



Charlottesville Albemarle Airport Board Meeting
Monday, July 24 at 9:00 a.m.
in the Airport Terminal – Lower Level Conference Room

AGENDA

Call to Order:

Consent Agenda:

1. Minutes – June 16, 2017
2. Financial Statements – May 31, 2017 (Unaudited)
3. Airport Statistics: April and May 2017

Matters from the Public:

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

Action Items:

1. Award of Creative Advertising and Website Services Contract
2. Award of HVAC Contract
3. Approval to Award Contract for Flight Information Display System, Media Management System, Baggage Claim Announcement System, and Public Address Service System.
4. Approval to Award Contract for Airport Signage Services

Informational Items:

1. Executive Director's Update

Next Scheduled Meeting: Wednesday, September 20, 2017, 10:30 a.m., City Hall Basement Conference Room

Adjourn:



Charlottesville Albemarle Airport Authority Meeting
Friday, June 16th, 2017 at 10:00 a.m. at the County of Albemarle Office Building

MINUTES

Members Present: Maurice Jones, Donald Long, Lee Catlin

Members Absent: none

Staff Present: Melinda Crawford: Executive Director, Jason Burch: Director of Marketing and Air Service; Penny Shifflett: Director of Finance and Administration; Stirling Williams: Director of Landside Operations; Jessica Conley: Administrative Assistant; Samantha Varner: Administrative Assistant;

Others Present: Allison Wrabel: Daily Progress Staff Writer, Lisa Robertson, Chief Deputy City Attorney

Call to Order at 10:04 by Don Long

Consent Agenda:

1. Minutes – May 2017

Mr. Jones moved accept the minutes of the May 2017 meeting with the stipulation to remove closed session section that did not take place.

Motion seconded by Ms. Catlin. Unanimous approval by the Board.

Matters from the Public: None

Action Items:

1. Approve FY 2018 Operating Budget and 6-Year Airport Capital Improvement Plan
 - a. Discussion ensued.

Mr. Jones moved to approve the FY 2018 Operating Budget and the 6-Year ACIP.

Ms. Catlin seconded.

Unanimous approval by the Board

2. Amend FY 2017 Capital Budget
 - a. Discussion ensued.

Ms. Catlin moved to approve the amended FY2017 Capital Budget.

Mr. Jones seconded.

Unanimous approval by the Board

3. Approve Parking Rate Adjustment
 - a. **Staff Recommendation:** That the Authority approve a parking rate adjustment

- b. Discussion ensued and the Executive Director provided her recommendation to increase parking rates in the Long Term and Short Term lots to \$13.00 per day and Economy and Overflow lots to \$9.00 per day.

Ms. Catlin moved to approve the Executive Director's recommendation.

Mr. Jones seconded.

Unanimous approval by the Board

4. Approve Resolution No. 2017-5 "Executive Director Authorization to Award the Engineering Work Order for 2017 Parking Expansion Project".

- a. Discussion Ensued.

Mr. Jones moved to approve the resolution.

Motion seconded by Ms. Catlin.

Unanimous approval by the Board

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).

Motion by: Mr. Jones

Second by: Ms. Catlin

Ayes: Mr. Long

Noes: None

Ms. Catlin

Mr. Jones

Unanimous approval by Board

Board entered closed session at 10:40 a.m.

Certification of Closed Meeting:

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

Motion by: Mr. Jones

Second by: Ms. Catlin

Ayes: Mr. Long

Ms. Catlin

Mr. Jones

Noes: None

Back in session at 11:35

Mr. Jones reported the Executive Director's base salary will be increased to \$157,000 for FY18 with the intent that it will increase to \$166,000 for FY19. The car allowance of \$500 a month and the \$3,000 contribution a year into Mrs. Crawford's 457 retirement will remain the same.

Next Scheduled Meeting: Monday, July 24th, 2017, 9:00 a.m., Lower Level Conference Room, Charlottesville -Albemarle Airport.

Adjournment: 11:40 a.m.

Approved Minutes- 7/24/2017

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

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

\$15K and 10% change

Revenues:

- A. Airline Landing Revenue:--Actual greater than budget due to larger aircraft landing at the airport as well as additional flights being added.
- 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. They are doing very well.
- 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 grant is \$4,870.50.

Expenses:

- E. Overtime/Snow Removal:-- This category is mainly budgeted for anticipated snow events and so far this fiscal year, the weather has been cooperative.

Parking:

- F. Credit Card Discount:-- year-to-date expense = \$139,420 Budgeted = \$121,000
This is direct correlation to the parking credit card revenue which has increased significantly.

Airfield:

- G. Maintenance Airfield Equip.:--year-to-date expense = \$88,284 Budgeted = \$64,052
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:-

The Oil line item is under budget due to a mild winter. Staff will top off the tank later in June 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 = \$101,766 Budgeted = \$55,000
This line item is over budget due to unforeseen expenses.

Terminal/Administrative:

J. Terminal Signage, FIDS Maintenance, KABA Maintenance, Terminal Paging System, Computer Expenses, and Air Service Development:

Expenses in these line items are under budget due to various reasons such as: timing, conservative management, or the projects did not materialize.

- K. Education-Public Safety: year-to-date expenses = \$2,500 Budgeted = \$17,556
Budgeted expenses did not happen due to department vacancy.

- L. Janitorial Contract: year-to-date expenses = \$122,592 Budgeted = \$138,413
The contract with Buzy Bee for janitorial services did not begin until September 1, 2016 and the budget estimated a full year of services.

Net Income

May year-to-date net income before other income = \$462,660.

7/13/2017

Charlotteville Albemarle Airport Authority
Profit & Loss Statement
 For the Eleven Months Ending Wednesday, May 31, 2017

\$15,000 + 10%

	Current Period Amount	Current Period Budget Amount	(Under) Over Budget	Percentage	Y-T-D Amount	Y-T-D Budget Amount	(Under) Over Budget	Percentage
Parking Revenues								
Parking Revenue	\$318,162.00	\$288,729.00	\$29,433.00	10.19%	\$3,090,851.52	\$3,035,258.00	\$55,593.52	1.83%
Miscellaneous Fees	25.00	50.00	(25.00)	-50.00%	2,925.00	550.00	2,375.00	431.82%
Crew Base	450.00	300.00	150.00	50.00%	5,040.00	3,300.00	1,740.00	52.73%
Total Parking Revenue	\$318,637.00	\$289,079.00	\$29,558.00	10.22%	\$3,098,816.52	\$3,039,108.00	\$59,708.52	1.96%
Airfield Revenues								
Airline Landing Revenue	69,718.56	51,065.00	18,653.56	36.53%	675,686.27	561,715.00	113,973.27	20.29%
Charter Revenue	996.90	1,250.00	(253.10)	-20.25%	21,474.04	13,750.00	7,724.04	56.17%
AW Flowage	0.00	0.00	0.00	0.00%	2,760.24	7,500.00	(4,739.76)	-63.20%
FBO Revenue	39,380.91	37,106.00	2,274.91	6.13%	417,008.17	408,168.00	8,842.17	2.17%
Ground Rent	6,041.71	5,952.00	89.71	1.51%	83,450.73	82,559.00	891.73	1.08%
Misc. Revenue	250.00	375.00	(125.00)	-33.33%	4,373.00	4,125.00	248.00	6.01%
Security Access Control Revenue	1,416.00	625.00	791.00	126.56%	13,179.00	100,000.00	6,304.00	91.69%
State Maintenance Airfield	0.00	0.00	0.00	0.00%	0.00	100,000.00	(100,000.00)	-100.00%
Total Airfield Revenue	\$117,804.08	\$96,373.00	\$21,431.08	22.24%	\$1,217,933.45	\$1,184,690.00	\$33,243.45	2.81%
Terminal Revenues								
Airline Rent	39,771.19	39,771.00	0.19	0.00%	437,481.66	437,481.00	0.66	0.00%
Advertising	5,742.92	4,800.00	942.92	19.64%	66,075.61	52,800.00	13,275.61	25.14%
Rental Car Revenue	63,334.17	63,333.00	1.17	0.00%	696,668.07	696,663.00	5.07	0.00%
Misc. Concession Rev.	0.00	0.00	0.00	0.00%	4,751.45	2,000.00	2,751.45	137.57%
Ground Transportation Fees	2,000.00	2,000.00	0.00	0.00%	22,000.00	22,000.00	0.00	0.00%
Rental Car QTA Land Lease	4,678.00	4,678.00	0.00	0.00%	51,458.00	51,458.00	0.00	0.00%
ATM Concession	623.00	623.00	0.00	0.00%	6,853.00	6,853.00	0.00	0.00%
Food/Gift Concessions	10,916.18	5,175.00	5,741.18	110.94%	87,852.31	56,925.00	30,927.31	54.33%
State Debt Service Reimb.	25,000.00	25,000.00	0.00	0.00%	50,000.00	50,000.00	0.00	0.00%
TSA Lease	2,136.63	2,994.00	(857.37)	-28.64%	32,971.95	32,934.00	37.95	0.12%
FAA Service Fee/Rent	3,792.92	3,793.00	(0.08)	0.00%	41,722.12	41,723.00	(0.88)	0.00%
Total Terminal Revenue	\$157,995.01	\$152,167.00	\$5,828.01	3.83%	\$1,497,834.17	\$1,450,837.00	\$46,997.17	3.24%
Administrative Revenues								
Interest Income	426.79	667.00	(240.21)	-36.01%	4,013.61	7,337.00	(3,323.39)	-45.30%
Miscellaneous Income	0.00	0.00	0.00	0.00%	1,054.23	500.00	554.23	110.85%
State Promotion Reimb.	870.50	0.00	870.50	0.00%	4,870.50	25,000.00	(20,129.50)	-80.52%
Air Service Development	13,950.00	0.00	13,950.00	0.00%	20,000.00	20,000.00	0.00	0.00%
QTA Staff Reimbursement	1,968.00	1,968.00	0.00	0.00%	21,648.00	21,648.00	0.00	0.00%
Total Administrative Revenue	\$17,215.29	\$2,635.00	\$14,580.29	553.33%	\$51,586.34	\$74,485.00	(\$22,898.66)	-30.74%
Total Revenues	\$611,651.38	\$540,264.00	\$71,387.38	13.22%	\$5,885,170.46	\$5,749,120.00	\$136,050.46	2.00%

2017 Profit and Loss
 Profit and Loss Statement

Charlottesville Albemarle Airport Authority
Profit & Loss Statement
 For the Eleven Months Ending Wednesday, May 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
Parking Expenses								
Wages	24,669.33	26,987.00	(2,317.67)	-8.59%	309,704.09	323,843.00	(14,138.91)	-4.37%
Overtime - Parking	2,321.78	600.00	1,721.78	286.96%	35,470.51	49,400.00	(13,929.49)	-28.20%
Payroll Taxes	1,883.49	1,966.00	(82.51)	-4.20%	24,610.64	26,795.00	(2,184.36)	-8.15%
Retirement	1,992.19	2,096.00	(103.81)	-4.95%	24,379.27	23,056.00	1,323.27	5.74%
Health Ins./Supp.	7,295.00	7,936.00	(641.00)	-8.08%	77,959.00	87,296.00	(9,337.00)	-10.70%
Long Term Disability	44.32	56.00	(11.68)	-20.86%	485.20	629.00	(143.80)	-22.86%
Life Insurance	351.26	383.00	(31.74)	-8.29%	3,827.74	4,213.00	(385.26)	-9.14%
Util - Parking Lights	300.00	375.00	(75.00)	-20.00%	3,999.28	4,125.00	(125.72)	-3.05%
Util - Telephone	512.70	933.00	(420.30)	-45.05%	10,883.02	10,272.00	611.02	5.95%
Util - Water	27.17	30.00	(2.83)	-9.43%	261.61	330.00	(68.39)	-20.72%
Insurance Expense	647.17	647.00	0.17	0.03%	7,118.87	7,117.00	1.87	0.03%
Snow Removal	0.00	0.00	0.00	0.00%	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	5,478.00	(411.71)	-7.52%
Parking Grounds Maintenance	5,122.88	6,941.00	(1,818.12)	-26.19%	79,251.40	76,351.00	2,900.40	3.80%
Parking Pavement/Booths/Steps	141.73	1,075.00	(933.27)	-86.82%	6,122.92	12,785.00	(6,662.08)	-52.11%
Parking Equip. Maintenance	0.00	1,809.00	(1,809.00)	-100.00%	16,537.31	19,901.00	(3,363.69)	-16.90%
Supplies	0.00	613.00	(613.00)	-100.00%	1,690.72	6,743.00	(5,052.28)	-74.93%
Parking - Signage & Traffic Control	0.00	851.00	(851.00)	-100.00%	340.00	8,361.00	(8,021.00)	-96.37%
Payroll Processing Fees	193.74	190.00	3.74	1.97%	2,165.69	2,090.00	75.69	3.62%
Travel	237.69	475.00	(237.31)	-49.96%	3,441.52	5,225.00	(1,783.48)	-34.13%
Education	70.00	300.00	(230.00)	-76.67%	3,231.49	3,300.00	(68.51)	-2.08%
Dues & Subs	0.00	29.00	(29.00)	-100.00%	310.00	319.00	(9.00)	-2.82%
Vehicle Expenses	0.00	430.00	(430.00)	-100.00%	0.00	4,730.00	(4,730.00)	-100.00%
Uniforms	25.55	334.00	(308.45)	-92.35%	279.63	3,674.00	(3,394.37)	-92.39%
Credit Card Discount	14,070.81	11,000.00	3,070.81	27.92%	139,419.85	121,000.00	18,419.85	15.22%
Over & Short	19.00	10.00	9.00	90.00%	92.00	110.00	(18.00)	-16.36%
Bad Debt Expense	0.00	17.00	(17.00)	-100.00%	0.00	187.00	(187.00)	-100.00%
2004 Debt Service Parking	10,544.30	10,544.00	0.30	0.00%	148,016.60	148,015.00	1.60	0.00%
2014 Debt Service Parking	15,276.40	15,276.00	0.40	0.00%	168,040.40	168,039.00	1.40	0.00%
Total Parking Expenses	\$85,746.51	\$92,401.00	(\$6,654.49)	-7.20%	\$1,078,255.36	\$1,137,524.00	(\$61,268.64)	-5.39%

Charlotteville Albemarle Airport Authority
Profit & Loss Statement
 For the Eleven Months Ending Wednesday, May 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
Airfield Expenses								
Wages	28,854.58	36,013.00	(7,158.42)	-19.88%	433,750.63	432,157.00	1,593.63	0.37%
Overtime - Airfield	2,293.75	2,000.00	293.75	14.69%	33,488.33	58,000.00	(24,511.67)	-42.26%
Payroll Taxes	2,249.52	2,934.00	(684.48)	-23.33%	33,534.11	37,781.00	(4,246.89)	-11.24%
Retirement	2,101.29	2,797.00	(695.71)	-24.87%	29,288.65	30,767.00	(1,478.35)	-4.80%
Health Ins./Supp.	4,500.00	6,866.00	(2,366.00)	-34.46%	72,579.04	75,520.00	(2,940.96)	-3.89%
Long Term Disability	29.43	27.00	2.43	9.00%	321.28	297.00	24.28	8.18%
Life Insurance	392.91	544.00	(151.09)	-27.77%	5,356.37	5,984.00	(627.63)	-10.49%
Util - Electric	63.25	2,400.00	(2,336.75)	-97.36%	27,179.06	26,400.00	779.06	2.95%
Util - Propane	0.00	0.00	0.00	0.00%	4,031.62	7,500.00	(3,468.38)	-46.25%
Util - Telephone	108.33	572.00	(463.67)	-81.06%	6,397.15	6,292.00	105.15	1.67%
Util - Water	40.10	20.00	20.10	100.50%	335.83	220.00	115.83	52.65%
Insurance Expense	2,723.10	2,723.00	0.10	0.00%	29,954.10	29,953.00	1.10	0.00%
Snow Removal	0.00	0.00	0.00	0.00%	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	9,460.00	(3,681.87)	-38.92%
Maint. Airfield Equipment	1,217.91	5,532.00	(4,314.09)	-77.98%	88,283.59	64,052.00	24,231.59	37.83%
Maint. Equipment Purchase	71.33	390.00	(318.67)	-81.71%	1,906.80	4,270.00	(2,363.20)	-55.34%
Maintenance	8,540.57	956.00	7,584.57	793.37%	18,752.28	10,516.00	8,236.28	78.32%
Airfield Grounds Maintenance	1,085.00	1,479.00	(394.00)	-26.64%	4,484.14	16,289.00	(11,784.86)	-72.44%
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	4,041.81	4,466.00	(424.19)	-9.50%	30,168.50	49,126.00	(18,957.50)	-38.59%
Payroll Processing Fees	193.75	190.00	3.75	1.97%	2,165.71	2,090.00	75.71	3.62%
Travel	0.00	783.00	(783.00)	-100.00%	2,583.24	8,613.00	(6,059.76)	-70.36%
Education	0.00	842.00	(842.00)	-100.00%	3,742.04	9,262.00	(5,519.96)	-59.60%
Dues & Subs	(259.00)	0.00	(259.00)	0.00%	2,441.00	1,785.00	656.00	36.75%
Uniforms - Maintenance	172.14	668.00	(495.86)	-74.23%	7,360.10	7,348.00	12.10	0.16%
Environmental Compliance	4,106.00	658.00	3,448.00	524.01%	19,795.89	7,238.00	12,557.89	173.50%
Emergency Exercises	0.00	0.00	0.00	0.00%	83.19	350.00	(266.81)	-76.23%
800 MHZ Supplies & Mtrnc.	0.00	0.00	0.00	0.00%	23,854.55	20,288.00	3,566.55	17.58%
ARFF Equipment	4,439.50	2,286.00	2,153.50	94.20%	22,786.44	25,146.00	(2,359.56)	-9.38%
ARFF Training Supplies	2,770.00	1,108.00	1,662.00	150.00%	6,726.04	12,188.00	(5,461.96)	-44.81%
Firearms	1,953.38	438.00	1,515.38	345.98%	2,996.88	4,818.00	(1,821.12)	-37.80%
Hazmat Materials	0.00	250.00	(250.00)	-100.00%	3,707.83	2,750.00	957.83	34.83%
Security Access Control	0.00	5,039.00	(5,039.00)	-100.00%	45,207.23	55,431.00	(10,223.77)	-18.44%
Security Background Processing	1,500.00	566.00	934.00	165.02%	6,000.00	6,226.00	(226.00)	-3.63%
Total Airfield Expenses	\$73,188.65	\$63,407.00	(\$10,218.35)	-12.25%	\$1,165,070.02	\$1,201,007.00	(\$35,936.98)	-2.99%

Charlotteville Albemarle Airport Authority
Profit & Loss Statement
 For the Eleven Months Ending Wednesday, May 31, 2017

Terminal Expenses

	Current Period Amount	Current Period Budget Amount	(Under) Over Budget	Percentage	Y-T-D Amount	Y-T-D Budget Amount	(Under) Over Budget	Percentage
Wages	32,146.41	42,566.00	(10,419.59)	-24.48%	512,869.90	507,712.00	5,157.90	1.02%
Overtime - Terminal	2,463.67	2,000.00	463.67	23.18%	39,250.07	58,000.00	(18,749.93)	-32.33%
Payroll Taxes	2,470.79	3,447.00	(976.21)	-28.32%	38,411.76	43,888.00	(5,276.24)	-12.08%
Retirement	2,432.90	3,112.00	(679.10)	-21.82%	32,788.22	34,232.00	(1,443.78)	-4.22%
Health Ins./Supp.	6,218.00	8,584.00	(2,366.00)	-27.56%	91,477.04	94,424.00	(2,946.96)	-3.12%
Long Term Disability	45.17	41.00	4.17	10.17%	415.76	452.00	(36.24)	-8.02%
Life Insurance	414.30	536.00	(121.70)	-22.71%	5,596.32	5,896.00	(299.68)	-5.08%
Util - Electric	(300.00)	13,200.00	(13,500.00)	-102.27%	131,366.63	145,200.00	(13,843.37)	-9.53%
Util - Oil	0.00	0.00	0.00	0.00%	29,500.22	50,000.00	(20,499.78)	-41.00%
Util - Propane	0.00	0.00	0.00	0.00%	412.01	4,000.00	(3,587.99)	-89.70%
Util - Telephone	359.99	800.00	(440.01)	-55.00%	9,184.26	8,800.00	384.26	4.37%
Util - Water	2,931.70	3,500.00	(568.30)	-16.24%	20,701.00	38,500.00	(17,799.00)	-46.23%
Util - Disposal	3,568.58	3,000.00	568.58	18.95%	34,402.46	33,000.00	1,402.46	4.25%
Insurance Expense	2,678.13	2,678.00	0.13	0.00%	29,459.43	29,458.00	1.43	0.00%
Maintenance	7,609.66	5,000.00	2,609.66	52.19%	101,766.28	55,000.00	46,766.28	85.03%
Maint. Equipment Purchase	0.00	600.00	(600.00)	-100.00%	77.99	6,600.00	(6,522.01)	-98.82%
Relamp	211.62	959.00	(747.38)	-77.93%	7,103.93	10,548.00	(3,445.07)	-32.66%
Welding Fabrication	0.00	200.00	(200.00)	-100.00%	122.52	2,200.00	(2,077.48)	-94.43%
Terminal Signage	0.00	5,000.00	(5,000.00)	-100.00%	10,895.60	55,000.00	(44,104.40)	-80.19%
Terminal Landscaping	0.00	0.00	0.00	0.00%	5,506.00	9,050.00	(3,544.00)	-39.16%
OSHA Compliance	5,848.82	1,487.00	4,361.82	293.33%	18,212.28	16,357.00	1,855.28	11.34%
Baggage Claim Maint.	3,485.10	958.00	2,527.10	263.79%	9,372.18	10,538.00	(1,165.82)	-11.06%
Janitorial Supplies	0.00	2,586.00	(2,586.00)	-100.00%	16,946.18	28,446.00	(11,499.82)	-40.43%
Janitorial Processing Fees	193.76	190.00	3.76	1.98%	2,165.73	2,080.00	85.73	3.62%
Education - Public Safety	0.00	1,596.00	(1,596.00)	-100.00%	2,499.91	17,556.00	(15,056.09)	-85.76%
Elevator Escalator Maintenance	545.00	3,461.00	(2,916.00)	-84.25%	46,403.95	38,071.00	8,332.95	21.89%
HVAC Maintenance	87.63	5,637.00	(5,549.37)	-98.45%	53,202.56	62,007.00	(8,804.44)	-14.20%
Fids Maintenance	440.00	10,000.00	(9,560.00)	-95.60%	5,320.00	50,000.00	(44,680.00)	-89.36%
KABA Maintenance	0.00	2,083.00	(2,083.00)	-100.00%	0.00	22,913.00	(22,913.00)	-100.00%
Janitorial Contract	12,583.13	12,583.00	0.13	0.00%	122,592.29	138,413.00	(15,820.71)	-11.43%
Emergency Communications	118.67	2,467.00	(2,348.33)	-95.19%	20,011.38	27,137.00	(7,125.62)	-26.26%
Dues & Subs	0.00	255.00	(255.00)	-100.00%	6,822.82	2,805.00	4,017.82	143.24%
Terminal Paging System	0.00	2,375.00	(2,375.00)	-100.00%	6,412.12	26,125.00	(20,712.88)	-79.30%
Travel - Public Safety	0.00	1,550.00	(1,550.00)	-100.00%	0.00	17,050.00	(17,050.00)	-100.00%
Travel - Operations	0.00	675.00	(675.00)	-100.00%	747.32	2,575.00	(1,827.68)	-70.98%
Education - Operations	0.00	300.00	(300.00)	-100.00%	3,282.00	3,050.00	232.00	7.61%
Uniforms - Public Safety	1,855.86	600.00	1,255.86	209.31%	5,092.90	6,600.00	(1,507.10)	-22.83%
Uniforms - CSO	0.00	625.00	(625.00)	-100.00%	7,447.05	6,875.00	572.05	8.32%
Safety	50.00	1,125.00	(1,074.95)	-95.55%	9,521.01	12,375.00	(2,853.99)	-23.06%
First Aid Supplies	584.93	733.00	(148.07)	-20.20%	4,410.23	8,063.00	(3,652.77)	-45.30%
Snow Removal	0.00	1,950.00	(1,950.00)	-100.00%	0.00	1,950.00	(1,950.00)	-100.00%
Towing Expense	0.00	62.00	(62.00)	-100.00%	185.00	682.00	(497.00)	-72.87%
State Maintenance	0.00	0.00	0.00	0.00%	425.72	8,000.00	(7,574.28)	-94.68%
2004 Debt Service - Terminal	39,666.63	39,667.00	(0.37)	0.00%	436,332.93	436,337.00	(4.07)	0.00%
2017 Profit and Loss								
Profit and Loss Statement								

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7/13/2017

Charlotteville Albemarle Airport Authority

Profit & Loss Statement

For the Eleven Months Ending Wednesday, May 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
\$128,710.50	\$188,188.00	(\$59,477.50)	-31.61%	\$1,878,702.96	\$2,137,776.00	(\$259,073.04)	-12.12%

Total Terminal Expenses

Charlottesville Albemarle Airport Authority
Profit & Loss Statement
 For the Eleven Months Ending Wednesday, May 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
Administrative Expenses								
Wages	39,215.96	44,116.00	(4,900.04)	-11.11%	487,332.08	529,394.00	(42,061.92)	-7.95%
Overtime - Admin	340.29	400.00	(59.71)	-14.93%	8,188.48	19,600.00	(11,411.52)	-58.22%
Payroll Taxes	2,881.40	3,435.00	(553.60)	-16.12%	34,134.56	42,329.00	(8,194.44)	-19.36%
Retirement	2,925.02	3,381.00	(455.98)	-13.49%	32,704.86	37,191.00	(4,486.14)	-12.06%
Health Ins./Supp.	3,436.00	3,859.00	(423.00)	-10.96%	38,014.00	42,449.00	(4,435.00)	-10.45%
Long Term Disability	21.79	19.00	2.79	14.68%	87.16	210.00	(122.84)	-58.50%
Life Insurance	531.27	572.00	(40.73)	-7.12%	5,774.81	6,292.00	(517.19)	-8.22%
Util - Telephone	1,733.00	1,466.00	267.00	18.21%	17,996.61	16,126.00	1,870.61	11.60%
Insurance Expense	1,959.93	1,972.00	(12.07)	-0.61%	23,751.71	21,692.00	2,059.71	9.50%
Office Supplies	375.26	792.00	(416.74)	-52.62%	9,588.12	8,712.00	876.12	10.06%
Office Expenses	311.89	1,794.00	(1,482.11)	-82.61%	25,470.43	19,734.00	5,736.43	29.07%
Payroll Processing Fees	193.75	190.00	3.75	1.97%	2,165.76	2,090.00	75.76	3.62%
Travel-Admin & Marketing	2,657.69	1,083.00	1,574.69	145.40%	27,761.25	28,913.00	(848.25)	-3.15%
Education	0.00	790.00	(790.00)	-100.00%	4,075.11	8,250.00	(4,174.89)	-50.60%
Computer Expense	2,583.79	8,269.00	(5,685.21)	-68.75%	57,762.87	90,963.00	(33,200.13)	-36.50%
Equipment Lease	199.95	500.00	(300.05)	-60.01%	4,227.98	5,500.00	(1,272.02)	-23.13%
Dues & Sub-Admin & Marketing	0.00	1,050.00	(1,050.00)	-100.00%	11,132.00	11,550.00	(418.00)	-3.62%
Bad Debt Expense	0.00	0.00	0.00	0.00%	25.00	0.00	25.00	0.00%
Banking Fees	72.00	0.00	72.00	0.00%	108.00	300.00	(192.00)	-64.00%
Service Fees	0.00	0.00	0.00	0.00%	233.32	0.00	233.32	0.00%
Human Resources	10,334.70	0.00	8,687.70	527.49%	38,358.46	18,342.00	20,016.46	109.13%
Meeting Expense	84.17	258.00	(173.83)	-67.38%	2,934.14	2,838.00	96.14	3.39%
Postage	0.00	0.00	0.00	0.00%	1,069.60	1,125.00	(55.40)	-4.92%
Shipping	23.50	200.00	(176.50)	-88.25%	1,704.08	2,200.00	(495.92)	-22.54%
Miscellaneous Expenses	20.00	0.00	20.00	0.00%	120.00	0.00	120.00	0.00%
Professional Fees	23,213.00	11,950.00	11,263.00	94.25%	118,362.21	131,450.00	(13,087.79)	-9.96%
Advertising & Promotions	20.00	0.00	20.00	0.00%	253,419.48	271,678.00	(18,258.52)	-6.72%
Special Events	780.59	9,558.00	(8,777.41)	-91.83%	4,065.69	14,465.00	(10,399.31)	-71.89%
Air Service Development	0.00	1,315.00	(1,315.00)	-100.00%	72,914.57	106,500.00	(33,585.43)	-31.54%
Total Admin. Expenses	45,614.50	7,500.00	38,114.50	508.19%	\$1,283,482.34	\$1,437,893.00	(154,410.66)	-10.74%
Total Operating Expenses	\$427,356.11	\$106,076.00	\$33,433.45	31.52%	\$1,437,893.00	\$1,437,893.00	0.00	0.00%
Net Inc. Bef. Other Income	184,496.27	76,182.00	\$15,416.89	8.33%	\$1,437,893.00	\$1,437,893.00	0.00	0.00%
Other Income:								
Insurance Proceeds	1,151.37	0.00	1,151.37	0.00%	6,042.37	0.00	6,042.37	0.00%
Coverage Fund	17,706.42	17,706.42	0.00	0.00%	194,770.62	194,770.62	0.00	0.00%
Net Inc. Af. Other Income	\$203,354.06	\$82,888.42	\$15,416.89	8.33%	\$1,437,893.00	\$1,437,893.00	0.00	0.00%
Other Expense:								

2017 Profit and Loss
 Profit and Loss Statement

Charlotteville Albemarle Airport Authority
Profit & Loss Statement
 For the Eleven Months Ending Wednesday, May 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. Deprec. & Amort.	\$0.00	\$0.00	\$0.00	0.00%	\$3,056,083.89	\$0.00	\$3,056,083.89	0.00%
Net Inc. (Loss) After D & A	\$203,354.06	\$87,888.42	\$115,465.64	131.38%	(\$2,392,611.10)	\$29,690.62	(\$2,422,301.72)	-8168.47%

Charlottesville Albemarle Airport Authority
Statement of Net Position
For the Eleven Months Ending Wednesday, May 31, 2017

Assets and Deferred Outflows

Current Assets:	May	April	Difference
Unrestricted Assets:			
Cash and cash equivalents	\$1,005,627	\$846,712	\$158,915
Prepaid Insurance	10,435	15,749	(\$5,314)
Prepaid Insurance - Rental Car Facility	225	629	(\$404)
Prepaid Expenses	30,483	27,662	\$2,821
Prepaid Contract	1,875	3,750	(\$1,875)
Accounts receivable-net	341,148	351,078	(\$9,930)
Due From Restricted Funds	913,188	913,188	\$0
Total Unrestricted Assets	<u>2,302,981</u>	<u>2,158,768</u>	<u>\$144,213</u>
Non Current Assets			
Restricted Assets:			
Capital Funds:			
Cash and cash equivalents	109,349	150,703	(\$41,354)
Receivables	462,292	462,292	\$0
Passenger Facility Charge Funds:			
Cash and cash equivalents	1,524,665	1,399,351	\$125,314
Rental Car Facility Charge Funds:			
Cash CFC Fund			
Cash CFC Fund	198,976	168,018	\$30,958
Cash CFC General Fund			
Cash CFC General Fund	1,265,432	1,270,038	(\$4,606)
Cash QTA Maintenance Fund			
Cash QTA Maintenance Fund	806,842	806,568	\$274
Receivables	56,461	50,915	\$5,546
Coverage Fund:			
State Entitlement Funds:			
Cash and cash equivalents	5,630,919	5,796,351	(\$165,432)
Renewal and Replacement Funds:			
Cash and cash equivalents	152,464	152,413	\$51
Cash VRA Escrow:			
Total restricted assets	<u>10,207,400</u>	<u>10,256,649</u>	<u>(\$49,249)</u>
Non-Current Assets			
Restricted Assets			
Revenue Bond Funds			
Cash and Cash Equivalents	173,899	168,561	\$5,338
Capital Assets			
Land	17,216,527	17,216,527	\$0
Buildings, improvements and equipment, net of depreciation	75,557,615	75,893,343	(\$335,728)
Master plan and amortization	86,352	92,024	(\$5,672)
Construction in progress	3,587,136	3,307,513	\$279,623
Total Capital Assets (net of accumulative depreciation)	<u>96,447,630</u>	<u>96,509,407</u>	<u>(\$61,777)</u>
Total Non-Current Assets	<u>96,621,529</u>	<u>96,677,968</u>	<u>(\$56,439)</u>
Total Assets	<u>109,131,910</u>	<u>109,093,385</u>	<u>\$38,525</u>
Deferred Outflows of Resources			
Loss on refunding of debt	206,909	206,909	\$0
Pension Contributions	151,148	151,148	\$0
Total deferred outflows of resources	<u>358,057</u>	<u>358,057</u>	<u>\$0</u>
Total Assets and Deferred Outflows	<u>109,489,967</u>	<u>109,451,442</u>	<u>\$38,525</u>

Charlottesville Albemarle Airport Authority
Statement of Net Position
For the Eleven Months Ending Wednesday, May 31, 2017

Liabilities, Deferred Inflows and Net Position

Current Liabilities:	May	April	Difference
Payable From Unrestricted Assets:			
Accounts payable	\$748,401	\$698,323	\$50,078
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	<u>969,239</u>	<u>919,161</u>	<u>\$50,078</u>
Payable from Restricted assets:			
Accrued Interest	18,203	18,203	\$0
Due to Unrestricted Funds	913,188	913,188	\$0
Retainage Payable	27,524	27,524	\$0
Capital Accounts Payable	431,754	449,357	(\$17,603)
Total Current Liabilites from Restricted Assets	<u>1,390,669</u>	<u>1,408,272</u>	<u>(\$17,603)</u>
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 Liabilites	<u>5,828,697</u>	<u>5,828,697</u>	<u>\$0</u>
Total Liabilites	<u>8,188,605</u>	<u>8,156,130</u>	<u>\$32,475</u>
Deferred Inflows of Resources			
Pension Expenses	114,718	114,718	\$0
Net Position			
Invested in Capital Assets	91,658,359	91,720,136	(\$61,777)
Restricted:	9,008,833	9,035,141	(\$26,308)
Unrestricted:	519,452	425,317	\$94,135
Total Net Position	<u>101,186,644</u>	<u>101,180,594</u>	<u>\$6,050</u>
Total Liabilities, Deferred Intflows and Net Position	<u>109,489,967</u>	<u>109,451,442</u>	<u>\$38,525</u>



Operating Statistics-Fiscal Year 2017

	April 2017		April 2016		FYTD 2017		FYTD 2016		Calendar Year										
									FY 2015	FY 2014	2013	2012	2011	2010	2009	2008	2007	2006	
Aircraft Operations																			
<i>Intransit:</i>																			
Air Carrier/Taxi	1,933	1,935	3%	19,024	16,445	16%	19,782	20,049	20,214	17,382	17,493	18,615	19,412	20,675	23,640	21,394	20,756		
General Aviation	2147	2,186	-2%	20,865	19,429	7%	22,937	28,782	30,785	31,024	33,561	38,394	41,394	39,288	39,886	33,918	31,074		
Military	124	249	-50%	1,790	1,582	13%	2,007	1,883	1,881	2,034	2,297	1,754	1,984	1,831	1,773	1,378	1,235		
Local:																			
General Aviation	1,230	1,690	-27%	11,305	11,782	-4%	14,094	19,525	20,040	18,809	20,324	20,486	17,294	18,075	20,013	17,584	14,711		
Military	346	456	-24%	3,522	2,897	22%	3,511	3,754	4,147	3,457	4,063	3,118	3,087	3,354	2,916	2,032	1,877		
Total Operations	5,840	6,516	-10%	56,506	52,135	8%	62,331	73,993	77,067	72,706	77,738	82,367	83,171	83,223	88,228	76,306	69,653		
Enplaned Passengers	28,046	24,745	13%	257,515	234,465	10%	286,030	261,631	238,398	227,874	232,571	215,869	196,060	177,659	168,966	185,689	185,182		
Deplaned Passengers	27,619	25,129	10%	256,156	233,883	10%	284,218	261,168	232,164	226,294	231,466	213,692	195,867	177,160	168,971	182,344	181,819		
Enplaned Load Factor	91%	88%	3%	80%	84%	-4%	84%	86%	81%	76%	74.78%	72%	69%	65%	56%	59%	55%		
Available Seats	30,863	28,806	7%	321,999	280,316	15%	340,237	322,555	307,522	299,226	310,789	299,182	286,136	294,076	299,343	314,081	333,417		
Parking Revenue	305,108	277,359	10%	2,767,528	2,538,664	8%	3,088,197	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		
FBO Fuel Gallons Pumped																			
GA -100LL	3,853	4,677	-18%	37,284	44,961	-17%	54,530	51,551	56,862	55,862	60,275	62,518	69,178	71,860	79,189	93,676	99,679		
GA/Corporate Jet-A	120,176	98,526	22%	879,357	837,944	5%	1,010,722	998,910	1,008,861	969,930	969,423	942,165	911,363	833,494	1,047,298	1,160,810	1,085,976		
Military Jet-A	0	4,839	-100%	51,974	44,536	17%	60,812	66,988	63,084	72,238	86,510	53,611	73,901	67,114	71,542	56,538	39,571		
Airline	212,570	180,337	18%	2,024,438	1,853,520	9%	2,224,092	2,107,002	1,982,735	1,843,362	1,745,200	1,639,075	1,491,980	1,456,843	1,608,952	1,594,701	1,499,164		
Total Fuel	336,599	288,379	17%	2,415,898	2,780,981	-13%	3,350,156	3,224,451	3,111,542	2,941,392	2,861,408	2,697,369	2,546,422	2,429,311	2,806,981	2,905,725	2,724,390		
Food/Beverage/Retail																			
Tailwinds, LLC.	133,138	110,278	21%	1,194,308	835,734	43%	1,080,096	712,785	767,875	669,869	670,989	638,226	561,104	502,703	375,378	442,741	451,162		
Rental Car Revenue*	870,349	818,570	6%	7,657,842	7,035,842	9%	8,783,166	8,161,735	7,288,497	6,880,431	7,019,796	6,048,867	5,281,662	4,613,200	4,827,224	5,656,817	5,378,543		
<i>*Concessional revenue-not gross</i>																			
ATMs:																			
Cash Withdrawals	239	297	-20%	3,194	2,396	33%	2,396	4,503	4,539	0	0	0	0	0	0	0	0		
Withdrawal Value	29,100	33,620	-13%	375,580	268,920	40%	268,920	515,560	530,400	0	0	0	0	0	0	0	0		
Surcharge	229	284	-19%	3,083	2,292	35%	2,292	4,357	4,357	0	0	0	0	0	0	0	0		
Surcharge Value	859	1,065	-19%	11,561	8,595	35%	8,595	16,339	16,256	0	0	0	0	0	0	0	0		
Inquiries	56	57	-2%	522	405	29%	405	859	1,016	0	0	0	0	0	0	0	0		
Denials	22	27	-19%	322	220	46%	220	456	456	0	0	0	0	0	0	0	0		

The Market ceased operation at end of FY15, and Tailwinds, LLC. began operations in mid-August 2015



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: July 24, 2017

SUBJECT: **Action Item #1** – Award of Creative Marketing and Website Services Contract to Okay Yellow L.L.C.

RECOMMENDATION: The Board awards the Creative Marketing and Website Services Contract to Okay Yellow L.L.C.

BACKGROUND: The Authority issued a Request for Proposal (RFP) for Creative Marketing and Website Services and received eight proposals. All proposals were evaluated and ranked by the three members of the selection committee in accordance with the evaluation criteria outlined in the RFP. Based on the rankings, the selection committee then conducted interviews with the top two ranked firms. Following the interviews, the selection committee unanimously agreed that the contract should be awarded to Okay Yellow L.L.C. the apparent most responsive proposer. The Notice of Intent to Award the contract for Creative Marketing and Website Services was posted on 7/12/17.

The term of the contract is for an initial period of one (1) year and may be renewed for four (4) successive one (1) year terms concluding on July 31, 2022.

PRIOR ACTIONS: RFP for Creative Marking and Website Services issued on 6/6/2017.

FINANCIAL IMPACT: **The FY-2018 Operating Budget contains sufficient funds to cover the fees and expenses associated with this agreement which were proposed by Okay Yellow as follows:**

- Creative Marketing Services - \$5,000 per month retainer fee
- Website Migration Fee - \$1,200
- Monthly fee for Hosting Website - \$275
- Maintenance/Support of Website - \$2,000 per month retainer fee

ATTACHMENT: Attachment # 1 – Resolution 2017-6

PRESENTATION: None

RESOLUTION NO. 2017-6

ADMINISTERING OKAY YELLOW L.L.C. CREATIVE MARKETING AND WEBSITE SERVICES CONTRACT

WHEREAS, the Charlottesville-Albemarle Airport has identified the need to contract with a firm to provide Creative Marketing and Website Maintenance/Support Services; and,

WHEREAS, the staff of the Authority issued a Request for Proposals for Creative Marketing and Website Services in accordance with state guidelines, and the Charlottesville-Albemarle Airport Authority ("Authority") has awarded a service contract to Okay Yellow L.L.C. in accordance with the June 2017 Request for Proposal process; and,

WHEREAS, the initial term of the contract is a period of one (1) year, commencing in August 2017, with the possibility of up to four (4) additional one-year periods. 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 Contract on behalf of the Authority; giving of notices and approvals required of the Authority, exercising of the Authority's option(s) for renewal of the Contract in accordance with Contract terms; and exercising and enforcing such other rights as may be authorized or reserved to the Authority within the Contract. All decisions and contractual obligations 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 24th day of July, 2017.

Vote:

Aye: _____ No: _____

Certified:

By: _____
Melinda Crawford, Secretary



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: July 24, 2017

SUBJECT: Action Item #2 – Award of HVAC Full-Service and Preventative Maintenance Systems and Equipment Contract to Johnson Control.

RECOMMENDATION: The Board awards the HVAC Full-Service and Preventative Maintenance Systems and Equipment Contract to Johnson Control.

BACKGROUND: The Authority issued a Request for Proposal (RFP) for HVAC Full-Service and Preventative Maintenance Systems and Equipment Services on June 15, 2017 and received two proposals. Both proposals were evaluated and ranked by the selection committee in accordance with the evaluation criteria outlined in the RFP, and the committee unanimously recommended that Johnson Control’s proposal be selected. After reviewing the two proposals received in response to this RFP, the Authority’s Executive Director concurred with the committee’s recommendation and has concluded that the Johnson Control has made the best proposal and provides the best value. The Notice of Intent to Award the contract for HVAC Full-Service and Preventative Maintenance Systems and Equipment Services was posted on 7/12/17.

The term of the contract is for an initial period of one (1) year and may be renewed for four (4) successive one (1) year terms concluding on July 31, 2022.

PRIOR ACTIONS: RFP for HVAC Full-Service and Preventative Maintenance Systems and Equipment Services issued on 6/15/2017.

FINANCIAL IMPACT: The FY-2018 Operating Budget contains sufficient funds to cover the fees and expenses which were proposed by Johnson Control as follows:
Years 1- 2 - \$77,586 per year
Years 3 – 5 – No more than 2% increase per year

ATTACHMENT: Attachment # 1 – Proposal Tabulation
Attachment #2 - Resolution 2017-7

PRESENTATION: None

RFP -HVAC Full-Service and Preventative Maintenance Systems and Equipment Services

Tabulation of Proposals: July 5, 2017 2:00pm

Johnson Controls	\$ 77,586.00
Riddleberger Brothers, Inc.	\$ 129,674.00

RESOLUTION NO. 2017-7

ADMINISTERING HVAC FULL-SERVICE AND PREVENTATIVE MAINTENANCE SYSTEMS AND EQUIPMENT SERVICES CONTRACT

WHEREAS, the Charlottesville-Albemarle Airport has identified the need to contract with a firm to provide HVAC Full-Service and Preventative Maintenance Systems and Equipment Services; and,

WHEREAS, the staff of the Authority issued a Request for Proposals for HVAC Full-Service and Preventative Maintenance Systems and Equipment Services in accordance with state guidelines, and the Charlottesville-Albemarle Airport Authority ("Authority") has awarded a service contract to Johnson Controls in accordance with the June 2017 Request for Proposal process; and,

WHEREAS, the initial term of the contract is a period of one (1) year, commencing in August 2017, with the possibility of up to four (4) additional one-year periods. 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 Contract on behalf of the Authority; giving of notices and approvals required of the Authority, exercising of the Authority's option(s) for renewal of the Contract in accordance with Contract terms; and exercising and enforcing such other rights as may be authorized or reserved to the Authority within the Contract. All decisions and contractual obligations 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 24th day of July, 2017.

Vote:

Aye:	_____	No:	_____
	_____		_____
	_____		_____

Certified:

By: _____
Melinda Crawford, Secretary



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: July 24, 2017

SUBJECT: **Action Item #3** – 2017 Flight Information Display System, Media Management System, Baggage Claim Announcement System, and Public Address System Services Contract

RECOMMENDATION: For the Board to approve Resolution No. 2017-8 “Executive Director Authorization to Award and Administer the 2017 Flight Information Display System, Media Management System, Baggage Claim Announcement System, and Public Address System Services Contract”

BACKGROUND: In 2003, the Authority authorized a Flight Information Display System (FIDS) Project which was completed in 2004. That is the last major work that was performed on the FIDS, one of the Airport’s primary mechanisms of providing on-going communications with our passengers and other users. Another mechanism of communicating with the public is the Airport’s Public Address (PA) system. Portions of this system were installed in the original terminal project in the early 90’s. While this system has been expanded and repaired over the years, it is in need of a major rehab/replacement project.

A Request for Proposals for Flight Information Display System (FIDS), Media Management System, Baggage Claim Announcement System, and Public Address (PA) System Service has been issued. This RFP has requested proposals from firms that are able to design, install, and maintain an integrated FIDS and PA system that will not only allow for visual PA announcements on the FIDS, but it will also integrate a baggage claim announcement system that will notify waiting passengers of the status of their luggage being delivered to the bag belt. The system will also incorporate a media management system that will allow for advertising on portions of the monitors. The costs associated with the media management system will not be eligible for VDOA funding, but the remaining portion of the project will be funded in part with state entitlements.

As discussed during the budget approval process, the contract with Clear Channel Airports, the Authority’s current Airport Terminal Display Advertising Concessionaire, will expire on October 31, 2017, and the complete operations for the leasing of advertising space at the Airport will be performed by staff beginning on November 1, 2017. Since the media management aspect of this system will be used to assign advertising to the various monitors, it is imperative that the successful proposer be determined and the contract be let as soon as possible to ensure that all needed systems and equipment are installed by that date.

To ensure that a firm is selected and that a contract is awarded in a timeframe that will allow for the successful firm to have adequate time to purchase and install the required equipment and design all necessary monitor layouts and software configurations, the contract for the RFP services must be executed by the end of August. Due to the timing of the RFP process and the Board’s meeting schedule,

the staff has requested that the Executive Director be given the authority to award the contract once the RFP process is completed by authorizing the attached Resolution No. 2017-8 "Executive Director Authorization to Award and Administer the 2017 Flight Information Display System, Media Management System, Baggage Claim Announcement System, and Public Address System Services Contract".

If approved, this resolution will require the Executive Director to share the RFP Selection Committee's recommendation with the Board members upon completion of the RFP review process. If the Board members concur with the Committee's recommendation for selection of the firm deemed to be the most qualified, then the Executive Director will be authorized to approve and execute the 2017 Flight Information Display System, Media Management System, Baggage Claim Announcement System, and Public Address Service System Service Contract. The term of the contract will be for the initial year-one period, and the contract will contain provisions for four (4) additional one year periods. The fees for the contract will be determined in the RFP process and will be provided in the recommendation that will be sent to the Board.

PRIOR ACTION: The Authority approved the following agreements with Clear Channel Airports:

- a. The Original Agreement dated February 15, 1996.
- b. Amendment to Agreement dated February 15, 2006
- c. Second Amendment to Airport Advertising Concession Agreement dated July 25, 2012

FUNDING: The FY-2017 Capital Budget contained the following:
\$200,000 for FIDS upgrade
\$150,000 for PA system upgrade

FINANCIAL IMPACT: 80% of the PA, FIDS and Baggage Announcement System project is eligible for VDOA funding. The remaining portion of the project will be funded from the coverage and operating budget.

ATTACHMENTS: Attachment #1 – Resolution No. 2017-8 "Executive Director Authorization to Award and Administer the 2017 Flight Information Display System, Media Management System, Baggage Claim Announcement System, and Public Address System Services Contract"

PRESENTATION: N/A

RESOLUTION NO. 2017-8

Authorization to Award and Administer the 2017 Flight Information Display System, Media Management System, Baggage Claim Announcement System, and Public Address System Services Contract

WHEREAS, staff members of the Charlottesville Albemarle Airport Authority have issued a Request for Proposals (RFP) for Flight Information Display System, Media Management System, Baggage Claim Announcement System, and Public Address System Services; and

WHEREAS, the Authority's existing Airport Terminal Display Advertising Concession Agreement will expire on October 31, 2017; and

WHEREAS, the Authority will bring the activities associated with the Airport Terminal Display Advertising Concession Agreement "in-house" on November 1, 2017, and staff will need a functional Media Management System to perform those activities ; and

WHEREAS, the Executive Director believes that a firm should be selected and the Authority's 2017 Flight Information Display System, Media Management System, Baggage Claim Announcement System, and Public Address System Services Contract should be awarded in August 2017 in order to ensure that the successful firm will have adequate time to prepare for and perform the design and installation of the system prior to November 1, 2017; 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 in August 2017, the Executive Director is requesting 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 RFP Selection Committee has determined one firm to be the most qualified to perform the required services, and their recommendation has been conveyed to the Executive Director; and

WHEREAS, if the Executive Director concludes that the RFP process has been performed in accordance with guidelines, then the recommendation of the RFP Selection Committee will be conveyed to the members of the Airport Authority Board for their review; and

WHEREAS, if the members of the Airport Authority Board concur with the RFP Selection Committee's recommendation for award, then the Executive Director will be authorized to approve, execute and administer the Authority's 2017 Flight Information Display System, Media Management System, Baggage Claim Announcement System, and Public Address System 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 24th day of July, 2017.

Vote:

Aye: _____

No: _____

Certified:

By: _____
Melinda Crawford, Secretary



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: July 24, 2017

SUBJECT: **Action Item #4 – 2017 Airport Signage Services Contract**

RECOMMENDATION: For the Board to approve Resolution No. 2017-9 “Executive Director Authorization to Award and Administer the 2017 Airport Signage Services Contract”

BACKGROUND: Historically, whenever signage has been needed for the terminal or landside areas, staff has secured the services of various sign companies creating multiple types and appearances of directional and informational signage throughout the Authority’s facilities. Some of the signs has become faded or obsolete and are in need of replacement.

In order to ensure the uniform appearance of all signage and to secure the services of a firm that can provide design, fabrication, and installation of needed signs, a Request for Proposals (RFP) for Airport Signage Services has been issued. The successful proposer for this RFP will also be tasked with fabricating and installing all displays and frames needed for the Authority’s in-house advertising activities.

As discussed during the budget approval process, the contract with Clear Channel Airports, the Authority’s current Airport Terminal Display Advertising Concessionaire, will expire on October 31, 2017, and the complete operations for the leasing of advertising space at the Airport will be performed by staff beginning on November 1, 2017. Since the fabrication and installation of displays and frames will be needed for this advertising initiative, it is imperative that the successful proposer be determined and the contract be let as soon as possible to ensure that all needed displays and frames are installed by that date.

To ensure that a firm is selected and that a contract is awarded in a timeframe that will allow for the successful firm to have adequate time to purchase and install the required equipment, the contract for the RFP services must be executed by the end of August. Due to the timing of the RFP process and the Board’s meeting schedule, the staff has requested that the Executive Director be given the authority to award the contract once the RFP process is completed by authorizing the attached Resolution No. 2017-9 “Executive Director Authorization to Award and Administer the 2017 Airport Signage Services Contract”.

If approved, this resolution will require the Executive Director to share the RFP Selection Committee’s recommendation with the Board members upon completion of the RFP review process. If the Board members concur with the Committee’s recommendation for selection of the firm deemed to be the most qualified, then the Executive Director will be authorized to approve and execute the 2017 Airport Signage Service Contract. The term of the contract will be for the initial year-one period, and the contract will

contain provisions for four (4) additional one year periods. The fees for the contract will be determined in the RFP process and will be provided in the recommendation that will be sent to the Board.

- PRIOR ACTION:** The Authority approved the following agreements with Clear Channel Airports:
- a. The Original Agreement dated February 15, 1996.
 - b. Amendment to Agreement dated February 15, 2006
 - c. Second Amendment to Airport Advertising Concession Agreement dated July 25, 2012
- FUNDING:** The FY-2018 Capital Budget contained the following:
\$200,000 – Terminal and Landside Improvements
(Wayfinding and Fixtures)
- FINANCIAL IMPACT:** 80% of wayfinding signage is eligible for VDOA funding. The remaining portion of the project will be funded from the coverage and operating budget.
- ATTACHMENTS:** Attachment #1 – Resolution No. 2017-9 “Executive Director Authorization to Award and Administer the 2017 Airport Signage Services Contract”
- PRESENTATION:** N/A

RESOLUTION NO. 2017-9

**Authorization to Award and Administer the
2017 Airport Signage Services Contract**

WHEREAS, staff members of the Charlottesville Albemarle Airport Authority have issued a Request for Proposals (RFP) for Airport Signage Services; and

WHEREAS, the Authority's existing Airport Terminal Display Advertising Concession Agreement will expire on October 31, 2017; and

WHEREAS, the Authority will bring the activities associated with the Airport Terminal Display Advertising Concession Agreement "in-house" on November 1, 2017, and staff will need a functional Media Management System to perform those activities ; and

WHEREAS, the Executive Director believes that a firm should be selected and the Authority's Airport Signage Services Contract should be awarded in August 2017 in order to ensure that the successful firm will have adequate time to prepare for and perform the fabrication and installation of needed displays and frames prior to November 1, 2017; 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 in August 2017, the Executive Director is requesting 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 RFP Selection Committee has determined one firm to be the most qualified to perform the required services, and their recommendation has been conveyed to the Executive Director; and

WHEREAS, if the Executive Director concludes that the RFP process has been performed in accordance with guidelines, then the recommendation of the RFP Selection Committee will be conveyed to the members of the Airport Authority Board for their review; and

WHEREAS, if the members of the Airport Authority Board concur with the RFP Selection Committee's recommendation for award, then the Executive Director will be authorized to approve, execute and administer the Authority's Airport Signage 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 24th day of July, 2017.

Vote:

Aye: _____

No: _____

Certified:

By: _____

Melinda Crawford, Secretary



July 2017

Executive Director's Update

- a. Personnel Issues –
 - a. Jason Devillier, C.M. has accepted the position of Director of Operations and Maintenance, and his start date is scheduled for August 21.
 - b. Monica McGee has also joined our team as a part-time accountant, and she will be assisting the Finance Department with procurement and fixed assets projects.
 - c. Jessi Conley has also joined our team as our administrative assistant.
 - d. Jmmy Bizzari also started working for us in June and is working in our Parking Division.
 - e. Grant Davis has joined our team as a seasonal employee with our Maintenance Department.

- 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. Remarketing of Air Carrier Ramp.
 - e. Runway/Taxiway Rehab project.
 - f. Administration Kitchen rehab project.
 - g. Flight display/PA/ and charging stations project.

- c. Marketing and Air Service Update – To be provided.

- d. Rental Car update

- e. Commission update – Albemarle County selected Eric Walden as the replacement for Victor Schiller.