



## REVISED AGENDA

Greater Asheville Regional Airport Authority Regular Meeting  
Friday, March 9, 2018, 8:30 a.m.  
Conference Room at Administrative Offices

NOTICE TO THE PUBLIC: The Airport Authority welcomes comments from the public on any agenda item. Comments are received prior to the Board's discussion of the agenda item. Comments are limited to five minutes. If you wish to comment on an agenda item, please deliver a request card (available in the meeting room) to the Clerk to the Board prior to the agenda item being called by the Chair.

- I. CALL TO ORDER
- II. SERVICE AWARD PRESENTATION:
  - A. Daniela Lajos – 10 Years
- III. PRESENTATIONS: None
- IV. FINANCIAL REPORT ([document](#))
- V. CONSENT ITEMS:
  - A. Approval of the Greater Asheville Regional Airport Authority February 16, 2018 Regular Meeting Minutes ([document](#))
  - B. Approval of the Greater Asheville Regional Airport Authority February 16, 2018 Closed Session Minutes
  - C. Adoption of Revised Airport Development Guidelines ([document](#))
- VI. OLD BUSINESS: None



VII. NEW BUSINESS:

- A. Amendment to Supplemental Fees and Charges Schedule ([document](#))
- B. Preliminary Fiscal Year 2018/2019 Budget ([document](#))
- C. Preliminary Approval of the Authority's Amended Ordinance of Airline Rates, Fees and Charges for the Asheville Regional Airport ([document](#))
- D. Approval of Lease Agreement with Warrior Golf Management, LLC ([document](#))
- E. Approve Scope of Services No. 15 with RS&H ([document](#))

VIII. DIRECTOR'S REPORT:

- A. Parking Garage Ribbon Cutting
- B. Industry Conferences
- C. Discussion of Key Priorities: Master Plan, Long Term Economic Development, Community Outreach, Air Service Development

IX. INFORMATION SECTION:

(Staff presentations will not be made on these items. Staff will be available to address questions from the Board.)

- A. January 2018 Traffic Report ([document](#))
- B. January 2018 Monthly Financial Report ([document](#))
- C. March 2018 Development/Project Status Report ([document](#))
- D. Potential Board Items for the Next Regular Meeting:
  - None identified at this time

X. PUBLIC AND TENANTS' COMMENTS

XI. CALL FOR NEXT MEETING



XII. CLOSED SESSION:

Pursuant to Subsections 143-318.11 (a) (3) and (4) of the General Statutes of North Carolina to Consult with Legal Counsel in Order to Preserve the Attorney-Client Privilege and to Discuss Matters Relating to the Location and/or Expansion of Industries or Other Businesses in the Area Served by the Authority, Including Agreement on a Tentative List of Economic Development Incentives that may be Offered by the Authority in Negotiations.

XIII. AUTHORITY MEMBER REPORTS:

A. Key Strategic Elements ([document](#))

XIV. ADJOURNMENT

*This agenda of the Greater Asheville Regional Airport Authority is provided as a matter of convenience to the public. It is not the official agenda. Although every effort is made to provide complete and accurate information in this agenda, the Greater Asheville Regional Airport Authority does not warrant or guarantee its accuracy or completeness for any purpose. The agenda is subject to change before and/or during the Board meeting.*

**Asheville Regional Airport  
Executive Summary  
January-18**

**AIRPORT ACTIVITY**

	Month	Variance to Prior Year	Calendar Year to Date	Variance to Prior Year
<b>Passenger Enplanements</b>	33,414	30.5%	33,414	30.5%
<b>Aircraft Operations</b>				
Commercial	1,111	7.2%	1,111	7.2%
Scheduled Flights	489	6.1%		
Flight Cancellations	7			
Seats	42,572	26.9%	42,572	26.9%
Load Factor	78.5%	2.9%	78.5%	2.9%
General Aviation	2,578	5.4%	2,578	5.4%
Military	194	(36.0%)	194	(36.0%)

**FINANCIAL RESULTS**

	Month	Variance to Budget	Fiscal Year to Date	Variance to Budget
<b>Operating Revenues</b>	\$ 909,078	19.5%	\$ 6,918,784	12.0%
<b>Operating Expenses</b>	579,052	(13.6%)	4,777,676	(6.0%)
<b>Net Operating Revenues before Depreciation</b>	<u>\$ 330,026</u>	264.5%	<u>\$ 2,141,108</u>	95.2%
<b>Net Non-Operating Revenues</b>	<u>\$ 187,967</u>	44.8%	<u>\$ 1,907,400</u>	17.2%
<b>Grants:</b>				
FAA AIP Grants	\$ 87,069		\$ 3,784,219	
NC Dept of Transportation Grants	-		-	
Total	<u>\$ 87,069</u>		<u>\$ 3,784,219</u>	

**CASH**

Restricted	\$ 11,217,652
Designated for O&M Reserve	4,517,470
Designated for Emergency Repair	650,000
Unrestricted, Undesignated	13,276,847
Total	<u>\$ 29,661,969</u>

**RECEIVABLES PAST DUE**

	Total	1-30 Days	31-60 Days	Over 60 Days
Advertising Customers	20,227	10,575	2,250	7,402
Allegiant	5,357	5,357	-	-
American	4,669	4,669	-	-
Avis	9,299	8,623	-	676
Delta	28,661	28,661	-	-
Enterprise	6,333	668	-	5,665
TSA	10,760	9,957	216	587
FAA	13,049	-	37	13,012
Hertz	231	-	194	37
Signature	7,182	3,802	1,185	2,195
Skywest	756	-	-	756
United	2,824	2,824	-	-
Vanguard	3,876	989	-	2,887
Miscellaneous	8,352	515	2,985	4,852
Total	<u>\$ 121,574</u>	<u>\$ 76,638</u>	<u>\$ 6,867</u>	<u>\$ 38,068</u>
% of Total Receivables	<u>19.55%</u>			

Note: Excludes balances paid subsequent to month-end.

**REVENUE BONDS PAYABLE**

	Original Amount	Current Balance
Parking Garage Revenue Bond, Series 2016A	\$ 15,750,000	\$ 15,750,000
Parking Garage Taxable Revenue Bond, Series 2016B	5,250,000	4,295,000
	<u>\$ 21,000,000</u>	<u>\$ 20,045,000</u>

**CAPITAL EXPENDITURES**

Annual Budget	\$ 44,615,330
Year-to-Date Spending	\$ 11,855,247

**REGULAR MEETING  
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
February 16, 2018**

The Greater Asheville Regional Airport Authority (“Authority”) met on Friday, February 16, 2018 at 8:30 a.m. in the Conference Room at the Authority’s Administrative Offices, Asheville Regional Airport (“Airport”), 61 Terminal Drive, Suite 1, Asheville, NC 28732.

**MEMBERS PRESENT:** Robert C. Roberts, Chair; K. Ray Bailey; William L. Moyer; Stephanie Pace Brown; and George H. Erwin, Jr.

**MEMBERS ABSENT:** Matthew C. Burrell, Vice-Chair; David Gantt

**STAFF AND LEGAL COUNSEL PRESENT:** Cindy Rice, Authority Legal Counsel; Lew Bleiweis, Executive Director; Michael Reisman, Deputy Executive Director of Development and Operations; Kevan Smith, Chief of Public Safety; Suzie Baker, Director of Administration; Tina Kinsey, Director of Marketing and Public Relations; Janet Burnette, Director of Finance and Accounting; Shane Stockman, IT Director; John Coon, Director of Operations; David Nantz, Safety Manager; Samuel Sales, Public Safety Captain; and Ellen Heywood, Clerk to the Board

**ALSO PRESENT:** Eric Rysdon, RS&H; Jason Sandford, Ashvegas; Mike Darcangelo, Avcon

**CALL TO ORDER:** The Chair called the meeting to order at 8:30 a.m.

**SERVICE AWARD PRESENTATION:** The Chair reported that Mark Williams was not able to attend due to a family situation and requested that Mr. Williams be made aware of the Board’s appreciation for his 10 years of service with the Authority.

**RECOGNITION OF BOARD MEMBER:** The Chair was happy to report that the State Board of Community Colleges recently named Mr. Bailey the winner of the 2018 I.E. Ready Award, the highest honor bestowed by that board. The Board congratulated Mr. Bailey on this significant achievement.

**PRESENTATION:** Shane Stockman began his presentation with brief backgrounds and the responsibilities of the Information Technology staff. Mr. Stockman reviewed all of the systems and equipment that is managed by the department for the Authority as well as tenants. Mr. Stockman pointed out that the department generates \$50,000 in revenue

from the IT services provided to tenants. Mr. Stockman spoke about server virtualization that was completed in 2016, the digital display network that was recently upgraded, cyber security for the airport as well as best practices for avoiding attacks, and also reviewed upcoming projects. The Board thanked Mr. Stockman for his presentation.

**FINANCIAL REPORT:** The Director reported on the airport activity for the month of December which included enplanements, aircraft operations, and general aviation activity. The Director was pleased to note that the airport saw four consecutive years of record growth. Janet Burnette reported on the financial activity for the month of December.

**CONSENT ITEMS:** The Chair stated that Consent Item B, Approval of the Greater Asheville Regional Airport Authority December 8, 2017 Closed Session Minutes, would be pulled for review in Closed Session.

**A. Approval of the Greater Asheville Regional Airport Authority December 8, 2017 Regular Meeting Minutes:** Mr. Bailey moved to approve the Greater Asheville Regional Airport Authority December 8, 2017 Regular Meeting Minutes. Ms. Brown seconded the motion and it carried unanimously.

**OLD BUSINESS:** None

**NEW BUSINESS:**

**A. Approval to Unseal Closed Session Minutes:** The Director advised the Board that the policy for Closed Session Minutes provides for the review of the preceding year's Closed Session Minutes at the first Authority Board meeting of each calendar year. The Director stated that he has reviewed the minutes and has provided a recommendation for those certain minutes relating to a business matter that has come to fruition, is no longer of a confidential nature, and can be unsealed.

Mr. Moyer moved to unseal those portions of Closed Session Minutes as designated and recommended by the Executive Director. Mr. Erwin seconded the motion and it carried unanimously.

**B. Approval of Change Order No. 9 to Contract with American South General Contractors:** The Director advised the Board that this item was being pulled from the agenda. Originally the change order was in the amount of \$87,000, however, allowances that were out for construction, but not used on this project, were added and resulted in a credit of \$52,427.83 to the Authority.

**C. Approval of Award of Contract with NHM Constructors, LLC for Expanded Air Carrier Apron Project and Approve Fee for Construction Administration:**

Michael Reisman stated that the Board previously approved design work for this project and at that time, the engineers estimated a cost of approximately \$750,000 for construction for this apron expansion. Staff opened bids in June of 2017 and the low bid substantially exceeded the budgeted funds, so the bids were rejected and the project postponed. Mr. Reisman advised the Board that Commercial Service Funds from the NCDOT have since become available and the project was re-bid in early 2018. Less than three bids were received on January 11, 2018, therefore under North Carolina procurement law the project was re-advertised. Two bids were then received on January 22, 2018 which met the state re-advertisement rules. The responsive low bid was received from NHM Constructors, LLC in the amount of \$1,043,073.50. The bids received in January were consistent with the bids received in June of 2017 and led staff to the conclusion that the engineers' original estimate was low. Staff recommends a 10% allowance of \$104,307.35. Staff is also seeking approval for an additional \$97,500 for construction administration and on-site engineer inspection services by Delta Airport Consultants bringing the project total to \$1,244,880.85. Mr. Reisman advised the Board that this project will be funded entirely with NCDOT Commercial Service Funds.

Mr. Moyer questioned how the engineers could be off almost 50% on the project estimates. Mr. Reisman responded that it is hard to predict what happens in the contractor world. Staff made sure the project was out for bid prior to the NCDOT project bids being opened in order to avoid contractors becoming too busy to take on the airport project, which can drive up the bid amounts. Mr. Reisman further stated that this project consists of a fair amount of underground utility work and is a small complex project requiring a contractor to mobilize for a 60-day project for a small amount of money. Mr. Moyer asked if the engineers thought more reasonable estimates would be received if the project were to be delayed a year. Mr. Reisman responded that the engineers believed this was the case last June, however staff did not receive lower bids in January. The bids received in June of last year were consistent with the numbers received in January with no significant difference.

Mr. Bailey moved to approve a project budget of \$1,244,880.85; approve the expand air carrier apron construction project with NHM Constructors, LLC in the amount of \$1,147,380.85 (\$1,043,073.50 plus \$104,307.35 allowance); approve construction administration fee not to exceed \$97,500.00 with Delta Airport Consultants; authorize the Executive Director to execute the necessary documents; and amend the FY2017/2018 Budget by adopting the following budget ordinance amendment. Mr. Moyer seconded the motion and it carried unanimously:

BE IT ORDAINED by the Greater Asheville Regional Airport Authority that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

Section 1. To amend the appropriations as follows:

**EXPENDITURES:**

	<u>Decrease</u>	<u>Increase</u>
Capital Improvements		\$844,880.85
Totals	<u>\$0</u>	<u>\$844,880.85</u>

This will result in a net increase of \$844,880.85 in the appropriations. Revenues will be revised as follows:

**REVENUES:**

	<u>Decrease</u>	<u>Increase</u>
Federal Grants – AIP Entitlement Funds	<u>\$ 360,000.00</u>	
Federal Grants – AIP Discretionary Funds NC Department of Transportation Funds		<u>\$ 1,244,880.85</u>
Transfer from GARAA Cash	\$ 40,000.00	
Totals	<u>\$400,000.00</u>	<u>\$ 1,244,880.85</u>

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Greater Asheville Regional Airport Authority, and to the Budget Officer and to the Finance Officer for their direction.

Adopted this 16<sup>th</sup> day of February, 2018.

\_\_\_\_\_  
Robert C. Roberts, Chair

Attested by:

\_\_\_\_\_  
Ellen Heywood, Clerk to the Board



**D. Approval of Actions Necessary for Completion of Bid Package 4 Construction Project:** The Director informed the Board that this item would be discussed in closed session.

The Chair stated that New Business Items E and F would be a joint discussion:

**E. Approval of Administration Policies and Procedures Section 117.00 (Revised) – Commercial Ground Transportation Regulation:** Mr. Reisman advised the Board that the former rental car ready return lot is being transitioned to a ground transportation lot from which all ground transportation operators will pick up passengers. New procedures and regulations are necessary to ensure proper operation by the ground transportation operators. The new procedures in the policy include provisions for ingress and egress from the lot, establishment of trip fees, references to the adoption of the Airport Ordinance which had not previously been incorporated into the policy, an operational directive, and inclusion of transportation network companies (TNC's).

**F. Amendment to Supplemental Fees and Charges Schedule:** The Director informed the Board that the fees charged to the ground transportation operators are incorporated in the supplemental fees and charges schedule that is adopted by the Board each year during the budget process. Staff will have the ability to charge a per trip fee with the new ground transportation lot, and is seeking the Board's approval to change the ground transportation fee structure. The new per trip fee will be equitable for those ground transportation operators who are only on site a few times a year, as well as for TNC's who operate nationally on a per tip method. The Director advised the Board that the airport currently charges an annual \$300 permit fee for limousines and taxis, \$4,000 a year for charter bus companies, and a flat fee of \$8,000 for TNC's. Staff is proposing an annual \$50 permit fee for limousines and taxis as well as a per trip fee of \$2.50. TNC's would not have an annual permit fee, but would be assessed a per trip fee of \$3.50. Charter bus companies would continue with the current annual permit fee.

Ms. Brown questioned if this would fall under Rates by Ordinance and if a public hearing would be required. Cindy Rice responded that this did not fall under Rates by Ordinance with the way it is currently structured. The Ordinance is limited to airline rates and charges.

Mr. Moyer remarked that he believed this was the direction in which the Board should move forward provided staff believes they can make it work with the staff and equipment available. The Director reported that the drivers would be issued ID badges to access the gate in the ground transportation lot. All of the operators would also need to put money on account with the airport, a minimum of \$25.00 increments, from which the per trip fees would be deducted when the ID badge is used to access the ground

transportation lot. Anyone trying to pick up a passenger without going through the gate will be fined. The gate arm will have an intercom system to the communication center should a problem arise with a driver's ID badge. The Director felt this new system will be much more organized and would not put too much of a burden on staff.

Ms. Brown asked if a driver would receive a refund of any balance on their account if they were to decide to no longer operate at the airport. The Director responded that they would receive a refund of the balance on their account if they decide not to operate. The Director further stated that a pro-rated portion of the current \$300 annual permit fee that has been paid by the operators will be put on their account for use towards the per pick up fees. Staff will work with the TNC's to determine how a portion of the flat permit fee can be included on the individual drivers' accounts.

Mr. Moyer moved to approve the revised Administration Policies and Procedures Section 117.00 – Commercial Ground Transportation Regulation, and to approve the amended changes to the FY2017/2018 Annual Budget Supplemental Fees and Charges Schedule. Ms. Brown seconded the motion and it carried unanimously.

**DIRECTOR'S REPORT:** The Director advised the Board that he had a couple of additional items to include that were not on the agenda.

**A. Discussion of Key Priorities:** The Director advised the Board that Tina Kinsey would provide an update on Community Outreach. Mrs. Kinsey presented an overview of the approach staff takes to reach out to the community. Practicing good corporate citizenship is a strategic goal that has been identified, and Mrs. Kinsey provided examples of the steps staff takes to address this goal. These include bringing the community into the airport through the various events held at the airport, the methods used by staff to communicate with community groups, as well as the aviation-related organizations supported or sponsored by the airport, and the initiatives staff undertakes to stay involved in the community.

Mr. Erwin expressed his appreciation for all the airport does for the community. Mr. Erwin offered a suggestion for staff consideration whereby students from the community who have excelled in academics or athletics are recognized through an honor roll section. This would demonstrate that the community appreciates the young people and would like to see them stay in or return to the area upon completion of their education.

**B. Snow Removal Equipment:** The Director reported that staff is in the process of making an award for the purchase of snow removal equipment. Four bids were received and the low bidder was J.A. LaRue in the amount of \$663,948. This was a budgeted item and does not need Board approval. The Director further stated that there

could be protests from the higher bidders since this company is a Canadian company and the FAA funding requires purchases include a "Buy American" provision. It is common to have protests with equipment purchases, however the FAA approves the bid documents before they go out, and the low bidder met all of the FAA's bid requirements, including the "Buy American" provision, with the amount of materials and/or assembly their company does in the United States.

**C. Enterprise Resource Planning (ERP):** The new ERP (financial system) has been installed on the Authority's servers. Staff will begin training in a couple of weeks.

**D. Lower Parking Lot:** The Director advised the Board that the lower parking lot would be closed in the near future and that complaints may be received from passengers forced to park in the garage. The garage was built to accommodate more cars than is currently needed, so plenty of parking is available in the garage.

**INFORMATION SECTION:** No comments

**PUBLIC AND TENANTS COMMENTS:** None

**CALL FOR NEXT MEETING:** The next regular meeting of the Authority Board will be held on March 9, 2018.

**CLOSED SESSION:** At 9:49 a.m. Ms. Brown moved to go into Closed Session Pursuant to Subsections 143-318.11 (a) (3) and (4) of the General Statutes of North Carolina to Consult with Legal Counsel Regarding, Among Other Things, That Lawsuit Entitled Tricon Construction, Inc. vs. RS&H Architects-Engineers-Planners, Inc., Thalle Construction Co., Inc. and Liberty Mutual Insurance Company and vs. Defendant & Third-Party Plaintiff, Greater Asheville Regional Airport Authority, vs. Third-Party Defendant, Avcon, Inc. d/b/a Avcon Engineers and Planners, Inc. in Order to Preserve the Attorney-Client Privilege, and to Discuss Matters Relating to the Location and/or Expansion of Industries or Other Businesses in the Area Served by the Greater Asheville Regional Airport Authority, Including Agreement on a Tentative List of Economic Development Incentives that may be Offered by the Greater Asheville Regional Airport Authority in Negotiations. Mr. Moyer seconded the motion and it carried unanimously.

The Chair indicated they would break for five minutes at which time the Board would resume in closed session.

Open Session resumed at 11:04 a.m.

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY FEBRUARY 16, 2018**

**CLOSED SESSION MINUTES:** Ms. Brown moved to seal the minutes for the Closed Session just completed and to withhold such Closed Session minutes from public inspection so long as public inspection would frustrate the purpose or purposes thereof. Mr. Moyer seconded the motion and it carried unanimously.

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY DECEMBER 8, 2017**

**CLOSED SESSION MINUTES:** Ms. Brown moved to approve the minutes for the December 8, 2017 Closed Session, and to seal and withhold the minutes for the December 8, 2017 Closed Session from public inspection so long as public inspection would frustrate the purpose or purposes thereof including one correction of the year 2018 to the year 2017. Mr. Bailey seconded the motion and it carried unanimously.

**NEW BUSINESS**

**D. Approval of Actions Necessary for Completion of Bid Package 4 Construction Project:** The Director advised the Board that staff is withdrawing this item from the agenda for discussion at a future date.

**ADJOURNMENT:** Mr. Moyer moved to adjourn the meeting at 11:05 a.m. Mr. Bailey seconded the motion and it carried unanimously.

Respectfully submitted,

Ellen Heywood  
Clerk to the Board

Approved:

Robert C. Roberts  
Chair



---

## MEMORANDUM

TO: Members of the Airport Authority

FROM: Michael A. Reisman, A.A.E.  
Deputy Executive Director, Development and Operations

DATE: March 9, 2018

### ITEM DESCRIPTION – Consent Item C

Adoption of Revised Airport Development Guidelines

### BACKGROUND

The Airport Board adopted the Airport Development Guidelines on October 12, 2012. The Airport Development Guidelines provide tenants, developers and others with a clear overview of the Authority's requirements concerning new construction and development, as well as requirements for remodeling, revisions, changes to existing leaseholds and other standardized requirements for facilities on the Asheville Regional Airport.

Since the adoption of the Airport Development Guidelines, the continuing evolution of the airport and how it operates has resulted in the need to revise the currently approved document. Additions to the Airport Development Guidelines include new signage requirements, clarification to responsibilities for utility construction, cross references to other controlling airport documents, including Airport Ordinances, and a number of "housekeeping" items that require updating.

Although the Airport Development Guidelines may provide for more stringent requirements than policies of the City of Asheville or Buncombe County, they do not, nor are they intended to replace or supersede any requirement of the City or County as it relates to building codes, permit requirements, fire safety, or any other code related requirement.

### ISSUES

There are no issues associated with this item.

Consent – Item C



## **ALTERNATIVES**

None.

## **FISCAL IMPACT**

None.

## **RECOMMENDED ACTION**

It is respectfully requested that the Airport Authority Board formally adopt the Revised Airport Development Guidelines, with an immediate effective date.



## ***Airport Development Guidelines***

**Adopted: October 12, 2012**

**Revised:**



# I. Introduction

Greater Asheville Regional Airport Authority → 61 Terminal Drive, Suite 1 → Fletcher, NC 28732

These Airport Development Guidelines have been established: (1) to insure a minimum standard of consistency of design and construction; (2) to contribute to the overall aesthetic quality of the Airport facilities, and (3) to insure that all new development and modifications of existing airport facilities adhere to all necessary and relevant airport design practices.



The Airport Development Guidelines are intended to apply to any project of improvement, reconstruction, major repair or remodel of any existing building structure, paved surface, drainage system, or other existing infrastructure at the Asheville Regional Airport (AVL).

The Asheville Regional Airport is owned and operated by the Greater Asheville Regional Airport Authority (Authority or GARAA). The airport is located within the city limits of Asheville, NC, and Buncombe and Henderson Counties. Chapter 78, Article VI of the Code of Ordinances, Buncombe County, and other relevant Articles and Sections shall apply to all development projects on the Asheville Regional Airport, and are incorporated herein by reference. Portions of the airport that are within unincorporated portions of Henderson

County or the Town of Mills River are subject to applicable ordinances of those jurisdictions.



*The existence of standards and guidelines contained in this document shall not relieve any developer, contractor, company or person, from investigating and adhering to any Buncombe County, Henderson County, or City of Asheville code, ordinance, or requirement which is relevant to the project and its features.*





## II. Development Process

This section provides a general overview of the process necessary in order to develop facilities on the Asheville Regional Airport. Other steps may be necessary in order to provide for a complete process, and those other steps may or may not be able to be undertaken simultaneously with these steps:

- a. Initial meeting with Executive Director and/or Deputy Executive Director of Development and Operations.

At this meeting, the developer should be prepared to provide information about the project to be undertaken, including lot and building space requirements, type of activities to be carried out on the property, number of jobs created, type and number of aircraft expected to be based on the leasehold and overall development schedule. The developer should also be able answer any additional questions that airport management may have concerning the project and subsequent activities. At this meeting, airport representatives will generally provide an overview of available properties or sub-lease opportunities, and provide other general information about the airport that may assist the developer in their undertaking.

- b. Site Selection

Airport management will work with the developer to identify property on the airport considered suitable for the nature of the operations to be carried out on the property. Unless an exception is granted for good cause, properties will only be permitted to be utilized for those aeronautical or non-aeronautical activities that have been identified on the Airport Layout Plan (ALP) and in the most current Airport Master Plan document and Airport Development Zone map. Surveys of property, lots, and other areas considered for lease are the responsibility of the developer.

- c. Lease Agreement Approval

Lease Agreements are generally drafted by Authority staff with assistance from Airport Legal Counsel. Authority staff will draft a Lease Agreement once all pertinent information is received and negotiations with the developer concluded. This includes submittal of an Application for Commercial Business, as provided for in the Minimum Standard Requirements for Airport Aeronautical Services.



## Asheville Regional Airport – Development Process



Once a Lease Agreement for the property or facilities has been agreed upon between the Airport Authority and the developer, the document must be approved by the Greater Asheville Regional Airport Authority Board at one of its regularly scheduled meetings. Occasionally it may be necessary for Authority staff to provide information on a pending project to the Authority Board at one of its monthly meetings, in advance of approval at a subsequent meeting. To avoid delays in the overall project schedule, developers should take into consideration the process of obtaining Authority Board approval of the lease agreement when preparing their project schedule.

Additionally, depending upon the circumstances of the development or subsequent operations to take place on the airport, the Authority and/or developer may have been required to communicate and coordinate the matter with Buncombe County, Henderson County, the City of Asheville, State of North Carolina, or one of the economic development organizations that serve the region, as appropriate. The approval of the lease by the Airport Board may be conditional upon approvals from any one or more of these entities.

### d. Submittal, Review and Approval of Development Plans

At minimum, each developer will be required to submit for review and approval an overall site plan, civil and architectural drawings, pavement designs, utility designs, storm water features, plans for site signage, and any other item required by the Authority. These documents are reviewed and approved at the staff level. In addition to an initial site plan, the developer will be required to submit design drawings at the 30%, 60%, and 95% benchmarks, and to also provide staff with a complete set of sealed bid plans and specifications for construction. Authority staff shall be permitted to participate in planning meetings and discussions throughout the design process to ensure that the developer's plans are consistent with the Authority's requirements, and to avoid any delays in the review and approval process.

Airport staff review and approval shall generally take place prior to submittal and review by Buncombe County or other required jurisdictions. However, under certain conditions, simultaneous review and approval by Buncombe County through the appropriate review process may be possible.



e. Submittal and Approval of Aeronautical Study

No vertical construction or development will be permitted to start until the Federal Aviation Administration (FAA) has completed and approved an airspace analysis which investigates whether the structure will have a negative impact on the navigable airspace on and around the airport. This process averages approximately 30 days to complete once an FAA Form 7460-1 has been submitted to the FAA. The FAA Form 7460-1 is typically submitted by either the Authority on behalf of the developer, or by the developer's architectural/engineering firm, once certain necessary information is provided by the developer. This procedure is typically undertaken simultaneously with other steps of this process. It is recommended that submittal of the FAA Form 7460-1 be accomplished as early as possible in the planning phase of the project, in order to avoid delays in the start of project construction.

f. Completion of Airport Development Checklist

The Airport Development Checklist (**Exhibit A**) shall be used throughout the process by the Developer and the Airport Authority to ensure that each significant task in the development process is sufficiently completed prior to the developer's application for a building permit. The checklist shall be included with the developer's submittal for a building permit, and shall be completed and signed by an authorized representative of the Authority.

g. Application and Issuance of Building Permit

Once all of the above steps have been successfully completed, the developer may submit an application to Buncombe County for site permits as applicable. Depending upon the scope of the project, these permits may include zoning, grading and erosion control, stormwater, and water extension. Once the applicable permits have been issued, construction may commence on the property.

*Note: Review processes and additional steps required by the Authority and/or local government agencies may be required depending on the nature of the development and activities taking place on the property.*

### III. Authorized and Non-Authorized Uses

The Asheville Regional Airport limits activities and operations on the airport to those that are aeronautical and non-aeronautical in nature, support aeronautical and commercial aviation operations of the airport facility, or are commercial in nature and contribute to the airport's overall economic vitality.



Authorized uses include, but are not limited to, those activities contained within the Greater Asheville Regional Airport Authority Minimum Standards for Airport Aeronautical Services, and Chapter 78, Article VI of the Code of Ordinances, Buncombe County.

Non-Authorized uses include, but are not limited to:

- a. New residential uses
- b. Churches
- c. Day care centers
- d. Public or private elementary, middle or high schools
- e. Uses which generate potential hazards to the operating environment of an airport.
- f. Any operations that creates noxious, offensive or illegal activities.
- g. Any operations that create significant dust, odor, smoke, or other visual impairments to visibility.
- h. Other uses considered or determined to be incompatible land uses, incompatible with the operating environment of a public airport, or as specified by the FAA.

#### IV. FAA Requirements

All development site plans and designs shall at all times adhere and comply to those standards, practices, recommendations, regulations and requirements as set forth by the FAA. In evaluating adherence and compliance with FAA requirements, the following documents shall be considered and used:

- a. FAA Advisory Circular 150 series
- b. FAR Part 139
- c. FAR Part 77
- d. TSAR Part 1542
- e. Federal Grant Assurances
- f. FAA policy guidance, directives, or any documentation or instructions from the FAA concerning a specific use or activity.

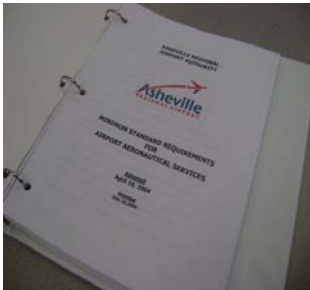


Furthermore, any other comments, concerns or requirements that the FAA may have concerning the program shall be considered in the design of the project.



## V. Airport Minimum Standards

The Greater Asheville Regional Airport Authority has adopted "Minimum Standard Requirements for Airport Aeronautical Services" (Minimum Standards). The Minimum Standards establish the minimum acceptable qualification of participants, level and quality of service, and other conditions that are required of those that propose to provide aeronautical services at the Asheville Regional Airport. Additionally, the Minimum Standards document also contains the Application for Commercial Businesses, which is required to be submitted by each person, firm or corporation proposing to provide services on the airport.



The imposition of these Minimum Standards is in the public interest, and is intended to provide protection from irresponsible, unsafe or inadequate service providers. Furthermore, the Minimum Standards are also intended to help ensure the Authority's compliance with Federal Grant Assurances which the airport is subject to as a condition of the receipt of federal grant monies for past, present, and future capital improvement projects at the airport.

## VI. Architect and Engineering Service Requirements

- a. All site plans, drawings, specifications, and other details of any development proposal shall be prepared by a qualified architect/engineer licensed to conduct business in the State of North Carolina. All final versions of site plans, drawings, specifications and other details intended for use and construction shall be stamped and signed with the responsible architect/engineers official stamp as required by the State of North Carolina.
- b. All site plans, drawings, specifications and other details of any aeronautical areas, or otherwise intended to be utilized by aircraft shall be prepared by a licensed architect/engineer in the State of North Carolina. Such architect/engineer shall have adequate knowledge of airport design and engineering practices and all of the applicable Federal Aviation Regulations, Advisory Circulars, and other requirements relevant to the design and construction of such areas.



- c. The Greater Asheville Regional Airport Authority reserves the right to reject any site plans, drawings, specifications or other details produced by any architect/engineer that in the Authority's sole discretion, does not possess or demonstrate adequate knowledge or expertise in designing and constructing projects in an airport environment.

## VII. Design and Construction Drawing Submittals

- a. At each phase of completed design of any project (30%, 60%, 95%), the developer or architect/engineer, shall submit one full size hard copy set of available plans (24x36 size), two reduced size sets of plans, and two sets of specification documents for the project to the Authority for review and comment. The Authority shall have the right to review the documents and return comments to the developer within a reasonable period of time. The developer shall incorporate those comments into future revisions of the plans and/or specifications unless otherwise approved by the Authority. Final Authority staff approved plan drawings for construction shall also be provided electronically in both .pdf and Autocad formats.
- b. Two complete hard copy sets (24x36) of 100 percent plans and specifications for bidding and/or construction shall be provided to the Authority prior to bidding and/or construction by the developer.
- c. Within 90 days of completion of the project, the developer or his/her architect/engineer shall provide to the Authority two full hard copy sets of record drawings (as-builts) for the project (24x36 size), and a complete set of electronic record drawings produced in the latest version of AutoCAD, or another AutoCAD compatible format which is acceptable to the Authority, and in .pdf format.

## VIII. Storm Water Management and Spill Prevention



a. The Asheville Regional Airport has developed and adopted a Storm Water Pollution Prevention Plan (SWPPP) in accordance with 40 CFR 122, and State of North Carolina Department of Environmental Quality (NCDEQ) requirements. The SWPPP is consistent with the National Pollutant Discharge Elimination System (NPDES) program requirements, and identifies:



- i. Steps and activities designed to identify potential sources of stormwater pollution or contamination; and
- ii. Best management practices (BMP's) that will prevent or help reduce the introduction of pollutants into the airport's stormwater system.

b. The airport has also developed and adopted a Spill Prevention Control and Countermeasure (SPCC) Plan in accordance with 40 CFR 112, which provides for systems and procedures to prevent, reduce, and respond to spills of oil based products stored and utilized on site.

c. Each new development on the Asheville Regional Airport shall incorporate those structural BMP's and systems deemed necessary by the architect/engineer, EPA, NCDEQ, and/or the Authority, in order to adequately comply with the necessary SWPPP and SPCC documents of both the airport, and the prospective tenant which will be operating on the property.

## IX. Review and Approval

Prior to bidding, receipt of proposals for construction or application for a Building Permit, all final site plans, drawings and specifications must be approved by the Authority. In most cases, this will be accomplished at the staff level, but depending upon the nature, significance and circumstance of the development, formal approval by the Airport's Board may be necessary.

The Authority may require that the plans be reviewed by an architectural, engineering, or planning consultant which represents the Authority. If this is determined to be necessary the developer shall be responsible for reimbursing the Authority for any and all costs associated with the review. The Authority reserves the right to utilize any consultant it deems appropriate to conduct reviews of any airport development proposal.

The Authority reserves the right to withhold its approval of final site plans, drawings



and specifications if they are determined to be inconsistent with the Airport Layout Plan, any development guideline of the Authority, or any Federal Aviation Regulations relevant to the Asheville Regional Airport. Furthermore, the Authority may withhold its approval of the site plans, drawings or specifications if they are determined to create any difficulty or problems related to airport operations, or any condition of non-compliance with any regulation or requirement of the airport or the Authority with any local, state or federal agency.

Approval by the Authority does not supersede the requirement for the developer to obtain all of the necessary reviews, approvals, and the issuance of permits by Buncombe County, or any other agency or entity with jurisdiction, all of which is the sole responsibility of the developer.

## X. Airport Development Zones and Map

The Greater Asheville Regional Airport Authority has established four specific Development Zones within the boundaries of the Asheville Regional Airport. Each Development Zone is intended to accommodate different types of activities for which facilities may be developed within those zones, although some zones permit for similar activities of other zones.

*The Airport Development Zone Map (Exhibit B) delineates the locations and boundaries of each Airport Development Zone. The Airport Development Zone Map does not supersede any official zoning map or the zoning requirements of Buncombe or Henderson Counties.*

### a. **Development Zone A** - Terminal Operations

Terminal Operations include those activities that are related to scheduled and non-scheduled air carrier and passenger operations. These include, but are not limited to:

- i. Airline/Air Carrier Operations
- ii. Restaurant and Gift Shops
- iii. Other Airport Concessions/Vendors/Businesses
- iv. Rental Car Operations
- v. Security Functions
- vi. Commercial and Non-Commercial Parking Facilities
- vii. Administrative and Tenant Offices





- viii. Federal Aviation Administration and Transportation Security Administration Operations

b. **Development Zone B** - Commercial and Non-Commercial Aeronautical

Commercial and Non-Commercial Aeronautical activities include properties and facilities intended to directly serve, support, or otherwise accommodate aviation related activities on the airport. These include but are not limited to:

- i. Fixed Base Operators (FBO's)
- ii. Airframe and Power Plant Facilities
- iii. Flight Training Facilities
- iv. Aviation Fuel Farms
- v. Aircraft Parking and Storage Areas and Facilities
- vi. Air Cargo Facilities
- vii. Specialized Aeronautical Service Operators (SASO's)
- viii. Other Commercial and Industrial Aviation Activities
- ix. Other General Aviation Facilities
- x. Federal Aviation Administration Facilities

c. **Development Zone C** - Commercial Non-Aeronautical

Commercial Non-Aeronautical activities include commercial activities that are not direct aviation uses, but exist in large part to provide support services to the aviation users, passengers and the general public utilizing the Asheville Regional Airport. They may also include non-aeronautical commercial uses that are considered compatible with the airport environment, and contribute to the revenues and economic vitality of the airport. These activities include but are not limited to:

- i. Business and Corporate Offices
- ii. Lodging Facilities
- iii. Organizational Headquarters
- iv. Commercial and Non-Commercial Parking Facilities
- v. Training Centers
- vi. Commercial and Industrial Warehouses and Manufacturing
- vii. Airport and Tenant Support Facilities
- viii. Public Park Areas
- ix. Retail Stores and Gas Stations
- x. Advertising

Certain Commercial Aeronautical activities that do not require airfield access may also be located within the Commercial Non-Aeronautical Development Zone.

d. **Development Zone D** - Commercial and Non-Commercial Multi-Use



Commercial and Non-Commercial Multi-Use includes all of the activities contained in Development Zones A, B and C above, and further includes, but is not limited to:

- i. Other Rental Properties and structures
- ii. Public Safety Training Facilities
- iii. Recreation Areas

## XI. Site Plan Requirements

The developer shall provide to the Authority prior to significant design (more than 10 percent of overall design) a Site Plan of the proposed project and its layout within the boundaries of the chosen airport site upon which development will occur. Additionally, an updated Site Plan shall be included either separately, or as a component of each set of plans, drawings and specifications which are submitted to the Authority at the noted benchmarks of design. At minimum, the Site Plan shall include, to scale, each major element of the proposed project to be constructed on the airport property, including but not limited to the following:

- a. Location and orientation of all buildings and structures.
- b. Location and layout of all taxiways, taxilanes, aprons, and aircraft movement and parking areas.
- c. Location and orientation of fueling facilities and outdoor aircraft or equipment servicing areas.
- d. Layout of automobile roadways, driveways, parking areas, loading areas etc.
- e. Identification of the boundary between the secure and non-secure sides of the site, including fence line and vehicle and/or pedestrian gate locations.
- f. All required storm water facilities and features.
- g. Areas to be landscaped.
- h. A north arrow and scale.
- i. Any other item which is considered a significant feature of the improvements to be made to the property or as requested by the Authority.

## XII. Minimum Lot Size Requirements

The overall size and configuration of prospective buildings, ramps, taxiways/taxilanes, and other features to be constructed shall determine the minimum size of any lot or parcel to be leased by a developer. The lot size shall not be smaller than that required in the Minimum Standards for the category of airport service operator. In no case however shall the lot size be smaller than



10,000 square feet, including a minimum width of 100 feet. The lot size shall be sufficient to hold the proposed structure, paved areas, and other features, and provide for all buffers and setbacks required by any federal, state or local jurisdictions. Constrained parcels that are not capable of meeting the minimum requirements may be waived at the sole discretion of the Authority.

### XIII. Setback Standards

The following minimum setback standards shall be required:

- a. Front of building: 35 feet.
- b. Side of building: 10 feet, unless adjacent to a residential district, then the setback shall be 50 feet
- c. Rear of building: 20 feet, unless adjacent to a residential district, then the setback shall be 50 feet.
- d. Landscape and buffering standards may require further setback.
- e. Between buildings: Per Buncombe County Fire Prevention Ordinance.

### XIV. Minimum Building Size Requirements

- a. The minimum size of any permanent building, hangar, or other occupied structure located on any airport parcel shall be no less than the space requirements outlined in the Minimum Standards, or that minimum space as determined necessary for the buildings intended use by the Authority in its sole discretion.
- b. The location of buildings shall be consistent with the adopted Airport Master Plan of the Asheville Regional Airport. No building or structure shall be permitted to encroach past the Building Restriction Line (BRL) as identified on the Airport Layout Plan (ALP), or as otherwise determined by the Authority. In addition to setbacks, no structures may be of such height to penetrate the imaginary surfaces governed by FAR Part 77, Safe, Efficient Use, and Preservation of the Navigable Airspace. Additionally, no structure may cause any line of sight barriers between the airport traffic control tower and any portion of the airport required to be visible from the tower, unless otherwise waived by the FAA.

### XV. Exterior Building Finishes

Building exterior finishes should harmonize with the natural environment. Visual continuity between buildings and major building materials is desirable throughout



the airport and between leaseholds. Metallic and glass coatings that create or increase glare are generally not permitted due to their ability to impair the vision of cockpit personnel. Base and trim colors must be coordinated, compatible with adjacent structures, and must be approved by the Authority prior to the ordering of building materials. The use of textured materials, such as stone, brick, stucco or other materials that match other structures are encouraged to be used as accent features around building bases, corners, entryways, and other visible



areas. Building materials should be selected that will age without reduction of its aesthetic properties.

## XVI. Interior Building Finishes

Building interiors should reflect the nature of their intended use. Lobbies, offices, public restrooms, and other interior spaces accessible by the general public, or intended to be utilized for operational, administration, or customer service related areas, shall have the following minimum finishes:

- a. Completed, finished, and painted walls.
- b. Hung acoustical or finished dry-walled ceilings.
- c. Carpeted or tiled floors.

Hangar, workshop, or storage areas may have exposed sealed concrete floors and unfinished walls and ceilings.

## XVII. Life Safety Equipment

All life safety equipment, including but not limited to fire extinguishers and emergency medical devices that are intended to become the property of the Authority after installation, shall be of the same manufacturer, model, type or

nature, to ensure uniformity of such equipment with other similar equipment located throughout the airport facility. A detailed list of all life safety equipment shall be submitted to the Authority prior to purchase and/or installation for review and approval.

## XVIII. Landscape Requirements

- a. Landscaping of each development on the airport shall be provided as a critical visual element that will help define the overall character of the airport



property, and to provide for a continuous landscape character when compared with pre-existing and adjacent developed and landscaped properties. The placement of landscaping elements shall be accomplished in accordance with applicable regulatory requirements within the vicinity of any aircraft operational areas. Generally, landscaping shall be avoided within aircraft operational areas, and utilized primarily within landside facility areas, including roadways, driveways, parking lots, and building buffer and setback areas.

b. Landscaping shall incorporate trees, shrubs, flowers and other plants that are indigenous to Western North Carolina, and that are similar and compatible in growth patterns, appearance, and in the required care of other pre-existing landscaping elements already located upon the airport property. Plant, shrub, flower beds, and tree bases shall utilize an appropriate ground cover of sufficient density and weight to not be displaced by typical wind speeds in the vicinity, or by nearby jet or propeller blast.



c. Building sites shall use landscaping as a visual buffer to screen views of utility buildings and trash collection areas. Each site shall utilize a multiple variety of trees, shrubs, plants and flowers in appropriate settings to create an aesthetically pleasing environment for the development.

d. As a minimum, front yard or lawn areas surrounding buildings, parking areas, roadways and driveways shall be grassed, and shall also include landscaping beds at entrances, along edges, and within parking lot islands as appropriate. If deemed necessary, landscaped areas shall be served by an automatic and programmable irrigation system connected and metered from one of the buildings that are a part of the subject development.



e. A Landscaping Plan shall be included in every development proposal, and shall be submitted along with, or as part of each set of design plans or drawings.

f. Consideration shall be given to species of trees concerning lifetime growth heights to ensure that as trees mature, they remain in compliance with FAR Part 77 height restrictions.

g. All surfaces on the leasehold shall be covered by buildings, pavement, landscaping, or grass. No portion of a leasehold shall be permitted to remain dirt, gravel or otherwise uncovered. Hangars and buildings located entirely

within the aircraft operations area (AOA) may be exempt from this requirement if it is determined that landscaping is impractical.

- h. A minimum of 10 percent of the total leased area shall be landscaped. Landscaping shall be distributed evenly on each side of the building(s), except that portion or portions of the building(s) located inside the AOA.
- i. The developer shall not plant any species of tree, shrub or plant that produces berries, nuts, or any type of fruit that can become an attractant to birds or other wildlife.
- j. Planting areas shall drain within themselves and not onto paved surfaces where possible.
- k. All landscaped areas shall be maintained by the developer or subsequent owner or tenant at all times.
- l. Landscaping shall not be located in any area that may interfere with visibility of pedestrian or vehicular traffic, or around fire hydrants so as not to obstruct access.
- m. Parking lots shall conform to all of the minimum landscape requirements. Landscaping shall be provided between all property lines and roadways and driveways, and within all buffer or setback areas.

Whenever possible and/or practical, trees shall not be planted immediately adjacent to, or underneath light poles or other lighting fixtures, or in a manner that may cause eventual interference between the two as the tree grows and matures.

## XIX. Outside Storage, Equipment and Enclosures

- a. All outside storage of equipment or other materials shall be screened by an opaque screen utilizing the same or similar building materials as the main structure located upon the development. Equipment shall not be stored in areas fronting the landside access roadways or facing aprons or taxiways/taxilanes.
- b. All locations for ground mounted mechanical equipment, utility meters, storage tanks, and general storage of any other type shall be screened from public thoroughfares, other building sites, and aprons or taxiways/taxilanes. Screening shall utilize the same or similar building materials as the main structure located upon the development.



- c. Each development shall provide for a screened trash/dumpster enclosure, utilizing the same or similar building materials as the main structure located upon the development. Trash/dumpster enclosures shall be located in conjunction with the above requirements, but outside of any AOA or secured portion of the airport. If the only suitable location is within the AOA or secured portion of the airport, the location shall take into account the safety of aircraft, as it relates to the movement of trash collection vehicles inside the AOA. Such locations inside the AOA or secured portion of the airport require specific review and approval by the Authority. Each trash enclosure shall have gates so that all four sides of the enclosure shall screen the trash receptacles within them.



- d. The location, configuration, size and design of all enclosures shall be included in the plans submitted to the Authority. Driveways, roadways or other paved surfaces providing access to enclosures shall be depicted.
- e. All ground mounted mechanical equipment shall be screened from other buildings, public thoroughfares and aircraft operating areas, using the same methods noted above.
- f. All rooftop mounted mechanical equipment shall be screened from public view utilizing extended walls, rooflines, or other methods acceptable to the authority.

## XX. Temporary and Portable Structures

- a. Temporary and/or portable structures, including but not limited to sheds and storage containers, shall not be permitted except with written permission of the Authority. If permitted, each temporary or portable structure shall be painted a color which either matches the other building(s) on the property, or a neutral earth tone color as approved by the Authority. Truck trailers or other trailer mounted storage containers shall not be permitted.



- b. Portable or fixed “booths”, used by rental car agencies or other airport tenants

Commented [MR1]: Will pdate to a more current photo.

for routine and common operations shall all be of the same manufacturer and of the same model, and meet all of the specifications and requirements contained in these Development Guidelines. The approved manufacturer and model of any booth installed for such purposes shall be: Madison Industries, Standard 6x8 Exit Booth. Exterior colors and finishes, including stone veneer shall match existing.



- c. This section shall not apply to temporary and portable structures or trailers utilized during the construction phase of any project on the airport. All temporary and portable structures utilized during the construction phase of any project shall be removed from the airport within 30 days of the completion date of the project.



## XXI. Exterior and Site Lighting

- a. Each building constructed on the Asheville Regional Airport shall have exterior lighting provided in accordance with applicable regulatory requirements for aircraft operational areas. Both wall and light pole mounted light fixtures shall be utilized where appropriate, and shall be fully shielded and/or directed to avoid any interference with aircraft operations.
- b. Exterior and site lighting shall be positioned and installed in a manner to provide both security for the site, as well as the illumination of parking areas, walkways, sidewalks, and other areas that vehicles and pedestrians will utilize for general safety.
- c. Where pedestrian walkways are not adequately illuminated by street, parking, or building lighting, walkway lights shall be installed in a manner which provides consistency with the style and design of other lighting. As an alternative to pole mounted lights, other types of sidewalk lighting may be approved by the Authority provided it meets the aesthetic goals of the airport or the development.

d. Each entrance to the primary structure intended to be used by customers, employees, or the general public shall include a light fixture directly overhead the door.

e. All light poles and light fixtures shall match the style, type, design and color of other standardized light poles on the airport, and detailed as:

i. Light poles shall be single or dual head (as appropriate) 6 inch straight square aluminum (Tenonbase) light pole, manufactured by Philips-Gardco/Philips-Emco. Item No/Catalog No. SAA6-STB-30H. Color BRA (Bronze) Anodized, 30 foot height, Drilling 2Way (D2@180).



ii. Light fixtures shall be Philips-Gardo, Item Description: Form 10 square EH/H/HT arm mounted, Type A and Type D, 19 inch square extruded luminaire, twin assembly, Type V distribution: 400 watt, 480 volt, fusing in head: Item No. EH19-2-Q-400PSMH-480-BRA-F.

iii. Lamps shall be MH/PSMH 400W type 4X luminaire with E28/BT28 jacket lamp.

iv. Light head options include: Type C – EH 19-1-3-400PSMH-480-BRA-F (Single Head); Type G – EH19-1-3-250PSMH-480-BRA-F (Single Head – 250 Watt/480 volts); or Type DA – EH19-2-3-250PSMH-480-BRA-LF (Dual Head – 250 Watt/480 volts).



v. Alternate manufacturers and brands of light poles and light fixtures may be permitted by the Authority if it provides the same level of appearance and light output as the above standard equipment, and does not require significantly different maintenance techniques or procedures to maintain.

f. Lights poles shall not be erected in a manner to penetrate any protected airspace as defined in FAR Part 77, Safe, Efficient Use, and Preservation of the Navigable Airspace. All light fixtures shall be directed downward and/or in manners where the light will not interfere with aircraft operations or air traffic control operations.

- g. Light poles and fixtures shall avoid being placed adjacent to or underneath trees or other landscaping to avoid interference as the tree or landscaping grows and matures.

## XXII. Site Security Requirements

- a. All facilities and developments that require access to the AOA shall incorporate airport security measures into their design. Whenever possible, primary buildings shall be oriented to become part of the security perimeter barrier separating the AOA or other secure areas of the airport from the non-secure portions of the airport. All sites, buildings and improvements constructed on the airport shall be carried out in a manner which is consistent with the Asheville Regional Airport Security Plan, and all applicable FAA and TSA regulations and requirements.



- b. Fencing

- i. All site fencing shall be galvanized chain link, six feet in height, with two strands of barbed wire above the top rail, to form a minimum 8 foot tall barrier. Design, materials, and placement, shall be consistent with Federal Aviation Administration and Transportation Security Administration (TSA) specifications and/or requirements. Vinyl coated chain link is permitted with prior approval of the color by the Authority.
- ii. In some locations, it may be permissible to install high tensil woven wire game control fence, 8 feet tall with a minimum of two strands of barbed wire above the top of the wire fabric (10' total) that matches existing fence immediately adjacent to it. Design, materials, and placement shall be consistent with Federal Aviation Administration and Transportation Security Administration (TSA) specifications and/or requirements.
- iii. Other decorative fencing types, materials, colors and designs may be considered on a case by case basis. Approval by the Authority of other decorative fencing shall be subject to the approval of the TSA or FAA as appropriate, and as provided for within the approved Airport Security Plan (ASP), or its amendments.



- iv. All fencing shall be installed atop a continuous formed concrete strip (mow strip / intrusion barrier) of the same design and dimensions as other pre-existing mow strips on the airport. Fencing shall be installed on the mow strip flush with the bottom of the fence material. Mow strips shall be designed and constructed to provide for positive drainage away from the center of the strip. **Exhibit C** depicts the approved design requirements for mow strips.
- v. Where fencing meets a building wall, the end post shall be placed as close as practical, but no more than four inches away from the wall to ensure that a person or animal cannot fit through the remaining gap.
- vi. Trees, ground mounted equipment, and other features that may permit a person or animal to easily climb over the top of fencing shall not be located within ten feet of any portion of the fence.
- vii. The exact placement and location of all fencing and gates shall be included in the plans submitted to the Authority for approval. Further review and approval by the Transportation Security Administration shall also be required. Any fencing that is erected or altered during construction of any development must be coordinated with, and receive advanced approval from the Authority in order to ensure review by and compliance with all TSA Regulations. Any proposed changes to the fence placement or location during construction must be scheduled to permit for adequate review and approval by the TSA prior to its installation or relocation to the newly proposed location.
- viii. Standardized "No Trespassing" perimeter fence signs shall be placed on all perimeter fencing, spaced no more than 200 feet apart from one another. All signs shall be made of .80 gauge aluminum and be 24"x24" in size, and utilize red and black lettering on a white reflective background, as depicted in **Exhibit F** included herein.

c. Gates

- i. All vehicular access points shall be controlled with a hydraulically operated vertical pivot gate, manufactured by the Ideal Manufacturing Company, and more commonly known as a "Tilt-A-Way" gate.
- ii. Gate location and sizes shall be approved in advance by the Authority.
- iii. All gate numbers (vehicular and pedestrian) shall be assigned by the Authority and in conjunction with the existing gate numbering system already in use at the airport.



iv. All vehicular and pedestrian gate equipment and operators shall match existing airport and Authority operated gates and systems, and shall be constructed entirely of aluminum. Gates and gate equipment shall be constructed and installed to specifications and guidelines of the Authority in order to ensure compatibility with existing Authority security systems.



v. All gate equipment shall be provided by the developer as a cost associated with the development of the airport site. Once installed and operable, the developer or subsequent owner or tenant shall remain responsible for the on-going cost of maintenance, upkeep and repairs of the gates.

vi. All gates shall incorporate a manufacturer provided and installed heater for the hydraulic reservoir and other critical components in order to ensure proper operation during periods of low temperatures.

vii. All systems upon installation shall become an integral component of the overall airport security perimeter and access control system and shall be under the control of the Authority.

viii. Details of each gate installation by location, including any appurtenances, attachments, extensions, gaps between pavement and the bottom of the gate, or other features, shall be adequately depicted in the plans for approval by the Authority. Because each gate will become an integral component of the overall Airport Security System and plan, any installation which is not compliant with the approved plan shall be removed and re-installed in a manner which is compliant with the plans approved by the Authority.



ix. Pedestrian Gates shall be tubular steel in nature, and be constructed to match existing pedestrian gates on the airport. Pedestrian gates shall incorporate all access control systems required of vehicular gates.

x. Standardized gate signs shall be placed on each vehicular and pedestrian gate, and on each door that accesses the secure portion of the airport.

**xi.** Gate signs shall include the following:

1. One sign on each vehicle gate, installed on the non-secure side that reads "Authorized Persons and Vehicles Only Beyond This Point". Signs shall be made of .80 gauge aluminum and be 18" wide by 12" tall in size, and utilize red reflective lettering on a white background. Sign characters shall be 1 5/8" tall in red, with a red border around the edge of the sign. See **Exhibit D** for sign samples.
2. One sign on each Pedestrian gate installed on the non-secure side, that reads "Authorized Persons Only Beyond This Point". Signs shall be made of .80 gauge aluminum and be 18" wide by 12" tall in size, and utilize red reflective lettering on a white background. Sign characters shall be 1 5/8" tall in red, with a red border around the edge of the sign. See **Exhibit D** for sign samples.
3. Two signs, one on each side of the gate (vehicular and pedestrian) with the Authority assigned gate number depicted on them. Signs shall be made of .80 gauge aluminum and be 10"x10" in size, with red reflective lettering on a white background. Characters shall be 3 3/8" tall. See **Exhibit E** for sign samples.

**d.** Building Through-Access

- i.** Buildings and sites shall be designed and oriented in order not to permit any person or vehicle from entering any building on the site and being able to pass undetected or without obstacles through to the AOA or secure portion of the airport.
- ii.** Interior and exterior doors shall be controlled through the use of a combination of access control systems (see requirements below), constant visual monitoring, or by locked doors or other features approved by the Authority and contained within the Airport Security Plan.
- iii.** Each door within a building that provides access to the secured portion of the airport shall have a sign or decal affixed directly on or immediately adjacent to the door that reads "Authorized Persons Only Beyond This Point". Each sign shall use lettering of a color that contrasts with the background or glass to which it is affixed, and shall be a minimum of 9 1/2 inches wide, by 6 1/4 inches tall, with 1 inch tall letters. See **Exhibit F** for sign samples.

**e.** Access Control Systems





- i. All vehicular and pedestrian gates, and in some cases building doors, shall incorporate the Asheville Regional Airport standard access control system, including hardware and proximity card readers.
- ii. All access control equipment shall be provided by the developer as a cost associated with the development of the airport site. Once installed and operable, the developer or subsequent leaseholder shall remain responsible for the on-going cost of maintenance, upkeep and repairs of the access control equipment.
- iii. All access control equipment shall be constructed and/or installed to specifications and guidelines specified by the Authority, in order to ensure compatibility with existing Authority security systems.
- iv. All systems upon installation shall become an integral component of the overall airport security perimeter and access control system and shall be under the sole control of the Authority. The developer shall utilize the services of the Authority's approved vendor for providing and installing all access control systems.



v. Where deemed necessary by the Authority, dual card readers shall be installed at the same location in a vertical configuration to allow access by vehicles of all sizes.

f. Site Lighting

Site lighting where appropriate, including but not limited to wall light fixtures, driveway lights, aircraft apron lights, and parking lot lighting, shall be provided as a measure of security and safety at each developed site on the airport, and shall utilize LED lighting.

g. Storm Water Systems and Grates

All storm water systems and grates shall incorporate the security of the airport into their design and placement. Inlet and outlet grates on all pipe over 12 inches in diameter shall have a security grate or cage installed over them. Borrow ditches that cross beneath fence lines or otherwise span between secure and non-secure portions of the airport shall have features installed to eliminate the possibility of persons or animals using the ditch to enter into the secure portion of the airport.



h. Closed Circuit Television Cameras (CCTV)

- i. The developer, or any subsequent owner or tenant located upon the airport property, shall permit the Authority to place at an appropriate location upon the exterior of any building, a CCTV camera, along with any other hardware, software or support equipment, which the Authority deems necessary in order to provide or meet the security requirements of the airport facility.
- ii. If installed by the Authority, the placement of cameras, hardware, wireless and other equipment shall be accomplished at the sole cost of the Authority. The developer or subsequent owner or tenant shall permit such equipment to run on the building's electrical system with no reimbursement or compensation for the power which such equipment regularly uses.
- iii. This requirement includes the running of power, video cabling and other wiring throughout the building as may be necessary to serve the CCTV equipment.
- iv. The developer, owner or tenant shall have no right to have access to the images or video viewed or recorded by any CCTV camera.
- v. The developer may install its own CCTV camera system independent of any component installed by the Authority, for which it will be solely responsible.



## XXIII. Aprons, Taxiways and Taxilanes



a. All paved surfaces, including non-paved surfaces within safety or object free areas, shall be designed and constructed to meet all applicable FAA Advisory Circular recommendations, including but not limited to the current version or change of each of the following:

- i. FAA AC 150/5300-13, Airport Design
- ii. FAA AC 150/5320-5, Surface Drainage System
- iii. FAA AC 150/5320-6, Airport Pavement Design and Evaluation
- iv. FAA AC 150/5340-1, Standards for Airport Markings
- v. FAA AC 150/5340-18, Standards for Airport Sign Systems
- vi. FAA AC 150/5340-30, Design & Installation Details for Airport Visual Aids
- vii. FAA AC 150/5370-10, Standards for Specifying Construction of Airports.



b. All paved areas designed and intended for use by aircraft shall include pavement/apron edge lighting, pavement markings, and shall have area lighting included where appropriate. All AOA lighting fixtures and equipment that will become a part of the airport's airfield lighting system, shall be specified and constructed to FAA approved standards and requirements, and shall only utilize FAA approved equipment, and/or that specified by the Authority to match the manufacturer of other equipment in the airport's existing system.

c. Pavement shall be designed and constructed to accommodate the weight, footprint, and wingspan of the largest aircraft that could be anticipated to utilize the surface. At minimum, the pavement shall be designed and constructed to accommodate the weight, footprint, and wingspan of the largest aircraft capable of being placed inside any aircraft hangar located upon the site, or of any aircraft that may need to traverse the site to gain access to other adjacent facilities.

d. All pavement surfaces, including base and sub-base materials, shall be constructed of materials that meet FAA specifications as outlined in the applicable FAA Advisory Circular, unless otherwise approved in writing by the Authority.

- e. All pavement surfaces shall provide for proper drainage away from the paved surfaces and all buildings, while maintaining grades that will facilitate the towing and movement of aircraft which are not under their own power.
- f. Surface catch inlets shall be installed as necessary to facilitate drainage to the appropriate storm water management system where necessary. All surface grates located within paved areas shall be capable of supporting the weight of the heaviest aircraft as outlined in c. above, and shall be designed with openings that are narrower or smaller than the footprint of the smallest aircraft wheels.

## XXIV. Roadways, Driveways and Auto Parking

- a. All roadways, driveways and auto parking area pavement shall meet the Authority's minimum design standards, and shall include the use of integral concrete curb and gutter which matches existing curb and gutter on adjacent airport areas. Asphaltic curbs shall not be permitted, except as temporary measures until permanent concrete curb and gutter are constructed. See **Exhibit G** for roadway, driveway and curb and gutter detail requirements.
- b. All landscape islands within parking areas shall utilize concrete curb and gutter.



- c. Concrete paving shall be utilized at all operational areas such as loading docks, truck aprons and drives, dumpster pads, and other similar areas. These areas shall be located within the leasehold, in a manner that avoids large vehicle maneuvering on airport public roadways.
- d. Roadways and driveways that access aircraft operational areas shall be designed to minimize interference with aircraft operations, and the need for

vehicles to cross ramp areas and other locations where aircraft operate.

- e. All driveways, roadways and parking lot lanes shall be a minimum of two lanes wide to permit simultaneous opposite direction traffic.
- f. All roadways, driveways and parking lot areas shall be striped, marked, and signed appropriately utilizing standard traffic control paint, signs and colors.

## XXV. Sidewalks

Each development on the airport shall provide for minimum 5 ft. wide concrete paved sidewalks between parking areas and main building entrances and along driveway and roadway entrances where appropriate. Sidewalks within the development shall tie into the nearest sidewalk existing on the airport in order to provide for an expanded network of continuous pedestrian walkways that provides access between main tenant buildings and areas of the airport facility. Sidewalks shall be located and utilized in order to provide a means of access between auto parking areas and building entrances with no breaks in the presence of paved surfaces upon which to walk.



Wheelchair ramps shall be located as required and shall match the design and configuration of other existing wheelchair ramps. Each ramp shall utilize a Neenah Foundry Company R-4984 Cast Iron Detectable Warning Plate that complies with the Americans with Disabilities Act Accessibility Guidelines and current Architectural Barrier Act Guidelines. See **Exhibit G** for sidewalk and wheelchair ramp details.

## XXVI. Exterior Building and Site Signage

- a. All signage (except Regulatory Signage) located upon a leasehold shall be designed to match the aesthetic and architectural features of the main building(s) located upon the leasehold.



- b. Signage details, including size, colors and materials shall be included in the design plans for the overall development of the property, which are submitted to the Authority for review and approval.
- c. All signage shall be located outside of the public and private roadways and associated visibility sight triangles, and away from airside areas where they may interfere with aircraft operations.
- d. All signs shall be placed upon the leasehold, and not be located off of the leasehold without permission from the Authority.
- e. Authorized off-leasehold signage or other directional or informational signs that may be permitted by the Authority, shall be constructed to match the standard design, colors, materials, and finish of other informational and directional signage installed and maintained by the Authority.



Commented [MR2]: Will update these photos to more current – Not Landmark.

- f. Exterior signs that display the street address number of each building shall be provided, and shall match those installed on other buildings. Such signs shall be 18 inches wide by 12 inches tall, with 6 inch tall white numerals on a teal green background. See **Exhibit E** for sign samples.
- g. All signs required as part of the Airport Security Plan and other site security requirements, meeting the specifications contained in these Development Guidelines shall be provided at the specified locations.
- h. Regulatory signage are those signs of standard City, County, State or other agency design that identify and/or designate regulated areas and zones, such as handicapped parking, fire zones, speed limits, crosswalks, no parking zones, etc. Placement of these signs shall be as appropriate using such standard designs, colors and materials, and shall be noted in the overall project development plans.

- i. Temporary signs, other than project or contractor identification signs during construction, shall only be permitted on a case by case basis and with specific written permission from the Authority. Temporary signs shall be removed after 30 calendar days from placement.
- j. Permitted signs upon the leasehold include wall and ground signs. One wall mounted sign, either illuminated or non-illuminated, may be placed on the exterior of the main building on a leasehold, facing the airside, and another facing the landside, if such building has access from both areas. Ground mounted signs may be placed between the main building and any public roadway, provided it meets all of the other requirements for placement noted herein.
- k. Prohibited signs include, but are not limited to:
  - i. Beacons or flashing lights.
  - ii. Signs attached to light poles or regulatory or traffic signs.
  - iii. Portable signs, except when used for a special event.
  - iv. Signs mounted on vehicles or trailers when parked for the primary purpose of displaying an advertisement or business name.
  - v. Signs that create a traffic or pedestrian hazard.
  - vi. Signs erected off of the leasehold, unless approved in advance by the Authority.
- l. Illuminated signs shall be illuminated in a manner that does not interfere with aircraft operations, or creates any glare or blinding effect of any nature for aircraft operations, air traffic control operations, vehicular roadways, or other adjacent leaseholds and structures. Light fixtures shall be of the type and nature that allows alignment and/or direction to be fixed and/or adjusted away from such areas. No signs shall be permitted to blink or flash. No electronic signs shall be permitted that are not owned or operated directly by the Authority for general advertising of the airport.
- m. All lighted signs shall comply with all applicable Buncombe County Zoning Ordinances.
- n. All signs shall be designed and constructed with access panels that facilitate easy access to the interior of the sign for routine maintenance. The design and access locations of each sign shall be depicted in the plans.
- o. The Authority shall have the right, at its sole discretion, to reject any sign proposed to be erected or placed upon any leasehold or development upon the airport property for any reason whatsoever.



## XXVII. Terminal Building & Parking Garage Signage & Markings

### a. EXTERIOR SIGNS AND MARKINGS

- i. Tenants and other users or lessees within the Terminal Building shall not be permitted to place or install any permanent or temporary sign anywhere on the exterior of the Terminal Building or upon the public roadways or aircraft aprons without written permission of the Authority. Only those signs provided and installed by the Authority for the operation of the passenger Terminal Building, public parking facilities, general aviation, and other commercial areas of the airport, including wayfinding, traffic control, control or marshalling of aircraft, and other required signage shall be used.
- ii. Painted pavement markings at aircraft parking and gate locations shall only be placed by the Authority unless approved in writing in advance. Pavement markings that are unique to a tenant's operation or type of equipment that may conflict or cause other potential issues with the activities of other tenants or equipment shall not be permitted.

### b. AIRLINE AND RENTAL CAR COUNTERS

- i. All leased airline and rental car counter backwalls shall be finished in colors, materials and textures which are the same as other similar areas of the terminal building interior design and finishes. No separate corporate colors or wall coverings shall be permitted.
- ii. No corporate colors or wall coverings shall be permitted on back walls at common use gate locations. Corporate logos with current flight information shall only be displayed on airport provided LCD/LED monitors located at each gate position.
- iii. Corporate presence shall be confined to backwalls relative to leased counter locations only, with no signatures, corporate colors, advertising, or appointments allowed on counters, wing-walls, side-walls, soffits, columns or floors.
- iv. Backwall signage and graphics to be placed on backwall finishes noted above shall be limited to corporate name and/or logo in recognized corporate colors and finishes.
- v. Sign panels with corporate logo's on backwalls shall not exceed two feet (2') in height nor six feet (6') in length (12 square feet total). Dual brands operating from a single counter location may include both



corporate logos on a single backwall signe, but must remain within the 12 square foot total for both brand logos.

- vi. All backwall sign panels shall be mounted at the same height – being five (5) feet from the bottom of the sign to the floor, and shall be visible above the counter, unless approved otherwise in writing by the Authority.
- vii. Backwall letterforms may be individual cut-out letters, vinyl graphics, or other approved materials and designs.
- viii. Backwall sign panels shall be surface mounted using mechanical fasteners and hardware. Construction adhesives are not permitted.
- ix. All backwall logos and letterforms must be attached directly to the sign panel with no “stand-offs”.
- x. No internal or external illumination is permitted.
- xi. Promotional signs, literature and advertising materials are prohibited from being located or displayed on the counters or backwalls.
- xii. Signs that display or promote a corporate alliance with another company or organization may be located adjacent to the backwall logo sign and be no larger than 18” wide by 12” tall and placed no higher than the highest point of the backwall sign, nor any lower than the lowest point of the backwall sign.
- xiii. Fuel pricing information placards are permitted on the backwall provided the placards are displayed below the corporate identity signage, and do not exceed 24” wide by 16” tall.
- xiv. An additional informational sign may be placed beneath and abutting the backwall sign that is of the same design and construction, using corporate colors, and that is the same width as the backwall logo sign, and no taller than 15”, upon which additional customer information, such as fuel price information, may be displayed.
- xv. No signage or graphics of any kind, temporary or permanent, may be installed on the counters or any portion of the millwork.
- xvi. For leased counters, the tenant shall be solely responsible for providing cabinet inserts that properly fit the dimensions and size of the airport provided millwork, in colors and designs that substantially match the millwork being leased by the airport. The layout of the inserts may vary to meet the individual operational or corporate needs of the tenant. All





counters and millwork shall have closing and locking doors and drawers. No open shelving shall be permitted except as may be approved on a case by case basis for printers that are in continual use.

- xvii. Free standing or stanchion mounted displays or signage containing customer messages or instructions near counters must be of professional design and manufacture, containing the company name/logo, and contain only that information relevant to the message or instructions directed at customers for that location. All such signs, frames and displays shall remain within the footprint of the tenant leasehold at all times.
- xviii. Permanent or temporary regulatory signage which is required by the FAA, TSA, FBI, or other regulatory agencies, to be posted in public view at specific locations, shall be located within free standing displays, or on stanchions, inside frames, no larger than 18 inches tall by 12 inches wide.

c. RESTAURANT, FOOD SERVICE, GIFT SHOP, NEWS AND OTHER CONCESSIONAIRES

- i. Tenants conducting business as a nationally known brand shall follow the same requirements as above for backwall signage where corporate design does not call for a specific wall finish. Where corporate design standards call for specific wall finishes and colors, such may be approved by the Authority on a case by case basis.
- ii. Tenants conducting business as other than a nationally known brand shall follow the same requirements for backwall signage as contained in paragraph XXVII.b, unless approved in writing by the Authority.
- iii. All overhead/entrance area or other signage identifying the name of the concessionaire and/or identifying its location shall be reviewed and approved by the Authority. No internally illuminated signs shall be permitted.

d. PARKING GARAGE SIGNAGE

- i. No permanent or temporary wayfinding or informational signage shall be placed in any location upon, within or around the parking garage structure by any entity other than the Authority without specific written permission.
- ii. Individual rental car stall signage identifying the company and parking stall number shall be placed only by the Authority, unless approved in





writing by the Authority.

- iii. Rental car agencies located on the rental car ready return level of the parking garage may only place that additional wayfinding signage that meets the specifications of the Authority, and only with written approval from the Authority.
- iv. No signs or other hardware or device shall be affixed to the parking garage structure in any manner not specifically approved in writing by the Authority.
- v. Lighted or unlighted branding signage shall be permitted on any assigned kiosk booth provided by the Authority or otherwise located in the parking garage only in a manner consistent with other kiosk booths and with written permission by the Authority.

## XXVIII. Fuel Farm Facilities

- a. Separate storage tanks shall be provided for each grade of fuel stored and dispensed on site. All tanks and equipment shall be labeled and color coded per FAA requirements, NFPA recommendations, and local building or fire code requirements. Dead man controls shall be provided for bulk fuel transfers between tanker trucks and the tanks, and when transferring fuel from the tanks to mobile refueler vehicles.
- b. The minimum storage tank size for aviation fuels (100LL and Jet A) shall be 10,000 gallons for each tank and grade of fuel. Minimum storage tank size for diesel and unleaded automotive fuel shall be 500 gallons.
- c. All above ground tanks shall be installed with secondary containment, consisting of either double walled steel tanks, or for single walled tanks, an impervious concrete secondary containment dike surrounding the tank(s) with a capacity of 110 percent of the volume of the largest single tank located within the containment wall. The area within the containment wall or around the tanks (if no containment wall exists) shall be designed to capture any accidental spill of the contents of the fuel storage tank(s) and or the delivery or receiving vehicle, in accordance with all EPA, NFPA, and other federal, state or local laws.





- d. All tanks shall have an emergency shut off station located near the fuel tank(s) which is easily accessible, well-marked, and lit at night.
- e. All surface drainage at or near the fuel facility shall be captured in a closed drainage system and directed through a fuel spill containment device, or oil/water separator device approved by the Authority.
- f. Designated parking areas for mobile fuel trucks shall be designed with devices and measures to capture accidental spills from such vehicles without entering the storm drain system.
- g. All fuel storage dispensing equipment shall be equipped with metering devices that maintain and produce accurate records of fuel dispensed or transferred between the tanks and fuel tankers or mobile refueler vehicles. Such metering equipment shall be calibrated and inspected by the State of North Carolina on the required schedule.
- h. All fuel farms and storage facilities, including any single tank located upon the airport property, shall be secured with a standard chain link fence meeting all FAA requirements and a lockable access gate which shall remain locked at all times when unattended. Additionally, all such facilities shall have area lighting installed to provide for illumination for both nighttime safety and security and shall be maintained in working order at all times.
- i. Fuel storage facilities may be required to be equipped with dry pipe or wet fire suppression systems if deemed necessary or required by local code. If required or necessary, the developer shall be responsible for the extension of water lines and the installation of fire hydrants in order to provide fire protection to the satisfaction of the airport and local agencies with jurisdiction.

- j. Fuel storage facilities shall comply with all applicable requirements of NFPA, EPA, NCDENR/NCDWQ, and local regulations and requirements, including all adopted policies, practices and requirements of the Asheville Regional Airport Storm Water Management Plan and Spill Prevention Control and Countermeasures Plan.
- k. Underground fuel storage tanks are prohibited.

## XXIX. Site Utilities

- a. All utilities shall be constructed below ground, following all of the required specifications and design standards of the utility provider.
- b. Utilities shall be located within the roadway right of ways or adjacent to or underneath private roads or driveways.
- c. Each development lot shall connect to utilities utilizing existing or newly installed service pedestals, boxes, transformers, or other equipment provided by the utility provider. All such equipment shall be located outside of roadway line of sight areas and triangles.
- d. If installed, landscape irrigation systems shall be designed so as not to directly throw or spray water on utility service equipment.
- e. Utility meters shall be installed whenever possible in inconspicuous locations, but in areas that are accessible from outside the secured portions of the airport.
- f. Temporary power poles or above ground service lines shall be removed prior to the issuance of a Certificate of Occupancy.
- g. Utility stub-outs, valves, or other equipment which facilitates the easy extension of the utilities to service another adjacent location in the future may be required by the Authority, and shall be installed at the sole expense of the developer if required.
- h. All electrical lines, cable, fiber optic, video, communication, or other underground utilities that cross beneath paved surfaces, shall be installed in an appropriately sized conduit that allows for a minimum of 100 percent additional capacity in the future.
- i. Additional spare/unused conduits may be required to be installed at other certain locations beneath pavement as determined by the Authority, in order

to provide access for future utility crossings at that location. Such spare conduits shall be installed at the sole expense of the developer if required. Spare conduits shall be available to the Authority if needed in the future for other utility crossings at the discretion of the Authority.

### XXX. Terminal Building Tenant Remodeling or Refinishing

- a. No remodeling or refinishing of any exterior or interior portion of the passenger terminal building facilities shall be permitted without specific authorization from the Authority.
- b. All colors and finishes for common areas shall be required to match existing colors and finishes which are standardized throughout the terminal building complex.
- c. Individual finishes and designs for concession spaces consistent with that of the theme or finish of other similar spaces by the tenant shall be permitted with the approval of the Authority.
- d. No structural changes to any walls, ceilings, floors, columns, or other components of the building shall be permitted without specific approval from the Authority.
- e. No tenant signs shall be permitted to be installed or affixed upon any wall within a common use area, or where monitors or other displays are provided by the Authority for the display of tenant company logos or other information. No signs shall be affixed to any exterior or interior wall without specific permission from the Authority.
- f. The Authority reserves the right to require all tenants to utilize matching sizes, colors, configurations and presentation methods for free standing signage on stanchions or frames for legally required signage.
- g. Cable runs or installation of other communication or utilities shall be done at the direction of the Authority utilizing existing chases, conduits, cable trays, or other devices and accesses installed specifically for such purpose. No holes or accesses shall be cut, drilled or installed without permission from the Authority. All cabling or other wiring pulled or installed in any location by any



tenant shall be removed upon that tenant's vacating of its leased space within the terminal building, unless otherwise approved by the Authority.

- h. No equipment of any nature shall be installed that requires significant power draw, causes system overloads, or has other requirements that are either in excess of the existing building systems, or has a noticeable, significant, or otherwise unwanted impact on building utility expenses, without the specific permission of the Authority.
- i. All remodeling or refinishing shall comply with applicable sections of the North Carolina State Building Code. Depending upon the extent of the remodeling, building permits or other smaller stand-alone permits may be required. Nothing in these Development Guidelines is intended to supersede or pre-empt state building code standards.
- j. All new telephone, data, and other information technology related hardware, software and equipment shall comply with the Greater Asheville Regional Airport Authority Telecommunications Infrastructure requirements contained in **Appendix 1** herein.

## XXXI. Tenant Structure Remodeling or Refinishing

- a. Buildings and structures owned by the Authority and leased to and occupied by tenants or their sub-tenants shall not be remodeled or refinished in any manner whatsoever without advance permission from the Authority. Any such remodeling or refinishing project of an Authority owned building or structure shall follow all of the same requirements and conditions identified in these Guidelines, except that finishes shall match the existing finishes of that particular building or structure, unless otherwise approved by the Authority.
- b. No tenant owned building or structure shall be remodeled or refinished without first submitting plans and specifications for such remodel or refinish to the Authority for review and approval in advance.
- c. All exterior remodeling or refinishing shall adhere to the requirements of these Development Guidelines as if the building or structure was being constructed new.
- d. All remodeling or refinishing shall comply with applicable sections of the North Carolina State Building Code, as well as any local applicable city or county building codes or requirements. Depending upon the extent of the remodeling, building permits or other smaller stand-alone permits may be required. Nothing



in these Development Guidelines is intended to supersede or pre-empt state or local building code standards.

- e. All new telephone, data, and other information technology related hardware, software and equipment shall comply with the Greater Asheville Regional Airport Authority Telecommunications Infrastructure requirements contained in **Appendix 1** herein.

## XXXII. Tenant Pavement Maintenance and Repair

- a. After initial construction, the developer or tenant responsible shall routinely carry out programs of maintenance and repair to all paved surfaces in order to maximize the pavement useful life, and to minimize the risk of injury to persons or damage to aircraft due to failing pavements.
- b. Major repairs, including pavement overlays, re-construction, remove and replace, milling, and other methods, shall be coordinated with and approved in advance by the Authority. All such work shall be carried out in a manner that provides for a section of pavement that meets or exceeds the original design of the pavement when constructed, and which meets the needs of the pavement given its current use.





## **MEMORANDUM**

TO: Members of the Airport Authority

FROM: John Coon, A.A.E., Director of Operations and Maintenance

DATE: March 9, 2018

### **ITEM DESCRIPTION – New Business Item A**

Amendment to Supplemental Fees and Charges Schedule

### **BACKGROUND**

Each year during the budget process, the Board approves and adopts supplemental fees and charges. The airport provides parking privileges in designated areas to employees, tenants, and cabin crew members of airlines that serve Asheville. Recently, the airport has been requested to provide parking to crew members who fly for FAR Part 135 or Part 121 operations that do not serve Asheville. Prior to the opening of the parking garage, the availability of parking spaces was very limited, therefore, the airport could extend only limited parking privileges. However, now that the garage is operational, we have surface space available to offer to non-tenant aviation commuters, at an annual fee, which should be less than daily rates in the public parking areas. Staff is seeking approval for an amendment to the budget to add a non-tenant aviation commuter rate to our fee structure.

### **ISSUES**

This rate is calculated to offer a small cost savings to non-tenant aviation commuters who utilize the parking facilities on a regular basis. Those who use it on a more occasional basis, may choose to use the public parking areas.

### **ALTERNATIVES**

None recommended.



## **FISCAL IMPACT**

We anticipate a small increase in revenues as a result of this addition to our fee structure.

## **RECOMMENDED ACTION**

It is respectfully requested that the Greater Asheville Regional Airport Authority Board resolve to approve the amended changes to the FY 2017/2018 Annual Budget Supplemental Fees and Charges Schedule.

Attachment



**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
SUPPLEMENTAL FEES AND CHARGES  
FY 2017/2018 ANNUAL BUDGET**

	FY 2017/2018 Current Fees			FY 2017/2018 Proposed Fees		
	Cost		Per	Cost		Per
<b><u>Maintenance</u></b>						
Scissor Lift	\$	100.00	day	\$	100.00	day
Large ADA Ramp Rental	\$	100.00	use	\$	100.00	use
Air Stair Rental	\$	100.00	use	\$	100.00	use
Volvo Wheel Loader	\$	150.00	use	\$	150.00	use
Fork-lift	\$	100.00	use	\$	100.00	use
Pallet Jack	\$	50.00	use	\$	50.00	use
Tenant Sweeper	\$	125.00	hour	\$	125.00	hour
Service Truck	\$	50.00	hour	\$	50.00	hour
Backhoe	\$	100.00	hour	\$	100.00	hour
Lighted X	\$	200.00	day	\$	200.00	day
Light Tower	\$	150.00	day	\$	150.00	day
Paint Stripper	\$	100.00	hour	\$	100.00	hour
Large Aircraft Removal Dolly	\$	200.00	day	\$	200.00	day
Small Aircraft Removal Dolly	\$	100.00	day	\$	100.00	day
Aircraft Jack	\$	100.00	use	\$	100.00	use
Cores	\$	40.00	each	\$	40.00	each
Keys	\$	12.00	each	\$	12.00	each
Large Dump Truck	\$	200.00	hour	\$	200.00	hour
Small Broom	\$	200.00	hour	\$	200.00	hour
Large Broom	\$	300.00	hour	\$	300.00	hour
Pressure Washer	\$	125.00	hour	\$	125.00	hour
Maintenance Labor Rate (1)	\$	45.00	hour	\$	45.00	hour
Security Escort Rate (1)	\$	45.00	hour	\$	45.00	hour
<b><u>Department of Public Safety</u></b>						
ARFF Apparatus for 1500 gal. or greater	\$	250.00	hour	\$	250.00	hour
ARFF Apparatus for less than 1500 gal.	\$	150.00	hour	\$	150.00	hour
Command, Police, and Ops support vehicles	\$	100.00	hour	\$	100.00	hour
Aircraft recover dolly	\$	150.00	day	\$	150.00	day
Maintenance Labor Rate (1)	\$	45.00	hour	\$	45.00	hour
Mutual Aid Agencies collected on their behalf			as incurred			as incurred
Replacement charges for AVL equipment/supplies			as incurred			as incurred
<b><u>Information Technology (IT) Department</u></b>						
IT Labor Rate - Non-Network (1)	\$	40.00	hour	\$	40.00	hour
IT Labor Rate - Network Related (1)	\$	60.00	hour	\$	60.00	hour
Cable Television (CATV) Signal Transport Fee	\$	10.00	month	\$	10.00	month
Cable Television-150+ Channels (2 & 3)	\$	45.00	month	\$	45.00	month
Dark Fiber per strand per 0-1000 ft	\$	20.00	month	\$	20.00	month
Dark Fiber per strand per 0-2000 ft	\$	22.00	month	\$	22.00	month
Dark Fiber per strand per 0-3000 ft	\$	24.00	month	\$	24.00	month
WiFi & SSID (required for WiFi Access) (2)	\$	70.00	month	\$	70.00	month
Internet Bandwidth-Not Dedicated (2 MB) (2)	\$	50.00	month	\$	50.00	month
Internet Bandwidth-Not Dedicated (5 MB) (2)	\$	70.00	month	\$	70.00	month
Internet Bandwidth-Not Dedicated (10 MB) (2)	\$	125.00	month	\$	125.00	month
Internet Bandwidth-Not Dedicated (15 MB) (2)	\$	170.00	month	\$	170.00	month
Internet Bandwidth-Not Dedicated (20 MB) (2)	\$	200.00	month	\$	200.00	month
Telephone Service - Per Telephone Number	\$	50.00	month	\$	50.00	month
Fax Service - Per Fax Machine/Phone Number	\$	22.13	month	\$	22.13	month
Cisco IP Phone - Model 7911G	\$	5.67	month	\$	5.67	month
Cisco IP Phone - Model 7945G	\$	11.57	month	\$	11.57	month
Cisco 1 Port Analog Line Converter-ATA186	\$	4.86	month	\$	4.86	month
Cisco 2 Port Analog Line Converter-VG202	\$	22.13	month	\$	22.13	month
AirIT Shared Use Network Charge - Per Airline	\$	50.00	month	\$	50.00	month

**Notes:**

- (1) One Hour Minimum, Minimum of 3 hours charged after regular business hours.
- (2) Add \$120 for 2 hours of IT Labor for Setup & Configuration. Fees may be reduced when bundled with other services.
- (3) Add additional upgrades at cost.

<b>Identification Badge Fees and Charges</b>	<b>FY 2017/2018 Current Fees</b>		<b>FY 2017/2018 Proposed Fees</b>	
	<b>Cost</b>	<b>Per</b>	<b>Cost</b>	<b>Per</b>
Initial Badge Issuance				
SIDA Badge	\$ 70.00		\$ 70.00	
Non-SIDA Badge	\$ 37.00		\$ 37.00	
Renewal of Badge				
SIDA Badge	\$ 70.00		\$ 70.00	
Non-SIDA Badge	\$ 37.00		\$ 37.00	
Lost Badge Replacement				
SIDA Badge (4)	\$ 85.00 / \$ 100.00		\$ 85.00 / \$ 100.00	
Non-SIDA Badge (5)	\$ 60.00 / \$ 75.00		\$ 60.00 / \$ 75.00	
Damaged Badge				
SIDA Badge (6)	\$ 37.00 / \$ 45.00		\$ 37.00 / \$ 45.00	
Non-SIDA Badge (6)	\$ 37.00 / \$ 45.00		\$ 37.00 / \$ 45.00	
Security Escort Training	\$ 25.00		\$ 25.00	
Lock-out Service (7)	\$ 25.00		\$ 25.00	

**Notes:**

- (4) \$85.00 for the first replacement badge, \$100.00 for the second replacement badge.
- (5) \$60.00 for the first replacement badge, \$75.00 for the second replacement badge.
- (6) \$37.00 for a damaged badge, \$45.00 if badge damaged due to negligence.
- (7) \$25.00 Lock-out Service Charge applies after the first 2 free service calls.

**Parking**

Long term	\$ 1.50	0 - 1 hour		
	\$ 1.50	each add'l hour		
	\$ 8.00	day		
	0 \$ 48.00	week		
Long term - Surface Lot			\$ 2.00	hour
			\$ 9.00	day
			\$ 54.00	week
Parking Garage			\$ 2.00	hour
			\$ 13.00	day
			\$ 78.00	week
Short term	\$ 1.00	1/2 hour (4 hr max)	\$ 1.00	1/2 hour
	\$ 25.00	day	\$ 20.00	day
Employee Parking Rate	\$ 60 / \$50	new/renewal	\$ 60 / \$50	new/renewal
Commuter Parking Rate	\$ 290 / \$275	new/renewal	\$ 290 / \$275	new/renewal
<b>Non-Tenant Aviation Commuter</b>			<b>\$ 900.00</b>	<b>annual</b>
Fines	up to \$1,000	day	up to \$1,000	day

**Ground Transportation**

Charter Bus Company (8)	\$ 4,000	annual	\$ 4,000.00	annual
Airport Ground Transportation Permit (9)	\$ 300	annual	\$ 50.00	annual
Airport Ground Transportation Pick-up Fee (9)			\$ 2.50	per trip
Transportation Network Company (TNC)	\$ 7,500	annual	\$ 3.50	per trip
Off-Airport Rental Car Fee	7.50%	of gross revenue	7.50%	of gross revenue

**Notes:**

- (8) Companies with a vehicle fleet inclusive of a minimum of 5 charter coach vehicles with seating capacity greater than 20 seats.
- (9) All Ground Transportation operators except TNCs and charter bus companies



## **MEMORANDUM**

TO: Members of the Airport Authority

FROM: Janet Burnette, Director of Finance and Accounting

DATE: March 9, 2018

### **ITEM DESCRIPTION – New Business Item B**

Approval of the Authority's Preliminary Fiscal Year 2018/2019 Budget

### **BACKGROUND**

The Authority Board needs to approve the Proposed Preliminary Fiscal Year 2018/2019 Budget and allow the budget to remain available for public inspection for a minimum of 10 days. The Fiscal Year 2018/2019 Budget will then be presented to the Authority Board for final adoption at its next meeting, either on March 23, 2018 or April 13, 2018.

### **ISSUES**

None.

### **ALTERNATIVES**

None recommended.

### **FISCAL IMPACT**

No fiscal impact until adopted.

### **RECOMMENDED ACTION**

It is respectfully requested that the Airport Authority Board resolve to (1) approve the Proposed Preliminary Fiscal Year 2018/2019 Budget; and (2) accept public comment on the Proposed Fiscal Year 2018/2019 Budget during the next 10 days.



**Asheville**  
REGIONAL AIRPORT


**Proposed 2018/2019  
Budget**

Greater Asheville Regional Airport Authority  
February 16, 2018




# Agenda


---

-  **General Statistics**


---

-  **Proposed FY 2018/2019 Operating Budget**


---

-  **Proposed FY 2018/2019 Capital Budget**


---

-  **Proposed FY 2018/2019 Reserve Funds**


---

-  **Proposed FY 2018/2019 Estimated Cash Balance**

---

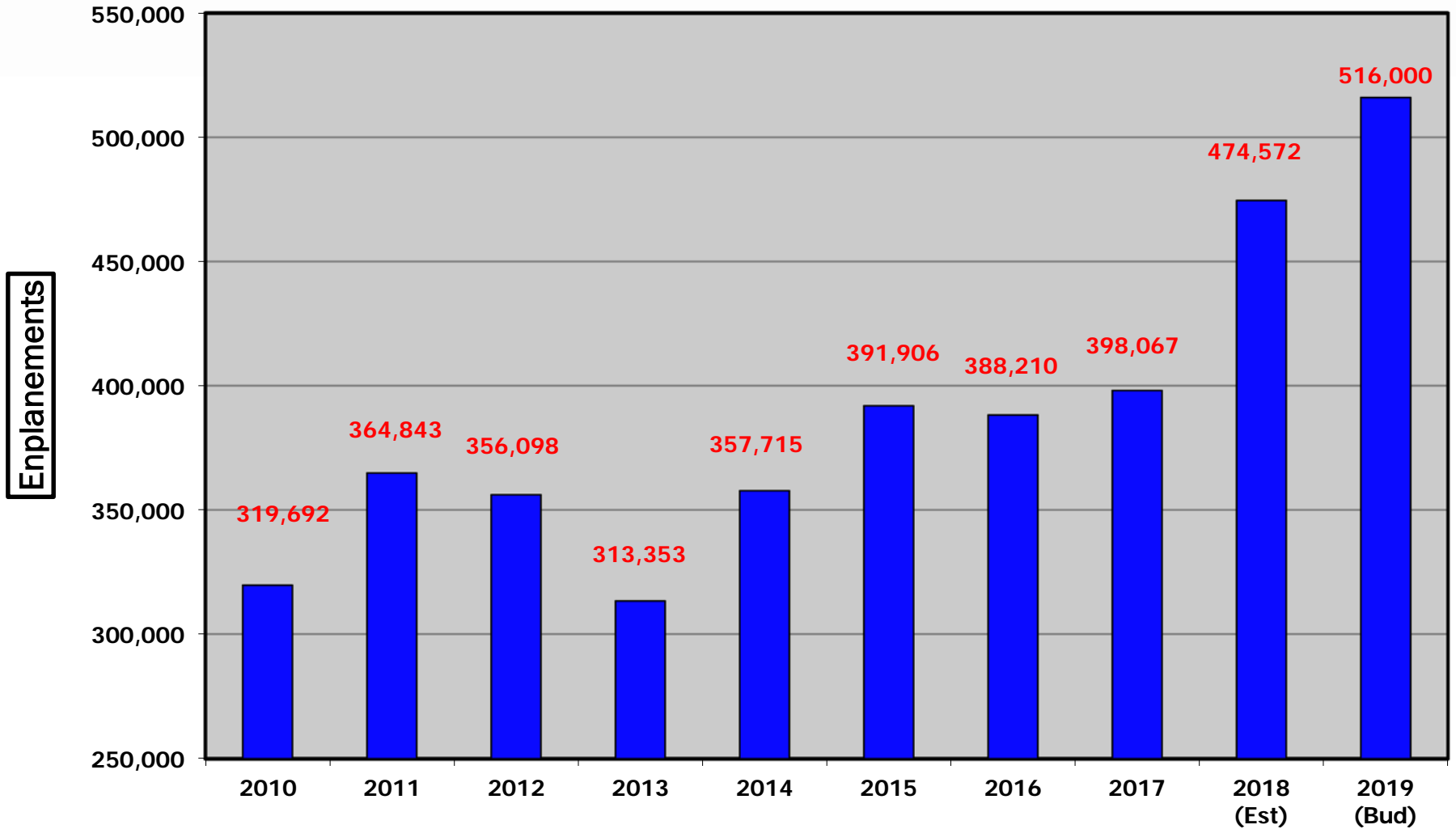
-  **Proposed FY 2018/2019 Supplemental Fees**

---

-  **Questions and Comments**

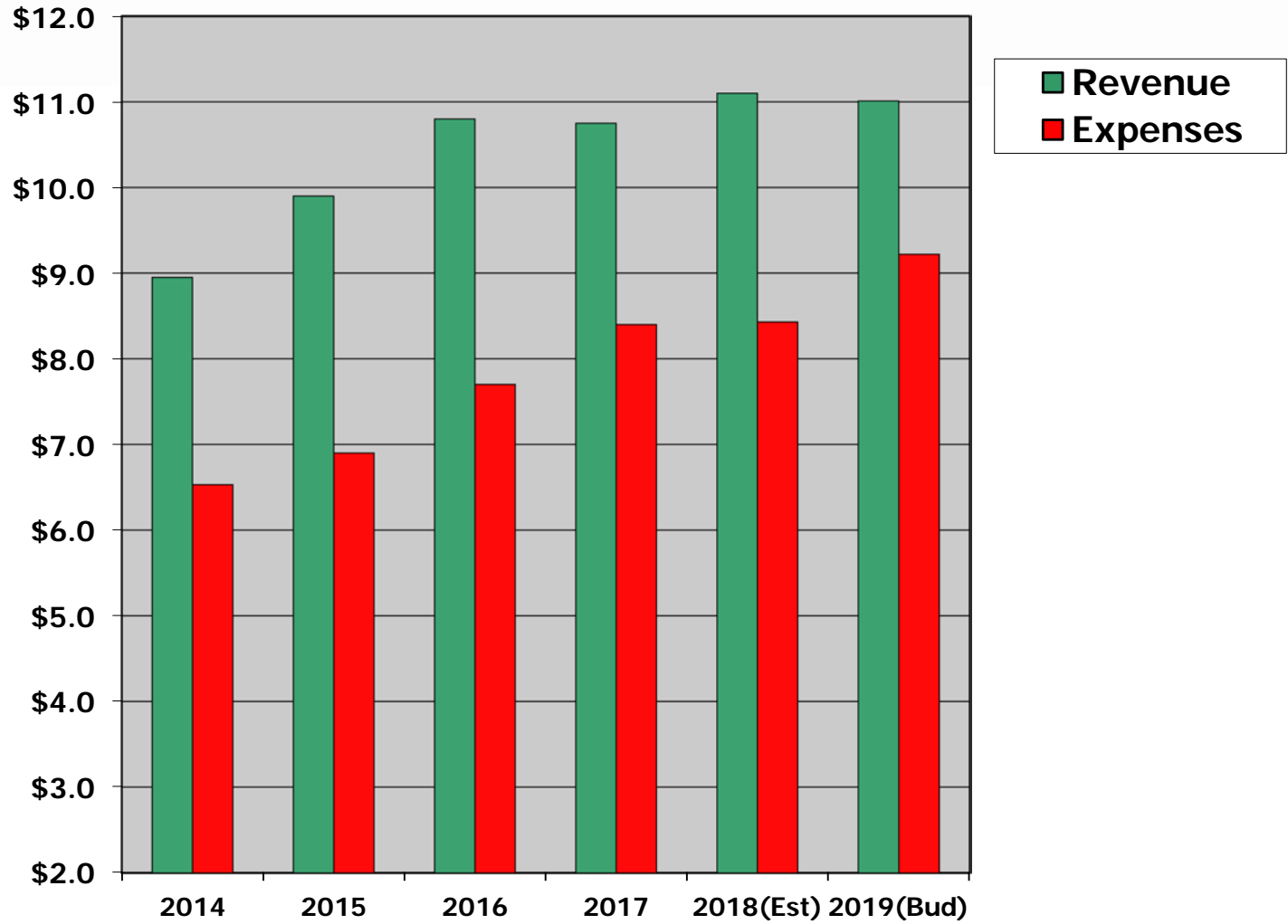
---

# Passenger Traffic

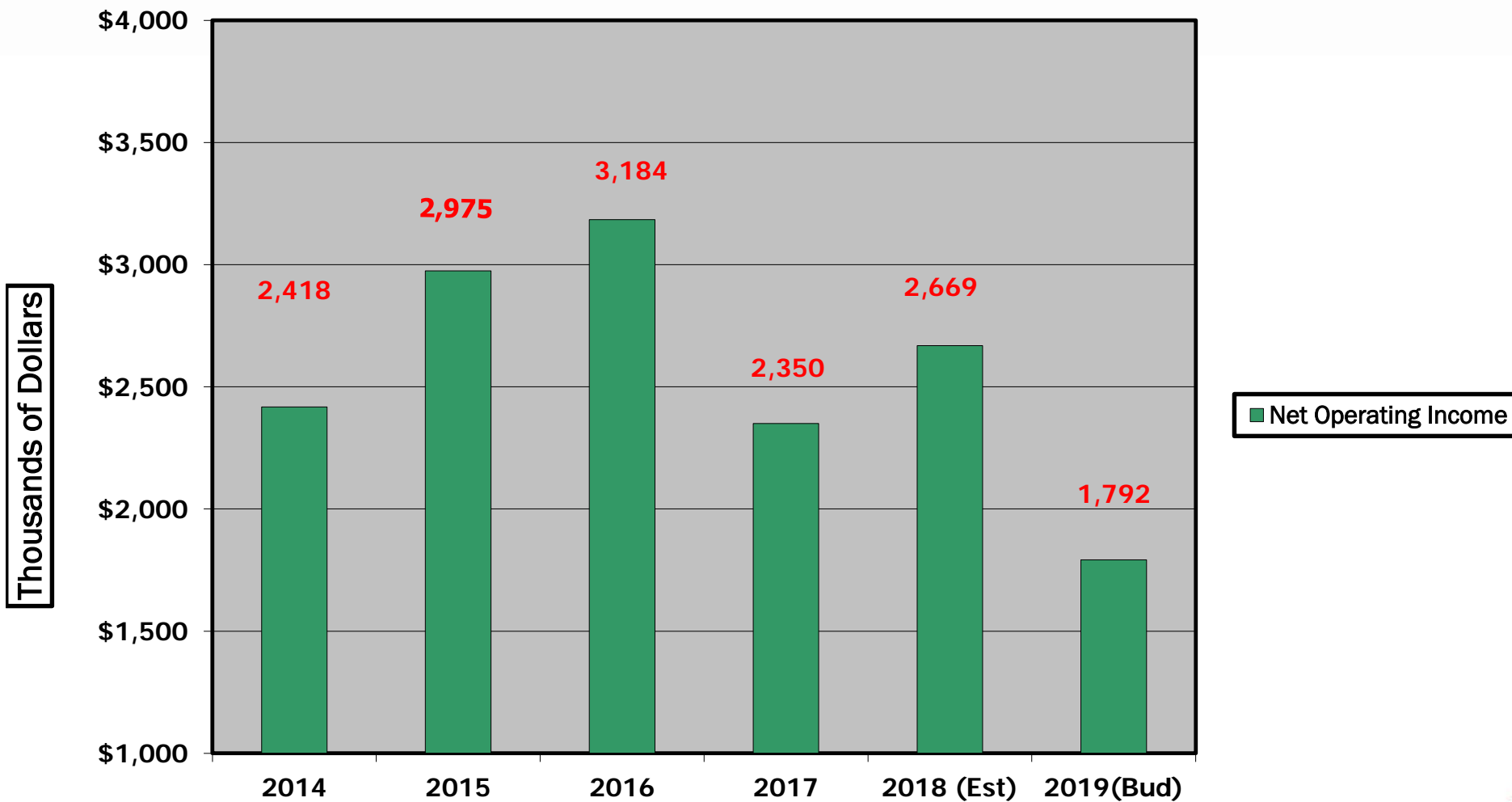


# Operating Revenues/Expenses

Millions of Dollars

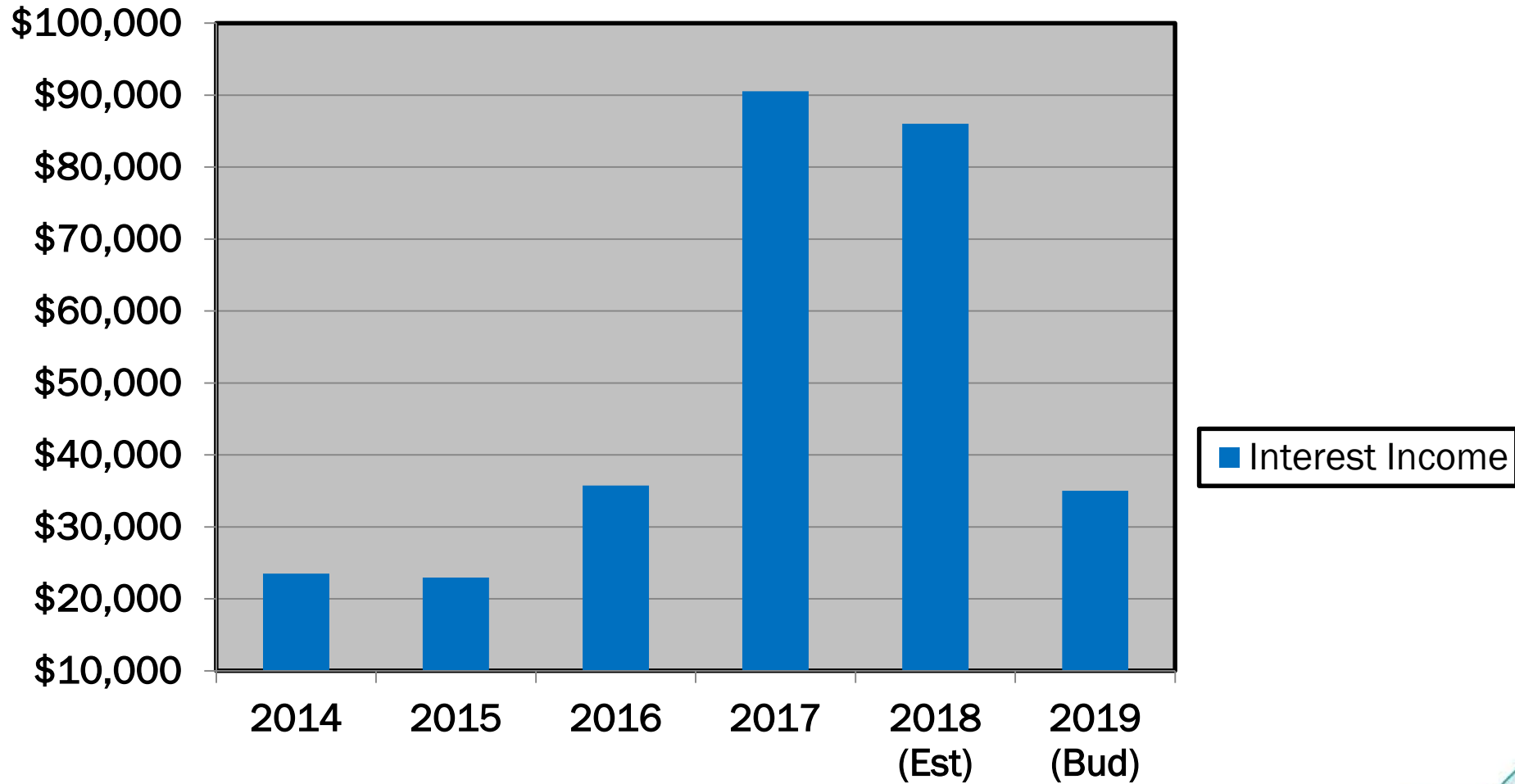


# Net Operating Income





# Interest Income



# Proposed Operating Budget

# Basic Operating Budget Assumptions

## OPERATING REVENUES:

- Passenger enplanements – 516,000
- Airline revenue is conservative using the rates by ordinance model.
- Building leases decrease as result of loss of Smartrac lease.
- Parking revenue increase as result of utilization of parking garage.

# Basic Operating Budget Assumptions (cont'd)

## OPERATING EXPENSES:

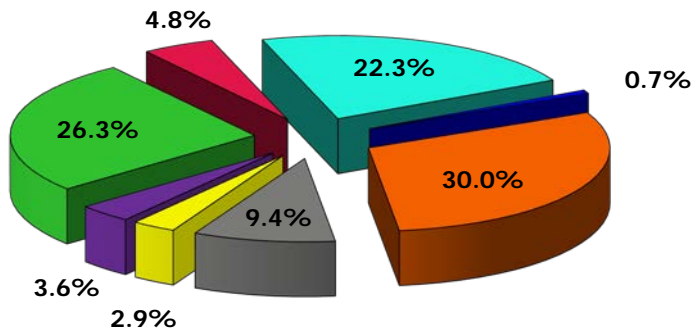
- Salary adjustment pool budgeted at 4.0%.
- Decrease in professional services due to completion of property transfer.
- Decrease in contractual services due to completion of garage and removing shuttle service.
- Telecommunications and freight decreased because employee cell allowance moved to employee benefit section and CNN fee paid in previous year was one-time charge.
- Other current charges decreased because credit card fees are handled by parking management
- Decrease in advertising as part of marketing plan.

# Proposed Operating Budget

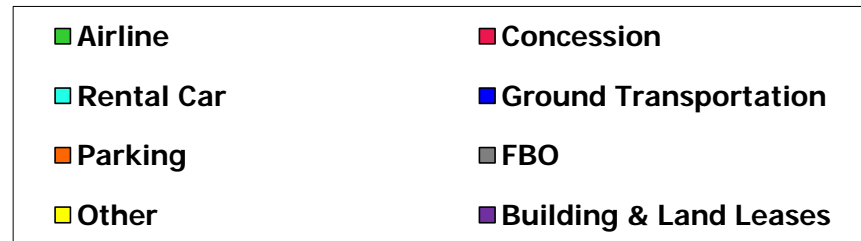
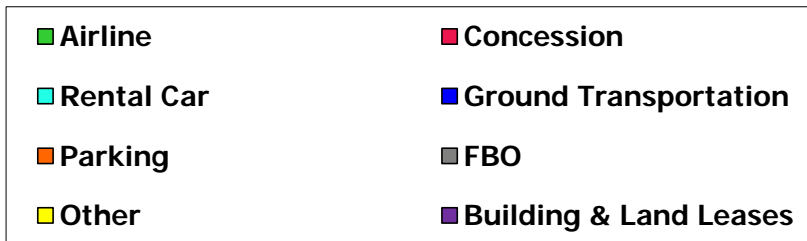
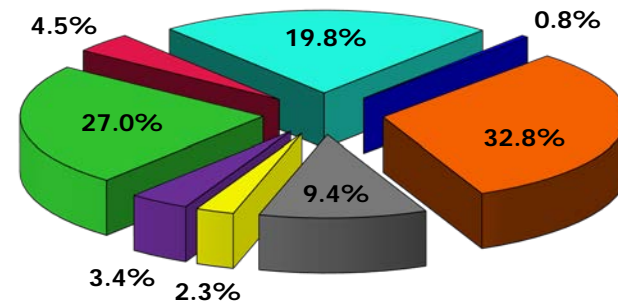
	Budget Amounts			Percent Change
	FY2017/2018	FY2018/2019	Difference	
<b><u>Revenues</u></b>				
Operating Revenues	\$10,308,768	\$10,974,714	\$ 665,946	6.5%
Investment Income	35,000	35,000		
<b>Total Operating &amp; Investment Revenues</b>	<b>10,343,768</b>	<b>11,009,714</b>	<b>665,946</b>	<b>6.4%</b>
<b><u>Expenses</u></b>				
Operating Expenses	9,120,973	9,216,930	95,957	1.1%
<b>Total Operating Expenses</b>	<b>9,120,973</b>	<b>9,216,930</b>	<b>95,957</b>	<b>1.1%</b>
<b>Net Operating &amp; Investment Income</b>	<b>\$ 1,222,795</b>	<b>\$ 1,792,784</b>	<b>\$ 569,989</b>	<b>46.6%</b>

# Sources of Operating Revenue

FY 2018 (Est)

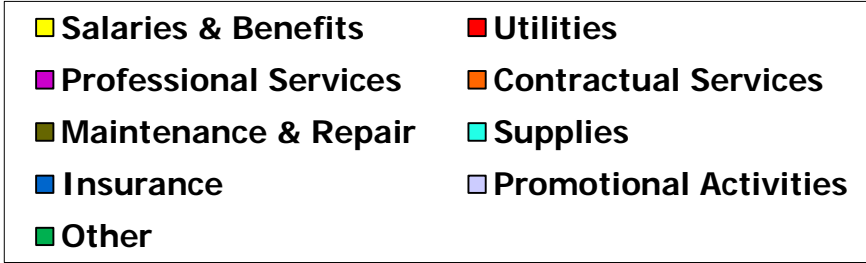
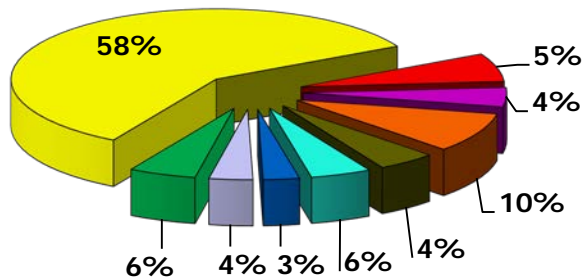


FY 2019 (Bud)

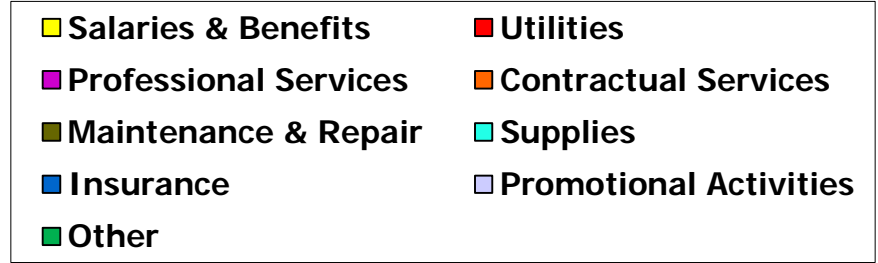
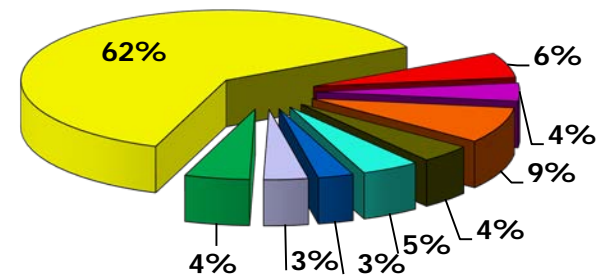


# Operating Expenses by Category

FY 2018 (Est)

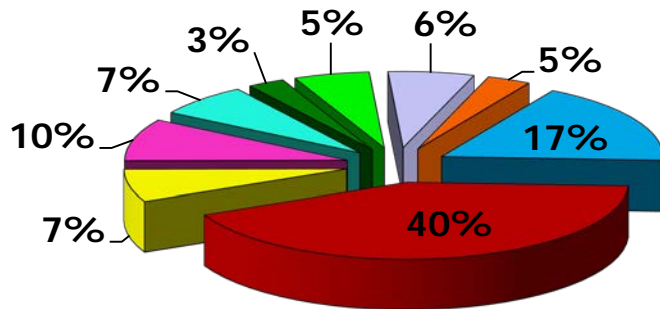


FY 2019 (Bud)



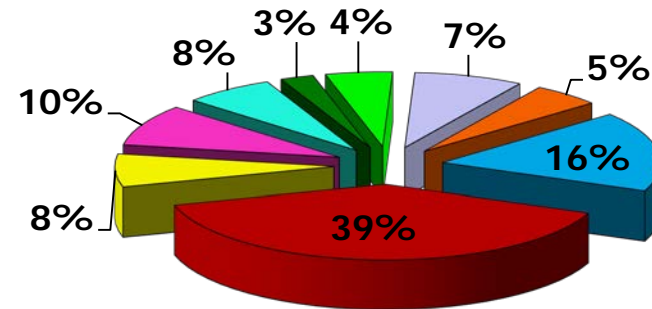
# Operating Expenses By Department

FY 2018 (Est)



- Public Safety
- Operations & Maintenance
- Executive
- Information Technology
- Marketing and Public Relations
- Guest Services
- Finance
- Administration
- Development

FY 2019 (Bud)



- Public Safety
- Operations & Maintenance
- Executive
- Information Technology
- Marketing and Public Relations
- Guest Services
- Finance
- Administration
- Development





# Proposed Capital Budget

# Proposed Capital Budget

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
CAPITAL BUDGET  
FISCAL YEAR 2018/2019

Description	Total	Funding Source				
		FAA- AIP Entitlements	FAA- AIP Discretionary	NCDOT Grants	Currently Approved PFCs	Airport Funds
-	-	-	-	-	-	-
<b>Capital Improvements (1)</b>	-	-	-	-	-	-
Terminal Bldg Rehab & Expansion - Design	\$ 2,000,000			\$ -		\$ 2,000,000
Terminal Bldg Infrastructure Improvements	2,000,000			2,000,000		-
Snow Removal Equipment	2,400,000	1,825,000		-		575,000
<b>Total Capital Improvements</b>	<b>6,400,000</b>	<b>1,825,000</b>	<b>-</b>	<b>2,000,000</b>	<b>-</b>	<b>2,575,000</b>

(1) All purchases of Capital Improvements will be presented to the Authority Board for final approval before implementation unless otherwise authorized by the Authority Board.

# Proposed Capital Budget

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
CAPITAL BUDGET  
FISCAL YEAR 2018/2019

Description	Total	Funding Source				
		FAA- AIP Entitlements	FAA- AIP Discretionary	NCDOT Grants	Currently Approved PFCs	Airport Funds
<b>Equipment and Small Capital Outlay</b>						
Mowing Equipment	201,727					201,727
<b>Total Equipment and Small Capital Outlay</b>	<b>201,727</b>	\$ -	\$ -	\$ -	\$ -	<b>201,727</b>

# Proposed Capital Budget (cont'd)

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
CAPITAL BUDGET  
FISCAL YEAR 2018/2019**

Description	Total	Funding Source				
		FAA- AIP Entitlements	FAA- AIP Discretionary	NCDOT Grants	Currently Approved PFCs	Airport Funds
<b><u>Renewal and Replacement</u></b>						
Articulating Lift	53,375					53,375
Road Repair	54,057					54,057
Mower Replacement	24,220					24,220
Paint Machine	27,995					27,995
Perimeter Fencing	54,000					54,000
Campus Structured Cabling	35,000					35,000
Cisco PRI Gateway	6,000					6,000
Carpet Replacements	30,654					30,654
LED Lighting	20,225					20,225
Replace small back-lits	12,700					12,700
Vehicle Replacements	27,859					27,859
Chairs for Administrative Offices	9,000					9,000
SCBA Bottles	11,050					11,050
SCBA Pack	15,500					15,500
Emergency Trailer	12,000					12,000
<b>Total Renewal and Replacement</b>	<b>393,635</b>	-	-	-	-	<b>393,635</b>
<b>Total</b>	<b>\$ 6,995,362</b>	<b>\$ 1,825,000</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ 3,170,362</b>

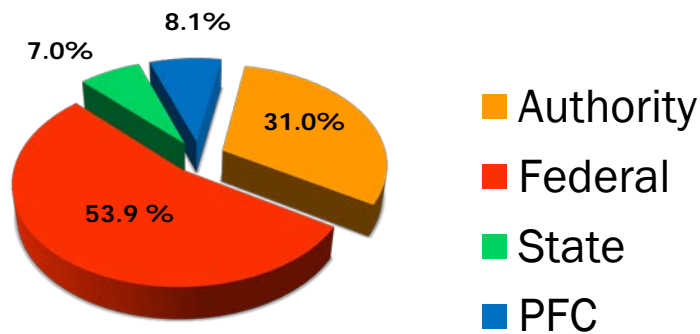
# Carry-Over Capital Projects

Description	Amount	Estimated Spending Through	Estimated Balance to	FAA-AIP Entitlement	FAA-AIP Discretionary	NC DOT Grants	PFCs Currently Approved	Airport Funds
	Authorized	6/30/2018	Carryover					
Airfield Redevelopment-Bid Package 4 (1)	34,703,096	15,000,000	19,703,096		4,700,000		3,420,813	11,582,283
<b>TOTAL CARRYOVER</b>	<b>\$ 34,703,096</b>	<b>\$ 15,000,000</b>	<b>\$ 19,703,096</b>		<b>\$ 4,700,000</b>		<b>\$ 3,420,813</b>	<b>\$ 11,582,283</b>

(1) Represents current estimated amounts. Related contracts requiring Board approval will be presented to the Board before implementation.

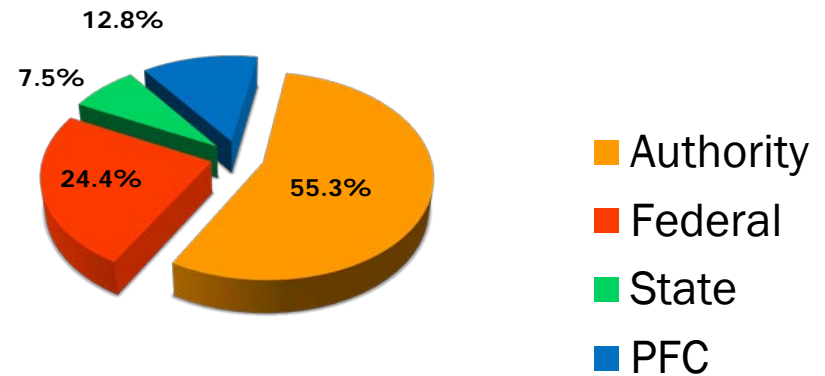
# Capital Funding Sources

### FY 2018 (Est)



**Authority's Contribution - \$7,999,932**

### FY 2019 (Bud)



**Authority's Contribution - \$14,752,645**

# Reserve Funds

# Operations & Maintenance Reserve

- **Description and Justification**
  - Established to cover fluctuations in cash flow and provide quick access to additional operational cash.
- **Equivalent to 6 months of budgeted FY 2018/2019 operating expenses.**
  - \$4,608,465 for FY 2018/2019



# Emergency Repair Reserve

- **Description and Justification**
  - Established to cover emergency repairs and provide ready access to the required cash.
- **\$650,000 for FY 2018/2019**

# Estimated Cash Balance

# Cash Balance

	<u>Amount</u>	
<b>Estimated Cash &amp; Investment Balance at June 30, 2018</b>		<b>\$ 27,000,000</b>
Plus: Net Operating & Investment Revenues		1,792,784
Less Other Costs:		
Business Development Costs	(300,000)	
Contingency	(100,000)	
Debt Service	<u>(1,686,931)</u>	(2,086,931)
Plus Non-Operating Revenues:		
Passenger Facility Charges	1,850,000	
Customer Facility Charges	<u>1,400,000</u>	3,250,000
Plus Capital Contributions:		
Federal Grants - AIP Entitlements	1,825,000	
Federal Grants - AIP Discretionary Funds	4,700,000	
NC DOT Grants	<u>2,000,000</u>	8,525,000

# Cash Balance (cont'd)

## Less Capital Costs:

Capital Improvements	(6,400,000)	
Equipment and Small Capital Outlay Fund	(201,727)	
Renewal and Replacements	(393,635)	
Carryover Projects From FY2017	<u>(19,703,096)</u>	(26,698,458)
<b>Estimated Cash &amp; Investment Balance at June 30, 2019</b>		<b><u>11,782,395</u></b>
<b>Estimated Restricted Cash at June 30, 2019</b>		<b>500,000</b>
<b><u>Reserves:</u></b>		
Operations & Maintenance Reserve (6 Months)		4,608,465
Emergency Repair Reserve		650,000
<b>Estimated Unrestricted Undesignated Cash &amp; Investments at June 30, 2019</b>		<b><u>\$6,023,930</u></b>

# Supplemental Fees

# Proposed FY 2018/2019 Fees

	FY 2017/2018 Current Fees		FY 2018/2019 Proposed Fees	
	Cost	Per	Cost	Per
<b><u>Maintenance</u></b>				
Scissor Lift	\$ 100.00	day	\$ 100.00	day
Large ADA Ramp Rental	\$ 100.00	use	\$ 100.00	use
Air Stair Rental	\$ 100.00	use	\$ 100.00	use
Volvo Wheel Loader	\$ 150.00	use	\$ 150.00	use
Fork-lift	\$ 100.00	use	\$ 100.00	use
Pallet Jack	\$ 50.00	use	\$ 50.00	use
Tenant Sweeper	\$ 125.00	hour	\$ 125.00	hour
Service Truck	\$ 50.00	hour	\$ 50.00	hour
Backhoe	\$ 100.00	hour	\$ 100.00	hour
Lighted X	\$ 200.00	day	\$ 200.00	day
Light Tower	\$ 150.00	day	\$ 150.00	day
Paint Stripper	\$ 100.00	hour	\$ 100.00	hour
Large Aircraft Removal Dolly	\$ 200.00	day	\$ 200.00	day
Small Aircraft Removal Dolly	\$ 100.00	day	\$ 100.00	day
Aircraft Jack	\$ 100.00	use	\$ 100.00	use
Cores	\$ 40.00	each	\$ 40.00	each
Keys	\$ 12.00	each	\$ 12.00	each
Large Dump Truck	\$ 200.00	hour	\$ 200.00	hour
Small Broom	\$ 200.00	hour	\$ 200.00	hour
Large Broom	\$ 300.00	hour	\$ 300.00	hour
Pressure Washer	\$ 125.00	hour	\$ 125.00	hour
Maintenance Labor Rate (1)	\$ 45.00	hour	\$ 45.00	hour
Security Escort Rate (1)	\$ 45.00	hour	\$ 45.00	hour

# Proposed FY 2018/2019 Fees (cont'd)

	FY 2017/2018 Current Fees		FY 2018/2019 Proposed Fees	
	Cost	Per	Cost	Per
<b><u>Department of Public Safety</u></b>				
ARFF Apparatus for 1500 gal. or greater	\$ 250.00	hour	\$ 250.00	hour
ARFF Apparatus for less than 1500 gal.	\$ 150.00	hour	\$ 150.00	hour
Command, Police, and Ops support vehicles	\$ 100.00	hour	\$ 100.00	hour
Aircraft recover dolly	\$ 150.00	day	\$ 150.00	day
Maintenance Labor Rate (1)	\$ 45.00	hour	\$ 45.00	hour
Mutual Aid Agencies collected on their behalf		as incurred		as incurred
Replacement charges for AVL equipment/supplies		as incurred		as incurred
<b><u>Information Technology (IT) Department</u></b>				
IT Labor Rate - Non-Network (1)	\$ 40.00	hour	\$ 40.00	hour
IT Labor Rate - Network Related (1)	\$ 60.00	hour	\$ 60.00	hour
Cable Television (CATV) Signal Transport Fee	\$ 10.00	month	\$ 10.00	month
Cable Television-150+ Channels (2 & 3)	\$ 45.00	month	\$ 45.00	month
Dark Fiber per strand per 0-1000 ft	\$ 20.00	month	\$ 20.00	month
Dark Fiber per strand per 0-2000 ft	\$ 22.00	month	\$ 22.00	month
Dark Fiber per strand per 0-3000 ft	\$ 24.00	month	\$ 24.00	month
Wi-Fi & SSID (required for Wi-Fi Access) (2)	\$ 70.00	month	\$ 70.00	month
Internet Bandwidth-Not Dedicated (2 MB) (2)	\$ 50.00	month	\$ 50.00	month
Internet Bandwidth-Not Dedicated (5 MB) (2)	\$ 70.00	month	\$ 70.00	month
Internet Bandwidth-Not Dedicated (10 MB) (2)	\$ 125.00	month	\$ 125.00	month

# Proposed FY 2018/2019 Fees (cont'd)

<u>Information Technology (IT) Department</u>	<u>FY 2017/2018</u>		<u>FY 2018/2019</u>	
	Cost	Per	Cost	Per
Internet Bandwidth-Not Dedicated (15 MB) (2)	\$ 170.00	month	\$ 170.00	month
Internet Bandwidth-Not Dedicated (20 MB) (2)	\$ 200.00	month	\$ 200.00	month
Telephone Service – Per Telephone Number	\$ 50.00	month	\$ 50.00	month
Fax Service – Per Fax Machine/Phone Number	\$ 22.13	month	\$ 22.13	month
Cisco IP Phone – Model 7911G	\$ 5.67	month	\$ 5.67	month
Cisco IP Phone – Model 7945G	\$ 11.57	month	\$ 11.57	month
Cisco 1 Port Analog Line Converter-ATA186	\$ 4.86	month	\$ 4.86	month
Cisco 2 Port Analog Line Converter VG202	\$ 22.13	month	\$ 22.13	month
AirIT Shared Use Network Charge – Per Airline	\$ 50.00	month	\$ 50.00	month

**Notes:**

- (1) One Hour Minimum, Minimum of 3 hours charged after regular business hours.
- (2) Add \$120 for 2 hours of IT Labor for Setup & Configuration. Fees may be reduced when bundled with other services.
- (3) Add additional upgrades at cost.



# Proposed FY 2018/2019 Fees (cont'd)

<b>Identification Badge Fees and Charges</b>	<b>FY 2017/2018 Current Fees</b>		<b>FY 2018/2019 Proposed Fees</b>	
	<b>Cost</b>	<b>Per</b>	<b>Cost</b>	<b>Per</b>
Initial Badge Issuance				
SIDA Badge	\$ 70.00		\$ 70.00	
Non-SIDA Badge	\$ 37.00		\$ 37.00	
Renewal of Badge				
SIDA Badge	\$ 70.00		\$ 70.00	
Non-SIDA Badge	\$ 37.00		\$ 37.00	
Lost Badge Replacement				
SIDA Badge (4)	\$ 85.00 / \$ 100.00		\$ 85.00 / \$ 100.00	
Non-SIDA Badge (5)	\$ 60.00 / \$ 75.00		\$ 60.00 / \$ 75.00	
Damaged Badge				
SIDA Badge (6)	\$ 37.00 / \$ 45.00	-	\$ 37.00 / \$ 45.00	
Non-SIDA Badge (6)	\$ 37.00 / \$ 45.00	-	\$ 37.00 / \$ 45.00	
Security Escort Training	\$ 25.00		\$ 25.00	
Lock-out Service (7)	\$ 25.00		\$ 25.00	

## **Notes:**

- (4) \$85.00 for the first replacement badge, \$100.00 for the second replacement badge
- (5) \$60.00 for the first replacement badge, \$75.00 for the second replacement badge.
- (6) \$37.00 for a damaged badge, \$45.00 if badge damaged due to negligence.
- (7) \$25.00 Lock-out Service Charge applies after the first 2 free service calls.

# Proposed FY 2018/2019 Fees (cont'd)

<b>Identification Badge Fees and Charges</b>	<b>FY 2017/2018 Current Fees</b>			<b>FY 2018/2019 Proposed Fees</b>		
	<b>Cost</b>	<b>Per</b>		<b>Cost</b>	<b>Per</b>	
<b>Parking</b>						
Long term - Surface Lot	\$	2.00	hour	\$	2.00	hour
	\$	9.00	day	\$	9.00	day
	\$	54.00	week	\$	54.00	week
Parking Garage	\$	2.00	hour	\$	2.00	hour
	\$	13.00	day	\$	13.00	day
	\$	78.00	week	\$	78.00	week
Short term	\$	1.00	1/2 hour	\$	1.00	1/2 hour
	\$	20.00	day	\$	20.00	day
Employee Parking Rate		\$ 60 / \$ 50	new/renewal		\$ 60 / \$ 50	new/renewal
Commuter Parking Rate		\$ 290 / \$ 275	new/renewal		\$ 290 / \$ 275	new/renewal
Non-Tenant Aviation Commuter	\$	900.00	annual	\$	900.00	annual
Fines		up to \$1,000	day		up to \$1,000	day
<b>Ground Transportation</b>						
Charter Bus Company (8)	\$	4000.00	annual	\$	4000.00	annual
Airport Ground Transportation Permit (9)	\$	50.00	annual	\$	50.00	annual
Airport Ground Transportation Pick-up Fee (9)	\$	2.50	per trip	\$	2.50	per trip
Transportation Network Company (TNC)	\$	3.50	per trip	\$	3.50	per trip
Off-Airport Rental Car Fee		0.075	of gross revenue		0.075	of gross revenue

- Notes:
- (8) Companies with a vehicle fleet inclusive of a minimum of 5 charter coach vehicles with seating capacity greater than 20 seats.
- (9) All Ground Transportation operators except TNCs and charter bus companies

# QUESTIONS?

February 16, 2018

**BUDGET MESSAGE**

To: Members of the Greater Asheville Regional Airport Authority

From: Lew S. Bleiweis, A.A.E., Executive Director

The attached budget for the fiscal year ending June 30, 2019 has been prepared with special consideration given to the safeguarding of the Greater Asheville Regional Airport Authority's assets and the reliability of the Authority's financial records, while maintaining the flexibility to allow the airport staff the tools to provide outstanding service to our passengers and tenants and the general public.

We are custodians of public funds and public funds should not be convenient to spend. With this in mind, every employee will follow the requirements of the Authority's Policies and Procedures and the approved budget when purchasing goods and services.

The intended goals of the operations set forth in the attached budget are to continue the excellent safety record at the Asheville Regional Airport and to provide the best facilities possible to enhance the growth of the Airport and to thereby benefit the entire community served by the Airport.

The following narrative contains brief explanations and insights related to the preparation of this budget:

**ASSUMPTIONS**

Operating revenues are budgeted to increase 6.4% from the prior year's budget. Passenger enplanements are projected to increase 21.4% from 425,000 budgeted for FY2017/2018 to 516,000 budgeted for FY2018/2019.

Airline revenue is projected to increase with the budgeted increase in enplanements.

Building lease revenue is expected to decrease due to the lease termination with Smartrac.

Budgeted operating expenses are expected to increase 1.1%. A salary adjustment pool of 4.0% is budgeted.

## **OPERATING REVENUE**

### **Investment Income:**

Interest rates are assumed to increase slightly in FY2017/2018, but funds available to invest will decrease as bond funds have been expended to complete parking garage.

### **Space Rent-Non Airline:**

All line items listed are at the lease rates in effect for the new fiscal year.

### **Space Rent-Airline:**

Airline space rentals are estimated to remain at levels similar to the previous fiscal year.

### **Concessions:**

Advertising revenues are budgeted to increase as a result of on-going efforts to contract additional advertising in the terminal. Also, the budget assumes that the Authority will receive income in accordance with the MAG provided in the food and gift agreement with Paradies, plus an estimated percentage of food and gift sales based on actual experience. The other line items are based on current agreements and/or historical averages.

### **Auto Parking:**

Public Parking is budgeted to increase due to the opening of the parking garage and increased passenger utilization.

### **Rental Car-Car Rentals:**

Rental car concessions budgets are based on amounts at 90% of the estimated Percentage Fee.

### **Rental Car-Facility Rent:**

Budget estimates are based on the current rental car agreements. The current contracts provide that these facility rents be increased annually by the greater of the CPI or 3.5%. The Common Area Maintenance (CAM) fees are based on those included in the Operations Department budget.

### **Commercial Ground Transportation:**

The revenues from Ground Transportation Fees, Employee Parking, and Commuter Parking are based on Staff estimates.

### **Landing Fees:**

Landing Fees are estimated based on landed weights projected by the airlines. Landing Fees are charged based on 1,000 pounds of airlines gross landed weight.

### **FBOs:**

The FBO fees are based on the current agreements with Signature Flight Support.

**Building Leases:**

All estimates are backed by current leases in place.

**Land Leases:**

All estimates are backed by current leases in force.

**Other Leases/Fees:**

LEO Services are based on actual hours and the \$20 hourly rate currently contracted with TSA. Airline Security Fees are budgeted to increase with the budgeted increase in LEO personnel costs. Telecommunication Fees are based on estimated tenant usage of Authority provided phone, data and cable service. Other items are estimates based on historical data.

**OPERATING EXPENSES****Personnel Services:**

Payroll costs are based on current salaries for all employees, plus estimated longevity bonuses. A salary adjustment pool of 4.0% is budgeted for FY2018/2019, with the anticipation of 3.5% salary increases. Overtime is estimated by Department Directors based on historical amounts. Benefits are estimated for each benefit type to better manage benefit costs. Total benefits are approximately 50% of payroll. Budgeted FTEs for FY2018/2019 increase by 2 positions.

**Professional Services:**

Professional Services are estimated by Staff based on known events and historical data.

**Contractual Services:**

Contractual Services includes the cost of the parking management, maintenance agreements, uniform cleaning services, and other contractual services. Budgeted amounts are estimated based on agreements and/or historical data.

**Travel and Training:**

The estimate for employee training and various educational conferences has been prepared by each Department Director using known facts and historical information.

**Communications and Freight:**

Telecommunications and Postage expense are estimated by Staff using known facts and historical information.

**Rents and Leases:**

The estimate for rents and leases is based on current copier and postage machine lease agreements.

**Insurance:**

Overall costs of business insurance premiums are expected to decrease slightly over current year costs.

**Utility Services:**

Utility Services are estimated based on the latest historical data plus the addition of electrical costs in the parking garage.

**Repairs and Maintenance:**

This line item, the timing and amount of which is always difficult to predict, has been estimated by the Director of Operations and other department heads to account for repairs and maintenance anticipated for FY2018/2019.

**Printing and Binding:**

This estimate is based on known needs and historical data.

**Promotional Activities:**

These activities represent media advertising, community sponsorships, and tenant and employee events, and are based on planned activities for FY2018/2019.

**Other Current Charges and Obligation:**

This estimate includes bank fees, in-house advertising expenses, legal notices and advertising, and Board meeting expenses. It is estimated based on historical data.

**Operating Supplies:**

This estimate is prepared by each Department Director based on known events and historical data.

**Books, Publications, Subscriptions, Memberships:**

This estimate is prepared by each Department Director using historical data and known events and facts.

**EMERGENCY REPAIR**

This is an estimate to cover any unplanned, emergency repairs. The amount is based on historical costs.

**CONTINGENCY**

This is an estimate to cover any unknown expense. The amount is determined by the Executive Director.

## **CAPITAL BUDGET**

The Capital Budget items were generated by the Department Directors and include those capital improvement projects in the approved five-year capital improvement plan for FY2018/2019. Explanations and justifications for new capital projects are included on the Capital Budget Request sheets.

Any capital improvement project will be subject to final approval by the Board prior to project initiation, in accordance with the Authority's Policies and Procedures.

## **DEBT SERVICE**

Debt Service represents payments required by our bond agreement for the Parking Garage.

## **BUSINESS DEVELOPMENT**

Business Development represents costs to provide incentives for advertising, waiver of fees, etc. to airlines for new air service.



**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
2018-2019  
BUDGET ORDINANCE**

**BE IT ORDAINED** by the Greater Asheville Regional Airport Authority that, pursuant to Section 159-13 of the General Statutes of North Carolina, the 2018-2019 Budget Ordinance of the Airport Authority is hereby set forth as follows:

**Section 1.** The following amounts are hereby appropriated for the operation of the Greater Asheville Regional Airport Authority for the fiscal year beginning July 1, 2018 and ending June 30, 2019 in accordance with the following schedules:

**EXPENDITURES**

Administration Department	\$ 666,499
Development Department	449,385
Executive Department	763,626
Finance Department	393,458
Guest Services Department	241,863
Information Technology Department	867,978
Marketing Department	727,820
Operations Department	3,579,441
Public Safety Department	1,476,860
Emergency Repair Costs	50,000
Carry-over Capital Expenditures from Prior Year	19,703,096
Capital Improvement	6,400,000
Equipment and Small Capital Outlay	201,727
Renewal and Replacement	393,635
Business Development	300,000
Debt Service	1,686,931
Contingency	100,000
<b>Total Expenditures</b>	<hr/> <b>\$38,002,319</b> <hr/>

**Section 2.** It is estimated that the following revenues will be available for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

**REVENUES**

Administration (Interest Income)	\$ 35,000
Terminal	5,035,033
Airfield	1,049,838
General Aviation	1,038,185
Parking Lot	3,694,500
Other	157,157
Passenger Facility Charges	1,850,000
Customer Facility Charges	1,400,000
Federal Grants – AIP Entitlements	1,825,000
Federal Grants – AIP Discretionary Funds	4,700,000
NC Department of Transportation Grants	2,000,000
Transfer from GARAA Cash/Investments	15,217,606
<b>Total Revenues</b>	<b><u><u>\$38,002,319</u></u></b>

**Section 3.** The Budget Officer is hereby authorized to transfer appropriations as contained herein under the following conditions:

- a. He may transfer amounts between line item expenditures within a budget ordinance line item without limitation and without a report being required. These changes should not result in increased recurring obligations such as salaries.
- b. He may transfer amounts up to \$60,000 from contingency appropriations to other budget ordinance line items within the same fund. He must make an official report on such transfers at the next regular meeting of the board.

**Section 4.** This Budget Ordinance shall be entered in the minutes of the Greater Asheville Regional Airport Authority and within five (5) days after its adoption copies shall be filed with the Finance Officer, the Budget Officer and the Clerk to the Board of the Greater Asheville Regional Airport Authority as described in G.S. 159-13.

**Section 5.** This ordinance shall become effective on July 1, 2018.

Adopted this 23rd day of March, 2018

---

Robert C. Roberts, Chair

Attested by:

---

Ellen Heywood, Clerk to the Board

---

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
OPERATING SUMMARY  
FY 2018/2019 BUDGET**

	Budget Amounts			Percent Change
	FY2017/2018	FY2018/2019	Difference	
<b>Revenues</b>				
Operating Revenues	\$ 10,308,768	\$ 10,974,714	\$ 665,946	6.5%
Investment Income	35,000	35,000	\$ -	0.0%
<b>Total Operating &amp; Investment Revenues</b>	<b>10,343,768</b>	<b>11,009,714</b>	<b>665,946</b>	6.4%
<b>Expenses</b>				
Operating Expenses	9,120,973	9,216,930	\$ 95,957	1.1%
<b>Total Operating Expenses</b>	<b>9,120,973</b>	<b>9,216,930</b>	<b>95,957</b>	1.1%
<b>Net Operating &amp; Investment Income</b>	<b>\$ 1,222,795</b>	<b>\$ 1,792,784</b>	<b>\$ 569,989</b>	46.6%

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**  
**REVENUE BUDGET ANALYSIS FOR FISCAL YEAR 2018-2019**

Revenue Sources	Historical, Actual Revenue			FY 2017-2018			Proposed Budget Fiscal Year 2018-2019	Difference Est FY17-18 To Budget FY18-19	Difference Bud FY17-18 To Budget FY18-19	% Change Bud FY17-18 To Budget FY18-19
	Fiscal Year 2014-2015	Fiscal Year 2015-2016	Fiscal Year 2016-2017	Fiscal Year 2017-2018 Budget	FYTD Actual Revenue 11/30/17	5 Projection for Full Fiscal Year				
<b>Investment Income</b>										
Interest Income	\$ 22,959	\$ 35,760	\$ 90,543	35,000	\$ 28,676	\$ 86,027	35,000	(51,027)	-	0.0%
<b>Total Investment Income</b>	<b>22,959</b>	<b>35,760</b>	<b>90,543</b>	<b>35,000</b>	<b>28,676</b>	<b>86,027</b>	<b>35,000</b>	<b>(51,027)</b>	<b>-</b>	
<b>Terminal Space Rentals - Non-Airline</b>										
FAA Tower Rent	140,622	130,686	145,154	156,683	68,303	156,683	159,817	3,134	3,134	2.0%
TSA Space	87,404	85,521	84,474	86,306	35,546	86,306	88,032	1,726	1,726	2.0%
Federal Express	60	60	60	60	25	60	60	-	-	0.0%
<b>Total Terminal Space Rentals - Non-Airline</b>	<b>228,086</b>	<b>216,267</b>	<b>229,688</b>	<b>243,049</b>	<b>103,874</b>	<b>243,049</b>	<b>247,909</b>	<b>4,860</b>	<b>4,860</b>	<b>2.0%</b>
<b>Terminal Space Rentals - Airline</b>										
Facility/Services/Hold Room Charges	947,438	-	-	-	-	-	-	-	-	-
Terminal Rental - Departures	-	372,651	406,931	406,867	-	-	-	-	(406,867)	-100.0%
Terminal Rental - Enplanements	-	711,828	725,294	756,710	-	-	-	-	(756,710)	-100.0%
Loading Bridge Fees (includes FGP & PC Air)	32,234	443	-	-	34,754	70,210	74,970	4,760	74,970	
Gate Area (per enplanement)	-	-	-	-	375,404	758,392	743,040	(15,352)	743,040	
Gate Area (per airline)	-	-	-	-	52,103	125,048	131,220	6,172	131,220	
Bag Makeup (per bag)	-	-	-	-	151,281	305,618	292,058	(13,560)	292,058	
Bag Makeup (per airline)	-	-	-	-	20,397	48,952	51,368	2,416	51,368	
Apron Fees	135,159	1,843	-	-	-	-	-	-	-	
American (Counter/Office/Queue)	91,496	99,803	92,074	108,889	39,889	95,733	100,454	4,721	(8,435)	-7.7%
Delta Air Lines (Counter/Office/Queue)	97,994	111,341	112,764	116,622	48,495	116,388	122,127	5,740	5,505	4.7%
United/SkyWest/Continental (Counter/Office/Queue)	48,828	53,261	58,201	58,110	24,164	57,993	74,568	16,575	16,458	28.3%
Allegiant (Counter/Office/Queue)	18,162	97,480	35,711	37,235	15,483	37,160	38,993	1,833	1,758	4.7%
Worldwide (Office)	3,430	5,613	6,133	6,124	2,547	6,112	6,413	301	289	4.7%
Common Use (Counter/Queue)	-	32,553	63,409	81,165	35,743	72,208	86,400	14,192	5,235	6.4%
Turn Fees-Non-Scheduled Airlines	-	-	-	-	-	-	-	-	-	
Non-Signatory Premiums-Term Rentals Depart	-	81,639	41,459	-	-	-	-	-	-	
Non-Signatory Premiums-Term Rentals Enplane	-	126,203	63,674	-	-	-	-	-	-	
Non-Signatory Premiums-Fixed Rent	-	5,036	26,363	-	-	-	-	-	-	
Non-Signatory Premiums-Fixed Rent Refund to Sig	-	60,000	-	-	-	-	-	-	-	
<b>Total Terminal Space Rentals - Airline</b>	<b>1,374,741</b>	<b>1,759,694</b>	<b>1,632,012</b>	<b>1,571,723</b>	<b>800,259</b>	<b>1,693,814</b>	<b>1,721,611</b>	<b>27,797</b>	<b>149,889</b>	<b>9.5%</b>
<b>Concessions</b>										
Food & Beverage, Gift, Info	161,094	162,254	189,943	155,000	85,138	171,717	170,000	(1,717)	15,000	9.7%
Advertising	236,685	294,742	313,819	260,000	135,877	326,105	280,000	(46,105)	20,000	7.7%
Brochure Sales	24,558	30,538	36,425	27,000	12,345	29,628	38,000	8,372	11,000	40.7%
Guest Services	2,801	2,892	2,657	1,500	1,282	3,077	2,000	(1,077)	500	33.3%
Art in the Airport	4,735	(2,748)	339	-	(124)	-	-	-	-	
Optiwash Station	-	-	-	-	160	323	-	(323)	-	
Sanitary Machines	77	51	66	80	44	89	80	(9)	-	0.0%
ATM	940	882	713	900	282	677	700	23	(200)	-22.2%
<b>Total Concessions</b>	<b>430,890</b>	<b>488,611</b>	<b>543,962</b>	<b>444,480</b>	<b>235,004</b>	<b>531,616</b>	<b>490,780</b>	<b>(40,836)</b>	<b>46,300</b>	<b>10.4%</b>
<b>Auto Parking</b>										
Public Parking	3,092,071	3,192,023	3,452,911	3,250,000	1,645,839	3,324,927	3,600,000	275,073	350,000	10.8%
Commuter Parking	19,537	17,173	8,484	20,000	798	8,500	8,500	-	(11,500)	-57.5%
<b>Total Auto Parking</b>	<b>3,111,608</b>	<b>3,209,196</b>	<b>3,461,395</b>	<b>3,270,000</b>	<b>1,646,637</b>	<b>3,333,427</b>	<b>3,608,500</b>	<b>275,073</b>	<b>338,500</b>	<b>10.4%</b>
<b>Rental Car</b>										
<b>Rental Car - Car Rentals</b>										
Avis MAG	244,000	244,000	244,000	244,000	101,667	244,000	167,000	(77,000)	(77,000)	-31.6%
Hertz MAG	422,500	422,500	422,500	422,500	176,042	422,500	348,000	(74,500)	(74,500)	-17.6%
Enterprise MAG	250,538	250,538	271,196	291,855	133,730	325,196	335,000	9,804	43,145	14.8%

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**  
**REVENUE BUDGET ANALYSIS FOR FISCAL YEAR 2018-2019**

Revenue Sources	Historical, Actual Revenue			FY 2017-2018			Proposed Budget Fiscal Year 2018-2019	Difference Est FY17-18 To Budget FY18-19	Difference Bud FY17-18 To Budget FY18-19	% Change Bud FY17-18 To Budget FY18-19
	Fiscal Year 2014-2015	Fiscal Year 2015-2016	Fiscal Year 2016-2017	Fiscal Year 2017-2018 Budget	FYTD Actual Revenue 11/30/17	5 Projection for Full Fiscal Year				
Budget MAG	161,100	161,100	161,100	161,100	67,125	161,100	130,000	(31,100)	(31,100)	-19.3%
National/Alamo MAG	246,284	246,284	339,743	433,201	197,833	480,866	525,000	44,134	91,799	21.2%
Avis %					-	-		-	-	
Hertz %					-	-		-	-	
Enterprise %	8,530	64,302	69,921		56,132	56,132	-	(56,132)	-	
Budget %	11,246	18,037	-		-	-		-	-	
National/Alamo %	141,898	220,430	101,815		129,513	129,513	-	(129,513)	-	
Off Airport % - Thrifty	17,073	14,909	27,388	17,000	9,079	18,341	17,000	(1,341)	-	0.0%
Off Airport % - Dollar	11,009	7,779	12,091	10,000	3,770	7,616	8,000	384	(2,000)	-20.0%
<b>Subtotal Car Rentals</b>	<b>1,514,178</b>	<b>1,649,879</b>	<b>1,649,754</b>	<b>1,579,656</b>	<b>874,891</b>	<b>1,845,264</b>	<b>1,530,000</b>	<b>(315,264)</b>	<b>(49,656)</b>	<b>-3.1%</b>
<b>Rental Car - Facility Rent</b>										
Avis (Counter & Office)	33,628	35,167	35,924	37,714	17,386	37,717	39,037	1,320	1,323	3.5%
Hertz (Counter & Office)	38,767	40,542	42,007	43,477	17,685	43,481	45,003	1,522	1,526	3.5%
Enterprise (Counter & Office)	30,164	31,545	32,225	33,830	14,502	33,832	35,017	1,184	1,187	3.5%
Vanguard/National/Alamo (Counter & Office)	38,879	40,659	41,534	43,603	18,692	43,606	45,133	1,527	1,530	3.5%
Budget (Counter & Office)	35,862	37,355	38,311	40,220	15,326	40,223	41,631	1,408	1,411	3.5%
Avis (Ready/Return)	7,530	7,505	7,542	7,918	3,286	7,918	8,195	277	277	3.5%
Hertz (Ready/Return)	13,649	13,162	12,110	12,141	5,039	12,141	12,566	425	425	3.5%
Enterprise (Ready/Return)	11,766	10,823	10,815	11,613	5,099	11,613	12,020	406	406	3.5%
Vanguard/National/Alamo (Ready/Return)	10,354	13,794	15,596	16,892	7,482	16,892	17,483	591	591	3.5%
Budget (Ready/Return)	7,060	7,354	7,542	7,918	3,286	7,918	8,195	277	277	3.5%
Avis (Service Facility)	34,944	34,023	33,911	35,600	14,775	35,600	36,846	1,246	1,246	3.5%
Hertz (Service Facility)	64,270	61,200	58,759	59,924	24,870	59,924	62,022	2,097	2,097	3.5%
Enterprise (Service Facility)	56,236	50,915	51,321	55,862	24,869	55,862	57,817	1,955	1,955	3.5%
Budget (Service Facility)	27,723	30,280	28,277	26,590	11,035	26,590	27,520	931	931	3.5%
Vanguard/National/Alamo (Service Facility)	49,015	66,438	75,795	82,451	36,684	82,451	85,337	2,886	2,886	3.5%
Avis CAM fee	9,343	8,207	11,454	5,463	2,668	5,463	5,406	(56)	(57)	-1.0%
Hertz CAM fee	17,122	14,690	16,852	9,195	9,667	9,195	9,100	(95)	(95)	-1.0%
Enterprise CAM fee	14,798	12,244	12,197	8,571	5,424	8,572	8,483	(88)	(88)	-1.0%
Vanguard/National/Alamo CAM fee	13,865	17,378	19,404	12,652	8,485	12,652	12,521	(131)	(131)	-1.0%
Budget CAM fee	10,034	10,617	7,573	4,080	4,206	4,080	4,038	(42)	(42)	-1.0%
Common Area Maintenance (Service Facility)										
<b>Subtotal Facility Rent</b>	<b>525,009</b>	<b>543,898</b>	<b>559,149</b>	<b>555,715</b>	<b>250,466</b>	<b>555,730</b>	<b>573,371</b>	<b>17,641</b>	<b>17,656</b>	<b>3.2%</b>
<b>Total Rental Car</b>	<b>2,039,187</b>	<b>2,193,777</b>	<b>2,208,903</b>	<b>2,135,371</b>	<b>1,125,357</b>	<b>2,400,994</b>	<b>2,103,371</b>	<b>(297,623)</b>	<b>(32,000)</b>	<b>-1.5%</b>
<b>Commercial Ground Transportation</b>										
Employee Parking	17,854	34,848	42,051	30,000	5,807	30,000	30,000	-	-	0.0%
Ground Transportation Fees	32,075	52,125	46,475	45,000	26,805	45,000	56,000	11,000	11,000	24.4%
<b>Total Commercial Ground Transportation</b>	<b>49,929</b>	<b>86,973</b>	<b>88,526</b>	<b>75,000</b>	<b>32,612</b>	<b>75,000</b>	<b>86,000</b>	<b>11,000</b>	<b>11,000</b>	<b>14.7%</b>
<b>Landing Fees</b>										
Delta Air Lines	235,804	247,991	236,179	290,659	122,302	247,074	257,681	10,607	(32,978)	-11.3%
Air Tran										
US Airways	181,589	-	-	-	-	-	-	-	-	
SkyWest / United	61,793	64,642	106,093	76,178	79,806	161,224	173,397	12,173	97,219	127.6%
Allegiant	106,983	190,392	4,712	237,897	121,400	245,252	272,000	26,748	34,103	14.3%
American		173,064	179,217	170,168	108,080	259,393	200,960	(58,433)	30,792	18.1%
Total Scheduled Carriers										
Charter Fees	-	-	-	-	-	-	-	-	-	
Landing Fee Overage Refunded (Rate reduced)		82,860	-	-	-	-	-	-	-	
Non-Signatory Premium (to Signatory Carrier)		119,440	66,363	-	-	-	-	-	-	
<b>Total Landing Fees</b>	<b>586,169</b>	<b>878,389</b>	<b>592,564</b>	<b>774,903</b>	<b>431,588</b>	<b>912,943</b>	<b>904,038</b>	<b>(8,905)</b>	<b>129,135</b>	<b>16.7%</b>

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**  
**REVENUE BUDGET ANALYSIS FOR FISCAL YEAR 2018-2019**

Revenue Sources	Historical, Actual Revenue			FY 2017-2018			Proposed Budget Fiscal Year 2018-2019	Difference Est FY17-18 To Budget FY18-19	Difference Bud FY17-18 To Budget FY18-19	% Change Bud FY17-18 To Budget FY18-19
	Fiscal Year 2014-2015	Fiscal Year 2015-2016	Fiscal Year 2016-2017	Fiscal Year 2017-2018 Budget	FYTD Actual Revenue 11/30/17	5 Projection for Full Fiscal Year				
<b>FBOs</b>										
Percentage Fee	30,569	23,556	11,825	20,000	3,849	9,238	10,000	762	(10,000)	-50.0%
T-Hangar	82,024	83,001	84,083	84,925	35,385	85,548	86,793	1,246	1,868	2.2%
Bulk Hangar #1	115,046	118,486	117,934	119,116	49,632	119,989	121,736	1,747	2,620	2.2%
Bulk Hangar #2	216,905	219,490	222,349	224,577	93,574	226,224	229,518	3,294	4,941	2.2%
Land Rent	459,418	469,635	470,956	475,675	198,198	479,162	486,138	6,975	10,463	2.2%
Apron Rent	-	-	-	-	-	-	-	-	-	-
Option Parcel Fee	8,712	8,712	8,712	8,712	3,630	2,904	-	(2,904)	(8,712)	-100.0%
Fuel Flowage Fee	56,286	67,999	74,117	77,000	43,676	104,822	90,000	(14,822)	13,000	16.9%
<b>Subtotal FBOs</b>	<b>968,960</b>	<b>990,879</b>	<b>989,976</b>	<b>1,010,005</b>	<b>427,944</b>	<b>1,027,888</b>	<b>1,024,185</b>	<b>(3,702)</b>	<b>14,180</b>	<b>1.4%</b>
<b>Belle Aircraft Maintenance</b>										
Percentage Fee	11,141	10,454	13,989	11,000	6,456	15,494	14,000	(1,494)	3,000	27.3%
<b>Total FBOs/SASOs</b>	<b>980,101</b>	<b>1,001,333</b>	<b>1,003,965</b>	<b>1,021,005</b>	<b>434,400</b>	<b>1,043,382</b>	<b>1,038,185</b>	<b>(5,196)</b>	<b>17,180</b>	<b>1.7%</b>
<b>Building Leases</b>										
Rental Houses	20,745	20,750	22,332	22,144	9,387	22,433	22,433	-	289	1.3%
Advantage West	42,513	-	-	-	-	-	-	-	-	-
SmarTrac	-	46,929	82,059	41,846	27,621	27,621	-	(27,621)	(41,846)	-100.0%
Lacy Griffin Building (WNC Aviation)	20,844	19,441	19,623	19,640	8,306	19,978	20,008	30	368	1.9%
Cargo Building (Allegiant)	-	-	-	30,190	12,721	30,709	30,756	47	566	1.9%
Cargo Building (US Airways)	13,341	24,904	30,037	-	-	-	-	-	-	-
<b>Total Building Leases</b>	<b>97,443</b>	<b>112,024</b>	<b>154,051</b>	<b>113,820</b>	<b>58,035</b>	<b>100,740</b>	<b>73,197</b>	<b>(27,544)</b>	<b>(40,623)</b>	<b>-35.7%</b>
<b>Land Leases</b>										
Pasture Rent & Misc Land Leases	1,000	700	700	600	250	600	600	-	-	0.0%
Lamar (Billboard)	3,400	3,525	3,500	3,500	1,458	3,500	3,500	(0)	-	0.0%
Optional Parcel Fee - Gravel Lot	-	-	-	-	-	-	-	-	-	-
US Forest Service - Tanker	10,545	10,593	15,122	10,651	4,673	11,353	11,389	36	738	6.9%
Waddell/Triangle Stop	32,779	32,779	32,779	32,779	13,658	32,779	32,779	(0)	-	0.0%
Golf Center	11,246	11,277	11,411	11,438	1,906	11,650	11,693	43	255	2.2%
<b>Total Land Leases</b>	<b>58,970</b>	<b>58,874</b>	<b>63,512</b>	<b>58,967</b>	<b>21,945</b>	<b>59,882</b>	<b>59,961</b>	<b>79</b>	<b>993</b>	<b>1.7%</b>
<b>Other Leases/Fees</b>										
LEO Services (TSA)	116,800	117,120	115,840	116,800	48,960	116,800	116,800	-	-	0.0%
Shared Terminal Services - Airlines on AirIT	30,089	3,332	-	-	-	-	-	-	-	-
Security Fee (Airlines)	313,326	326,256	303,859	318,839	156,844	316,857	345,720	28,863	26,882	8.4%
Security Fee (Rental Car)	67,989	73,027	72,053	71,812	31,123	73,490	73,642	152	1,830	2.5%
Security Fee (ID Media)	20,700	29,681	29,458	29,000	13,233	31,759	29,000	(2,759)	-	0.0%
Telecommunication Fees (Voice/Data)	51,692	48,416	50,930	34,000	20,559	49,342	46,000	(3,342)	12,000	35.3%
Sale of Assets	-	201	58,732	-	13,875	13,875	-	(13,875)	-	-
Misc	269,741	167,284	18,509	2,000	7,866	7,866	2,000	(5,866)	-	0.0%
Tenant Services/Assessment Fees	33,615	17,355	9,150	6,000	13,126	13,126	6,000	(7,126)	-	0.0%
Annual Event Fees/Sponsorships	-	-	-	22,000	-	-	22,000	22,000	-	0.0%
Non-Signatory Security Fee Premium	-	57,615	26,885	-	-	-	-	-	-	-
<b>Total Other Leases</b>	<b>903,952</b>	<b>840,287</b>	<b>685,416</b>	<b>600,451</b>	<b>305,586</b>	<b>623,114</b>	<b>641,162</b>	<b>18,048</b>	<b>40,712</b>	<b>6.8%</b>
<b>Total Revenue</b>	<b>\$ 9,884,035</b>	<b>\$ 10,881,185</b>	<b>\$ 10,754,537</b>	<b>\$ 10,343,768</b>	<b>\$ 5,223,972</b>	<b>\$ 11,103,989</b>	<b>\$ 11,009,714</b>	<b>\$ (94,275)</b>	<b>\$ 665,946</b>	<b>6.4%</b>
								-0.8%	6.4%	

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**  
**EXPENSE BUDGET ANALYSIS FOR FISCAL YEAR 2018-2019**

Expenses	Historical, Actual Expenses			FY 2017-2018			Proposed Budget Fiscal Year 2018-2019	Difference Est FY17-18 To Budget FY18-19	Difference Bud FY17-18 To Budget FY18-19	% Change Bud FY17-18 To Budget FY18-19
	Fiscal Year 2014-2015	Fiscal Year 2015-2016	Fiscal Year 2016-2017	Fiscal Year 2017-2018 Budget	10/31/17 FYTD Actual Expenses	Projection for Full Fiscal Year				
<b>PERSONNEL SERVICES</b>										
Regular Salaries	\$ 2,840,711	\$ 3,055,513	\$ 3,176,717	\$ 3,456,404	\$ 1,087,757	\$ 3,263,271	\$ 3,534,400	\$ 271,129	\$ 77,996	2.3%
Overtime	68,865	124,713	117,826	105,900	31,186	94,058	115,900	21,842	10,000	9.4%
Salary Adjustment/Bonus Pool	-	-	-	6,718	12,769	-	141,750	141,750	135,032	2010.0%
Internship							3,000	3,000	3,000	
LEO Special Separation Allowance	24,118	21,834	(335)	-	-	38,307	13,662	(24,645)	13,662	
Longevity	45,635	49,871	49,709	52,196	16,056	52,281	53,088	807	892	1.7%
Unemployment Claims	5,340	(3,737)	1,888	14,000	-	14,000	14,000	-	-	
Holiday Pay							15,160	15,160	15,160	
Auto Allowance							28,200	28,200	28,200	
Rewards Program							1,000	1,000	1,000	
Gym Membership Reimbursements							14,400	14,400	14,400	
Service Awards							1,300	1,300	1,300	
Retiree Health	33,595	37,161	22,514	9,340	3,418	10,254	6,497	(3,757)	(2,843)	-30.4%
Benefits	1,191,925	1,380,315	1,425,358	1,755,771	464,353	1,393,050	1,810,013	416,963	54,242	3.1%
<b>Total Personnel Services</b>	<b>4,210,189</b>	<b>4,665,670</b>	<b>4,793,677</b>	<b>5,400,329</b>	<b>1,615,539</b>	<b>4,865,221</b>	<b>5,752,370</b>	<b>887,149</b>	<b>352,041</b>	<b>6.5%</b>
<b>OPERATING EXPENSES</b>										
<b>Professional Services</b>										
Professional Services - General	95,561	114,361	254,562	147,250	31,465	117,250	147,250	30,000	-	
Professional Services - Legal	65,598	53,928	152,930	105,000	23,282	100,000	75,000	(25,000)	(30,000)	-28.6%
Artwork and Creative Production	17,076	27,110	10,117	51,000	26,598	51,000	35,000	(16,000)	(16,000)	-31.4%
Surveys, Reports & Data	21,200	39,913	240	500	-	500	15,500	15,000	15,000	3000.0%
Physicals & Drug Screens	2,835	4,826	4,537	7,000	685	7,000	9,800	2,800	2,800	40.0%
Website Maintenance	-	4,996	3,786	1,500	-	1,500	1,700	200	200	13.3%
Auditors	14,600	12,800	9,900	16,200	16,200	16,200	20,200	4,000	4,000	24.7%
Temporary Help	142,937	65,575	73,006	90,500	22,196	65,614	83,000	17,386	(7,500)	-8.3%
<b>Total Professional Services</b>	<b>359,807</b>	<b>323,509</b>	<b>509,078</b>	<b>418,950</b>	<b>120,426</b>	<b>359,064</b>	<b>387,450</b>	<b>28,386</b>	<b>(31,500)</b>	<b>-7.5%</b>
<b>Contractual Services</b>										
Computer Technical Support	24,043	9,960	15,124	18,000	961	18,000	15,000	(3,000)	(3,000)	-16.7%
Landscaping	9,420	9,420	7,850	9,420	3,140	9,420	9,420	-	-	
Parking Management Contract	357,459	446,369	417,605	425,936	103,506	425,936	550,205	124,269	124,269	29.2%
Parking Management Shuttle		90,673	531,868	200,000	162,999	200,000	-	(200,000)	(200,000)	-100.0%
Other Contractual Services	180,020	173,251	218,156	216,338	73,666	216,338	232,998	16,660	16,660	7.7%
Elevator Maintenance Contract	3,316	1,840	2,837	2,280	1,148	2,280	5,000	2,720	2,720	119.3%
Fire Alarm Systems Contract	14,314	15,319	11,977	12,450	16,519	16,519	14,100	(2,419)	1,650	13.3%
<b>Total Contractual Services</b>	<b>588,572</b>	<b>746,832</b>	<b>1,205,417</b>	<b>884,424</b>	<b>361,939</b>	<b>888,493</b>	<b>826,723</b>	<b>(61,770)</b>	<b>(57,701)</b>	<b>-6.5%</b>
<b>Travel and Training</b>										
Travel & Per Diem	120,209	165,371	144,073	176,700	51,460	173,200	171,125	(2,075)	(5,575)	-3.2%
Training & Education	22,095	23,153	20,068	32,950	10,052	32,950	29,950	(3,000)	(3,000)	-9.1%
<b>Total Travel and Training</b>	<b>142,304</b>	<b>188,524</b>	<b>164,141</b>	<b>209,650</b>	<b>61,512</b>	<b>206,150</b>	<b>201,075</b>	<b>(5,075)</b>	<b>(8,575)</b>	<b>-4.1%</b>
<b>Communications and Freight</b>										
Postage	3,612	3,891	4,249	4,000	1,014	4,000	4,000	-	-	
Express Mail Delivery	625	551	1,182	1,000	382	1,000	1,000	-	-	
Telecommunications	74,903	74,057	65,875	96,400	23,977	97,840	55,350	(42,490)	(41,050)	-42.6%
Online Services	2,451	662	-	2,500	-	1,060	2,500	1,440	-	
<b>Total Communications and Freight</b>	<b>81,591</b>	<b>79,161</b>	<b>71,306</b>	<b>103,900</b>	<b>25,373</b>	<b>103,900</b>	<b>62,850</b>	<b>(41,050)</b>	<b>(41,050)</b>	<b>-39.5%</b>
<b>Rentals and Leases</b>										
Rentals & Leases	11,567	11,751	23,559	12,000	9,580	12,000	13,600	1,600	1,600	13.3%
<b>Total Rentals and Leases</b>	<b>11,567</b>	<b>11,751</b>	<b>23,559</b>	<b>12,000</b>	<b>9,580</b>	<b>12,000</b>	<b>13,600</b>	<b>1,600</b>	<b>1,600</b>	<b>13.3%</b>
<b>Insurance</b>										
Property & Casualty	44,127	48,044	48,944	50,400	13,303	50,400	47,000	(3,400)	(3,400)	-6.7%



**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**  
**EXPENSE BUDGET ANALYSIS FOR FISCAL YEAR 2018-2019**

Expenses	Historical, Actual Expenses			FY 2017-2018			Proposed Budget Fiscal Year 2018-2019	Difference Est FY17-18 To Budget FY18-19	Difference Bud FY17-18 To Budget FY18-19	% Change Bud FY17-18 To Budget FY18-19
	Fiscal Year 2014-2015	Fiscal Year 2015-2016	Fiscal Year 2016-2017	Fiscal Year 2017-2018 Budget	10/31/17 FYTD Actual Expenses	Projection for Full Fiscal Year				
<b>Insurance</b>										
General Liability	34,178	34,607	28,352	40,000	9,451	40,000	35,000	(5,000)	(5,000)	-12.5%
Auto Liability	20,967	20,201	15,457	23,100	5,203	23,100	18,000	(5,100)	(5,100)	-22.1%
Other Insurance & Bonds	36,444	38,397	36,935	51,200	14,378	51,200	39,000	(12,200)	(12,200)	-23.8%
Worker's Compensation Insurance	64,539	62,004	67,900	88,000	24,658	88,000	95,000	7,000	7,000	8.0%
<b>Total Insurance</b>	<b>200,255</b>	<b>203,253</b>	<b>197,588</b>	<b>252,700</b>	<b>66,993</b>	<b>252,700</b>	<b>234,000</b>	<b>(18,700)</b>	<b>(18,700)</b>	<b>-7.4%</b>
<b>Utility Services</b>										
Electric Service	324,517	324,546	289,989	405,317	98,281	355,300	404,267	48,967	(1,050)	-0.3%
Gas Service	42,628	30,002	21,777	48,500	2,693	35,500	48,500	13,000	-	-
Water/Sewer Service	48,653	47,520	60,029	67,000	28,828	71,500	72,700	1,200	5,700	8.5%
<b>Total Utility Services</b>	<b>415,798</b>	<b>402,068</b>	<b>371,795</b>	<b>520,817</b>	<b>129,802</b>	<b>462,300</b>	<b>525,467</b>	<b>63,167</b>	<b>4,650</b>	<b>0.9%</b>
<b>Repairs and Maintenance</b>										
Other Repairs & Maintenance	27,713	16,306	25,900	18,300	5,144	18,300	30,200	11,900	11,900	65.0%
Terminal, Buildings and Grounds	144,204	165,840	169,916	152,000	54,481	167,000	151,500	(15,500)	(500)	-0.3%
Vehicles and Heavy Equipment	66,730	63,128	90,266	69,500	14,435	64,500	69,500	5,000	-	-
Airport and Airfield Equipment	17,991	9,922	9,159	12,000	2,926	12,000	11,000	(1,000)	(1,000)	-8.3%
<b>Total Repairs and Maintenance</b>	<b>256,638</b>	<b>255,196</b>	<b>295,241</b>	<b>251,800</b>	<b>76,986</b>	<b>261,800</b>	<b>262,200</b>	<b>400</b>	<b>10,400</b>	<b>4.1%</b>
<b>Printing &amp; Binding</b>										
Printing & Binding	9,199	8,679	9,338	8,700	777	8,000	8,050	50	(650)	-7.5%
Banners	577	528	680	750	43	750	-	(750)	(750)	-100.0%
<b>Total Printing &amp; Binding</b>	<b>9,776</b>	<b>9,207</b>	<b>10,018</b>	<b>9,450</b>	<b>820</b>	<b>8,750</b>	<b>8,050</b>	<b>(700)</b>	<b>(1,400)</b>	<b>-14.8%</b>
<b>Promotional Activities</b>										
Radio	14,019	10,746	27,996	30,000	9,970	30,000	22,000	(8,000)	(8,000)	-26.7%
Billboards	32,150	25,200	34,050	32,500	3,775	32,500	32,500	-	-	-
Print	15,683	13,658	15,334	15,100	-	15,100	12,100	(3,000)	(3,000)	-19.9%
TV	44,830	66,350	50,075	110,000	6,679	110,000	75,000	(35,000)	(35,000)	-31.8%
Telephone Book	298	-	-	-	-	-	-	-	-	-
Web Advertising	40,568	41,432	33,237	49,440	1,570	49,440	59,440	10,000	10,000	20.2%
Air Service Development	369	1,152	19,797	3,300	-	1,500	2,300	800	(1,000)	-30.3%
Other Promotional Events/Sponsorships	13,638	14,205	2,000	5,000	-	5,000	3,500	(1,500)	(1,500)	-30.0%
Community Events/Exhibits/Sponsorships	23,089	41,120	39,051	67,000	15,740	37,500	80,000	42,500	13,000	19.4%
Employee/Tenant Events	25,975	29,631	28,297	32,450	3,781	32,450	26,050	(6,400)	(6,400)	-19.7%
Wellness	8,297	6,164	5,558	4,500	51	4,500	4,500	-	-	-
<b>Total Promotional Activities</b>	<b>218,916</b>	<b>249,658</b>	<b>255,395</b>	<b>349,290</b>	<b>41,566</b>	<b>317,990</b>	<b>317,390</b>	<b>(600)</b>	<b>(31,900)</b>	<b>-9.1%</b>
<b>Other Current Charges and Obligations</b>										
Legal Notices & Advertising	4,247	4,337	2,110	4,500	948	4,500	3,000	(1,500)	(1,500)	-33.3%
Credit Card & Bank Fees	70,691	85,208	104,943	90,000	36,608	90,000	35,000	(55,000)	(55,000)	-61.1%
Other Current Charges & Obligations	6,137	5,106	6,812	9,500	1,528	9,000	8,500	(500)	(1,000)	-10.5%
In Terminal Advertising	9,300	4,879	7,555	8,000	2,938	8,000	7,500	(500)	(500)	-6.3%
Miscellaneous Expense	-	-	-	-	-	-	-	-	-	-
<b>Total Other Current Charges and Obligations</b>	<b>90,375</b>	<b>99,530</b>	<b>121,420</b>	<b>112,000</b>	<b>42,022</b>	<b>111,500</b>	<b>54,000</b>	<b>(57,500)</b>	<b>(58,000)</b>	<b>-51.8%</b>
<b>Operating Supplies</b>										
Office Supplies	8,400	7,989	6,662	9,000	1,535	9,000	8,000	(1,000)	(1,000)	-11.1%
Vehicle Fuel	35,146	26,926	60,062	45,000	20,864	45,000	40,000	(5,000)	(5,000)	-11.1%
Shop Supplies	1,175	3,975	4,535	3,000	1,196	3,000	3,000	-	-	-
Other Operating Supplies	51,933	61,258	79,875	106,350	10,397	106,150	87,450	(18,700)	(18,900)	-17.8%
Art Program Supplies	782	1,400	1,050	1,000	99	1,000	1,000	-	-	-
Promotional Supplies	11,444	14,855	15,497	12,700	3,925	14,142	13,200	(942)	500	3.9%
Holiday Decorations	4,616	604	5,080	5,000	-	5,000	5,000	-	-	-
Chemicals and Safety	39,957	44,533	5,617	77,600	417	53,000	76,600	23,600	(1,000)	-1.3%
Small Tools and Equipment	10,476	20,312	6,373	8,000	2,776	8,000	10,500	2,500	2,500	31.3%

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
EXPENSE BUDGET ANALYSIS FOR FISCAL YEAR 2018-2019**

	Historical, Actual Expenses			FY 2017-2018			Proposed Budget Fiscal Year 2018-2019	Difference Est FY17-18 To Budget FY18-19	Difference Bud FY17-18 To Budget FY18-19	% Change Bud FY17-18 To Budget FY18-19
	Fiscal Year 2014-2015	Fiscal Year 2015-2016	Fiscal Year 2016-2017	Fiscal Year 2017-2018 Budget	10/31/17 FYTD Actual Expenses	Projection for Full Fiscal Year				
<b>Expenses</b>										
Custodial Supplies	18,629	23,751	5,136	19,000	271	19,000	20,000	1,000	1,000	5.3%
Custodial Consumables	29,362	35,954	47,317	35,600	17,920	50,000	40,000	(10,000)	4,400	12.4%
Operating Furniture, Fixtures, Equipment and Software	32,439	88,068	82,624	148,903	21,040	147,903	134,975	(12,928)	(13,928)	-9.4%
Uniforms	7,744	11,448	12,168	14,640	6,514	14,640	24,500	9,860	9,860	67.3%
Firefighter Equipment	2,204	714	-	3,000	2,392	3,000	3,200	200	200	6.7%
<b>Total Operating Supplies</b>	<b>254,307</b>	<b>341,787</b>	<b>331,996</b>	<b>488,793</b>	<b>89,346</b>	<b>478,835</b>	<b>467,425</b>	<b>(11,410)</b>	<b>(21,368)</b>	<b>-4.4%</b>
<b>Books, Publications, Subscriptions &amp; Memberships</b>										
Books, Publications, Compact Disks, Videos & Subscriptions	2,715	5,643	4,224	6,050	476	5,550	5,850	300	(200)	-3.3%
Dues & Memberships	28,317	38,688	46,353	50,040	21,986	50,040	47,700	(2,340)	(2,340)	-4.7%
Licenses and Certification Fees	600	120	307	780	-	470	780	310	-	
<b>Total Books, Publications, Subscriptions &amp; Mem.</b>	<b>31,632</b>	<b>44,451</b>	<b>50,884</b>	<b>56,870</b>	<b>22,462</b>	<b>56,060</b>	<b>54,330</b>	<b>(1,730)</b>	<b>(2,540)</b>	<b>-4.5%</b>
<b>Emergency Repair</b>	<b>14,348</b>	<b>40,757</b>	<b>2,499</b>	<b>50,000</b>	<b>-</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	
<b>TOTAL SERVICES &amp; MATERIALS</b>	<b>2,675,886</b>	<b>2,995,684</b>	<b>3,610,337</b>	<b>3,720,644</b>	<b>1,048,827</b>	<b>3,569,542</b>	<b>3,464,560</b>	<b>(104,982)</b>	<b>(256,084)</b>	<b>-6.9%</b>
<b>TOTAL OPERATING EXPENSES, INCLUDING EMERGENCY REPAIR EXPENSE</b>	<b>\$ 6,886,075</b>	<b>\$ 7,661,354</b>	<b>\$ 8,404,014</b>	<b>\$ 9,120,973</b>	<b>\$ 2,664,366</b>	<b>\$ 8,434,763</b>	<b>\$ 9,216,930</b>	<b>\$ 782,167</b>	<b>\$ 95,957</b>	<b>1.1%</b>
								9.3%	1.1%	

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**

**ASHEVILLE REGIONAL AIRPORT**

**Administrative**

**BASIC OPERATING BUDGET**

**FY 2018-2019**

Fund	GARAA						
Department	Administration						
Department #	11						
Cost Center	00						
Source	00						

Account Code		Description					Item	Summary
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount	

**PERSONNEL SERVICES**

GARAA	500000	11	00	00	Salaries	124,698	124,698	
GARAA	500010	11	00	00	Internships	3,000	3,000	
GARAA	500015	11	00	00	Salary Adjustment Pool	141,750	141,750	
GARAA	500016	11	00	00	Longevity	2,573	2,573	
GARAA	500018	11	00	00	Unemployment Claims	14,000	14,000	
GARAA	500020	11	00	00	Overtime	-	-	
GARAA	500023	11	00	00	Holiday Pay	433	433	
GARAA	500025	11	00	00	Auto Allowance	2,400	2,400	
GARAA	500030	11	00	00	Rewards Program	1,000	1,000	
GARAA	500035	11	00	00	Gym Membership Reimbursements	14,400	14,400	
GARAA	500040	11	00	00	Service Awards	1,300	1,300	
GARAA	500090	11	00	00	LEO Special Separation Allowance		-	
GARAA	500165	11	00	00	Retiree Health	6,497	6,497	
					<u>Benefits:</u>		53,308	
GARAA	500050	11	00	00	FICA Taxes	12,288		
GARAA	500070	11	00	00	LGERS retirement	9,953		
GARAA	500080	11	00	00	401k	6,364		
GARAA	500160	11	00	00	Medical & ACA Reinsurance Fees	16,975		
GARAA	500260	11	00	00	Dental	1,044		
GARAA	500265	11	00	00	Vision	139		
GARAA	500360	11	00	00	Life Insurance	430		
GARAA	500460	11	00	00	Disability	983		
GARAA	500480	11	00	00	Tuition Reimbursement	3,500		
GARAA	500500	11	00	00	Cell Phone Allowance	1,632		
<b>TOTAL PERSONNEL SERVICES</b>								<b>365,359</b>

**OPERATING EXPENSES**

		Professional Services						
GARAA	604000	11	00	00	Professional Services - General		5,000	
					HRA's for Employees	2,300		
					HRA's for Spouses	650		
					HRA's for New Hires	300		
					HRA Report	250		
					Infinisource - COBRA Administration	1,500		
GARAA	604020	11	00	00	Physicals and Drug Screens		9,800	
					Physicals & Drug Screens	2,000		
					Medical Tests for Safety Program	1,000		
	604021	11	00	00	Fit for Duty Physicals	6,800		

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**

**ASHEVILLE REGIONAL AIRPORT**

**Administrative**

**BASIC OPERATING BUDGET**

**FY 2018-2019**

Fund	GARAA								
Department	Administration								
Department #	11								
Cost Center	00								
Source	00								
<b>Account Code</b>							<b>Description</b>	<b>Item</b>	<b>Summary</b>
Fund	Acct.	Sec.	C.C.	Source			Amount	Amount	
GARAA	641000	11	00	00	Temporary Help			-	
							-		
					<b>Travel and Training</b>				
GARAA	650000	11	00	00	Travel, Per Diem, Conference Registration			7,600	
					HR Conference		3,000		
					Benefit Conference		2,500		
					Applicant Travel		2,100		
					Local Travel		-		
GARAA	651000	11	00	00	Training & Education			1,500	
					HR Training/HR Laws Update/HR Education		1,500		
					<b>Communications and Freight</b>				
GARAA	660000	11	00	00	Postage			4,000	
					Postage		4,000		
GARAA	661000	11	00	00	Express Mail Delivery			1,000	
					Express mail		1,000		
					<b>Rentals and Leases</b>				
GARAA	664000	11	00	00	Rentals and Leases			400	
					Neopost postage machine rental		400		
					<b>Insurance</b>				
GARAA	670000	11	00	00	Property Insurance			47,000	
					Property insurance		47,000		
GARAA	671000	11	00	00	General Liability			35,000	
					General liability insurance		35,000		
GARAA	672000	11	00	00	Auto Liability			18,000	
					Auto liability insurance		18,000		
GARAA	673000	11	00	00	Other Insurance and Bonds			39,000	
					Public officials insurance		22,000		
					Police professional liability insurance		16,000		
					Crime insurance		1,000		
GARAA	674000	11	00	00	Worker's Compensation Insurance			95,000	
					Workers' compensation insurance		95,000		
					<b>Printing &amp; Binding</b>				
GARAA	730000	11	00	00	Printing & Binding			300	
					Printing and Binding		300		
					<b>Promotional Activities</b>				
GARAA	740101	11	00	00	Community Events/Exhibits/Sponsorships			500	
					United Way campaign		500		
GARAA	740115	11	00	00	Employee/Tenant Appreciation			15,800	
					Employee birthday coupons		1,000		
					Employee picnic		4,500		

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**

**ASHEVILLE REGIONAL AIRPORT**

**Administrative**

**BASIC OPERATING BUDGET**

**FY 2018-2019**

Fund	GARAA									
Department	Administration									
Department #	11									
Cost Center	00									
Source	00									
<b>Account Code</b>										
Fund	Acct.	Sec.	C.C.	Source	Description	Item Amount	Summary Amount			
					Employee flowers (funeral/hospital)	500				
					Employee holiday gift cards	5,300				
					Employee holiday lunches	3,500				
					Employee Retirement	1,000				
GARAA	740119	11	00	00	Wellness			4,500		
					Wellness	2,500				
	740121	11	00	00	Fit bit replacements	2,000				
<b>Other Current Charges and Obligations</b>										
GARAA	750000	11	00	00	Legal Notices & Placements			3,000		
					Employment advertising/Legal Notices	3,000				
<b>Operating Supplies</b>										
GARAA	760000	11	00	00	Office Supplies			8,000		
					Office supplies	8,000				
GARAA	770300	11	00	00	Operating Supplies			2,500		
					Administrative supplies	2,500				
GARAA	771000	11	00	00	Operating Furniture, Fixtures, Equipment and Software			2,000		
					Greater than \$100 & up to \$5,000					
					HR furniture & equipment	2,000				
<b>Books, Publications, Subscriptions and Memberships</b>										
GARAA	780100	11	00	00	Dues & Memberships			990		
					SHRM	375				
					WNCHR	195				
					NC PRIMA	50				
					IPMA-HR	150				
					PRIMA	220				
GARAA	780500	11	00	00	Books, Publications, Compact Disks, Videos & Subscriptions			250		
					HR Books/Publications	250				
<b>TOTAL OPERATING EXPENSES</b>									301,140	
<b>SECTION TOTAL</b>									666,499	

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**  
**Administrative**  
**Fiscal Year 2018/2019**  
**Variance Analysis**

Acct #	Description	FY2018 Budget				FY2018 Estimated Actual				FY2017 Actual			FY 2016 Actual
		FY 2019 Budget	FY 2018 Budget	Increase/Decrease		FY 2018 4 Months	FY 2018 Estimate	Increase/Decrease		FY 2017 Actual	Increase/Decrease		
				Amount	Percent			Amount	Percent		Amount	Percent	
500000	Salaries	124,698	124,696	2	0.00%	40,825	122,475	2,223	1.82%	117,192	7,506	6.40%	95,634
500010	Internship	3,000											
500015	Salary Adjustment Pool	141,750	6,718	135,032	2010.00%	0	0	141,750	100%	0	141,750	100%	0
500016	Longevity	2,573	1,660	913	55.00%	1,660	1,660	913	55.00%	1,660	913	55.00%	1,607
500018	Unemployment Claims	14,000	14,000	0	0.00%	0	14,000	0	0.00%	1,888	12,112	641.53%	(3,737)
500020	Overtime	0	0	0	100%	0	0	0	100%	0	0	100%	0
500023	Holiday Pay	433											
500025	Auto Allowance	2,400											
500030	Rewards Program	1,000											
500035	Gym Membership Reimbursements	14,400											
500040	Service Awards	1,300											
500090	LEO Special Separation Allowance	0	0	0	100%		0	0	100%	0	0	100%	0
500165	Retiree Health	6,497	9,340	(2,843)	-30.44%	3,418	10,254	(3,757)	-36.64%	22,514	(16,017)	-71.14%	37,161
500050	FICA Taxes	12,288	10,699	1,589	14.85%	3,290	9,870	2,418	24.50%	9,231	3,057	33.12%	7,731
500070	LGERS retirement	9,953	9,778	175	1.79%	3,226	9,678	275	2.84%	8,230	1,723	20.94%	5,611
500080	401k	6,364	6,318	46	0.73%	2,124	6,372	(8)	-0.13%	5,857	507	8.66%	4,150
500160	Medical & ACA Reinsurance Fees	16,975	23,058	(6,083)	-26.38%	6,296	18,888	(1,913)	-10.13%	16,709	266	1.59%	10,461
500260	Dental	1,044	1,320	(276)	-20.91%	202	606	438	72.28%	1,488	(444)	-29.84%	1,442
500265	Vision Insurance	139	146			34	102			141	(2)	-1.42%	
500360	Life Insurance	430	418	12	2.87%	313	939	(509)	-54.21%	463	(33)	-7.13%	199
500460	Disability	983	940	43	4.57%	224	672	311	46.28%	908	75	8.26%	594
500480	Tuition Reimbursement	3,500											
500500	Cell Phone Allowance	1,632											
	Total Benefits	53,308	52,677	631	1.20%	15,709	47,127	6,181	13.12%	43,027	10,281	23.89%	30,188
	<b>Total Personal Services</b>	<b>365,359</b>	<b>209,091</b>	<b>128,610</b>	<b>61.51%</b>	<b>61,612</b>	<b>195,516</b>	<b>142,141</b>	<b>72.70%</b>	<b>186,281</b>	<b>151,413</b>	<b>81.28%</b>	<b>160,853</b>
604000	Professional Services - General	5,000	5,000	0	0.00%	307	5,000	0	0.00%	5,176	(176)	-3.40%	2,031
604020	Physicals and Drug Screens	9,800	7,000	2,800	40.00%	685	7,000	2,800	40.00%	4,537	5,263	116.00%	4,826
641000	Temporary Help	0	3,000	(3,000)	-100.00%	0	3,000	(3,000)	-100.00%	0	0	100%	0
650000	Travel, Per Diem, Conference Registration	7,600	10,000	(2,400)	-24.00%	3,074	10,000	(2,400)	-24.00%	7,378	222	3.01%	12,184
651000	Training & Education	1,500	5,000	(3,500)	-70.00%	556	5,000	(3,500)	-70.00%	3,775	(2,275)	-60.26%	616
660000	Postage	4,000	4,000	0	0.00%	1,014	4,000	0	0.00%	4,249	(249)	-5.86%	3,891
661000	Express Mail Delivery	1,000	1,000	0	0.00%	382	1,000	0	0.00%	1,182	(182)	-15.40%	551
664000	Rentals and Leases	400	400	0	0.00%	112	400	0	0.00%	256	144	56.25%	156
670000	Property and Casualty Insurance	47,000	50,400	(3,400)	-6.75%	13,303	50,400	(3,400)	-6.75%	48,944	(1,944)	-3.97%	48,044
671000	General Liability	35,000	40,000	(5,000)	-12.50%	9,451	40,000	(5,000)	-12.50%	28,352	6,648	23.45%	34,607
672000	Auto Liability	18,000	23,100	(5,100)	-22.08%	5,203	23,100	(5,100)	-22.08%	15,457	2,543	16.45%	20,201
673000	Other Insurance & Bonds	39,000	51,200	(12,200)	-23.83%	14,378	51,200	(12,200)	-23.83%	36,935	2,065	5.59%	38,397
674000	Worker's Compensation Insurance	95,000	88,000	7,000	7.95%	24,658	88,000	7,000	7.95%	67,900	27,100	39.91%	62,004
730000	Printing & Binding	300	300	0	0.00%	80	300	0	0.00%	196	104	53.06%	569
740100	Promotional Events/Sponsorships		0							0			241
740101	Other Community Events/Exhibits/Sponsorships	500	500	0	0.00%	0	500	0	0.00%	395	105	26.58%	7
740115	Employee/Tenant Appreciation	15,800	25,000	(9,200)	-36.80%	2,892	25,000	(9,200)	-36.80%	22,879	(7,079)	-30.94%	26,047
740119	Wellness	4,500	4,500	0	0.00%	51	4,500	0	0.00%	5,558	(1,058)	-19.04%	6,164
750000	Legal Notices & Advertising	3,000	4,500	(1,500)	-33.33%	948	4,500	(1,500)	-33.33%	2,110	890	42.18%	4,337
760000	Office Supplies	8,000	9,000	(1,000)	-11.11%	1,535	9,000	(1,000)	-11.11%	6,662	1,338	20.08%	7,989
770300	Operating Supplies	2,500	2,500	0	0.00%	994	2,500	0	0.00%	1,937	563	29.07%	2,274
771000	Operating Furniture, Fixtures and Equipment	2,000	2,000	0	0.00%	0	2,000	0	0.00%	2,597	(597)	-22.99%	0
780100	Dues & Memberships	990	990	0	0.00%	199	990	0	0.00%	534	456	85.39%	534
780500	Books & Publications	250	250	0	0.00%	30	250	0	0.00%	115	135	117.39%	1,360
	<b>Total Services &amp; Mat'ls.</b>	<b>301,140</b>	<b>337,640</b>	<b>(36,500)</b>	<b>-10.81%</b>	<b>79,852</b>	<b>337,640</b>	<b>(36,500)</b>	<b>-10.81%</b>	<b>267,124</b>	<b>34,016</b>	<b>12.73%</b>	<b>277,030</b>
	<b>Department Total</b>	<b>666,499</b>	<b>546,731</b>	<b>92,110</b>	<b>16.85%</b>	<b>141,464</b>	<b>533,156</b>	<b>105,641</b>	<b>19.81%</b>	<b>453,405</b>	<b>185,429</b>	<b>40.90%</b>	<b>437,883</b>

Comments:

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**

**ASHEVILLE REGIONAL AIRPORT**

**Development**

**BASIC OPERATING BUDGET**

**FY 2018-2019**

Fund	GARAA							
Department	Development							
Department #	70							
Cost Center	00							
Source	00							

Account Code					Description	Item	Summary
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount

<b>PERSONNEL SERVICES</b>								
GARA/	500000	70	00	00	Salaries	264,857	264,857	
GARA/	500016	70	00	00	Longevity	6,707	6,707	
GARA/	500020	70	00	00	Overtime	500	500	
ARA	500023	70	00	00	Holiday Pay	650	650	
ARA	500025	70	00	00	Auto Allowance	5,400	5,400	
					Benefits:		111,211	
GARA/	500050	70	00	00	FICA Taxes	21,309		
GARA/	500070	70	00	00	LGERS Retirement	21,275		
GARA/	500080	70	00	00	401k	13,603		
GARA/	500160	70	00	00	Medical	46,233		
GARA/	500260	70	00	00	Dental	2,284		
GARA/	500265	70	00	00	Vision	208		
GARA/	500360	70	00	00	Life Insurance	839		
GARA/	500460	70	00	00	Disability	2,196		
ARA	500500	70	00	00	Cell Phone Allowance	3,264		
<b>TOTAL PERSONNEL SERVICES</b>								389,325

<b>OPERATING EXPENSES</b>							
<b>Professional Services</b>							
GARA/	604000	70	00	00	Professional Services - General		25,000
					Surveys, Appraisals, Reports, Consultant Svcs, Misc.	25,000	
<b>Travel and Training</b>							
GARA/	650000	70	00	00	Travel, Per Diem, Conference Registration		24,275
					AAAE NAC	3,500	
					SEC- F&A Conference	1,200	
					SEC - AAAE Annual Conference	1,100	
					AAAE Annual Conference	2,500	
					ACI CEO Forum	2,200	
					NCAA Annual Conference - 1	800	
					FAA & Other Meetings	2,200	
		70	00	75	Safety Program - Incident Investigation - 1	550	
				75	SEC Chapter Officers Meeting	1,200	
				75	Safety Program - PPE - 1	350	
				75	Safety Program - NC Safety & Health Congress - 1	800	
				75	Safety Program - Summit on Safety Leadership - 1	800	
				75	Safety Program - ARC Flash - 1	450	
				75	Safety Program - Job Safety Analysis - 1	550	
				75	Safety Program - Safety Inspections - 1	550	
				75	Safety Program - Ergonomics - 1	550	
				75	Safety Program - Practical Applications - 1	185	

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**  
**ASHEVILLE REGIONAL AIRPORT**  
**Development**  
**BASIC OPERATING BUDGET**  
**FY 2018-2019**

Account Code								Description	Item	Summary
Fund	Acct.	Sec.	C.C.	Source				Amount	Amount	
Fund	GARAA									
Department	Development									
Department #	70									
Cost Center	00									
Source	00									
				75		Safety Program - Safety and Health Issues- 1		1,690	2,000	
				75		Safety Program - Hazard Communication - 1		350		
				75		Safety Program - LOTO & Electrical Safety - 1		350		
						AGTA Conference - 1		1,900		
						Local Travel & Expenses		-		
						Business Meeting Expenses		500		
GARAA	651000	70	00	00		Training & Education				
						Professional Development (ADA/DBE/Misc. Cert.)		1,500		
		70	00	75		Safety Program - Training Materials		-		
				75		Safety Program - Professional Development		500		
<b>Communications and Freight</b>										
GARAA	662000	70	00	00		Telecommunications				560
						Verizon				
GARAA	663000	70	00	00		Online Services				
						Internet Broadband Services		560		
<b>Printing &amp; Binding</b>										
GARAA	730000	70	00	00		Printing & Binding			250	
						Development Marketing Materials & Supplies		-		
		70	00	75		Safety Program - Training, Posters, Handouts etc.		250		
<b>Advertising</b>										
GARAA	740115	70	00	00		Employee/Tenant Appreciation			-	
								-		
<b>Operating Supplies</b>										
GARAA	770300	70	00	00		Operating Supplies			2,300	
						General Supplies		300		
						First Aid Boxes		500		
						Safety Program - Promotional		500		
		70	00	75		Ground Transportation Permits & Forms		1,000		
GARAA	771000	70	00	00		Operating Furniture, Fixtures, Equipment and Software			4,000	
						Greater than \$100 & up to \$5,000				
						Operating Furniture, Fixtures, Equip up to \$5K		4,000		
<b>Books, Publications, Subscriptions and Memberships</b>										
GARAA	780100	70	00	00		Dues & Memberships			1,675	
						AAAE - 1		275		
						SEC - AAAE - 2		70		
						NCAA - 2		80		
						National Safety Council - 1		450		
						AGTA - 1		500		
						DBE, ADA & Other		300		
<b>TOTAL OPERATING EXPENSES</b>									60,060	
<b>SECTION TOTAL</b>									449,385	



GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY

Development

Fiscal Year 2018/2019

Variance Analysis

Acct #	Description	FY2018 Budget				FY2018 Estimated Actual				FY2017 Actual			FY 2016
		FY 2019 Budget	FY 2018 Budget	Increase/Decrease		FY 2018 Actual 4 Months	FY 2018 Estimate	Increase/Decrease		FY 2017 Actual	Increase/Decrease		FY 2016 Actual
				Amount	Percent			Amount	Percent		Amount	Percent	
500000	Salaries	264,857	264,858	(1)	0.00%	85,446	256,338	8,519	3.32%	253,655	11,202	4.42%	264,519
500016	Longevity	6,707	6,048	659	10.90%	896	6,048	659	10.90%	6,048	659	10.90%	5,858
500020	Overtime	500	500	0	0.00%	0	500	0	0.00%	0	500	100%	60
500023	Holiday Pay	650											
500025	Auto Allowance	5,400											
500050	FICA Taxes	21,309	21,209	100	0.47%	6,539	19,617	1,692	8.63%	18,874	2,435	12.90%	18,573
500070	LGERS retirement	21,275	20,996	279	1.33%	6,374	19,122	2,153	11.26%	18,571	2,704	14.56%	16,825
500080	401k	13,603	13,570	33	0.24%	4,196	12,588	1,015	8.06%	12,552	1,051	8.37%	12,642
500160	Medical	46,233	48,334	(2,101)	-4.35%	12,159	36,477	9,756	26.75%	38,366	7,867	20.51%	35,092
500260	Dental	2,284	2,077	207	9.97%	689	2,067	217	10.50%	2,087	197	9.44%	2,837
500265	Vision Insurance	208	218			67	201			213	(5)	-2.35%	
500360	Life Insurance	839	839	0	0.00%	297	891	(52)	-5.84%	1,020	(181)	-17.75%	995
500460	Disability	2,196	2,196	0	0.00%	665	1,995	201	10.08%	1,996	200	10.02%	2,624
500500	Cell Phone Allowance	3,264											
	Total Benefits	111,211	109,439	1,772	1.62%	30,986	92,958	18,253	19.64%	93,679	17,532	18.71%	89,588
	<b>Total Personal Services</b>	<b>389,325</b>	<b>380,845</b>	<b>(824)</b>	<b>-0.22%</b>	<b>117,328</b>	<b>355,844</b>	<b>24,160</b>	<b>6.79%</b>	<b>353,382</b>	<b>26,629</b>	<b>7.54%</b>	<b>360,025</b>
604000	Professional Services - General	25,000	35,000	(10,000)	-28.57%	0	5,000	20,000	400.00%	15,000	10,000	66.67%	72,550
650000	Travel, Per Diem, Conference Registration	24,275	27,000	(2,725)	-10.09%	3,885	27,000	(2,725)	-10.09%	23,616	659	2.79%	25,319
651000	Training & Education	2,000	2,000	0	0.00%	1,078	2,000	0	0.00%	1,318	682	51.75%	1,217
662000	Telecommunications	0	0	0	100%	160	0			400			320
663000	Online Services	560	560	0	0.00%	0	560	0	0.00%	0	560	100%	120
730000	Printing & Binding	250	500	(250)	-50.00%	47	300	(50)	-16.67%	921	(671)	-72.86%	167
740115	Employee/Tenant Appreciation	0	0	0	100%	0	0			0			162
770300	Operating Supplies	2,300	800	1,500	187.50%	121	600	1,700	283.33%	395	1,905	482.28%	271
771000	Operating Furniture, Fixtures and Equipment	4,000	300	3,700	1233.33%	0	300	3,700	1233.33%	0	4,000	100%	382
780100	Dues & Memberships	1,675	1,625	50	3.08%	1,080	1,625	50	3.08%	1,950	(275)	-14.10%	418
	<b>Total Services &amp; Mat'ls.</b>	<b>60,060</b>	<b>67,785</b>	<b>(7,725)</b>	<b>-11.40%</b>	<b>6,371</b>	<b>37,385</b>	<b>22,675</b>	<b>60.65%</b>	<b>43,600</b>	<b>16,860</b>	<b>38.67%</b>	<b>100,926</b>
	<b>Department Total</b>	<b>449,385</b>	<b>448,630</b>	<b>(8,549)</b>	<b>-1.91%</b>	<b>123,699</b>	<b>393,229</b>	<b>46,835</b>	<b>11.91%</b>	<b>396,982</b>	<b>43,489</b>	<b>10.95%</b>	<b>460,951</b>

Comments:

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**

**ASHEVILLE REGIONAL AIRPORT**

**Executive**

**BASIC OPERATING BUDGET**

**FY 2018-2019**

Fund	GARAA							
Department	Executive							
Department #	05							
Cost Center	00							
Source	00							

Account Code					Description	Item	Summary
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount

PERSONNEL SERVICES							
GARA/	500000	05	00	00	Salaries	341,911	341,911
GARA/	500016	05	00	00	Longevity	7,437	7,437
GARA/	500023	05	00	00	Holiday Pay	650	650
GARA/	500025	05	00	00	Auto Allowance	7,200	7,200
					<u>Benefits:</u>		137,228
ARA	500030	05	00	00	Allocated Benefits	1,000	
GARA/	500050	05	00	00	FICA Taxes	27,676	
GARA/	500070	05	00	00	LGERS retirement	27,319	
ARA	500072	05	00	00	457 Retirement	3,692	
GARA/	500080	05	00	00	401k	17,467	
GARA/	500160	05	00	00	Medical	50,923	
GARA/	500260	05	00	00	Dental	2,927	
GARA/	500265	05	00	00	Vision	208	
GARA/	500360	05	00	00	Life Insurance	903	
GARA/	500460	05	00	00	Disability	2,506	
ARA	500500	05	00	00	Cell Phone Allowance	2,607	

**TOTAL PERSONNEL SERVICES** 494,426

OPERATING EXPENSES							
					<b>Professional Services</b>		
GARA/	604000	05	00	00	Professional Services - General		60,000
					Various	60,000	
GARA/	604010	05	00	00	Professional Services - Legal		75,000
					Paltra, Straus, Robinson & Moore	75,000	
GARA/	604017	05	00	00	Surveys, Reports & Data		-
					Diio	-	
					<b>Travel and Training</b>		
GARA/	650000	05	00	00	Travel, Per Diem, Conference Registration		82,500
					AAAE/ACI Summer Legislative Mtg	2,000	
					ACI Annual Conf	3,000	
					ACI Regional Assembly - World Board (2)	15,000	
					AAAE Aviation Issues Conf	7,600	
					ACI Winter Board Meeting / CEO Forum	3,000	
					US Chamber Aviation Summit	2,000	
					ACI-AAAE Spring Legislative Conf	2,000	
					ACI Commissioners Conf	3,000	
					AAAE Annual Conf	3,500	
					NCAA Annual Conf/Legislative Reception	1,200	

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**

**ASHEVILLE REGIONAL AIRPORT**

**Executive**

**BASIC OPERATING BUDGET**

**FY 2018-2019**

Fund	GARAA							
Department	Executive							
Department #	05							
Cost Center	00							
Source	00							

Account Code					Description	Item	Summary	
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount	
					ACI Business of Airports Conf	2,700		
					SEC-AAAE Annual Conf	1,500		
					Allegiant Conf	1,500		
					ACI Summer Board Meeting	6,000		
					ACI Small Airports Conf	2,000		
					Chamber Raleigh Legislative Visit/Intercity Visit	1,500		
					Airline & FAA Meetings	5,000		
					AAAE National Airports Conference	5,000		
					Board Travel	15,000		
GARAA	651000	05	00	00	Training & Education			550
					General Professional Development	500		
					NC Notary Reappointment	50		
					<b>Communications and Freight</b>			
GARAA	663000	05	00	00	Online Services		500	
					MiFi 3G	500		
					<b>Printing &amp; Binding</b>			
GARAA	730000	05	00	00	Printing & Binding		500	
					General	500		
					<b>Promotional Activities</b>			
GARAA	740100	05	00	00	Other Promotional Events/Sponsorships		2,000	
					SEC-AAAE & AAEE Finance & Admin Sponsorships	2,000		
GARAA	740115	05	00	00	Employee/Tenant Appreciation		2,500	
					Tenant/Employee Lunch	2,500		
					<b>Other Current Charges and Obligations</b>			
ARA	750100	05	00	00	Other Current Charges and Obligations		8,500	
					Business Meeting Expenses	2,500		
					Misc Board Expenses	1,000		
					Annual Board Holiday Reception	5,000		
					<b>Operating Supplies</b>			
GARAA	770300	05	00	00	Operating Supplies		350	
					Misc Supplies	350		
GARAA	770305	05	00	00	Promotional Items		1,000	
					Special Promo Items	1,000		
GARAA	771000	05	00	00	Operating Furniture, Fixtures, Equipment and Software		1,250	
					Greater than \$100 & up to \$5,000			
					Admin Equipment	1,250		
					<b>Books, Publications, Subscriptions and Memberships</b>			
GARAA	780100	05	00	00	Dues & Memberships		34,050	
					AAAE Annual Membership	275		
					SEC-AAAE Annual Membership	35		

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**

**ASHEVILLE REGIONAL AIRPORT**

**Executive**

**BASIC OPERATING BUDGET**

**FY 2018-2019**

Fund	GARAA								
Department	Executive								
Department #	05								
Cost Center	00								
Source	00								
<b>Account Code</b>									
Fund	Acct.	Sec.	C.C.	Source	Description	Item	Summary		
						Amount	Amount		
					NCAA Annual Membership	40			
					Vistage	17,000			
					Small Airport Coalition	2,500			
					ACI / AAAE Airport Membership	14,000			
					WNC Pilots Association	200			
					WNC Human Resource Association	-			
GARAA	780500	05	00	00	Books, Publications, Compact Disks, Videos & Subscriptions			500	
					General Subscriptions	500			
<b>TOTAL OPERATING EXPENSES</b>								269,200	
<b>SECTION TOTAL</b>								763,626	

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY

Executive  
Fiscal Year 2018/2019  
Variance Analysis

Acct #	Description	FY 2019 Budget	FY2018 Budget				FY2018 Estimated Actual				FY2017 Actual			FY2016
			FY 2018 Budget	Increase/Decrease		FY 2018 Actual 4 Months	FY 2018 Estimate	Increase/Decrease		FY 2017 Actual	Increase/Decrease		FY 2016 Actual	
				Amount	Percent			Amount	Percent		Amount	Percent		
500000	Salaries	341,911	266,910	75,001	28.10%	83,774	251,322	90,589	36.04%	283,314	58,597	20.68%	243,650	
500016	Longevity	7,437	6,584	853	12.96%	1,079	6,584	853	12.96%	4,737	2,700	57.00%	4,555	
500023	Holiday Pay	650												
500025	Auto Allowance	7,200												
500030	Allocated Benefits	1,000												
500050	FICA Taxes	27,676	21,547	6,129	28.44%	2,375	7,125	20,551	288.44%	16,380	11,296	68.96%	14,504	
500070	LGERS retirement	27,319	24,839	2,480	9.98%	8,817	26,451	868	3.28%	25,312	2,007	7.93%	15,863	
500072	457 Retirement	3,692												
500080	401k	17,467	13,675	3,792	27.73%	4,189	12,567	4,900	38.99%	14,382	3,085	21.45%	11,729	
500160	Medical	50,923	38,061	12,862	33.79%	9,537	28,611	22,312	77.98%	30,519	20,404	66.86%	29,247	
500260	Dental	2,927	1,894	1,033	54.54%	627	1,881	1,046	55.61%	1,887	1,040	55.11%	1,759	
500265	Vision Insurance	208	145			55	165			166	42	25.30%		
500360	Life Insurance	903	663	240	36.20%	234	702	201	28.63%	779	124	15.92%	603	
500460	Disability	2,506	1,906	600	31.48%	578	1,734	772	44.52%	1,733	773	44.60%	1,733	
500500	Cell Phone Allowance	2,607												
	Total Benefits	137,228	102,730	34,498	33.58%	26,412	79,236	57,992	73.19%	91,158	46,070	50.54%	75,438	
	<b>Total Personal Services</b>	<b>494,426</b>	<b>376,224</b>	<b>102,990</b>	<b>27.37%</b>	<b>111,265</b>	<b>337,142</b>	<b>142,092</b>	<b>42.15%</b>	<b>379,209</b>	<b>100,068</b>	<b>26.39%</b>	<b>323,643</b>	
604000	Professional Services - General	60,000	50,000	10,000	20.00%	17,465	50,000	10,000	20.00%	197,723	(137,723)	-69.65%	17,524	
604010	Professional Services - Legal	75,000	105,000	(30,000)	-28.57%	23,282	100,000	(25,000)	-25.00%	152,930	(77,930)	-50.96%	53,928	
604017	Surveys, Reports & Data	0	0	0	100%	0	0	0	100%	0	0	100%	26,220	
650000	Travel, Per Diem, Conference Registration	82,500	73,500	9,000	12.24%	20,532	70,000	12,500	17.86%	66,395	16,105	24.26%	68,175	
651000	Training & Education	550	500	50	10.00%	295	500	50	10.00%	0	550	100%	0	
	Telecommunications		0			149				605			930	
663000	Online Services	500	500	0	0.00%	0	500	0	0.00%	0	500	100%	129	
730000	Printing & Binding	500	500	0	0.00%	0	500	0	0.00%	0	500	100%	0	
740100	Promotional Events/Sponsorships	2,000	2,000	0	0.00%	0	2,000	0	0.00%	1,000	1,000	100.00%	1,050	
740115	Employee/Tenant Appreciation	2,500	2,500	0	0.00%	0	2,500	0	0.00%	1,477	1,023	69.26%	0	
750100	Other Current Charges & Obligations	8,500	9,500	(1,000)	-10.53%	1,499	9,000	(500)	-5.56%	6,697	1,803	26.92%	5,106	
770300	Operating Supplies	350	750	(400)	-53.33%	146	750	(400)	-53.33%	152	198	130.26%	182	
770305	Promotional Items	1,000	1,500	(500)	-33.33%	2,942	2,942	(1,942)	-66.01%	672	328	48.81%	0	
771000	Operating Furniture, Fixtures and Equipment	1,250	1,250	0	0.00%	0	1,250	0	0.00%	0	1,250	100%	1,710	
780100	Dues & Memberships	34,050	34,790	(740)	-2.13%	19,072	34,790	(740)	-2.13%	35,368	(1,318)	-3.73%	28,234	
780500	Books & Publications	500	400	100	25.00%	106	400	100	25.00%	384	116	30.21%	199	
	<b>Total Services &amp; Mat'ls.</b>	<b>269,200</b>	<b>282,690</b>	<b>(13,490)</b>	<b>-4.77%</b>	<b>85,488</b>	<b>275,132</b>	<b>(5,932)</b>	<b>-2.16%</b>	<b>463,403</b>	<b>(193,598)</b>	<b>-41.78%</b>	<b>203,387</b>	
	<b>Department Total</b>	<b>763,626</b>	<b>658,914</b>	<b>89,500</b>	<b>13.58%</b>	<b>196,753</b>	<b>612,274</b>	<b>136,160</b>	<b>22.24%</b>	<b>842,612</b>	<b>(93,530)</b>	<b>-11.10%</b>	<b>527,030</b>	

Comments:

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
ASHEVILLE REGIONAL AIRPORT**

Executive

**CAPITAL BUDGET / PERSONNEL REQUEST**  
**FY 2018-2019**

**JUSTIFICATION SCHEDULE**

<input type="checkbox"/>	Capital Improvement		
<input type="checkbox"/>	Equipment and Small Capital Outlay	Fund	GARAA
<input type="checkbox"/>	Renewal and Replacement	Department Number	5
<input checked="" type="checkbox"/>	Personnel Request	Cost Center	

**DESCRIPTION & JUSTIFICATION**

Fund	Acct.	Sec.	C.C.	Description	Amount
GARAA	0	5	0	Personnel	\$ 114,344

Requesting the additon of a Pay Grade 7 Properties/Purchasing Manager.

The airport has grown over the past number of years. Contract administration has become more extensive as the contracts have become more detailed. Currently multiple departments handle the duties of what should be a properties/purchasing/contract manager position. As an example, operations perform tenant space inspections, administration performs concession inpsctions, and the safety department performs ground transportation inspections. This new position will handle leasing RFPs & RFBS, concession development and oversight, rental car oversight, property tenant oversight and development and administration of purchasing contracts, develop inventory control programs, and acts as liaison between the Authority and tenants, along with other duties which may be assigned.

NOTE: If this request relates to recently approved personnel, please complete the following:

**TITLE:** Properties/Purchasing Manager

**HIRE DATE:** 1st Quarter FY 2019

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
ASHEVILLE REGIONAL AIRPORT**

**Finance**

**BASIC OPERATING BUDGET**

**FY 2018-2019**

Fund	GARAA							
Department	Finance							
Department #	12							
Cost Center	00							
Source	00							

Account Code					Description	Item	Summary
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount

<b>PERSONNEL SERVICES</b>							
GARAA/	500000	12	00	00	Salaries	220,057	220,057
GARAA/	500016	12	00	00	Longevity	1,075	1,075
GARAA/	500023	12	00	00	Holiday Pay	650	650
GARAA/	500025	12	00	00	Auto Allowance	2,400	2,400
					<u>Benefits:</u>		98,076
GARAA/	500050	12	00	00	FICA Taxes	17,236	
GARAA/	500070	12	00	00	LGERS Retirement	17,292	
GARAA/	500080	12	00	00	401k	11,057	
GARAA/	500160	12	00	00	Medical	45,742	
GARAA/	500260	12	00	00	Dental	2,582	
GARAA/	500265	12	00	00	Vision	208	
GARAA/	500360	12	00	00	Life Insurance	689	
GARAA/	500460	12	00	00	Disability	1,638	
ARA	500500	12	00	00	Cell Phone Allowance	1,632	
					<b>TOTAL PERSONNEL SERVICES</b>		322,258

<b>OPERATING EXPENSES</b>							
					<b>Professional Services</b>		
GARAA/	604000	12	00	00	Professional Services - General		6,250
					Software Consultants	-	
					Actuary Report-Retiree Health (Every 3 years)	6,000	
					Actuary Report-LEO SAA-for Audit	250	
GARAA/	640000	12	00	00	Auditing Services		20,200
					Annual Financial Audit	16,200	
					Rental Car Audit	4,000	
					<b>Other Contractors and Services</b>		
GARAA/	647000	12	00	00	Other Contractual Services		-
					Shredding	-	
					<b>Travel and Training</b>		
GARAA/	650000	12	00	00	Travel, Per Diem, Conference Registration		4,500
					Travel for Financial System Training	1,500	
					AAAE Conference or Other Airport Conference	3,000	
					Local Travel	-	
GARAA/	651000	12	00	00	Training & Education		1,000
					CPE	1,000	
					<b>Other Current Charges and Obligations</b>		
GARAA/	654000	12	00	00	Credit Card Fees & Bank Charges		35,000
					Credit Card Fees	-	





GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY

Finance

Fiscal Year 2018/2019

Variance Analysis

Acct #	Description	FY2018 Budget				FY2018 Estimated Actual				FY2017 Actual			FY 2016
		FY 2019 Budget	FY 2018 Budget	Increase/Decrease		FY 2018 Actual 4 Months	FY 2018 Estimate	Increase/Decrease		FY 2017 Actual	Increase/Decrease		FY 2016 Actual
				Amount	Percent			Amount	Percent		Amount	Percent	
500000	Salaries	220,057	220,055	2	0.00%	70,644	211,932	8,125	3.83%	206,178	22,093	11.16%	197,964
500016	Longevity	1,075	1,038	37	3.56%	1,075	1,075	0	0.00%	0	1,075	100%	0
500023	Holiday Pay	650											
500025	Auto Allowance	2,400											
500050	FICA Taxes	17,236	17,281	(45)	-0.26%	5,327	15,981	1,255	7.85%	14,988	2,422	16.35%	14,814
500070	LGERS retirement	17,292	17,111	181	1.06%	6,615	19,845	(2,553)	-12.86%	14,804	4,044	30.53%	13,248
500080	401k	11,057	11,054	3	0.03%	3,586	10,758	299	2.78%	10,056	1,263	12.90%	9,794
500160	Medical	45,742	46,420	(678)	-1.46%	12,004	36,012	9,730	27.02%	37,261	10,170	28.59%	35,572
500260	Dental	2,582	2,504	78	3.12%	778	2,334	248	10.63%	2,342	273	11.82%	2,309
500265	Vision Insurance	208	218	(10)	-4.59%	65	195			262	208	100%	0
500360	Life Insurance	689	689	0	0.00%	244	732	(43)	-5.87%	731	78	12.77%	611
500460	Disability	1,638	1,638	0	0.00%	496	1,488	150	10.08%	1,488	162	10.98%	1,476
500500	Cell Phone Allowance	1,632											
	Total Benefits	98,076	96,915	1,161	1.20%	29,115	87,345	10,731	12.29%	81,932	20,252	26.02%	77,824
	<b>Total Personal Services</b>	<b>322,258</b>	<b>318,008</b>	<b>(432)</b>	<b>-0.14%</b>	<b>100,834</b>	<b>300,352</b>	<b>17,211</b>	<b>5.73%</b>	<b>288,110</b>	<b>41,788</b>	<b>15.15%</b>	<b>275,788</b>
604000	Professional Services - General	6,250	6,250	0	0.00%	446	6,250	0	0.00%	619	(1,006)	-13.86%	7,256
640000	Auditors	20,200	16,200	4,000	24.69%	16,200	16,200	4,000	24.69%	9,900	7,400	57.81%	12,800
641000	Temporary Help	0	0	0	100%	0	0	0	100%	0	0	100%	0
647000	Contractual Services	0	0			0	0			581			
650000	Travel, Per Diem, Conference Registration	4,500	7,400	(2,900)	-39.19%	10,800	7,400	(2,900)	-39.19%	6,200	(392)	-8.01%	4,892
651000	Training & Education	1,000	1,000	0	0.00%	334	1,000	0	0.00%	448	1,000	100%	0
654000	Bank Charges & Credit Card Fees	35,000	90,000	(55,000)	-61.11%	36,608	90,000	(55,000)	-61.11%	104,943	(50,208)	-58.92%	85,208
770300	Operating Supplies	2,000	2,000	0	0.00%	0	2,000	0	0.00%	1,034	1,447	261.66%	553
771000	Operating Furniture, Fixtures and Equipment	1,000	500	500	100.00%	218	500	500	100.00%	489	1,000	100%	0
780100	Dues & Memberships	830	810	20	2.47%	265	810	20	2.47%	460	390	88.64%	440
780500	Books & Publications	300	300	0	0.00%	0	300	0	0.00%	0	300	100%	0
780503	Licenses & Certifications	120	120	0	0.00%	0	120	0	0.00%	120	0	0.00%	120
	<b>Total Services &amp; Mat'ls.</b>	<b>71,200</b>	<b>124,580</b>	<b>(53,380)</b>	<b>-42.85%</b>	<b>64,871</b>	<b>124,580</b>	<b>(53,380)</b>	<b>-42.85%</b>	<b>124,794</b>	<b>(40,069)</b>	<b>-36.01%</b>	<b>111,269</b>
	<b>Department Total</b>	<b>393,458</b>	<b>442,588</b>	<b>(53,812)</b>	<b>-12.16%</b>	<b>165,705</b>	<b>424,932</b>	<b>(36,169)</b>	<b>-8.51%</b>	<b>412,904</b>	<b>1,719</b>	<b>0.44%</b>	<b>387,057</b>

Comments:

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**

**ASHEVILLE REGIONAL AIRPORT**

**Guest Services**

**BASIC OPERATING BUDGET**

**FY 2018-2019**

Fund	GARAA							
Department	Guest Services							
Department #	60							
Cost Center	00							
Source	00							

Account Code					Description	Item	Summary
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount

PERSONNEL SERVICES							
GARAA	500000	60	00	00	Salaries	155,466	155,466
GARAA	500016	60	00	00	Longevity	1,620	1,620
GARAA	500020	60	00	00	Overtime	2,400	2,400
ARA	500023	60	00	00	Holiday Pay	1,516	1,516
Benefits:							
GARAA	500050	60	00	00	FICA Taxes	12,352	52,101
GARAA	500070	60	00	00	LGERS retirement	7,579	
GARAA	500080	60	00	00	401k	4,817	
GARAA	500160	60	00	00	Medical	23,853	
GARAA	500260	60	00	00	Dental	746	
GARAA	500265	60	00	00	Vision	139	
GARAA	500360	60	00	00	Life Insurance	298	
GARAA	500460	60	00	00	Disability	685	
ARA	500500	60	00	00	Cell Phone Allowance	1,632	
<b>TOTAL PERSONNEL SERVICES</b>							

OPERATING EXPENSES							
<b>Professional Services</b>							
ARA	641000	60	00	00	Temporary Help		8,000
					Express Staffing	8,000	
<b>Travel and Training</b>							
GARAA	650000	60	00	00	Travel, Per Diem, Conference Registration		2,000
					AAAE Customer Service or Sales Conference (Supervisor)	2,000	
GARAA	651000	60	00	00	Training & Education		1,000
					Pet therapy training / materials	300	
					Training - Staff/Volunteers	700	
<b>Printing &amp; Binding</b>							
GARAA	730000	60	00	00	Printing & Binding		500
					Advertising sales materials - need updated	500	
<b>Promotional Activities</b>							
GARAA	740115	60	00	00	Employee/Tenant Appreciation		4,900
					Volunteer appreciation - annual banquet, snacks	2,200	
					Tenant customer service incentives	2,700	
<b>Other Current Charges and Obligations</b>							
ARA	750200	60	00	00	In Terminal Advertising		7,500
					In-terminal advertising - sales supplies	775	
					In-terminal advertising - cleaning/R&M	500	
					In-terminal advertising - business development/meetings	225	

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**

**ASHEVILLE REGIONAL AIRPORT**

**Guest Services**

**BASIC OPERATING BUDGET**

**FY 2018-2019**

Fund	GARAA							
Department	Guest Services							
Department #	60							
Cost Center	00							
Source	00							
<b>Account Code</b>					<b>Description</b>		<b>Item</b>	<b>Summary</b>
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount	
					In-terminal advertising - additional displays under \$5,000	6,000		
<b>Operating Supplies</b>								
GARAA	771000	60	00	00	Operating Furniture, Fixtures, Equipment and Software Greater than \$100 & up to \$5,000		350	
					Misc equipment	350		
GARAA	771500	60	00	00	Uniforms		4,000	
					New pet therapy program supplies/uniforms	3,000		
					Apparel for G.S. Staff/volunteers	1,000		
<b>Books, Publications, Subscriptions and Memberships</b>								
GARAA	780100	60	00	00	Dues & Memberships		460	
					AAAE	275		
					AAAE - SE Chapter	35		
					FABA	150		
GARAA	780500	60	00	00	Books, Publications, Compact Disks, Videos & Subscriptions		50	
					Misc. publications	50		
<b>TOTAL OPERATING EXPENSES</b>								28,760
<b>SECTION TOTAL</b>								241,863

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**  
**Guest Services**  
**Fiscal Year 2018/2019**  
**Variance Analysis**

Acct #	Description	FY2018 Budget				FY2018 Estimated Actual				FY2017 Actual			FY 2016
		FY 2019 Budget	FY 2018 Budget	Increase/Decrease		FY 2018 Actual 4 Months	FY 2018 Estimate	Increase/Decrease		FY 2017 Actual	Increase/Decrease		FY 2016 Actual
				Amount	Percent			Amount	Percent		Amount	Percent	
500000	Salaries	155,466	155,466	0	0.00%	46,667	140,001	15,465	11.05%	129,168	26,298	20.36%	128,071
500016	Longevity	1,620	1,044	576	55.17%	0	1,044	576	55.17%	1,236	384	31.07%	1,931
500020	Overtime	2,400	2,400	0	0.00%	451	1,353	1,047	77.38%	3,206	(806)	-25.14%	2,107
500023	Holiday Pay	1,516	0	1,516	100%	0	0	1,516	100%	0	1,516	100%	0
500050	FICA Taxes	12,352	12,192	160	1.31%	3,513	10,539	1,813	17.20%	10,273	2,079	20.24%	9,972
500070	LGERS retirement	7,579	7,579	0	0.00%	2,582	7,746	(167)	-2.16%	7,366	213	2.89%	6,070
500080	401k	4,817	4,800	17	0.35%	1,695	5,085	(268)	-5.27%	4,743	74	1.56%	4,540
500160	Medical	23,853	17,279	6,574	38.05%	6,307	18,921	4,932	26.07%	19,183	4,670	24.34%	13,330
500260	Dental	746	678	68	10.03%	428	1,284	(538)	-41.90%	1,201	(455)	-37.89%	715
500265	Vision Insurance	139	146	(7)	-4.79%	45	135			130	9	6.92%	
500360	Life Insurance	298	298	0	0.00%	121	363	(65)	-17.91%	387	(89)	-23.00%	271
500460	Disability	685	685	0	0.00%	198	594	91	15.32%	603	82	13.60%	623
500500	Cell Phone Allowance	1,632											
	Total Benefits	52,101	43,657	8,444	19.34%	14,889	44,667	7,434	16.64%	43,886	8,215	18.72%	35,521
	<b>Total Personal Services</b>	<b>213,103</b>	<b>202,567</b>	<b>8,904</b>	<b>4.40%</b>	<b>62,007</b>	<b>187,065</b>	<b>24,402</b>	<b>13.04%</b>	<b>177,496</b>	<b>33,975</b>	<b>19.14%</b>	<b>167,630</b>
641000	Temporary Help	8,000	500	7,500	1500.00%	7,614	7,614	386	5.07%	9,889	(1,889)	-19.10%	12,069
650000	Travel, Per Diem, Conference Registration	2,000	2,000	0	0.00%	0	2,000	0	0.00%	2,007	(7)	-0.35%	1,881
651000	Training & Education	1,000	1,000	0	0.00%	0	1,000	0	0.00%	0	1,000	100%	0
730000	Printing & Binding	500	400	100	25.00%	101	400	100	25.00%	0	500	100%	0
740115	Employee/Tenant Appreciation	4,900	2,400	2,500	104.17%	167	2,400	2,500	104.17%	1,967	2,933	149.11%	2,246
750200	In Terminal Advertising	7,500	8,000	(500)	-6.25%	2,938	8,000	(500)	-6.25%	7,555	(55)	-0.73%	4,879
771000	Operating Furniture, Fixtures and Equipment	350	750	(400)	-53.33%	0	750	(400)	-53.33%	227	123	54.19%	0
771500	Uniforms	4,000	2,200	1,800	81.82%	1,068	2,200	1,800	81.82%	829	3,171	382.51%	470
780100	Dues & Memberships	460	460	0	0.00%	0	460	0	0.00%	435	25	5.75%	310
780500	Books & Publications	50	50	0	0.00%	0	50	0	0.00%	0	50	100%	0
	<b>Total Services &amp; Mat'ls.</b>	<b>28,760</b>	<b>17,760</b>	<b>11,000</b>	<b>61.94%</b>	<b>11,888</b>	<b>24,874</b>	<b>3,886</b>	<b>15.62%</b>	<b>22,909</b>	<b>5,851</b>	<b>25.54%</b>	<b>21,855</b>
	<b>Department Total</b>	<b>241,863</b>	<b>220,327</b>	<b>19,904</b>	<b>9.03%</b>	<b>73,895</b>	<b>211,939</b>	<b>28,288</b>	<b>13.35%</b>	<b>200,405</b>	<b>39,826</b>	<b>19.87%</b>	<b>189,485</b>

**Comments**

\$3500 increase is due to the growth of the Paws for Passengers program, number of volunteers, goals to provide an annual volunteer appreciation event, and goals to improve the tenant customer service program. We have cut in other areas where historically we have not spent the full budget.

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**

**ASHEVILLE REGIONAL AIRPORT**

**Information Technology**

**BASIC OPERATING BUDGET**

**FY 2018-2019**

Fund	GARAA							
Department	Information Technology							
Department #	20							
Cost Center	00							
Source	00							
<b>Account Code</b>					<b>Description</b>	<b>Item</b>	<b>Summary</b>	
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount	
<b>PERSONNEL SERVICES</b>								
GARAA	500000	20	00	00	Salaries	283,030	283,030	
GARAA	500016	20	00	00	Longevity	1,415	1,415	
GARAA	500023	20	00	00	Holiday Pay	866	866	
GARAA	500025	20	00	00	Auto Allowance	2,400	2,400	
<b>Benefits:</b>							130,552	
GARAA	500050	20	00	00	FICA Taxes	22,070		
GARAA	500070	20	00	00	LGERS retirement	22,244		
GARAA	500080	20	00	00	401k	14,222		
GARAA	500160	20	00	00	Medical	60,304		
GARAA	500260	20	00	00	Dental	3,128		
GARAA	500265	20	00	00	Vision	277		
GARAA	500360	20	00	00	Life Insurance	915		
GARAA	500460	20	00	00	Disability	2,178		
GARAA	500500	20	00	00	Cell Phone Allowance	5,214		
<b>TOTAL PERSONNEL SERVICES</b>							<b>418,263</b>	
<b>OPERATING EXPENSES</b>								
<b>Professional Services</b>								
GARAA	604000	20	00	00	Professional Services - General		15,000	
						<b>Professional Services - Network Support</b>	<b>15,000</b>	
GARAA	604043	20	00	00	Website Maintenance		1,700	
						<b>Website Hosting and Support</b>	<b>1,700</b>	
<b>Contractual Services</b>								
GARAA	644000	20	00	00	Computer Technical Support		15,000	
						<b>Cisco - SmartNet Agreement (Network/Firewall/Telephone Equipment)</b>	<b>15,000</b>	
GARAA	647000	20	00	00	Other Contractual Services		59,130	
						<b>Internet Fax Service (3 lines)</b>	<b>330</b>	
						<b>EIS - Microsoft Dynamics Service and Support Agreement</b>	<b>5,100</b>	
						<b>VMWare - Annual Support Agreement</b>	<b>6,000</b>	
						<b>Flightview - Real Time Flight Map (Website and Terminal)</b>	<b>3,100</b>	
						<b>Flightview - Annual Support Agreement</b>	<b>500</b>	
						<b>Image Solutions - Printer Service and Repair Agreement</b>	<b>2,600</b>	
						<b>Spatco - GasBoy Service Agreement</b>	<b>600</b>	
						<b>SoftTime Service Agreement (Time &amp; Attendance)</b>	<b>1,350</b>	
						<b>Remote Access Software - ScreenConnect - GARAA Network</b>	<b>300</b>	
						<b>Remote Access Software - LogMeIn - PCI Network</b>	<b>600</b>	
						<b>Kimball - Call Recording Software Support Agreement</b>	<b>975</b>	
						<b>Harris Integrated Solutions - HVAC Software Agreement</b>	<b>1,200</b>	
						<b>Nutanix- Virtual Server Appliance - Annual Support</b>	<b>14,500</b>	
						<b>Infortel / ISI - Call Accounting Service Agreement</b>	<b>1,675</b>	
						<b>WebRoot - Antivirus and Malware Protection (Qty:145)</b>	<b>2,400</b>	
						<b>Microsoft Office 365 w/ Email (70 Users)</b>	<b>15,500</b>	
						<b>Dell - Server Extended Hardware Service Agreements</b>	<b>1,500</b>	
						<b>RS Technologies - DPS CAD A.L.E.I.R. Software &amp; Support</b>	<b>300</b>	
						<b>ESI - Plumblin Fixed Asset Support Agreement</b>	<b>600</b>	

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**

**ASHEVILLE REGIONAL AIRPORT**

**Information Technology**

**BASIC OPERATING BUDGET**

**FY 2018-2019**

Account Code					Description	Item	Summary
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount
Fund	GARAA						
Department	Information Technology						
Department #	20						
Cost Center	00						
Source	00						
<b>Other Contractual Services-Terminal</b>							78,185
GARAA	647000	20	10	00	AirIT EASE Master Service Agreement	40,000	
					ComNet - FIDS Service Agreement	10,000	
					ComNet - PA Service Agreement	11,000	
					Schneider - CCTV / Access Control Support	10,000	
					Pandora - Terminal Music	360	
					CrossMatch - Fingerprint Scanner Warranty (Software Only)	850	
					Bridgeway Solutions - ID Badge Printer Service Agreement	475	
					AAAE - IET Training Terminals - Maintenance Agreement (4 Terminals)	5,500	
<b>Travel and Training</b>							9,000
GARAA	650000	20	00	00	Travel, Per Diem, Conference Registration		
					ACI - Business Information Technology Conference	3,000	
					ASIS Security Conference (Shane and James)	3,500	
					NCGISA	1,000	
					Other Meetings	1,500	
					Local Travel	-	
GARAA	651000	20	00	00	Training & Education		4,500
					Online IT Courses	500	
					Management Courses	2,500	
					DELL Tech Direct	1,500	
<b>Communications and Freight</b>							55,350
GARAA	662000	20	00	00	Telecommunications		
					ERC Broadband - Primary Internet Circuit (100MB)	13,200	
					AT&T - Primary Voice Circuit (PRI)	8,700	
					Redundant Voice and Internet Circuit (PRI + 10MB)	12,500	
					AT&T Long Distance	2,100	
					Charter - Cable TV	2,000	
					Monthly Cell Phone Reimbursements for Staff	-	
					AT&T - Analog Lines (Qty: 9)	9,000	
					Verizon - AVL Mobile Phones (Ops, DPS)	1,000	
					Sprint - Emergency Notification System	1,150	
					RingFree - Conference Bridge	400	
					Cisco Conference Room Phone	800	
					Cisco - IP Phones (Qty:15)	4,500	
<b>Rentals and Leases</b>							13,200
GARAA	664000	20	00	00	Rentals and Leases		
					Sharp - Office Copiers Lease Agreement	13,200	
<b>General Repairs and Maintenance</b>							27,000
GARAA	710000	20	00	00	General Repairs and Maintenance		
					Access Control/Security System Repairs and Maintenance	9,500	
					Door / Door Hardware Replacement (Qty: 3)	10,000	
					PARCS Repairs and Maintenance	1,500	
					FIDS/PA Repairs & Maintenance	1,000	
					Audio / Visual Equipment Repairs	2,500	
					EASE Repairs and Maintenance	2,500	
<b>Operating Supplies</b>							25,800
GARAA	770300	20	00	00	Operating Supplies		

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY										
ASHEVILLE REGIONAL AIRPORT										
Information Technology										
BASIC OPERATING BUDGET										
FY 2018-2019										
Fund	GARAA									
Department	Information Technology									
Department #	20									
Cost Center	00									
Source	00									
Account Code			Description				Item	Summary		
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount			
					Operating Supplies	12,000				
					UPS Battery Backup Units (Client Computers Qty: 10)	1,000				
					UPS Units for Remote Communication Closets (Qty: 5)	5,000				
					Shipping	1,000				
					Plotter Ink Cartridges and Print Heads	1,200				
					Small Tools, Equipment, Inventory	5,000				
					Apparel - Staff	600				
GARAA	770300	20	10	00	Operating Supplies-Terminal		28,000			
					EASE Stock - Boarding Passes, Bag Tags, Toner, Paper	28,000				
GARAA	771000	20	00	00	Operating Furniture, Fixtures, Equipment and Software		113,350			
					Greater than \$100 & up to \$5,000					
					Desktops (Qty: 13)	18,200				
					Laptops (Qty: 4)	11,500				
					Monitors (Qty: 12)	2,400				
					EASE MAP Printers (Qty: 3)	8,600				
					ID Fingerprint Scanner	3,800				
					Storage Craft - Computer Deployment / Imaging Solution	3,500				
					Communications Center A/V Upfit	15,000				
					Network Switches	9,000				
					Board Room Monitor (75" LED)	5,000				
					Adobe Creative Cloud (3 Subscriptions)	2,700				
					Adobe Acrobat Standard (Qty: 15)	4,700				
					Microsoft SQL Server Standard (Qty: 3)	2,800				
					Microsoft Server 2016 DataCenter (Qty: 3)	15,000				
					RS Technologies - ALIER CAD Custom Reports	1,800				
					Solarwinds - Network Software and Utilities	1,200				
					Office Furniture	2,500				
					AutoCad - Development and IT	950				
					Solarwinds / AT - Network Software and Utilities	4,700				
					<b>Books, Publications, Subscriptions and Memberships</b>					
GARAA	780100	20	00	00	Dues & Memberships		1,500			
					CBT Nuggets Subscription	1,250				
					Experts-Exchange Subscription	250				
GARAA	780500	20	00	00	Books, Publications, & Subscriptions		3,000			
					Network Solutions - Domain Name / SSL Renewals	2,500				
					Books & Subscriptions	500				
					<b>TOTAL OPERATING EXPENSES</b>		449,715			
					<b>SECTION TOTAL</b>		867,978			

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
**Information Technology**  
 Fiscal Year 2018/2019  
 Variance Analysis

Acct #	Description	FY 2019 Budget	FY2018 Budget		FY2018 Estimated Actual				FY2017 Actual			FY 2016	
			FY 2018 Budget	Increase/Decrease		FY 2018 Actual 4 Months	FY 2018 Estimate	Increase/Decrease		FY 2017 Actual	Increase/Decrease		FY 2016 Actual
				Amount	Percent			Amount	Percent		Amount	Percent	
500000	Salaries	283,030	279,883	3,147	1.12%	90,573	271,719	11,311	4.16%	271,184	11,846	4.37%	253,669
500016	Longevity	1,415	2,659	(1,244)	-46.78%	2,707	2,707	(1,292)	-47.73%	2,659	(1,244)	-46.78%	2,368
500023	Holiday Pay	866											
500025	Auto Allowance	2,400											
500050	FICA Taxes	22,070	21,922	148	0.68%	7,019	21,057	1,013	4.81%	19,837	2,233	11.26%	18,591
500070	LGERS retirement	22,244	21,868	376	1.72%	5,741	17,223	5,021	29.15%	19,215	3,029	15.76%	16,693
500080	401k	14,222	14,128	94	0.67%	4,723	14,169	53	0.37%	13,120	1,102	8.40%	11,858
500160	Medical	60,304	47,981	12,323	25.68%	12,267	36,801	23,503	63.87%	38,949	21,355	54.83%	30,072
500260	Dental	3,128	2,416	712	29.47%	802	2,406	722	30.01%	2,202	926	42.05%	1,836
500265	Vision Insurance	277	291			91	273			305	(28)	-9.18%	
500360	Life Insurance	915	915	0	0.00%	502	1,506	(591)	-39.24%	1,071	(156)	-14.57%	762
500460	Disability	2,178	2,178	0	0.00%	660	1,980	198	10.00%	1,980	198	10.00%	1,791
500500	Cell Phone Allowance	5,214											
	Total Benefits	130,552	111,699	18,853	16.88%	31,805	95,415	35,137	36.83%	96,679	33,873	35.04%	81,603
	<b>Total Personal Services</b>	<b>418,263</b>	<b>394,241</b>	<b>15,556</b>	<b>3.95%</b>	<b>125,085</b>	<b>369,841</b>	<b>39,938</b>	<b>10.80%</b>	<b>370,522</b>	<b>39,261</b>	<b>10.60%</b>	<b>337,640</b>
604000	Professional Services - General	15,000	15,000	0	0.00%	0	15,000	0	0.00%	25	14,975	59900.00%	0
604043	Website Maintenance	1,700	1,500	200	13.33%	0	1,500	200	13.33%	3,786	(2,086)	-55.10%	4,996
644000	Computer Tech. Support	15,000	18,000	(3,000)	-16.67%	961	18,000	(3,000)	-16.67%	15,124	(124)	-0.82%	9,960
647000	Other Contractual Services	137,315	126,400	10,915	8.64%	48,351	126,400	10,915	8.64%	132,842	4,473	3.37%	107,258
650000	Travel, Per Diem, Conference Registration	9,000	11,400	(2,400)	-21.05%	3,330	11,400	(2,400)	-21.05%	6,301	2,699	42.83%	9,374
651000	Training & Education	4,500	6,100	(1,600)	-26.23%	254	6,100	(1,600)	-26.23%	4,436	64	1.44%	2,373
662000	Telecommunications	55,350	96,400	(41,050)	-42.58%	22,978	96,400	(41,050)	-42.58%	63,012	(7,662)	-12.16%	71,860
664000	Rentals and Leases	13,200	11,600	1,600	13.79%	5,468	11,600	1,600	13.79%	12,303	897	7.29%	11,595
710000	General Repairs and Maintenance	27,000	15,500	11,500	74.19%	4,694	15,500	11,500	74.19%	15,511	11,489	74.07%	15,152
770300	Operating Supplies	53,800	70,800	(17,000)	-24.01%	1,556	70,800	(17,000)	-24.01%	40,021	13,779	34.43%	31,868
771000	Operating Furniture, Fixtures and Equipment	113,350	101,070	12,280	12.15%	18,841	101,070	12,280	12.15%	72,938	40,412	55.41%	51,186
780100	Dues & Memberships	1,500	1,500	0	0.00%	300	1,500	0	0.00%	40	1,460	3650.00%	300
780500	Books & Publications	3,000	3,500	(500)	-14.29%	88	3,500	(500)	-14.29%	2,347	653	27.82%	2,039
	<b>Total Services &amp; Mat'ls.</b>	<b>449,715</b>	<b>478,770</b>	<b>(29,055)</b>	<b>-6.07%</b>	<b>106,821</b>	<b>478,770</b>	<b>(29,055)</b>	<b>-6.07%</b>	<b>368,686</b>	<b>81,029</b>	<b>21.98%</b>	<b>317,961</b>
	<b>Department Total</b>	<b>867,978</b>	<b>873,011</b>	<b>(13,499)</b>	<b>-1.55%</b>	<b>231,906</b>	<b>848,611</b>	<b>10,883</b>	<b>1.28%</b>	<b>739,208</b>	<b>120,290</b>	<b>16.27%</b>	<b>655,601</b>

Comments:



**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**  
**ASHEVILLE REGIONAL AIRPORT**  
**Marketing & Public Relations**  
**BASIC OPERATING BUDGET**  
**FY 2018-2019**

Fund		GARAA						
Department	Marketing & Public Relations							
Department #	30							
Cost Center	00							
Source	00							

Account Code					Description	Item	Summary
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount

PERSONNEL SERVICES								
GARA/	500000	30	00	00	Salaries	193,527	193,527	
GARA/	500016	30	00	00	Longevity	3,011	3,011	
GARA/	500020	30	00	00	Overtime	-	-	
ARA	500023	30	00	00	Holiday Pay	650	650	
ARA	500025	30	00	00	Auto Allowance	3,600	3,600	
					<u>Benefits:</u>		93,622	
GARA/	500050	30	00	00	FICA Taxes	15,392		
GARA/	500070	30	00	00	LGERS retirement	15,369		
GARA/	500080	30	00	00	401k	9,827		
GARA/	500160	30	00	00	Medical	44,893		
GARA/	500260	30	00	00	Dental	2,854		
GARA/	500265	30	00	00	Vision	208		
GARA/	500360	30	00	00	Life Insurance	715		
GARA/	500460	30	00	00	Disability	1,757		
ARA	500500	30	00	00	Cell Phone Allowance	2,607		
	<b>TOTAL PERSONNEL SERVICES</b>							<b>294,410</b>

OPERATING EXPENSES							
					<b>Professional Services</b>		
GARA/	604000	30	00	00	Professional Services - General		36,000
					Air service development consulting - Ailevon	36,000	
GARA/	604016	30	00	00	Artwork and Creative Production		35,000
					Creative production (tv, radio, pr videos, digital collateral)	18,000	
					LAZ Parking website updates/microsite/prepay app	10,000	
					Website updates (maintenance)	7,000	
GARA/	604017	30	00	00	Surveys, Reports & Data		15,500
					Focus groups/internal research	500	
					Market perception study update	15,000	
					<b>Travel and Training</b>		
GARA/	650000	30	00	00	Travel, Per Diem, Conference Registration		23,200
					ACI Marketing conference - Nov 2018	2,500	
					Routes Americas - Feb 2019 (Quebec) & ACI Jumpstart	5,000	
					NCAA meetings and annual conference	1,600	
					Marketing conference - Alex - MarCom - Nov 2018	2,500	
					Allegiant Air annual meeting - Oct 2018 - Savannah	1,200	
					Airline meeting travel expenses	1,800	
					Roundtable	2,000	
					AAAE Conference or SE Chapter Conference	2,200	



**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**  
**ASHEVILLE REGIONAL AIRPORT**  
**Marketing & Public Relations**  
**BASIC OPERATING BUDGET**  
**FY 2018-2019**

Fund		GARAA								
Department	Marketing & Public Relations									
Department #	30									
Cost Center	00									
Source	00									
<b>Account Code</b>		<b>Description</b>					<b>Item</b>	<b>Summary</b>		
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount			
						New runway opening events - Project SOAR celebration	18,000			
						Runway 5K (revenue offsets 100%)	22,000			
						Customer appreciation events in terminal	4,000			
						Henderson County Partnership for Econ Devel	1,000			
GARAA	740115	30	00	00		Employee/Tenant Appreciation		2,250		
						Tenant prizes for holiday décor contest	250			
						Tenant lunch	2,000			
						<b>Operating Supplies</b>				
GARAA	770301	30	00	00		Art Program Supplies		1,000		
						Supplies, promotional materials	1,000			
GARAA	770305	30	00	00		Promotional Items		12,200		
						Small items/large quantities - general, 1st Class Program, events	3,500			
						Project SOAR - milestone gift	1,500			
						Carolina West	1,000			
						Apparel - promotional	2,500			
						Apparel - staff - restock	1,200			
						Large items / small quantities	2,500			
GARAA	770310	30	00	00		Holiday Decorations		5,000		
						Decorations - parking garage décor & new tree stands	5,000			
GARAA	771000	30	00	00		Operating Furniture, Fixtures, Equipment and Software		7,025		
						Greater than \$100 & up to \$5,000				
						Desk Chair - PR	375			
						Rolling event kiosk	2,450			
						Additional plant boxes (built in-house) - 20	1,200			
						Passenger feedback stations - ipad/kiosks - 6	3,000			
						<b>Books, Publications, Subscriptions and Memberships</b>				
GARAA	780100	30	00	00		Dues & Memberships		4,445		
						Asheville Chamber	730			
						Haywood Chamber	580			
						Hendersonville Chamber	495			
						Jackson Chamber	210			
						Madison Chamber	300			
						McDowell Chamber	205			
						Mitchell County Chamber	350			
						Polk Chamber	325			
						Rutherford Chamber	250			
						Transylvania/Brevard Chamber	365			
						Yancey Chamber	280			
						AAAE	275			

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**

**ASHEVILLE REGIONAL AIRPORT**

**Marketing & Public Relations**

**BASIC OPERATING BUDGET**

**FY 2018-2019**

Fund		GARAA							
Department	Marketing & Public Relations								
Department #	30								
Cost Center	00								
Source	00								
<b>Account Code</b>					<b>Description</b>			<b>Item</b>	<b>Summary</b>
Fund	Acct.	Sec.	C.C.	Source			Amount	Amount	
						SEC AAAE	35	750	
						NCAA	45		
GARAA	780500	30	00	00	Books, Publications, Compact Disks, Videos & Subscriptions				
					Photos, music, animations - royalty free		500		
					Citizen-Times online subscription		250		
<b>TOTAL OPERATING EXPENSES</b>								433,410	
<b>SECTION TOTAL</b>								727,820	

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**  
**Marketing & Public Relations**  
**Fiscal Year 2018/2019**  
**Variance Analysis**

Acct #	Description	FY2018 Budget				FY2018 Estimated Actual				FY2017 Actual			FY 2016
		FY 2019 Budget	FY 2018 Budget	Increase/Decrease Amount	Increase/Decrease Percent	FY 2018 Actual 4 Months	FY 2018 Estimate	Increase/Decrease Amount	Increase/Decrease Percent	FY 2017 Actual	Increase/Decrease Amount	Increase/Decrease Percent	Actual
500000	Salaries	193,527	154,718	38,809	25.08%	49,573	148,719	44,808	30.13%	145,561	47,966	32.95%	140,156
500016	Longevity	3,011	2,011	1,000	49.73%	2,080	2,011	1,000	49.73%	3,055	(44)	-1.44%	1,935
500020	Overtime	0	0	0	100%	0	0	0	100%	0	0	100%	0
500023	Holiday Pay	650											
500025	Auto Allowance	3,600											
500050	FICA Taxes	15,392	12,319	3,073	24.95%	3,965	11,895	3,497	29.40%	11,114	4,278	38.49%	10,810
500070	LGERS retirement	15,369	12,129	3,240	26.71%	3,880	11,640	3,729	32.04%	10,614	4,755	44.80%	8,760
500080	401k	9,827	7,837	1,990	25.39%	2,583	7,749	2,078	26.82%	7,210	2,617	36.30%	7,002
500160	Medical	44,893	24,051	20,842	86.66%	6,103	18,309	26,584	145.20%	19,355	25,538	131.95%	18,528
500260	Dental	2,854	1,467	1,387	94.55%	486	1,458	1,396	95.75%	1,474	1,380	93.62%	1,414
500265	Vision Insurance	208	145			44	132			145	63	43.45%	
500360	Life Insurance	715	475	240	50.53%	168	504	211	41.87%	793	(78)	-9.84%	432
500460	Disability	1,757	1,157	600	51.86%	350	1,050	707	67.33%	1,051	706	67.17%	1,051
500500	Cell Phone Allowance	2,607											
	Total Benefits	93,622	59,580	34,042	57.14%	17,579	52,737	40,885	77.53%	51,756	41,866	80.89%	47,997
	<b>Total Personal Services</b>	<b>294,410</b>	<b>216,309</b>	<b>71,181</b>	<b>32.91%</b>	<b>69,232</b>	<b>203,467</b>	<b>84,010</b>	<b>41.29%</b>	<b>200,372</b>	<b>87,181</b>	<b>43.51%</b>	<b>190,088</b>
604000	Professional Services - General	36,000	36,000	0	0.00%	13,248	36,000	0	0.00%	36,020	(20)	-0.06%	15,000
604016	Artwork and Creative Production	35,000	51,000	(16,000)	-31.37%	26,598	51,000	(16,000)	-31.37%	10,117	24,883	245.95%	27,110
604017	Surveys, Reports & Data	15,500	500	15,000	3000.00%	0	500	15,000	3000.00%	240	15,260	6358.33%	13,693
650000	Travel, Per Diem, Conference Registration	23,200	25,500	(2,300)	-9.02%	4,087	25,500	(2,300)	-9.02%	17,813	5,387	30.24%	17,026
651000	Training & Education	500	1,250	(750)	-60.00%	297	1,250	(750)	-60.00%	0	500	100%	0
710000	General Repairs and Maintenance	1,200	800	400	50.00%	393	800	400	50.00%	1,328	(128)	-9.64%	0
730000	Printing & Binding	5,000	5,500	(500)	-9.09%	408	5,500	(500)	-9.09%	5,037	(37)	-0.73%	5,234
730001	Banners	0	750	(750)	-100.00%	43	750	(750)	-100.00%	680	(680)	-100.00%	528
740005	Radio	22,000	30,000	(8,000)	-26.67%	8,750	30,000	(8,000)	-26.67%	27,996	(5,996)	-21.42%	10,746
740010	Billboards	32,500	32,500	0	0.00%	3,775	32,500	0	0.00%	34,050	(1,550)	-4.55%	25,200
740015	Print	12,100	15,100	(3,000)	-19.87%	0	15,100	(3,000)	-19.87%	15,334	(3,234)	-21.09%	13,658
740020	TV	75,000	110,000	(35,000)	-31.82%	6,679	110,000	(35,000)	-31.82%	50,075	24,925	49.78%	66,350
740030	Telephone Book	0	0	0	100%	0	0	0	100%	0	0	100%	0
740040	Web Advertising	59,440	49,440	10,000	20.23%	1,570	49,440	10,000	20.23%	33,237	26,203	78.84%	41,432
740050	Air Service Development	2,300	3,300	(1,000)	-30.30%	0	1,500	800	53.33%	19,797	(17,497)	-88.38%	1,152
740100	Promotional Events/Sponsorships	1,500	3,000	(1,500)	-50.00%	0	3,000	(1,500)	-50.00%	1,000	500	50.00%	12,914
740101	Other Community Events/Exhibits/Sponsorships	79,500	66,500	13,000	19.55%	15,740	37,000	42,500	114.86%	38,656	40,844	105.66%	41,113
740115	Employee/Tenant Appreciation	2,250	1,950	300	15.38%	721	1,950	300	15.38%	1,700	550	32.35%	573
770301	Art Program	1,000	1,000	0	0.00%	99	1,000	0	0.00%	1,050	(50)	-4.76%	1,400
770305	Promotional Items	12,200	11,200	1,000	8.93%	983	11,200	1,000	8.93%	14,825	(2,625)	-17.71%	14,855
770310	Holiday Decorations	5,000	5,000	0	0.00%	0	5,000	0	0.00%	5,080	(80)	-1.57%	604
771000	Operating Furniture, Fixtures and Equipment	7,025	0	7,025	100%	0	0	7,025	100%	4,156	2,869	69.03%	3,713
780100	Dues & Memberships	4,445	4,445	0	0.00%	450	4,445	0	0.00%	4,700	(255)	-5.43%	5,245
780500	Books & Publications	750	750	0	0.00%	198	750	0	0.00%	1,362	(612)	-44.93%	872
	<b>Total Services &amp; Mat'ls.</b>	<b>433,410</b>	<b>455,485</b>	<b>(22,075)</b>	<b>-4.85%</b>	<b>84,039</b>	<b>424,185</b>	<b>9,225</b>	<b>2.17%</b>	<b>324,253</b>	<b>109,157</b>	<b>33.66%</b>	<b>318,418</b>
	<b>Department Total</b>	<b>727,820</b>	<b>671,794</b>	<b>49,106</b>	<b>7.31%</b>	<b>153,271</b>	<b>627,652</b>	<b>93,235</b>	<b>14.85%</b>	<b>524,625</b>	<b>196,338</b>	<b>37.42%</b>	<b>508,506</b>

Notes

- 604017 Time for market perception survey update
- 650000 Travel requirements remain at similar high level with MarCom officer position
- 740005 Reducing radio - increasing web advertising instead
- 740015 Reducing focus on print advertising
- 740020 TV is a focus in message delivery
- 740040 Web advertising is most effective target marketing strategy in market; strategic goal to increase social media engagement
- 740050 Reduced - may or may not use; need dollars available
- 740100 Haven't used flyaways much in several years - not the most effective
- 740101 Included actual estimated costs for Project SOAR event (not in FY18 budget); carried over Runway 5K; added passenger appreciation events dollars to support strategic plan
- 740115 We are growing - need more funds to feed larger group of tenants
- 770305 Growth to support First Class Customer Service program enhancement
- 771000 Kiosk is for passenger experience monthly events - strategic plan; Kiosks for improved customer feedback stations; would like additional plant boxes to improve décor in terminal

Questions If new staff member is approved, will I need to budget for office furniture and computer?

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
ASHEVILLE REGIONAL AIRPORT**

**Marketing**

**CAPITAL BUDGET / PERSONNEL REQUEST**  
**FY 2018-2019**

**JUSTIFICATION SCHEDULE**

<input type="checkbox"/>	Capital Improvement				
<input type="checkbox"/>	Equipment and Small Capital Outlay			Fund	GARAA
<input type="checkbox"/>	Renewal and Replacement			Department Number	30
<input checked="" type="checkbox"/>	Personnel Request			Cost Center	0

**DESCRIPTION & JUSTIFICATION**

Fund	Acct.	Sec.	C.C.	Source	Description	Amount
GARAA		30	0	0	Personnel	\$ 66,184

Requesting the addition of a Category 3 Marketing & Public Relations Coordinator.

The airport has grown in passenger use by 50% in just five years; 15% in the last year alone. With this growth comes more daily customer interaction, media requests, and needs for the Marketing & PR Department and Guest Services team to focus on the passenger experience.

The daily technical tasks are time consuming, and prevent the department from focusing fully on growth and enhancement opportunities. We need a coordinator who can focus on technical duties, such as scheduling, database management, website content updates, social media monitoring and content updates, customer feedback response, general assistance with events, projects and more, as well as cross-trained fill-in support for the Guest Services department.

NOTE: If this request relates to recently approved personnel, please complete the following:

**TITLE:**

**HIRE DATE:**

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**

**ASHEVILLE REGIONAL AIRPORT**

**Operations**

**BASIC OPERATING BUDGET**

**FY 2018-2019**

<b>Account Code</b>							<b>Description</b>	<b>Item</b>	<b>Summary</b>
Fund	Acct.	Sec.	C.C.	Source			Amount	Amount	
Fund	GARAA								
Department	Operations								
Department #	40								
Cost Center	00								
Source	00								
<b>PERSONNEL SERVICES</b>									
GARA/	500000	40	10	00	Salaries		1,123,888	1,123,888	
GARA/	500016	40	10	00	Longevity		15,509	15,509	
GARA/	500020	40	10	00	Overtime		45,000	45,000	
ARA	500023	40	10	00	Holiday Pay		5,847	5,847	
ARA	500025	40	10	00	Auto Allowance		2,400	2,400	
					<u>Benefits:</u>			655,822	
GARA/	500050	40	10	00	FICA Taxes		91,616		
GARA/	500070	40	10	00	LGERS retirement		92,620		
GARA/	500080	40	10	00	401k		59,220		
GARA/	500160	40	10	00	Medical		371,826		
GARA/	500260	40	10	00	Dental		20,578		
GARA/	500265	40	10	00	Vision		1,868		
GARA/	500360	40	10	00	Life Insurance		4,688		
GARA/	500460	40	10	00	Disability		9,089		
ARA	50050	40	10	00	Cell Phone Allowance		4,317		
	<b>TOTAL PERSONNEL SERVICES</b>								1,848,466
<b>OPERATING EXPENSES</b>									
					<b>Professional Services</b>				
GARA/	641000	40	10	00	Temporary Help			75,000	
					Temporary Help		75,000		
					<b>Contractual Services</b>				
GARA/	645000	40	60	00	Landscaping			9,420	
					RAC Contract		9,420		
GARA/	646500	40	80	00	Parking Management Contract			550,205	
					Payroll, Benefits & Operating Expenses		487,164		
					Management Fee		63,041		
ARA	646600	40	80	00	Parking Management Shuttle			-	
					Payroll & Benefits		-		
ARA	646600	40	80	40	Prepaid Remote Shuttle			-	
GARA/	647000	40	10	00	Other Contractual Services			85,873	
					Automatic Door Contract		7,000		
					Uniform Cleaning & Mats (Maintenance & Ja		19,000		
					Loading Bridge Maintenance Contract		4,100		
					Load Bank Generator Test		3,200		
					State & NCDOL Inspections		1,000		
					Fire Sprinkler Inspections/Backflow/Halation		4,300		
					Halon Fire Suppression Inspection		1,300		

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**

**ASHEVILLE REGIONAL AIRPORT**

**Operations**

**BASIC OPERATING BUDGET**

**FY 2018-2019**

Fund	GARAA			
Department	Operations			
Department #	40			
Cost Center	00			
Source	00			

<b>Account Code</b>					<b>Description</b>	<b>Item Amount</b>	<b>Summary Amount</b>	
Fund	Acct.	Sec.	C.C.	Source				
					Waste Removal & Recycling	14,990		
					RAC Waste Removal and Recycling	3,200		
					Pest Control	1,750		
					RAC Pest Control	533		
					Wildlife Program	12,000		
					Window Washing	9,000		
					Lobby Plants	4,500		
GARAA	700100	40	10	00	Elevator Maintenance Contract			5,000
					Elevator Maintenance Contract	5,000		
GARAA	700200	40	10	00	Fire Alarm Systems Contract			14,100
					Fire Alarm Systems-Infinity & Monitoring fee	1,000		
					Fire Alarm Systems-Siemens	13,100		
					<b>Travel and Training</b>			
GARAA	650000	40	10	00	Travel, Per Diem, Conference Registration		6,400	
					SEC Annual Conference	1,100		
					NCAA Conference	800		
					AAAE Conference	2,500		
					Annual Snow Symposium (1)	2,000		
					Local Travel	-		
GARAA	651000	40	10	00	Training & Education		6,300	
					Professional Development	500		
					AAAE	500		
					ACE (1)	3,800		
					ASOS (1)	1,500		
					<b>Utility Services</b>			
					Electricity - All Locations		404,267	
ARA	685500	40	80	00	Electricity Parking Garage			
					61 Terminal Dr	50,000		
GARAA	681000	40	10	00	Electricity TA8918 Terminal 208			
					61 Terminal Dr (727 171 5729)	144,700		
ARA	681500	40	10	00	Electricity TH4698 Landside Restaurant & GRAA Storage areas			
					61 Terminal Dr (183 474 0183)	4,943		
					Airside Restaurant and Freezer	16,724		
ARA	689400	40	20	10	Electricity TR2714 DPS Bldg New			
					136 Wright Brother Way (640-377-9462)	18,800		
ARA	683000	40	20	00	Electricity TK0203 Maint Bldgs			
					15 Aviation Way (590 232 5728)	12,900		
ARA	683500	40	20	00	Electricity W10456 Vgate-8AW			
					21 Aviation Way (798 342 2663)	450		



**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**

**ASHEVILLE REGIONAL AIRPORT**

**Operations**

**BASIC OPERATING BUDGET**

**FY 2018-2019**

Fund	GARAA						
Department	Operations						
Department #	40						
Cost Center	00						
Source	00						

<b>Account Code</b>					<b>Description</b>	<b>Item Amount</b>	<b>Summary Amount</b>
Fund	Acct.	Sec.	C.C.	Source			
ARA	684000	40	20	00	Electricity S93746 GA Sewer Lift 1 Aviation Way (153 235 5813)	750	48,500
ARA	685600	40	20	00	Electricity TF3027 480V TAFRDP 61 Terminal Dr (447 711 2884)	133,600	
ARA	686000	40	20	00	Electricity YK5320 Cargo Bldg 41 Terminal Dr (527 340 0993)	-	
ARA	688500	40	60	00	Electricity RAC CAM S83383 87 Rental Car Dr (319 694 7927)	12,400	
ARA	689000	40	80	00	Electricity TH6583 WBW St Light Wright Brothers Way (317 794 7458)	6,500	
ARA	689200	40	80	00	Electricity YT5631 LowerOverflow (606 016 2549)	2,500	
ARA	689300	40	20	00	Electricity Lav Cart Dump Station	-	
ARA	689450	40	80	0	Electricity Temp Emp Lot (155 676 6044)	-	
					Natural Gas - All Locations		
GARAA	690000	40	10	00	Nat Gas 635822 Terminal 61 Terminal Dr (3-1981-0349-9500)	24,000	
ARA	691500	40	20	00	Nat Gas 568135 Operations Office Bldg A (East) 15 Aviation Way (2-2100-7146-7120)	11,500	
ARA	692000	40	20	00	Nat Gas 446155 Main Bldg B (West) 15 Aviation Way (8-1981-0349-9521)	6,000	
ARA	690300	40	20	00	Nat Gas 508999/509070 DPS Bldg New 136 Wright Brothers Way (2-2101-0054-641)	7,000	
					Water - All Locations		
GARAA	695000	40	10	00	Water 11946022/12642942 Term 61 Terminal Dr (2111887-1140018)	35,000	
ARA	695100	40	20	00	Water - Deicing Truck Water Station 61 Terminal Dr (2111887-103231)	2,000	
GARAA	695500	40	00	00	Water 47313873 Maint Bldg A E 15 Aviation Way (2111879-1339978)	-	
ARA	697600	40	20	00	Water 102059 Public Saf Bldg-New (211887/102059) 136 Wright Brothers Way (1264268/1394288)	4,800	
ARA	696500	40	20	00	Water 12439009 Air Cargo Bldg 41 Terminal Dr (2111885-1140008)	-	
ARA	697500	40	20	00	Water 11459507/70162311 New Maint Bldg (East) 15 Aviation Way (2111887-1580708)	2,900	
ARA	698000	40	60	00	Water 11946005/70182576 RAC		

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**

**ASHEVILLE REGIONAL AIRPORT**

**Operations**

**BASIC OPERATING BUDGET**

**FY 2018-2019**

Fund	GARAA							
Department	Operations							
Department #	40							
Cost Center	00							
Source	00							

<b>Account Code</b>					<b>Description</b>	<b>Item Amount</b>	<b>Summary Amount</b>
Fund	Acct.	Sec.	C.C.	Source			
					65 Rental Car Dr (2293169-1587918)	25,000	151,500
ARA	698500	40	80	00	Water 1013844 Toll Plaza Office		
					70 Terminal Dr	2,000	
ARA	697700	40	80	00	Water Garage (2111887/104501)		
					61 Terminal Drive	1,000	
<b>General Repairs and Maintenance</b>							
GARAA	710100	40	10	00	Terminal, Buildings and Grounds		
					Terminal, Building & Grounds General Repai	22,000	
					Hardware/Equipment	12,000	
					Forbo Replacement	5,000	
					Terminal & Grounds Lighting Fixtures and bu	12,000	
					Baggage Belts	5,000	
					Equipment Rental	1,500	
					Roofing Maintenance	5,000	
					HVAC Repairs	11,000	
					Lime, Fertilizer, Mulch & Plants	13,000	
					Loading Bridges, PC Air/GPU's	13,000	
					RAC Light Poles, Fencing, Backflow/Fire Line	11,000	
					Light Poles, Fencing.	5,000	
					Crosswalk Sealing (1)	10,000	
					Sewer Cleanout & Repair	4,000	
					Pavement Maintenance Program	13,000	
					Rental Homes, Advantage West, DPS, CAP, ,	9,000	
GARAA	710200	40	20	00	Vehicles and Heavy Equipment		69,500
					Airfield Vehicles & Heavy Equipment	50,000	
					Landside Vehicles & Heavy Equipment	15,000	
					Authority Vehicle Tax & Tags	4,500	
GARAA	710300	40	20	00	Airport and Airfield Equipment		11,000
					Airfield Lighting, Runway Painting, & Electric	11,000	
<b>Printing &amp; Binding</b>							
GARAA	730000	40	10	00	Printing & Binding		1,500
					Printing & Binding, Forms/Permits/	1,500	
<b>Promotional Activities</b>							
GARAA	740115	40	10	00	Employee/Tenant Appreciation		600
					Employee/Conference Hosting/Snow Team F	600	
<b>Operating Supplies</b>							
GARAA	770100	40	10	00	Vehicle Fuel		40,000
					Vehicle Fuel	40,000	
GARAA	770200	40	10	00	Shop Supplies		3,000
					Shop Supplies	3,000	

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**

**ASHEVILLE REGIONAL AIRPORT**

**Operations**

**BASIC OPERATING BUDGET**

**FY 2018-2019**

Fund	GARAA							
Department	Operations							
Department #	40							
Cost Center	00							
Source	00							

<b>Account Code</b>					<b>Description</b>	<b>Item Amount</b>	<b>Summary Amount</b>
Fund	Acct.	Sec.	C.C.	Source			
GARAA	770300	40	10	00	Operations Supplies		19,000
					Operating Supplies	5,000	
					Finger Print/Badging	14,000	
GARAA	770400	40	10	00	Chemicals & Safety		74,600
					Chemicals & Safety	4,100	
					De-icing Chemicals	68,000	
					Safety Program Supplies	2,500	
GARAA	770500	40	10	00	Small Tools and Equipment		7,500
					Small Tools & Equipment	7,500	
GARAA	770600	40	10	00	Custodial Supplies		20,000
					Cleaning Supplies/Mop Heads/Trash Can Lin	20,000	
GARAA	770650	40	10	00	Custodial Consumables		40,000
					Soap/Paper Towels/Toilet Paper/Seat Covers	40,000	
GARAA	771000	40	10	00	Operating Furniture, Fixtures, Equipment and S Greater than \$100 & up to \$5,000		2,000
						2,000	
GARAA	771500	40	10	00	Uniforms		10,500
					Employee Shoe Allowance	1,000	
					Clothing	1,600	
					PPE for Maintenance Personnel	7,500	
					Prescription Safety Glasses	400	
					<b>Books, Publications, Subscriptions and Memberships</b>		
GARAA	780100	40	10	00	Dues & Memberships		1,350
					AAAE-3	825	
					SEC-7	245	
					NCAA Annual Dues 7	280	
GARAA	780500	40	10	00	Books, Publications, Compact Disks, Videos & Subscriptions		500
						500	
GARAA	780503	40	10	00	Licenses & Certifications		660
					CDL Licenses	500	
					NC Fire Sprinkler Licenses	160	
					<b>TOTAL OPERATING EXPENSES</b>		1,730,975
					<b>SECTION TOTAL</b>		3,579,441

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY

Operations

Fiscal Year 2018/2019

Variance Analysis

Acct #	Description	FY2018 Budget				FY2018 Estimated Actual				FY2017 Actual			FY 2016 Actual
		FY 2019 Budget	FY 2018 Budget	Increase/Decrease Amount	Increase/Decrease Percent	FY 2018 Actual 4 Months	FY 2018 Estimate	Increase/Decrease Amount	Increase/Decrease Percent	FY 2017 Actual	Increase/Decrease Amount	Increase/Decrease Percent	
500000	Salaries	1,123,888	1,147,241	(23,353)	-2.04%	358,894	1,076,682	47,206	4.38%	1,022,085	101,803	9.96%	952,978
500016	Longevity	15,509	16,630	(1,121)	-6.74%	3,568	16,630	(1,121)	-6.74%	17,428	(1,919)	-11.01%	19,845
500020	Overtime	45,000	35,000	10,000	28.57%	8,467	25,401	19,599	77.16%	41,713	3,287	7.88%	54,948
500023	Holiday Pay	5,847											
500025	Auto Allowance	2,400											
500050	FICA Taxes	91,616	92,846	(1,230)	-1.32%	25,100	75,300	16,316	21.67%	79,624	11,992	15.06%	76,808
500070	LGERS retirement	92,620	92,697	(77)	-0.08%	28,203	84,609	8,011	9.47%	81,740	10,880	13.31%	69,999
500080	401k	59,220	59,944	(724)	-1.21%	18,493	55,479	3,741	6.74%	54,020	5,200	9.63%	51,590
500160	Medical	371,826	386,935	(15,109)	-3.90%	84,194	252,582	119,244	47.21%	250,405	121,421	48.49%	245,065
500260	Dental	20,578	18,890	1,688	8.94%	5,172	15,516	5,062	32.62%	15,759	4,819	30.58%	14,363
500265	Vision Insurance	1,868	1,962	(94)	-4.79%	442	1,326	542	40.87%	1,528	340	22.25%	
500360	Life Insurance	4,688	4,679	9	0.19%	1,567	4,701	(13)	-0.28%	4,136	552	13.35%	3,543
500460	Disability	9,089	9,021	68	0.75%	2,610	7,830	1,259	16.08%	7,744	1,345	17.37%	6,844
500500	Cell Phone Allowance	4,317											
	Total Benefits	655,822	666,974	(11,152)	-1.67%	165,781	497,343	158,479	31.87%	494,956	160,866	32.50%	468,212
	<b>Total Personal Services</b>	<b>1,848,466</b>	<b>1,865,845</b>	<b>(29,943)</b>	<b>-1.60%</b>	<b>536,710</b>	<b>1,616,056</b>	<b>219,846</b>	<b>13.60%</b>	<b>1,576,182</b>	<b>259,720</b>	<b>16.48%</b>	<b>1,495,983</b>
641000	Temporary Help	75,000	87,000	(12,000)	-13.79%	14,582	55,000	20,000	36.36%	63,117	11,883	18.83%	53,506
644000	Computer Tech. Support	0	0	0	100%		0	0	100%		0	100%	
645000	Landscaping	9,420	9,420	0	0.00%	3,140	9,420	0	0.00%	7,850	1,570	20.00%	9,420
646500	Parking Management Contract	550,205	425,936	124,269	29.18%	103,506	425,936	124,269	29.18%	417,605	132,600	31.75%	446,369
646600	Parking Management - Shuttle	0	200,000	(200,000)	-100.00%	162,999	200,000	(200,000)	-100.00%	531,868	(531,868)	-100.00%	90,673
647000	Other Contractual Services	85,873	80,273	5,600	6.98%	24,116	80,273	5,600	6.98%	76,325	9,548	12.51%	56,431
700100	Elevator Maintenance Contract	5,000	2,280	2,720	119.30%	1,148	2,280	2,720	119.30%	2,837	2,163	76.24%	1,840
700200	Fire Alarm Systems Contract	14,100	12,450	1,650	13.25%	16,519	16,519	(2,419)	-14.64%	11,977	2,123	17.73%	15,319
650000	Travel, Per Diem, Conference Registration	6,400	8,700	(2,300)	-26.44%	967	8,700	(2,300)	-26.44%	5,914	486	8.22%	11,333
651000	Training & Education	6,300	4,500	1,800	40.00%	2,730	4,500	1,800	40.00%	2,871	3,429	119.44%	5,256
662000	Telecommunications		0	0	100%	160	0	0	100%	369	(369)	-100.00%	18
664000	Rentals and Leases		0	0	100%	4,000	0	0	100%	11,000	(11,000)	-100.00%	
680000	Electricity - All	404,267	405,317	(1,050)	-0.26%	98,281	355,300	48,967	13.78%	289,989	114,278	39.41%	324,524
690000	Natural Gas - All	48,500	48,500	0	0.00%	2,693	35,500	13,000	36.62%	21,777	26,723	122.71%	30,002
695000	Water - All	72,700	67,000	5,700	8.51%	28,828	71,500	1,200	1.68%	60,029	12,671	21.11%	47,520
710100	Terminal, Buildings and Grounds	151,500	152,000	(500)	-0.33%	54,481	167,000	(15,500)	-9.28%	169,916	(18,416)	-10.84%	165,840
710200	Vehicles and Heavy Equipment	69,500	69,500	0	0.00%	14,435	64,500	5,000	7.75%	90,266	(20,766)	-23.01%	63,128
710300	Airport and Airfield Equipment	11,000	12,000	(1,000)	-8.33%	2,926	12,000	(1,000)	-8.33%	9,159	1,841	20.10%	9,922
730000	Printing & Binding	1,500	1,500	0	0.00%	141	1,000	500	50.00%	2,956	(1,456)	-49.26%	2,605
740115	Employee/Tenant Appreciation	600	600	0	0.00%	0	600	0	0.00%	274	326	118.98%	603
770100	Vehicle Fuel	40,000	45,000	(5,000)	-11.11%	20,864	45,000	(5,000)	-11.11%	60,010	(20,010)	-33.34%	26,926
770200	Shop Supplies	3,000	3,000	0	0.00%	1,196	3,000	0	0.00%	4,535	(1,535)	-33.85%	3,975
770300	Operating Supplies	19,000	18,000	1,000	5.56%	4,195	18,000	1,000	5.56%	21,171	(2,171)	-10.25%	13,246
770400	Chemicals & Safety	74,600	74,600	0	0.00%	208	50,000	24,600	49.20%	4,231	70,369	1663.18%	42,538
770500	Small Tools and Equipment	7,500	5,000	2,500	50.00%	2,253	5,000	2,500	50.00%	2,681	4,819	179.75%	5,446
770600	Custodial Supplies	20,000	19,000	1,000	5.26%	271	19,000	1,000	5.26%	5,136	14,864	289.41%	23,751
770650	Custodial Consumables	40,000	35,600	4,400	12.36%	17,920	50,000	(10,000)	-20.00%	47,317	(7,317)	-15.46%	35,954
771000	Operating Furniture, Fixtures and Equipment	2,000	2,000	0	0.00%	524	1,000	1,000	100.00%	168	1,832	1090.48%	1,920
771500	Uniforms	10,500	3,000	7,500	250.00%	529	3,000	7,500	250.00%	3,031	7,469	246.42%	2,530
780100	Dues & Memberships	1,350	1,350	0	0.00%	120	1,350	0	0.00%	1,195	155	12.97%	1,180
780500	Books & Publications	500	500	0	0.00%	0	0	500	100%	0	500	100%	860
780503	Licenses & Certifications	660	660	0	0.00%	0	350	310	88.57%	187	473	252.94%	0
	<b>Total Services &amp; Mat'ls.</b>	<b>1,730,975</b>	<b>1,794,686</b>	<b>(63,711)</b>	<b>-3.55%</b>	<b>583,732</b>	<b>1,705,728</b>	<b>25,247</b>	<b>1.48%</b>	<b>1,925,761</b>	<b>(194,786)</b>	<b>-10.11%</b>	<b>1,492,635</b>
	<b>Department Total</b>	<b>3,579,441</b>	<b>3,660,531</b>	<b>(93,654)</b>	<b>-2.56%</b>	<b>1,120,442</b>	<b>3,321,784</b>	<b>245,093</b>	<b>7.38%</b>	<b>3,501,943</b>	<b>64,934</b>	<b>1.85%</b>	<b>2,988,618</b>

Comments:

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
ASHEVILLE REGIONAL AIRPORT**

**Public Safety**

**BASIC OPERATING BUDGET**

**FY 2018-2019**

Fund	GARAA						
Department	Public Safety						
Department #	50						
Cost Center	00						
Source	00						

Account Code					Description	Item	Summary
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount
<b>PERSONNEL SERVICES</b>							
GARAA	500000	50	20	00	Salaries	826,966	826,966
GARAA	500016	50	20	00	Longevity	13,741	13,741
GARAA	500020	50	20	00	Overtime	68,000	68,000
ARA	500023	50	20	00	Holiday Pay	3,898	3,898
ARA	500025	50	20	00	Auto Allowance	2,400	2,400
GARAA	500090	50	20	00	LEO Special Separation Allowance	13,662	13,662
GARAA	500165	50	00	00	Retiree Health	-	-
					<u>Benefits:</u>		478,093
GARAA	500050	50	20	00	FICA Taxes	70,187	
GARAA	500070	50	20	00	LGERS retirement	77,240	
GARAA	500080	50	20	00	401k	45,435	
GARAA	500160	50	20	00	Medical	257,296	
GARAA	500260	50	20	00	Dental	14,718	
GARAA	500265	50	20	00	Vision	1,246	
GARAA	500360	50	20	00	Life Insurance	3,217	
GARAA	500460	50	20	00	Disability	6,387	
ARA	500500	50	20	00	Cell Phone Allowance	2,367	
<b>TOTAL PERSONNEL SERVICES</b>							1,406,760
<b>OPERATING EXPENSES</b>							
<b>Contractual Services</b>							
GARAA	647000	50	20	00	Other Contractual Services		9,810
					Police Info Computer (NCIC) & Mobile Data	1,200	
					Fire Extinguisher Service	5,000	
					SCBA Inspection	1,100	
					AED Inspection	660	
					Firearms Qualification (Fall)		
					SCBA Compressor Testing	1,500	
					Range Membership	350	
<b>Travel and Training</b>							
GARAA	650000	50	20	00	Travel, Per Diem, Conference Registration		11,650
					AAAE Chief's Conference	2,000	
					ARFF Working Group (2 attendees)	2,000	
					NC Assoc. Chief's of Police	800	
					Business Meeting Expenses	500	
					AAAE Emergency Preparedness Conference	2,350	
					ALEAN Conference (Spring and Fall)	4,000	
					Local Travel	-	
GARAA	651000	50	20	00	Training & Education		12,600
					FAR 139 Compliance (Live burn, drills, etc)	10,000	
					Professional Development (1000 Airport Master Firefighte	1,600	
					Fire & LEO Local Training (Community Colleges)	1,000	
<b>Communications and Freight</b>							

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**

**ASHEVILLE REGIONAL AIRPORT**

**Public Safety**

**BASIC OPERATING BUDGET**

**FY 2018-2019**

Fund	GARAA						
Department	Public Safety						
Department #	50						
Cost Center	00						
Source	00						

Account Code					Description	Item	Summary
Fund	Acct.	Sec.	C.C.	Source		Amount	Amount
GARAA	663000	50	20	00	Online Services		1,440
					Broadband Service for 3 Toughbook Laptops	1,440	
					<b>General Repairs and Maintenance</b>		
GARAA	710000	50	20	00	General Repairs and Maintenance		2,000
					Maintenance	2,000	
					<b>Operating Supplies</b>		
GARAA	770300	50	20	00	Operating Supplies		7,500
					First Aid Supplies	3,500	
					Training Supplies (ammunition, foam, etc)	4,000	
GARAA	770400	50	20	00	Chemicals & Safety		2,000
					Chemicals & Safety	2,000	
GARAA	770500	50	20	00	Small Tools and Equipment		3,000
					Small Tools & Equipment	3,000	
GARAA	771000	50	20	00	Operating Furniture, Fixtures, Equipment and Software Greater than \$100 & up to \$5,000		4,000
					Station Furniture	1,000	
					Radio Equipment	3,000	
GARAA	771500	50	20	00	Uniforms		10,000
					Uniforms (Police and Fire Class A's and Utility)	8,560	
					Duty Boots	1,440	
GARAA	780501	50	20	00	Firefighter Equipment		3,200
					Turnout Gear & SCBA Masks (New Hire or Damage)	3,200	
					<b>Books, Publications, Subscriptions and Memberships</b>		
GARAA	780100	50	20	00	Dues & Memberships		2,400
					ALEAN	450	
					ARFFWG	300	
					AAAE	275	
					NCAA	45	
					SECAAAE	35	
					Buncombe Co FF Assoc	150	
					Buncombe Co Fire Chief's Assoc	150	
					NFPA Membership and code access		
					Henderson Co FF Assoc	150	
					NC Fire Chiefs Association	125	
					International Assoc of Chief's of Police	170	
					NC Association of Chief's of Police	150	
					NC Assoc of Rescue Squads and EMS	400	
GARAA	780500	50	20	00	Books, Publications, Compact Disks, Videos & Subscriptions		500
					Books, Publications. Compact Disks, Videos & Subscrip.	500	
					<b>TOTAL OPERATING EXPENSES</b>		70,100
					<b>SECTION TOTAL</b>		1,476,860

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY

Public Safety

Fiscal Year 2018/2019

Variance Analysis

Acct #	Description	FY 2019 Budget	FY2018 Budget				FY2018 Estimated Actual				FY2017 Actual			FY2016
			FY 2018 Budget	Increase/Decrease		FY 2018 Actual 4 Months	FY 2018 Estimate	Increase/Decrease		FY 2017 Actual	Increase/Decrease		FY 2016 Actual	
				Amount	Percent			Amount	Percent		Amount	Percent		
500000	Salaries	826,966	842,577	(15,611)	-1.85%	261,361	784,083	42,883	5.47%	760,161	66,805	8.79%	778,872	
500016	Longevity	13,741	14,522	(781)	-5.38%	2,991	14,522	(781)	-5.38%	12,886	855	6.64%	11,772	
500020	Overtime	68,000	68,000	0	0.00%	22,268	66,804	1,196	1.79%	72,726	(4,726)	-6.50%	67,597	
500023	Holiday Pay	3,898												
500025	Auto Allowance	2,400												
500090	LEO Special Separation Allowance	13,662	28,005	(14,343)	-51.22%	12,769	38,307	(24,645)	-64.34%	37,780	(24,118)	-63.84%	24,118	
500165	Retiree Health	0	0	0	100%		0	0	100%		0	100%		
500050	FICA Taxes	70,187	73,249	(3,062)	-4.18%	21,773	65,319	4,868	7.45%	64,510	5,677	8.80%	66,215	
500070	LGERS retirement	77,240	78,353	(1,113)	-1.42%	23,271	69,813	7,427	10.64%	63,567	13,673	21.51%	60,951	
500080	401k	45,435	46,255	(820)	-1.77%	14,248	42,744	2,691	6.30%	41,667	3,768	9.04%	43,368	
500160	Medical	257,296	263,060	(5,764)	-2.19%	65,234	195,702	61,594	31.47%	198,492	58,804	29.63%	191,983	
500260	Dental	14,718	12,081	2,637	21.83%	4,304	12,912	1,806	13.99%	12,277	2,441	19.88%	10,951	
500265	Vision Insurance	1,246	1,308			377	1,131	115	10.17%	1,320	(74)	-5.61%		
500360	Life Insurance	3,217	3,270	(53)	-1.62%	1,060	3,180	37	1.16%	3,163	54	1.71%	2,929	
500460	Disability	6,387	6,519	(132)	-2.02%	1,807	5,421	966	17.82%	5,504	883	16.04%	5,887	
500500	Cell Phone Allowance	2,367												
	Total Benefits	478,093	484,095	(6,002)	-1.24%	132,074	396,222	81,871	20.66%	390,500	87,593	22.43%	382,284	
	<b>Total Personal Services</b>	<b>1,406,760</b>	<b>1,437,199</b>	<b>(39,042)</b>	<b>-2.72%</b>	<b>431,463</b>	<b>1,299,938</b>	<b>98,157</b>	<b>7.55%</b>	<b>1,274,053</b>	<b>124,042</b>	<b>9.74%</b>	<b>1,264,643</b>	
604000	Professional Services General	0	0			0	0			0			0	
647000	Other Contractual Services	9,810	9,665	145	1.50%	1,200	9,665	145	1.50%	8,408	1,402	16.67%	9,562	
650000	Travel, Per Diem, Conference Registration	11,650	11,200	450	4.02%	4,785	11,200	450	4.02%	8,448	3,202	37.90%	15,187	
651000	Training & Education	12,600	11,600	1,000	8.62%	4,509	11,600	1,000	8.62%	7,221	5,379	74.49%	13,691	
662000	Telecommunications	0	0	0	100%	480	1,440	(1,440)	-100.00%	1,441	(1,441)	-100.00%	1,066	
663000	Online Services	1,440	1,440	0	0.00%	0	0	1,440	100%	0	1,440	100%	413	
710000	General Repairs and Maintenance	2,000	2,000	0	0.00%	57	2,000	0	0.00%	9,111	(7,111)	-78.05%	1,154	
730000	Printing & Binding	0	0			0	0			228			104	
770300	Operating Supplies	7,500	11,500	(4,000)	-34.78%	3,385	11,500	(4,000)	-34.78%	15,215	(7,715)	-50.71%	12,865	
770400	Chemicals & Safety	2,000	3,000	(1,000)	-33.33%	209	3,000	(1,000)	-33.33%	1,386	614	44.30%	1,995	
770500	Small Tools and Equipment	3,000	3,000	0	0.00%	524	3,000	0	0.00%	3,691	(691)	-18.72%	14,866	
771000	Operating Furniture, Fixtures and Equipment	4,000	41,033	(37,033)	-90.25%	1,458	41,033	(37,033)	-90.25%	2,049	1,951	95.22%	29,156	
771500	Uniforms	10,000	9,440	560	5.93%	4,917	9,440	560	5.93%	8,308	1,692	20.37%	8,449	
780501	Firefighter Equipment	3,200	3,000	200	6.67%	2,392	3,000	200	6.67%	0	3,200	100%	714	
780100	Dues & Memberships	2,400	4,070	(1,670)	-41.03%	500	4,070	(1,670)	-41.03%	1,671	729	43.63%	2,027	
780500	Books & Publications	500	300	200	66.67%	84	300	200	66.67%	131	369	281.68%	314	
	<b>Total Services &amp; Mat'ls.</b>	<b>70,100</b>	<b>111,248</b>	<b>(41,148)</b>	<b>-36.99%</b>	<b>24,500</b>	<b>111,248</b>	<b>(41,148)</b>	<b>-36.99%</b>	<b>67,308</b>	<b>3,020</b>	<b>4.49%</b>	<b>111,563</b>	
	<b>Department Total</b>	<b>1,476,860</b>	<b>1,548,447</b>	<b>(80,190)</b>	<b>-5.18%</b>	<b>455,963</b>	<b>1,411,186</b>	<b>57,009</b>	<b>4.04%</b>	<b>1,341,361</b>	<b>127,062</b>	<b>9.47%</b>	<b>1,376,206</b>	

Comments:

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
FY2018/2019 PROJECTED CAPITAL CARRYOVER**

Description	Amount Authorized	Estimated Spending Through 6/30/2018	Estimated Balance to Carryover	FAA-AIP Entitlement	FAA-AIP Discretionary	NC DOT Grants	PFCs Currently Approved	Airport Funds
Airfield Redevelopment-Bid Package 4 (1)	34,703,096	15,000,000	19,703,096		4,700,000		3,420,813	11,582,283
<b>TOTAL CARRYOVER</b>	<b>\$ 34,703,096</b>	<b>\$ 15,000,000</b>	<b>\$ 19,703,096</b>	<b>\$ -</b>	<b>\$ 4,700,000</b>	<b>\$ -</b>	<b>\$ 3,420,813</b>	<b>\$ 11,582,283</b>

(1) Represents current estimated amounts. Related contracts requiring Board approval will be presented to the Board before implementation.



**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
CAPITAL BUDGET  
FISCAL YEAR 2018/2019**

Description	Total	Funding Source				
		FAA- AIP Entitlements	FAA- AIP Discretionary	NCDOT Grants	Currently Approved PFCs	Airport Funds
<b><u>Capital Improvements (1)</u></b>						
Terminal Bldg Rehab & Expansion - Design	\$ 2,000,000			\$ -		\$ 2,000,000
Terminal Bldg Infrastructure Improvements	2,000,000			2,000,000		-
Snow Removal Equipment	2,400,000	1,825,000		-		575,000
<b>Total Capital Improvements</b>	<b>6,400,000</b>	<b>1,825,000</b>	<b>-</b>	<b>2,000,000</b>	<b>-</b>	<b>2,575,000</b>
<b><u>Equipment and Small Capital Outlay</u></b>						
Mowing Equipment	201,727					201,727
<b>Total Equipment and Small Capital Outlay</b>	<b>201,727</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>201,727</b>
<b><u>Renewal and Replacement</u></b>						
Articulating Lift	53,375					53,375
Road Repair	54,057					54,057
Mower Replacement	24,220					24,220
Paint Machine	27,995					27,995
Perimeter Fencing	54,000					54,000
Campus Structured Cabling	35,000					35,000
Cisco PRI Gateway	6,000					6,000
Carpet Replacements	30,654					30,654
LED Lighting	20,225					20,225
Replace small back-lits	12,700					12,700
Vehicle Replacements	27,859					27,859
Chairs for Administrative Offices	9,000					9,000
SCBA Bottles	11,050					11,050
SCBA Pack	15,500					15,500
Emergency Trailer	12,000					12,000
<b>Total Renewal and Replacement</b>	<b>393,635</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>393,635</b>
<b>Total</b>	<b>\$ 6,995,362</b>	<b>\$ 1,825,000</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ 3,170,362</b>

(1) All purchases of Capital Improvements will be presented to the Authority Board for final approval before implementation unless otherwise authorized by the Authority Board.

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
ASHEVILLE REGIONAL AIRPORT**

**Development**

**CAPITAL BUDGET / PERSONNEL REQUEST  
FY 2018-2019**

**JUSTIFICATION SCHEDULE**

<u>  X  </u>	Capital Improvement	Fund	GARAA
<u>      </u>	Equipment and Small Capital Outlay	Department Number	70
<u>      </u>	Renewal and Replacement	Cost Center	0
<u>      </u>	Personnel Request		

**DESCRIPTION & JUSTIFICATION**

Fund	Acct.	Sec.	C.C.	Source	Description	Amount
GARAA	0	70	0	0	Terminal Building Rehab & Expansion - Design	\$2,000,000

In addition to repairs and improvements to the Terminal Building infrastructure resulting from the Terminal Building Assessment Study, re-habilitation of certain portions of the terminal, and expansion of other areas are anticipated. This project will provide for the design of the terminal improvements and expansion identified in the assessment report.

This project will be funded with \$2,000,000 in Airport Funds.

NOTE: If this request relates to recently approved personnel, please complete the following:

**TITLE:**

**HIRE DATE:**

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
ASHEVILLE REGIONAL AIRPORT**

**Development**

**CAPITAL BUDGET / PERSONNEL REQUEST**  
**FY 2018-2019**

**JUSTIFICATION SCHEDULE**

<u>  X  </u>	Capital Improvement	Fund	GARAA
<u>      </u>	Equipment and Small Capital Outlay	Department Number	<b>70</b>
<u>      </u>	Renewal and Replacement	Cost Center	0
<u>      </u>	Personnel Request		

**DESCRIPTION & JUSTIFICATION**

<b>Fund</b>	<b>Acct.</b>	<b>Sec.</b>	<b>C.C.</b>	<b>Source</b>	<b>Description</b>	<b>Amount</b>
GARAA	0	70	0	0	Terminal Building Infrastructure Improvements Ph II - Utilities	\$2,000,000

As a result of the Terminal Building Assessment Study underway, expectations are that substantial repairs and/or improvements are needed to the terminal utility infrastructure in advance of any future planned expansion of the building. Design and construction will be included in this project.

The project will be funded with \$2,000,000 in NCDOT Commercial Service Funds.

NOTE: If this request relates to recently approved personnel, please complete the following:

**TITLE:**

**HIRE DATE:**

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
ASHEVILLE REGIONAL AIRPORT**

**Operations**

**CAPITAL BUDGET / PERSONNEL REQUEST  
FY 2018-2019**

**JUSTIFICATION SCHEDULE**

<input checked="" type="checkbox"/>	Capital Improvement			
<input type="checkbox"/>	Equipment and Small Capital Outlay	Fund		ARA
<input type="checkbox"/>	Renewal and Replacement	Department Number	40	
<input type="checkbox"/>	Personnel Request	Cost Center		0

**DESCRIPTION & JUSTIFICATION**

Fund	Acct.	Sec.	C.C.	Source	Description	Amount
ARA	0	40	0	0	Snow Removal Equipment Plows	\$2,400,000

GARAA Operates among other equipment, large Dump Trucks with 12 foot snow plows, which are critical pieces of equipment during snow removal operations. The existing equipment is reaching its useful life and is scheduled for replacement.

This project will be funded with \$1,825,000.00 in Entitlement Funds and \$575,000.00 of Airport Capital.

NOTE: If this request relates to recently approved personnel, please complete the following:

**TITLE:**

**HIRE DATE:**

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
ASHEVILLE REGIONAL AIRPORT**

**Operations**

**CAPITAL BUDGET / PERSONNEL REQUEST  
FY 2018-2019**

**JUSTIFICATION SCHEDULE**

<input type="checkbox"/>	Capital Improvement	Fund	ARA
<input checked="" type="checkbox"/>	Equipment and Small Capital Outlay	Department Number	40
<input type="checkbox"/>	Renewal and Replacement	Cost Center	0
<input type="checkbox"/>	Personnel Request		

**DESCRIPTION & JUSTIFICATION**

Fund	Acct.	Sec.	C.C.	Source	Description	Amount
ARA	0	40	0	0	Mowing Equipment	\$ 201,727

Maintenance is requesting to add a piece of mowing equipment that is specifically manufactured to maintain slopes and uneven terrain. The airport has several areas with steep slopes that must be maintained to comply with mowing and wildlife standards. This equipment could also be utilized year round by purchasing additional attachments such as a broom and blower.

AEBI Terratrak TT241 75 horsepower	\$161,727
Front Mount Flail mower	\$ 10,000
Front Mount Blower	\$ 20,000
Front Mount Broom	<u>\$ 10,000</u>
TOTAL	\$201,727

NOTE: If this request relates to recently approved personnel, please complete the following:

**TITLE:**

**HIRE DATE:**

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
ASHEVILLE REGIONAL AIRPORT**

**Operations**

**CAPITAL BUDGET / PERSONNEL REQUEST**  
**FY 2018-2019**

**JUSTIFICATION SCHEDULE**

_____	Capital Improvement		
_____	Equipment and Small Capital Outlay	Fund	ARA
<u>  X  </u>	Renewal and Replacement	Department Number	<b>40</b>
_____	Personnel Request	Cost Center	0

**DESCRIPTION & JUSTIFICATION**

<b>Fund</b>	<b>Acct.</b>	<b>Sec.</b>	<b>C.C.</b>	<b>Source</b>	<b>Description</b>	<b>Amount</b>
ARA	0	40	0	0	Articulating Lift	\$ 53,375

Airport Maintenance currently operates a scissor lift that has difficulty accessing areas of the terminal and other airport owned facilities. The existing lift was acquired used and is requiring maintenance on a regular basis. Maintenance requests to purchase a new articulating boom lift that would provide access to these areas. This articulating lift would be utilized both indoors as described above and also outdoors in servicing the roadway lighting. Cost of a new articulating boom lift is \$53,375.00.

NOTE: If this request relates to recently approved personnel, please complete the following:

**TITLE:**

**HIRE DATE:**

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
ASHEVILLE REGIONAL AIRPORT**

**Operations**

**CAPITAL BUDGET / PERSONNEL REQUEST  
FY 2018-2019**

**JUSTIFICATION SCHEDULE**

<input type="checkbox"/>	Capital Improvement	Fund	ARA
<input type="checkbox"/>	Equipment and Small Capital Outlay	Department Number	40
<input checked="" type="checkbox"/>	Renewal and Replacement	Cost Center	0
<input type="checkbox"/>	Personnel Request		

**DESCRIPTION & JUSTIFICATION**

<b>Fund</b>	<b>Acct.</b>	<b>Sec.</b>	<b>C.C.</b>	<b>Source</b>	<b>Description</b>	<b>Amount</b>
ARA	0	40	0	0	Road Repair	\$ 54,057

Aviation Way is the primary entrance for delivery of bulk fuel for the FBO. Due to the slope of the road and weight of the trucks, the asphalt near the stop sign is shoving or delaminating. Cost to replace approximately 1,136 square feet with concrete is \$19,596.00

The perimeter road leading to the fuel farm is in need of repair. Due to the frequency of deliveries of bulk fuel, sections of the concrete road leading to the fuel farm needs to be replaced. Cost to replace approximately 450 square feet of concrete is \$12,332.00

The lower lot of the parking area is in need of maintenance. The area needs to be seal coated to prevent the asphalt from further deterioration. The cost to prep the area and seal coat is \$20,058.75. If restriping of the lot is necessary, the cost would be an additional \$2,070.00.

NOTE: If this request relates to recently approved personnel, please complete the following:

**TITLE:**

**HIRE DATE:**

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
ASHEVILLE REGIONAL AIRPORT**

Operations

**CAPITAL BUDGET / PERSONNEL REQUEST**  
**FY 2018-2019**

**JUSTIFICATION SCHEDULE**

_____	Capital Improvement			
_____	Equipment and Small Capital Outlay		Fund	ARA
<u>  X  </u>	Renewal and Replacement		Department Number	40
_____	Personnel Request		Cost Center	0

**DESCRIPTION & JUSTIFICATION**

Fund	Acct.	Sec.	C.C.	Source	Description	Amount
ARA	0	40	0	0	Mower Replacement	\$ 24,220

Airport Maintenance is requesting to replace 2 mowers with Zero Turn 52 inch mower decks. Governmental discounts would allow purchase price to be reduced by approximately 25% versus MSRP.

NOTE: If this request relates to recently approved personnel, please complete the following:

**TITLE:**

**HIRE DATE:**



**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
ASHEVILLE REGIONAL AIRPORT**

**Operations**

**CAPITAL BUDGET / PERSONNEL REQUEST**  
**FY 2018-2019**

**JUSTIFICATION SCHEDULE**

<u>        </u>	Capital Improvement			
<u>        </u>	Equipment and Small Capital Outlay			Fund ARA
<u>  X  </u>	Renewal and Replacement			Department Number 40
<u>        </u>	Personnel Request			Cost Center 0

**DESCRIPTION & JUSTIFICATION**

<b>Fund</b>	<b>Acct.</b>	<b>Sec.</b>	<b>C.C.</b>	<b>Source</b>	<b>Description</b>	<b>Amount</b>
ARA	0	40	0	0	Paint Machine	\$ 27,995

The airport's current paint machine has reached its useful life. Due to the age of the paint machine, the machine applies beads by gravity, which does not meet current Federal Aviation Regulations of applying beads by a pressurized system. In order to comply with FAA Regulations, this request is to purchase a machine capable of applying beads by a pressurized system.

NOTE: If this request relates to recently approved personnel, please complete the following:

**TITLE:**

**HIRE DATE:**

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
ASHEVILLE REGIONAL AIRPORT**

Operations

**CAPITAL BUDGET / PERSONNEL REQUEST**  
**FY 2018-2019**

**JUSTIFICATION SCHEDULE**

<u>        </u>	Capital Improvement		
<u>        </u>	Equipment and Small Capital Outlay	Fund	GARAA
<u>  X  </u>	Renewal and Replacement	Department Number	40
<u>        </u>	Personnel Request	Cost Center	0

**DESCRIPTION & JUSTIFICATION**

Fund	Acct.	Sec.	C.C.	Source	Description	Amount
GARAA	0	40	0	0	Perimeter Fencing	\$ 54,000

Request replacement of old and deteriorating fence to be replaced with new fence. Fence height also needs to be increased to meet security recommendations. Existing fence is distracting from the visual appeal of the airport and perimeter.

Pinner Rd. (Game Fence)  
Remove and replace approximately 1900 lf

NOTE: If this request relates to recently approved personnel, please complete the following:

**TITLE:**

**HIRE DATE:**

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
ASHEVILLE REGIONAL AIRPORT**

**Information Technology**

**CAPITAL BUDGET / PERSONNEL REQUEST**

**FY 2018-2019**

**JUSTIFICATION SCHEDULE**

<u>        </u>	Capital Improvement		
<u>        </u>	Equipment and Small Capital Outlay	Fund	ARA
<u>  X  </u>	Renewal and Replacement	Department Number	20
<u>        </u>	Personnel Request	Cost Center	0

**DESCRIPTION & JUSTIFICATION**

<b>Fund</b>	<b>Acct.</b>	<b>Sec.</b>	<b>C.C.</b>	<b>Source</b>	<b>Description</b>	<b>Amount</b>
ARA	0	20	0	0	Campus Structured Cabling	\$ 35,000

The fiberoptic and copper network cabling across the campus is unstructured, outdated, and extremely difficult to manage. This cabling serves a critical role as it provides voice and data connectivity for all staff, tenants and customers. It is the recommendation of the Information Technology Department to continue remediation and expansion of our fiberoptic and copper and infrastructure to improve performance, redundancy, response times and scale for future growth.

NOTE: If this request relates to recently approved personnel, please complete the following:

**TITLE:**

**HIRE DATE:**

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
ASHEVILLE REGIONAL AIRPORT**

**Information Technology**

**CAPITAL BUDGET / PERSONNEL REQUEST**

**FY 2018-2019**

**JUSTIFICATION SCHEDULE**

<input type="checkbox"/>	Capital Improvement			
<input type="checkbox"/>	Equipment and Small Capital Outlay		Fund	GARAA
<input checked="" type="checkbox"/>	Renewal and Replacement		Department Number	20
<input type="checkbox"/>	Personnel Request		Cost Center	0

**DESCRIPTION & JUSTIFICATION**

<b>Fund</b>	<b>Acct.</b>	<b>Sec.</b>	<b>C.C.</b>	<b>Source</b>	<b>Description</b>	<b>Amount</b>
GARAA	0	20	0	0	Cisco PRI Gateway	\$6,000

The Information Technology Department is working with AT&T to install diverse fiber-optic paths onto the property to support the Airports voice services. This design will provide a substantial level of redundancy and added capacity for the Airport and its tenants. To complete the project will require a new telephone gateway device. It is the recommendation of the Information Technology Department to obtain this equipment to ensure uptime of our most critical communication links.

NOTE: If this request relates to recently approved personnel, please complete the following:

**TITLE:**

**HIRE DATE:**

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
ASHEVILLE REGIONAL AIRPORT**

Operations

**CAPITAL BUDGET / PERSONNEL REQUEST**  
**FY 2018-2019**

**JUSTIFICATION SCHEDULE**

_____	Capital Improvement			
_____	Equipment and Small Capital Outlay		Fund	ARA
<u>  X  </u>	Renewal and Replacement		Department Number	40
_____	Personnel Request		Cost Center	0

**DESCRIPTION & JUSTIFICATION**

Fund	Acct.	Sec.	C.C.	Source	Description	Amount
ARA	0	40	0	0	Carpet Replacement	\$ 30,654

Carpeting in the administrative offices and the Airport Authority Board Room is in need of replacement. Due to frequent chair movements, the existing carpet is showing bubbles in several areas which cannot be properly repaired due to the padding under the carpet. The existing roll carpet would be replaced with carpet squares for an estimated \$30,654.00. This price includes removal and disposal of existing carpet.

NOTE: If this request relates to recently approved personnel, please complete the following:

**TITLE:**

**HIRE DATE:**

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
ASHEVILLE REGIONAL AIRPORT**

**Operations**

**CAPITAL BUDGET / PERSONNEL REQUEST**  
**FY 2018-2019**

**JUSTIFICATION SCHEDULE**

_____	Capital Improvement			
_____	Equipment and Small Capital Outlay		Fund	ARA
<u>  X  </u>	Renewal and Replacement		Department Number	<b>40</b>
_____	Personnel Request		Cost Center	0

**DESCRIPTION & JUSTIFICATION**

<b>Fund</b>	<b>Acct.</b>	<b>Sec.</b>	<b>C.C.</b>	<b>Source</b>	<b>Description</b>	<b>Amount</b>
ARA	0	40	0	0	LED Lighting	\$ 20,225

Maintenance is requesting to replace lighting in the main lobby with 100 LED fixtures. This installation will continue the phased replacement of fluorescent lighting fixtures throughout the terminal. Installation of LED fixtures helps to reduce energy and utility costs. Staff anticipates one additional request to complete the change over to LED lighting.

NOTE: If this request relates to recently approved personnel, please complete the following:

**TITLE:**

**HIRE DATE:**

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
ASHEVILLE REGIONAL AIRPORT**

**Guest Services**

**CAPITAL BUDGET / PERSONNEL REQUEST  
FY 2018-2019**

**JUSTIFICATION SCHEDULE**

_____	Capital Improvement			
_____	Equipment and Small Capital Outlay		Fund	GARAA
<u>  X  </u>	Renewal and Replacement		Department Number	<b>60</b>
_____	Personnel Request		Cost Center	0

**DESCRIPTION & JUSTIFICATION**

<b>Fund</b>	<b>Acct.</b>	<b>Sec.</b>	<b>C.C.</b>	<b>Source</b>	<b>Description</b>	<b>Amount</b>
GARAA		60	0	0	Replace small back-lits	\$ 12,700

As part of 5-year in-terminal advertising capital plan, the backlit display units are in need of replacement. There have been incidents of electrical issues. The units are at least 15 years old.

LED units are available. We propose replacing the 10 smallest backlit units this fiscal year, with replacement of the larger units in the following fiscal year.

The cost for each unit is \$1,270.

The replacement with LED units fulfills the strategic goal of energy efficiency over time.

NOTE: If this request relates to recently approved personnel, please complete the following:

**TITLE:**

**HIRE DATE:**

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
ASHEVILLE REGIONAL AIRPORT**

**Operations**

**CAPITAL BUDGET / PERSONNEL REQUEST**  
**FY 2018-2019**

**JUSTIFICATION SCHEDULE**

<u>          </u>	Capital Improvement			
<u>          </u>	Equipment and Small Capital Outlay			Fund ARA
<u>  X  </u>	Renewal and Replacement			Department Number 40
<u>          </u>	Personnel Request			Cost Center 0

**DESCRIPTION & JUSTIFICATION**

<b>Fund</b>	<b>Acct.</b>	<b>Sec.</b>	<b>C.C.</b>	<b>Source</b>	<b>Description</b>	<b>Amount</b>
ARA	0	40	0	0	Vehicle Replacement	\$ 27,859

Airport Maintenance is requesting to replace Unit #32 to conform with the vehicle replacement schedule. Unit #32 is used as the Airport Landscape truck. Airport cost is \$41,670.00 less \$28,000.00 for 2012 F350 Trade in. Total cost \$13,670.00 NOTE: CURRENT VEHICLE IS A DIESEL WILL BE REPLACED WITH GAS ENGINE

Airport Operations is requesting to replace Unit #29 to conform with the vehicle replacement schedule. Airport cost is \$45,189.00 less \$31,000.00 for 2012 F-250 trade in. Total cost \$14,189.00 NOTE: CURRENT VEHICLE IS A DIESEL ENGINE WILL BE REPLACED WITH GAS ENGINE

NOTE: If this request relates to recently approved personnel, please complete the following:

**TITLE:**

**HIRE DATE:**



**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
ASHEVILLE REGIONAL AIRPORT**

**Administrative**

**CAPITAL BUDGET / PERSONNEL REQUEST  
FY 2018-2019**

**JUSTIFICATION SCHEDULE**

<u>        </u>	Capital Improvement		
<u>        </u>	Equipment and Small Capital Outlay	Fund	GARAA
<u>  X  </u>	Renewal and Replacement	Department Number	11
<u>        </u>	Personnel Request	Cost Center	

**DESCRIPTION & JUSTIFICATION**

<b>Fund</b>	<b>Acct.</b>	<b>Sec.</b>	<b>C.C.</b>	<b>Description</b>	<b>Amount</b>
GARAA	0	11	0	Chairs for Administrative Offices	\$ 9,000

The GARAA Administrative offices are currently furnished with an assortment of worn out and broken chairs which has outlived its useful life. It is recommended to replace these with new, matching chairs.

NOTE: If this request relates to recently approved personnel, please complete the following:

**TITLE:**

**HIRE DATE:**

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
ASHEVILLE REGIONAL AIRPORT**

Public Safety

**CAPITAL BUDGET / PERSONNEL REQUEST**  
**FY 2018-2019**

**JUSTIFICATION SCHEDULE**

_____	Capital Improvement		
_____	Equipment and Small Capital Outlay	Fund	GARAA
<u>  X  </u>	Renewal and Replacement	Department Number	<b>50</b>
_____	Personnel Request	Cost Center	20

**DESCRIPTION & JUSTIFICATION**

Fund	Acct.	Sec.	C.C.	Source	Description	Amount
GARAA	0	50	0	0	SCBA Bottles	\$ 11,050

Phase 1 of 2 to replace end of life SCBA cylinders. Purchase of 13, 4500 psi Scott SCBA bottles at 850.00 each.

NOTE:

**TITLE:**

**HIRE DATE:**

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
ASHEVILLE REGIONAL AIRPORT**

Public Safety

**CAPITAL BUDGET / PERSONNEL REQUEST**  
**FY 2018-2019**

**JUSTIFICATION SCHEDULE**

_____	Capital Improvement		
_____	Equipment and Small Capital Outlay	Fund	GARAA
<u>  X  </u>	Renewal and Replacement	Department Number	<b>50</b>
_____	Personnel Request	Cost Center	20

**DESCRIPTION & JUSTIFICATION**

Fund	Acct.	Sec.	C.C.	Source	Description	Amount
GARAA	0	50	0	0	SCBA Pack	\$ 15,500

Purchase of 2 Scott 4.5 SCBA Units for Unit 12. The cost is 7750.00 per unit with mask and bottle.

NOTE:

**TITLE:**

**HIRE DATE:**

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
ASHEVILLE REGIONAL AIRPORT**

Public Safety

**CAPITAL BUDGET / PERSONNEL REQUEST**  
**FY 2018-2019**

**JUSTIFICATION SCHEDULE**

_____	Capital Improvement		
_____	Equipment and Small Capital Outlay	Fund	GARAA
<u>  X  </u>	Renewal and Replacement	Department Number	<b>50</b>
_____	Personnel Request	Cost Center	20

**DESCRIPTION & JUSTIFICATION**

<b>Fund</b>	<b>Acct.</b>	<b>Sec.</b>	<b>C.C.</b>	<b>Source</b>	<b>Description</b>	<b>Amount</b>
GARAA	0	50	0	0	Emergency Trailer	\$ 12,000

Funding to upgrade DPS Red trailer into an Emergency Response / Seadog Trailer. Preliminary funding thoughts are 6000.00 for painting/wrapping, 3000 for in house modifications and 3000 for supplies and equipment.

NOTE:

**TITLE:**

**HIRE DATE:**

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**  
**ESTIMATED CASH & INVESTMENT BALANCE**  
**As of June 30, 2019**

		<b>Amount</b>
<b>Estimated Cash &amp; Investment Balance at June 30, 2018</b>		<b>\$ 27,000,000</b>
Plus: Net Operating & Investment Revenues		1,792,784
Less Other Costs:		
Business Development Costs	(300,000)	
Contingency	(100,000)	
Debt Service	(1,686,931)	(2,086,931)
Plus Non-Operating Revenues:		
Passenger Facility Charges	1,850,000	
Customer Facility Charges	1,400,000	3,250,000
Plus Capital Contributions:		
Federal Grants - AIP Entitlements	1,825,000	
Federal Grants - AIP Discretionary Funds	4,700,000	
NC DOT Grants	2,000,000	8,525,000
Less Capital Costs:		
Capital Improvements	(6,400,000)	
Equipment and Small Capital Outlay Fund	(201,727)	
Renewal and Replacements	(393,635)	
Carryover Projects From FY2018	(19,703,096)	(26,698,458)
<b>Estimated Cash &amp; Investment Balance at June 30, 2019</b>		<b>11,782,395</b>
<b>Estimated Restricted Cash at June 30, 2019</b>		<b>500,000</b>
<b><u>Reserves:</u></b>		
<b>Operations &amp; Maintenance Reserve (6 Months)</b>		<b>4,608,465</b>
<b>Emergency Repair Reserve</b>		<b>650,000</b>
<b>Estimated Unrestricted Undesignated Cash &amp; Investments at June 30, 2019</b>		<b>\$ 6,023,930</b>

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
SUPPLEMENTAL FEES AND CHARGES  
FY 2018/2019 ANNUAL BUDGET**

	FY 2017/2018			FY 2018/2019		
	Current Fees			Proposed Fees		
	Cost		Per	Cost		Per
<b><u>Maintenance</u></b>						
Scissor Lift	\$	100.00	day	\$	100.00	day
Large ADA Ramp Rental	\$	100.00	use	\$	100.00	use
Air Stair Rental	\$	100.00	use	\$	100.00	use
Volvo Wheel Loader	\$	150.00	use	\$	150.00	use
Fork-lift	\$	100.00	use	\$	100.00	use
Pallet Jack	\$	50.00	use	\$	50.00	use
Tenant Sweeper	\$	125.00	hour	\$	125.00	hour
Service Truck	\$	50.00	hour	\$	50.00	hour
Backhoe	\$	100.00	hour	\$	100.00	hour
Lighted X	\$	200.00	day	\$	200.00	day
Light Tower	\$	150.00	day	\$	150.00	day
Paint Stripper	\$	100.00	hour	\$	100.00	hour
Large Aircraft Removal Dolly	\$	200.00	day	\$	200.00	day
Small Aircraft Removal Dolly	\$	100.00	day	\$	100.00	day
Aircraft Jack	\$	100.00	use	\$	100.00	use
Cores	\$	40.00	each	\$	40.00	each
Keys	\$	12.00	each	\$	12.00	each
Large Dump Truck	\$	200.00	hour	\$	200.00	hour
Small Broom	\$	200.00	hour	\$	200.00	hour
Large Broom	\$	300.00	hour	\$	300.00	hour
Pressure Washer	\$	125.00	hour	\$	125.00	hour
Maintenance Labor Rate (1)	\$	45.00	hour	\$	45.00	hour
Security Escort Rate (1)	\$	45.00	hour	\$	45.00	hour
<b><u>Department of Public Safety</u></b>						
ARFF Apparatus for 1500 gal. or greater	\$	250.00	hour	\$	250.00	hour
ARFF Apparatus for less than 1500 gal.	\$	150.00	hour	\$	150.00	hour
Command, Police, and Ops support vehicles	\$	100.00	hour	\$	100.00	hour
Aircraft recover dolly	\$	150.00	day	\$	150.00	day
Maintenance Labor Rate (1)	\$	45.00	hour	\$	45.00	hour
Mutual Aid Agencies collected on their behalf			as incurred			as incurred
Replacement charges for AVL equipment/supplies			as incurred			as incurred
<b><u>Information Technology (IT) Department</u></b>						
IT Labor Rate - Non-Network (1)	\$	40.00	hour	\$	40.00	hour
IT Labor Rate - Network Related (1)	\$	60.00	hour	\$	60.00	hour
Cable Television (CATV) Signal Transport Fee	\$	10.00	month	\$	10.00	month
Cable Television-150+ Channels (2 & 3)	\$	45.00	month	\$	45.00	month
Dark Fiber per strand per 0-1000 ft	\$	20.00	month	\$	20.00	month
Dark Fiber per strand per 0-2000 ft	\$	22.00	month	\$	22.00	month
Dark Fiber per strand per 0-3000 ft	\$	24.00	month	\$	24.00	month
WiFi & SSID (required for WiFi Access) (2)	\$	70.00	month	\$	70.00	month
Internet Bandwidth-Not Dedicated (2 MB) (2)	\$	50.00	month	\$	50.00	month
Internet Bandwidth-Not Dedicated (5 MB) (2)	\$	70.00	month	\$	70.00	month
Internet Bandwidth-Not Dedicated (10 MB) (2)	\$	125.00	month	\$	125.00	month
Internet Bandwidth-Not Dedicated (15 MB) (2)	\$	170.00	month	\$	170.00	month
Internet Bandwidth-Not Dedicated (20 MB) (2)	\$	200.00	month	\$	200.00	month
Telephone Service - Per Telephone Number	\$	50.00	month	\$	50.00	month
Fax Service - Per Fax Machine/Phone Number	\$	22.13	month	\$	22.13	month
Cisco IP Phone - Model 7911G	\$	5.67	month	\$	5.67	month
Cisco IP Phone - Model 7945G	\$	11.57	month	\$	11.57	month
Cisco 1 Port Analog Line Converter-ATA186	\$	4.86	month	\$	4.86	month
Cisco 2 Port Analog Line Converter-VG202	\$	22.13	month	\$	22.13	month
AirIT Shared Use Network Charge - Per Airline	\$	50.00	month	\$	50.00	month

**Notes:**

- (1) One Hour Minimum, Minimum of 3 hours charged after regular business hours.
- (2) Add \$120 for 2 hours of IT Labor for Setup & Configuration. Fees may be reduced when bundled with other services.
- (3) Add additional upgrades at cost.

<b>Identification Badge Fees and Charges</b>	<b>FY 2017/2018 Current Fees</b>		<b>FY 2018/2019 Proposed Fees</b>	
	<b>Cost</b>	<b>Per</b>	<b>Cost</b>	<b>Per</b>
Initial Badge Issuance				
SIDA Badge	\$ 70.00		\$ 70.00	
Non-SIDA Badge	\$ 37.00		\$ 37.00	
Renewal of Badge				
SIDA Badge	\$ 70.00		\$ 70.00	
Non-SIDA Badge	\$ 37.00		\$ 37.00	
Lost Badge Replacement				
SIDA Badge (4)	\$ 85.00 / \$ 100.00		\$ 85.00 / \$ 100.00	
Non-SIDA Badge (5)	\$ 60.00 / \$ 75.00		\$ 60.00 / \$ 75.00	
Damaged Badge				
SIDA Badge (6)	\$ 37.00 / \$ 45.00		\$ 37.00 / \$ 45.00	
Non-SIDA Badge (6)	\$ 37.00 / \$ 45.00		\$ 37.00 / \$ 45.00	
Security Escort Training	\$ 25.00		\$ 25.00	
Lock-out Service (7)	\$ 25.00		\$ 25.00	

**Notes:**

- (4) \$85.00 for the first replacement badge, \$100.00 for the second replacement badge.  
(5) \$60.00 for the first replacement badge, \$75.00 for the second replacement badge.  
(6) \$37.00 for a damaged badge, \$45.00 if badge damaged due to negligence.  
(7) \$25.00 Lock-out Service Charge applies after the first 2 free service calls.

**Parking**

Long term - Surface Lot	\$ 2.00	hour	\$ 2.00	hour
	\$ 9.00	day	\$ 9.00	day
	\$ 54.00	week	\$ 54.00	week
Parking Garage	\$ 2.00	hour	\$ 2.00	hour
	\$ 13.00	day	\$ 13.00	day
	\$ 78.00	week	\$ 78.00	week
Short term	\$ 1.00	1/2 hour	\$ 1.00	1/2 hour
	\$ 20.00	day	\$ 20.00	day
Employee Parking Rate	\$ 60 / \$50	new/renewal	\$ 60 / \$50	new/renewal
Commuter Parking Rate	\$ 290 / \$275	new/renewal	\$ 290 / \$275	new/renewal
Non-Tenant Aviation Commuter	\$ 900.00	annual	\$ 900.00	annual
Fines	up to \$1,000	day	up to \$1,000	day

**Ground Transportation**

Charter Bus Company (8)	\$ 4,000.00	annual	\$ 4,000.00	annual
Airport Ground Transportation Permit (9)	\$ 50.00	annual	\$ 50.00	annual
Airport Ground Transportation Pick-up Fee (9)	\$ 2.50	per trip	\$ 2.50	per trip
Transportation Network Company (TNC)	\$ 3.50	per trip	\$ 3.50	per trip
Off-Airport Rental Car Fee	7.50%	of gross revenue	7.50%	of gross revenue

**Notes:**

- (8) Companies with a vehicle fleet inclusive of a minimum of 5 charter coach vehicles with seating capacity greater than 20 seats.  
(9) All Ground Transportation operators except TNCs and charter bus companies



## **MEMORANDUM**

TO: Members of the Airport Authority

FROM: Janet Burnette, Director of Finance and Accounting

DATE: March 9, 2018

### **ITEM DESCRIPTION – New Business Item C**

Preliminary Approval of the Authority's Amended Ordinance of Airline Rates, Fees and Charges for the Asheville Regional Airport.

### **BACKGROUND**

The Authority Board established airline rates, fees and charges by ordinance in 2016. In accordance with Ordinance No. 201601, and in preparation for the upcoming FY2018-2019 budget, we have developed a new Schedule of Airline Rates, Fees and Charges for FY2018-2019, using the same agreed-upon rate methodology. Overall, these new rates should result in lower total costs to each of the airlines.

The airlines were notified and presented the new proposed airline rates, fees and charges. A meeting with the airlines is scheduled for March 14, 2018, which is the earliest the airlines had availability.

### **ISSUES**

The Authority's ordinance process requires a public hearing prior to adoption of these new rates.

### **ALTERNATIVES**

None recommended.





## **FISCAL IMPACT**

The proposed rates are lower overall, but they still provide adequate revenue to cover airline operating costs.

## **RECOMMENDED ACTION**

It is respectfully requested that the Greater Asheville Regional Airport Authority Board (1) consider and approve the proposed Airline Rates, Fees and Charges; (2) schedule a public hearing and accept public comment on the proposed Airline Rates, Fees and Charges; and (3) following the minimum period for public comment and public hearing, adopt the Airline Rates, Fees and Charges for FY2018-2019, at the next regularly scheduled Authority Board meeting which is scheduled for April 13, 2018.

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY

AMENDED ORDINANCE NO. 201601

**AN ORDINANCE TO IMPLEMENT A SCHEDULE OF AIRLINE RATES, FEES AND CHARGES  
FOR THE ASHEVILLE REGIONAL AIRPORT.**

**IT IS HEREBY ENACTED AND ORDAINED BY THE GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY AS FOLLOWS:**

**Section 1. CITATION.**

1.1 This Ordinance may be cited as the "**Airline Rates, Fees & Charges Ordinance**".

**Section 2: FINDINGS.**

2.1 The Greater Asheville Regional Airport Authority was created by Session Law 2012-121, which was ratified by the General Assembly of North Carolina on June 28, 2012.

2.2 Section 1.6(a)(7) of Session Law 2012-121 gives the Greater Asheville Regional Airport Authority the ability to, among other things: *"[m]ake all reasonable rules, regulations, and policies as it may from time to time deem to be necessary, beneficial or helpful for the proper maintenance, use, occupancy, operation, and/or control of any airport or airport facility owned, leased, subleased, or controlled by the Authority . . . "*

2.3 Section 1.6(a)(6) of Session Law 2012-121 gives the Greater Asheville Regional Airport Authority the authority to: *"[c]harge and collect fees, royalties, rents, and/or other charges, including fuel flowage fees for the use and/or occupancy of property owned, leased, subleased, or otherwise controlled and operated by the Authority or for services rendered in operation thereof."*

2.4 Section 1.6(a)(21) of Session Law 2012-121 gives the Greater Asheville Regional Airport Authority the ability to: *"[e]xercise all powers conferred by Chapter 63 of the General Statutes [of the State of North Carolina] or any successor Chapter or law."*

2.5 North Carolina General Statute Section 63-53(5) further gives the Greater Asheville Regional Airport Authority the authority: *"[t]o determine the charge or rental for the use of any properties under its control and the charges for any services or accommodations and the terms and conditions under which such properties may be used, provided that in all cases the public is not deprived of its rightful, equal, and uniform use of such property."*

2.6 The Greater Asheville Regional Airport Authority is obligated under federal law to maintain an airport user fee and rental structure that, given the conditions of the Airport makes the Airport as financially self-sustaining as possible.

2.7 The Greater Asheville Regional Airport Authority is further obligated under federal law to establish an airport user fee structure that is fair and reasonable to all users, and not unjustly discriminatory.

2.8 In or around Fall 2014, the Greater Asheville Regional Airport Authority contracted with an airport consulting firm, who conducted a comprehensive airline rate and charge study at the Airport, in accordance with the methodology stated in the Rates and Charges Policy promulgated by the Office of the Secretary of the Department of Transportation and by the FAA.

2.9 Since approximately February 2015, the Greater Asheville Regional Airport Authority has consulted with and made repeated, good faith efforts to reach an agreement regarding rates, fees and charges with the Airlines, and to resolve all disputes asserted by the Airlines, and after adequate and timely consultation with the Airlines and with the airport consulting firm, Greater Asheville Regional Airport Authority now desires to implement, by ordinance, the fair, reasonable and not unjustly discriminatory rates and charges structure as proposed by the airport consulting firm.

### **Section 3. PURPOSE AND SCOPE**

3.1 The Greater Asheville Regional Airport Authority finds and determines that it is in the public interest to establish a schedule of Airline rates, fees and charges by ordinance.

3.2 This Airline Rates, Fees & Charges Ordinance shall be applicable to all Airlines utilizing the Asheville Regional Airport.

### **Section 4. EFFECTIVE DATE**

4.1 The Airline Rates, Fees & Charges Ordinance shall take effect as of the 9th day of December, 2016.

### **Section 5. DEFINITIONS**

5.1 "Affiliate" shall mean any airline or other entity designated in writing by Airline as an Affiliate that is operating under the same flight code designator and is: (1) a parent or subsidiary of Airline or is under the common ownership and control with Airline or (2) operates under essentially the same trade name as Airline at the Airport and uses essentially the same livery as Airline or (3) is a contracting ground handling company on behalf of Airline at the Airport.

5.2 "Airline(s)" shall mean each airline providing commercial passenger service to and from the Airport and using the Airport Terminal Building to enplane and deplane passengers or cargo service to and from the Airport.

5.3 [RESERVED]

5.4 "Airlines' Revenue Landed Weight" is for the applicable Fiscal Year the sum of the products determined by multiplying each Revenue Aircraft Arrival by each of the Airlines by the applicable Certified Maximum Gross Landed Weight of the aircraft making the Revenue Aircraft Arrival.

5.6 "Airport" is the Asheville Regional Airport as it presently exists and as it is hereafter modified or expanded.

5.7 "Airport Operating Requirement" for any Fiscal Year, consists of all of the following: (1) Operation and Maintenance Expenses; (2) O&M Reserve Requirement; (3) Depreciation; (4) Amortization; (5) Debt Service; (6) coverage required on any Bonds; (7) fund deposits required under any Bond Ordinance; (8) the net amount of any judgment or settlement arising out of or as a result of the ownership, operation or maintenance of the Airport payable by Authority during any Fiscal Year. This amount would include, but not be limited to, the amount of any such judgment or settlement arising out of or as a result of any claim, action, proceeding or suit alleging a taking of property or an interest in property without just

or adequate compensation, trespass, nuisance, property damage, personal injury or any other claim, action, proceeding or suit based upon or relative to the environmental impact resulting from the use of the Airport for the landing and taking off of aircraft; and (9) any and all other sums, amounts, charges or requirements of the Airport to be recovered, charged, set aside, expensed or accounted for during any Fiscal Year, or the Authority's accounting system.

5.8 "Amortization" is the amount determined by dividing the net cost of each Airport non-depreciating asset by an imputed estimated life for the asset as determined by the Authority.

5.9 "Assigned Space" means for each Airline, those areas and facilities in the Terminal Building and those areas adjacent to and outside the Terminal Building which are assigned to such Airline for its Preferential use.

5.10 "Authority" means the Greater Asheville Regional Airport Authority.

5.11 "Bond Ordinance" is any ordinance, resolution or indenture authorizing the issuance of Bonds for or on behalf of the Airport or Authority, including all amendments and supplements to such ordinances, resolutions and indentures.

5.12 "Bonds" are all debt obligations issued for or on behalf of the Airport or the Authority subsequent to July 1, 2009, except obligations issued by or on behalf of the Authority for a Special Facility.

5.13 "Capital Charge or Capital Charges" charges that include Amortization, Depreciation and Debt Service.

5.14 "Capital Outlay" is the sum of one hundred thousand dollars (\$100,000) or as otherwise determined by the Authority.

5.15 "Certified Maximum Gross Landed Weight" or "CMGLW" is, for any aircraft operated by any of the Airlines, the certified maximum gross landing weight in one thousand pound units of such aircraft as certified by the FAA and as listed in the airline's FAA approved "Flight Operations Manual".

5.16 "Debt Service" for any Fiscal Year is the principal, interest and other payments required for or on account of Bonds issued under any Bond Ordinance.

5.17 "Depreciation" is the amount which is the net cost of any Airport asset, except a non-depreciating asset, divided by its estimated useful life as determined by the Authority.

5.18 "Enplaned Passengers" are the originating and on-line or off-line transfer passengers of each of the Airlines serving the Airport enplaning at the Airport.

5.19 "Fiscal Year" is July 1st of any calendar year through June 30th of the next succeeding calendar year, or such other fiscal year as Authority may subsequently adopt for the Airport.

5.20 "Holdrooms" means the gate seating areas currently situated in the Airport Terminal Building, as they now exist or as they may hereafter be modified or expanded or constructed by Authority within or as part of the Terminal Building for use by Airline and the other Airlines for their Joint Use.

5.21 "Joint Use Formula" is, for any Fiscal Year, the formula used for prorating Terminal Building Rentals for Joint Use Space.

5.22 "Joint Use Space" means that common use space not assigned, which Airline uses on a joint use basis with other airline tenants.

5.23 "Landing Fees" are the airfield related charges calculated by multiplying the landing fee rate established in the Schedule of Rates, Fees and Charges for the applicable Fiscal Year by the applicable Certified Maximum Gross Landed Weight ("CMGLW") of Revenue Aircraft Arrivals.

5.24 "Operation and Maintenance Expenses" or "O&M Expenses" are, for any Fiscal Year, the total costs and expenses, incurred or accrued by the Authority for that Fiscal Year, in providing for the administration, operation, maintenance and management of the Airport, including, without limitation, the performance by Authority of any of its obligations related to the Airport.

5.25 "O&M Reserve Requirement" is the requirement adopted by the Authority that defines the amount of operating cash reserves to be available within the O&M Reserve Fund. The O&M Reserve Requirement may be revised from time to time and is currently set to equal at least six (6) months of the annual O&M Expenses budgeted for the current Fiscal Year.

5.26 "Passenger Facility Charge (PFC)" is the charge imposed by the Authority pursuant to 49 U.S.C. App. 513, as amended or supplemented from time to time, and 14 CFR Part 158, as amended or supplemented from time to time, or any other substantially similar charge lawfully levied by or on behalf of the Authority pursuant to or permitted by federal law.

5.27 "Preferential Use Space" means that Assigned Space for which Airline holds a preference as to use, and which may be used on a non-preferential basis by another airline or tenant.

5.28 "Rentable Space" is that space within the Airport Terminal Building which has been constructed or designated as rentable space by Authority, including such deletions therefrom and additions thereto as may occur from time-to-time.

5.29 "Revenue Aircraft Arrival" is an airline aircraft landing at Airport, excluding those returning to the Airport due to an emergency, and for which Landing Fees are charged by Authority.

5.30 "Special Facility" is any Airport facility acquired or constructed for the benefit or use of any person or persons, the costs of construction and acquisition of which are paid for (a) by the obligor under a Special Facility agreement, (b) from the proceeds of Special Facility bonds, or (c) both; provided, however, that Airport facilities built by an Airport tenant under a ground lease or any other agreement which by its terms is not indicated to be a Special Facility agreement shall not be considered a Special Facility under this definition.

5.31 "Schedule of Rates, Fees and Charges" is the schedule the rates, fees and charges due by Airline to the Authority and is reestablished each Fiscal Year.

5.32 "Terminal Building Rentals" are the Terminal Building rents calculated by multiplying the Terminal Building Rental Rate times the then-applicable square footage of the Assigned Space in question.

## **Section 6. RATE MAKING METHODOLOGY**

6.1 Rates and charges shall be established annually based on the methodology set by the Authority below and in the Schedule of Rates and Charges referenced in Section 8 below.

6.2 Rates and charges shall be developed under a commercial compensatory rate making methodology.

6.3 Rates and charges shall be calculated and set at the beginning of each Fiscal Year.

### **6.4 Terminal Building Operating Requirement.**

6.4.1 For purposes of this Ordinance, the Terminal Building Cost Center shall consist of the current Terminal Building, including the ticketing wing, the Holdrooms, baggage claim facilities, baggage make-up facilities, and passenger loading bridges/regional boarding ramps, as well as the areas immediately adjacent to the west side of the terminal building utilized for baggage tug drives and baggage tug storage, and all public areas, concession areas, and other leasable areas.

6.4.2 The Terminal Building Operating Requirement shall be calculated as specified in Sections 6.4.2.1 through 6.4.2.4 below:

6.4.2.1 By summing the elements of the Airport Operating Requirement allocated to the Terminal Building Cost Center. Currently, this includes O&M Expenses, O&M Reserve Requirement, net Depreciation, Amortization, Capital Outlay, and Debt Service.

6.4.2.2 By then reducing the total from Section 6.4.2.1 by non-airline revenue credits applied by the Director. These revenue credits are reimbursements and offsets to base costs. This results in the Net Terminal Building Operating Requirement.

6.4.2.3 The Net Terminal Building Operating Requirement calculated in Section 6.4.2.2 is then divided by Rentable Space to obtain the Terminal Building Rental Rate.

6.4.2.4 Finally, each Airlines' share of cost is then derived by multiplying the Terminal Building Rental Rate by the Terminal Building Airlines' rented space (preferential use) and Airlines' share of Joint Use Space as determined by the Joint Use Formula.

### **6.5 Airfield Area Operating Requirement.**

6.5.1 For purposes of this Ordinance, the Airfield Area Cost Center consists of those areas of land and Airport facilities which provide for the general support of air navigation, flight activity and other aviation requirements of the Airport. The airfield includes runways, taxiways, the terminal apron, aircraft service areas and those ramp areas not included in any other cost center, approach and clear zones, safety areas and infield areas, together with all associated landing navigational aids and Airport facilities, aviation controls, and other systems related to the airfield. It also includes areas of land acquired for buffer requirements for the landing areas of the Airport, all land acquired for Airport expansion until the land is used or dedicated to another cost center, and all Airport noise mitigation facilities or costs. The Airport's triturator facility, storage

areas for airline glycol equipment and tanks, and any fueling facilities and equipment provided to serve the airlines on the terminal apron are also included in the airfield cost center.

6.5.2 The Airfield Area Operating Requirement shall be calculated as specified in Sections 6.5.2.1 through 6.5.2.4 below:

6.5.2.1 By summing the elements of the Airport Operating Requirement allocated to the Airfield Area Cost Center. Currently, this includes the O&M Expenses, O&M Reserve Requirement, net Depreciation, Amortization, Capital Outlay, and Debt Service.

6.5.2.2 By then reducing the total calculated in Section 6.5.2.1 above by non-airline revenue credits applied by the Director. These revenue credits are reimbursements and offsets to base costs. This results in the Net Airfield Area Operating Requirement.

6.5.2.3 The Net Airfield Area Operating Requirement calculated in Section 6.5.2.2 is then divided by the estimated Certified Maximum Gross Landed Weight (CMGLW) of all Airlines' Revenue Aircraft Arrivals to determine the Airlines' Landing Fee rate.

6.5.2.4 The Airlines' Landing Fee rate is then multiplied by the estimated CMGLW of the Airlines.

6.5.3 All costs incurred by the Authority for mitigation or damages resulting from noise, environmental incidents or conditions, aircraft fueling, or other Airport aircraft-related conditions or activities will also be charged and allocated to the Airfield Area Operating Requirement.

6.5.4. [RESERVED]

6.5.5 Affiliate. Each Affiliate's operations shall be counted and recorded jointly with Airline's and shall be at the same rate.

6.5.6 Joint Use Space. Airline's share of the Total Terminal Building Rentals for Joint Use Space will be determined as follows: (1) sixty-five percent (65%) of the total rentals due shall be prorated among Airlines using Joint Use Space based upon Airline's share of Enplaned Passengers, (2) thirty-five percent (35%) of the total rentals due shall be prorated among the Airlines using Joint Use Space based upon Airline's share of aircraft departures.

6.5.7 Other Cost Centers. All other cost centers are not included as part of the Airlines' rates, charges and fees. Authority may apply revenues from the other cost centers to offset expenses at a time, and in an amount, based on the sole discretion of the Director.

6.5.8 Unless otherwise provided herein, all rates, fees and charges are calculated as described in Schedule of Rates, Fees and Charges referenced in Section 8 below.

## **Section 7. RENTALS, FEES AND CHARGES**

7.1 The Authority shall establish the Schedule of Rates, Fees and Charges at the beginning of each Fiscal Year.

7.2 Prior to the establishment of the Schedule of Rates, Fees and Charges each Fiscal Year, the Authority shall formally notify Airline in writing of the anticipated Schedule of Rates, Fees and Charges to be in effect for the upcoming Fiscal Year. Authority's notification to Airline shall include notice of the time and place of a meeting to present the Schedule of Rates, Fees and Charges, expenses and capital charges used in the calculation, and to answer questions of Airline. The anticipated Schedule of Rates, Fees and Charges shall be set forth and supported by a document prepared by the Authority.

7.3 So long as Airline has been notified per above, the implementation of the upcoming Schedule of Rentals and Charges will be effective on the first day of the Fiscal Year.

7.4 Each Airline operating at the Airport shall be responsible for paying those rates and charges itemized below in the amounts specified in the Schedule of Rates, Fees and Charges in Section 8 below:

7.4.1 Preferential Use Space - Each Airline shall pay the Authority for its use of the assigned, Preferential Use Space in the Terminal.

7.4.2 Joint Use Space – Each Airline shall pay the Authority its share of rentals on Joint Use Space used by Airline in common with other airline tenants.

7.4.3 Landing Fees –For its use of the airfield, apron and appurtenant facilities, Airline shall pay a landing fee for each and every aircraft landed by the Airline at the Airport except as otherwise noted herein.

7.4.4 Passenger Facility Charge. Airline shall comply with all of the applicable requirements contained in 14 CFR Part 158 and any amendments thereto. Airline shall pay the Authority the Passenger Facility Charge applicable to all of Airline's revenue passengers enplaning at the Airport imposed by the Authority from time to time pursuant to applicable Federal law and regulations.

7.4.5 Other Fees and Charges. Airline shall also pay all miscellaneous charges assessed to and owed by Airline to the Authority including, but not limited to, the cost of utilities and services, employee parking fees, telecommunications charges, paging system fees, triturator fees, skycap services, preconditioned air and fixed ground power fees, security measures, such as key cards and identification badges and the like, common use fees and common equipment charges, and law enforcement fees (net of TSA reimbursement).

7.4.5.1 Such other fees and charges shall be detailed by the Authority in the Schedule of Rates, Fees and Charges.

## **Section 8. SCHEDULE OF RATES, FEES AND CHARGES**

8.1 The Authority's 2018-2019 Schedule of Rates, Fees and Charges effective July 1, 2018 is attached hereto and incorporated herein by reference as Exhibit A.

## **Section 9. PAYMENT OF RENTALS, FEES AND CHARGES**

9.1 Airlines shall pay for space rentals for Preferential Use Space and Joint Use Space, monthly, without invoice, demand, set-off, or deduction on or before the first (1<sup>st</sup>) day of each calendar month.



9.2 On or before the fifteenth (15<sup>th</sup>) day of each month, Airlines shall pay for their Landing Fees for the immediately preceding month.

9.3 Airlines shall report to the Authority on or before the fifteenth (15<sup>th</sup>) day of each month the Airlines actual operating activity for the prior month by submitting a written report. All such monthly reports shall be submitted on a standardized form provided by the Authority, such form shall act as the actual invoice.

9.4 Payment for all other fees and charges shall be invoiced by the Authority and shall be due upon receipt of the Authority's invoice. Such payments shall be deemed delinquent if not received within thirty (30) calendar days of the date of such invoice.

9.5 Except as provided above, or if such payments or reporting is under dispute by Airline, Airline shall be in violation of this Ordinance if its payments and reporting information required above are not received by the Authority on or before the fifteenth (15<sup>th</sup>) day of the month in which they are due.

9.6 Security Deposit. If in the reasonable business discretion of the Authority, it is determined that the financial condition of Airline, at the beginning of air service at the Airport, or an incumbent Airline that has displayed an irregular payment history, then Airline may be required to submit a cash security deposit in an amount not to exceed the equivalent of six (6) months estimated rentals, fees and charges.

9.6.1 In the event that the Authority determines a security deposit is required, the Airline shall deposit such sum with the Authority within thirty (30) days of being so notified by the Authority, and such sum shall be retained by Authority as security for the faithful performance of Airline's obligation hereunder.

9.6.2 The Authority shall have the right, but not the obligation, to apply said security deposit to the payment of any sum due to Authority which has not been paid in accordance with this Ordinance, including, but not limited to, reimbursement of any expenses incurred by Authority in curing any default of Airline, or to the cost of restoring the Assigned Space or its furnishings, fixtures or equipment to their original condition, reasonable wear and tear excepted.

9.6.3 In the event that all or any portion of the security deposit is so applied, the Airline shall promptly, upon demand by Authority, remit to Authority the amount of cash required to restore the security deposit to its original sum.

9.6.4 An Airline's failure to remit the amount of cash required to restore the security deposit in accordance with Section 9.6.3 above within ten (10) calendar days after its receipt of such demand shall constitute a breach of this Ordinance.

9.6.5 If said deposit shall not have been applied for any of the foregoing purposes, it shall be returned to Airline, without interest, within sixty (60) days of the Airline ceasing operation at the Airport. The Authority will not pay interest on any security deposit.

9.7 Airlines shall pay all rates, fees and charges established herein to the Authority monthly, without set-off, and except as specifically provided above, without invoice or demand therefore, in lawful money of the United States of America, by check payable to Authority delivered or mailed to the Authority or by wire transfer to the Authority.

## **Section 10. PENALTIES AND ENFORCEMENT**

10.1 Unless otherwise specified herein, violation of any provision of this Airline Rates, Fees & Charges Ordinance shall be enforced in accordance with, and subject to the penalties specified in, this Section 10.

10.2 In addition to any civil or criminal penalties set out in this Section 10. or in any other Section or Subsection herein, this Airline Rates, Fees & Charges Ordinance may be enforced by an injunction, order of abatement, or other appropriate equitable remedy issuing from a court of competent jurisdiction.

10.3 This Airline Rates, Fees & Charges Ordinance may be enforced by one, all or a combination of the penalties and remedies authorized and prescribed in this Section 10, or elsewhere herein, except that any provision, the violation of which incurs a civil penalty, shall not be enforced by criminal penalties.

10.4 Except as otherwise specified herein, each day's continuing violation of any provision of the Airline Rates, Fees & Charges Ordinance is a separate and distinct offense.

10.5 A violation this Airline Rates, Fees & Charges Ordinance shall not be a misdemeanor or infraction under N.C. Gen. Stat. §14-4; however, civil penalties shall be assessed and civil citations issued for the administrative violation of any provision in accordance with Section 10.6 through 10.7 below.

10.6 The Executive Director shall authorize specific Authority personnel to enforce all administrative violations of this Airlines Rates, Fees & Charges Ordinance.

10.7 Upon any administrative violation of this Airline Rates, Fees & Charges Ordinance, personnel designated in accordance with Section 10.6 shall cause a civil citation to be issued to the violator.

10.7.1 All civil citations shall be hand-delivered to the violator or shall be mailed by first class mail addressed to the last known address of the violator. The violator shall be deemed to have been served upon hand-delivery or the mailing of the civil citation.

10.7.2 Unless otherwise expressly specified herein the civil penalty associated with each civil citation issued for an administrative violation of this Airline Rates, Fees & Charges Ordinance shall be as follows: By a fine of up to \$500.00.

10.8 Any person may submit, within ten (10) days of receipt of a civil violation, a written request that the Executive Director review the civil citation, in accordance with Sections 10.8.1.1 through 10.8.3 below.

10.8.1 A request to the Executive Director shall be in writing and shall be hand delivered to the Office of the Executive Director and must be signed for by and employee of the Authority, or shall be mailed to the Executive Director by certified mail, return receipt requested.

10.8.2 A request to the Executive Director must specify in detail all of the reasons why the civil citation should be modified or withdrawn and must provide a mailing address for the Executive Director to submit a response to the request.

10.8.3 Within ten (10) days of receipt of a request in accordance with Section 10.8.1, the Executive Director shall mail a written decision to the requesting party at the address provided.

10.8.4 Unless a written request for review in accordance with Section 10.8.1 above, civil penalties issued via civil citation for an administrative violation of any Section of this Airport Rates, Fees and Charges Ordinance shall be due and payable to the Authority within 30 days of receipt.

10.8.5 If a written request for review is appealed and the civil citation is not withdrawn, payment of the civil penalty shall be due and payable to the Authority within 30 days of issuance of the Executive Director's written decision to the violator.

10.8.6 Unless other provided, if the violator fails to respond to a citation within 30 days of issuance and pay the fine prescribed therein, the Authority may institute a civil action in the nature of a debt in the appropriate division of the state general court of justice to collect the fine owed.

**Section 11. SEVERABILITY**

11.1 If any provision, clause, section, or provision of this the Airline Rates, Fees & Charges Ordinance shall be held by a court of competent jurisdiction to be invalid, illegal or unenforceable, such invalid, illegal or unenforceable provision shall be severed from the remainder of the Airline Rates, Fees & Charges Ordinance, and the remainder of shall be enforced and not be affected thereby.

**Section 12. AMENDMENT.**

12.1 The Authority reserves the right to amend the Airline Rates, Fees & Charges Ordinance, as well as the attached Schedule of Rates, Fees and Charges, at any time, by ordinance, after due notice and public hearing, in accordance with the Authority's Resolution No. \_\_\_ establishing The Greater Asheville Regional Airport Authority's Policy and Procedure for the Adoption of Ordinances.

ADOPTED THIS the \_\_\_ day of \_\_\_\_\_, 2018, after due notice and a public hearing, by the Greater Asheville Regional Airport Authority.

**GREATER ASHEVILLE REGIONAL  
AIRPORT AUTHORITY**

By: \_\_\_\_\_  
Robert C. Roberts, Chair

**ATTEST:**

\_\_\_\_\_  
Ellen M. Heywood, Clerk to the Board

# **Exhibit A**

Asheville Regional Airport

2018-2019 Fiscal Year

Schedule of Rates, Fees and Charges

**(Proposed)**

**SUMMARY TABLE****RESULTS****GARAA**

(Fiscal Years Ending June 30)

	Budget	Budget
	2018	2019
<u>Signatory Airline Rates &amp; Charges:</u>		
Terminal Building Rental Rate (per s.f.)	\$44.61	\$46.35
Passenger-Related Security Fee (per EP)	\$0.72	\$0.67
Landing Fee (per 1,000-lbs)	\$1.69	\$1.60
Ticket Counter & Queue Fee (per EP-unassigned)	\$0.56	\$0.48
Baggage Make-Up & Claim Fee (per bag)	\$1.12	\$0.93
Baggage Make-Up & Claim Fee (per airline)	\$12,238	\$12,715
Gate Area Charge per (enplaned pax)	\$1.67	\$1.43
Gate Area Fee (per airline)	\$31,262	\$32,481
Loading Bridge Fee (per depart.)	\$9.91	\$10.02
Turn Fees <sup>1</sup>		
Per Turn Fee for Exempt Carriers (0-70 seats)	\$297.00	\$272.00
Per Turn Fee for Exempt Carriers (71-135 seats)	\$354.00	\$324.00
Per Turn Fee for Exempt Carriers (136+ seats)	\$396.00	\$363.00
Average AVL CPE	\$6.61	\$5.92

<sup>1</sup> Includes use of holdroom, bag claim, bag make-up, passenger loading bridge, apron, tug drives,

Source: Airport management records

Compiled by Trillion Aviation, February 2018

**Table 1****AVIATION ACTIVITY****GARAA**

(Fiscal Years Ending June 30)

	Budget	Budget
	2018	2019
<u>Enplaned Passengers:</u>		
Allegiant	144,938	180,000
American <sup>1</sup>	98,575	103,000
Delta	137,241	138,000
United	44,364	95,000
Total	425,118	516,000
<u>Estimated Checked Bags:</u>		
Allegiant	53,627	93,600
American <sup>1</sup>	70,974	55,600
Delta	90,579	109,400
United	31,942	52,100
Total	247,122	310,700
<u>Departures:</u>		
Allegiant	987	1,200
American <sup>1</sup>	2,175	2,262
Delta	2,300	2,389
United	1,024	1,631
Total	6,486	7,482
<u>Landed Weight (1,000-lb units):</u>		
Allegiant	145,059	170,000
American <sup>1</sup>	103,761	125,600
Delta	177,231	161,050
United	46,450	108,373
Total	472,501	565,023

Note: Amounts may not add due to rounding.

<sup>1</sup> Includes US Airways activity prior to the merger of the carriers into American Airlines Group.

Source: Airport management records

Compiled by Trillion Aviation, February 2018

**Table 2**

<b>TERMINAL SPACE (s.f.)</b>		<b>GARAA</b>	
(Fiscal Years Ending June 30)			
		Budget	Budget
		2018	2019
<u>Preferential Space:</u> <sup>1</sup>			
Allegiant		1,153	1,704
American		2,102	2,102
Delta		2,609	2,609
United		1,593	1,593
Total Preferential Space	[A]	7,457	8,008
<u>Joint Use Space:</u>			
Baggage Make-Up		3,192	3,192
Baggage Claim		4,124	4,124
Gates 1-3 Holdroom		8,517	8,517
Gates 4-7 Holdroom		6,751	6,751
Gates 4-7 Secure Enplanement Corridor		3,421	3,421
Total Joint Use Space	[B]	26,005	26,005
Total Airline Rented	[C=A+B]	33,462	34,013
<u>Other Rentable:</u>			
Ticket Counter (unassigned)		103	103
Queue (unassigned)		193	193
Vacant Airline Preferential Space		3,343	2,792
Concession Space		13,553	13,553
FAA Tower & Related Office Space		4,374	4,374
TSA Offices & Breakroom		2,418	2,418
TSA Passenger Security Screening		2,210	2,210
TSA Offices Adjacent to Passenger Screening		396	396
Total	[D]	26,590	26,039
Total Rentable Space	[E=C+D]	60,052	60,052
Public and Other Areas	[F]	47,797	47,797
Total Terminal Space	[G=E+F]	107,849	107,849

Note: Amounts may not add due to rounding.

<sup>1</sup> Includes ticket counter, queue, and office space.

Source: Airport management records  
 Compiled by Trillion Aviation, February 2018

**Table 3**

**DEPRECIATION, AMORTIZATION, & CAPITAL OUTLAY** **GARAA**  
(Fiscal Years Ending June 30)

		Budget	Budget
		2018	2019
<u>Depreciation:</u> <sup>1</sup>			
Gross Depreciation		\$4,700,000	\$4,700,000
Less: Grant & PFC Amortization		(3,200,000)	(3,200,000)
Net Depreciation	[A]	\$1,500,000	\$1,500,000
<u>By Cost Center (%):</u>			
Airfield Area	[B]	14.0%	14.0%
Terminal Building	[C]	30.0%	30.0%
Parking, Roadway, and Ground Trans.	[D]	33.0%	33.0%
General Aviation Area	[E]	16.0%	16.0%
Other Area	[F]	7.0%	7.0%
Total		100.0%	100.0%
<u>By Cost Center:</u>			
Airfield Area	[A*B]	\$210,000	\$210,000
Terminal Building	[A*C]	450,000	450,000
Parking, Roadway, and Ground Trans.	[A*D]	495,000	495,000
General Aviation Area	[A*E]	240,000	240,000
Other Area	[A*F]	105,000	105,000
Net Depreciation	[A]	\$1,500,000	\$1,500,000
<u>Amortization:</u>			
Gross Amortization		\$242,056	\$242,056
Less: Grant & PFC Amortization		(162,475)	(162,475)
Net Amortization	[G]	\$79,581	\$79,581



**Table 3**

**DEPRECIATION, AMORTIZATION, & CAPITAL OUTLAY** **GARAA**  
(Fiscal Years Ending June 30)

		Budget	Budget
		2018	2019
<u>By Cost Center (%):</u>			
Airfield Area	[H]	100.0%	100.0%
Terminal Building	[I]	0.0%	0.0%
Parking, Roadway, and Ground Trans.	[J]	0.0%	0.0%
General Aviation Area	[K]	0.0%	0.0%
Other Area	[L]	0.0%	0.0%
Total		100.0%	100.0%
<u>By Cost Center:</u>			
Airfield Area	[G*H]	\$79,581	\$79,581
Terminal Building	[G*I]	0	0
Parking, Roadway, and Ground Trans.	[G*J]	0	0
General Aviation Area	[G*K]	0	0
Other Area	[G*L]	0	0
Net Amortization	[G]	\$79,581	\$79,581
<u>Capital Outlay:</u>			
Capital Outlay	[M]	\$100,000	\$100,000
<u>By Cost Center (%):</u>			
Airfield Area	[N]	50.0%	50.0%
Terminal Building	[O]	50.0%	50.0%
<u>By Cost Center:</u>			
Airfield Area	[M*N]	\$50,000	\$50,000
Terminal Building	[M*O]	50,000	50,000
Capital Outlay	[M]	\$100,000	\$100,000

Note: Amounts may not add due to rounding.

<sup>1</sup> Depreciation is based on the prior year's actual depreciation

Source: Airport management records

Compiled by Trillion Aviation, February 2018

**Table 4**

<b>OPERATION AND MAINTENANCE EXPENSES</b>	<b>GARAA</b>
(Fiscal Years Ending June 30)	

		Budget	Budget
		2018	2019
<u>By Category:</u>			
Personnel Services		\$5,283,529	\$5,572,510
Professional Services		368,950	387,450
Utilities		520,817	525,467
Promotional Activities		349,290	317,390
Maintenance and Repairs		251,800	262,200
Contracted Services		884,424	826,723
Insurance Expense		252,700	234,000
Materials and Supplies		452,760	467,425
Other Expenses		503,870	393,905
Total O&M Expenses	[A]	\$8,868,140	\$8,987,070
<u>By Cost Center (%):</u>			
Airfield Area	[B]	26.3%	26.3%
Terminal Building	[C]	47.7%	48.0%
Parking, Roadway, and Ground Trans.	[D]	12.4%	12.0%
General Aviation Area	[E]	9.7%	9.7%
Other Area	[F]	3.9%	4.0%
Total		100.0%	100.0%
<u>By Cost Center:</u>			
Airfield Area	[A*B]	\$2,329,399	\$2,366,072
Terminal Building	[A*C]	4,233,699	4,313,970
Parking, Roadway, and Ground Trans.	[A*D]	1,100,934	1,074,732
General Aviation Area	[A*E]	858,402	872,685
Other Area	[A*F]	345,705	359,611
Total O&M Expenses	[A]	\$8,868,140	\$8,987,070

Note: Amounts may not add due to rounding.

Source: Airport management records  
 Compiled by Trillion Aviation, February 2018

**Table 5****LANDING FEE AND REVENUE****GARAA**

(Fiscal Years Ending June 30)

		Budget	Budget
		2018	2019
<u>Airfield Requirement:</u>			
O&M Expenses		\$2,329,399	\$2,366,072
Less: Deicing Chemicals		(68,000)	(70,040)
O&M Reserve Requirement		63,007	18,336
Net Depreciation		210,000	210,000
Net Amortization		79,581	79,581
Capital Outlay		50,000	50,000
Debt Service		0	0
Debt Service Coverage (25%)		0	0
Total Requirement	[A]	\$2,663,987	\$2,653,949
<u>Landing Fee Credits:</u>			
Non-Airline Revenue	[B]	\$77,000	\$90,000
Other	[C]	0	0
Total Credits	[D=B+C]	\$77,000	\$90,000
Net Landing Fee Requirement	[E=A-D]	\$2,586,987	\$2,563,949
Airline Landed Weight	[F]	472,501	565,023
Airline Landing Fee (pre-Revenue Share)	[G=E/F]	\$5.48	\$4.54
Revenue Share Credit	[H]	\$1,789,390	\$1,660,376
Adjusted Airline Net Requirement	[I=E-H]	\$797,598	\$903,573
Airline Landing Fee	[J=I/F]	\$1.69	\$1.60
Airline Landing Fee Revenue	[K=F*J]	\$797,598	\$903,573

Note: Amounts may not add due to rounding.

Source: Airport management records

Compiled by Trillion Aviation, February 2018

**Table 6**

**TERMINAL RENTAL RATE AND REVENUE** **GARAA**  
(Fiscal Years Ending June 30)

		Budget	Budget
		2018	2019
<u>Terminal Requirement:</u>			
O&M Expenses		\$4,233,699	\$4,313,970
O&M Reserve Requirement		114,515	40,136
Net Depreciation		450,000	450,000
Net Amortization		0	0
Capital Outlay		50,000	50,000
Debt Service		0	0
Debt Service Coverage (25%)		0	0
Total Requirement	[A]	\$4,848,214	\$4,854,106
<u>Terminal Credits:</u>			
Passenger-Related Security Charges		\$305,873	\$344,750
AirIT Landside Expenses		16,463	16,463
Loading Bridge Fees		64,249	75,000
Total Terminal Credits	[B]	\$386,585	\$436,213
Net Requirement	[C=A-B]	\$4,461,629	\$4,417,893
Rentable Space (s.f.)	[D]	60,052	60,052
Terminal Rental Rate	[E=C/D]	\$74.30	\$73.57
Airline Rented Space (s.f.)	[F]	33,462	34,013
Airline Requirement	[G=E*F]	\$2,486,096	\$2,502,261
Revenue Share Credit	[H]	\$993,487	\$925,880
Adjusted Airline Requirement	[I=G-H]	\$1,492,609	\$1,576,382
Airline Rented Space (s.f.)	[F]	33,462	34,013
Adjusted Airline Terminal Rate	[J=I/F]	\$44.61	\$46.35
Airline Terminal Rentals	[K=F*J]	\$1,492,609	\$1,576,382

Note: Amounts may not add due to rounding.

Source: Airport management records

Compiled by Trillion Aviation, February 2018

**Table 6A****LOADING BRIDGE FEE AND REVENUE****GARAA**

(Fiscal Years Ending June 30)

		Budget	Budget
		2018	2019
<u>Loading Bridge Requirement:</u>			
Operating Expenses		\$64,249	\$75,000
Capital Outlay		0	0
Debt Service		0	0
Debt Service Coverage (25%)		0	0
Total Requirement	[A]	\$64,249	\$75,000
Total Departures	[B]	6,486	7,482
Loading Bridge Fee (per Departure)	[C=A/B]	\$9.91	\$10.02
Total Loading Bridge Revenue	[D=B*C]	\$64,249	\$75,000

Note: Amounts may not add due to rounding.

Source: Airport management records

Compiled by Trillion Aviation, February 2018

**Table 6B****JOINT USE CHARGES****GARAA**

(Fiscal Years Ending June 30)

		Budget	Budget
		2018	2019
Adjusted Signatory Airline Terminal Rate	[A]	\$44.61	\$46.35
<u>Joint Use Space (s.f.):</u>			
Baggage Make-Up	[B1]	3,192	3,192
Baggage Claim	[B2]	4,124	4,124
Gates 1-3 Holdroom	[C1]	8,517	8,517
Gates 4-7 Holdroom	[C2]	6,751	6,751
Gates 4-7 Secure Enplanement Corridor	[C23]	3,421	3,421
Joint Use Space		26,005	26,005
Baggage Make-Up & Claim Requirement	[D=A*(B1+B2)]	\$326,338	\$339,071
Gate Areas Requirement	[E=A*(C1+C2+C3)]	833,643	866,169
Total Joint Use Requirement	[G=D+E+F]	\$1,159,981	\$1,205,239
<u>Baggage Make-Up &amp; Claim:</u>			
Baggage Make-Up & Claim Requirement (85%)	[H=D*0.85]]	\$277,387	\$288,210
Checked Bags	[I]	247,122	310,700
Baggage Make-Up & Claim Fee (per bag)	[J=H/I]	\$1.12	\$0.93
Baggage Make-Up & Claim Requirement (15%)	[K=D*0.15]	\$48,951	\$50,861
Number of Airlines	[L]	4	4
Baggage Make-Up & Claim Fee (per airline)	[M=K/L]	\$12,238	\$12,715
<u>Gate Area:</u>			
Gate Area Requirement (85%)	[N=E*85%]	\$708,597	\$736,243
Enplaned Passengers	[O]	425,118	516,000
Gate Area Charge per (enplaned pax)	[P=N/O]	\$1.67	\$1.43
Gate Area Requirement (15%)	[Q=E*15%]	\$125,046	\$129,925
Number of Airlines	[L]	4	4
Gate Area Fee (per airline)	[R=Q/L]	\$31,262	\$32,481
Total Joint Use Revenue	[G]	\$1,159,981	\$1,205,239

Note: Amounts may not add due to rounding.

Source: Airport management records

Compiled by Trillion Aviation, February 2018

**Table 6C****TICKET COUNTER & QUEUE FEES (UNASSIGNED)****GARAA**

(Fiscal Years Ending June 30)

		Budget	Budget
		2018	2019
Adjusted Signatory Airline Terminal Rate	[A]	\$44.61	\$46.35
<u>Ticket Counter and Queue Space (s.f.):</u>			
Ticket Counter		1,755	1,755
Queue Space		3,181	3,181
Ticket Counter and Queue Space	[B]	4,936	4,936
Ticket Counter and Queue Space Requirement	[C=A*B]	\$220,176	\$228,766
AirIT Landside Expenses	[D]	16,463	16,463
Ticket Counter and Queue Requirement	[E=C+D]	\$236,639	\$245,229
Enplaned Passengers	[F]	425,118	516,000
Ticket Counter & Queue Fee (unassigned)	[G=E/F]	\$0.56	\$0.48
Enplaned Passenger Use	[H]	144,938	180,000
Ticket Counter & Queue Fees (unassigned)	[I=G*H]	\$80,679	\$85,545

Note: Amounts may not add due to rounding.

Source: Airport management records

Compiled by Trillion Aviation, February 2018

**Table 7****PASSENGER-RELATED SECURITY CHARGE****GARAA**

(Fiscal Years Ending June 30)

		Budget	Budget
		2018	2019
Personnel-Related Security Cost	[A]	\$1,102,750	\$1,230,700
<u>Officer Deployment Hours:</u>			
Total Hours (12 Officers at 42 hrs/week; 2 officers at 40 hrs/week)		2,169	2,169
Holiday (11 Holidays)		(132)	(132)
Vacation (12 Days)		(144)	(144)
Training (8 hrs per month per officer)		(96)	(96)
Sick Leave (12 Days Allowed; 9 Days Average Used)		(108)	(108)
Available Hours/Officer	[B]	1,689	1,689
Number of Officers	[C]	14	14
Total Available Hours	[D=B*C]	23,648	23,648
Less: Admin Hours Total	[E]	(2,016)	(2,016)
Total Officer Deployment Hours	[F=D-E]	21,632	21,632
Personnel-Related Security Cost per Hour	[G=A/F]	\$50.98	\$56.89
<u>Passenger-Related Security Charge:</u>			
Terminal Airlines (18 hrs/day Security Checkpoint)		\$334,924	\$373,784
Less: TSA Reimbursement		(127,631)	(131,459)
Net Personnel-Related Costs	[H]	\$207,293	\$242,325
TSA Passenger Security Screening Space (s.f.)	[I]	2,210	2,210
Terminal Rental Rate	[J]	\$44.61	\$46.35
Security Checkpoint Space Costs	[K=I*J]	\$98,579	\$102,426
Passenger-Related Security Charges	[L=H+K]	\$305,873	\$344,750
Enplaned Passengers	[M]	425,118	516,000
Passenger-Related Security Charges per Enplaned Passenger	[N=L/M]	\$0.72	\$0.67
Passenger-Related Security Charges	[O=M*N]	\$305,873	\$344,750

Note: Amounts may not add due to rounding.

Source: Airport management records

Compiled by Trillion Aviation, February 2018



**Table 8****COST PER ENPLANED PASSENGER****GARAA**

(Fiscal Years Ending June 30)

		Budget	Budget
		2018	2019
<u>Airline Revenue:</u>			
Terminal Rentals		\$1,492,609	\$1,576,382
Loading Bridge Fees		64,249	75,000
Landing Fees		797,598	903,573
Unassigned Ticket Counter Charges		80,679	85,545
Passenger Related Security Charges		305,873	344,750
Deicing Chemicals		68,000	70,040
Total	[A]	\$2,809,007	\$3,055,290
Enplaned Passengers	[B]	425,118	516,000
Cost Per Enplaned Passenger	[C=A/B]	\$6.61	\$5.92

Note: Amounts may not add due to rounding.

Source: Airport management records

Compiled by Trillion Aviation, February 2018

**Table 9****PER TURN FEE FOR MARKET SHARE EXEMPT CARRIERS****GARAA**

(Fiscal Years Ending June 30)

		Budget	Budget
		2018	2019
<u>Per Turn Requirement:</u>			
Joint Use Cost <sup>1</sup>		\$1,159,981	\$1,205,239
Loading Bridge Cost		64,249	75,000
Unassigned Ticket Counter Cost		236,639	245,229
Passenger Related Security Charge Cost		305,873	344,750
Deicing Chemicals Cost		68,000	70,040
<b>Total</b>	<b>[A]</b>	<b>\$1,834,742</b>	<b>\$1,940,259</b>
<b>Total Departures</b>	<b>[B]</b>	<b>6,486</b>	<b>7,482</b>
<b>Average Per Turn Cost</b>	<b>[C=A/B]</b>	<b>\$282.88</b>	<b>\$259.32</b>
Per Turn Fee for Exempt Carriers (0-70 seats)	[D=C*105%]	\$297.00	\$272.00
Per Turn Fee for Exempt Carriers (71-135 seats)	[E=C*125%]	\$354.00	\$324.00
Per Turn Fee for Exempt Carriers (136+ seats)	[F=C*140%]	\$396.00	\$363.00

Note: Amounts may not add due to rounding.

<sup>1</sup> Includes the cost of baggage areas and gate areas.

Source: Airport management records

Compiled by Trillion Aviation, February 2018



---

## MEMORANDUM

TO: Members of the Airport Authority

FROM: Lew Bleiweis, A.A.E., Executive Director

DATE: March 9, 2018

### ITEM DESCRIPTION – New Business Item D

Approval of Lease Agreement with Warrior Golf Management, LLC

### BACKGROUND

The City of Asheville and the Asheville Regional Airport Authority entered into a long-term lease agreement with Warrior Golf Management, LLC. (Warrior) f/k/a/ French Broad Golf Center back in 1991. The lease was for approximately 41 acres with an expiration date of April 2018. Greater Asheville Regional Airport Authority (Authority) staff has been in discussion with Warrior for a couple of years regarding the recent purchase of approximately 2.2 acres for the relocated runway safety area, as well as a new long-term lease of Authority owned property adjoining Warrior's property. The new lease is for a firm term of 20 years with an option to renew for one additional ten-year period. The property being leased is part of the runway safety area and the Federal Aviation Administration prohibits development of the property for anything but agricultural or low-impact recreational use. Continued use of the Authority's property in conjunction with the golf course is the best use of the property.

### ISSUES

None

### ALTERNATIVES

The Board could elect not to lease this property to Warrior, causing a loss of revenue from the rental income, and causing inconvenience to Warrior in its operation of the golf course.

New Business – Item D



## **FISCAL IMPACT**

The first year of the lease agreement will generate \$12,625.00 in revenue. Subsequent years will be increased by the Consumer Price Index not to exceed six percent in any given year.

## **RECOMMENDED ACTION**

It is respectfully requested that the Greater Asheville Regional Airport Authority Board (1) approve the Lease with Warrior Golf Management, LLC; and (2) authorize the Executive Director to execute the necessary documents.

## LEASE

THIS LEASE (the "Lease") is made and entered into on the \_\_\_ day of \_\_\_\_\_, 2018 (the "Effective Date"), by and between the GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY ("GARAA") and Warrior Golf Management, LLC. (hereinafter referred to as "Tenant");

WHEREAS, a lease was entered into by and between the City of Asheville (the "City"), GARAA, f/k/a Asheville Regional Airport Authority and Tenant, dated November 25, 1991; and

WHEREAS, the Greater Asheville Regional Airport Authority (the "GARAA") has been created by the North Carolina legislature effective June 28, 2012; and

WHEREAS, the Federal Aviation Administration (the "FAA"), recognized and approved GARAA as the sole sponsor of the Asheville Regional Airport (the "Airport") on June 28, 2017; and

WHEREAS the City deeded all property as defined in the FAA approved airport layout plan to GARAA effective June 28, 2017; and

WHEREAS the City has assigned and the GARAA has assumed all leases that were executed by the City; and

WHEREAS the GARAA is the owner of two tracts of land, generally known as the Runway Protection Zone, containing 40.975 acres, which was conveyed to it and fully described in Henderson County Deed Book 761 at page 791 and a third tract of land, containing  $\pm$  2.2 acres also part of the Runway Protection Zone, which was recently purchased by the GARAA and fully described in Henderson County Deed Book 3139 at page 98, (the "Premises") As shown on Exhibit \_\_\_\_\_; and

WHEREAS the Tenant owns and operates Broadmoor Golf Links golf course which adjoins the Premises to the south thereof; and

WHEREAS the GARAA is granting a 60' width entrance road right of way in order to provide ingress, egress, and regress to Tenant's Broadmoor Golf Links adjoining Premises to be located substantially as shown on Exhibit \_\_\_\_\_. Such right of way shall be coterminous with this Lease; and

WHEREAS the existing lease expires April 2018, and Tenant wishes to enter into a new long term lease.

NOW, THEREFORE, for good and valuable consideration, GARAA and Tenant enter into this Lease, subject to the following terms and conditions, and GARAA hereby leases to the Tenant and Tenant leases from GARAA the Premises, on the terms and conditions set forth herein.

Condition of Property: Neither GARAA nor its agents have made any representations with respect to the Premises, other than as set out herein.

Term of Lease: The initial period of this Lease shall be for 20 years. The Tenant has, so long as it is not in breach hereof, the option to renew this Lease for one additional ten-year period, thus a total of 30 years, by notifying GARAA in writing at least one year prior to the expiration of the initial period of the Lease.

Holding Over: In the event Tenant remains in possession of the Premises after the expiration of the Term without the execution of a new lease, Tenant shall not acquire any right, title or interest in or to the Premises. In such event, Tenant shall occupy the Premises as a tenant from month-to-month and shall otherwise be subject to all of the conditions, provisions and obligations of this Lease insofar as the same shall be applicable. The provisions of this Section are in limitation of Tenant's rights, and do not, in any way, entitle Tenant to occupy the Premises after the Term or to extend the Term in any manner, except as provided herein.

Rent: Tenant shall pay to GARAA on the Commencement Date the sum of \$12,625.00, which represents the annual rental due for the period from the Effective Date through the first anniversary ("Anniversary Date") thereof. Thereafter, not later than the Anniversary Date and on the same day of the same month each year thereafter, Tenant shall pay GARAA the Adjusted Rental. The "Adjusted Rental" shall be the product of the initial rent multiplied by the quotient of the Current Index number divided by the Base Index number. The Consumer Price Index for all Urban Consumers ("Index") number for September, 1991 is the Base Index, and the September Index of each year thereafter is the Current Index. In no event, however, shall the Adjusted Rental increase at a greater rate than six percent 6% per annum.

Sums Paid by GARAA: If GARAA has incurred any obligation or expense which Tenant is obligated hereunder to pay or reimburse GARAA for (or if GARAA incurs any obligation or expense because of) the failure, neglect or refusal of Tenant to perform or fulfill any of the terms or conditions of this Lease, then the same shall be deemed additional rent due hereunder and Tenant shall reimburse GARAA therefor within ten days of demand.

Interest on Sums Due GARAA: Any sums payable by Tenant to GARAA under any provision of this Lease which are not paid when due shall bear interest at the rate of eighteen percent (18%) per annum from the date the same became due and payable until paid.

Taxes Paid by Tenant: The Tenant shall pay all ad valorem property taxes (and any Subleasehold taxes which may be assessed) upon the improvements constructed or installed on Premises, which are assessed during the period hereof. The taxes to be paid by Tenant as provided hereunder shall be prorated for the first and last year Tenant leases the Premises.

Restrictions on Use: The Tenant may use and occupy the Premises for any purpose associated with owning and operating a golf course facility, provided that: (1) Tenant shall not use or knowingly permit any part of the Premises to be used for what has been determined by the federal government or any law, ordinance or regulation defines to be an unlawful purpose, (2) Tenant shall not use Premises to permit storage or parking of motor vehicles for a fee, and no motor vehicles shall be placed and remain on Premises for a longer period than eight continuous hours, provided that this motor vehicle restriction shall not apply to any motor vehicle operated by an employee who is then working on Premises, and shall not apply to any motor vehicle abandoned on Premises about which Tenant is in the process of taking steps required by law for removal of such; and (3) Tenant shall not utilize Premises for what is identified as "Adult Entertainment" as that term is defined in North Carolina at the time of execution of this Lease. After the discovery of any such unlawful use, the Tenant shall promptly take all necessary steps, legal and equitable, to compel the discontinuance of such use and to oust and remove any occupants or other persons guilty of such unlawful use. No one may use the Premises for any use prohibited by this paragraph.

Rules and Regulations: Except as set out below, Tenant covenants and agrees to observe and comply with any and all rules of GARAA, and all regulations and rules imposed upon GARAA by any federal agency, to the extent that any such regulation and/or rule affects the Premises. This applies to any such regulation and/or rule which now exists or may hereafter be promulgated from time to time governing conduct on and operations at the Airport and the use of its facilities to the extent that such regulation and/or rule affects the Premises. Tenant agrees to pay or reimburse GARAA for any fines which may be assessed against GARAA as a result of the violation by Tenant of any applicable security regulation on the Premises, which payment shall be made by Tenant within 15 days from GARAA's sending of invoice for such amount and reasonably valid documentation showing that such fine arose from use of Premises by Tenant or Tenant's agents. Tenant further covenants and agrees to observe and comply with any and all valid and applicable requirements of the federal government and its agencies and the laws and ordinances of the State of North Carolina, and its agencies, and those of the United States, as they apply to the Premises. Notwithstanding the foregoing, Tenant shall not be singled out by GARAA in the adoption of said rules and regulations.

Construction, Repair, Replacement and Maintenance: The Tenant shall, without cost to GARAA, maintain the Premises, including seeding and mowing.

Compliance with Law: Tenant shall, throughout the term of this Lease, at its expense, promptly comply with all applicable laws and regulations of the federal government and all of its agencies, general statutes of North Carolina and all agencies of local governments.

Surrender Upon Termination or Expiration: At the termination or expiration of the Lease, the Tenant shall: (1) surrender the Premises in as good condition, reasonable use and wear and damages by the elements excepted; and (2) remove all equipment owned and installed, or caused to be installed, by Tenant. GARAA may at any time after any such expiration, re-enter the Premises by force, summary proceedings, ejectment, or otherwise, and may dispossess the Tenant and remove the Tenant and all other persons and property from the Premises and may have, hold, and enjoy the Premises and have the right to receive all future rental income therefrom.

No expiration of this Lease shall relieve the Tenant of its liability and obligations under this Lease, and such liability and obligations (if any) shall survive any such expiration.

GARAA's Reserved Rights: GARAA reserves the right for itself and others claiming through it to utilize and maintain existing utility easements over, under, across and through the Premises, and to run water, electrical, telephone, gas, drainage and other lines over, under, across and through the Premises and to grant necessary utility easements therefor, provided that no utility installed or utility easement shall be such as to significantly interfere with Tenant's use of Premises for any use not prohibited under the terms of this Lease.

GARAA reserves the right to further develop, improve, repair and alter the Airport and all roadways, parking areas, terminal facilities, landing areas and taxiways as it may reasonably see fit, free from any and all liability to Tenant for loss of business.

Tenant covenants and agrees that this Lease shall be subject and subordinate to the provisions of any existing or future agreement between GARAA and the United States Government (the FAA et al.) relative to the operation or maintenance of Airport, the execution of which has been or will be required as a condition precedent to the granting of federal funds for the development or operation of Airport. The U.S. Government and the FAA rules and regulations control over anything to the contrary herein.

Assignment: This Lease may not be assigned by Tenant without GARAA's written consent, provided that the following shall be permitted without such consent: (1) rentals to, or transfer of Lease to, Related Corporation(s), subject to all provisions hereof; (2) any assignment made to a financial institution to secure a construction loan on Premises, provided Tenant shall not be relieved of liability in the event of such assignment and all such lenders understand that the rules and regulations of the U.S. Government and the FAA control. Tenant shall continue to be liable to GARAA for compliance with the terms of this Lease. In the event of assignments the assignees shall be subject to the provisions of this paragraph relative to future assignments, and no assignee or one holding under it may occupy Premises without paying all monies and otherwise obeying the terms hereof which Tenant is obligated for hereunder.



Utilities and Other Services: All utilities shall be provided and maintained at the expense of Tenant.

Safe and Sanitary Condition. Tenant shall not permit, allow or cause any act or deed to be performed upon, in or about the Premises which shall cause or be likely to cause injury to any person or to the Premises, the improvements located thereon, or to any adjoining property. Tenant shall not damage or cause stoppage of any utility or plumbing lines. Tenant shall at all times keep the Premises in a neat and orderly condition and keep the Premises clean and free from trash and debris.

Default. Each and every one and all of the following events shall constitute an "Event of Default":

i) if Tenant files a petition in bankruptcy or insolvency or for reorganization under any bankruptcy act or voluntarily takes advantage of any such act or makes an assignment for the benefit of creditors;

ii) if involuntary proceedings under any bankruptcy law, insolvency or receivership action shall be instituted against Tenant, or if a receiver or trustee shall be appointed for all or substantially all of the property of Tenant and such proceedings are not dismissed, or the receivership or trusteeship vacated, within 60 days after the institution or appointment;

iii) if Tenant fails to pay any sum due from it in strict accordance with the provisions of this Lease, and does not make the payment within ten days after written notice thereof. For the purposes hereof, all sums due from Tenant shall constitute rentals whether denominated as rentals or otherwise elsewhere herein and Tenant has absolutely no right of offset;

iv) if Tenant fails to fully perform and comply with each and every condition and covenant of this Lease, and such failure of performance continues for a period of thirty (30) days after notice thereof;

v) if Tenant vacates or abandons the Premises;

vi) if the interest of Tenant is transferred, levied upon or assigned to any other person, firm or corporation whether voluntarily or involuntarily except as herein permitted;

vii) if GARAA, in any three months in any 12 month period,

gives any notice to Tenant pursuant to subparagraphs iii) or iv) above, notwithstanding Tenant's cure of the breach within the allowable period or periods.

Upon the occurrence of any Event of Default, GARAA shall have the right, at its option, to utilize any one and/or more of the following rights:

i) to terminate this Lease and all interests of the Tenant hereunder by giving (or having given) notice of such termination effective as of the later of the Event of Default or the giving of such notice, at GARAA's option. Upon the effective date of termination the Tenant shall have no further rights under this Lease (but such termination shall not serve to release or discharge the damages Tenant owes to GARAA); and/or

ii) to make any payment required of Tenant herein or correct any condition required to be corrected by Tenant, and GARAA shall have the right to enter the Premises for the purpose of correcting any such condition and to remain on the Premises until the complete correction of such condition. However, no expenditure by GARAA on behalf of Tenant shall be deemed to waive or release Tenant's breach hereof and GARAA shall retain all rights to proceed against Tenant as set forth herein; and/or

iii) to reenter the Premises immediately with or without order of court and without being guilty of trespass, remove the property and personnel of Tenant all at the expense of Tenant. After such reentry, GARAA shall have the right to terminate this Lease by giving ten days notice of termination to Tenant, but without such notice, the reentry by GARAA shall not terminate this Lease. On termination, GARAA may recover from Tenant all damages resulting from Tenant's breach, including the cost of recovery of the Premises and placing them in satisfactory condition, the value of the balance of this Lease over the reasonable rental value of the Premises for the remainder of the Term, all of which sums shall be immediately payable to GARAA from Tenant; and/or

iv) all other rights and remedies provided by law to a lessor with a defaulting lessee including all such money damages as such lessor shall be entitled pursuant to the law of damages. Notwithstanding anything to the contrary herein, GARAA has no obligation to mitigate damages.

Upon any breach hereof by Tenant, regardless of whether such breach is, or becomes, an Event of Default, GARAA shall be reimbursed by Tenant for any reasonable attorney's fees incurred by GARAA in connection with such breach.

Brokerage Commissions: Unless expressly provided otherwise herein, Tenant warrants that no real estate commission is payable by GARAA to any person or entity in connection with this Lease, and Tenant does hereby agree to indemnify, defend and hold completely harmless

GARAA from and against any and all liabilities, costs and expenses caused by Tenant (including all costs for investigation and defense thereof, including, but not limited to, court costs, expert fees and reasonable attorneys' fees prior to institution of legal proceedings and at both trial and appellate levels) incurred by GARAA as a result of any claims therefor.

GARAA's Right of Access: GARAA, and its representatives designated in writing may enter the Premises at any reasonable time(s) for the purpose of inspecting the Premises at any time after default by Tenant and notice of default.

Insurance: At all times during the term of this Lease, Tenant shall carry, and shall furnish GARAA with evidence of, public liability insurance issued by an insurance company or companies acceptable to GARAA, with combined single limits of not less than \$2,000,000.00, which provides coverage for public liability, property damage, bodily injury, and automotive liability both licensed and unlicensed. GARAA shall be named an additional insured in all such insurance, and Tenant shall furnish to GARAA in advance satisfactory evidence that such insurance is in effect and will not be canceled during the term of this Lease without 30 days prior written notice of such cancellation to the Authority. Tenant shall also keep the Premises insured throughout the term of this Lease against loss or damage with extended coverage insurance, in an amount equal to their full insurable value.

In the event of damage and the amount of such insurance proceeds is insufficient to pay the cost of the repair, the Tenant shall immediately pay any additional sum required, and if the amount of such insurance proceeds is in excess of the cost thereof, the amount of the excess shall be retained by the Tenant.

Denial of Subrogation Rights: GARAA and Tenant each hereby release the other from any liability for any destruction to the Premises caused by any act or omission on the part of the other, its agents, servants, or employees.

Condemnation: If all or any part of the Premises is taken or condemned by any competent authority for any public use or purpose during the Term, Tenant reserves unto itself the right to claim and prosecute its claim in all appropriate courts and agencies for an award or damages for such taking based upon Tenant's Lease hold interest and Tenant's rights contained in this Lease, interruption of business, moving expenses, goodwill, and Tenant's ownership of buildings, alterations and improvements and other damages available under applicable law. GARAA will have the right to make a claim for the taking of, or injury to, the reversion. When the condemning authority takes or condemns a temporary interest, Tenant will receive all compensation for the temporary interest to the extent that the duration of the temporary interest is within the Term or subsequent to Tenant's acquisition of the Premises pursuant to Tenants' option to purchase the Premises, if any.

If a part of the Premises is taken or condemned which, in the reasonable judgment of Tenant, is sufficient to render the remaining portion unsuitable for Tenant's continued use or

occupancy, then Tenant may, at any time, either prior to or within a period of 60 days after the date when possession of the Premises is required by the condemning authority, elect to terminate this Lease.

In the event of any taking or condemnation that does not result in termination of this Lease, this Lease will continue in effect with respect to the portion of the Premises not so taken. Tenant will, with all due diligence and at Tenant's own cost and expense, repair and restore the Premises or what may remain of the Premises to the former condition to the extent practicable, and to the extent that Tenant received an award or compensation for such repair or restoration.

GARAA will give Tenant prompt notice of a taking or condemnation or proposed taking or condemnation of all or any portion of the Premises, and GARAA will include Tenant in any discussions or negotiations with the right of way agent or other condemning authority. GARAA will not convey any portion of the Premises in lieu of a taking or condemnation without Tenant's prior written approval; and in connection with any such approved conveyance, Tenant will be entitled to the same rights and rental and purchase price reduction that Tenant would have been entitled to under this Lease had the conveyed property been actually taken or condemned.

Indemnification of GARAA: The Tenant shall indemnify GARAA against all liabilities, expenses, and losses incurred by the Tenant as a result of: (1) any accident, injury, or damage which shall happen in or about the Premises resulting from the condition, maintenance, or operation of the Premises; (2) failure to comply with any federal or state law; and (3) any mechanic's lien, or security agreement, filed against the Premises any equipment therein, or any materials used in the construction or alteration of any building or improvement thereon.

Discrimination Not Permitted: Tenant, for itself, its successors in interest and its assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that (a) no person on the grounds of race, color or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subject to discrimination in the use of the Premises under the provisions of this Lease; (b) that in the construction of any improvements on, over or under the Premises and the furnishing of services thereon, no person on the grounds of race, color or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subject to discrimination; and (c) that Tenant shall use the Premises in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the Department of Transportation-effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

Likewise, Tenant shall comply with laws of the State of North Carolina prohibiting discrimination because of race, color, religion, sex, national origin, age, handicap or marital status. Should the Tenant authorize another person to provide services or benefits from the Premises, Tenant shall obtain from such person a written agreement pursuant to which such person shall, with respect to the services or benefits which it is authorized to provide, undertake for itself the obligations contained in this paragraph. Tenant shall furnish the original or a true

copy of such agreement to GARAA. GARAA may from time to time be required by the United States Government, or one or more of its agencies, to adopt additional or amended provisions, including non-discrimination provisions, concerning the use and operation of the Airport, and Tenant agrees that it will adopt any such requirement as a part of this Lease.

If Tenant shall furnish any services to the public at Premises, it shall furnish said services on a fair, equal and not unjustly discriminatory basis to all users thereof and shall charge fair, reasonable and not unjustly discriminatory prices for each unit of service, provided that Tenant shall be allowed to make reasonable and non-discriminatory discounts, rebates or other similar types of price reductions to volume purchasers, if any.

In the event of breach of any of the above nondiscrimination covenants, continuing after the 30 day notice, GARAA shall have the right to terminate this Lease and to re-enter and repossess said Premises, and hold the same as if this Lease had never been made or issued. The right granted to GARAA by the foregoing sentence shall not be effective until applicable procedures of Title 49, Code of Federal Regulations, Part 21 are followed and completed, including exercise or expiration of appeal rights.

Further, Tenant assures GARAA that no person shall be excluded on the grounds of race, creed, color, national origin or sex from participating in or receiving the services or benefits of any program or activity covered by Title 14, Code of Federal Regulations, Part 152, Subpart E, Federal Aviation Administration, Non-discrimination in Airport Aid Program, and that it will be bound by and comply with all other applicable provisions of such Subpart E, as it may be amended. Tenant also assures GARAA that it will require its covered sub-organizations to provide written assurances to the same effect and provide copies thereof to GARAA.

Tenant assures GARAA that it will comply with pertinent statutes, Executive Orders, and such rules as are promulgated to assure that no person shall, on the grounds of race, creed, color, national origin, sex, age or handicap be excluded from participating in any activity conducted in connection with its operations under this Lease. Tenant also assures GARAA that it will require any contractors and sublessees (to the extent that such sublessees are allowed under other provisions of this Lease) to provide assurances to the same effect and ensure that such assurances are included in subcontracts at all tiers which are entered into in connection with Tenant's operations under this Lease.

Federal Aviation Administration Requirements: The Tenant shall use the Premises in compliance with the requirements of the Federal Aviation Administration now in effect or as hereinafter enacted. In the event the FAA should require an enlarged aviation easement over the Premises and/or the Tenant's owned property, Tenant shall; to the extent the easement requested does not require the physical use or modification of any of the Premises or the Tenant's owned property from under ground level up to a height of one hundred feet above ground level (said area "Ground Space"), execute, at no charge to the easement grantee or any party hereto, an aviation easement in connection therewith. Tenant has no obligation to provide any easement which will physically affect any of the Ground Space

Tenant shall comply with all applicable regulations of the Federal Aviation Administration

relating to Airport security and shall control the Premises so as to prevent or deter unauthorized persons from obtaining access to the air operations area of the Airport.

GARAA reserves unto itself, and unto its successors and assigns, for the use and benefit of the public, a right of flight for the passage of aircraft through the airspace above the surface of the Premises, together with the right to cause in said airspace such noise as may be inherent in the operation of aircraft now known or hereafter used, and for navigation of or flight in the said airspace, and use of said airspace for landing on, taking off from or operating on the Airport.

GARAA reserves the right to install and maintain in or on the Premises, at the Authority's expense, such air navigational aids as the Authority may from time to time deem necessary or appropriate.

Tenant shall restrict the height of structures, objects of natural growth and other obstructions on the Premises in compliance with the requirements of Federal Aviation Regulations, 14 CFR Part 77.

Tenant shall require any lights in the Premises to be constructed, focused or arranged in a manner that will prevent them from casting their beams in an upward direction so as to interfere with the vision of pilots in aircraft landing at or taking off from the Airport.

Tenant shall prevent any use of the Premises which would interfere with or adversely affect the operation or maintenance of the Airport, or which would otherwise constitute a hazard or nuisance at the Airport.

Tenant shall not exercise or grant any right or privilege which would operate to prevent any person, firm or corporation operating aircraft on the Airport from performing any service (including, but not limited to maintenance and repair) on its own aircraft with its own employees that it may choose to perform.

The Tenant 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 covered by 49 CFR, Part 23, Subpart F. The Tenant also agrees to include the above statements in any subsequent complementary aeronautical activity agreements that it enters into and to cause those businesses to similarly include the statements in further agreements.

#### Hazardous Materials.

Definitions. As used herein, the following terms shall have the meanings hereinafter set forth:

“Environmental Laws”, shall mean any federal, state, local or administrative law, rule, regulation, order or requirement relating to industrial hygiene, environmental conditions or Hazardous Materials, whether now in effect or hereafter adopted.

“Hazardous Materials” shall mean any material that, because of its quantity, concentration or physical or chemical characteristics, is deemed by any federal, state or local governmental authority to pose a present or potential hazard to human health or safety or to the environment. “Hazardous Material” includes, without limitation, any material or substance

defined as a “hazardous substance,” or “pollutant” or “contaminant” pursuant to the Comprehensive Environmental Response, Compensation and Liability Act of 1980, also commonly known as the “Superfund” law, as amended (42 U.S.C. Sections 9601 et seq.) (“CERCLA”), or any waste which conforms to the criteria for hazardous material adopted by the GARAA; any asbestos and asbestos containing materials; lead based paint; petroleum, including crude oil or any fraction thereof; natural gas or natural gas liquids; and any materials listed as a hazardous substance in the GARAA’s rules and regulations.

“Release” when used with respect to Hazardous Material shall include any actual or imminent spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into or on any property.

Tenant’s Agreement: Neither Tenant nor its officers, agents, employees, contractors, subcontractors, sublessees, licensees or invitees shall cause any Hazardous Materials to be brought upon, kept, used, stored, generated or disposed of in, on or about the Premises, or transported to or from the Premises.

Environmental Indemnity: Tenant shall indemnify, defend and hold harmless the GARAA from and against any and all loss, damage, cost or expense (including attorney’s fees) arising during or after the term of this Lease as a result of or arising from (i) a breach by Tenant of its obligations contained in Tenant’s Agreement last above, or (ii) any Release of Hazardous Materials from, in, or about the Airport caused by the act or omission of Tenant, its officers, agents, employees, contractors, subcontractors, sublessees, licensees or invitees, other than is permitted under Tenant’s Agreement.

Environmental Audit: Upon reasonable notice to Tenant, the GARAA may conduct or cause to be conducted through a third party that it selects, an environmental audit or other investigation of Tenant’s operations to determine whether Tenant has breached its obligations under Tenant’s Agreement above. Tenant shall pay all costs associated with said investigation if such investigation shall disclose any significant breach by Tenant.

Notices: Any notice under this Lease must be given in writing and may be sent by registered or certified or regular mail, or by fax, at the addresses and phone numbers set out below, provided that either party may change its mailing address, FAX number and/or email address, from time to time, by giving written notice (in such manner) of such change to the other party. The addresses, FAX number of each are as follows:  
Email may be used as a supplement in addition to the required methods listed above.

Tenant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GARAA: Executive Director  
Greater Asheville Regional Airport Authority  
61 Terminal Drive, Suite 1  
Fletcher, NC 28732  
FAX: 828\263-8524  
Email: [PR@flyavl.com](mailto:PR@flyavl.com)

Waiver. No failure by GARAA or Tenant to exercise any rights hereunder to which GARAA or Tenant may be entitled shall be deemed a waiver of GARAA's or Tenant's right to subsequently exercise same. Neither party shall gain rights nor become vested with any power to remain in breach under the terms hereof by virtue of the other party's failure to timely assert its rights. No acceleration of rentals, regardless of how often occurring, which GARAA chooses to ignore by thereafter accepting rental or other performance by Tenant shall constitute a waiver of the right to thereafter accelerate rentals.

Recording. This Lease shall not be recorded, but, if requested by either party, a memorandum hereof shall be prepared, signed by the parties, and recorded in the County where the Premises are located, at the expense of the party requesting the same. The aforesaid memorandum shall contain such information as is necessary to provide adequate record notice of the existence of the Lease, including the parties, the term, the property involved and whether options to renew or purchase exist.

Miscellaneous:

A. This Lease shall be governed by, construed, and enforced in accordance with the laws of the State of North Carolina, and those of the United States.

B. In construing this Lease, feminine or neuter pronouns shall be substituted for those masculine in form and vice versa, and plural terms shall be substituted for singular and singular for plural in any place in which the context so requires.

C. No failure by either party to insist upon the strict performance of any term or condition of this Lease or to exercise any right or remedy available on a breach thereof, and no acceptance of full or partial rent during the continuance of any such breach by Tenant shall constitute a waiver of any such breach or of any such term or condition. No term or condition of this Lease required to be performed by either party, and no breach thereof, shall be waived, altered, or modified, except by a written instrument executed by all parties. No waiver of any breach shall affect or alter any term or condition in this Lease, and each such term or condition



shall continue in full force and effect with respect to any other then existing or subsequent breach thereof.

D. The terms "enter," "re-enter," "entry," or "re-entry" as used in this Lease are not restricted to their technical legal meaning.

E. The covenants, terms, conditions, provisions, and undertakings in this Lease, or in any renewals thereof, shall extend to and be binding upon the heirs, executors, administrators, successors, and assigns of the respective parties hereto, as if they were in every case named and expressed, and shall be construed as covenants running with the land; and wherever reference is made to either of the parties hereto, it shall be held to include and apply also to the heirs, executors, administrators, successors, and assigns of such party, as if in each and every case so expressed.

F. The parties agree to execute and deliver any instruments in writing necessary to carry out any agreement, term, condition, or assurance in this Lease whenever occasion shall arise and request for such instruments shall be made.

G. The specified remedies to which the parties may resort under the terms of this Lease are cumulative and are not intended to be exclusive of any other remedies or means of redress to which the parties may be lawfully entitled in case of any breach or threatened breach by the other party of any provision or provisions of this Lease.

H. The parties hereto state that they have not created and do not intend to create by this Lease a joint venture or partnership relation between them, it being understood that the provisions of this Lease with regard to the payment by the Tenant and the acceptance by GARAA of a sum equal to the gallonage fee and/or from Gambling is a reservation of rent.

I. This Lease contains the entire agreement between the parties and cannot be changed or terminated orally.

J. If any provision of this Lease shall be declared invalid or unenforceable, the remainder of the Lease shall continue in full force and effect.

K. Tenant was granted a perpetual, non-exclusive easement and right of way on the ±2.2 acre parcel fully described in Henderson County Deed Book 3139 at page 98 for access to a ground water well. If Tenant shall in any way assign, terminate this Lease; or sell any or all of Tenant's owned property adjoining Premises then the perpetual, non-exclusive easement shall terminate.

Entire Lease: This Lease, including the attached Exhibits, incorporated herein by reference, sets forth all the promises, leases, conditions and understandings between the GARAA

and Tenant relative to the lease of the Premises, and there are no promises, leases, conditions or understandings, either oral or written, with respect to the lease of the Premises between them other than as are herein set forth. Except as herein otherwise provided, no subsequent alterations, amendments, changes or additions to this Lease shall be binding upon the GARAA or the Tenant unless reduced to writing and signed by them.

IN WITNESS WHEREOF, the parties hereto have duly affixed their signatures on the date stated.

WARRIOR GOLF MANAGEMEMT, LLC

GREATER ASHEVILLE REGIONAL  
AIRPORT AUTHORITY

BY: \_\_\_\_\_

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: Lew Bleiweis, A.A.E.

TITLE: \_\_\_\_\_

TITLE: Executive Director

WITNESS: \_\_\_\_\_

WITNESS: \_\_\_\_\_



---

## MEMORANDUM

TO: Members of the Airport Authority

FROM: Michael A. Reisman, A.A.E.  
Deputy Executive Director, Development and Operations

DATE: March 9, 2018

### ITEM DESCRIPTION –New Business Item E

Approve Scope of Services No. 15 with RS&H

### BACKGROUND

Through the appropriate FAA and Authority process, RS&H was selected to conduct program management services throughout the course of the Airfield Re-development Project. Fees associated with each phase of program management and resident project representation were separately negotiated and approved by the FAA and the Airport Board. Most recently, on December 12, 2014, the Board approved Scope of Services No. 14 at a cost not-to-exceed \$2,399,826.00, which covered Bid Packages 3 and 4 of the project. To date, \$2,105,693.00 has been billed.

With critical path work in Bid Package 4 incomplete in 2017, RS&H is required to continue providing services through completion of the project beyond the original schedule and contract amount. Fees for continuation of their services will be billed at the same rates (with allowable annual adjustments) as that contained in the original agreement. All expenses associated with their continued services beyond the original contract amount are considered damages incurred by the Authority, and are intended to be included with other damages claimed against the Performance Bond to the surety company.

### ISSUES

None.



## ALTERNATIVES

None. The Authority must have project engineering representation to see the project through to completion.

## FISCAL IMPACT

The not-to-exceed cost for this scope of services is \$1,469,611. As noted, all expenses beyond the original contract amount are considered damages to be claimed against the Performance Bond.

## RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve Scope of Services No. 15 with RS&H in the amount of \$1,469,611; and (2) authorize the Executive Director to execute the necessary documents; and, (3) amend the FY2017/2018 budget by adopting the following budget ordinance amendment:

BE IT ORDAINED by the Greater Asheville Regional Airport Authority that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

Section 1. To amend the appropriations as follows:

### EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Capital Improvements	\$0	\$1,469,611
Total	\$0	\$1,469,611

This will result in a net increase of \$1,469,611 in the appropriations. Revenues will be revised as follows:



**REVENUES:**

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash	<u>\$0</u>	<u>\$1,469,611</u>
Total	<u><u>\$0</u></u>	<u><u>\$1,469,611</u></u>

Section 2. Copies of this budget amendment shall be furnished to the Clerk to the Greater Asheville Regional Airport Authority, and to the Budget Officer and to the Finance Officer for their direction.

Adopted this 9<sup>th</sup> day of March, 2018.

\_\_\_\_\_  
Robert C. Roberts, Chair

Attested by:

\_\_\_\_\_  
Ellen Heywood, Clerk to the Board

**Consultant Scope of Services  
Airfield Re-Development Program  
Program Management Services – Phase 4  
Runway Design & Construction**

---

Scope of services Number 15 for Professional Consulting Services, as referenced in the Professional Consulting Services Agreement between the Greater Asheville Regional Airport Authority and RS&H Architects-Engineers-Planners, Inc., dated September 2, 2008 and amended by Supplemental Agreement No. 1, dated December 19, 2012.

Project: Airfield Re-Development Program

Scope of Services: Provide Phase 4 Program Management services for the bidding and construction of the new relocated runway as outlined in Attachment "A" – Project Work Scope.

Consultant Team: RS&H

Schedule: See Attachment "A" – Project Work Scope

Fees: Cost-Plus-a-Fixed-Fee (NTE) Amount of \$1,469,611 (See Attachment "B")

**Authority:**

Greater Asheville Regional Airport Authority

\_\_\_\_\_  
By: Lew Bleiweis, A.A.E.  
Title: Executive Director

Attested By:

\_\_\_\_\_

This instrument has been pre-audited in the manner required by the Local Government and Fiscal Control Act.


\_\_\_\_\_  
Director of Finance and Administration

**Consultant:**

RS&H Architects-Planners-Engineers Inc.

DocuSigned by:  
*Rodney L. Bishop, Jr., PE*  
1402FF8199E0486...  
By: Rodney Bishop Jr., PE  
Title: Vice President

Attested By:

DocuSigned by:  
*E. Holt Graves*  
0898BF51D7D548D...  


**PROGRAM MANAGEMENT SCOPE OF SERVICES FOR  
AIRFIELD RE-DEVELOPMENT PROJECT  
ASHEVILLE REGIONAL AIRPORT**

The Program Manager will act as the Authority's representative to provide leadership, oversight and control of the Program in all matters relating to scheduling, budgeting, funding, designing, bidding and construction of those projects assigned to the Program Manager by the Authority. The Program Manager will also be available to assist the Authority in the resolution and alternatives of issues and concerns.

**1.0 Basic Services**

The Scope of Services listed below describes the general range of services to be provided by the Program Manager. In addition, the Program Manager shall also perform all services and functions identified for the Program Manager in the Contract and the Program Management & Procedures Manual. All services to be provided under this document shall be defined as the Program Manager's "Basic Services," unless otherwise noted.

**1.1. Pre-Design and Design Phase Services**

**1.1.1. Program Definition Document** - The Program Manager shall prepare a Project Definition Document (PDD) for use by the Airport staff, regulatory agencies, design professionals and other stakeholders. The PDD will identify the general design requirements and provide a conceptual level of design for the overall Program. The PDD will also provide data pertaining to the Program's background, objective, intended use and function, existing facilities, primary users or tenants, project constraints, adjacent projects, construction budget, implementation schedule, phasing, commissioning, recommendation as to the most efficient and cost effective division of work between the assigned design professionals, and other considerations, in order to provide all users of the PDD a clear understanding of the scope of work, phasing, impacts, schedules and budgetary constraints. The completed PDD will be utilized as a source document for the development of scopes of work and negotiations with design professionals. The PDD may be reviewed by the Designers at the discretion of the Authority.

**1.1.2. Collection of Survey and Geotechnical Data** – The program manager shall coordinate and oversee the procurement and collection of survey and geotechnical information for the entire Program. This will ensure uniformity in all data collected. The survey and geotechnical data shall be provided to the designers for verification and use in preparation of design documents. These services will be provided by subconsultants contracted directly with the Program Manager.

**1.1.3. Scope of Work Development** - The Program Manager shall assist the Authority in scoping sessions with the designers and review of the design scopes to ensure that all relevant design components are included and that design components and responsibilities are coordinated between design packages.

## ATTACHMENT "A"

**1.1.4. Program Management & Procedures Manual** - The Program Manager shall prepare a preliminary Program Management & Procedures Manual for the Program which shall establish the basis for the management of the Program. In preparing the Program Management & Procedures Manual, the Program Manager shall consider the Authority's schedule, cost, and design requirements for the Program. Upon approval by the Authority of the preliminary Program Management & Procedures Manual, the Program Manager shall prepare the Manual in final form which shall include a narrative description of the Manual and a description of the various major components of the Program. The Program Manager shall further prepare the comprehensive Procedures Manual for the Program and shall revise same during the entire course of the Program as agreed by the Authority and the Program Manager.

**1.1.5. Management Control System** - The Program Manager shall develop and maintain a comprehensive management control system capable of handling requests for information, supplemental agreements, change orders, design transmittals, meeting minutes, payment requests, correspondence, scheduling, and estimates.

**1.1.6. Master Scheduling** - In accordance with the Program Management & Procedures Manual, the Program Manager shall prepare a Master Summary Schedule ("Master Schedule") for each Component of the Program and the Program as a whole. This schedule shall specify the milestones, activities, and dates that will be used to plan and monitor overall performance on the Program, and provide for the following:

- a. The Program Manager shall work cooperatively with the Designers, Authority, and Contractors to develop various alternative approaches for the phasing and logistics of the construction and shall make appropriate recommendations to Authority.
- b. The Program Manager shall assist the Authority in identifying long lead times and facilitating their acquisition so as to not negatively impact the Program.
- c. The Program Manager shall provide liaison and coordination between separate Design projects that interface to ensure compatibility and technical accuracy at the interface.
- d. The Program Manager shall update the Master Schedule for the Program as a whole on a monthly basis or as needed to maintain and keep the schedule current.

**1.1.7. Master Cost System** - The Program Manager shall be responsible for the Master Program Cost System which will include without limitation, establishing project budgets, allocating and summarizing cost information, measuring progress and performance, controlling contingencies, and tracking funding requirements.



## ATTACHMENT "A"

- 1.1.8. Designer Oversight** - The Program Manager shall monitor and coordinate the services and activities of the Design Consultants, and any other Consultants retained by the Authority for the Program, in the development and production of Drawings and Specifications for the Program, shall implement design management procedures to be followed by the Designers and such Consultants, and shall conduct periodic Design Review meetings during all phases of design of the Program. The Program Manager shall review the design documents for clarity, consistency, constructability, maintainability, value engineering opportunities and adaptability to the Authority's program for each design submittal. The results of the review shall be provided in writing. The performance of such coordination review by the Program Manager shall not make the Program Manager liable for the design obligations or performance, or both, of the Designer of Record.
- 1.1.9. Construction Cost Estimate Reviews** - The Program Manager shall evaluate the Designer's construction cost estimates for the various phases of the Program and provide opinions as to the reasonableness of the cost estimates. The Program Manager shall work cooperatively with the Designers to reconcile the Designer's cost estimates with the Program Manager's opinions at the completion of the various phases of the Program.
- 1.1.10. Permitting Assistance** - The Program Manager shall monitor and work with the Designers and Contractors in the permitting process as necessary for timely permitting, including managing the expediting process and attending meetings with the permitting agencies. The Program Manager shall maintain duplicate copies of all permits, insurance certificates, bonds, labor affidavits, and other government agency documents as appropriate.
- 1.1.11. Land Acquisition Support** – The Program Manager will provide any necessary land acquisition support services at the sole discretion of the Authority. The Authority may elect to provide any land acquisition services internally, or through other consultants or companies, if such services are more cost efficiently provided that way. If a specialty land acquisition subconsultant is required for appraisals or other land valuation services a contract amendment for those additional special services will be required.
- 1.1.12. FAA NAVAIDS Coordination** – The Program Manager shall provide coordination with the FAA, Authority and Designers for the planning, design, construction and commissioning of all temporary and permanent NAVAIDS.
- 1.1.13. Safety Management System Support** – The Program Manager shall assist the Authority is coordinating and complying with the FAA's Safety Management System (SMS) requirements including the Safety Risk Management (SRM) process to identify and document hazards, analyze and assess potential risks and prescribe appropriate mitigation strategies.

## ATTACHMENT "A"

**1.1.14. DBE Program Assistance** - The Program Manager shall assist the Authority with any required DBE program planning, compliance monitoring or updates as required for the Program.

**1.1.15. Front End Contract Documents** – The Program Manager shall in conjunction with the Authority provide all required front end contract documents for each of the bid packages including invitation and instructions to bidders, bid forms, selection criteria, post bid submittals, project forms, form of agreement, FAA General Provisions, supplemental conditions, federal mandatory provisions, Davis-Bacon wage rate requirements and other information as necessary.

## **1.2. Financial Planning Services**

**1.2.1. Grant Application Assistance** - The Program Manager shall assist the Authority in preparing grant applications and documentation related to State and Federal funding.

**1.2.2. Benefit Cost Analysis** – The Program Manager will develop and perform a pavement life cycle cost analysis to determine the preferred pavement type for the program i.e. concrete vs. asphalt. The Program Manager will also develop and perform any other benefit cost analysis studies as requested by the Authority.

## **1.3. Bidding Phase Services**

**1.3.1. Bidding Process Coordination** - The Program Manager shall assist the Authority in determining the most advantageous number and type of bid packages for each component of the Program. The Program Manager shall lead the Authority's efforts, with assistance from the Designers, the competitive bidding of Construction Contracts, including without limitation to scope, schedule, project controls requirements, quality, cost considerations, pre-bid conference support and bid evaluation. The Program Manager shall assist the Authority and the Designers in developing and coordinating addenda procedures to provide responses to bidders' questions.

**1.3.2. Bid Document Delivery** - The Program Manager shall distribute all bid documents and addenda to the bidders. This task shall be performed in conjunction with the Designers who will assemble and transmit the bid documents and any addenda to the Program Manager for distribution to the bidders.

**1.3.3. Pre-Bid Conference Assistance** - In conjunction with the Authority and the Designers, the Program Manager shall attend and lead the pre-bid conference(s) for all portions of the Program.

**1.3.4. Bid Receipt Assistance** - The Program Manager shall participate in the bid opening(s) and shall assist the Authority and Designer in evaluating

## ATTACHMENT "A"

bidder qualifications and the bids for completeness, responsiveness, and price. Further, the Program Manager shall ensure the bid process is conducted in a manner consistent with the Authority's processes, procedures, and high ethical standards that is fair and competitive. The process as further defined in the Program Management & Procedures Manual shall ensure confidentiality, timely distribution of beneficial information to all bidders and that best and final bids are received at the same date and time. The Program Manager will also assist the Authority in bidder pre-qualification if required.

#### **1.4. Construction Phase Services**

**1.4.1. Pre-Construction Conference Assistance** - In accordance with the Program Management & Procedures Manual, and in conjunction with the Authority and Designers, the Program Manager shall conduct all pre-construction conferences.

**1.4.2. Resident Project Representation and Inspection** - The Program Manager shall provide full-time Resident Project Representation (RPR) and inspection services for each construction package. This includes ensuring that the project is constructed in accordance with the requirements contained in the contract documents. The RPR shall perform all acceptance and quality assurance testing as required by the FAA General Provisions and Technical Specifications. Two (2) full-time RPR personnel will be provided for the duration of each construction package with additional staff provided as needed and as approved by the Authority.

**1.4.3. Owner's Representative** - As the Owner's representative at the construction site, the Program Manager shall be the party through which change orders, payment requests, and other information shall be processed and communicated from the Contractor to the Owner, the Designers, or both, and from the Owner, the Designers, or both to the Contractor.

**1.4.4. Phasing and Logistics Coordination** - The Program Manager will provide on-site phasing and logistics coordination with Authority's management team to facilitate airport operations.

**1.4.5. Construction Progress Meetings** - The RPR and, as necessary, the Program Manager, shall attend and lead a weekly construction progress meeting with the Contractors. Other overall coordination meetings with the Contractors, and, as appropriate, the Authority and the Designers will be attended by the RPR and as necessary the Program Manager.

**1.4.6. Progress Reporting** - The Program Manager shall report to the Authority in writing, on a monthly basis, a status of jobsite progress. The report shall include the Program Manager's review of the Contractors' progress payment requests, a status report on all open Change Orders, and an evaluation of the Project Master Schedule. Such evaluation will include a revised copy of the Summary Master Schedule reflecting the current progress, approved revisions and progress photos obtained from the field.

**1.4.7. Corrective Action Review and Recommendations** - The Program Manager shall, in conjunction with the Designers, make recommendations for corrective action on nonconforming Work. The Program Manager shall make recommendations to the Authority and the Designers in instances where the Program Manager observes Work that, in the Program Manager's opinion, should be rejected.

**1.4.8. Change Order Control System** -The Program Manager shall establish and implement a Change Order control system as further defined in the Program Management & Procedures Manual. The Program Manager shall make recommendations to the Authority concerning time extensions and shall verify that work and time adjustments, if any, required by approved change orders, have been incorporated into the Contractor's Construction Schedule. The Program Manager will evaluate and provide recommendations to the Authority on the need for additional contract work or change orders. However, the Program Manager shall not have the authority or responsibility to approve any additional work and/or change orders. All additional work and/or change orders required will be approved by the Authority.

**1.4.9. Risk and Claims Management** - The Program Manager shall oversee risk and claims management and shall implement, coordinate, and chair dispute resolution issues.

**1.4.10. Construction Closeout Assistance** - The Program Manager shall coordinate and expedite punch list development to include turn-over and acceptance testing, the transmittal of record documents from the Designers to the Authority, systems demonstration and acceptance, assembly of all pertinent warranty data and operation and maintenance manuals, and shall be responsible for the coordination, scheduling, and implementation of the transition of all operational functions and entities.

## **2.0 Compensation and Method of Payment**

### **2.1. Basic Services**

Professional service fees for basic services performed by the Program Manager shall be cost plus with maximum not-to-exceed amounts for each of the phases of work as outlined in Section 2.1.1. The not-to-exceed amounts are based on estimates of the services to be provided as outlined in the above scope of work for each of the phases. Not-to-exceed amounts for construction phase services are estimated based on an assumed number of construction packages and assumed construction durations. If the actual number of construction packages and/or durations changes from the assumptions used to generate the not-to-exceed amount, a contract amendment may be required. The Consultant shall draw down on the not-to-exceed fee, as necessary, until it is exhausted for each phase. If additional services are required or requested in excess of the not-to-exceed amounts for any of the phases, a contract amendment shall be formulated and approved to allow a continuation of services. Additional services are subject to approval by the Authority and FAA. Additional services shall not be performed by the Program Manager in advance of a signed contract amendment from the Authority.

## ATTACHMENT "A"

Additional work performed by the Program Manager without Authority approval may not be eligible for payment. Each phase of work will require a separate written notice-to-proceed issued by the Authority before the Consultant is authorized to do any work on said phase.

**2.1.1 Project Phases**

***Phase 1 - Pre-Design Services:*** The Program Manager shall provide pre-design services in this Phase including preparation of the Program Definition Document and Program Management & Procedures Manual, collection of survey and geotechnical data, designer scope of work development assistance, implementation of management control system, development of master Program schedules and budgets and other pre-design coordination with designers or agencies that may be required.

***Phase 2 – Design, Bidding and Construction Oversight Services for Temporary Runway/Taxiway:*** The Program Manager shall provide services in this phase for design oversight and coordination, bidding and construction phase services, as outlined in the scope of work, for the new parallel taxiway / temporary runway.

***Phase 3 – Design, Bidding and Construction Oversight Services for Runway Reconstruction:*** The Program Manager shall provide services in this phase for design oversight and coordination, bidding and construction phase services, as outlined in the scope of work, for the reconstruction of Runway 16-34 including conversion of the temporary runway to a permanent taxiway.

***Phase 4 – Re-Bidding and Construction Oversight Services for Runway Reconstruction:*** The Program Manager shall provide services in this phase for program oversight and coordination, bidding and construction phase services, as outlined in the scope of work, for the reconstruction of Runway 17-35 including conversion of the temporary runway to a permanent taxiway.

**2.2. Special Services**

Any additional special services requiring the use of subconsultants, such as land valuation services, will be submitted to the Authority for approval as a contract amendment prior to any work being accomplished on the special services.

**2.3. Reimbursable Expenses**

Direct non-salary expenses for each of the four (4) phases, listed under Section 2.1 shall be estimated and included in the not-to-exceed amounts. Expenses shall be charged at actual cost without mark-up. Expenses in excess of those estimated will not be incurred without written authorization from the Authority. If additional authorized expenses are incurred in excess of the not-to-exceed amounts, a contract amendment shall be formulated and approved for reimbursement of said expenses.

**3.0 Program Management Staff**

## ATTACHMENT "A"

**3.1** The Authority shall have the right to approve the Consultant's key staff positions of Program Manager and RPR. The Authority will be reasonable in evaluating the qualifications of any proposed key staff. The key employees will not be changed, removed, or replaced, by the Consultant, as long as said key staff are in Consultant's employment, without the prior written approval of the Authority. The Consultant will provide written notice to the Authority of key staff changes and provide the qualifications of any proposed substitutions prior to any said substituted staff performing services on the Project.

**3.2** The Authority shall have the right to request removal of any of the Consultant's staff for any reason. The Authority shall provide reasonable justification for said removal and the Consultant shall be obligated to remove said staff and propose a replacement suitable to the Authority.

#### **4.0 Program Manager Responsibility for Services**

**4.1** This Agreement requires the Program Manager to furnish a broad spectrum of services that entails the use of professional judgment related to managing the design of facilities as well as the use of judgment associated with managing the construction process to affirm that the construction conforms to the contract documents, including scheduling and estimating related to contract administration. The Authority and Program Manager agree that the services rendered are solely to assist the Authority in the management of the Program. However, the Program Manager shall be responsible and liable for its own negligent performance of services furnished under this Agreement and shall remain liable to the Authority for damages to the Authority caused by the failure to meet the foregoing standard of care for performing the services furnished under this Agreement.

**4.2** The parties recognize that the Program Manager is not a guarantor of the work by the Designers or Contractors and the Program Manager shall not be responsible for errors and omissions in the contract documents due to negligence by the Designers or defective or non-conforming work performed by the Contractors or for the means and methods of construction employed by the Contractors.

**4.3** Furthermore, the parties recognize that the Program Manager has no contractual relationship with the Designers and Contractors and cannot and will not be in control of their activities. Therefore the Program manager cannot warrant or represent that the actual project schedules and budgets will be consistent with the estimated project schedules, target dates and budgets.





ASHEVILLE REGIONAL AIRPORT  
AIRFIELD RE-DEVELOPMENT PROJECT

PROGRAM AND CONSTRUCTION MANAGEMENT SERVICES  
PHASE 4 - RUNWAY DESIGN / CONSTRUCTION BP-4 Re-Bid (NTE)

**SUMMARY**

	TOTAL	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6
<b><u>RS&amp;H Fee Proposal Dated 01/03/18</u></b>							
1.1. Program and Construction Management Phase Services	\$ 73,582	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 73,582
1.2. Grant Assistance Services	\$ 7,892	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,892
1.3. Bidding Phase Services	\$ 25,624	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,624
1.4. Construction Phase Services	\$ 1,084,348	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,084,348
<b>TOTAL</b>	<b>\$ 1,191,446</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,191,446</b>
<b><u>RS&amp;H PM/CM Expenses</u></b>							
1.1. Program and Construction Management Phase Services	\$ 23,720	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,720
1.2. Grant Assistance Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1.3. Bidding Phase Services	\$ 5,185	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,185
1.4. Construction Phase Services	\$ 249,260	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 249,260
<b>TOTAL</b>	<b>\$ 278,165</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 278,165</b>
<b><u>RS&amp;H Fee Proposal dated (Extended PM/CM and budget Validation)</u></b>							
1.1. Program and Construction Management Phase Services	\$ 97,302	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 97,302
1.2. Grant Assistance Services	\$ 7,892	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,892
1.3. Bidding Phase Services	\$ 30,809	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,809
1.4. Construction Phase Services	\$ 1,333,608	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,333,608
<b>TOTAL</b>	<b>\$ 1,469,611</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,469,611</b>



ASHEVILLE REGIONAL AIRPORT  
AIRFIELD RE-DEVELOPMENT PROJECT

PROGRAM AND CONSTRUCTION MANAGEMENT SERVICES

Note: 2.5% annual cost escalation included starting in Year 2.

	PROJECT OFFICER	SENIOR MANAGER	PROGRAM MANAGER	SENIOR ENGINEER	JUNIOR ENGINEER	SENIOR RPR	CONST INSPECTOR	ADMIN ASSISANT		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	TOTAL	COMMENTS
Hourly Labor Rate	\$75.00	\$65.00	\$48.00	\$43.00	\$37.00	\$42.24	\$37.00	\$20.00									
Overhead (186.43%)	\$139.82	\$121.18	\$89.49	\$80.16	\$68.98	\$78.74	\$68.98	\$37.29									
Profit (10%)	\$21.48	\$18.62	\$13.75	\$12.32	\$10.60	\$12.08	\$10.60	\$5.73									
<b>Total Burdened Hourly Rate</b>	<b>\$236.30</b>	<b>\$204.80</b>	<b>\$151.24</b>	<b>\$135.48</b>	<b>\$116.58</b>	<b>\$133.06</b>	<b>\$116.58</b>	<b>\$63.01</b>									
<b>PHASE 4 - RUNWAY DESIGN / CONSTRUCTION BP-4 Re-Bid (NTE)</b>																	
<b>1.1. Program and Construction Management Phase Services</b>																	
1.1.1 Program Definition Document										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.1.1 Runway Location, Length, Geometry & Profile										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.1.2 Taxiway Location, Length, Geometry & Profile										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.1.3 NAVAIDS										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.1.4 Runway & Taxiway Lighting & Signage										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.1.5 Pavement Design										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.1.6 Stormwater Management										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.1.7 Erosion & Sedimentation Control										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.1.8 Utilities										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.1.9 AOA Fence & Security Elements										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.1.10 Construction Phasing										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.1.11 Environmental Permitting										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.1.12 Base Mapping										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.1.13 Geotechnical Data										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.1.14 Schedule Considerations										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.1.15 Budget Considerations										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.1.16 validate Estimate of Probable Construction Cost										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.2 Collection of Survey and Geotechnical Data										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.3 Scope of Work Development										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.4 Program Management & Procedures Manual										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.5 Management Control System										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.5.1 Implement Management Control System										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.5.2 Maintain Management Control System										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.5.2a Maintain Management Control System (Additional 1 yr)			32	32				32	96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,662	8hrs x 12mo x 1yr, Document control
1.1.6 Master Scheduling										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.6.1 Develop Master Program Schedule										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.6.2 Develop Master Schedules for each Program Component										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.6.3 Construction Phasing and Logistics Support										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.6.4 Coordinate Schedules between Design Packages										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.6.5 Master Schedule Updates										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.6.5a Master Schedule Updates (Additional 1 yr)			96						96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,427	8hrs x 12mo x 1yr
1.1.7 Master Cost System										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.7.1 Establishment of Program & Project Budgets										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.7.2 Tracking Progress & Performance of Program & Project Budgets										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.7.2a Tracking Progress & Performance of Program & Project Budgets	5	10	57						72	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,407	6hrs x 12mo x 1yr
1.1.8 Designer Oversight										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.8.1 Monitor & Coordinate Services of the Design Consultants										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.8.2 Design Coordination Meetings										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.8.3 Design Document Reviews										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.9 Construction Cost Estimate Reviews										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.9.1 Evaluate Construction Cost to complete Estimates		4	10	10					24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,171	Re-Bid Package(s) x 3 Submittals each x 8 hours
1.1.9.2 Reconcile Designer Cost Estimates with PM Estimates										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.10 Permitting Assistance										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.11 Land Acquisition Support										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.1.12 FAA NAVAIDS Coordination	2	10	80	40					132	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,672	FAA re-bid BP-4, Charting schedule coordination
1.1.13 Safety Management System Support	2	2	10	10					24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,242	Construction Safety Management Review
<b>TOTAL HOURS</b>	<b>9</b>	<b>26</b>	<b>285</b>	<b>92</b>					<b>444</b>								
										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,085	TOTAL BURDENED LABOR (Re-bid)
										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,496	TOTAL BURDENED LABOR (Re-bid coordination)
										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 73,582	TOTAL BURDENED LABOR (Re-bid)





ASHEVILLE REGIONAL AIRPORT  
AIRFIELD RE-DEVELOPMENT PROJECT

**PROGRAM AND CONSTRUCTION MANAGEMENT SERVICES**

Note: 2.5% annual cost escalation included starting in Year 2.

	PROJECT OFFICER	SENIOR MANAGER	PROGRAM MANAGER	SENIOR ENGINEER	JUNIOR ENGINEER	SENIOR RPR	CONST INSPECTOR	ADMIN ASSISANT		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	TOTAL	COMMENTS
<b>Hourly Labor Rate</b>	\$75.00	\$65.00	\$48.00	\$43.00	\$37.00	\$42.24	\$37.00	\$20.00									
<b>Overhead (186.43%)</b>	\$139.82	\$121.18	\$89.49	\$80.16	\$68.98	\$78.74	\$68.98	\$37.29									
<b>Profit (10%)</b>	\$21.48	\$18.62	\$13.75	\$12.32	\$10.60	\$12.08	\$10.60	\$5.73									
<b>Total Burdened Hourly Rate</b>	\$236.30	\$204.80	\$151.24	\$135.48	\$116.58	\$133.06	\$116.58	\$63.01									
<b>OTHER DIRECT NON-SALARY COSTS</b>																	
<b>REPRODUCTION</b>																	
	# PAGES	# SETS	COST/PAGE														
Drawings	500		\$1.00														
Reports/Specifications	1500		\$0.10														
<b>TOTAL REPRODUCTION</b>					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>POSTAGE/DELIVERY</b>																	
	# PKGS	COST/PKG															
		\$15.00															
<b>TOTAL POSTAGE/DELIVERY</b>				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>SPECIALTY SUBCONSULTANTS</b>																	
Geotechnical Testing	Firm TBD																
Surveying	Firm TBD																
Aerial Imagery	Firm TBD																
<b>TOTAL SPECIALTY SUBCONSULTANTS</b>				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>SOFTWARE</b>																	
Management Control Software																	
<b>TOTAL SOFTWARE</b>				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TRAVEL</b>																	
Airfare	4	Trips @	\$500.00	\$2,000													4 trip/yr x 1 years - PM (FAA Coordination)
Hotel	54	Nights @	\$150.00	\$8,100													1 night/wk x 50wk x 1 years - PM, plus FAA coordination 4 trip
Car Rental	54	Trips @	\$85.00	\$4,590													1 trip/wk x 50wk x 1 years - PM, Plus FAA Coordination 4 trip
Gas	54	Trips @	\$45.00	\$2,430													1 trip/wk x 50wk x 1 years - PM, Plus FAA Coordination 4 Trip
Food Per Diem	108	Days @	\$30.00	\$3,240													2 days/wk x 50wk x 1 years - PM, Plus FAA Coordination 4 trip
<b>TOTAL TRAVEL</b>				\$20,360	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,360	\$ 20,360
Airfare	4	Trips @	\$500.00	\$2,000													4 trip/yr x 1 years - PO
Hotel	4	Nights @	\$150.00	\$600													1 per trip x 4 trips PO
Car Rental	4	Trips @	\$85.00	\$340													1 per trip x 4 trips PO
Gas	4	Trips @	\$45.00	\$180													1 per trip x 4 trips PO
Food Per Diem	8	Days @	\$30.00	\$240													2 days/trip x 4 trips PO
<b>TOTAL ADDITIONAL TRAVEL</b>				\$3,360	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,360	\$ 3,360	
<b>TOTAL OTHER DIRECT COSTS's (Re-bid)</b>										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,360	\$ 20,360
<b>TOTAL OTHER DIRECT COSTS's(Additional Charting Time)</b>										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,360	\$ 3,360
<b>TOTAL OTHER DIRECT COSTS's</b>										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,720	\$ 23,720
<b>1.1. Program and Construction Management Phase Services (RS&amp;H Fee Proposal dated 01/03/18)</b>										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,445	\$ 51,445
<b>1.1. Program and Construction Management Phase Services(Additional Charting and Coordination Time)</b>										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,856	\$ 45,856
<b>Total Proposed Fee for:</b>										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 97,302	\$ 97,302



ASHEVILLE REGIONAL AIRPORT  
AIRFIELD RE-DEVELOPMENT PROJECT

**PROGRAM AND CONSTRUCTION MANAGEMENT SERVICES**

Note: 2.5% annual cost escalation included starting in Year 2.

	PROJECT OFFICER	SENIOR MANAGER	PROGRAM MANAGER	SENIOR ENGINEER	JUNIOR ENGINEER	SENIOR RPR	CONST INSPECTOR	ADMIN ASSISANT		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	TOTAL	COMMENTS	
Hourly Labor Rate	\$75.00	\$65.00	\$48.00	\$43.00	\$37.00	\$42.24	\$37.00	\$20.00										
Overhead (186.43%)	\$139.82	\$121.18	\$89.49	\$80.16	\$68.98	\$78.74	\$68.98	\$37.29										
Profit (10%)	\$21.48	\$18.62	\$13.75	\$12.32	\$10.60	\$12.08	\$10.60	\$5.73										
<b>Total Burdened Hourly Rate</b>	<b>\$236.30</b>	<b>\$204.80</b>	<b>\$151.24</b>	<b>\$135.48</b>	<b>\$116.58</b>	<b>\$133.06</b>	<b>\$116.58</b>	<b>\$63.01</b>										
<b>PHASE 3 - RUNWAY RECONSTRUCTION (NTE)</b>																		
<b>1.2. Grant Assistance Services</b>																		
1.2.1 Grant Application Assistance		10	32					7	49	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	7,892	7,892	Grant work for additional services
1.2.2 Benefit Cost Analysis										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.2.2.1 Pavement Life Cycle Cost Analysis										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.2.2.2 Other BCA's as Required										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL HOURS</b>		10	32					7	49									
<b>TOTAL BURDENED LABOR</b>										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	7,892	7,892	
<b>OTHER DIRECT NON-SALARY COSTS</b>																		
<b>REPRODUCTION</b>																		
	# PAGES	# SETS	COST/PAGE															
Drawings																		
Reports/Specifications																		
<b>TOTAL REPRODUCTION</b>					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>POSTAGE/DELIVERY</b>																		
	# PKGS	COST/PKG																
<b>TOTAL POSTAGE/DELIVERY</b>				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL OTHER DIRECT COSTS's</b>																		
										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Proposed Fee for:</b>	<b>1.2. Grant Assistance Services</b>									\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	7,892	7,892	



ASHEVILLE REGIONAL AIRPORT  
AIRFIELD RE-DEVELOPMENT PROJECT

PROGRAM AND CONSTRUCTION MANAGEMENT SERVICES

Note: 2.5% annual cost escalation included starting in Year 2.

	PROJECT OFFICER	SENIOR MANAGER	PROGRAM MANAGER	SENIOR ENGINEER	JUNIOR ENGINEER	SENIOR RPR	CONST INSPECTOR	ADMIN ASSISANT		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	TOTAL	COMMENTS
Hourly Labor Rate	\$75.00	\$65.00	\$48.00	\$43.00	\$37.00	\$42.24	\$37.00	\$20.00									
Overhead (186.43%)	\$139.82	\$121.18	\$89.49	\$80.16	\$68.98	\$78.74	\$68.98	\$37.29									
Profit (10%)	\$21.48	\$18.62	\$13.75	\$12.32	\$10.60	\$12.08	\$10.60	\$5.73									
<b>Total Burdened Hourly Rate</b>	<b>\$236.30</b>	<b>\$204.80</b>	<b>\$151.24</b>	<b>\$135.48</b>	<b>\$116.58</b>	<b>\$133.06</b>	<b>\$116.58</b>	<b>\$63.01</b>									
<b>PHASE 3 - RUNWAY RECONSTRUCTION (NTE)</b>																	
<b>1.3. Bidding Phase Services</b>																	
1.3.1 Bidding Process Coordination																	
1.3.1.1 Bid Package 1										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.3.1.2 Bid Package 2										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.3.1.3 Bid Package 3										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.3.1.4 Bid Package 4 (re-bid)	4	4	32	40					80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,603	\$ 13,603
1.3.2 Bid Document Delivery																	
1.3.2.1 Bid Package 1										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.3.2.2 Bid Package 2										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.3.2.3 Bid Package 3										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.3.2.4 Bid Package 4 (re-bid)			16	20				8	44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,374	\$ 6,374
1.3.3 Pre-Bid Conference Assistance																	
1.3.3.1 Bid Package 1										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.3.3.2 Bid Package 2										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.3.3.3 Bid Package 3										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.3.3.4 Bid Package 4 (re-bid)			8	4					12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,982	\$ 1,982
1.3.4 Bid Receipt Assistance																	
1.3.4.1 Bid Package 1										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.3.4.2 Bid Package 2										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.3.4.3 Bid Package 3									20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
1.3.4.4 Bid Package 4 (re-bid)		4	16						20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,665	\$ 3,665
<b>TOTAL HOURS</b>	<b>4</b>	<b>8</b>	<b>72</b>	<b>64</b>				<b>8</b>	<b>176</b>								
<b>TOTAL BURDENED LABOR</b>										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,624	\$ 25,624
<b>OTHER DIRECT NON-SALARY COSTS</b>																	
<b>REPRODUCTION</b>																	
	# PAGES	# SETS	COST/PAGE														
Drawings	500	6	\$1.00						\$3,000								
Reports/Specifications	1500	6	\$0.10						\$900								
<b>TOTAL REPRODUCTION</b>									\$3,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,900	\$ 3,900
<b>POSTAGE/DELIVERY</b>																	
	# PKGS	COST/PKG															
	3	\$15.00							\$45								
<b>TOTAL POSTAGE/DELIVERY</b>									\$45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45	\$ 45
<b>TRAVEL</b>																	
Car Rental	4	Trips @	\$85.00						\$340								
Gas	4	Trips @	\$45.00						\$180								
Food Per Diem	4	Days @	\$30.00						\$120								
Lodging	4	Days @	\$150.00						\$600								
<b>TOTAL TRAVEL</b>									\$1,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,240	\$ 1,240
<b>TOTAL OTHER DIRECT COSTS's</b>										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,185	\$ 5,185
<b>Total Proposed Fee for:</b>	<b>1.3. Bidding Phase Services</b>									\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,809	\$ 30,809



ASHEVILLE REGIONAL AIRPORT  
AIRFIELD RE-DEVELOPMENT PROJECT

PROGRAM AND CONSTRUCTION MANAGEMENT SERVICES

Note: 2.5% annual cost escalation included starting in Year 2.

	PROJECT OFFICER	SENIOR MANAGER	PROGRAM MANAGER	SENIOR ENGINEER	JUNIOR ENGINEER	SENIOR RPR	CONST INSPECTOR	ADMIN ASSISTANT		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	TOTAL	COMMENTS		
Hourly Labor Rate	\$75.00	\$65.00	\$48.00	\$43.00	\$37.00	\$42.24	\$37.00	\$20.00											
Overhead (186.43%)	\$139.82	\$121.18	\$89.49	\$80.16	\$68.98	\$78.74	\$68.98	\$37.29											
Profit (10%)	\$21.48	\$18.62	\$13.75	\$12.32	\$10.60	\$12.08	\$10.60	\$5.73											
Total Burdened Hourly Rate	\$236.30	\$204.80	\$151.24	\$135.48	\$116.58	\$133.06	\$116.58	\$63.01											
<b>PHASE 3 - RUNWAY RECONSTRUCTION (NTE)</b>																			
<b>1.4. Construction Phase Services</b>																			
<b>1.4.1 Pre-Construction Conference Assistance</b>																			
1.4.1.1 Bid Package 1										\$	-	\$	-	\$	-	\$	-		
1.4.1.2 Bid Package 2										\$	-	\$	-	\$	-	\$	-		
1.4.1.3 Bid Package 3										\$	-	\$	-	\$	-	\$	-		
1.4.1.4 Bid Package 4 (re-bid)		8	16	16					40	\$	-	\$	-	\$	-	\$	7,044		
construction kickoff - 2 days - 3 people																			
<b>1.4.2 Resident Project Representation and Inspection</b>																			
1.4.2.1 Bid Package 1 (300 Calendar Days)										\$	-	\$	-	\$	-	\$	-		
1.4.2.2 Bid Package 2 (240 Calendar Days)										\$	-	\$	-	\$	-	\$	-		
1.4.2.3 Bid Package 3 (300 Calendar Days)										\$	-	\$	-	\$	-	\$	-		
1.4.2.4 Bid Package 4 (204 Calendar Days) (Re-bid)						2448	2448	80	4976	\$	-	\$	-	\$	-	\$	697,128		
RPR: 12hrs x 204 days, Inspector: 12hrs x 204 days																			
1.4.2.4a Bid Package 4 (Additional 56 Calendar Days NOV Charting)						672	672	20	1364	\$	-	\$	-	\$	-	\$	191,229		
RPR: 12hrs x 56 days, Inspector: 12hrs x 56 days																			
<b>1.4.3 Owner's Representative</b>																			
1.4.3.1 Bid Package 1										\$	-	\$	-	\$	-	\$	-		
1.4.3.2 Bid Package 2										\$	-	\$	-	\$	-	\$	-		
1.4.3.3 Bid Package 3										\$	-	\$	-	\$	-	\$	-		
1.4.3.4 Bid Package 4 (204 Calendar Days) (Re-bid)	10	35	280	155					480	\$	-	\$	-	\$	-	\$	82,454		
16hrs x 30weeks																			
1.4.3.4a Bid Package 4 (Additional 56 days NOV Charting)	8	16	80	24					128	\$	-	\$	-	\$	-	\$	23,214		
16hrs x 8weeks																			
<b>1.4.4 Phasing and Logistics Coordination</b>																			
1.4.4.1 Bid Package 1										\$	-	\$	-	\$	-	\$	-		
1.4.4.2 Bid Package 2										\$	-	\$	-	\$	-	\$	-		
1.4.4.3 Bid Package 3										\$	-	\$	-	\$	-	\$	-		
1.4.4.4 Bid Package 4 (204 Calendar Days) (Re-bid)		5	40						45	\$	-	\$	-	\$	-	\$	8,003		
1.5hr x 30weeks																			
1.4.4.4a Bid Package 4 (Additional 56 Days NOV Charting)		2	10						12	\$	-	\$	-	\$	-	\$	2,175		
1.5hr x 8weeks																			
<b>1.4.5 Construction Progress Meetings</b>																			
1.4.5.1 Bid Package 1										\$	-	\$	-	\$	-	\$	-		
1.4.5.2 Bid Package 2										\$	-	\$	-	\$	-	\$	-		
1.4.5.3 Bid Package 3										\$	-	\$	-	\$	-	\$	-		
1.4.5.4 Bid Package 4 (204 Calendar Days) (Re-bid)		4	56						60	\$	-	\$	-	\$	-	\$	10,509		
2hrs x 30weeks																			
1.4.5.4a Bid Package 4 (Additional 56 Days NOV Charting)		2	14						16	\$	-	\$	-	\$	-	\$	2,859		
2hrs x 8weeks																			
<b>1.4.6 Progress Reporting</b>																			
1.4.6.1 Bid Package 1										\$	-	\$	-	\$	-	\$	-		
1.4.6.2 Bid Package 2										\$	-	\$	-	\$	-	\$	-		
1.4.6.3 Bid Package 3										\$	-	\$	-	\$	-	\$	-		
1.4.6.4 Bid Package 4 (204 Calendar Days) (Re-bid)			30						30	\$	-	\$	-	\$	-	\$	5,133		
1hrs x 30weeks																			
1.4.6.4a Bid Package 4 (Additional 56 Days NOV Charting)			8						8	\$	-	\$	-	\$	-	\$	1,369		
1hrs x 8weeks																			
<b>1.4.7 Corrective Action Review and Recommendations</b>																			
1.4.7.1 Bid Package 1										\$	-	\$	-	\$	-	\$	-		
1.4.7.2 Bid Package 2										\$	-	\$	-	\$	-	\$	-		
1.4.7.3 Bid Package 3										\$	-	\$	-	\$	-	\$	-		
1.4.7.4 Bid Package 4 (204 Calendar Days) (Re-bid)		4	56						60	\$	-	\$	-	\$	-	\$	10,509		
2hrs x 30weeks																			
1.4.7.4a Bid Package 4 (Additional 56 Days NOV Charting)		2	14						16	\$	-	\$	-	\$	-	\$	2,859		
2hrs x 8weeks																			
<b>1.4.8 Change Order Control System</b>																			
1.4.8.1 Bid Package 1										\$	-	\$	-	\$	-	\$	-		
1.4.8.2 Bid Package 2										\$	-	\$	-	\$	-	\$	-		
1.4.8.3 Bid Package 3										\$	-	\$	-	\$	-	\$	-		
1.4.8.4 Bid Package 4 (204 Calendar Days) (Re-bid)		4	56						60	\$	-	\$	-	\$	-	\$	10,509		
2hrs x 30weeks																			
1.4.8.4a Bid Package 4 (Additional 56 Days NOV Charting)		2	14						16	\$	-	\$	-	\$	-	\$	2,859		
2hrs x 8weeks																			
<b>1.4.9 Risk and Claims Management</b>																			
1.4.9.1 Bid Package 1										\$	-	\$	-	\$	-	\$	-		
1.4.9.2 Bid Package 2										\$	-	\$	-	\$	-	\$	-		
1.4.9.3 Bid Package 3										\$	-	\$	-	\$	-	\$	-		
1.4.9.4 Bid Package 4 (204 Calendar Days) (Re-bid)		2	2	56					60	\$	-	\$	-	\$	-	\$	10,581		
2hrs x 30weeks																			
1.4.9.4a Bid Package 4 (Additional 56 Days NOV Charting)		2	2	12					16	\$	-	\$	-	\$	-	\$	3,051		
2hrs x 8weeks																			
<b>1.4.10 Construction Closeout Assistance</b>																			
1.4.10.1 Bid Package 1										\$	-	\$	-	\$	-	\$	-		
1.4.10.2 Bid Package 2										\$	-	\$	-	\$	-	\$	-		
1.4.10.3 Bid Package 3										\$	-	\$	-	\$	-	\$	-		
1.4.10.4 Bid Package 4 (404 Calendar Days) (Re-bid)		4	40	16	20				80	\$	-	\$	-	\$	-	\$	12,862		
close-out																			
TOTAL HOURS	22	92	782	211	20	3120	3120	100	7,467										
TOTAL BURDENED LABOR (Re-bid)										\$	-	\$	-	\$	-	\$	854,733	\$	854,733
TOTAL BURDENED LABOR (Additional Charting Time)										\$	-	\$	-	\$	-	\$	229,615	\$	229,615
TOTAL BURDENED LABOR										\$	-	\$	-	\$	-	\$	1,084,348	\$	1,084,348



ASHEVILLE REGIONAL AIRPORT  
AIRFIELD RE-DEVELOPMENT PROJECT

PROGRAM AND CONSTRUCTION MANAGEMENT SERVICES

Note: 2.5% annual cost escalation included starting in Year 2.

	PROJECT OFFICER	SENIOR MANAGER	PROGRAM MANAGER	SENIOR ENGINEER	JUNIOR ENGINEER	SENIOR RPR	CONST INSPECTOR	ADMIN ASSISANT		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	TOTAL	COMMENTS	
Hourly Labor Rate	\$75.00	\$65.00	\$48.00	\$43.00	\$37.00	\$42.24	\$37.00	\$20.00										
Overhead (186.43%)	\$139.82	\$121.18	\$89.49	\$80.16	\$68.98	\$78.74	\$68.98	\$37.29										
Profit (10%)	\$21.48	\$18.62	\$13.75	\$12.32	\$10.60	\$12.08	\$10.60	\$5.73										
<b>Total Burdened Hourly Rate</b>	<b>\$236.30</b>	<b>\$204.80</b>	<b>\$151.24</b>	<b>\$135.48</b>	<b>\$116.58</b>	<b>\$133.06</b>	<b>\$116.58</b>	<b>\$63.01</b>										
<b>OTHER DIRECT NON-SALARY COSTS</b>																		
REPRODUCTION																		
	# PAGES	# SETS	COST/PAGE															
Drawings	500	8	\$1.00					\$4,000										
Reports/Specifications	1500	8	\$0.10					\$1,200										
<b>TOTAL REPRODUCTION</b>								\$5,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,200	\$ 5,200		
POSTAGE/DELIVERY																		
	# PKGS	COST/PKG																
	24	\$15.00						\$360										
<b>TOTAL POSTAGE/DELIVERY</b>								\$360	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360	\$ 360		
SPECIALTY SUBCONSULTANTS																		
Construction Materials Testing	S&ME Estimate							\$100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00	\$ 100,000	Estimated by QA testing firm	
Survey verification	Woolport							\$15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000	Estimated from past survey cost	
<b>TOTAL SPECIALTY SUBCONSULTANTS</b>								\$115,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115,000.00	\$ 115,000		
RPR EXPENSES																		
Lodging (Apartment)	12	Months @	\$1,800.00					\$21,600									12 month lease x 1 years	
Food Per Diem	260	Days @	\$54.00					\$14,040									1 people x (204+56) calendar days, Per GSO Standard	
Vehicle Lease	12	Months @	\$530.00					\$6,360									12 month lease x 1 years	
Maintenance & Fuel	12	Months @	\$400.00					\$4,800									12 month lease x 1 years	
<b>TOTAL RPR EXPENSES</b>								\$46,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,800	\$ 46,800		
TRAVEL (CM)																		
Airfare	4	Trips @	\$500.00					\$2,000									4 trips (Senior Construction Manager)	
Car Rental	4	Trips @	\$85.00					\$340									4 trips (Senior Construction Manager)	
Gas	4	Trips @	\$45.00					\$180									4 trips (Senior Construction Manager)	
Lodging	8	Trips @	\$150.00					\$1,200									4 trips x 2 days (Senior Construction Manager)	
Food Per Diem	8	Days @	\$30.00					\$240									4 trips x 2 days/trip (Senior Construction Manager)	
<b>TOTAL TRAVEL</b>								\$3,960	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,960	\$ 3,960		
RPR EXPENSES (ADDITIONAL)																		
Lodging (Apartment increase from Lease)	12	Months @	\$200.00					\$2,400									Increase from Lease (Senior RPR)	
		Months @	\$1,400.00															
Lodging (Const. Inspector)	260	Days @	\$150.00					\$39,000									260 days lodging x 1 people (Const. Inspect - full time)	
		Days @	\$16.00															
Food Per Diem(Const Inspector )	260	Days @	\$54.00					\$14,040									(260) calendar days x 1 people (Const. Inspect - full time)	
Appia Construction Management Software License	1	Years @	\$1,800.00					\$1,800									One dedicated AVL license for 1 years	
		Months @	\$500.00															
Vehicle Monthly Rental (2nd Vehicle)	30	Weeks @	\$400.00					\$12,000									30 weeks x 1 people (Const. Inspect -full time)	
		Months @	\$300.00															
Maintenance & Fuel (2nd Vehicle)	9	Months @	\$300.00					\$2,700									30 week rental x 1 people (Const. Inspect - full time)	
Airfare (Senior RPR)	12	Trips @	\$500.00					\$6,000									1 trip/ month x 1 years (RPR trips home)	
<b>TOTAL RPR EXPENSES</b>								\$77,940	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 77,940	\$ 77,940		
TOTAL OTHER DIRECT COSTS's										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 171,320	\$ 171,320	Additional Testing and RPR Services
TOTAL OTHER DIRECT COSTS's(Additional Time overall budget)										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 77,940	\$ 77,940	RPR & Construction inspectors anticipated expenses
TOTAL OTHER DIRECT COSTS's										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 249,260	\$ 249,260	
<b>1.4. Construction Phase Services (RS&amp;H Fee Proposal dated 01/03/18)</b>										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,026,053	\$ 1,026,053	
<b>1.4. Construction Phase Services (Additional Time and validation of overall budget)</b>										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 307,555	\$ 307,555	
<b>Total Proposed Fee for:</b>										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,333,608	\$ 1,333,608	



## MEMORANDUM

TO: Members of the Airport Authority  
FROM: Lew Bleiweis, A.A.E., Executive Director  
DATE: March 9, 2018

### **ITEM DESCRIPTION – Information Section Item A**

January, 2018 Traffic Report – Asheville Regional Airport

### **SUMMARY**

January, 2018 overall passenger traffic numbers were up 30.0% compared to the same period last year. Passenger traffic numbers reflect a 30.5% increase in passenger enplanements from January, 2017. Enplanements for Fiscal Year to Date total 312,811 which is a 16.3% increase over the same period last year.

### **AIRLINE PERFORMANCE**

Allegiant Airlines: Year over Year passenger enplanements for Allegiant in January 2018 were up by 40.3%. There were no flight cancellations for the month.

American Airlines: American's January 2018 passenger enplanements represent a 28.9% increase over the same period last year. There were seven (7) flight cancellations for the month.

Delta Airlines: Delta's January 2018 enplanements increased by 6.6% compared to January 2017. There were no flight cancellations for the month.

United Airlines: In January 2018, United Airlines saw an increase in enplanements by 90.0% over the same period last year. There were no flight cancellations for the month.

# Monthly Traffic Report

## Asheville Regional Airport

### January 2018



Category	Jan 2018	Jan 2017	Percentage Change	*CYTD-2018	*CYTD-2017	Percentage Change	*MOV12-2018	*MOV12-2017	Percentage Change
<b>Passenger Traffic</b>									
Enplaned	33,414	25,606	30.5%	33,414	25,606	30.5%	485,205	420,140	15.5%
Deplaned	<u>31,517</u>	<u>24,332</u>	29.5%	<u>31,517</u>	<u>24,332</u>	29.5%	<u>486,422</u>	<u>417,330</u>	16.6%
<b>Total</b>	<b>64,931</b>	<b>49,938</b>	<b>30.0%</b>	<b>64,931</b>	<b>49,938</b>	<b>30.0%</b>	<b>971,627</b>	<b>837,470</b>	<b>16.0%</b>
<b>Aircraft Operations</b>									
Airlines	594	531	11.9%	594	531	11.9%	7,903	6,644	18.9%
Commuter /Air Taxi	<u>517</u>	<u>505</u>	2.4%	517	505	2.4%	10,992	9,802	12.1%
<b>Subtotal</b>	<b><u>1,111</u></b>	<b><u>1,036</u></b>	<b>7.2%</b>	<b><u>1,111</u></b>	<b><u>1,036</u></b>	<b>7.2%</b>	<b><u>18,895</u></b>	<b><u>16,446</u></b>	<b>14.9%</b>
General Aviation	2,578	2,445	5.4%	2,578	2,445	5.4%	42,974	42,957	0.0%
Military	<u>194</u>	<u>303</u>	-36.0%	<u>194</u>	<u>303</u>	-36.0%	<u>4,580</u>	<u>4,306</u>	6.4%
<b>Subtotal</b>	<b><u>2,772</u></b>	<b><u>2,748</u></b>	<b>0.9%</b>	<b><u>2,772</u></b>	<b><u>2,748</u></b>	<b>0.9%</b>	<b><u>47,554</u></b>	<b><u>47,263</u></b>	<b>0.6%</b>
<b>Total</b>	<b>3,883</b>	<b>3,784</b>	<b>2.6%</b>	<b>3,883</b>	<b>3,784</b>	<b>2.6%</b>	<b>66,449</b>	<b>63,709</b>	<b>4.3%</b>
<b>Fuel Gallons</b>									
100LL	8,702	8,476	2.7%	8,702	8,476	2.7%	163,522	170,974	-4.4%
Jet A (GA)	67,162	66,232	1.4%	67,162	66,232	1.4%	1,435,200	1,309,087	9.6%
<b>Subtotal</b>	<b><u>75,864</u></b>	<b><u>74,708</u></b>	<b>1.5%</b>	<b><u>75,864</u></b>	<b><u>74,708</u></b>	<b>1.5%</b>	<b><u>1,598,722</u></b>	<b><u>1,480,061</u></b>	<b>8.0%</b>
Jet A (A/L)	<u>288,721</u>	<u>168,763</u>	71.1%	<u>288,721</u>	<u>168,763</u>	71.1%	<u>3,674,179</u>	<u>2,661,671</u>	38.0%
<b>Total</b>	<b>364,585</b>	<b>243,471</b>	<b>49.7%</b>	<b>364,585</b>	<b>243,471</b>	<b>49.7%</b>	<b>5,272,901</b>	<b>4,141,732</b>	<b>27.3%</b>

\*CYTD = Calendar Year to Date and \*Mov12 = Moving Twelve Months.

Thursday, February 22, 2018

# Airline Enplanements, Seats, and Load Factors

## Asheville Regional Airport

January 2018



	Jan 2018	Jan 2017	Percentage Change	*CYTD-2018	*CYTD-2017	Percentage Change
<b>Allegiant Air</b>						
Enplanements	11,141	7,942	40.3%	11,141	7,942	40.3%
Seats	14,514	9,664	50.2%	14,514	9,664	50.2%
Load Factor	76.8%	82.2%	-6.6%	76.8%	82.2%	-6.6%
<b>American Airlines</b>						
Enplanements	7,800	6,052	28.9%	7,800	6,052	28.9%
Seats	10,074	8,485	18.7%	10,074	8,485	18.7%
Load Factor	77.4%	71.3%	8.6%	77.4%	71.3%	8.6%
<b>Delta Air Lines</b>						
Enplanements	9,707	9,104	6.6%	9,707	9,104	6.6%
Seats	11,326	12,306	-8.0%	11,326	12,306	-8.0%
Load Factor	85.7%	74.0%	15.8%	85.7%	74.0%	15.8%
<b>Elite Airways</b>						
Enplanements	0	0	#Num!	0	0	#Num!
Seats	0	0	#Num!	0	0	#Num!
Load Factor	#Num!	#Num!	#Type!	#Num!	#Num!	#Type!
<b>United Airlines</b>						
Enplanements	4,766	2,508	90.0%	4,766	2,508	90.0%
Seats	6,658	3,100	114.8%	6,658	3,100	114.8%
Load Factor	71.6%	80.9%	-11.5%	71.6%	80.9%	-11.5%
<b>Totals</b>						
Enplanements	33,414	25,606	30.5%	33,414	25,606	30.5%
Seats	42,572	33,555	26.9%	42,572	33,555	26.9%
Load Factor	78.5%	76.3%	2.9%	78.5%	76.3%	2.9%

Thursday, February 22, 2018

\*CTYD = Calendar Year to Date and \*Mov12 = Moving Twelve Months.

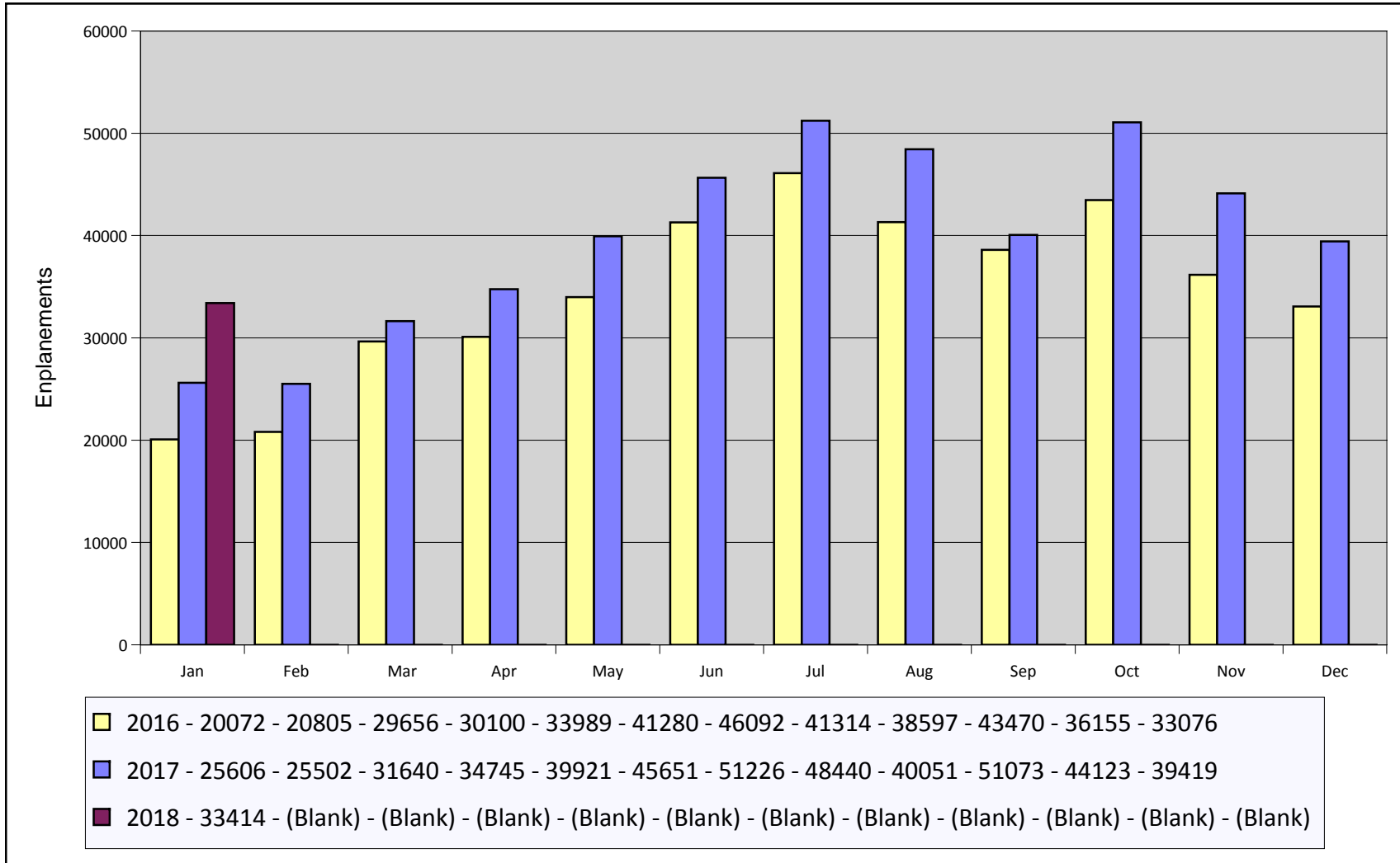


# Airline Flight Completions Asheville Regional Airport January 2018

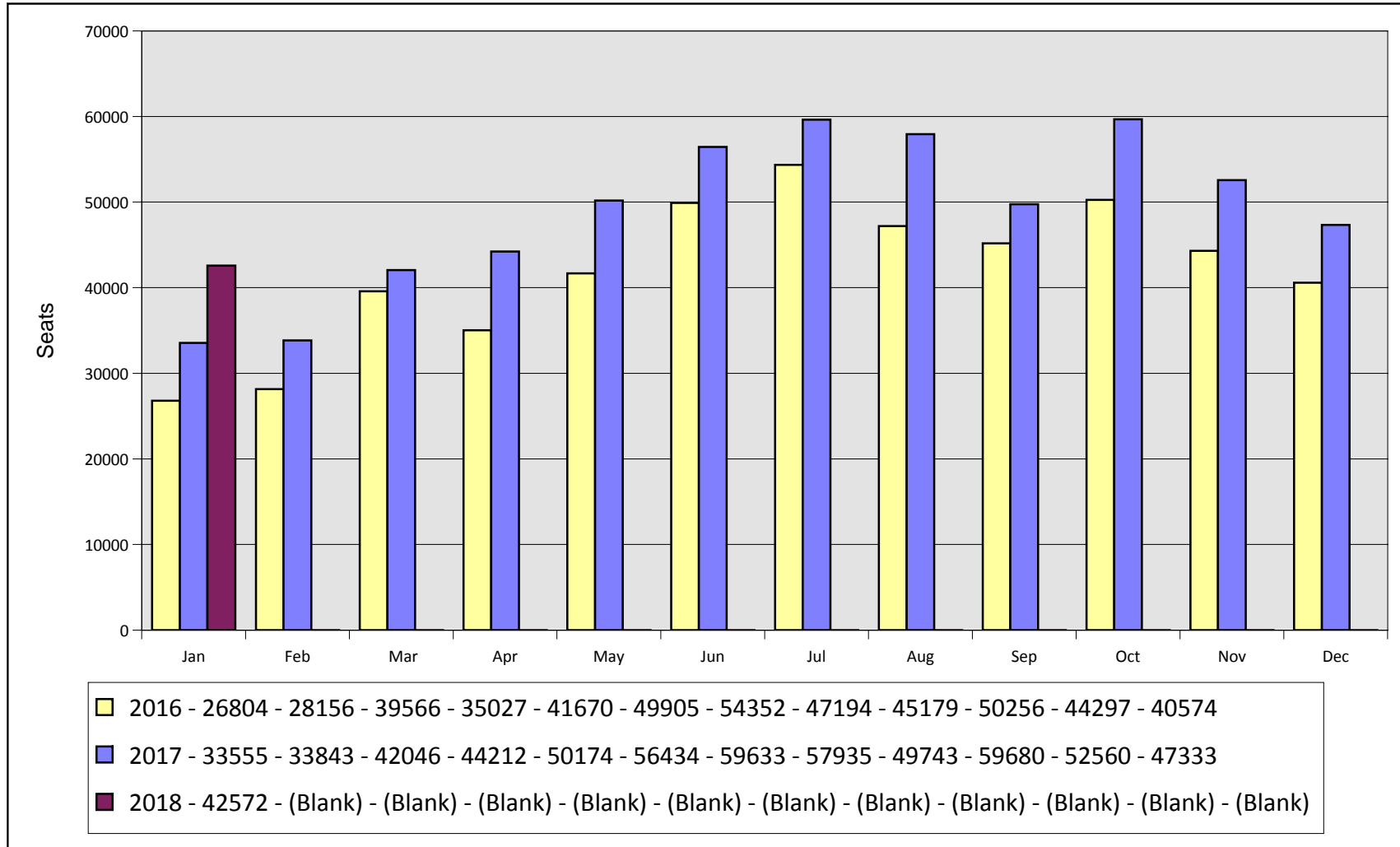


Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Percentage of Completed
			Mechanical	Weather	Other		
Allegiant Air	82	0	0	0	0	0	100.0%
American Airlines	156	0	2	5	0	7	95.5%
Delta Air Lines	157	0	0	0	0	0	100.0%
Elite Airways	0	0	0	0	0	0	#Num!
United Airlines	94	0	0	0	0	0	97.9%
<b>Total</b>	<b>489</b>	<b>0</b>	<b>2</b>	<b>5</b>	<b>0</b>	<b>7</b>	<b>98.6%</b>

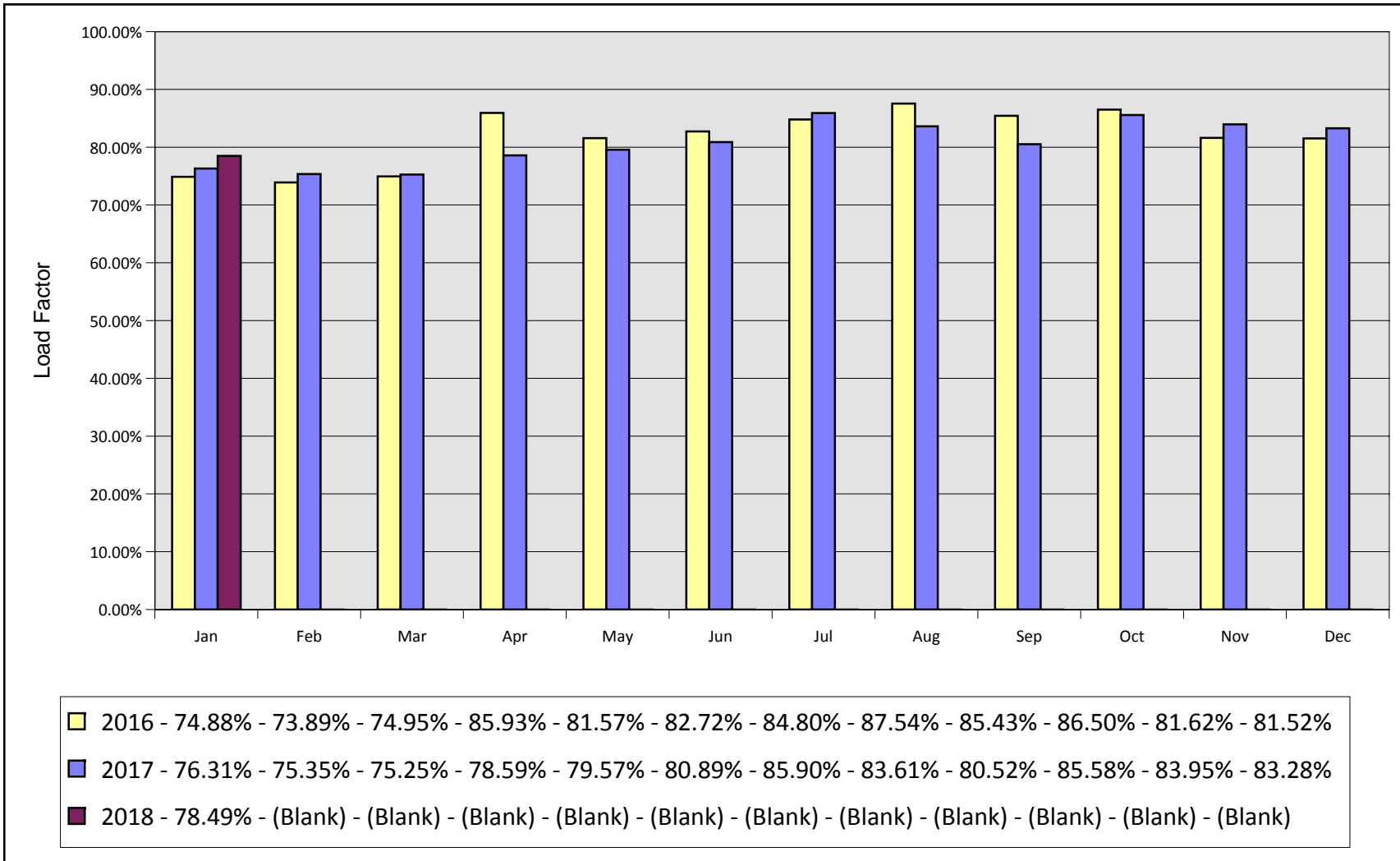
# Monthly Enplanements By Year Asheville Regional Airport



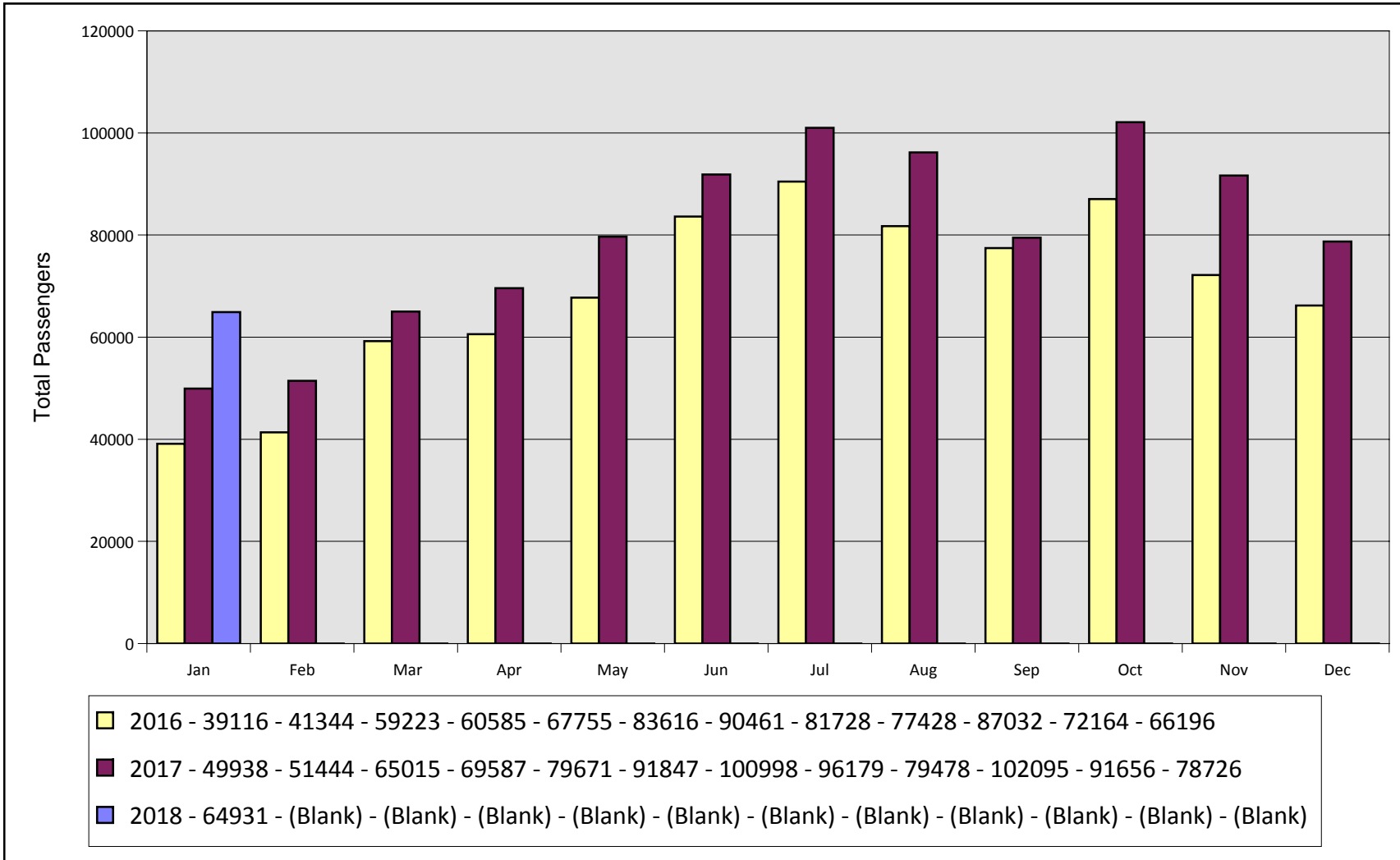
# Monthly Seats By Year Asheville Regional Airport



# Monthly Load Factors By Year Asheville Regional Airport

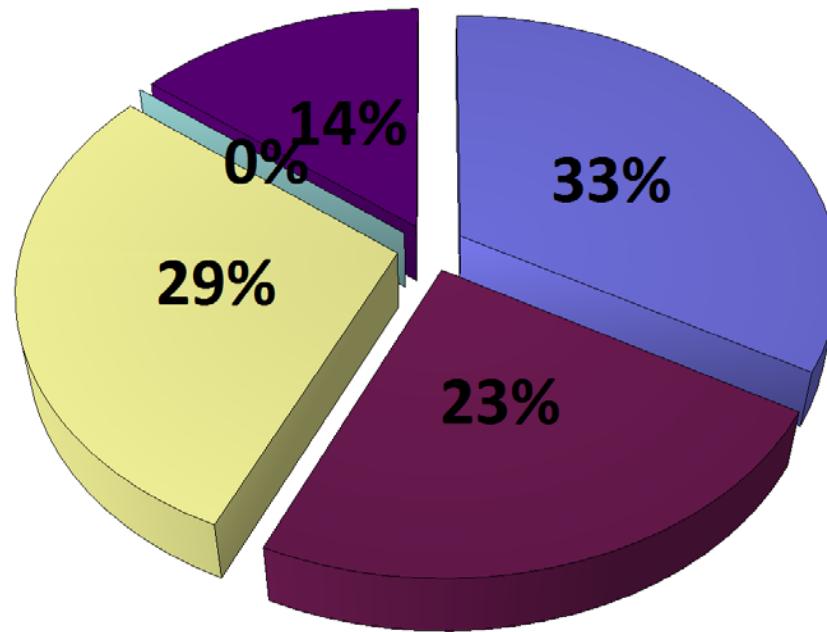


# Total Monthly Passengers By Year Asheville Regional Airport



# Airline Market Share Analysis (Enplanements) Asheville Regional Airport

Report Period From January 2018 Through January 2018



AVL - Three month schedule Summary Report  
 March - May 2018 vs. 2017

March 2018 vs. March 2017											
Travel Period			Mar 2018		Mar 2017		Diff		Percent Diff		
Mkt AI	Orig	Dest	Weekly Flights	Seats	Weekly Flights	Seats	Weekly Flights	Seats	Weekly Flights	Seats	
AA	AVL	CLT	34	2,376	41	2,192	(7)	184	(17.1%)	8.4%	
AA	CLT	AVL	34	2,376	41	2,192	(7)	184	(17.1%)	8.4%	
DL	ATL	AVL	47	3,324	44	3,008	3	316	6.8%	10.5%	
DL	AVL	ATL	47	3,324	43	2,958	4	366	9.3%	12.4%	
G4	AVL	EWR	2	354	4	664	(2)	(310)	(50.0%)	(46.7%)	
G4	EWR	AVL	2	354	4	664	(2)	(310)	(50.0%)	(46.7%)	
G4	AVL	FLL	6	1,062	4	675	2	387	50.0%	57.3%	
G4	FLL	AVL	6	1,062	4	675	2	387	50.0%	57.3%	
G4	AVL	PGD	3	531	2	332	1	199	50.0%	59.9%	
G4	PGD	AVL	3	531	2	332	1	199	50.0%	59.9%	
G4	AVL	PIE	4	708	2	332	2	376	100.0%	113.3%	
G4	PIE	AVL	4	708	2	332	2	376	100.0%	113.3%	
G4	AVL	SFB	4	708	2	332	2	376	100.0%	113.3%	
G4	SFB	AVL	4	708	2	332	2	376	100.0%	113.3%	
UA	AVL	EWR	7	578	7	954	0	(376)	0.0%	(39.4%)	
UA	EWR	AVL	7	578	7	954	0	(376)	0.0%	(39.4%)	
UA	AVL	ORD	21	1,050	18	900	3	150	16.7%	16.7%	
UA	ORD	AVL	21	1,050	18	900	3	150	16.7%	16.7%	
<b>TOTAL</b>			<b>256</b>	<b>21,382</b>	<b>247</b>	<b>18,728</b>	<b>9</b>	<b>2,654</b>	<b>3.6%</b>	<b>14.2%</b>	

April 2018 vs. April 2017											
Travel Period			Apr 2018		Apr 2017		Diff		Percent Diff		
Mkt AI	Orig	Dest	Weekly Flights	Seats	Weekly Flights	Seats	Weekly Flights	Seats	Weekly Flights	Seats	
7Q	AVL	VRB	2	94	0	0	2	94			
7Q	VRB	AVL	2	94	0	0	2	94			
AA	AVL	CLT	42	2,553	46	2,332	(4)	221	(8.7%)	9.5%	
AA	CLT	AVL	42	2,553	46	2,317	(4)	236	(8.7%)	10.2%	
DL	ATL	AVL	47	3,344	46	3,006	1	338	2.2%	11.2%	
DL	AVL	ATL	47	3,344	46	3,006	1	338	2.2%	11.2%	
G4	AVL	BWI	2	354	1	166	1	188	100.0%	113.3%	
G4	BWI	AVL	2	354	1	166	1	188	100.0%	113.3%	
G4	AVL	EWR	2	354	4	664	(2)	(310)	(50.0%)	(46.7%)	
G4	EWR	AVL	2	354	4	664	(2)	(310)	(50.0%)	(46.7%)	
G4	AVL	FLL	6	1,062	4	675	2	387	50.0%	57.3%	
G4	FLL	AVL	6	1,062	4	675	2	387	50.0%	57.3%	
G4	AVL	PGD	3	531	3	498	0	33	0.0%	6.6%	
G4	PGD	AVL	3	531	3	498	0	33	0.0%	6.6%	
G4	AVL	PIE	4	708	3	498	1	210	33.3%	42.2%	
G4	PIE	AVL	4	708	3	498	1	210	33.3%	42.2%	
G4	AVL	SFB	4	708	2	332	2	376	100.0%	113.3%	
G4	SFB	AVL	4	708	2	332	2	376	100.0%	113.3%	
UA	AVL	EWR	8	780	7	858	1	(78)	14.3%	(9.1%)	
UA	EWR	AVL	8	780	7	858	1	(78)	14.3%	(9.1%)	
UA	AVL	ORD	21	1,050	21	1,050	0	0	0.0%	0.0%	
UA	ORD	AVL	21	1,050	21	1,050	0	0	0.0%	0.0%	
<b>TOTAL</b>			<b>282</b>	<b>23,076</b>	<b>274</b>	<b>20,143</b>	<b>8</b>	<b>2,933</b>	<b>2.9%</b>	<b>14.6%</b>	

May 2018 vs. May 2017											
Travel Period			May 2018		May 2017		Diff		Percent Diff		
Mkt AI	Orig	Dest	Weekly Flights	Seats	Weekly Flights	Seats	Weekly Flights	Seats	Weekly Flights	Seats	
7Q	AVL	VRB	2	94	0	0	2	94			
7Q	VRB	AVL	2	94	0	0	2	94			
AA	AVL	CLT	42	2,932	48	2,583	(6)	349	(12.5%)	13.5%	
AA	CLT	AVL	42	2,932	48	2,596	(6)	336	(12.5%)	12.9%	
DL	ATL	AVL	47	3,676	47	3,680	0	(4)	0.0%	(0.1%)	
DL	AVL	ATL	47	3,676	47	3,680	0	(4)	0.0%	(0.1%)	
G4	AVL	BWI	1	168	2	332	(1)	(164)	(50.0%)	(49.4%)	
G4	BWI	AVL	1	168	2	332	(1)	(164)	(50.0%)	(49.4%)	
G4	AVL	EWR	3	504	4	664	(1)	(160)	(25.0%)	(24.1%)	
G4	EWR	AVL	3	504	4	664	(1)	(160)	(25.0%)	(24.1%)	
G4	AVL	FLL	6	1,017	5	863	1	154	20.0%	17.8%	
G4	FLL	AVL	6	1,017	5	863	1	154	20.0%	17.8%	
G4	AVL	PGD	3	513	4	686	(1)	(173)	(25.0%)	(25.2%)	
G4	PGD	AVL	3	513	4	686	(1)	(173)	(25.0%)	(25.2%)	
G4	AVL	PIE	5	849	3	498	2	351	66.7%	70.5%	
G4	PIE	AVL	5	849	3	498	2	351	66.7%	70.5%	
G4	AVL	SFB	4	679	4	664	0	15	0.0%	2.3%	
G4	SFB	AVL	4	679	4	664	0	15	0.0%	2.3%	
UA	AVL	EWR	7	806	7	826	0	(20)	0.0%	(2.4%)	
UA	EWR	AVL	7	806	7	826	0	(20)	0.0%	(2.4%)	
UA	AVL	ORD	21	1,050	21	1,050	0	0	0.0%	0.0%	
UA	ORD	AVL	21	1,050	21	1,050	0	0	0.0%	0.0%	
<b>TOTAL</b>			<b>282</b>	<b>24,576</b>	<b>290</b>	<b>23,705</b>	<b>(8)</b>	<b>871</b>	<b>(2.8%)</b>	<b>3.7%</b>	



---

## MEMORANDUM

TO: Members of the Airport Authority  
FROM: Janet Burnette, Director of Finance & Accounting  
DATE: March 9, 2018

### ITEM DESCRIPTION – Information Section Item B

Greater Asheville Regional Airport – Explanation of Extraordinary Variances  
Month of January 2018 (Month 7 of FY2018)

### SUMMARY

Operating Revenues for the month of January were \$909,078, 19.49% over budget. Operating Expenses for the month were \$579,052, 13.60% under budget. As a result, Net Operating Revenues before Depreciation were \$330,026, 264.45% over budget. Net Non-Operating Revenues were \$187,967, 44.84% over budget.

Year-to-date Operating Revenues were \$6,918,784, 12.00% over budget. Year-to-date Operating Expenses were \$4,777,676, 5.96% under budget. Year-to-date Net Operating Revenues before Depreciation were \$2,141,108, 95.16% over budget. Net Non-Operating Revenues for the year were \$1,907,400, 17.24% over budget.

### REVENUES

Significant variations to budget for January were:

Concessions	\$22,732	72.47%	Enplanements over budget
Auto Parking	\$93,715	38.29%	Enplanements over budget & rate increase
Ground Transportation	\$17,474	105.90%	Timing of invoicing for employee parking
Landing Fees	\$12,117	31.66%	Enplanements over budget

Information Section – Item B





## **EXPENSES**

Significant variations to budget for January were:

Professional Services	(\$10,370)	(41.66%)	Low legal and no consulting costs for month
Contractual Services	(\$24,968)	(42.56%)	No invoice from parking management
Promotional Activities	\$7,274	326.92%	Timing of promotional activities
Other Charges/Obligations	\$8,013	97.13%	Credit card fees higher than anticipated due to system changes
Emergency Repair	\$12,000		Loading bridge repairs

## **STATEMENT OF NET ASSETS**

Significant variations to prior month were:

Cash and Cash Equivalents – Cash and Cash Equivalents decreased by \$637k mainly due to payments toward parking garage.

Grants Receivable – Grant Receivable increased by \$87k due to FAA portion of Airfield Redevelopment project.

Construction in Progress – Construction in Progress increased by \$1,018k mainly due to the parking garage project.

Property and Equipment, Net – Property and Equipment, Net decreased by \$376k due to depreciation.

**ASHEVILLE REGIONAL AIRPORT  
INVESTMENT AND INTEREST INCOME SUMMARY  
As of January 31, 2018**

<b><u>Institution:</u></b>	<b><u>Interest Rate</u></b>	<b><u>Investment Amount</u></b>	<b><u>Monthly Interest</u></b>
Bank of America - Operating Account	0.20%	\$ 8,962,550	1,045
First Citizens - Money Market Account	0.05%	6,396,115	1,323
NC Capital Management Trust - Cash Portfolio		17,384	17
NC Capital Management Trust - Term Portfolio		3,068,068	3,798
Petty Cash		200	
 <b><u>Restricted Cash:</u></b>			
BNY Mellon		2,176,696	
Bank of America - PFC Revenue Account	0.20%	8,291,566	1,407
		749,390	
<b>Total</b>		<b><u>\$ 29,661,969</u></b>	<b><u>\$ 7,590</u></b>

**Investment Diversification:**

Banks	90%
NC Capital Management Trust	10%
Commercial Paper	0%
Federal Agencies	0%
US Treasuries	0%
	<u>100%</u>

**ASHEVILLE REGIONAL AIRPORT**  
**STATEMENT OF CHANGES IN FINANCIAL POSITION**  
**For the Month Ended January 31, 2018**

	<b>Current Month</b>	<b>Prior Period</b>
<b>Cash and Investments Beginning of Period</b>	<u>\$ 30,299,628</u>	<u>\$ 31,473,528</u>
Net Income/(Loss) Before Capital Contributions	128,697	(108,947)
Depreciation	389,296	389,296
Decrease/(Increase) in Receivables	(124,314)	263,844
Increase/(Decrease) in Payables	99,791	522,183
Decrease/(Increase) in Prepaid Expenses	16,756	16,756
Decrease/(Increase) in Fixed Assets	(1,031,760)	(2,479,438)
Principal Payments of Bond Maturities	(203,194)	40,638
Capital Contributions	87,069	181,768
<b>Increase(Decrease) in Cash</b>	<u>(637,659)</u>	<u>(1,173,900)</u>
<b>Cash and Investments End of Period</b>	<u><u>\$ 29,661,969</u></u>	<u><u>\$ 30,299,628</u></u>

**Asheville Regional Airport**  
**Detailed Statement of Revenue, Expenses and Changes in Net Assets**  
**For the Month Ending January 31, 2018**

	<u>Current Month Actual</u>	<u>Current Month Budget</u>	<u>Variance \$</u>	<u>Variance %</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance \$</u>	<u>Variance %</u>	<u>Annual Budget</u>
<b>Operating Revenue:</b>									
Terminal Space Rentals - Non Airline	\$20,378	\$20,377	\$1	0.00%	\$144,629	\$141,158	\$3,471	2.46%	\$243,049
Terminal Space Rentals - Airline	103,197	99,760	3,437	3.45%	1,031,128	1,013,510	17,618	1.74%	1,571,724
Concessions	54,099	31,367	22,732	72.47%	330,097	239,149	90,948	38.03%	444,480
Auto Parking	338,465	244,750	93,715	38.29%	2,248,936	1,903,000	345,936	18.18%	3,270,000
Rental Car - Car Rentals	139,068	130,287	8,781	6.74%	1,156,000	919,609	236,391	25.71%	1,579,656
Rental Car - Facility Rent	52,535	52,379	156	0.30%	390,122	365,603	24,519	6.71%	627,526
Commercial Ground Transportation	33,974	16,500	17,474	105.90%	72,884	36,500	36,384	99.68%	75,000
Landing Fees	50,392	38,275	12,117	31.66%	508,690	516,592	(7,902)	(1.53%)	774,903
FBO'S	79,344	82,584	(3,240)	(3.92%)	597,148	600,083	(2,935)	(0.49%)	1,021,005
Building Leases	5,880	5,998	(118)	(1.97%)	69,994	83,832	(13,838)	(16.51%)	113,820
Land Leases	4,997	4,865	132	2.71%	34,899	34,345	554	1.61%	58,968
Other Leases/Fees	26,749	33,630	(6,881)	(20.46%)	334,257	324,065	10,192	3.15%	528,639
<b>Total Operating Revenue</b>	<b>\$909,078</b>	<b>\$760,772</b>	<b>\$148,306</b>	<b>19.49%</b>	<b>\$6,918,784</b>	<b>\$6,177,446</b>	<b>\$741,338</b>	<b>12.00%</b>	<b>\$10,308,770</b>
<b>Operating Expenses:</b>									
Personnel Services	\$362,465	\$431,556	(\$69,091)	(16.01%)	\$2,766,767	\$2,977,340	(\$210,573)	(7.07%)	\$5,400,329
Professional Services	14,523	24,893	(10,370)	(41.66%)	132,752	127,483	5,269	4.13%	312,250
Accounting & Auditing	-	-	-	100.00%	16,200	8,000	8,200	102.50%	16,200
Other Contractual Services	33,701	58,669	(24,968)	(42.56%)	631,078	639,154	(8,076)	(1.26%)	960,194
Travel & Training	17,684	12,256	5,428	44.29%	100,217	93,632	6,585	7.03%	209,650
Communications & Freight	7,852	8,825	(973)	(11.03%)	57,503	60,773	(3,270)	(5.38%)	103,900
Utility Services	36,137	36,565	(428)	(1.17%)	237,217	296,055	(58,838)	(19.87%)	520,817
Rentals & Leases	2,208	1,033	1,175	113.75%	16,276	6,831	9,445	138.27%	12,000
Insurance	16,679	21,058	(4,379)	(20.79%)	117,031	147,406	(30,375)	(20.61%)	252,700
Repairs & Maintenance	16,350	24,888	(8,538)	(34.31%)	156,405	156,456	(51)	(0.03%)	266,530
Advertising, Printing & Binding	8,427	7,839	588	7.50%	87,492	106,273	(18,781)	(17.67%)	257,790
Promotional Activities	9,499	2,225	7,274	326.92%	58,754	58,025	729	1.26%	108,950
Other Current Charges & Obligations	16,263	8,250	8,013	97.13%	81,271	62,825	18,446	29.36%	104,000
Office Supplies	886	750	136	18.13%	3,299	5,250	(1,951)	(37.16%)	9,000
Operating Supplies	21,685	28,789	(7,104)	(24.68%)	168,244	284,058	(115,814)	(40.77%)	476,793
Books, Publications, Subscriptions & Mem	2,693	2,622	71	2.71%	43,690	50,804	(7,114)	(14.00%)	59,870
Contingency	-	-	-	100.00%	-	-	-	100.00%	100,000
Emergency Repair	12,000	-	12,000	100.00%	12,000	-	12,000	100.00%	50,000
Business Development	-	-	-	100.00%	91,480	-	91,480	100.00%	300,000
<b>Total Operating Expenses</b>	<b>\$579,052</b>	<b>\$670,218</b>	<b>(\$91,166)</b>	<b>(13.60%)</b>	<b>\$4,777,676</b>	<b>\$5,080,365</b>	<b>(\$302,689)</b>	<b>(5.96%)</b>	<b>\$9,520,973</b>

**Asheville Regional Airport**  
**Detailed Statement of Revenue, Expenses and Changes in Net Assets**

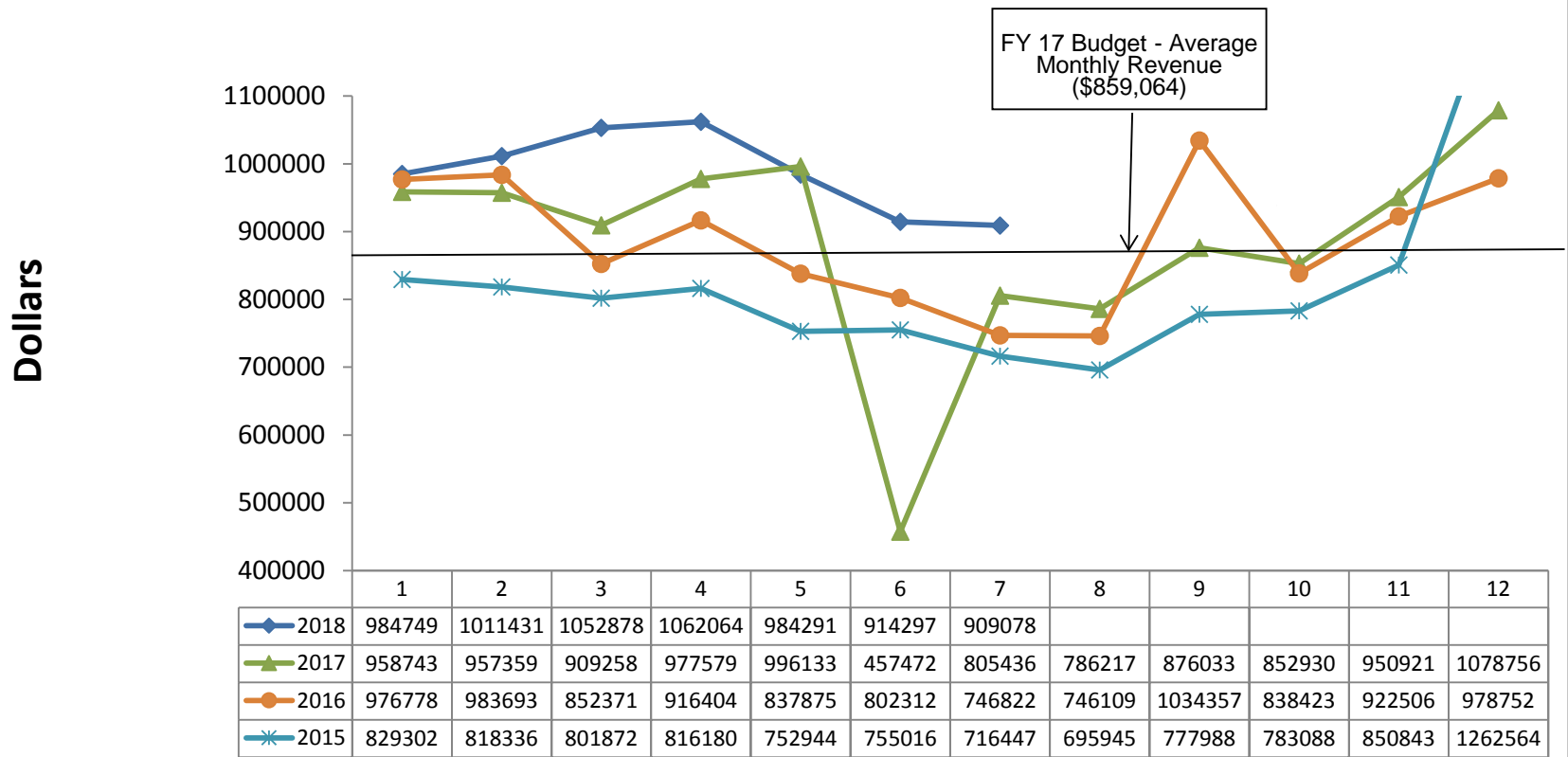
**For the Month Ending January 31, 2018**

	Current Month Actual	Current Month Budget	Variance \$	Variance %	YTD Actual	YTD Budget	Variance \$	Variance %	Annual Budget
<b>Operating Revenue before Depreciation</b>	\$330,026	\$90,554	\$239,472	264.45%	\$2,141,108	\$1,097,081	\$1,044,027	95.16%	\$787,797
Depreciation	389,296	-	389,296	100.00%	2,724,721	-	2,724,721	100.00%	-
<b>Operating Income(Loss) Before Non-Operating Revenue and Expenses</b>	(\$59,270)	\$90,554	(\$149,824)	(165.45%)	(\$583,613)	\$1,097,081	(\$1,680,694)	(153.20%)	\$787,797
<b>Non-Operating Revenue and Expense</b>									
Customer Facility Charges	\$86,437	\$67,500	\$18,937	28.05%	\$907,868	\$877,500	\$30,368	3.46%	\$ 1,350,000
Passenger Facility Charges	123,453	100,000	23,453	23.45%	1,207,439	1,013,500	193,939	19.14%	1,788,500
Interest Revenue	7,590	2,917	4,673	160.20%	42,564	20,417	22,147	108.47%	35,000
Interest Expense	(40,639)	(40,639)	-	0.00%	(284,472)	(284,472)	-	0.00%	(487,666)
Bond Expense	-	-	-	100.00%	-	-	-	100.00%	-
Reimbursable Cost Revenues	-	-	-	100.00%	-	-	-	100.00%	-
Reimbursable Cost Expenses	(2,661)	-	(2,661)	100.00%	6,339	6,339	-	100.00%	-
Gain/Loss on Disposal of Assets	13,787	0	13,787	0.00%	27,662	0	27,662	0.00%	-
<b>Non-Operating Revenue-Net</b>	\$187,967	\$129,778	\$58,189	44.84%	\$1,907,400	\$1,626,945	\$280,455	17.24%	\$2,685,834
<b>Income (Loss) Before Capital Contributions</b>	\$128,697	\$220,332	(\$91,635)	(41.59%)	\$1,323,787	\$2,724,026	(\$1,400,239)	(51.40%)	\$3,473,631
<b>Capital Contributions</b>	\$87,069	\$0	\$87,069	100.00%	\$3,784,219	\$0	\$3,784,219	100.00%	\$0
<b>Increase in Net Assets</b>	\$215,766	\$220,332	(\$4,566)	(2.07%)	\$5,108,006	\$2,724,026	\$2,383,980	87.52%	\$3,473,631

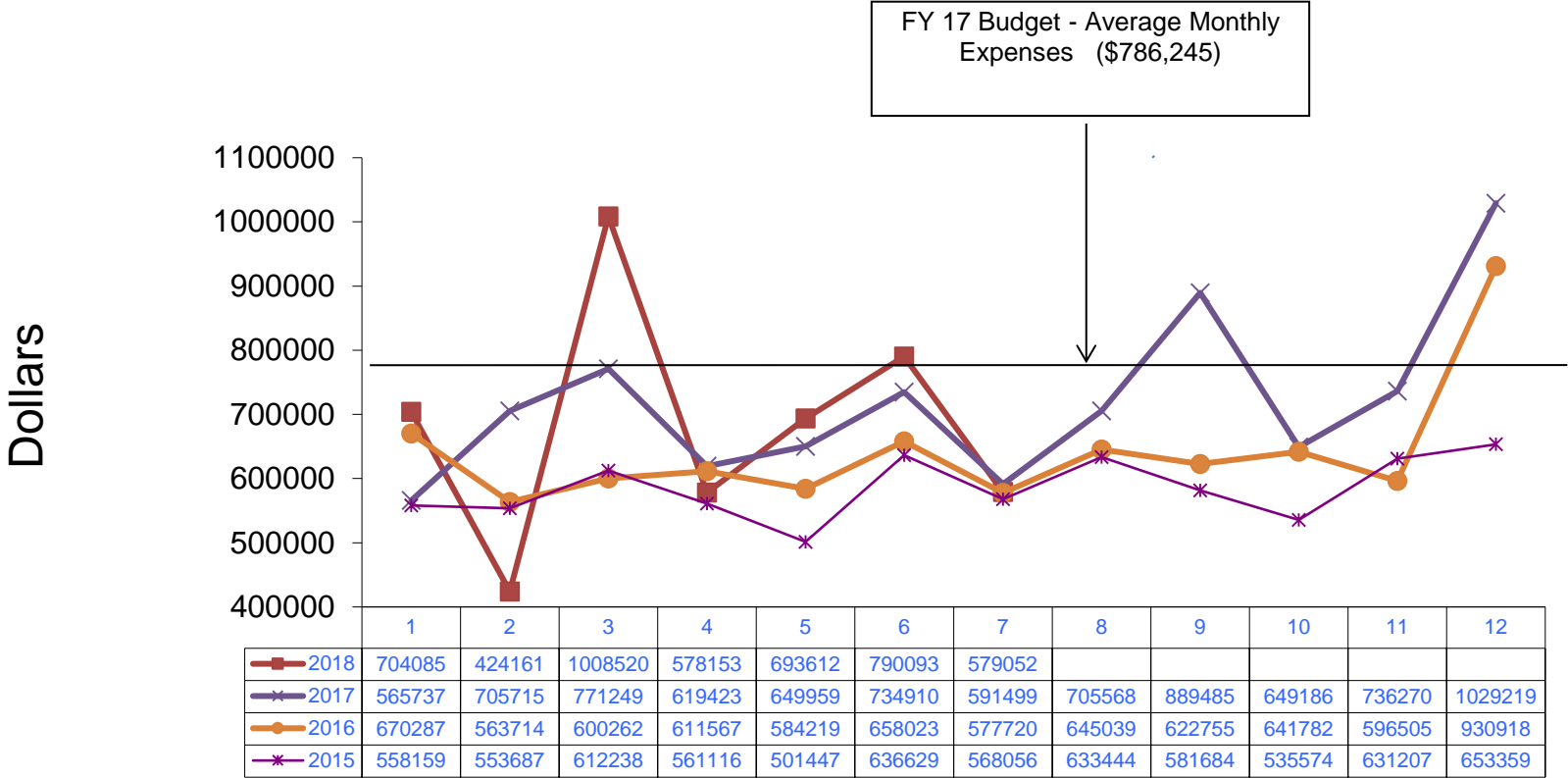
**ASHEVILLE REGIONAL AIRPORT**  
**STATEMENT OF FINANCIAL POSITION**  
**As of January 31, 2018**

	<u>Current Month</u>	<u>Last Month</u>
<b><u>ASSETS</u></b>		
<b>Current Assets:</b>		
<b>Unrestricted Net Assets:</b>		
Cash and Cash Equivalents	\$18,444,317	\$15,396,852
Accounts Receivable	649,780	649,733
Passenger Facility Charges Receivable	250,000	225,000
Refundable Sales Tax Receivable	201,967	189,920
Grants Receivable	480,754	393,685
Prepaid Expenses	83,931	100,687
Total Unrestricted Assets	20,110,749	16,955,877
<b>Restricted Assets:</b>		
Cash and Cash Equivalents	11,217,653	14,902,627
Total Restricted Assets	11,217,653	14,902,627
Total Current Assets	31,328,402	31,858,504
<b>Noncurrent Assets:</b>		
Construction in Progress	73,311,404	72,292,645
Net Pension Asset - LGERS	(1,061,652)	(1,061,652)
Contributions in Current Year	944,231	944,231
Property and Equipment - Net	55,239,779	55,616,075
Total Noncurrent Assets	128,433,762	127,791,299
	\$159,762,164	\$159,649,803
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b>Current Liabilities:</b>		
<b>Payable from Unrestricted Assets:</b>		
Accounts Payable & Accrued Liabilities	\$1,043,705	\$1,041,980
Customer Deposits	17,210	17,210
Unearned Revenue	450,133	352,065
Construction Contract Retainages	2,080,038	2,080,038
Revenue Bond Payable - Current	1,215,000	1,215,000
Interest Payable	40,639	243,833
Total Payable from Unrestricted Assets	4,846,725	4,950,126
Total Current Liabilities	4,846,725	4,950,126
<b>Noncurrent Liabilities:</b>		
Other Postemployment Benefits	1,209,372	1,209,372
Compensated Absences	350,006	350,006
Net Pension Obligation-LEO Special Separation Allowance	441,122	441,122
Revenue Bond Payable - Noncurrent	18,830,000	18,830,000
Total Noncurrent Liabilities	20,830,500	20,830,500
Total Liabilities	25,677,225	25,780,626
<b>Net Assets:</b>		
Invested in Capital Assets	108,506,183	107,863,720
Restricted	11,217,653	14,902,627
Unrestricted	14,361,103	11,102,830
Total Net Assets	134,084,939	133,869,177
	\$159,762,164	\$159,649,803

# ASHEVILLE REGIONAL AIRPORT Annual Operating Revenue by Month January 2018

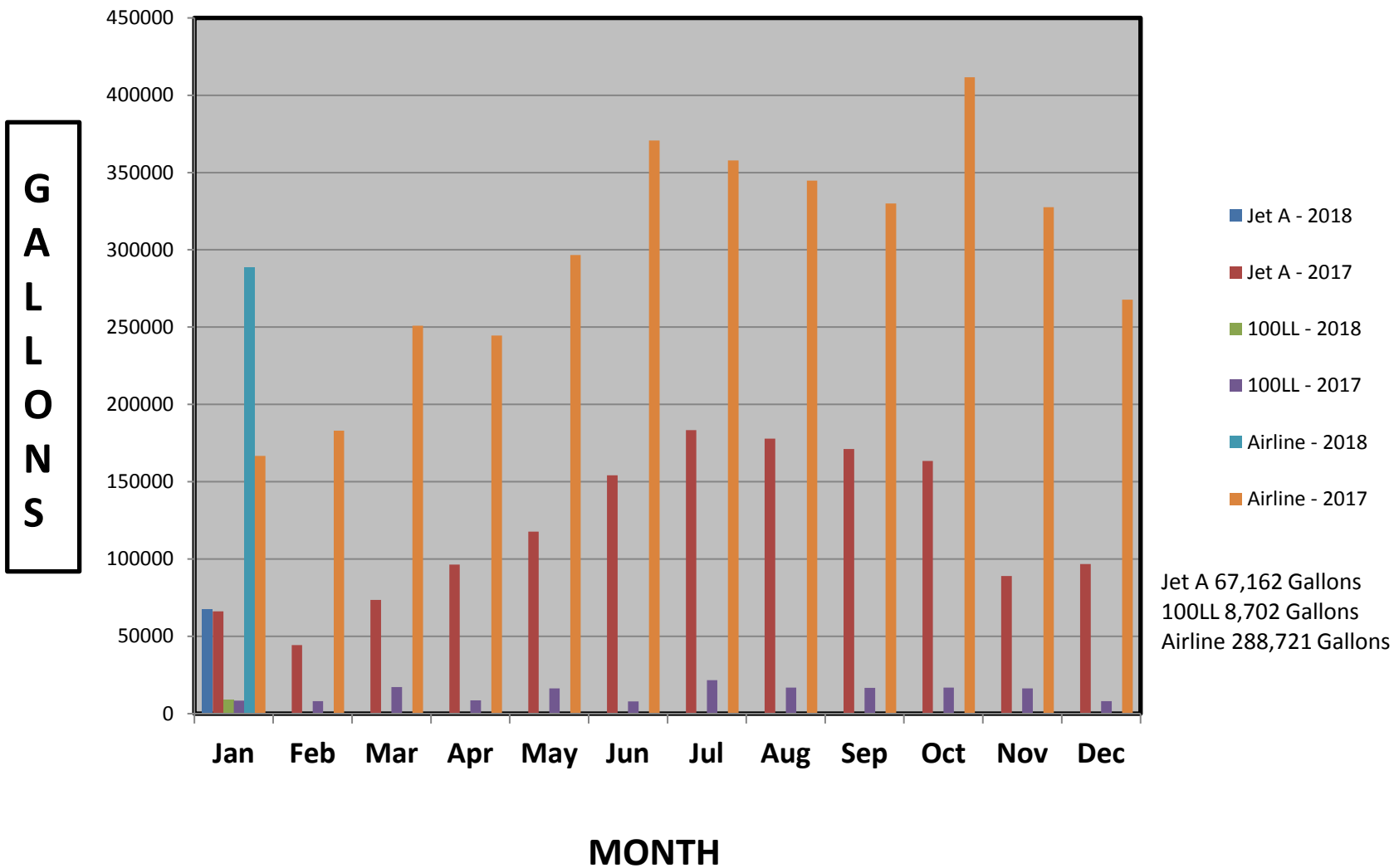


# ASHEVILLE REGIONAL AIRPORT Annual Operating Expenses by Month January 2018



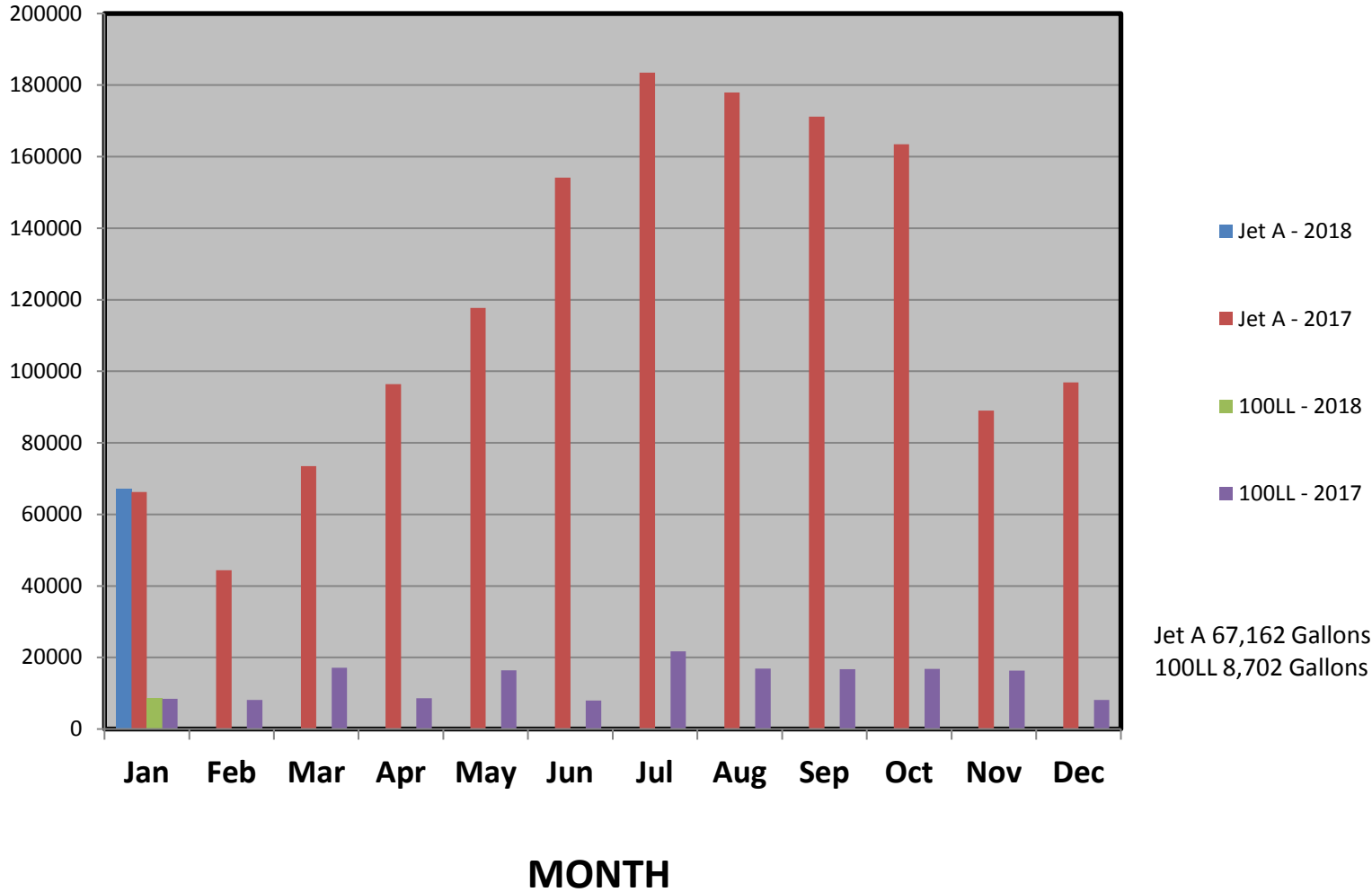


**ASHEVILLE REGIONAL AIRPORT  
FUEL SALES - GALLONS  
January 2018**



**ASHEVILLE REGIONAL AIRPORT  
GENERAL AVIATION FUEL SALES - GALLONS  
January 2018**

**G  
A  
L  
L  
O  
N  
S**



Design Phase														
Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 03/01/2018)	Percent of Original Contract	Board Approved Project Cost	Percent Complete	Expensed to Date (thru 03/01/2018)	Start Date	End Date	Current Project Status (as of 03/01/2018)
1	Airfield Re-Development Project	Budget for the complete project				\$64,100,000.00	\$15,900,000.00		\$80,000,000.00	67.4%	\$53,897,524			All Engineer contracts, completed construction contracts and expenses will be inclusive of budget.
1A	Airfield Re-Development Project	Phase I - Design Services	RS&H	\$447,983.00	N/A	N/A	\$0.00	0.00%	<i>(Overall total included in above number)</i>	83%	\$372,161	Dec-12	Jun-16	Project Management work primarily complete.
1B	Airfield Re-Development Project	Phase II - Design Services and Project Management.	RS&H	\$1,842,318.00	N/A	N/A	\$0.00	0.00%	<i>(Overall total included in above number)</i>	95.0%	\$1,748,887	Jun-13	Dec-16	Project Management work continues, pending Contractor resolution.
1C	Airfield Re-Development Project	Phase III and IV - Design Services and Project Management.	RS&H	\$2,399,826.00	N/A	N/A	\$0.00	0.00%	<i>(Overall total included in above number)</i>	87.7%	\$2,105,693	Dec-14	Jun-19	Phase IV Project Management continues.
1D	Airfield Re-Development Project	New Runway Design	AVCON	\$1,967,476.00	N/A	N/A	\$0.00	0.00%	<i>(Overall total included in above number)</i>	95.2%	\$1,873,364	Mar-13	Jun-19	Phase IV Project Management continues.
1E	Airfield Re-Development Project	Miscellaneous and Administrative Expenses			N/A	N/A	\$0.00	0.00%	<i>(Overall total included in above number)</i>		\$3,766,649	Jan-13	Dec-17	Miscellaneous Administrative Expenses, Reimbursable Agreement and Land Acquisition
2	Parking Garage Project	Design and EA for approximately 1300 spaces of covered parking garage.	Delta Airport Consultants	\$1,627,575.00	N/A	N/A	\$0.00	0.00%	\$1,627,575.00	98.1%	\$1,598,071	Oct-15	Dec-17	Punch List items for Garage are underway. Ground Transportation lot work remains.
3	Expand Air Carrier Apron	Design additional apron space to hold RON Aircraft. Professional CA and Inspections.	Delta Airport Consultants	\$99,000.00	N/A	N/A	\$107,750.00	0.00%	\$206,750.00	51.2%	\$105,927	Feb-17	Jun-18	Contract waiting execution based on State Grant approval.
4	Terminal Building Assessment Study	Terminal infrastructure, interior space and exterior facade assessment.	CHA	\$550,247.00	N/A	N/A	\$0.00	0.00%	\$628,900.00	3.5%	\$21,600	Jan-18	Jun-18	Review team in process of gathering data.
5	Environmental Assessment Services, South Terminal Apron Expansion	Environmental Assessment	Delta Airport Consultants	\$70,000.00	N/A	N/A	\$0.00	0.00%	\$70,000.00	46.1%	\$32,311	Oct-17	Apr-18	Environmental work is ongoing.

Construction Phase														
Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 03/01/2018)	Percent of Original Contract	Board Approved Project Cost	Percent Complete	Expensed to Date (thru 03/01/2018)	Start Date	End Date	Current Project Status (as of 03/01/2018)
1	Parking Garage	Construct a 5 level parking garage for passenger/public parking.	Delta Airport Consultants	\$1,627,575.00	American South General Contractors	\$20,244,000.00	\$393,048	2.2%	\$21,938,700.00	98%	\$20,853,249	Sep-16	Dec-17	Ground Transportation lot pavement sealant and close out documents remain.
2	Permanent Runway 17-35 Construction, NAVAIDS and Taxiway Conversion	Construct new runway and convert temporary runway to a taxiway	RS&H and AVCON Inc.	Amount Included in Phase 3 Design Fees	(Pending)	\$33,703,095.70	\$0.00	0.00%	\$34,703,095.70	24.7%	\$8,343,589	Mar-17	Jun-19	Project restart pending.
3	Expand Air Carrier Apron	Construct additional apron pavement for RON Aircraft	Delta Airport Consultants	\$0.00	NHM Constructors	\$1,043,023.50	\$0.00	0.00%	\$1,147,380.85	0.0%	\$0	Mar-18	Jun-18	Contract execution pending State Grant commitment.

*(Construction and Administrative Costs included)*

# Key strategic priorities

**Governance vs. Management** : Focus on setting governing direction (“guard rails”) for the organizational and holding management accountable for the execution of operational tactics. Pursue continuous educational opportunities for Authority Member development.

1. **Organizational Relevance**: Remaining relevant in an era of airport consolidation
2. **Financial Stewardship**: Sustainability/Operating Performance/Audit & Compliance
3. **Municipal Relations**: Positive relationships with all municipalities surrounding the airport
4. **Stakeholder Relations**: Positive relationships with neighbors and other community organizations
5. **Community Image**: Public Perception/Public Relations/Customer Service/Legal Entity
6. **Facilities Stewardship**: Future Master Facilities Plan
7. **Environmental Stewardship**: Accountability/Awareness of Environmental Issues
8. **Economic Development**: Engage Community Partners/Airline Service Development
9. **Vendor-Partner Relations**: General Aviation/Rental Car Agencies/Vendors
10. **Public Safety**: Airport Emergency Safety/TSA Relations/Municipal Partners
11. **Organizational Accountability**: Executive Director Supervision