

Charlottesville Albemarle Airport Authority Meeting
Tuesday, May 14, 2019, at 10:00 a.m.
Airport Terminal – Lower Level Conference Room

AGENDA

Call to Order:

Consent Agenda:

1. Minutes – April 10, 2019 meeting
2. Financial Statements – March 31, 2019 (Unaudited)
3. Airport Statistics: February 2019 and March 2019

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:

Awards & Recognition:

Action Items:

1. FY-2020 Operating Budget and 6-Year Airport Capital Improvement Plan
2. Resolution No. 2019-4 "Executive Director Authorization to Accept a Federal Aviation Administration (FAA) Grant for the Construction of the Air Carrier Ramp Expansion and the Construction of the Entry Pavilion Projects."

Informational Items:

1. Executive Director's Update
 - a. Personnel Update
 - b. CHO Open House
 - c. PFC Application Update
 - d. Construction Update
 - i. Parking Improvements Design
 - ii. Runway/Taxiway Rehab Construction
 - iii. Air Carrier Ramp Expansion Design
 - iv. Entry Pavilion Design
 - v. Terminal Energy Modification
 - vi. MALSR Update
 - vii. Terminal Pre-screening work
 - viii. Request for Proposals (RFPs)
 - e. Marketing & Air Service Update
 - f. Joint Board/Commission Fall Retreat

Next Scheduled Meeting: July 9, 2019 8:30 a.m. – Location to be determined

Adjourn:



Charlottesville Albemarle Airport Board Meeting Minutes
Wednesday, April 10, 2019 at 9:00 a.m. at the City of Charlottesville's Basement Conference Room

MINUTES

Members Present: Donald Long, Mike Murphy, Jeff Richardson

Members Absent: none

Staff Present: Melinda Crawford: Executive Director; Penny Shifflett: Director of Finance and Administration; Jessica Conley: Administrative Assistant

Others Present: Lisa Robertson: Chief Deputy City Attorney; Alison Wrael: Daily Progress

Call to Order at 9:07 a.m. by Donald Long.

Consent Agenda:

1. Minutes – March 12, 2019: Mr. Murphy motioned to approve the Minutes. Mr. Richardson seconded the motion, and it was unanimously approved.

Matters from the Public: None

Action Items:

1. Revision of Authority's Purchasing Regulations- Item Discussed. Mr. Murphy made a motion to amend the recommendation as prepared to accept the changes to the single quotation limit for purchase of goods in the \$1-\$10,000.00 range. The 3 solicitations standard for purchase of goods would be \$10,000-\$30,000.00 instead of \$10,000.00-\$60,000.00 as proposed and 4 written solicitations would be required for the purchase of goods in the \$30,000.00-\$100,000.00 range. For non-professional services the threshold for single quotations will be \$1-\$30,000.00, and there will be no tier for 3 solicitations which was at the level of \$15,000.00-\$30,000.00. The 4 written solicitations level will remain as it is today which is \$30,000.00-\$100,000.00. Language will also be added to the attached resolution that will require the Board to review amendment #1 of the Purchasing Regulations prior to it being implemented. Mr. Richardson seconded the motion, and it was unanimously approved.
2. Design-Build Construction Method for Parking Deck Project-Item Discussed. Mr. Long motioned to approve the Design-Build Method for Parking Deck development, and the motion was seconded by Mr. Richardson. The motion was unanimously approved.
3. Resolution Making Certain Declarations and Providing Certain Approvals in Connection with a Proposed Bond Issue- Mr. Richardson motioned to approve the Resolution Making Certain Declarations and Providing Certain "Approvals in Connection with a Proposed Bond Issue", and the motion was seconded by Mr. Long. The motion was unanimously approved.

Discussion Item:

1. Executive Director's Annual Evaluation Process- Mr. Long discussed possible changes to the evaluation process for the executive director's evaluation beginning with FY20's evaluation process.

Closed Session:

In accordance with VA Code 2.2-3712 the Airport Authority convened in closed session for discussion and consideration of the performance and salary of the Executive Director, pursuant to VA Code 2.2-3711 (A) (1). Mr. Murphy made the motion. Mr. Richardson seconded the motion, and it was unanimously approved.

Board entered closed session at 9:39 a.m.

Certification of Closed Meeting:

A 10:20 a.m. Mr. Murphy made the following motion:

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

Mr. Richardson seconded the motion, and the motion was unanimously approved.

Mr. Long reported the Executive Director's base salary will be increased 3% for FY20 and the contribution toward retirement will increase to 5% based on salary per year. Other benefits will remain the same, and the new salary will have an effective date of 07/01/19.

Mr. Long motioned the salary increase for the executive director and to amend the executive director's contract to change the deferred compensation to 5% annually. Mr. Richardson seconded the motion. The motion was unanimously approved.

Adjourn: 10:25 a.m. Mr. Long motioned the closing of the meeting, Mr. Murphy seconded, and it was unanimously approved

Next Scheduled Meeting: Tuesday, May 14, 2019, 10:00 a.m. at the Charlottesville Albemarle Airport conference room

Charlottesville-Albemarle Airport Authority
Financial Statements (unaudited)
As of March 31, 2019

Charlottesville-Albemarle Airport Authority
Profit & Loss Notes
As of March 31, 2019

\$15K and 10% change

Revenues:

- A. Advertising:--This is the airport's first full year with advertising revenue. The actual revenues have come in higher than projected.
- B. Food/Gift Concessions:--Tailwind activity continues to exceed expectations with their growth in sales which is also tied to the increase in passenger activity.
- C. State Entitlement for Terminal Maintenance Expenses:--This line item will be recognized at year-end when analyzing the expenses as aligned with the Virginia Department of Aviation's State Entitlement Utilization Report.
- D. Business Center/Lounge:--This line item is under budget both in revenues and corresponding expenses due to lower traffic than expected at its inception. We will continue to monitor the passengers that utilize the space and make adjustments to future budgets. This is not a profit-driven activity. Rather, we strive to only recoup expenses.
- E. State Entitlement for Debt Service Reimbursement:--This line item will be below budget at year end by \$95,000. This is due to an oversight and will be corrected with a budget amendment. The terminal debt service was paid off in April this year and the previous year reimbursement amount was put in the budget at \$285,000. The actual reimbursement for FY19 will be \$190,000.

Expenses:

- F. Various Expense Line Items:--There are a few line items under budget. These expenses vary and it is not unusual for the expenses to be incurred later in the year or at the end of the budget cycle.
- G. Various Payroll and Benefit Expense Line Items:--There were vacant positions for our public safety department, but the positions are being filled. Since November, the Authority has hired 5 full-time officers and 1 part-time officer. The last officer was hired in April. The practice when calculating the budget for benefits related to open positions is to plan for the employee to select the most expensive health care option. This is why it appears as if we have underspent in the Health Insurance line item.

- H. Airfield Grounds Maintenance: -- year-to-date expense: \$36,770 Budgeted: \$13,311
This account is over budget due to an unexpected fence repair project.
- I. Maintenance Airfield Equipment:--year-to-date expense:\$137,120.34 Budgeted: \$77,328
This account is over budget due to a major repair to a dump truck (\$40,640.80) done in FY19 that was paid by insurance in FY18. GAAP required recognition of that revenue in FY18 even though the repair didn't get completed until FY19. This was discussed with the auditor during the FY18 audit.
- J. Parking Equipment Maintenance:-- year-to-date expense: \$43,176 Budgeted: \$18,972
This account is over budget due to the repair of parking equipment due to storm damage.
- K. Terminal and Airfield OT:--
These line items are over budget due to our public safety officers having to work overtime due to being so short staffed at the beginning of the year as well as our new shop & fleet supervisor and new custodians working overtime to get up to speed.
- L. Terminal-Util-Water:-- year-to-date expense: \$40,988 Budgeted: \$22,500
There was a rate increase that took effect July 1, 2018. There will be a budget amendment made when we true up the numbers at year-end.
- M. Terminal Maintenance:-- year-to-date expense: \$171,325 Budgeted: \$80,631
There were some terminal modifications to improve airline efficiency. Delta was moved from gate 2 to gate 4 due to aircraft relocation. A water line had to be installed for American and there was a structural analysis done for the chandeliers in the terminal.
- N. Terminal Janitorial Supplies and Janitorial Contract: These two line items are related. Originally, we had planned on terminating our contracted services for janitorial services, but we did not hire our own staff until August and therefore paid a third party for the month of July. As for the Janitorial supplies being over budget, there were some larger pieces of equipment that needed to be purchased at the onset of having our own employees perform some of the janitorial duties.
- O. Terminal Elevator Escalator and HVAC Maintenance: These two line items account for the maintenance that is needed for our aging systems. The expenses for these are exceeding our budgets at this time.

Net Income

March year-to-date net income before other income = 382,310.

Charlottesville-Albemarle Airport

Profit and Loss Budget Performance

March 2019

| Ordinary Income/Expense | Mar 19 | Budget | Jul '18 - Mar 19 | YTD Budget | Annual Budget | YTD Diff | YTD Diff % |
|--|------------|------------|------------------|--------------|---------------|-------------|------------|
| Income | | | | | | | |
| ADMINISTRATIVE REVENUES | | | | | | | |
| Miscellaneous Income | 259.00 | 300.00 | 2,309.20 | 2,700.00 | 3,600.00 | -390.80 | -14.5% |
| QTA Staff Reimbursement | 2,767.00 | 2,766.67 | 24,903.00 | 24,899.99 | 33,200.00 | 3.01 | 0.0% |
| VDOA Aviation & Promotion Program | 28,500.00 | 0.00 | 28,500.00 | 35,000.00 | 35,000.00 | -6,500.00 | -18.6% |
| Total ADMINISTRATIVE REVENUES | 31,526.00 | 3,066.67 | 55,712.20 | 62,599.99 | 71,800.00 | | |
| AIRFIELD REVENUES | | | | | | | |
| Airline Landing Revenue | 88,671.13 | 72,693.00 | 692,129.08 | 654,237.00 | 872,320.00 | 37,892.08 | 5.8% |
| Charters | 0.00 | 2,073.00 | 10,036.26 | 18,657.00 | 24,880.00 | -8,620.74 | -46.2% |
| Ground Rent/Airfield Fees | 7,731.04 | 6,120.00 | 76,846.31 | 72,167.00 | 90,536.00 | 4,679.31 | 6.5% |
| FBO Revenue | 45,636.99 | 37,161.00 | 366,536.93 | 334,449.00 | 445,932.00 | 32,087.93 | 9.6% |
| A/W Flowage | 0.00 | 2,500.00 | 3,472.59 | 5,000.00 | 5,000.00 | -1,527.41 | -30.5% |
| State Ent. Maintenance-Airfield | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Miscellaneous Revenue Airfield | 0.00 | 100.00 | 0.00 | 900.00 | 1,200.00 | -900.00 | -100.0% |
| Security Access Control Reimb. | 946.00 | 1,100.00 | 11,348.00 | 9,900.00 | 13,200.00 | 1,448.00 | 14.6% |
| Total AIRFIELD REVENUES | 142,985.16 | 121,747.00 | 1,160,369.17 | 1,095,310.00 | 1,453,068.00 | | |
| PARKING REVENUES | | | | | | | |
| Parking Revenue | 428,962.08 | 410,040.00 | 3,336,079.61 | 3,308,382.00 | 4,527,087.00 | 27,697.61 | 0.8% |
| Crew Base Parking | 500.00 | 450.00 | 4,966.76 | 4,050.00 | 5,400.00 | 916.76 | 22.6% |
| Miscellaneous Fees | 175.00 | 100.00 | 1,475.00 | 900.00 | 1,200.00 | 575.00 | 63.9% |
| Total PARKING REVENUES | 429,637.08 | 410,590.00 | 3,342,521.37 | 3,313,332.00 | 4,533,687.00 | | |
| TERMINAL REVENUES | | | | | | | |
| Airline Rent | 43,160.97 | 43,163.00 | 388,453.41 | 388,467.00 | 517,956.00 | -13.59 | 0.0% |
| FAA Service FEE/Rent | 3,792.92 | 3,793.00 | 34,136.28 | 30,344.00 | 41,722.00 | 3,792.28 | 12.5% |
| TSA Reimbursement | 4,006.75 | 3,016.00 | 31,698.20 | 27,144.00 | 36,195.00 | 4,554.20 | 16.8% |
| Rental Car Revenue | 74,407.05 | 74,050.00 | 667,867.06 | 666,450.00 | 1,038,600.00 | 1,417.06 | 0.2% |
| Ground Transportation Fees | 2,000.00 | 2,000.00 | 18,000.00 | 18,000.00 | 24,000.00 | 0.00 | 0.0% |
| Rental Car QTA Land Lease | 4,818.00 | 4,818.00 | 43,362.00 | 43,362.00 | 57,817.00 | 0.00 | 0.0% |
| Advertising | 13,397.00 | 12,500.00 | 141,334.00 | 112,500.00 | 150,000.00 | 28,834.00 | 25.6% |
| Food/Gift Concessions | 15,110.27 | 9,075.00 | 100,498.09 | 81,675.00 | 108,900.00 | 18,823.09 | 23.0% |
| Miscellaneous Terminal | 0.00 | 0.00 | 377.60 | 2,000.00 | 2,000.00 | -1,622.40 | -81.1% |
| ATM Concession | 623.00 | 623.00 | 5,607.00 | 5,607.00 | 7,476.00 | 0.00 | 0.0% |
| State Ent for Maintenance Expenses-Terminal | 0.00 | 25,000.00 | 0.00 | 225,000.00 | 300,000.00 | -225,000.00 | -100.0% |
| State Entitlement Debt Service Reimbursement | 0.00 | 0.00 | 95,000.00 | 142,500.00 | 285,000.00 | -47,500.00 | -33.3% |
| Maint. Work Order Revenue | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Business Center/Lounge | 1,880.00 | 12,167.00 | 14,270.00 | 109,503.00 | 146,000.00 | -95,233.00 | -87.0% |
| Total TERMINAL REVENUES | 163,195.96 | 190,205.00 | 1,540,603.64 | 1,852,552.00 | 2,715,666.00 | | |
| Total Income | 767,344.20 | 725,608.67 | 6,099,206.38 | 6,323,793.99 | 8,774,221.00 | | |
| Gross Profit | 767,344.20 | 725,608.67 | 6,099,206.38 | 6,323,793.99 | 8,774,221.00 | | |

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Charlottesville-Albemarle Airport

Profit and Loss Budget Performance

March 2019

| Expense | Mar 19 | Budget | Jul '18 - Mar 19 | YTD Budget | Annual Budget | YTD Diff | YTD Diff % |
|--------------------------------------|-------------------|-------------------|---------------------|---------------------|---------------------|-------------|------------|
| Administrative Expenses | | | | | | | |
| Wages | 81,271.18 | 83,899.00 | 569,929.06 | 579,213.00 | 756,957.00 | -9,283.94 | -1.6% |
| Admin-Overtime | 5,635.59 | 400.00 | 27,670.00 | 19,000.00 | 20,000.00 | 8,670.00 | 45.6% |
| Payroll Taxes | 6,442.25 | 6,479.00 | 40,809.04 | 43,976.00 | 57,738.00 | -3,166.96 | -7.2% |
| Health Ins./Supp | 5,740.40 | 6,830.00 | 69,851.40 | 61,470.00 | 81,958.00 | 8,381.40 | 13.6% |
| Life Insurance | 836.83 | 741.00 | 7,393.83 | 6,669.00 | 8,892.00 | 724.83 | 10.9% |
| Short-Term Disab/ Long-Term Disab | 102.36 | 52.00 | 746.46 | 468.00 | 623.00 | 278.46 | 59.5% |
| Retirement | 5,346.44 | 4,962.00 | 47,545.21 | 44,658.00 | 59,543.00 | 2,887.21 | 6.5% |
| Util-Telephone | 487.62 | 2,237.00 | 10,846.08 | 20,133.00 | 26,848.00 | -9,286.92 | -46.1% |
| Insurance Expense | 2,283.19 | 2,292.00 | 18,435.71 | 20,628.00 | 27,500.00 | -2,192.29 | -10.6% |
| Office Supplies | 1,564.91 | 1,200.00 | 12,475.66 | 10,800.00 | 14,400.00 | 1,675.66 | 15.5% |
| Office Expenses | 2,081.67 | 1,864.00 | 12,687.38 | 16,776.00 | 22,368.00 | -4,088.62 | -24.4% |
| Payroll Processing Fees | 351.78 | 217.00 | 2,441.60 | 1,953.00 | 2,600.00 | 488.60 | 25.0% |
| Education | 1,603.51 | 765.00 | 4,467.51 | 6,885.00 | 9,180.00 | -2,417.49 | -35.1% |
| Computer Expense | 4,265.07 | 12,461.00 | 66,772.01 | 112,149.00 | 149,537.00 | -45,376.99 | -40.5% |
| Equipment Lease | 978.79 | 436.00 | 3,522.34 | 3,924.00 | 5,232.00 | -401.66 | -10.2% |
| Travel - Administrative | 792.22 | 1,083.00 | 9,722.43 | 9,747.00 | 13,000.00 | -24.57 | -0.3% |
| Travel--Marketing | 1,752.96 | 2,500.00 | 6,267.61 | 20,000.00 | 23,000.00 | -13,732.39 | -68.7% |
| Dues & Subs.- Administrative | 1,375.00 | 718.00 | 14,761.00 | 6,462.00 | 8,619.00 | 8,299.00 | 128.4% |
| Dues & Subs Marketing | 0.00 | 832.00 | 3,560.00 | 4,483.00 | 6,080.00 | -923.00 | -20.6% |
| Shipping | 298.63 | 200.00 | 1,633.59 | 1,800.00 | 2,400.00 | -166.41 | -9.2% |
| Meeting Expense | 1,440.74 | 258.00 | 5,435.36 | 2,322.00 | 3,100.00 | 3,113.36 | 134.1% |
| Postage | 0.00 | 0.00 | 559.34 | 1,125.00 | 1,700.00 | -565.66 | -50.3% |
| Banking Fees | 240.00 | 0.00 | 2,488.60 | 300.00 | 600.00 | 2,188.60 | 729.5% |
| Service Fees | 12.77 | 0.00 | 712.46 | 0.00 | 0.00 | 712.46 | 100.0% |
| Human Resource Expenses | 5,188.36 | 3,957.00 | 23,954.48 | 35,613.00 | 47,480.00 | -11,658.52 | -32.7% |
| Miscellaneous Expenses | 0.00 | 0.00 | 260.14 | 0.00 | 0.00 | 260.14 | 100.0% |
| Bad Debt Expense - Admin | 0.00 | 0.00 | 0.00 | 0.00 | 250.00 | 0.00 | 0.0% |
| Professional Fees | 37,300.00 | 15,958.00 | 94,244.31 | 143,622.00 | 191,500.00 | -49,377.69 | -34.4% |
| Advertising & Promotion Expense | 21,358.56 | 31,465.00 | 217,009.23 | 377,605.00 | 485,250.00 | -160,595.77 | -42.5% |
| Special Events | 0.00 | 2,050.00 | 2,200.00 | 18,450.00 | 24,600.00 | -16,250.00 | -88.1% |
| Air Service Development Expense | 875.00 | 11,890.00 | 7,000.00 | 100,510.00 | 171,680.00 | -93,510.00 | -93.0% |
| Total Administrative Expenses | 189,625.83 | 195,746.00 | 1,285,401.84 | 1,670,741.00 | 2,222,635.00 | | |

Charlotteville-Albemarle Airport

Profit and Loss Budget Performance

March 2019

| | Mar 19 | Budget | Jul '18 - Mar 19 | YTD Budget | Annual Budget | YTD Diff | YTD Diff % |
|----------------------------------|-------------------|-------------------|---------------------|---------------------|---------------------|------------|------------|
| Airfield Expenses | | | | | | | |
| Wages | 57,136.90 | 66,390.00 | 368,996.71 | 394,730.00 | 535,759.00 | -25,733.29 | -6.5% |
| Overtime | 10,556.80 | 5,000.00 | 70,227.50 | 53,000.00 | 60,000.00 | 17,227.50 | 32.5% |
| Payroll Taxes | 4,978.99 | 5,491.00 | 32,344.31 | 34,477.00 | 45,891.00 | -2,132.69 | -6.2% |
| Health Ins./Supp. | 8,595.00 | 8,675.00 | 58,640.40 | 70,161.00 | 96,181.00 | -11,520.60 | -16.4% |
| Life Insurance | 545.21 | 533.00 | 4,126.56 | 4,797.00 | 6,396.00 | -670.44 | -14.0% |
| Short-Term Disab/Long-Term Disab | 70.08 | 65.00 | 553.07 | 585.00 | 780.00 | -31.93 | -5.5% |
| Retirement | 3,320.82 | 3,100.00 | 24,897.26 | 27,900.00 | 37,204.00 | -3,002.74 | -10.8% |
| Util-Electric | 2,679.42 | 2,400.00 | 21,318.92 | 21,600.00 | 28,800.00 | -281.08 | -1.3% |
| Util-Propane | 1,483.29 | 1,500.00 | 7,162.23 | 6,000.00 | 6,000.00 | 1,162.23 | 19.4% |
| Util-Telephone | 487.63 | 700.00 | 5,154.14 | 6,300.00 | 8,400.00 | -1,145.86 | -18.2% |
| Util-Water | 40.07 | 35.00 | 436.36 | 315.00 | 420.00 | 121.36 | 38.5% |
| Insurance Expense | 3,383.06 | 3,383.00 | 30,447.54 | 30,447.00 | 40,600.00 | 0.54 | 0.0% |
| Snow Removal | 146.74 | 844.00 | 38,196.57 | 48,810.00 | 48,810.00 | -10,613.43 | -21.7% |
| Lighting Maintenance | 0.00 | 1,065.00 | 10,429.91 | 9,585.00 | 12,778.00 | 844.91 | 8.8% |
| Maintenance | 2,306.35 | 1,648.00 | 18,309.69 | 14,832.00 | 19,780.00 | 3,477.69 | 23.4% |
| Airfield Grounds Maintenance | 0.00 | 1,479.00 | 36,769.96 | 13,311.00 | 17,750.00 | 23,458.96 | 176.2% |
| Maint. Airfield Equipment | 16,336.58 | 8,592.00 | 137,320.34 | 77,328.00 | 103,100.00 | 59,992.34 | 77.6% |
| Maint. Equip. Purch. | 69.93 | 430.00 | 768.04 | 3,870.00 | 5,160.00 | -3,101.96 | -80.2% |
| Vehicle Expense Gas and Oil | 4,069.20 | 4,070.00 | 43,529.00 | 36,630.00 | 48,844.00 | 6,899.00 | 18.8% |
| State Maintenance-Airfield | 0.00 | 4,167.00 | 14,512.80 | 37,503.00 | 50,000.00 | -22,990.20 | -61.3% |
| Payroll Processing Fees | 351.78 | 195.00 | 2,441.62 | 1,755.00 | 2,340.00 | 686.62 | 39.1% |
| Education | 0.00 | 959.00 | 1,369.72 | 8,631.00 | 11,508.00 | -7,261.28 | -84.1% |
| Travel maintenance | 20.01 | 855.00 | 400.71 | 7,695.00 | 10,260.00 | -7,294.29 | -94.8% |
| Dues & Sub. Airfield | 0.00 | 0.00 | 5,840.00 | 1,750.00 | 1,785.00 | 4,090.00 | 233.7% |
| Uniforms | 112.97 | 819.00 | 5,300.61 | 7,371.00 | 9,828.00 | -2,070.39 | -28.1% |
| Emergency Exercises | 0.00 | 0.00 | 97.93 | 1,500.00 | 1,500.00 | -1,402.07 | -93.5% |
| Environmental Compliance | 4,383.11 | 2,084.00 | 15,093.75 | 18,756.00 | 25,010.00 | -3,662.25 | -19.5% |
| 800 MHz Maintenance Fees | 0.00 | 0.00 | 16,668.75 | 16,668.00 | 22,225.00 | 0.75 | 0.0% |
| ARFF Equipment | 923.32 | 2,125.00 | 22,577.51 | 19,125.00 | 25,500.00 | 3,452.51 | 18.1% |
| ARFF Training Supplies | 2,521.47 | 1,162.00 | 6,462.79 | 10,458.00 | 13,950.00 | -3,995.21 | -38.2% |
| Firearms | 0.00 | 1,358.00 | 7,931.99 | 12,222.00 | 16,300.00 | -4,290.01 | -35.1% |
| Hazmat Materials | 59.92 | 250.00 | 59.92 | 2,250.00 | 3,000.00 | -2,190.08 | -97.3% |
| Security Access Control | 6,653.00 | 6,706.00 | 48,596.44 | 60,354.00 | 80,472.00 | -11,757.56 | -19.5% |
| Security Background Expense | 0.00 | 566.00 | 0.00 | 5,094.00 | 6,800.00 | -5,094.00 | -100.0% |
| Total Airfield Expenses | 131,231.65 | 136,646.00 | 1,056,983.05 | 1,065,810.00 | 1,403,131.00 | | |

Charlotteville-Albemarle Airport

Profit and Loss Budget Performance

March 2019

| | Mar 19 | Budget | Jul '18 - Mar 19 | YTD Budget | Annual Budget | YTD Diff | YTD Diff % |
|-------------------------------------|------------|------------|------------------|--------------|---------------|-------------|------------|
| Parking Expenses | | | | | | | |
| Wages-Parking | 43,756.06 | 44,470.00 | 302,687.00 | 304,152.00 | 396,934.00 | -1,465.00 | -0.5% |
| Overtime-Parking | 6,548.23 | 8,000.00 | 40,229.89 | 46,200.00 | 50,000.00 | -5,970.11 | -12.9% |
| Payroll Taxes-Parking | 3,801.27 | 4,044.00 | 25,749.65 | 27,073.00 | 34,550.00 | -1,323.35 | -4.9% |
| Parking-Contracted Services | 0.00 | 0.00 | 1,260.00 | 0.00 | 0.00 | 1,260.00 | 100.0% |
| Health Ins./Supp. | 8,117.00 | 10,488.00 | 76,604.00 | 94,392.00 | 125,856.00 | -17,788.00 | -18.8% |
| Life Insurance | 609.19 | 517.00 | 4,330.39 | 4,653.00 | 6,206.00 | -322.61 | -6.9% |
| Short-Term Disab/Long-Term Disab | 97.21 | 130.00 | 801.94 | 1,174.00 | 1,564.00 | -372.06 | -31.7% |
| Retirement | 2,634.86 | 3,289.00 | 23,437.75 | 29,601.00 | 39,463.00 | -6,163.25 | -20.8% |
| Util-Parking Lights | 332.72 | 370.00 | 3,190.80 | 3,330.00 | 4,440.00 | -139.20 | -4.2% |
| Util-Telephone | 637.63 | 1,000.00 | 8,460.91 | 9,000.00 | 12,000.00 | -539.09 | -6.0% |
| Util-Water | 21.90 | 25.00 | 223.47 | 225.00 | 300.00 | -153 | -0.7% |
| Insurance Expense | 864.81 | 867.00 | 7,783.29 | 7,803.00 | 10,400.00 | -19.71 | -0.3% |
| Snow Removal | 204.40 | 1,975.00 | 3,508.38 | 7,900.00 | 7,900.00 | -4,391.62 | -55.6% |
| Parking Lot Lighting | 0.00 | 1,000.00 | 0.00 | 9,000.00 | 12,000.00 | -9,000.00 | -100.0% |
| Parking Grounds Maintenance | 6,633.02 | 8,646.00 | 44,843.41 | 77,814.00 | 103,750.00 | -32,970.59 | -42.4% |
| Parking Pavement/Booths/Steps | 47.38 | 1,609.00 | 26,661.83 | 14,481.00 | 19,310.00 | 12,180.83 | 84.1% |
| Parking Equip. Maintenance | 19,276.70 | 2,108.00 | 43,176.26 | 18,972.00 | 25,290.00 | 24,204.26 | 127.6% |
| Supplies | 1,239.25 | 690.00 | 4,377.36 | 6,210.00 | 8,240.00 | -1,832.64 | -29.5% |
| Parking - Signage & Traffic Control | 656.30 | 1,100.00 | 11,196.93 | 9,900.00 | 13,200.00 | 1,296.93 | 13.1% |
| Payroll Processing Fees | 351.76 | 210.00 | 2,441.51 | 1,890.00 | 2,500.00 | 551.51 | 29.2% |
| Education | 0.00 | 266.00 | 0.00 | 2,394.00 | 3,195.00 | -2,394.00 | -100.0% |
| Travel | 0.00 | 292.00 | 102.00 | 2,628.00 | 3,500.00 | -2,526.00 | -96.1% |
| Dues & Subs. | 0.00 | 37.00 | 310.00 | 337.00 | 448.00 | -27.00 | -8.0% |
| Vehicles Expense-Parking | 0.00 | 430.00 | 1,273.30 | 3,870.00 | 5,160.00 | -2,596.70 | -67.1% |
| Uniforms-Parking | 1,843.33 | | 4,403.36 | 10,000.00 | 10,000.00 | -5,596.64 | -56.0% |
| Credit Card Discount | 16,757.69 | 16,500.00 | 149,004.74 | 148,500.00 | 200,000.00 | 504.74 | 0.3% |
| Over & Short | -2.00 | 10.00 | 4.00 | 90.00 | 120.00 | -86.00 | -95.6% |
| Bad Debt Expense-Parking | 0.00 | 17.00 | 0.00 | 153.00 | 204.00 | -153.00 | -100.0% |
| 2014 Debt Service Parking | 15,276.40 | 15,276.00 | 137,487.60 | 137,484.00 | 183,312.00 | 360 | 0.0% |
| 2004 Debt Service Parking | 10,544.30 | 10,544.00 | 126,928.02 | 126,925.00 | 169,514.00 | 3.02 | 0.0% |
| Surface Parking Expansion 2017 | 59,988.90 | 62,500.00 | 169,668.92 | 562,500.00 | 750,000.00 | -392,831.08 | -69.8% |
| Total Parking Expenses | 200,238.31 | 196,410.00 | 1,220,146.71 | 1,668,651.00 | 2,199,356.00 | | |

Charlotteville-Albemarle Airport

Profit and Loss Budget Performance

March 2019

| | Mar 19 | Budget | Jul '18 - Mar 19 | YTD Budget | Annual Budget | YTD Diff | YTD Diff % |
|----------------------------------|------------|------------|------------------|------------|---------------|-------------|------------|
| Terminal Expenses | | | | | | | |
| Wages | 106,804.98 | 105,945.00 | 633,509.97 | 734,124.00 | 981,333.00 | -100,614.03 | -13.7% |
| Overtime | 18,857.20 | 5,000.00 | 107,557.39 | 53,000.00 | 60,000.00 | 54,557.39 | 102.9% |
| Payroll Taxes | 9,355.83 | 8,538.00 | 55,141.11 | 60,646.00 | 80,245.00 | -5,504.89 | -9.1% |
| Health Ins./Supp | 19,396.90 | 21,298.00 | 108,564.10 | 183,768.00 | 247,664.00 | -75,203.90 | -40.9% |
| Life Insurance | 634.85 | 864.00 | 5,002.62 | 7,776.00 | 10,364.00 | -2,773.38 | -35.7% |
| Short-Term Disab/Long-Term Disab | 167.29 | 224.00 | 967.69 | 1,977.00 | 2,631.00 | -1,009.31 | -51.1% |
| Retirement | 5,383.10 | 5,781.00 | 37,422.86 | 52,029.00 | 69,371.00 | -14,606.14 | -28.1% |
| Util-Electric | 12,727.04 | 13,750.00 | 127,223.00 | 123,750.00 | 165,000.00 | 3,473.00 | 2.8% |
| Util-Oil | 12,774.41 | 10,000.00 | 36,198.10 | 40,000.00 | 40,000.00 | -3,801.90 | -9.5% |
| Util-Propane | 0.00 | 500.00 | 12,529.85 | 2,500.00 | 2,500.00 | 10,029.85 | 401.2% |
| Util-Telephone | 487.62 | 876.00 | 7,350.66 | 7,884.00 | 10,512.00 | -533.34 | -6.8% |
| Util-Water | 4,492.77 | 2,500.00 | 40,987.96 | 22,500.00 | 30,000.00 | 18,487.96 | 82.2% |
| Util-Disposal | 222.08 | 3,410.00 | 35,869.03 | 30,690.00 | 40,920.00 | 5,179.03 | 16.9% |
| Insurance Expense | 3,293.14 | 3,292.00 | 29,638.26 | 29,628.00 | 39,500.00 | 10.26 | 0.0% |
| Snow Removal – Terminal | 0.00 | 580.00 | 419.31 | 5,220.00 | 6,960.00 | -4,800.69 | -92.0% |
| Maintenance | 28,982.96 | 8,959.00 | 171,324.50 | 80,631.00 | 107,508.00 | 90,693.50 | 112.5% |
| Maint. Equip. Purch. | 0.00 | 600.00 | 4,738.53 | 5,400.00 | 7,200.00 | -661.47 | -12.2% |
| Relamp | 549.60 | 1,292.00 | 3,431.29 | 11,628.00 | 15,504.00 | -8,196.71 | -70.5% |
| Welding Fabrication | 0.00 | 200.00 | 1,024.16 | 1,800.00 | 2,400.00 | -775.84 | -43.1% |
| Terminal Signage | 140.41 | 4,167.00 | 898.56 | 37,503.00 | 50,000.00 | -36,604.44 | -97.6% |
| Terminal Landscaping | 0.00 | 0.00 | 2,943.00 | 8,418.00 | 9,500.00 | -5,475.00 | -65.0% |
| OSHA Compliance | 0.00 | 1,712.00 | 10,548.16 | 15,408.00 | 20,552.00 | -4,859.84 | -31.5% |
| Baggage Claim Maintenance | 0.00 | 1,125.00 | 5,569.70 | 10,125.00 | 13,500.00 | -4,555.30 | -45.0% |
| Janitorial Supplies | 1,655.36 | 2,836.00 | 46,544.44 | 25,524.00 | 34,032.00 | 21,020.44 | 82.4% |
| Payroll Processing Fees | 351.78 | 195.00 | 2,441.62 | 1,755.00 | 2,340.00 | 686.62 | 39.1% |
| Education | 695.00 | 1,512.00 | 1,345.00 | 13,608.00 | 18,152.00 | -12,263.00 | -90.1% |
| Elevator Escalator Maintenance | 545.00 | 4,025.00 | 54,787.30 | 36,225.00 | 48,295.00 | 18,562.30 | 51.2% |
| HVAC Maintenance | 5,628.05 | 7,459.00 | 92,887.35 | 67,131.00 | 89,504.00 | 25,756.35 | 38.4% |
| Fids Maintenance | 440.00 | 4,000.00 | 3,960.00 | 36,000.00 | 50,000.00 | -32,040.00 | -89.0% |
| KABA Maintenance | 0.00 | 2,083.00 | 14,210.00 | 18,747.00 | 25,000.00 | -4,537.00 | -24.2% |
| Janitorial Contract | 0.00 | 0.00 | 46,119.64 | 0.00 | 0.00 | 46,119.64 | 100.0% |
| Emergency Communications | 3,228.57 | 2,259.00 | 18,082.61 | 20,331.00 | 27,108.00 | -2,248.39 | -11.1% |
| Dues & Subs | 1,450.00 | 255.00 | 4,139.00 | 2,295.00 | 3,055.00 | 1,844.00 | 80.3% |
| Terminal Paging System | 0.00 | 1,667.00 | 0.00 | 15,003.00 | 20,000.00 | -15,003.00 | -100.0% |
| Uniforms - Public safety | 6,337.95 | 733.00 | 17,531.10 | 6,597.00 | 8,800.00 | 10,934.10 | 165.7% |
| Customer Service/Ambassadors | 213.25 | 834.00 | 7,061.94 | 7,506.00 | 10,000.00 | -444.06 | -5.9% |
| Business Center/Lounge | 2,846.19 | 12,466.00 | 19,881.76 | 112,194.00 | 149,600.00 | -92,312.24 | -82.3% |
| Lounge Credit Card Fees | 45.09 | 0.00 | 357.40 | 0.00 | 0.00 | 357.40 | 100.0% |

Charlotteville-Albemarle Airport

Profit and Loss Budget Performance

March 2019

| | Mar 19 | Budget | Jul '18 - Mar 19 | YTD Budget | Annual Budget | YTD Diff | YTD Diff % |
|----------------------------|------------|------------|------------------|--------------|---------------|------------|------------|
| 2004 Debt Service Terminal | 39,666.63 | 39,667.00 | 356,999.67 | 357,003.00 | 396,666.00 | -3.33 | 0.0% |
| Safety | 1,379.60 | 959.00 | 4,327.75 | 8,631.00 | 11,508.00 | -4,303.25 | -49.9% |
| EMS Supplies | 110.00 | 458.00 | 915.90 | 4,122.00 | 5,500.00 | -3,206.10 | -77.8% |
| Travel - Public Safety | 3,764.60 | 3,050.00 | 17,163.46 | 27,450.00 | 36,600.00 | -10,286.54 | -37.5% |
| Towing Expense | 0.00 | 62.00 | 127.00 | 558.00 | 750.00 | -431.00 | -77.2% |
| Education - Operations | 0.00 | 279.00 | 805.00 | 2,511.00 | 3,350.00 | -1,706.00 | -67.9% |
| Travel - Operations | 0.00 | 265.00 | 5,816.70 | 2,385.00 | 3,175.00 | 3,431.70 | 143.9% |
| Total Terminal Expenses | 292,627.25 | 285,677.00 | 2,154,364.45 | 2,291,981.00 | 2,956,599.00 | | |
| Total Expense | 813,723.04 | 814,479.00 | 5,716,896.05 | 6,697,183.00 | 8,781,721.00 | | |

Charlotteville-Albemarle Airport

Profit and Loss Budget Performance

March 2019

| | Mar 19 | Budget | Jul '18 - Mar 19 | YTD Budget | Annual Budget | YTD Diff | YTD Diff % |
|-----------------------------|-------------|-------------|------------------|---------------|---------------|----------|------------|
| Net Ordinary Income | -46,378.84 | -88,870.33 | 382,310.33 | -373,389.01 | -7,500.00 | | |
| Other Income/Expense | | | | | | | |
| Other Income | | | | | | | |
| Airline Contributed Capital | 15,614.27 | 15,614.27 | 140,528.43 | 140,528.43 | 187,371.24 | | |
| CFC - Coverage | 3,684.00 | | 33,156.00 | 0.00 | 0.00 | | |
| Insurance Claim Proceeds | 0.00 | | 3,892.15 | | | | |
| Interest Income | 2,194.07 | 625.00 | 18,524.45 | 5,625.00 | 7,500.00 | | |
| Gain on Disposal of Assets | 6,676.00 | | 13,851.75 | | | | |
| Total Other Income | 28,168.34 | 16,239.27 | 209,952.78 | 146,153.43 | 194,871.24 | | |
| Other Expense | | | | | | | |
| Depreciation & Amortization | 326,801.46 | 328,000.00 | 2,958,767.60 | 2,952,000.00 | 3,936,000.00 | | |
| Net Other Income/Expenses | -298,633.12 | -311,760.73 | -2,748,814.82 | -2,805,846.57 | -3,741,128.76 | | |
| | -345,011.96 | -400,631.06 | -2,366,504.49 | -3,179,235.58 | -3,748,628.76 | | |

Charlotteville-Albemarle Airport Authority
Statement of Net Position
Fiscal Year 2019

Assets

Current Assets:

Unrestricted Assets:

| | | | | | |
|---|------------------|------------------|-----------------|---------------|--|
| Cash and cash equivalents | 2,068,760 | 2,138,881 | 70,121 | 3.39% | |
| Prepaid Insurance | 28,919 | 19,095 | (9,824) | -33.97% | |
| Prepaid Insurance - Rental Car Facility | 1,794 | 1,345 | (449) | -25.03% | |
| Prepaid Expenses | 184,105 | 55,697 | (128,408) | -69.75% | Payroll pulled from Bank day before check date |
| Accounts receivable-net | 298,431 | 328,525 | 30,094 | 10.08% | |
| Due From Restricted Funds | 913,188 | 913,188 | 0 | 0.00% | Coverage Funds to Cap for Kenbridge Bills |
| Total Unrestricted Assets | 3,495,197 | 3,456,731 | (38,466) | -1.10% | To resolve when closing State Grant |

Non Current Assets

Restricted Assets:

Capital Funds:

Cash and cash equivalents

Receivables

Passenger Facility Charge Funds:

Cash and cash equivalents

Rental Car Facility Charge Funds:

Cash CFC Fund

Cash CFC General Fund

Cash QTA Maintenance Fund

Receivables

State Entitlement Funds:

Cash and cash equivalents

Revenue Bond Funds:

Investments

Cash VRA Escrow:

Total restricted assets

Non-Current Assets

Restricted Assets

Revenue Bond Funds

Cash and Cash Equivalents

Capital Assets

Land

Buildings, improvements and equipment,

net of depreciation

Master plan and amortization

| | | | | | |
|--|------------|------------|-----------|---------|---------------------------|
| | 84,742 | 207,059 | 122,317 | 144.34% | |
| | 566,964 | 566,964 | 0 | 0.00% | FAA and State receivables |
| | 1,057,939 | 1,210,163 | 152,224 | 14.39% | Waiting for closeouts |
| | 145,814 | 190,946 | 45,132 | 30.95% | |
| | 323,998 | 318,339 | (5,659) | -1.75% | |
| | 904,129 | 905,434 | 1,305 | 0.14% | |
| | 84,639 | 94,949 | 10,310 | 12.18% | |
| | 9,747,740 | 10,276,417 | 528,677 | 5.42% | |
| | 154,694 | 154,918 | 224 | 0.14% | |
| | 13,070,659 | 13,925,189 | 854,530 | 6.54% | |
| | 159,013 | 164,352 | 5,339 | 3.36% | |
| | 19,230,590 | 19,230,590 | 0 | 0.00% | |
| | 70,465,317 | 70,180,637 | (284,680) | -0.40% | |
| | 60,480 | 60,480 | 0 | 0.00% | |

Charlotteville-Albemarle Airport Authority
Statement of Net Position
Fiscal Year 2019

| | February | March | Change | % | Explanations as needed |
|--|--------------------|--------------------|------------------|---------------|------------------------|
| Construction in progress | 14,630,055 | 14,805,390 | 175,335 | 1.20% | |
| Total Capital Assets (net of accu. deprec.) | 104,386,442 | 104,277,097 | (109,345) | -0.10% | |
| Total Non-Current Assets | 104,545,455 | 104,441,449 | (104,006) | -0.10% | |
| Total ASSETS | 121,111,311 | 121,823,369 | 712,058 | 0.59% | |
| Deferred Outflows of Resources | | | | | |
| Loss on refunding of debt | 56,429 | 56,429 | 0 | 0.00% | |
| Group Term Life OPEB Contributions | 9,600 | 9,600 | 0 | 0.00% | |
| Pension Contributions | 322,042 | 322,042 | 0 | 0.00% | |
| Total deferred outflows of resources | 388,071 | 388,071 | 0 | 0.00% | |
| Total Assets and Deferred Outflows | 121,499,382 | 122,211,440 | | | |

Charlotteville-Albemarle Airport Authority
Statement of Net Position
Fiscal Year 2019

| | February | March | Change | % | Explanations as needed |
|---|--------------------|--------------------|----------------|--------------|--|
| Liabilities, Deferred Inflows and Net Position | | | | | |
| Current Liabilities | | | | | |
| Payable From Unrestricted Assets: | | | | | |
| Accounts payable | 279,945 | 323,618 | 43,673 | 15.60% | |
| Accrued Payroll | 94,076 | 94,076 | 0 | 0.00% | This gets adjusted at year-end |
| Accrued leave | 119,249 | 119,249 | 0 | 0.00% | This gets adjusted at year-end |
| A/P Security dep/perf. bonds | 32,667 | 32,667 | 0 | 0.00% | Old 27K colgan and another airline, 5,667 Tailwind |
| Total Current Liabilities from Unrestricted Assets | 525,937 | 569,610 | 43,673 | 8.30% | |
| Payable from Restricted Assets: | | | | | |
| Accrued Interest | 12,227 | 12,227 | 0 | 0.00% | This gets adjusted at year-end |
| Due to Unrestricted Funds | 913,188 | 913,188 | 0 | 0.00% | |
| Retainage payable | 491,057 | 491,057 | 0 | 0.00% | Chemung Retainage |
| Capital Accounts Payable | 70,518 | 92,387 | 21,869 | 31.01% | |
| Total Current Liabilities from Restricted Assets | 1,486,990 | 1,508,859 | 21,869 | 1.47% | |
| Non-Current Liabilities: | | | | | |
| Revenue bonds payable, net of unamortized bond discount | 2,204,221 | 2,204,221 | 0 | 0.00% | These get adjusted at year-end |
| N/P 2006 VRA Debt Service | 150,641 | 150,641 | 0 | 0.00% | " |
| Due to VDOA Bridge Loans | 734,882 | 734,882 | 0 | 0.00% | " |
| Net Group Term Insurance OPEB Liability | 140,000 | 140,000 | 0 | 0.00% | " |
| Net Pension Liability | 871,533 | 871,533 | 0 | 0.00% | " |
| Total Non-Current Liabilities | 4,101,277 | 4,101,277 | | | |
| Total liabilities | 6,114,204 | 6,179,746 | 65,542 | 1.07% | |
| Deferred Inflows of Resources | | | | | |
| Group Term Life - OPEB Expenses | 16,000 | 16,000 | 0 | 0.00% | |
| Pension Expenses | 216,095 | 216,095 | 0 | 0.00% | |
| Net Position | | | | | |
| Invested in Capital Assets | 101,353,127 | 101,243,782 | (109,345) | -0.11% | |
| Restricted: | 11,754,909 | 12,592,909 | 838,000 | 7.13% | |
| Unrestricted: | 2,045,047 | 1,962,908 | (82,139) | -4.02% | |
| Total Net Position | 115,153,083 | 115,799,599 | 646,516 | 0.56% | |
| Total Liabilities, Deferred Inflows and Net Position | 121,499,382 | 122,211,440 | 712,058 | 0.59% | |

Operating Statistics-Fiscal Year 2019

| | | Calendar Year | | | | | | | | | | |
|--|--|---------------|----------|------|-----------|---|------|-----------|-----------|-----------|-----------|-----------|
| | | FY | FY | FY | FY | FY | FY | FY | FY | FY | FY | FY |
| | | 2019 | 2018 | 2019 | 2018 | 2019 | 2018 | 2019 | 2018 | 2019 | 2018 | 2019 |
| | | February | February | FYTD | FYTD | 2019 | 2018 | 2019 | 2018 | 2019 | 2018 | 2019 |
| Aircraft Operations | | | | | | | | | | | | |
| <i>Itinerant:</i> | | | | | | | | | | | | |
| <i>Air Carrier/Taxi</i> | | 2,228 | 2,207 | 1% | 20,143 | 17,016 | 18% | 23,143 | 19,782 | 20,049 | 17,382 | 17,493 |
| <i>General Aviation</i> | | 2309 | 2,274 | 2% | 21,991 | 18,956 | 16% | 25,248 | 22,937 | 28,782 | 31,024 | 33,561 |
| <i>Military</i> | | 144 | 238 | -39% | 1,487 | 1,456 | 2% | 2,133 | 2,007 | 1,883 | 2,034 | 2,297 |
| <i>Local:</i> | | | | | | | | | | | | |
| <i>General Aviation</i> | | 1,260 | 1,198 | 5% | 14,577 | 11,247 | 30% | 14,123 | 14,094 | 19,525 | 18,809 | 20,324 |
| <i>Military</i> | | 286 | 616 | -54% | 3,412 | 4,148 | -18% | 4,211 | 3,511 | 3,754 | 3,457 | 4,063 |
| Total Operations | | 6,227 | 6,533 | -5% | 61,610 | 52,823 | 17% | 68,858 | 62,331 | 73,993 | 72,706 | 77,738 |
| Enplaned Passengers | | 26,404 | 24,694 | 7% | 240,371 | 227,266 | 6% | 315,099 | 286,030 | 261,631 | 227,874 | 232,571 |
| Deplaned Passengers | | 25,631 | 24,092 | 6% | 237,045 | 226,875 | 4% | 313,512 | 284,218 | 261,168 | 226,294 | 231,466 |
| Enplaned Load Factor | | 74% | 81% | -9% | 78% | 82% | -5% | 80% | 84% | 86% | 76% | 75% |
| Available Seats | | 35,678 | 30,377 | 17% | 308,045 | 276,386 | 11% | 392,267 | 340,237 | 322,555 | 299,226 | 310,789 |
| Parking Revenue | | 344,011 | 344,152 | 0% | 2,895,389 | 2,780,736 | 4% | 3,375,790 | 3,088,197 | 2,906,401 | 2,134,028 | 2,193,373 |
| FBO Fuel Gallons Pumped | | | | | | | | | | | | |
| <i>GA -100LL</i> | | 2,727 | 2,835 | -4% | 28,070 | 29,770 | -6% | 45,924 | 54,530 | 51,551 | 55,862 | 60,275 |
| <i>GA/Corporate Jet-A</i> | | 97,406 | 98,811 | -1% | 794,624 | 692,546 | 15% | 1,073,227 | 1,010,722 | 998,910 | 969,930 | 969,423 |
| <i>Military Jet-A</i> | | 0 | 0 | 0% | 15 | 0 | 0% | 51,974 | 60,812 | 66,988 | 72,238 | 86,510 |
| <i>Airline</i> | | 291,839 | 228,708 | 28% | 2,394,310 | 1,898,696 | 26% | 2,493,636 | 2,224,092 | 2,107,002 | 1,843,362 | 1,745,200 |
| Total Fuel | | 391,972 | 330,354 | 19% | 3,217,019 | 2,621,012 | 23% | 3,087,606 | 3,350,156 | 3,224,451 | 2,941,392 | 2,861,408 |
| Flight Status | | | | | | | | | | | | |
| <i>Scheduled Flights</i> | | 646 | 544 | 19% | 4,884 | 2019- 28weather, 0 Mechanical, 2 Other | | | | | | |
| <i>Actual Flights</i> | | 616 | 522 | 18% | 4,687 | 2018= 4 weather, 2 Mechanical, 10 Other | | | | | | |
| Total Cancelled Flights | | 30 | 22 | 36% | 197 | | | | | | | |
| Food/Beverage/Retail | | | | | | | | | | | | |
| <i>Tailwinds, LLC.</i> | | 142,808 | 122,387 | 17% | 1,264,374 | 1,118,165 | 13% | 1,478,844 | 1,080,096 | 0 | 0 | 0 |
| Rental Car Revenue* | | 605,886 | 624,062 | -3% | 6,564,516 | 6,428,787 | 2% | 9,549,495 | 8,783,484 | 7,288,497 | 6,880,431 | 7,019,796 |
| <i>*Concessionable revenue-not gross</i> | | | | | | | | | | | | |

Operating Statistics-Fiscal Year 2019

| | | Calendar Year | | | | | | | | | | | | | | |
|-----------------------------------|-------------------------|---------------|---------|------|-----------|-----------|---|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| March | March | FY | FY | FY | FY | FY | FY | FY | FY | FY | FY | FY | FY | FY | FY | FY |
| 2019 | 2018 | 2019 | 2018 | 2019 | 2018 | 2019 | 2018 | 2019 | 2018 | 2019 | 2018 | 2019 | 2018 | 2019 | 2018 | 2018 |
| Aircraft Operations | | | | | | | | | | | | | | | | |
| Itinerant: | | | | | | | | | | | | | | | | |
| Local: | Air Carrier/Taxi | | | | | | | | | | | | | | | |
| | General Aviation | 2,776 | 2,472 | 12% | 22,919 | 19,488 | 18% | 27,975 | 20,049 | 20,214 | 17,382 | 17,493 | 18,615 | 19,412 | 20,675 | 23,640 |
| | Military | 3119 | 2,600 | 20% | 25,110 | 21,556 | 16% | 30,443 | 28,782 | 30,785 | 31,024 | 33,561 | 38,394 | 41,394 | 39,288 | 39,886 |
| | | 231 | 191 | 21% | 1,718 | 1,647 | 4% | 2,269 | 1,883 | 1,881 | 2,034 | 2,297 | 1,754 | 1,984 | 1,831 | 1,773 |
| Local: | General Aviation | 2,170 | 1,304 | 66% | 16,747 | 12,551 | 33% | 18,867 | 19,525 | 20,040 | 18,809 | 20,324 | 20,486 | 17,294 | 18,075 | 20,013 |
| | Military | 588 | 406 | 45% | 4,000 | 4,554 | -12% | 6,226 | 3,754 | 4,147 | 3,457 | 4,063 | 3,118 | 3,087 | 3,354 | 2,916 |
| | Total Operations | 8,884 | 6,973 | 27% | 70,494 | 59,796 | 18% | 85,780 | 73,993 | 77,067 | 72,706 | 77,738 | 82,367 | 83,171 | 83,223 | 88,228 |
| Enplaned Passengers | | 34,799 | 29,114 | 20% | 275,170 | 256,380 | 7% | 348,922 | 261,631 | 238,398 | 227,874 | 232,571 | 215,869 | 196,060 | 177,659 | 168,966 |
| Deplaned Passengers | | 34,600 | 29,218 | 18% | 271,645 | 256,093 | 6% | 347,590 | 261,168 | 232,164 | 226,294 | 231,466 | 213,692 | 195,867 | 177,160 | 168,971 |
| Enplaned Load Factor | | 79% | 80% | -1% | 78% | 82% | 82% | 82% | 86% | 81% | 76% | 75% | 72% | 69% | 65% | 56% |
| Available Seats | | 43,920 | 36,425 | 21% | 351,965 | 312,811 | 13% | 424,542 | 322,555 | 307,522 | 299,226 | 310,789 | 299,182 | 286,136 | 294,076 | 299,343 |
| Parking Revenue | | 428,962 | 405,463 | 6% | 3,324,351 | 3,186,199 | 4% | 4,335,457 | 2,906,401 | 2,604,747 | 2,134,028 | 2,193,373 | 2,003,507 | 1,700,145 | 1,478,901 | 1,507,761 |
| FBO Fuel Gallons Pumped | | | | | | | | | | | | | | | | |
| FBO Fuel Gallons Pumped | GA -100LL | 3,919 | 4,987 | -21% | 31,989 | 34,757 | -8% | 48,861 | 51,551 | 56,862 | 55,862 | 60,275 | 62,518 | 69,178 | 71,860 | 79,189 |
| | GA/Corporate Jet-A | 115,537 | 101,886 | 13% | 910,161 | 794,432 | 15% | 1,111,263 | 998,910 | 1,008,861 | 969,930 | 969,423 | 942,165 | 911,363 | 833,494 | 1,047,298 |
| | Military Jet-A | 0 | 0 | 0% | 15 | 0 | 0% | 0 | 66,988 | 63,084 | 72,238 | 86,510 | 53,611 | 73,901 | 67,114 | 71,542 |
| | Airline | 316,741 | 248,420 | 28% | 2,711,051 | 2,147,116 | 26% | 2,967,944 | 2,107,002 | 1,982,735 | 1,843,362 | 1,745,200 | 1,639,075 | 1,491,980 | 1,456,843 | 1,608,952 |
| Total Fuel | | 436,197 | 355,293 | 23% | 3,653,216 | 2,976,305 | 23% | 4,128,068 | 3,224,451 | 3,111,542 | 2,941,392 | 2,861,408 | 2,697,369 | 2,546,422 | 2,429,311 | 2,806,981 |
| Flight Status | | | | | | | | | | | | | | | | |
| Flight Status | Scheduled Flights | 790 | 688 | 15% | 5,674 | 5,674 | 2019- 9weather, 2 Mechanical, 2 Other | | | | | | | | | |
| | Actual Flights | 777 | 657 | 18% | 5,464 | 5,464 | 2018= 22 weather, 2 Mechanical, 7 Other | | | | | | | | | |
| | Total Cancelled Flights | 13 | 31 | -58% | 210 | 210 | | | | | | | | | | |
| Food/Beverage/Retail | | | | | | | | | | | | | | | | |
| Tailwinds, LLC. | | 181,241 | 141,075 | 28% | 1,445,614 | 1,259,240 | 15% | 1,740,799 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rental Car Revenue* | | 879,751 | 794,118 | 11% | 7,444,267 | 7,222,905 | 3% | 9,991,227 | 712,785 | 767,875 | 669,869 | 670,989 | 638,226 | 561,104 | 502,703 | 375,378 |
| *Concessionable revenue-not gross | | | | | | | | | 8,161,735 | 7,288,497 | 6,880,431 | 7,019,796 | 6,048,867 | 5,281,662 | 4,613,200 | 4,827,224 |

*Concessionable revenue-not gross



TO: Members of the Charlottesville-Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: May 14, 2019

SUBJECT: Action Item #1: Approval of the FY-2020 Operating Budget and 6-Year Airport Capital Improvement Plan

RECOMMENDATION: For the Board to approve the FY-2020 Operating Budget and 6-Year Airport Capital Improvement Plan

BACKGROUND: The 6-Year Airport Capital Improvement Plan (ACIP) was presented to the Board in March 2019 for preliminary review and to ensure that the listed projects would not pose any issues with related governing bodies. The FY-2020 Operating Budget was then distributed on April 29, 2019 for the Board's preliminary review.

PRIOR ACTION: N/A

FUNDING: N/A

FINANCIAL IMPACT: N/A

ATTACHMENTS: 1) FY-20 Operating Budget and Capital Narrative
2) 6-Year Capital Plan and Organizational Chart

PRESENTATION: CHO's Proposed FY-2020 Operating and Capital Budget

Charlottesville-Albemarle Airport Authority
FY 2020 Operating Budget

SUMMARY

| | Budget 2019 | Proposed Budget 2020 | % change |
|-------------------------------|----------------|----------------------------|-------------|
| Revenues: | | | |
| Terminal | 2,903,032 | 2,336,668 | -19.5% |
| Airfield | 1,453,068 | 1,537,272 | 5.8% |
| Parking | 4,533,687 | 4,704,144 | 3.8% |
| Indirect | 79,300 | 100,001 | 26.1% |
| <i>Total Revenues</i> | 8,969,087 | 8,678,086 | -3.2% |
| Expenses: | | | |
| Terminal | 2,956,602 | 2,662,623 | -9.9% |
| Airfield | 1,403,131 | 1,537,272 | 9.6% |
| Parking | 2,199,349 | 2,148,915 | -2.3% |
| Indirect | 2,222,634 | 2,267,432 | 2.0% |
| <i>Total Expenses</i> | 8,781,715 | 8,616,242 | -1.9% |
| Net Income¹ | 187,371 | 61,844 | -67.0% |

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

| | | |
|---------------------|---------|--------|
| Cov. Fund/Ent.Match | 187,371 | 61,844 |
|---------------------|---------|--------|

Charlottesville-Albemarle Airport Authority

FY 2020 Operating Budget

NONAIRLINE REVENUES

| | Actual FY 2018 | Budgeted FY 2019 | Proposed FY 2020 | % Diff. |
|--|--------------------|---------------------|---------------------|--------------|
| TERMINAL: | | | | |
| FAA Service Rent | \$45,515 | \$41,722 | \$45,504 | 9.1% |
| TSA Lease | 36,197 | \$36,195 | \$56,635 | 56.5% |
| Rental Car Concessions | 1,070,117 | 1,038,600 | 1,104,104 | 6.3% |
| Ground Transportation Fees | 24,000 | 24,000 | 24,000 | 0.0% |
| Rental Car QTA Land Lease | 56,136 | 57,817 | 59,552 | 3.0% |
| Advertising Concession | 139,263 | 150,000 | 170,000 | 13.3% |
| Food & Gift Concession | 124,235 | 108,900 | 130,000 | 19.4% |
| Misc. Concession Rev. | 280 | 2,000 | 2,000 | 0.0% |
| Business Center | 0 | 146,000 | 24,000 | 0.0% |
| ATM Concession | 7,476 | 7,476 | 7,476 | 0.0% |
| Maintenance Work Order Revenue | 1,204 | 0 | 0 | 0.0% |
| State Maintenance Revenue | 0 | 300,000 | 0 | 0.0% |
| State Ent. Debt Serv Reimb | 285,000 | 285,000 | 0 | -100.0% |
| Terminal Revenues | \$1,789,423 | \$2,197,710 | \$1,623,271 | -26.1% |
| Plus Calculated Airline Terminal Rents | \$492,186 | \$705,322 | \$713,397 | 1.1% |
| Total Terminal Revenues | \$2,281,609 | \$2,903,032 | \$2,336,668 | -19.5% |
| AIRFIELD: | | | | |
| Charter Revenue | \$22,546 | \$24,880 | \$20,000 | -19.6% |
| Ground Rent | 90,992 | 90,536 | 87,210 | -3.7% |
| FBO Revenue | 455,932 | 445,932 | 480,000 | 7.6% |
| A/W Fuel Flowage | 9,042 | 5,000 | 6,000 | 20.0% |
| State Maintenance Revenue | 0 | 0 | 0 | 0.0% |
| Misc. Revenue | 563 | 1,200 | 1,200 | 0.0% |
| Access Control ID Fees | 14,619 | 13,200 | 14,400 | 9.1% |
| Airfield Revenues | 593,694 | 580,748 | 608,810 | 4.8% |
| Plus Airline Landing Fees | 837,861 | 872,320 | 928,462 | 6.4% |
| Total Airfield Revenues | \$1,431,555 | \$1,453,068 | \$1,537,272 | 5.8% |
| PARKING: | | | | |
| Parking Revenues | \$4,336,505 | \$4,527,087 | \$4,696,944 | 3.8% |
| Parking Permits-Tenants | 5,638 | 5,400 | 6,000 | 11.1% |
| Crew Parking U.S. Air | 0 | | | 0.0% |
| Misc. Fees | 2,150 | 1,200 | 1,200 | 0.0% |
| Total Parking Revenues | \$4,344,293 | \$4,533,687 | \$4,704,144 | 3.8% |
| ADMINISTRATIVE: | | | | |
| Operating Interest | \$11,757 | \$7,500 | \$24,000 | 220.0% |
| Miscellaneous Income | 44,030 | 3,600 | 6,100 | 69.4% |
| State Promotion Grant | 0 | 0 | | 0.0% |
| State Air Service Grant | 0 | 0 | | 0.0% |
| Aviation & Airport Promotion Grant | 0 | 35,000 | 35,000 | 0.0% |
| QTA Staff Reimbursement | 30,660 | 33,200 | 34,901 | 5.1% |
| Administrative Revenues | \$86,447 | \$79,300 | \$100,001 | 26.1% |
| Total Revenues | \$8,143,904 | \$8,969,087 | \$8,678,086 | -3.2% |

| Charlottesville-Albemarle Airport Authority | | | | |
|---|-------------|-------------|-------------|-------|
| FY 2020 Operating Budget | | | | |
| OPERATING EXPENSES | | | | |
| | Actual | Budget | Proposed | % |
| | FY 2018 | FY 2019 | FY 2020 | +/- |
| TERMINAL: | | | | |
| Wages | \$533,209 | \$981,333 | \$1,077,948 | 10% |
| Terminal Contracted Service | 0 | 0 | 0 | 0% |
| Overtime | 58,049 | 60,000 | 71,525 | 19% |
| FICA/Benefits | 43,892 | 80,247 | 89,180 | 11% |
| Health Insurance Expense | 99,676 | 247,664 | 252,413 | 2% |
| Life Insurance Expense | 4,063 | 10,364 | 11,655 | 12% |
| STD/LTD Insurance Expense | 761 | 2,631 | 2,908 | 11% |
| Retirement Expense | 32,054 | 69,371 | 77,508 | 12% |
| Util-Electric | 162,409 | 165,000 | 180,000 | 9% |
| Util-Propane | 1,060 | 2,500 | 2,500 | 0% |
| Util-Oil | 46,318 | 40,000 | 40,000 | 0% |
| Util-Telephone | 11,651 | 10,512 | 12,000 | 14% |
| Util-Water | 26,356 | 30,000 | 45,000 | 50% |
| Util-Disposal | 40,975 | 40,920 | 69,720 | 70% |
| Insurance | 33,991 | 39,500 | 41,500 | 5% |
| Snow Removal | 25 | 6,960 | 5,810 | -17% |
| Building Maintenance | 134,664 | 107,508 | 87,500 | -19% |
| Maintenance Equip Purchase | 11,200 | 7,200 | 10,900 | 51% |
| Relamp | 11,981 | 15,504 | 18,504 | 19% |
| Welding/Fabrication | 255 | 2,400 | 2,400 | 0% |
| Terminal Signage & Compliance | 3,010 | 50,000 | 25,000 | -50% |
| Terminal Interior Landscape | 4,326 | 9,500 | 7,940 | -16% |
| OSHA Compliance | 9,941 | 20,552 | 23,602 | 15% |
| Bag Claim Maintenance | 11,980 | 13,500 | 11,750 | -13% |
| State Maintenance | 0 | 0 | 0 | 0% |
| Janitorial Supplies & Uniforms | 25,717 | 34,032 | 43,817 | 29% |
| Payroll Processing Fees | 2,769 | 2,340 | 3,000 | 28% |
| Education-Public Safety | 22,127 | 18,152 | 28,895 | 59% |
| Elevator/Escalator Maintenance | 54,843 | 48,295 | 59,190 | 23% |
| HVAC Maintenance | 89,423 | 89,504 | 94,500 | 6% |
| FIDS Maintenance | 4,840 | 50,000 | 50,000 | 0% |
| KABA Maintenance | 0 | 25,000 | 30,000 | 100% |
| Janitorial Contract | 268,487 | 0 | 0 | 0% |
| Emergency Communications | 22,123 | 27,108 | 33,158 | 22% |
| Dues/Subscriptions | 8,785 | 3,055 | 6,175 | 102% |
| Terminal Paging | 0 | 20,000 | 0 | -100% |
| Public Safety Uniforms | 13,500 | 8,800 | 10,400 | 18% |
| Customer Service/Ambassador | 6,895 | 10,000 | 4,000 | -60% |
| Business Center Expenses | | 149,600 | 29,200 | -80% |
| Safety | 3,717 | 11,508 | 16,700 | 45% |
| First Aid Supplies | 659 | 5,500 | 6,500 | 18% |
| Public Safety Technology | 0 | 0 | 41,200 | 0% |
| Travel - Public Safety | 207 | 36,600 | 31,350 | -14% |
| Towing Expense | 0 | 750 | 750 | 0% |
| Education-Operations | 475 | 3,350 | 3,350 | 0% |
| Travel - Operations | 3,280 | 3,175 | 3,175 | 0% |
| Terminal Direct Expenses | \$1,809,693 | \$2,559,936 | \$2,662,623 | 4% |
| Debt Service | \$476,000 | \$396,666 | \$0 | -100% |
| Total Terminal Expenses | \$2,285,693 | \$2,956,602 | \$2,662,623 | -10% |

Charlottesville-Albemarle Airport Authority
FY 2020 Operating Budget
OPERATING EXPENSES

| | Actual FY 2018 | Budget FY 2019 | Proposed FY 2020 | % +/- |
|------------------------------|-------------------|-------------------|---------------------|----------|
| AIRFIELD: | | | | |
| Wages | \$465,926 | \$ 535,759 | \$605,206 | 13% |
| Airfield Contracted Services | 0 | 0 | 0 | 0% |
| Overtime | 56,171 | 60,000 | 83,879 | 40% |
| FICA/Benefits | 38,850 | 45,891 | 53,112 | 16% |
| Health Insurance Expense | 77,289 | 96,181 | 125,058 | 30% |
| Life Insurance Expense | 3,816 | 6,396 | 7,832 | 22% |
| STD/LTD Insurance Expense | 551 | 780 | 622 | -20% |
| Retirement Expense | 28,589 | 37,204 | 46,409 | 25% |
| Util-Electric | 28,560 | 28,800 | 28,800 | 0% |
| Util-Propane | 6,786 | 6,000 | 6,000 | 0% |
| Util-Telephone | 7,147 | 8,400 | 8,400 | 0% |
| Util-Water | 405 | 420 | 420 | 0% |
| Insurance | 35,404 | 40,600 | 37,800 | -7% |
| Snow Removal | 25,230 | 48,810 | 50,000 | 2% |
| Airfield Lighting | 21,958 | 12,778 | 12,778 | 0% |
| Airfield Maintenance | 22,334 | 19,780 | 70,180 | 255% |
| Airfield Grounds Maintenance | 13,256 | 17,750 | 17,750 | 0% |
| Airfield Equipment Mtn | 94,060 | 103,100 | 116,100 | 13% |
| Maintenance Equip Purchase | 5,500 | 5,160 | 15,700 | 204% |
| Vehicle Expense | 30,932 | 48,844 | 51,044 | 5% |
| State Maintenance | 0 | 50,000 | 0 | -100% |
| Payroll Processing Fees | 2,769 | 2,340 | 3,000 | 28% |
| Education | 8,335 | 11,508 | 14,608 | 27% |
| Travel | 0 | 10,260 | 14,260 | 39% |
| Dues & Subscriptions | 7,840 | 1,785 | 2,035 | 14% |
| Uniforms | 5,128 | 9,828 | 9,828 | 0% |
| Emergency Exercises | 3,724 | 1,500 | 1,500 | 0% |
| Environmental | 9,173 | 25,010 | 28,304 | 13% |
| 800 mhz Infrast. Mtn Exp | 22,870 | 22,225 | 21,227 | -4% |
| ARFF Equipment | 20,771 | 25,500 | 30,000 | 18% |
| ARFF Training Supplies | 14,791 | 13,950 | 14,900 | 7% |
| Firearms | 5,517 | 16,300 | 8,550 | -48% |
| Hazmat Supplies | 1,516 | 3,000 | 3,000 | 0% |
| Access Control Mtn & Supply | 14,342 | 80,472 | 42,170 | -48% |
| Security Background Expense | 6,000 | 6,800 | 6,800 | 0% |
| Airfield Direct Expenses | \$1,085,540 | \$1,403,131 | \$1,537,272 | 10% |
| Debt Service | 0 | 0 | 0 | |
| Total Airfield Expenses | \$1,085,540 | \$1,403,131 | \$1,537,272 | |

Charlottesville-Albemarle Airport Authority
FY 2020 Operating Budget
OPERATING EXPENSES

| | Actual | Budget | Proposed | % |
|---------------------------|-------------|-------------|-------------|------|
| | FY 2018 | FY 2019 | FY 2020 | +/- |
| PARKING: | | | | |
| Wages | \$344,873 | \$396,934 | \$394,815 | -1% |
| Overtime | 42,963 | 50,000 | 79,836 | 60% |
| FICA/Taxes | 28,554 | 34,550 | 35,893 | 4% |
| Health Insurance Expense | 86,030 | 125,856 | 119,448 | -5% |
| Life Insurance Expense | 2,927 | 6,206 | 6,380 | 3% |
| STD/LTD Insurance Expense | 871 | 1,564 | 1,654 | 6% |
| Retirement Expense | 23,483 | 39,463 | 40,570 | 3% |
| Util-Electric | 4,386 | 4,440 | 4,440 | 0% |
| Util-Telephone | 11,693 | 12,000 | 12,000 | 0% |
| Util-Water | 266 | 300 | 300 | 0% |
| Insurance | 8,506 | 10,400 | 10,686 | 3% |
| Snow Removal | 2,619 | 7,900 | 8,000 | 1% |
| Parking Lot Lighting | 10,370 | 12,000 | 12,000 | 0% |
| Grounds Maintenance | 69,843 | 103,750 | 108,800 | 5% |
| Pavement/Step/Booth Mtnc | 5,854 | 19,310 | 20,200 | 5% |
| Parking Equip. Mtnc | 12,740 | 25,290 | 30,300 | 20% |
| Supplies | 5,758 | 8,240 | 9,540 | 16% |
| Signage & Traffic Control | 6,339 | 13,200 | 13,300 | 1% |
| Payroll processing fees | 2,769 | 2,500 | 3,000 | 20% |
| Education | 3,582 | 3,195 | 3,195 | 0% |
| Travel | 1,440 | 3,500 | 3,500 | 0% |
| Dues & Subscriptions | 310 | 448 | 448 | 0% |
| Parking Vehicles | 0 | 5,160 | 5,910 | 15% |
| Uniforms | 545 | 10,000 | 7,000 | -30% |
| Credit Card Discount | 193,109 | 200,000 | 220,000 | 10% |
| Cash Over/Short | (168) | 120 | 120 | 0% |
| Bad Debt Expense | 0 | 204 | 204 | 0% |
| Parking Expansion | 0 | 750,000 | 750,000 | 0% |
| Parking Direct Expenses | \$869,662 | \$1,846,531 | \$1,901,539 | 3% |
| Debt Service | \$373,907 | \$352,818 | \$247,376 | -30% |
| Total Parking Expenses | \$1,243,569 | \$2,199,349 | \$2,148,915 | -2% |

Charlottesville-Albemarle Airport Authority
FY 2020 Operating Budget

OPERATING EXPENSES

| | Actual FY 2018 | Budget FY 2019 | Proposed FY 2020 | % +/- |
|--------------------------------|-------------------|-------------------|---------------------|----------|
| ADMINISTRATIVE: | | | | |
| Wages | \$681,959 | \$756,957 | \$752,413 | -1% |
| Overtime | 18,852 | 20,000 | 44,759 | 124% |
| FICA | 50,122 | 57,738 | 61,559 | 7% |
| Health Insurance Expense | 58,313 | 81,958 | 81,958 | 0% |
| Life Insurance Expense | 5,779 | 8,892 | 9,204 | 4% |
| STD/LTD Insurance Expense | 748 | 623 | 632 | 1% |
| Retirement Expense | 30,699 | 59,543 | 58,529 | -2% |
| Util-Telephone | 19,243 | 26,848 | 26,848 | 0% |
| Insurance | 23,175 | 27,500 | 28,925 | 5% |
| Office Supplies | 16,524 | 14,400 | 20,400 | 42% |
| Office Expense | 17,032 | 22,368 | 23,844 | 7% |
| Payroll Processing Fees | 2,769 | 2,600 | 3,000 | 15% |
| Education | 9,187 | 9,180 | 8,480 | -8% |
| IT Expense | 46,169 | 149,537 | 106,559 | -29% |
| Equipment Lease | 5,835 | 5,232 | 5,850 | 12% |
| Admin Travel Expense | 8,328 | 13,000 | 12,300 | -5% |
| Marketing Travel Expense | 4,406 | 23,000 | 23,000 | 0% |
| Dues & Subscriptions-admin | 10,280 | 8,619 | 10,802 | 25% |
| Dues & Subscriptions-mktng | \$3,985 | 6,080 | 7,330 | 21% |
| Shipping | 1,892 | 2,400 | 2,400 | 0% |
| Meeting Expenses | 4,871 | 3,100 | 3,100 | 0% |
| Postage | 800 | 1,700 | 1,700 | 0% |
| Banking Fees | 2,651 | 600 | 3,480 | 480% |
| Service Fees | 523 | 0 | 0 | 0% |
| Human Resource Expenses | 29,947 | 47,480 | 26,080 | -45% |
| Miscellaneous Expense | (15,255) | 0 | 0 | 0% |
| Bad Debt Expense | 0 | 250 | 250 | 0% |
| Professional Fees | 121,858 | 191,500 | 244,000 | 27% |
| Advertising & Promotion | 297,562 | 485,250 | 485,250 | 0% |
| Special Events | 9,407 | 24,600 | 36,600 | 49% |
| Air Service Development | 43,885 | 171,680 | 178,180 | 4% |
| Administrative Direct Expenses | \$1,511,546 | \$2,222,634 | \$2,267,432 | 2% |
| Total O&M Expenses w/o Debt | \$6,126,348 | \$8,781,715 | \$8,616,242 | -2% |

| | | | | | |
|--|-------------------|-------------------|--|-------------------|--|
| | | | | | |
| Charlottesville-Albemarle Airport Authority | | | | | |
| FY 2020 Operating Budget | | | | | |
| Debt Service | | | | | |
| | | | | | |
| | | | | | |
| | 2020 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 | \$0 | | | 4/1/2019 | |
| Series 2004 Refunding Terminal | 0 | | | 4/1/2019 | |
| Series 2014 Parking | 183,317 | | | 7/1/2025 | |
| GARB Debt Service | \$247,376 | | | | |
| Coveraged required for GARB debt | \$61,844 | | | | |
| | | | | | |
| VRA Loan Debt Service: | | | | | |
| Rental Car Structure (CFC Backed) | 176,811 | | | 11/1/2020 | |
| (Series 2002) | | | | | |
| | | | | | |
| Total Debt Service | \$486,031 | | | | |
| | | | | | |
| | | | | | |

Charlottesville-Albemarle Airport Authority
FY 2020 Operating Budget

LANDING FEE

| | 2020 |
|-----------------------------------|-------------|
| Airfield O&M Expenses | 1,537,272 |
| Debt Service | - |
| Debt Service Coverage | - |
| Reallocation of Expenses | - |
| | <hr/> |
| Total Airfield Expenses | \$1,537,272 |
| Less Airfield Nonairline Revenues | \$608,810 |
| | <hr/> |
| Airfield Revenue Requirement | \$928,462 |
| Landed Weight | 447,935 |
| | <hr/> |
| Landing Fee per 1000 pounds | \$2.07 |
| | <hr/> |
| Total Landed Weight | 447,935 |
| | <hr/> |
| Total Landing Fees | \$928,462 |
| | <hr/> <hr/> |

Charlottesville-Albemarle Airport Authority
FY 2020 Operating Budget
TERMINAL RENTAL RATES

| | 2020 |
|---|-------------|
| Total Terminal O&M (direct and indirect)+ a/f subsi | \$4,504,939 |
| Total Parking O&M (direct and indirect) | 2,226,654 |
| Terminal GARB Debt Service | 0 |
| Parking GARB Debt Service | 247,376 |
| GARB Coverage/Entitlement Match | 61,844 |
| Total Expenses | \$7,040,813 |
| Less: | |
| Terminal Nonairline Revenues | \$1,623,271 |
| Parking Revenues (excluding CFC) | \$4,704,144 |
| Total Nonairline Revenues | \$6,327,415 |
| Total Terminal Requirement | \$713,397 |
| Leased Airline Square Feet | 18,426 |
| Average Terminal Rental Rate | \$38.72 |
| <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 | \$45.84 |
| Type 2 | \$36.67 |
| <u>Revenue by Type of Space:</u> | |
| Type 1 | \$188,619 |
| Type 2 | 524,778 |
| Total Terminal Rental Revenues | \$713,397 |

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

Charlottesville-Albemarle Airport Authority
FY 2020 Operating Budget

COST PER ENPLANEMENT

| | Proposed 2020 |
|-----------------------------|------------------|
| Landing Fees | \$928,462 |
| Terminal Rental Revenues | 713,397 |
| Total Airlines Revenues | \$1,641,859 |
| Enplanements | 372,000 |
| Cost Per Enplanement | \$4.41 |

Charlotteville-Albemarle Airport Authority
FY 2020 Operating Budget

ACTIVITY

| | Act. FY 2009 | Act FY 2010 | Act FY 2011 | Act FY 2012 | Act FY 2013 | Act FY 2014 | Act FY 2015 | Act FY 2016 | Act FY 2017 | Act FY 2018 | Bud FY 2019 | Estim. FY 2019 | Bud FY 2020 | % Change |
|------------------------------|-----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-------------------|----------------|-------------|
| Landing Fee | \$1.59 | \$1.58 | \$1.77 | \$1.78 | \$1.84 | \$1.86 | \$1.95 | \$1.95 | \$2.04 | \$2.08 | \$2.10 | \$2.10 | \$2.07 | -1% |
| Exclusive Rent | \$26.31 | \$26.26 | \$25.31 | \$25.41 | \$23.97 | \$25.65 | \$25.65 | \$25.65 | \$44.34 | \$45.28 | \$45.32 | \$45.32 | \$45.84 | 1% |
| O&M | \$21.05 | \$21.01 | \$20.25 | \$20.33 | \$19.18 | \$20.52 | \$20.52 | \$20.52 | \$35.47 | \$36.23 | \$36.25 | \$36.25 | \$36.67 | 1% |
| Landed Weight (000 lbs)* | 256,601 | 275,000 | 257,493 | 286,754 | 265,099 | 272,683 | 272,000 | 298,144 | 364,466 | 398,674 | 415,000 | 443,500 | 447,935 | 1% |
| Enplanements | 173,823 | 183,543 | 203,404 | 231,907 | 227,874 | 238,398 | 261,131 | 286,030 | 315,099 | 348,922 | 340,000 | 368,000 | 372,000 | 1% |
| Airline Cost Per Enplanement | \$5.13 | \$4.63 | \$4.38 | \$3.62 | \$4.11 | \$3.99 | \$4.23 | \$3.58 | \$4.55 | \$4.41 | \$4.64 | \$4.45 | \$4.41 | -1% |
| Ave term rental rates | \$23.68 | \$23.64 | \$22.78 | \$22.87 | \$21.58 | \$23.09 | \$23.09 | \$23.09 | \$39.91 | \$40.76 | \$40.79 | \$40.79 | \$41.25 | 1% |

FY19
enpl looking like 368000
assuming 31,000 last 3 months
Landed Weights 443500
assuming 36,000,000 last 4 months

FY 2020 – Capital Improvement Program Narrative

The Airport Authority's FY 2020 Capital Plan is designed to provide modern, safe, and efficient amenities for the benefit of users and guests of the Charlottesville-Albemarle Airport (CHO). An investment of \$34 million in federal, state and Airport Authority resources is being programmed during this fiscal year period to accomplish these needed projects with approximately twenty-two percent (22%) of this amount being derived from non-Airport Authority sources as follows:

| | | |
|---|-------------------|-------------|
| Federal Aviation Administration: | \$ 2.3 million | 6.7 % |
| Virginia Department of Aviation: | 5.3 million | 15.3 % |
| Passenger Facility Charge Program: | .8 million | 2.2 % |
| Rental Car Customer Facility Charge Program | 7.0 million | 20.1 % |
| Debt Service | 18.7 million | 54.3 % |
| Airline Discretionary Fund: | <u>.5 million</u> | <u>1.5%</u> |
| Total | \$34.5 million | 100.0 % |

Resources from the Airport Authority's Discretionary Fund Account will be directed toward accomplishing projects that do not qualify for federal or state assistance or projects which require matching funds.

The following is a brief overview of the planned projects:

- A. Rental Counter Rehab – This project will allow for the rehabilitation of the existing rental car counters which were install in the early 1990's when the terminal building was constructed, and the project will be funded 100% from the Rental Car Customer Facility Charges collected at CHO.
- B. Jet Bridge Replacement – This project will allow for the replacement of the existing jet bridge which is located at Delta Air Lines' Gate 3 area. This jet bridge was installed when the terminal building was constructed in the early 1990's.
- C. Relocate Taxiway E – The planned air carrier ramp project will impact the operational efficiency of Taxiway E. This project will correct this issue by relocating the Taxiway E to the north of the planned air carrier ramp expansion.
- D. Replace Baggage Claim Device (Inbound) – This project will allow for the replacement and possible reconfiguration of the existing baggage claim device which is located inside the "Baggage Claim Area" and a portion of the device is located adjacent to the exterior of the south side of the terminal building. This system was installed in the early 1990's when the terminal building was constructed, and it allows for the airlines to place all passenger-checked bags on the belt for transport into the "Baggage Claim Area" where passengers are able to retrieve their items.

- E. Replace Out-Bound Baggage Belts – This project will allow for the replacement and improvement of the existing out-bound baggage belt system. The Authority's outbound baggage belt system moves luggage from the "Airline Ticket Counters" through the "TSA Luggage Screening Area" to the "Baggage Makeup Area" where the airlines retrieve the luggage for transport to the aircraft. This system is not located within any tenant rental spaces, and it is 100% owned and maintained by the Airport.
- F. Escalators Replacement – This project will allow for the replacement of existing escalators which were installed when the terminal was constructed in the early 1990's. The age and condition of the existing system requires significant repair costs, and the new system will also be improved to incorporate new cost-saving technology.
- G. Repayment of 3 Virginia Department of Aviation (VDOA) Bridge Loans - In order to complete the 2012 Runway 21 Extension Project, the Authority was required to purchase adjacent land and aviation easements along with removing identified obstructions. The Authority secured the funding of these projects by borrowing funds from VDOA. This project will allow FAA funds to be used to reimburse the VDOA for three bridge loans.
- H. Friction Tester for Airfield – This project will allow for the purchase of an additional "Friction Tester" which is needed during adverse weather conditions. Staff uses this equipment to test the friction of the airfield pavement to ensure that safe operational conditions are present for the landing of aircraft.
- I. Snow Removal Equipment Storage Shop Improvements - This project will allow for upgrades and improvements to the existing shop facility where the Authority's snow removal equipment is repaired and stored.
- J. Vehicle Gate Installation at Signature Flight Service – This project allows for a new vehicle gate to be installed near the general aviation t-hangars. The existing gate is located adjacent to a steep decline which becomes difficult to transit during inclement weather.
- K. Terminal Fire Suppression Upgrade – This project will upgrade the terminal building's fire suppression system which was installed in the early 1990's when the terminal building was constructed,
- L. Pickup Truck with Snow Blade – This project allows for the purchase of a pickup truck that will be used for maintenance. It will be equipped with a snow blade which will allow for it to be used in the Authority's snow removal equipment fleet.

- M. Terminal Technology to include IT Room Modifications— This project will allow for upgrades to the terminal technology system and will include modifications and improvement to the terminal's IT room.
- N. Remote Control Steep Slope Mower– There are several locations on the airfield and within the terminal area that have extremely steep slopes due to the terrain of this region. This purchase will allow for those areas to be maintained in a safe and efficient manner.
- O. Unanticipated Eligible Repair & Maintenance – This project will fund a portion of eligible expenses associated with unanticipated maintenance and repair activities on the airfield and within the terminal area.
- P. FY20 Escalator Maintenance – This project will fund a portion of repairs and the annual costs for the Escalator Maintenance Service Contract with Shindler Escalator Services.
- Q. FY20 HVAC Maintenance – This project will fund a portion of repairs and the annual costs for the HVAC Maintenance Service Contract with Johnson Controls.
- R. FY20 Elevator Maintenance – This project will fund a portion of repairs and the annual costs for the Elevator Maintenance Service Contract with Southern Elevator.
- S. FY20 Access Control Maintenance - This project will fund a portion of repairs and the annual costs for the service contract with A-Tech for maintenance work related to the repair and maintenance of the access control system.
- T. FY20 Rubber Removal / Ramp & Taxiway Repair/ Joint Seal and Airfield Pavement Maintenance – This project will fund a portion of contracts for rubber removal from the airfield pavement. Repairs to the general aviation taxiways/taxilanes and commercial air carrier ramp will be funded in this project along with joint sealing of the ramp and other required airfield pavement maintenance.
- U. FY20 KABA (Unmanned Exit Lane) Maintenance – This project will fund a portion of the annual cost for the maintenance and repairs of the KABA Exit Door System which serves as the unmanned security lane system for passengers exiting from the secure post screening area to the “Baggage Claim Area”.
- V. FY20 ARFF/Tractor/Snow Removal & FOD Equipment - This project will fund expenses associated with the repair and maintenance of the Authority's ARFF/Tractors/Snow Removal and FOD equipment. The purchase of tires, blades, wafers and other parts will be included in this project along with required maintenance of the equipment.

- W. FY20 Paint Interior of Terminal Phase I Prescreening – This project will fund a portion of the expenses associated with a contract to paint the prescreening portion of the terminal interior. This project will be the first phase of a two-phase project.
- X. FY20 Clean and Recaulk Exterior of Terminal – The existing terminal was constructed in the early 1990's and the exterior of the building is a combination of brick and aluminum composite material (ACM) panels which are secured in place with Dowel 795 structural silicone caulking. Due to the age of the ACM panels and associated caulking, the detailed cleaning and re-caulking of the existing ACM panel system is required to safeguard the structural integrity of the building and ensure that moisture does not penetrate the system.
- Y. FY20 Airfield Pre/Post Emergent Application – This project will fund a portion of a project that will consist of a contract with a vendor to apply pre&post emergent chemicals to the airfield grass and the security fence line.
- Z. FY20 Exterior Painting of ARFF Building – This project will fund a portion of the expenses associated with a contract to paint the Authority's ARFF Building.
- AA. Terminal Gutter Installation – Portions of the terminal have failing gutter systems or they lack any type of gutter system. This project will allow for the installation and improvement of the entire terminal building's gutter system.
- AB. 800 MHz Radio Emergency Communication System / Equipment Upgrade – This project will fund a portion of the expenses required to replace some of the older radios needed for the Authority's 800 MHz Radio Emergency Communication System.
- AC. Airport-Wide Security Upgrade Phase1 – This project will provide for the first phase of an airport-wide project to upgrade the Authority's existing security system as required by
- AD. 800 MHz Radio System Emergency Communication System Upgrade (Payment 3 of 3) – The airport is part of a regional 800MHz radio system. This system is being upgraded, and all participants are responsible proportionately for the cost of this upgrade.
- AE. Parking Deck – This project will allow for the construction of a multi-level parking structure. It is anticipated that the structure will be four levels with approximately 200 – 250 parking spaces on each level. The rental car ready-return parking lot will be relocated to a level of this structure resulting in one-fourth of the cost of this project being funded by Rental Car Customer Facility Charges collected at CHO. It is anticipated that the parking deck project will be funded by the issuance of bonds.

- AF. Snow Removal Equipment (SRE) Storage Structure – The existing SRE building does not have the capacity to house all of the Authority's snow removal equipment. This project will allow for the construction of a storage structure near the existing SRE building which will accommodate any equipment that is not able to be stored in the existing SRE building.
- AG. Bucket Truck – This project will allow for the purchase of a bucket truck that will be used primarily for the maintenance and repair of the airfield ramp and roadway lighting.
- AH. Roof Replacement of Rental Car Quick-Turn-Around-Area (QTA) – This project will be funded by rental car customer facility charges and will allow for the replacement/repair of roof of the rental car QTA building.
- AI. De-Icer Attachments for Snow Removal Equipment Fleet – This project will allow for the purchase/fabrication of attachments that will dispense de-icing chemicals. These attachments will be used on the plows and other snow removal equipment identified within the Airport's approved Part 139 required "Snow Plan".

TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: May 14, 2019

SUBJECT: **Action Item #2** – Resolution No. 2019-4 “Executive Director Authorization to Accept a Federal Aviation Administration (FAA) Grant for the Construction of the Air Carrier Ramp Expansion and the Construction of the Entry Pavilion Projects.”

RECOMMENDATION: The Board adopt Resolution No. 2019-4 “Executive Director Authorization to Accept FAA Grant for the Construction of the Air Carrier Ramp Expansion and the Construction of the Entry Pavilion Projects.”

BACKGROUND: In accordance with the Board approved Airport Capital Improvement Plan, an application will be submitted to the FAA in the near future requesting funding for the “the Construction of the Air Carrier Ramp Expansion and Construction of the Entry Pavilion Projects.” Once the FAA processes the grant application and offers the funding for these projects, there will be a very short time period in which the Authority can execute and accept the offer. The attached Resolution 2019-4 will authorize the Executive Director to accept the FAA grant when offered.

PRIOR ACTION: September 2018: Board approved the 6-Year Airport Capital Improvement Plan which included the above referenced projects.

January 2019: Board approved Amendment #1 to the 6-Year Airport Capital Improvement Plan which included the above referenced projects.

| | | |
|-----------------|--|--------------------------------|
| FUNDING: | Air Carrier Ramp Expansion - Const. | Entry Pavilion – Const. |
| Federal: | \$2,000,000 | Federal: \$3,429,042 |
| State: | \$1,644,444 | State: \$ 0 |
| Local *: | \$ 355,556 | Local *: \$ 570,958 |
| Total: | <u>\$4,000,000</u> | Total: <u>\$4,000,000</u> |

* This is an estimate of the project and the amount may be increased to include additional planning requirements.

FINANCIAL IMPACT: * The local match will be funded from the Airport’s VDOA entitlements and Passenger Facilities Charges.

ATTACHMENTS: 1) Resolution No. 2019-4 “Executive Director Authorization to Accept FAA Grant for the Construction of the Air Carrier Ramp Expansion and the Construction of the Entry Pavilion Projects.”

PRESENTATION: None

RESOLUTION NO. 2019-4

Authorization of the Executive Director to Accept a Federal Aviation Administration Grant for the Construction Phase of the Air Carrier Ramp Expansion and Entry Pavilion Projects.

WHEREAS, the Charlottesville-Albemarle Airport Authority Board is the governing body of the Charlottesville-Albemarle Airport Authority ("Authority"), a political subdivision of the Commonwealth of Virginia as established by the Act of the Virginia General Assembly, 2003, Chapter 864, as amended; and,

WHEREAS, airline operations have increased at the Charlottesville-Albemarle Airport ("Airport") and the air carrier ramp is reaching capacity at peak travel times. This capacity issue will restrict the acceptance of additional flights during those travel times and place the airport at a competitive disadvantage if the ramp is not expanded to accommodate the parking of additional commercial air craft; and,

WHEREAS, the primary route of ADA (Americans with Disabilities Act) compliant access from the Airport's long-term parking lot to the terminal curb-side area is a stand-alone elevator structure centered between two sets of brick stairs; the elevator also is heavily used during periods of inclement weather. The elevator system is older and operational malfunctions are becoming more frequent. When this happens, accessibility is impacted and the movement of all passengers is hindered. The Authority's board has determined to proceed with the construction of a two-story Entry Pavilion building which will house two elevators, a set of escalators and set of stairs which will allow for the movement of passengers and luggage from the terminal area to the long-term lot. This building will also house up to two restrooms and the required building mechanical systems. The construction of a covered walk-way from the terminal building to the entry pavilions will also be included in this project. When completed, this structure will be ADA compliant and will facilitate the safe and convenient movement of passengers from the terminal curb-side area to the long term public parking lot; and,

WHEREAS, the Charlottesville-Albemarle Airport Authority approved Amendment #1 to the FY2018 6-Year Capital Budget on January 17, 2018, which included the Construction Phase – Air Carrier Ramp Expansion Project and Construction Phase – Entry Pavilion Project ("Projects"); and,

WHEREAS, it has been determined that proceeding with the Projects is in the best interest of the operational efficiency of the airport, and the design work for both projects has been completed and procurement transactions will soon be initiated for the Projects; and,

WHEREAS, the Authority's Executive Director will be submitting a grant application to the Federal Aviation Administration (FAA) for the Projects, and it is anticipated that the requested grant will be offered to the Authority for the Projects in the near future; 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 to accept and execute any FAA grant when offered. 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 the Projects.

ADOPTED this 14th day of May, 2019.

Vote:

Aye: _____

No: _____

Certified:

By: _____
Melinda Crawford, Secretary

May 2019

1. Executive Director's Update for the following items will be provided:

- a. Personnel Update
- b. CHO Open House Update
- c. PFC Application Update
- d. Construction Update
 - i. Parking Improvements Design
 - ii. Runway/Taxiway Rehab Construction
 - iii. Air Carrier Ramp Expansion Design
 - iv. Entry Pavilion Design
 - v. Terminal Energy Modification
 - vi. MALSR Update
 - vii. Terminal Pre-screening work
 - viii. Request for Proposals (RFP)
- e. Marketing & Air Service Update
- f. Joint Board/Commission Fall Retreat