



## **AGENDA**

Greater Asheville Regional Airport Authority Regular Meeting  
Friday, May 13, 2016, 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. Kevan Smith – 25 Years
- III. APPOINTMENT OF AT LARGE BOARD MEMBER
- IV. PRESENTATIONS: None
- V. FINANCIAL REPORT ([document](#))
- VI. CONSENT ITEMS:
  - A. Approval of the Greater Asheville Regional Airport Authority March 11, 2016 Regular Meeting Minutes ([document](#))
  - B. Approval of the Greater Asheville Regional Airport Authority March 11, 2016 Closed Session Minutes
  - C. Approval of the Greater Asheville Regional Airport Authority March 24, 2016 Regular Meeting Minutes ([document](#))



- D. Approval of the Greater Asheville Regional Airport Authority March 24, 2016 Closed Session Minutes
  - E. Update to Budget Supplemental Fees and Charges ([document](#))
  - F. Approval of Amendment to the FY 15/16 Budget ([document](#))
  - G. Ratification of Contracts for Financial Consulting Services and Legal Counsel for Bond Issuance ([document](#))
- VII. OLD BUSINESS: None
- VIII. NEW BUSINESS:
- A. Approval of Insurance Renewals ([document](#))
  - B. Adoption of Ordinance Policy
  - C. Approval of Amendment to the FY15/16 Budget – Series 2007 Bond Redemption ([document](#))
  - D. Approval of Amendment to the FY 16/17 Budget ([document](#))
- IX. DIRECTOR'S REPORT:
- A. 2015 Annual Report
- X. INFORMATION SECTION:  
(Staff presentations will not be made on these items. Staff will be available to address questions from the Board.)
- A. March 2016 Traffic Report ([document](#))
  - B. March 2016 Monthly Financial Report ([document](#))
  - C. May 2016 Development/Project Status Report ([document](#))
  - D. Airport Facilities Review for First Quarter ([document](#))
  - E. Potential Board Items for the Next Regular Meeting:
    - None identified at this time



XI. AUTHORITY MEMBER REPORTS

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

B. August Board Meeting Date

XII. PUBLIC AND TENANTS' COMMENTS

XIII. CALL FOR NEXT MEETING

XIV. CLOSED SESSION:

Pursuant to Subsections 143-318.11 (a) (3), (4), and (6) of the General Statutes of North Carolina to Consult with Legal Counsel in Order to Preserve the Attorney-Client Privilege, 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, and to Consider Personnel Matters.

XV. 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  
March-16**

**AIRPORT ACTIVITY**

	Month	Variance to Prior Year	Calendar Year to Date	Variance to Prior Year
<b>Passenger Enplanements</b>	29,656	1.2%	70,533	(6.9%)
<b>Aircraft Operations</b>				
Commercial	1,269	15.4%	3,110	4.5%
Scheduled Flights	544	9.5%		
Flight Cancellations	17			
Seats	39,566	2.8%	94,526	(7.1%)
Load Factor	75.0%	(1.6%)	74.6%	0.2%
General Aviation	3,846	42.7%	9,734	32.5%
Military	324	(28.8%)	775	(40.3%)

**FINANCIAL RESULTS**

	Month	Variance to Budget	Fiscal Year to Date	Variance to Budget
<b>Operating Revenues</b>	\$ 1,034,357	38.4%	\$ 7,896,722	19.7%
<b>Operating Expenses</b>	622,755	(18.1%)	5,533,580	(10.2%)
<b>Net Operating Revenues before Depreciation</b>	<u>\$ 411,602</u>	3,369.8%	<u>\$ 2,363,142</u>	446.8%
<b>Net Non-Operating Revenues</b>	<u>\$ 230,918</u>	58.8%	<u>\$ 2,082,833</u>	2.9%
<b>Grants:</b>				
FAA AIP Grants	\$ (975,710)		\$ 9,758,499	
NC Dept of Transportation Grants	-		74,217	
Total	<u>\$ (975,710)</u>		<u>\$ 9,832,716</u>	

**CASH**

Restricted	\$ 5,133,795
Designated for O&M Reserve	4,019,126
Designated for Emergency Repair	650,000
Unrestricted, Undesignated	9,521,340
Total	<u>\$ 19,324,261</u>

**RECEIVABLES PAST DUE**

	Total	1-30 Days	31-60 Days	Over 60 Days
Advertising Customers	11,050	3,525	1,675	5,850
Allegiant	6,999	4,744	2,255	-
Budget	1,805			1,805
Delta Airlines	14,071	2,421	8,914	2,736
DOTFAA	65,455	9,756	25,488	30,211
Enterprise	191	-	-	191
Hertz	543	-	-	543
US Air	10,171	-	3	10,168
Vanguard	1,359	204	244	911
Worldwide	1,555	-	260	1,295
Miscellaneous	3,977	1,895	433	1,649
Total	<u>\$ 117,176</u>	<u>\$ 22,545</u>	<u>\$ 39,272</u>	<u>\$ 55,359</u>
% of Total Receivables	<u>21.65%</u>			

Note: Excludes balances paid subsequent to month-end.

**REVENUE BONDS PAYABLE**

Rental Car Facilities Taxable Revenue Bond, Series 2007	
Original Amount	\$ 4,750,000
Current Balance	\$ 1,181,096

**CAPITAL EXPENDITURES**

Annual Budget	\$ 25,786,975
Year-to-Date Spending	\$ 13,375,657

**REGULAR MEETING  
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
March 11, 2016**

The Greater Asheville Regional Airport Authority ("Authority") met on Friday, March 11, 2016 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; Andrew T. Tate; William L. Moyer; Matthew C. Burril; and Stephanie Brown

**MEMBERS ABSENT:** K. Ray Bailey; Jeffrey A. Piccirillo

**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; Mike Foster, Maintenance Technician; and Ellen Heywood, Clerk to the Board

**ALSO PRESENT:** Cecil Bothwell, Asheville City Council; Derek Allen, Ward and Smith; Jeff Green, Precision Approach, LLC; Stacey Green, Precision Approach, LLC; Eva Ritchey, The Trolley Company; Bill Modlin, Mercury Transportation; Zach Smith; Eric Rysdon, RS&H; Mike Darcangelo, Avcon

**CALL TO ORDER:** The Chair welcomed everyone in attendance and called the meeting to order at 8:30 a.m. The Chair stated that some of the items on the agenda were going to be moved around in order for the Board to go into Closed Session early in the meeting to address some legal matters.

**SERVICE AWARD PRESENTATION:**

**A. Mike Foster:** The Chair recognized Mike Foster with a service recognition award and gift for his 35 years of service with the Authority.

## **PRESENTATIONS:**

**A. Perception Survey Presentation:** Tina Kinsey presented the findings of a perception survey that was recently conducted. Mrs. Kinsey highlighted the goals of the survey which included air traveler demographics, reasons for travel, and overall satisfaction. Mrs. Kinsey reviewed some key challenges as well as how the airport ranked with competing airports. Mrs. Kinsey concluded the presentation by outlining the plans for the information obtained from the survey.

**CONSENT ITEMS:** The Chair remarked that Consent Item B, Approval of the Greater Asheville Regional Airport Authority February 12, 2016 Closed Session Minutes would be reviewed in closed session.

**A. Approval of the Greater Asheville Regional Airport Authority February 12, 2016 Regular Meeting Minutes:**

**C. Approval of Audit Contract for Fiscal Year Ending June 30, 2016:**

**D. Approve Grant of Easement to Duke Energy Progress, Inc. A North Carolina Corporation for Navaid Locations:** Mr. Tate asked for an update from the Director before taking action on this item. The Director stated that a small portion of the easement that is scheduled to have above ground utilities is along Ferncliff Park Drive. Staff has had conversations with Duke Energy about locating the utility lines below the ground along this stretch of the road, but has not received an answer from Duke Energy. Mr. Tate stated that if the Board approves this easement, there is no leverage to further discuss the matter with Duke Energy. Mr. Moyer stated that this item could be approved with an amendment.

Mr. Moyer moved to approve Consent Items A, C and D, with an amendment to the recommended action for Consent Item D that staff will work with Duke Energy to move the utility lines underground along Ferncliff Park Drive if at all possible. Mr. Tate seconded the motion and it carried unanimously.

**CLOSED SESSION:** At 9:01 a.m. Mr. Tate moved to go into Closed Session pursuant to Subsection 143-318.11(a)(3) of the General Statutes of North Carolina to Consult with Legal Counsel in Order to Preserve the Attorney-Client Privilege. Mr. Moyer seconded the motion and it carried unanimously.

Open Session resumed at 9:43 a.m.

Ms. Brown left the meeting at the conclusion of the Closed Session.

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY MARCH 11, 2016**

**CLOSED SESSION MINUTES:** Mr. Tate 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 by a 4 to 0 vote.

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY FEBRUARY 12, 2016**

**CLOSED SESSION MINUTES:** Mr. Tate moved to approve the minutes for the inspection so long as public inspection would frustrate the purpose or purposes thereof. Mr. Burril seconded the motion and it carried by a 4 to 0 vote.

**FINANCIAL REPORT:** The Director apologized for not providing the January Financial Report ahead of the meeting. The delay was due to Delta failing to submit their statistical data report on time. The Director reported on the airport activity for January which included enplanements, aircraft operations and general aviation activity. Mrs. Burnette reported on the financial activity for the month of January.

Mr. Moyer questioned why the net non-operating revenue was down. The Director responded that a lot of it was due to a decline in enplanements thus affecting the PFCs that are collected from the passenger fares.

**OLD BUSINESS:** None

**PUBLIC AND TENANTS' COMMENTS:** Ms. Eva Ritchey appeared before the Board to request a more aggressive policy concerning Uber drivers on airport property. The Uber drivers are operating without paying a permit. Ms. Ritchey further requested the Board consider creating a scaled fee for the ground transportation permit. Ms. Ritchey stated that it is difficult for small businesses to operate at the airport and a scaled fee of \$300 for the first vehicle and \$150 for additional vehicles would be a fair amount. Ms. Ritchey thanked the Board for their time.

**NEW BUSINESS:**

**A. Approval of Preliminary Fiscal Year 2016/2017 Budget:** Janet Burnette advised the Board that the proposed Preliminary Fiscal Year 2016/2017 Budget needs to be approved and remain available for public inspection for a minimum of 10 days. The Board will then adopt the final budget at its next meeting.

The Director advised the Board that staff would review and take into consideration Ms. Ritchey's comments during the 10 day public comment period.

Mr. Burril moved to approve the proposed Preliminary Fiscal Year 2016/2017 Budget and accept public comment on the proposed Fiscal Year 2016/2017 Budget during the next 10 days. Mr. Tate seconded the motion and it carried by a 4 to 0 vote.

**PUBLIC AND TENANTS' COMMENTS:** Mr. Derek Allen of Ward and Smith stated that he is representing Precision Approach, LLC with regard to a dispute on the bid for the construction contract of the Airfield Re-development Project Phase III. Precision Approach submitted a proposal to GLF Construction Corporation for electrical on this project and believes they have submitted the lowest bid to all three companies that bid on this project. Precision Approach believes that another company by the name of Pruitt is being selected for the electrical. Precision Approach is questioning the timing of the bid submitted by Pruitt. Mr. Allen referred to the summary of bid analysis in the bid documents and pointed out that the bid amount submitted by Precision Approach was the same on all three bidders for this project. Mr. Allen then mentioned that the GLF Construction proposal in the agenda package lists Precision Approach and also Pruitt with a TBD beneath. Mr. Allen believes the bid process needs to be looked at and Precision Approach selected as the electrical subcontractor for this project or that GLF Construction Corporation's bid should be deemed non-responsive.

**NEW BUSINESS:**

**B. Approve Contract for Construction of Airfield Re-development Project – Phase III:** Michael Reisman informed the Board that Phase III of the Airfield Re-development Project includes demolition of runway 16/34, site preparation for the new permanent runway, and installation of infrastructure and equipment for a portion of the navigational aids. Sealed bids for this phase were received and opened on February 25<sup>th</sup>. The responsive low bid was GLF Construction Corporation in the amount of \$13,519,596.00 plus \$285,130.45 for Bid Alternate 1 (upper stream improvements) and \$202,782.45 for Bid Alternate 2 (lower stream improvements) for a total amount of \$14,007,508.90. Staff recommends an additional 5% allowance for potential overages for this project bringing the total estimated cost to \$14,707,884.40. Mr. Reisman stated that there is a big difference in the engineer's estimate for Bid Alternates 1 and 2 and GLF Construction Corporation's bid amount. Staff will review this to determine if the alternates should be excluded from the contract as ad alternates and seek another contractor to undertake the work. Mr. Reisman reviewed the funding for this project which includes \$1.8 million in AIP entitlement funds, \$10.9 million in AIP discretionary funds, and \$1.9 million in Authority funds. The total amount of the project is



\$6,909,764.40 over the amount included in the 2015/2016 fiscal year budget resulting in the following budget 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, 2015:

Section 1. To amend the appropriations as follows:

EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Capital Improvements		\$6,909,764.40
Totals	<u>                    \$0</u>	<u>                    \$6,909,764.40</u>

This will result in a net increase of \$6,909,764.40 in the appropriations. Revenues will be revised as follows:

REVENUES:

	<u>Decrease</u>	<u>Increase</u>
Federal Grants – AIP Entitlement Funds		\$ 369,447.00
Federal Grants – AIP Discretionary Funds		\$4,601,880.00
Transfer from GARAA Cash		\$1,938,437.40
Totals	<u>                                    </u>	<u>                    \$6,909,764.40</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 11<sup>th</sup> day of March, 2016.

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

Attested by:

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

Mr. Reisman advised the Board that this increase is due to the fact that the FAA is requiring the airport to spend the full amount of all grant funds for this year's project

rather than carrying surplus grant funds over to the final phase of the project as originally planned. Staff has brought forward some of the work originally planned for Phase IV of the project to use the grant funds.

The Chair asked for a breakdown of the phasing of the alternates. Mr. Reisman detailed the work to be done in each alternate phase and stated that the alternate work is not planned for the beginning of Phase III, but rather that work will begin approximately half way through this phase of the project. Mr. Moyer expressed concern that the contractor would begin work on these alternates when staff planned to go a different route. Mr. Reisman responded that staff will need to issue a notice to proceed in order for the contractor to begin work on the ad alternates.

The Director stated that staff would have conversations with Ms. Rice and representatives from Precision Approach, but that time was of the essence and the project needs to move forward.

Mr. Moyer asked if Mr. Allen would be submitting more information to Ms. Rice and if there would be further discussion. The Director stated that if Mr. Allen had more information, it would be submitted to Ms. Rice and a conversation between both counsels would take place. Ms. Rice would alert the Board if any further issues come to her attention.

Mr. Tate moved to approve the Airfield Re-development Construction Project Bid Package 3 with GLF Construction Corporation in the amount of \$14,707,884.40 (\$14,007,508.90 plus 5% allowance of \$700,375.45), authorize the Executive Director to execute the necessary documents, and amend the FY2015/2016 Budget by adopting the budget ordinance amendment as presented by staff. Mr. Burril seconded the motion and it carried by a 4 to 0 vote.

**C. Approve Contract for Installation of LLWAS Tower with DACO Construction Company, Inc.:** Michael Reisman informed the Board that the Authority agreed to relocate the LLWAS tower located to the west of the airport on behalf of the FAA for the Airfield Re-development Project. Three bids were received for this project on February 19<sup>th</sup>. The low bid was received from DACO Construction Company, Inc. in the amount of \$219,997.00 plus an additional 10% allowance for potential overages bringing the total to \$241,997.00. The estimated expenses for this project are already included in the FAA grant for Phase II of the Airfield Re-development project.

Mr. Moyer asked when the work needed to be completed by. Mr. Reisman responded that the timeline is being determined by the development of the land on which the tower is currently sitting. The contractor is planning on starting on April 15<sup>th</sup> and will have the

foundation poured within a couple of weeks but will need a 30 day cure time before the tower can then be erected on it. Staff realizes that construction on the adjacent site is due to start in a couple of weeks. A meeting has been set up for the following week for staff to gather more information on this construction timeline with the land owners. Staff may have to move the tower offsite temporarily. Mr. Tate commented that the land the LLWAS tower currently sits on is being purchased and the new owners expect to close on the property on March 25<sup>th</sup> with a start date of March 28<sup>th</sup> for grading and site work. The new owners have requested the tower be removed in advance of the grading date and that is the purpose for the meeting with airport staff the following week.

Mr. Moyer moved to approve a contract for installation of LLWAS Tower with DACO Construction Company, Inc., based on the Director's work to accommodate the new landowners, in the amount of \$241,997.00 and authorize the Executive Director to execute the necessary documents. Mr. Burril seconded the motion and it carried by a 4 to 0 vote.

**D. Approval of FY15/16 Budget Amendment for IT Services:** Shane Stockman advised the Board that staff and a consultant have identified several issues with IT core components that are in critical need of replacement. The airport is at significant risk resulting in considerable downtime, lost revenue, and loss of data if not corrected. Mr. Stockman advised the Board that the not to exceed cost of the proposed upgrades is \$190,000.00. Mr. Stockman further stated that staff has identified two capital projects in the amount of \$80,500 that are included in the current fiscal year budget which have been postponed and reprogrammed into the fiscal year 2017 budget. Mr. Stockman requested these funds be re-appropriated to help offset the total project cost. The remaining \$109,500.00 necessary for the project would require the following budget 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, 2016:

Section 1. To amend the appropriations as follows:

EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Renewal & Replacement		\$109,500.00
Totals	<u>\$0</u>	<u>\$109,500.00</u>

This will result in a net increase of \$109,500.00 in the appropriations. Revenues will be revised as follows:

REVENUES:

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash		\$109,500.00
Totals	<u>\$0</u>	<u>\$109,500.00</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 11<sup>th</sup> day of March, 2016.

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

Attested by:

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

Mr. Tate moved to approve staff's request to replace and/or upgrade IT infrastructure, software, and services at a cost not to exceed \$190,000.00, amend the FY2015/2016 budget by adopting the budget ordinance amendment as presented by staff, and authorize the Executive Director to execute the necessary documents. Mr. Moyer seconded the motion and it carried by a 4 to 0 vote.

**E. Approval of FAA Lease Agreement:** The Director advised the Board that the final lease agreement has not yet been received from the FAA and this item would need to be pulled from the agenda.

**F. Approval of Airline Incentives for Allegiant Air:** The Director reported that Allegiant Air has announced seasonal service between Asheville and Jacksonville, Florida

twice a week beginning May 27 through August 15, 2016. The service may be extended if proven successful. In accordance with the Authority's Air Service Incentive Policy, staff would like to offer Allegiant up to \$25,000 for marketing and advertising as well as waived rents and fees for this specific service excluding PFCs. The Director further stated that if the service is extended to yearly service without any hiatus, an additional \$125,000 in marketing and advertising money will be provided pending budget funding availability, and the fee waivers will be continued through the first year of the service.

Mr. Moyer moved to approve airline incentives with Allegiant Air for Asheville to Jacksonville, Florida service as outlined by staff and authorize the Executive Director to execute the necessary documents. Mr. Burril seconded the motion and it carried by a 4 to 0 vote.

**DIRECTOR'S REPORT:** The Director advised the Board that he had an additional item to include that was not on the agenda.

**A. Wings for Autism:** The Wings for Autism event on February 13 was a highly successful event for the community with more than 100 people participating. Volunteers from ARC of Buncombe County, Allegiant, Worldwide Flight, TSA and the Authority helped to ensure the event ran smoothly. The Director stated that 20% of the participants had upcoming trips and most had never traveled by air before. The Authority looks forward to hosting another event in the future.

**B. Award of Aircraft Rescue Firefighting Vehicle:** The Director reported that a 1500 gallon fire truck was incorporated into the current year budget for \$1 million to replace an aging fire truck. Three bids were received and the low bid was from Rosenbauer for a total of \$604,830. Staff will be moving forward with the award and it is expected to take up to 360 days before the truck will be delivered.

**C. FAA Reauthorization Update:** The Director informed the Board that the House dropped a bill that would privatize the air traffic control system. The bill stalled on the house floor and a new bill came out of the Senate that will reauthorize FAA funding for 1 ½ years but does not raise PFCs. This bill does raise authorized funding for the airport improvement program to a \$3.75 billion level. The Director stated that he will keep the Board apprised of any new developments.

**INFORMATION SECTION:** No comments

**AUTHORITY MEMBER REPORTS:**

**A. Key Strategic Elements:** The Chair stated that no changes had been received to the key strategic elements. The Chair has developed an updated version of the document that will be e-mailed out to the Board members.

**CALL FOR NEXT MEETING:** The Chair stated that the next regular meeting of the Board would be on March 24, 2016.

The Director introduced Zach Smith, a senior at West Henderson High School. The Director has been mentoring Zach for his senior project on airport management. The Director wished Zach well on his project and graduation.

**ADJOURNMENT:** Mr. Moyer moved to adjourn the meeting at 10:43 a.m. Mr. Burril seconded the motion and it carried by a 4 to 0 vote.

Respectfully submitted,

Ellen Heywood  
Clerk to the Board

Approved:

Robert C. Roberts  
Chair

**REGULAR MEETING  
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
March 24, 2016**

The Greater Asheville Regional Airport Authority ("Authority") met on Thursday, March 24, 2016 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, Vice-Chair; Andrew T. Tate; William L. Moyer; Matthew C. Burrell; and Stephanie Brown

**MEMBERS ABSENT:** Jeffrey A. Piccirillo

**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; Ricky Peterson, Maintenance Technician; and Ellen Heywood, Clerk to the Board

**ALSO PRESENT:** None

**CALL TO ORDER:** The Chair welcomed everyone in attendance and called the meeting to order at 8:30 a.m.

**SERVICE AWARD PRESENTATION:**

**A. Ricky Peterson:** The Chair recognized Ricky Peterson with a service recognition award and gift for his 10 years of service with the Authority.

**OLD BUSINESS:**

**A. Public Hearing and Final Adoption of the Authority's Fiscal Year 2016/2017 Budget:** The Director reported that no comments had been received other than those made by Ms. Eva Ritchey at the Authority Board meeting on March 11<sup>th</sup>.

The Chair opened the floor to public comments at 8:34 a.m.

There being no public comments, the Chair closed the floor at 8:34 a.m.

Mr. Bailey moved to adopt the following Fiscal Year 2016/2017 Budget Ordinance. Mr. Burril seconded the motion and it carried unanimously:

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
2016-2017  
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 2016-2017 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, 2016 and ending June 30, 2017 in accordance with the following schedules:

**EXPENDITURES**

Administration Department	\$ 695,209
Development Department	429,985
Executive Department	609,463
Finance Department	437,301
Guest Services Department	207,850
Information Technology Department	819,247
Marketing Department	526,877
Operations Department	3,348,452
Public Safety Department	1,430,815
Emergency Repair Costs	75,000
Reimbursable Costs	214,000
Carry-over Capital Expenditures from Prior Year	5,651,295
Capital Improvement	47,545,425
Equipment and Small Capital Outlay	150,000
Renewal and Replacement	649,187
Business Development	300,000
Debt Service	626,823
Contingency	150,000
<b>Total Expenditures</b>	<hr/> <b>\$63,866,929</b> <hr/>



**Section 2.** It is estimated that the following revenues will be available for the fiscal year beginning July 1, 2016 and ending June 30, 2017.

**REVENUES**

Administration (Interest Income)	\$ 30,000
Terminal	4,588,257
Airfield	898,950
General Aviation	1,018,890
Parking Lot	2,869,850
Other	214,257
Reimbursable Costs	214,000
Passenger Facility Charges	1,708,500
Customer Facility Charges	1,300,000
Federal Grants – AIP Entitlements	2,769,447
Federal Grants – AIP Discretionary Funds	25,619,709
NC Department of Transportation Grants	0
Transfer to GARAA Cash/Investments	<u>22,635,069</u>
<b>Total Revenues</b>	<u>\$63,866,929</u>

**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, 2016.

Adopted this 24th day of March, 2016.

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Robert C. Roberts, Chair

Attested by:

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Ellen Heywood, Clerk to the Board

**NEW BUSINESS:** None

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

**A. Washington, DC Conference Update:** The Director informed the Board that while attending the ACI/AAAE Legislative Conference in Washington, DC the previous week, he met with some of the delegates to stress the importance of an increase of the PFC's for capital funding. Congressman Jolly from Florida is working to put through a bill for an increase of the PFC's and the Director spoke with Congressman Meadows to request he join in with Congressman Jolly on this bill.

Mr. Moyer asked for an update on the privatization. The Director responded that the House bill is on the floor but is not moving. The Senate came up with a continuing resolution through July 15<sup>th</sup> and it was passed by the House this week and is going to the President for signature. The Senate is fully opposed to privatization of the Air Traffic Control system, however, the House supports it. The Director further stated that staff has learned from the FAA that the full grant for Phase III of the Airfield Re-development project is expected to arrive the following week.

**B. Department of Public Safety:** The Director reported that over the past year, the Public Safety staff pursued full EMT certification and recognition by Buncombe County EMS. The airport is now a fully certified EMS location recognized by Buncombe County.

**C. Operation Medicine Drop:** The airport's Public Safety staff has participated with Buncombe County's Operation Medicine Drop for the past two years. This past year was

extremely successful and more medicine was collected at the airport location than any other site in the county. The county has asked the airport to go forward with two collections per year, so staff is coordinating with Buncombe County to provide this service on an on-going basis.

**D. Duke Energy Easement:** The Director reminded the Board that at the last Board meeting an easement for Duke Energy was approved for the Airfield Re-development project. Staff has turned the matter over to Henderson County to see what can be done about the utilities being located above ground along Ferncliff Park Drive. Mr. Tate reported that he had reached out to those most affected by the overhead utilities along Ferncliff Park Drive. Some conversations have been initiated between companies in the area, members of legislature, and Duke Energy to attempt to come up with a more aesthetically pleasing solution. The Director stated that staff needs to move forward with this as Duke Energy is waiting to get the power in for the Airfield Re-development project.

**E. CMLC Conservation Easement:** Staff has received the final documentation from CMLC regarding the conservation easement along the French Broad River. The value of the 13.64 acres is \$52,040. CMLC is finalizing the title search and survey as CMLC would like to finalize this before the end of July.

#### **AUTHORITY MEMBER REPORTS:**

**A. Wind Shear Tower Relocation:** Mr. Tate informed the Board that it has reached a point where the relocation of the tower is time sensitive and has the potential to jeopardize the closing on the property for the GF Linamar project. Mr. Tate asked for an update on this issue. The Director responded that staff is working with the contractor to relocate the wind shear tower and that a final timeframe has not been determined, but staff hopes to have a date by the end of the day. The Director further stated that staff was advised of the impending sale of the property just a few weeks ago, and staff planned to move it off the property as close to the end of March as possible. Mr. Tate stated that this has the potential to jeopardize the closing of the property which was set for the following day and was not sure if the closing would go through without a definitive date for relocation of the tower. Work on grading the property and site development is expected to begin the following week and there is concern for damage to the tower. Mr. Tate further stated that the Board has made a commitment to the land owner to have the tower relocated. The Director responded that the airport was given six months from December to have the tower moved, however the Director promised to have the tower relocated if the land were to sell. The three weeks' notice of the sale of the property did not allow enough time for the tower to be removed, but staff is working with the

contractor to have it taken care of. The Chair requested the Director notify the Board once the date for removal of the tower from the property has been finalized.

**B. Asheville to Baltimore Service:** Stephanie Brown reported that the Tourism Development Authority has decided to appropriate \$175,000 to support the air service between Asheville and Baltimore. A check will be issued to Allegiant for \$100,000 to advertise and the TDA will also support it possibly with outdoor advertising. The TDA will also move forward with full scale advertising in Washington, DC.

**C. At-Large Board Member Reappointment:** The Chair stated that there is a possibility of three new members being appointed to the Authority Board. The Chair felt it was important to re-appoint Mr. Bailey as the at-large member before his term expires at the end of June. It could take months for the three new members to be appointed and become acclimated to the Board and for the Board to then start the process for the appointment of the at-large member. The statutes that created the Authority are not specific as to the timing of when the six members appoint the at-large member. Ms. Rice advised the Board that the only requirement is that the six members elect the seventh member at the end of the existing term. Ms. Rice reviewed the procedure for selection of the seventh member and stated that this would be the appropriate time to start looking. The Chair questioned if the Board was in agreement for the six current members to appoint the at-large member and the consensus of the Board was to handle this at the May meeting.

**CLOSED SESSION:** At 9:10 a.m. Mr. Bailey moved to go into Closed Session pursuant to Subsections 143-318.11(a)(3) and (6) of the General Statutes of North Carolina to Consult with Legal Counsel Regarding, Among Other Things, That Lawsuit Entitled Tricor Construction, Inc. vs. RS&H Architects-Engineers-Planners, Inc., Greater Asheville Regional Airport Authority, Thalle Construction Co., Inc. and Liberty Mutual Insurance Company; in Order to Preserve the Attorney-Client Privilege; and to Consider Personnel Matters. Mr. Moyer seconded the motion and it carried unanimously.

Open Session resumed at 10:07 a.m.

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY MARCH 24, 2016**

**CLOSED SESSION MINUTES:** Mr. Bailey 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.

**PUBLIC AND TENANTS' COMMENTS:** None

A brief discussion concerning the upcoming open appointments on the Authority Board ensued. The Director advised the Board that staff will reach out to the governing bodies the following week to mention that there will be three open seats on the Board. Staff may also request that the legislators possibly amend the state statute to stagger the terms of the Board appointees in order to keep consistency on the Board.

**CALL FOR NEXT MEETING:** The Chair stated that it was not anticipated that there would be a need for the April 8<sup>th</sup> meeting. The next regular meeting of the Board will be on May 13, 2016.

**ADJOURNMENT:** Mr. Bailey moved to adjourn the meeting at 10:14 a.m. Mr. Tate seconded the motion and it carried unanimously.

Respectfully submitted,

Ellen Heywood  
Clerk to the Board

Approved:

Robert C. Roberts  
Chair



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## **MEMORANDUM**

TO: Members of the Airport Authority

FROM: Janet Burnette, Director of Finance and Accounting

DATE: May 13, 2016

### **ITEM DESCRIPTION – Consent Item E**

Update to Budget Supplemental Fees and Charges

### **BACKGROUND**

Each year during the budget process, the Board approves the budget which includes supplemental fees and charges. These fees and charges are for services and/or products the airport provides to its various tenants, customers and passengers. Such items include equipment use, labor rates for certain services, identification badges, ground transportation rates and parking rates.

Staff recently discovered some fees and charges from the Information Technology department which have not been listed in the Board approved schedule. It is necessary to amend the schedule to include these fees and charges for the current 2015/2016 fiscal year as well as for the upcoming 2016/2017 fiscal year.

### **ISSUES**

None.

### **ALTERNATIVES**

None recommended.

### **FISCAL IMPACT**

No fiscal impact as fees and charges are currently being collected.

Consent Item E



## **RECOMMENDED ACTION**

It is respectfully requested that the Greater Asheville Regional Airport Authority Board resolve to approve the amended changes to the FY 2015/2016 and FY 2016/2017 Annual Budget Supplemental Fees and Charges Schedule for the inclusion of the missing Information Technology fees and charges.

Attachment

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
SUPPLEMENTAL FEES AND CHARGES  
FY 2016/2017 ANNUAL BUDGET**

	FY 2015/2016 Current Fees		FY 2016/2017 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
<b>Internet Bandwidth-Not Dedicated (15 MB) (2)</b>	<b>\$ 170.00</b>	<b>month</b>	<b>\$ 170.00</b>	<b>month</b>
<b>Internet Bandwidth-Not Dedicated (20 MB) (2)</b>	<b>\$ 200.00</b>	<b>month</b>	<b>\$ 200.00</b>	<b>month</b>
<b>Telephone Service - Per Telephone Number</b>	<b>\$ 50.00</b>	<b>month</b>	<b>\$ 50.00</b>	<b>month</b>
<b>Fax Service - Per Fax Machine/Phone Number</b>	<b>\$ 22.13</b>	<b>month</b>	<b>\$ 22.13</b>	<b>month</b>
<b>Cisco IP Phone - Model 7911G</b>	<b>\$ 5.67</b>	<b>month</b>	<b>\$ 5.67</b>	<b>month</b>
<b>Cisco IP Phone - Model 7945G</b>	<b>\$ 11.57</b>	<b>month</b>	<b>\$ 11.57</b>	<b>month</b>
<b>Cisco 1 Port Analog Line Converter-ATA186</b>	<b>\$ 4.86</b>	<b>month</b>	<b>\$ 4.86</b>	<b>month</b>
<b>Cisco 2 Port Analog Line Converter-VG202</b>	<b>\$ 22.13</b>	<b>month</b>	<b>\$ 22.13</b>	<b>month</b>
<b>AirIT Shared Use Network Charge - Per Airline</b>	<b>\$ 50.00</b>	<b>month</b>	<b>\$ 50.00</b>	<b>month</b>

**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.



<u>Identification Badge Fees and Charges</u>	FY 2015/2016 Current Fees		FY 2016/2017 Proposed Fees	
	Cost	Per	Cost	Per
Initial Badge Issuance				
SIDA Badge	\$ 70.00		\$ 70.00	
Non-SIDA Badge	\$ 37.00		\$ 37.00	
Renewal of Badge				
SIDA Badge	\$ 37.00		\$ 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	0 - 1 hour
	\$ 1.50	each add'l hour	\$ 1.50	each add'l hour
	\$ 8.00	day	\$ 8.00	day
	\$ 48.00	week	\$ 48.00	week
Short term	\$ 1.00	1/2 hour	\$ 1.00	1/2 hour
	\$ 12.50	day	\$ 12.50	day
Employee Parking Rate	\$ 60 / \$50	new/renewal	\$ 60 / \$50	new/renewal
Commuter Parking Rate	\$ 290 / \$275	new/renewal	\$ 290 / \$275	new/renewal
Fines	up to \$1,000	day	up to \$1,000	day

**Ground Transportation**

Airport Ground Transportation Permit (8)	\$ 300	annual	\$ 300	annual
Transportation Network Company Permit	\$ 7,500	annual	\$ 7,500	annual
Off-Airport Rental Car Fee	7.50%	of gross revenue	7.50%	of gross revenue

**Notes:**

- (8) Flat fee of \$4,000 for companies with a vehicle fleet inclusive of a minimum of 5 charter coach vehicles with seating capacity greater than 20 seats.



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## MEMORANDUM

TO: Members of the Airport Authority

FROM: Janet Burnette, Director of Finance and Accounting

DATE: May 13, 2016

### ITEM DESCRIPTION – Consent Item F

Approval of Amendment to the FY15/16 Budget

### BACKGROUND

The Public Safety department works in conjunction with the Department of Homeland Security Investigations/DEA to identify and confiscate illegally obtained assets. These assets, or forfeiture funds, are delivered to Homeland Security, then a portion of these funds is returned to the Authority to be used to enhance the operations within the Public Safety department.

The Authority has received Federal forfeiture funds this year in the amount of \$72,616.55. Because this funding cannot be anticipated for budget preparation, a budget amendment is now necessary to increase the current year Public Safety budget by the amount of this funding.

We recommend that the Airport Authority Board amend the FY15/16 budget as outlined below.

### ISSUES

None.

### ALTERNATIVES

None.

### FISCAL IMPACT

The budget amendment will increase both FY15/16 budgeted revenues and expenditures by \$72,616 to provide for the change outlined above. The net increase in Transfers from GARAA Cash is \$72,616.



**RECOMMENDED ACTION**

It is respectfully requested that the Greater Asheville Regional Airport Authority Board resolve to amend the FY15/16 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, 2016:

Section 1. To amend the appropriations as follows:

**EXPENDITURES:**

	<u>Decrease</u>	<u>Increase</u>
Public Safety Department	_____	\$72,616
Totals	_____	\$72,616

This will result in a net increase of \$72,616 in the appropriations. Revenues will be revised as follows:

**REVENUES:**

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash	_____	\$72,616
Totals	_____	\$72,616

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 13th day of May, 2016.

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

Attested by:

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



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## MEMORANDUM

TO: Members of the Airport Authority

FROM: Janet Burnette, Director of Finance and Accounting

DATE: May 13, 2016

### ITEM DESCRIPTION – Consent Item G

Ratification of Contracts for Financial Consulting Services and Legal Counsel for Bond Issuance.

### BACKGROUND

On October 16, 2016, the Authority Board approved a contract for the design and construction services for a new parking garage. As the design work is progressing, staff has begun the process of securing bond financing for the parking garage project. Because time is of the essence, staff has selected and contracted professional consultants and legal counsel to assist with the bond issuance.

Public Financial Management, Inc. was selected to provide financial advisory services for our financing needs. The contract fee with PFM will be \$45,000 plus necessary and reasonable out-of-pocket expenses.

Trillion Aviation was selected to provide financial feasibility consulting services. The contract fee with Trillion will be a not-to-exceed fee of \$98,000 for a publicly offered transaction or an hourly rate of \$235 for a direct placement transaction.

As bond counsel, staff selected Parker, Poe, Adams & Bernstein, LLP, in Charlotte, N.C. Their fee will be \$40,000 for a direct placement transaction or \$55,000 for a publicly offered transaction.

The maximum contract fee for financial advisory services, financial feasibility consulting services and bond counsel services with the above mentioned firms will be \$198,000, plus out-of-pocket expenses estimated at \$5,000, for a total of \$203,000 for a publicly offered transaction. The maximum contract fee for a direct placement transaction will be

Consent – Item G



\$85,000, plus out-of-pocket expenses, for the financial advisory services and legal counsel, plus \$235 per hour for financial feasibility consulting services.

The funding for these fees will be reimbursed from the bond issuance in the upcoming fiscal year, but because work is currently underway on this bond issuance, we expect to be invoiced for some of the contract amounts before year-end and the receipt of bond funding. Therefore, we need to amend our FY15/16 budget to include these potential expenditures.

We recommend that the Airport Authority Board amend the FY15/16 budget as outlined below.

## **ISSUES**

None.

## **ALTERNATIVES**

None.

## **FISCAL IMPACT**

The budget amendment will increase both FY15/16 budgeted revenues and expenditures by \$203,000 to provide for the maximum potential cost as outlined above.

## **RECOMMENDED ACTION**

It is respectfully requested that the Greater Asheville Regional Airport Authority Board resolve to (1) ratify the approval of contracts to Public Financial Management, Inc., Trillion Aviation, and Parker, Poe, Adams & Bernstein for a maximum amount of \$203,000; and (2) authorize the Executive Director to execute any necessary documents; and (3) amend the FY15/16 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, 2016:



Section 1. To amend the appropriations as follows:

**EXPENDITURES:**

	<u>Decrease</u>	<u>Increase</u>
Executive Department	_____	\$203,000
Totals	_____	\$203,000

This will result in a net increase of \$203,000 in the appropriations. Revenues will be revised as follows:

**REVENUES:**

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash	_____	\$203,000
Totals	_____	\$203,000

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 13th day of May, 2016.

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

Attested by:

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



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## MEMORANDUM

TO: Members of the Airport Authority

FROM: Suzie Baker, Director of Administration

DATE: May 13, 2016

### ITEM DESCRIPTION – New Business Item A

Approval of Insurance Renewals

### BACKGROUND

#### Health Insurances

CIGNA has provided the Authority's employees with medical insurance coverage for the past five years. The renewal trend has been very good and this is partly due to the plan structure that limits our large claims to a \$25,000 liability. The level funded plan allows us to see our claim history and help tailor our Wellness Program to meet the needs of our employees. Our broker, BB&T, recommended we stay with CIGNA. CIGNA quoted a 7% increase in rates. With FY2016/2017's employee and retiree headcounts, total premiums will be approximately \$855,214. Offset by employee contributions of \$114,312, the Authority's net cost for medical insurance will be approximately \$740,902.

After shopping several dental providers our broker, BB&T, recommended we move to Delta Dental. Ameritas has provided our dental coverage for the past three years with a three year lock-in rate. The rate lock ends in June and Ameritas quoted a 15% increase. Delta Dental quoted slightly under our current rate, with a two year lock-in rate guarantee. With FY2016/2017's employee headcount, total premiums will be approximately \$42,849. Offset by employee contributions of \$4,502, the Authority's net cost for dental insurance will be approximately \$38,347.

Mutual of Omaha has provided benefits for life insurance and accidental death & dismemberment for the past two years. Mutual of Omaha has quoted a 12% increase. After shopping the market, our broker Integra Benefits Advisors recommended we renew

New Business – Item A



with Mutual of Omaha. With FY2016/2017's employee headcount, total premiums will be approximately \$12,000.

Mutual of Omaha has also provided coverage for short-term and long-term disability for the past year under a two-year locked rate policy. FY2016/2017 will be the second year of locked-in rates. With FY2016/2017's employee headcount, total premiums will be approximately \$22,197.

### **Business Insurances**

For the past seven plus years Aviation Risk Consulting (ARC) has been our broker for all the Authority's business insurances. This year, in the best interest of the Authority, we have switched brokers to USI Insurance Services. USI shopped our business insurances and will be placing our property coverage with Alliant at \$40,800, general liability coverage with ACE USA at \$28,300, auto coverage with American Southern Insurance at \$16,000, worker's compensation coverage with AmTrust at \$70,700, and commercial crime coverage at \$1,000. Our public official's coverage and professional liability coverage will both be placed with Allied World at a total of \$31,200. Also, the service fee structure for USI remains as it was for ARC. The annual service fee is \$15,000, in lieu of commission. Our total estimated FY2016/2017 business insurance cost is \$203,000. This is a decrease of \$2,344 from FY2015/2016's cost of \$205,344.

### **ISSUES**

Because time is of the essence for the renewal process, the Director needs to execute the necessary renewal documents to prepare for open enrollment for health insurances for Authority employees.

### **ALTERNATIVES**

Brokers presented some other alternatives that ended up being more expensive and/or had less coverage. The Board could decide to reduce employee benefits coverage to lower expenses or make other changes to the insurance coverages.

### **FISCAL IMPACT**

The costs for the health and business insurance coverages outlined above were provided in the Authority's FY2016/2017 budget for a total of \$1,106,762. Spreadsheets comparing





the quoted actual costs to the FY2016/2017 budget amounts and to the prior year's actual costs are provided.

### **RECOMMENDED ACTION**

It is respectfully requested that the Greater Asheville Regional Airport Authority Board resolve to (1) approve the renewal of Authority's insurance coverages as outlined above, and (2) authorize the Executive Director to execute the necessary documents.

Attachment

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**  
**Health Insurance Expense**

	FY2016		FY2017		FY2017 Actual vs Budget Over/(Under)		FY2017 vs FY2016 Actuals Over/(Under)	
	FY2016 Budget	FY2016 Actual	FY2017 Budget	FY2017 Actual	Amount	%	Amount	%
	<b>Insurance</b>							
Medical	\$ 799,000	\$ 726,000	\$ 749,493	<b>\$ 734,405</b>	\$ (15,088)	(2.0%)	\$ 8,405	1.2%
Retiree Medical	23,575	21,000	24,360	<b>6,497</b>	(17,863)	(73.3%)	(14,503)	(69.1%)
Dental	44,000	40,662	42,961	<b>38,347</b>	(4,614)	(10.7%)	(2,315)	(5.7%)
Life & AD&D	11,000	10,584	12,100	<b>12,000</b>	(100)	(0.8%)	1,416	13.4%
Disability	23,000	22,197	26,348	<b>22,197</b>	(4,151)	(15.8%)	-	0.0%
<b>Total Insurance</b>	<b>\$ 900,575</b>	<b>\$ 820,443</b>	<b>\$ 855,262</b>	<b>\$ 813,446</b>	<b>\$ (41,816)</b>	<b>(4.9%)</b>	<b>\$ (6,997)</b>	<b>(0.9%)</b>

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY**  
**Business Insurance Expense**

	FY2016		FY2017		FY2017 Actual vs Budget Over/(Under)		FY2017 vs FY2016 Actuals Over/(Under)	
	FY2016 Budget	FY2016 Actual	FY2017 Budget	FY2017 Actual	Amount	%	Amount	%
	<b>Insurance</b>							
Property & Casualty	\$ 44,000	\$ 40,854	\$ 48,000	\$ 40,800	\$ (7,200)	(15.0%)	\$ (54)	(0.1%)
General Liability	36,000	29,845	38,000	28,300	(9,700)	(25.5%)	(1,545)	(5.2%)
Auto Liability	23,000	15,405	22,000	16,000	(6,000)	(27.3%)	595	3.9%
Other Insurance	45,500	38,270	48,500	32,200	(16,300)	(33.6%)	(6,070)	(15.9%)
Worker's Compensation	77,000	65,970	80,000	70,700	(9,300)	(11.6%)	4,730	7.2%
Service Fee	15,000	15,000	15,000	15,000	-	0.0%	-	0.0%
<b>Total Insurance</b>	<b>\$ 240,500</b>	<b>\$ 205,344</b>	<b>\$ 251,500</b>	<b>\$ 203,000</b>	<b>\$ (48,500)</b>	<b>(19.3%)</b>	<b>\$ (2,344)</b>	<b>(1.1%)</b>



## MEMORANDUM

TO: Members of the Airport Authority

FROM: Janet Burnette, Director of Finance and Accounting

DATE: May 13, 2016

### ITEM DESCRIPTION – New Business Item C

Approval of Amendment to the FY15/16 Budget – Series 2007 Bond Redemption

### BACKGROUND

Staff recently requested that Wells Fargo Bank N.A. consider allowing the Authority to redeem the Series 2007 Bond prior to its maturity. On May 10, 2016 Wells Fargo provided written consent to the prepayment in full in the amount of \$1,140,946.47 as of May 20, 2016.

This payoff amount is the total of the current principal and accrued interest through May 20, 2016. There is no penalty being assessed for the prepayment. Interest accrues on this Bond at a rate of 5.79% per annum. The Authority will save slightly more than \$60,000 by redeeming this Bond now, rather than reaching full maturity in March 2018. Alternatively, if the Bond reaches full maturity with payments made monthly, interest would be earned on the funds in the operating account. The amount of interest that would be earned, at the current rates being paid on the operating account, would be approximately \$2,200. Therefore, the net savings through early redemption of the Bond would be almost \$58,000.

There is \$104,470 remaining in the FY15/16 Budget for debt service payments. A budget amendment in the amount of \$1,036,476 is needed to payoff this Bond on May 20, 2016.

We recommend that the Airport Authority Board amend the FY15/16 budget as outlined below.

### ISSUES

None.



## ALTERNATIVES

The Airport Authority Board could elect to not payoff the Bond early and let it run through full maturity.

## FISCAL IMPACT

The budget amendment will increase both FY15/16 budgeted revenues and expenditures by \$1,036,476 as outlined above. The net increase in Transfers from GARAA Cash is \$1,036,476.

## RECOMMENDED ACTION

It is respectfully requested that the Greater Asheville Regional Airport Authority Board resolve to amend the FY15/16 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, 2016:

Section 1. To amend the appropriations as follows:

### **EXPENDITURES:**

	<u>Decrease</u>	<u>Increase</u>
Debt Service	_____	\$1,036,476
Totals	=====	=====

This will result in a net increase of \$1,036,476 in the appropriations. Revenues will be revised as follows:



**REVENUES:**

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash	_____	\$1,036,476
Totals	=====	\$1,036,476

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 13th day of May, 2016.

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

Attested by:

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



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## MEMORANDUM

TO: Members of the Airport Authority

FROM: Janet Burnette, Director of Finance and Accounting

DATE: May 13, 2016

### ITEM DESCRIPTION – New Business Item D

Approval of Amendment to the FY16/17 Budget

### BACKGROUND

On March 24, 2016, the Airport Authority Board adopted the Fiscal Year 2016/2017 Budget and Budget Ordinance. This Budget Ordinance included a Debt Service Expenditure in the amount of \$626,823 for the monthly payments on the Series 2007 Bond. Upon Board approval to redeem this Bond on May 20, 2016, the Debt Service Expenditure will not be necessary in FY16/17.

We recommend that the Airport Authority Board amend the FY16/17 budget as outlined below.

### ISSUES

None.

### ALTERNATIVES

None.

### FISCAL IMPACT

The budget amendment will decrease both FY16/17 budgeted revenues and expenditures by \$626,823. The net decrease in Transfers from GARAA Cash is \$626,823.



**RECOMMENDED ACTION**

It is respectfully requested that the Greater Asheville Regional Airport Authority Board resolve to amend the FY16/17 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, 2017:

Section 1. To amend the appropriations as follows:

**EXPENDITURES:**

	<u>Decrease</u>	<u>Increase</u>
Debt Service	\$626,823	_____
Totals	<u>\$626,823</u>	<u>_____</u>

This will result in a net decrease of \$626,823 in the appropriations. Revenues will be revised as follows:

**REVENUES:**

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash	\$626,823	_____
Totals	<u>\$626,823</u>	<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 13th day of May, 2016.

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

Attested by:

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





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## MEMORANDUM

TO: Members of the Airport Authority  
FROM: Lew Bleiweis, A.A.E., Executive Director  
DATE: May 13, 2016

### ITEM DESCRIPTION – Information Section Item A

March, 2016 Traffic Report – Asheville Regional Airport

#### SUMMARY

March, 2016 overall passenger traffic numbers were flat compared to the same period last year. Passenger traffic numbers reflect a 1.2% increase in passenger enplanements from March, 2015. Enplanements for Fiscal Year to Date total 287,986 which is a 1.8% decrease over the same period last year.

#### AIRLINE PERFORMANCE

Allegiant Airlines: Year over Year passenger enplanements for Allegiant in March 2016 were up by 11.6%. There were no flight cancellations for the month.

American Airlines: American's March 2016 passenger enplanements represent a 16.1% decrease over the same period last year. There were seventeen (17) flight cancellations for the month.

Delta Airlines: Delta's March 2016 enplanements increased by 2.9% compared to March 2015. There were no flight cancellations for the month.

United Airlines: In March 2016, United Airlines saw an increase in enplanements by 12.7% over the same period last year. There were no flight cancellations for the month.

# Monthly Traffic Report

## Asheville Regional Airport

### March 2016



Category	Mar 2016	Mar 2015	Percentage Change	*CYTD-2016	*CYTD-2015	Percentage Change	*MOV12-2016	*MOV12-2015	Percentage Change
<b>Passenger Traffic</b>									
Enplaned	29,656	29,317	1.2%	70,533	75,780	-6.9%	387,466	385,267	0.6%
Deplaned	<u>29,567</u>	<u>29,406</u>	0.5%	<u>69,150</u>	<u>74,912</u>	-7.7%	<u>388,562</u>	<u>385,221</u>	0.9%
<b>Total</b>	<b>59,223</b>	<b>58,723</b>	<b>0.9%</b>	<b>139,683</b>	<b>150,692</b>	<b>-7.3%</b>	<b>776,028</b>	<b>770,488</b>	<b>0.7%</b>
<b>Aircraft Operations</b>									
Airlines	487	473	3.0%	1,251	1,262	-0.9%	5,961	6,056	-1.6%
Commuter /Air Taxi	<u>782</u>	<u>627</u>	24.7%	1,859	1,715	8.4%	10,172	9,842	3.4%
<b>Subtotal</b>	<u>1,269</u>	<u>1,100</u>	15.4%	<u>3,110</u>	<u>2,977</u>	4.5%	<u>16,133</u>	<u>15,898</u>	1.5%
General Aviation	3,846	2,696	42.7%	9,734	7,344	32.5%	43,922	43,724	0.5%
Military	<u>324</u>	<u>455</u>	-28.8%	<u>775</u>	<u>1,299</u>	-40.3%	<u>5,126</u>	<u>6,713</u>	-23.6%
<b>Subtotal</b>	<u>4,170</u>	<u>3,151</u>	32.3%	<u>10,509</u>	<u>8,643</u>	21.6%	<u>49,048</u>	<u>50,437</u>	-2.8%
<b>Total</b>	<b>5,439</b>	<b>4,251</b>	<b>27.9%</b>	<b>13,619</b>	<b>11,620</b>	<b>17.2%</b>	<b>65,181</b>	<b>66,335</b>	<b>-1.7%</b>
<b>Fuel Gallons</b>									
100LL	8,567	8,001	7.1%	34,259	24,632	39.1%	166,492	146,634	13.5%
Jet A (GA)	80,066	81,867	-2.2%	192,261	179,484	7.1%	1,161,682	1,190,655	-2.4%
<b>Subtotal</b>	<u>88,633</u>	<u>89,868</u>	-1.4%	<u>226,520</u>	<u>204,116</u>	11.0%	<u>1,328,174</u>	<u>1,337,289</u>	-0.7%
Jet A (A/L)	<u>182,150</u>	<u>186,293</u>	-2.2%	<u>431,950</u>	<u>448,876</u>	-3.8%	<u>2,699,766</u>	<u>2,481,502</u>	8.8%
<b>Total</b>	<b>270,783</b>	<b>276,161</b>	<b>-1.9%</b>	<b>658,470</b>	<b>652,992</b>	<b>0.8%</b>	<b>4,027,940</b>	<b>3,818,791</b>	<b>5.5%</b>

\*CYTD = Calendar Year to Date and \*Mov12 = Moving Twelve Months.

Thursday, April 21, 2016

# Airline Enplanements, Seats, and Load Factors

## Asheville Regional Airport

March 2016



	Mar 2016	Mar 2015	Percentage Change	*CYTD-2016	*CYTD-2015	Percentage Change
<b>Allegiant Air</b>						
Enplanements	9,082	8,141	11.6%	20,936	20,902	0.2%
Seats	10,989	8,796	24.9%	24,114	23,910	0.9%
Load Factor	82.6%	92.6%	-10.7%	86.8%	87.4%	-0.7%
<b>American Airlines</b>						
Enplanements	6,335	7,554	-16.1%	18,114	21,235	-14.7%
Seats	9,543	11,908	-19.9%	27,960	32,330	-13.5%
Load Factor	66.4%	63.4%	4.6%	64.8%	65.7%	-1.4%
<b>Delta Air Lines</b>						
Enplanements	11,722	11,388	2.9%	26,756	28,699	-6.8%
Seats	16,018	14,895	7.5%	36,586	39,477	-7.3%
Load Factor	73.2%	76.5%	-4.3%	73.1%	72.7%	0.6%
<b>United Airlines</b>						
Enplanements	2,517	2,234	12.7%	4,727	4,944	-4.4%
Seats	3,016	2,900	4.0%	5,866	6,050	-3.0%
Load Factor	83.5%	77.0%	8.3%	80.6%	81.7%	-1.4%
<b>Totals</b>						
Enplanements	29,656	29,317	1.2%	70,533	75,780	-6.9%
Seats	39,566	38,499	2.8%	94,526	101,767	-7.1%
Load Factor	75.0%	76.2%	-1.6%	74.6%	74.5%	0.2%

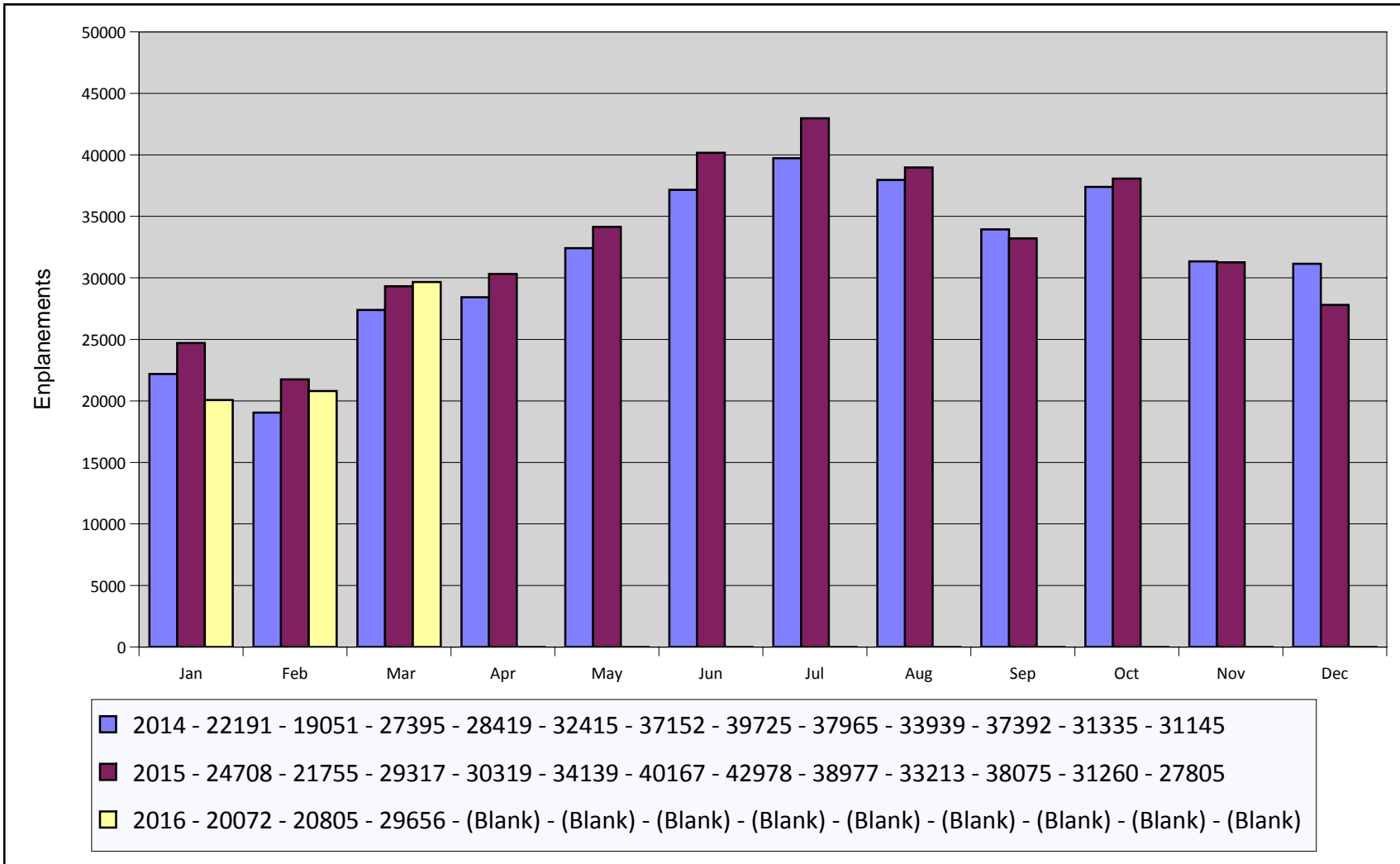
# Airline Flight Completions Asheville Regional Airport

March 2016

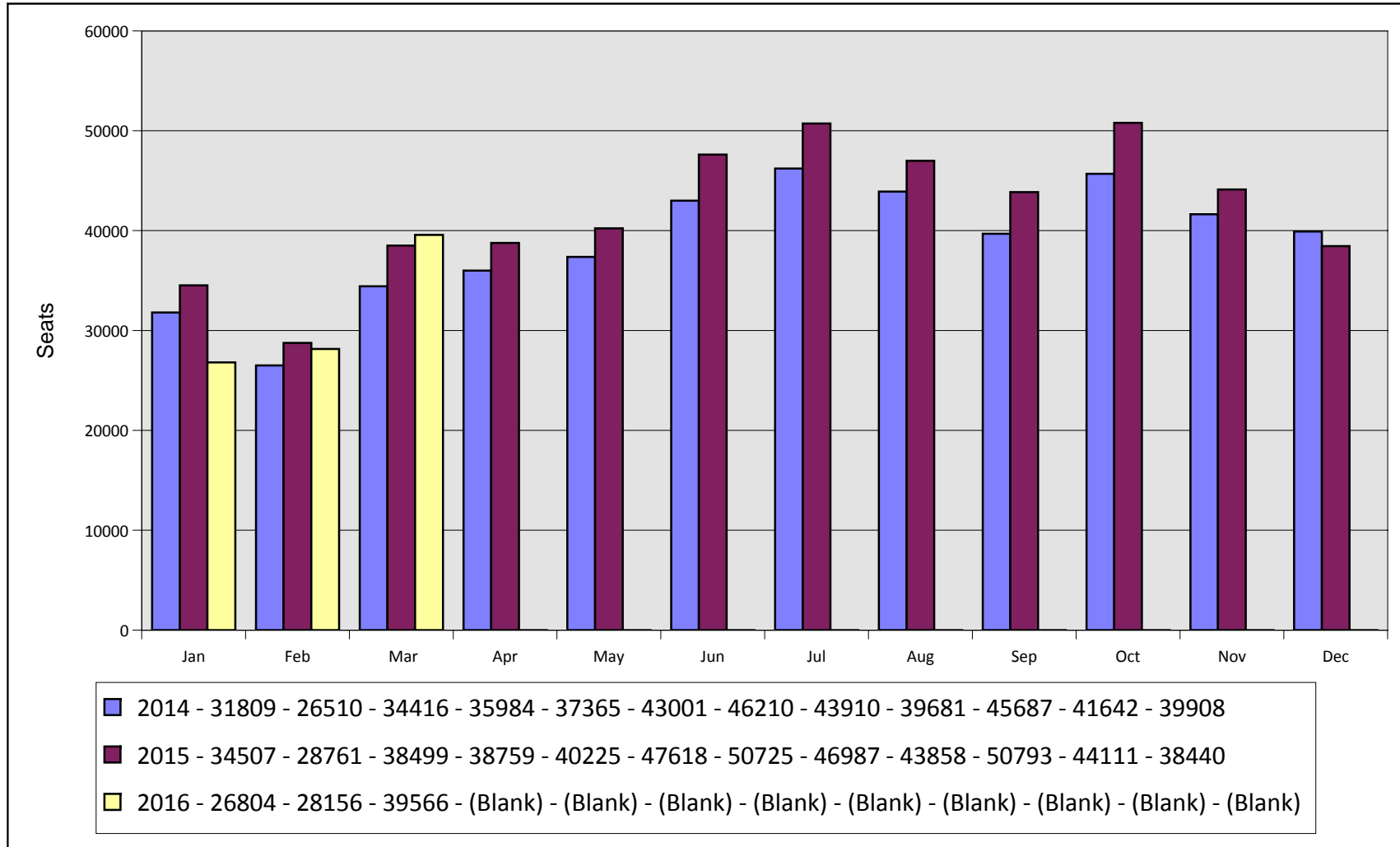


Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Percentage of Completed
			Mechanical	Weather	Other		
Allegiant Air	62	0	0	0	0	0	100.0%
American Airlines	212	1	13	0	3	17	92.0%
Delta Air Lines	210	0	0	0	0	0	100.0%
United Airlines	60	0	0	0	0	0	100.0%
<b>Total</b>	<b>544</b>	<b>1</b>	<b>13</b>	<b>0</b>	<b>3</b>	<b>17</b>	<b>96.9%</b>

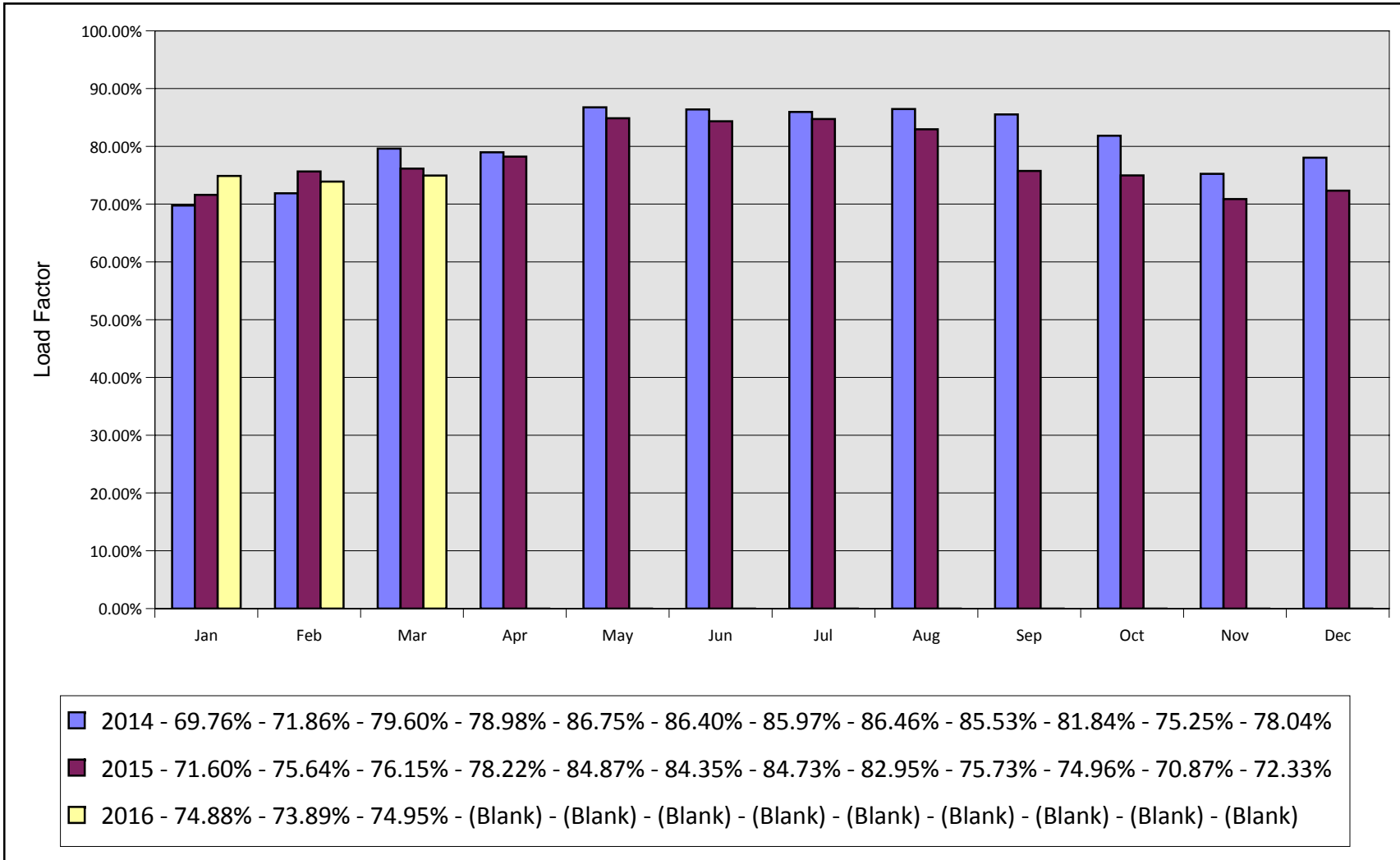
# Monthly Enplanements By Year Asheville Regional Airport



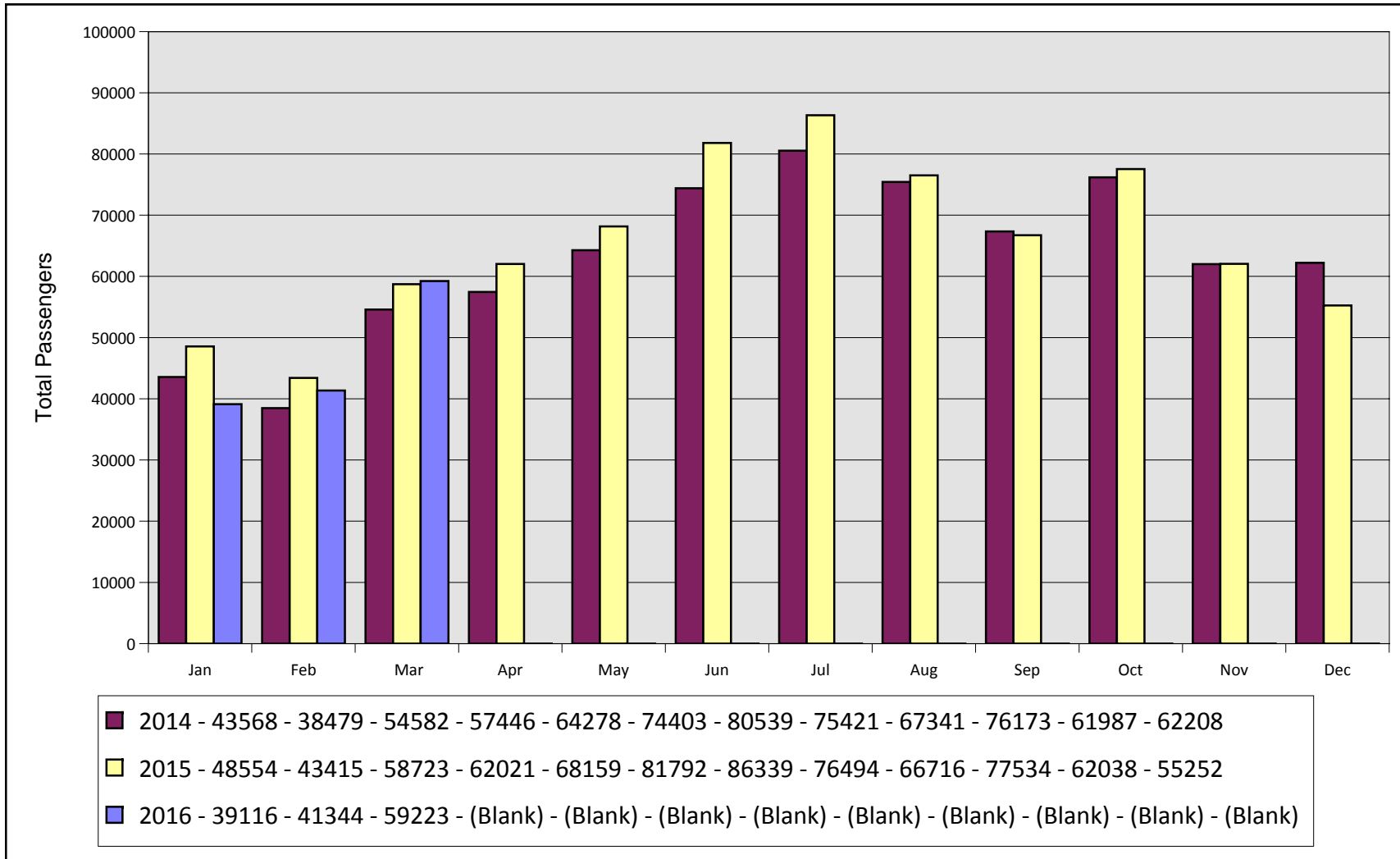
# Monthly Seats By Year Asheville Regional Airport



# Monthly Load Factors By Year Asheville Regional Airport



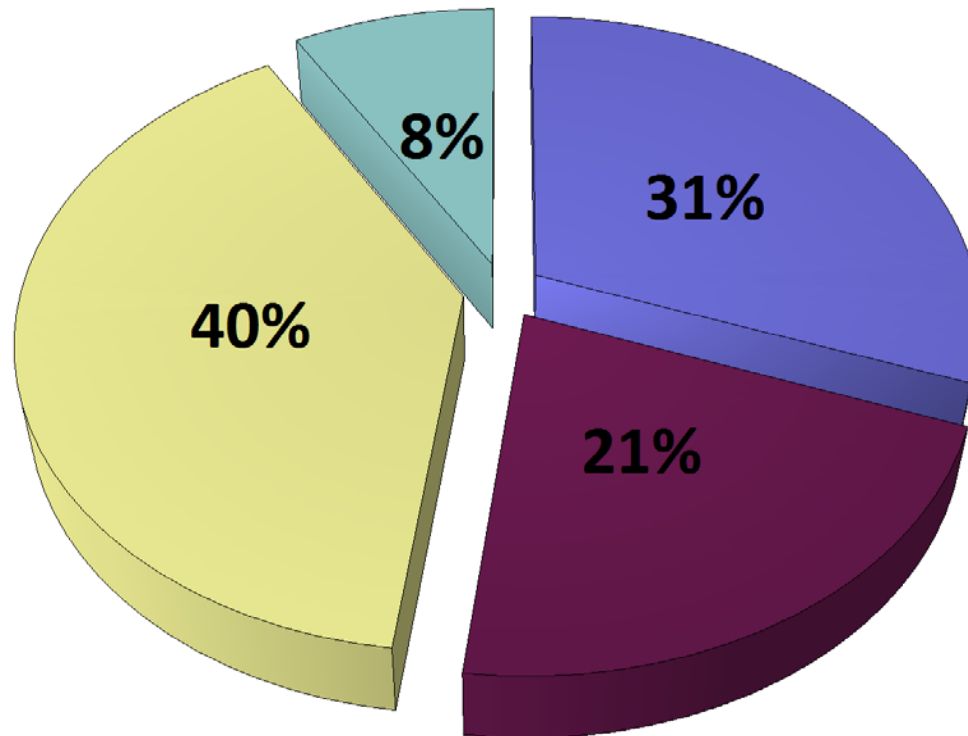
# Total Monthly Passengers By Year Asheville Regional Airport





# Airline Market Share Analysis (Enplanements) Asheville Regional Airport

Report Period From March 2016 Through March 2016



Schedule Weekly Summary Report for nonstop Passenger (Air - All) flights from AVL for travel May 2016 vs. May 2015!

Mkt AI	Travel Period			May 2016		May 2015		Diff		Percent Diff	
	Orig	Dest	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	
AA	AVL	CLT	47	2,444	0	0	47	2,444			
AA	CLT	AVL	47	2,444	0	0	47	2,444			
DL	ATL	AVL	45	3,856	39	3,734	6	122	15.4%	3.3%	
DL	AVL	ATL	45	3,856	39	3,734	6	122	15.4%	3.3%	
G4	AVL	FLL	2	332	2	354	0	(22)	0.0%	(6.2%)	
G4	AVL	PBI	2	332	2	332	0	0	0.0%	0.0%	
G4	AVL	PGD	2	332	2	332	0	0	0.0%	0.0%	
G4	AVL	PIE	4	664	3	531	1	133	33.3%	25.0%	
G4	AVL	SFB	3	498	3	509	0	(11)	0.0%	(2.2%)	
G4	FLL	AVL	2	332	2	354	0	(22)	0.0%	(6.2%)	
G4	PBI	AVL	2	332	2	332	0	0	0.0%	0.0%	
G4	PGD	AVL	2	332	2	332	0	0	0.0%	0.0%	
G4	PIE	AVL	4	664	3	531	1	133	33.3%	25.0%	
G4	SFB	AVL	3	498	3	509	0	(11)	0.0%	(2.2%)	
UA	AVL	ORD	15	750	15	750	0	0	0.0%	0.0%	
UA	ORD	AVL	15	750	15	750	0	0	0.0%	0.0%	
US	AVL	CLT	0	0	47	2,699	(47)	(2,699)	(100.0%)	(100.0%)	
US	CLT	AVL	0	0	47	2,699	(47)	(2,699)	(100.0%)	(100.0%)	
			240	18,416	226	18,482	14	(66)	6.2%	(0.4%)	

Schedule Weekly Summary Report for nonstop Passenger (Air - All) flights from AVL for travel June 2016 vs. June 2015

Mkt AI	Travel Period			Jun 2016		Jun 2015		Diff		Percent Diff	
	Orig	Dest	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	
AA	AVL	CLT	53	2,939	0	0	53	2,939			
AA	CLT	AVL	54	2,989	0	0	54	2,989			
DL	ATL	AVL	52	3,988	50	3,735	2	253	4.0%	6.8%	
DL	AVL	ATL	52	3,988	50	3,735	2	253	4.0%	6.8%	
DL	AVL	LGA	1	50	1	50	0	0	0.0%	0.0%	
DL	LGA	AVL	1	50	1	50	0	0	0.0%	0.0%	
G4	AVL	BWI	2	332	0	0	2	332			
G4	AVL	FLL	4	675	4	708	0	(33)	0.0%	(4.7%)	
G4	AVL	JAX	2	332	0	0	2	332			
G4	AVL	PBI	4	664	4	664	0	0	0.0%	0.0%	
G4	AVL	PGD	4	664	4	664	0	0	0.0%	0.0%	
G4	AVL	PIE	5	841	5	885	0	(44)	0.0%	(5.0%)	
G4	AVL	SFB	4	664	4	686	0	(22)	0.0%	(3.2%)	
G4	BWI	AVL	2	332	0	0	2	332			
G4	FLL	AVL	4	675	4	708	0	(33)	0.0%	(4.7%)	
G4	JAX	AVL	2	332	0	0	2	332			
G4	PBI	AVL	4	664	4	664	0	0	0.0%	0.0%	
G4	PGD	AVL	4	664	4	664	0	0	0.0%	0.0%	
G4	PIE	AVL	5	841	5	885	0	(44)	0.0%	(5.0%)	
G4	SFB	AVL	4	664	4	686	0	(22)	0.0%	(3.2%)	
UA	AVL	EWR	4	200	7	350	(3)	(150)	(42.9%)	(42.9%)	
UA	AVL	ORD	19	950	22	1,100	(3)	(150)	(13.6%)	(13.6%)	
UA	EWR	AVL	4	200	7	350	(3)	(150)	(42.9%)	(42.9%)	
UA	ORD	AVL	19	950	22	1,100	(3)	(150)	(13.6%)	(13.6%)	
US	AVL	CLT	0	0	48	2,665	(48)	(2,665)	(100.0%)	(100.0%)	
US	CLT	AVL	0	0	48	2,665	(48)	(2,665)	(100.0%)	(100.0%)	
			309	24,648	298	23,014	11	1,634	3.7%	7.1%	

Schedule Weekly Summary Report for nonstop Passenger (Air - All) flights from AVL for travel July 2016 vs. July 2015!

Mkt AI	Travel Period			Jul 2016		Jul 2015		Diff		Percent Diff	
	Orig	Dest	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	
AA	AVL	CLT	46	2,602	0	0	46	2,602			
AA	CLT	AVL	47	2,652	0	0	47	2,652			
DL	ATL	AVL	55	3,858	49	3,727	6	131	12.2%	3.5%	
DL	AVL	ATL	55	3,832	49	3,727	6	105	12.2%	2.8%	
DL	AVL	LGA	1	50	1	50	0	0	0.0%	0.0%	
DL	LGA	AVL	1	50	1	50	0	0	0.0%	0.0%	
G4	AVL	BWI	2	332	0	0	2	332			
G4	AVL	FLL	4	675	4	708	0	(33)	0.0%	(4.7%)	
G4	AVL	JAX	2	332	0	0	2	332			
G4	AVL	PBI	4	664	4	664	0	0	0.0%	0.0%	
G4	AVL	PGD	4	664	4	664	0	0	0.0%	0.0%	
G4	AVL	PIE	6	1,007	6	1,062	0	(55)	0.0%	(5.2%)	
G4	AVL	SFB	5	841	5	863	0	(22)	0.0%	(2.5%)	
G4	BWI	AVL	2	332	0	0	2	332			
G4	FLL	AVL	4	675	4	708	0	(33)	0.0%	(4.7%)	
G4	JAX	AVL	2	332	0	0	2	332			
G4	PBI	AVL	4	664	4	664	0	0	0.0%	0.0%	
G4	PGD	AVL	4	664	4	664	0	0	0.0%	0.0%	
G4	PIE	AVL	6	1,007	6	1,062	0	(55)	0.0%	(5.2%)	
G4	SFB	AVL	5	841	5	863	0	(22)	0.0%	(2.5%)	
UA	AVL	EWR	7	350	8	400	(1)	(50)	(12.5%)	(12.5%)	
UA	AVL	ORD	22	1,100	22	1,100	0	0	0.0%	0.0%	
UA	EWR	AVL	7	350	8	400	(1)	(50)	(12.5%)	(12.5%)	
UA	ORD	AVL	22	1,100	22	1,100	0	0	0.0%	0.0%	
US	AVL	CLT	0	0	43	2,202	(43)	(2,202)	(100.0%)	(100.0%)	
US	CLT	AVL	0	0	43	2,202	(43)	(2,202)	(100.0%)	(100.0%)	
			317	24,974	292	22,880	25	2,094	8.6%	9.2%	



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## MEMORANDUM

TO: Members of the Airport Authority  
FROM: Janet Burnette, Director of Finance & Accounting  
DATE: May 13, 2016

### ITEM DESCRIPTION – Information Section Item B

Greater Asheville Regional Airport – Explanation of Extraordinary Variances  
Month of March, 2016 (Month 9 of FY2016)

#### SUMMARY

Operating Revenues for the month of March were \$1,034,357, 38.40% over budget. Operating Expenses for the month were \$622,755, 18.05% under budget. As a result, Net Operating Revenues before Depreciation were \$424,190 over budget. Net Non-Operating Revenues were \$230,918, 58.80% over budget.

Year-to-date Operating Revenues were \$7,896,722, 19.71% over budget. Year-to-date Operating Expenses were \$5,533,580, 10.23% below budget. Year-to-date Net Operating Revenues before Depreciation were \$1,930,944 over budget. Net Non-Operating Revenues for the year were \$2,082,833, 2.89% over budget.

#### REVENUES

Significant variations to budget for March were:

Term. Rentals - Airlines	\$31,741	30.13%	Enplanements over budget
Parking	\$28,401	11.27%	Enplanements over budget
Concessions	\$13,721	51.65%	Enplanements over budget
Rental Cars	\$94,373	82.69%	Revenue from previous year true-up
Landing Fees	\$48,846	121.73%	Includes deicing costs

Information Section – Item B



## **EXPENSES**

Significant variations to budget for March were:

Other Contractual Services	(\$15,966)	(19.92%)	Timing of Contractual Services
Operating Supplies	\$14,060	79.57%	Purchase of tasers (paid from Fed. forfeiture funds)

## **STATEMENT OF NET ASSETS**

Significant variations to prior month were:

Cash and Cash Equivalents – Cash and Cash Equivalents decreased by 2,029k mainly due to spending on the Airfield Redevelopment project and Parking Garage design.

Grants Receivable – Grants Receivable decreased by \$1,578k due to receipt of Grant funds and reallocation of expenditures to PFC funding.

Construction in Progress – Construction in Progress increased by \$411k mainly due to spending on the Airfield Redevelopment project.

Property and Equipment, Net – Property and Equipment, Net decreased by \$373k for the current month's depreciation.

**ASHEVILLE REGIONAL AIRPORT  
INVESTMENT AND INTEREST INCOME SUMMARY  
As of March 31, 2016**

<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%	\$ 4,765,072	899
First Citizens - Money Market Account	0.05%	6,389,195	271
NC Capital Management Trust - Cash Portfolio		17,197	5
NC Capital Management Trust - Term Portfolio		3,018,802	1,136
Petty Cash		200	
 <b><u>Restricted Cash:</u></b>			
Wells Fargo - CFC Revenue Account	0.00%	328,162	0
Bank of America - PFC Revenue Account	0.20%	4,805,633	806
 <b>Total</b>		 <b><u>\$ 19,324,261</u></b>	 <b><u>\$ 3,117</u></b>

**Investment Diversification:**

Banks	84%
NC Capital Management Trust	16%
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 March 31, 2016**

	<b>Current Month</b>	<b>Prior Period</b>
<b>Cash and Investments Beginning of Period</b>	<b>\$ 21,353,384</b>	<b>\$ 22,032,014</b>
Net Income/(Loss) Before Capital Contributions	268,591	(108,366)
Depreciation	373,929	373,929
Decrease/(Increase) in Receivables	1,606,425	(3,442,048)
Increase/(Decrease) in Payables	(2,859,765)	3,041,298
Decrease/(Increase) in Prepaid Expenses	15,501	17,586
Decrease/(Increase) in Fixed Assets	(411,210)	(3,967,174)
Principal Payments of Bond Maturities	(46,884)	(46,091)
Capital Contributions	(975,710)	3,452,236
<b>Increase(Decrease) in Cash</b>	<b>(2,029,123)</b>	<b>(678,630)</b>
<b>Cash and Investments End of Period</b>	<b>\$ 19,324,261</b>	<b>\$ 21,353,384</b>

**Asheville Regional Airport**  
**Detailed Statement of Revenue, Expenses and Changes in Net Assets**  
**For the Month Ending March 31, 2016**

	<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	\$17,865	\$17,985	(\$120)	(0.67%)	\$162,985	\$163,576	(\$591)	(0.36%)	\$217,532
Terminal Space Rentals - Airline	137,100	105,359	31,741	30.13%	1,291,421	978,331	313,090	32.00%	1,339,356
Concessions	40,286	26,565	13,721	51.65%	345,662	246,585	99,077	40.18%	353,780
Auto Parking	280,401	252,000	28,401	11.27%	2,358,927	2,067,000	291,927	14.12%	2,820,000
Rental Car - Car Rentals	208,497	114,124	94,373	82.69%	1,106,114	1,027,113	79,001	7.69%	1,369,497
Rental Car - Facility Rent	50,068	50,052	16	0.03%	460,979	460,660	319	0.07%	616,292
Commercial Ground Transportation	1,080	150	930	620.00%	48,748	17,650	31,098	176.19%	41,100
Landing Fees	88,972	40,126	48,846	121.73%	657,065	396,127	260,938	65.87%	536,604
FBO'S	81,276	82,189	(913)	(1.11%)	750,074	751,801	(1,727)	(0.23%)	997,468
Building Leases	15,323	8,705	6,618	76.03%	84,431	78,305	6,126	7.82%	104,631
Land Leases	2,156	2,163	(7)	(0.32%)	19,502	19,471	31	0.16%	25,969
Other Leases/Fees	111,333	47,938	63,395	132.24%	610,814	389,846	220,968	56.68%	545,021
<b>Total Operating Revenue</b>	<b>\$1,034,357</b>	<b>\$747,356</b>	<b>\$287,001</b>	<b>38.40%</b>	<b>\$7,896,722</b>	<b>\$6,596,465</b>	<b>\$1,300,257</b>	<b>19.71%</b>	<b>\$8,967,250</b>
<b>Operating Expenses:</b>									
Personnel Services	\$375,146	\$441,037	(\$65,891)	(14.94%)	\$3,357,169	\$3,595,455	(\$238,286)	(6.63%)	\$4,953,098
Professional Services	18,865	17,899	966	5.40%	188,728	205,392	(16,664)	(8.11%)	256,171
Accounting & Auditing	-	-	-	100.00%	7,000	6,200	800	12.90%	15,000
Other Contractual Services	64,196	80,162	(15,966)	(19.92%)	612,740	639,254	(26,514)	(4.15%)	856,667
Travel & Training	18,580	24,363	(5,783)	(23.74%)	138,470	117,458	21,012	17.89%	178,400
Communications & Freight	5,967	6,017	(50)	(0.83%)	63,466	54,153	9,313	17.20%	72,198
Utility Services	27,838	33,849	(6,011)	(17.76%)	304,804	352,914	(48,110)	(13.63%)	466,427
Rentals & Leases	980	991	(11)	(1.11%)	8,784	8,923	(139)	(1.56%)	11,900
Insurance	17,128	18,793	(1,665)	(8.86%)	149,844	169,137	(19,293)	(11.41%)	225,500
Repairs & Maintenance	24,528	20,611	3,917	19.00%	200,812	218,374	(17,562)	(8.04%)	276,781
Advertising, Printing & Binding	22,244	13,872	8,372	60.35%	92,343	125,333	(32,990)	(26.32%)	198,635
Promotional Activities	3,205	3,697	(492)	(13.31%)	59,029	55,273	3,756	6.80%	119,490
Other Current Charges & Obligations	10,559	6,874	3,685	53.61%	72,042	65,866	6,176	9.38%	86,500
Office Supplies	1,273	750	523	69.73%	6,162	6,750	(588)	(8.71%)	9,000
Operating Supplies	31,729	17,669	14,060	79.57%	224,787	285,263	(60,476)	(21.20%)	356,543
Books, Publications, Subscriptions & Mem	517	1,351	(834)	(61.73%)	42,873	41,513	1,360	3.28%	46,597
Contingency	-	(10,491)	10,491	(100.00%)	-	89,509	(89,509)	(100.00%)	89,509
Emergency Repair	-	7,500	(7,500)	(100.00%)	4,527	52,500	(47,973)	(91.38%)	75,000
Business Development	-	75,000	(75,000)	(100.00%)	-	75,000	(75,000)	(100.00%)	300,000
<b>Total Operating Expenses</b>	<b>\$622,755</b>	<b>\$759,944</b>	<b>(\$137,189)</b>	<b>(18.05%)</b>	<b>\$5,533,580</b>	<b>\$6,164,267</b>	<b>(\$630,687)</b>	<b>(10.23%)</b>	<b>\$8,593,416</b>

**Asheville Regional Airport**  
**Detailed Statement of Revenue, Expenses and Changes in Net Assets**

**For the Month Ending March 31, 2016**

	Current Month Actual	Current Month Budget	Variance \$	Variance %	YTD Actual	YTD Budget	Variance \$	Variance %	Annual Budget
<b>Operating Revenue before Depreciation</b>	\$411,602	(\$12,588)	\$424,190	(3,369.80%)	\$2,363,142	\$432,198	\$1,930,944	446.77%	\$373,834
Depreciation	373,929	-	373,929	100.00%	3,365,361	-	\$3,365,361	100.00%	-
<b>Operating Income(Loss) Before Non-Operating Revenue and Expenses</b>	\$37,673	(\$12,588)	\$50,261	(399.28%)	(\$1,002,219)	\$432,198	(\$1,434,417)	(331.89%)	\$373,834
<b>Non-Operating Revenue and Expense</b>									
Customer Facility Charges	\$88,732	\$82,500	\$6,232	7.55%	\$997,161	\$893,500	\$103,661	11.60%	\$ 1,250,000
Passenger Facility Charges	141,114	67,000	74,114	110.62%	1,116,780	1,175,500	(58,720)	(5.00%)	1,642,500
Interest Revenue	3,117	1,833	1,284	70.05%	26,031	16,500	9,531	57.76%	22,000
Interest Expense	(5,922)	(5,922)	-	0.00%	(61,217)	(61,218)	1	(0.00%)	(77,640)
Reimbursable Cost Revenues	12,476	21,400	(8,924)	(41.70%)	46,087	212,500	(166,413)	(78.31%)	276,700
Reimbursable Cost Expenses	(8,599)	(21,400)	12,801	(59.82%)	(42,210)	(212,500)	170,290	(80.14%)	(276,700)
Gain/Loss on Disposal of Assets	-	0	(0)	0.00%	201	0	201	0.00%	
<b>Non-Operating Revenue-Net</b>	\$230,918	\$145,411	\$85,507	58.80%	\$2,082,833	\$2,024,282	\$58,551	2.89%	\$2,836,860
<b>Income (Loss) Before Capital Contributions</b>	\$268,591	\$132,823	\$135,768	102.22%	\$1,080,614	\$2,456,480	(\$1,375,866)	(56.01%)	\$3,210,694
<b>Capital Contributions</b>	(\$975,710)	\$0	(\$975,710)	100.00%	\$9,832,716	\$0	\$9,832,716	100.00%	\$0
<b>Increase in Net Assets</b>	(\$707,119)	\$132,823	(\$839,942)	(632.38%)	\$10,913,330	\$2,456,480	\$8,456,850	344.27%	\$3,210,694



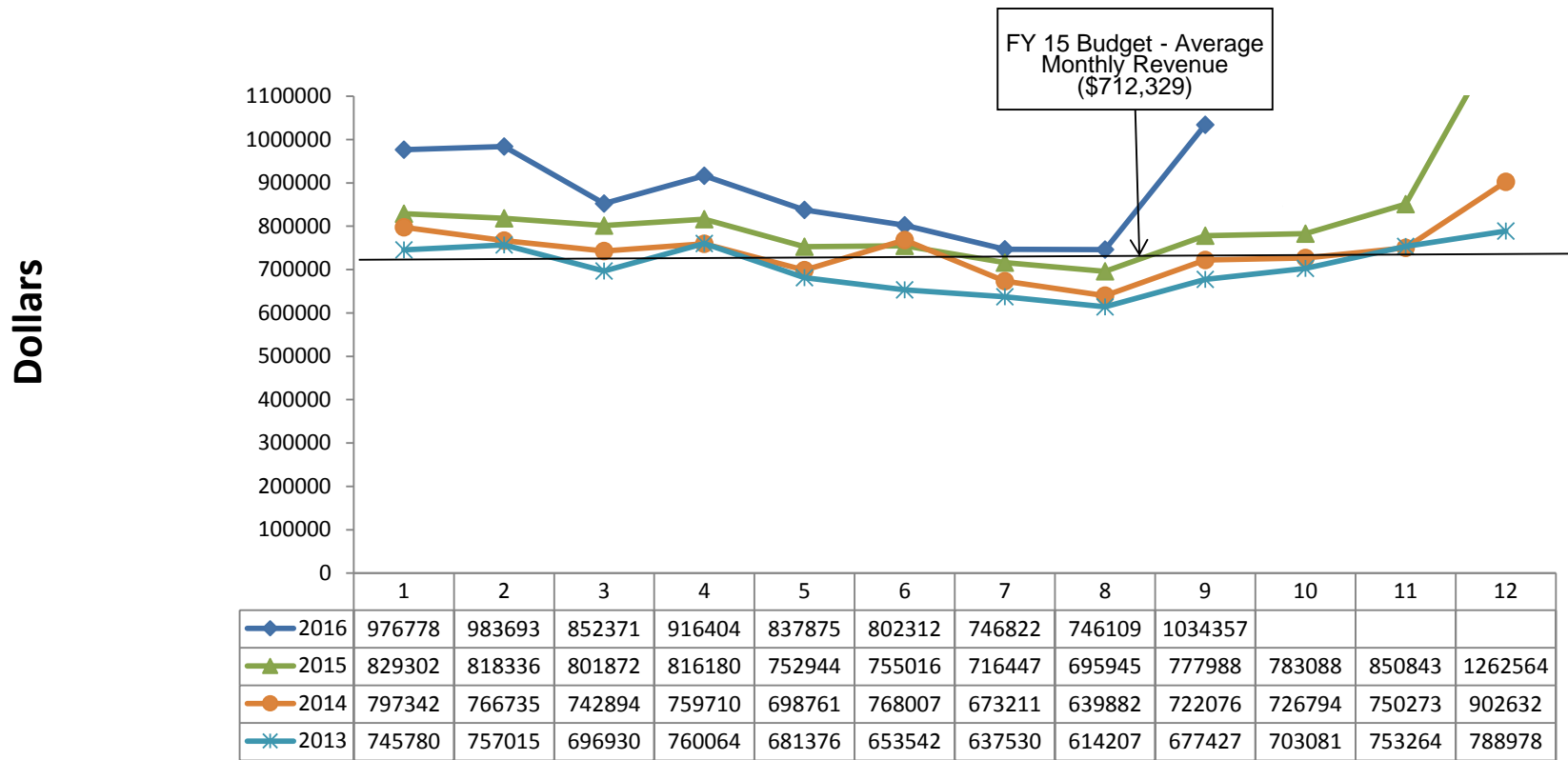
**ASHEVILLE REGIONAL AIRPORT  
STATEMENT OF FINANCIAL POSITION  
As of March 31, 2016**

	<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	\$14,190,466	\$16,309,264
Accounts Receivable	567,551	603,454
Passenger Facility Charges Receivable	170,000	170,000
Refundable Sales Tax Receivable	59,050	51,078
Grants Receivable	6,222,489	7,800,982
Prepaid Expenses	54,993	70,494
Total Unrestricted Assets	<u>21,264,549</u>	<u>25,005,272</u>
<b>Restricted Assets:</b>		
Cash and Cash Equivalents	5,133,795	5,044,120
Total Restricted Assets	<u>5,133,795</u>	<u>5,044,120</u>
Total Current Assets	<u>26,398,344</u>	<u>30,049,392</u>
<b>Noncurrent Assets:</b>		
Construction in Progress	30,581,501	30,170,290
Property and Equipment - Net	56,561,968	56,935,897
Total Noncurrent Assets	<u>87,143,469</u>	<u>87,106,187</u>
	<u>\$113,541,813</u>	<u>\$117,155,579</u>
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b>Current Liabilities:</b>		
<b>Payable from Unrestricted Assets:</b>		
Accounts Payable & Accrued Liabilities	\$792,084	\$3,536,407
Customer Deposits	17,125	17,125
Unearned Revenue	355,891	471,330
Construction Contract Retainages	540,638	540,638
Revenue Bond Payable - Current	573,498	570,744
Total Payable from Unrestricted Assets	<u>2,279,236</u>	<u>5,136,244</u>
Total Current Liabilities	<u>2,279,236</u>	<u>5,136,244</u>
<b>Noncurrent Liabilities:</b>		
Other Postemployment Benefits	1,721,636	1,721,636
Compensated Absences	382,113	382,113
Net Pension Obligation-LEO Special Separation Allowance	(11,941)	(11,941)
Revenue Bond Payable - Noncurrent	607,599	656,666
Total Noncurrent Liabilities	<u>2,699,407</u>	<u>2,748,474</u>
Total Liabilities	<u>4,978,643</u>	<u>7,884,718</u>
<b>Net Assets:</b>		
Invested in Capital Assets	85,962,372	85,878,777
Restricted	5,133,795	5,044,120
Unrestricted	17,467,003	18,347,964
Total Net Assets	<u>108,563,170</u>	<u>109,270,861</u>
	<u>\$113,541,813</u>	<u>\$117,155,579</u>

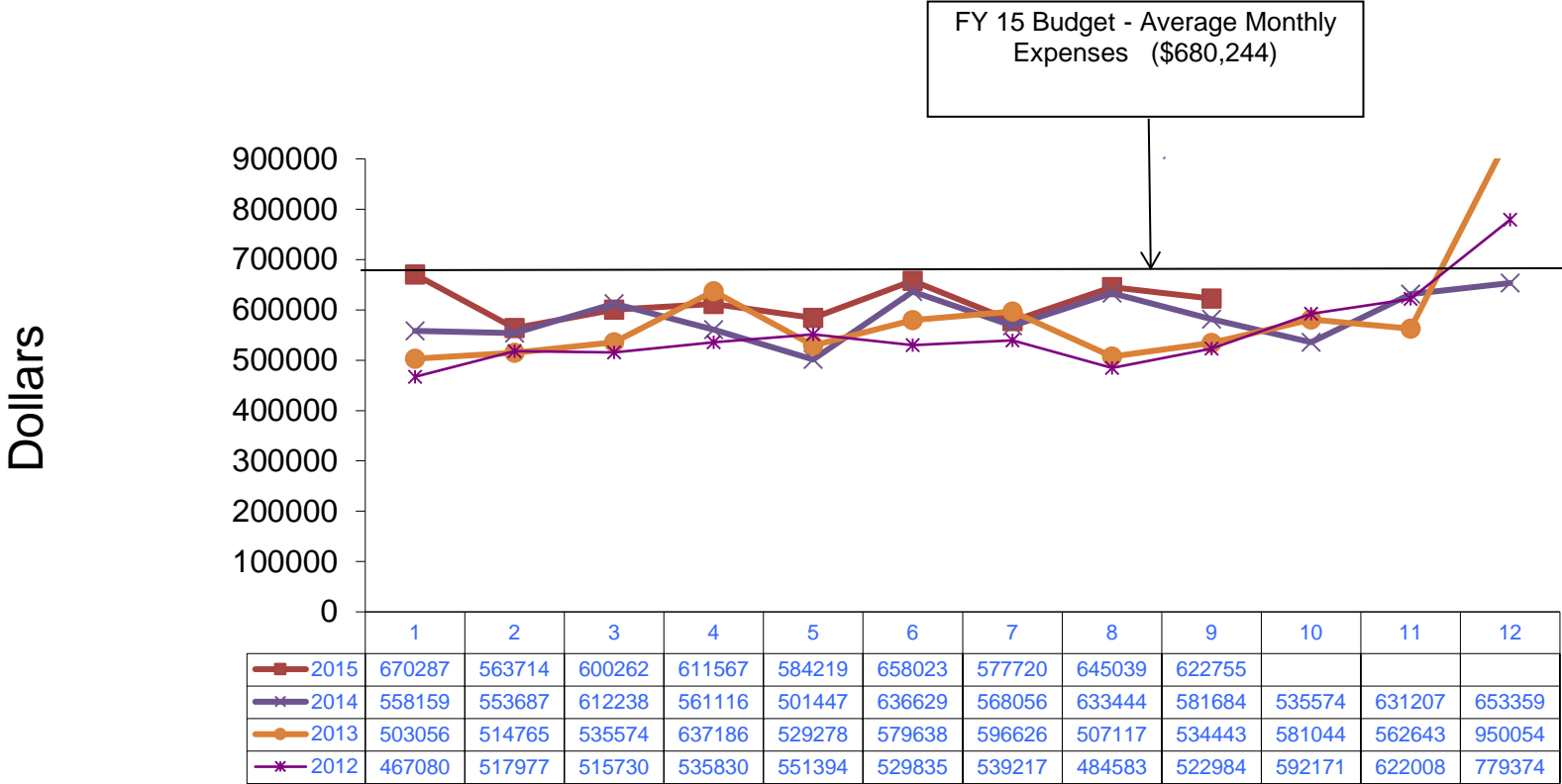
# ASHEVILLE REGIONAL AIRPORT

## Annual Operating Revenue by Month

### March 2016

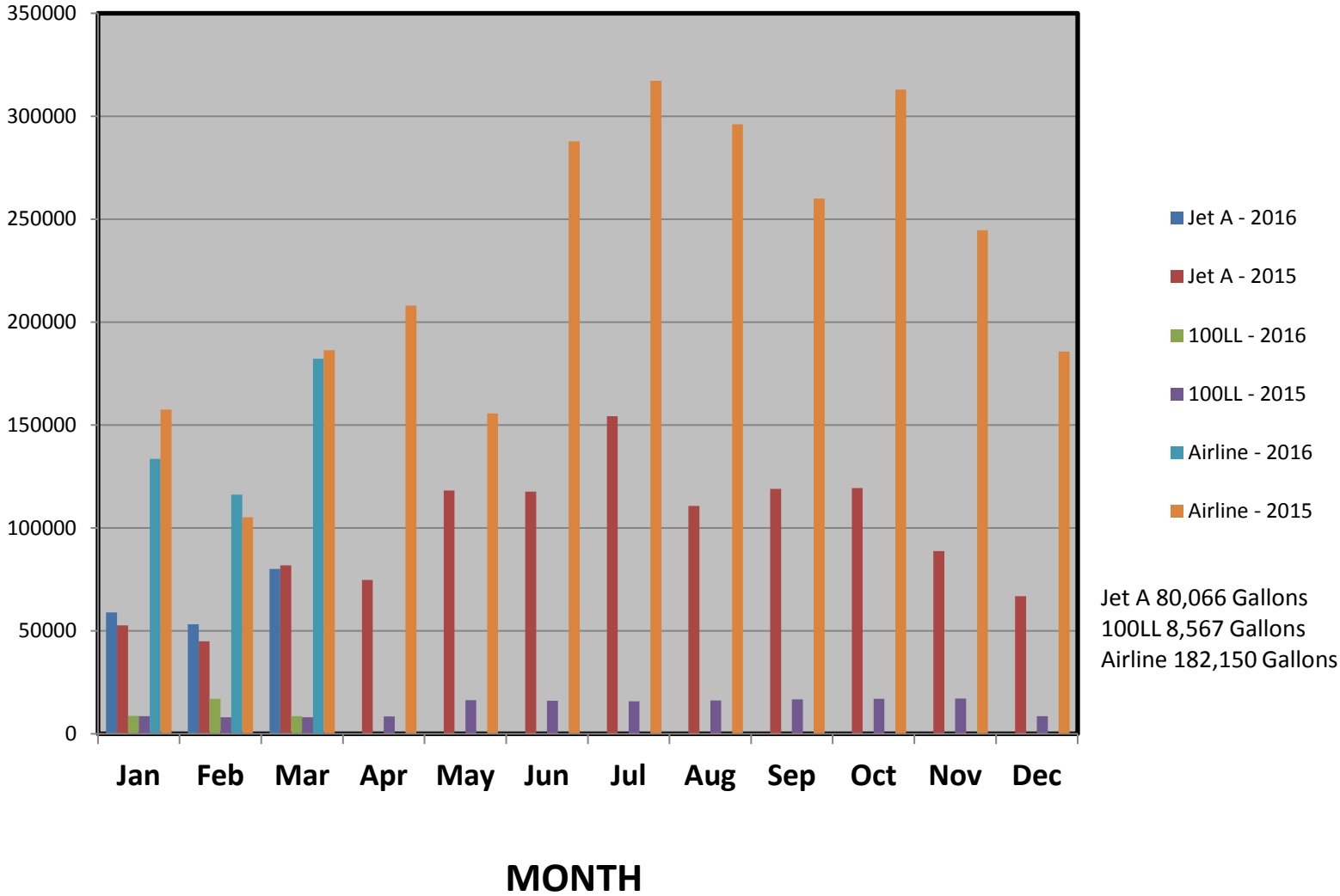


# ASHEVILLE REGIONAL AIRPORT Annual Operating Expenses by Month March 2016



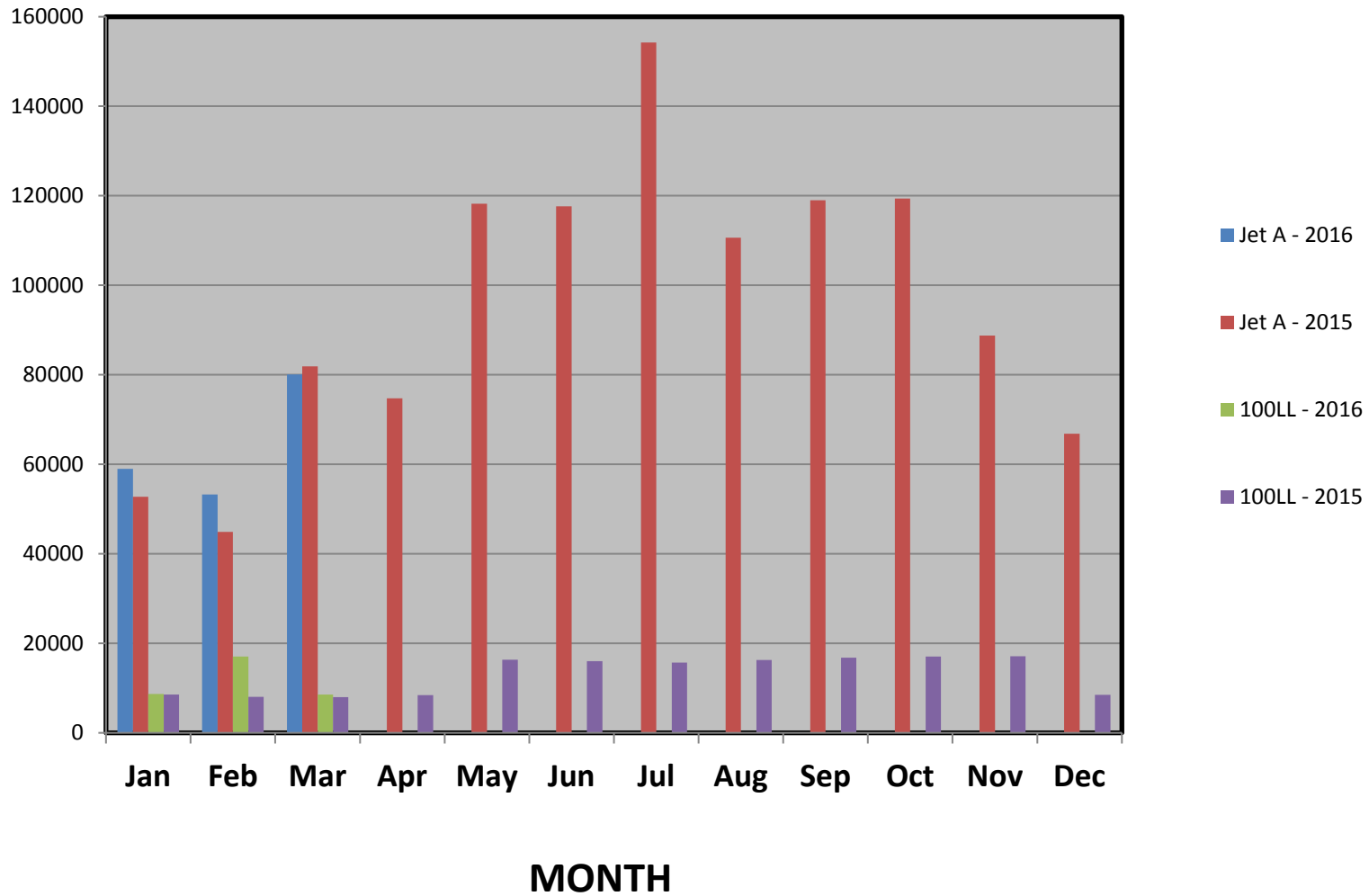
**ASHEVILLE REGIONAL AIRPORT  
FUEL SALES - GALLONS  
March 2016**

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**ASHEVILLE REGIONAL AIRPORT  
GENERAL AVIATION FUEL SALES - GALLONS  
March 2016**

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Design Phase														
Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 05/01/2016)	Percent of Original Contract	Board Approved Project Cost	Percent Complete	Expensed to Date (thru 05/01/2016)	Start Date	End Date	Current Project Status (as of 05/01/2016)
1	Airfield Re-Development Project	Budget for the complete project				\$64,000,000.00	\$11,800,000.00		\$75,800,000.00	36.7%	\$27,837,002.62			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%	\$371,120.73	Dec-12	Jun-16	Project Management work continues.
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>	89.0%	\$1,638,522.62	Jun-13	Jun-16	Project Management work continues.
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>	5.25%	\$126,106.08	Dec-14	May-18	BP-4 design at 60%
1D	Airfield Re-Development Project	New Runway Design	Michael Baker Engineering Inc.	\$397,257.94	N/A	N/A	\$0.00	0.00%	<i>(Overall total included in above number)</i>	100%	\$397,257.94	Mar-13	Sep-14	Contract is completed.
1E	Airfield Re-Development Project	Temporary Runway/Taxiway Design	AVCON	\$1,837,826.00	N/A	N/A	\$0.00	0.00%	<i>(Overall total included in above number)</i>	100.0%	\$1,837,826.00	Mar-13	Jun-16	Construction support services continue.
1F	Airfield Re-Development Project	New Runway Design	AVCON	\$1,902,676.06	N/A	N/A	\$0.00	0.00%	<i>(Overall total included in above number)</i>	37.6%	\$715,575.45	Mar-13	May-18	BP-4 design at 60%
1G	Airfield Re-Development Project	Miscellaneous and Administrative Expenses			N/A	N/A	\$0.00	0.00%	<i>(Overall total included in above number)</i>		\$2,476,229.21	Jan-13	Dec-17	Misc., Admin., \$642K FAA Reimbursable expenses and land acquisition costs of 1.5M are included in this figure.
2	Parking Garage Project	Design and EA for approximately 1500 spaces of covered parking garage.	Delta Airport Consultants	\$1,627,575.00	N/A	N/A	\$0.00	0.00%	\$1,627,575.00	45.7%	\$744,400.00	Oct-15	May-16	Design is 60% complete and continues to work towards final plans.

Construction Phase														
Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 05/01/2016)	Percent of Original Contract	Board Approved Project Cost	Percent Complete	Expensed to Date (thru 05/01/2016)	Start Date	End Date	Current Project Status (as of 05/01/2016)
1	Westside Area 3	Construction for the Westside Project to level land utilizing engineered ash to fill and top with soil embankment/cap for future development.	AVCON	\$278,060.00	Charah	N/A	\$62,700.00	22.50%	\$340,760 * <i>(project expenses are being reimbursed by Charah through a separate agreement)</i>	89.6%	\$308,799.32	Mar-13	Mar-16	Work is completed and Charah continues to monitor erosion control under warranty period.
2	Area 2	Construction for the Ash Fill on the NE for future development.	AVCON	\$466,140.00	Charah	N/A	\$0.00	0.00%	\$466,140 * <i>(project expenses are being reimbursed by Charah through a separate agreement)</i>	17.8%	\$83,252.03	Dec-14	May-17	Presently on hold.

**Greater Asheville Regional Airport Authority**  
**Project Report - May 2016**

Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 05/01/2016)	Percent of Original Contract	Board Approved Project Cost	Percent Complete	Expensed to Date (thru 05/01/2016)	Start Date	End Date	Current Project Status (as of 05/01/2016)
3	Temporary Runway 17-35 Paving, Lighting and NAVAIDS	Construction of new temporary runway - parallel taxiway B	RS&H and AVCON, Inc.	Amount included in Phase 3 Design Fees	Harrison Construction Company	\$12,435,884.00	\$76,222.32	0.61%	\$13,057,678.00	85.0%	\$11,118,769.22	Mar-15	Dec-15	Final seeding to be completed and close out of this portion of the project.
4	Permanent Runway 17-35 Site preparation and NAVAIDS	Demolition of old runway 16/34, site preparation and NAVAID placement.	RS&H and AVCON, Inc.	Amount included in Phase 3 Design Fees	GLF Construction Corporation	\$14,007,508.90	\$0.00	0.00%	\$14,707,884.40	0.0%	\$0.00	Apr-16	Dec-16	Survey work, fencing to mark safety areas and badging in process.

# *Airportsurvey.com*



**AVL**

Airport Facilities Review For 1st Quarter 2016



# Welcome

- Welcome to the Airportsurvey.com Airport Facilities Review for the recent quarter, a complimentary data set provided to Airportsurvey.com participating airports
- The following slides provide non-weighted scores and ratings based on an independent survey of air travelers
- Note that passenger responses are based on perception, rather than objective assessment
- Value Added Services available from Canmark include:
  - Report analysis
  - Statistical testing
  - Air carrier responses
  - Non-facility responses
  - Tailored comparison sets
  - Passenger demographics
  - Sample size enhancement
  - Targeted and customized reporting
  - Custom survey questions and content

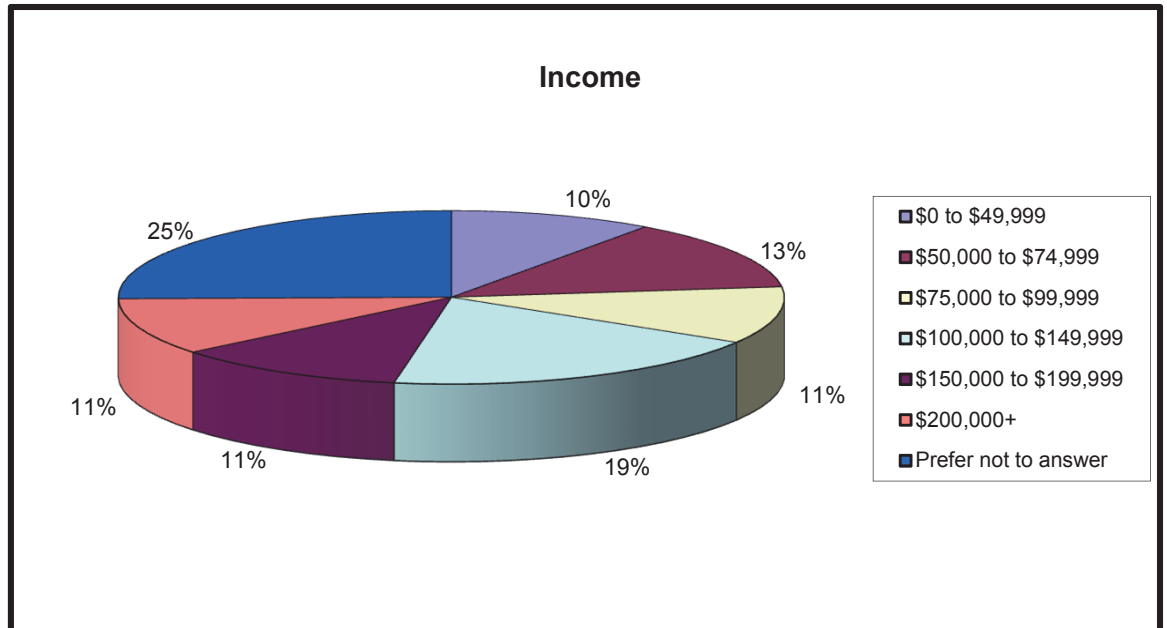
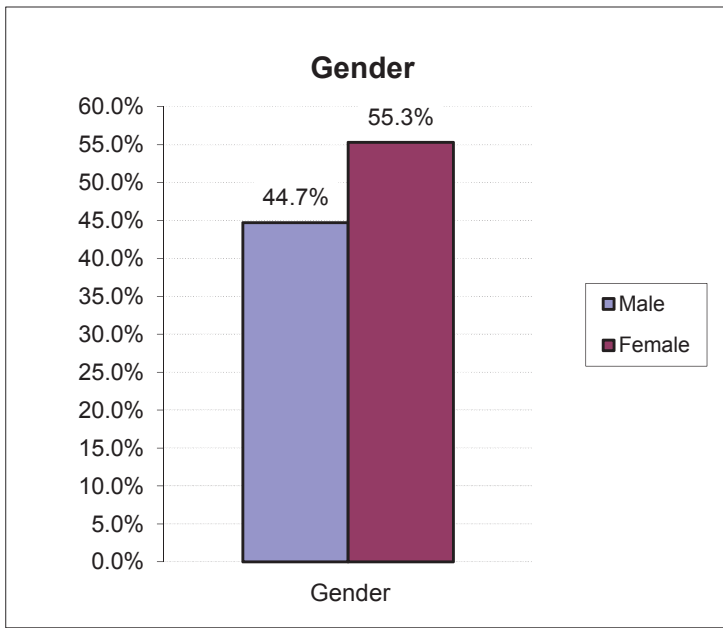
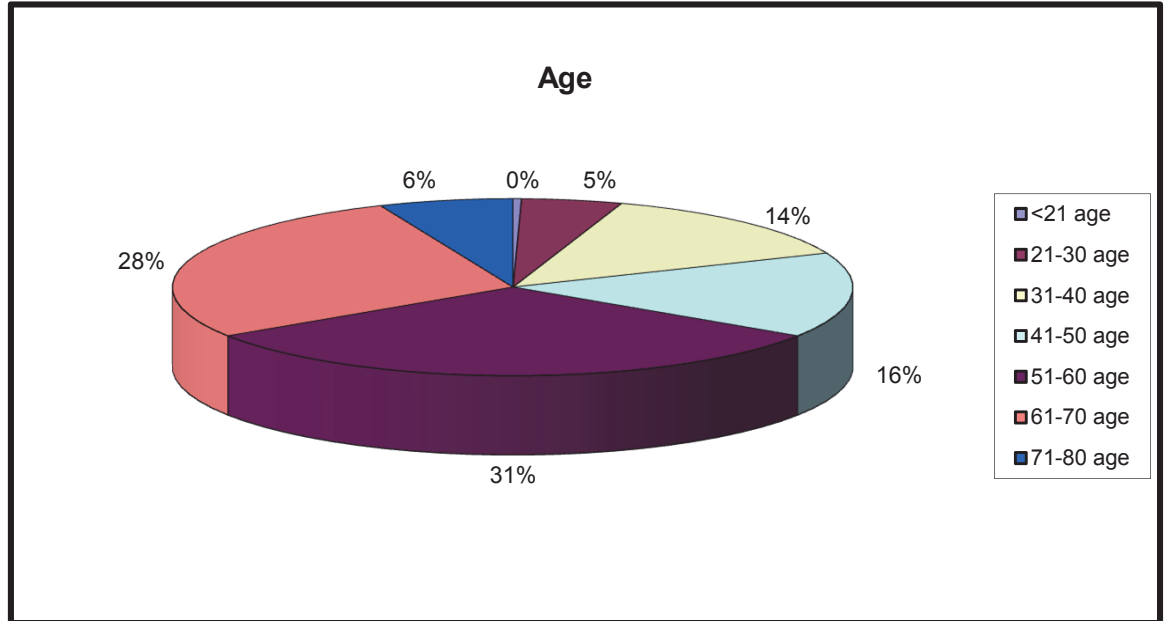
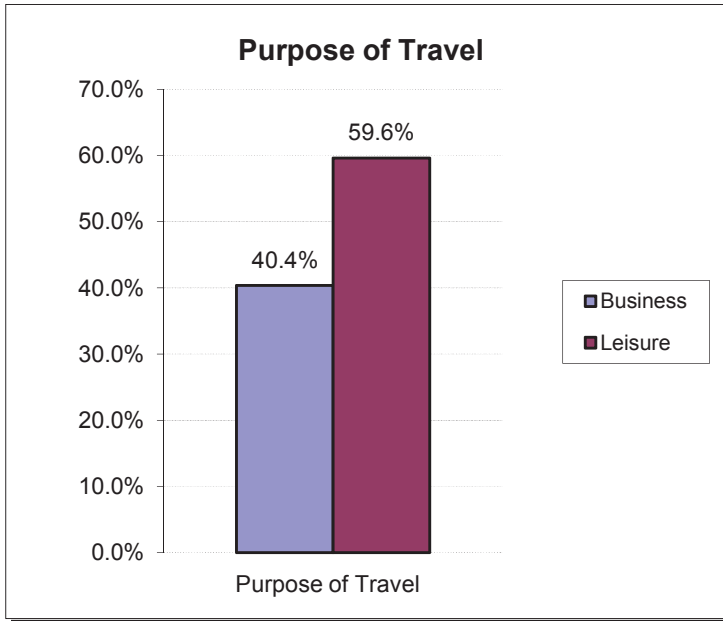
No representations are made as to the completeness or accuracy of information contained herein. Airport facility raw data is available upon request.

# Overview

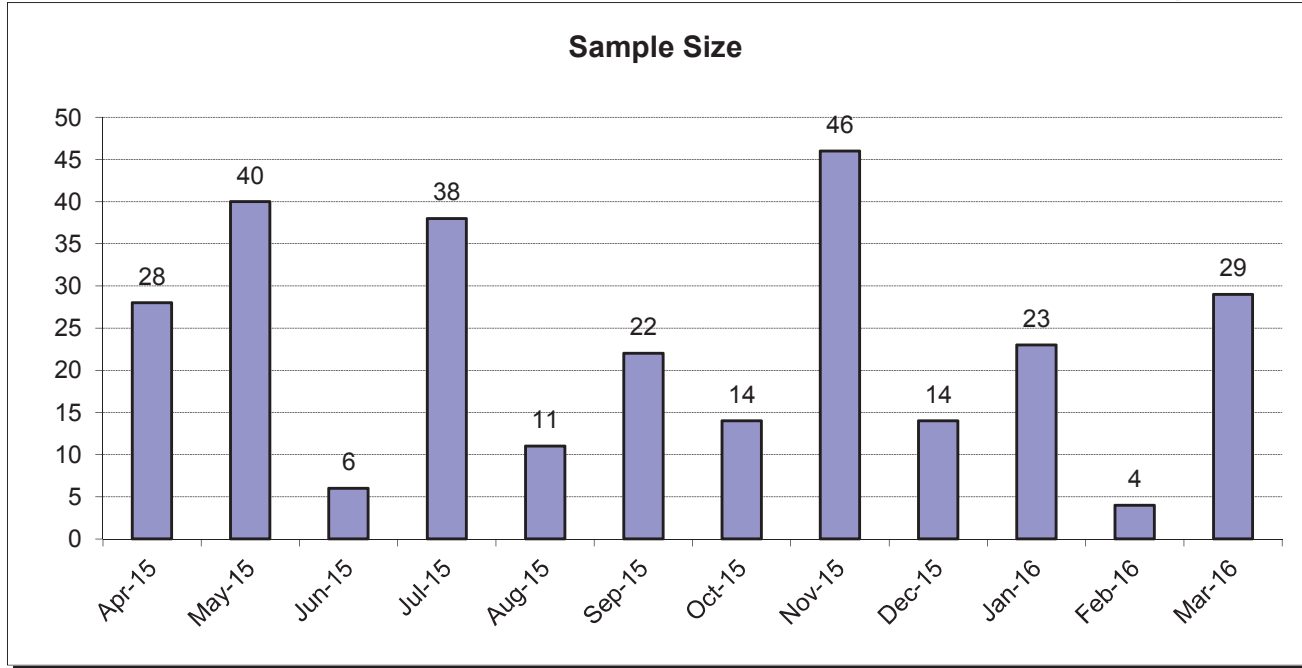
- ***Airportsurvey.com*** is an ongoing, all-inclusive online passenger satisfaction survey program from Canmark Research Center
- Invitations to take the survey are distributed at select airports across the country
- Over 30 airports participate
- Each survey invitation card is single-use, and must reference an actual flight
- Survey distribution occurs approximately three days per month
- Response scale is 1 through 5: Poor, Fair, Good, Very Good, Excellent
- Survey participants have a chance to win round-trip airline tickets
- Response rates vary from 10% to 20% based on location
- Facilities attributes are scored according to check-in airport
- Airports are grouped into three tiers according to DOT originating revenue\*

\*Updated 4rd Quarter 2012

# Passenger Demographics



# General Findings



**Sample is clustered around airport invitation distribution dates.**

**Sample reflects passengers intercepted at arrival airports who rated check-in airport.**

	AVL	Similar	+/-	Pct
Overall	4.23	4.21	0.02	0.4%
Availability of parking	3.82	4.14	(0.32)	-8.3%
Cost of parking	3.71	3.68	0.02	0.6%
Clear, easy to follow signs	4.26	4.18	0.08	1.9%
Cleanliness	4.44	4.28	0.16	3.5%
Availability of restrooms	4.45	4.30	0.14	3.2%
Cleanliness of restrooms	4.39	4.23	0.16	3.7%
Concessions / restaurants	3.70	3.76	(0.06)	-1.5%
Transportation to your gate / concourse / terminal	4.26	4.11	0.16	3.7%
Overall departure airport concourse	4.34	4.22	0.12	2.7%
Security: Wait time at checkpoint	4.18	4.25	(0.07)	-1.7%
Security: Professionalism of personnel	4.40	4.31	0.09	2.0%
Security: Confidence in airport security procedures	4.25	4.12	0.13	3.1%

**Statistical means testing not performed on results**

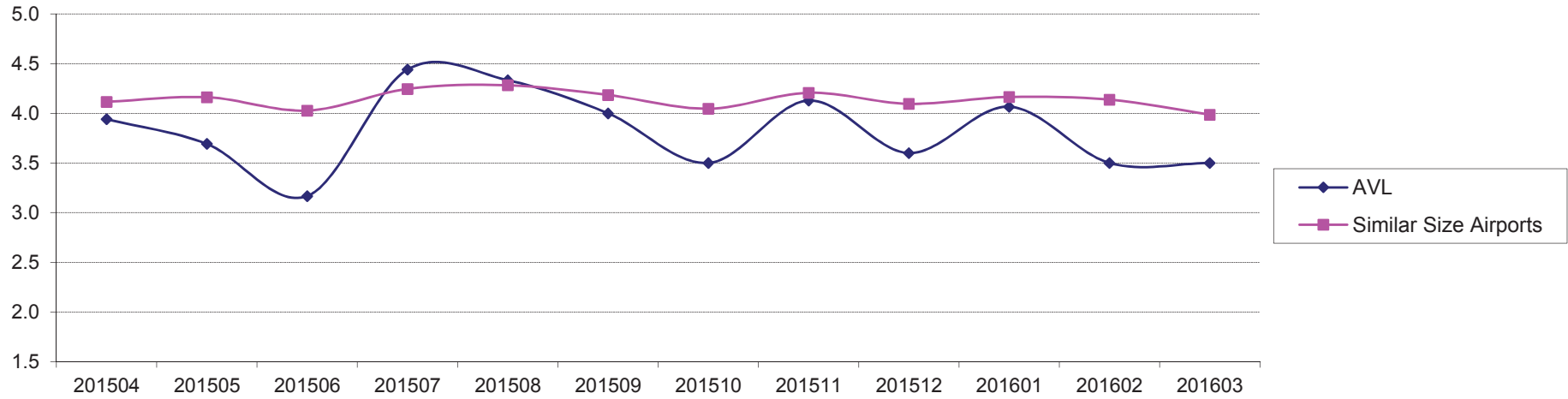
<b>AVL</b>	
<b>Responses</b>	<b>275</b>

# Overall Satisfaction with Airport Facilities

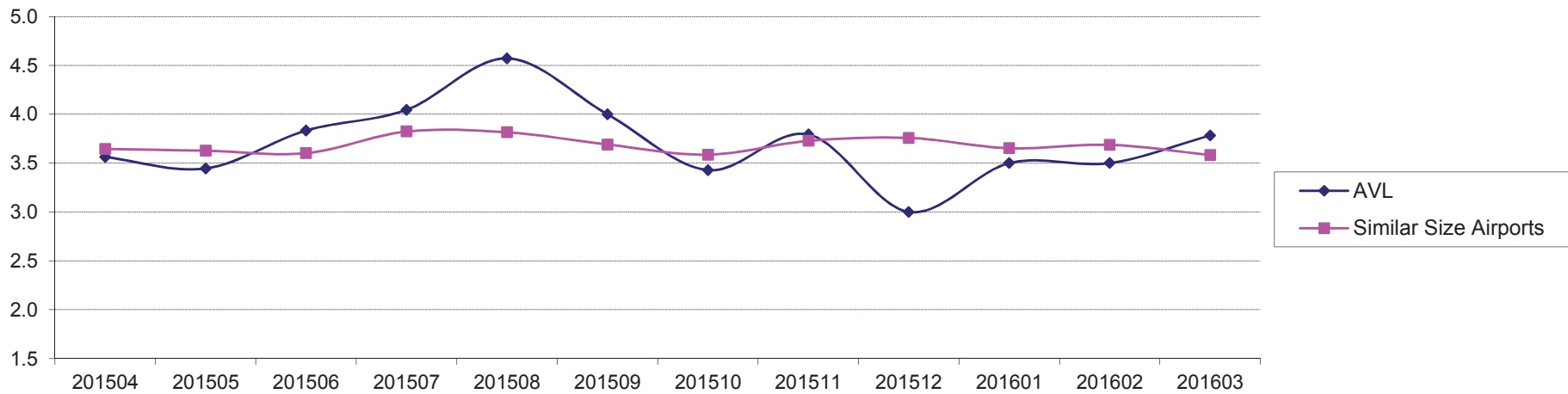


# Parking Satisfaction

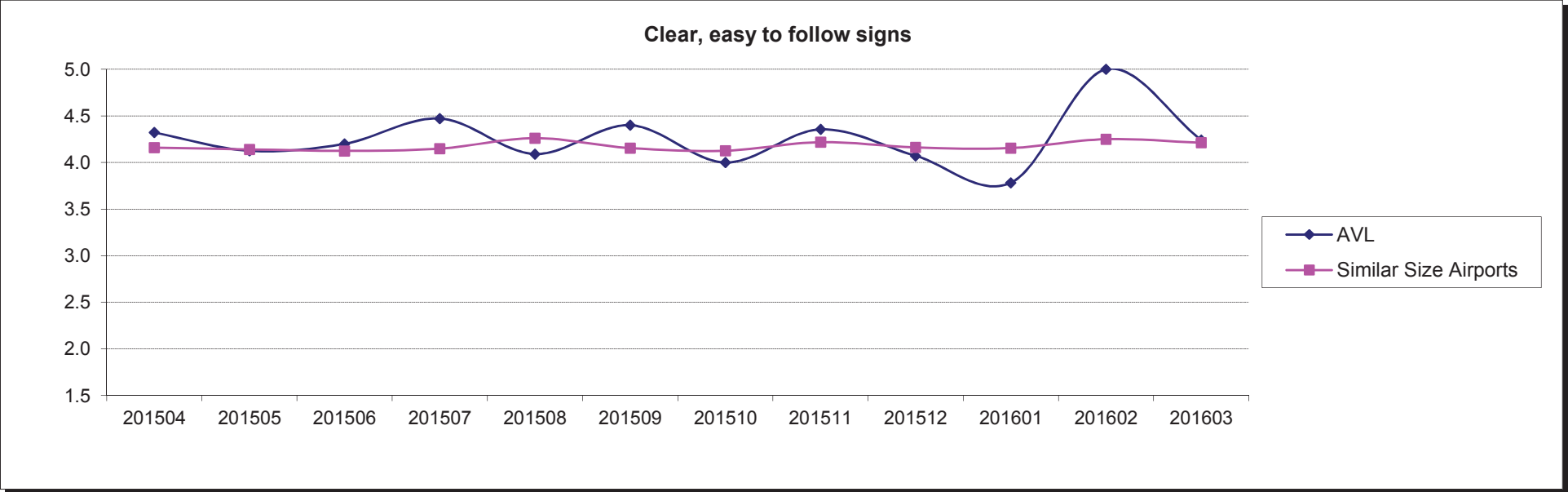
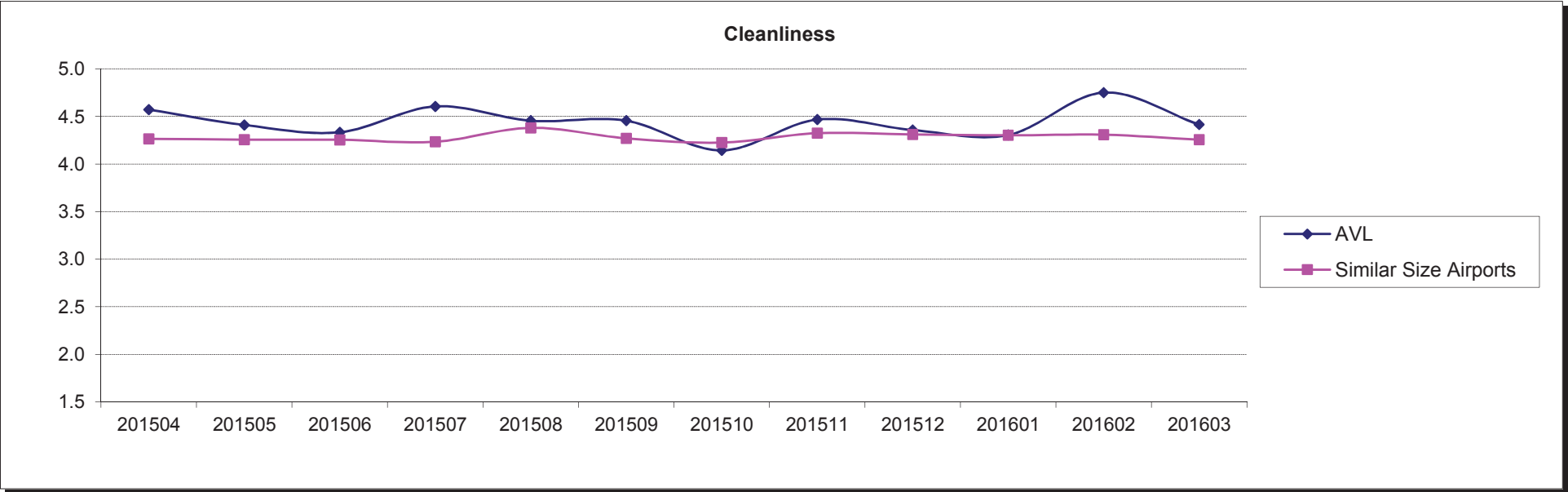
## Availability of parking



## Cost of parking



# Cleanliness and Signage



# Concessions

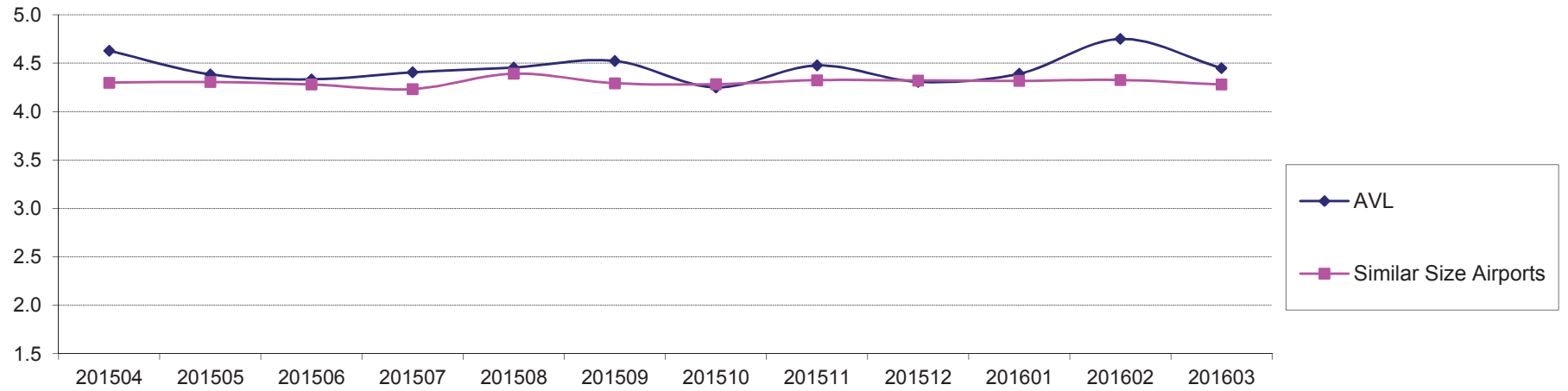
Concessions/Restaurants



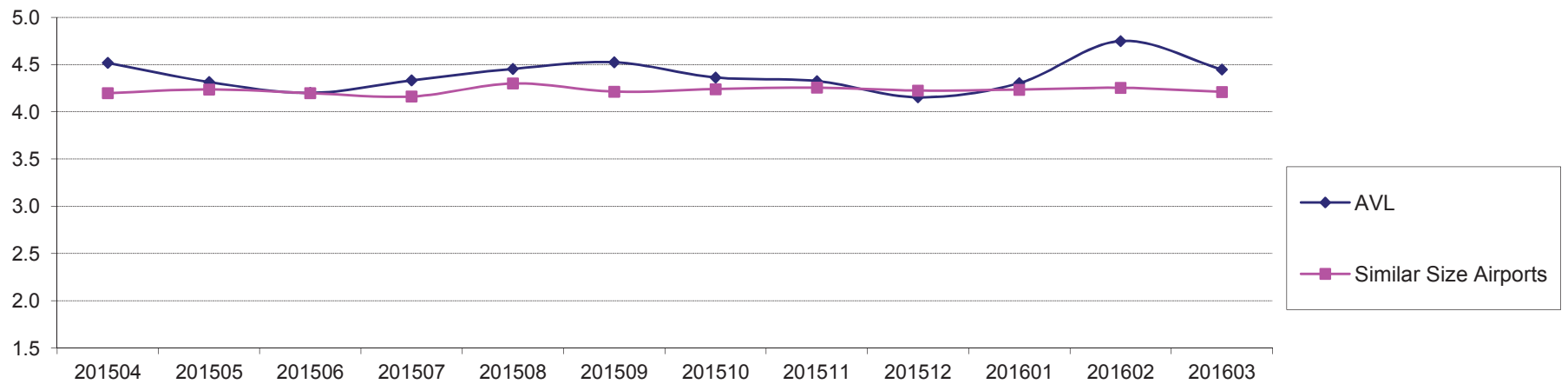


# Restrooms

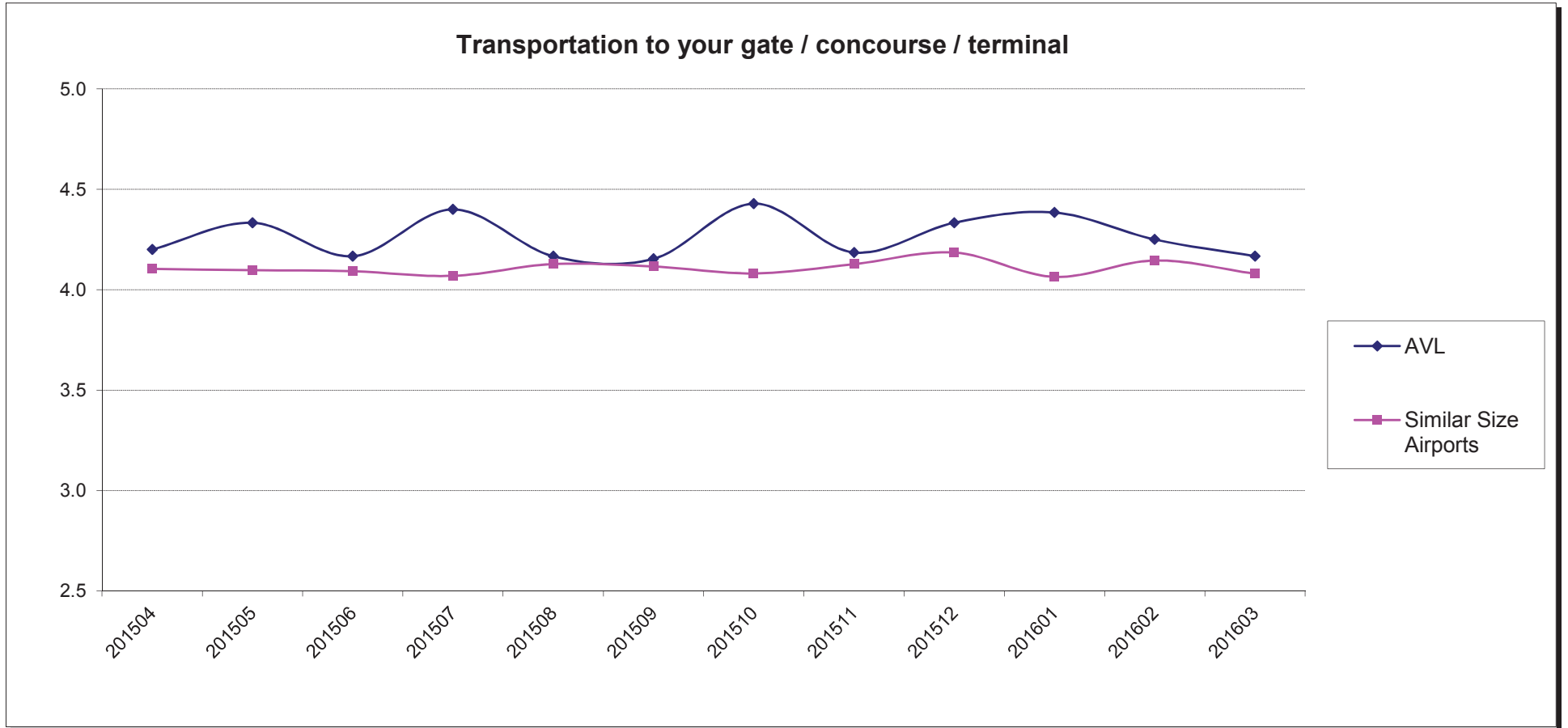
## Availability of Restrooms



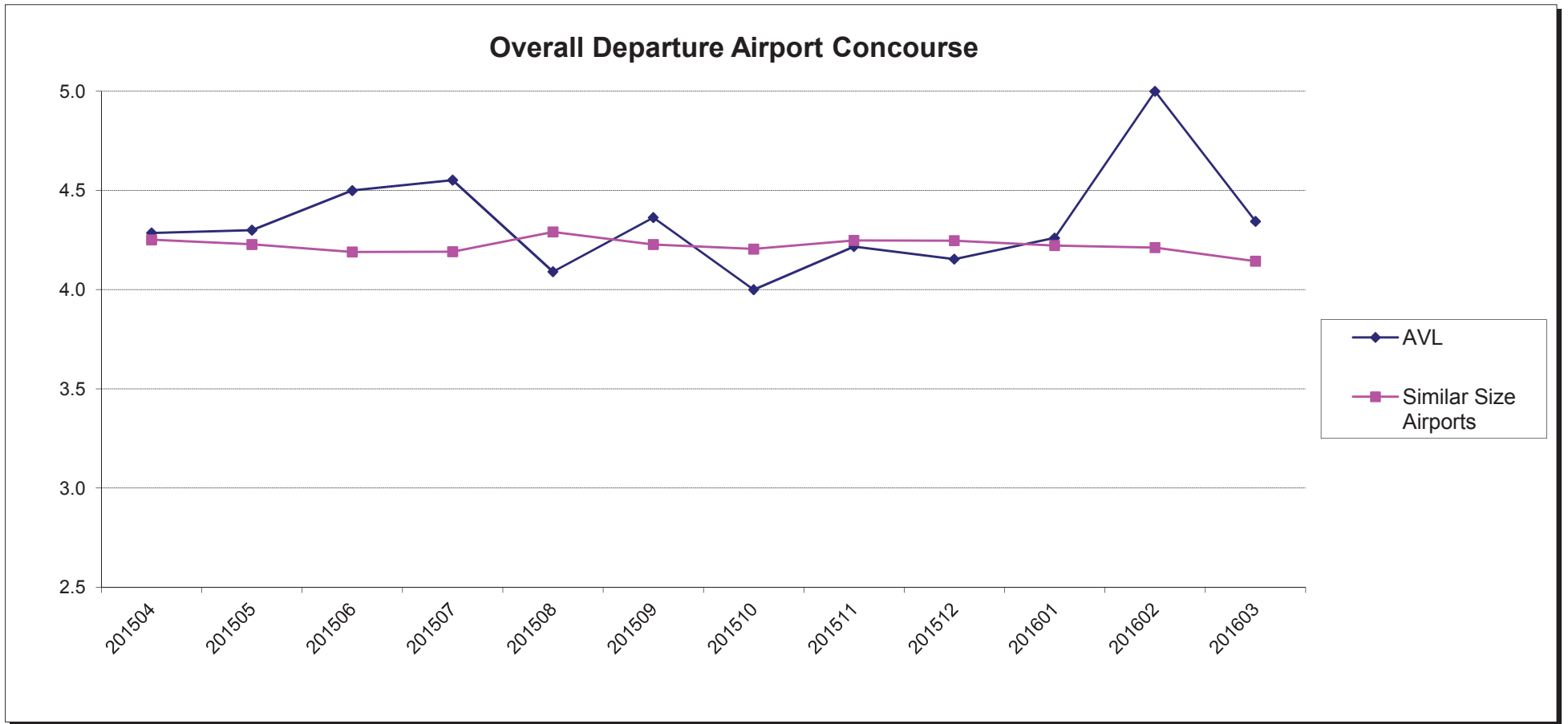
## Cleanliness of Restrooms



# Transportation to Departure Gate

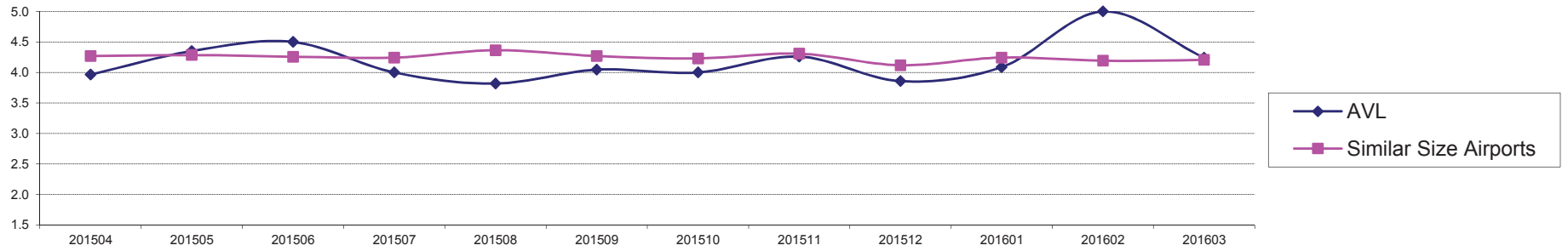


# Overall Departure Airport Concourse

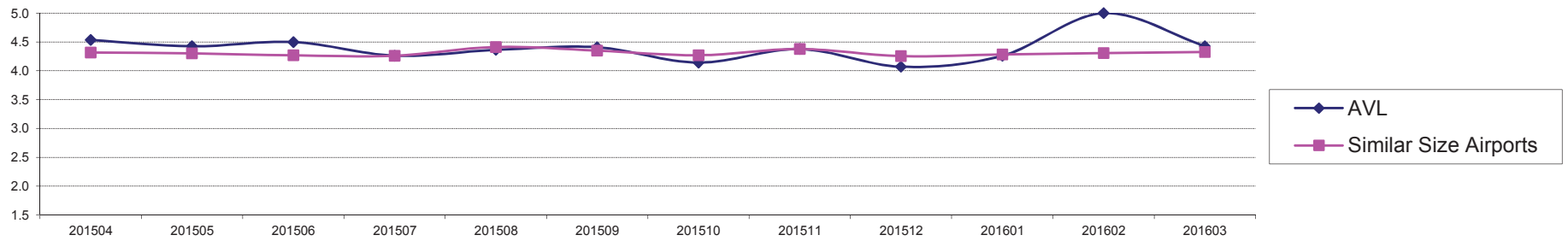


# Airport Security

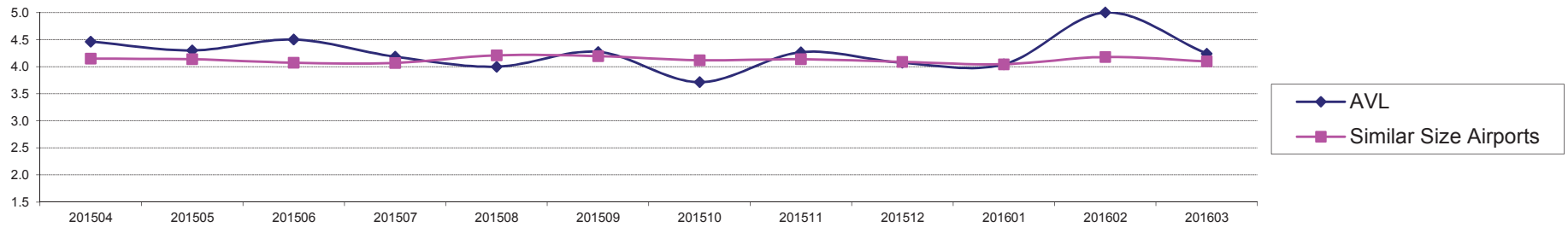
Security: Wait time at checkpoint



Security: Professionalism of security personnel



Security: Confidence in airport security procedures



# Appendix A - Geographic Breakdown of Respondents

AL	2	TN	2
AR	1	TX	5
AZ	1	VA	1
CA	5	VT	1
CO	3	WI	4
CT	2	CANADA	1
FL	17	EUROPE	2
HI	2		
IA	1		
IL	1		
KS	1		
KY	2		
LA	3		
MA	3		
ME	1		
MI	3		
MN	4		
NC	169		
NE	1		
NJ	5		
NY	7		
OH	3		
OR	3		
PA	1		
RI	1		
SC	2		

Note: Only includes passengers who indicated state of residence

Proprietary and Confidential

# Appendix B - About Canmark

- Since 1993 Canmark Technologies has combined market research, programming, and technical expertise with thoughtful attention to client needs. Our problem-solving orientation has earned the respect of business clients and market researchers across North America.
- With an experienced staff of technical experts and project managers specializing in various fields of data capture and manipulation, programming and software development, web design and scripting, Canmark is able to leverage superior technology and know-how to support projects of all types and scope in the most cost-effective manner possible.
- Areas of expertise include survey development and delivery, project and data management services, requirements gathering, data sampling, paper and web forms management, custom lasering and printing, distribution logistics, data processing, custom programming for data cleansing, reporting and data analysis, and project consulting.
- We stand ready to meet your data needs, if you have any questions, please do not hesitate to contact us.

# Appendix C - Contacts

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# 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