



AGENDA

Greater Asheville Regional Airport Authority Regular Meeting
Friday, October 12, 2018, 8:30 a.m.
Conference Room at Administrative Offices

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

- I. CALL TO ORDER
- II. SERVICE AWARD PRESENTATIONS:
 - A. Rita Yanz – 10 Years
- III. PRESENTATIONS:
 - A. Terminal Facility Requirements ([document](#))
- IV. FINANCIAL REPORT ([document](#))
- V. CONSENT ITEMS:
 - A. Approval of the Greater Asheville Regional Airport Authority September 7, 2018 Regular Meeting Minutes ([document](#))
 - B. Approval of the Greater Asheville Regional Airport Authority September 7, 2018 Closed Session Minutes
 - C. Ratification of Amendment to the FY18/19 Budget ([document](#))
 - D. Approval of Resolution for Surplus Property ([document](#))
- VI. OLD BUSINESS: None



VII. NEW BUSINESS:

- A. Approve Modification to FAA Reimbursable Agreement No. AJW-FN-ESA-15-7294 ([document](#))
- B. Approval of the Greater Asheville Regional Airport Authority Board 2019 Schedule ([document](#))
- C. Approval of Amended Pay Grade Structure ([document](#))
- D. Approval of Agreement with Kimley-Horn for Consulting Services Associated with Pipe Condition Inspection ([document](#))

VIII. DIRECTOR'S REPORT:

- A. TSA Rolling Pre-Check
- B. Wellness Grant

IX. INFORMATION SECTION:

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

- A. August 2018 Traffic Report ([document](#))
- B. August 2018 Monthly Financial Report ([document](#))
- C. October 2018 Development/Project Status Report ([document](#))
- D. Potential Board Items for the Next Regular Meeting:
 - Presentation of the Annual Audited Financial Report for Fiscal Year 2017/2018

X. PUBLIC AND TENANTS' COMMENTS

XI. CALL FOR NEXT MEETING



XII. CLOSED SESSION:

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

XIII. AUTHORITY MEMBER REPORTS:

- A. Proposed Amendment to the By-laws of the Greater Asheville Regional Airport Authority ([document](#))
- B. Resolution Amending By-laws of the Greater Asheville Regional Airport Authority ([document](#))
- C. Key Strategic Elements ([document](#))

XIV. ADJOURNMENT

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



**ASHEVILLE REGIONAL AIRPORT
BOARD PRESENTATION**



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INTRODUCTION

INTRODUCTION

PROJECT STATUS

- ✓ Terminal Area Forecast Update for 2038
- ✓ Terminal Assessment
- ✓ Establish Program Needs for 2023/2028/2038
- ✓ Develop Preliminary Concepts
- ✓ Workshop No. 1
- ✓ Refine Concepts
- ✓ Workshop No. 2
- ✓ Finalize Concept Development Report



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PROJECT GOALS

Project Goals

- Establish a comprehensive airport program based on the updated forecast to identify the needs for construction to keep pace with demand for five, ten and twenty years in the future.

- Develop airport planning concepts that consider the following:
 - Airside operations configurations to allow for scalable future expansion
 - Right-sizing of holdrooms for increasingly larger aircraft while maintaining flexibility.
 - Cost effectiveness and value
 - Passenger experience

- Review alternatives for design and construction to enable the airport to begin the process of establishing a construction program.

- Develop concepts of façade enhancement to update and provide a cohesive, modernized appearance of the airport entry and identify Asheville as a destination.

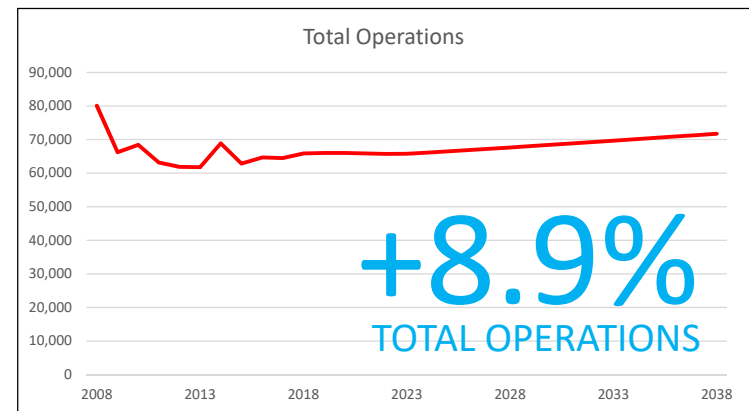
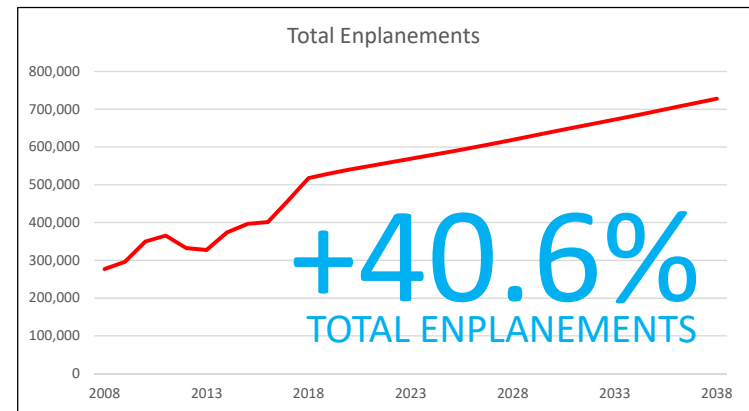


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FORECASTS

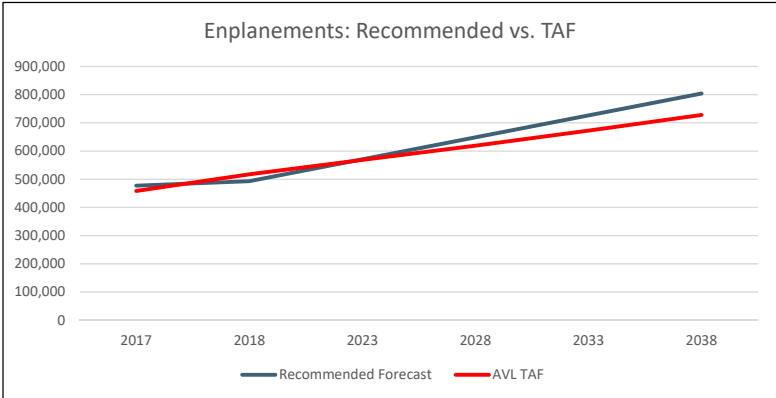
FAA Terminal Area Forecast (TAF)

Year	Enplanements	Total Operations	Based Aircraft
2007	290,153	80,189	130
2012	332,446	61,869	171
2017	458,560	64,493	137
Projected:			
2018	517,652	65,871	140
2023	568,765	65,795	157
2028	618,793	67,648	176
2033	672,442	69,665	196
2038	728,017	71,752	216
AAGR 2018-2038	1.7%	0.4%	2.2%
Growth 2018-2038	40.6%	8.9%	54.3%

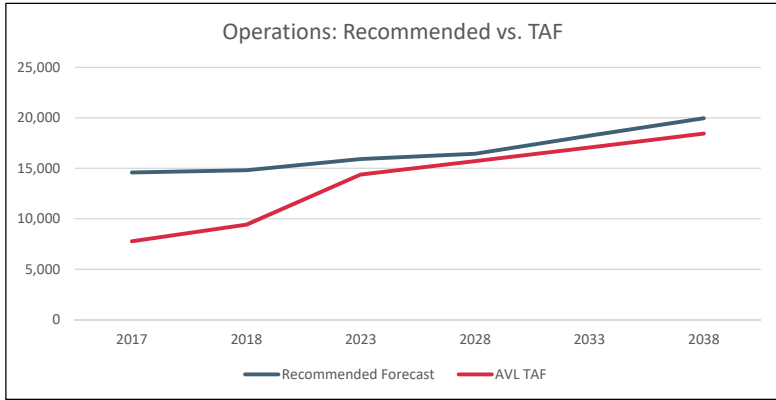


Recommended Commercial Forecasts

Year	Enplanements		Operations	
	FAA TAF	Recommended	FAA TAF	Recommended
2017	458,560	477,397	7,771	14,589
2018	517,652	492,955	9,413	14,803
2023	568,765	570,744	14,374	15,909
2028	618,793	648,534	15,707	16,434
2033	672,442	726,323	17,051	18,222
2038	728,017	804,113	18,443	19,957
AAGR 2018-2038	1.7%	2.5%	3.4%	1.5%
Growth 2018-2038	40.6%	63.1%	95.9%	34.8%



➤ Recommended Enplanements : Air Service Domestic Medium-High Growth Forecast



Peak Activity Forecasts

- Peak Month
 - 2017: October
- Peak Hour Enplanements and Commercial Operations
 - 4:15 pm - 5:45 pm (16:15 – 17:45)

Year	Enplanements		Total Passengers		Commercial Operations	
	PMAD	Peak Hour	PMAD	Peak Hour	PMAD	Peak Hour
2018	1,706	441	3,413	716	44	9
2023	1,976	510	3,951	829	47	10
2028	2,245	580	4,490	942	49	10
2033	2,514	649	5,028	1,055	54	11
2038	2,783	719	5,567	1,168	59	12

+63.0%
PEAK HOUR ENPLANEMENTS

- Total Passengers include Enplaned and Deplaned Passengers.



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PROGRAMMING

Programming – Basis for Calculations

- Projected Enplanements Annual Growth 12-15% every 5 years (per CHA forecast).
- Total Growth by 2038 approx. 64%.
- Aircraft Operations Growth from 9 gates (2018) to 12 gates (2038).
- All space planning is based on the *IATA Airport Reference Development Manual (ADRM)*, *TSA “Recommended Security Guidelines for Airport Planning”* and *“Checkpoint Design Guide (CDG)”*, and *Airport Cooperative Research Program (ACRP)*.
- Peak Hour Passengers (total):
 - 2023: 829
 - 2028: 942
 - 2038: 1168

+64.0%

TOTAL ENPLANEMENTS GROWTH BY 2038

9 TO 12

GATE EXPANSION

Programming - Assumptions

Ticketing

- 40% of passengers will use self-service kiosks
- 15% of passengers will be First Class
- 24% of passengers will by-pass Check-in to go straight to the SSCP
- Maximum queuing time for full service baggage drop is 10 minutes.
- Process time per passenger at Baggage Drop = 45 seconds
- Process time per passenger at Ticket Counter (Economy) = 150 seconds
- Process time per passenger at Ticket Counter (Business) = 180 seconds
- Process time per passenger at Ticket Counter (First Class) = 240 seconds

Security Screening Checkpoint

- Peak 30 minute factor = 65% of Peak Hour Passengers (PHP)
- Maximum queuing time (Standard) = 15 minutes
- Maximum queuing time (Pre-check) = 3 minutes
- Innovative lanes utilized for flexibility

Outbound Baggage

- Semi-Automated Checked Baggage Inspection System (CBIS) for 2023
- Fully-Automated Checked Baggage Inspection System for 2028
- Capacity for Manual AIT Screening = 100-150 bags per hour
- Capacity for CBIS = 500 per hour

Holdrooms

- 75% of Passengers (adjusted for 86% load factor) seated
- Holdroom Seating (Regional Aircraft – 90 seat) = 58
- Seating capacity (Narrowbody – 175 seat) = 112

Baggage Claim

- 2.8 feet of frontage per passenger
- 75% of passengers (adjusted for 86% load factor) collecting bags

Concessions

- 85%/15% Airside/Landside Split

Programming- Summary of Area Tabulation

Program Summary					
	Current	2018	2023	2028	2038
CHECK-IN LOBBY	10,687 SF	17,248 SF	18,069 SF	20,195 SF	22,545 SF
CBIS AND OUTBOUND BAGGAGE MAKE-UP	8,611 SF	21,342 SF	24,269 SF	26,263 SF	34,854 SF
SECURITY SCREENING CHECKPOINT	6,975 SF	9,503 SF	12,529 SF	15,332 SF	18,270 SF
HOLDROOM AREA	22,300 SF	46,003 SF	50,870 SF	52,542 SF	59,160 SF
INBOUND BAGGAGE HANDLING AND BAGGAGE CLAIM	14,605 SF	25,095 SF	25,095 SF	25,095 SF	30,571 SF
CONCESSIONS	9,231 SF	14,512 SF	14,512 SF	16,490 SF	20,446 SF
RENTAL CARS	1,897 SF	1,916 SF	2,180 SF	2,427 SF	2,523 SF
OTHER AREAS	38,729 SF	69,528 SF	73,954 SF	77,393 SF	87,447 SF
Total	113,035 SF	203,169 SF	221,478 SF	235,737 SF	275,816 SF

+79.7%

AREA (CURRENT TO 2018 PROGRAMMED)

+35.8%

AREA (2018-2038)

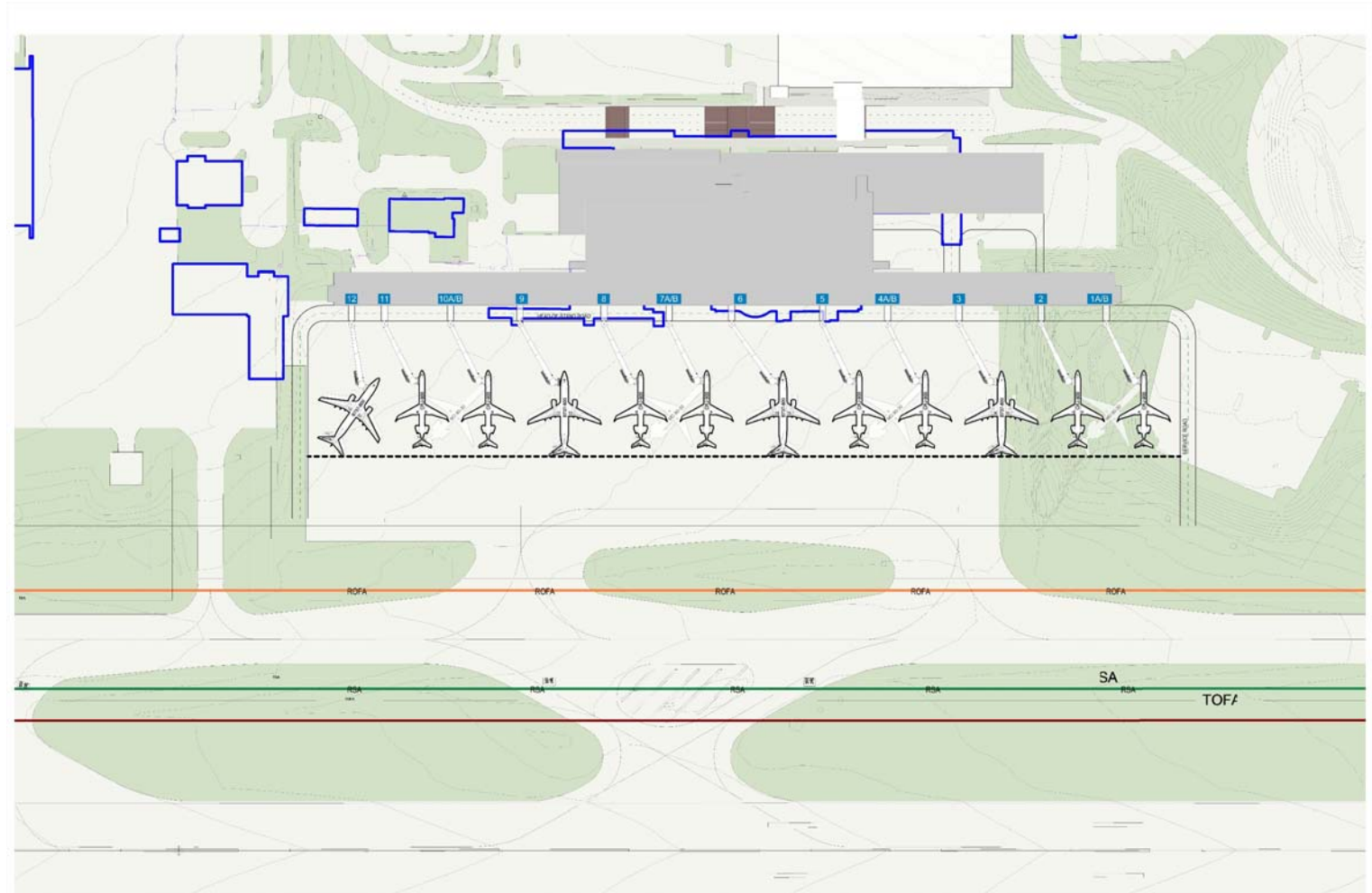


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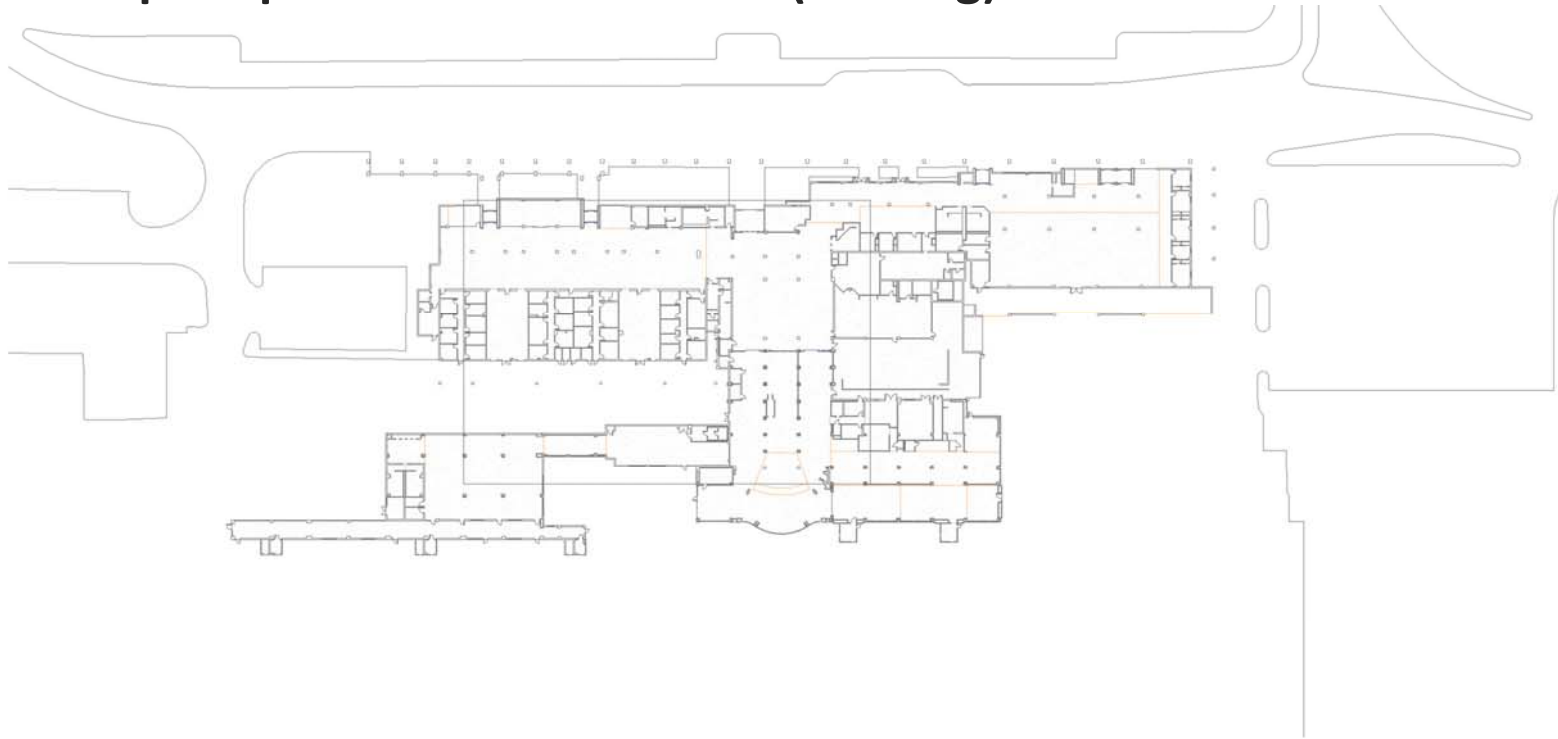
DESIGN CONCEPTS

Design Concepts Option 1 - Airside

- 12-GATE LINEAR SCHEME
- 4 NARROWBODY/8 RJ
- MAXIMUM 8 NARROWBODY AIRCRAFT SIMULTANEOUSLY
- TAXIWAY ENTRANCES UNAFFECTED
- ASSUMES INFILL SOUTH OF APRON TO ADD PAVEMENT
- HEAD OF STAND ROAD PROVIDED TO MINIMIZE TUG TRAFFIC BETWEEN AIRCRAFT.



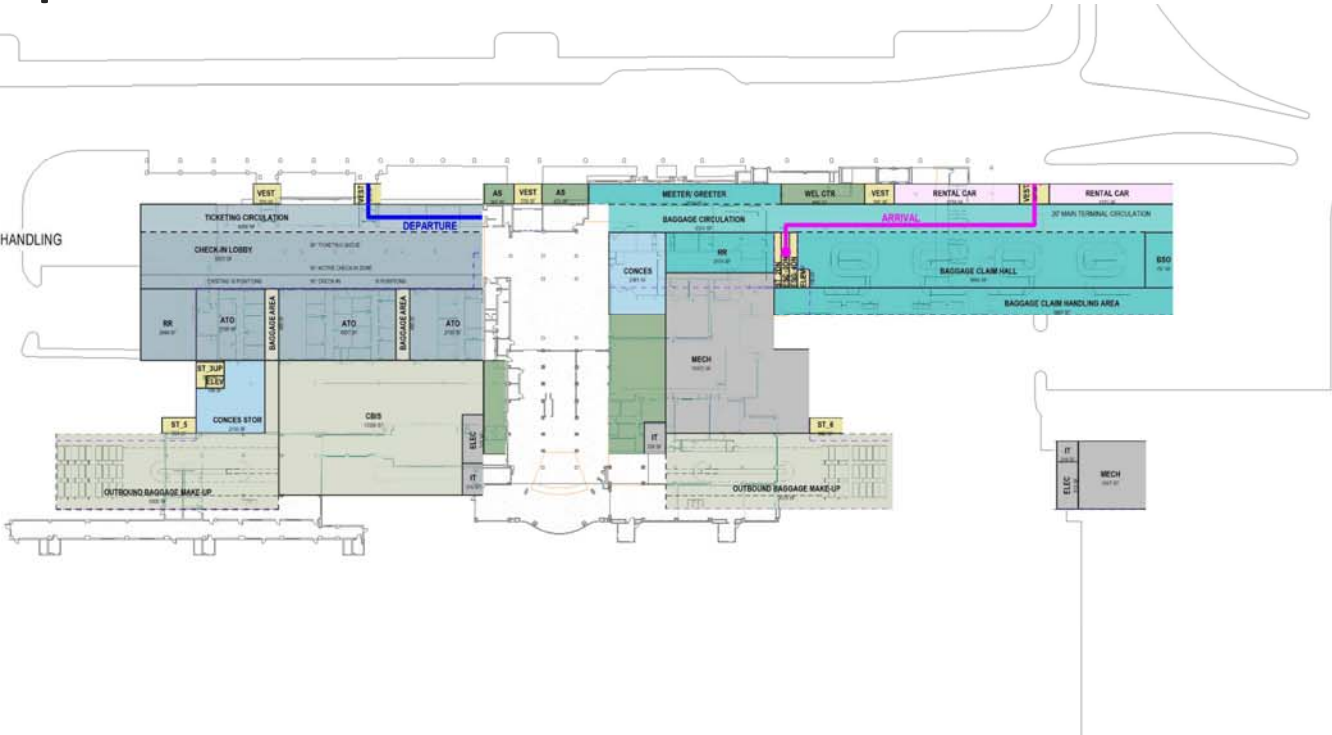
Design Concepts Option 1 – Ground Level (existing)



Design Concepts Option 1 – Ground Level – Phase 2

DEPARTMENT LEGEND

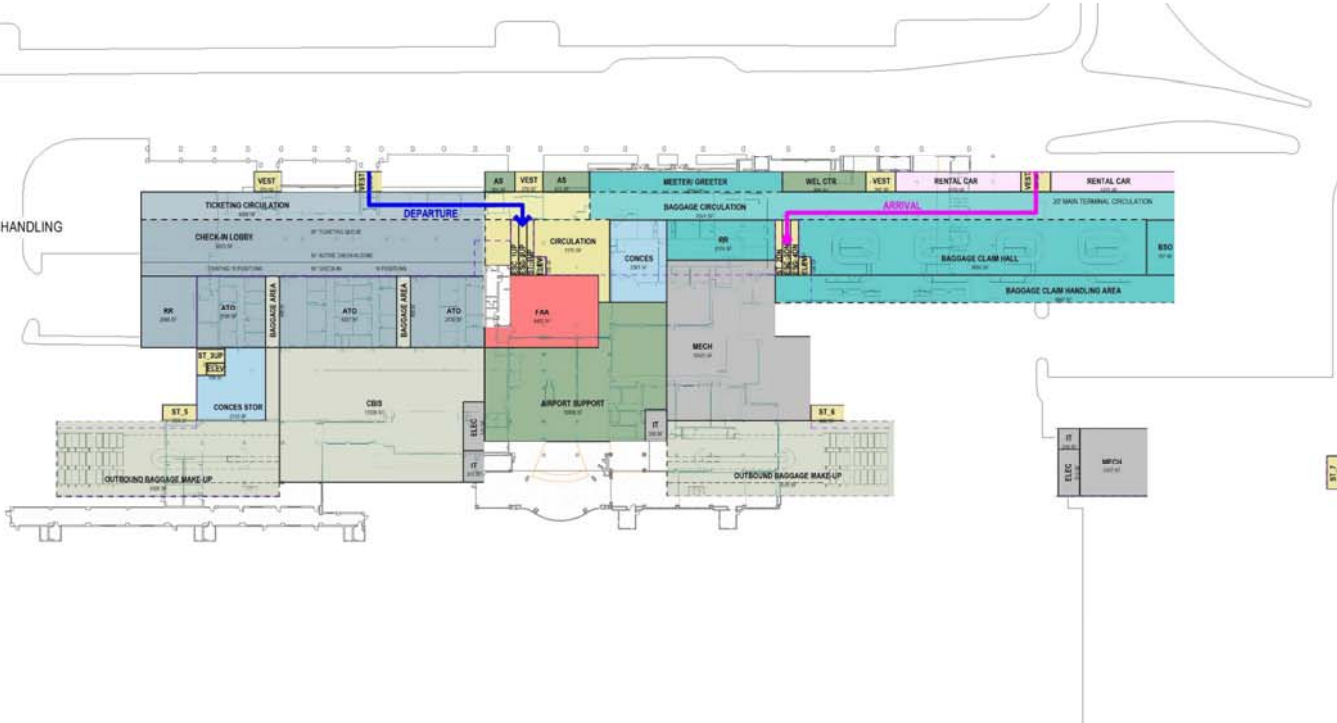
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- FAA



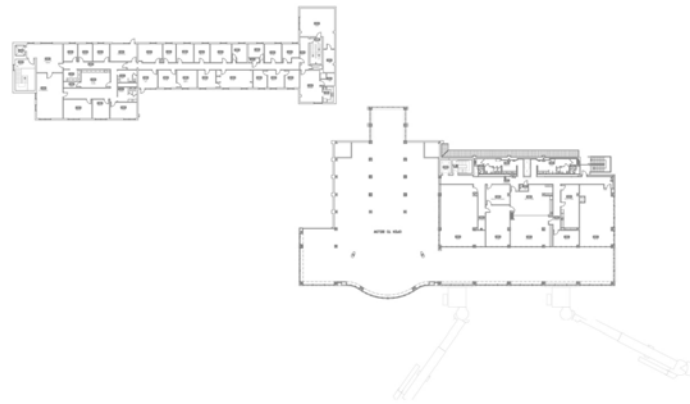
Design Concepts Option 1 – Ground Level – Phase 3

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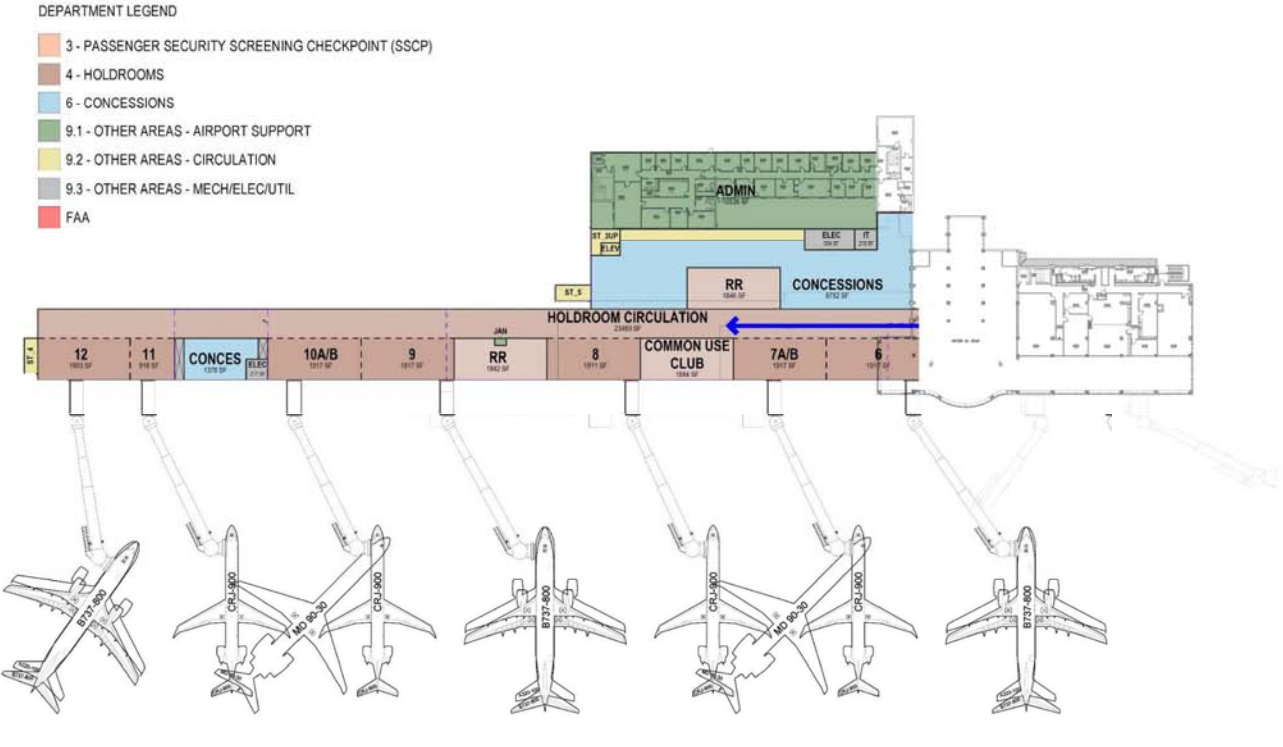
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Design Concepts Option 1 – Upper Level (existing)



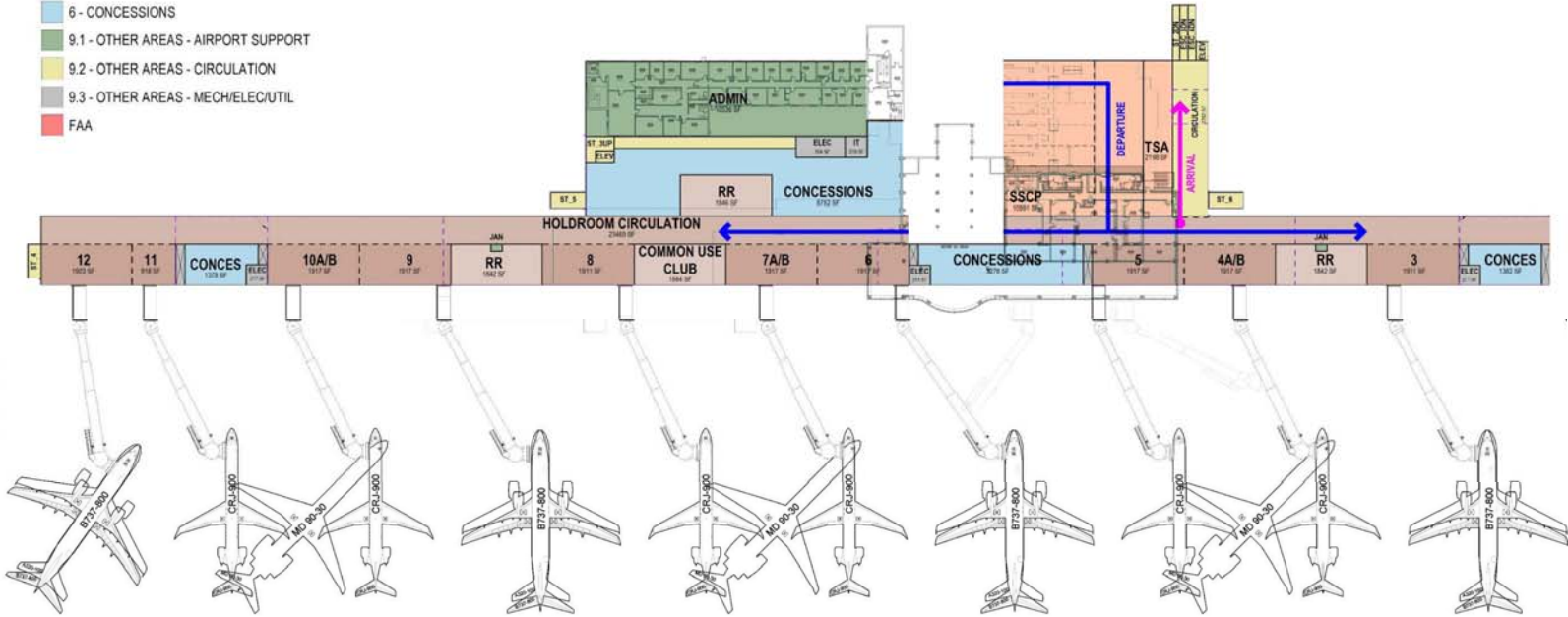
Design Concepts Option 1 – Upper Level – Phase 1



Design Concepts Option 1 – Upper Level – Phase 2

DEPARTMENT LEGEND

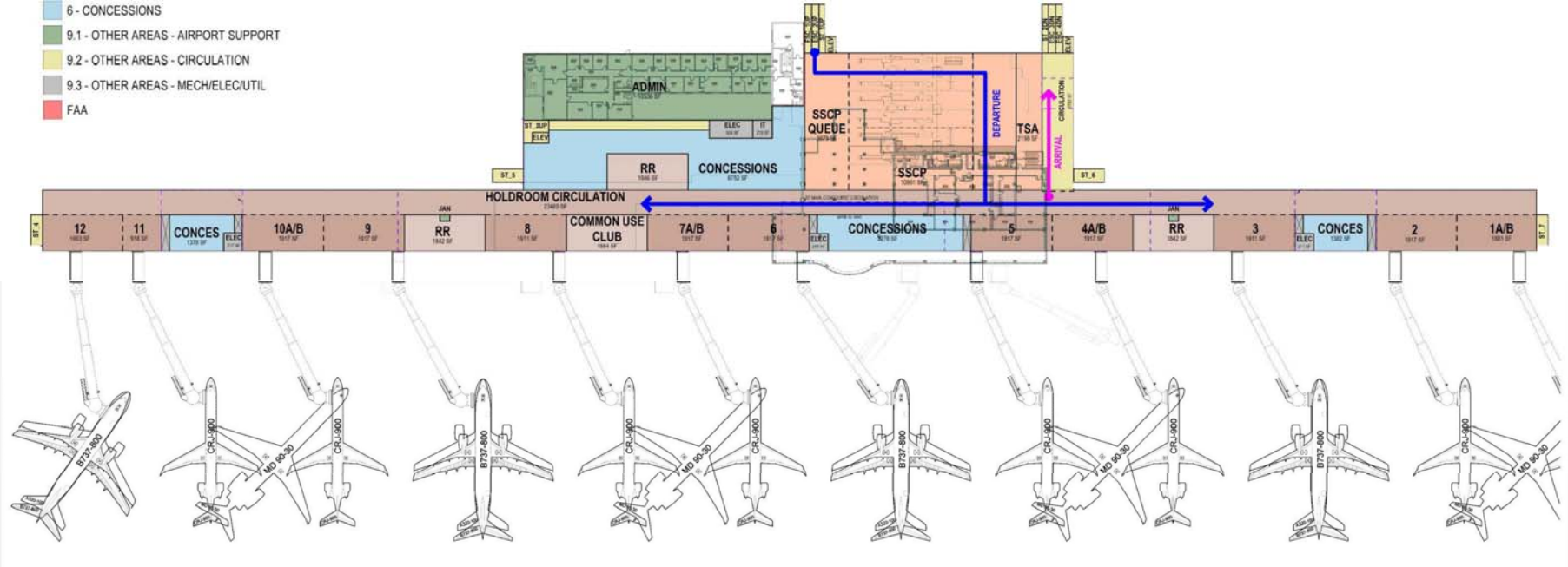
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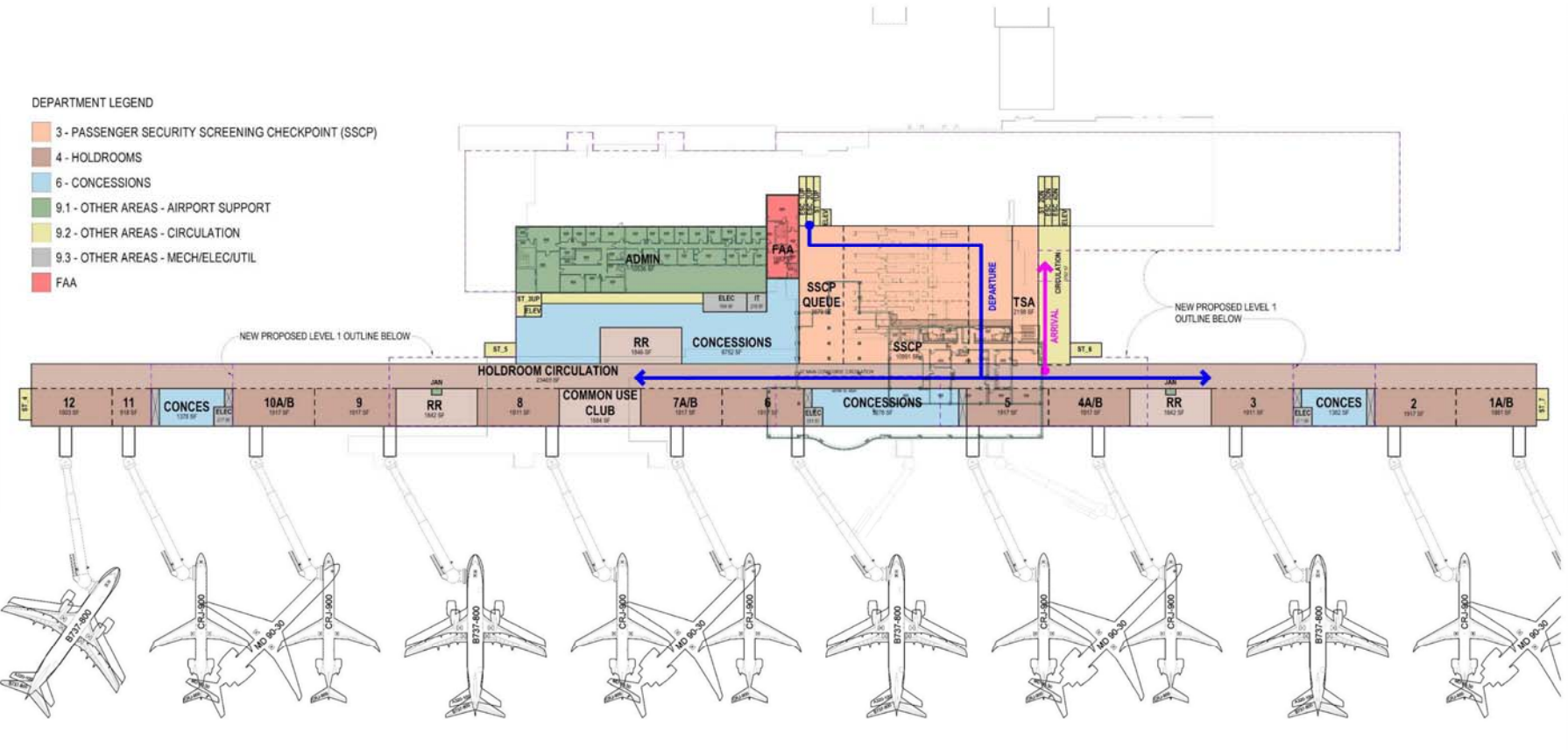
Design Concepts Option 1 – Upper Level – Phase 3

DEPARTMENT LEGEND

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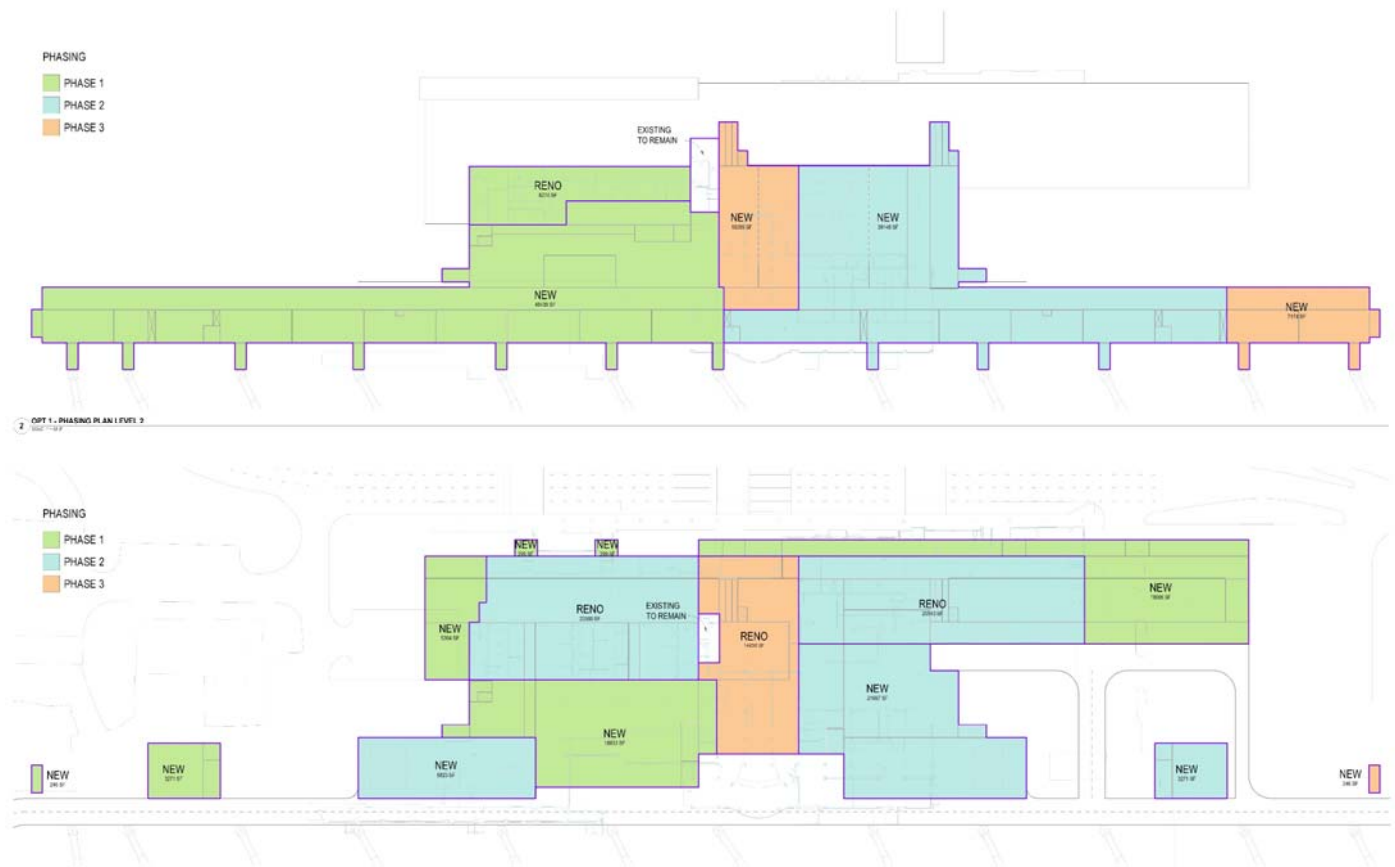
Design Concepts Option 1 – Upper Level (2038)



- DEPARTURES AND ARRIVALS CIRCULATION IS SEPARATED
- CONCESSIONS ACCESSIBLE TO EVERY GATE
- SSCP AND CONCOURSE EXPANDABLE BEYOND 2038
- EASY ACCESS FROM ADMIN AREA TO CONCOURSE

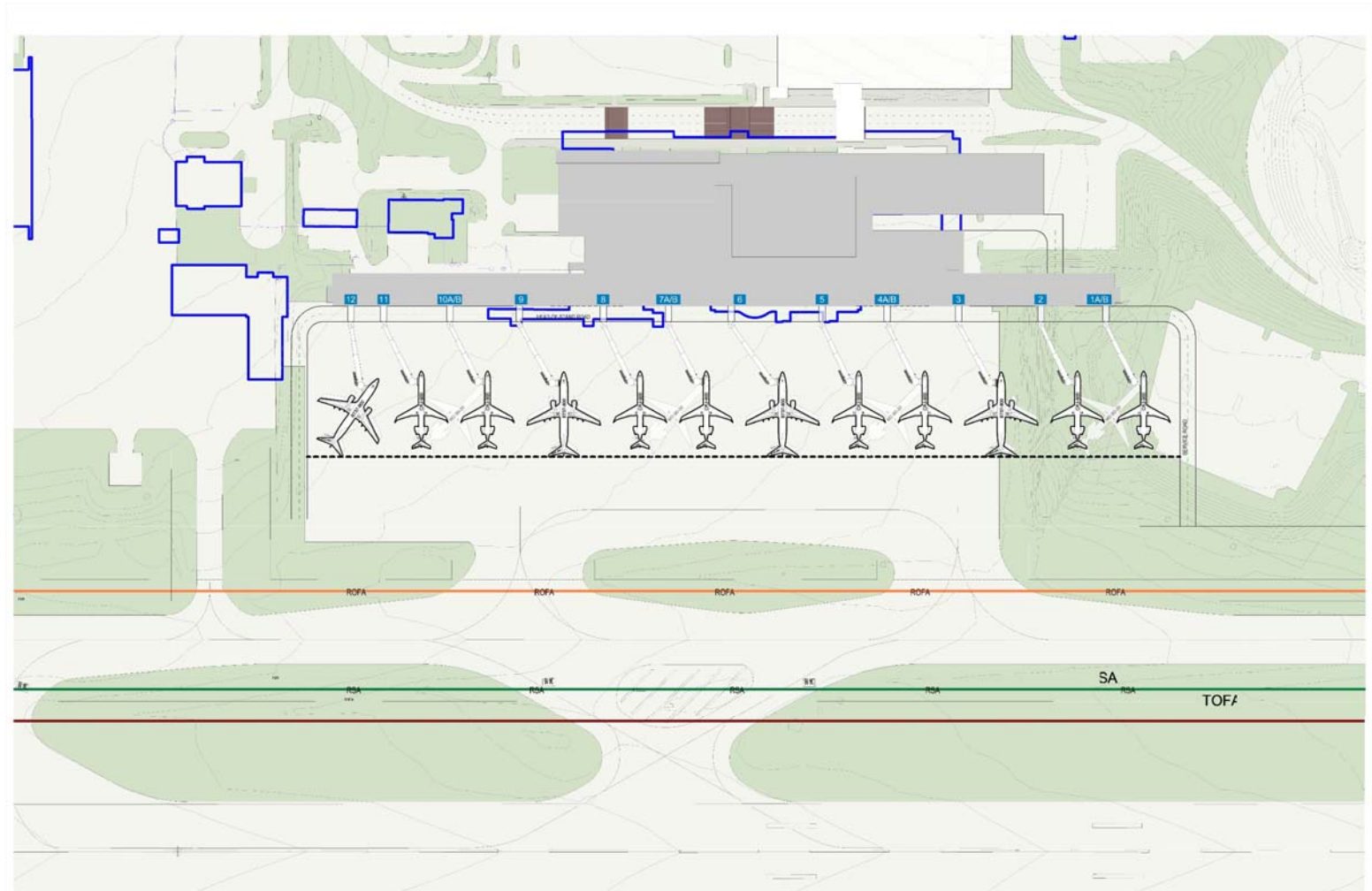
Design Concepts Option 1 – Phasing Summary

- PHASE ONE CONSTRUCTS 7 NEW 2ND LEVEL BOARDING GATES
- SOME TEMPORARY TRAILERS MAY BE NEEDED TO FACILITATE ADMIN AREA RENOVATIONS
- TEMPORARY CONSTRUCTION TO EXTEND BOARDING GATES TO THE SOUTH
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- PHASE 3 RENOVATION OF CENTER AREA OF TERMINAL

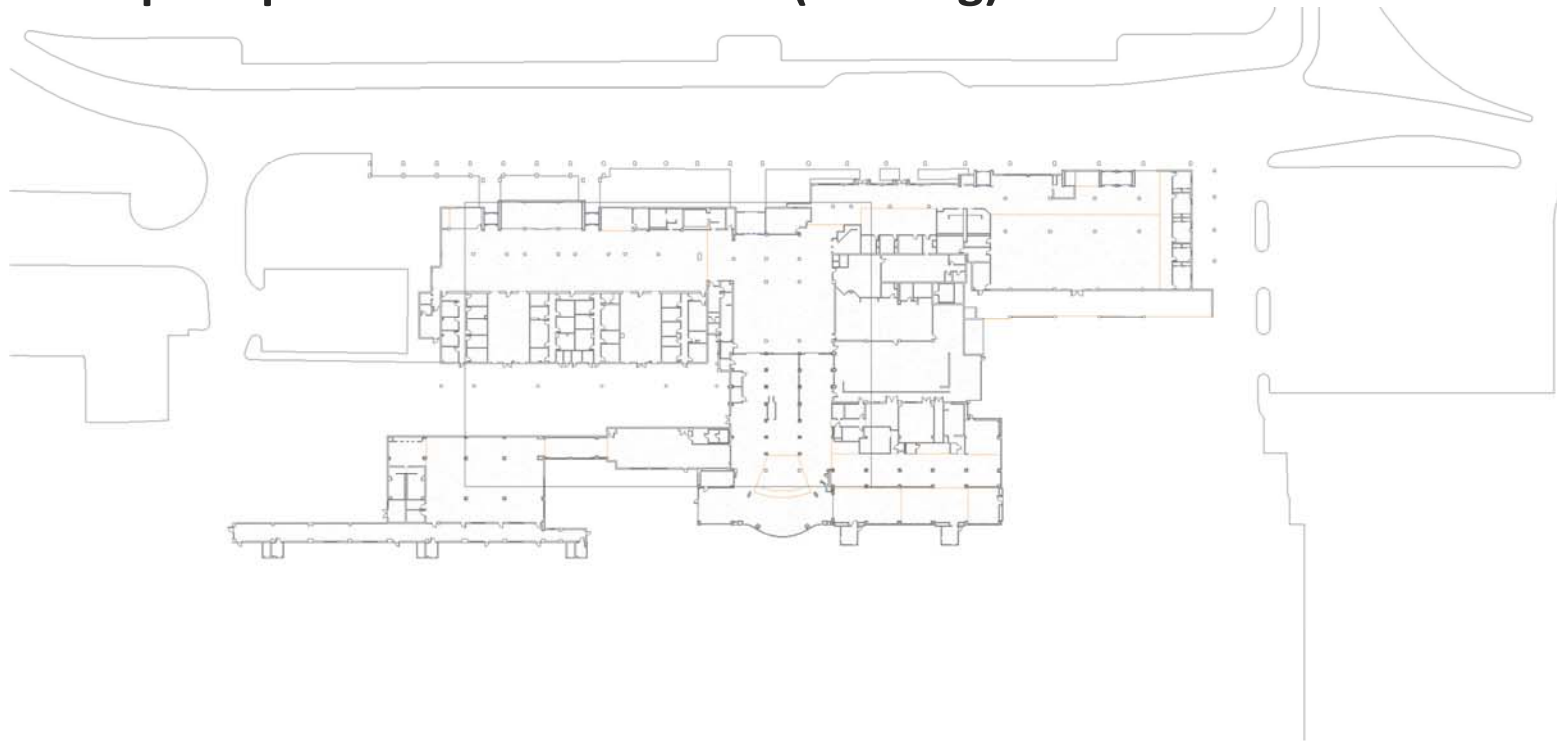


Design Concepts Option 2 - Airside

- 12-GATE LINEAR SCHEME
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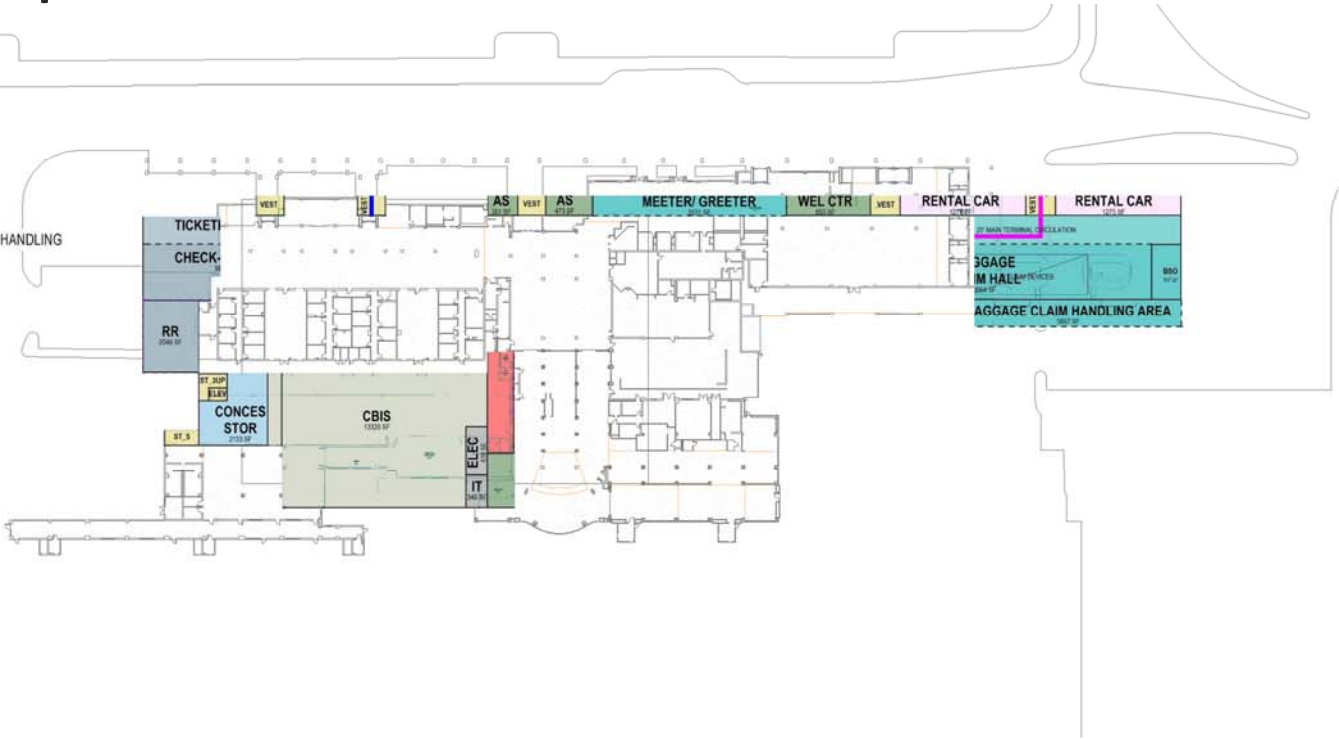
Design Concepts Option 2 – Ground Level (existing)



Design Concepts Option 2 – Ground Level - Phase 1

DEPARTMENT LEGEND

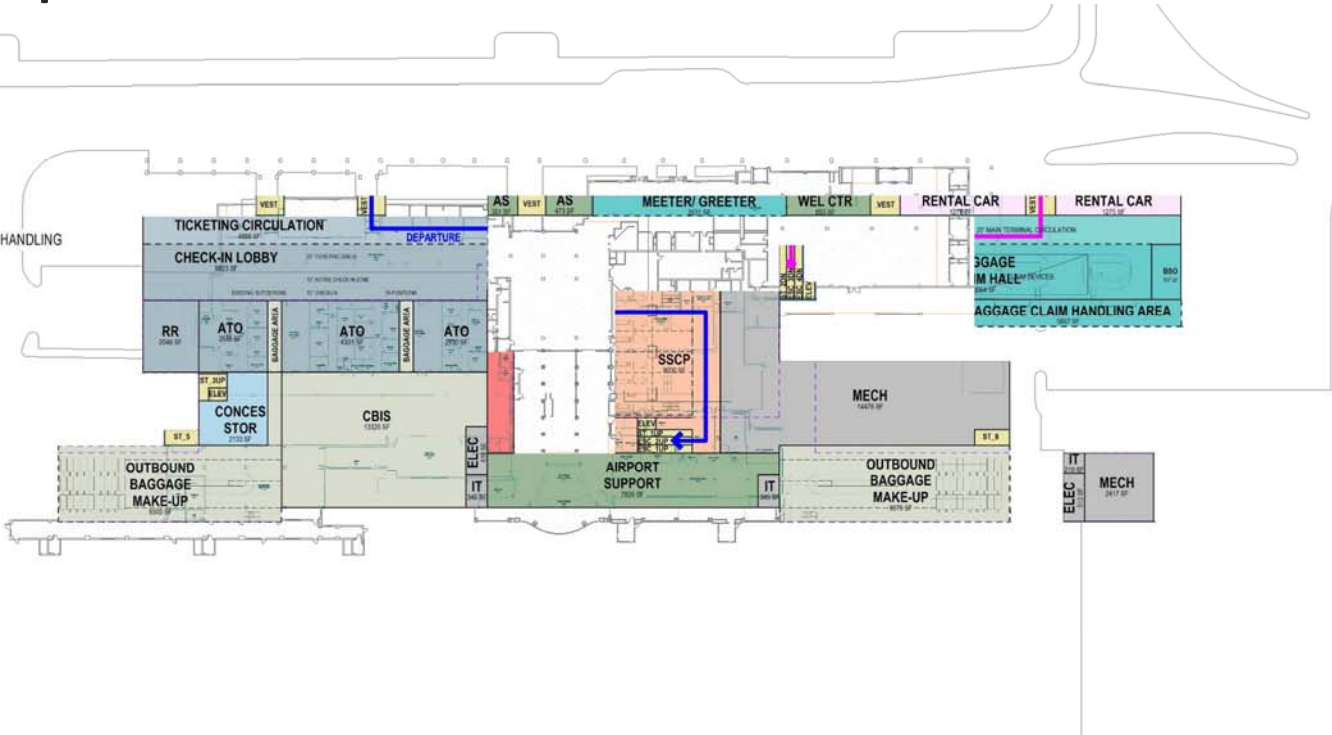
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Design Concepts Option 2 – Ground Level – Phase 2

DEPARTMENT LEGEND

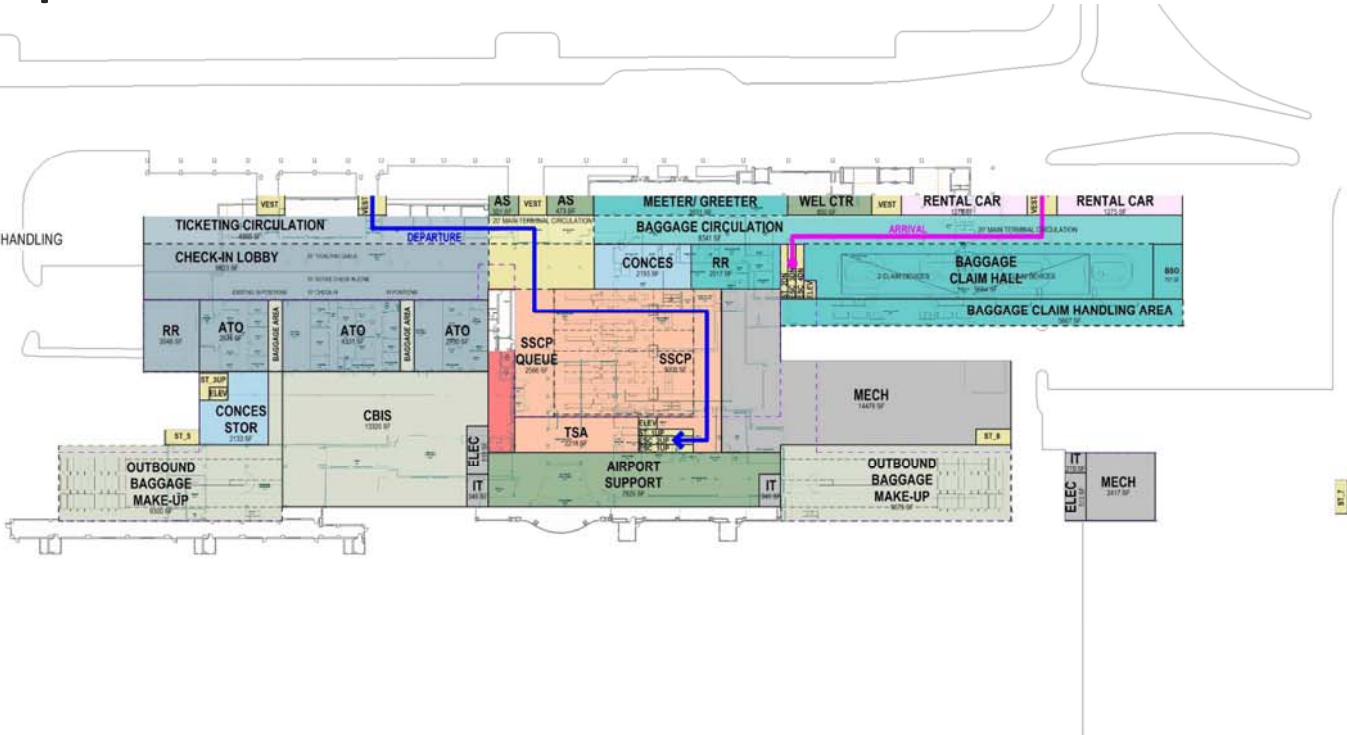
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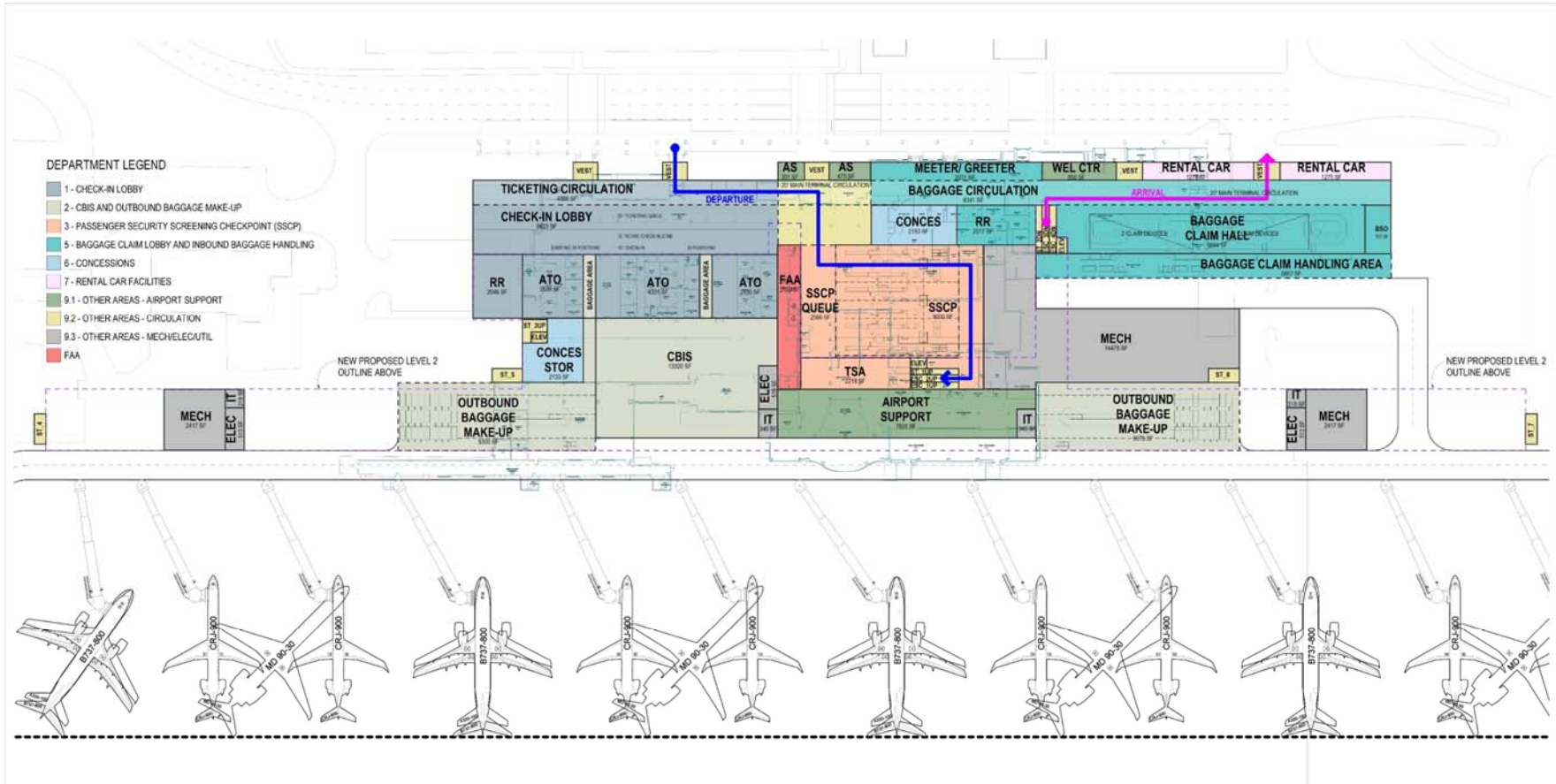
Design Concepts Option 2 – Ground Level – Phase 3

DEPARTMENT LEGEND

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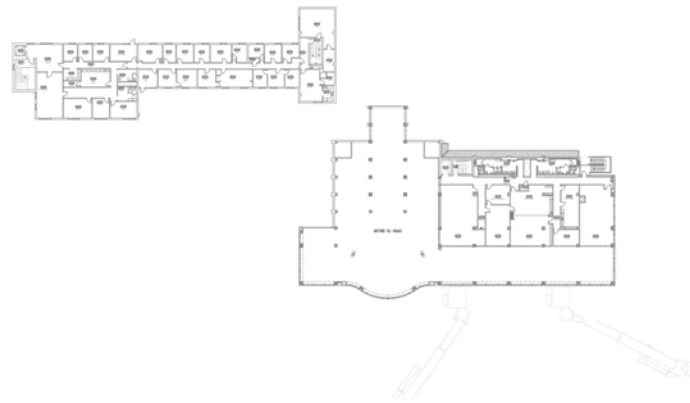


Design Concepts Option 2 – Ground Level (2038)



- TICKET LOBBY EXPANDED
- GROUND LEVEL SECURITY CHECKPOINT.
- BAGGAGE CLAIM IS EXPANDED
- NEW CENTRAL PLANT CONSTRUCTED
- OUTBOUND BAG MAKE-UP MOVED TO UNDER THE CONCOURSE AIRSIDE
- NEW CHECKED BAGGAGE INSPECTION SYSTEM (CBIS)

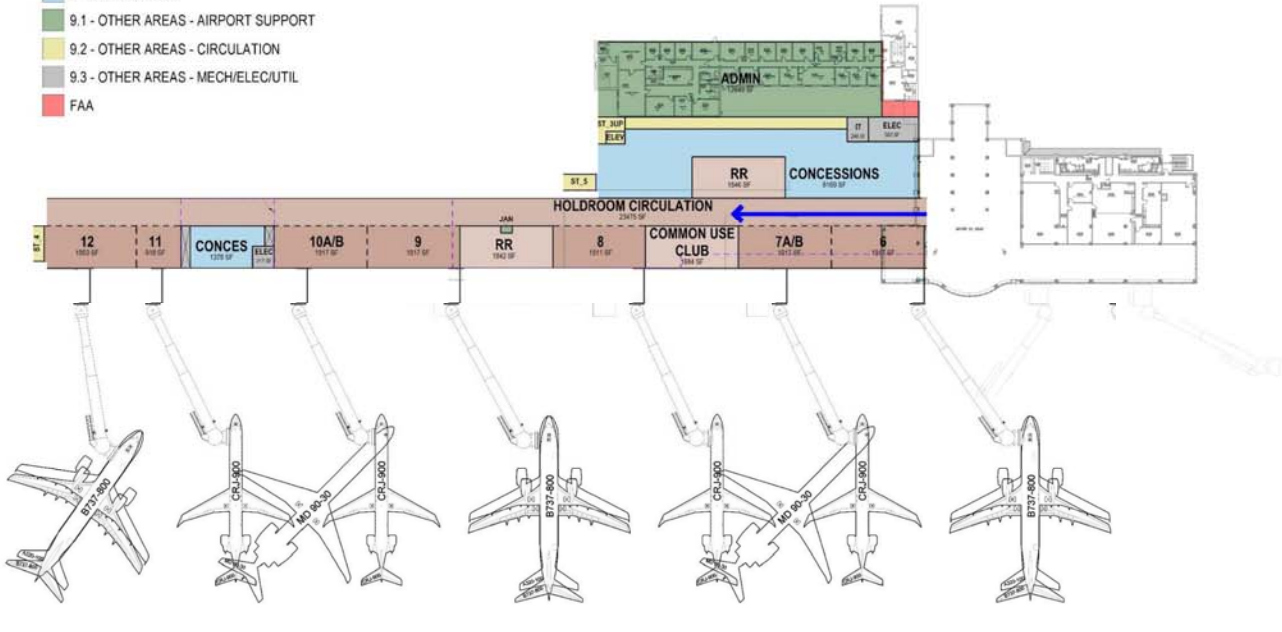
Design Concepts Option - 2 Upper Level (existing)



Design Concepts Option - 2 Upper Level – Phase 1

DEPARTMENT LEGEND

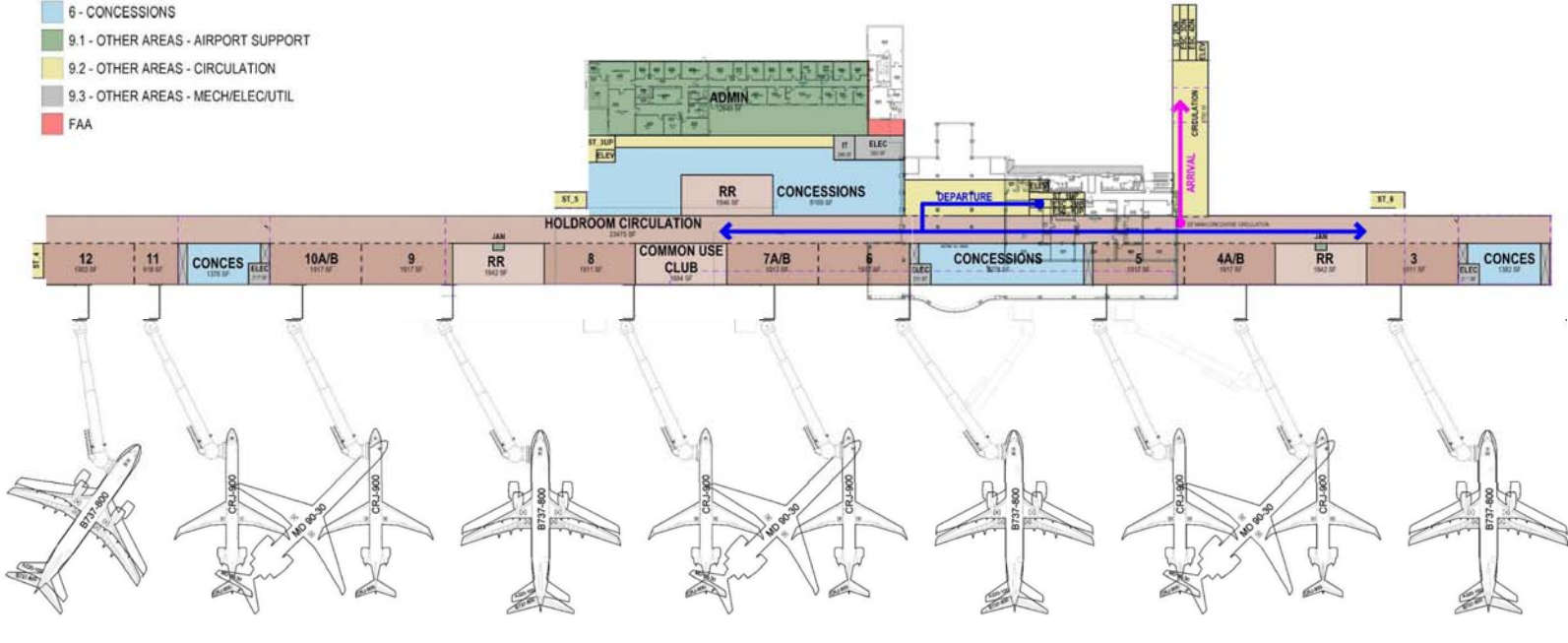
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Design Concepts Option - 2 Upper Level – Phase 2

DEPARTMENT LEGEND

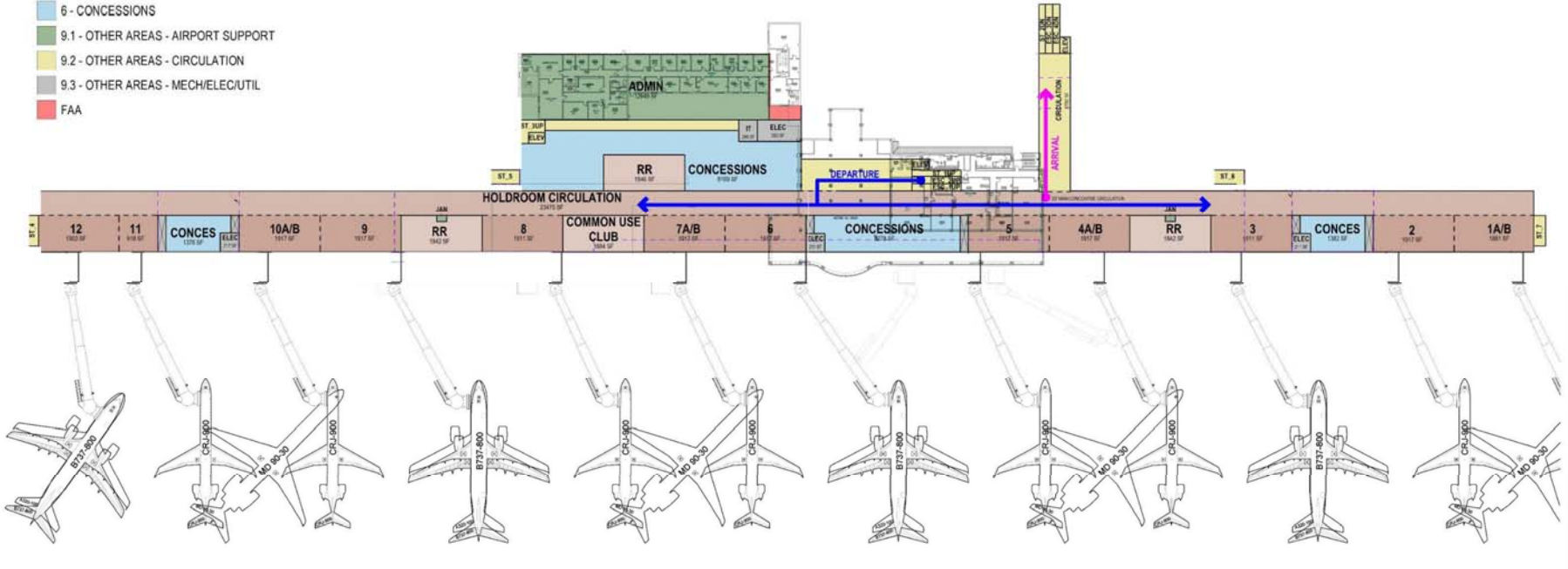
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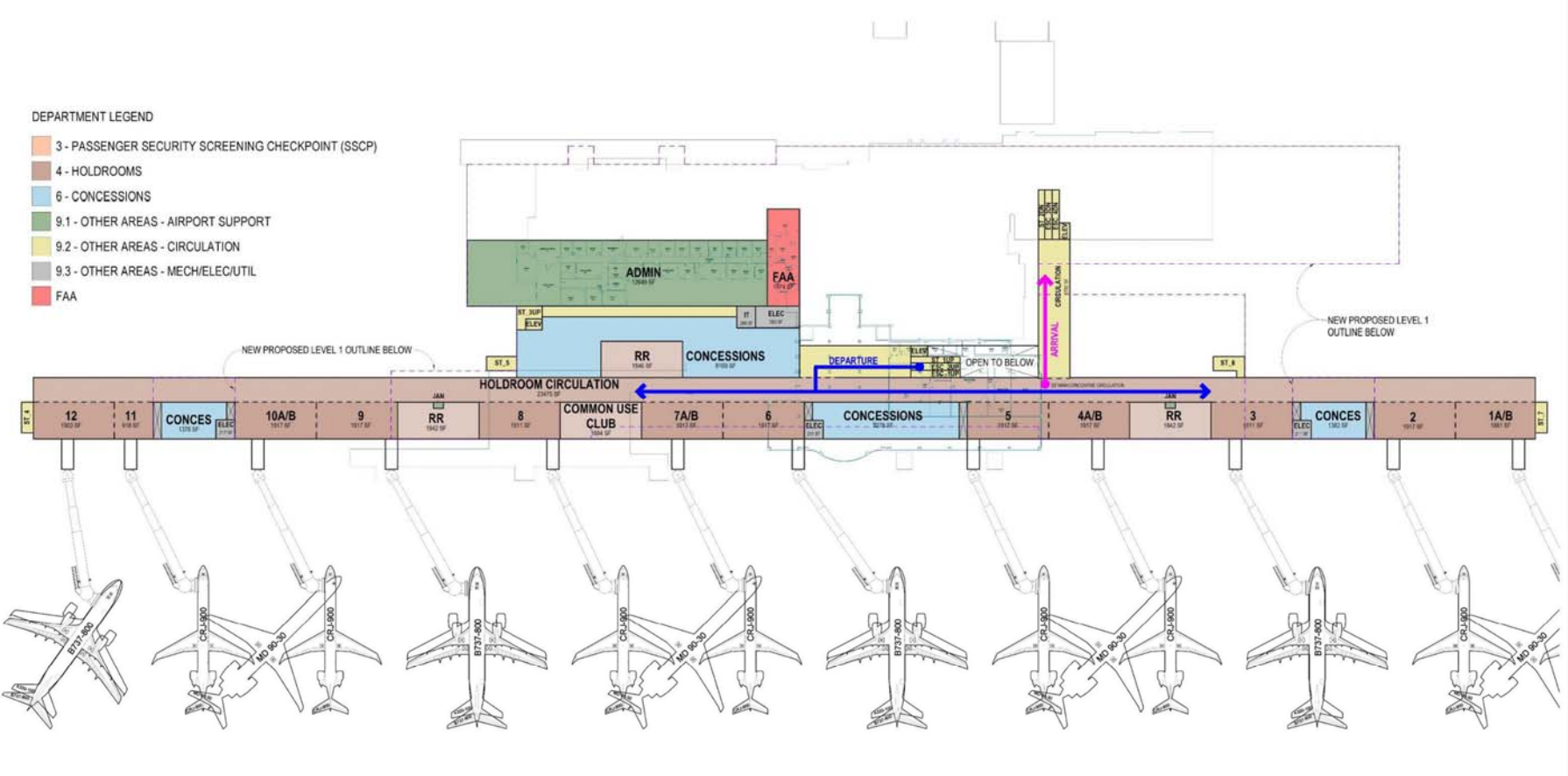
Design Concepts Option - 2 Upper Level – Phase 3

DEPARTMENT LEGEND

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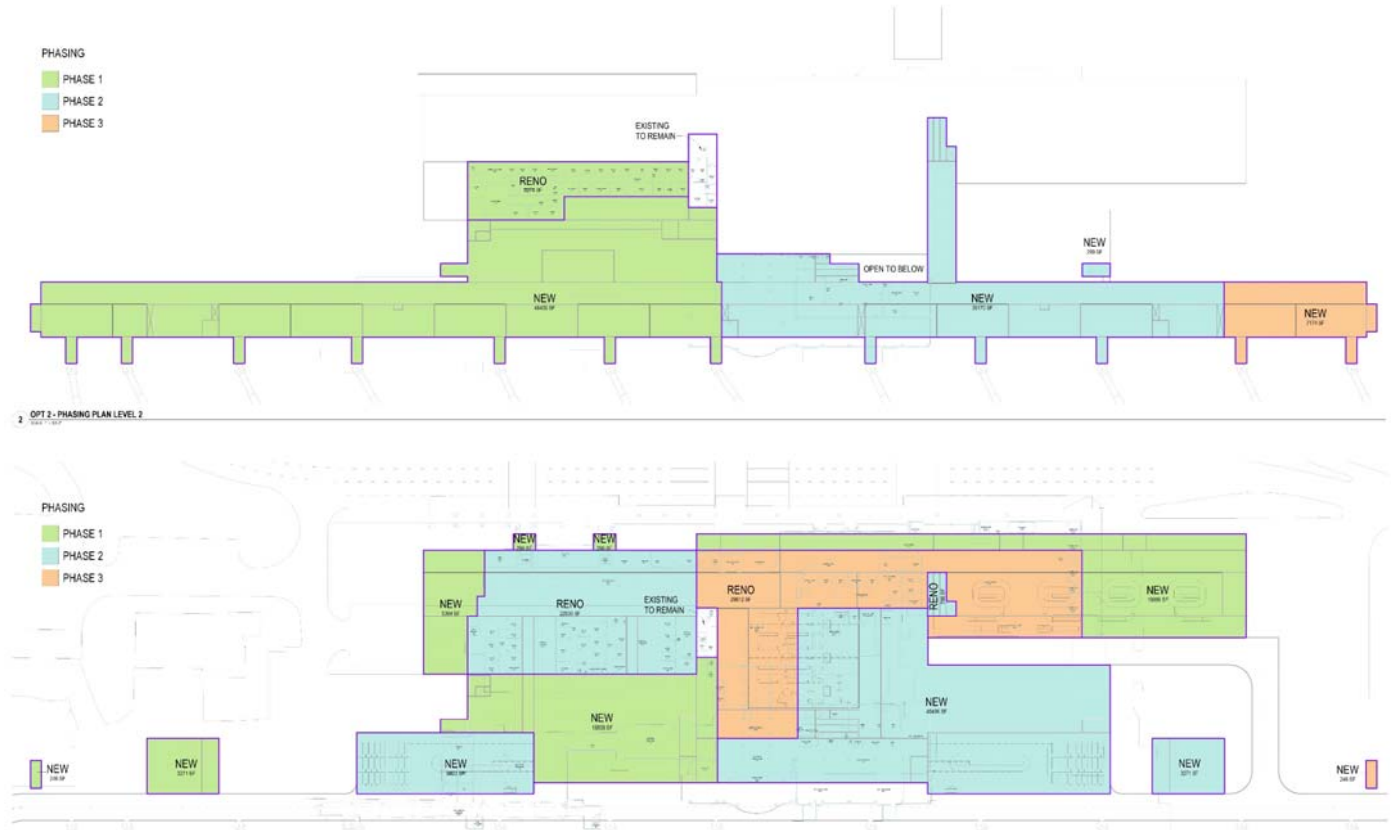
Design Concepts Option - 2 Upper Level (2038)



- EASY ACCESS FROM ADMIN AREA TO CONCOURSE
- VISIBILITY FROM 2ND LEVEL TO GROUND LEVEL BELOW.
- DEPARTURES AND ARRIVALS CIRCULATION IS SEPARATED
- CONCESSIONS ACCESSIBLE TO EVERY GATE

Design Concepts Option 2 – Phasing Summary

- PHASE ONE CONSTRUCTS 7 NEW 2ND LEVEL BOARDING GATES
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- PHASE 3 RENOVATION OF CENTER AREA OF TERMINAL

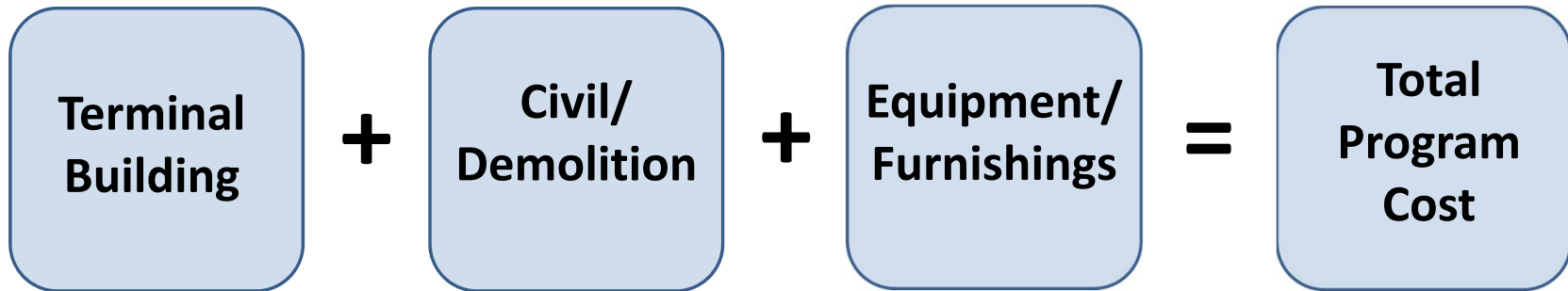




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COSTS

Costs – Total Program (Component Breakdown)



Costs – Total Program (Component Breakdown)

Option 1	Building	Civil/Demo	Eqpmt/Furn	Total
Phase 1 (North Terminal Redevelopment)	\$ 54,643,662	\$ 4,239,431	\$ 11,534,399	\$ 70,417,492
Phase 2 (South Terminal Redevelopment)	\$ 48,900,539	\$ 1,861,601	\$ 15,496,982	\$ 66,259,122
Phase 3 (Central Terminal Reno and Concourse Expn)	\$ 14,932,764	\$ 50,984	\$ 2,220,791	\$ 17,204,539
Total Construction Cost (\$2018) (254,000 SF Building Area = \$ 466/SF)	\$ 118,476,965	\$ 7,533,842	\$ 29,252,172	\$ 153,881,153
Estimated Escalation over 20 year program	\$ 33,091,536	\$ 1,381,826	\$ 8,640,107	\$ 43,113,535
Total Estimated Construction	\$ 151,568,566	\$ 7,533,842	\$ 37,892,279	\$ 196,994,688

Option 2	Building	Civil/Demo	Equip/Furn	Total
Phase 1 (North Terminal Redevelopment)	\$ 56,728,998	\$ 4,159,141	\$ 11,542,905	\$ 72,431,044
Phase 2 (South Terminal Redevelopment)	\$ 43,877,372	\$ 1,250,208	\$ 15,361,963	\$ 60,489,543
Phase 3 (Central Terminal Reno and Concourse Expn)	\$ 13,080,446	\$ 726,522	\$ 2,231,172	\$ 16,038,140
Total Construction Cost (\$2018) (248,430 SF Building Area = \$ 458/SF)	\$ 113,686,816	\$ 6,135,871	\$ 29,136,041	\$ 148,958,727
Estimated Escalation over 20 year program	\$ 30,722,898	\$ 1,394,796	\$ 8,592,758	\$ 40,710,453
Total Estimated Construction	\$ 144,409,714	\$ 7,530,667	\$ 37,728,799	\$ 189,669,180

Costs – Market Comparisons

Terminal Costs (Terminal Only - \$2018)

<u>Location</u>	<u>Project Value</u>	<u>\$\$\$ / SF</u>
Asheville, NC (AVL)	\$ 118,476,965	\$466.44
Tampa, FL (TPA)	\$244,972,778	\$429.37
Oklahoma City, OK (OKC)	\$52,899,610	\$316.77
Memphis, TN (MEM)	\$73,009,524	\$484.92
Fort Wayne, IN (FWA)	\$43,948,952	\$376.61

Costs – Market Comparisons

Program Costs (\$2018) Terminal+Eqpmt+Civil/Sitework

<u>Location</u>	<u>Project Value</u>	<u>\$\$\$ / SF</u>	<u>Aircraft Gates</u>	<u>\$\$\$ / Gate</u>
Asheville, NC (AVL)	\$153,881,153	\$605.83	12	\$12,823,000
Wichita, KS	\$169,600,000	\$623.53	12	\$14,133,000
Boise, ID	\$210,000,000	\$507.25	16	\$13,125,000
Duluth, MN	\$74,120,000	\$699.88	4	\$18,530,000

Costs - Considerations

- Estimate does not include south apron expansion presently planned.
- Additional program costs for consideration
 - Construction Contingency
 - Program Management Soft Costs (Estimated at approximately 3% of Construction Cost)
 - Design Soft Costs (Expected Range would be from 10-12% of Construction Cost. Eligible for AIP reimbursement.)
 - Third party testing
 - Finance Costs and Insurance
- AIP Reimbursable Eligibility
 - Civil/Demolition – 100%
 - Equipment
(Passenger Boarding Bridges/Baggage Handling System/Furnishings) – 100%
 - Building (New construction for air traveling public spaces) – 100%
 - Building Systems support – Prorated based on space eligibility
- Façade enhancement costs will vary depending on the selected option. Costs beyond typical glass storefront are not included.



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COMPARATIVES

Comparative Analysis

Criteria	Option 1	Option 2
Construction Cost	Slightly higher cost for second level construction	Lower cost for reduced second level.
Construction Phasing	Slightly easier because of second level construction.	Relocating SSCP is a challenge.
Construction Schedule	Schedule is not improved by one option over another.	
Adherence to Program	More responsive to program at SSCP.	Airport operations spaces will need to be verified.
Future Expansion	Second level flexibility.	Lower level SSCP is restricted on all sides
Passenger Circulation	Vertical transportation is required.	No level change from ticketing to SSCP.
Spatial Experience Potential	Fewer opportunities for high volume spaces.	SSCP would maintain higher volume space.
Summary	Provides more flexibility for future growth.	SSCP is locked in with circulation challenges.



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FACADE DEVELOPMENT

Terminal Facade Concepts



Option A: Aerial View

Terminal Facade Concepts



Option A: Overall East Facade at Ticketing Hall

Terminal Facade Concepts



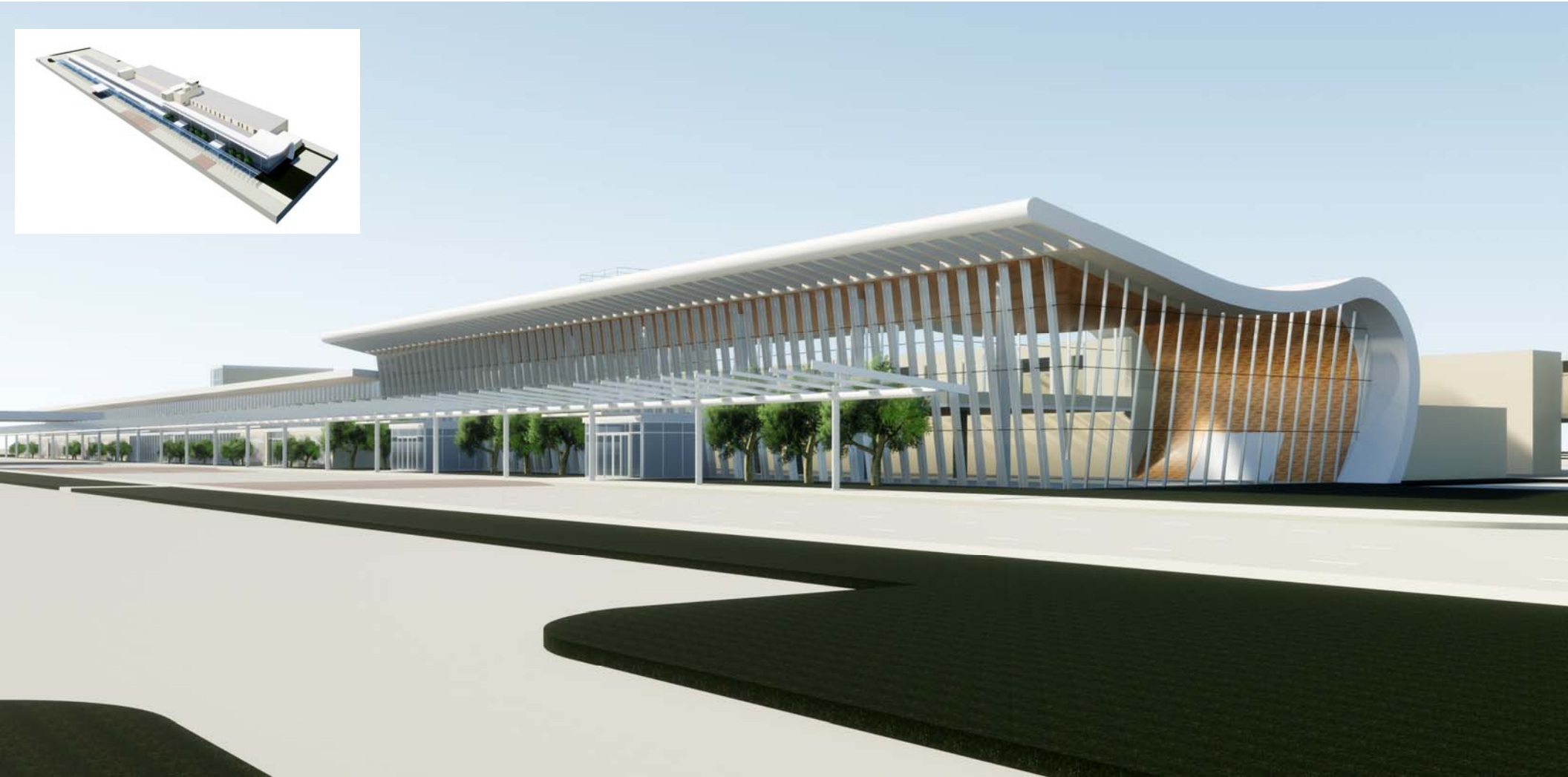
Option A: Overall East Facade at Baggage Hall

Terminal Facade Concepts



Option B: Aerial View

Terminal Facade Concepts



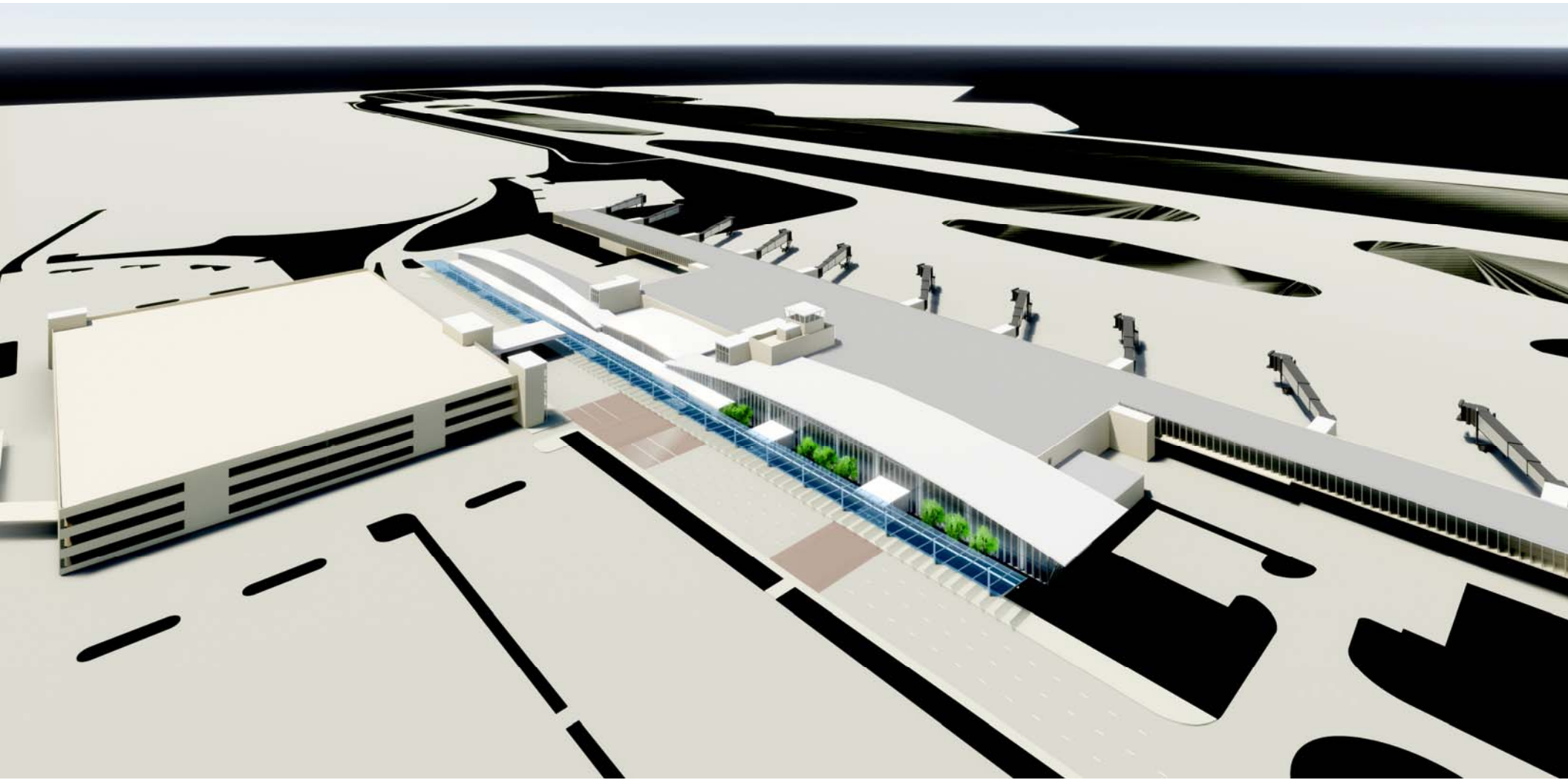
Option B: Overall East Facade at Ticketing Hall

Terminal Facade Concepts



Option B: Overall East Facade at Baggage Hall

Terminal Facade Concepts



Option C: Aerial View

Terminal Facade Concepts



Option C: Overall East Facade at Ticketing Hall

Terminal Facade Concepts



Option C: Overall East Facade at Baggage Hall

Terminal Facade Concepts



Option A: Light Corridor



Option B: Landform



Option C: Airfoil

Terminal Facade Concepts

Option A: Light Corridor



Option B: Landform



Option C: Airfoil





LEO A DALY 100

DISCUSSION

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

AIRPORT ACTIVITY

	Month	Variance to Prior Year	Calendar Year to Date	Variance to Prior Year
Passenger Enplanements	53,775	11.0%	356,857	17.9%
Aircraft Operations				
Commercial	1,955	(1.0%)	12,149	2.0%
Scheduled Flights	734	(1.2%)		
Flight Cancellations	5			
Seats	62,366	7.6%	421,683	11.6%
Load Factor	86.2%	3.1%	84.6%	5.6%
General Aviation	3,648	(7.9%)	27,900	1.6%
Military	254	(27.6%)	2,218	(25.0%)

FINANCIAL RESULTS

	Month	Variance to Budget	Fiscal Year to Date	Variance to Budget
Operating Revenues	\$ 1,319,448	32.5%	\$ 2,477,328	23.9%
Operating Expenses	823,824	1.5%	1,291,528	(19.3%)
Net Operating Revenues before Depreciation	<u>\$ 495,624</u>	169.6%	<u>\$ 1,185,800</u>	197.8%
Net Non-Operating Revenues	<u>\$ 348,567</u>	47.9%	<u>\$ 721,463</u>	53.0%
Grants:				
FAA AIP Grants	\$ (13,335)		\$ 136,475	
NC Dept of Transportation Grants	2,026,331		2,024,831	
Total	<u>\$ 2,012,996</u>		<u>\$ 2,161,306</u>	

CASH

Restricted	\$ 10,010,469
Designated for O&M Reserve	4,608,465
Designated for Emergency Repair	650,000
Unrestricted, Undesignated	18,704,198
Total	<u>\$ 33,973,132</u>

RECEIVABLES PAST DUE

	Total	1-30 Days	31-60 Days	Over 60 Days
Advertising Customers	25,658	14,255	7,325	4,077
Allegiant	10,218	132	-	10,086
American	50,792	1,637	46,415	2,739
Avis	10,799	8,154	1,094	1,551
Budget	7,443	-	7,275	168
Delta	42,547	14,237	14,474	13,836
Elite Airways	6,136	3,125	3,011	-
Enterprise	6,678	859	1,250	4,569
TSA	20,224	10,450	9,600	174
FAA	12,864	-	-	12,864
Hertz	1,840	-	512	1,328
Paradies	1,643	217	-	1,426
Signature	3,667	-	670	2,997
Skywest	33,903	828	-	33,075
Travelers Insurance	79,646	-	910	78,736
United	12,359	12,152	-	208
Vanguard	8,411	125	2,063	6,223
Miscellaneous	7,633	439	88	7,106
Total	<u>\$ 342,459</u>	<u>\$ 66,610</u>	<u>\$ 94,687</u>	<u>\$ 181,162</u>
% of Total Receivables	35.25%			

Note: Excludes balances paid subsequent to month-end.

REVENUE BONDS PAYABLE

	Original Amount	Current Balance
Parking Garage Revenue Bond, Series 2016A	\$ 15,750,000	\$ 15,750,000
Parking Garage Taxable Revenue Bond, Series 2016B	5,250,000	3,080,000
	<u>\$ 21,000,000</u>	<u>\$ 18,830,000</u>

CAPITAL EXPENDITURES

Annual Budget	\$ 30,555,589
Year-to-Date Spending	\$ 597,530

**REGULAR MEETING
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
September 7, 2018**

The Greater Asheville Regional Airport Authority ("Authority") met on Friday, September 7, 2018 at 8:30 a.m. in the Conference Room at the Authority's Administrative Offices, Asheville Regional Airport ("Airport"), 61 Terminal Drive, Suite 1, Asheville, NC 28732.

MEMBERS PRESENT: Matthew C. Burril, Chair; K. Ray Bailey, Vice-Chair; William L. Moyer; Stephanie Pace Brown; David Gantt; and Brad Galbraith

MEMBERS ABSENT: George H. Erwin, Jr.

STAFF AND LEGAL COUNSEL PRESENT: Cindy Rice, Authority Legal Counsel; Lew Bleiweis, Executive Director; Kevan Smith, Chief of Public Safety; Tina Kinsey, Director of Marketing and Public Relations; Janet Burnette, Director of Finance and Accounting; Shane Stockman, IT Director; John Coon, Director of Operations; Samuel Sales, Public Safety Captain; Laura Foster, Custodial Supervisor; and Ellen Heywood, Clerk to the Board

ALSO PRESENT: Mike Darcangelo, Avcon; Jeff Kirby, Parrish & Partners

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

WELCOME OF NEW BOARD MEMBER: The Chair welcomed Brad Galbraith as a new member of the Authority Board.

SERVICE AWARD PRESENTATIONS: The Chair recognized Laura Foster and Ellen Heywood with service recognition awards and gifts for their 10 years of service with the Authority.

PRESENTATIONS:

A. Marketing Update: Tina Kinsey presented a marketing update to the Board that highlighted the 2018/2019 marketing goals and brand perception with analysis of passenger demographics and geography as well as the messages targeted to both the business and leisure travelers. Mrs. Kinsey also spoke of current promotions, the ongoing presence on social media, and a new research program offered through ACI that will provide staff the ability to benchmark Asheville against other airports around the world

and will also offer areas of opportunities in terms of passenger experience and expectations.

The Chair asked if Mrs. Kinsey could provide feedback on comments received about the parking situation. Mrs. Kinsey stated that the drop in the price for the garage parking by \$1 has helped and that less negative comments have been received. Mrs. Kinsey plans to work with LAZ Parking on marketing opportunities that will be beneficial to travelers.

The Board thanked Mrs. Kinsey for her presentation.

FINANCIAL REPORT: The Director reported on the airport activity for the month of July which included enplanements, aircraft operations, and general aviation activity. Janet Burnette reported on the financial activity for the month of July.

CONSENT ITEMS: The Chair stated that Consent Item A, Approval of the Greater Asheville Regional Airport Authority June 8, 2018 Closed Session Minutes Parts A and B, and Consent Item C, Approval of the Greater Asheville Regional Airport Authority August 10, 2018 Closed Session Minutes Parts A and B would be pulled for review in Closed Session.

B. Approval of the Greater Asheville Regional Airport Authority August 10, 2018 Regular Meeting Minutes: Mr. Bailey moved to approve the Greater Asheville Regional Airport Authority August 10, 2018 Regular Meeting Minutes. Ms. Brown seconded the motion and it carried unanimously.

D. Approval of Amendment to the FY 2018/2019 Budget:

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, 2019:

[THIS AREA INTENTIONALLY LEFT BLANK]

Section 1. To amend the appropriations as follows:

EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Administrative Department	\$136,455	
Development Department		\$13,200
Executive Department		11,946
Finance Department		\$13,711
Guest Services Department		\$5,246
Information Technology Department		\$8,452
Marketing Department		\$5,013
Operations Department		\$55,204
Public Safety Department		\$23,683
Carry-over Capital Expenditures		\$9,866,707
Totals	<u>\$136,455</u>	<u>\$10,003,162</u>

This will result in a net increase of \$9,866,707 in the appropriations. Revenues will be revised as follows:

REVENUES:

	<u>Decrease</u>	<u>Increase</u>
Federal Funds – AIP Entitlement Funds		\$6,131,014
NC DOT Funds		\$1,646,400
Transfer from GARAA Cash		\$2,089,293
Totals	<u></u>	<u>\$9,866,707</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 7th day of September, 2018.

Matthew Burrell, Chair

Attested by:

Ellen Heywood, Clerk to the Board

Mr. Gantt moved to approve Consent Item D. Mr. Moyer seconded the motion and it carried unanimously.

OLD BUSINESS: None

NEW BUSINESS: None

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

A. TSA Pre-Check: The Director was pleased to inform the Board that staff was notified two weeks prior that Asheville will be getting TSA Pre-Check. Since a third lane will be necessary, Gresham Smith and Partners has been engaged for design work to make the necessary changes to the checkpoint area to accommodate the third lane. Staff is hopeful that the lane will be installed within the next six months.

B. Garage Signage and Customer Feedback: The Director reported that the area for the car counting system is under construction and the system should be installed and operational by the end of the month. Staff is awaiting proofs for all the signage that will be replacing current signage in the parking lots.

C. ERP Update: Janet Burnette advised the Board that the software was purchased from New World of Tyler Technologies. Staff has been working with New World since February on the design of the software to fit the airport's needs. Mrs. Burnette further stated that while the revenue component of the Tyler Technologies system would work after much tweaking, staff looked at GCR from which the airport is purchasing property management software. Because GCR already had a revenue component in the properties software, there will be no additional costs and the software is developed for airports whereas the Tyler Technologies piece is not. Staff decided to use the GCR software for the revenue piece and the information will be downloaded into the financials on the New World system. Staff will have the ability to turn on the New World revenue system if something happens with the GCR system. Training on purchase orders will take place for staff the following week and the new system will go live the first week of October for purchase orders, checks, and the financials. The revenue piece will take a little longer to get everything in place, but staff is hopeful that will be running in November. Mrs. Burnette stated that staff is also working with the bank so that the purchasing card process will be a little more automated and will be downloaded into the New World system as well. Mrs. Burnette advised the Board that the old system would be accessible with detailed information through June 30, 2018 in the event there are any problems with the new system. Staff will then focus on the payroll and human resources functions which will go live in April.

D. Strategic Plan: The Director stated that while working on the strategic plan, the idea for a public viewing area was the outcome from staff's desire to improve the customer experience. This viewing area will be located next to the maintenance facility on the north end of the airport. Staff is also looking into a radio at the viewing site so that the public can listen to radio traffic from the air traffic control tower while watching the airplanes.

INFORMATION SECTION: No comments

PUBLIC AND TENANTS COMMENTS: None

CALL FOR NEXT MEETING: The next regular meeting of the Authority Board will be held on October 12, 2018.

CLOSED SESSION: At 9:37 a.m. Ms. Brown moved to go into 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 Regarding, Among Other Things, That Lawsuit Entitled Tricor Construction, Inc. vs. RS&H Architects-Engineers-Planners, Inc., Thalle Construction Co., Inc. and Liberty Mutual Insurance Company and vs. Defendant & Third-Party Plaintiff, Greater Asheville Regional Airport Authority, vs. Third-Party Defendant, Avcon, Inc. d/b/a Avcon Engineers and Planners, Inc. in Order to Preserve the Attorney-Client Privilege; to Discuss Matters Relating to the Location and/or Expansion of Industries or Other Businesses in the Area Served by the Greater Asheville Regional Airport Authority, Including Agreement on a Tentative List of Economic Development Incentives that may be Offered by the Greater Asheville Regional Airport Authority in Negotiations; and to Consider Personnel Matters. Mr. Bailey seconded the motion and it carried unanimously.

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

Open Session resumed at 10:19 a.m.

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY SEPTEMBER 7, 2018

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

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY JUNE 8, 2018 CLOSED SESSION MINUTES PARTS A AND B:

Ms. Brown moved to approve the minutes for the June 8, 2018 Closed Session, Parts A and B, and to seal and withhold the minutes for the June 8, 2018 Closed Session, Parts A and B, from public inspection so long as public inspection would frustrate the purpose or purposes thereof. Mr. Bailey seconded the motion and it carried unanimously.

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY AUGUST 10, 2018 CLOSED SESSION MINUTES PARTS A AND B:

Ms. Brown moved to approve the minutes for the August 10, 2018 Closed Session, Parts A and B, and to seal and withhold the minutes for the August 10, 2018 Closed Session, Parts A and B, from public inspection so long as public inspection would frustrate the purpose or purposes thereof. Mr. Bailey seconded the motion and it carried unanimously.

AUTHORITY MEMBERS REPORTS:

A. By-laws: The Chair stated that Ms. Rice has prepared a proposed amendment to the By-laws to address attendance. Ms. Rice distributed the proposed amendment to the By-laws as well as a copy of Section 6 of the current By-laws. Ms. Rice stated that since the members are appointed by other authorities, the goal is to use the attendance expectations from those authorities to adopt an aspirational goal within the Authority's By-laws. Ms. Rice requested the Board's feedback on the amended By-laws.

Ms. Brown stated that she would support the new amendment to the By-laws but suggested two enhancements: (1) a provision for excused absences and (2) a conclusion such as an expectation that the member be expected to resign if they are unable to attend the meetings.

A discussion ensued regarding the excused absence language and the member's responsibility to resign if unable to attend meetings.

Ms. Rice stated that she would revise the proposed amendment to the By-laws to incorporate a component for excused absences as well as a component for an expectation for the member to resign if unable to attend 75% of the regularly scheduled Board meetings. The revised amendment to the By-laws will be sent out 20 days in advance of the next meeting so that the Board can discuss and possibly act on this matter at the October 12th Board meeting.

ADJOURNMENT: Mr. Gantt moved to adjourn the meeting at 10:37 a.m. Mr. Moyer seconded the motion and it carried unanimously.

Respectfully submitted,

Ellen Heywood
Clerk to the Board

Approved:

Matthew C. Burrell
Chair



MEMORANDUM

TO: Members of the Airport Authority

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

DATE: October 12, 2018

ITEM DESCRIPTION – Consent Item C

Ratification of Amendment to the FY18/19 Budget

BACKGROUND

The TSA has informed GARAA of its intent to install a third lane of equipment at the security screening checkpoint. The addition of the third lane will allow for a TSA Pre-Check lane. GARAA is responsible for providing the basic infrastructure to support the third lane. Modifications necessary to accommodate the third lane include the removal of the existing glass curtain wall and its replacement with an additional passenger entry gate and document checking stations, and the addition and/or relocation of power and data cabling to serve both existing and new equipment. The total cost for these modifications is estimated to be no more than \$60,000.

It was necessary to authorize these modifications immediately upon notification from the TSA, so the Executive Director authorized the needed purchase requisition and budget amendment to cover the expenditures. We recommend that the Airport Authority Board ratify the FY18/19 budget amendment as outlined below.

ISSUES

None.

ALTERNATIVES

None.

FISCAL IMPACT

The budget amendment increases both FY18/19 budgeted revenues and expenditures by \$60,000. The net increase in Transfers from GARAA Cash is \$60,000.

Consent – Item C



RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to ratify the FY18/19 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, 2019:

Section 1. To amend the appropriations as follows:

EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Capital Improvements		\$60,000
Totals		\$60,000

This results in a net increase of \$60,000 in the appropriations. Revenues are revised as follows:

REVENUES:

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash		\$60,000
Totals		\$60,000

Section 2. Copies of this budget ratification 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.

Ratified this 12th day of October, 2018.

Matthew C. Burrell, Chair

Attested by:

Ellen Heywood, Clerk to the Board

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY

RESOLUTION NO. 101218-02

RESOLUTION AUTHORIZING THE GREATER ASHEVILLE REGIONAL AIRPORT TO PARTICIPATE IN THE STATE OF NORTH CAROLINA – UNITED STATES DEPARTMENT OF DEFENSE LESO PROGRAM

WHEREAS, the Greater Asheville Regional Airport Authority maintains a public safety department (hereinafter "GARAA DPS"), which employs law enforcement officers;

WHEREAS, Federal law permits the United States Department of Defense to transfer to Federal and State agencies personal property that the Secretary of the Department of Defense determines is suitable for use by law enforcement agencies through a program that is informally known as Program 1033 or as the Law Enforcement Support Office Program (hereinafter "LESO Program");

WHEREAS, the GARAA DPS has limited fiscal resources available for procurement of equipment in support of law enforcement and law enforcement training, and the GARAA DPS' participation in the LESO Program allows the GARAA DPS to obtain equipment they might not otherwise be able to afford;

WHEREAS, the Governor of the State of North Carolina has implemented the LESO Program statewide with an effective date of 9-28-2017 (hereinafter "Effective Date");

WHEREAS, participation in the State of North Carolina LESO Program under the United States Department of Defense regulations allows for controlled United State Government property (e.g. weapons, service vehicles, tools, tactical equipment, etc.) to be loaned to law enforcement agencies participating in the LESO Program;

WHEREAS, to receive property under the LESO Program, the GARAA DPS must first obtain the authorization of its governing authority to participate in the LESO Program in accordance with the terms and conditions of the State of North Carolina, the United States Department of Defense and the State Plan of Operation Between the State of North Carolina and the Greater Asheville Regional Airport Authority Department of Public Safety (hereinafter "SPO"), a copy of which is attached hereto and incorporated herein by reference;

WHEREAS, the GARAA DPS must at all times meet the participation standards, and must at all times comply with the inventory protocols, program compliance reviews, and other reporting requirements itemized in the SPO;

WHEREAS, the Asheville Regional Airport Authority Department of Public Safety previously participated in the LESO Program; and

WHEREAS, the Greater Asheville Regional Airport Authority has determined it is in the best interest of the GARAA DPS to also participate in the LESO Program.

NOW THEREFORE, BET IT RESOLVED by the Greater Asheville Regional Airport Authority as follows:

1. The above recitals are incorporated herein by reference.
2. The Greater Asheville Regional Airport Authority does hereby consent to and approve the GARAA DPS' enrollment in, and participation with, the State of North Carolina LESO Program, in accordance with the attached SPO, as of the Effective Date of the State of North Carolina's LESO Program and until such time as the SPO is terminated in writing by either party in accordance with the terms of the SPO.

Adopted this the __ day of October, 2018.

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY

By: Matthew C. Burrell, Chair

ATTESTED BY:

Ellen M. Heywood, Clerk to the Board



MEMORANDUM

TO: Members of the Airport Authority

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

DATE: October 12, 2018

ITEM DESCRIPTION – New Business Item A

Approve Modification to FAA Reimbursable Agreement No. AJW-FN-ESA-15-7294

BACKGROUND

The Authority approved FAA Reimbursable Agreement No. AJW-FN-ESA-15-7294 on February 12, 2016 for design and installation of Navigational Aids (Nav aids) on Relocated Runway 17/35 at the Asheville Regional Airport. The original cost associated with this agreement is \$841,187.94. As a direct result of the delays experienced on the Bid Package 4 phase of the project, including the termination of the contractor, and subsequent delays by the surety company in attempting to complete the project, the FAA has incurred significant additional direct cost associated with supporting completion of this project. The FAA has exhausted the funds available under the above noted Reimbursable Agreement and is unable to continue providing the required services necessary to complete the Nav aids portion of this project without additional compensation.

ISSUES

Presently, the Nav aid systems are only partially installed. This is primarily the Instrument Landing Systems for Runways 17 and 35, but also includes the Precision Approach Path Indicators (PAPI) for both runways. Most of the system equipment installation requires certain milestones to be achieved in the general construction of the runway as a pre-requisite. Many of those milestones have yet to be achieved due to the continued delays. FAA's personnel, like the airport's engineers, have been on site throughout these delays, leading to the already approved funds being depleted. Without continued additional funding, the FAA cannot complete the Nav aids on this project.

New Business – Item A



ALTERNATIVES

None.

FISCAL IMPACT

The additional cost associated with this modification of the Agreement is \$649,919.93. This amount will be included in the billings to the surety company for reimbursement to the Authority.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve Modification to FAA Reimbursable Agreement No. AJW-FN-ESA-15-7294, in the amount of \$649,919.93; and (2) authorize the Executive Director to execute the necessary documents.



September 4, 2018

Greater Asheville Regional Airport Authority
Attn: Lew Bleiweis
Executive Director
61 Terminal Drive, Suite 1
Fletcher, NC 28732
(828) 684-2226

RE: Modification to Reimbursable Agreement AJW-FN-ESA-15-7294: “Install NAVAIDS on Relocated Runway 17/35 at Asheville Regional Airport, Asheville, North Carolina.”

Dear Mr. Bleiweis:

Article 10, of Reimbursable Agreement AJW-FN-ESA-15-7294 between the Federal Aviation Administration and the Greater Asheville Regional Airport Authority requires that changes or modifications to the Agreement shall be made by written modification signed by the authorized representatives of each party. This letter will serve as the written modification to revise the costs in Article 7, “Estimated Costs.”

ARTICLE 7, “Estimated Costs”
(Revised to include additional costs as Follows)

The estimated FAA costs associated with this Agreement are as follows:

DESCRIPTION OF REIMBURSABLE ITEM	ESTIMATED COST	ADDITIONAL COST
Labor		Labor
Bid Package 3 Costs		Bid Package 3 Costs
WB4050 – Construction	\$136,640.00	WB4050 – Construction \$ 16,320.00
		WB4030 – Environmental/OSH \$ 8,160.00
WB4060- Site Prep, Install, Test, Checkout	\$15,000.00	WB4060 – Site Prep, Install, Test, Checkout \$ 65,280.00
		WB4070 – JAI/Commissioning/ Closeout \$ 28,560.00
Bid Package 4 Costs		Bid Package 4 Costs
WB4050 - Construction	\$97,920.00	WB4050 – Construction \$120,768.00
WB4060 – Site Prep, Install, Test, Checkout	\$153,792.00	WB4060 – Site Prep, Install, Test, Checkout \$114,240.00
WB4070 – JAI/Commissioning/ Closeout	\$31,600.00	WB4070 – JAI/Commissioning/ Closeout \$ 65,280.00

Labor Subtotal	\$434,952.00	Labor Subtotal	\$418,608.00
Labor Overhead (17%)	\$73,941.84	Labor Overhead (17%)	\$ 58,812.69
Total Labor	\$508,893.84	Total Labor	\$477,420.69
Non-Labor			
Bid Package 3 - WB4050 - Construction	\$39,354.00	Bid Package 3 – WB4050 Construction	\$ 15,017.33
Bid Package 4 - WB4050 - Construction	\$97,958.00	Bid Package 3 – WB4030 Environmental/OSH	\$ 2,110.00
Bid Package 4 - WB4060 – Site Prep, Install, Test, Checkout	\$167,769.00	Bid Package 3 – WB4060 Site Prep, Install, Test, Checkout	\$ 16,880.00
Bid Package 4 - WB4070 – JAI/Commissioning/Closeout	\$8,404.00	Bid Package 3 – WB4070 JAI/Commissioning/Closeout	\$ 5,977.00
Non-Labor Subtotal	\$313,485.00	Bid Package 4 – WB4050 Construction	\$ 78,442.80
Non-Labor Overhead (6%)	\$18,809.10	Bid Package 4 – WB4060 Site Prep, Install, Test, Checkout	\$ 29,540.00
Original Agreement Estimated Costs	\$841,187.94	Bid Package 4 – WB4070 JAI/Commissioning/Closeout	\$ 14,768.00
		Non-Labor Subtotal	\$162,735.13
		Non-Labor Overhead (6%)	\$ 9,764.11
		Total Non-Labor	\$172,499.24
		Total Additional Costs	\$649,919.93

If you have any questions or concerns, please contact John Fowler at (404) 305-7326.

**FEDERAL AVIATION
ADMINISTRATION**

**GREATER ASHEVILLE
REGIONAL AIRPORT
AUTHORITY**

SIGNATURE _____
 NAME _____
 TITLE Contracting Officer
 DATE _____

SIGNATURE _____
 NAME _____
 TITLE _____
 DATE _____



MEMORANDUM

TO: Members of the Airport Authority
FROM: Lew Bleiweis, A.A.E., Executive Director
DATE: October 12, 2018

ITEM DESCRIPTION – New Business Item B

Approval of the Greater Asheville Regional Airport Authority Board 2019 Schedule

Below are the proposed dates for the 2019 Board Meetings and Budget Workshop/Budget Approval Meeting to note on your calendars:

January 18	July 12
February 15	August 9
March 8	September 6
Thursday, March 28	October 11
April 12	November 15
May 10	December 13
June 14	

Thursday, March 28, 2019 – Board Budget Workshop/Budget Approval



MEMORANDUM

TO: Members of the Airport Authority

FROM: Janet Burnette, Director of Finance

DATE: October 12, 2018

ITEM DESCRIPTION – New Business Item C

Approval of Amended Pay Grade Structure

BACKGROUND

The Authority Board approved an amended Pay Grade Structure in April, 2015. The Board also approved a new properties/purchasing contract manager position in this year's budget. Staff is finding it difficult to fill this position due to the current employment market. The position has been posted, resumes accepted, and interviews conducted. However, the salary range associated with this position is not high enough to attract any qualified applicants. Staff is requesting an adjustment to the current the Pay Grade 7 Structure. A new salary structure survey for all grades will be conducted once the new Director of Administration is on board.

ISSUES

The amended Pay Grade 7 Structure will help fill the open properties/ purchasing contract manager position.

ALTERNATIVES

The Authority Board could decide not to approve the proposed change to the Pay Grade 7 Structure.

FISCAL IMPACT

Total salary cost will not exceed budgeted amounts in FY2019 as a result of this adjustment, and will be included in the FY2019-2020 budget as an ongoing budget commitment for the Authority.

New Business – Item C



RECOMMENDED ACTION

It is respectfully requested that the Greater Asheville Regional Airport Authority Board resolve to (1) approve the amended Pay Grade 7 Structure; and (2) authorize the Executive Director to implement such changes effective immediately.



MEMORANDUM

TO: Members of the Airport Authority

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

DATE: October 12, 2018

ITEM DESCRIPTION – New Business Item D

Approval of Agreement with Kimley-Horn for Consulting Services Associated with Pipe Condition Inspection

BACKGROUND

In the 2008 timeframe, during the structural fill project located within Area 1, a.k.a. the North GA Area, a 60-inch reinforced concrete pipe (RCP) used to convey storm water was installed. Duke Energy, at the direction of the North Carolina Department of Environmental Quality (DEQ), has been conducting an annual video inspection of this pipe for the past two years. The most recent video inspection identified potential deterioration of the pipe, resulting in inquiries from DEQ as to the airport's intent concerning repairs and on-going inspections. Before the Authority can take action to address any potential repairs, staff feels it necessary to hire its own engineer to conduct a new inspection, based on methods and/or standards common to the NCDOT. Repairs or other remedies that may be needed can then be planned based upon the results reported by the engineer.

Authority staff initially consulted with each of the engineering firms presently under contract with the airport. Large culvert inspections common to the NCDOT are typically carried out by engineers with a specific level of training, which is not common to all engineers, and which none of the firms under contract can provide.

Staff identified one civil engineering firm that works in the region with the necessary qualifications.



ISSUES

Staff feels it is important that the establishment of a base line condition of the pipe be determined using appropriate engineering and analytical means.

ALTERNATIVES

The Board can request that staff find alternative firms to perform the work.

FISCAL IMPACT

Work associated with this inspection will not exceed \$50,000.00. Separately, additional costs will be incurred for any recommended repairs resulting from the inspection.

RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to (1) approve Agreement with Kimley-Horn, in an amount not to exceed \$50,000.00, for services associated with the pipe condition inspection; and (2) authorize the Executive Director to execute the necessary documents; and (3) amend the FY2018/2019 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, 2019:

Section 1. To amend the appropriations as follows:

EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Capital Improvements	_____	\$50,000
Totals	_____	\$50,000



This will result in a net increase of \$50,000.00 in the appropriations. Revenues will be revised as follows:

REVENUES:

	<u>Decrease</u>	<u>Increase</u>
Transfer from GARAA Cash	_____	_____ \$50,000
Totals	_____	_____ \$50,000

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 12th day of October, 2018.

Matthew C. Burril, Chair

Attested by:

Ellen Heywood, Clerk to the Board



MEMORANDUM

TO: Members of the Airport Authority
FROM: Lew Bleiweis, A.A.E., Executive Director
DATE: October 12, 2018

ITEM DESCRIPTION – Information Section Item A

August, 2018 Traffic Report – Asheville Regional Airport

SUMMARY

August, 2018 overall passenger traffic numbers were up 11.5% compared to the same period last year. Passenger traffic numbers reflect an 11.0% increase in passenger enplanements from August, 2017. Enplanements for Fiscal Year to Date total 111,443 which is a 9.7% increase over the same period last year.

AIRLINE PERFORMANCE

Allegiant Airlines: Year over Year passenger enplanements for Allegiant in August 2018 were up by 44.6%. There were no flight cancellations for the month.

American Airlines: American's August 2018 passenger enplanements represent a 1.2% increase over the same period last year. There were three (3) flight cancellations for the month.

Delta Airlines: Delta's August 2018 enplanements were flat compared to August 2017. There were no flight cancellations for the month.

Elite Airways: Year over Year passenger enplanements for Elite in August 2018 were up by 3.2%. There were no flight cancellations for the month.

United Airlines: In August 2018, United Airlines saw a decrease in enplanements by 13.8% over the same period last year. There were two (2) flight cancellations for the month.

Monthly Traffic Report

Asheville Regional Airport

August 2018



Category	Aug 2018	Aug 2017	Percentage Change	*CYTD-2018	*CYTD-2017	Percentage Change	*MOV12-2018	*MOV12-2017	Percentage Change
Passenger Traffic									
Enplaned	53,775	48,440	11.0%	356,857	302,731	17.9%	531,523	454,029	17.1%
Deplaned	<u>53,443</u>	<u>47,739</u>	11.9%	<u>356,086</u>	<u>301,948</u>	17.9%	<u>533,375</u>	<u>453,470</u>	17.6%
Total	107,218	96,179	11.5%	712,943	604,679	17.9%	1,064,898	907,499	17.3%
Aircraft Operations									
Airlines	775	745	4.0%	5,685	5,123	11.0%	8,402	7,512	11.8%
Commuter /Air Taxi	<u>1,180</u>	<u>1,229</u>	-4.0%	6,464	6,783	-4.7%	10,661	9,968	7.0%
Subtotal	<u>1,955</u>	<u>1,974</u>	-1.0%	<u>12,149</u>	<u>11,906</u>	2.0%	<u>19,063</u>	<u>17,480</u>	9.1%
General Aviation	3,648	3,959	-7.9%	27,900	27,456	1.6%	43,285	41,813	3.5%
Military	<u>254</u>	<u>351</u>	-27.6%	<u>2,218</u>	<u>2,959</u>	-25.0%	<u>3,948</u>	<u>4,404</u>	-10.4%
Subtotal	<u>3,902</u>	<u>4,310</u>	-9.5%	<u>30,118</u>	<u>30,415</u>	-1.0%	<u>47,233</u>	<u>46,217</u>	2.2%
Total	5,857	6,284	-6.8%	42,267	42,321	-0.1%	66,296	63,697	4.1%
Fuel Gallons									
100LL	16,259	16,851	-3.5%	106,171	105,253	0.9%	164,214	162,678	0.9%
Jet A (GA)	154,470	177,931	-13.2%	931,560	913,796	1.9%	1,452,034	1,400,558	3.7%
Subtotal	<u>170,729</u>	<u>194,782</u>	-12.3%	<u>1,037,731</u>	<u>1,019,049</u>	1.8%	<u>1,616,248</u>	<u>1,563,236</u>	3.4%
Jet A (A/L)	<u>419,492</u>	<u>344,741</u>	21.7%	<u>2,780,945</u>	<u>2,217,414</u>	25.4%	<u>4,117,752</u>	<u>3,232,324</u>	27.4%
Total	590,221	539,523	9.4%	3,818,676	3,236,463	18.0%	5,734,000	4,795,560	19.6%

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

Thursday, September 20, 2018

Airline Enplanements, Seats, and Load Factors

Asheville Regional Airport

August 2018



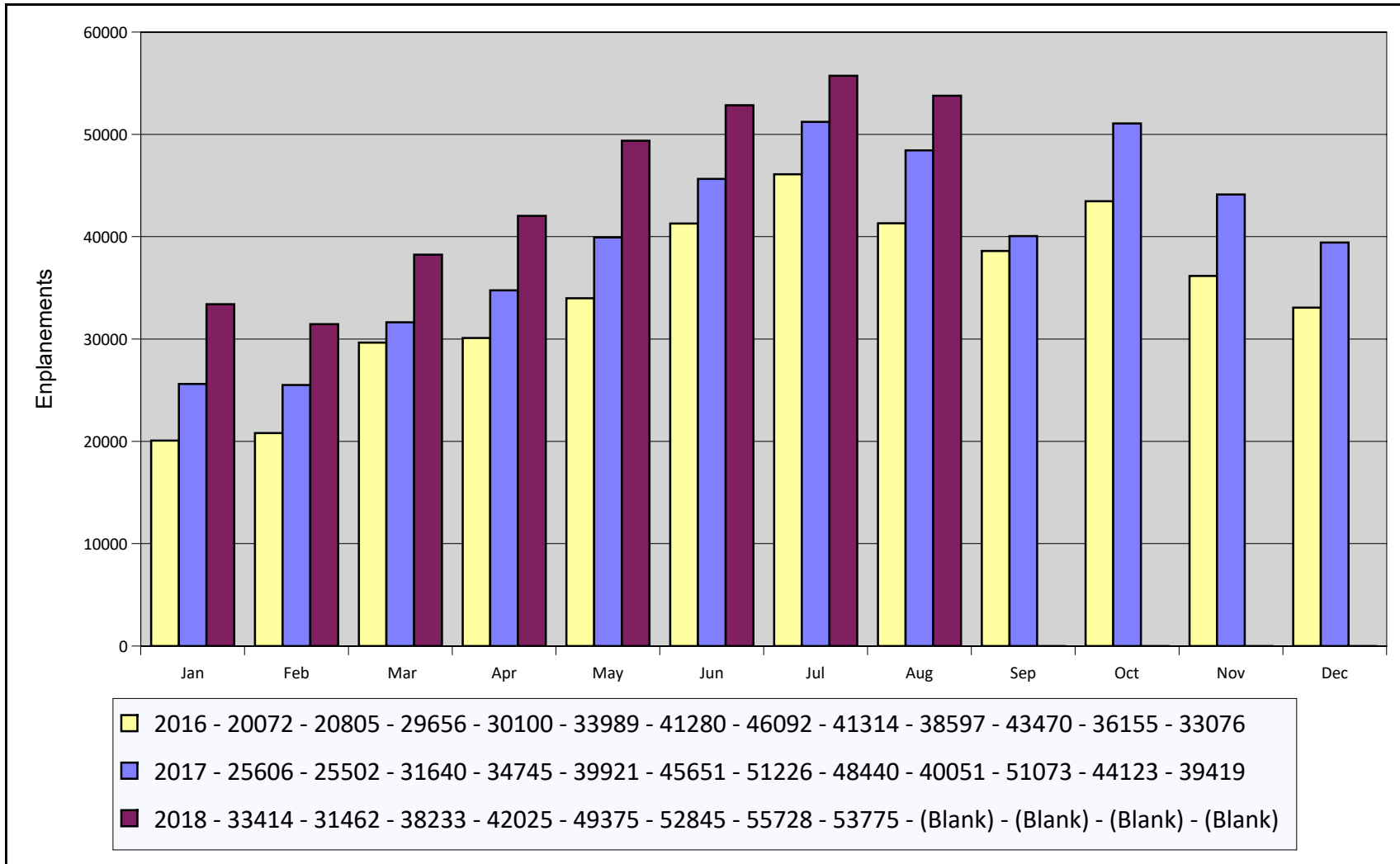
	Aug 2018	Aug 2017	Percentage Change	*CYTD-2018	*CYTD-2017	Percentage Change
Allegiant Air						
Enplanements	20,692	14,312	44.6%	132,567	93,045	42.5%
Seats	23,367	16,920	38.1%	155,598	108,062	44.0%
Load Factor	88.6%	84.6%	4.7%	85.2%	86.1%	-1.1%
American Airlines						
Enplanements	11,509	11,377	1.2%	75,518	66,669	13.3%
Seats	14,000	14,382	-2.7%	92,220	91,137	1.2%
Load Factor	82.2%	79.1%	3.9%	81.9%	73.2%	11.9%
Delta Air Lines						
Enplanements	13,628	13,581	0.3%	96,899	91,379	6.0%
Seats	15,537	15,797	-1.6%	110,600	114,581	-3.5%
Load Factor	87.7%	86.0%	2.0%	87.6%	79.8%	9.9%
Elite Airways						
Enplanements	261	253	3.2%	1,034	780	32.6%
Seats	450	450	0.0%	2,020	1,450	39.3%
Load Factor	58.0%	56.2%	3.2%	51.2%	53.8%	-4.8%
United Airlines						
Enplanements	7,685	8,917	-13.8%	50,839	50,858	0.0%
Seats	9,012	10,386	-13.2%	61,245	62,602	-2.2%
Load Factor	85.3%	85.9%	-0.7%	83.0%	81.2%	2.2%
Totals						
Enplanements	53,775	48,440	11.0%	356,857	302,731	17.9%
Seats	62,366	57,935	7.6%	421,683	377,832	11.6%
Load Factor	86.2%	83.6%	3.1%	84.6%	80.1%	5.6%

Airline Flight Completions Asheville Regional Airport August 2018

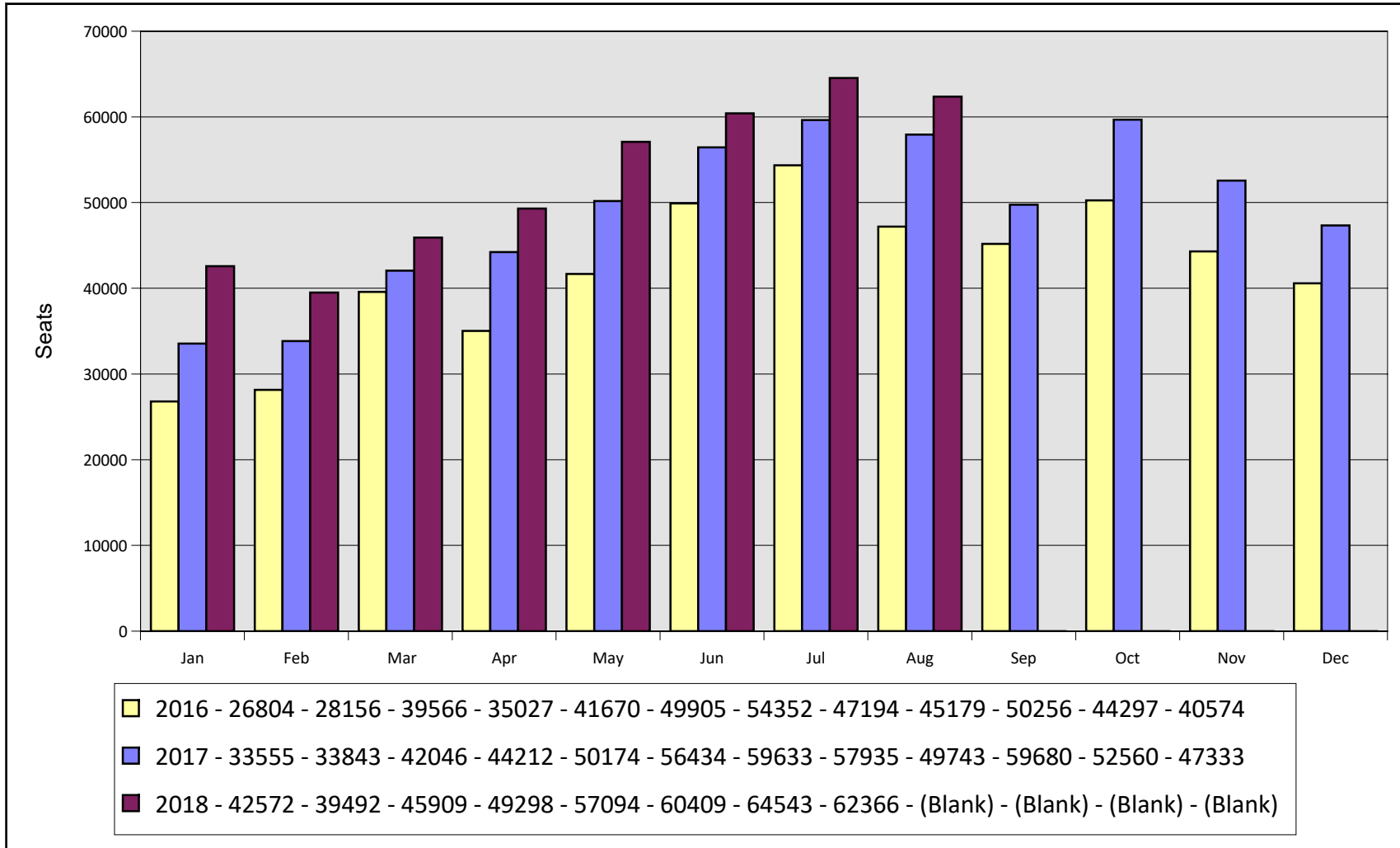


Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Percentage of Completed Flights
			Mechanical	Weather	Other		
Allegiant Air	136	0	0	0	0	0	100.0%
American Airlines	222	0	1	2	0	3	98.6%
Delta Air Lines	235	0	0	0	0	0	100.0%
Elite Airways	9	0	0	0	0	0	100.0%
United Airlines	132	0	0	0	2	2	98.5%
Total	734	0	1	2	2	5	99.3%

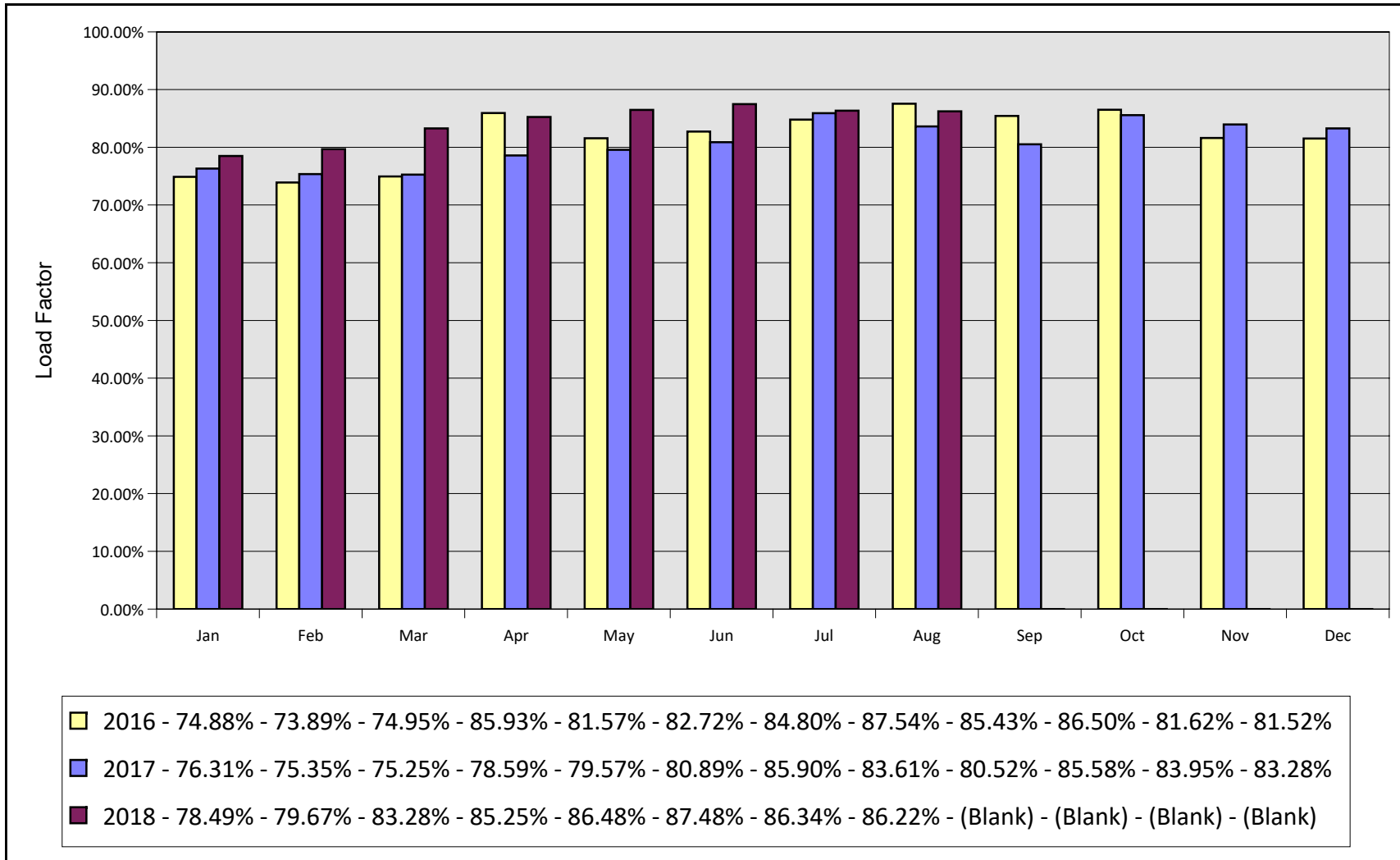
Monthly Enplanements By Year Asheville Regional Airport



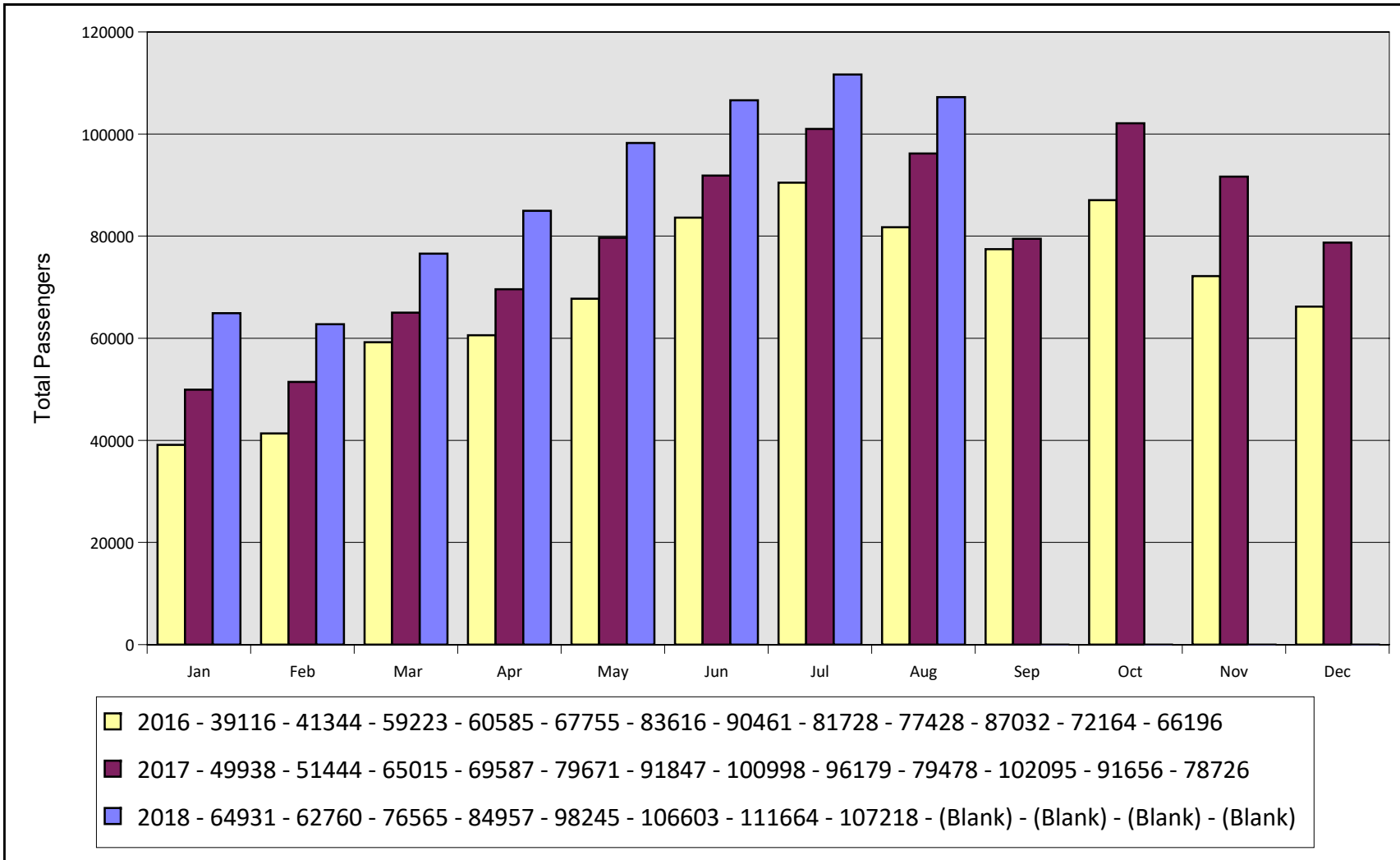
Monthly Seats By Year Asheville Regional Airport



Monthly Load Factors By Year Asheville Regional Airport

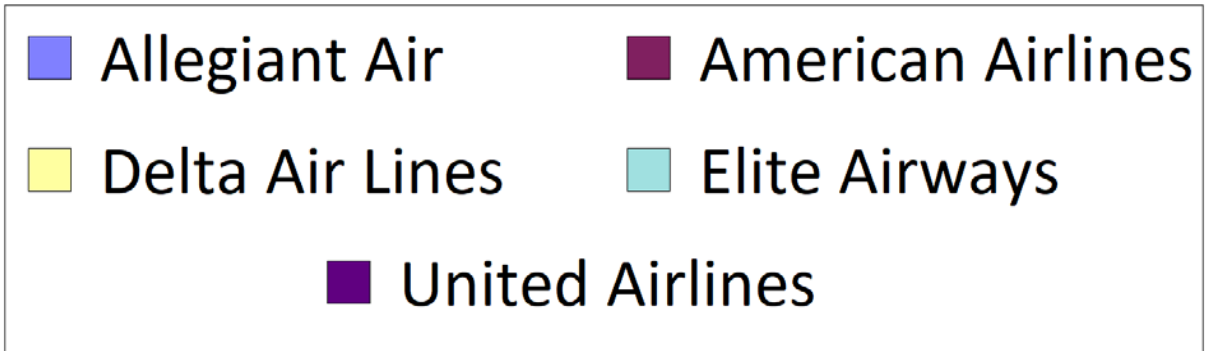
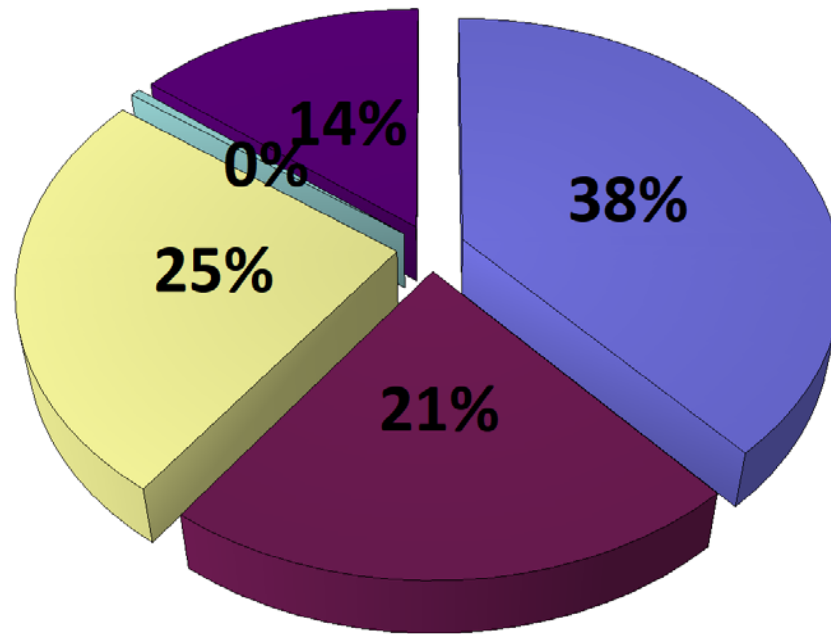


Total Monthly Passengers By Year Asheville Regional Airport



Airline Market Share Analysis (Enplanements) Asheville Regional Airport

Report Period From August 2018 Through August 2018



AVL - Three month schedule Summary Report
 October - December 2018 vs. 2017

October 2018 vs. October 2017											
Mkt AI	Travel Period		Oct-18		Oct-17		Diff		Percent Diff		
	Orig	Dest	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	
7Q	AVL	VRB	2	100	2	94	0	6	0.0%	6.4%	
7Q	VRB	AVL	2	100	2	94	0	6	0.0%	6.4%	
AA	AVL	CLT	51	3,343	53	3,118	(2)	225	(3.8%)	7.2%	
AA	CLT	AVL	51	3,343	53	3,118	(2)	225	(3.8%)	7.2%	
DL	ATL	AVL	46	3,440	52	3,346	(6)	94	(11.5%)	2.8%	
DL	AVL	ATL	46	3,440	53	3,396	(7)	44	(13.2%)	1.3%	
G4	AVL	BWI	2	354	2	332	0	22	0.0%	6.6%	
G4	BWI	AVL	2	354	2	332	0	22	0.0%	6.6%	
G4	AVL	EWR	3	531	2	332	1	199	50.0%	59.9%	
G4	EWR	AVL	3	531	2	332	1	199	50.0%	59.9%	
G4	AVL	FLL	14	2,478	8	1,361	6	1,117	75.0%	82.1%	
G4	FLL	AVL	14	2,478	8	1,361	6	1,117	75.0%	82.1%	
G4	AVL	PGD	5	885	5	852	0	33	0.0%	3.9%	
G4	PGD	AVL	5	885	5	852	0	33	0.0%	3.9%	
G4	AVL	PIE	9	1,593	7	1,206	2	387	28.6%	32.1%	
G4	PIE	AVL	9	1,593	7	1,206	2	387	28.6%	32.1%	
G4	AVL	SFB	7	1,184	6	996	1	188	16.7%	18.9%	
G4	SFB	AVL	7	1,184	6	996	1	188	16.7%	18.9%	
NK	AVL	FLL	3	546	0	0	3	546			
NK	FLL	AVL	3	546	0	0	3	546			
NK	AVL	MCO	3	546	0	0	3	546			
NK	MCO	AVL	3	546	0	0	3	546			
NK	AVL	TPA	2	364	0	0	2	364			
NK	TPA	AVL	2	364	0	0	2	364			
UA	AVL	EWR	7	584	7	826	0	(242)	0.0%	(29.3%)	
UA	EWR	AVL	7	584	7	826	0	(242)	0.0%	(29.3%)	
UA	AVL	ORD	28	1,400	28	1,400	0	0	0.0%	0.0%	
UA	ORD	AVL	28	1,400	28	1,400	0	0	0.0%	0.0%	
Total			364	34,696	345	27,776	19	6,920	5.5%	24.9%	

November 2018 vs. November 2017											
Mkt AI	Travel Period		Nov-18		Nov-17		Diff		Percent Diff		
	Orig	Dest	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	
AA	AVL	CLT	53	3,639	52	2,900	1	739	1.9%	25.5%	
AA	CLT	AVL	53	3,639	52	2,900	1	739	1.9%	25.5%	
DL	ATL	AVL	45	3,442	52	3,320	(7)	122	(13.5%)	3.7%	
DL	AVL	ATL	45	3,442	52	3,380	(7)	62	(13.5%)	1.8%	
G4	AVL	BWI	2	354	1	177	1	177	100.0%	100.0%	
G4	BWI	AVL	2	354	1	177	1	177	100.0%	100.0%	
G4	AVL	EWR	2	354	2	354	0	0	0.0%	0.0%	
G4	EWR	AVL	2	354	2	354	0	0	0.0%	0.0%	
G4	AVL	FLL	14	2,467	7	1,239	7	1,228	100.0%	99.1%	
G4	FLL	AVL	14	2,467	7	1,239	7	1,228	100.0%	99.1%	
G4	AVL	PGD	4	708	2	354	2	354	100.0%	100.0%	
G4	PGD	AVL	4	708	2	354	2	354	100.0%	100.0%	
G4	AVL	PIE	6	1,041	4	708	2	333	50.0%	47.0%	
G4	PIE	AVL	6	1,041	4	708	2	333	50.0%	47.0%	
G4	AVL	SFB	7	1,228	4	708	3	520	75.0%	73.4%	
G4	SFB	AVL	7	1,228	4	708	3	520	75.0%	73.4%	
NK	AVL	FLL	4	728	0	0	4	728			
NK	FLL	AVL	4	728	0	0	4	728			
NK	AVL	MCO	4	728	0	0	4	728			
NK	MCO	AVL	4	728	0	0	4	728			
NK	AVL	TPA	3	546	0	0	3	546			
NK	TPA	AVL	3	546	0	0	3	546			
UA	AVL	EWR	7	740	7	876	0	(136)	0.0%	(15.5%)	
UA	EWR	AVL	7	740	7	876	0	(136)	0.0%	(15.5%)	
UA	AVL	ORD	21	1,050	21	1,050	0	0	0.0%	0.0%	
UA	ORD	AVL	21	1,050	21	1,050	0	0	0.0%	0.0%	
Total			344	34,050	304	23,432	40	10,618	13.2%	45.3%	

December 2018 vs. December 2017											
Mkt AI	Travel Period		Dec-18		Dec-17		Diff		Percent Diff		
	Orig	Dest	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	Ops/Week	Seats	
AA	AVL	CLT	48	3,303	48	2,825	0	478	0.0%	16.9%	
AA	CLT	AVL	48	3,303	48	2,838	0	465	0.0%	16.4%	
DL	ATL	AVL	46	3,140	44	2,980	2	160	4.5%	5.4%	
DL	AVL	ATL	46	3,140	44	2,980	2	160	4.5%	5.4%	
G4	AVL	BWI	2	354	2	354	0	0	0.0%	0.0%	
G4	BWI	AVL	2	354	2	354	0	0	0.0%	0.0%	
G4	AVL	EWR	2	354	2	354	0	0	0.0%	0.0%	
G4	EWR	AVL	2	354	2	354	0	0	0.0%	0.0%	
G4	AVL	FLL	14	2,478	6	1,062	8	1,416	133.3%	133.3%	
G4	FLL	AVL	14	2,478	6	1,062	8	1,416	133.3%	133.3%	
G4	AVL	PGD	2	354	3	531	(1)	(177)	(33.3%)	(33.3%)	
G4	PGD	AVL	2	354	3	531	(1)	(177)	(33.3%)	(33.3%)	
G4	AVL	PIE	6	1,062	4	708	2	354	50.0%	50.0%	
G4	PIE	AVL	6	1,062	4	708	2	354	50.0%	50.0%	
G4	AVL	SFB	7	1,197	3	531	4	666	133.3%	125.4%	
G4	SFB	AVL	7	1,197	3	531	4	666	133.3%	125.4%	
NK	AVL	FLL	3	546	0	0	3	546			
NK	FLL	AVL	3	546	0	0	3	546			
NK	AVL	MCO	3	546	0	0	3	546			
NK	MCO	AVL	3	546	0	0	3	546			
NK	AVL	TPA	2	364	0	0	2	364			
NK	TPA	AVL	2	364	0	0	2	364			
UA	AVL	EWR	7	350	7	882	0	(532)	0.0%	(60.3%)	
UA	EWR	AVL	7	350	7	882	0	(532)	0.0%	(60.3%)	
UA	AVL	ORD	21	1,050	14	700	7	350	50.0%	50.0%	
UA	ORD	AVL	21	1,050	14	700	7	350	50.0%	50.0%	
Total			326	30,196	266	21,867	60	8,329	22.6%	38.1%	



MEMORANDUM

TO: Members of the Airport Authority
FROM: Janet Burnette, Director of Finance & Accounting
DATE: October 12, 2018

ITEM DESCRIPTION – Information Section Item B

Greater Asheville Regional Airport – Explanation of Extraordinary Variances
Month of August 2018 (Month 2 of FY2019)

SUMMARY

Operating Revenues for the month of August were \$1,319,448, 32.48% over budget. Operating Expenses for the month were \$823,824, 1.45% over budget. As a result, Net Operating Revenues before Depreciation were \$495,624, 169.58% over budget. Net Non-Operating Revenues were \$348,567, 47.86% over budget.

Year-to-date Operating Revenues were \$2,477,328, 23.92% over budget. Year-to-date Operating Expenses were \$1,291,528, 19.33% under budget. Year-to-date Net Operating Revenues before Depreciation were \$1,185,800, 197.83% over budget. Net Non-Operating Revenues for the year were \$721,463, 53.03% over budget.

REVENUES

Significant variations to budget for August were:

Concessions	\$6,286	14.37%	Enplanements and advertising revenue over budget
Auto Parking	\$87,952	25.13%	Enplanements over budget
Rental Car – Car Rentals	\$190,576	148.64%	Recorded revenue after annual true-up
Comm Grnd Transportation	\$13,324	235.12%	New fee schedule

Information Section – Item B



EXPENSES

Significant variations to budget for August were:

Personnel Services	\$180,538	38.77%	Three payrolls during month
Professional Services	(\$20,108)	(84.89%)	Low professional and legal service cost
Other Contractual Services	(\$59,479)	(80.14%)	No parking contract invoice during month
Advertising, Printing	(\$16,585)	(90.92%)	Timing of advertising contracts

STATEMENT OF NET ASSETS

Significant variations to prior month were:

Cash and Cash Equivalents – Cash and Cash Equivalents increased by \$1,254k mainly due to receipt of NC DOT grant funds.

Construction in Progress – Construction in Progress increased by \$311k mainly due to the terminal assessment study and purchase of mowing equipment.

Property and Equipment, Net – Property and Equipment, Net decreased by \$387k due to depreciation.

**ASHEVILLE REGIONAL AIRPORT
INVESTMENT AND INTEREST INCOME SUMMARY
As of August 31, 2018**

<u>Institution:</u>	<u>Interest Rate</u>	<u>Investment Amount</u>	<u>Monthly Interest</u>
Bank of America - Operating Account	0.60%	\$ 14,404,483	6,901
First Citizens - Money Market Account	0.05%	403,267	120
NC Capital Management Trust - Cash Portfolio		17,545	27
NC Capital Management Trust - Term Portfolio		9,137,168	16,304
Petty Cash		200	
 <u>Restricted Cash:</u>			
BNY Mellon		283,538	
Bank of America - PFC Revenue Account	0.60%	9,726,931	4,950
 Total		 <u>\$ 33,973,132</u>	 <u>\$ 28,303</u>

Investment Diversification:

Banks	73%
NC Capital Management Trust	27%
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 August 31, 2018**

	Current Month	Prior Period
Cash and Investments Beginning of Period	<u>\$ 32,718,686</u>	<u>\$ 32,417,194</u>
Net Income/(Loss) Before Capital Contributions	456,895	675,782
Depreciation	387,295	387,295
Decrease/(Increase) in Receivables	(26,341)	1,122,798
Increase/(Decrease) in Payables	(1,321,769)	(149,551)
Decrease/(Increase) in Prepaid Expenses	18,959	(176,401)
Decrease/(Increase) in Fixed Assets	(311,605)	(285,925)
Principal Payments of Bond Maturities	38,016	(1,420,816)
Capital Contributions	2,012,996	148,310
Increase(Decrease) in Cash	<u>1,254,446</u>	<u>301,492</u>
Cash and Investments End of Period	<u><u>\$ 33,973,132</u></u>	<u><u>\$ 32,718,686</u></u>

Asheville Regional Airport
Detailed Statement of Revenue, Expenses and Changes in Net Assets
For the Month Ending August 31, 2018

	<u>Current Month Actual</u>	<u>Current Month Budget</u>	<u>Variance \$</u>	<u>Variance %</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance \$</u>	<u>Variance %</u>	<u>Annual Budget</u>
Operating Revenue:									
Terminal Space Rentals - Non Airline	\$20,378	\$20,377	\$1	0.00%	\$40,755	\$40,754	\$1	0.00%	\$247,909
Terminal Space Rentals - Airline	167,816	158,347	9,469	5.98%	337,363	317,399	19,964	6.29%	1,721,611
Concessions	50,018	43,732	6,286	14.37%	105,974	87,463	18,511	21.16%	490,780
Auto Parking	437,952	350,000	87,952	25.13%	913,657	700,000	213,657	30.52%	3,608,500
Rental Car - Car Rentals	318,793	128,217	190,576	148.64%	457,592	256,633	200,959	78.31%	1,530,000
Rental Car - Facility Rent	59,055	54,041	5,014	9.28%	111,590	106,574	5,016	4.71%	647,012
Commercial Ground Transportation	18,991	5,667	13,324	235.12%	39,180	11,333	27,847	245.72%	86,000
Landing Fees	90,548	86,000	4,548	5.29%	181,880	177,960	3,920	2.20%	904,038
FBO'S	88,824	86,515	2,309	2.67%	179,498	173,031	6,467	3.74%	1,038,185
Building Leases	5,573	6,100	(527)	(8.64%)	11,650	12,200	(550)	(4.51%)	73,197
Land Leases	5,270	4,997	273	5.46%	10,267	9,994	273	2.73%	59,961
Other Leases/Fees	56,230	51,937	4,293	8.27%	87,922	105,873	(17,951)	(16.96%)	567,520
Total Operating Revenue	\$1,319,448	\$995,930	\$323,518	32.48%	\$2,477,328	\$1,999,214	\$478,114	23.92%	\$10,974,713
Operating Expenses:									
Personnel Services	\$646,181	\$465,643	\$180,538	38.77%	\$873,494	\$933,210	(\$59,716)	(6.40%)	\$5,752,370
Professional Services	3,580	23,688	(20,108)	(84.89%)	7,712	47,375	(39,663)	(83.72%)	284,250
Accounting & Auditing	-	1,683	(1,683)	(100.00%)	2,900	3,367	(467)	(13.87%)	20,200
Other Contractual Services	14,740	74,219	(59,479)	(80.14%)	97,570	148,437	(50,867)	(34.27%)	890,623
Travel & Training	14,993	16,756	(1,763)	(10.52%)	26,066	33,512	(7,446)	(22.22%)	201,075
Communications & Freight	2,810	5,238	(2,428)	(46.35%)	13,869	10,475	3,394	32.40%	62,850
Utility Services	48,579	43,789	4,790	10.94%	79,265	87,578	(8,313)	(9.49%)	525,467
Rentals & Leases	1,243	1,133	110	9.71%	2,716	2,267	449	19.81%	13,600
Insurance	18,883	19,500	(617)	(3.16%)	37,766	39,000	(1,234)	(3.16%)	234,000
Repairs & Maintenance	30,314	23,442	6,872	29.31%	52,008	46,883	5,125	10.93%	281,300
Advertising, Printing & Binding	1,656	18,241	(16,585)	(90.92%)	10,210	36,482	(26,272)	(72.01%)	218,890
Promotional Activities	2,944	9,317	(6,373)	(68.40%)	29,501	18,633	10,868	58.33%	114,050
Other Current Charges & Obligations	4,599	3,875	724	18.68%	9,286	7,750	1,536	19.82%	46,500
Office Supplies	287	667	(380)	(56.97%)	834	1,333	(499)	(37.43%)	8,000
Operating Supplies	30,932	37,602	(6,670)	(17.74%)	44,729	75,204	(30,475)	(40.52%)	456,225
Books, Publications, Subscriptions & Mem	1,717	4,784	(3,067)	(64.11%)	3,236	9,568	(6,332)	(66.18%)	57,530
Contingency	-	8,333	(8,333)	(100.00%)	-	16,667	(16,667)	(100.00%)	100,000
Emergency Repair	366	4,167	(3,801)	(91.22%)	366	8,333	(7,967)	(95.61%)	50,000
Business Development	-	50,000	(50,000)	(100.00%)	-	75,000	(75,000)	(100.00%)	450,000
Total Operating Expenses	\$823,824	\$812,077	\$11,747	1.45%	\$1,291,528	\$1,601,074	(\$309,546)	(19.33%)	\$9,766,930

Asheville Regional Airport
Detailed Statement of Revenue, Expenses and Changes in Net Assets
For the Month Ending August 31, 2018

	Current Month Actual	Current Month Budget	Variance \$	Variance %	YTD Actual	YTD Budget	Variance \$	Variance %	Annual Budget
Operating Revenue before Depreciation	\$495,624	\$183,853	\$311,771	169.58%	\$1,185,800	\$398,140	\$787,660	197.83%	\$1,207,783
Depreciation	387,295	-	387,295	100.00%	774,590	-	774,590	100.00%	-
Operating Income(Loss) Before Non-Operating Revenue and Expenses	\$108,329	\$183,853	(\$75,524)	(41.08%)	\$411,210	\$398,140	\$13,070	3.28%	\$1,207,783
Non-Operating Revenue and Expense									
Customer Facility Charges	\$160,612	\$116,667	\$43,945	37.67%	\$332,609	\$233,333	\$99,276	42.55%	\$ 1,400,000
Passenger Facility Charges	197,668	154,167	43,501	28.22%	408,842	308,333	100,509	32.60%	1,850,000
Interest Revenue	28,303	2,917	25,386	870.28%	56,045	5,833	50,212	860.83%	35,000
Interest Expense	(38,016)	(38,016)	-	0.00%	(76,033)	(76,033)	-	0.00%	(456,197)
Bond Expense	-	-	-	100.00%	-	-	-	100.00%	-
Reimbursable Cost Revenues	-	-	-	100.00%	-	-	-	100.00%	-
Reimbursable Cost Expenses	-	-	-	100.00%	-	-	-	100.00%	-
Gain/Loss on Disposal of Assets	-	-	-	0.00%	-	-	-	0.00%	-
Non-Operating Revenue-Net	\$348,567	\$235,735	\$112,832	47.86%	\$721,463	\$471,466	\$249,997	53.03%	\$2,828,803
Income (Loss) Before Capital Contributions	\$456,896	\$419,588	\$37,308	8.89%	\$1,132,673	\$869,606	\$263,067	30.25%	\$4,036,586
Capital Contributions	\$2,012,996	\$0	\$2,012,996	100.00%	\$2,161,306	\$0	\$2,161,306	100.00%	\$0
Increase in Net Assets	\$2,469,892	\$419,588	\$2,050,304	488.65%	\$3,293,979	\$869,606	\$2,424,373	278.79%	\$4,036,586

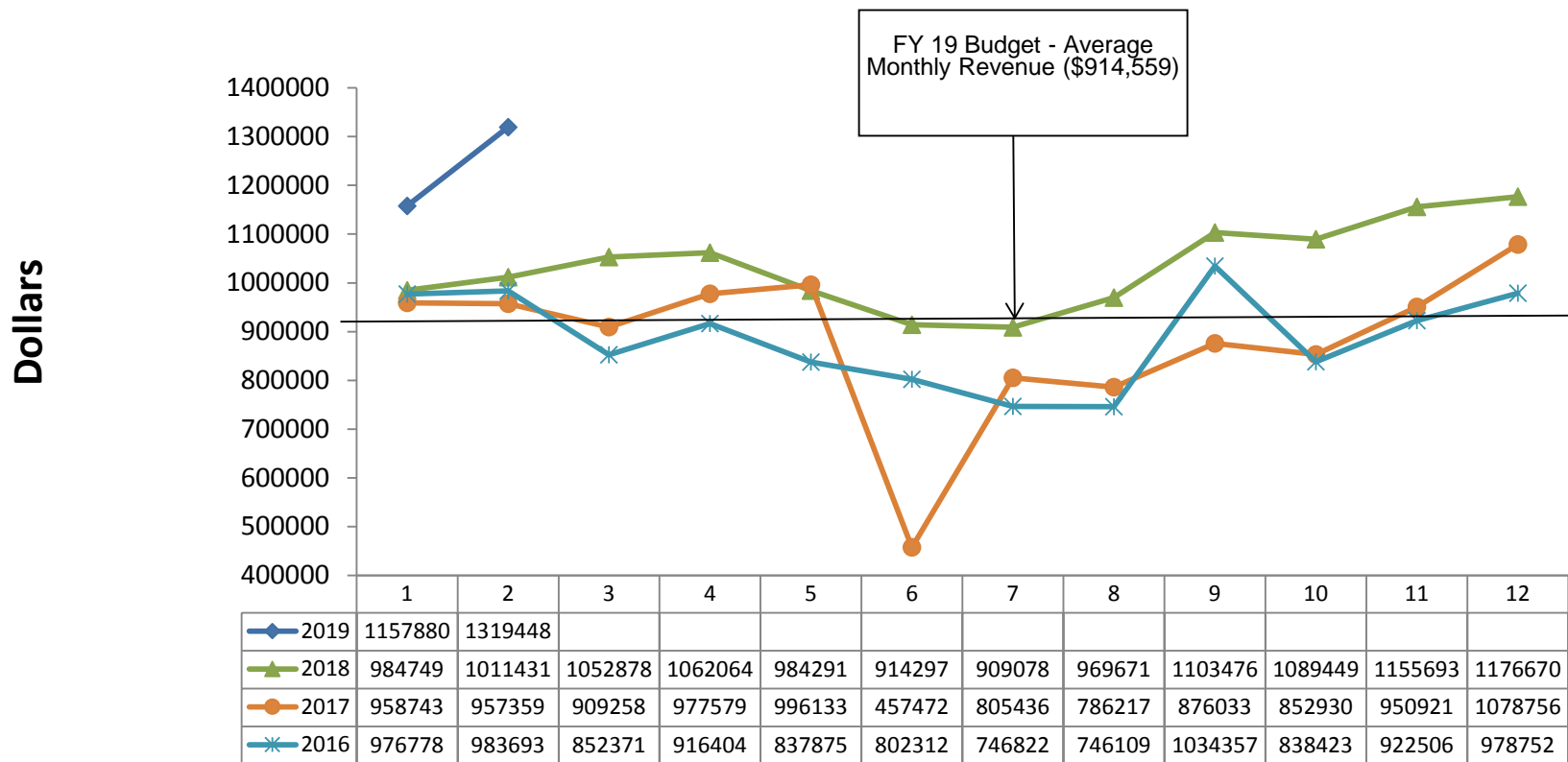
ASHEVILLE REGIONAL AIRPORT
STATEMENT OF FINANCIAL POSITION
As of August 31, 2018

	<u>Current Month</u>	<u>Last Month</u>
<u>ASSETS</u>		
Current Assets:		
Unrestricted Net Assets:		
Cash and Cash Equivalents	\$23,962,663	\$22,972,602
Accounts Receivable	971,401	1,049,780
Passenger Facility Charges Receivable	420,000	340,000
Refundable Sales Tax Receivable	381,259	343,204
Grants Receivable	820,193	833,528
Prepaid Expenses	189,744	208,704
Total Unrestricted Assets	26,745,260	25,747,818
Restricted Assets:		
Cash and Cash Equivalents	10,010,469	9,746,084
Total Restricted Assets	10,010,469	9,746,084
Total Current Assets	36,755,729	35,493,902
Noncurrent Assets:		
Construction in Progress	76,596,717	76,285,111
Net Pension Asset - LGERS	(760,162)	(760,162)
Benefit Payment - OPEB	25,682	25,682
Contributions in Current Year	617,323	617,323
Property and Equipment - Net	52,934,239	53,321,534
Total Noncurrent Assets	129,413,799	129,489,488
	\$166,169,528	\$164,983,390
<u>LIABILITIES AND NET ASSETS</u>		
Current Liabilities:		
Payable from Unrestricted Assets:		
Accounts Payable & Accrued Liabilities	\$345,396	\$1,580,508
Customer Deposits	10,510	10,510
Unearned Revenue	531,609	618,265
Construction Contract Retainages	1,933,007	1,933,007
Revenue Bond Payable - Current	1,245,000	1,245,000
Interest Payable	76,033	38,016
Total Payable from Unrestricted Assets	4,141,555	5,425,306
Total Current Liabilities	4,141,555	5,425,306
Noncurrent Liabilities:		
Pension Deferrals - OPED	56,737	56,737
Other Postemployment Benefits	1,248,463	1,248,463
Compensated Absences	359,211	359,211
Net Pension Obligation-LEO Special Separation Allowance	474,558	474,558
Revenue Bond Payable - Noncurrent	17,585,000	17,585,000
Total Noncurrent Liabilities	19,723,969	19,723,969
Total Liabilities	23,865,524	25,149,275
Net Assets:		
Invested in Capital Assets	110,700,956	110,776,645
Restricted	10,010,469	9,746,084
Unrestricted	21,592,579	19,311,386
Total Net Assets	142,304,004	139,834,115
	\$166,169,528	\$164,983,390

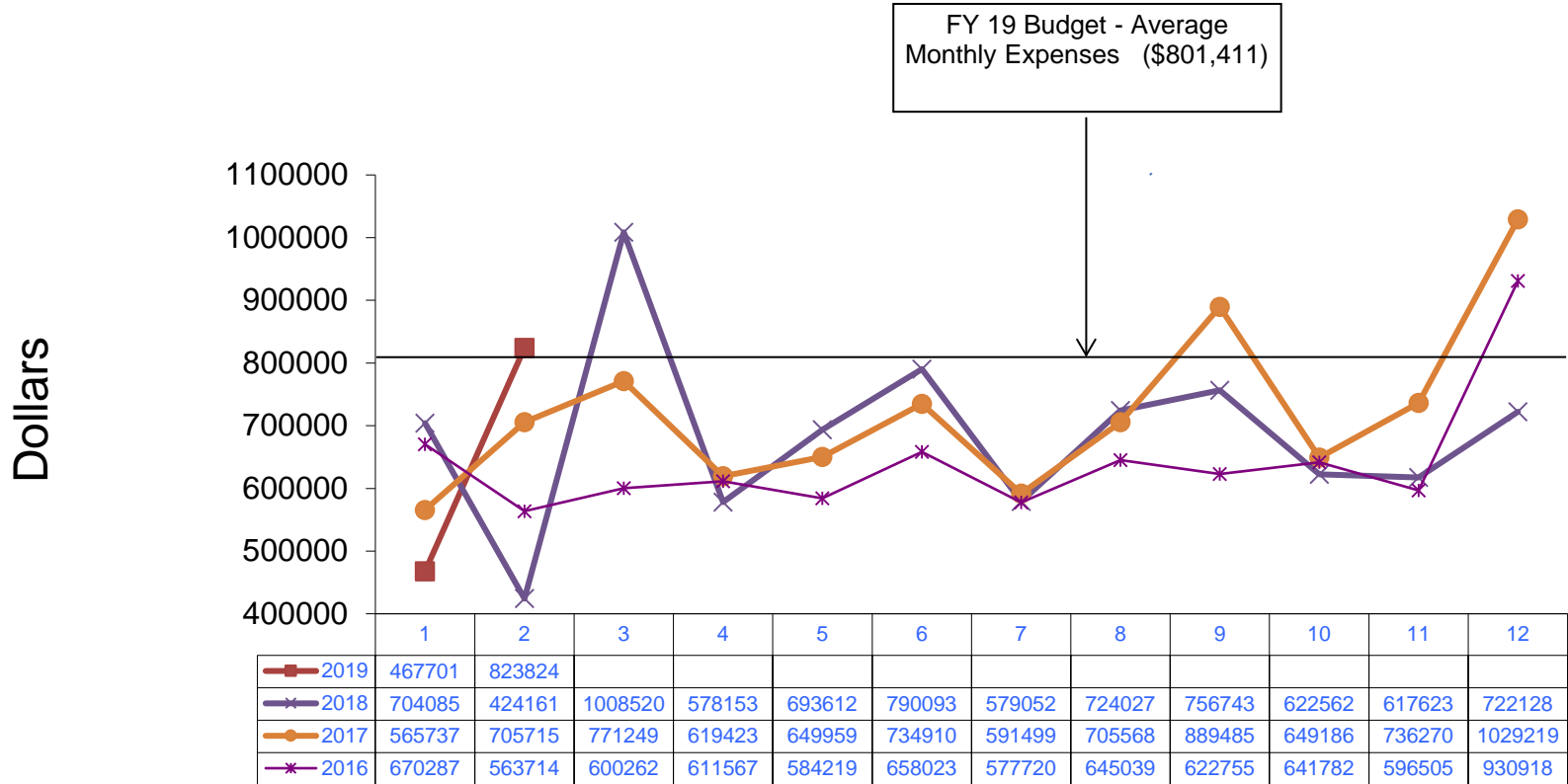
ASHEVILLE REGIONAL AIRPORT

Annual Operating Revenue by Month

August 2018

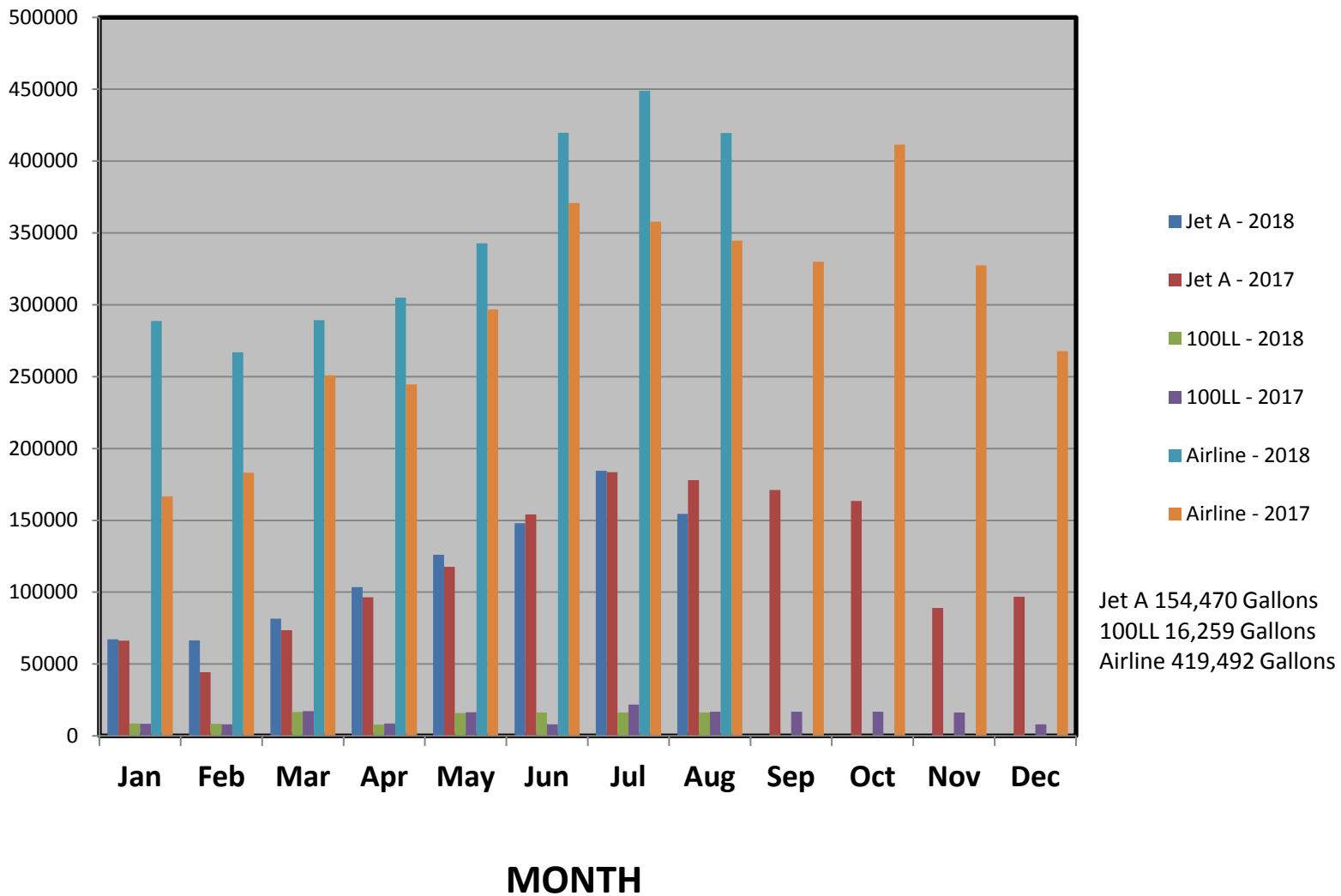


ASHEVILLE REGIONAL AIRPORT Annual Operating Expenses by Month August 2018



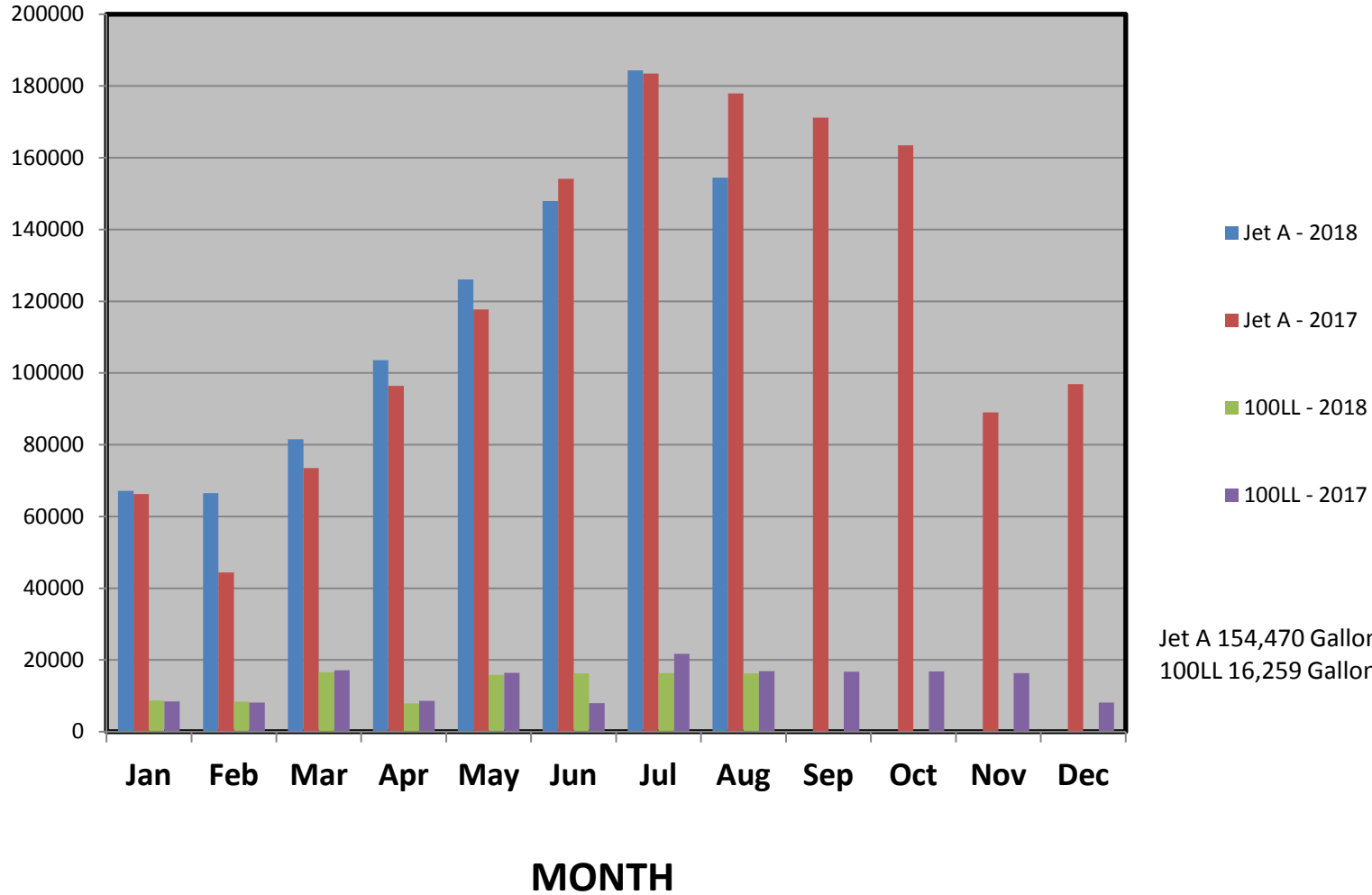
**ASHEVILLE REGIONAL AIRPORT
FUEL SALES - GALLONS
August 2018**

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**ASHEVILLE REGIONAL AIRPORT
GENERAL AVIATION FUEL SALES - GALLONS
August 2018**

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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 10/01/2018)	Percent of Original Contract	Board Approved Project Cost	Percent Complete	Expensed to Date (thru 10/01/2018)	Start Date	End Date	Current Project Status (as of 10/01/2018)
1	Airfield Re-Development Project	Budget for the complete project				\$64,100,000.00	\$15,900,000.00		\$80,000,000.00	69%	\$55,365,202			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%	(Overall total included in above number)	83%	\$372,161	Dec-12	Jun-16	Project Management work primarily complete.
1B	Airfield Re-Development Project	Phase II - Design Services and Project Management.	RS&H	\$1,842,318.00	N/A	N/A	\$0.00	0.00%	(Overall total included in above number)	95%	\$1,748,887	Jun-13	Dec-16	Project Management work continues, pending Contractor resolution.
1C	Airfield Re-Development Project	Phase III and IV - Design Services and Project Management.	RS&H	\$2,399,826.00	N/A	N/A	\$1,469,611.00	65.90%	(Overall total included in above number)	66%	\$2,557,352	Dec-14	Jun-19	Phase IV Project Management continues.
1D	Airfield Re-Development Project	New Runway Design	AVCON	\$1,967,476.00	N/A	N/A	\$86,653.00	4.40%	(Overall total included in above number)	94.4%	\$1,940,170	Mar-13	Jun-19	Phase IV Project Management continues.
1E	Airfield Re-Development Project	Miscellaneous and Administrative Expenses			N/A	N/A	\$0.00	0.00%	(Overall total included in above number)		\$5,264,058	Jan-13	Dec-17	Miscellaneous Administrative Expenses, Reimbursable Agreement and Land Acquisition
2	Expand Air Carrier Apron	Design additional apron space to hold RON Aircraft. Professional CA and Inspections.	Delta Airport Consultants	\$99,000.00	N/A	N/A	\$107,750.00	0.00%	\$206,750.00	94%	\$194,470	Feb-17	Jun-18	Punch list scheduled.
3	Terminal Building Assessment Study	Terminal infrastructure, interior space and exterior facade assessment.	CHA	\$550,247.00	N/A	N/A	\$0.00	0.00%	\$628,900.00	96.4%	\$530,900	Jan-18	Jun-18	Review of next steps.
4	Environmental Assessment Services, South Terminal Apron Expansion	Environmental Assessment	Delta Airport Consultants	\$45,000.00	N/A	N/A	\$0.00	0.00%	\$70,000.00	100%	\$45,000	Oct-17	Apr-18	Approved by FAA. In 30 day ad period.
5	Airport Security and Identity Management	Security system, ID badging and CCTV camera equipment	Faith Group LLC	\$327,486.27	N/A	N/A	\$0.00	0.00%	\$327,486.27	0.00%	\$0.00	Aug-18	Mar-19	Preliminary meetings and review of current equipment/infrastructure.

Construction Phase

Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 10/01/02018)	Percent of Original Contract	Board Approved Project Cost	Percent Complete	Expensed to Date (thru 10/01/2018)	Start Date	End Date	Current Project Status (as of 10/01/2018)
1	Permanent Runway 17-35 Construction, NAVAIDS and Taxiway Conversion	Construct new runway and convert temporary runway to a taxiway	RS&H and AVCON Inc.	Amount Included in Phase 3 Design Fees	Travelers / Cedar Peaks	\$33,703,095.70	\$0.00	0.00%	\$34,703,095.70	28.8%	\$9,730,637	Mar-17	Jun-19	Asphalt paving, electrical and shoulder work continues.
2	Expand Air Carrier Apron	Construct additional apron pavement for RON Aircraft	Delta Airport Consultants	\$0.00	NHM Constructors	\$1,043,023.50	-\$1,566.79	-0.15%	\$1,147,380.85	55%	\$571,210	Mar-18	Jun-18	Apron, fence mow strip, lighting and grounding is complete. Pet relief area, grass seeding, permanent fence and punch list remain.

(Construction and Administrative Costs included)

PROPOSED BYLAW AMENDMENT

The Bylaws of the Greater Asheville Regional Airport Authority shall be amended by adding the following language to the beginning of **Section 6 (Attendance of Members)**:

"Members are expected to attend all meetings possible. Members are asked to notify the Clerk to the Board as early as possible if they are unable to attend a meeting. The Clerk to the Board shall notify the Executive Director and Board Chair if a Member misses three consecutive regularly scheduled meetings or fails to attend at least 75% of the regularly scheduled meetings of the Authority within a twelve month period. The Clerk to the Board shall also report Member attendance to an appointing authority upon request. A Member's absence may be excused by the Authority in special circumstances (e.g. family emergencies, extended illness, etc.). Members who are unable to meet these attendance expectations, and whose absences are not excused, may be asked to resign."

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY

RESOLUTION NO. 101218-01

**RESOLUTION AMENDING SECTION 6 (ATTENDANCE OF MEMBERS)
OF THE BYLAWS OF THE GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY.**

WHEREAS, on June 28, 2012, the General Assembly of the State of North Carolina ratified House Bill 552, Session Law 2012-121 (the "Act"), which created the Greater Asheville Regional Airport Authority (the "Authority") to operate and maintain the Asheville Regional Airport ("Airport"), in accordance with the Act.

WHEREAS, Section 1.5(b) of the Act states that "Members of the Authority shall constitute the governing board of the Authority and may, among other things and from time to time, adopt suitable bylaws, not inconsistent with the provision of this act."

WHEREAS, the Authority approved and adopted Bylaws on or about February 15, 2013.

WHEREAS, the existing Bylaws do not specifically address what is expected of Board Members with regards to attendance at regularly scheduled meetings.

WHEREAS, to ensure that: each regularly scheduled meeting of the Authority has a quorum; the business of the Authority can occur at such meetings; and the position of all Board Members are taken into consideration; it is the desire of the Authority to amend the existing Bylaws of the Authority to add language identifying the attendance expectations for Board Members.

WHEREAS, it is the desire of the Authority to adopt attendance expectations that take into consideration the expectations and policies adopted by the City of Asheville, Buncombe County and Henderson County for their appointed boards.

NOW THEREFORE, BE IT RESOLVED, by the Greater Asheville Regional Airport Authority as follows:

1. The Bylaws of the Greater Asheville Regional Airport Authority shall be amended by adding the following language to the beginning of **Section 6 (Attendance of Members)**:

"Members are expected to attend all meetings possible. Members are asked to notify the Clerk to the Board as early as possible if they are unable to attend a meeting. The Clerk to the Board shall notify the Executive Director and Board Chair if a Member misses three consecutive regularly scheduled meetings or fails to attend at least 75% of the regularly scheduled meetings of the Authority within a twelve month period. The Clerk to the Board shall also report Member attendance to an appointing authority upon request. A Member's absence may be excused by the Authority in special circumstances (e.g. family emergencies, extended illness, etc.). Members who are unable to meet these attendance expectations, and whose absences are not excused, may be asked to resign."

Adopted this the ____ day of _____, 2018.

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY

By: Matthew C. Burrell, Chair

ATTESTED BY:

Ellen M. Heywood, Clerk to the Board

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