



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

Call to Order:

Consent Agenda:

1. Minutes – January 18, 2017
2. Financial Statements – January 31, 2017 (Unaudited)

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.

Recognition of: Employees reaching milestone 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"
 - b. Resolution No. 2017-4 "Executive Director Authorization to Award the Audit Service Contract"

Informational Items:

1. Executive Director's Update

Next Scheduled Meeting: Wednesday, May 17, 2017, 10:30 a.m., Airport Lower Level Conference Room

Adjourn:



Charlottesville Albemarle Airport Authority Meeting
Wednesday, January 18th, 2017 at 10:30 a.m.
At the Office of Lenhart Pettit, 530 E. Main Street, Charlottesville, VA 22902

MINUTES

Members Present: Don Long, Tom Foley, Maurice Jones

Members Absent: None

Staff Present: Melinda Crawford; Executive Director, Bill Pahuta; Deputy Director, Kristin Birdzell;
Executive Secretary

Others Present: Lisa Robertson; Deputy City Attorney, Lee Catlin; Assistant County Executive

Call to Order at 10:32 a.m. by Don Long

Consent Agenda:

1. Minutes – November 2016
2. Financial Statements –November 30,2016 (Unaudited)
3. Airport Statistics

Mr. Jones moved to accept the Consent Agenda

Motion seconded by Mr. Foley

Unanimous approval by Board

Matters from the Public: None

Recognition of: Employees reaching milestone years of service were noted. Employees that have passed the AAAE Certified Manager test were identified, and Tom Foley was recognized for his service to the Authority. Mr. Foley introduced Lee Catlin as his replacement on the Board.

Items:

1. Annual Election of Chairman and Vice-Chairman, and Secretary/Treasurer
 - a. **RECOMMENDATION:** To select a Chairman, Vice-Chairman and a Secretary/Treasurer in accordance with the Authority's enabling legislation.

Mr. Foley moved to appoint Mr. Long as Chairman of the Board, Mr. Jones as Vice-Chairman of the Board, Mrs. Crawford as the Secretary/Treasurer, and Mrs. Shifflett as an alternate Secretary/Treasurer.

Motion seconded by Mr. Jones

Unanimous approval by Board

2. FY-2016 Comprehensive Annual Financial Report

- a. **RECOMMENDATION:** For the Board to Accept the FY-2016 Comprehensive Annual Financial Report as presented.

Mr. Long moved to accept the FY16 Comprehensive Annual Financial Report

Motion seconded by Mr. Foley

Unanimous approval by Board

3. Award of Commercial-Grade Custom Fabrication Services Contract

- a. **RECOMMENDATION:** For the Board to authorize the award of the Commercial-Grade Custom Fabrication Services Contract to the most responsive proposer, Home Theater Installs, Inc., and to authorize Resolution No. 2017-1 Administration of the Home Theater Installs, Inc., January 2017 Service Contract.
- b. Airport staff would like to hire a Commercial Grade Fabricator to install and furnish special projects within the terminal, such as cabinetry, charging stations, and custom/ local furniture and materials.

Mr. Jones moved to approve the award of Commercial Grade Custom Fabrication Services Contract

Motion seconded by Mr. Foley

Unanimous approval by Board

4. Amend FY17 Capital Budget

- a. **RECOMMENDATION:** For the Board to approve the FY17 Capital Budgets as amended.
- b. Staff is requesting permission to amend four projects within the FY17 budget: The design phase of the Air Carrier Ramp Expansion Project, Step Replacement, the rehab of the North Center parking steps to construct ramp, and the replacement of an administration vehicle.

Mr. Foley moved to approve the amendment to the FY17 Capital Budget

Motion seconded by Mr. Jones

Unanimous approval by Board

5. Resolution 2017-2 "Executive Director Authorization to Approve Engineering Service Fees for the Design Phase - Air Carrier Ramp Expansion Project"

- a. **RECOMMENDATION:** The Board adopts Resolution No. 2017-2 "Executive Director Authorization to Approve Engineering Service Fees for the Design Phase - Air Carrier Ramp Expansion Project".
- b. This resolution will authorize the Executive Director to approve and execute the work order associated with the Design Phase of the Air Carrier Ramp Expansion Project

Mr. Foley moved to approve the Resolution 2017-2 "Executive Director Authorization to Approve Engineering Service Fees for the Design Phase - Air Carrier Ramp Expansion Project

Motion seconded by Mr. Jones

Unanimous approval by Board

Informational Items:

1. Executive Director's Update
 - a. CHO successfully passed the FAA Part 139 Annual Inspection with no discrepancies
 - b. Parking Update: Airport staff is looking at revising parking options for surface expansion in addition to a parking deck option.
 - c. Personnel Update: The vacant marketing position has been filled
 - d. Construction Update:
 - i. Runway 3-21 Rehabilitation Construction Project- Preliminary surveying is being done by the contractor.
 - ii. Triturator Project- Project is complete.
 - iii. Step Rehabilitation Project- the South set of stairs has been removed and work is proceeding on the two remaining sets.
 - e. Marketing and Air Service Update:
 - i. TSA is now offering Pre-Check in the morning and afternoon.
 - ii. Airport staff had meetings with American Airlines and Delta Air Lines.

Closed Session:

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

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

Motion by: Mr. Jones

Second by: Mr. Foley

Ayes: Mr. Foley

Noes: None

Mr. Jones

Mr. Long

Unanimous approval by Board

Board entered closed session at 11:33 a.m.

Certification of Closed Meeting:

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

Motion By: Mr. Jones

Second By: Mr. Foley

Ayes: Mr. Foley

Noes: None

Mr. Jones

Mr. Long

Unanimous approval of closed session

Back in session at 11:59 a.m.

Motion made by Mr. Long to add land item to amend the Capital Budget in the amount of \$2.2 million to acquire land for Airport use.

Motion seconded by Mr. Jones

Unanimous approval by Board

Next Scheduled Meeting: Wednesday, March 15, 2017, 10:30 a.m., Airport Lower Level Conference Room

Adjourn: 12:01 p.m.

Approved Minutes- 3/15/2017

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

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

\$15K and 10% change

Revenues:

- A. 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 has a caveat in the rules that says you cannot use this money if you use State Entitlements to purchase equipment--which we have done this year. 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.
- B. 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.
- C. 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 under \$4,500. We can try to apply near the end of the year if they have money left in that area.

Expenses:

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

Terminal:

- F. Maintenance:-- year-to-date expense = \$66,363 Budgeted = \$35,000
This line item is over budget due to unforeseen expenses.
- G. Util-Oil:-- year-to-date expense = \$8,059 Budgeted = \$30,000
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.

Terminal/Administrative:

- H. 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

January year-to-date net income before other income = \$193,365.

Charlotteville Albemarle Airport Authority
Profit & Loss Statement
 For the Seven Months Ending Tuesday, January 31, 2017

Variances
 7 \$15K and 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	\$270,448.00	\$259,106.00	\$11,342.00	4.38%	\$1,875,260.52	\$1,938,524.00	(\$63,263.48)	-3.26%
Miscellaneous Fees	25.00	50.00	(25.00)	-50.00%	2,800.00	350.00	2,450.00	700.00%
Crew Base	450.00	300.00	150.00	50.00%	3,285.00	2,100.00	1,185.00	56.43%
Total Parking Revenue	\$270,923.00	\$259,456.00	\$11,467.00	4.42%	\$1,881,345.52	\$1,940,974.00	(\$59,628.48)	-3.07%
Airfield Revenues								
Airline Landing Revenue	61,453.78	51,065.00	10,388.78	20.34%	418,270.97	357,455.00	60,815.97	17.01%
Charter Revenue	0.00	1,250.00	(1,250.00)	-100.00%	11,969.41	8,750.00	3,219.41	36.79%
AW Flowage	0.00	0.00	0.00	0.00%	2,760.24	3,000.00	(239.76)	-7.99%
FBO Revenue	33,497.47	37,106.00	(3,608.53)	-9.72%	257,931.88	259,742.00	(1,810.12)	-0.70%
Ground Rent	5,952.41	5,952.00	0.41	0.01%	59,010.77	58,751.00	259.77	0.44%
Misc. Revenue	0.00	375.00	(375.00)	-100.00%	3,293.00	2,625.00	668.00	25.45%
Security Access Control Revenue	626.00	625.00	1.00	0.16%	7,249.00	4,375.00	2,874.00	65.69%
State Maintenance Airfield	0.00	0.00	0.00	0.00%	0.00	100,000.00	(100,000.00)	-100.00%
Total Airfield Revenue	\$101,529.66	\$96,373.00	\$5,156.66	5.35%	\$760,485.27	\$794,698.00	(\$34,212.73)	-4.31%
Terminal Revenues								
Airline Rent	39,771.19	39,771.00	0.19	0.00%	278,398.38	278,397.00	1.38	0.00%
Advertising	6,286.01	4,800.00	1,486.01	30.96%	42,176.59	33,600.00	8,576.59	25.53%
Rental Car Revenue	63,333.17	63,333.00	0.17	0.00%	443,332.19	443,331.00	1.19	0.00%
Misc. Concession Rev.	0.00	0.00	0.00	0.00%	17.50	2,000.00	(1,982.50)	-99.12%
Ground Transportation Fees	2,000.00	2,000.00	0.00	0.00%	14,000.00	14,000.00	0.00	0.00%
Rental Car QTA Land Lease	4,678.00	4,678.00	0.00	0.00%	32,746.00	32,746.00	0.00	0.00%
ATM Concession	623.00	623.00	0.00	0.00%	4,361.00	4,361.00	0.00	0.00%
Food/Gift Concessions	5,954.85	5,175.00	779.85	15.07%	51,587.09	36,225.00	15,362.09	42.41%
State Debt Service Reimb.	25,000.00	0.00	25,000.00	0.00%	25,000.00	25,000.00	0.00	0.00%
TSA Lease	2,994.91	2,994.00	0.91	0.03%	20,964.37	20,958.00	6.37	0.03%
FAA Service Fee/Rent	3,792.92	3,793.00	(0.08)	0.00%	26,550.44	26,551.00	(0.56)	0.00%
Total Terminal Revenue	\$154,434.05	\$127,167.00	\$27,267.05	21.44%	\$939,133.56	\$917,169.00	\$21,964.56	2.39%
Administrative Revenues								
Interest Income	366.33	667.00	(300.67)	-45.08%	2,474.11	4,669.00	(2,194.89)	-47.01%
Miscellaneous Income	0.00	500.00	(500.00)	-100.00%	63.26	500.00	(436.74)	-87.35%
State Promotion Reimb.	0.00	5,000.00	(5,000.00)	-100.00%	4,000.00	21,000.00	(17,000.00)	-80.95%
Air Service Development	0.00	4,000.00	(4,000.00)	-100.00%	6,050.00	20,000.00	(13,950.00)	-69.75%
QTA Staff Reimbursement	1,968.00	1,968.00	0.00	0.00%	13,776.00	13,776.00	0.00	0.00%
Total Administrative Revenue	\$2,334.33	\$12,135.00	(\$9,800.67)	-80.76%	\$26,363.37	\$59,945.00	(\$33,581.63)	-56.02%
Total Revenues	\$529,221.04	\$495,131.00	\$34,090.04	6.89%	\$3,607,327.72	\$3,712,786.00	(\$105,458.28)	-2.84%

Charlotteville Albemarle Airport Authority
Profit & Loss Statement
 For the Seven Months Ending Tuesday, January 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	26,492.09	26,987.00	(494.91)	-1.83%	197,508.02	202,402.00	(4,893.98)	-2.42%
Overtime - Parking	4,926.75	9,000.00	(4,073.25)	-45.26%	23,274.79	30,100.00	(6,825.21)	-22.68%
Payroll Taxes	2,273.63	2,609.00	(335.37)	-12.85%	15,761.49	16,691.00	(929.51)	-5.57%
Retirement	123.25	2,096.00	(1,972.75)	-94.12%	12,103.97	14,672.00	(2,568.03)	-17.50%
Health Ins./Supp.	7,295.00	7,936.00	(641.00)	-8.08%	48,779.00	55,552.00	(6,773.00)	-12.19%
Long Term Disability	44.03	56.00	(11.97)	-21.38%	308.22	398.00	(89.78)	-22.56%
Life Insurance	0.00	383.00	(383.00)	-100.00%	2,072.03	2,681.00	(608.97)	-22.71%
Util - Parking Lights	375.30	375.00	0.30	0.08%	2,573.98	2,625.00	(51.02)	-1.94%
Util - Telephone	996.09	933.00	63.09	6.76%	7,392.68	6,540.00	852.68	13.04%
Util - Water	27.17	30.00	(2.83)	-9.43%	162.65	210.00	(47.35)	-22.55%
Insurance Expense	647.17	647.00	0.17	0.03%	4,530.19	4,529.00	1.19	0.03%
Snow Removal	375.88	3,285.00	(2,909.12)	-88.56%	2,651.84	6,570.00	(3,918.16)	-59.64%
Parking Lot Lighting	0.00	498.00	(498.00)	-100.00%	5,066.29	3,486.00	1,580.29	45.33%
Parking Grounds Maintenance	5,120.67	6,941.00	(1,820.33)	-26.23%	49,685.57	48,587.00	1,098.57	2.26%
Parking Pavement/Booths/Steps	273.13	1,075.00	(801.87)	-74.59%	5,128.00	8,485.00	(3,357.00)	-39.56%
Parking Equip. Maintenance	5,281.36	1,809.00	3,472.36	191.95%	15,161.01	12,665.00	2,496.01	19.71%
Supplies	770.00	613.00	157.00	25.61%	1,061.72	4,291.00	(3,229.28)	-75.26%
Parking - Signage & Traffic Control	0.00	851.00	(851.00)	-100.00%	115.00	5,957.00	(5,842.00)	-98.07%
Payroll Processing Fees	259.21	190.00	69.21	36.43%	1,349.71	1,330.00	19.71	1.48%
Travel	0.00	475.00	(475.00)	-100.00%	2,206.98	3,325.00	(1,118.02)	-33.62%
Education	0.00	300.00	(300.00)	-100.00%	1,895.00	2,100.00	(205.00)	-9.76%
Dues & Subs	35.00	29.00	6.00	20.69%	310.00	203.00	107.00	52.71%
Vehicle Expenses	0.00	430.00	(430.00)	-100.00%	0.00	3,010.00	(3,010.00)	-100.00%
Uniforms	0.00	334.00	(334.00)	-100.00%	254.08	2,338.00	(2,083.92)	-89.13%
Credit Card Discount	254.08	11,000.00	(10,745.92)	-97.68%	87,868.32	77,000.00	10,868.32	14.11%
Over & Short	10,745.15	10.00	10,735.15	107.35%	38.00	70.00	(32.00)	-45.71%
Bad Debt Expense	7.00	17.00	(10.00)	-58.82%	0.00	119.00	(119.00)	-100.00%
2004 Debt Service Parking	0.00	10,544.00	(10,544.00)	-100.00%	105,839.40	105,839.00	0.40	0.00%
2014 Debt Service Parking	10,544.30	15,277.00	(4,732.70)	-31.04%	106,934.80	106,934.00	0.80	0.00%
Total Parking Expenses	\$92,142.66	\$104,730.00	(\$12,587.34)	-12.02%	\$700,032.74	\$728,709.00	(\$28,676.26)	-3.94%

Charlotteville Albemarle Airport Authority
Profit & Loss Statement
 For the Seven Months Ending Tuesday, January 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	35,364.81	36,013.00	(648.19)	-1.80%	290,016.59	270,098.00	19,918.59	7.37%
Overtime - Airfield	5,153.21	10,000.00	(4,846.79)	-48.47%	19,748.16	43,000.00	(23,251.84)	-54.07%
Payroll Taxes	2,951.76	3,546.00	(594.24)	-16.76%	22,110.27	24,133.00	(2,022.73)	-8.38%
Retirement	58.71	2,797.00	(2,738.29)	-97.90%	17,297.00	19,579.00	(2,282.00)	-11.66%
Health Ins./Supp.	6,654.00	6,866.00	(212.00)	-3.09%	47,860.00	48,056.00	(196.00)	-0.41%
Long Term Disability	29.43	27.00	2.43	9.00%	203.56	189.00	14.56	7.70%
Life Insurance	0.00	544.00	(544.00)	-100.00%	3,065.09	3,808.00	(742.91)	-19.51%
Util - Electric	5,665.75	2,400.00	3,265.75	136.07%	20,047.94	16,800.00	3,247.94	19.33%
Util - Propane	1,036.55	1,900.00	(863.45)	-45.44%	2,034.97	4,300.00	(2,265.03)	-52.68%
Util - Telephone	584.35	572.00	12.35	2.16%	4,539.23	4,000.00	539.23	13.37%
Util - Water	18.70	20.00	(1.30)	-6.50%	236.39	140.00	96.39	68.85%
Insurance Expense	2,723.10	2,723.00	0.10	0.00%	19,061.70	19,061.00	0.70	0.00%
Snow Removal	2,347.92	20,655.00	(18,307.08)	-88.63%	22,875.41	26,411.00	(3,535.59)	-13.39%
Airfield Lighting Maintenance	0.00	860.00	(860.00)	-100.00%	5,778.13	6,020.00	(241.87)	-4.02%
Maint. Airfield Equipment	15,307.57	5,532.00	9,775.57	176.71%	57,456.02	41,924.00	15,532.02	37.05%
Maint. Equipment Purchase	0.00	388.00	(388.00)	-100.00%	1,456.49	2,716.00	(1,259.51)	-46.37%
Maintenance	716.84	956.00	(239.16)	-25.02%	3,792.45	6,692.00	(2,899.55)	-43.33%
Airfield Grounds Maintenance	0.00	1,479.00	(1,479.00)	-100.00%	2,252.50	10,353.00	(8,100.50)	-78.24%
State Maintenance	0.00	0.00	0.00	0.00%	124,334.00	125,000.00	(666.00)	-0.53%
Vehicle Expense Gas and Oil	6,869.32	4,466.00	2,403.32	53.81%	20,963.94	31,262.00	(10,298.06)	-32.94%
Payroll Processing Fees	259.21	190.00	69.21	36.43%	1,349.71	1,330.00	19.71	1.48%
Travel	148.50	783.00	(634.50)	-81.03%	2,314.10	5,481.00	(3,166.90)	-57.78%
Education	0.00	842.00	(842.00)	-100.00%	3,592.04	5,894.00	(2,301.96)	-39.06%
Dues & Subs	0.00	0.00	0.00	0.00%	2,700.00	1,750.00	950.00	54.29%
Uniforms - Maintenance	2,335.59	688.00	1,667.59	249.64%	4,620.10	4,676.00	(55.90)	-1.20%
Environmental Compliance	2,855.10	658.00	2,197.10	333.91%	14,756.77	4,606.00	10,150.77	220.38%
Emergency Exercises	0.00	0.00	0.00	0.00%	83.19	350.00	(266.81)	-76.23%
800 MHZ Supplies & Mtnc.	10,144.00	5,072.00	5,072.00	100.00%	20,288.00	15,216.00	5,072.00	33.33%
ARFF Equipment	2,783.25	2,286.00	497.25	21.75%	12,513.53	16,002.00	(3,488.47)	-21.80%
ARFF Training Supplies	0.00	1,108.00	(1,108.00)	-100.00%	1,798.04	7,756.00	(5,957.96)	-76.82%
Firearms	0.00	438.00	(438.00)	-100.00%	0.00	3,066.00	(3,066.00)	-100.00%
Hazmat Materials	0.00	250.00	(250.00)	-100.00%	3,707.83	1,750.00	1,957.83	111.88%
Security Access Control	0.00	5,039.00	(5,039.00)	-100.00%	17,084.14	35,275.00	(18,190.86)	-51.57%
Security Background Processing	1,500.00	566.00	934.00	165.02%	4,500.00	3,962.00	538.00	13.58%
Total Airfield Expenses	\$105,507.67	\$119,644.00	(\$14,136.33)	-11.82%	\$774,437.29	\$810,660.00	(\$36,222.71)	-4.47%

Charlottesville Albemarle Airport Authority
Profit & Loss Statement
 For the Seven Months Ending Tuesday, January 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
Terminal Expenses								
Wages	41,384.00	43,446.00	(2,062.00)	-4.75%	345,051.07	319,245.00	25,806.07	8.08%
Overtime - Terminal	5,735.03	10,000.00	(4,264.97)	-42.65%	24,832.32	43,000.00	(18,167.68)	-42.25%
Payroll Taxes	3,422.00	4,126.00	(704.00)	-17.06%	26,568.81	27,591.00	(1,022.19)	-3.70%
Retirement	89.94	3,112.00	(3,022.06)	-97.11%	19,288.52	21,784.00	(2,495.48)	-11.46%
Health Ins./Supp.	8,372.00	8,584.00	(212.00)	-2.47%	59,886.00	60,088.00	(202.00)	-0.34%
Long Term Disability	45.18	41.00	4.18	10.20%	235.05	288.00	(52.95)	-18.39%
Life Insurance	0.00	536.00	(536.00)	-100.00%	3,198.06	3,752.00	(553.94)	-14.76%
Util - Electric	12,213.13	13,200.00	(986.87)	-7.48%	94,051.11	92,400.00	1,651.11	1.79%
Util - Oil	0.00	10,000.00	(10,000.00)	-100.00%	8,058.72	30,000.00	(21,941.28)	-73.14%
Util - Propane	0.00	1,000.00	(1,000.00)	-100.00%	0.00	2,500.00	(2,500.00)	-100.00%
Util - Telephone	837.83	800.00	37.83	4.73%	6,311.13	5,600.00	711.13	12.70%
Util - Water	1,096.57	3,500.00	(2,403.43)	-68.67%	13,728.47	24,500.00	(10,771.53)	-43.97%
Util - Disposal	3,061.93	3,000.00	61.93	2.06%	21,070.65	21,000.00	70.65	0.34%
Insurance Expense	2,678.13	2,678.00	0.13	0.00%	18,746.91	18,746.00	0.91	0.00%
Maintenance	6,545.77	5,000.00	1,545.77	30.92%	66,362.75	35,000.00	31,362.75	89.61%
Maint. Equipment Purchase	0.00	600.00	(600.00)	-100.00%	0.00	4,200.00	(4,200.00)	-100.00%
Relamp	1,991.99	959.00	1,032.99	107.72%	4,904.78	6,713.00	(1,808.22)	-26.94%
Welding Fabrication	0.00	200.00	(200.00)	-100.00%	122.52	1,400.00	(1,277.48)	-91.25%
Terminal Signage	312.00	5,000.00	(4,688.00)	-93.76%	9,284.18	35,000.00	(25,715.82)	-73.47%
Terminal Landscaping	2,261.50	1,180.00	1,081.50	91.65%	4,424.50	8,000.00	(3,575.50)	-44.69%
OSHA Compliance	1,844.47	1,487.00	357.47	24.04%	5,389.31	10,409.00	(5,019.69)	-48.22%
Baggage Claim Maint.	2,614.07	958.00	1,656.07	172.87%	5,530.92	6,706.00	(1,175.08)	-17.52%
Janitorial Supplies	472.41	2,586.00	(2,113.59)	-81.73%	4,054.81	18,102.00	(14,047.19)	-77.60%
Payroll Processing Fees	259.21	190.00	69.21	36.43%	1,349.71	1,330.00	19.71	1.48%
Education - Public Safety	450.00	1,596.00	(1,146.00)	-71.80%	895.00	11,172.00	(10,277.00)	-91.99%
Elevator Escalator Maintenance	8,501.13	3,461.00	5,040.13	145.63%	36,591.77	24,227.00	12,364.77	51.04%
HVAC Maintenance	5,233.34	5,637.00	(403.66)	-7.16%	36,120.78	39,459.00	(3,338.22)	-8.46%
Fids Maintenance	990.00	5,000.00	(4,010.00)	-80.20%	3,560.00	25,000.00	(21,440.00)	-85.76%
KABA Maintenance	0.00	2,083.00	(2,083.00)	-100.00%	0.00	14,581.00	(14,581.00)	-100.00%
Janitorial Contract	12,583.21	12,583.00	0.21	0.00%	72,257.69	88,081.00	(15,823.31)	-17.96%
Emergency Communications	2,441.04	2,467.00	(25.96)	-1.05%	13,600.45	17,269.00	(3,668.55)	-21.24%
Dues & Subs	132.83	255.00	(122.17)	-47.91%	6,922.82	1,785.00	5,137.82	287.83%
Terminal Paging System	0.00	2,375.00	(2,375.00)	-100.00%	0.00	16,625.00	(16,625.00)	-100.00%
Travel - Public Safety	703.04	1,550.00	(846.96)	-54.64%	3,045.78	10,850.00	(7,804.22)	-71.93%
Travel - Operations	0.00	0.00	0.00	0.00%	842.49	750.00	92.49	12.33%
Education - Operations	0.00	0.00	0.00	0.00%	992.00	1,700.00	(708.00)	-41.65%
Uniforms - Public Safety	0.00	600.00	(600.00)	-100.00%	2,938.11	4,200.00	(1,261.89)	-30.04%
Uniforms - CSO	1,584.36	625.00	959.36	153.50%	6,367.03	4,375.00	1,992.03	45.53%
Safety	0.00	1,125.00	(1,125.00)	-100.00%	9,470.96	7,875.00	1,595.96	20.27%
First Aid Supplies	31.62	733.00	(701.38)	-95.69%	773.59	5,131.00	(4,357.41)	-84.92%
Towing Expense	0.00	62.00	(62.00)	-100.00%	185.00	434.00	(249.00)	-57.37%
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%	277,666.41	277,669.00	(2.59)	0.00%

2017 Profit and Loss
 Profit and Loss Statement

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Profit & Loss Statement
 For the Seven Months Ending Tuesday, January 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
\$167,554.36	\$202,002.00	(\$34,447.64)	-17.05%	\$1,215,105.90	\$1,356,537.00	(\$141,431.10)	-10.43%
Total Terminal Expenses							

Charlotteville Albemarle Airport Authority
Profit & Loss Statement
 For the Seven Months Ending Tuesday, January 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	40,039.37	44,116.00	(4,076.63)	-9.24%	308,428.80	330,871.00	(22,442.20)	-6.78%
Overtime - Admin	164.01	5,200.00	(5,035.99)	-96.85%	6,472.15	18,400.00	(11,927.85)	-64.83%
Payroll Taxes	2,982.26	3,803.00	(820.74)	-21.58%	20,932.03	26,931.00	(5,998.97)	-22.28%
Retirement	0.00	3,381.00	(3,381.00)	-100.00%	18,202.77	23,667.00	(5,464.23)	-23.09%
Health Ins./Supp.	3,436.00	3,859.00	(423.00)	-10.96%	24,052.00	27,013.00	(2,961.00)	-10.96%
Long Term Disability	0.00	19.00	(19.00)	-100.00%	0.00	134.00	(134.00)	-100.00%
Life Insurance	0.00	572.00	(572.00)	-100.00%	3,121.97	4,004.00	(882.03)	-22.03%
Util - Telephone	1,764.37	1,466.00	298.37	20.35%	10,076.06	10,262.00	(185.94)	-1.81%
Insurance Expense	1,959.93	1,972.00	(12.07)	-0.61%	15,911.99	13,804.00	2,107.99	15.27%
Office Supplies	815.07	792.00	23.07	2.91%	5,953.97	5,544.00	409.97	7.39%
Office Expenses	3,709.83	1,794.00	1,915.83	106.79%	15,358.64	12,558.00	2,800.64	22.30%
Payroll Processing Fees	259.22	190.00	69.22	36.43%	1,349.72	1,330.00	19.72	1.48%
Travel-Admin & Marketing	1,024.52	2,083.00	(1,058.48)	-50.82%	18,418.08	15,581.00	2,837.08	18.21%
Education	199.00	750.00	(551.00)	-73.47%	2,460.12	5,250.00	(2,789.88)	-53.14%
Computer Expense	4,365.20	8,269.00	(3,903.80)	-47.21%	39,991.26	57,887.00	(17,895.74)	-30.91%
Equipment Lease	0.00	500.00	(500.00)	-100.00%	2,743.00	3,500.00	(757.00)	-21.63%
Dues & Subs-Admin & Marketing	945.00	1,050.00	(105.00)	-10.00%	4,175.00	7,350.00	(3,175.00)	-43.20%
Bad Debt Expense	0.00	0.00	0.00	0.00%	25.00	0.00	25.00	0.00%
Banking Fees	0.00	0.00	0.00	0.00%	36.00	300.00	(264.00)	-88.00%
Service Fees	0.00	0.00	0.00	0.00%	171.57	0.00	171.57	0.00%
Human Resources	2,075.23	1,647.00	428.23	26.00%	10,196.59	11,754.00	(1,557.41)	-13.25%
Meeting Expense	450.77	258.00	192.77	74.72%	2,090.71	1,806.00	284.71	15.76%
Postage	520.99	0.00	520.99	0.00%	1,049.33	1,125.00	(75.67)	-6.73%
Shipping	57.56	200.00	(142.44)	-71.22%	1,186.03	1,400.00	(213.97)	-15.28%
Miscellaneous Expenses	25.00	0.00	25.00	0.00%	25.00	0.00	25.00	0.00%
Professional Fees	382.12	11,950.00	(11,567.88)	-96.80%	44,620.83	83,650.00	(39,029.17)	-46.66%
Advertising & Promotions	28,545.22	21,358.00	7,187.22	33.65%	144,414.40	185,946.00	(41,431.60)	-22.29%
Special Events	0.00	1,315.00	(1,315.00)	-100.00%	3,485.87	9,205.00	(5,719.13)	-62.13%
Air Service Development	5,500.00	18,000.00	(12,500.00)	-69.44%	19,437.57	61,500.00	(42,062.43)	-68.39%
Total Admin. Expenses	\$99,220.67	\$134,544.00	(\$35,323.33)	-26.25%	\$724,386.46	\$920,672.00	(\$196,285.54)	-21.32%
Total Operating Expenses	\$464,425.36	\$560,920.00	(\$96,494.64)	-17.20%	\$3,413,962.39	\$3,816,578.00	(\$402,615.61)	-10.55%
Net Inc. Bef. Other Income	64,795.68	(65,789.00)	130,584.68	-198.49%	193,365.33	(103,792.00)	297,157.33	-286.30%
Other Income:								
Coverage Fund	17,706.42	17,706.42	0.00	0.00%	123,944.94	123,944.94	0.00	0.00%
Net Inc. Aft. Other Income	\$82,502.10	(\$48,082.58)	\$130,584.68	-271.53%	\$317,310.27	\$20,152.84	\$297,157.33	1474.51%
Other Expense:								
Depreciation & Amort.								
2017 Profit and Loss								
Profit and Loss Statement								

Depreciation & Amort.
 2017 Profit and Loss
 Profit and Loss Statement

Charlotteville Albemarle Airport Authority
Profit & Loss Statement
 For the Seven Months Ending Tuesday, January 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
Deprec. & Amort.	\$339,320.74	\$0.00	\$339,320.74	0.00%	\$2,377,441.53	\$0.00	\$2,377,441.53	0.00%
Net Inc. (Loss) After D & A	(\$256,818.64)	(\$48,082.58)	(\$208,736.06)	434.12%	(\$2,060,131.26)	\$20,152.94	(\$2,080,284.20)	-10322.48%

Charlottesville-Albemarle Airport Authority
Statement of Net Position
Fiscal Year 2017

	December	January	Change	%
Assets				
Current Assets:				
Unrestricted Assets:				
Cash and cash equivalents	725,070	721,482	(3,588)	-0.49%
Prepaid Insurance	47,783	39,774	(8,009)	-16.76%
Prepaid Insurance - Rental Car Facility	2,243	1,839	(404)	-18.01%
Prepaid Expenses	34,586	34,586	0	0.00%
Prepaid Contract	11,250	9,375	(1,875)	-16.67%
Accounts receivable-net	228,191	256,479	28,288	100.00%
Due From Restricted Funds	913,188	913,188	0	0.00%
Total Unrestricted Assets	1,962,311	1,976,723	14,412	0.73%
Non Current Assets				
Restricted Assets:				
Capital Funds:				
Cash and cash equivalents	169,064	155,018	(14,046)	-8.31%
Receivables	526,855	526,855	0	0.00%
Passenger Facility Charge Funds:				
Cash and cash equivalents	1,021,534	1,118,772	97,238	9.52%
Rental Car Facility Charge Funds:				
Cash CFC Fund	403,657	421,021	17,364	4.30%
Cash CFC General Fund	997,051	993,468	(3,583)	-0.36%
Cash QTA Maintenance Fund	783,425	783,692	267	0.03%
Receivables	38,850	10,871	(27,979)	-72.02%
State Entitlement Funds:				
Cash and cash equivalents	5,287,308	5,289,104	1,796	0.03%
Revenue Bond Funds:				
Investments	152,212	152,264	52	0.03%
Cash VRA Escrow:				
Total restricted assets	9,379,956	9,451,065	71,109	0.76%
Non-Current Assets				
Restricted Assets				
Revenue Bond Funds				
Cash and Cash Equivalents	147,208	152,546	5,338	3.63%
Capital Assets				
Land	17,216,527	17,216,527	0	0.00%
Buildings, improvements and equipment, net of depreciation	77,227,439	76,893,790	(333,649)	-0.43%
Master plan and amortization	114,710	109,038	(5,672)	-4.94%
Construction in progress	2,195,981	2,400,965	204,984	9.33%
Total Capital Assets (net of accu. deprec.)	96,754,657	96,620,320	(134,337)	-0.14%
Total Non-Current Assets	96,901,865	96,772,866	(128,999)	-0.13%
Total ASSETS	108,244,132	108,200,654	(43,478)	-0.04%
Deferred Outflows of Resources				
Loss on refunding of debt	206,909	206,909	0	0.00%
Pension Contributions	151,148	151,148	0	0.00%
Total deferred outflows of resources	358,057	358,057	0	0.00%
Total Assets and Deferred Outflows	108,602,189	108,558,711		

Charlottesville-Albemarle Airport Authority
Statement of Net Position
Fiscal Year 2017

	December	January	Change	%
Liabilities, Deferred Inflows and Net Position				
Current Liabilities				
Payable From Unrestricted Assets:				
Accounts payable	696,744	670,618	(26,126)	-3.75%
Accrued Payroll	71,031	71,031	0	0.00%
Accrued leave	117,140	117,140	0	0.00%
A/P Security dep/perf. bonds	32,667	32,667	0	0.00%
Total Current Liabilities from Unrestricted Assets	917,582	891,456	(26,126)	-2.85%
Payable from Restricted Assets:				
Accrued Interest	18,203	18,203	0	0.00%
Due to Unrestricted Funds	913,188	913,188	0	0.00%
Retainage payable	29,758	31,762	2,004	0.00%
Capital Accounts Payable	8,638	184,872	176,234	2040.22%
Total Current Liabilities from Restricted Assets	969,787	1,148,025	178,238	18.38%
Non-Current Liabilities:				
Revenue bonds payable, net of unamortized				
bond discount	4,000,801	4,000,801	0	0.00%
N/P 2006 VRA Debt Service	260,497	260,497	0	0.00%
Due to VDOA Bridge Loans	734,882	734,882	0	0.00%
Net Pension Liability	832,517	832,517	0	0.00%
Total Non-Current Liabilities	5,828,697	5,828,697		
Total liabilities	7,716,066	7,868,178	152,112	1.97%
Deferred Inflows of Resources				
Pension Expenses	114,718	114,718	0	0.00%
Net Position				
Invested in Capital Assets	91,965,386	91,831,049	(134,337)	-0.15%
Restricted:	8,575,580	8,473,789	(101,791)	-1.19%
Unrestricted:	230,439	270,977	40,538	17.59%
Total Net Position	100,771,405	100,575,815	(195,590)	-0.19%
Total Liabilities, Deferred Inflows and Net Position	108,602,189	108,558,711	(43,478)	-0.04%



Operating Statistics-Fiscal Year 2017

	December 2016		FYTD 2017		FYTD 2016		Calendar Year											
	2016	2015	2017	2016	2016	2016	FY 2015	FY 2014	2013	2012	2011	2010	2009	2008	2007	2006		
Aircraft Operations																		
<i>Itinerant:</i>																		
Air Carrier/Taxi	1,882	1,536	23%	11,707	9,603	22%	20,049	20,214	17,382	17,493	18,615	19,412	20,675	23,640	21,394	20,756		
General Aviation	1,785	1,485	20%	13,238	11,576	14%	28,782	30,785	31,024	33,561	38,394	41,394	39,288	39,886	33,918	31,074		
Military	182	125	46%	1,110	840	32%	1,883	1,881	2,034	2,297	1,754	1,984	1,831	1,773	1,378	1,235		
<i>Local:</i>																		
General Aviation	804	954	-16%	7,010	6,826	3%	19,525	20,040	18,809	20,324	20,486	17,294	18,075	20,013	17,584	14,711		
Military	278	218	28%	2,033	1,344	51%	3,754	4,147	3,457	4,063	3,118	3,087	3,354	2,916	2,032	1,877		
Total Operations	4,931	4,318	14%	35,098	30,189	16%	73,993	77,067	72,706	77,738	82,367	83,171	83,223	88,228	76,306	69,653		
Enplaned Passengers	24,550	23,270	6%	157,268	145,788	8%	261,631	238,398	227,874	232,571	215,869	196,060	177,659	168,966	185,689	185,182		
Deplaned Passengers	22,591	21,352	6%	155,687	144,493	8%	261,168	232,164	226,294	231,466	213,692	195,867	177,160	168,971	182,344	181,819		
Enplaned Load Factor	79%	86%	-8%	81%	84%	-4%	81%	78%	76%	74.82%	72%	69%	65%	56%	59%	56%		
Available Seats	31,089	27,211	14%	193,454	172,971	12%	322,555	307,522	299,226	310,789	299,182	286,136	294,076	299,343	314,081	333,417		
Parking Revenue	236,971	222,582	6%	1,611,401	1,529,742	5%	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	2,869	4,094	-30%	25,242	29,772	-15%	51,552	56,862	55,862	60,275	62,519	69,178	71,860	79,189	93,676	99,679		
GA/Corporate Jet-A	71,645	60,674	18%	520,391	506,993	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		
Military Jet-A	4,856	3,064	58%	30,062	24,778	21%	66,988	63,084	72,238	86,510	53,611	73,901	67,114	71,542	56,538	39,571		
Airline	222,565	195,065	14%	1,207,165	1,174,085	3%	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		
Total Fuel	301,935	262,897	15%	1,782,860	1,735,628	3%	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		
Food/Beverage/Retail																		
Tailwinds, LLC.	110,455	104,433	6%	727,164	439,532	65%	0	0	0	0	0	0	0	0	0	0		
Rental Car Revenue*	597,865	540,895	11%	4,906,084	4,404,854	11%	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



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: March 15, 2017

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

RECOMMENDATION: For the Board to a) re-appoint the 2017 Audit Committee by approving Resolution No: 2017-3 “Re-appointment of the 2017 Membership of the Audit Committee and b) approve Resolution No. 2017-4 “Executive Director Authorization to Award the Professional Audit Services Contract”

BACKGROUND: On March 3, 2017, Victor Schiller resigned his position on the Airport Commission. In so doing, he also resigned from his position on the Audit Committee. During the Commission’s March 13th meeting the vacant position on the Audit Committee will be discussed and recommendations for appointment will be requested. Attached is a proposed resolution re-appointing the 2017 membership of the Audit Committee which will be discussed.

In April 2012, the Authority issued a Request for Proposals (RFP) for Professional Audit Services. Following that RFP process, the Authority entered into a contract for auditing services with Robinson, Farmer & Cox Associates. The term of this contract was for one year with four annual renewal options. The last renewal option of this contract was exercised when the Authority authorized them to perform the FY16 Comprehensive Annual Financial Audit. One of the duties assigned to the Audit Committee is that they oversee the RFP process for audit services and then make recommendations to the Board for the award of the related contract.

Working with Penny Shifflett, the Audit Committee issued a RFP for Professional Audit Services on March 1, 2017. 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 prepare and perform the FY-17 annual audit, the Board should award the new audit service contract in April. Due to the timing of the RFP process and the Board’s meeting schedule, 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 by authorizing the attached Resolution No. 2017-4 “Executive Director Authorization to Award the Audit Service Contract”. If approved, this resolution will require the Executive Director to share the Audit Committee’s recommendation to the Board members upon completion of the RFP review process. If the Board members concur with the Audit 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 Professional Audit Services Contract.

PRIOR ACTION: N/A

FUNDING: N/A

FINANCIAL IMPACT: N/A

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”

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 15th day of March, 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 Contact; 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: _____

No: _____

Certified:

By: _____
Melinda Crawford, Secretary



March 2017

1. Executive Director's Update

- a. Personnel Issues – With the recent retirement of Bill Pahuta, the position title of the vacant “Deputy Executive Director” position has been changed and a national search is underway for the newly titled “Director of Operations and Maintenance” position.
- b. Parking Update and Funding of Parking Improvements - To be provided.
- c. Budget Timeline –Presentation of proposed 6-year ACIP: The proposed 6-year Capital Budget will be presented for Board review. Discussion to be provided. Staff is also working on the FY-18 Operating Budget. In the April-May timeframe, staff will complete the proposed Operating Budget and present the corresponding rates/charges to the airlines for review. The proposed Operating Budget will then be presented to the Board in early May for review. The final approval of the FY-2018 Capital and Operating Budget will take place at the Board's May meeting.
- d. Construction Update –
 - a. Ingress/ Egress step replacement project - The southern set of steps is substantially complete and should be open in the next two weeks. The northern set of steps is scheduled to be completed in April.
 - b. Ingress/Egress ADA ramp system project – The design of this project is anticipated to be complete in the April/May timeframe.
 - c. Ramp Expansion Design project – The engineering estimate for this project is currently being reviewed by the independent fee estimator as per FAA requirements.
 - d. Land Acquisition project – An appraisal has been completed and an environmental phase I review is currently underway.
 - e. Chiller improvement project – The replacement of the terminal's 25-year old cooling tower was completed in March.
 - f. Runway/Taxiway Rehab project – The contractor has completed the preliminary survey work for the project, and the overnight runway work remains on schedule to begin in June 2017.
- e. Marketing and Air Service Update – To be provided.
- f. Virginia Department of Aviation – Recent events to be discussed.

CHARLOTTEVILLE-ALBEMARLE AIRPORT AUTHORITY									
Six Year Capital Plan									
November 16, 2016									
AIP Projects									
Stimulus									
PROJECT	TOTAL COST	FAA DISC	FAA ENT	DISC	STATE ENT	PFC Ent Reimb	AUTHORITY		
FAA entitlements carried forward									
FISCAL YEAR 2019:									
SRE Building/Maintenance Modification -design	200,000				160,000		40,000		
Terminal Mod/Gate 5 Elevator Design	348,125				278,500		69,625		
Replace Baggage Claim Device (Inbound)	500,000				400,000		100,000		
Replace Out Bound Baggage Belts	200,000				160,000		40,000		
Fire Suppression	200,000				160,000		40,000		
Roadway, Lighting/Signage Rehab-Design	200,000				160,000		40,000		
Replace/Upgrade ARFF Vehicle	1,015,000		913,500		101,500				
Fencing Project	1,000,000		900,000		100,000				
GA Ramp Improvements	1,500,000			1,200,000			300,000		
Emergency Generator-Phase 1	600,000				480,000		120,000		
Marketing Vehicle	70,000						70,000		
Replace Parking Vehicle (Tahoe)	45,000						45,000		
Terminal Technology Phase II	100,000						100,000		
	5,878,125		1,813,500	1,200,000	2,000,000		864,625		
	100%	0%	30%	20%	33%	0%	16%		
FAA entitlements carried forward									
FAA entitlements available for FY									
			2,000,000		\$ 2,000,000	\$ 1,100,000			
FAA entitlements carried forward									
			188,500			1,100,000			
FISCAL YEAR 2020:									
Master Plan Update	1,222,222		1,100,000		122,222		800,000		
Terminal Modification Gate 5/Elevator Vehicle Replacement	4,000,000			2,000,000	1,200,000		50,000		
Terminal Technology	50,000						50,000		
Terminal Roof Rehab	500,000				400,000		100,000		
Generator Phase 2	500,000						100,000		
Airport wide security upgrade	1,000,000		800,000		100,000		2,000		
Weapons Replacement	10,000				8,000		400,000		
Roof Replacement QTA	400,000						400,000		
	7,792,222		2,000,000	2,000,000	1,830,222	400,000	1,502,000	18%	
	100%	0%	26%	26%	24%	5%			
FAA entitlements carried forward									
			188,500			1,100,000			
FAA entitlements available for FY									
			2,000,000		2,000,000	1,100,000			
FAA entitlements carried forward									
			188,500		169,778	1,800,000			

1:16 yr ACIP Board approved 011817 Penny Actuals Melinda changes

