

Charlottesville Albemarle Airport Authority Meeting
November 10, 2020, 8:30 a.m.—ARFF Training Room

AGENDA

Call to Order:

Consent Agenda:

1. Minutes – September 15, 2020 meeting
2. Financial Statements – September 30, 2020 (Unaudited)
3. Airport Statistics: August and September 2020

Matters from the Public: All persons 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: Presentation of service award to Addison Barnhardt and Chris Engel for their service on the Airport Joint Commission (2014-2020)

Action Items:

1. Amendment #2 of the Airport's FY-21 Capital Budget

Informational Items:

1. Executive Director's Update
 - a. COVID-19 Update
 - b. Virginia Resource Authority Application for Parking Bond Issuance
 - c. Department of Criminal Justice Service COVID 19 and TSA Law Enforcement Officer Grant Agreements
 - d. Personnel Update
 - e. Construction Update
 - i. Air Carrier Apron Expansion Project
 - ii. MALSR Update & FAA Reimbursable for Flight Check Services
 - iii. Terminal Area Masterplan
 - f. Marketing & Air Service Update
 - g. Proposed CY2021 Commission & Authority Meeting Schedule

Next Scheduled Meeting: Tuesday, January 12, 2021, 8:30 a.m. *Location: CHO*

Adjourn:



Charlottesville Albemarle Airport Board Meeting Minutes
Tuesday, September 15, 2020 at 8:30 a.m. at the Airport in the ARFF Training Room
MINUTES

Members Present: Donald Long, Jeff Richardson, Dr. Tarron Richardson

Members Absent: none

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

Others Present: Katrina Callsen, Deputy City Attorney; Andrew Farthing, Kimley-Horn

Call to Order at 8:45 a.m. by Donald Long.

Consent Agenda:

1. Minutes – June 25, 2020- Dr. Richardson made a motion to accept the minutes, and the motion was seconded by Mr. Richardson. The motion was unanimously approved.
2. Financial Statements –July 31, 2020 (Unaudited) discussed.
3. Airport Statistics: June and July 2020 discussed.

Mr. Richardson made a motion to accept the Consent Agenda, and the motion was seconded by Dr. Richardson. The motion was unanimously approved.

Matters from the Public: None

Awards & Recognition: Jack Cross the terminal maintenance manager celebrated his 10 year anniversary with CHO. Arlene Forrest the Air-Service specialist celebrated her 5 year anniversary with CHO.

Action Items:

1. Amendment#1 of the Authority's FY21 Capital Budget:
 - a. **Recommendation:** Approval of Amendment#1 to the Airport's FY21 Capital Budget as proposed
 - b. The FAA was not able to approve 100% of \$734,882 project costs to reimburse payment of the bridge loans to the Virginia Department of Aviation so this project will now be funded with a combination of FAA entitlements, state entitlements and local funding in the FY21 capital budget. Also during the annual review of the Entitlement Utilization Report it was found that four projects were deemed ineligible for VDOA funding. The four projects are: Purchase Cable and Utility Locator Equipment, Purchase Industrial Pressure Washer Equipment, Rehab Bricks & Concrete on Long Term Lot., and Purchase Janitorial Equipment. These projects will now be 100% funded by the Authority. There were various other projects identified in this FY21 Capital Budget Amendment #1 that had either changes to their project title, costs or funding allocations. The proposed amendment was reviewed and discussed.
 - c. Dr. Richardson made a motion to approve Amendment#1 to the Airport's FY21 Capital Budget. The motion was seconded by Mr. Richardson, and the motion was unanimously approved.

Informational Items:

1. Executive Director's Update: Mrs. Crawford presented the following items:
 - a. COVID-19 Response: Staff's efforts to secure additional for CHO's COVID 19 Recovery were discussed. It was noted that Hertz will discontinue service at CHO as of Thursday September 17th, 2020, but their representative has made assurances regarding limited customer impact. The Department of Labor for the Commonwealth of Virginia has required that all employers who employed more than 50 staff create a COVID19 action plan and provide response training. The

action plan covers the symptoms of the virus, when to stay home, requirements for returning to work, and prohibits discrimination.

- b. **Personnel Update:** We have received resignations from four employees which serve in the Public Safety, Airfield Maintenance, Custodian, and Parking Divisions. Each supervisor has been asked to provide justification to fill those positions. Three of the positions have been approved for rehire.
- c. **Construction Update:**
 - i. **Air Carrier Apron Expansion Project:** This project is moving along on schedule and should be complete in the next couple of months. Hoping to be able to move right into the relocation Taxiway Echo.
 - ii. **MALSR Update:** Construction for the MALSR adjustments will start soon and is scheduled to be complete in 30-60 days. Some of the work will be done at night, and we have hopes that the system will be flight checked in November.
 - iii. **Terminal Area Masterplan:** Project is slowing down due to COVID19 and we changed the funding from 100% PFC to 50% State and 50% PFC.
- d. **Marketing & Air Service Update:** Mrs. Crawford provided an update on air service and marketing including discussing the "Ready to Soar Again" Commercial that is almost complete. A snow training conference is set to occur in October so that staff will gain more familiarity with each piece of equipment. Shuttle stops have all been marked and the new shuttle is being marked in the near future. During the months of September and October, scheduled flights will be reduced on Tuesday's and Wednesday's and the La Guardia flight remains off the schedule.

Closed Session:

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

Board entered closed session at 9:45 a.m.

Certification of Closed Meeting:

A 10:08 a.m. Mr. Long made the following motion:

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

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

Mr. Long noted that all salary and benefits remain the same from FY20. The board commended Mrs. Crawford for the exceptional job she has been doing before COVID19 as well as after.

Next Scheduled Meeting: November10, 2020 at 8:30 am at the Airport

Adjourn: 10:13 a.m.

Charlottesville-Albemarle Airport Authority
Financial Statements (unaudited)
As of September 30, 2020

Charlottesville-Albemarle Airport Authority
Profit & Loss Notes
As of September 30, 2020

\$15K and 10% change

Revenues:

- A. Various Revenue Line Items:--When the FY-21 “COVID-19 impacted” budget was developed, we were very conservative in our revenue projections. These revenue accounts are performing better than anticipated. Lower parking revenue is directly attributed to the impacts of COVID-19.

Expenses:

- B. Various Expenses Line Items:-- There are various 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 simply due to the current “COVID-19 expense-reducing environment”.
- C. Wages:-- All YTD wage-related line items expenses are lower than budget due to a budgeting and auditing adjustment requirement. During the FY21 budgeting process, 3 payroll paydays were identified for the month of July, and these 3 pay periods were fully accounted for in the FY-21 budget even though most if not all of the expenses for the first payroll were actually incurred in June (the last month of FY20). For auditing purposes, an entry was made to classify the FY-20 portion of the first July payday to June since that is when the hours were actually worked and the related expenses were incurred. For this reason, the YTD expenses are lower than budgeted and this variance may continue for most of FY-21.
- D. Airfield Maintenance:-- This line item is over budget due to approximately \$18K spent for repair work on two storm-water basins.
- E. Terminal-HVAC Maintenance:--This line item is over budget due to the aging HVAC system and the need for frequent repairs. In July, UV lighting was installed in the air handling system to aid in the COVID-19 sanitizing effort.
- F. Public Safety Technology:--This line item is over budget due to 100% of the Axon Body Camera System’s annual maintenance agreement being due and payable in July.

Net Income

Sept year-to-date net loss before other income = (\$789,283).

CARES Grant information: The FAA awarded CHO a grant in the amount of \$6,279,972 for CARES Act funding. As of Sept 30, 2020, CHO has accrued \$4,842,665.08 of this grant for all eligible expenses for the period of January 20, 2020 through September 30, 2020. The cash drawn on this grant has been deposited in the newly established CARES cash account and will be used as needed to offset expenses. This revenue amount is reflected in the “Other Income” revenue account.

Charlotteville Albemarle Airport
Profit & Loss Budget Performance
September 2020

	Sep 20	Budget	Jul - Sep 20	YTD Budget	Annual Budget	\$ Change	% Change
Ordinary Income/Expense							
Income							
ADMINISTRATIVE REVENUES							
6404000 · Miscellaneous Income	0.00	100.00	748.93	300.00	1,200.00	448.93	149.6%
6404001 · QTA Staff Reimbursement	2,796.00	2,796.00	8,388.00	8,388.00	33,552.00	0.00	0.0%
6404002 · Vending Machine Revenue	49.25	0.00	49.25	0.00	0.00	49.25	100.0%
6404100 · VDOA Aviation & Promotion Prgrm	0.00	0.00	0.00	0.00	35,000.00	0.00	0.0%
Total ADMINISTRATIVE REVENUES	2,845.25	2,896.00	9,186.18	8,688.00	69,752.00	498.18	5.7%
AIRFIELD REVENUES							
2402000 · Airline Landing Revenue	31,384.36	28,035.00	95,046.68	73,596.00	490,659.00	21,450.68	29.1% A
2402001 · Charters	0.00	833.00	0.00	2,499.00	10,000.00	-2,499.00	-100.0%
2402100 · Ground Rent/Airfield Fees	9,518.39	11,042.00	38,941.08	33,126.00	132,504.00	5,815.08	17.6%
2402200 · FBO Revenue	35,701.18	28,000.00	101,362.44	81,000.00	378,000.00	20,362.44	25.1% A
2402250 · A/W Flowage	0.00	250.00	0.00	750.00	3,000.00	-750.00	-100.0%
2403300 · Miscellaneous Revenue Airfield	0.00	100.00	0.00	300.00	1,200.00	-300.00	-100.0%
2403606 · Security Access Control Reimb.	427.00	650.00	1,002.00	1,950.00	7,800.00	-948.00	-48.6%
Total AIRFIELD REVENUES	77,030.93	68,910.00	236,352.20	193,221.00	1,023,163.00	43,131.20	22.3%
PARKING REVENUES							
Parking Revenue	86,451.00	112,821.00	229,249.29	296,154.00	1,946,154.00	-66,904.71	-22.6% A
1401015 · Parking - Permits, Licenses&Fee	500.00	600.00	1,700.00	1,800.00	7,200.00	-100.00	-5.6%
1401016 · Miscellaneous Fees	950.00	75.00	975.00	225.00	900.00	750.00	333.3%
Total PARKING REVENUES	87,901.00	113,496.00	231,924.29	298,179.00	1,954,254.00	-66,254.71	-22.2%
TERMINAL REVENUES							
3403000 · Airline Rent	11,018.49	14,010.25	31,957.23	35,242.75	283,102.00	-3,285.52	-9.3%
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	3,701.20	3,407.00	10,527.60	10,221.00	40,884.00	306.60	3.0%
3403100 · Rental Car Revenue	59,632.20	28,205.00	153,952.31	74,038.00	486,538.00	79,914.31	107.9% A
3403150 · Ground Transportation Fees	148.00	200.00	682.00	600.00	2,400.00	82.00	13.7%
3403155 · Rental Car QTA Land Lease	5,111.00	5,111.00	15,333.00	15,333.00	61,332.00	0.00	0.0%
3403200 · Advertising	1,232.86	4,359.00	7,309.84	11,442.00	75,192.00	-4,132.16	-36.1%
3403250 · Food/Gift Concessions	2,258.79	4,031.00	8,026.27	10,581.00	69,531.00	-2,554.73	-24.1%
3403300 · Miscellaneous Terminal	0.00	167.00	0.00	501.00	2,000.00	-501.00	-100.0%
3403400 · ATM Concession	623.00	312.00	1,869.00	936.00	3,736.00	933.00	99.7%
3404350 · Business Center/Lounge	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total TERMINAL REVENUES	87,518.46	63,594.25	241,036.01	170,270.75	1,070,221.00	70,765.26	41.6%
Total Income	255,295.64	248,896.25	718,498.68	670,358.75	4,117,390.00	48,139.93	7.2%

Charlotteville Albemarle Airport
Profit & Loss Budget Performance
September 2020

Expense	Sep 20	Budget	Jul - Sep 20	YTD Budget	Annual Budget	\$ Change	% Change
Administrative Expenses							
6500000 · Wages - Administrative	30,415.24	45,835.00	143,619.75	160,422.00	595,854.00	-16,802.25	-10.5% C
6500050 · Overtime - Admin	100.89	650.00	155.94	2,200.00	59,792.00	-2,044.06	-92.9%
6500150 · Payroll Taxes - Administrative	1,575.86	3,584.00	10,089.76	12,521.00	50,271.00	-2,431.24	-19.4%
6500200 · Health Ins./Supp-Administrative	2,841.85	5,160.00	16,009.05	15,480.00	61,920.00	529.05	3.4%
6500250 · Life Insurance - Administrative	497.09	610.00	2,138.25	1,830.00	7,320.00	308.25	16.8%
6500300 · ST Disab/ LT Disab - Admin	0.00	23.00	132.86	69.00	276.00	63.86	92.6%
6500350 · Retirement - Administrative	3,647.28	4,055.00	14,217.78	12,165.00	48,660.00	2,052.78	16.9%
6501100 · Util-Telephone - Administrative	1,108.28	1,213.00	3,640.76	3,639.00	14,556.00	1.76	0.0%
6501200 · Insur Expense - Administrative	2,503.56	2,642.00	7,872.69	7,926.00	31,704.00	-53.31	-0.7%
6502000 · Office Supplies	1,113.86	1,400.00	3,283.74	4,200.00	16,800.00	-916.26	-21.8%
6502001 · Office Expenses	337.96	1,651.00	1,155.18	4,953.00	19,812.00	-3,797.82	-76.7%
6502025 · Payroll Processing Fees	225.67	300.00	686.39	900.00	3,600.00	-213.61	-23.7%
6502050 · Education - Administrative	90.00	383.00	743.80	1,149.00	4,596.00	-405.20	-35.3%
6502060 · Computer Expense	2,103.27	6,922.00	21,867.90	20,766.00	83,064.00	1,101.90	5.3%
6502070 · Equipment Lease	930.82	488.00	1,576.55	1,464.00	5,850.00	112.55	7.7%
6502100 · Travel - Administrative	0.00	500.00	439.00	1,500.00	6,000.00	-1,061.00	-70.7%
6502101 · Travel-Marketing	137.50	500.00	576.50	1,500.00	6,000.00	-923.50	-61.6%
6502250 · Dues & Subs. - Administrative	5,406.40	869.00	5,861.40	2,607.00	10,428.00	3,254.40	124.8%
6502251 · Dues & Subs Marketing	0.00	611.00	0.00	1,833.00	7,332.00	-1,833.00	-100.0%
6502500 · Coronavirus Expenses	15,245.74	0.00	32,709.44	0.00	0.00	32,709.44	100.0%
6502550 · Admin Storage Facilities	0.00	0.00	3,375.00	0.00	0.00	3,375.00	100.0%
6502561 · Shipping	79.45	175.00	453.37	525.00	2,100.00	-71.63	-13.6%
6502600 · Meeting Expense	1.28	217.00	14.89	651.00	2,600.00	-636.11	-97.7%
6502650 · Postage	0.00	100.00	280.99	300.00	1,200.00	-19.01	-6.3%
6502700 · Banking Fees	215.00	290.00	681.00	870.00	3,480.00	-189.00	-21.7%
6502701 · Service Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6502750 · Human Resource Expenses	2,125.56	1,880.00	3,477.63	5,640.00	22,560.00	-2,162.37	-38.3%
6502760 · Miscellaneous Expenses	3,724.25	0.00	4,087.47	0.00	0.00	4,087.47	100.0%
6502800 · Bad Debt Expense	0.00	0.00	0.00	0.00	250.00	0.00	0.0%
6502850 · Professional Fees	2,719.25	17,442.00	32,469.25	52,326.00	209,304.00	-19,856.75	-37.9% B
6502860 · Advert. & Promotion Expense	22,131.24	54,355.00	52,704.03	129,315.00	408,200.00	-76,610.97	-59.2% B
6502861 · Special Events	0.00	625.00	207.21	1,875.00	32,500.00	-1,667.79	-88.9%
6502880 · Air Service Dev. Expense	15,075.00	4,890.00	16,925.00	21,670.00	133,180.00	-4,745.00	-21.9%
Total Administrative Expenses	114,352.30	157,370.00	381,452.58	470,296.00	1,849,199.00	-86,843.42	-18.9%

Charlotteville Albemarle Airport
Profit & Loss Budget Performance
September 2020

	Sep 20	Budget	Jul - Sep 20	YTD Budget	Annual Budget	\$ Change	% Change
Airfield Expenses							
2500000 · Wages - Airfield	55,693.91	46,631.00	139,537.39	175,208.00	629,002.00	-85,670.61	-20.4%
2500051 · Overtime - Airfield	2,071.97	4,000.00	5,108.96	8,000.00	93,012.00	-2,891.04	-36.1%
2500150 · Payroll Taxes - Airfield	4,192.15	3,904.00	8,156.44	14,108.00	55,571.00	-5,951.56	-42.2%
2500200 · Health Ins./Supp. - Airfield	8,390.45	10,292.00	25,163.85	30,676.00	123,504.00	-5,692.15	-18.4%
2500250 · Life Insurance - Airfield	707.38	650.00	1,920.41	1,950.00	7,800.00	-29.59	-1.5%
2500300 · ST Disab/LT Disab - Airfield	28.83	53.00	171.82	159.00	636.00	12.82	8.1%
2500350 · Retirement - Airfield	5,165.94	4,320.00	12,759.85	12,960.00	51,840.00	-200.15	-1.5%
2501000 · Util-Electric - Airfield	1,784.07	3,200.00	5,458.29	9,600.00	38,400.00	-4,141.71	-43.1%
2501060 · Util-Propane - Airfield	1,253.78	300.00	2,661.85	300.00	8,400.00	2,361.85	78.3%
2501100 · Util-Telephone - Airfield	582.85	600.00	1,741.67	1,800.00	7,200.00	-58.33	-3.2%
2501150 · Util-Water - Airfield	58.32	60.00	147.61	180.00	720.00	-32.39	-18.0%
2501200 · Insurance Expense - Airfield	4,320.97	4,537.00	13,082.32	13,611.00	54,444.00	-528.68	-3.9%
2501250 · Snow Removal - Airfield	0.00	0.00	0.00	0.00	50,000.00	0.00	0.0%
2501300 · Lighting Maintenance	0.00	1,065.00	0.00	3,195.00	12,780.00	-3,195.00	-100.0%
2501350 · Maintenance - Airfield	19,627.45	3,348.00	39,356.51	10,044.00	40,176.00	29,312.51	291.8%
2501351 · Airfield Grounds Maintenance	0.00	1,292.00	4,005.25	3,876.00	15,504.00	129.25	3.3%
2501360 · Airfield Buildings Maintenance	444.43		444.43			444.43	100.0%
2501400 · Maint. Airfield Equipment	12,864.28	8,425.00	25,982.08	25,275.00	101,100.00	687.08	2.7%
2501450 · Maint. Equip. Purch. - Airfield	239.99	1,133.00	1,349.88	3,399.00	13,596.00	-2,049.12	-60.3%
2501500 · Vehicle Expense Gas and Oil	7,606.41	4,254.00	14,275.20	12,762.00	51,048.00	1,513.20	11.9%
2502025 · Payroll Processing Fees	225.67	300.00	686.39	900.00	3,600.00	-213.61	-23.7%
2502050 · Education - Maintenance	0.00	292.00	0.00	876.00	3,504.00	-876.00	-100.0%
2502100 · Travel maintenance	0.00	659.00	366.45	1,977.00	7,908.00	-1,610.55	-81.5%
2502250 · Dues & Sub. Airfield	5,900.00	146.00	5,900.00	438.00	1,752.00	5,462.00	1247.0%
2503000 · Uniforms - Airfield	286.05	417.00	1,455.49	1,251.00	5,004.00	204.49	16.3%
2503300 · Emergency Exercises	0.00	0.00	0.00	2,500.00	2,500.00	-2,500.00	-100.0%
2503350 · Environmental Compliance	568.16	2,359.00	1,704.48	7,077.00	28,308.00	-5,372.52	-75.9%
2503551 · 800 MHz Maintenance Fees	0.00	0.00	6,556.75	5,307.00	21,227.00	1,249.75	23.5%
2512350 · ARFF Equipment	117.38	975.00	1,334.19	2,925.00	11,700.00	-1,590.81	-54.4%
2512400 · ARFF Training Supplies	2,754.84	608.00	3,244.84	1,824.00	7,296.00	1,420.84	77.9%
2512425 · Firearms	0.00	300.00	0.00	900.00	3,600.00	-900.00	-100.0%
2512450 · Hazmat Materials	60.00	542.00	60.00	1,626.00	6,504.00	-1,566.00	-96.3%
2512550 · Security Access Control	0.00	3,431.00	4,781.43	10,293.00	41,172.00	-5,511.57	-53.5%
2512605 · Security Background Expense	0.00	483.00	0.00	1,449.00	5,796.00	-1,449.00	-100.0%
Total Airfield Expenses	134,945.28	108,576.00	327,413.83	366,646.00	1,504,604.00	-39,232.17	-10.7%

Charlotteville Albemarle Airport
Profit & Loss Budget Performance
September 2020

	Sep 20	Budget	Jul - Sep 20	YTD Budget	Annual Budget	\$ Change	% Change
Parking Expenses							
1500000 - Wages - Parking	36,900.45	33,210.00	97,959.15	116,235.00	431,730.00	-18,275.85	-15.7%
1500050 - Overtime - Parking	949.64	1,400.00	1,486.96	3,800.00	65,367.00	-2,333.04	-81.4%
1500150 - Payroll Taxes - Parking	2,166.70	2,678.00	6,741.96	9,274.00	39,172.00	-2,532.04	-27.3%
1500200 - Health Ins./Supp. - Parking	8,373.85	10,921.00	23,730.05	32,763.00	131,052.00	-9,032.95	-27.6%
1500250 - Life Insurance - Parking	518.92	585.00	1,411.24	1,755.00	7,020.00	-343.76	-19.6%
1500300 - ST Disab/LT Disab - Parking	0.00	135.00	151.60	405.00	1,620.00	-253.40	-62.6%
1500350 - Retirement - Parking	3,701.59	3,890.00	9,429.50	11,670.00	46,680.00	-2,240.50	-19.2%
1501010 - Util-Parking Lights	441.11	370.00	1,412.54	1,110.00	4,440.00	302.54	27.3%
1501100 - Util-Telephone - Parking	946.46	1,000.00	2,840.95	3,000.00	12,000.00	-159.05	-5.3%
1501150 - Util-Water - Parking	15.82	25.00	61.97	75.00	300.00	-13.03	-17.4%
1501200 - Insurance Expense - Parking	1,125.61	1,182.00	3,260.33	3,546.00	14,184.00	-285.67	-8.1%
1501250 - Snow Removal - Parking	0.00	671.00	0.00	2,013.00	8,052.00	-2,013.00	-100.0%
1501300 - Parking Lot Lighting	0.00	1,000.00	0.00	3,000.00	12,000.00	-3,000.00	-100.0%
1501350 - Parking Grounds Maintenance	4,129.00	6,892.00	12,891.04	20,676.00	82,704.00	-7,784.96	-37.7%
1501351 - Parking Pavement/Booths/Steps	0.00	638.00	643.64	1,914.00	7,656.00	-1,270.36	-66.4%
1501400 - Parking Equip. Maintenance	394.99	2,125.00	3,527.97	6,375.00	25,500.00	-2,847.03	-44.7%
1501500 - Parking Facilities Maintenance	0.00		1,877.82			1,877.82	100.0%
1501600 - Ground Transportation Expenses	0.00		2,992.48			2,992.48	100.0%
1502000 - Supplies - Parking	0.00	720.00	64.95	2,160.00	8,640.00	-2,095.05	-97.0%
1502001 - Parking-Signage & Traffic Contr	0.00	1,284.00	0.00	3,852.00	15,408.00	-3,852.00	-100.0%
1502025 - Payroll Processing Fees	225.64	300.00	686.33	900.00	3,600.00	-213.67	-23.7%
1502050 - Education - Parking	0.00	183.00	0.00	549.00	2,196.00	-549.00	-100.0%
1502100 - Travel - Parking	0.00	187.00	0.00	501.00	2,004.00	-501.00	-100.0%
1502250 - Dues & Subs. - Parking	0.00	34.00	0.00	102.00	408.00	-102.00	-100.0%
1502300 - Vehicles Expense-Parking	0.00	22.00	4,500.00	66.00	284.00	4,434.00	6718.2%
1503000 - Uniforms-Parking	0.00	0.00	0.00	4,000.00	4,000.00	-4,000.00	-100.0%
1503100 - Parking Credit Card Fees	3,063.93	4,513.00	8,201.72	11,847.00	77,846.00	-3,645.28	-30.8%
1503105 - Over & Short	0.00	10.00	-1.00	30.00	120.00	-31.00	-103.3%
1503150 - Bad Debt Expense	0.00	10.00	0.00	30.00	120.00	-30.00	-100.0%
1503800 - 2014 Debt Service Parking	15,276.40	15,276.00	45,829.20	45,828.00	183,317.00	1.20	0.0%
1503801 - 2006 Debt Service Parking	0.00	0.00	0.00	0.00	32,029.32	0.00	0.0%
1503802 - Surface Parking Expansion 2019	18,454.20	62,500.00	18,454.20	187,500.00	750,000.00	-169,045.80	-90.2%
Total Parking Expenses	96,674.31	151,741.00	248,134.60	474,976.00	1,969,429.32	-226,841.40	-47.8%

Charlotteville Albemarle Airport
Profit & Loss Budget Performance
September 2020

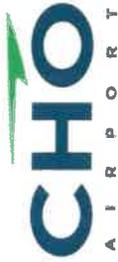
	Terminal Expenses	Sep 20	Budget	Jul - Sep 20	YTD Budget	Annual Budget	\$ Change	% Change
	3500000 · Wages - Terminal	77,376.97	77,709.00	222,837.87	271,982.00	1,010,218.00	-49,144.13	-18.1% C
	3500051 · Overtime-Terminal	4,250.91	4,000.00	16,429.75	8,000.00	91,839.00	8,429.75	105.4%
	3500150 · Payroll Taxes - Terminal	6,036.83	6,309.00	15,327.68	21,593.00	84,483.00	-6,265.32	-29.0%
	3500200 · Health Ins./Supp - Terminal	16,620.45	19,625.00	52,062.85	56,875.00	235,500.00	-6,812.15	-11.6%
	3500250 · Life Insurance - Terminal	1,051.83	1,012.00	2,986.26	3,036.00	12,144.00	-47.74	-1.6%
	3500300 · ST Disab/LT Disab - Terminal	-26.83	217.00	377.32	651.00	2,604.00	-273.68	-42.0%
	3500350 · Retirement - Terminal	6,753.35	6,729.00	19,830.30	20,187.00	80,748.00	-356.70	-1.8%
	3501000 · Util-Electric - Terminal	11,937.27	16,000.00	39,405.42	48,000.00	192,000.00	-8,594.58	-17.9%
	3501050 · Util-Oil - Terminal	0.00	0.00	0.00	0.00	40,000.00	0.00	0.0%
	3501060 · Util-Propane - Terminal	0.00	800.00	0.00	2,400.00	9,600.00	-2,400.00	-100.0%
	3501100 · Util-Telephone - Terminal	743.67	900.00	2,231.90	2,700.00	10,800.00	-468.10	-17.3%
	3501150 · Util-Water - Terminal	629.56	3,750.00	5,912.89	11,250.00	45,000.00	-5,337.11	-47.4%
	3501160 · Util-Disposal	2,686.42	5,810.00	8,017.77	17,430.00	69,720.00	-9,412.23	-54.0%
	3501200 · Insurance Expense - Terminal	4,283.95	4,498.00	12,940.49	13,494.00	53,976.00	-553.51	-4.1%
	3501250 · Snow Removal - Terminal	0.00	484.00	0.00	1,452.00	5,808.00	-1,452.00	-100.0%
	3501350 · Maintenance - Terminal	3,980.75	6,250.00	13,061.02	18,750.00	75,000.00	-5,688.98	-30.3%
	3501450 · Maint. Equip. Purch. - Terminal	0.00	908.00	0.00	2,724.00	10,896.00	-2,724.00	-100.0%
	3501502 · Relamp	3,046.00	784.00	4,286.25	2,352.00	9,408.00	1,934.25	82.2%
	3501503 · Welding Fabrication	0.00	100.00	0.00	300.00	1,200.00	-300.00	-100.0%
	3501550 · Terminal Signage	113.31	417.00	387.67	1,251.00	5,004.00	-863.33	-69.0%
	3501600 · Terminal Landscaping	0.00	258.00	770.25	774.00	3,096.00	-3.75	-0.5%
	3501650 · OSHA Compliance	200.00	1,967.00	1,009.63	5,901.00	23,604.00	-4,891.37	-82.9%
	3501700 · Baggage Claim Maintenance	0.00	479.00	3,869.00	1,437.00	5,748.00	2,432.00	169.2%
	3502010 · Janitorial Supplies	175.53	4,160.00	6,613.40	12,480.00	49,920.00	-5,866.60	-47.0%
	3502025 · Payroll Processing Fees	225.67	300.00	686.39	900.00	3,600.00	-213.61	-23.7%
	3502050 · Education - Public Safety	0.00	1,235.00	0.00	3,705.00	14,820.00	-3,705.00	-100.0%
	3502100 · Elevator Escalator Maintenance	3,462.80	2,016.00	13,202.34	6,048.00	24,192.00	7,154.34	118.3%
	3502101 · HVAC Maintenance	4,279.10	8,485.00	65,567.96	25,455.00	101,820.00	40,112.96	157.6%
	3502102 · Fids Maintenance	484.12	4,167.00	1,452.28	12,501.00	50,004.00	-11,048.72	-88.4%
	3502110 · KABA Maintenance	0.00	2,500.00	0.00	7,500.00	30,000.00	-7,500.00	-100.0%
	3502150 · Janitorial Contract	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
	3502200 · Emergency Communications	2,272.65	1,967.00	5,774.69	5,901.00	23,604.00	-126.31	-2.1%
	3502250 · Dues & Subs - Terminal	0.00	250.00	2,147.50	750.00	3,000.00	1,397.50	186.3%
	3503010 · Uniforms - Public safety	432.45	417.00	432.45	1,251.00	5,004.00	-818.55	-65.4%
	3503020 · Customer Service/Ambassadors	0.00	167.00	0.00	501.00	2,004.00	-501.00	-100.0%
	3503050 · Business Center/Lounge	99.00	0.00	137.76	0.00	7,200.00	137.76	100.0%
	3503051 · Lounge Credit Card Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Charlotteville Albemarle Airport
Profit & Loss Budget Performance
September 2020

	Sep 20	Budget	Jul - Sep 20	YTD Budget	Annual Budget	\$ Change	% Change
3503801 - 2004 Debt Service Terminal	0.00		0.00		0.00	0.00	0.0%
3512000 - Safety	0.00	208.00	1,797.49	624.00	2,486.00	1,173.49	188.1%
3512030 - EMS Supplies	0.00	250.00	0.00	750.00	3,000.00	-750.00	-100.0%
3512031 - Public Safety Technology	0.00	3,117.00	30,336.00	9,351.00	37,404.00	20,985.00	224.4%
3512100 - Travel - Public Safety	0.00	417.00	-50.00	1,251.00	5,004.00	-1,301.00	-104.0%
3512250 - Towing Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3522050 - Education - Operations	0.00	104.00	0.00	312.00	1,248.00	-312.00	-100.0%
3522100 - Travel - Operations	1,061.07	50.00	1,061.07	150.00	600.00	911.07	607.4%
Total Terminal Expenses	152,174.83	188,816.00	550,905.65	603,969.00	2,443,316.00	-53,063.35	-8.8%
Total Expense	498,146.72	606,503.00	1,507,906.66	1,915,887.00	7,766,548.32	-407,980.34	-21.3%
Net Ordinary Income	-242,851.08	-357,606.75	-789,407.98	-1,245,528.25	-3,649,158.32	456,120.27	-36.6%

**Charlotteville Albemarle Airport
Profit & Loss Budget Performance
September 2020**

	Sep 20	Budget	Jul - Sep 20	YTD Budget	Annual Budget	\$ Change
Other Income/Expense						
Other Income						
Capital Contributions						
CFC Revenue Funds	35,009.49	76,255.47	127,091.77	236,806.28	660,357.08	
Project Contributed Capital	1,138,831.25	45,226.04	2,586,668.62	45,226.04	1,045,147.04	
State Construction Revenue	1,930.77	13,647.24	6,277.22	41,682.27	2,121,895.48	
0246000 - PFC Funds	25,555.99	131,539.67	25,789.37	134,595.76	1,141,241.40	
Total Capital Contributions	1,201,327.50	266,668.42	2,745,826.98	458,310.35	4,968,641.00	
0301000 - Airline Contributed Capital	5,153.67	5,153.75	15,461.01	15,461.25	53,837.00	
0301001 - CFC - Coverage	3,684.00	3,684.00	11,052.00	11,052.00	44,208.00	
6404005 - CARES Fund Revenue	436,278.33		1,507,665.74		1,299,274.82	
6404200 - Insurance Claim Proceeds	0.00	0.00	45,281.26	0.00	0.00	
7405000 - Interest Income	946.66	200.00	2,605.53	600.00	2,400.00	
Total Other Income	1,647,390.16	275,706.17	4,327,892.52	485,423.60	6,368,360.82	
Other Expense						
CFC EXPENSES	25,362.02	27,961.76	76,521.21	77,983.46	225,385.03	
Depreciation & Amortization	345,720.95	377,835.61	1,086,502.43	1,133,505.83	4,553,386.81	
Total Other Expense	371,082.97	405,797.37	1,113,023.64	1,211,489.29	4,778,771.84	
Net Other Income	1,276,307.19	-130,091.20	3,214,868.88	-726,065.69	1,589,588.98	
Net Income	1,033,456.11	-487,697.95	2,425,460.90	-1,971,593.94	-2,059,569.34	



Operating Statistics-Fiscal Year 2021

	August 2020	August 2019	FYTD 2021	FYTD 2020	FY 2020	FY 2019	FY 2018	FY 2017	FY 2016	FY 2015	FY 2014	FY 2013	FY 2012	FY 2011	Calendar Year 2010
Aircraft Operations															
<i>Itinerant:</i>															
<i>Air Carrier/Taxi</i>	1,812	2,466	3,734	4,952	27,152	30,980	27,975	23,143	19,782	20,049	20,214	17,382	17,493	18,615	19,412
<i>General Aviation</i>	2804	3,018	5,951	6,122	31,676	34,403	30,443	25,248	22,937	28,782	30,785	31,024	33,561	38,394	41,394
<i>Military</i>	201	245	398	520	2,427	2,503	2,269	2,133	2,007	1,883	1,881	2,034	2,297	1,754	1,984
<i>Local:</i>															
<i>General Aviation</i>	2,828	2,319	6,508	5,129	29,577	23,263	18,867	14,123	14,094	19,525	20,040	18,809	20,324	20,486	17,294
<i>Military</i>	634	664	1,350	1,342	8,290	6,432	6,226	4,211	3,511	3,754	4,147	3,457	4,063	3,118	3,087
Total Operations	8,279	8,712	17,941	18,065	99,122	97,581	85,780	68,858	62,331	73,993	77,067	72,706	77,738	82,367	83,171
Enplaned Passengers	8607	33,163	16,274	65,741	282,282	378,441	348,922	315,099	286,030	261,631	238,398	227,874	232,571	215,869	196,060
Deplaned Passengers	8,935	34,443	16,362	66,618	280,849	374,011	347,590	313,512	284,218	261,168	232,164	226,294	231,466	213,692	195,867
Enplaned Load Factor	50%	78%	49%	81%	71%	79%	82%	80%	84%	86%	81%	76%	75%	72%	69%
Available Seats	17,533	42,322	33,514	81,006	396,487	476,109	424,542	392,267	340,237	322,555	307,522	299,226	310,789	299,182	286,136
Parking Revenue	78,578	387,966	142,915	742,009	3,378,383	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
FBO Fuel Gallons Pumped															
<i>GA - 100LL</i>	4,120	5,450	7,831	9,647	47,251	46,043	48,861	45,924	54,530	51,551	56,862	55,862	60,275	62,518	69,178
<i>GA/Corporate Jet-A</i>	80,305	97,898	142,028	187,189	972,283	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
<i>Military Jet-A</i>	0	0	0	0	0	15	0	51,974	60,812	66,988	63,084	72,238	86,510	53,611	73,901
<i>Airline</i>	113,187	349,828	197,685	673,445	3,506,873	3,738,428	2,967,944	2,493,656	2,224,092	2,107,002	1,982,735	1,843,362	1,745,200	1,639,075	1,491,980
Total Fuel	197,612	453,176	347,544	870,281	4,526,407	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
Food/Beverage/Retail															
<i>Tailwinds, LLC.</i>	34,074	189,448	62,476	366,599	1,484,638	2,000,661	1,740,799	1,478,844	1,080,096	712,785	767,875	669,869	670,989	638,226	561,104
Rental Car Revenue*	568,143	1,112,262	1,016,892	2,129,586	8,420,726	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

*Concessionable revenue-not gross



Operating Statistics-Fiscal Year 2021

	September		FYTD		FYTD		FY		FY		FY		FY		FY		FY	
	2020	2019	2021	2020	2020	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010		
Aircraft Operations																		
<i>Itinerant:</i>																		
<i>Air Carrier/Taxi</i>	1,992	2,563	-22%	5,726	7,515	-24%	27,975	23,143	19,782	20,049	20,214	17,382	17,493	18,615	19,412			
<i>General Aviation</i>	2844	2,923	-3%	8,795	9,045	-3%	30,443	25,248	22,937	28,782	30,785	31,024	33,561	38,394	41,394			
<i>Military</i>	177	255	-31%	575	775	-26%	2,269	2,133	2,007	1,883	1,881	2,034	2,297	1,754	1,984			
<i>Local:</i>																		
<i>General Aviation</i>	2,752	2,494	10%	9,260	7,623	21%	18,867	14,123	14,094	19,525	20,040	18,809	20,324	20,486	17,294			
<i>Military</i>	554	506	9%	1,904	1,848	3%	6,226	4,211	3,511	3,754	4,147	3,457	4,063	3,118	3,087			
Total Operations	8,319	8,741	-5%	26,260	26,806	-2%	85,780	68,858	62,331	73,993	77,067	72,706	77,738	82,367	83,171			
Enplaned Passengers	8423	32,478	-74%	24,697	98,219	-75%	348,922	313,099	286,030	261,631	238,398	227,874	232,571	215,869	196,060			
Deplaned Passengers	8,400	32,017	-74%	24,762	98,635	-75%	347,350	313,512	284,218	261,168	232,104	226,294	231,466	213,692	195,867			
Enplaned Load Factor	52%	78%	-33%	50%	80%	-38%	82%	80%	84%	86%	81%	76%	75%	72%	69%			
Available Seats	16,254	41,683	-61%	49,768	122,689	-59%	424,542	392,267	340,237	322,555	307,522	299,226	310,789	299,182	286,136			
Parking Revenue	83,572	406,188	-79%	226,487	1,148,197	-80%	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			
FBO Fuel Gallons Pumped																		
<i>GA -100LL</i>	4,718	4,906	-4%	12,549	14,533	-14%	48,861	45,924	54,530	51,551	56,862	55,862	60,275	62,518	69,178			
<i>GA/Corporate Jet-A</i>	80,228	116,148	-31%	222,236	303,337	-27%	1,111,263	1,073,227	1,010,722	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	51,974	60,812	66,988	63,084	72,238	86,510	53,611	73,901			
<i>Air-Tine</i>	98,529	308,326	-68%	296,214	981,771	-70%	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			
Total Fuel	183,475	429,380	-57%	531,019	1,299,661	-59%	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			
Food/Beverage/Retail																		
<i>Tailwinds, LLC.</i>	30,667	179,904	-83%	93,143	546,503	-83%	1,740,799	1,478,844	1,080,096	712,785	767,875	669,869	670,989	638,226	561,104			
Rental Car Revenue*	528,309	981,725	-46%	1,545,201	3,111,311	-50%	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			

*Concessionaire revenue-not gross



TO: Members of the Charlottesville Albemarle Airport Board

FROM: Melinda C. Crawford, Executive Director

DATE: November 10, 2020

SUBJECT: **Action Item #1:** Amendment #2 of the Airport’s FY-21 Capital Budget

RECOMMENDATION: For the Board to Approve Amendment#2 to the Airport’s FY-21 Capital Budget as proposed.

BACKGROUND: This item has been proposed to amend the previously approved Amendment #1 to the FY-21 Capital Budget.

The following changes to the FY-21 Capital Budget are proposed:

- Item F – FY21 Escalator Maintenance/Repair - the cost is being increased from \$20K to \$50K
- Item H – FY21 Elevator Maintenance/Repair – the cost is being increased from \$20K to \$50K
- Item R – FY21 Airfield Equipment/System Maintenance/Certification – the project title changed
- Item AI – Janitorial Equipment – The cost is being increased from \$50K to \$75K
- Item AN – Remote Control Mower – The cost is being increased from \$100K to \$125K
- Item AO – SRE Storage Structure – The cost is being decreased from \$300K to \$150K

Within the attached spreadsheet, all projects that have been modified with either cost or funding allocations are highlighted in green.

PRIOR ACTION: FY-21 Capital Budget was approved on 6/25/20.
 FY-21 Capital Budget Amendment #1 was approved on 9/15/20

FINANCIAL IMPACT:

	<u>Sept 15, 2020</u>	<u>Nov 10, 2020</u>	<u>Variance</u>
FAA Funding	\$ 4,869,097	\$ 4,869,097	\$ -0-
State Entitlements	\$ 4,458,474	\$ 4,402,474	- \$ 56,000
Authority Local Funds	\$ 1,877,311	\$ 1,888,311	\$ 11,000
Total FY-21 Capital Budget	\$11,204,882	\$ 11,159,882	\$ 45,000

ATTACHMENTS: Attachment #1 – FY-21 Capital Budget Amendment #2.

PRESENTATION: None



November 10, 2020

Informational Items:

1. Executive Director's Update
 - a. COVID-19 Update
 - b. Virginia Resource Authority Application for Parking Bond Issuance
 - c. Department of Criminal Justice Service COVID 19 and TSA Law Enforcement Officer Grant Agreements
 - d. Personnel Update
 - e. Construction Update
 - i. Air Carrier Apron Expansion Project
 - ii. MALSR Update & FAA Reimbursable for Flight Check Services
 - iii. Terminal Area Masterplan
 - f. Marketing & Air Service Update
 - g. Proposed CY2021 Commission & Authority Meeting Schedule



Proposed Joint Commission Meetings Schedule

Calendar Year 2021

Monday, January 11, 2021 – 4:00 p.m. *Location: CHO.*(Annual Appointment of a Chairman and a Vice-Chairman for 2020)

Monday, March 8, 2021, 4:00 p.m. *Location: CHO*

Monday, May 10, 2021, 4:00 p.m. *Location: CHO*

Monday, July 12, 2021, 4:00 p.m. *Location: CHO*

Monday, September 13, 2021, 4:00 p.m. *Location: CHO*

Monday, November 8, 2021, 4:00 p.m. *Location: CHO*

Proposed Airport Authority Board Meetings Schedule

Calendar Year 2021

Tuesday, January 12, 2021, 8:30 a.m. *Location: CHO (Annual Appointment of a Chairman and a Vice-Chairman for 2020)*

Tuesday, March 9, 2021, 8:30 a.m. *Location: CHO*

Tuesday, May 11, 2021, 8:30 a.m. *Location: CHO (Approval of FY22 Operating and 6-year Capital Budget)*

Tuesday, July 13, 2021, 8:30 a.m. *Location: CHO*

Tuesday, September 14, 2021, 8:30 a.m. *Location: CHO*

Tuesday, November 9, 2021, 8:30 a.m. *Location: CHO*