4,500.00	4,500.00	0.00	0.00%	54,750.00	54,000.00	750.00	1.39%
Miscellaneous Fees	0.00	50.00	(50.00)	-100.00%	5,792.10	600.00	5,192.10	865.35%
Crew Base	225.00	405.00	(180.00)	-44.44%	3,790.00	4,860.00	(1,070.00)	-22.02%
Total Parking Revenue	\$252,477.00	\$216,955.00	\$35,522.00	16.37%	\$2,967,836.10	\$2,610,012.00	\$357,824.10	13.71%
Airfield Revenues								
Airline Landing Revenue	45,471.64	44,116.25	1,355.39	3.07%	528,724.58	529,395.00	(670.42)	-0.13%
Charter Revenue	1,277.80	1,000.00	277.80	27.78%	16,041.57	12,000.00	4,041.57	33.68%
AW Flowage	0.00	0.00	0.00	0.00%	8,154.28	7,500.00	654.28	8.72%
FBO Revenue	34,910.73	21,250.00	13,660.73	64.29%	335,264.71	255,000.00	80,264.71	31.48%
Ground Rent	6,131.96	4,870.00	1,261.96	25.91%	86,732.99	74,607.00	12,125.99	16.25%
Misc. Revenue	(440.00)	375.00	(815.00)	-217.33%	1,235.00	4,500.00	(3,265.00)	-72.56%
Security Access Control Revenue	615.00	450.00	165.00	36.67%	6,187.00	5,400.00	787.00	14.57%
State Maintenance Airfield	0.00	0.00	0.00	0.00%	42,557.40	84,400.00	(41,842.60)	-49.58%
Total Airfield Revenue	\$87,967.13	\$72,061.25	\$15,905.88	22.07%	\$1,024,897.53	\$972,802.00	\$52,095.53	5.36%
Terminal Revenues								
Airline Rent	27,098.76	33,283.25	(6,184.49)	-18.58%	399,461.16	399,399.00	62.16	0.02%
Advertising	4,565.70	4,000.00	565.70	14.14%	50,869.55	48,000.00	2,869.55	5.98%
Rental Car Revenue	59,848.57	63,333.00	(3,484.43)	-5.50%	759,991.30	759,996.00	(4.70)	0.00%
Misc. Concession Rev.	0.00	0.00	0.00	0.00%	2,131.05	2,000.00	131.05	6.55%
Ground Transportation Fees	2,000.00	2,000.00	0.00	0.00%	24,000.00	24,000.00	0.00	0.00%
Rental Car QTA Land Lease	4,455.00	4,455.00	0.00	0.00%	53,460.00	53,460.00	0.00	0.00%
ATM Concession	623.00	623.00	0.00	0.00%	7,476.00	7,476.00	0.00	0.00%
Food/Gift Concessions	2,640.73	2,663.00	(22.27)	-0.84%	31,891.74	32,000.00	(108.26)	-0.34%
Maint. Work Order Revenue	(1,000.05)	0.00	(1,000.05)	0.00%	59.29	0.00	59.29	0.00%
State Debt Service Reimb.	0.00	0.00	0.00	0.00%	150,000.00	150,000.00	0.00	0.00%
State Maintenance Terminal	0.00	0.00	0.00	0.00%	6,400.00	6,400.00	0.00	0.00%
TSA Lease	3,002.34	2,592.00	410.34	15.83%	32,064.69	31,104.00	960.69	3.09%
FAA Service Fee/Rent	5,007.57	3,632.00	1,375.57	37.87%	43,278.44	43,125.00	153.44	0.36%
Total Terminal Revenue	\$108,241.62	\$116,581.25	(\$8,339.63)	-7.15%	\$1,554,683.22	\$1,556,960.00	(\$2,276.78)	-0.15%
Administrative Revenues								
Interest Income	616.32	663.00	(46.68)	-7.04%	8,493.28	8,000.00	493.28	6.17%
Miscellaneous Income	390.71	0.00	390.71	0.00%	326.00	500.00	(174.00)	-34.80%
State Promotion Reimb.	(20,000.00)	0.00	(20,000.00)	0.00%	2,050.00	25,000.00	(22,950.00)	-91.80%
Air Service Development	9,337.66	0.00	9,337.66	0.00%	9,337.66	20,000.00	(10,662.34)	-53.31%
QTA Staff Reimbursement	1,303.00	1,303.00	0.00	0.00%	15,636.00	15,636.00	0.00	0.00%
Total Administrative Revenue	(\$8,352.31)	\$1,966.00	(\$10,318.31)	-524.84%	\$35,842.94	\$69,136.00	(\$33,293.06)	-48.16%
Total Revenues	\$440,333.44	\$407,563.50	\$32,769.94	8.04%	\$5,583,259.79	\$5,208,910.00	\$374,349.79	7.19%

2015 Profit and Loss
 Profit and Loss Statement

9/18/2015

Charlotteville Albemarle Airport Authority

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Profit & Loss Statement
For the Twelve Months Ending Tuesday, June 30, 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
Parking Expenses								
Wages	33,209.56	24,891.00	8,318.56	33.42%	291,381.52	322,771.00	(31,389.48)	-9.73%
Overtime - Parking	4,896.06	1,300.00	3,596.06	276.62%	49,905.51	11,600.00	38,305.51	330.22%
Payroll Taxes	2,709.08	2,004.00	705.08	35.18%	25,224.40	25,579.00	(354.60)	-1.39%
Retirement	4,049.36	2,344.00	1,705.36	72.75%	20,250.04	28,138.00	(7,887.96)	-28.03%
Health Ins./Supp.	4,398.00	4,890.00	(492.00)	-10.06%	49,213.00	58,680.00	(9,467.00)	-16.13%
Long Term Disability	66.20	16.00	50.20	313.75%	526.03	172.00	354.03	205.83%
Life Insurance	543.70	340.00	203.70	59.91%	2,727.21	4,100.00	(1,372.79)	-33.48%
Util - Parking Lights	361.52	375.00	(13.48)	-3.59%	4,469.25	4,500.00	(30.75)	-0.68%
Util - Telephone	284.84	1,170.00	(885.16)	-75.65%	8,538.40	9,640.00	(1,101.60)	-11.43%
Util - Water	34.15	26.00	8.15	31.35%	355.79	312.00	43.79	14.04%
Insurance Expense	564.22	644.00	(79.78)	-12.39%	6,770.64	7,772.00	(1,001.36)	-12.88%
Snow Removal	0.00	0.00	0.00	0.00%	7,438.49	6,000.00	1,438.49	23.97%
Parking Lot Lighting	0.00	513.00	(513.00)	-100.00%	2,297.37	5,991.00	(3,693.63)	-61.65%
Parking Grounds Maintenance	12,163.59	5,337.00	6,826.59	127.91%	100,692.11	64,000.00	36,692.11	57.33%
Parking Pavement/Booths/Steps	1,972.83	145.00	1,827.83	1260.57%	13,428.51	11,950.00	1,478.51	12.37%
Parking Equip. Maintenance	5,337.40	1,704.00	3,633.40	213.23%	23,687.01	20,450.00	3,237.01	15.83%
Supplies	0.00	0.00	0.00	0.00%	5,585.00	9,892.00	(4,307.00)	-43.54%
Parking - Signage & Traffic Control	0.00	0.00	0.00	0.00%	1,923.00	2,500.00	(577.00)	-23.08%
Payroll Processing Fees	138.41	76.00	62.41	82.12%	1,551.25	1,000.00	551.25	55.12%
Uniforms	0.00	0.00	0.00	0.00%	88.50	3,000.00	(2,911.50)	-97.05%
Travel	0.00	2,000.00	(2,000.00)	-100.00%	0.00	3,500.00	(3,500.00)	-100.00%
Education	0.00	700.00	(700.00)	-100.00%	0.00	1,700.00	(1,700.00)	-100.00%
Dues & Subs	0.00	0.00	0.00	0.00%	310.00	310.00	0.00	0.00%
Credit Card Discount	10,283.63	7,200.00	3,083.63	42.83%	110,474.51	86,400.00	24,074.51	27.86%
Over & Short	0.00	10.00	(10.00)	-100.00%	18.00	120.00	(102.00)	-85.00%
Bad Debt Expense	0.00	100.00	(100.00)	-100.00%	0.00	200.00	(200.00)	-100.00%
2004 Debt Service Parking	42,996.87	42,997.00	(0.13)	0.00%	195,669.44	195,669.00	0.44	0.00%
Parking Expansion	35,640.63	56,000.00	(20,359.37)	-36.36%	83,688.30	236,000.00	(152,311.70)	-64.54%
Total Parking Expenses	\$159,650.05	\$154,782.00	\$4,868.05	3.15%	\$1,006,213.28	\$1,121,946.00	(\$115,732.72)	-10.32%

2015 Profit and Loss
Profit and Loss Statement

Charlottesville Albemarle Airport Authority

Profit & Loss Statement

For the Twelve Months Ending Tuesday, June 30, 2015

Airfield Expenses	Current Period Amount	Current Period Budget Amount	(Under) Over Budget	Percentage	Y-T-D Amount	Y-T-D Budget Amount	(Under) Over Budget	Percentage
Wages	56,434.72	32,177.00	24,257.72	75.39%	436,539.65	418,199.00	18,340.65	4.39%
Overtime - Airfield	6,115.04	3,236.00	2,879.04	88.97%	61,587.62	33,933.00	27,654.62	81.50%
Payroll Taxes	4,502.26	2,711.00	1,791.26	66.07%	36,015.28	34,588.00	1,427.28	4.13%
Retirement	6,331.58	3,162.00	3,169.58	100.24%	36,626.45	37,889.00	(1,262.55)	-3.33%
Health Ins./Supp.	4,983.50	5,056.00	(72.50)	-1.43%	58,901.50	60,672.00	(1,770.50)	-2.92%
Long Term Disability	0.00	26.00	(26.00)	-100.00%	0.00	356.00	(356.00)	-100.00%
Life Insurance	839.51	460.00	379.51	82.50%	4,804.72	5,520.00	(715.28)	-12.96%
Util - Electric	1,962.30	2,076.00	(113.70)	-5.48%	27,875.07	25,000.00	2,875.07	11.50%
Util - Propane	0.00	0.00	0.00	0.00%	7,304.41	7,500.00	(195.59)	-2.61%
Util - Telephone	92.24	563.00	(470.76)	-83.62%	6,268.09	6,756.00	(487.91)	-7.22%
Util - Water	18.06	11.00	7.06	64.18%	209.92	132.00	77.92	59.03%
Insurance Expense	9,266.59	3,307.00	5,959.59	180.21%	35,736.84	39,694.00	(3,957.16)	-9.97%
Snow Removal	1,998.00	0.00	1,998.00	0.00%	44,698.40	43,970.00	728.40	1.66%
Airfield Lighting Maintenance	1,671.13	0.00	1,671.13	0.00%	6,842.63	10,318.00	(3,475.37)	-33.68%
Maint. Airfield Equipment	7,436.19	3,564.00	3,872.19	108.65%	65,225.10	42,680.00	22,545.10	52.82%
Maint. Equipment Purchase	0.00	333.00	(333.00)	-100.00%	10,011.15	4,000.00	6,011.15	150.28%
Maintenance	0.00	0.00	0.00	0.00%	24,841.47	8,153.00	16,688.47	204.69%
Airfield Grounds Maintenance	0.00	0.00	0.00	0.00%	336.62	10,000.00	(9,663.38)	-96.63%
State Maintenance	0.00	0.00	0.00	0.00%	79,214.69	105,500.00	(26,285.31)	-24.91%
Vehicle Expense Gas and Oil	2,712.25	3,695.00	(982.75)	-26.60%	46,653.08	44,296.00	2,357.08	5.32%
Hazmat Materials	0.00	0.00	0.00	0.00%	10,956.28	2,400.00	8,556.28	356.51%
ARFF Equipment	2,688.38	0.00	2,688.38	0.00%	20,083.09	17,950.00	2,133.09	11.88%
ARFF Training Supplies	1,021.77	500.00	521.77	104.35%	9,791.20	9,250.00	541.20	5.85%
Uniforms - Maintenance	573.89	0.00	573.89	0.00%	8,074.46	8,025.00	49.46	0.62%
Environmental Compliance	1,065.08	0.00	1,065.08	0.00%	19,248.40	3,550.00	15,698.40	442.21%
Emergency Exercises	0.00	0.00	0.00	0.00%	2,849.63	1,200.00	1,649.63	137.47%
Payroll Processing Fees	138.40	0.00	138.40	0.00%	1,566.35	1,000.00	566.35	56.64%
Travel	2,035.40	0.00	2,035.40	0.00%	7,305.51	8,100.00	(794.49)	-9.81%
Education	0.00	0.00	0.00	0.00%	1,350.00	4,300.00	(2,950.00)	-68.60%
Dues & Subs	0.00	0.00	0.00	0.00%	1,897.35	1,785.00	112.35	6.29%
ANT/LETN Dues & Subs	0.00	0.00	0.00	0.00%	1,200.00	0.00	1,200.00	0.00%
800 MHZ Supplies & Minc.	0.00	0.00	0.00	0.00%	13,737.02	18,316.00	(4,578.98)	-25.00%
Security Access Control	22,548.00	1,441.00	21,107.00	1464.75%	44,195.14	28,770.00	15,425.14	53.62%
Security Background Processing	0.00	0.00	0.00	0.00%	1,200.00	4,000.00	(2,800.00)	-70.00%
Total Airfield Expenses	\$134,434.29	\$62,318.00	\$72,116.29	115.72%	\$1,133,147.12	\$1,047,802.00	\$85,345.12	8.15%

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Charlotteville Albemarle Airport Authority
Profit & Loss Statement
 For the Twelve Months Ending Tuesday, June 30, 2015

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Terminal Expenses	Current Period Amount	Current Period Budget Amount	(Under) Over Budget	Percentage	Y-T-D Amount	Y-T-D Budget Amount	(Under) Over Budget	Percentage
Wages	60,133.42	39,122.00	21,011.42	53.71%	468,500.56	482,481.00	(13,980.44)	-2.90%
Overtime - Terminal	6,491.63	3,250.00	3,241.63	99.74%	62,348.11	35,650.00	26,698.11	74.89%
Payroll Taxes	4,784.70	3,240.00	1,544.70	47.68%	37,455.24	39,637.00	(2,181.76)	-5.50%
Retirement	6,650.91	3,478.00	3,172.91	91.23%	40,374.97	41,736.00	(1,361.03)	-3.26%
Health Ins./Supp.	5,620.50	6,372.00	(751.50)	-11.79%	65,385.50	76,464.00	(11,078.50)	-14.49%
Long Term Disability	0.00	38.00	(38.00)	-100.00%	0.00	489.00	(489.00)	-100.00%
Life Insurance	881.46	504.00	377.46	74.89%	5,501.27	6,081.00	(579.73)	-9.53%
Util - Electric	14,076.83	12,913.00	1,163.83	9.01%	148,315.18	155,000.00	(6,684.82)	-4.31%
Util - Propane	0.00	0.00	0.00	0.00%	2,933.35	4,200.00	(1,266.65)	-30.16%
Util - Oil	0.00	10,000.00	(10,000.00)	-100.00%	41,884.00	70,000.00	(28,116.00)	-40.17%
Util - Telephone	312.81	797.00	(484.19)	-60.75%	8,925.58	9,564.00	(638.42)	-6.68%
Util - Water	3,458.41	2,663.00	795.41	29.87%	31,703.03	32,000.00	(296.97)	-0.93%
Util - Disposal	1,454.70	1,477.00	(22.30)	-1.51%	16,889.40	17,724.00	(834.60)	-4.71%
Insurance Expense	2,197.50	2,401.00	(203.50)	-8.48%	26,370.00	28,867.00	(2,497.00)	-8.65%
Maint. Equipment Purchase	0.00	0.00	0.00	0.00%	17,368.00	1,200.00	16,168.00	1347.33%
Maintenance	23,057.48	1,738.00	21,319.48	1226.67%	101,415.15	40,000.00	61,415.15	153.54%
HVAC Maintenance	9,581.79	7,989.00	1,592.79	19.94%	96,498.65	62,769.00	33,729.65	53.74%
Baggage Claim Maint.	0.00	563.00	(563.00)	-100.00%	9,579.26	7,900.00	1,679.26	21.26%
Elevator Escalator Maintenance	2,911.17	2,174.00	737.17	33.91%	35,705.77	30,000.00	5,705.77	19.02%
Fids Maintenance	0.00	330.00	(330.00)	-100.00%	0.00	4,000.00	(4,000.00)	-100.00%
Relamp	2,991.57	955.00	2,036.57	213.25%	9,370.97	11,504.00	(2,133.03)	-18.54%
Welding Fabrication	474.30	0.00	474.30	0.00%	720.80	0.00	720.80	0.00%
Janitorial Contract	13,009.37	11,488.00	1,521.37	13.24%	140,712.44	137,812.00	2,900.44	2.10%
Terminal Signage	2,559.55	0.00	2,559.55	0.00%	11,461.53	5,000.00	6,461.53	129.23%
Terminal Paging System	0.00	0.00	0.00	0.00%	0.00	2,000.00	(2,000.00)	-100.00%
Terminal Landscaping	0.00	1,050.00	(1,050.00)	-100.00%	5,588.00	8,920.00	(3,332.00)	-37.35%
OSHA Compliance	1,525.28	4,150.00	(2,624.72)	-63.25%	17,815.13	17,850.00	(34.87)	-0.20%
Janitorial Supplies	9,170.95	1,663.00	7,507.95	451.47%	23,049.25	20,000.00	3,049.25	15.25%
Payroll Processing Fees	138.40	87.00	51.40	59.08%	1,566.35	1,000.00	566.35	56.64%
Travel - Public Safety	0.00	510.00	(510.00)	-100.00%	12,787.11	2,650.00	10,137.11	382.53%
Travel - Operations	177.50	0.00	177.50	0.00%	2,446.12	1,375.00	1,071.12	77.90%
Education - Public Safety	0.00	0.00	0.00	0.00%	11,839.04	7,985.00	3,854.04	48.27%
Education - Operations	0.00	0.00	0.00	0.00%	550.00	1,622.00	(1,072.00)	-66.09%
Dues & Subs	0.00	40.00	(40.00)	-100.00%	3,654.82	2,195.00	1,459.82	66.51%
Emergency Communications	2,784.84	1,762.00	1,022.84	58.05%	23,161.75	21,100.00	2,061.75	9.77%
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	925.22	265.00	660.22	249.14%	7,997.61	2,750.00	5,247.61	190.82%
Uniforms - CSO	0.00	0.00	0.00	0.00%	405.61	0.00	405.61	0.00%
Safety	2,044.80	287.00	1,757.80	612.47%	5,483.45	4,850.00	633.45	13.06%
VCIN Expenses	0.00	158.00	(158.00)	-100.00%	1,695.10	1,941.00	(245.90)	-12.67%
First Aid Supplies	524.42	0.00	524.42	0.00%	1,439.14	1,600.00	(160.86)	-10.05%
Snow Removal	0.00	0.00	0.00	0.00%	0.00	1,800.00	(1,800.00)	-100.00%
Towing Expense	0.00	0.00	0.00	0.00%	0.00	150.00	(150.00)	-100.00%

2015 Profit and Loss
 Profit and Loss Statement

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Charlotteville Albemarle Airport Authority

Profit & Loss Statement
For the Twelve Months Ending Tuesday, June 30, 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
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%	495,106.80	495,107.00	(0.20)	0.00%
Total Terminal Expenses	\$219,198.41	\$162,723.00	\$56,475.41	34.71%	\$1,998,716.09	\$1,902,973.00	\$95,743.09	5.03%

Charlotteville Albemarle Airport Authority
Profit & Loss Statement
For the Twelve Months Ending Tuesday, June 30, 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
Administrative Expenses								
Wages	51,631.53	33,133.00	18,498.53	55.83%	467,173.85	430,765.00	36,408.85	8.45%
Overtime - Admin	950.15	125.00	825.15	660.12%	6,285.65	1,500.00	4,785.65	319.04%
Payroll Taxes	3,839.58	2,548.00	1,291.58	50.69%	27,051.84	33,068.00	(6,016.16)	-18.19%
Retirement	6,563.83	3,255.00	3,308.83	101.65%	41,182.61	39,027.00	2,155.61	5.52%
Health Ins./Supp.	2,445.00	2,632.00	(187.00)	-7.10%	30,649.00	31,584.00	(935.00)	-2.96%
Life Insurance	862.14	472.00	390.14	82.66%	5,172.84	5,686.00	(513.16)	-9.02%
Util - Telephone	419.64	1,152.00	(732.36)	-63.57%	13,809.37	13,868.00	(58.63)	-0.42%
Insurance Expense	1,946.18	2,289.00	(342.82)	-14.98%	27,996.16	27,618.00	378.16	1.37%
Office Supplies	525.22	788.00	(262.78)	-33.35%	7,540.45	9,500.00	(1,959.55)	-20.63%
Office Expenses	2,401.93	1,372.00	1,029.93	75.07%	32,099.29	16,530.00	15,569.29	94.19%
Payroll Processing Fees	138.41	87.00	51.41	59.09%	1,914.50	1,000.00	914.50	91.45%
Travel-Admin & Marketing	50.00	2,867.00	(2,817.00)	-98.26%	10,198.79	16,950.00	(6,751.21)	-39.83%
Education	(261.00)	488.00	(749.00)	-153.48%	1,337.74	5,900.00	(4,562.26)	-77.33%
Computer Expense	11,296.84	6,200.00	5,096.84	82.21%	68,262.58	69,722.00	(1,459.42)	-2.09%
Equipment Lease	1,123.30	459.00	664.30	144.73%	6,471.99	5,497.00	974.99	17.74%
Dues & Subs-Admin & Marketing	499.00	1,135.00	(636.00)	-56.04%	8,901.00	13,026.00	(4,125.00)	-31.67%
Bad Debt Expense	0.00	250.00	(250.00)	-100.00%	0.00	250.00	(250.00)	-100.00%
Banking Fees	241.95	300.00	(58.05)	-19.35%	698.36	600.00	98.36	16.39%
Service Fees	85.59	0.00	85.59	0.00%	637.89	0.00	637.89	0.00%
Human Resources	1,205.41	1,418.00	(212.59)	-14.99%	19,793.85	17,060.00	2,733.85	16.02%
Meeting Expense	218.16	262.00	(43.84)	-16.73%	2,718.78	3,100.00	(381.22)	-12.30%
Postage	0.00	575.00	(575.00)	-100.00%	1,186.06	1,700.00	(513.94)	-30.23%
Shipping	264.40	175.00	89.40	51.09%	2,465.86	1,500.00	965.86	64.39%
Miscellaneous Expenses	0.88	0.00	0.88	0.00%	1,081.86	0.00	1,081.86	0.00%
Professional Fees	1,325.00	7,807.00	(6,482.00)	-83.03%	84,981.98	93,750.00	(8,768.02)	-9.35%
Advertising & Promotions	19,684.14	38,260.00	(18,575.86)	-48.55%	216,499.02	227,038.00	(10,538.98)	-4.64%
Special Events	259.30	0.00	259.30	0.00%	6,366.78	6,750.00	(383.22)	-5.68%
Air Service Development	19,648.92	3,813.00	15,835.92	415.31%	74,961.40	60,800.00	14,161.40	23.29%
Total Admin. Expenses	\$127,365.50	\$111,862.00	\$15,503.50	13.86%	\$1,167,439.50	\$1,133,789.00	\$33,650.50	2.97%
Total Operating Expenses	\$640,648.25	\$491,685.00	\$148,963.25	30.30%	\$5,305,515.99	\$5,206,510.00	\$99,005.99	1.90%
Net Inc. Bef. Other Income	(200,314.81)	(84,121.50)	(116,193.31)	138.13%	277,743.80	2,400.00	275,343.80	11472.66%
Other Income:								
Insurance Proceeds	0.00	0.00	0.00	0.00%	61,282.26	0.00	61,282.26	0.00%
Coverage Fund	14,916.67	14,916.67	0.00	0.00%	179,000.04	179,000.04	0.00	0.00%
Net Inc. Aft. Other Income	(\$185,398.14)	(\$69,204.83)	(\$116,193.31)	167.90%	\$518,026.10	\$181,400.04	\$336,626.06	185.57%
Other Expense:								
Depreciation & Amort.								
2015 Profit and Loss								
Profit and Loss Statement								

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Charlotteville Albemarle Airport Authority
Profit & Loss Statement
 For the Twelve Months Ending Tuesday, June 30, 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
Deprec. & Amort.	\$0.00	\$0.00	\$0.00	0.00%	\$2,488,111.98	\$0.00	\$2,488,111.98	0.00%
Net Inc. (Loss) After D & A	<u>(\$185,398.14)</u>	<u>(\$69,204.83)</u>	<u>(\$116,193.31)</u>	<u>167.90%</u>	<u>(\$1,970,085.88)</u>	<u>\$181,400.04</u>	<u>(\$2,151,485.92)</u>	<u>-1186.04%</u>

Operating Statistics-Fiscal Year 2016

	July		FYTD		FY	Calendar Year									
	2015	2014	2016	2015	2015	FY 2014	FY 2013	2012	2011	2010	2009	2008	2007	2006	2005
Aircraft Operations															
<i>Inherent:</i>															
<i>Air Carrier/Taxi</i>	1,477	1,758	-16%	1,477	1,758	-16%	20,049	20,214	17,382	17,493	18,615	19,412	20,675	23,640	21,262
<i>General Aviation</i>	2212	2,755	-20%	2,212	2,755	-20%	28,782	30,785	31,024	33,561	38,394	41,394	39,288	33,918	29,207
<i>Military</i>	123	145	-15%	123	145	-15%	1,883	1,881	2,034	2,297	1,754	1,984	1,831	1,773	1,780
<i>General Aviation</i>	1,689	1,822	-7%	1,689	1,822	-7%	19,525	20,040	18,809	20,324	20,486	17,294	18,075	20,013	17,584
<i>Military</i>	134	320	-58%	134	320	-58%	3,754	4,147	3,457	4,063	3,118	3,087	3,354	2,916	2,032
<i>Total Operations</i>	5,635	6,800	-17%	5,635	6,800	-17%	73,993	77,067	72,706	77,738	82,367	83,171	83,223	88,228	76,306
<i>Enplaned Passengers</i>	22,681	21,144	7%	22,681	21,144	7%	261,631	238,398	227,874	232,571	215,869	196,060	177,659	168,966	185,689
<i>Deplaned Passengers</i>	22,525	20,951	8%	22,525	20,951	8%	261,168	232,164	226,294	231,466	213,692	195,867	177,160	168,971	182,344
<i>Enplaned Load Factor</i>	80%	80%	0%	80%	80%	0%	81%	78%	76%	74.82%	72%	69%	65%	59%	54%
<i>Available Seats</i>	28,376	26,504	7%	28,376	26,504	7%	322,555	307,522	299,226	310,789	299,182	286,136	294,076	299,343	314,081
<i>Parking Revenue</i>	244,198	218,541	12%	244,198	218,541	12%	2,906,401	2,604,747	2,134,028	2,193,373	2,003,507	1,700,145	1,478,901	1,507,761	1,653,472
EBTO Fuel Gallons Pumped															
<i>GA -100LL</i>	5,399	4,746	14%	5,399	4,746	14%	51,552	56,862	55,862	60,275	62,519	69,178	71,860	79,189	93,676
<i>GA/Corporate Jet-A</i>	66,756	70,281	-5%	66,756	70,281	-5%	998,910	1,008,861	969,930	969,473	942,165	911,363	833,494	1,047,298	1,160,810
<i>Military Jet-A</i>	5,664	6,192	-9%	5,664	6,192	-9%	66,988	63,084	72,238	86,510	53,611	73,901	67,114	71,542	56,538
<i>Airline</i>	174,256	166,480	5%	174,256	166,480	5%	2,107,002	1,982,735	1,843,362	1,745,200	1,639,075	1,491,980	1,456,843	1,608,962	1,594,701
<i>Total Fuel</i>	252,075	247,699	2%	252,075	247,699	2%	3,224,452	3,111,542	2,941,392	2,861,408	2,697,370	2,546,422	2,429,311	2,806,991	2,905,725
<i>Tailwinds, LLC</i>	0	0	0%	0	0	0%	0	0	0	0	0	0	0	0	0
<i>The Market</i>	0	69,870	0%	0	69,870	0%	712,785	767,875	669,869	670,989	638,226	561,104	502,703	375,378	442,741
<i>Rental Car Revenue*</i>	786,793	721,795	9%	786,793	721,795	9%	8,161,735	7,288,497	6,880,432	7,019,797	6,048,867	5,281,662	4,613,199	4,827,224	5,656,817
<i>ATMs:</i>															
<i>Cash Withdrawals</i>	301	357	-16%	301	357	-16%	4,444	4,339							
<i>Withdrawal Value</i>	31,720	40,840	-22%	31,720	40,840	-22%	509,500	530,400							
<i>Surcharges</i>	286	345	-17%	286	345	-17%	4,293	4,335							
<i>Surcharge Value</i>	1,073	1,294	-17%	1,073	1,294	-17%	16,099	16,258							
<i>Injuries</i>	60	78	-23%	60	78	-23%	859	1,016							
<i>Dental</i>	13	34	-62%	13	34	-62%	447	402							

*On concessionable revenue-not gross



Items Discussed in May 21, 2015 and July 15, 2015 Closed Meeting

Date: September 23, 2015

Ms. Melinda C. Crawford
6444 Spring Hill Road
Ruckersville, VA 22968

RE: Amendment of Employment Contract

Dear Melinda,

On behalf of the governing board of the Charlottesville-Albemarle Airport Authority (Board), I am pleased to notify you that the Board has completed your annual performance review for the 12 months preceding June 1, 2015. We verbally discussed your performance with you on May 21, 2015 and July 15, 2015.

Based on your performance review, we agree to amend your November 12, 2012 employment contract (Employment Contract) as follows:

1. **Salary** – Your annual salary will be increased to \$136,500 effective the first payroll in July, 2015.
2. **Automobile Allowance** – In addition to your salary and benefits included within your Employment Contract, the Authority agrees (effective the first payroll in July 2015) to pay you the amount of \$6,000 per year, payable monthly, as a vehicle allowance to be used for the purchase, leasing, operation, and maintenance of one motor vehicle. You shall be solely and personally responsible for providing and paying for liability, property damage, and comprehensive insurance coverage on such vehicle, and you shall further be solely and personally responsible for all expenses attendant to the purchase, operation, maintenance, repair, replacement, and operation of such vehicle. In addition to the above-referenced monthly allowance, the Authority will reimburse you a IRS standard mileage rate for any business use of the vehicle outside the greater Charlottesville-Albemarle geographic area (which we hereby designate as the jurisdictions within the Thomas Jefferson Planning District), subject to the presentation of documentation of such business use.
3. **Residence** – As a housekeeping matter, previously, by consensus, we advised you of our agreement to allow you to establish a permanent residence outside of Albemarle County. We hereby confirm that your Employment Contract is amended/clarified to provide that our interpretation of the reference to the "greater Charlottesville-Albemarle area" is that such area include any of the jurisdictions that are part of the Thomas Jefferson Planning District.
4. **Annual Leave** – Effective in July 2015, your annual leave will be adjusted. You will be given one additional week of annual leave (40 hours) on the books, and your annual leave will be accrued at 3 weeks per year or 10 hours per month.
5. **Deferred Compensation Plan** – Effective in July 2015, the Authority will contribute \$3,000 annually to your 457 Deferred Compensation Plan.

Authority Chairman

Date

Executive Director

Date



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: September 23, 2015

SUBJECT: Action Item #1: Amendment of FY16 Capital Budget

RECOMMENDATION: For the Board to approve proposed changes to the FY16 Capital Budget.

BACKGROUND: The FY16 Capital Budget included an amount of \$40K as the Airport's local match for an FAA grant related to an Airport wide security upgrade. Understanding that State money can be used to fund the 2% local match on an FAA grant, that \$40K can now be used to fund an immediate need to improve the security camera system. The FY16 Capital Budget had \$15K in it to replace two security cameras. This line item has been increased by the \$40K to accommodate a larger scope of work and has been renamed "Security System Upgrade".

The FY16 Capital Budget included \$17K to pave the section around the ARFF drive and leading to the baggage claim area. It has been determined it will cost another \$17K to improve drainage in an adjacent area. The Virginia Department of Aviation has agreed to include a portion of this work in the terminal project and will fund approximately \$7,608 of this drainage project. The remaining portion will need to come from Airport funds.

The FY16 Capital Budget included a line item "Kid Space Design/Furnishing". This project is being replaced by "Analysis and Design of former Gate 1 Roof Area."

PRIOR ACTION: Previously approved or amended FY16 Capital Plan

FUNDING:

VDOA Funding of Drainage Improvements =	\$ 7,608
Authority Funding of Drainage Improvements=	<u>\$ 9,392</u>
Total Estimated Cost of Drainage Improvements=	<u>\$17,000</u>
VDOA Funding of Security System Upgrade =	\$44,000
Authority Funding of Sec System Upgrade =	<u>\$11,000</u>
Total Estimated Cost of Sec System Upgrade =	<u>\$55,000</u>

FINANCIAL IMPACT: Noted Above

ATTACHMENTS: Attachment #1: Current FY16 Capital Budget
Attachment #2: Proposed FY16 Capital Budget

PRESENTATION: None.

CHARLOTTEVILLE-ALBEMARLE AIRPORT AUTHORITY

Six Year Capital Plan

July 15, 2015

CHARLOTTESVILLE ALBEMARLE AIRPORT AUTHORITY									
Six Year Capital Plan									
July 15, 2015									
PROJECT	TOTAL		FAA		STATE		AUTHORITY		
	COST	DISC	ENT	DISC	ENT				
FISCAL YEAR 2016:									
Airport wide security upgrade	2,000,000								
RW 3-21 & TW Rehab - Constr	13,000,000		9,900,000		1,800,000		1,300,000		160,000
GA Ramp Improvements	1,500,000						1,200,000		
Long-Term/Short-Term Parking Rehab - Design	200,000								
Rehab North and South Ingress/Egress from parking	500,000								400,000
Long-Term/Short-Term Parking Rehab/Economy Seal - Constr.	2,000,000								320,000
Covered Sidewalks/Ticket Splitters (two sections)	500,000								480,000
Escalators Replacement Gate 5	600,000								
Public Safety Expansion	100,000								
Rental Car Ticket Counter Rehab	200,000								
Rental Car Covered Walkway	300,000								
Ticketing Rehab	250,000								
Airline Podiums Concourse	250,000								
Entrance Doors (3) sets	150,000								120,000
Business Center/Glass wall Exit Lane Design/furnishing	100,000								80,000
Kid Space Design/furnishing)	30,000								24,000
Cost Benefit Analysis Parking Deck	75,000								
State Entitlement Debt Service (VDA Portion)	50,000								50,000
Pedestrian Access Study	30,000								
Gutter Replacement for Old Terminal (Firehouse)	16,000								
SCBA Mask Fit Test Machine	14,000								11,200
Replacement ARFF Protective Clothing	13,000								10,400
Radio Upgrade Albemarle County?? (Tom Hanson)	20,000								16,000
Internal radio replacement	50,000								40,000
Replace Safety Vehicles (2)	90,000								68,000
Airfield friction testing equipment	85,000								15,200
Airfield Painting Equipment	19,000								13,600
Baggage Claim Repave	17,000								12,000
Replace 2 Security Cameras/Server	15,000								
Mower Replacement	40,000								
Tailgate Spreader	6,000								
Terminal Technology	10,000								
Fire Gear Contaminant Extractor	8,500								6,800
	22,238,500		9,900,000		3,600,000		2,500,000		1,827,200
	100%		45%		16%		11%		8%
FAA entitlements carried forward					1,945,350				
FAA entitlements available for FY 16					1,800,000				
FAA entitlements carried forward					145,350				

Attachment #1
Current Budget
Approved e July 2015
meeting

CHARLOTTEVILLE-ALBEMARLE AIRPORT AUTHORITY

Six Year Capital Plan

September 16, 2015

ALP Projects

PROJECT

FISCAL YEAR 2016:

TOTAL
COST

DISC

FAA
ENT

STATE
DISC
ENT

AUTHORITY

Airport wide security upgrade

2,000,000

1,800,000

1,300,000

200,000

-

RW 3-21 & TW Rehab - Constr

13,000,000

9,900,000

1,800,000

1,200,000

300,000

300,000

GA Ramp Improvements

1,500,000

200,000

500,000

2,000,000

100,000

200,000

Long-Term/Short-Term Parking Rehab - Design

500,000

2,000,000

500,000

320,000

180,000

2,000,000

Long-Term/Short-Term Parking Rehab/Economy Seal - Constr.

2,000,000

500,000

600,000

480,000

120,000

120,000

Covered Sidewalks/Ticket Splitters (two sections)

500,000

320,000

180,000

2,000,000

180,000

180,000

Escalators Replacement Gate 5

600,000

480,000

120,000

120,000

120,000

120,000

Public Safety Expansion

100,000

200,000

300,000

250,000

250,000

250,000

Rental Car Ticket Counter Rehab

200,000

300,000

300,000

300,000

300,000

300,000

Rental Car Covered Walkway

300,000

300,000

300,000

300,000

300,000

300,000

Ticketing Rehab

250,000

250,000

250,000

250,000

250,000

250,000

Airline Podiums Concourse

250,000

150,000

150,000

150,000

150,000

150,000

Entrance Doors (3) sets

150,000

150,000

150,000

150,000

150,000

150,000

Business Center/Glass wall Exit Lane Design/furnishing

100,000

100,000

100,000

100,000

100,000

100,000

Analysis and Design of former Gate 1 roof area

30,000

24,000

6,000

6,000

6,000

6,000

Cost Benefit Analysis Parking Deck

75,000

50,000

50,000

50,000

50,000

50,000

State Entitlement Debt Service (VDA Portion)

50,000

30,000

30,000

30,000

30,000

30,000

Pedestrian Access Study

30,000

16,000

16,000

16,000

16,000

16,000

Gutter Replacement for Old Terminal (Firehouse)

16,000

14,000

14,000

14,000

14,000

14,000

SCBA Mask Fit Test Machine

14,000

13,000

13,000

13,000

13,000

13,000

Replacement ARFF Protective Clothing

13,000

20,000

20,000

20,000

20,000

20,000

Radio Upgrade Albemarle County?? (Tom Hanson)

20,000

50,000

90,000

90,000

90,000

90,000

Internal radio replacement

50,000

90,000

90,000

90,000

90,000

90,000

Replace Safety Vehicles (2)

90,000

85,000

85,000

85,000

85,000

85,000

Airfield friction testing equipment

85,000

19,000

17,000

17,000

17,000

17,000

Airfield Painting Equipment

19,000

17,000

17,000

17,000

17,000

17,000

Baggage Claim Repave

17,000

55,000

44,000

44,000

44,000

44,000

Baggage Claim Drainage Improvement

17,000

55,000

44,000

44,000

44,000

44,000

Security system upgrade

55,000

44,000

44,000

44,000

44,000

44,000

Mower Replacement

40,000

6,000

6,000

6,000

6,000

6,000

Tailgate Spreader

6,000

10,000

8,500

8,500

8,500

8,500

Terminal Technology

10,000

8,500

8,500

8,500

8,500

8,500

Fire Gear Contaminant Extractor

8,500

22,295,500

9,900,000

3,600,000

2,500,000

1,906,806

4,388,693

FAA entitlements carried forward

100%

44%

16%

11%

9%

20%

FAA entitlements available for FY 16

1,800,000

1,800,000

1,800,000

1,800,000

1,800,000

1,800,000

FAA entitlements carried forward

145,350

145,350

145,350

145,350

145,350

145,350

Attachment #2

Proposed FY16
Capital Budget



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: September 23, 2015

SUBJECT: **Action Item #2** - Work Authorization with Gresham Smith & Partners – Design Services for Various Capital Projects

RECOMMENDATION: Authorize the Executive Director to negotiate the scope of work and fees in the combined not-to-exceed amounts of \$150,000 for (1) Observation Deck Area Analysis and Design of the Roof Rehab beneath the area, (2) Design of Expanded Work within the Business Center, Design of new reconfigured Rental Car Counters, Design of new reconfigured Airline Ticket Counters, Design of the Covered Walkways/Sidewalks to the Rental Car Return Lot. Authorization for the Executive Director to execute the work authorization upon successful negotiation, and direction to bring the work authorization back to the Board at the November meeting for ratification.

BACKGROUND: The following capital projects are within the FY16 Capital Plan, and they require the design services of Gresham Smith and Partners, the Authority's contracted architectural firm.

1. Structural analysis of the Observation Deck to determine if weight and passenger traffic restrictions for the area. In conjunction with the structural analysis of this area, repairs of the roof beneath the Observation Deck will also be designed and construction administration services will be provided. The budgeted amount of these design services is \$30,000.
2. Design of expanded work in the proposed Business Center. This work will include the design of the new entrance wall to the area, a new wall adjacent to the Gate 5 exit doors, reconfigured entrance to the meeting room, and design of the meeting room's back wall and ceiling feature. The budgeted amount of these design services is \$10,000.
3. Design of new reconfigured rental car counters in the baggage-claim area. This project will require coordination with the rental car companies and relocation of some of the counters. The budgeted amount of these design services is \$25,000.
4. Design of new reconfigured airline ticket counters in the ticketing area. This project will require coordination with the airlines and come counters will be relocated or removed. The budgeted amount of these design services is \$25,000.
5. Design of new covered walkways/sidewalks from the terminal to the rental car return lot. This project will require coordination with the County and may require modifications to the existing sidewalks. The budgeted amount of these design services is \$60,000

PRIOR ACTION: March 2015 – Board awarded a Professional Architectural Service contract to Gresham Smith & Partners.

FUNDING: The rental car counter and covered walkway projects will be funded from Customer Facility Charges. The airline ticket counter project will be funded from Passenger Facility Charges. The work associated with the Business Center and the Observation Deck will be funded from VDOA and the Authority's Coverage Account.

FINANCIAL IMPACT: All projects have been included in the FY16 Capital Plan

ATTACHMENTS: None

PRESENTATION: None



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: September 23, 2015

SUBJECT: **Action Item #3:** Good Neighbor Policy

RECOMMENDATION: Board review CHO's Proposed "Good Neighbor Policy"

BACKGROUND: During the July meetings, "CHO's Good Neighbor Policy" was discussed, and the Board directed staff to make some modifications to the proposed policy. Staff has made the recommended changes as directed, and the latest revision of the policy is attached for consideration.

PRIOR ACTIONS: Ongoing documented discussions and revisions

FINANCIAL IMPACT: The expense for implementing this policy will consist of any cost associated with providing notification to neighbors about future development and projects as established within the policy. The cost of notification as required within the approved policy will also be included in the calculation of future project costs and within the administrative budget if the notification pertains to a lease negotiation.

ATTACHMENT: Attachment #1 – Proposed "CHO's Good Neighbor Policy" *

PRESENTATION: None

*This attachment will be presented at the meeting