



Charlottesville Albemarle Airport Authority Meeting
Tuesday, November 12, 2019 8:30 a.m. – Airport Lower Level Conference Room

AGENDA

Call to Order:

Consent Agenda:

1. Minutes – August 5, 2019 and October 17, 2019 (Joint Meeting)
2. Financial Statements – June 2019 and September 2019 (Unaudited)
3. Airport Statistics: June, July, August, and September 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:

Action Items:

1. Approval of Amendment #2 to the Airport's FY20 Capital Budget

Informational Items: Executive Director's Update

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 acquisition of real property for a public purpose where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body pursuant to VA Code 2.2-3711 (A) (3).

Next Scheduled Meeting: January 14, 2020 at a time and place to be determined.

Adjourn:



Charlottesville Albemarle Airport Board Meeting Minutes
Monday, August 5, 2019 at 11:00 a.m. at City Hall – 2nd Floor Conference Room

MINUTES

Members Present: Mike Murphy, Donald Long, Jeff Richardson

Members Absent: none

Staff Present: Melinda Crawford: Executive Director; Jason Burch: Deputy Executive Director; Penny Shifflett: Director of Finance and Administration; Stirling Williams: Director of Landside Operations; Jessica Conley: Administrative Assistant;

Others Present: Lisa Robertson- Chief Deputy City Attorney, City of Charlottesville; Steven Allhouse-Manager of Economic Analysis and Forecasting at the County of Albemarle

Call to Order at 11:05 a.m. by Donald Long

Consent Agenda:

1. Minutes – July 16, 2019 meeting

Mr. Richardson made a motion to accept Consent Agenda and motion was seconded by Mr. Murphy. It was unanimously accepted.

Matters from the Public: None

Items:

1. Approve Amendments to the Airport's Capital Budget-The original budgets are impacted due to current funding allocations and higher than anticipated bids that were received for the Ramp Expansion Project and the Entry Pavilion Construction Project. The items within the budget that were being revised were discussed. Mr. Richardson made a motion to approve Amendments to the Airport's Capital Budget and Mr. Murphy seconded the motion. The motion was unanimously approved.
2. Award of 2019 Air Carrier Ramp Expansion Construction Contract and Related Engineering Construction Administration Work Order and Approval of Resolution No. 2019-6 "Executive Director Authorization to Administer the 2019 Air Carrier Expansion Contract and Related Engineering Construction Administration Contracts."-.Sargent Corporation was the apparent low bidder with the amount of \$7,961,440. The acceptance of the contract with Sargent Corporation is contingent upon the receipt of an FAA grant. The contract and related engineering work was discussed. Mr. Richardson made a motion to approve Resolution No. 2019-6 and Mr. Murphy seconded the motion. The motion was unanimously approved.

Informational Items:

- a. Executive Director's Update: Mrs. Crawford discussed the upcoming Joint Board/Committee Fall Retreat.

Mr. Long thanked staff for providing a shadowing-opportunity to a local student who was hired by one of the airport tenants following that event. Mr. Murphy discussed training and work force development opportunities that may be available through the City of Charlottesville.

Next Scheduled Meeting: Thursday, October 17th, 2019, 9:00 a.m., at Montpelier for Joint Board/ Commission Fall Retreat

Adjournment at 11:29 a.m. Mr. Richardson motioned to adjourn the meeting. Mr. Murphy seconded, and it was unanimously approved.



Special Joint Meeting of the Charlottesville Albemarle Airport Authority and the
Charlottesville Albemarle Airport Commission

October 17, 2019, 9:00 a.m.

Lewis Hall, James Madison's Montpelier, 11350 Constitution Highway,
Montpelier Station, Virginia 22957

Minutes

Members Present: Donald Long, Jeff Richardson, Addison Barnhardt, Chris Engel, Eric Walden, Steven Hiss,

Members Absent: Mike Murphy, Michael Prichard

Staff Present: Melinda Crawford: Executive Director; Jason Burch: Deputy Executive Director; Penny Shifflett: Director of Finance & Administration; Stirling Williams: Director of Landside Operations; Jason Devillier: Director of Maintenance & Construction; Connie Cook: HR and Special Project; Troy Buttner: Airfield Maintenance Supervisor; Jonathan Shifflett: Fleet Supervisor; Jonathan Shenk: Chief of Public Safety; Mark Frazier: Public Safety Sargent; Travis Ratcliff: Public Safety Sargent; Arlene Forrest: Marketing and Administrative Assistant

Others Present: Sebastian Waisman: Assistant City Attorney, City of Charlottesville

Call to Order: At 9:15, Mr. Long welcomed the attendees to the special joint meeting and requested a moment of silence for the passing of Commissioner Brian Campbell.

Consent Agenda: None

Matters from the Public: None

Items:

1. Mr. Burch directed the introductions of Staff, Authority members, Commissioners, and Counsel – a brief discussion of the biggest challenges and opportunities facing Staff was provided, and Mr. Walden discussed his concerns regarding the MALSR and the correspondence he intends to send to U.S. Senators.
2. Mr. Waisman provided a review of regulations that apply to Authority Members and Commissioners – “Conflict of Interest Act”, “Guide to VA Public Records”, and “Freedom of Information Act.”
3. Ms. Crawford shared the “CHO FY-19 in Review” presentation and discussed CHO’s growing enplanements, the airport’s economic impact to the region, staff’s accomplishments, and numerous projects to include the steps that have been taken to reactivate the MALSR.
4. Following lunch, Ms. Crawford reviewed “CHO’s Good Neighbor Policy” and zoning issues.
5. Ms. Shifflett discussed the Authority’s Vision and Mission.
6. Ms. Crawford led a discussion of CHO’s upcoming Terminal Area Plan and Strategic Review. Ms. Crawford will begin discussions with local representatives of public transit.
7. Ms. Crawford provided additional discussion about CHO’s Customer Service Initiatives.
8. Ms. Shifflett reviewed the Budget process.
9. Ms. Crawford discussed upcoming projects, policy reviews, and CHO’s efforts to enhance public/tenant outreach and employee communications.

Next Scheduled Commission Meeting: Monday, November 11, 2019, 4:00pm,
Airport Lower Level Conference Room

Next Scheduled Authority Meeting: Tuesday, November 12, 2019, 8:30am,
Airport Lower Level Conference Room

Adjourn: Mr. Long provided closing remarks and the meeting was adjourned at 3:00 p.m.

Charlottesville-Albemarle Airport Authority
Financial Statements (unaudited)
As of June 30, 2019

Charlottesville-Albemarle Airport Authority
Profit & Loss Notes
As of June 30, 2019

\$15K and 10% change

Revenues:

- A. Interest Income:--Rates have risen and currently there are large amounts in the Revenue and Discretionary funds awaiting local funding of projects.
- B. FBO Revenues:--This revenue is directly related to activity at Signature Flight Center. Actual revenues have come in higher than projected.
- C. State Entitlement for Airfield Maintenance Expenses:-- This line item was adjusted at year-end when analyzing the expenses as aligned with the Virginia Department of Aviation's State Entitlement Utilization Report. The budget programmed all of this revenue under the line item "State Entitlement for Terminal Maintenance Expenses" at an annual figure of \$300K. However, it was determined that approximately \$54K was related to airfield expenses.
- D. Advertising:--This is the airport's first full year with advertising revenue. The actual revenues have come in higher than projected.
- E. Food/Gift Concessions:--Tailwind activity continues to exceed expectations with their growth in sales which is also tied to the increase in passenger activity.
- F. State Entitlement for Terminal Maintenance Expenses:--This line was adjusted at year-end when analyzing the expenses as aligned with the Virginia Department of Aviation's State Entitlement Utilization Report. There were fewer allowable expenses than anticipated. Overall, the budget for this line item was \$300K and the year-end analysis produced approximately \$54K in airfield (as noted in the explanation of "C" above) and \$145K in terminal.
- G. 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.
- H. State Entitlement for Debt Service Reimbursement:--This line item will be below budget at year end by \$95,000. The terminal debt service was paid off in April this year. The actual reimbursement for FY19 will be \$190,000.

Expenses:

- I. Retirement Expenses: - At year-end, the retirement and life insurance expenses are adjusted according to Governmental Accounting Standards Board Statements 68 and 75. All VRS participants are required to make several entries at year end to reflect actual and estimated activity according to VRS records. The amounts are provided by VRS and all

entities are required to make the necessary adjustments to their financial records. These figures are audited at year-end.

- J. Various Expense Line Items:--There are line items that are 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 or to be much lower than budgeted.
- K. Various Payroll and Benefit Expense Line Items:-- There were vacant positions in our FY19 budget and while most have been filled, some remain vacant. 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 because as employees come on board, they are selecting coverages that are requiring less employer expenses.
- L. Maintenance Airfield Equipment:--year-to-date expense:\$189,072 Budgeted: \$103,100
This account is over budget partly 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. There were other repairs to the fleet that needed to be done.
- M. Vehicle Expense Gas and Oil:-- year-to-date expense: \$64,381 Budgeted: \$48,844
The May and June 2018 fuel bills totaled \$7,863 and were entered as of July 1 because the bills were received from Signature late so these expenses were absorbed into the FY19 budget cycle.
- N. ARFF Equipment: -- year-to-date expense: \$43,697 Budgeted: \$25,500
There were more expenses than anticipated for new officer gear.
- O. Parking Equipment Maintenance:-- year-to-date expense: \$45,905 Budgeted: \$25,290
This account is over budget due to the repair of parking equipment due to storm damage.
- P. 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.
- Q. Terminal Maintenance:-- year-to-date expense: \$209,714 Budgeted: \$107,508
There were some terminal modifications to improve airline and overall operational efficiency. Some examples: Delta was moved from gate 2 to gate 4 due to aircraft relocation, a water line had to be installed for American, a wall was constructed to accommodate staffing, furniture and cabinetry were installed as needed, etc.
- R. 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.

- S. HVAC Maintenance:-- year-to-date expense: \$137,774 Budgeted: \$89,504
This line item accounts for the maintenance that is needed for our aging system. The expenses for this area exceeded our budget.
- T. Emergency Communications:-- year-to-date expense: \$52,819 Budgeted: \$27,108
This line item is for the Verizon bill that ensures staffing communication needs as well as for any portable radio replacements. There was only \$7K budgeted for radio replacements, but with the upgraded 800Mhz system moving towards completion, it required the replacement of more radios than anticipated. During FY19, over \$21K was spent on upgrading radios and equipment.
- U. Public Safety Uniforms:-- year-to-date expense: \$29,141 Budgeted: \$8,800
Due to the Public Safety Department becoming fully staffed with 11 officers in FY19, expenses exceeded budgeted amounts which originally had only accounted for slight changes for an estimated 8 officers.
- V. 2004 Debt Service Terminal:--year-to-date expenses: \$357,000 Budgeted: \$396,666
This line item will be below budget by one monthly payment amount of \$39,666. When calculating the last payment, an extra month was included in error.
- W. Depreciation & Amortization:-- year-to-date expense: \$4,390,045 Budgeted: \$3,936,000
This line item increased due to large projects being capitalized at year-end. i.e., the Runway Rehabilitation Project, et.al.

Net Income

June year-to-date net income before other income = \$1,468,720.

Charlotteville Albemarle Airport
Profit & Loss Budget Performance
June 2019

Ordinary Income/Expense	Jun 19	Budget	Jul '18 - Jun 19	Annual Budget	\$ Change	% Change
Income						
ADMINISTRATIVE REVENUES						
6404000 · Miscellaneous Income	342.50	300.00	3,034.70	3,600.00	(565.30)	-15.70%
6404001 · QTA Staff Reimbursement	2,767.00	2,766.67	33,204.00	33,200.00	4.00	0.01%
6404100 · VDOA Aviation & Promotion Prgrm	0.00	0.00	28,500.00	35,000.00	(6,500.00)	-18.57%
7405000 · Interest Income	3,488.68	625.00	27,211.69	7,500.00	19,711.69	262.82%
Total ADMINISTRATIVE REVENUES	6,598.18	3,691.67	91,950.39	79,300.00	12,650.39	15.95%
AIRFIELD REVENUES						
2402000 · Airline Landing Revenue	81,924.47	72,697.00	946,998.40	872,320.00	74,678.40	8.56%
2402001 · Charters	0.00	2,077.00	13,536.26	24,880.00	(11,343.74)	-45.59%
2402100 · Ground Rent/Airfield Fees	8,130.49	6,129.00	97,411.04	90,536.00	6,875.04	7.59%
2402200 · FBO Revenue	39,061.86	37,161.00	498,130.24	445,932.00	52,198.24	11.71%
2402250 · A/W Flowage	0.00	0.00	7,027.62	5,000.00	2,027.62	40.55%
2402300 · State Ent. Maintenance-Airfield	54,495.11	100.00	54,495.11	0.00	54,495.11	100.00%
2403300 · Miscellaneous Revenue Airfield	0.00	100.00	300.00	1,200.00	(900.00)	-75.00%
2403606 · Security Access Control Reimb.	1,391.00	1,100.00	14,900.00	13,200.00	1,700.00	12.88%
Total AIRFIELD REVENUES	185,002.93	119,264.00	1,632,798.67	1,453,068.00	179,730.67	12.37%
PARKING REVENUES						
Parking Revenue	396,784.00	422,452.00	4,576,642.86	4,527,087.00	49,555.86	1.09%
1401015 · Parking - Permits, Licenses&Fee	550.00	450.00	6,552.18	5,400.00	1,152.18	21.34%
1401016 · Miscellaneous Fees	25.00	100.00	1,655.00	1,200.00	455.00	37.92%
Total PARKING REVENUES	397,359.00	423,002.00	4,584,850.04	4,533,687.00	51,163.04	1.13%
TERMINAL REVENUES						
3403000 · Airline Rent	43,161.53	43,163.00	517,934.32	517,956.00	(21.68)	0.00%
3403050 · FAA Service FEE/Rent	3,792.92	3,792.00	45,521.13	41,722.00	3,799.13	9.11%
3403065 · TSA Reimbursement	4,727.72	3,019.00	45,885.40	36,195.00	9,690.40	26.77%
3403100 · Rental Car Revenue	309,606.64	224,050.00	1,124,349.18	1,038,600.00	85,749.18	8.26%
3403150 · Ground Transportation Fees	2,000.00	2,000.00	24,000.00	24,000.00	-	0.00%
3403155 · Rental Car QTA Land Lease	4,818.00	4,819.00	57,816.00	57,817.00	(1.00)	0.00%
3403200 · Advertising	9,325.00	12,500.00	196,631.50	150,000.00	46,631.50	31.09%
3403250 · Food/Gift Concessions	15,811.81	9,075.00	149,352.40	108,900.00	40,452.40	37.15%
3403300 · Miscellaneous Terminal	0.00	0.00	377.60	2,000.00	(1,622.40)	-81.12%
3403400 · ATM Concession	623.00	623.00	7,476.00	7,476.00	-	0.00%
3403500 · State Ent for Terminal Mainten	154,867.31	25,000.00	154,867.31	300,000.00	(145,132.69)	-48.38%
3404350 · Business Center/Lounge	3,055.00	12,163.00	22,510.00	146,000.00	(123,490.00)	-84.58%

Charlotteville Albemarle Airport
Profit & Loss Budget Performance
June 2019

	Jun 19	Budget	Jul '18 - Jun 19	Annual Budget	\$ Change	% Change
7405200 - State Ent. Debt Serv. Reimbrsmn	95,000.00	0.00	190,000.00	285,000.00	(95,000.00)	-33.33%
0301000 - Airline Contributed Capital	15,614.27	15,614.27	187,371.24	187,371.24	-	0.00%
Total TERMINAL REVENUES	662,403.20	355,818.27	2,724,092.08	2,903,037.24	(178,945.16)	-6.16%
Total Income	1,251,363.31	901,775.94	9,033,691.18	8,969,092.24	64,598.94	0.72%
Gross Profit	1,251,363.31	901,775.94	9,033,691.18	8,969,092.24	64,598.94	0.72%
Expense						
Administrative Expenses						
6500000 - Wages - Administrative	114,655.59	65,880.00	768,965.27	756,957.00	12,008.27	1.59%
6500050 - Overtime - Admin	1,403.08	400.00	30,984.59	20,000.00	10,984.59	54.92%
6500150 - Payroll Taxes - Administrative	9,643.94	5,099.00	56,762.37	57,738.00	(975.63)	-1.69%
6500200 - Health Ins./Supp-Administrative	5,740.40	6,828.00	87,072.60	81,958.00	5,114.60	6.24%
6500250 - Life Insurance - Administrative	-6,214.20	741.00	2,789.71	8,892.00	(6,102.29)	-68.63%
6500300 - ST Disab/LT Disab - Admin	71.78	51.00	937.03	623.00	314.03	50.41%
6500350 - Retirement - Administrative	-24,517.88	4,961.00	33,317.44	59,543.00	(26,225.56)	-44.04%
6501100 - Util-Telephone - Administrative	1,051.97	2,241.00	13,977.32	26,848.00	(12,870.68)	-47.94%
6501200 - Insur Expense - Administrative	2,283.19	2,288.00	25,135.28	27,500.00	(2,364.72)	-8.60%
6502000 - Office Supplies	1,288.76	1,200.00	15,491.12	14,400.00	1,091.12	7.58%
6502001 - Office Expenses	15.99	1,864.00	12,735.35	22,368.00	(9,632.65)	-43.06%
6502025 - Payroll Processing Fees	391.28	213.00	3,221.39	2,600.00	621.39	23.90%
6502050 - Education - Administrative	0.00	765.00	5,333.93	9,180.00	(3,846.07)	-41.90%
6502060 - Computer Expense	2,632.40	12,466.00	87,659.62	149,537.00	(61,877.38)	-41.38%
6502070 - Equipment Lease	1,204.88	436.00	5,123.64	5,232.00	(108.36)	-2.07%
6502100 - Travel - Administrative	2,175.02	1,087.00	15,197.27	13,000.00	2,197.27	16.90%
6502101 - Travel-Marketing	0.00	0.00	8,879.32	23,000.00	(14,120.68)	-61.39%
6502250 - Dues & Subs. - Administrative	0.00	721.00	17,762.67	8,619.00	9,143.67	106.09%
6502251 - Dues & Subs Marketing	0.00	423.00	3,560.00	6,080.00	(2,520.00)	-41.45%
6502561 - Shipping	198.21	200.00	2,099.02	2,400.00	(300.98)	-12.54%
6502600 - Meeting Expense	102.75	262.00	6,572.50	3,100.00	3,472.50	112.02%
6502650 - Postage	0.00	575.00	830.33	1,700.00	(869.67)	-51.16%
6502700 - Banking Fees	240.00	300.00	3,218.60	600.00	2,618.60	436.43%
6502701 - Service Fees	0.00		722.64	0.00	722.64	100.00%
6502750 - Human Resource Expenses	2,263.87	3,953.00	30,665.17	47,480.00	(16,814.83)	-35.41%
6502760 - Miscellaneous Expenses	397.33		745.64	0.00	745.64	100.00%
6502800 - Bad Debt Expense	0.00	250.00	388.20	250.00	138.20	55.28%
6502850 - Professional Fees	32,961.30	15,962.00	134,262.61	191,500.00	(57,237.39)	-29.89%
6502860 - Advert. & Promotion Expense	14,507.08	48,065.00	288,049.39	485,250.00	(197,200.61)	-40.64%

Charlotteville Albemarle Airport
Profit & Loss Budget Performance

June 2019

	Jun 19	Budget	Jul '18 - Jun 19	Annual Budget	\$ Change	% Change
6502861 · Special Events	263.72	2,050.00	3,870.46	24,600.00	(20,729.54)	-84.27% J
6502880 · Air Service Dev. Expense	875.00	46,690.00	9,625.00	171,680.00	(162,055.00)	-94.39% J
Total Administrative Expenses	163,635.46	225,971.00	1,675,955.48	2,222,635.00	(546,679.52)	-24.60%
Airfield Expenses						
2500000 · Wages - Airfield	85,675.41	52,509.00	511,709.06	535,759.00	(24,049.94)	-4.49%
2500051 · Overtime - Airfield	7,770.95	2,000.00	86,283.85	60,000.00	26,283.85	43.81% P
2500150 · Payroll Taxes - Airfield	6,845.00	4,200.00	43,842.47	45,891.00	(2,048.53)	-4.46%
2500200 · Health Ins./Supp. - Airfield	7,747.90	8,670.00	82,356.00	96,181.00	(13,825.00)	-14.37%
2500250 · Life Insurance - Airfield	-3,039.30	533.00	2,207.48	6,396.00	(4,188.52)	-65.49% I
2500300 · ST Disab/LT Disab - Airfield	70.62	65.00	763.85	780.00	(16.15)	-2.07%
2500350 · Retirement - Airfield	-9,807.88	3,104.00	22,021.62	37,204.00	(15,182.38)	-40.81% I
2501000 · Util-Electric - Airfield	-104.32	2,400.00	26,473.01	28,800.00	(2,326.99)	-8.08%
2501060 · Util-Propane - Airfield	0.00	0.00	7,724.87	6,000.00	1,724.87	28.75%
2501100 · Util-Telephone - Airfield	570.53	700.00	7,086.16	8,400.00	(1,313.84)	-15.64%
2501150 · Util-Water - Airfield	39.74	35.00	529.20	420.00	109.20	26.00%
2501200 · Insurance Expense - Airfield	3,383.06	3,387.00	40,596.72	40,600.00	(3.28)	-0.01%
2501250 · Snow Removal - Airfield	0.00	0.00	38,196.57	48,810.00	(10,613.43)	-21.74%
2501300 · Lighting Maintenance	462.08	1,063.00	13,214.84	12,778.00	436.84	3.42%
2501350 · Maintenance - Airfield	2,082.37	1,652.00	21,621.00	19,780.00	1,841.00	9.31%
2501351 · Airfield Grounds Maintenance	154.46	1,481.00	16,591.93	17,750.00	(1,158.07)	-6.52%
2501400 · Maint. Airfield Equipment	14,727.26	8,588.00	189,072.23	103,100.00	85,972.23	83.39% L
2501450 · Maint. Equip. Purch. - Airfield	1,549.39	430.00	3,156.84	5,160.00	(2,003.16)	-38.82%
2501500 · Vehicle Expense Gas and Oil	4,569.81	4,074.00	64,381.35	48,844.00	15,537.35	31.81% M
2501950 · State Maintenance-Airfield	0.00	4,163.00	14,512.80	50,000.00	(35,487.20)	-70.97% J
2502025 · Payroll Processing Fees	391.28	195.00	3,221.41	2,340.00	881.41	37.67%
2502050 · Education - Maintenance	258.00	959.00	1,627.72	11,508.00	(9,880.28)	-85.86%
2502100 · Travel maintenance	8.00	855.00	408.71	10,280.00	(9,851.29)	-96.02%
2502250 · Dues & Sub. Airfield	0.00	0.00	10,653.37	1,795.00	8,868.37	496.83%
2503000 · Uniforms - Airfield	345.61	819.00	10,213.51	9,828.00	385.51	3.92%
2503300 · Emergency Exercises	0.00	0.00	97.93	1,500.00	(1,402.07)	-93.47%
2503350 · Environmental Compliance	1,996.83	2,086.00	28,795.57	25,010.00	3,785.57	15.14%
2503551 · 800 MHz Maintenance Fees	5,556.25	0.00	22,225.00	22,225.00	-	0.00%
2512350 · ARFF Equipment	1,958.19	2,125.00	43,696.78	25,500.00	18,196.78	71.36% N
2512400 · ARFF Training Supplies	0.00	1,168.00	6,462.79	13,950.00	(7,487.21)	-53.67%
2512425 · Firearms	0.00	1,362.00	7,931.99	16,300.00	(8,368.01)	-51.34%
2512450 · Hazmat Materials	0.00	250.00	59.92	3,000.00	(2,940.08)	-98.00%

Charlotteville Albemarle Airport
Profit & Loss Budget Performance
June 2019

	Jun 19	Budget	Jul '18 - Jun 19	Annual Budget	\$ Change	% Change
2512550 - Security Access Control	8,899.41	6,706.00	69,840.85	80,472.00	(10,631.15)	-13.21%
2512605 - Security Background Expense	0.00	574.00	0.00	6,800.00	(6,800.00)	-100.00%
Total Airfield Expenses	142,110.55	116,153.00	1,397,577.40	1,403,131.00	(5,553.60)	-0.40%
Parking Expenses						
1500000 - Wages - Parking	57,898.18	33,488.00	406,740.00	396,934.00	9,806.00	2.47%
1500050 - Overtime - Parking	5,132.88	1,200.00	49,554.84	50,000.00	(445.16)	-0.89%
1500150 - Payroll Taxes - Parking	4,724.15	2,682.00	34,221.33	34,550.00	(328.67)	-0.95%
1500175 - Parking-Contracted Services	0.00		1,260.00		1,260.00	100.00%
1500200 - Health Ins./Supp. - Parking	7,049.00	10,488.00	97,751.00	125,856.00	(28,105.00)	-22.33%
1500250 - Life Insurance - Parking	4,370.32	519.00	955.92	6,206.00	(5,250.08)	-84.60%
1500300 - ST Disab/LT Disab - Parking	101.03	130.00	1,097.38	1,564.00	(466.62)	-29.84%
1500350 - Retirement - Parking	-11,715.32	3,284.00	16,992.15	39,463.00	(22,470.85)	-56.94%
1501010 - Util-Parking Lights	300.00	370.00	4,187.65	4,440.00	(252.35)	-5.68%
1501100 - Util-Telephone - Parking	885.50	1,000.00	11,406.95	12,000.00	(593.05)	-4.94%
1501150 - Util-Water - Parking	20.19	25.00	266.27	300.00	(33.73)	-11.24%
1501200 - Insurance Expense - Parking	864.81	863.00	10,377.72	10,400.00	(22.28)	-0.21%
1501250 - Snow Removal - Parking	625.13	0.00	4,133.51	7,900.00	(3,766.49)	-47.68%
1501300 - Parking Lot Lighting	664.26	1,000.00	761.52	12,000.00	(11,238.48)	-93.65%
1501350 - Parking Grounds Maintenance	3,936.18	8,644.00	60,470.05	103,750.00	(43,279.95)	-41.72%
1501351 - Parking Pavement/Booths/Steps	232.23	1,611.00	27,393.37	19,310.00	8,083.37	41.86%
1501400 - Parking Equip. Maintenance	1,757.47	2,102.00	45,905.51	25,290.00	20,615.51	81.52%
1502000 - Supplies - Parking	45.22	650.00	5,496.28	8,240.00	(2,743.72)	-33.30%
1502001 - Parking-Signage & Traffic Contr	129.60	1,100.00	21,081.06	13,200.00	7,881.06	59.71%
1502025 - Payroll Processing Fees	391.26	190.00	3,221.28	2,500.00	721.28	28.85%
1502050 - Education - Parking	0.00	269.00	0.00	3,195.00	(3,195.00)	-100.00%
1502100 - Travel - Parking	0.00	288.00	102.00	3,500.00	(3,398.00)	-97.09%
1502250 - Dues & Subs. - Parking	0.00	37.00	310.00	448.00	(138.00)	-30.80%
1502300 - Vehicles Expense-Parking	3,386.01	430.00	9,786.18	5,160.00	4,626.18	89.65%
1503000 - Uniforms-Parking	56.01	0.00	4,977.47	10,000.00	(5,022.53)	-50.23%
1503100 - Parking Credit Card Fees	19,117.12	18,500.00	206,332.21	200,000.00	6,332.21	3.17%
1503105 - Over & Short	-1.00	10.00	3.00	120.00	(117.00)	-97.50%
1503150 - Bad Debt Expense	0.00	17.00	0.00	204.00	(204.00)	-100.00%
1503800 - 2014 Debt Service Parking	13,519.84	15,276.00	181,560.24	183,312.00	(1,751.76)	-0.96%
1503801 - 2004 Debt Service Parking	32,116.85	32,045.00	159,044.85	169,514.00	(10,469.15)	-6.18%
1503802 - Surface Parking Expansion 2019	44,144.45	62,500.00	363,785.62	750,000.00	(386,214.38)	-51.50%
Total Parking Expenses	181,010.73	198,718.00	1,729,175.36	2,199,356.00	(470,180.64)	-21.38%

DATE 11/14/19
11/06/19
Accrual Basis

Charlotteville Albemarle Airport
Profit & Loss Budget Performance
June 2019

	Jun 19	Budget	Jul '18 - Jun 19	Annual Budget	\$ Change	% Change	
3503020 • Customer Service/Ambassadors	0.00	826.00	7,061.94	10,000.00	(2,938.06)	-29.38%	
3503050 • Business Center/Lounge	1,357.03	12,474.00	44,066.07	149,600.00	(105,533.93)	-70.54%	G
3503051 • Lounge Credit Card Fees	72.54		534.28		534.28	100.00%	
3503801 • 2004 Debt Service Terminal	-805.38	0.00	356,194.29	396,666.00	(40,471.71)	-10.20%	V
3512000 • Safety	1,041.40	959.00	9,256.97	11,508.00	(2,251.03)	-19.56%	
3512030 • EMS Supplies	31.25	462.00	1,055.90	5,500.00	(4,444.10)	-80.80%	
3512100 • Travel - Public Safety	2,330.69	3,050.00	34,164.38	36,600.00	(2,435.62)	-6.65%	
3512250 • Towing Expense	0.00	68.00	127.00	750.00	(623.00)	-83.07%	
3522050 • Education - Operations	0.00	281.00	1,320.00	3,350.00	(2,030.00)	-60.60%	
3522100 • Travel - Operations	0.00	260.00	6,352.20	3,175.00	3,177.20	100.07%	
Total Terminal Expenses							
Total Expense	228,728.75	213,817.00	2,762,263.01	2,956,599.00	(194,335.99)	-6.57%	
Net Ordinary Income	715,485.49	754,659.00	7,584,971.25	8,781,721.00	(1,216,749.75)	-13.86%	
Other Income/Expense	535,877.82	147,116.94	1,468,719.93	187,371.24	1,281,348.69	683.86%	
Other Income							
6404200 • Insurance Claim Proceeds	0.00	0.00	3,892.15	0.00	3,892.15	100.00%	
7405001 • Gain on Disposal of Assets	0.00	0.00	25,372.52	0.00	25,372.52	100.00%	
Total Other Income	0.00	0.00	29,264.67	0.00			
Other Expense							
Depreciation & Amortization	775,167.64	328,000.00	4,390,044.70	3,936,000.00	454,044.70	11.54%	W
1503910 • Loss on Disposal of Assets	0.00	0.00	1,113.98	0.00	1,113.98	100.00%	
Total Other Expense	775,167.64	328,000.00	4,391,158.68	3,936,000.00			
Net Other Income	-775,167.64	-328,000.00	-4,361,894.01	-3,936,000.00			
Net Income	-239,289.82	-180,883.06	-2,893,174.08	-3,748,628.76			

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

	May	June	Change	%	Explanations as needed
Assets					
Current Assets:					
Unrestricted Assets:					
Cash and cash equivalents	2,451,652	3,638,241	1,186,589	48.40%	Increase in Cash from Operations
Prepaid Insurance	-554	26,091	26,645	-4812.94%	Insurance Policies paid in June for FY20
Prepaid Insurance - Rental Car Facility	448	3,711	3,263	727.48%	Insurance Policies paid in June for FY20
Prepaid Expenses	57,179	2,000	(55,179)	-96.50%	Anthem premium not prepaid in June
Accounts receivable-net	325,805	364,467	38,662	11.87%	Normal Ops
Due From Restricted Funds	913,188	913,188	0	0.00%	Coverage Funds to Cap for Kenbridge Bills
Total Unrestricted Assets	3,747,718	4,947,697	1,199,980	32.02%	To resolve when closing State Grant
Non Current Assets					
Restricted Assets:					
Capital Funds:					
Cash and cash equivalents	213,912	289,503	75,591	35.34%	Normal Ops
Receivables	566,964	675,806	108,842	19.20%	FAA and State receivables
Passenger Facility Charge Funds:					Waiting for closeouts
Cash and cash equivalents	1,496,695	636,996	(859,699)	-57.44%	PFC funds used
Receivables	0	257,637	257,637	100.00%	Receivable booked at year-end audit
Rental Car Facility Charge Funds:					
Cash CFC Fund	306,167	381,192	75,025	24.50%	Normal Ops
Cash CFC General Fund	291,204	264,010	(27,194)	-9.34%	
Cash QTA Maintenance Fund	915,387	924,038	8,651	0.95%	
Receivables	103,783	189,064	85,281	82.17%	
State Entitlement Funds:					
Cash and cash equivalents	10,203,119	9,863,638	(339,481)	-0.85%	Used on Projects
Revenue Bond Funds:					
Investments	155,358	155,575	217	0.14%	
Cash VRA Escrow:					
Total restricted assets	14,252,589	13,637,459	(615,130)	-0.45%	
Non-Current Assets					
Restricted Assets					
Revenue Bond Funds					
Cash and Cash Equivalents	175,028	98,943	(76,085)	3.15%	One bond paid off. Escrow for others
Capital Assets					

Land	19,230,590	19,230,590	0	0.00%		
Buildings, improvements and equipment, net of depreciation	69,507,949	82,144,312	12,636,363	-0.45%	Capitalized RW Rehab	
Master plan and amortization	60,480	60,933	453	0.00%		
Construction in progress	15,125,542	2,117,765	(13,007,778)	0.65%	Capitalized RW Rehab	
Total Capital Assets (net of accu. deprec.)	103,924,562	103,553,600	(370,962)	-0.20%		
Total Non-Current Assets	104,099,590	103,652,543	(447,047)	-0.20%		
Total ASSETS	122,099,897	122,237,699	137,803	-0.13%		
Deferred Outflows of Resources						
Loss on refunding of debt	56,430	56,430	0	0.00%		
Group Term Life OPEB Contributions	9,600	25,419	15,819	0.00%		
Pension Contributions	322,042	358,428	36,386	0.00%		
Total deferred outflows of resources	388,071	440,276	52,205	0.00%		
Total Assets and Deferred Outflows	122,487,968	122,677,976	190,008			

Charlottesville-Albemarle Airport Authority Statement of Net Position Fiscal Year 2019									
	May	June	Change	%	Explanations as needed				
Liabilities, Deferred Inflows and Net Position									
Current Liabilities									
Payable From Unrestricted Assets:									
Accounts payable	352,434	221,127	(131,308)	-5.32%					
Accrued Payroll	94,076	122,882	28,806	0.00%					
Accrued leave	119,249	179,158	59,908	0.00%					This gets adjusted at year-end
A/P Security dep/perf. bonds	32,667	32,667	0	0.00%					This gets adjusted at year-end
Total Current Liabilities from Unrestricted Assets	598,427	555,833	(42,593)	-3.21%					Old 27K colgan and another airline, 5,667 Tailwind
Payable from Restricted Assets:									
Accrued Interest	12,227	9,453	(2,775)	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	5,392	230,553	225,161	-97.63%					
Total Current Liabilities from Restricted Assets	1,421,864	1,644,250	222,386	-13.53%					
Non-Current Liabilities:									
Revenue bonds payable, net of unamortized bond discount									
N/P 2006 VRA Debt Service	2,205,202	2,154,117	(51,086)	0.00%					These get adjusted at year-end
Due to VDOA Bridge Loans	150,641	150,641	0	0.00%					"
Net Group Term Insurance OPEB Liability	734,882	734,882	0	0.00%					"
Net Pension Liability	140,000	147,000	7,000	0.00%					"
Total Non-Current Liabilities	871,533	894,945	23,412	0.00%					"
Total liabilities	4,102,258	4,081,584	(20,674)	-3.81%					
Deferred Inflows of Resources									
Group Term Life - OPEB Expenses	16,000	14,000	(2,000)	0.00%					
Pension Expenses	216,095	141,395	(74,700)	0.00%					
Net Position									
Invested in Capital Assets	100,890,266	100,570,390	(319,876)	-0.21%					
Restricted:									
	13,017,981	12,101,605	(916,376)	1.27%					
Unrestricted:									
	2,225,077	3,568,918	1,343,841	6.50%					
Total Net Position	116,133,325	116,240,913	107,589	0.07%					
Total Liabilities, Deferred Inflows and Net Position	122,487,968	122,677,976	190,008	-0.13%					

Charlottesville-Albemarle Airport Authority
Financial Statements (unaudited)
As of Sept 30, 2019

Charlottesville-Albemarle Airport Authority
Profit & Loss Notes
As of Sept 30, 2019

\$15K and 10% change

Expenses:

A. Various Expense Line Items:--There are line items that are 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 or to be much lower than budgeted.

B. ARFF Equipment: -- year-to-date expense: \$32,862 Budgeted: \$7,500
The expenses for this line item occurred early in the fiscal year and were to outfit the entire ARFF personnel with the appropriate attire.

Net Income

September year-to-date net income before other income = \$356,453.

Charlotteville Albemarle Airport
Profit & Loss Budget Performance
September 2019

Ordinary Income/Expense	Sep 19	Budget	Jul - Sep 19	YTD Budget	Annual Budget	YTD \$	YTD %
						Change	Change
Income							
ADMINISTRATIVE REVENUES							
6404000 · Miscellaneous Income	0.00	508.33	60.00	1,524.99	6,100.00	(1,464.99)	-96.1%
6404001 · QTA Staff Reimbursement	2,908.42	2,908.42	8,726.26	8,725.26	34,901.00	1.00	0.0%
6404002 · Vending Machine Revenue	0.00	0.00	26.88	0.00	0.00	26.88	100.0%
6404100 · VDOA Aviation & Promotion Prgm	0.00	2,916.67	0.00	8,750.01	35,000.00	(8,750.01)	-100.0%
7405000 · Interest Income	3,496.23	2,000.00	11,086.50	6,000.00	24,000.00	5,086.50	84.8%
Total ADMINISTRATIVE REVENUES	6,404.65	8,333.42	19,899.64	25,000.26	100,001.00	(5,100.62)	-20.4%
AIRFIELD REVENUES							
2402000 · Airline Landing Revenue	83,947.41	77,371.83	243,298.73	232,115.49	928,462.00	11,183.24	4.8%
2402001 · Charters	4,188.92	1,866.67	6,483.38	5,000.01	20,000.00	1,483.37	29.7%
2402100 · Ground Rent/Airfield Fees	7,070.14	7,267.50	28,105.14	21,802.50	87,210.00	6,302.64	28.9%
2402200 · FBO Revenue	43,136.39	40,000.00	116,611.13	120,000.00	480,000.00	(3,388.87)	-2.8%
2402250 · A/W Flowage	0.00	500.00	3,384.08	1,500.00	6,000.00	1,884.08	125.6%
2403300 · Miscellaneous Revenue Airfield	0.00	100.00	0.00	300.00	1,200.00	(300.00)	-100.0%
2403606 · Security Access Control Reimb.	1,260.00	1,200.00	6,103.00	3,600.00	14,400.00	2,503.00	69.5%
Total AIRFIELD REVENUES	139,602.86	128,106.00	403,985.46	384,318.00	1,537,272.00	19,667.46	5.1%
PARKING REVENUES							
Parking Revenue	406,419.00	391,412.00	1,148,541.04	1,174,236.00	4,696,944.00	(25,694.96)	-2.2%
1401015 · Parking - Permits, Licenses&Fee	650.00	500.00	1,795.00	1,500.00	6,000.00	295.00	19.7%
1401016 · Miscellaneous Fees	558.50	100.00	731.70	300.00	1,200.00	431.70	143.9%
Total PARKING REVENUES	407,627.50	392,012.00	1,151,067.74	1,176,036.00	4,704,144.00	(24,968.26)	-2.1%
TERMINAL REVENUES							
3403000 · Airline Rent	54,296.12	54,296.08	162,888.36	162,888.24	651,552.96	0.12	0.0%
3403050 · FAA Service FEE/Rent	3,792.92	3,792.00	11,378.76	11,376.00	45,504.00	2.76	0.0%
3403065 · TSA Reimbursement	4,727.72	4,719.58	14,183.16	14,158.74	56,635.00	24.42	0.2%
3403100 · Rental Car Revenue	75,797.14	74,432.00	226,691.09	223,296.00	1,104,104.00	3,385.09	1.5%
3403150 · Ground Transportation Fees	2,000.00	2,000.00	6,000.00	6,000.00	24,000.00	-	0.0%
3403155 · Rental Car QTA Land Lease	4,962.67	4,962.67	14,888.01	14,888.01	59,552.04	-	0.0%
3403200 · Advertising	9,225.00	14,166.67	40,855.50	42,500.01	170,000.00	(1,644.51)	-3.9%
3403250 · Food/Gift Concessions	11,359.67	10,833.33	39,175.03	32,499.99	130,000.00	6,675.04	20.5%
3403300 · Miscellaneous Terminal	0.00	166.67	0.00	500.01	2,000.00	(500.01)	-100.0%
3403400 · ATM Concession	623.00	623.00	1,869.00	1,869.00	7,476.00	-	0.0%
3404350 · Business Center/Lounge	2,956.00	2,000.00	8,781.00	6,000.00	24,000.00	2,781.00	46.4%
0301000 · Airline Contributed Capital	5,153.67	5,153.67	15,461.01	15,461.01	61,844.04	-	0.0%
Total TERMINAL REVENUES	174,893.91	177,145.67	542,160.92	531,437.01	2,336,668.04	10,723.91	2.0%
Total Income	728,528.92	705,597.09	2,117,113.76	2,116,791.27	8,678,085.04	322.49	0.0%
Gross Profit	728,528.92	705,597.09	2,117,113.76	2,116,791.27	8,678,085.04	322.49	0.0%
Expense							
Administrative Expenses							
6500000 · Wages - Administrative	56,135.42	57,878.00	197,156.26	202,573.00	752,413.00	(5,416.74)	-2.7%
6500050 · Overtime - Admin	1,213.31	650.00	3,292.48	2,200.00	44,759.00	1,092.48	49.7%

Charlottesville Albemarle Airport
Profit & Loss Budget Performance
September 2019

	Sep 19	Budget	Jul - Sep 19	YTD Budget	Annual Budget	YTD \$ Change	YTD % Change
6500150 • Payroll Taxes - Administrative	3,776.63	4,507.00	14,356.18	15,755.00	61,559.00	(1,398.82)	-8.9%
6500200 • Health Ins./Supp-Administrative	6,098.20	6,829.83	22,225.00	20,489.49	81,958.00	1,735.51	8.5%
6500250 • Life Insurance - Administrative	802.21	767.00	2,406.68	2,301.00	9,204.00	105.88	4.6%
6500300 • ST Disab/ LT Disab - Admin	66.43	52.67	199.29	158.01	632.00	41.28	26.1%
6500350 • Retirement - Administrative	5,127.85	4,877.42	15,381.45	14,632.26	58,529.00	749.19	5.1%
6501100 • Util-Telephone - Administrative	1,102.05	2,237.33	3,882.82	6,711.99	26,848.00	(2,829.17)	-42.2%
6501200 • Insur Expense - Administrative	2,503.56	2,410.42	7,660.68	7,231.26	28,925.00	429.42	5.9%
6502000 • Office Supplies	10.45	1,700.00	1,119.26	5,100.00	20,400.00	(3,980.74)	-78.1%
6502001 • Office Expenses	0.00	1,987.00	225.00	5,961.00	23,844.00	(5,736.00)	-96.2%
6502025 • Payroll Processing Fees	266.13	250.00	909.56	750.00	3,000.00	159.56	21.3%
6502050 • Education - Administrative	0.00	706.67	370.00	2,120.01	8,480.00	(1,750.01)	-82.5%
6502060 • Computer Expense	2,616.21	8,879.92	11,673.37	26,639.76	106,559.00	(14,966.39)	-56.2%
6502070 • Equipment Lease	1,261.97	487.50	1,261.97	1,462.50	5,850.00	(200.53)	-13.7%
6502100 • Travel - Administrative	0.00	1,025.00	1,187.07	3,075.00	12,300.00	(1,887.93)	-61.4%
6502101 • Travel-Marketing	0.00	1,916.67	1,326.50	5,750.01	23,000.00	(4,423.51)	-76.9%
6502250 • Dues & Subs. - Administrative	0.00	900.17	0.00	2,700.51	10,802.00	(2,700.51)	-100.0%
6502251 • Dues & Subs Marketing	0.00	610.83	0.00	1,832.48	7,330.00	(1,832.48)	-100.0%
6502561 • Shipping	79.22	200.00	299.88	600.00	2,400.00	(300.12)	-50.0%
6502600 • Meeting Expense	0.00	258.33	254.94	774.99	3,100.00	(520.05)	-67.1%
6502650 • Postage	0.00	141.67	184.38	425.01	1,700.00	(240.63)	-56.6%
6502700 • Banking Fees	276.00	290.00	588.00	870.00	3,480.00	(282.00)	-32.4%
6502750 • Human Resource Expenses	1,264.61	2,173.33	6,238.62	6,519.99	26,080.00	(281.37)	-4.3%
6502760 • Miscellaneous Expenses	113.01	0.00	657.42	0.00	0.00	657.42	100.0%
6502800 • Bad Debt Expense	0.00	20.83	0.00	62.49	250.00	(62.49)	-100.0%
6502850 • Professional Fees	3,894.25	20,333.33	6,549.50	60,999.99	244,000.00	(54,450.49)	-89.3%
6502860 • Advert. & Promotion Expense	13,874.22	40,437.50	71,043.42	121,312.50	485,250.00	(50,268.08)	-41.4%
6502861 • Special Events	0.00	3,050.00	133.74	9,150.00	36,600.00	(9,016.26)	-98.5%
6502880 • Air Service Dev. Expense	875.00	14,848.33	5,955.00	44,544.99	178,180.00	(38,589.99)	-86.6%
Total Administrative Expenses	101,362.73	180,426.75	376,538.47	572,703.25	2,267,432.00	(196,164.78)	-34.3%
Airfield Expenses							
2500000 • Wages - Airfield	48,886.61	44,616.00	181,438.83	168,156.00	605,206.00	13,283.83	7.9%
2500051 • Overtime - Airfield	2,865.22	4,000.00	15,565.36	8,000.00	83,879.00	7,565.36	94.6%
2500150 • Payroll Taxes - Airfield	3,748.21	3,749.00	14,477.69	13,565.00	53,112.00	912.69	6.7%
2500200 • Health Ins./Supp. - Airfield	9,576.90	10,421.50	26,594.60	31,264.50	125,058.00	(4,669.90)	-14.9%
2500250 • Life Insurance - Airfield	593.62	652.57	1,868.27	1,958.01	7,832.00	(89.74)	-4.6%
2500300 • ST Disab/LT Disab - Airfield	74.59	51.83	206.59	155.49	622.00	51.10	32.9%
2500350 • Retirement - Airfield	3,628.94	3,867.42	11,431.50	11,602.26	46,409.00	(170.76)	-1.5%
2501000 • Util-Electric - Airfield	1,891.44	2,400.00	-4,135.35	7,200.00	28,800.00	(11,335.35)	-157.4%
2501060 • Util-Propane - Airfield	1,773.86	500.00	2,339.68	1,500.00	6,000.00	839.68	56.0%
2501100 • Util-Telephone - Airfield	563.49	700.00	4,365.05	2,100.00	8,400.00	2,265.05	107.9%
2501150 • Util-Water - Airfield	46.09	35.00	127.42	105.00	420.00	22.42	21.4%
2501200 • Insurance Expense - Airfield	4,320.97	3,150.00	12,962.91	9,450.00	37,800.00	3,512.91	37.2%
2501250 • Snow Removal - Airfield	0.00	4,166.67	0.00	12,500.01	50,000.00	(12,500.01)	-100.0%

Charlotteville Albemarle Airport
Profit & Loss Budget Performance
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	Sep 19	Budget	Jul - Sep 19	YTD Budget	Annual Budget	YTD \$ Change	YTD % Change
2501300 · Lighting Maintenance	0.00	1,064.83	0.00	3,194.49	12,778.00	(3,194.49)	-100.0%
2501350 · Maintenance - Airfield	4,660.71	5,848.33	7,184.19	17,544.99	70,180.00	(10,360.80)	-59.1%
2501351 · Airfield Grounds Maintenance	189.34	1,479.17	3,922.34	4,437.51	17,750.00	(515.17)	-11.6%
2501400 · Maint. Airfield Equipment	17,134.86	9,675.00	37,946.20	29,025.00	116,100.00	8,921.20	30.7%
2501450 · Maint. Equip. Purch. - Airfield	134.20	1,308.33	493.05	3,924.99	15,700.00	(3,431.94)	-87.4%
2501500 · Vehicle Expense Gas and Oil	5,643.60	4,253.67	14,201.57	12,761.01	51,044.00	1,440.56	11.3%
2501950 · State Maintenance-Airfield	0.00	0.00	0.00	0.00	0.00	-	#DIV/0!
2502025 · Payroll Processing Fees	266.13	250.00	909.58	750.00	3,000.00	159.58	21.3%
2502050 · Education - Maintenance	975.00	1,217.33	975.00	3,651.99	14,608.00	(2,676.99)	-73.3%
2502100 · Travel maintenance	838.75	1,188.33	838.75	3,564.99	14,260.00	(2,726.24)	-76.5%
2502250 · Dues & Sub. Airfield	0.00	169.58	0.00	508.74	2,035.00	(508.74)	-100.0%
2503000 · Uniforms - Airfield	260.74	819.00	2,753.36	2,457.00	9,828.00	296.36	12.1%
2503300 · Emergency Exercises	0.00	125.00	0.00	375.00	1,500.00	(375.00)	-100.0%
2503350 · Environmental Compliance	954.83	2,358.67	2,864.49	7,076.01	28,304.00	(4,211.52)	-59.5%
2503551 · 800 MHz Maintenance Fees	0.00	1,768.92	5,306.75	5,306.76	21,227.00	(0.01)	0.0%
2512350 · ARFF Equipment	5,312.86	2,500.00	32,862.42	7,500.00	30,000.00	25,362.42	338.2%
2512400 · ARFF Training Supplies	0.00	1,241.67	300.00	3,725.01	14,900.00	(3,425.01)	-91.9%
2512425 · Firearms	0.00	712.50	0.00	2,137.50	8,550.00	(2,137.50)	-100.0%
2512450 · Hazmat Materials	0.00	250.00	0.00	750.00	3,000.00	(750.00)	-100.0%
2512550 · Security Access Control	2,470.92	3,514.17	2,470.92	10,542.51	42,170.00	(8,071.59)	-76.6%
2512605 · Security Background Expense	0.00	566.67	0.00	1,700.01	6,800.00	(1,700.01)	-100.0%
Total Airfield Expenses	116,811.88	118,621.26	380,272.17	388,469.78	1,537,272.00	(8,217.61)	-2.1%
Parking Expenses							
1500000 · Wages - Parking	30,726.75	30,370.00	106,406.92	106,286.00	394,815.00	110.92	0.1%
1500050 · Overtime - Parking	3,625.43	1,400.00	13,286.57	3,800.00	79,836.00	9,485.57	249.6%
1500150 · Payroll Taxes - Parking	2,563.39	2,460.00	8,965.66	8,512.00	35,893.00	453.66	5.3%
1500200 · Health Ins./Supp. - Parking	9,222.00	9,954.00	28,660.00	29,862.00	119,448.00	(1,202.00)	-4.0%
1500250 · Life Insurance - Parking	431.65	531.67	1,263.79	1,595.01	6,380.00	(331.22)	-20.8%
1500300 · ST Disab/LT Disab - Parking	75.80	137.83	261.74	413.49	1,654.00	(151.75)	-36.7%
1500350 · Retirement - Parking	2,717.97	3,380.83	7,881.54	10,142.48	40,570.00	(2,260.95)	-22.3%
1501010 · Util-Parking Lights	311.00	370.00	925.78	1,110.00	4,440.00	(184.22)	-16.6%
1501100 · Util-Telephone - Parking	895.04	1,000.00	3,469.97	3,000.00	12,000.00	469.97	15.7%
1501150 · Util-Water - Parking	23.08	25.00	76.48	75.00	300.00	1.48	2.0%
1501200 · Insurance Expense - Parking	1,125.61	890.50	3,376.83	2,671.50	10,686.00	705.33	26.4%
1501250 · Snow Removal - Parking	0.00	666.67	0.00	2,000.01	8,000.00	(2,000.01)	-100.0%
1501300 · Parking Lot Lighting	2,698.87	1,000.00	4,240.68	3,000.00	12,000.00	1,240.68	41.4%
1501350 · Parking Grounds Maintenance	6,898.01	9,066.67	30,700.93	27,200.01	108,800.00	3,500.92	12.9%
1501351 · Parking Pavement/Booths/Steps	0.00	1,683.33	904.88	5,049.99	20,200.00	(4,145.11)	-82.1%
1501400 · Parking Equip. Maintenance	3,116.08	2,525.00	5,539.09	7,575.00	30,300.00	(2,035.91)	-26.9%
1502000 · Supplies - Parking	0.00	795.00	455.30	2,385.00	9,540.00	(1,929.70)	-80.9%
1502001 · Parking-Signage & Traffic Contr	1,887.50	1,108.33	1,887.50	3,324.99	13,300.00	(1,437.49)	-43.2%
1502025 · Payroll Processing Fees	266.11	250.00	909.53	750.00	3,000.00	159.53	21.3%
1502050 · Education - Parking	0.00	266.25	0.00	798.75	3,195.00	(798.75)	-100.0%

Charlottesville Albemarle Airport
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	Sep 19	Budget	Jul - Sep 19	YTD Budget	Annual Budget	YTD \$ Change	YTD % Change
1502100 • Travel - Parking	0.00	291.67	0.00	875.01	3,500.00	(875.01)	-100.0%
1502250 • Dues & Subs. - Parking	0.00	37.33	0.00	111.99	448.00	(111.99)	-100.0%
1502300 • Vehicles Expense-Parking	0.00	492.50	0.00	1,477.50	5,910.00	(1,477.50)	-100.0%
1503000 • Uniforms-Parking	56.01	583.33	56.01	1,749.99	7,000.00	(1,693.98)	-96.8%
1503100 • Parking Credit Card Fees	18,043.03	18,333.33	51,466.07	54,999.99	220,000.00	(3,533.92)	-6.4%
1503105 • Over & Short	0.00	10.00	-2.00	30.00	120.00	(32.00)	-106.7%
1503150 • Bad Debt Expense	0.00	17.00	0.00	51.00	204.00	(51.00)	-100.0%
1503800 • 2014 Debt Service Parking	15,276.40	15,276.40	45,829.20	45,829.20	183,316.80	-	0.0%
1503801 • 2004 Debt Service Parking	0.00	0.00	0.00	0.00	64,058.64	-	0.0%
1503802 • Surface Parking Expansion 2019	23,523.06	62,500.00	60,758.96	187,500.00	750,000.00	(126,741.14)	-67.6%
Total Parking Expenses	123,482.79	165,422.64	377,320.33	512,185.92	2,148,914.44	(134,865.59)	-26.3%
Terminal Expenses							
3500000 • Wages - Terminal	99,336.96	82,919.00	288,928.82	290,217.00	1,077,948.00	(1,388.18)	-0.5%
3500051 • Overtime-Terminal	6,549.66	4,000.00	21,682.67	8,000.00	71,525.00	13,682.67	171.0%
3500150 • Payroll Taxes - Terminal	7,829.29	6,709.00	22,923.39	22,993.00	89,180.00	(69.61)	-0.3%
3500200 • Health Ins./Supp - Terminal	16,374.70	21,034.42	54,936.20	63,103.26	252,413.00	(8,167.06)	-12.9%
3500250 • Life Insurance - Terminal	884.42	971.25	2,843.98	2,913.75	11,665.00	(69.77)	-2.4%
3500300 • ST Disabl/L T Disab - Terminal	178.97	242.33	547.21	726.99	2,908.00	(179.78)	-24.7%
3500350 • Retirement - Terminal	5,806.00	6,459.00	18,461.79	19,377.00	77,508.00	(915.21)	-4.7%
3501000 • Util-Electric - Terminal	14,793.72	15,000.00	48,183.16	45,000.00	180,000.00	3,183.16	7.1%
3501050 • Util-Oil - Terminal	0.00	3,333.33	0.00	9,999.99	40,000.00	(9,999.99)	-100.0%
3501060 • Util-Propane - Terminal	0.00	208.33	0.00	624.99	2,500.00	(624.99)	-100.0%
3501100 • Util-Telephone - Terminal	715.32	1,000.00	2,590.08	3,000.00	12,000.00	(409.92)	-13.7%
3501150 • Util-Water - Terminal	4,702.16	3,750.00	14,948.20	11,250.00	45,000.00	3,698.20	32.9%
3501160 • Util-Disposal	4,383.95	5,810.00	11,412.06	17,430.00	69,720.00	(6,017.94)	-34.5%
3501200 • Insurance Expense - Terminal	4,283.95	3,458.33	12,851.85	10,374.99	41,500.00	2,476.86	23.9%
3501250 • Snow Removal - Terminal	0.00	484.17	0.00	1,452.51	5,810.00	(1,452.51)	-100.0%
3501350 • Maintenance - Terminal	8,632.07	7,291.67	12,270.41	21,875.01	87,500.00	(9,604.60)	-43.9%
3501450 • Maint. Equip. Purch. - Terminal	0.00	908.33	0.00	2,724.99	10,900.00	(2,724.99)	-100.0%
3501502 • Relamp	0.00	1,542.00	4,120.00	4,626.00	18,504.00	(506.00)	-10.9%
3501503 • Welding Fabrication	0.00	200.00	0.00	600.00	2,400.00	(600.00)	-100.0%
3501550 • Terminal Signage	306.68	2,083.33	581.18	6,249.99	25,000.00	(5,668.81)	-90.7%
3501600 • Terminal Landscaping	0.00	661.67	736.50	1,985.01	7,940.00	(1,248.51)	-62.9%
3501650 • OSHA Compliance	727.29	1,966.83	1,677.70	5,900.49	23,602.00	(4,222.79)	-71.6%
3501700 • Baggage Claim Maintenance	185.88	979.17	1,088.65	2,937.51	11,750.00	(1,848.86)	-62.9%
3502010 • Janitorial Supplies	205.20	3,651.42	17,914.49	10,954.26	43,817.00	6,960.23	63.5%
3502025 • Payroll Processing Fees	266.13	250.00	909.58	750.00	3,000.00	159.58	21.3%
3502050 • Education - Public Safety	0.00	2,407.92	2,520.00	7,223.76	28,895.00	(4,703.76)	-55.1%
3502100 • Elevator Escalator Maintenance	2,544.64	4,932.50	10,283.03	14,797.50	59,190.00	(4,514.47)	-30.5%
3502101 • HVAC Maintenance	953.40	7,875.00	34,444.42	23,625.00	94,500.00	10,819.42	45.8%
3502102 • Fids Maintenance	440.00	4,166.67	1,320.00	12,500.01	50,000.00	(11,180.01)	-89.4%
3502110 • KABA Maintenance	0.00	2,500.00	12,955.11	7,500.00	30,000.00	5,455.11	72.7%
3502200 • Emergency Communications	-125.96	2,763.17	5,163.37	8,289.51	33,158.00	(3,126.14)	-37.7%

Charlotteville Albemarle Airport
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	Sep 19	Budget	Jul - Sep 19	YTD Budget	Annual Budget	YTD \$ Change	YTD % Change
3502250 • Dues & Subs - Terminal	0.00	514.58	0.00	1,543.74	6,175.00	(1,543.74)	-100.0%
3502300 • Terminal Paging System	0.00	0.00	0.00	0.00	0.00	-	0.0%
3503010 • Uniforms - Public safety	2,169.70	866.67	2,477.20	2,600.01	10,400.00	(122.81)	-4.7%
3503020 • Customer Service/Ambassadors	0.00	333.33	0.00	999.99	4,000.00	(999.99)	-100.0%
3503050 • Business Center/Lounge	379.66	2,433.33	1,867.72	7,299.99	29,200.00	(5,432.27)	-74.4%
3503051 • Lounge Credit Card Fees	82.32	0.00	223.73	0.00	0.00	223.73	100.0%
3512000 • Safety	0.00	1,391.67	6,913.15	4,175.01	16,700.00	2,738.14	65.6%
3512030 • EMS Supplies	249.90	541.67	1,032.26	1,625.01	6,500.00	(592.75)	-36.5%
3512031 • Public Safety Technology	0.00	3,433.33	0.00	10,299.99	41,200.00	(10,299.99)	-100.0%
3512100 • Travel - Public Safety	0.00	2,612.50	7,691.63	7,837.50	31,350.00	(145.87)	-1.9%
3512250 • Towing Expense	0.00	62.50	130.00	187.50	750.00	(57.50)	-30.7%
3522050 • Education - Operations	0.00	279.17	0.00	837.51	3,350.00	(837.51)	-100.0%
3522100 • Travel - Operations	0.00	264.58	0.00	793.74	3,175.00	(793.74)	-100.0%
Total Terminal Expenses	182,865.01	212,292.17	626,529.54	677,202.51	2,662,623.00	(50,672.97)	-7.5%
Total Expense	524,522.41	676,762.82	1,760,660.51	2,150,581.46	8,616,241.44	(369,920.95)	-18.1%
Net Ordinary Income	204,006.51	28,834.27	356,453.25	-33,790.19	61,843.60	390,243.44	-1154.9%
Other Income/Expense							
Other Income							
6404200 • Insurance Claim Proceeds	0.00		8,455.49			8,455.49	100.0%
Other Expense							
Depreciation & Amortization	377,835.61	377,840.00	1,133,505.83	1,133,520.00	4,534,080.00	(14.17)	100.0%
Net Other Income	-377,835.61	-377,840.00	-1,125,050.34	-1,133,520.00	-4,534,080.00		
Net Income	-173,829.10	-349,005.73	-768,597.09	-1,167,310.19	-4,472,236.40		

Operating Statistics-Fiscal Year 2019

		June 2019	June 2018	FYTD 2019	FYTD 2018	FY 2018	FY 2017	FY 2016	FY 2015	FY 2014	2013	2012	2011	2010	2009	2008
Aircraft Operations																
<i>Itinerant:</i>																
<i>Local:</i>	<i>Air Carrier/Taxi</i>	2,679	2,743	30,980	27,975	11%	23,143	19,782	20,049	20,214	17,382	17,493	18,615	19,412	20,675	23,640
	<i>General Aviation</i>	3214	3,088	34,403	30,443	13%	25,248	22,937	28,782	30,785	31,024	33,361	38,394	41,394	39,288	39,886
	<i>Military</i>	223	165	2,503	2,269	10%	2,133	2,007	1,883	1,881	2,034	2,297	1,754	1,984	1,831	1,773
	<i>General Aviation</i>	2,380	2,584	23,263	18,867	23%	14,123	14,094	19,525	20,040	18,809	20,324	20,486	17,294	18,075	20,013
	<i>Military</i>	682	530	6,432	6,226	3%	4,211	3,511	3,754	4,147	3,457	4,063	3,118	3,087	3,354	2,916
Total Operations		9,178	9,110	97,581	85,780	14%	68,858	62,331	73,993	77,067	72,706	77,738	82,367	83,171	83,223	88,228
Enplaned Passengers		33,554	29,361	378,441	348,922	8%	315,099	286,030	261,631	238,398	227,874	232,571	215,869	196,060	177,659	168,966
Deplaned Passengers		33,213	29,102	374,011	347,590	8%	313,512	284,218	261,168	232,164	226,294	231,466	213,692	195,867	177,160	168,971
Enplaned Load Factor		82%	83%	79%	82%	-3%	80%	84%	86%	81%	76%	75%	72%	69%	65%	56%
Available Seats		40,945	35,321	476,109	424,542	12%	392,267	340,237	322,555	307,522	299,226	310,789	299,182	286,136	294,076	299,343
Parking Revenue		398,337	369,017	4,580,420	4,335,457	6%	3,375,790	3,088,197	2,906,401	2,604,747	2,134,028	2,193,373	2,003,507	1,700,145	1,478,901	1,507,761
FBO Fuel Gallons Pumped																
	<i>GA -100LL</i>	5,061	5,218	46,043	48,861	-6%	45,924	54,530	51,551	56,862	55,862	60,275	62,518	69,178	71,860	79,189
	<i>GA/Corporate Jet-A</i>	97,860	97,723	1,256,084	1,111,263	13%	1,073,227	1,010,722	998,910	1,008,861	969,930	969,423	942,165	911,363	833,494	1,047,298
	<i>Military Jet-A</i>	0	0	15	0	0%	51,974	60,812	66,988	63,084	72,238	86,510	53,611	73,901	67,114	71,542
<i>Airline</i>		341,065	271,002	3,738,428	2,967,944	26%	2,493,636	2,224,092	2,107,002	1,982,735	1,843,362	1,745,200	1,639,075	1,491,980	1,456,843	1,608,952
Total Fuel		443,986	373,943	5,040,570	4,128,068	22%	3,087,606	3,350,156	3,224,451	3,111,542	2,941,392	2,861,408	2,697,369	2,546,422	2,429,311	2,806,981
Food/Beverage/Retail																
	<i>Tailwinds, LLC.</i>	179,110	159,133	2,000,661	1,740,799	15%	1,478,844	1,080,096	0	0	0	0	0	0	0	0
		1,047,729	921,509	10,456,100	9,991,227	5%	9,549,495	8,783,484	8,161,735	7,288,497	6,880,431	7,019,796	6,048,867	5,281,662	4,613,200	4,827,224

Rental Car Revenue*
*Concessionable revenue-not gross

Operating Statistics-Fiscal Year 2019

	July 2019	July 2018	FYTD 2020	FYTD 2019	FY 2019	FY 2018	FY 2017	FY 2016	FY 2015	FY 2014	Calendar Year			
											2013	2012	2011	2010
Aircraft Operations														
<i>Itinerant:</i>														
<i>Local:</i>														
<i>Air Carrier/Taxi</i>	2,486	2,624	-5%	2,486	2,624	-5%	23,143	19,782	20,049	20,214	17,382	17,493	18,615	19,412
<i>General Aviation</i>	3,104	3,302	-6%	3,104	3,302	-6%	25,248	22,937	28,782	30,785	31,024	33,561	38,394	41,394
<i>Military</i>	275	189	46%	275	189	46%	2,133	2,007	1,883	1,881	2,034	2,297	1,754	1,984
<i>General Aviation</i>	2,810	2,858	-2%	2,810	2,858	-2%	14,123	14,094	19,525	20,040	18,809	20,324	20,486	17,294
<i>Military</i>	678	428	58%	678	428	58%	4,211	3,511	3,754	4,147	3,457	4,063	3,118	3,087
Total Operations	9,353	9,401	-1%	9,353	9,401	-1%	68,858	62,331	73,993	77,067	72,706	77,738	82,367	83,171
Enplaned Passengers	32,578	29,173	12%	32,578	29,173	12%	315,099	286,030	261,631	238,398	227,874	232,571	215,869	196,060
Deplaned Passengers	32,175	29,990	7%	32,175	29,990	7%	313,512	284,218	261,168	232,164	226,294	231,466	213,692	195,867
Enplaned Load Factor	84%	80%	5%	84%	80%	5%	80%	84%	86%	81%	76%	75%	72%	69%
Available Seats	38,684	36,247	7%	38,684	36,247	7%	392,267	340,237	322,555	307,522	299,226	310,789	299,182	286,136
Parking Revenue	354,043	345,872	2%	354,043	345,872	2%	3,375,790	3,088,197	2,906,401	2,604,747	2,134,028	2,193,373	2,003,507	1,700,145
FBO Fuel Gallons Pumped														
<i>GA -100LL</i>	4,197	4,660	-10%	4,197	4,660	-10%	48,861	54,530	51,551	56,862	55,862	60,275	62,518	69,178
<i>GA/Corporate Jet-A</i>	89,291	97,666	-9%	89,291	97,666	-9%	1,111,263	1,073,227	998,910	1,008,861	969,930	969,423	942,165	911,363
<i>Military Jet-A</i>	0	0	0%	0	0	0%	0	60,812	66,988	63,084	72,238	86,510	53,611	73,901
<i>Airline</i>	323,617	289,107	12%	323,617	289,107	12%	2,967,944	2,224,092	2,107,002	1,982,735	1,843,362	1,745,200	1,639,075	1,491,980
Total Fuel	417,105	391,433	7%	417,105	391,433	7%	4,128,068	3,350,156	3,224,451	3,111,542	2,941,392	2,861,408	2,697,369	2,546,422
Food/Beverage/Retail														
<i>Tailwinds, LLC.</i>	177,151	153,258	16%	177,151	153,258	16%	1,740,799	1,080,096	0	0	0	0	0	0
Rental Car Revenue*	1,017,324	976,275	4%	1,017,324	976,275	4%	9,991,227	8,783,484	8,161,735	7,288,497	6,880,431	7,019,796	6,048,867	5,281,662
<i>*Concessionable revenue-not gross</i>														

*Concessionable revenue-not gross



Operating Statistics-Fiscal Year 2019

*Concessionable revenue-not gross

Operating Statistics-Fiscal Year 2019

		September 2019	September 2018	FYTD 2020	FYTD 2019	FY 2019	FY 2018	FY 2017	FY 2016	FY 2015	FY 2014	2013	2012	2011	2010	2009
Aircraft Operations																
<i>Itinerant:</i>																
<i>Local:</i>	<i>Air Carrier/Taxi</i>	2,563	2,580	-1%	7,515	6,014	25%	30,980	19,782	20,049	20,214	17,382	17,493	18,615	19,412	20,675
	<i>General Aviation</i>	2923	2,453	19%	9,045	7,291	24%	34,403	22,937	28,782	30,785	31,024	33,561	38,394	41,394	39,288
	<i>Military</i>	255	124	106%	775	537	44%	2,503	2,007	1,883	1,881	2,034	2,297	1,754	1,984	1,831
		0	0													
	<i>General Aviation</i>	2,494	1,196	109%	7,623	4,494	70%	23,263	14,094	19,525	20,040	18,809	20,324	20,486	17,294	18,075
	<i>Military</i>	506	156	224%	1,848	1,464	26%	6,432	3,511	3,754	4,147	3,457	4,063	3,118	3,087	3,354
		8,741	6,509	34%	26,806	19,800	35%	97,581	62,331	73,993	77,067	72,706	77,738	82,367	83,171	83,223
	Total Operations															
	<i>Enplaned Passengers</i>	32,478	28,270	15%	98,219	86,817	13%	378,441	286,030	261,631	238,398	227,874	232,571	215,869	196,060	177,659
	<i>Deplaned Passengers</i>	32,017	27,894	15%	98,635	86,656	14%	374,011	284,218	261,168	232,164	226,294	231,466	213,692	195,867	177,160
	<i>Enplaned Load Factor</i>	78%	74%	5%	80%	82%	-3%	79%	84%	86%	81%	76%	75%	72%	69%	65%
	<i>Available Seats</i>	41,683	38,254	9%	122,689	105,534	16%	476,109	340,237	322,555	307,522	299,226	310,789	299,182	286,136	294,076
	<i>Parking Revenue</i>	406,188	358,001	13%	1,148,197	993,936	16%	4,580,420	3,088,197	2,906,401	2,604,747	2,134,028	2,193,373	2,003,507	1,700,145	1,478,901
FBO Fuel Gallons Pumped																
	<i>GA -100LL</i>	4,906	2,925	68%	14,553	13,731	6%	46,043	54,530	51,551	56,862	55,862	60,275	62,518	69,178	71,860
	<i>GA/Corporate Jet-A</i>	116,148	99,204	17%	303,337	243,124	25%	1,256,084	1,010,722	998,910	1,008,861	969,930	969,423	942,165	911,363	833,494
	<i>Military Jet-A</i>	0	0	0%	0	0	0%	15	60,812	66,988	63,084	72,238	86,510	53,611	73,901	67,114
	<i>Airline</i>	308,326	276,878	11%	981,771	733,465	34%	3,738,428	2,224,092	2,107,002	1,982,735	1,843,362	1,745,200	1,639,075	1,491,980	1,456,843
	Total Fuel	429,380	379,007	13%	1,299,661	990,320	31%	5,040,570	3,350,156	3,224,451	3,111,542	2,941,392	2,861,408	2,697,369	2,546,422	2,429,311
Food/Beverage/Retail																
	<i>Tailwinds, LLC.</i>	179,904	147,526	22%	546,503	440,060	24%	2,000,661	1,080,096	0	0	0	0	0	0	0
		981,725	821,200	20%	3,111,311	1,980,470	57%	10,456,100	8,783,484	8,161,735	7,288,497	6,880,431	7,019,796	6,048,867	5,281,662	4,613,200

Rental Car Revenue*
*Concessionable revenue-not gross



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: November 12, 2019

SUBJECT: **Action Item #1:** Amendment #2 of the Airport's FY20 Capital Budget

RECOMMENDATION: Approval of Amendment#2 to the Airport's FY20 Capital Budget as proposed.

BACKGROUND: This item has been proposed to amend the previously approved FY20 Capital Budget. The airport's existing fork lift was acquired several years ago through a state surplus equipment program. Recently, this fork lift has been experiencing serious mechanical issues. In order to fund the purchase of a replacement fork lift, an amendment to the FY20 Capital Budget is proposed.

This amendment will add "Project AN – Purchase Fork Lift" at the estimated cost of \$20,000 with the Authority funding 100% of the purchase.

This amendment will also move "Project M – Terminal Fire Suppression Upgrade" to a future year to be incorporated with a terminal expansion project. This project had been budgeted at an estimated cost of \$100,000 with \$80,000 being funded from the Virginia Department of Aviation (VDOA) and the remaining 20% or \$20,000 being funded by the Authority.

PIOR ACTION: Capital Budget Amendment #1 approved on August 5, 2019.

FINANCIAL IMPACT: This amendment will reduce the VDOA funding by \$80,000 due to the Terminal Fire Suppression Upgrade project being moved to a future year when it will be incorporated into a terminal expansion project. The Authority's funding level will remain unchanged.

ATTACHMENTS: Attachment #1-Revised FY20 Capital Budget.

PRESENTATION: None



November 2019

1. Executive Director's Update for the following items will be provided:
 - a. Personnel Update
 - b. Construction Update
 - i. Air Carrier Apron Expansion Project
 - ii. Expansion of Economy Surface Parking Lot Project
 - iii. Hangar Parking Lot and Other Parking Improvement Projects
 - iv. ARFF Breakroom and Training Room Project – Environmental issue
 - v. MALSR Update
 - c. CHO's Airport Concessions Disadvantage Business Enterprise (ACDBE) Program
 - d. Attachment #1 to the Authority's Purchasing Regulation
 - e. Smith Vicars Agreement Letter
 - f. Marketing & Air Service Update
 - g. Acknowledgment of Staff's Outstanding Management of Recent VIP Visit

Charlottesville Albemarle Airport

Airport Concessions Disadvantaged
Business Enterprise (ACDBE) program

September 2019

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US Department of Transportation Federal Aviation Administration
Airport Concession Disadvantaged Business Enterprise Program
49 CFR Parts 23
Charlottesville Albemarle Airport Authority

POLICY STATEMENT

The Charlottesville Albemarle Airport Authority ("the Authority"), on behalf of the Charlottesville Albemarle Airport ("the Airport"), has established an Airport Concession Disadvantaged Business Enterprise (ACDBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 23. The Airport is a primary non-hub airport and has received federal funds authorized for airport development after January 1988 (authorized under Title 49 of the United States Code). The Authority has signed airport grant assurances that it will comply with 49 CFR Part 23.

It is the policy of the Authority to ensure that ACDBEs as defined in Part 23, have an equal opportunity to receive and participate in concession opportunities. It is also the policy:

1. To ensure nondiscrimination in the award and administration of opportunities for concessions by airports receiving DOT financial assistance;
2. To create a level playing field on which ACDBEs can compete fairly for opportunities for concessions;
3. To ensure that the ACDBE program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet this part's eligibility standards are permitted to participate as ACDBEs at the airport;
5. To help remove barriers to the participation of ACDBEs in opportunities for concessions at the airport; and
6. To provide appropriate flexibility to the airport in establishing and providing opportunities for ACDBEs.

Penny Shifflett, Director of Finance, Charlottesville Albemarle Airport, 100 Bowen Loop, Suite 200, Charlottesville VA 22911, 434-973-8342 has been designated as the ACDBE Liaison Officer (ACDBELO). In that capacity, **the ACDBELO** is responsible for implementing all aspects of the ACDBE program. Implementation of the ACDBE program is accorded the same priority as compliance with all other legal obligations incurred by the Authority in its financial assistance agreements with the US Department of Transportation.

The Authority has disseminated this policy statement to the Authority staff and the Authority board members. The Authority will also distribute this statement to ACDBE and non-ACDBE concessionaire communities in our area via the following means:

1. This policy statement will be prepared as a handout, and made available at concession pre-proposal conferences, and/or outreach meetings conducted by the Authority.
2. Copies of the policy statement will be mailed to all of the agencies/organizations consulted during the development of the ACDBE goal methodology.

Executive Director

Date

SUBPART A – GENERAL REQUIREMENTS

Section 23.1 Objectives

The objectives are found in the policy statement on the first page of this program.

Section 23.3 Definitions

The Charlottesville Albemarle Airport Authority (hereafter “the Authority”) will use terms in this program that have the meaning defined in Part 23 Section 23.3 and Part 26 Section 26.5 where applicable.

Section 23.5 Applicability

The Charlottesville Albemarle Airport is a non-hub primary airport and the sponsor of federal airport funds authorized for airport development after January 1988 that was authorized under Title 49 of the United States Code.

A link to the ACDBE regulations (49 CFR Part 23) can be found in Attachment 8 to this program.

Section 23.9 Non-discrimination Requirements

The Authority will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any concession agreement, management contract or subcontract, purchase or lease agreement or other agreement covered by 49 CFR Part 23 on the basis of race, color, sex, or national origin.

In administering its DBE program, the Authority will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the ACDBE program with respect to individuals of a particular race, color, sex, or national origin.

The Authority acknowledges these representations are also in accordance with obligations contained in its Civil Rights, DBE and ACDBE Airport grant assurances.

The Authority will include the following assurances in all concession agreements and management contracts it executes with any firm:

- (1) This agreement is subject to the requirements of the U.S. Department of Transportation's regulations, 49 CFR Part 23. The concessionaire or contractor agrees that it will not discriminate against any business owner because of the owner's race, color, national origin, or sex in connection with the award or performance of any concession agreement, management contract, or subcontract, purchase or lease agreement, or other agreement covered by 49 CFR Part 23.
- (2) The concessionaire or contractor agrees to include the above statements in any subsequent concession agreement or contract covered by 49 CFR Part 23, that it enters and cause those businesses to similarly include the statements in further agreements.

Section 23.11 Compliance and Enforcement

The Authority will comply with and is subject to the provisions of 49 CFR Part 26 (§§ 26.101 and 26.105 through 26.107).

The Authority will comply with this part or be subject to formal enforcement action under §26.105 or appropriate program sanctions, such as the suspension or termination of Federal funds, or refusal to approve projects, grants or contracts until deficiencies are remedied. Program sanctions may include actions consistent with 49 U.S.C. §§ 47106(d), 47111(d), and 47122.

2 C.F.R. Part 180, Government-wide Debarment and Suspension (Non-procurement), effective November 15, 2006, adopted and supplemented by DOT at 2 C.F.R. Part 1200, effective June 2, 2008, provides Office of Management and Budget (OMB) guidance for Federal agencies on the government-wide debarment and suspension system for non-procurement transactions, programs and activities. 2 C.F.R. Part 1200 adopts the OMB guidance in subparts A through I of 2 CFR part 180, as supplemented by part 1200, as the Department of Transportation policies and procedures for non-procurement suspension and debarment.

The Authority's compliance with all requirements of this part is enforced through the procedures of Title 49 of the United States Code, including 49 U.S.C. 47106(d), 47111(d), and 47122, and regulations implementing them.

Compliance reviews: The FAA may review the Authority's compliance with this part at any time, including but not limited to, reviews of paperwork, on-site reviews, and review of the Authority's monitoring and enforcement mechanism, as appropriate. The FAA Office of Civil Rights may initiate a compliance review based on complaints received.

Any person who knows of a violation of this part by the Authority may file a complaint under 14 CFR Part 16 with the Federal Aviation Administration Office of Chief Counsel.

The following enforcement actions apply to firms participating in the Authority's ACDBE program:

- (a) For a firm that does not meet the eligibility criteria of subpart C of this part and that attempts to participate as an ACDBE on the basis of false, fraudulent, or deceitful statements or representations or under circumstances indicating a serious lack of business integrity or honesty, the Department of Transportation (DOT) or the Federal Aviation Administration (FAA) may initiate suspension or debarment proceedings against the firm under 49 CFR Part 29.
- (b) For a firm that, in order to meet ACDBE goals or other DBE program requirements, uses or attempts to use, on the basis of false, fraudulent or deceitful statements or representations or under circumstances indicating a serious lack of business integrity or honesty, another firm that does not meet the eligibility criteria of subpart C of this part, DOT or FAA may initiate suspension or debarment proceedings against the firm under 49 CFR Part 29.
- (c) In a suspension or debarment proceeding brought under paragraph (a) or (b) of this section, the FAA may consider the fact that a purported ACDBE has been certified. However, such certification does not preclude DOT from determining that the purported ACDBE, or another

firm that has used or attempted to use it to meet ACDBE goals, should be suspended or debarred.

- (d) DOT may take enforcement action under 49 CFR Part 31, Program Fraud and Civil Remedies, against any participant in the ACDBE program whose conduct is subject to such action under 49 CFR Part 31.
- (e) DOT may refer to the Department of Justice, for prosecution under 18 U.S.C. §§ 1001 or other applicable provisions of law, any person who makes a false or fraudulent statement in connection with participation of an ACDBE in the Authority's ACDBE program or otherwise violates applicable Federal statutes.

SUBPART B – ACDBE Programs

Section 23.21 ACDBE Program Updates

Since the Charlottesville Albemarle Airport is a non-hub primary airport, the Airport is required to have an ACDBE program. As a condition of eligibility for FAA financial assistance, the Authority will submit its ACDBE program and overall goals to FAA in accordance with 23.45(a) of this section.

When the Authority makes significant changes to its ACDBE program, the Airport will provide the amended program to the FAA for approval prior to implementing the changes.

Section 23.23 Administrative Provisions

Policy Statement: The Authority is committed to operating its ACDBE program in a nondiscriminatory manner. The Authority's Policy Statement is described on the first page of this program.

ACDBE Liaison Officer (ACDBELO): The Authority has designated the following individual as the ACDBELO:

Penny Shifflett
Director of Finance
Charlottesville Albemarle Airport
100 Bowen Loop, Suite 200
Charlottesville VA 22911
434-973-8342
pshifflett@gocho.com

In that capacity, the ACDBELO is responsible for implementing all aspects of the ACDBE program and ensuring that the Authority complies with all provision of 49 CFR Part 23. The ACDBELO has direct, independent access to the Executive Director of the Airport concerning ACDBE program matters. An organizational chart displaying the ACDBELO's position in the organization is found in **Attachment 1** to this program.

The ACDBELO is responsible for developing, implementing and monitoring the ACDBE program, in coordination with other appropriate officials. The ACDBELO is assisted as may be required by

appropriate members of the Airport staff as well as the Authority's legal counsel to assist in the administration of the program. The duties and responsibilities include the following:

1. *Gathers and reports statistical data and other information as required by FAA or DOT.*
2. *Reviews third party contracts and purchase requisitions for compliance with this program.*
3. *Works with all departments to set overall triennial goals.*
4. *Ensures that bid notices and requests for proposals are available to ACDBEs in a timely manner.*
5. *Identifies contracts and procurements so that ACDBE goals are included in solicitations (both race-neutral methods and concession-specific goals, when applicable).*
6. *Analyzes the Authority's progress toward attainment and identifies ways to improve progress.*
7. *Attends pre-bid/pre-proposal meetings.*
8. *Advises the Authority on ACDBE matters and achievement.*
9. *Chairs the ACDBE Advisory Committee (if/when formed).*
10. *Provides ACDBEs with information and assistance in preparing bids, obtaining bonding, financing, and insurance; acts as a liaison to the OSDBU-Minority Resource Center (MRC).*
11. *Plans and participates in ACDBE training seminars.*
12. *Acts as liaison to the Unified Certification Program in Virginia.*
13. *Provides outreach to ACDBEs and community organizations to advise them of opportunities.*

Directory: The Authority uses the Virginia Unified Certification Program (VA UCP) DBE directory, maintained by the Virginia Department of Small Business and Supplier Diversity (DSBSD). The directory lists the firm's name, address, phone number, date of the most recent certification, and the type of work the firm has been certified to perform as a DBE. In addition, the directory lists each type of work for which a firm is eligible to be certified by using the most specific NAICS code available to describe each type of work. The directory can be found in **Attachment 2** to this program.

Section 23.25 Ensuring Nondiscriminatory Participation of ACDBEs

The Authority will take the following measures to ensure nondiscriminatory participation of ACDBEs in concession, and other covered activities (23.25(a):

- The Authority will follow all federal, state and local nondiscrimination laws, as well as comply with all of the Authority's policies and procedures designed to ensure nondiscrimination. These laws, policies and procedures include but are not limited to: Title VI and the regulations found at 49 CFR Parts 23 and 26.
- The Authority will seek ACDBE participation in all types of concession activities, rather than concentrating participation in one category or a few categories to the exclusion of others. (23.25(c))
- The Authority's overall goal methodology, and a description of the race-neutral measures it will take to meet the goals, are described in Section 23.25 and **Attachment 4 and 5** of this plan. The goals are set consistent with the requirements of Subpart D (23.25(b), (d)).
- If the Authority projects that race-neutral measures, standing alone, are not sufficient to meet an overall goal, it will use race-conscious measures as described in Section 23.25 (e) (1-2) and **Attachment 4 and 5** of this plan. (23.25(e))

- The Authority will require businesses subject to ACDBE goals at the airport (except car rental companies) to make good faith efforts to explore all available options to meet goals, to the maximum extent practicable, through direct ownership arrangements with ACDBEs.
- The Authority will not use set-asides or quotas as a means of obtaining ACDBE participation. (23.25 (f)(g))

Section 23.27 Reporting

The Authority will submit annually the USDOT-FAA Uniform Report of ACDBE Participation, as modified for use by FAA recipients, via the FAA dbE-Connect system (<https://faa.civilrightsconnect.com>). These reports will reflect concession revenue actually received by all concessionaires.

The Airport will retain sufficient basic information about its ACDBE program implementation, ACDBE certification and the award and performance of agreements and contracts to enable the FAA to determine its compliance with Part 23. This data will be retained for a minimum of 3 years following the end of the concession agreement or other covered contract.

Section 23.29 Compliance and Enforcement Procedures

The Authority will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 23:

The Authority will require prime concessions to report ACDBE participation quarterly. The Authority, through its ACDBELO or designee, will monitoring each contract /work on-site at the Airport for participation and to verify that work committed to ACDBEs is actually performed by ACDBEs named in bids. This will be in accordance with the requirements of section 23.29.

When the Authority enters into a new concession agreement or if material amendments are made to an existing agreement, the ACDBELO will review records of all contracts, leases, joint venture agreements, or other concession-related agreements, for consistency with the monitoring requirements cited above.

The Authority uses a number of ACDBE forms, which can be found in Attachment 9, to collect ACDBE information for initial concession setup and for ongoing monitoring of ACDBE participation:

- ACDBE Compliance Review Checklist
- Listing of ACDBE Subconcessionaires
- ACDBE Quarterly Report
- ACDBE Commercially Useful Function Report

The ACDBELO will document, on the ACDBE Compliance Review Checklist, written certification of monitoring and contract review and will make available to the FAA upon request.

1. The Authority will bring to the attention of the US Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.107.

2. The Authority will consider similar action under its own legal authorities, including responsibility determinations in future contracts. The Authority has listed the regulations, provisions, and contract remedies available to us in the events of non-compliance with the ACDBE regulation by a participant in its procurement activities (see **Attachment 3**).

SUBPART C – CERTIFICATION AND ELIGIBILITY

Section 23.31 Unified Certification Program

The Virginia UCP will use the procedures and standards of Part 26, except as provided in 23.31, for certification of ACDBEs to participate in the concessions program and such standards are incorporated herein.

The Authority is a member of the Virginia Unified Certification Program (Virginia UCP), administered by Virginia Department of Small Business and Supplier Diversity and the Metropolitan Washington Airports Authority (MWAA) which will make certification decisions on behalf of the Authority.

The Virginia UCP's directory of eligible DBEs will specify whether a firm is certified as a DBE for purposes of Part 26, and ACDBE for purposes of part 23, or both.

The Virginia UCP will treat a firm as a small business eligible to be certified as an ACDBE if its gross receipts, averaged over the firm's previous three fiscal years do not exceed \$56.42 million for non-car rental ACDBEs and \$75.23 million for car rental ACDBEs. The size standard for banks and other financial institutions is \$1 billion in assets; for pay telephone companies, 1,500 employees; and for ACDBE automobile dealers, 350 employees.

Section 23.35: The personal net worth standard used in determining eligibility for purposes of Part 23 is \$1.32 million.

The Virginia UCP recognizes that, in calculating personal net worth, the following exclusions apply: The individual's ownership interest in an ACDBE firm or a firm that is applying for ACDBE certification; and the individual's equity in his or her primary place of residence. *[Note: A previously included provision allowing for the exclusion of other assets that the individual can document are necessary to obtain financing or a franchise agreement for the initiation or expansion of his or her ACDBE firm (or have in fact been encumbered to support existing financing for the individual's ACDBE business), to a maximum of \$3 million has been suspended pending further notification.].* An individual's personal net worth includes only his or her own share of assets held jointly or as community property with the individual's spouse.

Any person who has a personal net worth exceeding this amount is not a socially and economically disadvantaged individual, even if a member of a group otherwise presumed to be disadvantaged (See 23.3 - *Personal Net Worth* definition and 23.35).

The Virginia UCP will presume that a firm that is certified as a DBE under part 26 is eligible to participate as an ACDBE. However, before certifying such a firm, the Virginia UCP will ensure that the disadvantaged owners of a DBE certified under part 26 are able to control the firm with respect to its

activity in concessions programs. The Virginia UCP is not obligated to certify a part 26 DBE as an ACDBE if the firm does not do work relevant to the airport's concessions program (23.37).

The Virginia UCP recognizes that the provisions of part 26, sections 26.83(c) (2-6) do not apply to certifications for purposes of part 23. The Virginia UCP will obtain resumes or work histories of the principal owners of the firm and personally interview these individuals. The Virginia UCP will analyze the ownership of stock of the firm, if it is a corporation. The Virginia UCP will analyze the bonding and financial capacity of the firm. The Virginia UCP will determine the work history of the firm, including any concession contracts or other contracts it may have received. The Virginia UCP will compile a list of the licenses of the firm and its key personnel to perform the concession contracts or other contracts it wishes to receive. The Virginia UCP will obtain a statement from the firm of the types of concessions it prefers to operate or the type of other contracts it prefers to perform. The Virginia UCP will ensure that the ACDBE firm meets the applicable size standard (23.39(a)(b)).

The Virginia UCP acknowledges that a prime contractor includes a firm holding a prime contract with an airport concessionaire to provide goods or services to the concessionaire or a firm holding a prime concession agreement with a recipient. The Virginia UCP recognizes that the eligibility of Alaska Native Corporations (ANC) owned firms for purposes of part 23 is governed by part 26 section 26.73(h). (23.39(c)(d)).

The Virginia UCP will use the certification standards of part 23 to determine the ACDBE eligibility of firms that provide goods and services to concessionaires (23.39(i)).

In instances when the eligibility of a concessionaire is removed after the concessionaire has entered into a concession agreement because the firm exceeded the size standard or the owner has exceeded the PNW standard, and the firm in all other respects remains an eligible DBE, the Authority may continue to count the concessionaire's participation toward ACDBE goals during the remainder of the current concession agreement. The Authority will not count the concessionaire's participation toward ACDBE goals beyond the termination date for the concession agreement in effect at the time of the decertification (23.39(e)).

The UCP will use the Uniform Application Form found in Appendix F to part 26 with additional instruction as stated in 23.39(g). A link to the Virginia UCP certification application forms can be found in Attachment 7 to this program.

SUBPART D – GOALS, GOOD FAITH EFFORTS, AND COUNTING

Section 23.41 Basic Overall Goal Requirement

The Authority will establish two separate overall ACDBE goals; one for car rentals and another for concessions other than car rentals. The overall goals will cover a three-year period and the Authority will review the goals annually to make sure the goal continues to fit its circumstances. The Authority will report any significant overall goal adjustments to the FAA.

If the average annual concession revenues for car rentals over the preceding 3 years do not exceed \$200,000, the Authority will not need to submit an overall goal for car rentals. Likewise, if the average annual concession revenues for concessions other than car rentals over the preceding 3 years do not

exceed \$200,000, the Authority will not need to submit an overall goal for concessions other than car rentals. The Authority understands that “revenue” means total revenue generated by concessions, not the fees received by the airport from concessionaires.

The Authority’s overall goals will provide for participation by all certified ACDBEs and will not be subdivided into group-specific goals.

Section 23.43 Consultation in Goal Setting

The Authority consults with stakeholders before submitting the overall goals to the FAA. Stakeholders will include, but not be limited to, minority and women’s business groups, community organizations, trade associations representing concessionaires currently located at the airport, as well as existing concessionaires themselves, and other officials or organizations which could be expected to have information concerning the availability of disadvantaged businesses, the effects of discrimination on opportunities for ACDBEs, and the Authority’s efforts to increase participation of ACDBEs.

When submitting the overall goals, the Authority will identify the stakeholders that were consulted with and provide a summary of the information obtained from the stakeholders.

Section 23.45 Overall Goals

The Charlottesville Albemarle Airport is a **non-hub primary** airport. As a condition of eligibility for FAA financial assistance, the Authority will submit its overall according to the following schedule:

Primary Airport Size	Region	Date Due	Period Covered	Next Goal Due
Large/Medium Hubs	All regions	October 1, 2017	2018/2019/2020	October 1, 2020 (2021/2022/2023)
Small Hubs	All regions	October 1, 2018	2019/2020/2021	October 1, 2018 (2022/2023/2024)
Non-Hubs	All regions	October 1, 2016	2017/2018/2019	October 1, 2019 (2020/2021/2022)

If a new concession opportunity arises at a time that falls between the normal submission dates above and the estimated average of annual gross revenues are anticipated to be \$200,000 or greater, the Authority will submit an appropriate adjustment to the overall goal to FAA for approval at least 90 days before executing the new concession agreement.

The Authority will establish overall goals in accordance with the 2-step process as specified in section 23.51. After determining the total gross receipts for the concession activity, the first step is to determine the relative availability of ACDBEs in the market area, or the “base figure.”

The second step is to examine all relevant evidence reasonably available in the Authority’s jurisdiction to determine if an adjustment to the Step 1 “base figure” is necessary so that the goal reflects as accurately as possible the ACDBE participation the Authority would expect in the absence of discrimination. Evidence may include, but is not limited to past participation by ACDBEs, a disparity study, evidence from related fields that affect ACDBE opportunities to form, grow, and compete (such as statistical

disparities in ability to get required financing, bonding, insurance; or data on employment, self-employment, education, training and union apprenticeship)

A description of the methodology to calculate the overall goal for car rentals, the goal calculations, and the data the Authority relied on can be found in **Attachment 4** to this program.

A description of the methodology to calculate the overall goal for concessions other than car rentals, the goal calculations, and the data the Authority relied on can be found in **Attachment 5** to this program.

Projection of Estimated Race-Neutral & Race-Conscious Participation (23.45(f), 23.25(d-e))

The breakout of estimated race-neutral and race-conscious participation can be found with the goal methodologies in **Attachments 4 and 5** to this program. This section of the program will be reviewed annually when the goal calculation is reviewed under 23.41(c).

Concession-specific Goals (23.25 (c)(e)(1)(iv))

The Authority will use concession-specific goals to meet any portion of the overall goals the Authority does not project being able to meet using race-neutral means. Concession-specific goals are established so that, over the period to which the overall goals apply, they will cumulatively result in meeting any portion of the overall goal that is not projected to be met through the use of race-neutral means.

The Authority will establish concession-specific goals only on those concessions that have direct ownership arrangements (except car rentals), sublease, or subcontracting possibilities. The Authority will require businesses subject to ACDBE goals at the airport (except car rental companies) to make good faith efforts to explore all available options to meet goals, to the maximum extent practicable, through direct ownership arrangements with DBEs (23.25 (f)). Car rental firms are not required to change their corporate structure to provide for direct ownership arrangements. In the case of a car rental goal, where it appears that all or most of the goal is likely to be met through the purchases by car rental companies of vehicles or other goods or services from ACDBEs, one permissible alternative is to structure the goal entirely in terms of purchases of goods and services.

The Authority need not establish a concession-specific goal on every such concession, and the size of concession-specific goals will be adapted to the circumstances of each such concession (e.g., type and location of concession, availability of ACDBEs.)

If the objective of a concession-specific goal is to obtain ACDBE participation through direct ownership with an ACDBE, the Authority will calculate the goal as a percentage of the total estimated annual gross receipts from the concession. (23.25(e)(1)(i))

If the concession-specific goal applies to purchases and/or leases of goods and services, the Authority will calculate the goal by dividing the estimated dollar value of such purchases and/or leases from ACDBEs by the total estimated dollar value of all purchases to be made by the concessionaire. (23.25(e)(1)(ii))

Good Faith Efforts on Concession-specific Goals (23.25(e)(1)(iii), (iv))

To be eligible to be awarded a concession that has a concession-specific goal, bidders/offers must make good faith efforts to meet the goal. A bidder/offeror may do so either by obtaining enough ACDBE

participation to meet the goal or by documenting that it made sufficient good faith efforts to do so. (23.25(e)(1)(iv)). Examples of good faith efforts are found in Appendix A to 49 CFR Part 26. The procedures applicable to 49 CFR Sections 26.51 and 26.53, regarding contract goals apply to the Authority's concession-specific goals.

Demonstration of good faith efforts (26.53(a) & (c))

The following person is responsible for determining whether a concessionaire who has not met the concession-specific goal has documented sufficient good faith efforts to be regarded as responsible.

Penny Shifflett
Director of Finance
Charlottesville Albemarle Airport
100 Bowen Loop, Suite 200
Charlottesville VA 22911
434-973-8342
pshifflett@gocho.com

The Authority will ensure that all information is complete and accurate and adequately documents the bidder/offeree's good faith efforts before a commitment to the concession agreement with the bidder/offeree is made.

Information to be submitted (26.53(b))

The Authority treats bidder/offeree's compliance with good faith effort requirements as a matter of responsibility.

Each solicitation for which a concession-specific goal has been established will require the concessionaires to submit the following information:

1. *The names and addresses of ACDBE firms or ACDBE suppliers of goods and services that will participate in the concession;*
2. *A description of the work that each ACDBE will perform;*
3. *The dollar amount of the participation of each ACDBE firm/supplier participating;*
4. *Written and signed documentation of commitment to use a ACDBE whose participation it submits to meet a contract goal;*
5. *Written and signed confirmation from the ACDBE that it is participating in the concession as provided in the prime concessionaire's commitment and*
6. *If the contract goal is not met, evidence of good faith efforts.*

Bidders are required to submit the above-referenced information no later than five (5) days after bid opening. This information can be submitted using the Letter of Intent in Attachment 6 to this program.

In its solicitations for concession contracts for which a contract goal has been established, the Authority will require the following:

- 1) Award of the contract will be conditioned on meeting the requirements of this section;

- 2) All bidders or offerors will be required to submit the following information to the recipient, at the time provided in paragraph (b)(3) of this section:
 - i. The names and addresses of ACDBE firms that will participate in the contract;
 - ii. A description of the work that each ACDBE will perform. To count toward meeting a goal, each ACDBE firm must be certified in a NAICS code applicable to the kind of work the firm would perform on the contract;
 - iii. The dollar amount of the participation of each ACDBE firm participating;
 - iv. Written documentation of the bidder/offeror's commitment to use an ACDBE sub-concession whose participation it submits to meet a contract goal; and
 - v. confirmation from each listed ACDBE firm that it is participating in the contract in the kind and amount of work provided in the prime concessionaire's commitment.
 - vi. If the contract goal is not met, evidence of good faith efforts (see Appendix A of this part). The documentation of good faith efforts must include copies of each ACDBE and non-ACDBE sub-concession quote submitted to the bidder when a non-ACDBE sub-concession was selected over an ACDBE for work on the contract
- 3) The Authority will require that the bidder/offeror present the information required by paragraph (b)(2) of this section no later than five (5) days after bid opening as a matter of responsibility.

Provided that, in a negotiated procurement, including a design-build procurement, the bidder/offeror may make a contractually binding commitment to meet the goal at the time of bid submission or the presentation of initial proposals but provide the information required by paragraph (b)(2) of this section before the final selection for the contract is made by the recipient.

Administrative reconsideration (26.53(d))

Within seven (7) days of being informed by the Authority that it is not responsible because it has not documented sufficient good faith efforts, a bidder may request administrative reconsideration. The bidder should make this request in writing to the following reconsideration official:

**Melinda Crawford, Executive Director
Charlottesville Albemarle Airport
100 Bowen Loop, Suite 200
Charlottesville VA 22911
434-973-8342**

The reconsideration official will not have played any role in the original determination that the concessionaire did not document sufficient good faith efforts.

As part of this reconsideration, the concessionaire will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The concessionaire will have the opportunity to meet in person with the reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do. The Authority will send the concessionaire a written decision on reconsideration, explaining the basis for finding that the concessionaire did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is **not** administratively appealable to the US Department of Transportation.

Good Faith Efforts when an ACDBE is replaced on a concession (26.53(f))

The Authority will require a concessionaire to make good faith efforts to replace an ACDBE that is terminated or has otherwise failed to complete its concession agreement, lease, or subcontract with another certified ACDBE, to the extent needed to meet the concession-specific goal. The Authority will require the concessionaire to notify the ACDBELO immediately of the ACDBEs inability or unwillingness to perform and provide reasonable documentation.

In this situation, the Authority will require the concessionaire to obtain prior approval of the substitute ACDBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts. The Authority will provide such written consent only if the Authority agrees, for reasons stated in a concurrence document, that the prime concessionaire has good cause to terminate the DBE firm. For purposes of this paragraph, good cause includes the following circumstances:

- (1) The listed ACDBE subconcessionaire fails or refuses to execute a written contract;
- (2) The listed ACDBE subconcessionaire fails or refuses to perform the work of its subcontract in a way consistent with normal industry standards. Provided however, that good cause does not exist if the failure or refusal of the ACDBE subconcessionaire to perform its work on the subcontract results from the bad faith or discriminatory action of the prime contractor;
- (3) The listed ACDBE subconcessionaire fails or refuses to meet the prime contractor's reasonable, non-discriminatory bond requirements.
- (4) The listed ACDBE subconcessionaire becomes bankrupt, insolvent, or exhibits credit unworthiness;
- (5) The listed ACDBE subconcessionaire is ineligible to work on public works projects because of suspension and debarment proceedings pursuant to 2 CFR Parts 180, 215 and 1,200 or applicable state law;
- (6) The Authority has determined that the listed ACDBE subconcessionaire is not a responsible contractor;
- (7) The listed ACDBE subconcessionaire voluntarily withdraws from the project and provides to the Authority written notice of its withdrawal;
- (8) The listed ACDBE is ineligible to receive ACDBE credit for the type of work required;
- (9) An ACDBE owner dies or becomes disabled with the result that the listed ACDBE subconcessionaire is unable to complete its work on the contract;
- (10) Other documented good cause that the Authority has determined compels the termination of the ACDBE subconcessionaire. Provided, that good cause does not exist if the prime concessionaire seeks to terminate an ACDBE it relied upon to obtain the contract so that the prime concessionaire can self-perform the work for which the ACDBE subconcessionaire was engaged or so that the prime concessionaire can substitute another ACDBE or non-ACDBE concessionaire after contract award.

Before transmitting its request to the Authority to terminate and/or substitute an ACDBE subconcessionaire, the prime concessionaire must give notice in writing to the ACDBE subconcessionaire, with a copy to the Authority, of its intent to request to terminate and/or substitute, and the reason for the request.

The prime concessionaire must give the ACDBE five days to respond to the prime concessionaire's notice and advise the Authority and the concessionaire of the reasons, if any, why it objects to the proposed termination of its subcontract and why the Authority should not approve the prime concessionaire's action. If required in a particular case as a matter of public necessity (e.g., safety), the Authority may provide a response period shorter than five days.

In addition to post-award terminations, the provisions of this section apply to pre-award deletions of or substitutions for ACDBE firms put forward by offerors in negotiated procurements.

The Authority will require a concessionaire to make good faith efforts to replace an ACDBE that is terminated or has otherwise failed to complete its work on a concession with another certified ACDBE. These good faith efforts shall be directed at finding another ACDBE to perform at least the same amount of work under the concession contract as the ACDBE that was terminated, to the extent needed to meet the concession contract goal that the Authority established for the procurement. The good faith efforts shall be documented by the concessionaire. If the Authority requests documentation from the concessionaire under this provision, the concessionaire shall submit the documentation within 7 days, which may be extended for an additional 7 days if necessary at the request of the concessionaire, and the Authority shall provide a written determination to the concessionaire stating whether or not good faith efforts have been demonstrated.

The Authority will include in each prime concession contract the contract clause required by § 26.13(b) stating that failure by the concessionaire to carry out the requirements of this part is a material breach of the contract and may result in the termination of the concession contract or such other remedies set forth in that section that is deemed appropriate if the prime concessionaire fails to comply with the requirements of this section.

If the concessionaire fails to comply with this provision, the contracting officer may issue a termination for default proceeding.

Sample Proposal/Bid Specification:

The requirements of 49 CFR Part 23, regulations of the U.S. Department of Transportation, applies to this concession. It is the policy of the Authority to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit bids/proposals. Award of this concession will be conditioned upon satisfying the requirements of this proposal/bid specification. These requirements apply to all concessions firms and suppliers, including those who qualify as an ACDBE. An ACDBE concession-specific goal of _____ percent of has been established for this concession. The concession firm shall make good faith efforts, as defined in Appendix A, 49 CFR Part 26, to meet the concession-specific goal for ACDBE participation in the performance of this concession.

The concession firm will be required to submit the following information: (1) the names and addresses of ACDBE firms and suppliers that will participate in the concession, (2) A description of the work that each ACDBE will perform; (3) The dollar amount of the participation of each ACDBE firm participating; (4) Written and signed documentation of commitment to use a ACDBE whose participation it submits to meet a contract goal; (5) Written and signed confirmation from the ACDBE that it is participating in the concession as provided in the prime concessionaire's commitment; and (6) If the contract goal is not met, evidence of good faith efforts.

Section 23.53 Counting ACDBE Participation for Car Rental Goals

The Authority will count ACDBE participation toward overall goals for car rental concessions as provided in 49 CFR 23.53.

Section 23.55 Counting ACDBE Participation for Concessions Other than Car Rentals

The Authority will count ACDBE participation toward overall goals for concessions other than car rentals as provided in 49 CFR 23.55.

Section 23.57 Goal Setting and Accountability

If the awards and commitments shown on the Authority's Uniform Report of ACDBE Participation at the end of any fiscal year are less than the overall applicable to that fiscal year, the Airport will:

1. Analyze in detail the reason for the difference between the overall goal and the actual awards/commitments;
2. Establish specific steps and milestones to correct the problems identified in the analysis; and
3. Maintain a copy of the plan on file for at least three (3) years.

Section 23.61 Quotas or Set-asides

The Authority will not use quotas or set-asides as a means of obtaining ACDBE participation.

SUBPART E – OTHER PROVISIONS

Section 23.71 Existing Agreements

The Authority will assess potential for ACDBE participation when an extension or option to renew an existing agreement is exercised, or when a material amendment is made. The Authority will use any means authorized by part 23 to obtain a modified amount of ACDBE participation in the renewed or amended agreement.

Section 23.73 Privately-Owned or Leased Terminal Buildings

The Airport does not have any privately-owned or leased terminal buildings.

Section 23.75 Long-Term Exclusive Agreements

The Authority will not enter into a long-term exclusive agreement for concessions without prior approval of the FAA Regional Civil Rights Office. The Authority understands that a "long-term" agreement is one having a term of longer than 5 years. The Authority understands that an "exclusive" agreement is one in which an entire category of a particular business opportunity is limited to a single business entity. If special, local circumstances exist that make it important to enter into a long-term and exclusive agreement, the Authority will submit detailed information to the FAA Regional Civil Rights Office for review and approval.

Section 23.79 Geographic Preferences

The Authority will not use a "local geographic preference", i.e., any requirement that gives an ACDBE located in one place (e.g., *Charlottesville, VA*) an advantage over ACDBEs from other places in obtaining business as, or with, a concession at the airport.

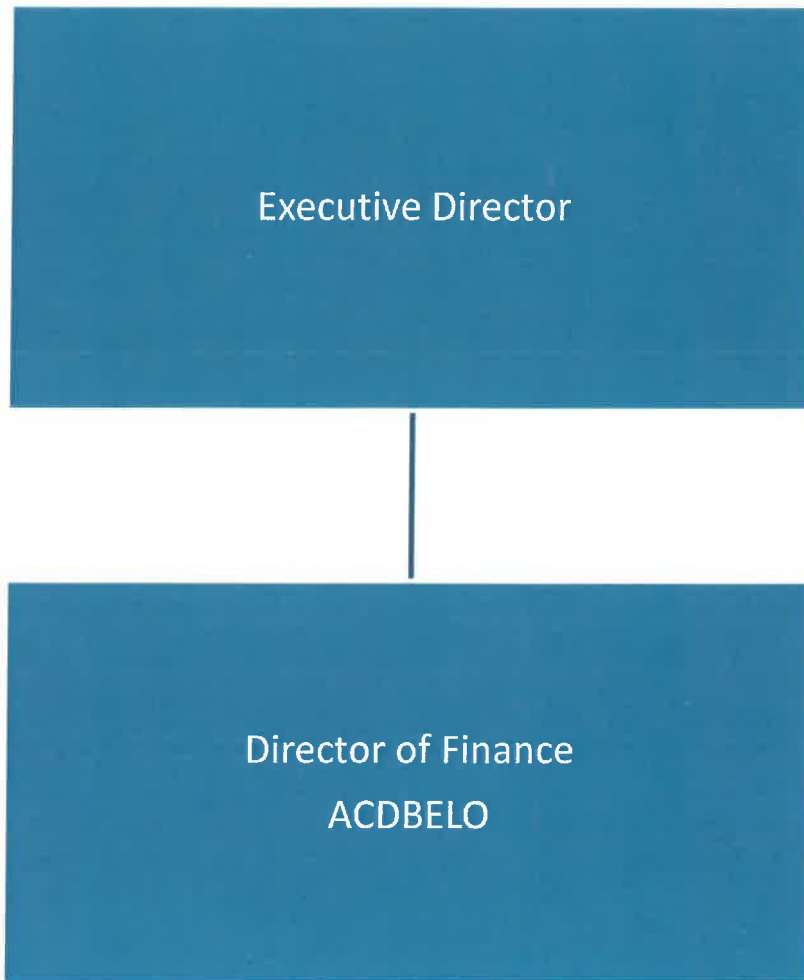
ATTACHMENTS

Attachment 1	Organizational Chart
Attachment 2	Virginia UCP DBE Directory
Attachment 3	Monitoring and Enforcement Mechanisms (26.37)
Attachment 4	Overall Goal Calculations for Car Rentals
Attachment 5	Overall Goal Calculations for Concessions Other Than Car Rentals
Attachment 6	Letter of Intent
Attachment 7	Certification Application Forms
Attachment 8	Regulations: 49 CFR Parts 23
Attachment 9	ACDBE Forms

ATTACHMENT 1

Charlottesville Albemarle Airport Authority

Organizational chart



ATTACHMENT 2

ACDBE DIRECTORY

The DBE Directory for the Commonwealth of Virginia may be found at
<https://www.sbsd.virginia.gov/> .

ATTACHMENT 3

Monitoring and Enforcement Mechanisms

The Charlottesville Albemarle Airport has available several remedies to enforce the ACDBE requirements contained in its contracts, including, but not limited to, the following:

1. Breach of contract action, pursuant to Virginia Administrative Code.

In addition, the federal government has available several enforcement mechanisms that it may apply to firms participating in the ACDBE program, including, but not limited to, the following:

1. Suspension or debarment proceedings pursuant to 49 CFR part 23;
2. Enforcement action pursuant to 49 CFR part 31; and
3. Prosecution pursuant to 18 USC 1001.

The Airport will implement various mechanisms to monitor program participants to ensure they comply with Part 23, including, but not limited to the following:

1. The Airport will insert the following provisions into concessions agreements and management contracts at the next lease renewal:
 - A. The ACDBELO will conduct reviews of attainments versus commitments, on an as-needed basis. This review will ensure the actual attainments of the ACDBE, as committed at contract award.
2. The Airport will implement the following additional monitoring and compliance procedures, consistent with concession contract provisions:
 - A. The Airport has the right to inspect books and records of the ACDBE concerning operations at the Airport, directly or indirectly, at the discretion of the Airport.
3. The Airport will implement its compliance and monitoring procedures as follows:
 - A. All concessions will be required to submit, to the Airport, monthly revenue reports. Concessionaires will submit the ACDBE Attainment Reports annually.

Attachment 4

Section 23.45: Overall Goal Calculation for Car Rental Concessions

Attachment 5

Section 23.45: Overall Goal Calculation for Concessions Other Than Car Rentals

ATTACHMENT 6

LETTER OF INTENT

Name of bidder/offeror's firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of ACDBE firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Description of work to be performed by ACDBE firm:

The bidder/offeror is committed to utilizing the above-named ACDBE firm for the work described above. The estimated dollar value of this work is \$ _____.

Affirmation

The above-named ACDBE firm affirms that it will perform the portion of the contract for the estimated dollar value as stated above.

By _____
(Signature) (Title)

If the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

(Submit this page for each ACDBE subcontractor.)

ATTACHMENT 7

Certification Application Forms

The Certification Application Forms for the Commonwealth of Virginia
may be found at
<https://www.sbsd.virginia.gov/> .

ATTACHMENT 8

49 CFR Part 23

The federal regulations, Title 49
Code of Federal Regulations
Part 23, may be found at
www.ecfr.gov.

ATTACHMENT 9

ACDBE Forms

Procurement Regulations: Cost Principles and Audit Requirements for Federal Awards

Conflicts of Interest

No employee, officer, or agent of The Charlottesville-Albemarle Airport Authority (CHO) will participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of CHO must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, unless the financial interest is not substantial or the gift is an unsolicited item of nominal value. Disciplinary actions will be applied for violations of such standards by officers, employees, or agents of CHO.

CHO will not procure with a parent company, affiliate, or subsidiary organization, due to the real or apparent conflict of interest resulting from the relationship.

General Procurement Standards under Federal Awards

Procurements associated with Federal awards are subject to the following:

1. CHO will avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. CHO will not divide large transactions into several smaller transactions for the purpose of avoiding any standard procurement procedures.
2. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
3. CHO will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
4. CHO is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve CHO of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

Procurement Records

CHO will maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following:

1. Rationale for the method of procurement (if not self-evident);
2. Rationale of contract pricing arrangement (also if not self-evident);

3. Reason for accepting or rejecting the bids or offers;
4. Basis for the contract price;
5. A copy of the contract documents awarded or issued and signed by the Executive Director or his designee;
6. Basis for contract modifications; and
7. Related contract administration actions.

CHO will make available, upon request by the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition.

CHO will make available upon request, for the Federal awarding agency or pass-through entity, pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates.

Competition under Federal Awards

Procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition and must be consistent with the standards as outlined in [2 C.F.R. § 200.319](#).

Contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposal must be excluded from competing for such procurements. Some other examples of situations considered to be restrictive of competition include but are not limited to:

1. Placing unreasonable requirements on firms in order for them to qualify to do business,
2. Requiring unnecessary experience and excessive bonding,
3. Noncompetitive pricing practices between firms or between affiliated companies,
4. Noncompetitive awards to consultants that are on retainer contracts,
5. Organizational conflicts of interest,
6. Specifying only a brand name product instead of allowing an equal product to be offered and describing the performance of other relevant requirements of the procurement, and
7. Any arbitrary action in the procurement process.

CHO must conduct procurements in a manner that prohibits the use of administratively imposed state or local geographical preference in the evaluation of bids or proposals except in cases where applicable Federal statutes, [or state licensing law](#), expressly mandate or encourage geographic preference, ~~or state licensing law~~.

All solicitations will incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient

requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated. All solicitations will also identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

All prequalified lists of persons, firms, or products which are used in acquiring goods and services will be current and include enough qualified sources to ensure maximum open and free competition. Potential bidders will not be precluded from qualifying during the solicitation period.

Methods of Procurement

CHO will use one of the following methods of procurement:

1. Procurement by micro-purchases (<= \$10,000). Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000. To the extent practicable, CHO will distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if CHO considers the price to be reasonable. Reasonableness is determined by: comparing the price to past purchases; comparing price to other online or available prices; and/or requesting prices from more than one vendor.
2. Procurement by small purchase procedures (\$10,001 - \$250,000). Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold of \$250,000. If small purchase procedures are used, price or rate quotations must be obtained from four qualified sources. Prices may be obtained in written, verbal or online search methods.
3. Procurement by sealed bids (formal advertising) (> \$250,000). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.

In order for sealed bidding to be feasible, the following conditions will be present:

- a. A complete, adequate, and realistic specification or purchase description is available;
- b. Two or more responsible bidders are willing and able to compete effectively for the business;
- c. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

- a. The invitation for bids will be publicly advertised (for local and tribal governments);
- b. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids;
- c. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
- d. All bids will be opened at the time and place prescribed in the invitation for bids;
- e. Bids must be opened publicly (for local and tribal governments);
- f. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
- g. Any or all bids may be rejected if there is a sound documented reason.

4. Procurement by competitive proposals (> \$250,000). This methodology may be chosen when the procurement is more than the Simplified Acquisition Threshold (currently set at \$250,000). The technique of competitive proposals is normally conducted with more than one source submitting an

offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources;
 - c. CHO must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
5. Procurement by noncompetitive proposals (>\$10,000). Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source. Each procurement based on noncompetitive proposals shall be supported by a written justification for the selection of this method. This methodology may be used only when one or more of the following circumstances apply:
- a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from CHO or
 - d. After solicitation of a number of sources, competition is determined inadequate.

Contract Cost and Price

CHO will perform a cost or price analysis for every procurement action in excess of \$250,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, CHO will make independent estimates before receiving bids or proposals. In order to arrive at an independent estimate of price, the CHO will review similar price data from colleagues, online searches, and other research. The price estimate will be documented and saved with the procurement file.

Where applicable, CHO will negotiate profit as a separate element of the price for each contract in which there is no price competition, and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration will be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred, or cost estimates included in negotiated prices would be allowable for CHO under Subpart E – Cost Principles-of the Uniform Administrative Guidance 2 CFR Part 200.

For construction projects of sufficient size, CHO may use value engineering clauses in contracts to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

The cost plus a percentage of cost method of pricing will not be allowed by CHO.

Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms

CHO will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
5. Using the services and assistance of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce including websites such as <http://www.sba8a.com/> and <https://www.doleta.gov/programs/lisa.cfm>;
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps.

Subrecipient and Contractor Determinations

CHO will make a case-by-case determination whether each agreement it makes for the disbursement of Federal program funds casts the party receiving the funds in the role of a subrecipient or a contractor. In determining whether an agreement between CHO and another non-Federal entity casts the latter as a subrecipient or a contractor, the substance of the relationship is more important than the form of agreement. CHO will use judgment in classifying each agreement as a subaward or a procurement contract.

Suspension and Debarment

CHO verifies that all vendors with a contract of \$25,000 or greater, and all subrecipients with whom CHO intends to do business, ~~are~~are not excluded or disqualified in accordance with 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300. The Director of Finance and Administration or their designee shall perform a search on the General Services Administration Excluded Parties List System (EPLS) (<http://sam.gov>), and any state or local exclusion lists, if applicable. Results of the screenings should be printed and placed in the procurement record.

Provisions Included in all Contracts

It is the policy of CHO to include all of the following provisions, as applicable, in all contracts (including small purchases) with contractors and subawards with subrecipients:

1. **Remedies:** All contracts in excess of the small purchase threshold fixed at 41 U.S.C. 403(11) (currently \$250,000) shall contain contractual provisions or conditions that allow for administrative, contractual, or legal remedies in instances in which a contractor violates or breaches the contract terms.
2. **Termination:** All contracts in excess of \$10,000 shall contain suitable provisions for termination by CHO, including the manner by which termination shall be effected and the basis for settlement. In addition, such contracts shall describe the conditions under which the contract may be terminated for default as

well as conditions where the contract may be terminated due to circumstances beyond the control of the contractor.

3. **Equal Employment Opportunity:** Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
4. **Davis-Bacon Act, as amended (40 U.S.C. 3141-3148):** When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. CHO must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. CHO must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. CHO must report all suspected or reported violations to the Federal awarding agency.
5. **Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333):** [Where applicable] All contracts awarded by CHO excess of \$100,000 for contracts that involve the employment of mechanics or laborers shall include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
6. **Rights to Inventions Made Under a Contract or Agreement:** Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and CHO in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
7. **Clean Air Act (42 U.S.C. 7401-7671q and the Federal Water Pollution Control Act (33 U.S.C. 1251 -1387), as amended:** Contracts and subawards of amounts in excess of \$150,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued

pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

8. **Debarment and Suspension (E.O.s 12549 and 12689):** For all contracts, CHO shall obtain from the contractor a certification that neither the contractor nor any of its principal employees are listed on the Excluded Parties List System in SAM.
9. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352):** For all contracts or Subawards of \$100,000 or more, CHO shall obtain from the contractor or sub-grantee a certification that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Likewise, since each tier provides such certifications to the tier above it, CHO shall provide such certifications in all situations in which it acts as a sub-recipient of a sub-grant of \$100,000 or more.