



Charlottesville Albemarle Airport Authority Board Special Meeting
Friday, June 16, 2017 @ 10:00am
Albemarle County Office Building
401 McIntire Road - County Executive Conference Room #228-B (2nd floor)

AGENDA

Call to Order:

Approval of minutes from May 17, 2017 meeting.

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. Approve FY 2018 Operating Budget and 6-Year ACIP.
2. Amend FY 2017 Capital Budget.
3. Approve Parking Rate Adjustment.
4. Approve Resolution No. 2017-5 "Executive Director Authorization to Award the Engineering WO for 2017 Parking Expansion Project".

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).

Next Scheduled Meeting: Wednesday, July 19, 2017, 10:30 a.m., Airport Lower Level Conference Room

Adjourn:



Joint Meeting of the Charlottesville-Albemarle Airport Commission and the
Charlottesville-Albemarle Airport Authority Board
Wednesday, May 17, 2017 10:30 a.m.
At the City of Charlottesville's Basement Conference Room

MINUTES

I. CALL TO ORDER:

- a. Commission:** 10:34 a.m.
 - i. Members Present: Mr. Chris Engel, Mr. Don Long, Mr. Brian Campbell, Mr. Addison Barnhardt, Mr. Michael Prichard
 - ii. Members Absent: John Post, Vacant Position (Victor Schiller resigned Jan 2017)
- b. Board:** 10:34 a.m.
 - i. Members Present: Mr. Maurice Jones, Mr. Don Long
 - ii. Members Absent: Lee Catlin
- c. Staff Present:** Melinda- Executive Director; Penny Shifflett-Director of Finance; Jason Burch-Director of Marketing and Air Service; Stirling Williams- Director of Landside Operations; Samantha Varner- Administrative Assistant; Andrew Gore- Assistant City Attorney.

MATTERS FROM THE PUBLIC: None

II. COMMISSION BUSINESS:

- a. Approval of minutes:**
 - i. Mr. Engel moved to approve the minutes of the March 13, 2017 meeting, Mr. Long seconded

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

- a. Parking expansion options were presented and discussed.**
 - i. Recommendation: Proceed with modified Option #2 (expand the long-term parking lot by 2 rows to the east which will net approximately 200 spaces) and Option #3 (expand the current economy lot to the east which will net approximately 94 spaces) while also studying the cost and permitting requirements of Option #1 (expansion of the long-term parking lot to the North).
 - ii. Mr. Jones moved to approve staff's recommendation, Mr. Long seconded. Motion Passed.

IV. AIRPORT AUTHORITY BOARD BUSINESS:

- a. Approval of minutes:**
 - i. Mr. Jones moved to approve the minutes of the March 15th meeting, Mr. Long seconded.
- b. Consent Agenda:**
 - i. March 31, 2017 (unaudited).
 - ii. Airport Statistics
 - iii. Mr. Jones moved to approve the consent agenda, Mr. Long seconded. Motion Passed.
- c. Action Items:**
 - i. Appoint 2017 Audit Committee Membership.

1. Mr. Barnhardt indicated his willingness to represent the Commission on the Audit Committee. Mr. Jones made a motion to appoint Mr. Barnhardt to the open audit committee position, Mr. Long seconded. Motion passed.
 - ii. Approve FY 2018 Operating Budget and 6-year ACIP.
 1. Budget was presented and discussed. Voting on this item was postponed and will take place at the next Board meeting.
 - iii. Amend FY 2017 Capital Budget. Voting was postponed on this item and will take place at the next Board meeting.
 - iv. Approve Parking Rate Adjustment
 1. Various parking rate scenarios were discussed. Voting on the item was postponed, and the Board requested staff to present a couple of different pricing scenarios at the next meeting.
 - v. Approve Resolution No. 2017-5 "Executive Director Authorization to Award the Engineering WO for 2017 Parking Expansion Project."
 1. Voting on the item was postponed until the next Board meeting. Postponed.
 - vi. Release of Authority Property
 1. Mr. Jones motioned to authorize staff to proceed with preliminary tasks required prior to the release of Authority property. Any request to release Authority property will be brought back to the Board for approval. Mr. Long seconded the motion. Motion Passed.
- d. Executive Director's Report was provided.

ADJORNMENT 11:49 a.m.

- a. Next Commission Meeting: Monday, July 17, 2017, 4:00 p.m., Airport Lower Level Conference Room
- b. A Special Board Meeting will be held in June for the consideration of items postponed above.
- c. Next scheduled Board Meeting: Wednesday, July 19, 2017, 10:30 a.m., Airport Lower Level Conference Room.

V. CLOSED SESSION:

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

For the discussion and consideration of the performance and salary of the Executive Director 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' of industry's interest in locating or expanding its facilities in the community pursuant to VA Code 2.2-3711 (A) (5).

Action: This closed session was postponed until the next Board meeting.

Approved Minutes: 6/16/2017



TO: Members of the Charlottesville-Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: June 16, 2017

SUBJECT: Action Item #1: Approval of the FY18 Operating and 6 Year Capital Improvement Budget

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

BACKGROUND: The 6 year ACIP was presented to the Board in March 2017 for preliminary review and to ensure that the listed projects would not pose any issues with related governing bodies. The FY 18 Operating Budget was presented and discussed at the May 17, 2017 meeting for review and consideration.

PRIOR ACTION: March 2017 – the 6-Year Airport Capital Improvement Plan was presented for review.
May 2017 – the FY-18 Operating Budget was presented for review.

FUNDING: N/A

FINANCIAL IMPACT: N/A

ATTACHMENTS: 1) FY18 Operating and 6 YR ACIP

PRESENTATION: None



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

Dear Honorable Members of the Charlottesville Albemarle Airport Authority:

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

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

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

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

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

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

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

Respectfully submitted,

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

Charlottesville-Albemarle Airport Authority
FY 2018 Operating Budget

SUMMARY

	Budget 2017	Proposed Budget 2018	% change
Revenues:			
Terminal	2,015,478	2,146,740	6.5%
Airfield	1,281,068	1,329,271	3.8%
Parking	3,328,697	4,116,744	23.7%
Indirect	77,119	81,200	5.3%
<i>Total Revenues</i>	6,702,361	7,673,955	14.5%
Expenses:			
Terminal	2,342,187	2,387,718	1.9%
Airfield	1,284,442	1,329,271	3.5%
Parking	1,262,370	1,860,224	47.4%
Indirect	1,600,885	1,884,265	17.7%
<i>Total Expenses</i>	6,489,884	7,461,478	15.0%
Net Income¹	212,477	212,477	0.0%

¹Net Income flows to Revenue Covenant Coverage Fund & appropriated:

Cov. Fund/Ent.Match	212,477	212,477
---------------------	---------	---------

Charlottesville-Albemarle Airport Authority

FY 2018 Operating Budget

NONAIRLINE REVENUES

	Actual FY 2015	Actual FY 2016	Budgeted FY 2017	YTD FY17	Est FY17	Proposed FY 2018	% Diff.
TERMINAL:							
FAA Service Rent	\$43,278	\$45,193	\$45,515	\$34,136	\$45,515	\$41,722	-8.3%
TSA Lease	32,065	33,928	35,923	26,954	\$35,939	\$36,108	0.5%
Rental Car Concessions	875,844	939,012	985,000	569,999	\$985,000	984,998	0.0%
Ground Transportation Fees	24,000	24,000	24,000	18,000	\$24,000	24,000	0.0%
Rental Car QTA Land Lease	53,460	53,460	56,133	42,102	\$56,136	56,133	0.0%
Advertising Concession	50,870	59,744	57,600	54,318	\$72,424	150,000	160.4%
Food & Gift Concession	31,892	70,536	62,100	66,977	\$89,303	89,640	44.3%
Misc. Concession Rev.	2,190	2,000	2,000	2,751	\$3,000	2,000	0.0%
ATM Concession	7,476	7,476	7,476	5,607	\$7,476	7,476	0.0%
Maintenance Work Order Revenue	59	107		0	\$0		
State Maintenance Revenue	0	0	0	0	\$0	0	#DIV/0!
State Ent. Debt Serv Reimb	150,000	50,000	50,000	50,000	\$50,000	50,000	0.0%
Terminal Revenues	\$1,271,134	\$1,285,456	\$1,325,747	\$870,844	\$1,368,792	\$1,442,077	8.8%
Plus Calculated Airline Terminal Re	\$578,461	\$448,984	\$689,731	\$357,941	\$690,111	\$704,663	2.2%
Total Terminal Revenues	\$1,849,595	\$1,734,440	\$2,015,478	\$1,228,785	\$2,058,903	\$2,146,740	6.5%
AIRFIELD:							
Charter Revenue	\$16,042	\$19,133	\$15,000	\$19,476	\$25,968	\$19,920	32.8%
Ground Rent	86,733	89,276	88,517	71,367	\$95,156	90,347	2.1%
FBO Revenue	335,265	444,422	445,270	332,214	\$442,952	445,932	0.1%
A/W Fuel Flowage	8,154	8,029	7,500	2,760	\$3,680	7,500	0.0%
State Maintenance Revenue	42,557	62,748	100,000	0	\$0	0	-100.0%
Misc. Revenue	1,235	8,775	4,500	3,698	\$4,931	4,500	0.0%
Access Control ID Fees	6,187	16,900	7,500	10,234	\$13,645	13,200	76.0%
Airfield Revenues	496,173	649,283	668,287	439,749	586,332	581,399	-13.0%
Plus Airline Landing Fees	528,725	575,993	612,780	546,952	\$729,269	747,872	22.0%
Total Airfield Revenues	\$1,024,898	\$1,225,276	\$1,281,067	\$986,701	\$1,315,601	\$1,329,271	3.8%
PARKING:							
Parking Revenues	\$2,908,050	\$3,082,671	\$3,324,497	\$2,468,580	\$3,291,440	\$4,110,744	23.7%
Parking Permits-Tenants	3,790	4,185	3,600	4,140	\$5,520	5,400	50.0%
Crew Parking U.S. Air	54,750	36,800	0	0	\$0	0	#DIV/0!
Misc. Fees	5,792	655	600	2,875	\$3,833	600	0.0%
Total Parking Revenues	\$2,972,382	\$3,124,311	\$3,328,697	\$2,475,595	\$3,300,793	\$4,116,744	23.7%
ADMINISTRATIVE:							
Operating Interest	\$8,493	\$6,473	\$8,000	\$2,628	\$3,504	\$5,040	-37.0%
Miscellaneous Income	2,606	12,520	500	97	\$129	500	0.0%
State Promotion Grant	2,050	1,795	25,000	4,000	\$4,000	25,000	0.0%
State Air Service Grant	9,338	20,000	20,000	6,050	\$20,000	20,000	0.0%
QTA Staff Reimbursement	15,636	17,352	23,619	17,712	\$23,616	30,660	29.8%
Administrative Revenues	\$38,123	\$58,140	\$77,119	\$30,487	\$51,249	\$81,200	5.3%
Total Revenues	\$5,884,998	\$6,142,167	\$6,702,361	\$4,721,568	\$6,726,547	\$7,673,955	14.5%

Charlottesville-Albemarle Airport Authority

FY 2018 Operating Budget

OPERATING EXPENSES

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

Charlottesville-Albemarle Airport Authority
FY 2018 Operating Budget
OPERATING EXPENSES

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

Charlottesville-Albemarle Airport Authority
FY 2018 Operating Budget
OPERATING EXPENSES

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

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

OPERATING EXPENSES

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

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

Debt Service

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

Charlottesville-Albemarle Airport Authority
FY 2018 Operating Budget

ALLOCATION OF NET ADMINISTRATIVE O&M EXPENSES

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

Charlottesville-Albemarle Airport Authority
FY 2018 Operating Budget

LANDING FEE

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

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

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

1) Type 1 (includes Ticket Counter, Outbound Bag, Airline Offices)
2) Type 2 (includes Holdroom, Baggage Claim, Baggage Office)

*Charlottesville-Albemarle Airport Authority
FY 2018 Operating Budget*

COST PER ENPLANEMENT

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

Charlotteville-Albemarle Airport Authority
FY 2018 Operating Budget

ACTIVITY

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

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

CHARLOTTEVILLE-ALBEMARLE AIRPORT AUTHORITY

Six Year Capital Plan

April 1, 2017

AIP Projects

PROJECT	TOTAL COST		FAA		DISC	STATE ENT		PFC ENT REIMB		AUTHORITY	
	COST	DISC	ENT	DISC		ENT	DISC	ENT	DISC	ENT	CASH
FISCAL YEAR 2018:											
Air Carrier Ramp -North & Ramp lighting Upgrade- Constr	4,000,000		2,000,000			1,620,000				480,000	
Air Carrier Ramp - Expand to south Design and Const	400,000					320,000				80,000	
Real Property Acquisition	1,748,694		1,574,635			174,959					
Real Property Acquisition - this amount is the balance of the purchase less AIP grant	550,406							440,324		110,081	
Rehab N. Center Pking Stps to ADA Ingress/Egress Ramp Des&Construc	800,000					304,470		335,530		160,000	
LITST Parking Rehab/Economy Seal - Design&Construct	1,500,000									1,500,000	
Covered Sidewalks (Ingress and egress from lots)	600,000									600,000	
Surface Lot Expansio/ Rev Tracking Equip upgrade	12,000,000									12,000,000	
Covered Ticket Spillars Parking	100,000									100,000	
Rehabilitate Landside Parking Area Lighting & Lot Markers (lump	200,000									200,000	
Escalators Replacement Gate 5	500,000							400,000		100,000	
Old Firehouse rehab	40,000									40,000	
Gutter Replacement for Old Terminal (Firehouse)	16,000					32,000				6,000	
Charging Stations for Passengers' Electronic Devices Gates 1-4	100,000					12,800				3,200	
Eligible service contracts, ramp markings, and airfield maintenance	300,000							80,000		20,000	
Escalators Replacement Gate 1A	500,000					240,000				60,000	
Terminal and Landside Improvements (wayfinding and fixtures)	200,000							400,000		100,000	
Energy Modification - Windows	100,000							160,000		40,000	
Security System Upgrade Phase 2	100,000							80,000		20,000	
Air Carrier Ramp Pax Walkway	500,000							80,000		20,000	
Replace Admin Vehicle (Impala replacement)	40,000							400,000		100,000	
ARFF Kitchen/training room rehab	200,000									40,000	
State Entitlement Debt Service (VDA Portion)	50,000					50,000				200,000	
Internal radio upgrade	30,000					24,000				6,000	
Scissor Lift	65,000					52,000				13,000	
GA Ramp Improvements	1,500,000							1,200,000		300,000	
Self Contained Breathing Apparatus Replacement (NIFPA)	90,000									18,000	
LED Equipment	112,500					72,000				22,500	
Emergency Generator-Phase 1	375,000					300,000				75,000	
Kid Center(s)	25,443					20,364				5,089	
Lower level concourse business center and modify gate 1	325,000					280,000				85,000	
Skid Steer Loader Roadway	60,000					48,000				12,000	
Terminal Technology	80,000					64,000				16,000	
FISCAL YEAR 2018:	27,208,943		3,574,635	13%	1,200,000	3,584,563	13%	2,375,854	9%	16,473,870	61%
	100%	0%	13%	4%	13%	4%	9%	61%			

N:\Budgets & Capital Plans\FY 2018 Budget\FY18 Capital Budget\April 1 2017 revised 6 yr ACIP CHO submitted to VDOA and FAA

CHARLOTTEVILLE-ALBEMARLE AIRPORT AUTHORITY

Six Year Capital Plan

April 1, 2017

AIP Projects

PROJECT	TOTAL COST	FAA		DISC	STATE		PFC ENT REIMB	AUTHORITY	PFC CASH
		DISC	ENT		ENT	ENT			
FISCAL YEAR 2018:									
SRE Building/Maintenance Modification -design	200,000				160,000			40,000	
Master Plan Update	1,000,000		900,000		100,000				
Relocate ARFF Facility Design	444,444		400,000		44,444				
Repayment of 3 VDOA Bridge Loans Land, EA, Obstruction	761,488		885,339		76,149				
Entrance Door Replacement (3 sets of Automated Doors)	150,000				120,000			30,000	
Jet Bridge Refurbishment	200,000				160,000			40,000	
Terminal Mod/Gate 5 Elevator Design	360,000				280,000			70,000	
Replace Baggage Claim Device (inbound)	400,000				320,000			80,000	
Replace Out Bound Baggage Belts	200,000				160,000			40,000	
Fire Suppression	200,000				160,000			40,000	
Rental counter rehab	300,000							300,000	
Airline Ticketing counter rehab	500,000							500,000	
Emergency Generator-Phase 1	600,000				480,000			120,000	
Eligible service contracts, ramp markings, and airfield maintenance	300,000						240,000	60,000	
Marketing Vehicle	70,000							70,000	
Replace Ops Vehicle	40,000							40,000	
Replace Maintenance Vehicle Unit 12 9X?	40,000							40,000	
Terminal Technology Phase	100,000				80,000			20,000	
FISCAL YEAR 2018:	5,855,932	0%	1,885,339	0%	2,140,593	37%	240,000	1,480,000	25%

CHARLOTTEVILLE-ALBEMARLE AIRPORT AUTHORITY

Six Year Capital Plan

April 1, 2017

AIP Projects

PROJECT	TOTAL COST		FAA		DISC	STATE ENT		DISC	PFC ENT REIMB		AUTHORITY	PFC CASH
FISCAL YEAR 2020:												
Relocate ARFF building	3,000,000			1,114,661		1,331,406			201,835		352,298	
Vehicle Replacement	50,000										50,000	
Terminal Technology	50,000										50,000	
Terminal Roof Rehab	500,000					400,000					100,000	
Roadway, Lighting/Signage Rehab-Design	200,000					100,000			60,000		40,000	
Eligible service contracts, ramp markings, and airfield maintenance	350,000					208,000			72,000		70,000	
Airport wide security upgrade Phase 1	1,000,000			900,000		100,000					45,000	
Replace Parking Vehicle (Tahoe)	45,000										400,000	
Roof Replacement QTA	400,000										400,000	
FISCAL YEAR 2020:	5,565,000		0%	2,014,661	0%	2,136,406	38%	0%	333,635	6%	1,107,298	20%
FISCAL YEAR 2021:												
Roadway, Lighting/Signage Rehab-Construction Phase 1	1,300,000			415,399		686,155					198,446	
Terminal Modification Gate 5/Elevator	4,000,000				2,308,035	891,985					800,000	
Replace/Upgrade ARFF Vehicle	860,734			864,661		95,073						
Heating and Cooling upgrade (oil heater replacement)	500,000								400,000		100,000	
Eligible service contracts, ramp markings, and airfield maintenance	300,000					185,807			54,193		60,000	
Tractor Replacement	80,000					44,000			20,000		16,000	
Vehicle Replacements (2)	75,000										75,000	
Fencing Project	800,000			720,000		60,000						
Terminal Technology	50,000										50,000	
Mower Replacement	20,000					16,000					4,000	
FISCAL YEAR 2021:	8,085,734		0%	2,000,060	28%	2,000,000	25%	28%	474,193	6%	1,303,448	16%

CHARLOTTEVILLE-ALBEMARLE AIRPORT AUTHORITY

Six Year Capital Plan

April 1, 2017

AIP Projects

PROJECT	TOTAL COST	FAA		DISC	STATE		PFC ENT REIMB	AUTHORITY	PFC CASH
		DISC	ENT		ENT	ENT			
FISCAL YEAR 2022:									
SRE Building expansion - Const	2,000,000		180,000		1,420,000			400,000	
Snow Plow replacement	500,000		450,000		50,000				
Delcer	500,000		450,000		50,000				
Airport wide security upgrade Phase II	800,000		720,000		80,000				
ARFF Equipment update	222,222		200,000		22,222				
Eligible service contracts, ramp markings, and airfield maintenance	350,000				280,000			70,000	
Parking Deck 1200 spaces x \$25,000- Design Build	30,000,000							30,000,000	
FISCAL YEAR 2022:	34,372,222	0%	2,000,000	6%	1,802,222	6%	0%	30,470,000	89%
FISCAL YEAR 2023:									
GA Facilities (Parking, Road, Fuel Farm, Ramp) - Design	800,000				640,000			160,000	
Terminal equipment updates/replacement	2,222,222		2,000,000		222,222				
Eligible service contracts, ramp markings, and airfield maintenance	400,000				326,000			80,000	
Vehicle and equipment replacement	200,000							200,000	
FISCAL YEAR 2023:	3,622,222	100%	2,000,000	55%	1,182,222	33%	0%	440,000	12%
2018-2023 TOTAL	84,740,053	0%	13,574,895	16%	3,609,035	4%	4%	51,284,614	61%



TO: Members of the Charlottesville-Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: June 16, 2017

SUBJECT: Action Item #2: Amend FY 2017 Capital Budget

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

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

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

FUNDING: As noted within the Attachment #1 spreadsheet

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

ATTACHMENTS: Attachment #1 - FY17 Amended Capital Budget

PRESENTATION: None

CHARLOTTEVILLE-ALBEMARLE AIRPORT AUTHORITY
CIP Amendment
May 17, 2017

Board Approved
Jan. 2017
AIP Projects
Amendment

PROJECT	TOTAL COST	FAA DISC	FAA ENT	DISC	STATE ENT	PFC ENT REIMB	AUTHORITY	PFC CASH
FISCAL YEAR 2017:								
RW 3-21 & TW Rehab - Const	700,000	7,423,785	4,448,250		1,319,115			
Air Carrier Ramp - North & Ramp Lighting Upgrade- Design	213,986		405,000		45,000			
Replacement of 2 VDOA Land Acquisition Bridge Loans	2,000,000					171,189	42,797	
LT/ST Parking Rehab/Economy Seal - Design&Construct	520,000						104,000	
Rehab North and South Ingress/Egress from parking steps -const	800,000				416,000			
Rahav N. Center Parking Steps to Const. ADA Ingress/Egress	600,000							
Excavator Replacement Gate 5	400,000							
Covered Sidewalks (two sections)	100,000							
Heating and Cooling upgrade (inc \$135K tower end rooms)	600,000					120,000	30,000	
Rental Car Covered Walkway	300,000						300,000	
Charging Stations for Passengers Electronic Devices Gate 5	200,000						20,000	
AAAE IET (Badging/SIDA program)	125,000					80,000	20,000	
Triturator and Water Cabinets (Airline improvements) WC-15,319	65,000					52,000	13,000	
Entry Modification - Windows	100,000				18,822	381,078	100,000	
Security System Upgrade Phase 2	100,000							
Eligible service contracts, ramp markings, and airfield maintenance	100,000					220,000	85,000	
OK! Firehouse rehab	50,000							
Internal radio replacement (motrols 6 radios)	50,000							
Replica Parking LOA Vehicle	38,000					20,012	5,003	
All Terrain ARFF/FEMS Unit	35,000							
Fire EMS sled unit for the all terrain UTV	11,000				26,000		7,000	
Raylco Admin Vehicle (trucks replacement)	40,000				8,800		2,200	
State Enrollment Debt Service (VDA Portion)	50,000							
QTA Int seatcoat/track-fill/resealing)	50,000				50,000		50,000	
Loader	80,000				64,000		16,000	
Skid Steer Loader Roadway	60,000							
South End Hangers (Heat)	16,000				12,800		3,200	
Art Program Cases	10,000							
FIDS Upgrade	200,000				160,000		40,000	
PA System Upgrade	150,000				120,000		30,000	
Radio Upgrade Albemarle County? (Tom Hanson)	20,000				16,000		4,000	
Cost Benefit Analysis Parking Deck (TransSystems)	41,189						41,189	
Airfield Electrical Vault Upgrade	40,000				32,000		8,000	
VenueR Root Equipment	12,000				9,600		2,400	
Admin kitchen rehab	20,000						20,000	
BURNT-09	23,000							
FISCAL YEAR 2017:	15,531,111	7,423,785	4,853,250		12,632		3,198	
Total of prior CIP amendment (January 2017)	16,531,111				2,312,869	1,044,278	898,827	
Net increase in FY 2017 CIP (due to FAA, full funding of Runway/taxiway rehab project)	(7,988,986)							
	9,162,126							



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: June 16, 2017

SUBJECT: Action Item #3 - Parking Rate Adjustment

RECOMMENDATION: That the Authority approve a parking rate adjustment.

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

At the May meeting, an adjustment to the parking rates was discussed. The Board sent the item back to staff with guidance that additional rate options should be presented. Attached is a spreadsheet which outlines the current FY-17 parking rates and parking activity along with the estimated revenues for FY-18 if no adjustment is made to the parking rates. Also included in the spreadsheet is a layout of the parking facilities and a proposal for the future “rebranding/renaming” of the lots.

The following projections of estimated revenues have also been provided within the spreadsheet:

1. Current \$8/day (Economy/Overflow Lots) and \$10/day (Long-term/Short-term Lots) rates.
2. Increase the Economy/Overflow Lots to \$10/day and the Long-term/Short-term Lots to \$12/day.
3. Increase the Economy/Overflow Lots to \$9/day and the Long-term/Short-term Lots to \$13/day.
4. Increase the Economy/Overflow Lots to \$9/day, the Long-term to \$13/day, and the Short-term to \$15/day.
5. Increase the Economy/Overflow Lots to \$10/day and the Long-term/Short-term Lots to \$13/day
6. Increase the Economy/Overflow Lots to \$13/day and the Long-term/Short-term Lots to \$13/day

The additional funds generated by this adjustment will allow for the funding of the design for a parking expansion project and other planned improvements. These adjustments will also allow the Authority to implement a mechanism that will allow excess funds collected over and above operating needs to be earmarked for parking expansion design and construction. Because parking is a revenue source for our airport, the FAA and the State will not fund any construction related to the Authority’s parking operations.

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

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

Roanoke Regional Airport charges \$16 and \$9 a day in their short-term and long-term lots respectively. Richmond International Airport charges \$7, \$12, \$24, daily in their economy, daily garage parking, and overnight garage parking. The local Charlottesville parking garages charge a daily max of \$20 in the Market Street Garage and \$16 at the Water Street Garage.

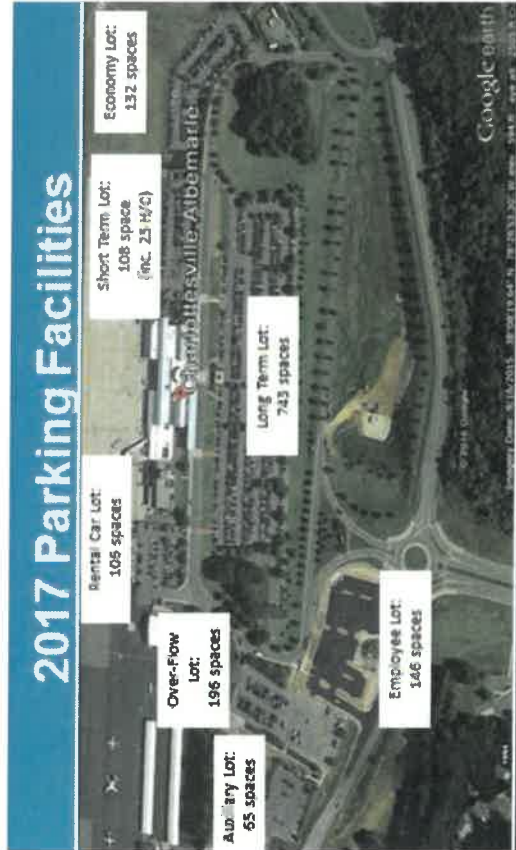
Given our current parking capacity and the fact that there are many times we are forced to allocate manpower to aid in funneling customers into one lot or another or even using the employee lot if necessary, it has become imperative that we start planning and preparing for additional parking in order to better serve our customers.

PRIOR ACTION:	N/A
FUNDING:	N/A
FINANCIAL IMPACT:	The financial impact of any adjustment to the parking rates are reflected in the attached spreadsheet.
ATTACHMENTS:	Attachment #1 – Parking Adjustment Options
PRESENTATIONS:	None

FY-17 Current Rates: \$8 and \$10 daily

Lots	Current Rate	Max. Per Day Revenue	Max. Annual Revenue	Occupancy Level
Economy	\$8	\$ 1,056.00	365 \$ 385,440.00	90%
Overflow	\$8	\$ 1,568.00	365 \$ 572,320.00	75%
Emp Lot	\$8	\$ 1,168.00	365 \$ 426,320.00	10%
Long Term	\$10	\$ 7,430.00	365 \$ 2,711,950.00	80%
Short Term	\$10	\$ 1,080.00	365 \$ 394,200.00	70%
Total	1325	\$ 12,302.00	\$ 4,490,230.00	

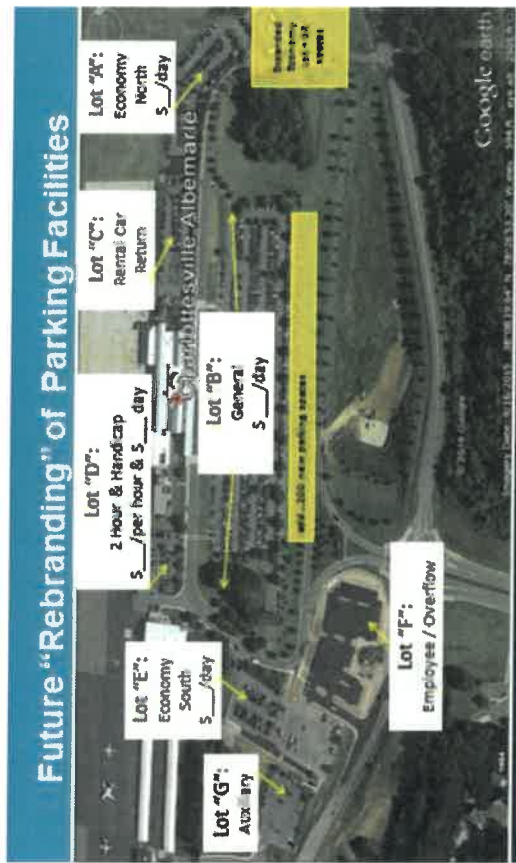
AV Occupancy 76%



FY-18 Current Rates: \$8 and \$10 daily

Lots	Current Rate	Max. Per Day Revenue	Max. Annual Revenue	Occupancy Level
Economy	\$8	\$ 1,056.00	365 \$ 385,440.00	95%
Overflow	\$8	\$ 1,568.00	365 \$ 572,320.00	95%
Emp Lot	\$8	\$ 1,168.00	365 \$ 426,320.00	40%
Long Term	\$10	\$ 7,430.00	365 \$ 2,711,950.00	85%
Short Term	\$10	\$ 1,080.00	365 \$ 394,200.00	70%
Total	1325	\$ 12,302.00	\$ 4,490,230.00	

AV Occupancy 81%



\$12 & \$10 Rates

Lots	Current Rate	Max. Per Day Revenue	Max. Annual Revenue	Occupancy Level
Lot A: Economy North	\$12	\$ 1,320.00	365 \$ 481,800.00	95%
Lot B: General	\$12	\$ 8,916.00	365 \$ 3,254,340.00	80%
Lot C: Rental Car (110 sp)	\$ -	\$ -	\$ -	10%
Lot D: 2 Hr & Handicap	\$12	\$ 1,296.00	365 \$ 473,040.00	60%
Lot E: Economy South	\$10	\$ 1,960.00	365 \$ 715,400.00	90%
Lot F: Emp / Overflow	\$10	\$ 1,460.00	365 \$ 532,900.00	20%
Lot G: Auxiliary (65 sp)	\$0	\$ -	\$ -	0%
Total	1325	\$ 14,952.00	\$ 5,457,480.00	

AV Occupancy 81%

With Expansion (+ 94 economy lot & 200 spaces Long Term)

Lots	Current Rate	Max. Per Day Revenue	Max. Annual Revenue	Occupancy Level
Lot A: Economy North	\$10	\$ 2,260.00	365 \$ 824,900.00	90%
Lot B: General	\$12	\$ 11,316.00	365 \$ 4,130,340.00	65%
Lot C: Rental Car (110 sp)	\$0	\$ -	\$ -	0%
Lot D: 2 Hr & Handicap	\$12	\$ 720.00	365 \$ 262,800.00	50%
Lot E: Economy South	\$10	\$ 1,960.00	366 \$ 717,360.00	75%
Lot F: Emp / Overflow (14)	\$0	\$ -	\$ -	0%
Lot G: Auxiliary (65 sp)	\$0	\$ -	\$ -	0%
Total	1571	\$ 16,256.00	\$ 5,935,400.00	

AV Occupancy 57%

Lots	Current			Max. Annual Revenue	Occupancy Level	\$
	Rate	Max. Per Day Revenue	9			
Lot A: Economy North	132	\$ 9	\$ 1,188.00	365	95%	\$ 411,939.00
Lot B: General	743	\$ 13	\$ 9,659.00	365	77%	\$ 2,714,661.95
Lot C: Rental Car (110 sp)	\$ -	\$ -	\$ -	365	10%	\$ -
Lot D: 2 Hr & Handicap	108	\$ 13	\$ 1,404.00	365	60%	\$ 307,476.00
Lot E: Economy South	196	\$ 9	\$ 1,764.00	365	90%	\$ 579,474.00
Lot F: Emp / Overflow	146	\$ 9	\$ 1,314.00	365	20%	\$ 95,922.00
Lot G: Auxiliary (65 sp)	\$ 0	\$ -	\$ -	365	0%	\$ -
Total	1325	\$ 15,229.00	\$ 15,545.00	\$ 5,595,085.00		\$ 4,109,472.95

Lots	Current			Max. Annual Revenue	Occupancy Level	\$
	Rate	Max. Per Day Revenue	13			
Lot A: Economy North	132	\$ 9	\$ 1,188.00	365	95%	\$ 411,939.00
Lot B: General	743	\$ 13	\$ 9,659.00	365	80%	\$ 2,820,428.00
Lot C: Rental Car (110 sp)	\$ -	\$ -	\$ -	365	10%	\$ -
Lot D: 2 Hr & Handicap	108	\$ 15	\$ 1,620.00	365	30%	\$ 177,390.00
Lot E: Economy South	196	\$ 9	\$ 1,764.00	365	90%	\$ 579,474.00
Lot F: Emp / Overflow	146	\$ 9	\$ 1,314.00	365	20%	\$ 95,922.00
Lot G: Auxiliary (65 sp)	\$ 0	\$ -	\$ -	365	0%	\$ -
Total	1325	\$ 15,545.00	\$ 5,673,925.00	\$ 4,085,133.00		\$ 4,085,133.00

Lots	Current			Max. Annual Revenue	Occupancy Level	\$
	Rate	Max. Per Day Revenue	10			
Lot A: Economy North	132	\$ 10	\$ 1,320.00	365	90%	\$ 433,620.00
Lot B: General	743	\$ 13	\$ 9,659.00	365	77%	\$ 2,714,661.95
Lot C: Rental Car (110 sp)	\$ -	\$ -	\$ -	365	10%	\$ -
Lot D: 2 Hr & Handicap	108	\$ 13	\$ 1,404.00	365	60%	\$ 307,476.00
Lot E: Economy South	196	\$ 10	\$ 1,960.00	365	85%	\$ 608,090.00
Lot F: Emp / Overflow	146	\$ 10	\$ 1,460.00	365	20%	\$ 106,580.00
Lot G: Auxiliary (65 sp)	\$ 0	\$ -	\$ -	365	0%	\$ -
Total	1325	\$ 15,805.00	\$ 5,768,095.00	\$ 4,170,427.95		\$ 4,170,427.95

Lots	Current			Max. Annual Revenue	Occupancy Level	\$
	Rate	Max. Per Day Revenue	13			
Lot A: Economy North	132	\$ 13	\$ 1,716.00	365	65%	\$ 407,121.00
Lot B: General	743	\$ 13	\$ 9,659.00	365	85%	\$ 2,996,704.75
Lot C: Rental Car (110 sp)	\$ -	\$ -	\$ -	365	10%	\$ -
Lot D: 2 Hr & Handicap	108	\$ 13	\$ 1,404.00	365	70%	\$ 358,722.00
Lot E: Economy South	196	\$ 13	\$ 2,548.00	365	70%	\$ 651,014.00
Lot F: Emp / Overflow	146	\$ 13	\$ 1,898.00	365	0%	\$ -
Lot G: Auxiliary (65 sp)	\$ 0	\$ -	\$ -	365	0%	\$ -
Total	1325	\$ 17,225.00	\$ 6,287,125.00	\$ 4,413,561.75		\$ 4,413,561.75

Lots	Current			Max. Annual Revenue	Occupancy Level	\$
	Rate	Max. Per Day Revenue	9			
Lot A: Economy North	226	\$ 9	\$ 2,034.00	365	90%	\$ 668,169.00
Lot B: General	943	\$ 13	\$ 12,259.00	365	62%	\$ 2,774,211.70
Lot C: Rental Car (110 sp)	\$ 0	\$ -	\$ -	365	0%	\$ -
Lot D: 2 Hr & Handicap	60	\$ 13	\$ 780.00	365	50%	\$ 142,350.00
Lot E: Economy South	196	\$ 9	\$ 1,764.00	366	80%	\$ 516,499.20
Lot F: Emp / Overflow (14)	146	\$ 0	\$ -	367	0%	\$ -
Lot G: Auxiliary (65 sp)	\$ 0	\$ -	\$ -	368	0%	\$ -
Total	1571	\$ 16,837.00	\$ 6,147,269.00	\$ 4,101,229.90		\$ 4,101,229.90

Lots	Current			Max. Annual Revenue	Occupancy Level	\$
	Rate	Max. Per Day Revenue	9			
Lot A: Economy North	226	\$ 9	\$ 2,034.00	365	90%	\$ 668,169.00
Lot B: General	943	\$ 13	\$ 12,259.00	365	62%	\$ 2,774,211.70
Lot C: Rental Car (110 sp)	\$ 0	\$ -	\$ -	365	0%	\$ -
Lot D: 2 Hr & Handicap	60	\$ 15	\$ 900.00	365	40%	\$ 131,400.00
Lot E: Economy South	196	\$ 9	\$ 1,764.00	366	80%	\$ 516,499.20
Lot F: Emp / Overflow (14)	146	\$ 0	\$ -	367	0%	\$ -
Lot G: Auxiliary (65 sp)	\$ 0	\$ -	\$ -	368	0%	\$ -
Total	1571	\$ 16,957.00	\$ 6,191,069.00	\$ 4,090,279.90		\$ 4,090,279.90

Lots	Current			Max. Annual Revenue	Occupancy Level	\$
	Rate	Max. Per Day Revenue	10			
Lot A: Economy North	226	\$ 10	\$ 2,260.00	365	85%	\$ 701,165.00
Lot B: General	943	\$ 13	\$ 12,259.00	365	62%	\$ 2,774,211.70
Lot C: Rental Car (110 sp)	\$ 0	\$ -	\$ -	365	0%	\$ -
Lot D: 2 Hr & Handicap	60	\$ 13	\$ 780.00	365	50%	\$ 142,350.00
Lot E: Economy South	196	\$ 10	\$ 1,960.00	366	77%	\$ 552,367.20
Lot F: Emp / Overflow (14)	146	\$ 0	\$ -	367	0%	\$ -
Lot G: Auxiliary (65 sp)	\$ 0	\$ -	\$ -	368	0%	\$ -
Total	1571	\$ 17,259.00	\$ 6,301,495.00	\$ 4,170,093.90		\$ 4,170,093.90

Lots	Current			Max. Annual Revenue	Occupancy Level	\$
	Rate	Max. Per Day Revenue	13			
Lot A: Economy North	226	\$ 13	\$ 2,938.00	365	65%	\$ 697,040.50
Lot B: General	943	\$ 13	\$ 12,259.00	365	77%	\$ 3,445,391.95
Lot C: Rental Car (110 sp)	\$ 0	\$ -	\$ -	365	0%	\$ -
Lot D: 2 Hr & Handicap	60	\$ 13	\$ 780.00	365	30%	\$ 85,410.00
Lot E: Economy South	196	\$ 13	\$ 2,548.00	366	20%	\$ 186,513.60
Lot F: Emp / Overflow (14)	146	\$ 0	\$ -	367	0%	\$ -
Lot G: Auxiliary (65 sp)	\$ 0	\$ -	\$ -	368	0%	\$ -
Total	1571	\$ 18,225.00	\$ 6,764,173.00	\$ 4,414,336.05		\$ 4,414,336.05



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: June 16, 2017

SUBJECT: **Action Item #4** – Resolution No. 2017-5 “Executive Director Authorization to Approve Engineering Service Fees for the Design Phase – 2017 Public Parking Expansion Project”

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

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

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

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

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

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

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

PRESENTATION: None

RESOLUTION NO. 2017-5

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

WHEREAS, the Charlottesville-Albemarle Airport Authority approved the FY 2018 Budget on June 16, 2017 which included the design fees for the 2017 Public Parking Expansion Project (“Project”); and,

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

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

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

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

ADOPTED this _____ day of June, 2017.

Vote:

Aye: _____

No: _____

Certified:

By: _____
Melinda Crawford, Secretary