

Charlottesville Albemarle Airport Authority Meeting
Thursday, June 25, 2020, at 1:00 p.m.—ARFF Training Room

AGENDA

Call to Order:

Consent Agenda:

1. Minutes – March 10, 2020 meeting
2. Financial Statements – May 31, 2020 (Unaudited)
3. Airport Statistics: February, March, April, and May 2020

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

Awards and Recognition:

Action Items:

1. Amendment #3 of the Authority's FY20 Capital Budget
2. Resolution No 2020-5 Executive Director Authorization to Accept FAA CARES Act Grant, FAA FY20 Entitlement Grants, and Authority to Award and Administer all Related Engineering and Construction Contracts.
3. FY2021 Operating Budget and 6-Year Airport Capital Improvement Plan
4. Award of Construction Contract for MALSR Repairs and Resolution No 2020-6 Executive Director to Administer the Contracts for the MALSR Repair Project.

Informational Items:

1. Executive Director's Update
 - a. COVID-19 Update
 - b. Personnel Update
 - c. Construction Update
 - i. Air Carrier Apron Expansion Project
 - ii. MALSR Update
 - iii. Terminal Area Masterplan
 - d. Marketing & Air Service Update

Next Scheduled Meeting: May 12, 2020 @ 8:30 a.m., Location TBD

Adjourn:



Charlottesville Albemarle Airport Board Meeting Minutes
Tuesday, March 10, 2020 at 8:30 a.m. in the Airport Terminal – Lower Level Conference Room

MINUTES

Members Present: Donald Long and Jeff Richardson with Dr. Tarron Richardson arriving at 8:42am

Members Absent: none

Staff Present: Melinda Crawford: Executive Director; Penny Shifflett: Director of Finance & Administration; Jessica Conley: Administrative Assistant; Jason Burch: Deputy Executive Director; Jonathan Shenk: Chief of Public Safety

Others Present: Steven Allshouse: Manager of Economic Analysis and Forecasting at the County of Albemarle;

Call to Order at 8:38 a.m. by Mr. Long

Consent Agenda:

1. Minutes – January 30, 2020-discussed.
 - a. Mr. Richardson motioned to approve the minutes, and the motion was seconded by Mr. Long. Unanimously Approved
2. Financial Statements –January 2020 (Unaudited) discussed.
3. Airport Statistics: December 2019 and January 2020 discussed.

Mr. Richardson made a motion to accept the consent agenda, and the motion was seconded by Dr. Richardson. The motion was unanimously accepted.

Matters from the Public: None

Awards and Recognition: None

Items:

1. Audit Committee Recommendation for Robinson Farmer Cox Associates:
 - a. **Recommendation:** For the Board to Accept the Recommendation of the Audit Committee to Exercise the 3rd of 4 options to allow Robinson Farmer Cox Associates to perform the FY20 annual financial audit.
 - b. The Board discussed the Audit Committee Recommendation for Farmer Cox Associates to perform the FY20 audit.
 - c. Mr. Richardson made a motion to accept the Audit Committee Recommendation for Farmer Cox Associates to perform the FY20 audit. The motion was seconded by Dr. Richardson, and the motion was unanimously approved.
2. Award of Administration of Engineering and Architectural Services Contracts:
 - a. **Recommendation:** For the Board to approve Resolution No. 2020-4 “Executive Director Authorization to Award and Administer the 2020 Engineering and Architectural Services Contracts”

- b. Mr. Richardson made a motion for the executive director to award and administer the 2020 Engineering and Architectural Services contracts. The motion was seconded Dr. Richardson, and the motion was unanimously approved.

Informational Items:

1. Executive Director's Update: Mrs. Crawford presented the following items:
 - a. Personnel Update: The recent Employee Appreciation Luncheon was discussed, and Dr. Richardson's attendance at the luncheon was recognized. Commission member, Mr. Hiss also attended the luncheon.
 - b. Construction Update:
 - i. Air Carrier Ramp Expansion Design: Project expected to be complete in the summer of 2020. Currently, most of the project's activity is on constructing the retaining wall.
 - ii. Expansion of Economy Surface Parking Lot Project: We now have the lot opened, and we are using cones and barriers until the handrails have been installed.
 - iii. ARFF Breakroom and Training Room Project-An inspection of the area found an additional environmental issue with that building's roof. That issue will be mitigated before construction can begin.
 - iv. MALSR Update: An update on the project was provided.
 - v. Passenger Shelters: Passengers shelters have been installed and currently waiting on wrapping and handrails.
 - vi. Terminal Area Masterplan: In addition to the expansion of the terminal, this Masterplan will look at several items including ARFF building location, parking projections, utilities, and roadway designs.
 - c. Marketing & Air Service Update: Mr. Burch provided an update on air service and discussed an upcoming workshop along with other items.
 - d. Capital Budget: A copy of the proposed FY21-FY26 Airport Capital Improvement Program was provided for review. This program will be brought to the Board at their May meeting for approval.

Next Scheduled Meeting: May 12, 2020, 8:30 a.m., Airport Lower Level Conference Room

Adjournment at 9:30 a.m.

Charlottesville-Albemarle Airport Authority
Financial Statements (unaudited)
As of May 31, 2020

Charlottesville-Albemarle Airport Authority
Profit & Loss Notes
As of May 31, 2020

\$15K and 10% change

Revenues:

- A. Various Revenue Line Items:-- At this point in time, the areas that are below budget are due to COVID-19.
- B. Ground Rent/Airfield Fees:-- At the January 30, 2020 Board meeting, Resolution 2020-2 was passed for a new periodic tenancy agreement with Smith Vicars Aviation. This new agreement contained an increase in the monthly rental rate which explains the increase in this line item.

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, however at this point in time a lot of the areas that are below budget are due to COVID-19.
- C. Coronavirus Expenses:-- This line item was created to track expenses specifically related to the coronavirus, i.e., masks, sanitizer, etc.
- D. Terminal and Airfield Health Insurance:-- These line items are under budget due to conservative estimates during the budgeting process whereby vacant positions are computed with the highest insurance premiums.
- E. Insurance Expense:-- year-to-date expense \$49,907 Budgeted: \$34,650
This line item is over budget due to an error during the original budgeting process as well as additional billing resulting from the FY19 insurance audit.
- F. Airfield Maintenance:-- year-to-date expense \$194,656 Budgeted: \$64,332
This line item is over budget due to renting equipment such as light towers and also for maintenance expenses related to the landside operation building.
- G. Airfield-Maint. Airfield Equipment: -year-to-date expense:\$160,896 Budgeted: \$106,425

This line item is over budget due to unanticipated repairs such as installing a clutch pump and a deck kit on airfield equipment and repairs to mobile stairs and fire equipment.

- H. Parking-Surface Expansion:-- year-to-date expense: \$307,838 Budgeted: \$687,500
The funds spent in this category were for the parking expansion in the hangar lot and for residual costs for the engineers related to the expansion of the economy lot.
- I. Terminal Overtime:-- year-to-date expense: \$84,624 Budgeted: \$69,525
This line item is over budget due to the differential given to those on the front lines during the pandemic.
- J. Terminal-Util Oil:-- year-to-date expense: \$55,529 Budgeted: \$36,667
This line item is under budget due to heating oil purchases.
- K. Terminal-Maintenance: year-to-date expense: \$162,337 Budgeted: \$80,208
This line item is over budget due to plumbing issues within the terminal, carpet cleaning, etc.
- L. Terminal-Elevator, Escalator and HVAC Maintenance:--These line items are over budget due to the aging systems and their need for frequent repairs.
- M. Terminal Emergency Communications:--This line item is over budget due to the purchase of new emergency radios for the airport. This is an approved item in the capital budget, but due to the costs of the individual radios, they must be shown as an operating expense on the financial statements. The money for radios came from State Entitlements (80%) and airport funds (20%). At year-end, an adjustment will be made to reflect the revenue from State Entitlements that is used to support operating expenses.

Net Income

May year-to-date net loss before other income = (\$691,829). To be transferred from CARES Grant.

Charlotteville Albemarle Airport Profit & Loss Budget Performance May 2020

	May 20	Budget	Jul '19 - May 20	YTD Budget	Annual Budget	\$ Change	% Change
Ordinary Income/Expense							
Income							
ADMINISTRATIVE REVENUES							
6404000 · Miscellaneous Income	0.00	508.33	1,249.70	5,591.63	6,100.00	-4,341.93	-77.7%
6404001 · QTA Staff Reimbursement	2,908.42	2,908.42	31,993.62	31,992.62	34,901.00	1.00	0.0%
6404002 · Vending Machine Revenue	0.00		-699.78			-699.78	100.0%
6404100 · VDOA Aviation & Promotion Prgram	0.00	0.00	0.00	0.00	35,000.00	0.00	0.0%
Total ADMINISTRATIVE REVENUES	2,908.42	3,416.75	32,543.54	37,584.25	76,001.00	-5,040.71	-13.4%
AIRFIELD REVENUES							
2402000 · Airline Landing Revenue	14,434.78	77,371.83	777,712.85	851,090.13	928,462.00	-73,377.28	-8.6%
2402001 · Charters	0.00	1,666.67	26,332.02	18,333.37	20,000.00	7,998.65	43.6%
2402100 · Ground Rent/Airfield Fees	9,518.39	7,267.50	94,957.01	79,942.50	87,210.00	15,014.51	18.8%
2402200 · FBO Revenue	26,331.63	40,000.00	413,671.07	440,000.00	480,000.00	-26,328.93	-6.0%
2402250 · A/W Flowage	0.00	500.00	6,768.16	5,500.00	6,000.00	1,268.16	23.1%
2403300 · Miscellaneous Revenue Airfield	300.00	100.00	14,734.25	1,100.00	1,200.00	13,634.25	1239.5%
2403606 · Security Access Control Reimb.	475.00	1,200.00	13,096.00	13,200.00	14,400.00	-104.00	-0.8%
Total AIRFIELD REVENUES	51,059.80	128,106.00	1,347,271.36	1,409,166.00	1,537,272.00	-61,894.64	-4.4%
PARKING REVENUES							
Parking Revenue	25,258.00	391,412.00	3,339,176.04	4,305,532.00	4,695,944.00	-966,355.96	-22.4%
1401015 · Parking - Permits, Licenses&Fee	600.00	500.00	6,720.00	5,500.00	6,000.00	1,220.00	22.2%
1401016 · Miscellaneous Fees	28.50	100.00	3,877.09	1,100.00	1,200.00	2,777.09	252.5%
Total PARKING REVENUES	25,886.50	392,012.00	3,349,773.13	4,312,132.00	4,704,144.00	-962,358.87	-22.3%
TERMINAL REVENUES							
3403000 · Airline Rent	-13.83	54,296.08	455,674.83	597,256.88	651,552.96	-141,582.05	-23.7%
3403050 · FAA Service FEE/Rent	3,792.92	3,792.00	41,722.12	41,712.00	45,504.00	10.12	0.0%
3403065 · TSA Reimbursement	3,413.20	4,719.58	50,262.53	51,915.38	56,635.00	-1,652.85	-3.2%
3403100 · Rental Car Revenue	26,806.89	75,797.00	709,433.33	828,307.00	1,104,104.00	-118,873.67	-14.4%
3403150 · Ground Transportation Fees	46.00	2,000.00	16,694.00	22,000.00	24,000.00	-5,306.00	-24.1%
3403155 · Rental Car QTA Land Lease	4,962.67	4,962.67	54,589.37	54,589.37	59,552.04	0.00	0.0%
3403200 · Advertising	2,812.86	14,166.67	131,696.97	155,833.37	170,000.00	-24,136.40	-15.5%
3403250 · Food/Gift Concessions	635.12	10,833.33	112,845.53	119,186.63	130,000.00	-6,321.10	-5.3%
3403300 · Miscellaneous Terminal	0.00	166.67	0.00	1,833.37	2,000.00	-1,833.37	-100.0%
3403400 · ATM Concession	623.00	623.00	6,853.00	6,853.00	7,476.00	0.00	0.0%
3403500 · State Ent for Terminal Mainten	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3404350 · Business Center/Lounge	0.00	2,000.00	21,225.00	22,000.00	24,000.00	-775.00	-3.5%
Total TERMINAL REVENUES	43,078.83	173,357.00	1,600,996.68	1,901,467.00	2,274,824.00	-300,470.32	-15.8%
Total Income	122,933.55	696,891.75	6,330,584.71	7,660,349.25	8,592,241.00	-1,329,764.54	-17.4%
Gross Profit	122,933.55	696,891.75	6,330,584.71	7,660,349.25	8,592,241.00	-1,329,764.54	-17.4%

Charlotteville Albemarle Airport Profit & Loss Budget Performance May 2020

Expense	May 20	Budget	Jul '19 - May 20	YTD Budget	Annual Budget	\$ Change	% Change
Administrative Expenses							
6500000 · Wages - Administrative	56,526.76	57,878.00	681,388.64	694,536.00	752,414.00	-13,147.36	-1.9%
6500050 · Overtime - Admin	0.00	11,404.00	42,055.11	44,359.00	44,759.00	-2,303.89	-5.2%
6500150 · Payroll Taxes - Administrative	4,213.09	5,330.00	49,500.04	57,070.00	61,558.00	-7,569.96	-13.3%
6500200 · Health Ins./Supp-Administrative	6,098.20	6,829.83	77,567.40	75,128.13	81,958.00	2,439.27	3.2%
6500250 · Life Insurance - Administrative	802.21	767.00	8,824.36	8,437.00	9,204.00	387.36	4.6%
6500300 · ST Disab/ LT Disab - Admin	66.43	52.67	730.73	579.37	632.00	151.36	26.1%
6500350 · Retirement - Administrative	5,042.39	4,877.42	55,878.11	53,651.62	58,529.00	2,226.49	4.1%
6501100 · Util-Telephone - Administrative	1,074.33	2,237.33	12,379.58	24,610.63	26,848.00	-12,231.05	-49.7%
6501200 · Insur Expense - Administrative	2,503.56	2,410.42	27,828.96	26,514.62	28,925.00	1,314.34	5.0%
6502000 · Office Supplies	217.31	1,700.00	11,845.60	18,700.00	20,400.00	-6,854.40	-36.7%
6502001 · Office Expenses	337.96	1,987.00	3,487.29	21,857.00	23,844.00	-18,366.71	-84.0%
6502025 · Payroll Processing Fees	237.27	250.00	3,276.10	2,750.00	3,000.00	526.10	19.1%
6502050 · Education - Administrative	0.00	706.67	1,288.00	7,773.37	8,480.00	-6,485.37	-83.4%
6502060 · Computer Expense	1,595.58	8,879.92	50,171.39	97,679.12	106,559.00	-47,507.73	-48.6%
6502070 · Equipment Lease	362.91	487.50	4,179.93	5,362.50	5,850.00	-1,182.57	-22.1%
6502100 · Travel - Administrative	0.00	1,025.00	3,852.57	11,275.00	12,300.00	-7,422.43	-65.8%
6502101 · Travel-Marketing	0.00	1,916.67	7,869.68	21,083.37	23,000.00	-13,213.69	-62.7%
6502250 · Dues & Subs. - Administrative	200.05	900.17	14,397.72	9,901.87	10,802.00	4,495.85	45.4%
6502251 · Dues & Subs Marketing	0.00	610.83	862.99	6,719.13	7,330.00	-5,856.14	-87.2%
6502500 · Coronavirus Expenses	1,299.31		17,494.12			17,494.12	100.0%
6502561 · Shipping	88.30	200.00	851.30	2,200.00	2,400.00	-1,348.70	-61.3%
6502600 · Meeting Expense	0.00	258.33	4,459.73	2,841.63	3,100.00	1,618.10	56.9%
6502650 · Postage	0.00	141.67	1,042.75	1,568.37	1,700.00	-515.62	-33.1%
6502700 · Banking Fees	251.00	290.00	2,780.00	3,190.00	3,480.00	-410.00	-12.9%
6502701 · Service Fees	0.00		33.38			33.38	100.0%
6502750 · Human Resource Expenses	611.35	2,173.33	17,759.25	23,906.63	26,080.00	-6,147.38	-25.7%
6502760 · Miscellaneous Expenses	0.00		599.10			599.10	100.0%
6502800 · Bad Debt Expense	0.00	20.83	0.00	229.13	250.00	-229.13	-100.0%
6502850 · Professional Fees	22,008.00	20,333.33	106,199.75	223,666.63	244,000.00	-117,466.88	-52.5%
6502860 · Advert. & Promotion Expense	13,646.73	40,437.50	274,475.15	444,812.50	485,250.00	-170,337.35	-38.3%
6502861 · Special Events	0.00	3,050.00	3,290.21	33,550.00	36,600.00	-30,259.79	-90.2%
6502880 · Air Service Dev. Expense	875.00	14,848.33	15,058.87	163,331.63	178,180.00	-148,272.76	-90.8%
Total Administrative Expenses	118,057.74	192,003.75	1,501,427.81	2,087,274.25	2,267,432.00	-585,846.44	-28.1%

Charlotteville Albemarle Airport Profit & Loss Budget Performance May 2020

	May 20	Budget	Jul '19 - May 20	YTD Budget	Annual Budget	\$ Change	% Change
Airfield Expenses							
2500000 · Wages - Airfield	43,072.05	47,016.00	554,896.76	555,792.00	605,206.00	-895.24	-0.2%
2500051 · Overtime - Airfield	147.99	12,613.00	51,961.61	81,879.00	83,879.00	-29,917.39	-36.5%
2500150 · Payroll Taxes - Airfield	2,210.85	4,592.00	43,485.02	49,150.00	53,112.00	-5,664.98	-11.5%
2500200 · Health Ins./Supp. - Airfield	8,266.00	10,421.50	96,994.80	114,636.50	125,058.00	-17,641.90	-15.4%
2500250 · Life Insurance - Airfield	602.04	652.67	6,683.21	7,179.37	7,832.00	-496.16	-6.9%
2500300 · ST Disab/LT Disab - Airfield	75.48	51.83	809.54	570.13	622.00	239.41	42.0%
2500350 · Retirement - Airfield	3,673.70	3,867.42	40,661.37	42,541.62	46,409.00	-1,880.25	-4.4%
2501000 · Util-Electric - Airfield	1,749.67	2,400.00	17,236.23	26,400.00	28,800.00	-9,163.77	-34.7%
2501060 · Util-Propane - Airfield	0.00	500.00	11,565.33	5,500.00	6,000.00	6,065.33	110.3%
2501100 · Util-Telephone - Airfield	593.00	700.00	9,000.38	7,700.00	8,400.00	1,300.38	16.9%
2501150 · Util-Water - Airfield	51.05	35.00	569.23	385.00	420.00	184.23	47.9%
2501200 · Insurance Expense - Airfield	4,320.97	3,150.00	49,907.27	34,650.00	37,800.00	15,257.27	44.0%
2501250 · Snow Removal - Airfield	0.00	4,166.67	273.59	45,833.37	50,000.00	-45,569.78	-99.4%
2501300 · Lighting Maintenance	0.00	1,064.83	1,389.66	11,713.13	12,778.00	-10,323.47	-88.1%
2501350 · Maintenance - Airfield	16,870.38	5,848.33	194,655.99	64,331.63	70,180.00	130,324.36	202.6%
2501351 · Airfield Grounds Maintenance	38.00	1,479.17	17,903.99	16,270.87	17,750.00	1,633.12	10.0%
2501400 · Maint. Airfield Equipment	16,046.69	9,675.00	160,895.55	106,425.00	116,100.00	54,470.55	51.2%
2501450 · Maint. Equip. Purch. - Airfield	0.00	1,308.33	2,600.22	14,391.63	15,700.00	-11,791.41	-81.9%
2501500 · Vehicle Expense Gas and Oil	1,464.09	4,253.67	43,930.96	46,790.37	51,044.00	-2,859.41	-6.1%
2501950 · State Maintenance-Airfield	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
2502025 · Payroll Processing Fees	237.28	250.00	3,276.18	2,750.00	3,000.00	526.18	19.1%
2502050 · Education - Maintenance	0.00	1,217.33	5,475.72	13,390.63	14,608.00	-7,914.91	-59.1%
2502100 · Travel maintenance	0.00	1,188.33	1,230.70	13,071.63	14,260.00	-11,840.93	-90.6%
2502250 · Dues & Sub. Airfield	0.00	169.58	9,650.88	1,865.38	2,035.00	7,785.50	417.4%
2503000 · Uniforms - Airfield	0.00	819.00	10,815.04	9,009.00	9,828.00	1,806.04	20.0%
2503300 · Emergency Exercises	0.00	125.00	0.00	1,375.00	1,500.00	-1,375.00	-100.0%
2503350 · Environmental Compliance	0.00	2,358.67	17,574.80	25,945.37	28,304.00	-8,370.57	-32.3%
2503551 · 800 MHz Maintenance Fees	0.00	1,768.92	22,043.00	19,458.12	21,227.00	2,584.88	13.3%
2512350 · ARFF Equipment	0.00	2,500.00	32,763.23	27,500.00	30,000.00	5,263.23	19.1%
2512400 · ARFF Training Supplies	692.40	1,241.67	10,739.60	13,658.37	14,900.00	-2,918.77	-21.4%
2512425 · Firearms	0.00	712.50	8,494.45	7,837.50	8,550.00	656.95	8.4%
2512450 · Hazmat Materials	0.00	250.00	6,579.66	2,750.00	3,000.00	3,829.66	139.3%
2512550 · Security Access Control	0.00	3,514.17	35,698.02	38,655.87	42,170.00	-2,957.85	-7.7%
2512605 · Security Background Expense	1,500.00	566.67	4,500.00	6,233.37	6,800.00	-1,733.37	-27.8%
Total Airfield Expenses	101,611.64	130,477.26	1,474,261.79	1,415,638.86	1,537,272.00	58,621.93	4.1%

Charlotteville Albemarle Airport Profit & Loss Budget Performance May 2020

	May 20	Budget	Jul '19 - May 20	YTD Budget	Annual Budget	\$ Change	% Change
Parking Expenses							
1500000 · Wages - Parking	30,586.36	30,370.00	375,115.21	364,442.00	394,815.00	10,673.21	2.9%
1500050 · Overtime - Parking	221.92	14,460.00	51,301.41	78,636.00	79,836.00	-27,334.59	-34.8%
1500150 · Payroll Taxes - Parking	2,267.37	3,460.00	31,874.84	33,446.00	35,893.00	-1,571.16	-4.7%
1500200 · Health Ins./Supp. - Parking	7,315.80	9,954.00	98,454.00	109,494.00	119,448.00	-11,040.00	-10.1%
1500250 · Life Insurance - Parking	436.17	531.67	4,744.13	5,848.37	6,380.00	-1,104.24	-16.9%
1500300 · ST Disab/LT Disab - Parking	75.80	137.83	868.14	1,516.13	1,654.00	-647.99	-42.7%
1500350 · Retirement - Parking	2,773.51	3,380.83	29,709.31	37,189.13	40,570.00	-7,479.82	-20.1%
1501010 · Util-Parking Lights	493.25	370.00	3,075.60	4,070.00	4,440.00	-994.40	-24.4%
1501100 · Util-Telephone - Parking	913.49	1,000.00	10,845.05	11,000.00	12,000.00	-154.95	-1.4%
1501150 · Util-Water - Parking	28.52	25.00	259.27	275.00	300.00	-15.73	-5.7%
1501200 · Insurance Expense - Parking	1,125.61	890.50	13,619.51	9,795.50	10,686.00	3,824.01	39.0%
1501250 · Snow Removal - Parking	0.00	666.67	3,314.55	7,333.37	8,000.00	-4,018.82	-54.8%
1501300 · Parking Lot Lighting	0.00	1,000.00	15,756.00	11,000.00	12,000.00	4,756.00	43.2%
1501350 · Parking Grounds Maintenance	5,496.00	9,066.67	101,482.93	99,733.37	108,800.00	1,729.56	1.7%
1501351 · Parking Pavement/Booths/Steps	0.00	1,683.33	14,034.08	18,516.63	20,200.00	-4,482.55	-24.2%
1501400 · Parking Equip. Maintenance	3,110.82	2,525.00	12,921.76	27,775.00	30,300.00	-14,853.24	-53.5%
1502000 · Supplies - Parking	0.00	795.00	8,205.20	8,745.00	9,540.00	-539.80	-6.2%
1502001 · Parking-Signage & Traffic Contr	0.00	1,108.33	11,609.27	12,191.63	13,300.00	-582.36	-4.8%
1502025 · Payroll Processing Fees	237.27	250.00	3,276.09	2,750.00	3,000.00	526.09	19.1%
1502050 · Education - Parking	0.00	266.25	0.00	2,928.75	3,195.00	-2,928.75	-100.0%
1502100 · Travel - Parking	0.00	291.67	0.00	3,208.37	3,500.00	-3,208.37	-100.0%
1502250 · Dues & Subs. - Parking	0.00	37.33	275.00	410.63	448.00	-135.63	-33.0%
1502300 · Vehicles Expense-Parking	0.00	492.50	4,422.07	5,417.50	5,910.00	-995.43	-18.4%
1503000 · Uniforms-Parking	0.00	583.33	56.01	6,416.63	7,000.00	-6,360.62	-99.1%
1503100 · Parking Credit Card Fees	560.44	18,333.33	157,538.63	201,666.63	220,000.00	-44,128.00	-21.9%
1503105 · Over & Short	0.00	10.00	-3.00	110.00	120.00	-113.00	-102.7%
1503150 · Bad Debt Expense	0.00	17.00	0.00	187.00	204.00	-187.00	-100.0%
1503800 · 2014 Debt Service Parking	15,276.40	15,276.40	168,040.40	168,040.40	183,316.80	0.00	0.0%
1503801 · 2006 Debt Service Parking	0.00	0.00	32,029.32	32,029.32	64,058.64	0.00	0.0%
1503802 · Surface Parking Expansion 2019	2,094.34	62,500.00	307,838.18	687,500.00	750,000.00	-379,661.82	-55.2%
Total Parking Expenses	73,013.07	179,482.64	1,460,642.96	1,951,672.36	2,148,914.44	-491,029.40	-25.2%

Charlottesville Albemarle Airport Profit & Loss Budget Performance May 2020

	May 20	Budget	Jul '19 - May 20	YTD Budget	Annual Budget	\$ Change	% Change
Terminal Expenses							
3500000 · Wages - Terminal	75,805.85	82,919.00	937,340.20	985,029.00	1,077,948.00	-57,688.80	-5.8%
3500051 · Overtime-Terminal	638.36	7,122.00	84,641.45	69,525.00	71,525.00	15,116.45	21.7%
3500150 · Payroll Taxes - Terminal	6,497.76	6,950.00	76,502.83	82,624.00	89,180.00	-6,121.17	-7.4%
3500200 · Health Ins./Supp - Terminal	16,900.80	21,034.42	193,284.00	231,378.62	252,413.00	-38,094.62	-18.5%
3500250 · Life Insurance - Terminal	952.07	971.25	10,310.92	10,683.75	11,655.00	-372.83	-3.5%
3500300 · ST Disab/LT Disab - Terminal	206.64	242.33	2,134.22	2,665.63	2,908.00	-531.41	-19.9%
3500350 · Retirement - Terminal	6,267.23	6,459.00	66,944.70	71,049.00	77,508.00	-4,104.30	-5.8%
3501000 · Util-Electric - Terminal	12,827.13	15,000.00	157,487.36	165,000.00	180,000.00	-7,512.64	-4.6%
3501050 · Util-Oil - Terminal	3,417.04	3,333.33	55,528.99	36,666.63	40,000.00	18,862.36	51.4%
3501060 · Util-Propane - Terminal	0.00	208.33	93.90	2,291.63	2,500.00	-2,197.73	-85.9%
3501100 · Util-Telephone - Terminal	732.92	1,000.00	8,619.12	11,000.00	12,000.00	-2,380.88	-21.6%
3501150 · Util-Water - Terminal	1,383.05	3,750.00	30,795.44	41,250.00	45,000.00	-10,454.56	-25.3%
3501160 · Util-Disposal	1,677.77	5,810.00	42,406.54	63,910.00	69,720.00	-21,503.46	-33.6%
3501200 · Insurance Expense - Terminal	4,283.95	3,458.33	50,059.25	38,041.63	41,500.00	12,017.62	31.6%
3501250 · Snow Removal - Terminal	0.00	484.17	0.00	5,325.87	5,810.00	-5,325.87	-100.0%
3501350 · Maintenance - Terminal	53,655.64	7,291.67	127,100.08	80,208.37	87,500.00	46,891.71	58.5%
3501450 · Maint. Equip. Purch. - Terminal	0.00	908.33	4,082.85	9,991.63	10,900.00	-5,908.78	-59.1%
3501502 · Relamp	0.00	1,542.00	5,924.32	16,962.00	18,504.00	-11,037.88	-65.1%
3501503 · Welding Fabrication	0.00	200.00	574.00	2,200.00	2,400.00	-1,626.00	-73.9%
3501550 · Terminal Signage	0.00	2,083.33	2,459.37	22,916.63	25,000.00	-20,457.26	-89.3%
3501600 · Terminal Landscaping	0.00	661.67	10,905.50	7,278.37	7,940.00	3,627.13	49.8%
3501650 · OSHA Compliance	0.00	1,986.83	6,070.45	21,635.13	23,602.00	-15,564.68	-71.9%
3501700 · Baggage Claim Maintenance	0.00	979.17	7,410.28	10,770.87	11,750.00	-3,360.59	-31.2%
3502010 · Janitorial Supplies	1,418.36	3,651.42	51,876.38	40,165.62	43,817.00	11,710.76	29.2%
3502025 · Payroll Processing Fees	237.28	250.00	3,276.18	2,750.00	3,000.00	526.18	19.1%
3502050 · Education - Public Safety	0.00	2,407.92	6,809.79	26,487.12	28,895.00	-19,677.33	-74.3%
3502100 · Elevator Escalator Maintenance	545.00	4,932.50	104,715.34	54,257.50	59,190.00	50,457.84	93.0%
3502101 · HVAC Maintenance	7,532.80	7,875.00	193,837.60	86,625.00	94,500.00	107,212.60	123.8%
3502102 · Fids Maintenance	484.08	4,166.67	5,182.64	45,833.37	50,000.00	-40,840.73	-88.7%
3502110 · KABA Maintenance	0.00	2,500.00	21,455.11	27,500.00	30,000.00	-6,044.89	-22.0%
3502150 · Janitorial Contract	0.00	0.00	10,000.00	0.00	0.00	10,000.00	100.0%
3502200 · Emergency Communications	1,548.00	2,763.17	187,625.91	30,394.87	33,158.00	157,231.04	517.3%
3502250 · Dues & Subs. - Terminal	0.00	514.58	1,757.09	5,660.38	6,175.00	-3,903.29	-69.0%
3502300 · Terminal Paging System	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3503010 · Uniforms - Public safety	0.00	866.67	10,523.71	9,533.37	10,400.00	990.34	10.4%
3503020 · Customer Service/Ambassadors	0.00	333.33	2,922.06	3,666.63	4,000.00	-744.57	-20.3%
3503050 · Business Center/Lounge	0.00	2,433.33	13,837.27	26,766.63	29,200.00	-12,929.36	-48.3%
3503051 · Lounge Credit Card Fees	0.00	0.00	521.79	0.00	0.00	521.79	100.0%
3503801 · 2004 Debt Service Terminal	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Charlotteville Albemarle Airport
Profit & Loss Budget Performance
May 2020

	May 20	Budget	Jul '19 - May 20	YTD Budget	Annual Budget	\$ Change	% Change
3512000 · Safety	0.00	1,391.67	27,742.91	15,308.37	16,700.00	12,434.54	81.2%
3512030 · EMS Supplies	880.50	541.67	2,217.60	5,968.37	6,500.00	-3,740.77	-62.8%
3512031 · Public Safety Technology	0.00	3,433.33	40,429.76	37,766.63	41,200.00	2,663.13	7.1%
3512100 · Travel - Public Safety	0.00	2,612.50	16,071.39	28,737.50	31,350.00	-12,666.11	-44.1%
3512250 · Towing Expense	0.00	62.50	130.00	687.50	750.00	-557.50	-81.1%
3522050 · Education - Operations	0.00	279.17	2,074.00	3,070.87	3,350.00	-996.87	-32.5%
3522100 · Travel - Operations	0.00	264.58	2,388.65	2,910.38	3,175.00	-521.73	-17.9%
Total Terminal Expenses	197,689.83	215,655.17	2,586,080.95	2,452,483.87	2,662,623.00	133,597.08	5.4%
Total Expense	490,372.28	717,618.82	7,022,413.51	7,907,070.34	8,616,241.44	-884,656.83	-11.2%
Net Ordinary Income	-367,438.73	-20,727.07	-691,828.80	-246,721.09	-24,000.44	-445,107.71	180.4%

Charlotteville Albemarle Airport Profit & Loss Budget Performance May 2020

	May 20	Budget	Jul '19 - May 20	YTD Budget	Annual Budget	\$ Change	% Change
Other Income/Expense							
Other Income							
Capital Contributions							
CFC Revenue Funds							
0247000 - CFC Funds	13,086.50		604,269.00				
0247001 - CFC Interest Income	97.44		4,721.80				
0247002 - CFC General/QTA Fund Interest	469.97		13,062.02				
Total CFC Revenue Funds	13,653.91		622,052.82				
Project Contributed Capital							
0253511 - CC AIP 46 RW 3-21 Rehab Constr	0.00		45,226.04				
0253611 - CC AIP 48 Air Carrier Rmp Const	150,957.16		568,993.85				
Total Project Contributed Capital	150,957.16		614,219.89				
State Construction Revenue							
0259000 - Contributed Capital-Entitlement	669,080.74		2,119,656.78				
7405200 - State Ent. Debt Serv. Reimbrsmn	0.00		0.00	0.00	0.00		
Total State Construction Revenue	669,080.74		2,119,656.78	0.00	0.00		
0246000 - PFC Funds	194,788.53		1,139,922.10				
Total Capital Contributions	1,028,480.34		4,495,851.59	0.00	0.00		
0301000 - Airline Contributed Capital	5,153.67	5,153.67	56,690.37	56,690.37	61,844.04		
0301001 - CFC - Coverage	3,684.00		40,524.00				
6404200 - Insurance Claim Proceeds	0.00		8,455.49				
7405000 - Interest Income	1,140.58	2,000.00	26,364.96	22,000.00	24,000.00		
Total Other Income	1,038,458.59	7,153.67	4,627,886.41	78,690.37	85,844.04		
Other Expense							
CFC EXPENSES							
7505000 - CFC - Interest Expense	14,734.27	0.00	162,076.97	0.00	0.00		
7505005 - CFC - Land Lease Expense	4,962.67		54,589.37				
7505007 - CFC - Insurance Expense	481.95		5,301.45				
7505010 - CFC Utility - Electric	0.01		-0.01				
7505011 - CFC - Waste Disposal Expense	417.30		4,403.79				
7505013 - CFC - HVAC Service Contract	0.00		6,181.99				
7505015 - CFC - Grounds Maintenance	486.00		6,715.93				
7505020 - CFC - Piedmont Preventive Maint	0.00		27,025.66				
7505025 - CFC - Administration Fee	2,908.42		31,992.62				
7505030 - CFC - Maintenance Expense	0.00		1,400.00				
Total CFC EXPENSES	23,970.62	0.00	299,687.77	0.00	0.00		
Depreciation & Amortization	361,755.92	377,840.00	4,084,063.13	4,156,240.00	4,534,080.00		
Total Other Expense	385,726.54	377,840.00	4,383,750.90	4,156,240.00	4,534,080.00		
Net Other Income	652,732.05	-370,686.33	244,135.51	-4,077,549.63	-4,446,235.96		
Net Income	285,293.32	-391,413.40	-447,693.29	-4,324,270.72	-4,472,236.40		



Operating Statistics-Fiscal Year 2020

	February 2020	February 2019	FYTD 2020	FYTD 2019	FY 2019	FY 2018	FY 2017	FY 2016	FY 2015	FY 2014	FY 2013	FY 2012	FY 2011	FY 2010	FY 2009
Aircraft Operations															
<i>Inherent:</i>															
<i>Air Carrier/Taxi</i>	2,528	2,228	21,003	20,143	4%	27,975	23,143	19,782	20,049	20,214	17,382	17,493	18,615	19,412	20,675
<i>General Aviation</i>	2,989	2,309	23,420	21,991	6%	30,443	25,248	22,937	28,782	30,785	31,024	33,561	38,394	41,394	39,288
<i>Military</i>	203	144	1,740	1,487	17%	2,269	2,133	2,007	1,883	1,881	2,034	2,297	1,754	1,984	1,831
<i>Local:</i>															
<i>General Aviation</i>	2,472	1,260	18,797	14,577	29%	18,867	14,123	14,094	19,525	20,040	18,809	20,324	20,486	17,294	18,075
<i>Military</i>	600	286	5,274	3,412	55%	6,226	4,211	3,511	3,754	4,147	3,457	4,063	3,118	3,087	3,354
Total Operations	8,792	6,227	70,234	61,610	14%	85,780	68,858	62,331	73,993	77,067	72,706	77,738	82,367	83,171	83,223
Enplaned Passengers	28,216	26,404	258,673	240,371	8%	348,922	315,099	286,030	261,631	238,398	227,874	232,571	215,869	196,060	177,659
Deplaned Passengers	27,667	25,631	257,074	237,045	8%	347,590	313,512	284,218	261,168	232,164	226,294	231,466	213,692	195,867	177,160
Enplaned Load Factor	71%	74%	78%	78%	0%	82%	80%	84%	86%	81%	76%	75%	72%	69%	65%
Available Seats	39,680	35,678	330,144	308,045	7%	424,542	392,267	340,237	322,555	307,522	299,226	310,789	299,182	286,136	294,076
Parking Revenue	375,777	358,749	3,082,328	2,925,126	5%	4,335,457	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
FBO Fuel Gallons Pumped	3,939	2,727	34,596	28,070	23%	48,861	45,924	54,530	51,551	56,862	55,862	60,275	62,518	69,178	71,860
<i>GA-100LL</i>	95,011	97,406	794,476	794,624	0%	1,111,263	1,073,227	1,010,722	998,910	1,008,861	969,930	969,423	942,165	911,363	833,494
<i>GA/Corporate Jet-A</i>	0	0	0	15	0%	0	51,974	60,812	66,988	63,084	72,238	86,510	53,611	73,901	67,114
<i>Military Jet-A</i>	645,934	291,839	3,035,428	2,394,310	27%	2,967,944	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
<i>Airline</i>	744,884	391,972	3,864,500	3,217,019	20%	4,128,068	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
Total Fuel	148,171	142,808	1,382,213	1,264,374	9%	1,740,799	1,478,844	1,080,096	0	0	0	0	0	0	0
Food/Beverage/Retail	686,648	605,886	7,192,950	6,540,160	10%	9,991,227	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
<i>Tailwinds, LLC</i>									712,785	767,875	669,869	670,989	638,226	561,104	502,703
Rental Car Revenue*															
<i>Tailwinds, LLC</i>															

*Concessional revenue-not gross



Operating Statistics-Fiscal Year 2020

	March 2020	March 2019	FYTD 2020	FYTD 2019	FY 2019	FY 2018	FY 2017	FY 2016	FY 2015	FY 2014	FY 2013	FY 2012	FY 2011	FY 2010	FY 2009
Aircraft Operations															
<i>Itinerant:</i>															
<i>Air Carrier/Taxi</i>	2,506	2,776	23,509	22,919	3%	27,975	23,143	19,782	20,049	20,214	17,382	17,493	18,615	19,412	20,675
<i>General Aviation</i>	2877	3,119	26,297	25,110	5%	30,443	25,248	22,937	28,782	30,785	31,024	33,561	38,394	41,394	39,288
<i>Military</i>	194	231	1,934	1,718	13%	2,269	2,133	2,007	1,883	1,881	2,034	2,297	1,754	1,984	1,831
<i>Local:</i>															
<i>General Aviation</i>	3,166	2,170	21,963	16,747	31%	18,867	14,123	14,094	19,525	20,040	18,809	20,324	20,486	17,294	18,075
<i>Military</i>	766	588	6,040	4,000	51%	6,226	4,211	3,511	3,754	4,147	3,457	4,063	3,118	3,087	3,354
Total Operations	9,509	8,884	79,743	70,494	13%	85,780	68,858	62,331	73,993	77,067	72,706	77,738	82,367	83,171	83,223
Enplaned Passengers	15,319	34,799	273,992	275,170	0%	348,922	315,099	286,030	261,631	238,398	227,874	232,571	215,869	196,060	177,659
Deplaned Passengers	15,718	34,600	272,792	271,645	0%	347,590	313,512	284,218	261,168	232,164	226,294	231,466	213,692	195,867	177,160
Enplaned Load Factor	42%	79%	75%	78%	-5%	82%	80%	84%	86%	81%	76%	75%	72%	69%	65%
Available Seats	36,881	43,920	367,025	351,965	4%	424,542	392,267	340,237	322,555	307,522	299,226	310,789	299,182	286,136	294,076
Parking Revenue	219,642	428,962	3,301,970	3,354,088	-2%	4,335,457	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
FBO Fuel Gallons Pumped															
<i>GA -100LL</i>	3,529	3,919	38,126	31,989	19%	48,861	45,924	54,530	51,551	56,862	55,862	60,275	62,518	69,178	71,860
<i>GA/Corporate Jet-A</i>	77,052	115,537	871,528	910,161	-4%	1,111,263	1,073,227	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	15	0%	0	51,974	60,812	66,988	63,084	72,238	86,510	53,611	73,901	67,114
<i>Airline</i>	288,454	316,741	3,323,882	2,711,051	23%	2,967,944	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
Total Fuel	369,035	436,197	4,233,536	3,653,216	16%	4,128,068	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
Food/Beverage/Retail															
<i>Taitwinds, LLC</i>	73,753	181,241	1,455,966	1,445,614	1%	1,740,799	1,478,844	1,080,096	712,785	767,875	669,869	670,989	638,226	561,104	502,703
Rental Car Revenue*	494,200	879,751	7,687,149	7,419,911	4%	9,991,227	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

*Concessionable revenue-not gross



Operating Statistics-Fiscal Year 2020

	May 2020		FYTD 2020		FYTD 2019		FY 2019		FY 2017		FY 2016		FY 2015		FY 2014		FY 2013		FY 2012		FY 2011		FY 2010		FY 2009					
Aircraft Operations																														
<i>Itinerant:</i>																														
Air Carrier/Taxi	662	2,673	-75%	25,055	28,301	-11%	30,980	27,975	23,143	19,782	20,049	20,214	17,382	17,493	18,615	19,412	20,675													
General Aviation	1953	3,161	-38%	29,683	31,189	-5%	34,403	30,443	25,248	22,937	28,782	30,785	31,024	33,561	38,394	41,394	39,288													
Military	134	310	-57%	2,179	2,280	-4%	2,503	2,269	2,133	2,007	1,883	1,881	2,034	2,297	1,754	1,984	1,831													
<i>Local:</i>																														
General Aviation	2,688	2,338	15%	26,543	20,883	27%	23,263	18,867	14,123	14,094	19,525	20,040	18,809	20,324	20,486	17,294	18,075													
Military	512	972	-47%	7,028	5,750	22%	6,432	6,226	4,211	3,511	3,754	4,147	3,457	4,063	3,118	3,087	3,354													
Total Operations	5,949	9,454	-37%	90,488	88,403	2%	97,581	85,780	68,858	62,331	73,993	77,067	72,706	77,738	82,367	83,171	83,223													
Enplaned Passengers	2,721	35,525	-92%	277,867	344,887	-19%	378,441	348,922	315,099	286,030	261,631	238,398	227,874	232,571	215,869	196,060	177,659													
Deplaned Passengers	2,534	34,707	-93%	276,434	340,798	-19%	374,011	347,590	313,512	284,218	261,168	232,164	226,294	231,466	213,692	195,867	177,160													
Enplaned Load Factor	37%	86%	-58%	72%	79%	-10%	79%	82%	80%	84%	86%	81%	76%	75%	72%	69%	65%													
Available Seats	7,442	41,151	-82%	387,771	435,164	-11%	476,109	424,542	392,267	340,237	322,555	307,522	299,226	310,789	299,182	286,136	294,076													
Parking Revenue	24,051	421,976	-94%	3,336,344	4,182,083	-20%	4,580,420	4,335,457	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													
FBO Fuel Gallons Pumped																														
GA - 100LL	3,086	4,590	-33%	43,421	40,982	6%	46,043	48,861	45,924	54,530	51,551	56,862	55,862	60,275	62,518	69,178	71,860													
GA/Corporate Jet-A	41,259	110,084	-63%	927,629	1,158,224	-20%	1,256,084	1,111,263	1,073,227	1,010,722	998,910	1,008,861	969,930	969,423	942,165	911,363	833,494													
Military Jet-A	0	0	0%	0	15	0%	15	0	51,974	60,812	66,988	63,084	72,238	86,510	53,611	73,901	67,114													
Airline	0	341,317	-100%	3,398,090	3,397,363	0%	3,738,428	2,967,944	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													
Total Fuel	44,345	455,991	-90%	4,369,140	4,596,584	-5%	5,040,570	4,128,068	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													
Food/Beverage/Retail																														
Tailwinds, LLC	7,237	187,009	-96%	1,467,401	1,821,551	-19%	2,000,661	1,740,799	1,478,844	1,080,096	712,785	767,875	669,869	670,989	638,226	561,104	502,703													
Rental Car Revenue*	200,056	1,040,005	-81%	7,975,848	9,408,371	-15%	10,456,100	9,991,227	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													

*Concessionable revenue-not gross

****Fuel not reported yet**



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: June 25, 2020

SUBJECT: **Action Item #1:** Amendment #3 of the Airport's FY20 Capital Budget

RECOMMENDATION: Approval of Amendment#3 to the Airport's FY20 Capital Budget as proposed.

BACKGROUND: This item has been proposed to amend the previously approved FY20 Capital Budget. In addition to providing the \$6.2 million in funding for the Airport's COVID 19 Pandemic Recovery, the CARES Act also provides for 100% federal funding of 2020 FAA projects. In order to maximize this unique 100% funding opportunity, several projects from outlying years have been brought forward. Several other projects have been postponed or adjusted to align with COVID 19's reduction in passengers and related revenues. The estimated costs of two projects (Bucket Truck and Fork Lift) have been adjusted to reflect current costs. Also, the project for the "Purchase Pickup Truck with Snow Blade" has been changed to the "Purchase of two Airfield Mowers (Ventrac)" with the project cost remaining at \$65K.

PRIOR ACTION: Amendment #1 of the FY20 Capital Budget approved on August 5, 2019.
Amendment #2 of the FY20 Capital Budget approved on November 12, 2020

FINANCIAL IMPACT: Amendment #3 will reflect \$6,680,633 in new federal CARES Act funding and a reduction of \$1,443,083 in FAA entitlements. The 100% federal funding for the CARES Act projects along with the moving of several projects to later years will reduce state funding by \$1,203,173 and Authority funding by \$160,840.

ATTACHMENTS: Attachment #1 - FY20 Capital Budget Amendment #3.

PRESENTATION: None

TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: June 25, 2020

SUBJECT: **Action Item #2** – Approval of Resolution No 2020-5 “Ratification of Executive Director Authorization to Accept FAA CARES Act Grant, FAA FY20 Entitlement Grants, and Authority to Award and Administer all Related Engineering and Construction Contracts”

RECOMMENDATION: For the Board to approve Resolution No 2020-5 “Ratification of Executive Director Authorization to Accept FAA CARES Act Grant, FAA FY20 Entitlement Grants, and Authority to Award and Administer all Related Engineering and Construction Contracts”

BACKGROUND: On March 27, 2020, the President signed the “Coronavirus Aid, Relief, and Economic Security Act” CARES Act into law, and airports across the country were relieved that it contained \$10 Billion for the nation’s airports to prevent, prepare for, and respond to coronavirus. A portion of that bill allowed for 100% funding of FAA grants for FY20. In April, staff was notified by the FAA that the airport would be eligible to receive a CARES Act grant in the amount of \$6,279,972 and that all FY20 FAA grants should be submitted in June. At that time, each Board Member was contacted individually and a request for authorization to accept the CARES Act grant and the FY20 FAA entitlement grants was made. Permission for the Executive Director to be allowed to execute and administer all contracts related to the projects was also made. Each Board Member acknowledged their approval of this request and this resolution will ratify those actions.

PRIOR ACTION: N/A

FUNDING:	CARES Act	\$6,279,972
	FAA – FY20 Entitlement Grants:	
	Parking Lot & Stairs Design	\$ 315,013
	Rehabilitate Airfield Lighting & Signage	\$ 291,400
	Construct Taxiway A4 – Design & Const.	\$2,665,325
	Repayment of VDOA Bridge Loans	\$ 734,882

FINANCIAL IMPACT: The following are the related engineering and construction contracts:
 Delta Airport Consultants- Design of “Rehabilitate Airfield Lighting & Signage” Project- \$291,400
 Talbert & Bright – Design of “Parking Lot Elevators & Stairs” Project-\$315,013
 Delta Airport Consultants - Engineering Services for “Construct Taxiway A4” Project -\$700,000
 Rifenburg Construction Inc.- “Construct Taxiway A4” Project - \$1,945,325

ATTACHMENTS: Attachment #1 – Resolution No 2020-5 “Ratification of Executive Director Authorization to Accept FAA CARES Act Grant, FAA FY20 Entitlement Grants, and Authority to Award and Administer all Related Engineering and Construction Contracts”

PRESENTATION: N/A

RESOLUTION NO. 2020-5

RATIFICATION OF EXECUTIVE DIRECTOR AUTHORIZATION TO ACCEPT FAA CARES ACT GRANT, FAA FY20 ENTITLEMENT GRANTS, AND AUTHORITY TO AWARD AND ADMINISTER ALL RELATED ENGINEERING AND CONSTRUCTION CONTRACTS

WHEREAS, on March 27, 2020, the President signed the “Coronavirus Aid, Relief, and Economic Security Act” CARES Act into law, and airports across the country were relieved that it contained \$10 Billion for the nation’s airports to prevent, prepare for, and respond to coronavirus. A portion of that bill allowed for 100% funding of FAA entitlement grants for FY20; and

WHEREAS staff was advised that the CARES Act grant would be offered in April and that all grant applications for the FY20 Entitlement grants would be due in early June; and

WHEREAS, all FY20 Entitlement grants required that actual bids be received prior to receipt of grant offers, and this would take place prior to the next Board meeting; and

WHEREAS, the Executive Director contacted each Board Member individually and requested the authority to accept all FAA grants and to award and administer all related engineering and construction contracts; and

WHEREAS, the following are the FAA grant-related engineering and construction contracts:

1. Delta Airport Consultants- Design of “Rehabilitate Airfield Lighting & Signage” Project- \$291,400
2. Talbert & Bright – Design of “Parking Lot Elevators & Stairs” Project-\$315,013
3. Delta Airport Consultants - Engineering Services for “Construct Taxiway A4” Project - \$700,000
4. Rifenburg Construction Inc.- “Construct Taxiway A4” Project - \$1,945,325

WHEREAS, the Executive Director awarded these contracts and accepted the FAA grants with the understanding that the actions would be ratified at the next Board meeting, now therefore,

BE IT RESOLVED by the governing Board of the Charlottesville-Albemarle Airport Authority that the acceptance of the grants and award of related project contracts by the Executive Director is hereby ratified and that the Executive Director is hereby designated as the Board’s agent for the administration of said contracts, including, without limitation: executing the documents on behalf of the Authority; giving of notices and approvals required of the Authority to include work orders for projects included in the approved capital budget where funding has been secured, and exercising and enforcing such other rights as may be authorized or reserved to the Authority within the contract. Contract modifications shall be made in accordance with state law and within the Executive Director’s contracting authority. All decisions and contractual obligations made by the Executive Director on behalf of the Authority shall be conditioned upon the availability and appropriation of funds by the Authority to support continuing performance of the contract.

ADOPTED this 25th day of June, 2020

Vote:

Aye: _____

No: _____

Certified:

By: _____
Melinda Crawford, Secretary



TO: Members of the Charlottesville-Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: June 25, 2020

SUBJECT: **Action Item #3:** Approval of the FY-2021 Operating Budget and 6-Year Airport Capital Improvement Plan

RECOMMENDATION: For the Board to approve the FY-2021 Operating Budget and 6-Year Airport Capital Improvement Plan

BACKGROUND: The 6-Year Airport Capital Improvement Plan (ACIP) was presented to the Board in March 2020 for preliminary review and to ensure that the listed projects would not pose any issues with related governing bodies.

PRIOR ACTION: N/A

FUNDING: N/A

FINANCIAL IMPACT: N/A

ATTACHMENTS: 1) FY-21 Operating Budget
2) 6-Year Capital Plan, Narrative and Organizational Chart (to be provided)

PRESENTATION: CHO's Proposed FY-2021 Operating and Capital Budget



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: June 25, 2020

SUBJECT: **Action Item #4** – Resolution No. 2020-6 “Executive Director Authorization to Administer the Contracts for the MALSR Repair Project.”

RECOMMENDATION: The Board adopt Resolution No. 2020-6 “Executive Director Authorization to Administer the Contracts for the MALSR Repair Project.”

BACKGROUND: The Charlottesville-Albemarle Airport Authority’s Approach Lighting System (Medium Approach Light System with Runway Alignment Indicator Lights (MALSR)) was surveyed and found to be out of tolerance in May 2017. An FAA reimbursable agreement is in place for the system to be reviewed, and this agreement requires the FAA to oversee the corrections to the system’s towers. Engineering work orders have also been executed for the design and construction administration for this project. In April 2020, an RFP was issued for the work to correct the deviations of standards within the MALSR. Bids were received from three firms and it was deemed that DEG Enterprises was the lowest responsive and responsible bidder with a bid amount of \$220,234.

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

June 2020: Board approved Amendment #3 to the FY20 Capital Budget which included the additional costs for the above referenced project.

FUNDING:

TOTAL MALSR RA, Engineering Fees & Construction	
Reimbursable Agreement:	\$ 93,674
Delta Design thru Bidding:	\$112,253
Delta CA fees + Admin:	\$ 75,000
DEG Enterprises:	<u>\$220,234</u>
Total Costs:	<u>\$501,162</u>
Federal (PFC):	\$ 50,000
State:	\$400,930
Local:	<u>\$ 50,232</u>
Total:	<u>\$501,162</u>

* This is an estimate of the project

FINANCIAL IMPACT: * The local match will be funded from the Airport’s Discretionary Funds

ATTACHMENTS:

- 1) Resolution No. 2020-6 "Executive Director Authorization to Administer the Contracts for the MALSR Repair Project
- 2) Bid tabulations for the MALSR Repair Project

PRESENTATION:

None

RESOLUTION NO. 2020-6

**THE EXECUTIVE DIRECTOR AUTHORIZATION TO ADMINISTER THE
CONTRACTS FOR THE MALSR REPAIR PROJECT**

WHEREAS, the Charlottesville-Albemarle Airport Authority's Approach Lighting System (Medium Approach Light System with Runway Alignment Indicator Lights (MALSR)) was surveyed and found to be out of tolerance in May 2017; and,

WHEREAS, the Federal Aviation Administration (FAA) recognized the liability associated with the lighting system being out of compliance and decommissioned the system; and,

WHEREAS, the Board recognizes that the MALSR serves an important role in the safe and efficient operations of aircraft utilizing Runway 3; and,

WHEREAS, a Reimbursable Agreement with the FAA has been approved and engineering contracts for the design and bidding of the project to repair and realign the system have been awarded to Delta Airport Consultant; and,

WHEREAS, the project to realign the MALSR has been bid, and DEG Enterprises has been deemed the lowest responsive and responsible bidder at the bid amount of \$220,234; and therefore

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

ADOPTED this 25th day of June 25, 2020.

Vote:

Aye: _____

No: _____

Certified:

By: _____
Melinda Crawford, Secretary



June 2020

Informational Items:

1. Executive Director's Update
 - a. COVID 19 Update
 - b. Personnel Update
 - c. Construction Update
 - i. Air Carrier Apron Expansion Project
 - ii. MALSR Update
 - iii. Terminal Area Masterplan
 - d. Marketing & Air Service Update



June 2020

Informational Items:

1. Executive Director's Update
 - a. COVID 19 Update
 - b. Personnel Update
 - c. Construction Update
 - i. Air Carrier Apron Expansion Project
 - ii. MALSR Update
 - iii. Terminal Area Masterplan
 - d. Marketing & Air Service Update