

CHO's Good Neighbor Policy

Date Approved: _____

Effective Date: _____

I. Purpose:

It is the desire of the Charlottesville-Albemarle Airport Authority (“Authority”) to act as a good neighbor to those businesses, *neighborhoods* and residences that are located adjacent or near the Airport. In order to accomplish this goal, this policy establishes notification procedures by which the Authority will share information regarding projects that may have an impact on Airport neighbors.

II. Notification Procedures

The development of airport property is essential for the continued growth and economic wellbeing of the Airport *as well as for the wellbeing and economic vitality of the Charlottesville-Albemarle community.* 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 Authority recognizes that timely dissemination of information to the public and to Airport neighbors is vital for the success of Airport projects. As a public body, the Authority’s meetings, meeting agendas and other information is regularly available to the general public on the Airport’s website (www.cho.com). Additionally, the Authority will share information directly with Airport neighbors, in accordance with this policy.

1. Construction Projects

If a proposed construction project involves activities that are likely to create significant noise or other conditions that might affect *nearby businesses, neighborhoods (neighborhood or home owners associations) and residences,* then the Airport will share information through the following means:

- a. Posting of information regarding construction activities on its website,

- b. Sending e-mail notifications to *individuals and neighborhood association representatives* that have requested to be placed on the Authority's e-mail distribution list for public notices, and
- c. **Notifying, by U.S. mail,** the businesses, *neighborhood associations* and individual residences located within 1,000 feet of the proposed construction site. This notification will be performed at least 30 days prior to issuance of a "notice to proceed" given by the Authority to contractors authorizing commencement of the planning/ design phase of the project. The public notification will include a description of the proposed construction project, the location of the proposed construction, and the details (date/time/location) of the public meeting in which staff will present the project to the Authority's governing board for approval.
- d. Notifying, by posting on the Authority's website, and to *individuals and neighborhood associations* on the Authority's public e-mail distribution list, at least 30 days prior to the date on which the Authority's governing board will consider approval of the prime construction contract for the project.
- e. Conducting a public meeting, to which Airport neighbors will be invited, for the purpose of sharing information about the construction schedule, and the nature and duration of activities that may impact Airport neighbors.
- f. If a proposed construction project involves activities that are likely to create significant off-airport noise or other conditions that might affect neighboring homes or businesses (to include blasting activity), 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.
- g. If a construction project involves any type of blasting activity, the Authority will offer pre-blast assessments of residences and businesses located within a certain distance of the blast site, in accordance with state and local building

and fire codes (generally, the applicable distance is 1,000 feet). **Notice of this offer will be given directly to affected residences by U.S. mail.** The notification for the pre-blast assessments will clearly identify the contact information of the Authority staff or Airport contractor who will coordinate the assessment process, the contact information for an Authority staff member with responsibility to serve as public liaison for the project, and the name and contact information of the contractor that will perform the blasting activities.

- (i) Pre-blast assessments required by law will be provided at no cost to individual homeowners and businesses.
 - (ii) Additionally, the Authority will send written notices of planned blasting activities to homeowners and businesses located between 1,000 feet (or the applicable state-required notification distance) and 2,500 feet of the blast area, offering a pre-blast assessment at the expense of such homeowners/ businesses. This notice will provide the same contact person(s) information as contained in the state-required notifications.
- h. Additionally, ***24 hours prior to planned blasting activity the Authority will post a public notice on its website and will send e-mail notifications to persons on the Authority's public e-mail distribution list, identifying the planned date(s) and estimated time period(s) of the anticipated blasting activity. A second e-mail notification will be sent on the morning of the planned blasting activity, confirming whether the blasting activity is still scheduled to take place as originally notified, and (if not) the anticipated alternate date(s) on which the activity will occur.***

2. Airport Leases

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

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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. Certain uses and operations may themselves have noise or other significant impacts on Airport neighbors. This policy sets forth the notification procedures that will be followed by the Authority and its staff, prior to approval of a lease of Airport property for such.

(Note: the procedures in this policy do not apply to: (i) leases of space inside the Airport terminal building, **or inside other Airport buildings**, or (ii) leases of terminal building space and aircraft parking space to airlines serving the Charlottesville-Albemarle Airport for the carriage of persons and cargo).

- a. The Executive Director will inform the Authority's governing Board of the proposed use of Airport property involving a Lease. The Director will provide within a written memorandum: a brief description of the purpose of the Lease, and the process that will be utilized to invite interested individuals or companies to compete for the Lease.
- b. Typically, leases of Airport property for the provision of aeronautical services are offered through a competitive process; however, federal and state regulatory agencies allow some leases to be awarded without a competitive process. If a competitive process is utilized, a public advertisement will be published by the Authority, usually 30 days in advance of the date set for receipt of bids or proposals, on **(i) the Authority's website, (ii) in trade/industry publications and/or (iii) in a newspaper of general circulation within the region.** The advertisement shall identify the type of Lease that is being offered and a detailed description of the service(s) to be provided by any

person who might be awarded the lease. If a selection committee is to be utilized to evaluate proposals, the Director, the memo referenced within paragraph (a), above, will invite the Board to recommend individuals to participate on the selection committee.

- c. If the proposed Lease of Airport property involves activities that are likely to generate off-airport noise or other off-airport impacts, whether or not a competitive process is utilized, the Airport will provide public notification of the proposed Lease: (i) by posting on its website, (ii) by its email distribution list, (iii) by U.S. mail to the residences, *neighborhood associations* and businesses located within 1,000 feet of the location of the proposed lease site, at the time of the advertisement. The public notification will include a description of the proposed activity, the location of the proposed lease area, and the name of the company. If the proposed Lease activities are likely to create significant off-airport noise, the Executive Director will also notify the Charlottesville City Council and the Albemarle Board of Supervisors and request an opportunity to present information to those entities regarding the proposed Lease.

The notice(s) referenced in this subparagraph will be given at least 30 days before the date on which the Lease will be considered by the Authority's governing board at a public meeting, or the date on which the Authority's Executive Director executes the written Lease agreement, whichever first occurs.

Diagram of Authority Property Lines & Example of Possible Notification Zones

(This diagram is presented as an example “only” and should not be presumed as automatic 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



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