



Joint Meeting of the Charlottesville Albemarle Airport Commission and the  
Charlottesville Albemarle Airport Authority Board  
Wednesday, May 17th at 10:30 a.m.  
At the City of Charlottesville's Basement Conference Room

**AGENDA**

**I. CALL TO ORDER:**

- A. Commission call to order; establish quorum; approve agenda
- B. Board call to order; establish quorum; approve agenda

**II. 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.

**III. COMMISSION BUSINESS:**

- A. Approval of minutes from March 13, 2017 meeting.

**IV. JOINT MEETING/ WORK SESSION (COMMISSION AND BOARD):**

- A. Parking Expansion Options.

**V. AIRPORT AUTHORITY BOARD BUSINESS:**

- A. Approval of minutes from March 15, 2017 meeting.
- B. Consent Agenda:
  - 1. March 31, 2017 (unaudited).
  - 2. Airport Statistics.
- C. Action Items:
  - 1. Appoint 2017 Audit Committee Membership.
  - 2. Approve FY 2018 Operating Budget and 6-Year ACIP.
  - 3. Amend FY 2017 Capital Budget.
  - 4. Approve Parking Rate Adjustment.
  - 5. Approve Resolution No. 2017-5 "Executive Director Authorization to Award the Engineering WO for 2017 Parking Expansion Project".
  - 6. Release of Authority Property.
- D. Executive Director's Report:

**VI. ADJOURN:**

**A. Commission:** adjourn to next regular meeting date Monday, July 17, 2017, 4:00 p.m., Airport Lower Level Conference Room

**VII. CLOSED SESSION:**

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

For discussion and consideration of the performance and salary of the Executive Director, Director of Marketing and Air Service Development, Director of Finance and Administration, and Director of Landside Operations pursuant to VA Code 2.2-3711 (A) (1).

For discussion and consideration of the acquisition of real property for a public purpose pursuant to VA Code 2.2-3711 (A) (3).

For discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community pursuant to VA Code 2.2-3711 (A) (5).

**VIII. ADJOURN**

**A. Board:** adjourn to next regular meeting date Wednesday, July 19, 2017, 10:30 a.m., Airport Lower Level Conference Room



Charlottesville Albemarle Airport Commission Meeting  
Monday, March 13<sup>th</sup>, 2017 at 4:00 p.m. in the Airport Terminal – Lower Level Conference Room

### **MINUTES**

**Members Present:** John Post, Addison Barnhardt, Brian Campbell, Donald Long, Chris Engel

**Members Absent:** (Victor Schiller resigned as of March 3, 2017) (George Benford resigned as of December 2016)

**Staff Present:** Melinda Crawford: Executive Director, Jason Burch: Director of Marketing; Penny Shifflett: Director of Finance; Samantha Varner: Administrative Assistant

**Others Present:** None

**Call to Order at 4:05 p.m. by Mr. Post**

#### **Consent Agenda:**

1. Minutes – January 2017
  - a. Mr. Barnhardt made a motion to accept the minutes from January 2017, and the motion was seconded by Mr. Long.
2. Financial Statements –January 31, 2017 (Unaudited) discussed.

**Matters from the Public:** None

**Recognition of Employees:** Jason Burch, Travis Ratcliff, Nancy Kidd, and Jeff Henry were recognized for 15 years of service; Troy Buttner and Harold Shifflett were recognized for 5 years of service.

#### **Items:**

1. 2017 Audit Committee Membership and Professional Audit Services Contract
  - a. Resolution No. 2017-3 “Re-appointment of the 2017 Membership of the Audit Committee”
    - i. In light of the two vacant positions, the commission would like to wait until the May meeting to see if the new members would like to fill the role on the Audit Committee.
  - b. Resolution No. 2017-4 “Executive Director Authorization to Award the Audit Service Contract”
    - i. Mrs. Crawford explained the process and timeline for selecting a firm related to the pending Request for Proposal for Professional Audit Services.

#### **Informational Items:**

1. Executive Director’s Update
  - a. Deputy Executive Director Bill Pahuta is retiring. A nationwide search will be pursued for his replacement with the new title of Director of Operations/Maintenance.
  - b. The parking expansion project is awaiting estimates on the cost of a garage vs. expanding surface parking only; discussion ensued. Options will be presented once the figures are received.
  - c. The Authority Board will be reviewing the 6-year capital plan on Wednesday, March 15<sup>th</sup>. The timeline for the FY-2018 Budget’s review and approval process was discussed.
  - d. The following ongoing construction projects were discussed:

- i. Stair replacement project.
- ii. The air carrier ramp expansion design.
- iii. A potential land acquisition project was discussed.
- iv. The HVAC cooling tower was replaced last week.
- v. The runway rehab project is scheduled to begin with night work starting June 13, 2017 through the end of July. Other aspects of the project were discussed.
- e. A Marketing and Air Service Update was provided which included a discussion of the new United Chicago service that is scheduled to begin on June 8<sup>th</sup>. This service will open up additional travel destinations into Canada with United's Star Alliance partnership. On May 1<sup>st</sup> Delta will also be adding its 5<sup>th</sup> Atlanta trip.
- f. Changes to the procedures for the Virginia Department of Aviation grant funding was discussed.

**Next Scheduled Meeting:** Joint Board and Commission Meeting, Wednesday, May 17<sup>th</sup> 10:30 a.m.,  
Basement Conference Room, Charlottesville City Hall

**Adjournment:** 5:21 p.m.



Charlottesville Albemarle Airport Authority Meeting  
Wednesday, March 15<sup>th</sup>, 2017 at 10:30 a.m. in the Airport Terminal – Lower Level Conference Room

### **MINUTES**

**Members Present:** Maurice Jones and Donald Long

**Members Absent:** Lee Catlin

**Staff Present:** Melinda Crawford: Executive Director, Jason Burch: Director of Marketing; Penny Shifflett: Director of Finance; Stirling Williams: Director of Landside Operations; Connie Cook: Human Resources; Samantha Varner: Administrative Assistant; Ross Holtzman: Public Safety; Travis Ratcliff: Public Safety; Jeff Henry: Community Service Officer; Ronnie Shifflett: Maintenance Supervisor Troy Buttner: Maintenance; Harold Shifflett: Maintenance

**Others Present:** None

**Call to Order at 10:31 by Don Long**

**Consent Agenda:**

1. Minutes – January 2017
2. Financial Statements –January 31, 2017 (Unaudited) discussed.

Mr. Jones moved accept the consent agenda  
Motion seconded by Mr. Long

**Matters from the Public:** None

**Recognition of Employees:** Jason Burch, Travis Ratcliff, Nancy Kidd, and Jeff Henry were recognized for 15 years of service; Troy Buttner and Harold Shifflett were recognized for 5 years of service.

**Action Items:**

1. 2017 Audit Committee Membership and Professional Audit Services Contract
  - a. Resolution No. 2017-3 “Re-appointment of the 2017 Membership of the Audit Committee”
    - i. Cognizant of the two vacant positions on the Commission, the Board would like to wait until the May meeting to see if new members would like to fill the role on the Audit Committee.
  - b. Resolution No. 2017-4 “Executive Director Authorization to Award the Audit Service Contract”
    - i. **RECOMMENDATION:** The Board adopts resolution No. 2017-4 “Executive Director Authorization to Award the Audit Service Contract”
    - ii. The resolution will authorize the Executive Director to move forward with the Audit Committee’s recommendation to hire a firm for the FY 17 audit process.

Mr. Jones moved to approve the resolution.  
Mr. Long Seconded.

**Informational Items:**

1. Executive Director’s Update

- a. Deputy Executive Director Bill Pahuta is retiring. A nationwide search will be instated for a replacement with the new title of Director of Operations/Maintenance.
- b. The parking expansion project is awaiting estimates on the cost of a garage vs. expanding surface parking only; discussion ensued. Options will be presented once the figures are received.
- c. The 6-year capital plan was provided for review. The city and county planners will be reviewing the budget as well for any projects that possibly involve blasting.
- d. There are a few construction projects currently underway.
  - i. The Ingress/Egress step project was discussed.
  - ii. The Ramp Expansion project was discussed.
  - iii. A potential land acquisition which was discussed at the January 2017 board meeting is currently in Phase I of an environmental review process.
  - iv. The HVAC cooling tower was replaced last week.
  - v. The Runway Rehab project is scheduled to begin with night work starting June 13, 2017 through the end of July. There will be some off ramp pre-cursor work during the day and night beginning in the next couple weeks.
- e. United will begin its Chicago service June 8<sup>th</sup>. On May 1<sup>st</sup> Delta will be adding its 5<sup>th</sup> Atlanta trip.
- f. Funding changes associated with the VDOA were discussed.
- g. Recognition of the hard work put in by the staff during the snow event earlier in the week.

**Next Scheduled Meeting:** Joint Meeting with the Commission, Wednesday, May 17<sup>th</sup> 10:30 a.m.,  
Basement Conference Room, Charlottesville City Hall

**Adjournment:** 11:31 a.m.

**Approved Minutes- 5/17/2017**

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Charlottesville-Albemarle Airport Authority  
Financial Statements (unaudited)  
As of March 31, 2017

Charlottesville-Albemarle Airport Authority  
Profit & Loss Notes  
As of March 31, 2017

\$15K and 10% change

Revenues:

- A. Airline Landing Revenue:--Actual greater than budget due to larger aircraft landing at the airport.
- B. State Maintenance Revenue:-- We typically use this VDOA revenue source for maintenance projects on the ramp, taxiways and runways, however the Virginia Department of Aviation rules will not allow to use it this year because we are using State Entitlements to purchase equipment. Since these maintenance items are allowable expenses under VDOA rules, we can use State Entitlement funds to cover 80% of the projects. In doing so, we will transfer State Entitlement funds over to the Revenue Funds to cover the allowable 80% funding. This adjustment will be done later in the fiscal year. Expenses related to these types of projects are recorded in the Airfield Expenses.
- C. Food/Gift Concessions:-- This revenue source comes from Tailwinds. Our revenue is a direct result of their sales. Staff had no historical information in which to estimate a budgeted amount for this revenue source since this was their first full year of service.
- D. State Promotion Reimbursement:--This funding source is a first come-first serve pot of money. The maximum that can be given in a fiscal year is \$25,000. This fiscal year, our initial grant is a little over \$4,800. We can try to apply near the end of the year if they have money left in that area.

Expenses:

- E. Overtime:-- This category is mainly budgeted for anticipated snow events and so far this fiscal year, the weather has been cooperative.
- F. Various Expense Line Items:-- The contract with Buzy Bee for janitorial services did not begin until September 1, 2016. This resulted in decreased expenses in the Terminal cost center under Janitorial Contract, but also resulted in corresponding increased expenses in Wages in the Airfield and Terminal cost centers due to airport staff and temporary employees picking up the extra duties during the request for proposal process.

Airfield:

- G. Maintenance Airfield Equipment:--year-to-date expense = \$86,230 Budgeted = \$52,988  
This line item is over due to unbudgeted expenses. One firetruck needed new tires. This purchase was over \$12K. The snowblower needed repair. This expense was almost \$12K.

Terminal:



H. Util-Oil/Util-Water:-

This line item is under budget due to a mild winter. Staff will top off the tank later in the year in preparation for the next season. Water was originally budgeted high due to new terminal space and the unknown of how the terminal expansion would impact the water bill. So far, the bills have been reasonable or even lower than anticipated.

- I. Maintenance:-- year-to-date expense = \$82,373 Budgeted = \$45,000  
This line item is over budget due to unforeseen expenses.

Terminal/Administrative:

- J. Terminal Signage, FIDS Maintenance, Terminal Paging System, Computer Expenses, Professional Fees, Advertising and Promotion Expenses and Air Service Development:  
Expenses in these line items are under budget due to timing of events as well as staff trying to be conservative. There are anticipated expenses in these areas that will occur before year-end.

Net Income

March year-to-date net income before other income = \$177,681.

**Profit & Loss Statement**  
For the Nine Months Ending Friday, March 31, 2017

	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	\$313,156.00	\$285,669.00	\$27,487.00	9.62%	\$2,467,731.52	\$2,469,536.00	(\$1,804.48)	-0.07%
Miscellaneous Fees	75.00	50.00	25.00	50.00%	2,875.00	450.00	2,425.00	538.89%
Crew Base	405.00	300.00	105.00	35.00%	4,140.00	2,700.00	1,440.00	53.33%
<b>Total Parking Revenue</b>	<b>\$313,636.00</b>	<b>\$286,019.00</b>	<b>\$27,617.00</b>	<b>9.66%</b>	<b>\$2,474,746.52</b>	<b>\$2,472,686.00</b>	<b>\$2,060.52</b>	<b>0.08%</b>
<b>Airfield Revenues</b>								
Airline Landing Revenue	65,497.11	51,065.00	14,432.11	28.26%	546,951.96	459,585.00	87,366.96	19.01%
Charter Revenue	3,064.31	1,250.00	1,814.31	145.14%	19,475.83	11,250.00	8,225.83	73.12%
A/W Flowage	0.00	4,500.00	(4,500.00)	-100.00%	2,760.24	7,500.00	(4,739.76)	-63.20%
FBO Revenue	37,767.53	37,106.00	661.53	1.78%	332,214.28	333,954.00	(1,739.72)	-0.52%
Ground Rent	6,404.13	5,952.00	452.13	7.60%	71,367.31	70,655.00	712.31	1.01%
Misc. Revenue	405.00	375.00	30.00	8.00%	3,698.00	3,375.00	323.00	9.57%
Security Access Control Revenue	1,686.00	625.00	1,061.00	169.76%	10,234.00	5,625.00	4,609.00	81.94%
State Maintenance Airfield	0.00	0.00	0.00	0.00%	0.00	100,000.00	(100,000.00)	-100.00%
<b>Total Airfield Revenue</b>	<b>\$114,824.08</b>	<b>\$100,873.00</b>	<b>\$13,951.08</b>	<b>13.83%</b>	<b>\$986,701.62</b>	<b>\$991,944.00</b>	<b>(\$5,242.38)</b>	<b>-0.53%</b>
<b>Terminal Revenues</b>								
Airline Rent	39,769.71	39,771.00	(1.29)	0.00%	357,939.28	357,939.00	0.28	0.00%
Advertising	6,326.41	4,800.00	1,526.41	31.80%	54,318.10	43,200.00	11,118.10	25.74%
Rental Car Revenue	63,335.35	63,333.00	2.35	0.00%	570,000.71	569,997.00	3.71	0.00%
Misc. Concession Rev.	0.00	0.00	0.00	0.00%	2,751.45	2,000.00	751.45	37.57%
Ground Transportation Fees	2,000.00	2,000.00	0.00	0.00%	18,000.00	18,000.00	0.00	0.00%
Rental Car QTA Land Lease	4,678.00	4,678.00	0.00	0.00%	42,102.00	42,102.00	0.00	0.00%
ATM Concession	623.00	623.00	0.00	0.00%	5,607.00	5,607.00	0.00	0.00%
Food/Gift Concessions	8,725.34	5,175.00	3,550.34	68.61%	66,976.48	46,575.00	20,401.48	43.80%
State Debt Service Reimb.	0.00	0.00	0.00	0.00%	25,000.00	25,000.00	0.00	0.00%
TSA Lease	2,994.91	2,994.00	0.91	0.03%	26,954.19	26,946.00	8.19	0.03%
FAA Service Fee/Rent	3,792.92	3,793.00	(0.08)	0.00%	34,136.28	34,137.00	(0.72)	0.00%
<b>Total Terminal Revenue</b>	<b>\$132,245.64</b>	<b>\$127,167.00</b>	<b>\$5,078.64</b>	<b>3.99%</b>	<b>\$1,203,785.49</b>	<b>\$1,171,503.00</b>	<b>\$32,282.49</b>	<b>2.76%</b>
<b>Administrative Revenues</b>								
Interest Income	436.74	667.00	(230.26)	-34.52%	3,226.24	6,003.00	(2,776.76)	-46.26%
Miscellaneous Income	84.21	0.00	84.21	0.00%	1,004.23	500.00	504.23	100.85%
State Promotion Reimb.	0.00	0.00	0.00	0.00%	4,000.00	25,000.00	(21,000.00)	-84.00%
Air Service Development	0.00	0.00	0.00	0.00%	6,050.00	20,000.00	(13,950.00)	-69.75%
QTA Staff Reimbursement	1,968.00	1,968.00	0.00	0.00%	17,712.00	17,712.00	0.00	0.00%
<b>Total Administrative Revenue</b>	<b>\$2,488.95</b>	<b>\$2,635.00</b>	<b>(\$146.05)</b>	<b>-5.54%</b>	<b>\$31,992.47</b>	<b>\$69,215.00</b>	<b>(\$37,222.53)</b>	<b>-53.78%</b>
<b>Total Revenues</b>	<b>\$563,194.67</b>	<b>\$516,694.00</b>	<b>\$46,500.67</b>	<b>9.00%</b>	<b>\$4,697,226.10</b>	<b>\$4,705,348.00</b>	<b>(\$8,121.90)</b>	<b>-0.17%</b>

**Profit & Loss Statement**  
For the Nine Months Ending Friday, March 31, 2017

	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 Expenses</b>								
Wages	37,765.95	40,480.00	(2,714.05)	-6.70%	260,164.12	269,869.00	(9,704.88)	-3.60%
Overtime - Parking	4,368.30	9,000.00	(4,631.70)	-51.46%	30,015.45	48,100.00	(18,084.55)	-37.60%
Payroll Taxes	3,070.75	3,555.00	(484.25)	-13.62%	20,761.84	22,855.00	(2,093.16)	-9.16%
Retirement	1,922.53	2,096.00	(173.47)	-8.28%	20,534.20	18,864.00	1,670.20	8.85%
Health Ins./Supp.	7,295.00	7,936.00	(641.00)	-8.08%	63,369.00	71,424.00	(8,055.00)	-11.28%
Long Term Disability	44.32	63.00	(18.68)	-29.65%	396.57	517.00	(120.43)	-23.29%
Life Insurance	351.26	383.00	(31.74)	-8.29%	3,125.22	3,447.00	(321.78)	-9.34%
Util - Parking Lights	352.83	375.00	(22.17)	-5.91%	3,288.90	3,375.00	(86.10)	-2.55%
Util - Telephone	992.12	933.00	59.12	6.34%	9,856.28	8,406.00	1,450.28	17.25%
Util - Water	22.31	30.00	(7.69)	-25.63%	210.51	270.00	(59.49)	-22.03%
Insurance Expense	647.17	647.00	0.17	0.03%	5,824.53	5,823.00	1.53	0.03%
Snow Removal	0.00	3,285.00	(3,285.00)	-100.00%	3,550.31	13,140.00	(9,589.69)	-72.98%
Parking Lot Lighting	0.00	498.00	(498.00)	-100.00%	5,066.29	4,482.00	584.29	13.04%
Parking Grounds Maintenance	10,921.22	6,941.00	3,980.22	57.34%	66,037.60	62,469.00	3,568.60	5.71%
Parking Pavement/Booths/Steps	146.73	1,075.00	(928.27)	-86.35%	5,839.46	10,635.00	(4,795.54)	-45.09%
Parking Equip. Maintenance	401.30	1,809.00	(1,407.70)	-77.82%	16,407.31	16,283.00	124.31	0.76%
Supplies	629.00	613.00	16.00	2.61%	1,690.72	5,517.00	(3,826.28)	-69.35%
Parking - Signage & Traffic Control	115.00	851.00	(736.00)	-86.49%	230.00	7,659.00	(7,429.00)	-97.00%
Payroll Processing Fees	256.25	190.00	66.25	34.87%	1,782.71	1,710.00	72.71	4.25%
Travel	0.00	475.00	(475.00)	-100.00%	2,206.98	4,275.00	(2,068.02)	-48.37%
Education	0.00	300.00	(300.00)	-100.00%	1,895.00	2,700.00	(805.00)	-29.81%
Dues & Subs	0.00	29.00	(29.00)	-100.00%	310.00	261.00	49.00	18.77%
Vehicle Expenses	0.00	430.00	(430.00)	-100.00%	0.00	3,870.00	(3,870.00)	-100.00%
Uniforms	0.00	334.00	(334.00)	-100.00%	254.08	3,006.00	(2,751.92)	-91.55%
Credit Card Discount	12,478.95	11,000.00	1,478.95	13.45%	112,016.92	99,000.00	13,016.92	13.15%
Over & Short	0.00	10.00	(10.00)	-100.00%	73.00	90.00	(17.00)	-18.89%
Bad Debt Expense	0.00	17.00	(17.00)	-100.00%	0.00	153.00	(153.00)	-100.00%
2004 Debt Service Parking	10,544.30	10,544.00	0.30	0.00%	126,928.00	126,927.00	1.00	0.00%
2014 Debt Service Parking	15,276.40	15,276.00	0.40	0.00%	137,487.60	137,486.00	1.60	0.00%
<b>Total Parking Expenses</b>	<b>\$107,601.69</b>	<b>\$119,175.00</b>	<b>(\$11,573.31)</b>	<b>-9.71%</b>	<b>\$899,322.60</b>	<b>\$952,613.00</b>	<b>(\$53,290.40)</b>	<b>-5.59%</b>

**Profit & Loss Statement**  
For the Nine Months Ending Friday, March 31, 2017

	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	53,066.77	54,020.00	(953.23)	-1.76%	377,487.45	360,131.00	17,356.45	4.82%
Overtime - Airfield	5,729.39	5,000.00	729.39	14.59%	27,360.47	53,000.00	(25,639.53)	-48.38%
Payroll Taxes	4,295.56	4,541.00	(245.44)	-5.40%	29,023.88	31,837.00	(2,813.12)	-8.84%
Retirement	2,648.75	2,797.00	(148.25)	-5.30%	25,173.19	25,173.00	0.19	0.00%
Health Ins./Supp.	6,654.00	6,866.00	(212.00)	-3.09%	61,168.00	61,788.00	(620.00)	-1.00%
Long Term Disability	29.43	27.00	2.43	9.00%	262.42	243.00	19.42	7.99%
Life Insurance	501.82	544.00	(42.18)	-7.75%	4,570.55	4,896.00	(325.45)	-6.65%
Util - Electric	2,473.50	2,400.00	73.50	3.06%	25,224.15	21,600.00	3,624.15	16.78%
Util - Propane	1,279.07	1,500.00	(220.93)	-14.73%	4,031.62	7,500.00	(3,468.38)	-46.25%
Util - Telephone	583.61	572.00	11.61	2.03%	6,183.85	5,148.00	1,035.85	20.12%
Util - Water	20.32	20.00	0.32	1.60%	275.41	180.00	95.41	53.01%
Insurance Expense	2,723.10	2,723.00	0.10	0.00%	24,507.90	24,507.00	0.90	0.00%
Snow Removal	293.46	844.00	(550.54)	-65.23%	23,168.87	47,910.00	(24,741.13)	-51.64%
Airfield Lighting Maintenance	0.00	860.00	(860.00)	-100.00%	5,778.13	7,740.00	(1,961.87)	-25.35%
Maint. Airfield Equipment	3,555.86	5,532.00	(1,976.14)	-35.72%	86,229.81	52,988.00	33,241.81	62.73%
Maint. Equipment Purchase	0.00	388.00	(388.00)	-100.00%	1,835.47	3,492.00	(1,656.53)	-47.44%
Maintenance	2,433.66	956.00	1,477.66	154.57%	9,625.21	8,604.00	1,021.21	11.87%
Airfield Grounds Maintenance	0.00	1,479.00	(1,479.00)	-100.00%	1,209.00	13,311.00	(12,102.00)	-90.92%
State Maintenance	0.00	0.00	0.00	0.00%	166,891.40	125,000.00	41,891.40	33.51%
Vehicle Expense Gas and Oil	2,022.47	4,466.00	(2,443.53)	-54.71%	26,103.34	40,194.00	(14,090.66)	-35.06%
Payroll Processing Fees	256.25	190.00	66.25	34.87%	1,782.71	1,710.00	72.71	4.25%
Travel	0.00	783.00	(783.00)	-100.00%	2,553.24	7,047.00	(4,493.76)	-63.77%
Education	0.00	842.00	(842.00)	-100.00%	3,742.04	7,578.00	(3,835.96)	-50.62%
Dues & Subs	0.00	0.00	0.00	0.00%	2,700.00	1,750.00	950.00	54.29%
Uniforms - Maintenance	2,567.86	668.00	1,899.86	284.41%	7,187.96	6,012.00	1,175.96	19.56%
Environmental Compliance	0.00	658.00	(658.00)	-100.00%	14,756.77	5,922.00	8,834.77	149.19%
Emergency Exercises	0.00	0.00	0.00	0.00%	83.19	350.00	(266.81)	-76.23%
800 MHZ Supplies & Mtnc.	0.00	0.00	0.00	0.00%	18,782.55	15,216.00	3,566.55	23.44%
ARFF Training Supplies	4,092.46	2,286.00	1,806.46	79.02%	16,646.94	20,574.00	(3,927.06)	-19.09%
ARFF Equipment	0.00	1,108.00	(1,108.00)	-100.00%	1,798.04	9,972.00	(8,173.96)	-81.97%
Firearms	0.00	438.00	(438.00)	-100.00%	1,043.50	3,942.00	(2,898.50)	-73.53%
Hazmat Materials	0.00	250.00	(250.00)	-100.00%	3,707.83	2,250.00	1,457.83	64.79%
Security Access Control	2,408.00	5,039.00	(2,631.00)	-52.21%	34,830.23	45,353.00	(10,522.77)	-23.20%
Security Background Processing	0.00	566.00	(566.00)	-100.00%	4,500.00	5,094.00	(594.00)	-11.66%
<b>Total Airfield Expenses</b>	<b>\$97,635.34</b>	<b>\$108,363.00</b>	<b>(\$10,727.66)</b>	<b>-9.90%</b>	<b>\$1,020,225.12</b>	<b>\$1,028,012.00</b>	<b>(\$7,786.88)</b>	<b>-0.76%</b>

**Profit & Loss Statement**  
For the Nine Months Ending Friday, March 31, 2017

	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	61,610.79	62,529.00	(918.21)	-1.47%	446,947.12	423,460.00	23,487.12	5.55%
Overtime - Terminal	6,049.15	5,000.00	1,049.15	20.98%	32,598.40	53,000.00	(20,401.60)	-38.49%
Payroll Taxes	4,944.45	5,203.00	(258.55)	-4.97%	34,532.14	36,785.00	(2,252.86)	-6.12%
Retirement	2,961.61	3,112.00	(150.39)	-4.83%	28,047.04	28,008.00	39.04	0.14%
Health Ins./Supp.	8,372.00	8,584.00	(212.00)	-2.47%	76,630.00	77,256.00	(626.00)	-0.81%
Long Term Disability	45.18	41.00	4.18	10.20%	325.41	370.00	(44.59)	-12.05%
Life Insurance	523.22	536.00	(12.78)	-2.38%	4,767.72	4,824.00	(56.28)	-1.17%
Util - Electric	11,997.09	13,200.00	(1,202.91)	-9.11%	119,024.79	118,800.00	224.79	0.19%
Util - Oil	6,981.00	10,000.00	(3,019.00)	-30.19%	29,500.22	50,000.00	(20,499.78)	-41.00%
Util - Propane	412.01	500.00	(87.99)	-17.60%	412.01	4,000.00	(3,587.99)	-89.70%
Util - Telephone	836.77	800.00	36.77	4.60%	8,464.88	7,200.00	1,264.88	17.57%
Util - Water	1,124.29	3,500.00	(2,375.71)	-67.88%	15,913.82	31,500.00	(15,586.18)	-49.48%
Util - Disposal	2,844.93	3,000.00	(155.07)	-5.17%	27,377.67	27,000.00	377.67	1.40%
Insurance Expense	2,678.13	2,678.00	0.13	0.00%	24,103.17	24,102.00	1.17	0.00%
Maintenance	1,975.68	5,000.00	(3,024.32)	-60.49%	82,373.13	45,000.00	37,373.13	83.05%
Maint. Equipment Purchase	0.00	600.00	(600.00)	-100.00%	0.00	5,400.00	(5,400.00)	-100.00%
Relamp	531.57	959.00	(427.43)	-44.57%	6,332.77	8,631.00	(2,298.23)	-26.63%
Welding Fabrication	0.00	200.00	(200.00)	-100.00%	122.52	1,800.00	(1,677.48)	-93.19%
Terminal Signage	300.00	5,000.00	(4,700.00)	-94.00%	10,895.60	45,000.00	(34,104.40)	-75.79%
Terminal Landscaping	0.00	1,050.00	(1,050.00)	-100.00%	4,424.50	9,050.00	(4,625.50)	-51.11%
OSHA Compliance	4,057.00	1,487.00	2,570.00	172.83%	9,582.46	13,383.00	(3,800.54)	-28.40%
Baggage Claim Maint.	65.76	958.00	(892.24)	-93.14%	5,596.68	8,622.00	(3,025.32)	-35.09%
Janitorial Supplies	3,331.92	2,586.00	745.92	28.84%	13,377.44	23,274.00	(9,896.56)	-42.52%
Payroll Processing Fees	256.25	190.00	66.25	34.87%	1,782.71	1,710.00	72.71	4.25%
Education - Public Safety	0.00	1,596.00	(1,596.00)	-100.00%	1,499.91	14,364.00	(12,864.09)	-89.56%
Elevator Escalator Maintenance	1,676.18	3,461.00	(1,784.82)	-51.57%	38,812.95	31,149.00	7,663.95	24.60%
HVAC Maintenance	6,527.47	5,637.00	890.47	15.80%	47,881.59	50,733.00	(2,851.41)	-5.62%
Fids Maintenance	0.00	5,000.00	(5,000.00)	-100.00%	4,440.00	35,000.00	(30,560.00)	-87.31%
KABA Maintenance	0.00	2,083.00	(2,083.00)	-100.00%	0.00	18,747.00	(18,747.00)	-100.00%
Janitorial Contract	12,584.14	12,583.00	1.14	0.01%	97,425.83	113,247.00	(15,821.17)	-13.97%
Emergency Communications	1,981.96	2,467.00	(485.04)	-19.66%	17,049.42	22,203.00	(5,153.58)	-23.21%
Dues & Subs	0.00	255.00	(255.00)	-100.00%	6,822.82	2,295.00	4,527.82	197.29%
Terminal Paging System	0.00	2,375.00	(2,375.00)	-100.00%	0.00	21,375.00	(21,375.00)	-100.00%
Travel - Public Safety	(680.02)	1,550.00	(2,230.02)	-143.87%	2,365.76	13,950.00	(11,584.24)	-83.04%
Travel - Operations	0.00	475.00	(475.00)	-100.00%	747.32	1,600.00	(852.68)	-53.29%
Education - Operations	0.00	0.00	0.00	0.00%	992.00	2,050.00	(1,058.00)	-51.61%
Uniforms - Public Safety	0.00	600.00	(600.00)	-100.00%	2,938.11	5,400.00	(2,461.89)	-45.59%
Uniforms - CSO	0.00	625.00	(625.00)	-100.00%	6,714.55	5,625.00	1,089.55	19.37%
Safety	0.00	1,125.00	(1,125.00)	-100.00%	9,470.96	10,125.00	(654.04)	-6.46%
First Aid Supplies	0.00	733.00	(733.00)	-100.00%	3,825.30	6,597.00	(2,771.70)	-42.01%
Towing Expense	0.00	62.00	(62.00)	-100.00%	185.00	558.00	(373.00)	-66.85%
State Maintenance	0.00	0.00	0.00	0.00%	425.72	8,000.00	(7,574.28)	-94.68%
2004 Debt Service - Terminal	0.00	0.00	0.00	0.00%	356,999.67	357,003.00	(3.33)	0.00%
<b>Total Terminal Expenses</b>	<b>\$183,655.16</b>	<b>\$217,007.00</b>	<b>(\$33,351.84)</b>	<b>-15.37%</b>	<b>\$1,581,729.11</b>	<b>\$1,768,196.00</b>	<b>(\$186,466.89)</b>	<b>-10.55%</b>

2017 Profit and Loss  
Profit and Loss Statement



Charlotteville Albemarle Airport Authority  
**Profit & Loss Statement**  
 For the Nine Months Ending Friday, March 31, 2017

	Current Period Amount	Current Period Budget Amount	(Under) Over Budget	Percentage	Y-T-D Amount	Y-T-D Budget Amount	(Under) Over Budget	Percentage
Depreciation & Amort.	\$339,321.18	\$0.00	\$339,321.18	0.00%	\$3,056,083.89	\$0.00	\$3,056,083.89	0.00%
Deprec. & Amort.								
<b>Net Inc. (Loss) After D &amp; A</b>	<b>(\$287,360.90)</b>	<b>(\$63,067.58)</b>	<b>(\$234,293.32)</b>	<b>441.50%</b>	<b>(\$2,714,153.70)</b>	<b>(\$96,271.22)</b>	<b>(\$2,617,882.48)</b>	<b>2719.28%</b>

**Charlottesville Albemarle Airport Authority**  
**Statement of Net Position**  
**For the Nine Months Ending Friday, March 31, 2017**

Assets and Deferred Outflows	March	February	Change
<b>Current Assets:</b>			
<b>Unrestricted Assets:</b>			
Cash and cash equivalents	\$683,577	\$732,995	(\$49,418)
Prepaid Insurance	23,758	31,766	(\$8,008)
Prepaid Insurance - Rental Car Facility	1,032	1,436	(\$404)
Prepaid Expenses	34,586	35,131	(\$545)
Prepaid Contract	5,625	7,500	(\$1,875)
Accounts receivable-net	325,477	254,932	\$70,545
Due From Restricted Funds	913,188	913,188	\$0
<b>Total Unrestricted Assets</b>	<u>1,987,243</u>	<u>1,976,948</u>	<u>\$10,295</u>
<b>Non Current Assets</b>			
<b>Restricted Assets:</b>			
<b>Capital Funds:</b>			
Cash and cash equivalents	210,497	157,705	\$52,792
Receivables	437,034	526,855	(\$89,821)
<b>Passenger Facility Charge Funds:</b>			
Cash and cash equivalents	1,306,484	1,213,854	\$92,630
<b>Rental Car Facility Charge Funds:</b>			
Cash CFC Fund	144,815	447,996	(\$303,181)
Cash CFC General Fund	1,271,010	989,346	\$281,664
Cash QTA Maintenance Fund	806,303	783,932	\$22,371
Receivables	45,470	37,687	\$7,783
<b>Coverage Fund:</b>			
State Entitlement Funds:			
Cash and cash equivalents	5,819,888	5,251,937	\$567,951
<b>Renewal and Replacement Funds:</b>			
Cash and cash equivalents	152,363	152,311	\$52
<b>Cash VRA Escrow:</b>			
<b>Total restricted assets</b>	<u>10,193,864</u>	<u>9,561,623</u>	<u>\$632,241</u>
<b>Non-Current Assets</b>			
<b>Restricted Assets</b>			
<b>Revenue Bond Funds</b>			
Cash and Cash Equivalents	163,222	157,884	\$5,338
<b>Capital Assets</b>			
Land	17,216,527	17,216,527	\$0
Buildings, improvements and equipment, net of depreciation	76,229,071	76,562,720	(\$333,649)
Master plan and amortization	97,695	103,367	(\$5,672)
Construction in progress	2,909,183	2,696,257	\$212,926
<b>Total Capital Assets (net of accumulative depreciation)</b>	<u>96,452,476</u>	<u>96,578,871</u>	<u>(\$126,395)</u>
<b>Total Non-Current Assets</b>	<u>96,615,698</u>	<u>96,736,755</u>	<u>(\$121,057)</u>
<b>Total Assets</b>	<u>108,796,805</u>	<u>108,275,326</u>	<u>\$521,479</u>
<b>Deferred Outflows of Resources</b>			
Loss on refunding of debt	206,909	206,909	\$0
Pension Contributions	151,148	151,148	\$0
<b>Total deferred outflows of resources</b>	<u>358,057</u>	<u>358,057</u>	<u>\$0</u>
<b>Total Assets and Deferred Outflows</b>	<u>109,154,862</u>	<u>108,633,383</u>	<u>\$521,479</u>



**Charlottesville Albemarle Airport Authority**  
**Statement of Net Position**  
**For the Nine Months Ending Friday, March 31, 2017**

Liabilities, Deferred Inflows and Net Position			
	March	February	Change
Current Liabilities:			
Payable From Unrestricted Assets:			
Accounts payable	\$657,658	\$800,987	(\$143,329)
Accrued payroll	71,031	71,031	\$0
Accrued leave	117,140	117,140	\$0
A/P Security dep/perf. bonds	32,667	32,667	\$0
Total Current Liabilities from Unrestricted			
Assets	878,496	1,021,825	(\$143,329)
Payable from Restricted assets:			
Accrued Interest	18,203	18,203	\$0
Due to Unrestricted Funds	913,188	913,188	\$0
Retainage Payable	27,524	33,462	(\$5,938)
Capital Accounts Payable	214,448	72,218	\$142,230
Total Current Liabilities from Restricted			
Assets	1,173,363	1,037,071	\$136,292
Non-Current Liabilities:			
Revenue bonds payable, net of			
unamortized			
bond discount	4,000,801	4,000,801	\$0
N/P 2006 VRA Debt Service	260,497	260,497	\$0
Due to VDOA Bridge Loans	734,882	734,882	\$0
Net Pension Liability	832,517	832,517	\$0
Total Non-Current Liabilities	5,828,697	5,828,697	\$0
Total Liabilities	7,880,556	7,887,593	(\$7,037)
Deferred Inflows of Resources			
Pension Expenses	114,718	114,718	\$0
Net Position			
Invested in Capital Assets	91,663,205	91,789,600	(\$126,395)
Restricted:	9,201,926	8,700,639	\$501,287
Unrestricted:	294,457	140,833	\$153,624
Total Net Position	101,159,588	100,631,072	\$528,516
Total Liabilities, Deferred Inflows and Net			
Position	109,154,862	108,633,383	\$521,479



# Operating Statistics-Fiscal Year 2017

	February		FYTD		FY	Calendar Year									
	2017	2016	2017	2016		2015	2014	2013	2012	2011	2010	2009	2008	2007	2006
<b>Aircraft Operations</b>															
<i>Itinerant:</i>															
	1,732	1,561	11%	15,064	12,681	19%	20,049	17,382	17,493	18,615	19,412	20,675	23,640	21,394	20,756
<i>Air Carrier/Taxi</i>	2009	1,790	12%	16,712	15,109	11%	28,782	31,024	33,561	38,394	41,394	39,288	39,886	33,918	31,074
<i>General Aviation</i>	173	152	14%	1,469	1,111	32%	1,883	2,034	2,297	1,754	1,984	1,831	1,773	1,378	1,235
<i>Military</i>															
<i>Local:</i>															
	1,150	1,268	-9%	8,968	9,053	-1%	19,525	18,809	20,324	20,486	17,294	18,075	20,013	17,584	14,711
<i>General Aviation</i>	430	404	6%	2,710	1,960	38%	3,754	3,457	4,063	3,118	3,087	3,354	2,916	2,032	1,877
<i>Military</i>															
<b>Total Operations</b>	5,494	5,175	6%	44,923	39,914	13%	73,993	72,706	77,738	82,367	83,171	83,223	88,228	76,306	69,653
<b>Enplaned Passengers</b>	22,807	19,672	16%	202,212	184,938	9%	261,631	227,874	232,571	215,869	196,060	177,659	168,966	185,689	185,182
<b>Deplaned Passengers</b>	22,392	19,282	16%	201,274	184,264	9%	261,168	226,294	231,466	213,692	195,867	177,160	168,971	182,344	181,819
<b>Enplaned Load Factor</b>	73%	81%	-10%	79%	84%	-6%	81%	78%	74.82%	72%	69%	65%	56%	59%	56%
<b>Available Seats</b>	31,191	24,300	28%	256,311	220,797	16%	322,555	299,226	310,789	299,182	286,136	294,076	299,343	314,081	333,417
<b>Parking Revenue</b>	272,536	241,808	13%	2,148,356	2,007,127	7%	2,906,401	2,134,028	2,193,373	2,003,507	1,700,145	1,478,901	1,507,761	1,653,472	1,571,506
<b>FBO Fuel Gallons Pumped</b>															
<i>GA -100LL</i>	2,857	3,326	-14%	29,956	36,225	-17%	51,552	55,862	60,275	62,519	69,178	71,860	79,189	93,676	99,679
<i>GA/Corporate Jet-A</i>	81,628	73,908	10%	663,860	645,220	3%	998,910	969,930	969,423	942,165	911,363	833,494	1,047,298	1,160,810	1,085,976
<i>Military Jet-A</i>	7,213	7,971	-10%	45,289	35,103	29%	66,988	72,238	86,510	53,611	73,901	67,114	71,542	56,538	39,571
<i>Airline</i>	194,844	156,237	25%	1,605,517	1,491,427	8%	2,107,002	1,843,362	1,745,200	1,639,075	1,491,980	1,456,843	1,608,962	1,594,701	1,499,164
<b>Total Fuel</b>	286,542	241,442	19%	1,767,467	2,207,975	-20%	3,224,452	2,941,392	2,861,408	2,697,370	2,546,422	2,429,311	2,806,991	2,905,725	2,724,390
<b>Food/Beverage/Retail</b>															
<i>Tailwinds, LLC.</i>	102,208	94,934	8%	933,811	617,812	51%	0	0	0	0	0	0	0	0	0
<b>Rental Car Revenue*</b>	590,461	597,978	-1%	6,066,602	5,546,037	9%	8,161,735	6,880,432	7,019,797	6,048,867	5,281,662	4,613,199	4,827,224	5,656,817	5,378,543
*Concessionable revenue-not gross															

\*Concessionable revenue-not gross



# Operating Statistics-Fiscal Year 2017

	March 2017	March 2016	FYTD		FY 2016	FY 2015	FY 2014	Calendar Year												
			2017	2016				2013	2012	2011	2010	2009	2008	2007	2006					
<b>Aircraft Operations</b>																				
<i>Itinerant:</i>																				
<i>Air Carrier/Taxi</i>	1,967	1,829	8%		17,031	14,510	17%	20,049	20,214	17,382	17,493	18,615	19,412	20,675	23,640	21,394	20,756			
<i>General Aviation</i>	2006	2,134	-6%		18,718	17,243	9%	28,782	30,785	31,024	33,561	38,394	41,394	39,288	39,886	33,918	31,074			
<i>Military</i>	197	222	-11%		1,666	1,333	25%	1,883	1,881	2,034	2,297	1,754	1,984	1,831	1,773	1,378	1,235			
<i>Local:</i>																				
<i>General Aviation</i>	1,107	1,039	7%		10,075	10,092	0%	19,525	20,040	18,809	20,324	20,486	17,294	18,075	20,013	17,584	14,711			
<i>Military</i>	466	481	-3%		3,176	2,441	30%	3,754	4,147	3,457	4,063	3,118	3,087	3,354	2,916	2,032	1,877			
<b>Total Operations</b>	5,743	5,705	1%		50,666	45,619	11%	73,993	77,067	72,706	77,738	82,367	83,171	83,223	88,228	76,306	69,653			
<b>Enplaned Passengers</b>	27,257	24,782	10%		229,469	209,720	9%	261,631	238,398	227,874	232,571	215,869	196,060	177,659	168,966	185,689	185,182			
<b>Deplaned Passengers</b>	27,263	24,490	11%		228,537	208,754	9%	261,168	232,164	226,294	231,466	213,692	195,867	177,160	168,971	182,344	181,819			
<b>Enplaned Load Factor</b>	78%	81%	-4%		79%	83%	-5%	81%	78%	76%	74.82%	72%	69%	65%	56%	59%	56%			
<b>Available Seats</b>	34,825	30,713	13%		291,136	251,510	16%	322,555	307,522	299,226	310,789	299,182	286,136	294,076	299,343	314,081	333,417			
<b>Parking Revenue</b>	272,536	274,784	-1%		2,420,892	2,281,911	6%	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	1,571,506			
<b>FBO Fuel Gallons Pumped</b>																				
<i>GA -100LL</i>	3,475	4,059	-14%		33,431	40,284	-17%	51,552	56,862	55,862	60,275	62,519	69,178	71,860	79,189	93,676	99,679			
<i>GA/Corporate Jet-A</i>	95,321	94,198	1%		759,181	739,418	3%	998,910	1,008,861	969,930	969,423	942,165	911,363	833,494	1,047,298	1,160,810	1,085,976			
<i>Military Jet-A</i>	6,685	4,614	45%		51,974	39,717	31%	66,988	63,084	72,238	86,510	53,611	73,901	67,114	71,542	56,538	39,571			
<i>Airline</i>	206,351	181,756	14%		1,811,868	1,673,183	8%	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	1,499,164			
<b>Total Fuel</b>	311,832	241,442	29%		2,079,299	2,207,975	-6%	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	2,724,390			
<b>Food/Beverage/Retail</b>																				
<i>Tailwinds, LLC.</i>	127,359	107,645	18%		1,061,170	725,456	46%	0	0	0	0	0	0	0	0	0	0			
<b>Rental Car Revenue *</b>	720,891	671,235	7%		6,787,493	6,217,273	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	5,378,543			
Concessionable revenue-not gross																				

\*Concessionable revenue-not gross



**TO:** Members of the Charlottesville Albemarle Airport Authority

**FROM:** Melinda C. Crawford, Executive Director

**DATE:** May 17, 2017

**SUBJECT:** **Item #1:** 2017 Audit Committee Membership and Professional Audit Services Contract

**RECOMMENDATION:** For the Board to re-appoint the 2017 Audit Committee by approving Resolution No: 2017-3 "Re-appointment of the 2017 Membership of the Audit Committee

**BACKGROUND:** At the March Commission meeting, the Commission discussed the membership of the 2017 Audit Committee and was asked to provide the Board with a recommendation for one of the Commissioners to fill the vacancy on the Audit Committee that was created with Victor Schiller's resignation from the Commission.

The Commission felt would be best if their recommendation was held until the two vacant positions on the Commission were filled. The Board agreed with this decision with the understanding that the issue would be brought forward for discussion at the May meeting.

Along with the discussion of the Audit Committee membership, the award of the Professional Audit Services Request for Proposals (RFP) and Resolution No. 2017-4 "Executive Director Authorization to Award the Audit Service Contract" were discussed. In accordance with Resolution No. 2017-4, which was approved at the March Board Meeting, the Audit Committee's RFP selection team completed the RFP proposal review process. One firm, Robinson, Farmer, Cox Associates submitted a proposal. The selection committee reviewed that proposal and also requested the attached fee proposal. Based on the selection committee's review (and the concurrence of the other members of the Audit Committee) of these documents, Robinson, Farmer, Cox Associates was deemed to be the most qualified to perform the audit services as outlined in the RFP. Their recommendation that the contract be awarded to this firm was conveyed individually to each of the Board members. Upon receipt of each Board member's concurrence with the recommendation, the Authority's Professional Audit Services Contract was awarded.

**PRIOR ACTION:** N/A

**FUNDING:** N/A

**FINANCIAL IMPACT:** The FY-2017 Audit fee is \$30,000 and will be funded from the approved budget.

**ATTACHMENTS:** Attachment #1 –Resolution No. 2017-3 "Re-appointment of the 2017 Membership of the Audit Committee"

Attachment #2 –Resolution No. 2017-4 “Executive Director Authorization  
to Award the Professional Audit Service Contact”  
Attachment #3 – RFC proposal 032017  
Attachment #4 – RFC proposed fee March 2017

**PRESENTATION:**

N/A

**RESOLUTION NO. 2017-3**

**RE-APPOINTMENT OF THE 2017 MEMBERSHIP OF THE AUDIT COMMITTEE**

**WHEREAS**, by resolution dated November 16, 2016 this governing board appointed the membership of the Authority's 2017 Audit Committee; and

**WHEREAS**, certain 2017 Audit Committee members have resigned or, for other reasons, are unavailable to serve through December 31, 2017; now therefore,

**BE IT RESOLVED THAT** the 2017 membership of the Charlottesville-Albemarle Airport Authority Audit Committee shall be as follows:

1. The City of Charlottesville's Director of Finance, or his or her designee;
2. The Albemarle County Director of Finance, or his or her designee;
3. \_\_\_\_\_, a member of the Charlottesville-Albemarle Airport Commission, and who is hereby appointed to serve on the committee for a term concurrent with his or her term of service on the Commission; and
4. Craig Lefanowicz, an individual who the board hereby finds to be deeply-skilled in accounting, and
5. Don Long, who shall serve as a representative of this board and who is also an individual who the board hereby finds to be deeply-skilled in business and/or business law.

The above-referenced individuals shall complete the work of the 2017 Audit Committee, by performing duties of the Audit Committee for the calendar year ending December 31, 2017.

**ADOPTED** this 17<sup>th</sup> day of May, 2017.

Vote

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Certified

By: \_\_\_\_\_

Melinda Crawford, Secretary

## **RESOLUTION NO. 2017-4**

### **Authorization for the Executive Director to Award the Professional Audit Services Contract**

**WHEREAS**, in a resolution dated March 21, 2012, the Charlottesville-Albemarle Airport Authority established an advisory committee referred to as the "Charlottesville-Albemarle Airport Authority Audit Committee," and set forth provisions to establish the charge, membership, responsibilities and operating procedures for such committee ("Audit Committee Charter"); and

**WHEREAS**, within the responsibilities section of the "Audit Committee Charter", the committee was tasked with recommending the selection, retention, or termination of the Airport Authority's external auditors with the Airport Authority Board ultimately making the final decision on selection, retention, or termination; and

**WHEREAS**, staff members of the Charlottesville Albemarle Airport Authority working with members of the Audit Committee issued a Request for Proposals (RFP) for Professional Audit Services on March 1, 2017; and

**WHEREAS**, the Audit Committee will oversee the selection process of this RFP and will make recommendations for the award of the Professional Audit Services Contract to the Airport Authority Board; and

**WHEREAS**, the Audit Committee believes that a firm should be selected and the Authority's Professional Audit Services Contract should be awarded in April 2017 in order to ensure that the successful firm will have adequate time to prepare for and perform the FY-2017 annual audit; and

**WHEREAS**, the timing of the RFP process and the Airport Authority Board's meeting schedule will not allow for the award of the contract by April 2017, the Audit Committee has made the recommendation that the Executive Director be given the authority to award the contract once the RFP process is completed ; and

**WHEREAS**, once the selection phase of the RFP process has been completed and the Audit Committee has determined one firm to be the most qualified to perform the required services, and their recommendation has been conveyed to the members of the Airport Authority Board members by the Executive Director; and

**WHEREAS**, if the Board members concur with the Audit Committee's recommendation for award, then the Executive Director will be authorized to approve and execute the Professional Audit Services Contract; now therefore,

**BE IT RESOLVED** by the governing Board of the Charlottesville-Albemarle Airport Authority that the Executive Director is hereby designated as the Board's agent for administration of said contract, including, without limitation: executing the documents on behalf of the Authority; giving of notices and approvals required of the Authority, and exercising and enforcing such other rights as may be authorized or reserved to the Authority within the contract.

Contract modifications shall be made in accordance with state law and within the Executive Director's contracting authority. All decisions and contractual obligations made by the Executive Director on behalf of the Authority shall be conditioned upon the availability and appropriation of funds by the Authority to support continuing performance of the contract.

**ADOPTED** this 15th day of March, 2017.

Vote:

Aye: Maurice Jones

No: \_\_\_\_\_

Donald Long

\_\_\_\_\_

\_\_\_\_\_

Certified:

By: Samantha Varner

Samantha Varner, Secretary



**ORIGINAL**

**CHARLOTTESVILLE-ALBEMARLE  
AIRPORT AUTHORITY**

**PROPOSAL FOR  
PROFESSIONAL AUDITING SERVICES  
FISCAL YEAR ENDING JUNE 30, 2017**

**Please Respond To:**

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**Kristen L. Choate, Member  
530 Westfield Road  
Charlottesville, Virginia 22906**

**Ph: (434) 973-8314 Fax: (434) 974-7363**

**March 20, 2017**



# **Charlottesville-Albemarle Airport Authority**

## **Proposal for Professional Auditing Services**

**Fiscal Year Ending June 30, 2017**

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# ROBINSON, FARMER, COX ASSOCIATES

A PROFESSIONAL LIMITED LIABILITY COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

March 20, 2017

Ms. Penny Shifflett, Director of Finance  
Charlottesville-Albemarle Airport Authority  
100 Bowen Loop Suite 200  
Charlottesville, VA 22911

Ladies and Gentlemen:

We are pleased to submit our proposal to audit the financial statements of the Charlottesville-Albemarle Airport Authority for the fiscal year ending June 30, 2017. This proposal has been organized to comply with your Request for Proposals for Professional Audit Services.

Robinson, Farmer, Cox Associates, Certified Public Accountants, will perform the audit in accordance with generally accepted auditing standards, the standards for financial and compliance audits contained in the United States Governmental Accountability Office's *Government Auditing Standards*, Office of Management and Budget's Uniform Guidance, and *Specifications for Audits of Authorities, Boards and Commissions*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia and the Federal Aviation Administration *Passenger Facility Charge Audit Guide for Public Agencies*. Accordingly, the audit will include such tests of the accounting records and such other auditing procedures as we deem necessary and appropriate in order to express our opinion on the financial statements. It is not contemplated that we will make a detailed examination of all transactions such as would be necessary to disclose all differences or irregularities which may have occurred. As part of our audit, a compliance review will be conducted in connection with our review of the Charlottesville-Albemarle Airport Authority system of internal control for the purpose of submitting our written report on significant deficiencies and/or material weaknesses in internal control, and if applicable, our management letter.

*Government Auditing Standards* require that, among other requirements, all firms performing governmental audits have an internal quality control system and participate in an external peer review program. Further, auditors working on governmental audits must meet continuing education requirements, including education specifically applicable to performing governmental audits, which are more stringent than those mandated by the American Institute of Certified Public Accountants. Robinson, Farmer, Cox Associates is in full compliance with the requirements of *Government Auditing Standards* and is committed to maintaining these standards.

The audit will be conducted adhering to the anticipated schedule as outlined in the request for proposal. We may perform some preliminary audit work during the month of June. Final fieldwork will be performed in October. All field work will be completed in time to allow for completion and submission of the CAFR and related forms to the Government Finance Officer's Association by the required due date. The OMB data collection form will be prepared and submitted to the Authority in time for the Authority to timely submit it to the applicable agency. An exit conference will be held each year before the draft CAFR is finalized.

The "Specific Audit Approach" section of this proposal presents a summary of the major tasks for the engagement including our concept of service or methodology to meet the goals and conditions outlined in the Request for Proposal.

Robinson, Farmer, Cox Associates is proud of the history, reputation and experience in performing audits and similar services for local governments throughout the Commonwealth. As a Firm we uphold our commitment to our clients to provide reliable and knowledgeable service at a fair price. Our reputation indicates that we stand by our contracted fees. We encourage all potential clients to contact any of our existing clients regarding our service, cost and professionalism. Robinson, Farmer, Cox Associates is a Firm of governmental auditors and consultants and annually serves more local governments in the Commonwealth than any other firm.

Robinson, Farmer, Cox Associates represents that we shall provide adequate supervision of the audit on a day-to-day basis. Further, we shall retain our working papers and make them available to the Authority and related entities and any other authorized agencies for five (5) years, unless the Authority notifies the auditor in writing of the need for an extension of this period.

The Request for Proposals specifies the contract shall be for a one (1) year term for Auditing Services with the option to renew for an additional four (4) one-year periods. Audit fees will be negotiated in accordance with applicable state and local laws.

The following Member has the authority to make representations on behalf of Robinson, Farmer, Cox Associates. Should any questions arise concerning this proposal, please contact:

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**NAME / ADDRESS**

---

Kristen L. Choate, Member  
P.O. Box 6580  
Charlottesville, Virginia 22906  
(434) 973-8314

Thanking you for your consideration, we remain

Very truly yours,

**ROBINSON, FARMER, COX ASSOCIATES**

*Kristen L. Choate*

Kristen L. Choate  
Certified Public Accountant  
Member

## AUDIT APPROACH

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Our approach to the audit will include all financial records of the Authority's CAFR. The audit will be conducted in accordance with auditing standards generally accepted in the United States of America; *Specifications for Audits of Authorities, Boards and Commissions*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; Uniform Guidance, *Audits of States, Local Governments, and Non-Profit Organizations* and the Federal Aviation Administration *Passenger Facility Charge Audit Guide for Public Agencies*. We will perform tests of compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts.

**Review of Documents** - Official minutes of the Authority, administrative policies, and inter-jurisdictional contracts shall be read through the last day of audit fieldwork in order to ensure compliance with statutory provisions, legal obligations and Authority policies, and to identify possible subsequent events that may warrant disclosure in the financial statements.

**Evaluation of Financial Reporting Entity** - We will obtain a list of related organizations, copies of intergovernmental agreements etc. to assist in determining the required reporting for potential component units of the Authority's financial reporting entity.

**Obtaining an Understanding of Charlottesville-Albemarle Airport Authority's Control Environment, Accounting Systems, & Risk Factors** - We will obtain copies of accounting manuals, personnel policies, procurement policies, organization charts, budgets, investment policies, debt policies, and any other financial policies or procedures to aid in documenting our understanding of the flow of information through the accounting system. We will determine how transactions are initiated and authorized, how and by whom transactions and events are identified, captured, and entered into the accounting system, what general ledger accounts are used, how and by whom transactions are processed from original entry to inclusion in the general ledger, expected type, number and size of journal entries affecting the accounts, financial reports or other information generated for internal use, and how and by whom information is captured for inclusion in the financial statements, including disclosures. Key audit cycles to be included in our understanding are cash and cash equivalents, investments, revenues/receipts, and other billings/ receivables, payroll, purchases/disbursements, bonded and other formal indebtedness, capital assets, and EDP controls. Based upon the results of our documentation of flow of information through the accounting system we will assess control risk and determine audit procedures necessary to support our conclusions.

**Evaluation of Internal Control/Assessment of Audit Risk** - We will perform risk assessments of material misstatements in the financial statements and perform a detailed evaluation of internal controls. We will review organization charts, accounting manuals, job descriptions, software documentation, and employee interviews, and we will document our findings. Our assessments and evaluations will be organized into accounting cycles or transaction classes. Based upon our assessment of audit risks we will identify what Authority staff is doing to mitigate financial statement misstatements, if any exist.

**Fraud Risks Inquiries** - We will conduct inquiries of management and of other employees regarding knowledge or any actual fraud or suspicions of fraud as well as any allegations of fraud affecting the Authority. We will inquire about the Authority's understanding of the risk of fraud within the organization including any specific fraud risks the Authority has identified as well as account balances or transaction classes that may be susceptible to fraud. We will inquire about the controls the Authority has implemented to identify fraud risks and to detect fraud and how those programs and controls are monitored and how these items are reported to the audit committee.

## **AUDIT APPROACH: (CONTINUED)**

**Analytical Procedures** - We will use analytical review procedures throughout the engagement to assist in determining reasonableness of various account balances and to identify unusual items which may be material to the financial statements. We routinely use a comparison of current year budget with actual and prior year actual analytical review procedures on revenue accounts both during preliminary and final fieldwork. At year end we use analytical review procedures to compare current year balance sheet accounts with prior year balance sheet accounts. We reconcile amounts reported to the IRS on Federal Form 941's and to the Virginia Retirement System to determine reasonableness of salary, fica, and retirement amounts on the books. These are examples of some of our analytical review procedures employed during the course of the audit.

**Compliance Tests** - Robinson, Farmer, Cox Associates annually updates a summary of compliance matters which are an integral part of our planning work papers. It is updated due to changes in state law, requirements of the Auditor of Public Accounts, and federal compliance requirements. This summary of compliance matters is designed to identify all compliance requirements of the Auditor of Public Accounts of the Commonwealth of Virginia, Uniform Guidance, and local compliance requirements. State compliance matters include budget and appropriation laws, conflict of interest, VRS (testing census data, etc.), Virginia Security for Public Deposits Act, Unclaimed Property Act, Virginia Public Procurement Act, and others. Federal compliance requirements include federal payroll returns and related information, filing of 1099s, FLSA requirements and the Single Audit Act. Local ordinances will be reviewed as necessary. In addition, we will review your procurement policies and other local policies and test for compliance. Our audit procedures are designed to test compliance with local, state and federal requirements within each segment of our work.

**Use of Sampling** - We anticipate the use of statistical sampling in our audit procedures based upon our review of internal accounting controls and our reliance thereon. Sampling will be used to test compliance in local, state and federal compliance areas, and we will use haphazard, systematic, and statistical sampling.

**Final Fieldwork** - During our final fieldwork we will verify and reconcile account balances, complete various compliance tests, complete various revenue and expense tests, prepare any necessary journal entries and prepare management letter comments, as applicable.

### **Other**

Additionally, we often seek to identify and provide qualitative information on revenue enhancement, accounting systems improvements, and other issues involving local government.

We will obtain letters of representation from various officials and legal counsel on such items as: litigation, compliance with laws and regulations, compliance with contracts, knowledge of fraud, uncorrected financial statement misstatements and such other representations as deemed necessary during the audit.

### **Deliverables**

At the completion of the audit of the fiscal year's financial statements, we agree to submit the following:

- A report on Compliance and on Internal Control over Financial Reporting Based Upon the Audit Performed in Accordance with Government Auditing Standards.
- A report on Compliance and Internal Control Over Compliance Applicable to the Major Federal Program in accordance with the Uniform Guidance.
- Summary of Auditors' Results.
- Financial Statement Findings Section.

## **AUDIT APPROACH: (CONTINUED)**

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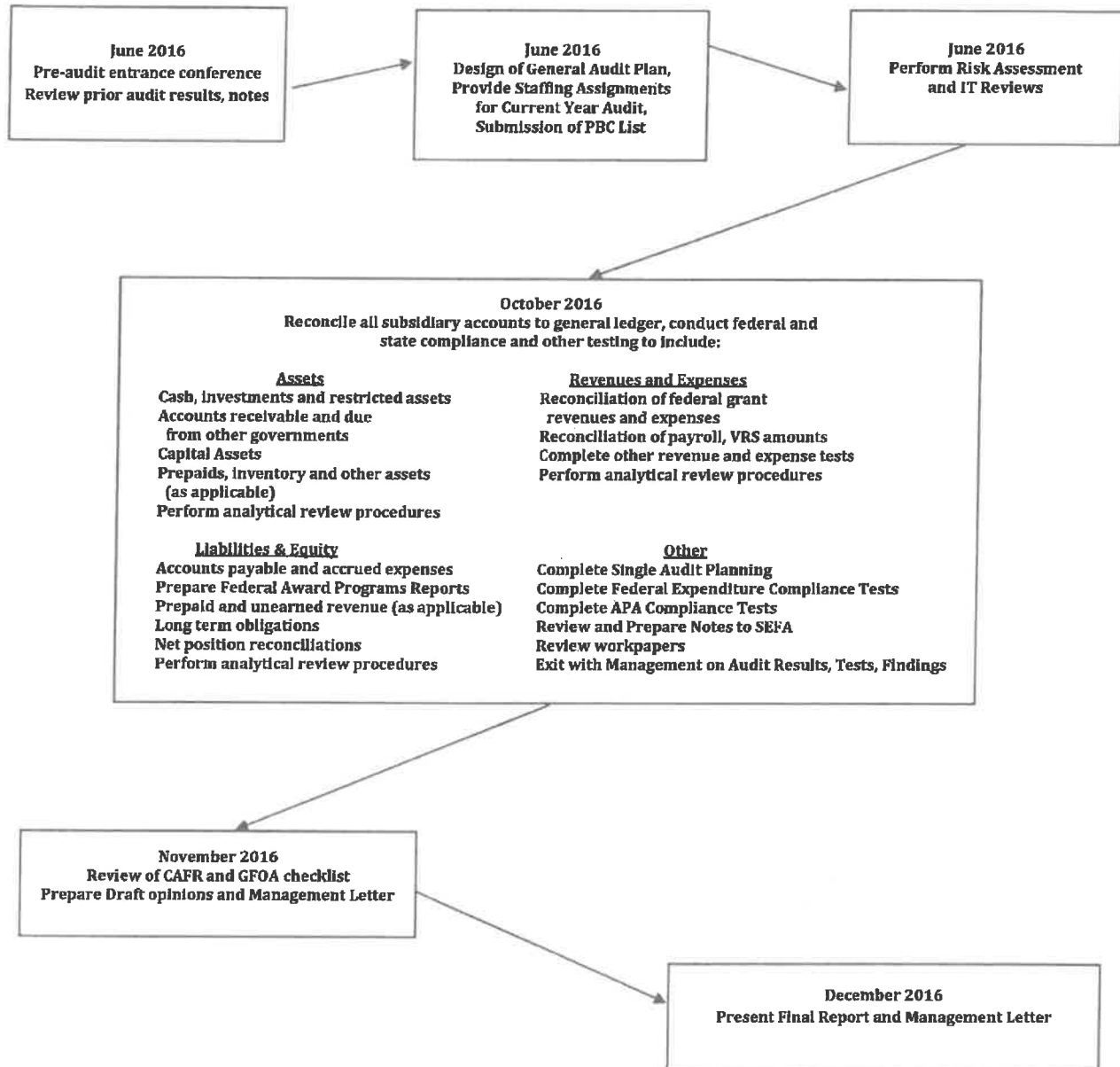
- Federal Award Findings and Questioned Costs Section.
- Audit certification that airport funds are used consistent with Federal laws for sponsors receiving Federal assistance, as required by the Airport and Airway Improvement Act of 1982, as amended and codified in Title 49, United States Code, Chapter 471 and any relevant recent amendments. (FAA established policies and procedures on permitted and prohibited revenue use). Along with any recent updated reports, as necessary and appropriate, on compliance with the Airport Revenue Bond Resolution adopted November 21, 1984, as amended.
- Data Collection Form for Reporting on Audits of States, Local Governments and Non-profit Organizations (Form SF-SAC) submitted to U.S. Department of Commerce, Bureau of the Census acting as collecting agent for Office of Management and Budget.
- Examination of the Authority's assertions that the census data submitted to the Virginia Retirement System is complete and reasonably free from material misstatements, in accordance requirements of the Auditor of Public Accounts.
- Single audit of the Authority's Passenger Facility Charge (PFC) program as required by the Federal Aviation Administration of the U.S. Department of Transportation to implement Sections 9110 and 9111 of the Aviation Safety and Capacity Expansion Act of 1990.
- Conduct pre-audit and post audit presentation/ meetings with the Authority's Finance and Audit Committee.
- The Authority's Comprehensive Annual Financial Report (CAFR), prepared by Authority staff, is required to be issued no later than December 31st.
  - As part of the engagement we will prepare the Government Financial Officers Association (GFOA) Certificate of Achievement checklist and verify the implementation of recommended improvements as a result of prior year submissions to GFOA.

## **Outline of Client Task Responsibilities**

It is anticipated that the Authority will provide the following items:

- A final trial balance, balance sheet, and income statement of enterprise activity;
- A final trial balance of each subsidiary ledger;
- A copy of the final approved budget presented to the board for the audit period;
- A schedule of insurance in force during the year and of insurance expense for the year;
- A schedule of investments of all funds at statement date showing both book value and estimated market value at statement date;
- A schedule of accounts payable at statement date;
- Reconciliation of the final quarter's fringe benefit tax returns;
- Copies of all contracts with governmental grantor or grantee agencies;
- Copies of all other contracts in force at statement date of a material amount;
- Such reasonable additional schedules as may be requested for financial and compliance audits; and
- Have available all minutes relating to Board meetings.

## OUTLINE OF AUDIT TASK RESPONSIBILITIES AND AUDIT TIMELINE





**ROBINSON, FARMER, COX ASSOCIATES**  
**DESCRIPTION OF FIRM**

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Robinson, Farmer, Cox Associates is a regional firm of certified public accountants and consultants serving clients throughout the Commonwealth of Virginia. Since the Firm's founding in 1953 by Daniel A. Robinson, Sr., it has enjoyed the reputation as the leading public accounting firm in the practice of governmental accounting, auditing, and consulting services to local governments and nonprofit entities in Virginia. While the Firm does provide diversified services to non-governmental clients in the areas of accounting, auditing, taxes, fiscal planning, and consulting services, approximately 75% of its practice is devoted to local government and nonprofit services.

The Firm has maintained a leadership role in the accounting, auditing and financial reporting requirements for Virginia counties and cities by the active participation of members of the Firm and staff in such activities as the following:

- Program participants in the annual meeting of Virginia Association of Counties (VACO) and the Local Government Officials Conference (LGOC).
- Participants in Virginia meetings of the Governmental Finance Officers Association (GFOA).
- Members of the Firm and staff play an active role in committee assignments for various professional organizations and State agencies such as: (1) the Virginia Society of Certified Public Accountants-Committee on Governmental Accounting and Auditing, reviewing proposed legislative changes dealing with the audits of Virginia counties; (2) the Virginia Chapter of the Governmental Financial Officers Association-Committee on Local Governmental Reporting, reviewing proposed legislative changes dealing with local government organization and financial reporting; and, (3) Auditor of Public Accounts of the Commonwealth of Virginia-Committee on Local Government and Financial Reporting.
- Served as auditor and advisor to various associations representing local government officials in Virginia.
- Active in implementation of GASB Statement No. 34 through participation in committees of the Virginia GFOA and Auditor of Public Accounts.

Through the years, by serving as the auditor and advisor in financial planning for various Virginia counties, the Firm has assisted Virginia counties in receiving equitable settlements and awards in the final settlement of annexation suits and inter-governmental reimbursement agreements. The Firm took the initiative to review revenue sharing entitlements received by Virginia localities which subsequently resulted in approximately 70% of the Virginia localities receiving more equitable revenue sharing entitlements.

The Firm has assisted the County of Accomack, County of Albemarle, County of Augusta, County of Culpeper, County of Frederick, County of Gloucester, County of King George, County of Louisa, County of Prince George, City of Fairfax, City of Fredericksburg, City of Martinsville, Rapidan Service Authority, Rivanna Water and Sewer Authority, Fauquier County Water and Sanitation Authority, Campbell County Service Authority, King George County Service Authority and the Charlottesville-Albemarle Airport Authority in obtaining the GFOA Certificate of Achievement. Further, the Firm is actively involved in assisting other localities and authorities who will be applying for the Certificate in future years.

The Firm has provided over the years a variety of consultation services to its governmental clients:

- Consultation in the preparation of official statements and other data to be used in connection with the issuance of both revenue and general obligation bonds. The Firm has enjoyed an excellent professional relationship with all major Virginia municipal investment firms and bond counsel.

**ROBINSON, FARMER, COX ASSOCIATES**  
**DESCRIPTION OF FIRM (CONTINUED)**

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- Consultation in intergovernmental matters, such as:
  1. Transition of Towns to City status,
  2. Form of government studies, incorporation and consolidation,
  3. Annexation impact analysis,
  4. Utility rate requirements, and
  5. Financial reporting and formulae analysis of inter-governmental agreements.
  
- Consultation in administration and financial management, such as:
  1. Financial feasibility indication studies and rate studies of utility enterprises,
  2. Systems evaluations design and development (both financial accounting and other governmental functions),
  3. Capital improvement programs,
  4. Budgeting and financial forecasting,
  5. Internal control design and implementation,
  6. Personnel classifications and pay plans,
  7. Organizational studies,
  8. Indirect cost allocation plans,
  9. Governmental efficiency studies, and
  10. Cash management analysis.
  
- Consultation on proposed legislation to implement specific review procedures for state entitlement funds. The proposed procedures will ensure that entities are in compliance with the Virginia Aviation Board approved entitlement utilization plan for entitlement funds allocated by the Virginia Aviation Board.

**ROBINSON, FARMER, COX ASSOCIATES**  
**DESCRIPTION OF FIRM (CONTINUED)**

We represent a large number of Authorities, Boards, Commissions and Local Governments throughout the Commonwealth of Virginia. We strive to make sure all client statutory deadlines are met. Due to the number of clients we represent we have listed below a partial list of current audit clients. We have also listed detailed references in Appendix Section.

**Miscellaneous Authorities/Commissions**

Client Name	Contract Period	GFOA Award Status
<sup>3</sup> Capital Regional Airport Commission	2015 to Present	2015 & 2016 award pending
<sup>1</sup> Charlottesville-Albemarle Airport Authority	Over 15 years	2009-2015 & 2016 award pending

**Regional jails**

Client Name	Contract Period	GFOA Award Status
<sup>3</sup> Blue Ridge Regional Jail	Over 15 years	Does not submit
<sup>2</sup> Hampton Roads Regional Jail	2014 to Present	2014 & 2015 award 2016 pending
<sup>1</sup> Meherrin River Regional Jail	Over 5 years	2013-2015 & 2016 award pending
<sup>1</sup> Piedmont Regional Jail	Over 20 years	Does not submit
<sup>1</sup> Piedmont Juvenile Detention Center	Over 10 years	Does not submit
<sup>2</sup> Western Tidewater Regional Jail	2013 to Present	2015 & 2016 award pending

**Counties/Cities/Towns**

Client Name	Contract Period	GFOA Award Status
<sup>1</sup> Brunswick County	Over 20 years	Does not submit
<sup>1</sup> Buckingham County	Over 20 years	Does not submit
<sup>1</sup> Town Gordonsville	Over 10 years	Does not submit

**School Activity Funds**

Client Name	Contract Period	GFOA Award Status
<sup>1</sup> Campbell County	Over 15 years	Does not submit
<sup>4</sup> Rappahannock County	2014 to Present	Does not submit

**Community Services Boards**

Client Name	Contract Period	GFOA Award Status
<sup>3</sup> Northwestern	Over 10 years	Does not submit
<sup>3</sup> Piedmont	Over 10 years	Does not submit
<sup>1</sup> Kristen Choate - Audit Manager for over 10 years		
<sup>2</sup> Kristen Choate - Audit Manager for 3 years		
<sup>3</sup> Kristen Choate - Audit Manager for 2 years		
<sup>4</sup> Kristen Choate - Audit Manager for 1 years		

**ROBINSON, FARMER, COX ASSOCIATES**  
**DESCRIPTION OF FIRM (CONTINUED)**

**Firm Participation in Peer Review Program**

Robinson, Farmer, Cox Associates is enrolled in the AICPA Peer Review Program. The most recent quality control review of RFC's accounting and auditing practice was conducted in December of 2016. Results of this review are still pending and will be provided upon completion. This particular review addressed 52 engagements representative of governmental audits performed by the Firm. However, the results of the December 2013 review representing a review of 37 engagements and an unqualified opinion are below.

A selection of Robinson, Farmer, Cox Associates' audit reports and work papers are reviewed annually by the Auditor of Public Accounts (APA). The most recent review conducted took place in June 2016 and the opinion dated September 20, 2016 resulted in an unmodified opinion (the highest possible) with no letter of comments.



**Tetrick & Bartlett, PLLC**  
Certified Public Accountants  
Consultants

122 N. Oak St. • PO Box 1916 • Clarksburg, WV 26302-1916 • (304) 624-5564 • Fax: (304) 624-5582 • [www.tetrickbartlett.com](http://www.tetrickbartlett.com)  
1517 Mary Lou Retton Drive • Fairmont, WV 26554 • (304) 366-2992 • Fax: (304) 866-2370

**SYSTEM REVIEW REPORT**

To the Members of Robinson, Farmer, Cox Associates  
and the Peer Review Committee of the  
Virginia Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Robinson, Farmer, Cox Associates (the firm) in effect for the year ended June 30, 2013. Our peer review was conducted in accordance with the *Standards for Performing and Reporting on Peer Reviews* established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Robinson, Farmer, Cox Associates in effect for the year ended June 30, 2013, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Robinson, Farmer, Cox Associates has received a peer review rating of *pass*.

*Tetrick & Bartlett, PLLC*

December 11, 2013

**ROBINSON, FARMER, COX ASSOCIATES**  
**DESCRIPTION OF FIRM (CONTINUED)**

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**Statement of Professional Status**

Robinson, Farmer, Cox Associates hereby affirms that it is licensed and chartered as a professional limited liability company under the *Code of Virginia (1950)*, as amended and that its staff of licensed certified public accountants and other professional personnel conduct business in accordance with statutory requirements and the Code of Ethics of the Virginia Society of Certified Public Accountants. Robinson, Farmer, Cox Associates further represents that it is independent with respect to Charlottesville-Albemarle Airport Authority as defined in the Ethical Rules of the American Institute of Certified Public Accountants.

The Firm has not been the object of/or subject to any disciplinary action during the past three (3) years.

The Company is managed by its Board of Directors elected by the members. An Executive Committee aids the Directors in their administration of company affairs.

**Quality Control System**

Robinson, Farmer, Cox Associates is devoted to the quality of the audit working papers, reports and all other documents produced by the firm. The firm has established and fully implemented a dedicated quality control department. The department is responsible for ensuring that all quality control policies and procedures are properly performed on every engagement. All reports, working papers and other related documents are completely reviewed by the independent quality control department prior to the release of the final documents to the client, state and federal agencies. Moreover, the firm utilizes software to accurately track the status of all engagements throughout the quality control system to ensure reports and documents are provided to our clients by the contractual due dates.

**Summary of Proposer's Qualifications**

The following is a list of key personnel and their assignments of this audit engagement. All members of this audit team have extensive and varied experience in governmental auditing.

Member-in-Charge/Audit Manager – Kristen L. Choate, C.P.A., will have the overall responsibility for the coordination and staffing of the audit and responsible for day-to-day field work to be performed during the audit.

Quality Control Specialist – Melissa A. Blow, C.P.A. will be responsible for the second review of the financial statements and work program.

Staff Accountant – Jessica C. Marshall will perform tasks as assigned by the audit manager.

Technology Consultant – Billy Gardner, C.I.S.A., C.E.H. will review information systems operations and controls.

Other staff assignments will occur at the discretion of the member-in-charge as they relate to the technical areas of the audit engagement. Our Charlottesville offices employ four members, five directors, twenty-one professional accountants and ten support personnel. Services will be performed primarily from our office in Charlottesville, Virginia. The Firm administration carefully monitors the professional staffing resources of the Firm to assure a balanced staffing complement. No work related to this engagement will be subcontracted.

**Auditor Rotation**

The Authority will be notified in a timely manner of proposed changes in key staff members. Key staff members will only be changed with the consent of the Authority.

Following are the individual resumes of the Firm's staff that will be directly responsible for this engagement.

## Qualifications and Experience of Assigned Staff

### Resume

#### **Kristen L. Choate, CPA**

##### **Professional Experience**

Is a Member of Robinson, Farmer, Cox Associates, P.L.L.C. in the Firm's Charlottesville office. Participated in and managed audits of counties, towns, cities and public authorities in the Commonwealth of Virginia. Managed and participated in numerous audits of voluntary health and welfare organizations and other not-for-profit organizations. Kristen directs quality control for the Firm's six offices.

##### **Professional Activities**

- Member, Special Review Committee, Government Finance Officers Association

##### **Professional Associations**

- Member, American Institute of Certified Public Accountants
- Member, Virginia Society of Certified Public Accountants
- Member, Government Finance Officers Association
- Member, Virginia Government Finance Officers Association
- Member, Association of Certified Fraud Examiners

##### **Education**

- Radford University, Bachelor of Business Administration

##### **Professional Registration**

- Commonwealth of Virginia, Certified Public Accountant

##### **Professional Achievement**

- Virginia Business November 2010 Super CPA

##### **Professional Positions**

- |                 |  |
|-----------------|--|
| 2015 to Present | - Member, Robinson, Farmer, Cox Associates P.L.L.C., Certified Public Accountants    |
| 2007 to 2015    | - Director, Robinson, Farmer, Cox Associates P.L.L.C., Certified Public Accountants  |
| 2000 to 2007    | - Associate, Robinson, Farmer, Cox Associates P.L.L.C., Certified Public Accountants |

## Qualifications and Experience of Assigned Staff: (Continued)

### Resume

#### Melissa A. Blow, CPA

<b>Professional Experience</b>	Is an Audit Quality Control specialist of Robinson, Farmer, Cox Associates, P.L.L.C. Melissa has participated in audits of counties, towns, cities, and public school boards throughout the Commonwealth of Virginia. Participated in numerous audits of healthcare organizations, not-for-profit organizations and public corporations. Also has trained and helped implement various accounting systems.
<b>Professional Associations</b>	<ul style="list-style-type: none"> <li>• Member, American Institute of Certified Public Accountants</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li>• University of Central Florida, Bachelor of Science in Business Administration</li> </ul>
<b>Professional Registration</b>	<ul style="list-style-type: none"> <li>• Commonwealth of Virginia, Certified Public Accountant</li> </ul>
<b>Professional Positions</b>	<p>2012 to Present - Audit Quality Control Specialist, Robinson, Farmer, Cox Associates, P.L.L.C.</p> <p>2009 to 2012 - Accounting Consultant, City of Richmond, VaCo Consulting &amp; others Richmond, Virginia</p> <p>2007 to 2009 - Audit Supervisor, McGladrey &amp; Pullen, LLP Richmond, Virginia</p> <p>2005 to 2007 - Senior Auditor, KRG&amp;G LLP Orlando, FL</p> <p>2002 to 2005 - Financial Analyst/Assistant Control, ABC Fine Wine &amp; Spirits, Orlando, FL</p> <p>2001 to 2002 - Associate Accounting Services, Newport Group Orlando, FL</p> <p>2000 to 2001 - General Accounting Manager, LandAmerica OneStop Richmond, Virginia</p> <p>1997 to 1999 - In-charge Accountant, Deloitte &amp; Touche Richmond, Virginia</p>

## Qualifications and Experience of Assigned Staff: (Continued)

### Resume

#### Jessica C. Marshall

##### Professional Experience

Is a staff accountant of Robinson, Farmer, Cox Associates. Jessica has assisted in audits of counties, towns, school divisions, jails, community services boards, airports, volunteer fire and rescue squads, and school activity funds, and is the lead auditor for a juvenile detention center.

##### Education

- Virginia Commonwealth University, Bachelor of Science
- Virginia Commonwealth University, Master of Accountancy

##### Professional Positions

- 2013 to Present - Associate, Robinson, Farmer, Cox Associates  
P.L.L.C., Certified Public Accountants
- 2011 to 2013 - Program Support Coordinator, VCU School of Business  
Fast Track Executive Master of Science
- 2009 to 2011 - Fiscal Assistant, VCU School of Business  
Information Systems Department



## Qualifications and Experience of Assigned Staff: (Continued)

### Resume

#### William T. Gardner, CISA, CEH

##### Professional Experience

Participated in numerous local government consulting and auditing engagements. Provided complete IT reviews for various localities and other entities in the Commonwealth of Virginia. Provided management and technological consulting services for both governmental and non-governmental clients. Provides Information Technology support for multiple clients throughout the Commonwealth of Virginia.

##### Professional Associations

- Member, Information Systems Audit and Control Association (ISACA)

##### Education

- Averett University, Bachelor of Science  
Computer Information Systems

##### Professional Certifications

- Certified Information Systems Auditor (CISA)
- Certified Ethical Hacker (CEHv7)
- Security+ce
- Network+ce

##### Professional Positions

- 2013 to Present - Director of Information Technology, Robinson, Farmer, Cox Associates P.L.L.C., Certified Public Accountants  
Charlottesville, Virginia
- 2007 to 2013 - IT Audit Consultant & Systems Admin, Robinson, Farmer, Cox Associates P.L.L.C., Certified Public Accountants  
Charlottesville, Virginia
- 2001 to 2007 - IT Help Desk Specialist I, University of Virginia  
Parking and Transportation Department  
Charlottesville, Virginia

## Continuing Professional Education

Robinson, Farmer, Cox Associates requires continuing professional education of all certified public accountants on staff. Further, the firm provides semi-annual in house staff seminars which review current accounting, auditing and reporting topics inclusive of current legislative matters.

The Firm's policy meets and exceeds the continuing professional education requirements established by the Virginia Society of Certified Public Accountants. Below is a page from Robinson, Farmer, Cox Associates In-House CPE Agenda 2015.

### ROBINSON, FARMER, COX ASSOCIATES 2016 ANNUAL GOVERNMENTAL ACCOUNTING AND AUDITING UPDATE MAY 20, 2016

	TOPIC	SPEAKER	MINUTES	TIME
I.	Opening Remarks	Andrew Grossnickle (Fredericksburg)	10	8:30-8:40
II.	General Auditing Updates CPE Requirements Single Audit and Employee Benefit Plan Certificates Nonaudit Services Other Matters	Kristen Choate/ Jenn Lyster (Charlottesville)	30	8:40-9:10
III.	Recent GASB Statements (and Exposure Drafts): No 72 Fair Value Measurement and Application No 73 Accounting and Financial Reporting for Pensions and Related Assets That are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68 No 74 Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans No 75 Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions No 76 The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments No 77 Tax Abatement Disclosures No 78 Pensions Provided through Certain Multiple-Employer Defined Benefit Pension Plans No 79 Certain External Investment Pools and Pool Participants No 80 Blending Requirements for Certain Component Units—an amendment of GASB Statement No. 14 No 81 Irrevocable Split-Interest Agreements No 82 Pension Issues—an amendment of GASB Statements No. 67, No. 68, and No. 73	Tom Smith (Charlottesville)	40	9:10-9:50
IV.	GAQC Updates AICPA Standards GAO and Single Audits For-Profit Audits Including HUD State and Local Govt Matters (GASB, etc.) NFP (FASB, etc.)	Group Study	120	10:00-12:00
V.	Knowledge Check Audit Sampling Uniform Guidance Other Audit/Attestation Areas	Jessica Cadwalader/ Sandra Fuentes (Charlottesville)	30	12:30-1:00
VI.	Auditor of Public Accounts Update	Rachel Reamy (APA) Melissa Burke (APA)	75	1:00-2:15
VII.	GASB 68 Year 2 and Fair Value Implementation	Melissa Blow (Fredericksburg)	35	2:25-3:00
VIII.	IT Reviews SharePoint Upgrade	Billy Gardner (Charlottesville)	60	3:00-4:00
	Total minutes		<u>400</u>	
	Total hours		<u>8</u>	

## Continuing Professional Education

<b>Kristen L. Choate, CPA</b>			
<b>2016</b>	<b>Sponsor</b>	<b>Class</b>	<b>Hours</b>
1/18/2016	RFCA	RFC TY2015 Individual and Corporate Tax Update	8.0
1/22/2016	AICPA	EBPAQC Designated Partner 2016 Audit Planning	2.0
4/19/2016	AICPA	GAQC 2016 Annual Update Webcast	2.0
4/29/2016	VSCPA	MS Excel Pivot Tables In-Depth, Data Analysis	8.0
5/4-5/6/2016	VGFOA	VGFOA 2016 Spring Conference	8.0
5/13/2016	RFCA	2016 Annual Govt A&A Update Session 1	8.0
5/13/2016	RFCA	Virginia CPA Ethics: 2015 Required Course	2.0
5/20/2016	RFCA	2016 Annual Govt A&A Update Session 2	9.2
6/9/2016	AICPA	2016 OMB Compliance Supplement & Single Audit	2.0
<b>Total</b>			<b>49.2</b>
<b>Melissa A. Blow, CPA</b>			
<b>2016</b>	<b>Sponsor</b>	<b>Class</b>	<b>Hours</b>
3/25/2016	VGFOA	VGFOA Central Virginia Region Conference	5.0
4/21/2016	AICPA	Fix Me in the Act - Managing Unconscious Bias	1.0
4/25/2016	AICPA	Managers & Supervisors Planning Live Forum	2.0
5/11/2016	AICPA	GASB Statement No. 68 Audit and Accounting Workshop	4.0
5/13/2016	RFCA	2016 Annual Govt A&A Update Session 1	6.0
5/13/2016	RFCA	Virginia CPA Ethics: 2015 Required Course	2.0
5/20/2016	RFCA	2016 Annual Govt A&A Update Session 2	9.4
12/5/2016	Checkpoint	PPC's Guide to Audits of Local Governments - Course 3	8.0
6/9/2016	Checkpoint	Quarterly Yellow Book Update	1.0
<b>Total</b>			<b>38.4</b>
<b>Jessica C. Marshall</b>			
<b>2016</b>	<b>Sponsor</b>	<b>Class</b>	<b>Hours</b>
1/18/2016	RFCA	RFC TY2015 Individual and Corporate Tax Update	8.0
4/29/2016	VSCPA	MS Excel Pivot Tables In-Depth, Data Analysis	8.0
5/13/2016	RFCA	2016 Annual Govt A&A Update Session 1	7.6
5/13/2016	RFCA	Virginia CPA Ethics: 2015 Required Course	2.0
5/20/2016	RFCA	2016 Annual Govt A&A Update Session 2	8.6
12/28/2016	Checkpoint	Network Govt & Nonprofit Acct Reports - Spring 2016	6.0
12/28/2016	Checkpoint	Network Govt & Nonprofit Acct Reports - Summer 2016	6.0
12/28/2016	Checkpoint	Network Governmental Acct Report - Autumn 2016	3.0
12/28/2016	Checkpoint	Network Nonprofit Accounting Report - Autumn 2016	3.0
<b>Total</b>			<b>52.2</b>

## **Appendix**

**Attachment A**

**Attachment B**

**Attachment C**

**Attachment D**

ATTACHMENT A

SIGNATURE SHEET

RFP# Charlottesville-Albemarle Airport Authority

Title: Professional Audit Services

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation.

Name And Address Of Firm:

Robinson, Farmer, Cox Associates  
530 Westfield Road

Charlottesville, VA Zip Code: 22901

Telephone Number: (434) 973-8314

Fax Number: (434) 974-7363

FBI/FIN NO. 54-1896113

Date: March 20, 2017

By: Kristen L. Choate  
(Signature In Ink)

Name: Kristen L. Choate

(Please Print)

Title: Member

E-mail Address: kchoate@rfca.com

State Corporation Commission ID Number (required \*):

WHO DO YOU WANT DIVA?

ATTACHMENT B

OFFEROR DATA SHEET

Note: The following information is required as part of your response to this solicitation.

1. Qualification: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

2. Vendor's Primary Contact:

Name: Kristen L. Choate Phone: 434-973-8314

3. Years in Business: Indicate the length of time you have been in business providing this type of good or service:

64 Years        Months

4. Vendor Information:

FIN or FEI Number: 54-1896113 If Company, Corporation, or Partnership

Social Security Number:                                  If Individual

5. Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods. Include the length of service and the name, address, and telephone number of the point of contact.

- A. Company: Capital Region Airport Commission Contact: Steve Owen, Finance Director

Phone: ( 804 ) 226-3025 Email: SOwen@flyrichmond.com

Project: Audit Services

Dates of Service: 2015-Present \$ Value: 56,000

- B. Company: Meherrin River Regional Jail Auth. Contact: Jennifer Derrenbacker, Finance Director

Phone: ( 434 ) 949-6700 Email: jderrenbacker@mrrj.org

Project: Audit Services

Dates of Service: 2012 - Present \$ Value: 16,000

- C. Company: County of Brunswick, Virginia Contact: Mrs. Keli Reekes, Finance Director

Phone: ( 434 ) 848-6851 Email: kreekes@brunswickco.com

Project: Audit Services

Dates of Service: Over 20 years \$ Value: 35,000

- D. Company: County of Buckingham, Virginia Contact: Mr. Karl Carter, Finance Director

Phone: ( 434 ) 969-4242 Email: kcarter@buckinghamcounty.virginia.gov

Project: Audit Services

Dates of Service: Over 20 years \$ Value: 45,000

I certify the accuracy of this information.

Signed: Kristen L. Choate

Title: Member

Date: March 20, 2017

**ATTACHMENT C**

**CERTIFICATION OF NO COLLUSION**

The undersigned, acting on behalf of Robinson, Farmer Cox Associates, does hereby certify in connection with the procurement and proposal to which this Certification of No Collusion is attached that:

This proposal is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce: nor is this proposal the result of, or affected by, any act of fraud punishable under Article 1.1 of Chapter 12 of Title 18.2 Code of Virginia, 1950 as amended (&&18.2-498.1 atseq.)

Kristen L. Choate  
Signature of Company Representative

Robinson, Farmer Cox Associates  
Name of Company

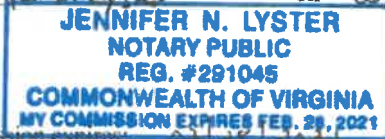
March 20, 2017  
Date

**ACKNOWLEDGEMENT**

STATE OF VIRGINIA

CITY OF CHARLOTTESVILLE, to wit:

The foregoing Certification of No Collusion bearing the signature of Kristen L. Choate and dated March 20, 2017 was subscribed and sworn to before the undersigned notary public by Jennifer N. Lyster on 03/20/2017.



J. Lyster  
Notary Public

My commission expires: 02/28/2021

**CODE OF VIRGINIA**

&18.2-498.4. Duty to provide certified statement. A. The Commonwealth, or any department or agency thereof, and any local government or any department or agency thereof, may require that any person seeking, offering or agreeing to transact business or commerce with it, or seeking, offering or agreeing to receive any portion of the public funds or moneys, submit a certification that the offer or agreement or any claim resulting thereon is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce, or any act of fraud punishable under this article.

B. Any person required to submit a certified statement as provided in paragraph A above who knowingly makes a false statement shall be guilty of a Class 6 felony. (1980, c.472)

**PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION**

**RFP#: PROFESSIONAL AUDIT SERVICES FY12-16**

[illegible]



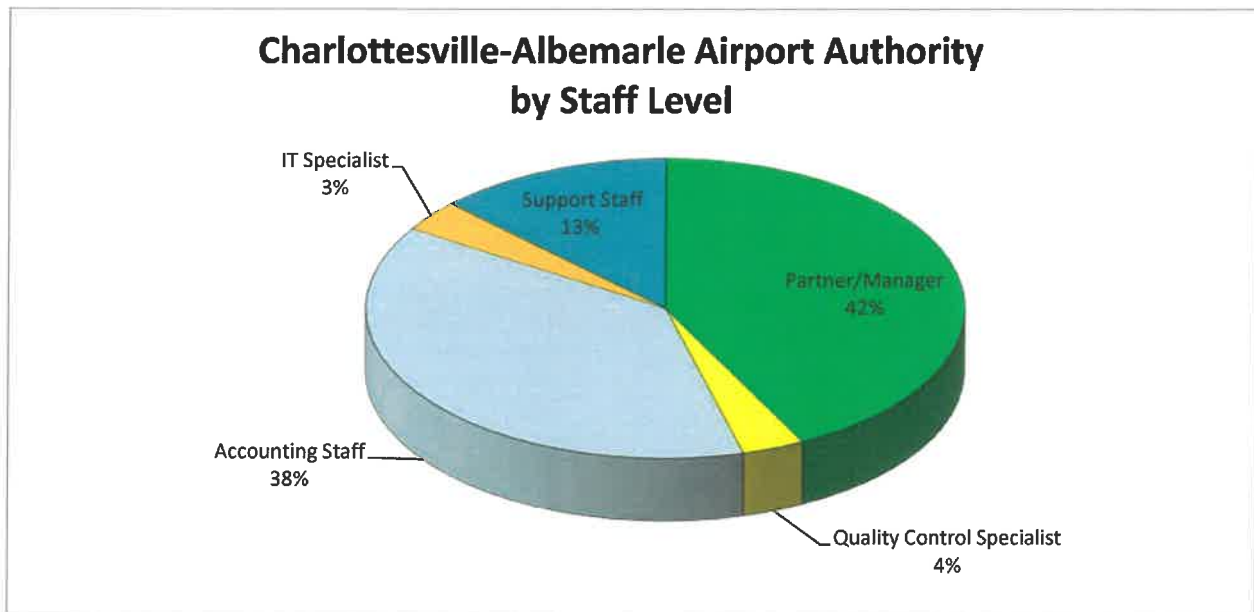
**ROBINSON, FARMER, COX ASSOCIATES  
NON-BINDING COST ESTIMATE**

**PROFESSIONAL AUDITING SERVICES**

Fees for completing the Audit and Related Services for Charlottesville-Albemarle Airport Authority are listed below.

	<u>Total Hours</u>	<u>Hourly Rate</u>	<u>Total Dollars</u>
Partner/Manager	100	\$ 175	\$ 17,500
Quality Control Specialist	8	125	1,000
Accounting Staff	90	100	9,000
IT Specialist	8	125	1,000
Support Staff	30	50	1,500
Total Hours	<u>236</u>		
	Proposed Fee - Fiscal Years 2017-2019		\$ <u>30,000</u> <sup>1</sup>
	Proposed Fee - Fiscal Years 2020-2021		\$ <u>31,000</u> <sup>1</sup>

<sup>1</sup> This fee includes \$3,000 for CAFR preparation.



**Company Name:**

**ROBINSON, FARMER, COX ASSOCIATES**

**Address:**

**530 Westfield Road, P.O. Box 6580  
Charlottesville, Virginia 22906**

**Telephone:**

**434-973-8314**

**Name & Title of Person  
Submitting Bid:**

**Kristen L. Choate, CPA**

**Signature:**

*Kristen L. Choate*

### Audit Breakdown by Task and Staff Assigned

	Staff Assigned	Total Hours	Total Fee
<b>A. Task - Pre-audit entrance conference</b>			
Meetings to discuss audit procedures and anticipated problem areas. Discussion of new accounting standards to be implemented.	Member-in-Charge	4	700
<b>B. Task - Evaluation of reporting entity and internal control</b>			
Review and evaluation of internal accounting controls; review and evaluation of administrative and specific controls (Federal Programs) through use of questionnaires, flow-charting, narrative, and walk throughs. Perform fraud risk inquiries of staff/management through use of questionnaires and/or interviews. Conduct analytical procedures.	Member-in-Charge	16	2,800
	IT Consultant	8	1,000
	Accounting Staff	16	1,600
<b>C. Task - Testing of systems and transactions</b>			
Testing of compliance with the various internal accounting controls, administrative and specific controls (Federal Programs) identified above verifying certain transactions through the accounting system. Testing will be based on a combination of sampling and substantive procedures.	Member-in-Charge	16	2,800
	Accounting Staff	32	3,200
<b>D. Task - Verification and reconciliation of account balances</b>			
Verifying existence of assets and recording of liabilities through use of confirmations and observation. Reconciliation of subsidiary accounts. Conduct analytical procedures.	Member-in-Charge	16	2,800
	Accounting Staff	32	3,200
<b>E. Task - Review of documents</b>			
Reading of Board minutes, bond indentures, contracts, insurance policies and other pertinent matters and testing for compliance and adequacy.	Member-in-Charge	16	2,800
	Accounting Staff	9	900
<b>F. Task - Obtain letter of representation and attorney letter</b>			
Request representation letters from Authority officials on such items as inventory, litigation and financial statements.	Member-in-Charge	1	175
	Accounting Staff	1	100
<b>G. Task - Prepare financial statements, opinions and management letter</b>			
• Prepare financial statements			
• Report on Compliance and on Internal Control over Financial Reporting Based Upon the Audit Performed in Accordance with <i>Government Auditing Standards</i>			
• Report on Compliance and Internal Control Over Compliance Applicable to the Major Federal Program in accordance with the Uniform Guidance			
• Summary of Auditors' Results			
• Federal award findings and questioned costs section			
• Audit certification that airport funds are used consistent with Federal laws (FAA established policies and procedures on permitted and prohibited revenue use) along with any recent updated reports, as necessary and appropriate, on compliance with the Airport Revenue Bond Resolution adopted November 21, 1984, as amended			
• Prepare Data Collection Form for Reporting on Audits of States, Local Governments and Non-profit Organizations (Form SF-SAC) submitted to U.S. Department of Commerce, Bureau of the Census acting as collecting agent for Office of Management and Budget			
• Perform examination of the Authority's assertions that the census data submitted to the Virginia Retirement System is complete and reasonably free from material misstatements, prepare report in accordance with requirements of the Auditor of Public Accounts			
• Prepare Single audit of the Authority's Passenger Facility Charge (PFC) program as required by the Federal Aviation Administration of the U.S. Department of Transportation to implement Sections 9110 and 9111 of the Aviation Safety and Capacity Expansion			
• Prepare the Government Financial Officers Association (GFOA) Certificate of Achievement checklist and verify the implementation of recommended improvements as a result of prior year submissions to GFOA			
	Member-in-Charge	24	4,200
<b>H. Task - Post-audit conference</b>			
Discuss audit report, audit findings and management letter with authority staff.	Member-in-Charge	3	525
<b>I. Task - Correspondence and Report Production</b>			
Engagement letter, contract information, forming financial statements, statistical information and opinions, printing and binding final CAFRs	Production	30	1,500
<b>J. Task - Quality Control Review</b>			
Detailed review of financial statements and deliverables. Review of workpapers in accordance with firm policies and AICPA requirements	Quality Control	8	1,000
<b>K. Task - Meeting with Finance and Audit Committee</b>			
Meetings to review audit results	Member-in-Charge	4	700
	<b>Total</b>	<b>236</b>	<b>30,000</b>



**TO:** Members of the Charlottesville-Albemarle Airport Authority

**FROM:** Melinda C. Crawford, Executive Director

**DATE:** May 17, 2017

**SUBJECT:** Action Item #2: Approval of the FY18 Operating and 6 Year Capital Improvement Budget

**RECOMMENDATION:** For the Board to approve the Operating Budget for FY18 and the 6-year Airport Capital Improvement Plan (ACIP)

**BACKGROUND:** The 6 year ACIP was presented to the Board in March 2017 for preliminary review and to ensure that the listed projects would not pose any issues with related governing bodies.

**PRIOR ACTION:** N/A

**FUNDING:** N/A

**FINANCIAL IMPACT:** N/A

**ATTACHMENTS:** 1) FY18 Budget Packet

**PRESENTATION:** None



The Honorable Members of the Charlottesville Albemarle Airport Authority  
100 Bowen Loop, Suite 200  
Charlottesville, VA 22911

**Dear Honorable Members of the Charlottesville Albemarle Airport Authority:**

I am pleased to submit for your review the proposed Operating & Capital Budget Plan for FY 2018. This plan is balanced within anticipated revenues and is designed to ensure that this facility and organization provides the highest level of service to its stakeholders at a reasonable level of fees and charges. It continues to preserve the airport's infrastructure as well as focus on customer service and enhancing the overall passenger experience.

Since 2008, CHO has seen a 61% growth in enplaned passengers from 177,494 in FY 2008 to 286,030 in FY 2016. This growth has forced CHO to address capacity issues related to parking on both landside and airside which are addressed in the budget.

The proposed Fiscal Year 2018 Charlottesville Albemarle Airport Authority Operating Budget totals \$7,674,000; an increase of \$976,000 (14.5%) over the adopted Fiscal Year 2017 budget. You will also find enclosed the Fiscal Year 2018-2023 proposed Capital Improvement Plan which programs an investment of \$85.5 million in airport capacity, safety, and security projects over the course of this six year period. As stipulated by the Airport Authority's Indenture of Trust, this budget is programmed to provide the required \$212,477 contribution to the Airport Authority's Coverage Fund.

A portion of the increase in the Operating Budget is attributed to continued investment in Airport Authority employees through salary adjustments and health care premium increases. A three percent (3%) pay increase is being budgeted to acknowledge the work and contribution of employees during the past fiscal year as well as a few increases for various employees whose positions and responsibilities warrant an adjustment along with some positions requiring a market adjustment. During FY 2018, the advertising contract will expire and staff will bring advertising in-house at that time. This transition, while presenting an opportunity to increase non-airline revenue, will also require an initial allocation of resources to fund the needed hardware and a software infrastructure. Additional positions are being proposed for our overall workforce to include an IT Coordinator and a reorganization of a part-time marketing employee into a full-time position. While the terminal recently underwent renovations, the systems within the terminal, such as the escalators, bag belts and HVAC system continue to age. The proposed operating and capital budgets provide funds for increased maintenance expenses as well as eventual replacement costs.

As in previous budgets, we have sought to maintain affordable rates and charges for the airlines that serve our market. Average rents and fees for the air carrier terminal building are proposed to be 2% more in FY 2018 vs. (\$39.91/s.f. in Fiscal Year 2017 to \$40.75/s.f.) while airline landing fees will mirror that 2% increase from \$2.04 to \$2.08/1,000 lbs landing weight. The Airport Authority's airline cost per enplaned passenger (CPE), a benchmark for affordability of airport rates and charges, will also increase 4% from \$4.50 per passenger to \$4.67, still a very competitive CPE amongst other airports with enplanements relative to CHO.

The FY 2018 Capital Improvement Program totals \$27 million. The air carrier ramp design and construction as well as more parking expansion are two of the most crucial projects scheduled due to growing enplanements and the legacy airlines desire to increase seats at CHO. The other big ticket items include; escalator replacements, rehab of an ingress/egress to the parking lot to include construction of an ADA ramp, a land acquisition project, and covered walkways. The funding for most of these projects will be from a mixture of state entitlements, Passenger Facility Charges and/or airport funds.

I look forward to reviewing this proposed budget with you as we continue our efforts to provide our passengers with the best customer service and overall pleasant travel experience that keeps them returning to CHO.

Respectfully submitted,

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

**Charlottesville-Albemarle Airport Authority**  
**FY 2018 Operating Budget**

**SUMMARY**

	Budget 2017	Proposed Budget 2018	% change
<b>Revenues:</b>			
Terminal	2,015,478	2,146,740	6.5%
Airfield	1,281,068	1,329,271	3.8%
Parking	3,328,697	4,116,744	23.7%
Indirect	77,119	81,200	5.3%
<i>Total Revenues</i>	6,702,361	7,673,955	14.5%
<b>Expenses:</b>			
Terminal	2,342,187	2,387,718	1.9%
Airfield	1,284,442	1,329,271	3.5%
Parking	1,262,370	1,860,224	47.4%
Indirect	1,600,885	1,884,265	17.7%
<i>Total Expenses</i>	6,489,884	7,461,478	15.0%
<b>Net Income<sup>1</sup></b>	212,477	212,477	0.0%

<sup>1</sup>Net Income flows to Revenue Covenant Coverage Fund & appropriated:

Cov. Fund/Ent.Match	212,477	212,477
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**Charlottesville-Albemarle Airport Authority**  
**FY 2018 Operating Budget**  
**NONAIRLINE REVENUES**

	Actual FY 2015	Actual FY 2016	Budgeted FY 2017	Est FY17	Proposed FY 2018	% Diff.
<b>TERMINAL:</b>						
FAA Service Rent	\$43,278	\$45,193	\$45,515	\$45,515	\$41,722	-8.3%
TSA Lease	32,065	33,928	35,923	\$35,939	\$36,108	0.5%
Rental Car Concessions	875,844	939,012	985,000	\$985,000	984,998	0.0%
Ground Transportation Fees	24,000	24,000	24,000	\$24,000	24,000	0.0%
Rental Car QTA Land Lease	53,460	53,460	56,133	\$56,136	56,133	0.0%
Advertising Concession	50,870	59,744	57,600	\$72,424	150,000	160.4%
Food & Gift Concession	31,892	70,536	62,100	\$89,303	89,640	44.3%
Misc. Concession Rev.	2,190	2,000	2,000	\$3,000	2,000	0.0%
ATM Concession	7,476	7,476	7,476	\$7,476	7,476	0.0%
Maintenance Work Order Revenue	59	107		\$0		
State Maintenance Revenue	0	0	0	\$0	0	#DIV/0!
State Ent. Debt Serv Reimb	150,000	50,000	50,000	\$50,000	50,000	0.0%
Terminal Revenues	\$1,271,134	\$1,285,456	\$1,325,747	\$1,368,792	\$1,442,077	8.8%
Plus Calculated Airline Terminal R	\$578,461	\$448,984	\$689,731	\$690,111	\$704,663	2.2%
Total Terminal Revenues	\$1,849,595	\$1,734,440	\$2,015,478	\$2,058,903	\$2,146,740	6.5%
<b>AIRFIELD:</b>						
Charter Revenue	\$16,042	\$19,133	\$15,000	\$25,968	\$19,920	32.8%
Ground Rent	86,733	89,276	88,517	\$95,156	90,347	2.1%
FBO Revenue	335,265	444,422	445,270	\$442,952	445,932	0.1%
A/W Fuel Flowage	8,154	8,029	7,500	\$3,680	7,500	0.0%
State Maintenance Revenue	42,557	62,748	100,000	\$0	0	-100.0%
Misc. Revenue	1,235	8,775	4,500	\$4,931	4,500	0.0%
Access Control ID Fees	6,187	16,900	7,500	\$13,645	13,200	76.0%
Airfield Revenues	496,173	649,283	668,287	586,332	581,399	-13.0%
Plus Airline Landing Fees	528,725	575,993	612,780	\$729,269	747,872	22.0%
Total Airfield Revenues	\$1,024,898	\$1,225,276	\$1,281,067	\$1,315,601	\$1,329,271	3.8%
<b>PARKING:</b>						
Parking Revenues	\$2,908,050	\$3,082,671	\$3,324,497	\$3,291,440	\$4,110,744	23.7%
Parking Permits-Tenants	3,790	4,185	3,600	\$5,520	5,400	50.0%
Crew Parking U.S. Air	54,750	36,800	0	\$0	0	#DIV/0!
Misc. Fees	5,792	655	600	\$3,833	600	0.0%
Total Parking Revenues	\$2,972,382	\$3,124,311	\$3,328,697	\$3,300,793	\$4,116,744	23.7%
<b>ADMINISTRATIVE:</b>						
Operating Interest	\$8,493	\$6,473	\$8,000	\$3,504	\$5,040	-37.0%
Miscellaneous Income	2,606	12,520	500	\$129	500	0.0%
State Promotion Grant	2,050	1,795	25,000	\$4,000	25,000	0.0%
State Air Service Grant	9,338	20,000	20,000	\$20,000	20,000	0.0%
QTA Staff Reimbursement	15,636	17,352	23,619	\$23,616	30,660	29.8%
Administrative Revenues	\$38,123	\$58,140	\$77,119	\$51,249	\$81,200	5.3%
<b>Total Revenues</b>	<b>\$5,884,998</b>	<b>\$6,142,167</b>	<b>\$6,702,361</b>	<b>\$6,726,547</b>	<b>\$7,673,955</b>	<b>14.5%</b>



**Charlottesville-Albemarle Airport Authority**  
**FY 2018 Operating Budget**  
**OPERATING EXPENSES**

	Actual FY 2015	Actual FY 2016	Budget FY 2017	Estimated FY17	Proj. FY FY 2018	% +/-
<b>TERMINAL:</b>						
Wages	\$469,292	\$542,595	\$552,035	\$596,497	\$574,423	4%
Terminal Contracted Service	0	0	0	\$0	0	0%
Overtime	61,564	68,793	60,000	\$43,464	50,000	-17%
FICA/Benefits	38,551	43,692	47,271	\$46,043	45,958	-3%
Health Insurance Expense	65,386	77,713	103,002	\$102,173	123,066	19%
Life Insurance Expense	5,501	5,595	6,426	\$5,660	6,432	0%
STD/LTD Insurance Expense	0	270	498	\$433	752	51%
Retirement Expense	20,162	18,181	37,343	\$41,755	37,397	0%
Util-Electric	148,315	154,265	158,400	\$157,304	165,000	4%
Util-Propane	2,933	1,017	4,000	\$549	4,000	0%
Util-Oil	46,903	24,177	60,000	\$39,333	40,000	-33%
Util-Telephone	8,926	9,613	9,600	\$11,287	10,512	10%
Util-Water	31,703	32,166	42,000	\$21,219	26,400	-37%
Util-Disposal	16,889	30,956	36,000	\$36,504	38,400	7%
Insurance	26,370	28,696	32,137	\$32,137	33,744	5%
Snow Removal	0	438	1,950	\$0	6,960	257%
<b>Building Maintenance</b>	101,415	103,477	60,000	\$109,831	100,008	67%
Maintenance Equip Purchase	17,368	3,105	7,200	\$0	7,200	0%
Relamp	9,371	8,477	11,504	\$13,000	12,504	9%
Welding/Fabrication	721	1,391	2,400	\$2,000	2,400	0%
<b>Terminal Signage &amp; Compliance</b>	11,462	14,469	60,000	\$62,000	50,004	-17%
Terminal Interior Landscape	5,588	5,456	10,100	\$5,900	6,240	-38%
OSHA Compliance	17,815	17,259	22,850	\$22,850	29,052	27%
Bag Claim Maintenance	9,579	10,845	11,500	\$7,463	13,500	17%
Maintenance Work Order Account	4,712	0	0	\$0	0	0%
State Maintenance	0	0	8,000	\$426	0	-100%
Janitorial Supplies	23,049	30,610	31,032	\$34,000	34,032	10%
Payroll Processing Fees	1,566	1,903	2,280	\$2,377	2,340	3%
Education-Public Safety	11,839	10,495	19,152	\$8,000	19,152	0%
Elevator/Escalator Maintenance	35,706	53,664	41,532	\$51,751	46,536	12%
HVAC Maintenance	86,352	66,292	67,645	\$63,843	68,316	1%
<b>FIDS Maintenance</b>	0	708	60,000	\$75,000	50,000	-17%
<b>KABA Maintenance</b>	0	0	25,000	\$10,000	20,000	100%
Janitorial Contract	140,712	128,111	151,000	\$129,901	155,532	3%
Emergency Communications	23,162	15,645	29,600	\$22,732	27,108	-8%
Dues/Subscriptions	3,655	3,979	3,055	\$9,097	3,055	0%
<b>Terminal Paging</b>	0	0	28,500	\$25,000	20,004	-30%
Public Safety Uniforms	7,998	4,108	7,200	\$8,000	7,200	0%
CSO Uniforms	406	4,306	0	\$6,715	0	0%
Customer Service/Ambassador	0	0	7,500	\$7,500	10,008	33%
Safety	5,483	2,684	13,500	\$12,628	11,508	-15%
First Aid Supplies	1,439	2,879	8,800	\$8,800	8,800	0%
VCIN Expense	1,695	(60)	0	\$0	0	#DIV/0!
Firearms	0	2,627	0	\$0		
Travel - Public Safety	12,787	4,305	18,600	\$8,000	36,600	97%
Towing Expense	0	0	750	\$247	750	0%
Education-Operations	550	0	3,650	\$1,323	3,650	0%
Travel - Operations	2,446	3,913	3,175	\$1,123	3,175	0%
<b>Terminal Direct Expenses</b>	\$1,479,371	\$1,538,815	\$1,866,187	\$1,843,864	\$1,911,718	2%
<b>Debt Service</b>	\$495,107	\$477,727	\$476,000	\$476,000	\$476,000	0%
<b>Total Terminal Expenses</b>	\$1,974,478	\$2,016,542	\$2,342,187	\$2,319,864	\$2,387,718	2%



**Charlottesville-Albemarle Airport Authority**  
**FY 2018 Operating Budget**  
**OPERATING EXPENSES**

	Actual FY 2015	Actual FY 2016	Budget FY 2017	Estimated FY17	Proj. FY FY 2018	% +/-
<b>AIRFIELD:</b>						
Wages	\$436,381	\$475,689	\$468,175	\$503,884	\$470,178	0%
Overnight Security				\$0		#DIV/0!
Overtime & Standby Pay				\$0		#DIV/0!
Airfield Contracted Services	0	566	0	\$0	0	0%
Overtime	61,588	63,234	60,000	\$36,481	60,000	0%
FICA/Benefits	35,852	38,865	40,711	\$38,699	37,803	-7%
Health Insurance Expense	58,902	66,513	82,386	\$81,557	100,698	22%
Life Insurance Expense	4,805	5,344	6,530	\$5,425	6,560	0%
STD/LTD Insurance Expense	0	270	323	\$323	577	79%
Retirement Expense	18,291	17,205	33,568	\$35,272	33,712	0%
Util-Electric	28,545	26,698	28,800	\$30,423	28,800	0%
Util-Propane	7,304	4,546	7,500	\$5,376	6,000	-20%
Util-Telephone	6,268	6,848	6,864	\$8,245	6,864	0%
Util-Water	210	236	240	\$367	336	40%
Insurance	35,737	26,620	32,677	\$32,677	34,320	5%
Snow Removal	44,698	22,293	47,910	\$23,169	47,910	0%
Airfield Lighting	6,843	10,963	10,318	\$11,000	10,318	0%
Airfield Maintenance	24,841	4,632	11,475	\$12,833	67,380	487%
Airfield Grounds Maintenance	337	16,083	17,750	\$17,000	17,750	0%
Airfield Equipment Mtn	60,206	74,111	69,580	\$114,973	89,100	28%
Maintenance Equip Purchase	10,011	2,969	4,660	\$2,447	6,160	32%
Vehicle Expense	46,653	29,451	53,587	\$34,804	55,344	3%
State Maintenance	79,215	78,435	125,000	\$222,521	50,000	-60%
Payroll Processing Fees	1,566	1,903	2,280	\$2,377	2,340	3%
Education	1,350	6,459	10,100	\$4,989	11,508	14%
Travel	7,306	3,892	9,400	\$3,404	10,260	9%
Dues & Subscriptions	1,897	4,139	1,785	\$3,600	1,785	0%
Uniforms	8,074	7,636	8,025	\$9,584	8,028	0%
Emergency Exercises	2,850	0	350	\$111	1,500	329%
Environmental	19,248	9,169	7,900	\$19,676	8,904	13%
800 mhz Infrast. Mtn Exp	13,737	19,408	20,288	\$25,044	21,300	5%
ARFF Equipment	20,083	34,401	27,440	\$28,000	24,504	-11%
ARFF Training Supplies	9,791	5,789	13,300	\$13,300	13,300	0%
Firearms	0	0	5,250	\$5,250	5,760	100%
Hazmat Supplies	10,956	2,091	3,000	\$4,944	3,000	0%
ANTN/LETN Dues & Subs	1,200			\$0		
Access Control Mtn & Supply	44,195	26,887	60,470	\$62,000	80,472	33%
Security Background Expense	1,200	5,400	6,800	\$6,000	6,800	0%
Airfield Direct Expenses	\$1,110,140	\$1,098,745	\$1,284,442	\$1,405,756	\$1,329,271	3%
Debt Service	0	0				
Total Airfield Expenses	\$1,110,140	\$1,098,745	\$1,284,442	\$1,405,756	\$1,329,271	

**Charlottesville-Albemarle Airport Authority**  
**FY 2018 Operating Budget**  
**OPERATING EXPENSES**

	Actual FY 2015	Actual FY 2016	Budget FY 2017	Estimated FY17	Proj. FY FY 2018	% +/-
<b><u>PARKING:</u></b>						
Wages	\$291,455	\$320,359	\$350,831	\$346,885	\$329,276	-6%
Overtime	49,906	47,267	50,000	\$40,020	50,000	0%
FICA/Taxes	25,192	26,141	28,760	\$27,683	29,339	2%
Health Insurance Expense	49,213	61,938	95,232	\$84,492	97,872	3%
Life Insurance Expense	2,727	3,407	4,596	\$3,699	4,314	-6%
STD/LTD Insurance Expense	526	368	683	\$529	500	-27%
Retirement Expense	11,044	11,091	25,155	\$24,282	23,609	-6%
Util-Electric	4,469	4,449	4,500	\$4,315	4,200	-7%
Util-Telephone	8,538	10,677	11,600	\$13,141	12,000	3%
Util-Water	356	312	360	\$281	300	-17%
Insurance	6,771	7,258	7,766	\$7,766	8,220	6%
Snow Removal	7,438	2,311	13,140	\$13,000	7,900	-40%
Parking Lot Lighting	2,297	5,342	5,991	\$6,755	12,000	100%
Grounds Maintenance	100,692	80,504	83,292	\$88,051	87,445	5%
Pavement/Step/Booth Mtnc	13,429	22,877	13,860	\$14,000	12,900	-7%
Parking Equip. Mtnc	23,687	28,530	21,710	\$21,876	21,710	0%
Supplies	5,585	7,360	7,356	\$7,000	6,096	-17%
Signage & Traffic Control	1,923	4,884	10,212	\$12,000	11,700	15%
Payroll processing fees	1,551	1,903	2,280	\$2,377	2,340	3%
Education	0	1,130	3,600	\$2,527	3,936	9%
Travel	0	1,809	5,700	\$2,943	5,520	-3%
Dues & Subscriptions	310	310	348	\$413	448	29%
Parking Vehicles	0	0	5,160	\$5,000	5,160	100%
Uniforms	89	36	4,008	\$4,000	4,008	0%
Credit Card Discount	110,475	165,655	132,000	\$116,944	145,200	10%
Cash Over/Short	18	(92)	120	\$97	120	0%
Bad Debt Expense	0	0	204	\$0	204	0%
Parking Expansion	0	0	0	\$0	600,000	0%
Parking Direct Expenses	\$717,691	\$815,826	\$888,463	\$850,076	\$1,486,317	67%
Debt Service	\$195,669	\$191,050	\$373,907	\$373,907	\$373,907	0%
Total Parking Expenses	\$913,360	\$1,006,876	\$1,262,370	\$1,223,983	\$1,860,224	47%

**Charlottesville-Albemarle Airport Authority**

**FY 2018 Operating Budget**

**OPERATING EXPENSES**

	Actual FY 2015	Actual FY 2016	Budget FY 2017	Estimated FY17	Proj. FY FY 2018	% +/-
<b>ADMINISTRATIVE:</b>						
Wages	\$461,191	\$530,236	\$573,513	\$545,129	\$677,406	18%
Overtime	6,446	14,485	20,000	\$9,380	20,000	0%
FICA	26,551	38,689	45,764	\$37,783	53,748	17%
Health Insurance Expense	30,649	32,016	46,308	\$41,523	86,832	88%
Life Insurance Expense	5,173	5,502	6,864	\$5,575	7,952	16%
STD/LTD Insurance Expense	0	0	233	\$59	472	100%
Retirement Expense	19,652	17,943	40,570	\$38,159	46,525	15%
Util-Telephone	13,809	13,967	17,596	\$17,900	17,596	0%
Insurance	27,996	28,448	23,670	\$26,443	25,008	6%
Office Supplies	7,540	8,055	9,500	\$10,057	9,600	1%
Office Expense	32,099	27,089	21,530	\$28,420	22,344	4%
Payroll Processing Fees	1,914	1,903	2,280	\$2,377	2,340	3%
Education	1,338	2,628	9,000	\$3,968	9,180	2%
IT Expense	68,263	74,829	99,232	\$100,000	112,788	14%
Equipment Lease	6,472	5,133	6,000	\$5,371	5,232	-13%
Admin Travel Expense	6,456	23,636	13,000	\$13,000	15,000	15%
Marketing Travel Expense	3,743	10,157	15,000	\$19,440	23,000	53%
Dues & Subscriptions-admin	4,940	6,928	8,619	\$9,431	8,619	0%
Dues & Subscriptions-mktng	3,961	\$3,510	3,980	\$5,045	6,080	53%
Shipping	2,466	2,051	2,400	\$2,112	2,400	0%
Meeting Expenses	2,719	2,797	3,100	\$5,000	3,100	0%
Postage	1,186	1,589	1,700	\$1,500	1,700	0%
Banking Fees	698	2,076	600	\$48	600	0%
Service Fees	638	1,502	0	\$311	0	0%
Human Resource Expenses	15,594	11,277	19,760	\$30,360	19,926	1%
Miscellaneous Expense	1,457	367	0	\$133	0	0%
Bad Debt Expense	0	6,719	250	\$33	250	0%
Professional Fees	84,982	130,927	143,400	\$136,956	159,200	11%
Advertising & Promotion	216,499	278,106	299,736	\$384,180	380,086	27%
Special Events	6,367	9,176	15,780	\$5,360	15,780	0%
Air Service Development	74,961	48,344	151,500	\$76,344	151,500	0%
Administrative Direct Expenses	\$1,135,760	\$1,340,085	\$1,600,885	\$1,561,396	\$1,884,265	18%
Total O&M Expenses w/o Debt	\$5,133,738	\$5,462,248	\$6,489,884	\$6,510,999	\$7,461,477	15%

<b>Charlottesville-Albemarle Airport Authority</b>						
<b>FY 2018 Operating Budget</b>						
<b>Debt Service</b>						
	2018 Debt Service	Required Coverage			Date Debt Matures	
Series 1998 Bonds - Parking	\$0					
Series 1995 Bonds - Terminal	\$0					
State Entitlement Debt Service Reimb	\$0					
State Entitlement Coverage	\$0					
800 mhz Radio Debt Service (final ye	\$0					
Series 2006 Pking Lot rolled into	\$64,059				7/1/2020	
Series 2004 Refunding Parking	\$126,532				4/1/2019	
Series 2004 Refunding Terminal	476,000				4/1/2019	
Series 2014 Parking	183,317				7/1/2025	
GARB Debt Service	\$849,907					
Coveraged required for GARB debt	\$212,477					
VRA Loan Debt Service:						
Rental Car Structure (CFC Backed)	176,811				11/1/2020	
(Series 2002)						
Total Debt Service	\$1,239,195					

*Charlottesville-Albemarle Airport Authority*  
*FY 2018 Operating Budget*

***ALLOCATION OF NET ADMINISTRATIVE O&M EXPENSES***

	Proj. FY 2018
<u>DIRECT O&amp;M EXPENSES BY COST CENTER:</u>	
Terminal	\$1,911,718
Airfield	\$1,329,271
Parking	\$1,486,317
Total Direct O&M Expenses	\$4,727,306
<u>ALLOCATION PERCENTAGES (including debt service):</u>	
Terminal	85%
Airfield	0%
Parking	15%
Total	100%
<u>NET ADMINISTRATIVE EXPENSES (Admin. O&amp;M less Admin. Revenue):</u>	
Administrative Direct Expenses	\$1,884,265
Administrative Revenues	\$81,200
Net Administrative Expenses	\$1,803,065
<u>ALLOCATION OF ADMINISTRATIVE EXPENSES:</u>	
Terminal	\$1,532,605
Airfield	0
Parking	270,460
Total Administrative Expenses	\$1,803,065
<u>NET OPERATING EXPENSES BY COST CENTER AFTER ALLOCATION:</u>	
Terminal	\$3,444,323
Airfield	1,329,271
Parking	1,756,777
Total Operating Expenses	\$6,530,371

***Charlottesville-Albemarle Airport Authority***  
***FY 2018 Operating Budget***

***LANDING FEE***

	2018
Airfield O&M Expenses	1,329,271
Debt Service	-
Debt Service Coverage	-
Reallocation of Expenses	-
Total Airfield Expenses	\$1,329,271
Less Airfield Nonairline Revenues	\$581,399
Airfield Revenue Requirement	\$747,872
Landed Weight	360,000
Landing Fee per 1000 pounds	\$2.08
Total Landed Weight	360,000
Total Landing Fees	\$747,872

**Charlottesville-Albemarle Airport Authority**  
**FY 2018 Operating Budget**  
**TERMINAL RENTAL RATES**

	2018
Total Terminal O&M (direct and indirect)+ a/f subsi	\$3,444,323
Total Parking O&M (direct and indirect)	1,756,777
Terminal GARB Debt Service	476,000
Parking GARB Debt Service	373,907
GARB Coverage/Entitlement Match	212,477
Total Expenses	\$6,263,484
Less:	
Terminal Nonairline Revenues	\$1,442,077
Parking Revenues (excluding CFC)	\$4,116,744
Total Nonairline Revenues	\$5,558,821
Total Terminal Requirement	\$704,663
Leased Airline Square Feet	18,426
Average Terminal Rental Rate	\$38.24
<u>Airline Leased Space (square feet):</u>	
Type 1 <sup>1</sup>	4,115
Type 2 <sup>2</sup>	14,311
Total Leased Square Feet	18,426
<u>Weight:</u>	
Type 1	100%
Type 2	80%
<u>Weighted Airline Leased Space (square feet):</u>	
Type 1	4,115
Type 2	11,449
Total Weighted Leased Square Feet	15,564
<u>Weighted Terminal Rental Rate:</u>	
Type 1	\$45.28
Type 2	\$36.22
<u>Revenue by Type of Space:</u>	
Type 1	\$186,310
Type 2	518,353
Total Terminal Rental Revenues	\$704,663
1) Type 1 (includes Ticket Counter, Outbound Bag, Airline Offices)	
2) Type 2 (includes Holdroom, Baggage Claim, Baggage Office)	

*Charlottesville-Albemarle Airport Authority*  
*FY 2018 Operating Budget*

***COST PER ENPLANEMENT***

	Proposed 2018
Landing Fees	\$747,872
Terminal Rental Revenues	704,663
Total Airlines Revenues	\$1,452,535
Enplanements	311,100
<b>Cost Per Enplanement</b>	<b>\$4.67</b>



**Charlotteville-Albemarle Airport Authority**  
**FY 2018 Operating Budget**

**ACTIVITY**

	Act. FY 2006	Act. FY 2007	Act. FY 2008	Act. FY 2009	Act. FY 2010	Act. FY 2011	Act. FY 2012	Act. FY 2013	Act. FY 2014	Act. FY 2015	Act. FY 2016	Est. FY 2017	Bud FY 2018	% Change
Landing Fee	\$1.37	\$1.33	\$1.55	\$1.59	\$1.58	\$1.77	\$1.78	\$1.84	\$1.86	\$1.95	\$1.95	\$2.04	\$2.08	2%
Exclusive Rent	\$32.28	\$28.82	\$27.14	\$26.31	\$26.26	\$25.31	\$25.41	\$23.97	\$25.65	\$25.65	\$25.65	\$44.34	\$45.28	2%
O&M	\$25.82	\$23.06	\$21.71	\$21.05	\$21.01	\$20.25	\$20.33	\$19.18	\$20.52	\$20.52	\$20.52	\$35.47	\$36.22	2%
Landed Weight (000 lbs)*	331,004	291,937	287,340	256,601	275,000	257,493	286,754	265,099	272,683	272,000	298,144	350,000	360,000	3%
Enplanements	190,500	183,392	174,720	173,823	183,543	203,404	231,907	227,874	238,398	261,131	286,030	305,000	311,100	2%
Airline Cost Per Enplanement	\$5.30	\$4.91	\$5.24	\$5.13	\$4.88	\$4.38	\$3.62	\$4.11	\$3.99	\$4.23	\$3.58	\$4.50	\$4.67	4%
Ave term rental rates	\$29.05	\$25.94	\$24.43	\$23.68	\$23.64	\$22.78	\$22.87	\$21.58	\$23.09	\$23.09	\$23.09	\$39.91	\$40.75	2%

Charlottesville-Albemarle Airport Authority					
FY 2018 Operating Budget				adjusted to	
				reflect June	
TERMINAL SQUARE FEET				2016 space	
				review	
	2014	2015	2016	2017	2018
<b><u>AIRLINE LEASED SQUARE FEET:</u></b>					
<b><u>Type 1 (includes Ticket Counter, Outbound Bag, Airline Offices)</u></b>					
<u>By Airline:</u>					
American	1494	1494	2128	1729	1729
United Express	1508	1508	1373	1027	1027
Delta	1625	1625	1672	1359	1359
American (pre merger)	272	272	293	0	0
Total Type 1	4899	4899	5466	4115	4115
<b><u>Type 2 (includes Holdroom, Baggage Claim, Baggage Office)</u></b>					
<u>By Airline (Holdroom only):</u>					
American	3040	3040	2957	2973	2983
United Express	1000	1000	1000	865	865
Delta	1000	1000	1490	2190	2190
American (per merger)	1000	0	0	0	0
Total Holdroom	6040	5040	5447	6028	6038
Baggage Make-up	3680	3680	3680	3552	3552
Baggage Claim	5152	5152	5152	4721	4721
Gate Six	0	0	0	0	0
Total Type 2	14872	13872	14279	14301	14311
Total Airline Leased Space	19771	18771	19745	18416	18426
Airline Unleased	5583	6583	5549	1305	1612
Total Airline Space	25354	25354	25294	19721	20038
Concession	2590	2590	2590	3028	3028
Total Rentable Space	27944	27944	27884	22749	23066
Circulation	10472	10472	10472	17192	19569
Mechanical	3411	3411	3471	2669	2669
Public Area	10466	10466	10466	13251	13251
TSA				3905	3905
Public Safety Office	769	769	769	769	769
Administration	3698	3698	3698	3858	4018
Total Space	56760	56760	56760	64393	67247
Sources: Charlottesville-Albemarle Airport Authority					
O'Dell Terminal Building Master Plan, July 8, 1998					
Terminal Improvement Project 2006					
FY17 areas basis on Space Review performed in June 2016					
FY18 - Final post improvement project reconciliation					

## FY 2018 – Capital Improvement Program Narrative

The Airport Authority's FY 2018 Capital Plan is designed to provide modern, safe, and efficient amenities for the benefit of users and guests of the Charlottesville-Albemarle Airport (CHO). An investment of \$27 million in federal, state and Airport Authority resources is being programmed during this fiscal year period to accomplish these needed projects with approximately thirty-nine percent (39%) of this amount being derived from non-Airport Authority sources as follows:

Federal Aviation Administration:	\$ 3.5 million	13%
Virginia Department of Aviation:	7.1 million	26%
Passenger Facility Charge Program:	1.1 million	4%
Customer Facility Charge/Tenant	.3 million	1%
Debt Issuance (Parking)	14.5 million	54%
Airline Discretionary Fund:	<u>.5 million</u>	<u>2%</u>
	\$27.0 million	100%

This plan identifies funds for the Air Carrier Ramp Expansion, Parking Expansion, Land Acquisition and other projects as identified.

The construction phase of the Runway Rehab Project started in FY17 and will be completed during the FY18 timeframe. The funds for that project have been accounted for prior to the FY18 funding cycle.

Resources from the Airport Authority's Airline Coverage Fund Account will be directed toward accomplishing projects that do not qualify for federal or state assistance. These projects generally include acquisition of Airport Authority vehicles and any projects that support operations.

In continuing CHO's efforts to enhance customer service, the plan provides for covered sidewalks, an ADA ramp for ingress/egress and a new generator for the terminal. The aging escalators will be replaced and the older parking lots will be assessed for repairs.

Occasionally projects will require tenant funding. GA ramp improvements will be partially funded by Signature Flight Support.

**FY 2018 CAPITAL IMPROVEMENT PROGRAM  
PROJECT DESCRIPTIONS**

- A. Air Carrier Ramp-North & Ramp Lighting Upgrade-Construction – This project will expand the air carrier ramp to the north and add 4 aircraft parking spaces.
- B. Air Carrier Ramp-South Expansion Design & Construction - This project will reinforce/construct the ramp to the south and identify additional parking for aircraft.
- C. LT/ST/Economy Parking Rehab –Design & Construction – This project will allow for the rehabilitation and improvement of the Authority’s three existing public parking lots.
- D. Rehab North Center Parking Steps to ADA Ingress/Egress D&C—This project will reconstruct the southern set of center steps and construct an ADA ramp to replace the northern set of center steps.
- E. Real Property Acquisition – This project will acquire a 7+ acre plot adjacent to airport property across Dickerson Road off Airport Road.
- F. Covered Walkways/Ticket Spitter Covers - These projects will provide for the design and construction of a covered walkway system from the terminal northward to the Economy Parking Lot and south from the Rental Car Return Lot to the new Employee Parking Lot. Approximately one-fourth of the cost of this project will provide for covers for the ticket spitters at the Authority’s public parking lots. The covers for the ticket spitters are not eligible for VDOA funding so this portion of the project will be funded from Coverage.
- G. Surface Lot Expansion/Revenue Tracking Equipment Upgrade – This project will expand/add surface lot(s) and upgrade the revenue tracking equipment.
- H. Rehab Landside Parking Area Lighting & Lot Markers –This project will address the lights and markers around the various parking lots.
- I. Escalator Replacements Gates 1 and 5 –This project will replace the two escalator systems inside the terminal and gate 5 area.

- J. Old Firehouse Rehab and Gutter Replacement— The old firehouse is currently used for storage of airport equipment. The building needs a heating and cooling upgrade as well as some internal reconfigurations to make better use of the space.
- K. Charging Stations Gates 1-4—This project will install charging stations throughout the gate areas.
- L. Eligible Service Contracts, Ramp Markings, Airfield Maintenance - For routine maintenance allowed on the ramp and/or apron as needed as well as eligible terminal service contracts as allowable per VDOA funding.
- M. Terminal and Landside Improvements (Wayfinding and Fixtures)—To upgrade signs in the terminal and landside areas.
- N. Energy Modification Windows – Windows throughout the terminal need to be upgraded for energy efficiency. This will assist with strengthening the windows for storm protection.
- O. Security System Upgrade Phase 2 – The security system received an upgrade in FY 2016. Other areas have been identified as needing added security. This project will address those areas.
- P. Air Carrier Ramp Pax Walkway—This will provide cover from the elements for passengers as they go from the gate area to their planes.
- Q. Replace Admin Vehicle (Impala) - Replace aging fleet
- R. ARFF Kitchen/Training Room Rehab—To upgrade these two areas
- S. State Entitlement Debt Service (VDA Portion) – This item is the utilization of state entitlement funds for debt service associated with public use space in the air carrier terminal facility. Use of entitlement funds in this fashion is proposed throughout the remainder of the Authority's debt service life.
- T. Internal Radio Replacement/Upgrade – This line item provides for any 800 Mhz radio replacements/upgrades should the need arise.
- U. Scissor Lift—Equipment needed for operations
- V. GA Ramp Improvements—Improvements to the ramp at the FBO (Signature). When this project is pursued, any matching funds will be provided by the tenant.
- W. Self-Contained Breathing Apparatus (SCBA) Replacement—The current SCBA is 2002 compliant. This will upgrade the equipment.

- X. LEO Equipment—Equipment needed by public safety officers when performing their duties as eligible by VDOA.
- Y. Generator Phase 1 – Currently, when the terminal loses power, there are sections of the terminal that are without emergency power. This project will allow for the entire terminal to be functional in case of a power outage.
- Z. Kid Center—To carve out a space for children within the gate areas.
- AA. Lower Level Concourse Business Center/Modify Gate 1—This project will construct an area on the lower level similar to the business center that is currently at Gate 5.
- BB. Skid Steer Loader – Equipment needed.

CHARLOTTEVILLE-ALBEMARLE AIRPORT AUTHORITY

Six Year Capital Plan

April 1, 2017

AIP Projects

PROJECT	TOTAL COST	FAA DISC	FAA ENT	DISC	STATE ENT	PFC ENT REIMB	AUTHORITY	PFC CASH
<b>FISCAL YEAR 2018:</b>								
Air Carrier Ramp -North & Ramp lighting Upgrade,- Constr	4,000,000		2,000,000		1,520,000		480,000	
Air Carrier Ramp - Expand to south Design and Const	400,000				320,000		80,000	
Real Property Acquisition	1,749,594		1,574,635		174,959			
Real Property Acquisition - this amount is the balance of the purchase less AIP grant	550,406					440,324	110,081	
Rehab N. Center Pking Stps to ADA Ingress/Egress Ramp Des&Construct	800,000				304,470	335,530	160,000	
L7/ST Parking Rehab/Economy Seal - Design&Construct	1,500,000						1,500,000	
Covered Sidewalks (Ingress and egress from lots)	600,000						600,000	
Surface Lot Expansion/ Rev Tracking Equip upgrade	12,000,000						12,000,000	
Covered Ticket Spitters Parking	100,000						100,000	
Rehabilitate Landside Parking Area Lighting & Lot Markers (lump	200,000						200,000	
Escalators Replacement Gate 5	500,000					400,000	100,000	
Old Firehouse rehab	40,000						8,000	
Gutter Replacement for Old Terminal (Firehouse)	16,000				32,000		3,200	
Charging Stations for Passengers' Electronic Devices Gates 1-4	100,000				12,800		20,000	
Eligible service contracts, ramp markings, and airfield maintenance	300,000				240,000	80,000	80,000	
Escalators Replacement Gate 1A	500,000					400,000	100,000	
Terminal and Landside Improvements (wayfinding and fixtures)	200,000					160,000	40,000	
Energy Modification - Windows	100,000					80,000	20,000	
Security System Upgrade Phase 2	500,000					80,000	20,000	
Air Carrier Ramp Pax Walkway	40,000					400,000	100,000	
Replace Admin Vehicle (Impala replacement)	200,000						40,000	
ARFF Kitchen/training room rehab	50,000				50,000		200,000	
State Entitlement Debt Service (VDA Portion)	30,000				24,000		6,000	
Internal radio upgrade	65,000				52,000		13,000	
Scissor Lift	1,500,000			1,200,000			300,000	
GA Ramp Improvements	90,000				72,000		18,000	
Self Contained Breathing Apparatus Replacement (NFPA)	112,500				90,000		22,500	
LEO Equipment	375,000				300,000		75,000	
Emergency Generator-Phase 1	25,443				20,354		5,089	
Kid Center(s)	325,000				280,000		65,000	
Lower level concourse business center and modify gate 1	60,000				48,000		12,000	
Skid Steer Loader Roadway	80,000				64,000		16,000	
Terminal Technology	27,208,943		3,574,635	1,200,000	3,584,583	2,375,854	16,473,870	
<b>FISCAL YEAR 2018:</b>	<b>27,208,943</b>	<b>0%</b>	<b>3,574,635</b>	<b>4%</b>	<b>13%</b>	<b>8%</b>	<b>61%</b>	

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CHARLOTTESVILLE-ALBEMARLE AIRPORT AUTHORITY

Six Year Capital Plan

April 1, 2017

AIP Projects

PROJECT	TOTAL COST	FAA DISC	FAA ENT	DISC	STATE ENT	PFC ENT REIMB	AUTHORITY	PFC CASH
<b>FISCAL YEAR 2018:</b>								
SRE Building/Maintenance Modification -design	200,000				160,000		40,000	
Master Plan Update	1,000,000		900,000		100,000			
Relocate ARFF Facility Design	444,444		400,000		44,444			
Repayment of 3 VDOA Bridge Loans Land, EA, Obstruction	761,488		685,339		76,149			
Entrance Door Replacement (3 sets of Automated Doors)	150,000				120,000		30,000	
Jet Bridge Refurbishment	200,000				160,000		40,000	
Terminal Mod/Gate 5 Elevator Design	350,000				280,000		70,000	
Replace Baggage Claim Devices (Inbound)	400,000				320,000		80,000	
Replace Out Bound Baggage Belts	200,000				160,000		40,000	
Fire Suppression	200,000				160,000		40,000	
Rental counter rehab	300,000						300,000	
Airline Ticketing counter rehab	500,000						500,000	
Emergency Generator-Phase 1	600,000				480,000		120,000	
Eligible service contracts, ramp markings, and airfield maintenance	300,000					240,000	60,000	
Marketing Vehicle	70,000						70,000	
Replace Ops Vehicle	40,000						40,000	
Replace Maintenance Vehicle Unit 12 '9X?	40,000						40,000	
Terminal Technology Phase	100,000				80,000		20,000	
<b>FISCAL YEAR 2018:</b>	<b>5,855,932</b>	<b>0%</b>	<b>1,985,339</b>	<b>0%</b>	<b>2,140,593</b>	<b>240,000</b>	<b>1,490,000</b>	<b>25%</b>
	<b>100%</b>		<b>34%</b>		<b>37%</b>	<b>4%</b>		



CHARLOTTEVILLE-ALBEMARLE AIRPORT AUTHORITY

Six Year Capital Plan

April 1, 2017

AIP Projects

PROJECT	TOTAL COST	FAA DISC	FAA ENT	DISC	STATE ENT	PFC ENT REIMB	AUTHORITY	PFC CASH
<b>FISCAL YEAR 2020:</b>								
Relocate ARFF building	3,000,000		1,114,661		1,331,406	201,835	352,298	
Vehicle Replacement	50,000						50,000	
Terminal Technology	50,000						50,000	
Terminal Roof Rehab	500,000				400,000		100,000	
Roadway, Lighting/Signage Rehab-Design	200,000				100,000	80,000	40,000	
Eligible service contracts, ramp markings, and airfield maintenance	350,000				208,000	72,000	70,000	
Airport wide security upgrade Phase 1	1,000,000		900,000		100,000			
Replace Parking Vehicle (Tahoe)	45,000						45,000	
Roof Replacement QTA	400,000						400,000	
<b>FISCAL YEAR 2020:</b>	<b>5,595,000</b>	<b>-</b>	<b>2,014,661</b>	<b>0%</b>	<b>2,138,406</b>	<b>333,835</b>	<b>1,107,298</b>	<b>20%</b>
<b>FISCAL YEAR 2021:</b>								
Roadway, Lighting/Signage Rehab-Construction Phase 1	1,300,000		415,399		686,155		198,446	
Terminal Modification Gate 5/Elevator	4,000,000			2,308,035	891,965		800,000	
Replace/Upgrade ARFF Vehicle	980,734		884,681		98,073			
Heating and Cooling upgrade (oil heater replacement)	500,000					400,000	100,000	
Eligible service contracts, ramp markings, and airfield maintenance	300,000				185,807	54,193	50,000	
Tire Replacement	80,000				44,000	20,000	16,000	
Vehicle Replacements (2)	75,000						75,000	
Fencing Project	800,000		720,000		80,000			
Terminal Technology	50,000						50,000	
Mower Replacement	20,000				16,000		4,000	
<b>FISCAL YEAR 2021:</b>	<b>8,085,734</b>	<b>-</b>	<b>2,000,060</b>	<b>28%</b>	<b>2,000,000</b>	<b>474,193</b>	<b>1,303,446</b>	<b>16%</b>
	<b>100%</b>	<b>0%</b>	<b>25%</b>	<b>28%</b>	<b>25%</b>	<b>6%</b>		

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**CHARLOTTEVILLE-ALBEMARLE AIRPORT AUTHORITY**

Six Year Capital Plan

April 1, 2017

AIP Projects

PROJECT	TOTAL COST	FAA DISC	FAA ENT	DISC	STATE ENT	PFC ENT REIMB	AUTHORITY	PFC CASH
<b>FISCAL YEAR 2022:</b>								
SRE Building expansion - Const	2,000,000		180,000		1,420,000		400,000	
Snow Plow replacement	500,000		450,000		50,000			
Delcar	500,000		450,000		50,000			
Airport wide security upgrade Phase II	800,000		720,000		80,000			
ARFF Equipment update	222,222		200,000		22,222			
Eligible service contracts, ramp markings, and airfield maintenance	350,000						70,000	
Parking Deck 1200 spaces x \$25,000- Design Build	30,000,000				280,000		30,000,000	
<b>FISCAL YEAR 2022:</b>	<b>34,372,222</b>	<b>-</b>	<b>2,000,000</b>	<b>0%</b>	<b>1,902,222</b>	<b>-</b>	<b>30,470,000</b>	<b>88%</b>
<b>FISCAL YEAR 2023:</b>								
GA Facilities (Parking, Road, Fuel Farm, Ramp) - Design	800,000				640,000		160,000	
Terminal equipment update/replacement	2,222,222		2,000,000		222,222			
Eligible service contracts, ramp markings, and airfield maintenance	400,000				320,000		80,000	
Vehicle and equipment replacement	200,000						200,000	
<b>FISCAL YEAR 2023:</b>	<b>3,622,222</b>	<b>-</b>	<b>2,000,000</b>	<b>0%</b>	<b>1,182,222</b>	<b>-</b>	<b>440,000</b>	<b>12%</b>
<b>2018-2023 TOTAL</b>	<b>84,740,053</b>	<b>-</b>	<b>13,574,686</b>	<b>0%</b>	<b>12,949,028</b>	<b>3,423,682</b>	<b>51,284,614</b>	<b>61%</b>

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**TO:** Members of the Charlottesville-Albemarle Airport Authority

**FROM:** Melinda C. Crawford, Executive Director

**DATE:** May 17, 2017

**SUBJECT:** Action Item #3: Amend FY 2017 Capital Budget

**RECOMMENDATION:** For the Board to approve the FY 2017 Capital Budget as amended.

**BACKGROUND:** Staff is requesting that the FY17 Capital Budget be amended as presented in Attachment #1. Many of the projects associated with parking improvements have been moved to the FY 2018 Capital Budgets and some projects have been adjusted to reflect actual costs.

**PRIOR ACTION:** May 2016: Board approved the 6-Year Airport Capital Improvement Plan  
November 2016: Board approved an amendment to the 6-Year Capital Improvement Plan  
January 2017: Board approved an amendment of the FY2017 Capital Budget.

**FUNDING:** As noted within the Attachment #1 spreadsheet

**FINANCIAL IMPACT:** The FY17 Capital budget is increased to reflect the total funding of the runway/taxiway rehab project in FY17. The net increase is \$9,162,125

**ATTACHMENTS:** Attachment #1 - FY17 Amended Capital Budget

**PRESENTATION:** None

CHARLOTTEVILLE-ALBEMARLE AIRPORT AUTHORITY

CIP Amendment

May 17, 2017

Board Approved  
Jan. 2017  
Amendment

AIP Projects

PROJECT	TOTAL COST	FAA DISC	FAA ENT	DISC	STATE ENT	PFC ENT REIMB	AUTHORITY	PFC CASH
<b>FISCAL YEAR 2017:</b>								
RW 3-21 & TW Rehab - Const	700,000	7,423,785	4,443,230					
Air Carrier Ramp - North & Ramp Lighting Upgrades - Design	213,986		405,000		1,319,115			
Repayment of 2 VDOA Land Acquisition Bridge Loans	2,000,000				45,000	171,189	42,797	
LT/ST Parking Rehab/Economy Seal - Design&Construct	820,000							
Rehab North and South Ingress/Egress from parking stairs - const	800,000				415,000		104,000	
Escalator Replacement Gate 5	600,000							
Covered Sidewalks (two sections)	400,000							
Covered Ticket Splitter Parking	100,000							
Heating and Cooling upgrade (inc \$135K lower and numms)	600,000							
Rental Car Covered Walkway	300,000					120,000	30,000	
Charging Stations for Passengers' Electronic Devices Gate 5	200,000						300,000	
AAAE IET (Building/SIDA program)	125,000					80,000	20,000	
Triturator and Water Cabinets (Airline Improvement) WC 15,319	100,000					52,000	13,000	
Energy Modification - Windows	100,000				18,922	381,078	100,000	
Security System Upgrade Phase 2	100,000							
Eligible service contracts, ramp markings, and airfield maintenance	100,000					220,000	55,000	
Old Firehouse rehab	50,000							
Internal radio replacement (motorola 6 radios)	35,000					20,012	5,003	
Replica Parking LOA Vehicle	11,000				28,000		7,000	
All Terrain ARFF/EMS Unit	35,000				8,800		2,200	
Fire EMS sled unit for the all terrain UTV	80,000							
Replica Admin Vehicle (Impala replacement)	50,000				50,000		50,000	
State Enrollment Debt Service (VDA Portion)	80,000				64,000		16,000	
QTA lot seal/coat/crack-fill/repaving)	16,000				12,800		3,200	
Loader	200,000							
Skid Steer Loader Roadway	150,000				180,000		40,000	
South End Hangars (Heat)	20,000				120,000		30,000	
Art Program Cases	41,169				16,000		4,000	
FIDS Upgrade	40,000							
PA System Upgrade	80,000							
Radio Upgrade Albemarle County? (Tom Hanson)	40,000							
Cost Benefit Analysis Parking Deck (TransSystems)	40,000							
Airfield Electrical Vault Upgrade	12,000				32,000		41,169	
Yeorder Root Etutment	20,000				8,800		8,000	
Admin kitchen rehab	20,000						2,400	
Budgeting	23,000						20,000	
<b>FISCAL YEAR 2017:</b>	7,389,986	7,423,785	4,853,250		2,372,869	1,044,279	856,927	
Total of prior CIP amendment (January 2017)	16,531,111							
Net Increase in FY 2017 CIP due to FAA full funding of Runway/taxiway rehab project	(7,389,986)							
	9,182,126							

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**TO:** Members of the Charlottesville Albemarle Airport Authority

**FROM:** Melinda C. Crawford, Executive Director

**DATE:** May 17, 2017

**SUBJECT:** Action Item #4 - Parking Rate Adjustment

**RECOMMENDATION:** That the Authority approve a \$3 per day increase of the existing Long-Term/Short Term Lots' parking rates and increase the parking rate in the Economy and Overflow lots by \$1 per day. Upon completion of planned parking improvements, rates are also authorized to increase to a \$13 per day rate for all lots.

**BACKGROUND:** There was a study conducted in February 2007 on the parking rate structure. The study recommended that by the year 2011, the Authority should be at a parking rate of \$13 and \$10 a day in short-term and long-term lots respectively. The last rate restructure took place in FY 2013 which set the daily parking rate for the long-term and short-term lots at \$10 per day, and the restructure kept the economy lot at \$8 per day. Prior to that, the short-term lot was \$12 a day and the long-term and overflow lots were \$7 a day.

This proposed rate adjustment will bring the parking rate for the long-term and short-term lots to \$13 per day and the economy and overflow lots to \$9 per day. The additional funds generated by this adjustment will allow for the funding of the design for a parking expansion project and other planned improvements. Once the improvements have been completed, an adjustment of the economy and overflow rates to \$13 per day will continue to fund parking needs.

These adjustments will allow the Authority to implement a mechanism that will allow excess funds collected over and above operating needs to be earmarked for parking expansion design and construction. Because parking is a revenue source for our airport, the FAA and the State will not fund any construction related to the Authority's parking operations.

Staff researched several other airports and local garages and found the following:

Lynchburg Regional Airport charges \$9 and \$10 a day in their economy parking and close-in parking respectively.

Roanoke Regional Airport charges \$16 and \$9 a day in their short-term and long-term lots respectively.

Richmond International Airport charges \$7, \$12, \$24, daily in their economy, daily garage parking, and overnight garage parking.

The local Charlottesville parking garages charge a daily max of \$20 in the Market Street Garage and \$16 at the Water Street Garage.

Given our current parking capacity and the fact that there are many times we are forced to allocate manpower to aid in funneling customers into one lot or another or even using the employee lot if necessary,

it has become imperative that we start planning and preparing for additional parking in order to better serve our customers.

**PRIOR ACTION:** N/A

**FUNDING:** N/A

**FINANCIAL IMPACT:** Based on a conservative calculation of 80% occupancy of the existing lots, the proposed rate adjustment will increase parking revenues by approximately \$600K per year. Within discussions with the Airlines, they were informed that any proceeds from this fee increase will be set aside to fund parking improvements.

**ATTACHMENTS:** None

**PRESENTATIONS:** None



**TO:** Members of the Charlottesville Albemarle Airport Authority

**FROM:** Melinda C. Crawford, Executive Director

**DATE:** May 17, 2017

**SUBJECT:** **Action Item #5** – Resolution No. 2017-5 “Executive Director Authorization to Approve Engineering Service Fees for the Design Phase – 2017 Public Parking Expansion Project”

**RECOMMENDATION:** The Board adopts Resolution No. 2017-5 “Executive Director Authorization to Approve Engineering Service Fees for the Design Phase -2017 Public Parking Expansion Project”.

**BACKGROUND:** In accordance with the Authority’s 2018 Budget, the Design Phase – 2017 Public Parking Expansion Project will generate the construction design and related documents necessary to make this a shovel-ready project. It is anticipated that this 2017 Public Parking Expansion Project will provide approximately 300 parking spaces.

The attached Resolution 2017- 5 will authorize the Executive Director to distribute the engineering work order for the Design Phase – 2017 Public Parking Expansion Project to the Board members for their approval. If the Board members concur with the Executive Director’s recommendation to approve the work order, she will be authorized to approve and execute the work order.

**PRIOR ACTION:** May 2017: Board approved the FY2018 Budget which includes funding for the design of the project.

<b>FUNDING:</b>	Federal:*	\$	0
	State:*	\$	0
	Local:	\$	<u>600,000</u>
	Total:	\$	<u>600,000</u>

**FINANCIAL IMPACT:** \* Increased parking revenues will fund this design project.

**ATTACHMENTS:** #1 - Resolution No. 2017-5 “Executive Director Authorization to Approve Engineering Service Fees for Design Phase- 2017 Public Parking Expansion Project”

**PRESENTATION:** None

**RESOLUTION NO. 2017-5**

**Authorization of the Executive Director to Approve Engineering Service Fees For  
Design Phase – 2017 Public Parking Expansion Project**

**WHEREAS**, the Charlottesville-Albemarle Airport Authority approved the FY 2018 Budget on May 2017, 2017 which included the design fees for the 2017 Public Parking Expansion Project (“Project”); and,

**WHEREAS**, a Request for Proposals for Professional Aviation/Civil Engineering Services was issued in 2014, and the Authority approved an engineering contract with Delta Airport Consultants on January 21, 2015; and,

**WHEREAS**, airline traffic and the related passenger traffic has increased, and public parking is nearing capacity at peak travel times. This capacity issue will impact passenger growth and place the airport at a competitive disadvantage if public parking is not expanded to accommodate the parking of additional passenger automobiles; and,

**WHEREAS**, it has been determined that proceeding with the design phase of the Project is in the best interest of the operational efficiency of the airport, and that a work order should be awarded to Delta Airport Consultants to perform this design; and,

**BE IT RESOLVED** by the governing Board of the Charlottesville-Albemarle Airport Authority that the Executive Director is authorized to act on behalf of the Authority in making a final decision for approval of the engineering services for the design of the Project, and thereafter, the Executive Director is hereby designated as the Board’s agent for administration of said work order, including, without limitation: executing the documents on behalf of the Authority; giving of notices and approvals required of the Authority, and exercising and enforcing such other rights as may be authorized or reserved to the Authority within the work order. Work order modifications shall be made in accordance with state law and within the Executive Director’s contracting authority. All decisions and contractual obligations made by the Executive Director on behalf of the Authority shall be conditioned upon the availability and appropriation of funds by the Authority to support continuing performance of the work order.

**ADOPTED** this \_\_\_\_\_ day of May, 2017.

Vote:

Aye: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Certified:

By: \_\_\_\_\_  
Melinda Crawford, Secretary





**TO:** Members of the Charlottesville Albemarle Airport Authority

**FROM:** Melinda C. Crawford, Executive Director

**DATE:** May 17, 2017

**SUBJECT:** Action Item #6 – Release of Airport Property

**RECOMMENDATION:** That the Authority authorize the Executive Director to establish the fair market value of Parcel 31-27A and work with the Federal Aviation Administration for approval to release the parcel from the Airport Property Map.

**BACKGROUND:** Parcel 31-27A was purchased in 1999 and is located between two privately-owned parcels on Earlysville Road. Interest from a third party to acquire this property has been received. However, the Authority cannot consider selling this property until the property has been appraised and the Federal Aviation Administration (FAA) has authorized the release of the parcel. Staff is requesting permission to perform these preliminary steps in order to provide the Board with sufficient information on which to base any future decision associated with the property.

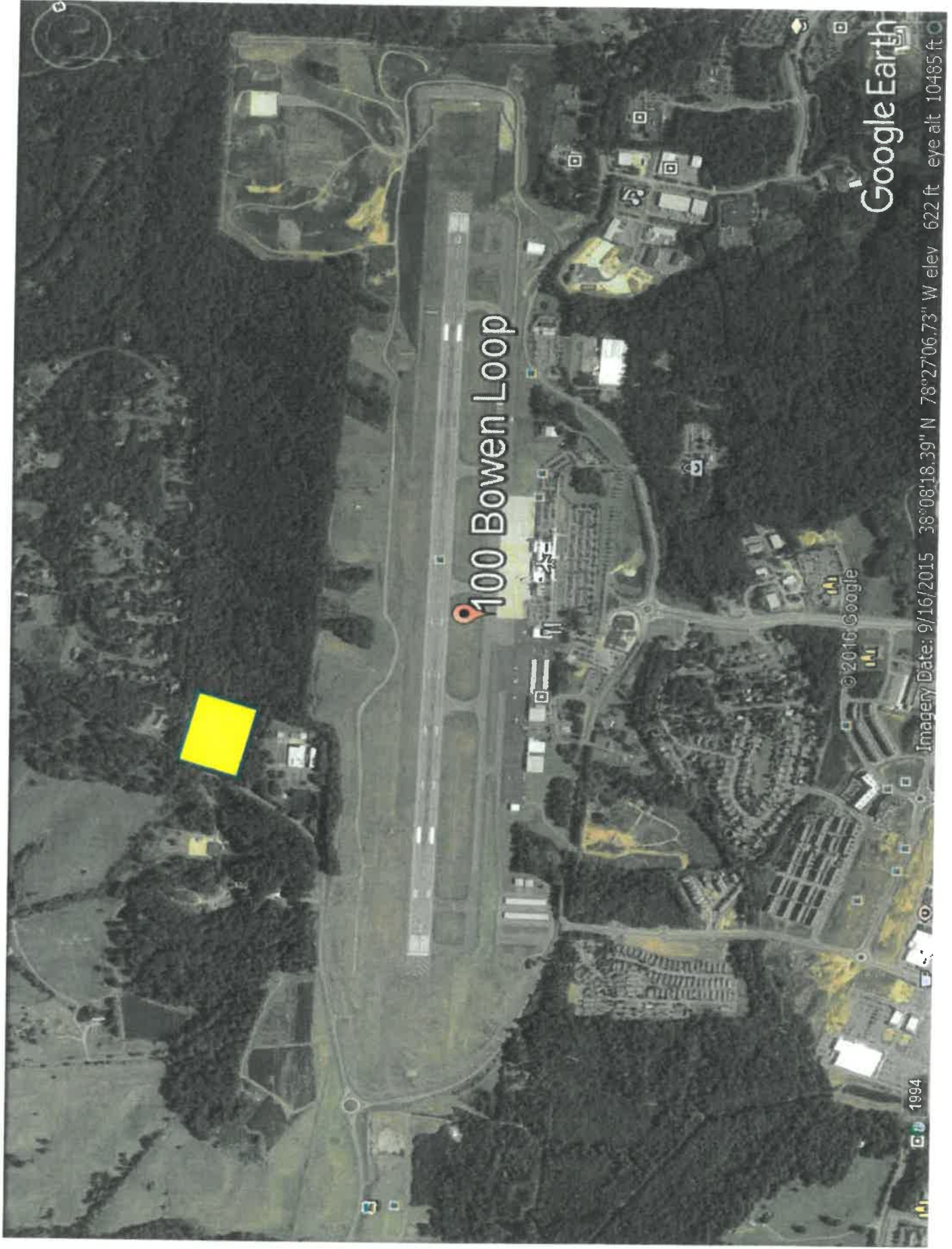
**PRIOR ACTION:** Purchase from Teledyne Industries in 1999

**FUNDING:** N/A

**FINANCIAL IMPACT:** The only expense that will be incurred at this time will be the cost of the appraisal.

**ATTACHMENTS:** None

**PRESENTATIONS:** None



Google Earth

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Imagery Date: 9/16/2015 38°08'18.39" N 78°27'06.73" W elev 622 ft eye alt 10485 ft



**Parcel ID 03100-00-00-027A0****GPIN** 494487937728**Full Property Information** [More Info -->](#)**Owner Information****Owner** CHARLOTTESVILLE-ALBEMARLE  
AIRPORT AUTHORITY**Address** 201 BOWEN LOOP  
CHARLOTTESVILLE VA, 22911**Other Information****Primary Prop.** N/A**Address****Other Address** N/A**Total Acres** 9.45**Subdivision** N/A**Most Recent Assessment Information****Year** 2017**Assessment Date** 01/26/2017**Assessment Reason** N/A**Land Value** \$1,707,300**Land Use Value** \$0**Improvements Value** \$0**Total Value** \$1,707,300**Most Recent Sales History****Previous Owner** TELEDYNE INDUSTRIES INC**Owner** CHARLOTTESVILLE-ALBEMARLE**Sale Date** 05/07/1999**Sale Price** \$345,000**Deed Book/Page** 1813/108**Validity of Sale (For** [Valid Sale](#)**Internal Use)**



May 17, 2017

Executive Director's Update

- a. Personnel Issues – Employee recruitment for several vacant positions (including the “Director of Operations and Maintenance” position) is on-going.
- b. Construction Update –
  - a. Ingress/ Egress step replacement project.
  - b. Ingress/Egress ADA ramp system project.
  - c. Ramp Expansion Design project and Airport Layout Plan Update.
  - d. Runway/Taxiway Rehab project.
- c. Marketing and Air Service Update – To be provided.