



## **AGENDA**

Greater Asheville Regional Airport Authority Regular Meeting  
Friday, May 8, 2020, 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. In compliance with the state-wide mandate for COVID-19, members of the public may attend the Authority Board meeting at 8:30 a.m. on Friday, May 8, 2020 via Webex: 1-408-418-9388; Meeting Number (access code): 790 853 004

- I. CALL TO ORDER
- II. PRESENTATIONS: None
- III. FINANCIAL REPORT ([document](#))
- IV. CONSENT ITEMS:
  - A. Approval of the Greater Asheville Regional Airport Authority April 3, 2020 Special Meeting Minutes ([document](#))
  - B. Approval of Employee Insurance Renewals ([document](#))
- V. OLD BUSINESS: None
- VI. NEW BUSINESS:
  - A. Ratify Approval of Change Order #2 for South Apron Expansion Project ([document](#))
  - B. Approve Second Amendment to Task Order No. 7 with CHA Consulting, Inc. for Focused Environmental Assessment ([document](#))



VII. DIRECTOR'S REPORT:

- A. CARES Act FAA Grant
- B. NC Commercial Service Airport Grant
- C. Runway Project Update
- D. COVID19 Update

VIII. INFORMATION SECTION:

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

- A. March 2020 Traffic Report ([document](#))
- B. March 2020 Monthly Financial Report ([document](#))
- C. May 2020 Development/Project Status Report ([document](#))
- D. Airport Facilities Review for First Quarter ([document](#))
- E. Potential Board Items for the Next Regular Meeting:
  - CAT II Runway Discussion
  - Resolution Accepting FAA and State Grants
  - Approval of Business Insurance Renewal

IX. PUBLIC AND TENANTS' COMMENTS

In compliance with the state-wide mandate for COVID-19, Public and Tenant Comments will be as follows:

1. Please fill out a Comment Card located on the airport website here: <https://flyavl.com/boardcomment> by 3:00 pm on Thursday, May 7, 2020
2. Comments received, as specified above, shall be read during this Agenda period.

X. CALL FOR NEXT MEETING: June 12, 2020



XI. 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.

XII. AUTHORITY MEMBER REPORTS:

- A. Authority Board Vacancies
- B. Key Strategic Elements ([document](#))

XIII. 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-20**

**AIRPORT ACTIVITY**

	Month	Variance to Prior Year	Calendar Year to Date	Variance to Prior Year
<b>Passenger Enplanements</b>	31,418	(48.3%)	142,181	(5.4%)
<b>Aircraft Operations</b>				
Commercial	1,519	(13.9%)	6,497	13.0%
Scheduled Flights	797	(2.1%)		
Flight Cancellations	173			
Seats	66,109	(17.1%)	219,034	9.5%
Load Factor	47.5%	(37.7%)	64.9%	(13.6%)
General Aviation	2,584	(28.6%)	9,230	0.0%
Military	242	8.0%	498	(10.8%)

**FINANCIAL RESULTS**

	Month	Variance to Budget	Fiscal Year to Date	Variance to Budget
<b>Operating Revenues</b>	\$ 1,006,396	(5.2%)	\$ 12,849,575	34.5%
<b>Operating Expenses</b>	621,479	(33.0%)	6,582,068	(23.8%)
<b>Net Operating Revenues before Depreciation</b>	<u>\$ 384,917</u>		<u>\$ 6,267,507</u>	
<b>Net Non-Operating Revenues</b>	<u>\$ 445,532</u>	30.4%	<u>\$ 3,100,310</u>	0.8%
<b>Grants:</b>				
FAA AIP Grants	\$ (2,895,878)		\$ 3,458,778	
NC Dept of Transportation Grants	-		-	
Total	<u>\$ (2,895,878)</u>		<u>\$ 3,458,778</u>	

**CASH**

Restricted	\$ 16,600,901
Designated for O&M Reserve	5,201,092
Designated for Emergency Repair	650,000
Unrestricted, Undesignated	12,750,324
Total	<u>\$ 35,202,317</u>

**RECEIVABLES PAST DUE**

	Total	1-30 Days	31-60 Days	Over 60 Days
Advertising Customers	30,516	6,249	5,825	18,442
Allegiant	14,740	12,951	90	1,699
Avis	335	-	335	-
Dollar/Thrifty	334	-	-	334
Elite	10,770	-	-	10,770
Enterprise	5,497	-	-	5,497
FAA	557	70	270	217
TSA	11,176	280	317	10,579
Hertz	786	-	-	786
Paradies	3,570	3,570	-	-
Signature	4,052	210	-	3,842
Spirit	49,647	16,371	15,522	17,754
Travelers	3,833	-	951	2,882
United	19,231	10,023	9,208	-
Vanguard	5,165	-	-	5,165
WNC Aviation	1,702	444	-	1,258
Worldwide	6,301	207	-	6,094
Miscellaneous	22,053	1,060	900	20,093
Total	<u>\$ 190,266</u>	<u>\$ 51,434</u>	<u>\$ 33,418</u>	<u>\$ 105,413</u>
% of Total Receivables	<u>36.33%</u>			

Note: Excludes balances paid subsequent to month-end.

**REVENUE BONDS PAYABLE**

	Original Amount	Current Balance
Parking Garage Revenue Bond, Series 2016A	\$ 15,750,000	\$ 15,750,000
Parking Garage Taxable Revenue Bond, Series 2016B	5,250,000	1,835,000
	<u>\$ 21,000,000</u>	<u>\$ 17,585,000</u>

**CAPITAL EXPENDITURES**

Annual Budget	\$ 61,335,101
Year-to-Date Spending	\$ 19,194,373

**SPECIAL MEETING  
GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
April 3, 2020**

The Greater Asheville Regional Airport Authority ("Authority") met on Friday, April 3, 2020 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 IN PERSON:** Matthew C. Burrell, Chair

**MEMBERS PRESENT VIA TELEPHONE/VIDEO:** K. Ray Bailey, Vice-Chair; Stephanie Pace Brown; George H. Erwin, Jr.; Brad Galbraith; Carl H. Ricker, Jr.; and Thomas M. Apodaca

**MEMBERS ABSENT:** None

**STAFF AND LEGAL COUNSEL PRESENT IN PERSON:** Cindy Rice, Authority Legal Counsel; Lew Bleiweis, Executive Director; Michael Reisman, Deputy Executive Director; Janet Burnette, Director of Finance and Accounting; Shane Stockman, IT Director; Michael Merideth, Systems Administrator; and Ellen Heywood, Clerk to the Board

**STAFF PRESENT VIA TELEPHONE:** Tina Kinsey, Director of Marketing and Public Relations; John Coon, Director of Operations and Maintenance; Christina Madsen, Airport Properties and Contracts Manager

**ALSO PRESENT VIA TELEPHONE:** Jon McCalmont, Parrish & Partners; Seth Chambers, American South General Contractors; Bobby McKinsey

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

**PRESENTATIONS:** None

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

**CONSENT ITEMS:**

**A. Approval of the Greater Asheville Regional Airport Authority March 13, 2020 Regular Meeting Minutes:** Ms. Rice requested a change to the language in the Unsealing of Closed Session Minutes paragraph to note that Mr. Apodaca was excused from voting by the Board.

Mr. Bailey moved to approve the Greater Asheville Regional Airport Authority March 13, 2020 Regular Meeting Minutes with the change in language to the Unsealing of Closed Session Minutes paragraph requested by Ms. Rice. Mr. Erwin seconded the motion and it carried by a 6 to 0 vote with Mr. Apodaca abstaining from the vote.

## **OLD BUSINESS:**

### **A. Public Hearing and Final Adoption of the Authority's Amended Ordinance 201601-6 for Airline Rates, Fees and Charges for the Asheville Regional Airport:**

The Director stated that with the Board's agreement this item was being pulled from the agenda. Due to the state of the aviation industry as a result of COVID-19, the airlines have requested that the airport keep the rates and charges the same as the current fiscal year with no increases. The Director commented that Janet Burnette determined that keeping the rates and charges as is would cost the Authority approximately \$180,000 in lost revenue based on the 1.8 million passengers staff anticipated when the FY21 Budget was compiled. However, with the enplanements dropping significantly that dollar amount will likely be lower. In the spirit of cooperation with the airlines, staff was willing to keep the rates and charges the same as the current fiscal year provided the Board did not disagree. The Board was in agreement with staff's decision to keep the airline rates and charges the same as the current fiscal year.

### **B. Public Hearing and Final Adoption of the Authority's Fiscal Year 2020/2021 Budget:**

Janet Burnette reminded the Board that a proposed preliminary Fiscal Year 2020/2021 Budget was presented to and approved by the Board at the March 13, 2020 meeting. Mrs. Burnette stated that the budget has been available for public inspection and comment since that time and no comments have been received.

The Chair opened the floor to public comments at 8:47 a.m. There being no public comments, Mr. Bailey moved to close the floor at 8:47 a.m. Mr. Apodaca seconded the motion and it carried unanimously.

The Director informed the Board that staff made a decision to keep the FY21 Budget as it was presented to the Board at the March 13 meeting. Staff acknowledges that revenue will not be what was expected and has created a working budget. In the FY21 working budget, \$2.3 million has been eliminated including the twelve additional staff positions as well as some other expenses. Staff intends to operate from this working budget and if improvements are seen and revenue increases, staff could seek Board approval to move forward with some of the items cut from the FY21 Budget. Likewise, if additional cuts are needed, staff would come back to the Board with those recommendations.

The Board requested a summary of the items staff decided to remove from the budget. The Director responded that staff would provide that information and would also keep the Board updated with revenue and expenses at each Board meeting. A discussion

ensued regarding cash flow analysis, the projections made, and the revenue not tied to enplanements that was expected to bring approximately \$2.6 million in fixed rent. The Director further spoke about assistance anticipated from the CARES Act and the steps staff was taking with tenants to help alleviate their financial burden.

Mr. Bailey moved to adopt the following Fiscal Year 2020/2021 Budget Ordinance. Mr. Galbraith seconded the motion and it carried unanimously:

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
2020-2021  
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 2020-2021 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, 2020 and ending June 30, 2021 in accordance with the following schedules:

**EXPENDITURES**

Administration Department	\$ 911,513
Planning Department	456,536
Executive Department	1,004,505
Finance Department	507,723
Guest Services Department	256,799
Information Technology Department	1,271,612
Marketing Department	834,728
Operations Department	5,276,056
Properties & Contracts	236,526
Public Safety Department	2,037,168
Emergency Repair Costs	50,000
Carry-over Capital Expenditures from Prior Year	48,664,537
Capital Improvement	5,925,000
Equipment and Small Capital Outlay	-
Renewal and Replacement	648,076
Business Development	300,000
Debt Service	1,687,376
Contingency	100,000
<b>Total Expenditures</b>	<u><u>\$70,168,155</u></u>

**Section 2.** It is estimated that the following revenues will be available for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

**REVENUES**

Administration (Interest Income)	\$ 200,000
Terminal	6,971,446
Airfield	1,724,421
General Aviation	1,060,234
Parking Lot	6,500,000
Other	264,532
Passenger Facility Charges	3,000,000
Customer Facility Charges	2,000,000
Federal Grants – AIP Entitlements	0
Federal Grants – AIP Discretionary Funds	18,883,285
NC Department of Transportation Grants	4,900,000
Transfer from GARAA Cash/Investments	<u>24,664,237</u>
<b>Total Revenues</b>	<u><u>\$70,168,155</u></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, 2020.

Adopted this \_\_\_\_ day of April, 2020

\_\_\_\_\_  
Matthew C. Burrell, Chair

Attested by:

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



**NEW BUSINESS:** The Chair stated that New Business Items A and B would be moved following the closed session.

**A. Discussion and Possible Approval of Second Amendment to Takeover Agreement with Travelers Casualty & Surety Company of America in Connection with the Airfield Re-Development Project:**

**B. Discussion and Possible Approval of Partial Tender Agreement with Travelers Casualty & Surety Company of America and APAC-Atlantic Inc., d/b/a Harrison Construction Company – Asheville Division in Connection with the Airfield Re-Development Project:**

**C. Discussion and Approval of Alternate Board Operating Measures During Emergency Situations:** The Director reported that the Authority Bylaws do not allow for video or telephone participation in regular Authority Board meetings. Due to the limitations mandated by the state for COVID-19, the issue needs to be addressed and emergency-situation procedures established. Staff created an on-line form for public comments and posted a telephone number for the public to call for the public hearing on the FY21 Budget.

Ms. Rice stated that as long as the Authority allows the public to join the meetings in some manner, it is up to the Board when to allow electronic participation and in what format. Because the current Bylaws are restrictive on that topic, as long as this is a temporary measure it is appropriate. Ms. Rice further stated that the Board can adopt a temporary measure due to COVID-19 stay at home mandates issued by both the state and local government and suggested appropriate wording for the motion. Ms. Rice further stated that the Board can remove this temporary measure when it is no longer needed.

Mr. Apodaca moved to temporarily allow the Greater Asheville Regional Airport Authority Board to hold its regular meetings with electronic participation from its members and allow public comment as part of that meeting. Mr. Ricker seconded the motion and it carried unanimously.

**DIRECTOR'S REPORT:**

**A. COVID-19 Update:** The Director gave an update on the car count in the parking lot over the last few weeks, the number of passengers screened by TSA in recent days, as well as the closure of most of the food concessions by Paradies Lagardere. Staff has offered to waive the minimum annual guarantee for the concession companies. Enterprise Leasing has moved some of their rental cars into the lower parking lot for storage and Hertz has also expressed interest in that storage option. The Director spoke about how the CARES Act will provide funding at 100% for any 2020 grant the airport received or expects to receive eliminating the requirement the airport contribute their 10% match. The Director also advised the Board that funds are coming from the federal

government and/or the state for the south apron and the water and sewer projects so work continues on both of those projects. Construction of the parking lots across NC 280 is being paid for with airport funds and staff is contemplating the closure of that project or a hold on portions of the project. A few items on the terminal expansion project are being completed and then that project will be put on hold for about a month to make a determination on whether or not to proceed.

**B. Contingency Transfer:** The Director reported that \$30,000 was moved from contingency to the Executive budget to cover legal fees for Patla, Straus, Robinson & Moore as well as the firm hired for the runway project.

**C. Update to Agreement with Paradies Lagardere for Vino Volo:** Paradies Lagardere has asked to defer construction of the wine and craft beer concession space until January to prepare for an opening in April, 2021. Staff has agreed with this request, however, with the delayed opening of Vino Volo, staff reduced the amount of the airport's liability from \$150,000 to \$117,000 should staff close the concession space early for construction of the expanded terminal.

**INFORMATION SECTION:** No comments

**PUBLIC AND TENANTS COMMENTS:** None

**CALL FOR NEXT MEETING:** The Chair stated that the next regular meeting of the Authority Board will be held on May 8, 2020.

**AUTHORITY MEMBER REPORTS:** None

**CLOSED SESSION:** At 9:23 a.m. Mr. Bailey moved to go into Closed Session Pursuant to Subsections 143-318.11 (a)(3) and (4) of the General Statutes of North Carolina to Consult with Legal Counsel in Order to Preserve the Attorney-Client Privilege and to Discuss Matters Relating to the Location and/or Expansion of Industries or Other Businesses in the Area Served by the Greater Asheville Regional Airport Authority, Including Agreement on a Tentative List of Economic Development Incentives that may be Offered by the Greater Asheville Regional Airport Authority in Negotiations. Mr. Erwin seconded the motion and it carried unanimously.

Open Session resumed at 10:11 a.m.

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY APRIL 3, 2020**

**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. Ms. Brown seconded the motion and it carried unanimously.

**NEW BUSINESS:**

**A. Discussion and Approval of Second Amendment to Takeover Agreement with Travelers Casualty & Surety Company of America in Connection with the Airfield Re-Development Project:**

Mr. Erwin moved to approve the Second Amendment to Takeover Agreement between the Greater Asheville Regional Airport Authority and Travelers Casualty and Surety Company of America, which Second Amendment will further amend that Takeover Agreement dated April 3, 2018 between the Greater Asheville Regional Airport Authority and Travelers Casualty and Surety Company of America; to authorize the Board Chair in conjunction with Legal Counsel and the Executive Director to negotiate the final form of the Second Amendment, including all exhibits and to make any technical or minor revisions required; and to authorize the Executive Director or Board Chair to execute the Second Amendment to Takeover Agreement. Mr. Apodaca seconded the motion and it carried unanimously.

**B. Discussion and Approval of Partial Tender Agreement with Travelers Casualty & Surety Company of America and APAC-Atlantic Inc., d/b/a Harrison Construction Company – Asheville Division in Connection with the Airfield Re-Development Project:**

Ms. Brown moved to approve the Partial Tender Agreement between the Greater Asheville Regional Airport Authority, Travelers Casualty and Surety Company of America, and APAC Atlantic, Inc. d/b/a Harrison Construction Company – Asheville Division; to authorize the Board Chair in conjunction with Legal Counsel and the Executive Director to negotiate the final form of the Partial Tender Agreement, including all exhibits and to make any technical or minor revisions required; and to authorize the Executive Director or Board Chair to execute the Partial Tender Agreement. Mr. Galbraith seconded the motion and it carried unanimously.

**ADJOURNMENT:** Mr. Erwin moved to adjourn the meeting at 10:22 a.m. Ms. Brown seconded the motion and it carried unanimously.

Respectfully submitted,

Ellen Heywood  
Clerk to the Board

Approved:

Matthew C. Burrell  
Chair



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## MEMORANDUM

TO: Members of the Airport Authority

FROM: Lisa Jump, Director of Administration and Human Resources

DATE: May 8, 2020

### ITEM DESCRIPTION – Consent Item B

Approval of Employee Insurance Renewals

### BACKGROUND

#### Health Insurances

CIGNA has provided the Authority's employees with medical insurance coverage for the past ten years. The renewal trend has been very good, and this is due to the plan structure that limits our large claims to a \$25,000 liability, limited number of high cost claims, employees seeking lower cost facilities when accessing care, and our wellness program. The level funded plan allows us to see our claim history and help tailor our Wellness Program to meet the needs of our employees, which has also helped keep renewals down. CIGNA originally quoted a 6.5% increase in rates, however, McGriff Insurance Services, our broker, was able to proactively negotiate the renewal to 0%. In order to maintain a high level of benefits to our employees, we are recommending renewing the same plan with Cigna at the 0% increase. With FY 2020/2021's employee and retiree headcounts, total premiums will be approximately \$943,340. Offset by employee contributions of \$124,416, the Authority's net cost for medical insurance will be approximately \$818,924, based on the current enrollment.

Delta Dental has provided our dental coverage for the past four years. Delta Dental has quoted a renewal of a 0% increase for the FY 2020/2021 renewal. Since our employees have had a good experience with Delta Dental, and there is no increase to the costs for this year, our recommendation is to renew with Delta Dental. With FY2020/2021's employee headcount, total premiums will be approximately \$41,656.

Superior Vision has provided our vision coverage for the past four years with a locked-in rate. Superior has quoted a two-year renewal at our current rate. Our recommendation



is to renew with Superior with the 0% increase. With FY 2020/2021's employee headcount, total premiums will be approximately \$4,916.

Mutual of Omaha has provided benefits for life insurance, accidental death & dismemberment, as well as short-term and long-term disability for the past six years. FY 2020 was our last year with a two-year lock in rate with Mutual of Omaha. After speaking with our broker, Mutual of Omaha has agreed to a 0% increase for the FY 2021 for another year. With FY2020/2021's employee headcount, total premiums will be approximately \$17,034 for life insurance and \$49,768 for disability insurances.

## **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**

The Board could request that we continue shopping with our brokers to further reduce costs.

## **FISCAL IMPACT**

The costs for the health and business insurance coverages outlined above were provided in the Authority's FY2020/2021 budget for a total of \$1,535,362. Spreadsheets comparing the quoted actual costs to the FY2020/2021 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 in an amount not to exceed premiums outlined above, and (2) authorize the Executive Director to execute the necessary documents.

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

	FY2020		FY2021		FY2021 Est. vs Budget Over/(Under)		FY2021 vs FY2020 Actuals Over/(Under)	
	FY2020 Budget	FY2020 Actual	FY2021 Budget	FY2021 Estimates*	Amount	%	Amount	%
	<b>Insurance</b>							
Medical	\$ 1,097,034	<b>\$ 728,742</b>	\$ 1,343,336	<b>\$ 818,924</b>	\$ (524,412)	(39.0%)	\$ 90,182	12.4%
Retiree Medical	24,852	<b>30,927</b>	38,272	<b>30,927</b>	(7,345)	(19.2%)	-	0.0%
Dental	65,847	<b>39,254</b>	72,359	<b>41,656</b>	(30,703)	(42.4%)	2,402	6.1%
Vision	4,988	<b>4,218</b>	6,134	<b>4,916</b>	(1,218)	(19.9%)	698	16.5%
Life & AD&D	19,735	<b>15,034</b>	24,525	<b>17,034</b>	(7,491)	(30.5%)	2,000	13.3%
Disability	33,181	<b>48,227</b>	50,736	<b>49,768</b>	(968)	(1.9%)	1,541	3.2%
<b>Total Insurance</b>	<b>\$ 1,245,637</b>	<b>\$ 866,402</b>	<b>\$ 1,535,362</b>	<b>\$ 963,225</b>	<b>\$ (572,137)</b>	<b>(37.3%)</b>	<b>\$ 96,823</b>	<b>11.2%</b>

\*Estimate includes open positions in our current Org Chart



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## MEMORANDUM

TO: Members of the Airport Authority

FROM: Jared Merrill  
Planning Manager

DATE: May 8, 2020

### ITEM DESCRIPTION – New Business Item A

Ratify Approval of Change Order #2 for South Apron Expansion Project

### BACKGROUND

The Airport Board approved the contract with Zachry Construction for the South Apron Expansion Project on August 9, 2019 in the amount of \$9,087,857.00. Subsequently, Change Order No. 1 was approved on November 22, 2019 with a deduct of \$14,047.50. Zachry Construction is approximately 30% complete with the project.

The project includes construction of a tiered retaining wall, the stability of which requires preloading the site with large quantities of soil embankment first. The weight of the preloaded material then settles the ground, which is accomplished in lieu of over-excavating the site and conducting other material placement and compaction.

Upon the completion of the early site demolition and installation of the pre-load material, it was determined the existing ground would require additional improvements to limit the amount of varying settlement along the location of the new retaining wall that is outside the acceptable design criteria. Several options were examined to achieve the necessary improvements. The most economical method was for Zachry Construction to install an additional volume of 16,000 cubic yards of pre-load stockpile material. At the time this issue arose, Zachry had identified a new, but temporary source for additional material to be imported from. This material was available at a reduced rate from the current contract price but needed to be acted upon immediately in order to take advantage of before it was no longer available. The cost for the additional material at the reduced rate was approximately \$204,000.00, including transportation and placement. Comparatively, had staff not been able to commit to this immediately, the contractor would have to use

New Business – Item A



material from the original source, at a cost of approximately \$350,000.00. As a result, the Executive Director informed the Board Chair of the matter and executed the Change Order with the intent to request ratification by the Board.

Several other items associated with this or other activities on the project are included in this Change Order, including:

1. Two additional settlement monitoring and control devices.
2. Temporary fence.
3. Additional sediment and erosion control measures.
4. An additional 1,500 cubic yards of embankment material required to achieve pre-load elevation.
5. The necessary removal of six inches of topsoil (1,050 CY) discovered underneath the employee parking lot after its demolition which was unsuitable to build on.

Per the contracted unit pricing and negotiations with the contractor the total additional cost to complete these changes is \$246,198.50.

## **ISSUES**

None.

## **ALTERNATIVES**

None. This work is required to complete this project.

## **FISCAL IMPACT**

The total Change Order #2 proposed by Zachry Construction to complete this work is \$246,198.50. Costs will presently be funded utilizing Airport Funds. However, additional FAA grant funding is anticipated to cover these costs.

## **RECOMMENDED ACTION**

It is respectfully requested that the Airport Authority Board resolve to (1) ratify approval of Change Order #2 with Zachry Construction in the amount of \$246,198.50; and (2) ratify the authorization of the Executive Director to execute the necessary documents.





ASHEVILLE REGIONAL AIRPORT  
 EXPAND TERMINAL APRON - SOUTH  
 CHANGE ORDER NUMBER TWO (2)  
 APRIL 15, 2020



**CONTRACTOR:** Zachry Construction Corp. AIP Proj No.: 3-37-0005-052-2019  
**ZACHRY** ATTN: Treasury Dept (Carol Worthy) P&P Proj No.: 1217  
 PO Box 33240  
 San Antonio, TX 78265

In accordance with Section 40 of the General Provisions, the Contract shall be changed as herein specified and it is hereby agreed by the undersigned that the Contract is changed as stated below. The attached pages addressing the changes in work are to be attached in the contract documents.

**SUMMARY OF CHANGE**

Changes included herein are described on the following page(s) and reflected in the included summary table(s). This Change Order shall be considered a part of the Construction Contract.

**CONTRACT CHANGES**

	<u>CONTRACT AMOUNT (\$)</u>	<u>CONTRACT TIME (CD)</u>
Original Bid	\$ 9,087,857.00	420
Change Order Number One	(\$ 14,047.50)	0
Change Order Number Two	\$ 246,198.50	35
<b>Revised Contract Total</b>	<b>\$ 9,320,008.00</b>	<b>455</b>

APPROVED

Greater Asheville Regional Airport Authority

By: [Signature] (Owner) Date: 4-17-2020

Name: LEN BLEWETT Title: Executive Director

ACCEPTED

Zachry Construction Corporation

By: [Signature] (Contractor) Date: 4/16/20

Name: Jon Chism Title: Project Manager

REVIEWED

Parrish and Partners of NC, PLLC  
(Engineer)

By: [Signature] Date: 4.15.20

Name: Jon McCalmont Title: Proj. Manager

### **CHANGES ORDERED:**

The following Summary Table identifies the contract quantity changes as well as contract unit price changes. These changes were coordinated via phone between Zachry Construction Corp. (ZCC), AVL Airport staff, then ZCC letter dated April 13, 2020, and subsequently with Parrish & Partners for documentation purposes. The associated changes will be reflected in revised plan sheets, project reports, and associated pay request documents as applicable. All other aspects of the contract shall remain unchanged.

### **NEED FOR CHANGES ORDERED:**

This change order is a result of varying field conditions and other influences or requirements as described below:

- 1) Revised "Preload Area" Grading, shown on revised (enclosed) plan sheet CG-101 (18 of 80);
  - a. Due to concerns regarding settlement of the existing ground as a part of the retaining wall construction and placement of embankment, an additional volume of surcharge embankment being placed as Pre-Load Stockpile material. This is being proposed in an effort to surcharge the area of concern prior to the construction of the retaining wall, to remove the concern for differential settlement along the proposed retaining wall.
    - I. The additional area of impact associated with increasing the size of the pre-load stockpile will result in minor revisions to a few existing construction line items. These minor revisions are documented in the summary table included herewith.
      - A) Item 33: Two additional Embankment Monitoring Devices are included to monitor the settlement of the expanded pre-load stockpile area.
      - B) Items 54 & CO1.1: Since the footprint (tie-in boundary) of the pre-load stockpile is changing, the existing temporary ground fence will need to be relocated and a short section of additional temporary ground fence will be required to complete the closed temporary fence boundary.
      - C) Items CO2.1 & CO2.3: The material to be placed as pre-load associated with this Change Order is from alternate sources, therefore new items are included.
      - D) Items CO2.2: Although the primary objective of the Erosion and Sediment Control (E&SC) plan is not proposed to be revised, this modified stockpile area will require modifications to some installed E&SC devices as well as installation of some additional temporary measures. This item accounts for all field adjustments needed to accommodate the additional pre-load area. Some temporary pipe material will be provided by the airport.
- 2) Additional Preload Quantity;
  - a. Due to the existing conditions of the site requiring removal of approximately six inches of topsoil prior to placement of the pre-load stockpile, the volume of material needed to complete the stockpile overran the as-bid quantity. In order to minimize the financial impact to the project, some material being excavated to construct the employee parking lot will be utilized as pre-load material. Because the referenced material is currently on site and therefore does not require purchase from off site source or hauling, the previously unutilized bid line item for "Unclassified Embankment (On Site)" will be included as a new line item with this change order to document the material usage.

### **CONTRACT TIME REVISIONS:**

This change order includes contract time revisions to account for two purposes:

- 1) An additional twenty-five (25) Calendar Days is being added due to the incorporation of the additional Pre-Load material and associated work, as described above.
- 2) An additional ten (10) Calendar Days is being added to contractually document Parrish & Partners' letter dated February 26, 2020, whereby 10 days were granted to account for delays associated with the revised fence alignment impacts.





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## MEMORANDUM

TO: Members of the Airport Authority

FROM: Jared Merrill  
Planning Manager

DATE: May 8, 2020

### ITEM DESCRIPTION – New Business Item B

Approve Second Amendment to Task Order No. 7 with CHA Consulting, Inc. for Focused Environmental Assessment

### BACKGROUND

The Board was previously briefed by Airport staff on the FAA's decision to require a Short Form Environmental Assessment (EA) process associated with the Terminal Modernization Program. The cost for this EA was approximately \$12,000.00, and within the Executive Director's purchasing authority. Subsequently, on February 14, 2020 the Board approved an amendment to this Task Order as the FAA further mandated an update to the airport's Noise Exposure Maps (NEM) as an additional component of the conduct of the Short Form EA. This brought the total Task Order to \$88,300.

The FAA has since determined a Focused EA (new terminology from the FAA for additional scope of work) will be required for this project to include the necessary evaluation for a new Air Traffic Control Tower. The Focused EA adds many components very similar to a Complete EA and significantly increased the scope of work for this assessment. On April 29, 2020 CHA Consulting provided a revised Task Order proposal of \$196,450.88 to include the additional scope of work required for the Focused EA. The Airport conducted an Independent Fee Estimate (IFE) that was provided with a total of \$187,481.00 for the Focused EA. Upon analysis the IFE is within 5 percent of the proposal from CHA Consulting. Per the FAA Guidelines, CHA Consulting's proposal is within the required 10 percent of the IFE and therefore considered reasonable. The additional work will add approximately three to four months, with an anticipated completion date in September.

New Business – Item B



## **ISSUES**

All of this work needs to be completed, submitted, and accepted by the FAA prior to the FAA releasing the \$10 million grant funds awarded last November. The Authority has two years from the date of the grant award to start using the grant funds otherwise the grant is automatically returned to the FAA.

## **ALTERNATIVES**

None. This additional scope is being required by the FAA as a mandatory component of the entire project. The FAA will not allow or accept a separate EA just for the Air Traffic Control Tower.

## **FISCAL IMPACT**

The total lump sum fee for the Focused EA is \$186,163.04, plus an additional \$10,287.84 for an optional public meeting if it is needed as a result of the process. The total not to exceed fee is therefore \$196,450.88. This increases the previously approved amount of \$88,300 by a total of \$108,150.88.

The approved costs are included in the current fiscal year's capital budget for the terminal project, for which \$25M has been included, and which includes up to \$10M in FAA AIP funds and Airport Funds for any remaining expenses incurred.

## **RECOMMENDED ACTION**

It is respectfully requested that the Airport Authority Board resolve to (1) approve the second amendment to Task Order No. 7 with CHA Consulting, Inc. not to exceed a total of \$196,450.88; and (2) authorize of the Executive Director to execute the necessary documents.

**Greater Asheville Regional Airport Authority**  
**Focused Environmental Assessment (EA)**  
**Passenger Terminal Building & Air Traffic Control Tower (ATCT)**

Scope of Work  
April 28, 2020

**BACKGROUND**

The Greater Asheville Regional Airport Authority (GARAA) has completed a plan to redevelop and expand the airport passenger terminal on the site of the current facility. This project also includes the relocation of the Air Traffic Control Tower (ATCT), which is currently located within the existing terminal building. The project is intended to better accommodate the continuing growth in passenger and commercial aircraft activity.

The FAA Memphis Airports District Office (ADO) has determined that a Focused Environmental Assessment (EA) is the appropriate National Environmental Policy Act (NEPA) document to identify and evaluate potential environmental impacts. The study consultants, CHA Consulting, Inc. (CHA) will deliver both draft and final Focused EA documents for review by the GARAA and the general public, and to the FAA for NEPA determination.

**SCOPE OF WORK**

**Task A: Project Management & Administration**

CHA will work with the GARAA and coordinate with the FAA, other regulatory agencies, and interested parties to complete an FAA Focused EA through completion and issuance of a Finding of No Significant Impact (FONSI). Activities will include:

- Scope development
- Contract & project administration
- Development of the EA document
- Coordination with project team
- Public Outreach
- Study correspondence and documentation
- Invoicing and project records

**Task B: Focused Environmental Assessment**

CHA will work with the GARAA to complete the Memphis ADO's, Focused Environmental Assessment Form for the project, including appropriate documentation of the following components:

**Section I: Sponsor and Preparers Information.** Completion of the project and sponsor information, with appropriate signatures.

## Section II: Project & Alternatives

**Project Background and Description** This information is provided in the Terminal Building Assessment Study Report and will be included in the Focused EA form. During preparation of these sections, CHA will hold a project kickoff meeting (telecom) with Authority staff to discuss the proposed action and potential issues that may arise during the environmental review. This detailed project background and description may change from what eventually that is prepared and included in the Focused EA Form.

**Purpose and Need.** A detailed purpose and need statement, including connected actions, will be prepared to describe each component of the project and its associated need.

The project need justification will be based upon the recent growth in enplanements and operations, the FAA approved forecasts, the most recent FAA Terminal Area Forecast (TAF), as well as the age of the existing structure.

For the terminal building, the purpose and need will identify the shortcomings of each key building component, including the square footage and configuration of various functional area (e.g., ticketing, baggage processing, security checkpoint, hold rooms, concessions, etc.). Additionally, the discussion will describe the shortage in the number and size of terminal gates and apron area to accommodate the changing fleet mix. The data from the Terminal Expansion Study will be utilized and updated based on the most recent information. The discussion will also document why the Airport's needs cannot be accommodated by the existing facility.

The need for the new/replacement Air Traffic Control Tower (ATCT) is a direct outcome of the terminal building replacement. This section of the EA will describe the logistical, safety and security reasons why it is impractical to retain the current ATCT, as well as the benefits and standard practice of separating ATC from passenger processing facilities.

**Alternatives.** The EA will include two alternatives for the terminal building, consisting of the proposed terminal improvements (i.e., the Proposed Action) per the Terminal Building Assessment Study Report and the "No Action" Alternative. As significant impacts are not anticipated with the terminal improvements, additional alternatives or other concepts will not be included.

Details will be provided comparing the proposed action and existing terminal, including:

- The change in size of individual functional areas and the overall building square footage
- Any change in terminal access and curbside, and the change in the apron area and gates
- A comparison of the layout and configuration, including figures documenting the existing and proposed layout, and overall new footprint and limits of disturbance
- A description of the direction of the expansion (e.g., north/south), and an overview of the resources and facilities that may be impacted



As part of the passenger terminal development, a new Central Energy Plant (CEP) building will be constructed adjacent to the terminal. The EA will review several identified locations for the CEP as the final site has not yet been determined. Each site is located within the previously disturbed terminal complex area, and little additional environmental impacts are anticipated from the addition of the CEP. The EA will also include review of anticipated construction staging areas, haul routes, and utility corridors, as applicable.

Additionally, for the ATCT, the EA will include three (3) identified alternative sites (Sites 2A, 7 & 10), and the “No Action” Alternative. Documentation from the FAA ATCT siting study will be incorporated in the EA, as well as the sponsor’s preferred site. The advantages and disadvantages of each location will be presented, including why the preferred location is the most feasible. Note that the environmental impact of all three sites will be addressed in the EA.

### **Section III: Environmental Analysis**

This section is the primary component of the Focused EA document, and includes FAA Impact Categories (A) through (Q). As part of the Focused EA, CHA will review and utilize the following approved environmental documents as a resource:

- Airfield Improvement EA (2011)
- Construct Parking Garage Short EA (March 2016)
- North Terminal Apron Expansion Documented Categorical Exclusion (April 2017)
- South Terminal Apron Expansion Short EA (July 2018)

(A) Air Quality – The Environmental Protection Agency (EPA) has determined that the Asheville region is in attainment with the National Ambient Air Quality Standards (NAAQS). Pursuant to the FAA Aviation Emissions and Air Quality Handbook, the air quality analysis will be included for the project and alternatives. The significance of potential air quality impacts will be evaluated based on the results of the emission inventory. Measures to mitigate and address temporary air quality impacts will also be included.

Emission inventories for aircraft operations and ground support equipment will be prepared using the most recent available version of the FAA Aviation Environmental Design Tool (AEDT). The AEDT inputs for aircraft will be developed in coordination with the noise analysis in section (K).

Emission inventories for ground access vehicles will be based on the EPA Motor Vehicle Emission Simulator (MOVES).

Emission inventories for construction equipment will be based on the Airport Construction Emissions Inventory Tool (ACEIT) published by the Airport Cooperative Research Program (ACRP).

(B) Biological Resources –



Federal and State Listed Endangered and Threatened Species- The unofficial species list will be obtained from the United States Fish and Wildlife Service (USFWS) Information, Planning and Conservation (IPaC) website for the terminal redevelopment, as well as for the three ATCT sites. Additionally, the North Carolina Natural Heritage Program (NHP) will be contacted to identify the potential presence of federal and state listed threatened and endangered species and critical habitats that may be potentially impacted by the project.

Activities will include a desktop evaluation of the habitat requirements for state and federally listed species, as well as a field investigation. The habitat requirements will be compared to the community types present within the project areas. This information will be documented in a Habitat Assessment report and provided to the USFWS and the NHP. Impacts can often be minimized or avoided by scheduling construction around critical periods. However, if the agencies determine that a formal biological survey and/or “Section 7” consultation for endangered species is necessary, additional scope and activities would be required.

To accomplish this task, CHA will require access to the three ATCT locations, as well as to the existing terminal area, which includes locations inside the secure area of the Airport. It is assumed that Authority staff will escort CHA field personnel for this ‘one-time’ site visit, and that CHA will not need to be trained or obtain badges or driving certification for work within these locations.

- (C) Climate – The new terminal and ATCT will be designed with modern energy efficient lighting, heating/cooling, and other systems. For energy efficiency, a new central energy plant is anticipated for the terminal building. This section will document the planned measures to reduce energy use, compared to the existing terminal building and existing energy use. No quantitative analysis is proposed.
- (D) Coastal Resources – The Airport is not located within a coastal area. The state coastal zone and coastal barrier resource systems mapping will be reviewed to document that no coastal impacts would occur. Thus, no evaluation will be needed.
- (E) DOT Section 4(f) - The project is located within airport property; however, the Focused EA will document the location of any Section 4(f) resources in close proximity and discuss any potential impacts. The Pisgah National Forest is located to the west of the Airport and National Register District Rugby Grange (ID HN0042) is located to the southeast of the Airport. Westfeldt River Park and Kunz Farm Park are to the west of the Airport and Glen Bridge River & Picnic Park is to the north of the Airport. These areas will not be directly impacted; however, the visual effects will be evaluated as outlined in Section M.
- (F) Farmland – One ATCT site is mapped on the USDA Soil Survey as Farmland of Statewide Importance and another is mapped as Farmland of Local Importance. Therefore, a Natural Resources Conservation Service Farmland Conversion Impact Rating Form (NRCS Form AD 1006) will be prepared in accordance with the Farmland

Protection Policy Act (FPPA) and included in the Draft Focused EA document for review. The remainder of the project areas do not contain soils mapped as farmland.

- (G) Hazardous Materials, Solid Waste, and Pollution Prevention – CHA will review the EPA’s website for recognized waste sites. However, the primary information for this task will be the FAA Environmental Due Diligence Audit (EDDA) Phase 1 Environmental Site Assessment prepared for the FAA. The findings will be summarized in the Focused EA.

It is assumed that no hazardous sites or materials are located within the project area and that no further analysis would be required. The proposed project would not result in generation of new types of solid waste, except during construction. This will be briefly discussed in the Focused EA, including the safe transport and disposal of materials off-site.

- (H) Historical, Architectural, Archeological, and Cultural Resources – CHA will complete a site investigation to obtain photographs of the ATCT sites. Photographs of the terminal work areas have already been provided by the Authority. The National Register District Rugby Grange (ID HN0042) is located to the southeast of the Airport, the visual impact assessment will determine impacts to this resource. A brief letter report accompanied by a project location map and photographs will be submitted by CHA to the North Carolina State Historic Preservation Office (SHPO). A draft letter will be prepared for the FAA to conduct government-to-government consultation with the Tribal Historic Preservation Office (THPO), either formally or informally.

The existing and proposed footprint of the terminal area and preferred ATCT site has been added to the Airport Layout Plan (ALP) as a pen and ink change and was submitted to the FAA (March 2020). The findings will be documented in the Focused EA. It is assumed that no additional activities will be required to address cultural resources.

- (I) Land Use – The project is proposed to be constructed on airport property and the use of the land would not change. The project is not expected to add or create wildlife attractants or impact surrounding activities. This will be documented in the Focused EA.
- (J) Natural Resources and Energy Supply – The proposed project is not anticipated to generate a significant change or demand for energy supply or natural resources. The new terminal will incorporate energy efficient new lighting and HVAC systems that may reduce overall energy and resources needs. CHA will include available documentation on this subject from the Airport or Architect in the Focused EA.
- (K) Noise and Compatible Land Use – This task will provide an airport noise evaluation, including existing and future noise contours based on anticipated activity growth at AVL. The evaluation will identify if forecast activity growth will result in noise impacts based on federal criteria provided in FAA Order 1050.1F and the Environmental Desk Reference. This is accomplished by the generation and review of noise contours of the FAA’s Day-Night Average Noise Level (DNL), using the DNL 65 dB as the threshold of

impact. The evaluation will identify if noise sensitive land uses (such as homes, schools, and place of worship) are exposed to noise levels of DNL 65 dB, and if so, the amount of increase in DNL.

This task will employ the most recent available version of the FAA Aviation Environmental Design Tool (AEDT) model for generation of noise contours. The existing noise evaluation will be based on the current temporary runway in use at AVL. Future noise contours will be based on the replacement runway that is under construction, based on the approved location and elevations.

*Prepare Noise Model Inputs (Existing)* – Data input for the current noise evaluation will use calendar year 2019 annual aircraft operations for AVL. The inputs will rely on existing available data, including Air Traffic Control Tower (ATCT) operation counts, FAA T100 data, FAA’s Enhanced Traffic Management System Counts (ETMSC), and AVL flight schedules. Operations will be identified by aircraft type for turbine aircraft. Types that comprise less than two percent of the total activity may be grouped with a similar aircraft type. For general aviation piston aircraft, operations will be categorized as single or twin engine, and input as a composite aircraft.

The Authority will assist with setting up a teleconference with ATCT staff to discuss operational procedures and flight tracks in use at AVL for use as inputs to the noise model. Items to discuss will include the following, and other items as determined:

- Runway end distribution/percentage for takeoffs and landings
- Typical or estimate nighttime activity (before 7 AM and after 10 PM)
- Approach and departure procedures, and variations by aircraft type/category
- Touch & Go and closed traffic pattern procedures

The activity and flight tracks identified will be used to generate all input data assignments to the AEDT model.

*Prepare Noise Model Inputs (Future)* – For the future year noise analysis, the most recent available FAA Terminal Area Forecast (TAF) will be used for the operational data inputs. It is anticipated that the January 2020 TAF will be used in this evaluation. This Task Order will not include development of new activity forecasts. As discussed above, the new runway is anticipated to be in use and 100% of the forecast operations will be assigned to the new runway for the analysis of future noise.

For a formal FAR Part 150 Noise and Land Use Compatibility Study, FAA procedures require use of the 5-year forecast for future noise contours. However, this evaluation is for a Focused EA document, and thus could use a different forecast period if determined by the FAA. Unless determined otherwise by FAA, the year 2025 (5 years) will be used as the future year in the evaluation.

The TAF data will be assembled for a typical (average) day of the year. Operations will be divided into runway ends, aircraft type, day vs. night, operation type (landing, takeoff,

touch-&-go, etc.) and input into the AEDT model. Any identified anticipated changes in aircraft types will be incorporated into the future year model inputs.

CHA will prepare a Noise Model Input Memorandum for AVL and FAA review. The memorandum will include any proposed non-standard modeling, aircraft type substitutions, operational input data, etc. for FAA review and approval.

*Noise Modeling* – The FAA AEDT will be used to model and generate existing and future noise contours for the Airport. The analysis will follow FAA guidance for AEDT modeling, and will generate:

- Existing noise conditions based on the current runway layout, airport activity, and operating procedures
- The anticipated future noise levels based on the TAF, fleet mix, and recommended operational procedures.
- Produce Day-Night Sound Level (DNL) noise contours for the DNL 65, 70, and 75 dBA levels.

This task will be conducted exclusively by modeling following FAA procedures; no noise monitoring activities are included.

Based on the activity level at AVL, noise contours are anticipated to remain relatively close to the runway (under 1-mile). The AEDT aircraft flight tracks will be developed in consultation with local Air Traffic Control (ATC) and the Authority. Use of detailed radar data flight tracks are not included in this scope of work.

*Land Use Compatibility* – The DNL noise contours will be incorporated into a land use drawing depicting existing noise sensitive land use categories on a recent digital orthophoto. The drawing scale will be adequate to illustrate the extents of the DNL 60 dBA contour. Separate or combined drawings will be used for current and future noise contours as determined by AVL.

The noise analysis will identify any impacted areas per federal standards located within the DNL 65, 70, or 75 dBA noise contours, with a focus on the differences between the existing and future noise levels.

The location of noise sensitive land uses will be identified and visually verified. All known noise-sensitive locations and facilities within the contours (e.g., homes, schools, churches, etc.) will be identified for existing and forecast conditions. Two existing residential areas are located in proximity to the runway; potential impacts to these locations will be specifically addressed in the evaluation. Additionally, if the noise contours increase in size, the increase in noise level in decibels will be determined for sensitive locations within the DNL 65 dBA.

A summary of findings will be prepared, including a description and illustrations of the following and will be included in the Focused EA document.

- For existing conditions, the number of homes, or other noise sensitive land uses, within the DNL 65, 70, or 75 dBA contours (if any)
- For forecast conditions, the number of homes, or other noise sensitive land uses, within the DNL 65, 70, or 75 dBA contours (if any)
- For the forecasts noise levels, any sensitive locations within the DNL 65 or higher contour, the evaluation will identify the increase in DNL in decibels.

Once completed, the noise analysis findings will be provided to AVL in advance, prior to inclusion in the Pre-Draft Focused EA Document.

(L) Socioeconomics, Environmental Justice, Children’s Environmental Health and Safety Risks – The Focused EA will document that the project is located on airport property and would not directly impact homes and businesses or require property acquisition. The project would not cause changes in traffic patterns or increase traffic congestion. The report will also discuss potential induced, secondary socioeconomic impacts, and risks to children’s environmental health and safety. A review of local minority or low-income populations will also be completed for consideration of Environmental Justice (EJ). The results of the noise evaluation, air analysis and visual impact assessment will be discussed as they apply to any EJ neighborhoods that may be present.

(M) Visual Effects (including light emissions) – CHA will conduct a visual impact assessment based on FAA guidance. This work will include the creation of a viewshed analysis map within a 3-mile radius of the airport improvements. This will identify all areas, based on topography, which could potentially have views of the airport improvements. A 3-mile radius was chosen based on the limiting factors of the ridgelines to the east and west. CHA will inventory potential aesthetic visual resources within the 3-mile radius and compare against the viewshed analysis to identify resources that may have views of the project.

After the desktop evaluation of the viewshed and potential resources, CHA will conduct an on-site investigation to confirm the visibility of key resources. Preliminary evaluation suggests that the potential views will be limited to a one-mile radius.

In addition to visual impacts, a qualitative assessment of the proposed change in potential light emissions will be conducted. It should be noted that the project includes general terminal and curbside lighting, similar to the existing facility. No new or expanded airfield lighting is included, and the potential for adverse light emissions are not anticipated as a result of the terminal replacement. The analysis of both visual resources and light emissions will be documented within the Focused EA in this section.

*Photo-simulations:* Photo-simulations of the view from surrounding resources are often used to illustrate the general visual change in the environment from a proposed project. As part of the on-site investigation, CHA will obtain existing conditions photographs from visual resource locations identified as part of the desktop evaluation. Additional photographs and measurements will be taken to aid camera matching and post-production

purposes throughout the on-site investigation. After the field investigation, CHA will identify appropriate views for simulation and obtain concurrence from AVL.

Per a preliminary review, the proposed terminal modifications and air traffic control tower alternative locations have only a limited potential to create visual impacts. As such, this scope is limited to a single photo-simulation, which includes combining a digital 3-dimensional model of the proposed project using appropriate available programs (e.g., Civil3d, SketchUp, 3D Studio Max, and Lumion 10 Pro). Once the modeling is combined, CHA will perform camera matching within the model based on the location of the existing view and generate an image of the proposed condition. Post-production work in Photoshop may be completed to refine the imagery to ensure that the image represents the proposed condition to the greatest extent practicable. Additional photo-simulations can be added to the scope, if determined necessary.

- (N) Water Resources – The EPA map of Sole Source Aquifers will be reviewed. Water quality concerns generated by construction (i.e., increase in impervious area) are primarily related to the potential for additional stormwater discharges. The EA will describe the soil erosion and control measures that will be included in the project implementation. Permanent improvements such as closed drainage, swales, and basins may also be evaluated.

*Wetlands* - CHA will conduct a field investigation of the project areas to identify the presence or absence of federal jurisdictional wetlands pursuant to the U.S. Army Corps of Engineers (USACE) 1987 Wetland Delineation Manual and current regional supplement. The evaluation for wetlands will be based on the presence of vegetation typically adapted to wet conditions (hydrophytes), hydric soils, and the presence or evidence of hydrology.

Due to the disturbed nature of the project areas and existing available data, it is anticipated that wetlands are not present. The site investigation will confirm this by conducting a field walkover of the project locations by a wetland scientist. Locations planned for the associated utility extensions will also be reviewed (to the extent the locations are known). If wetlands are identified, CHA will flag the boundaries, assuming that the effort is not extensive, and will collect a few data points to characterize the wetland community and adjacent uplands. This information will be documented in the EA and data sheets and photos will be provided in the appendices.

However, if the evaluation does identify the presence of wetlands, CHA will notify AVL, and recommend an appropriate course of action. This action would likely include development of a Wetland Delineation Report, with additional sampling, flag surveying, and coordination with the USACE for a jurisdictional determination. Such effort is not included in this scope but may be added as necessary. The presence of wetlands may also result in a modification to the ATCT site configuration in coordination with AVL.

*Floodplains* - The 100-year and 500-year floodplain maps will be reviewed and attached. Impacts to the floodplains are not anticipated.

*Wild and Scenic Rivers* - The presence of wild and scenic rivers in the project area will be documented. Impacts are not anticipated.

(O) Cumulative Impacts – Past, present and reasonably foreseeable future development projects within the Airport and surrounding area will be discussed. The documented impacts of such projects will be identified and will include a discussion of the combined potential for significant impacts associated with any of the environmental concerns discussed in the EA.

(P) Permits and Certifications – All anticipated permits and certifications will be listed.

(Q) Mitigation – This section will discuss potential mitigation that may be necessary to avoid significant environmental impacts. If such impacts are not anticipated, this section of the EA will be limited.

Portions of this task will be supported by Edward-Pitman Environmental, Inc. (EPEI), as a subconsultant to CHA. EPEI is a certified DBE firm and will conduct the field work components of the EA, which includes assistance with the following environmental categories.

- (B) Biological Resources
- (H) Historical, Architectural, Archeological, and Cultural Resources
- (M) Visual Effects
- (N) Water Resources

### **Pre-Draft Focused EA Document**

Each of the sections above will be compiled into the Focused EA form, with attachments, and delivered to AVL for review and comments. This document will include all correspondence with agencies on environmental consequences. Following GARAA review, the Pre-draft EA will be submitted to FAA. During this process it is anticipated that a review meeting (telecom) will be held. CHA will prepare meeting minutes to document comments and edits.

### **Task C: Public Involvement**

**Draft Focused EA.** Revisions to the Pre-Draft will be completed and compiled into the formal Draft Focused EA document, which will be publicly advertised and released for review after the FAA Memphis ADO comments on the Draft Focused EA have been incorporated. The document will also be provided to the NC State Clearinghouse for agency distribution. All advertisements, publications, and other activities will be coordinated and approved in advance by the GARAA. The public review period will be a minimum of 30 days. The public will be given the opportunity to provide comments and to request a public meeting.

**Final Focused EA:** All comments received will be reviewed and incorporated into the Final Focused EA, with revisions to the document and written responses, as applicable. The Final Focused EA will be submitted to the GARAA for internal review, followed by it being released to the FAA for action. The Final Focused EA document, and FAA's determination, will be provided to the Clearinghouse for distribution and advertised publicly.

#### **Task D. Public Meeting (optional)**

If a public meeting is requested during the review of the Draft Focused EA (and the Authority and FAA concur), a public meeting will be scheduled and held at the Airport or an appropriate local public facility. The public meetings activities will include:

- Additional advertisements for the meeting location, date and time
- Development of a presentation and other meeting materials for approval by the Authority
- Reservation and coordination with the selected public facility
- Staffing and holding the meeting itself (assume three persons from CHA in attendance)
- Collecting and documenting comments and preparation of meeting minutes

#### **ACTIONS & DELIVERABLES**

- Study kickoff meeting (telecom) with AVL and preparation of minutes.
- Pre-draft Focused EA document delivered to AVL and FAA for review and comments. This document will include correspondence with agencies on environmental consequences.
- Study review meeting (telecom) on Pre-draft Focused EA and preparation of minutes.
- Submission of Draft Focused EA document with distribution to FAA, the NC State Clearinghouse, and advertised for Public Review.
- Review of comments, including an internal meeting (telecom), and preparation of minutes.
- Submission of Final Focused EA document to FAA for action.

The scope may be expanded by GARAA at any time by providing additional services determined necessary, such as additional in-person meeting, environmental analysis, or fieldwork identified during the study process

The following pages contain the detailed fee estimate for CHA and EPEI



Summary of Fees  
Asheville Regional Airport  
Asheville, North Carolina  
April 28, 2020

Focused Environmental Assessment (EA) for Passenger Terminal Building & ATCT

TASK	DESCRIPTION	EFFORT (Hours)	COST		
			Subconsultant	CHA	Total
A	Task A: Project Management & Administration	228	\$ -	\$ 42,585.76	\$ 42,585.76
B	Task B: Focused Environmental Assessment	124	\$ -	\$ 16,560.64	\$ 16,560.64
C	Task B/Section III: Environmental Analysis	634	\$ 22,733.60	\$ 73,250.40	\$ 95,984.00
D	Task C: Public Involvement/Reviews	204	\$ -	\$ 31,032.64	\$ 31,032.64
E	Task D: Public Meeting (optional)	52	\$ -	\$ 10,287.84	\$ 10,287.84
	TOTALS	1,242	\$ 22,733.60	\$ 173,717.28	\$ 196,450.88

TOTAL FEE

\$ 196,450.88

FEE SCHEDULE

Asheville Regional Airport  
 Asheville, North Carolina  
 April 28, 2020

Focused Environmental Assessment (EA) for Passenger Terminal Building & ATCT

Task A: Project Management & Administration	DISCIPLINE												
	Project Director	Senior Principal Planner	Principal Scientist	Senior Engineer	Senior Scientist	Project Scientist	Senior Airport Planner	Airport Planner III/IV	Airport Planner/CADD	Project Tech/Admin	Subtotals		
Scope Development	8	16	8		16						48		
Contract & Project Administration	8	16								16	40		
Development of EA Document	4	4	8		8						24		
Project Team Coordination	16	16									32		
Public Outreach	8	8	4		4						24		
Study Correspondence and Documentation	2	8	8		8						26		
Invoicing and Project Records	2	16								16	34		
<b>Total Hours</b>	<b>48</b>	<b>84</b>	<b>28</b>	<b>0</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32</b>	<b>228</b>		
Labor Rate	\$ 100.00	\$ 76.00	\$ 54.00	\$ 48.00	\$ 44.00	\$ 38.00	\$ 48.00	\$ 35.00	\$ 32.00	\$ 28.00	\$ -		
Labor Cost	\$ 4,800.00	\$ 6,384.00	\$ 1,512.00	\$ -	\$ 1,584.00	\$ -	\$ -	\$ -	\$ -	\$ 896.00	\$ 15,176.00		
<b>SUBCONSULTANTS</b>			<b>TOTAL DIRECT LABOR COST</b>								\$ 15,176.00		
			\$ -	<b>OVERHEAD @</b>							Fill in Overhead Percent	140%	\$ 21,246.40
				<b>TOTAL LABOR COST</b>									\$ 36,422.40
<b>Expenses</b>			<b>FIXED FEE @</b>								Fill in Proposed Fee	15%	\$ 5,463.36
Lodging	(No. of Days @ up to \$150/day)												
Project Director	1	150	\$ 150.00	<b>SUBCONSULTANTS</b>									\$ -
Senior Principal Planner	1	150	\$ 150.00	<b>EXPENSES</b>									\$ 700.00
Printing/Postage			\$ 100.00	<b>TOTAL</b>									\$ 42,585.76
Mileage			\$ 100.00										
Meals (Per Diem Rate)			\$ 200.00										
<b>TOTAL EXPENSES</b>			\$ 700.00										

FEE SCHEDULE

Asheville Regional Airport  
 Asheville, North Carolina  
 April 28, 2020

Focused Environmental Assessment (EA) for Passenger Terminal Building & ATCT

Task B: Focused Environmental Assessment	DISCIPLINE										
	Project Director	Senior Principal Planner	Principal Scientist	Senior Engineer	Senior Scientist	Project Scientist	Senior Airport Planner	Airport Planner III/IV	Airport Planner/CADD	Project Tech/Admin	Subtotals
Section I: Sponsor and Preparers Information	2	2									4
Section II: Project & Alternatives											0
Project Background and Description	2	4	2			4	8				20
Purpose and Need	2	4	2			4	8				20
Alternatives	2	4	2				24	16	24	8	80
Total Hours	8	14	6	0	0	8	40	16	24	8	124
Labor Rate	\$ 100.00	\$ 76.00	\$ 54.00	\$ 48.00	\$ 44.00	\$ 38.00	\$ 48.00	\$ 35.00	\$ 32.00	\$ 28.00	\$ -
Labor Cost	\$ 800.00	\$ 1,064.00	\$ 324.00	\$ -	\$ -	\$ 304.00	\$ 1,920.00	\$ 560.00	\$ 768.00	\$ 224.00	\$ 5,964.00
SUBCONSULTANTS			\$ -	TOTAL DIRECT LABOR COST							\$ 5,964.00
				OVERHEAD @							Fill in Overhead Percent 140% \$ 8,349.60
				TOTAL LABOR COST							\$ 14,313.60
				FIXED FEE @							Fill in Proposed Fee 15% \$ 2,147.04
<b>Expenses</b>				SUBCONSULTANTS							\$ -
Lodging	(No. of Days @ up to \$150/day)			EXPENSES							\$ 100.00
Title 1	0	150	\$ -	TOTAL							\$ 16,560.64
Title 2	0	150	\$ -								
Printing/Postage			\$ 100.00								
Mileage											
Meals (Per Diem Rate)											
TOTAL EXPENSES			\$ 100.00								

FEE SCHEDULE

Asheville Regional Airport  
 Asheville, North Carolina  
 April 28, 2020

Focused Environmental Assessment (EA) for Passenger Terminal Building & ATCT

Task B/Section III: Environmental Analysis	DISCIPLINE											
	Project Director	Senior Principal Planner	Principal Scientist	Senior Engineer	Senior Scientist	Project Scientist	Senior Airport Planner	Airport Planner or LA III/IV	Airport Planner I/II CADD	Project Tech/Admin	Subtotals	
A. Air Quality		2	2			60					64	
B. Biological Resources		2	2		24	4					32	
C. Climate						2					2	
D. Coastal Resources											0	
E. DOT Section 4(f)					2	4					6	
F. Farmland		2	2		8						12	
G. Hazardous Materials		2	2	2	8	16			4		34	
H. Historical & Cultural Resources		2	2		16						20	
I. Land Use		4			2						6	
J. Natural Resources and Energy Supply						2					2	
K. Noise and Compatible Land Use		8			4	8	80	80	24		204	
L. Socioeconomic		2			4						6	
M. Visual Effects (including light emissions)		4	4		4	4		60	80		156	
N. Water Resources		2	2		24	4					32	
O. Cumulative Impacts		2	2		16						20	
OP. Permits and Certifications			2	2	4						8	
Q. Mitigation		2		2	4	8					16	
Pre-Draft EA Document	2	4			8						14	
Total Hours	2	38	20	6	128	112	80	140	108	0	634	
Labor Rate	\$ 100.00	\$ 76.00	\$ 54.00	\$ 48.00	\$ 44.00	\$ 38.00	\$ 48.00	\$ 35.00	\$ 32.00	\$ 28.00	\$ -	
Labor Cost	\$ 200.00	\$ 2,888.00	\$ 1,080.00	\$ 288.00	\$ 5,632.00	\$ 4,256.00	\$ 3,840.00	\$ 4,900.00	\$ 3,456.00	\$ -	\$ 26,540.00	
SUBCONSULTANTS	TOTAL DIRECT LABOR COST										\$ 26,540.00	
Edwards-Pitman Environmental, Inc.											\$ 22,733.60	
	OVERHEAD @										Fill in Overhead Percent 140%	\$ 37,156.00
	TOTAL LABOR COST										\$ 63,696.00	
	FIXED FEE @										Fill in Proposed Fee 15%	\$ 9,554.40
<b>Expenses</b>												
Lodging	(No. of Days @ up to \$150/day)											
Title 1	0	150	\$ -									
Title 2	0	150	\$ -									
Printing/Postage												
Mileage												
Meals (Per Diem Rate)												
TOTAL EXPENSES											\$ -	
	SUBCONSULTANTS										\$ 22,733.60	
	EXPENSES										\$ -	
	TOTAL										\$ 95,984.00	

FEE SCHEDULE

Asheville Regional Airport  
Asheville, North Carolina  
April 28, 2020

Focused Environmental Assessment (EA) for Passenger Terminal Building & ATCT

Task C: Public Involvement/Reviews	DISCIPLINE											
	Project Director	Senior Principal Planner	Principal Scientist	Senior Engineer	Senior Scientist	Project Scientist	Senior Airport Planner	Airport Planner III/IV	Airport Planner/CADD	Project Tech/Admin	Subtotals	
Draft EA	8	16	8		40	10	8	8	8		106	
Final EA	8	16	8		32	10	8	8	8		98	
Total Hours	16	32	16	0	72	20	16	16	16	0	204	
Labor Rate	\$ 100.00	\$ 76.00	\$ 54.00	\$ 48.00	\$ 44.00	\$ 38.00	\$ 48.00	\$ 35.00	\$ 32.00	\$ 28.00	\$ -	
Labor Cost	\$ 1,600.00	\$ 2,432.00	\$ 864.00	\$ -	\$ 3,168.00	\$ 760.00	\$ 768.00	\$ 560.00	\$ 512.00	\$ -	\$ 10,664.00	
SUBCONSULTANTS	TOTAL DIRECT LABOR COST										\$ 10,664.00	
	OVERHEAD @										Fill in Overhead Percent 140% \$ 14,929.60	
	TOTAL LABOR COST										\$ 25,593.60	
	FIXED FEE @										Fill in Proposed Fee 15% \$ 3,839.04	
<b>Expenses</b>	SUBCONSULTANTS										\$ -	
Lodging	(No. of Days @ up to \$150/day)											
Project Director	1	150	\$ 150.00									
Senior Principal Planner	1	150	\$ 150.00									
Printing/Postage			\$ 1,000.00	EXPENSES								\$ 1,600.00
Mileage			\$ 100.00									
Meals (Per Diem Rate)			\$ 200.00	TOTAL								\$ 31,032.64
TOTAL EXPENSES			\$ 1,600.00									

FEE SCHEDULE

Asheville Regional Airport  
Asheville, North Carolina  
April 28, 2020

Focused Environmental Assessment (EA) for Passenger Terminal Building & ATCT

Task D: Public Meeting (optional)	DISCIPLINE										
	Project Director	Senior Principal Planner	Principal Scientist	Senior Engineer	Senior Scientist	Project Scientist	Senior Airport Planner	Airport Planner III/IV	Airport Planner/CADD	Project Tech/Admin	Subtotals
Public Meeting (optional)	12	12			16				8	4	52
Total Hours	12	12	0	0	16	0	0	0	8	4	52
Labor Rate	\$ 100.00	\$ 76.00	\$ 54.00	\$ 48.00	\$ 44.00	\$ 38.00	\$ 48.00	\$ 35.00	\$ 32.00	\$ 28.00	\$ -
Labor Cost	\$ 1,200.00	\$ 912.00	\$ -	\$ -	\$ 704.00	\$ -	\$ -	\$ -	\$ 256.00	\$ 112.00	\$ 3,184.00
SUBCONSULTANTS			\$ -	TOTAL DIRECT LABOR COST							\$ 3,184.00
				OVERHEAD @							Fill in Overhead Percent 140% \$ 4,457.60
				TOTAL LABOR COST							\$ 7,641.60
				FIXED FEE @							Fill in Proposed Fee 15% \$ 1,146.24
<b>Expenses</b>				SUBCONSULTANTS							\$ -
Lodging	(No. of Days @ up to \$150/day)			EXPENSES							\$ 1,500.00
Title 1	1	150	\$ 150.00								
Title 2	1	150	\$ 150.00								
Printing/Postage			\$ 100.00								
Advertising			\$ 1,000.00								
Meals (Per Diem Rate)			\$ 100.00								
TOTAL EXPENSES			\$ 1,500.00	TOTAL							\$ 10,287.84



Date: April 30, 2020

PO / CHA PN Task Order #7 - Amendment No. 2

**TASK ORDER / AUTHORIZATION TO PROCEED**

In accordance with the Contract dated 8/17/18 between the parties designated below for:

Focused Environmental Assessment for Passenger Terminal Building and ATCT

**THE PROJECT:** Relocation

**THE CLIENT:** Greater Asheville Regional Airport Authority (GARAA)

Hereby authorizes the CHA Consulting, Inc. to proceed with services as follows:

**SCOPE OF SERVICES:**

**Amendment No. 2:** Following comments by the FAA, the GARAA was instructed to expand the Focused Environmental Assessment (EA) to include all three Air Traffic Control Tower (ATCT) sites, and also include an Air Quality and Noise Analysis. This amendment replaces the original agreement and Amendment No. 1 (i.e., the fee listed herein includes the original and both amendments combined).

**Focused Environmental Assessment for Passenger Terminal Building & ATCT**

**BACKGROUND**

The GARAA has completed a plan to redevelop and expand the airport passenger terminal on the site of the current facility. This project also includes the relocation of the Air Traffic Control Tower (ATCT), which is currently located on the existing terminal building. The project is intended to better accommodate the ongoing growth in passengers.

The FAA Memphis Airports District Office (ADO) has determined that a Focused Environmental Assessment (EA) is the appropriate National Environmental Policy Act (NEPA) document to identify and evaluate potential environmental impacts. CHA will deliver both draft and final Focused EA documents for review by GARAA and the general public, and to the FAA for NEPA determination

**SCOPE OF WORK**

**Task A: Project Management & Administration**

CHA will work with the GARAA and coordinate with the FAA, other regulatory agencies, and interested parties to complete an FAA Focused EA through completion and issuance of a Finding of No Significant Impact (FONSI). Activities will include:

- Scope development
- Contract & project administration
- Development of the EA document
- Coordination with project team
- Public Outreach
- Study correspondence and documentation
- Invoicing and project records

## **Task B: Focused Environmental Assessment**

CHA will work with the GARAA to complete the Memphis ADO's, Focused Environmental Assessment Form for the project, including appropriate documentation of the following components:

**Section I: Sponsor and Preparers Information.** Completion of the project and sponsor information, with appropriate signatures.

### **Section II: Project & Alternatives**

**Project Background and Description** This information is provided in the Terminal Building Assessment Study Report and will be included in the Focused EA form. During preparation of these sections, CHA will hold a project kickoff meeting (telecom) with Authority staff to discuss the proposed action and potential issues that may arise during the environmental review. This detailed project background and description may change from what eventually that is prepared and included in the Focused EA Form.

**Purpose and Need.** A detailed purpose and need statement, including connected actions, will be prepared to describe each component of the project and its associated need.

The project need justification will be based upon the recent growth in enplanements and operations, the FAA approved forecasts, the most recent FAA Terminal Area Forecast (TAF), as well as the age of the existing structure.

For the terminal building, the purpose and need will identify the shortcomings of each key building component, including the square footage and configuration of various functional area (e.g., ticketing, baggage processing, security checkpoint, hold rooms, concessions, etc.). Additionally, the discussion will describe the shortage in the number and size of terminal gates and apron area to accommodate the changing fleet mix. The data from the Terminal Expansion Study will be utilized and updated based on the most recent information. The discussion will also document why the Airport's needs cannot be accommodated by the existing facility.

The need for the new/replacement Air Traffic Control Tower (ATCT) is a direct outcome of the terminal building replacement. This section of the EA will describe the logistical, safety and security reasons why it is impractical to retain the current ATCT, as well as the benefits and standard practice of separating ATC from passenger processing facilities.

**Alternatives.** The EA will include two alternatives for the terminal building, consisting of the proposed terminal improvements (i.e., the Proposed Action) per the Terminal Building Assessment Study Report and the "No Action" Alternative. As significant impacts are not anticipated with the terminal improvements, additional alternatives or other concepts will not be included.

Details will be provided comparing the proposed action and existing terminal, including:

- The change in size of individual functional areas and the overall building square footage
- Any change in terminal access and curbside, and the change in the apron area and gates
- A comparison of the layout and configuration, including figures documenting the existing and proposed layout, and overall new footprint and limits of disturbance
- A description of the direction of the expansion (e.g., north/south), and an overview of the resources and facilities that may be impacted



As part of the passenger terminal development, a new Central Energy Plant (CEP) building will be constructed adjacent to the terminal. The EA will review several identified locations for the CEP as the final site has not yet been determined. Each site is located within the previously disturbed terminal complex area, and little additional environmental impacts are anticipated from the addition of the CEP. The EA will also include review of anticipated construction staging areas, haul routes, and utility corridors, as applicable.

Additionally, for the ATCT, the EA will include three (3) identified alternative sites (Sites 2A, 7 & 10), and the “No Action” Alternative. Documentation from the FAA ATCT siting study will be incorporated in the EA, as well as the sponsor’s preferred site. The advantages and disadvantages of each location will be presented, including why the preferred location is the most feasible. Note that the environmental impact of all three sites will be addressed in the EA.

### **Section III: Environmental Analysis**

This section is the primary component of the Focused EA document, and includes FAA Impact Categories (A) through (Q). As part of the Focused EA, CHA will review and utilize the following approved environmental documents as a resource:

- Airfield Improvement EA (2011)
- Construct Parking Garage Short EA (March 2016)
- North Terminal Apron Expansion Documented Categorical Exclusion (April 2017)
- South Terminal Apron Expansion Short EA (July 2018)

(A) Air Quality – The Environmental Protection Agency (EPA) has determined that the Asheville region is in attainment with the National Ambient Air Quality Standards (NAAQS). Pursuant to the FAA Aviation Emissions and Air Quality Handbook, the air quality analysis will be included for the project and alternatives. The significance of potential air quality impacts will be evaluated based on the results of the emission inventory. Measures to mitigate and address temporary air quality impacts will also be included.

Emission inventories for aircraft operations and ground support equipment will be prepared using the most recent available version of the FAA Aviation Environmental Design Tool (AEDT). The AEDT inputs for aircraft will be developed in coordination with the noise analysis in section (K).

Emission inventories for ground access vehicles will be based on the EPA Motor Vehicle Emission Simulator (MOVES).

Emission inventories for construction equipment will be based on the Airport Construction Emissions Inventory Tool (ACEIT) published by the Airport Cooperative Research Program (ACRP).

(B) Biological Resources –

Federal and State Listed Endangered and Threatened Species- The unofficial species list will be obtained from the United States Fish and Wildlife Service (USFWS) Information, Planning and Conservation (IPaC) website for the terminal redevelopment, as well as for the three ATCT sites. Additionally, the North Carolina Natural Heritage Program (NHP) will be contacted to identify the potential presence of federal and state listed threatened and endangered species and critical habitats that may be potentially impacted by the project.

Activities will include a desktop evaluation of the habitat requirements for state and federally listed species, as well as a field investigation. The habitat requirements will be compared to the community types present within the project areas. This information will be documented in a Habitat Assessment report and provided to the USFWS and the NHP. Impacts can often be minimized or avoided by scheduling construction around critical periods. However, if the agencies determine that a formal biological survey and/or “Section 7” consultation for endangered species is necessary, additional scope and activities would be required.

To accomplish this task, CHA will require access to the three ATCT locations, as well as to the existing terminal area, which includes locations inside the secure area of the Airport. It is assumed that Authority staff will escort CHA field personnel for this ‘one-time’ site visit, and that CHA will not need to be trained or obtain badges or driving certification for work within these locations.

- (C) Climate – The new terminal and ATCT will be designed with modern energy efficient lighting, heating/cooling, and other systems. For energy efficiency, a new central energy plant is anticipated for the terminal building. This section will document the planned measures to reduce energy use, compared to the existing terminal building and existing energy use. No quantitative analysis is proposed.
- (D) Coastal Resources – The Airport is not located within a coastal area. The state coastal zone and coastal barrier resource systems mapping will be reviewed to document that no coastal impacts would occur. Thus, no evaluation will be needed.
- (E) DOT Section 4(f) - The project is located within airport property; however, the Focused EA will document the location of any Section 4(f) resources in close proximity and discuss any potential impacts. The Pisgah National Forest is located to the west of the Airport and National Register District Rugby Grange (ID HN0042) is located to the southeast of the Airport. Westfeldt River Park and Kunz Farm Park are to the west of the Airport and Glen Bridge River & Picnic Park is to the north of the Airport. These areas will not be directly impacted; however, the visual effects will be evaluated as outlined in Section M.
- (F) Farmland – One ATCT site is mapped on the USDA Soil Survey as Farmland of Statewide Importance and another is mapped as Farmland of Local Importance. Therefore, a Natural Resources Conservation Service Farmland Conversion Impact Rating Form (NRCS Form AD 1006) will be prepared in accordance with the Farmland Protection Policy Act (FPPA) and included in the Draft Focused EA document for review. The remainder of the project areas do not contain soils mapped as farmland.
- (G) Hazardous Materials, Solid Waste, and Pollution Prevention – CHA will review the EPA’s website for recognized waste sites. However, the primary information for this task will be the FAA Environmental Due Diligence Audit (EDDA) Phase 1 Environmental Site Assessment prepared for the FAA. The findings will be summarized in the Focused EA.

It is assumed that no hazardous sites or materials are located within the project area and that no further analysis would be required. The proposed project would not result in generation of new types of solid waste, except during construction. This will be briefly discussed in the Focused EA, including the safe transport and disposal of materials off-site.

(H) Historical, Architectural, Archeological, and Cultural Resources – CHA will complete a site investigation to obtain photographs of the ATCT sites. Photographs of the terminal work areas have already been provided by the Authority. The National Register District Rugby Grange (ID HN0042) is located to the southeast of the Airport, the visual impact assessment will determine impacts to this resource. A brief letter report accompanied by a project location map and photographs will be submitted by CHA to the North Carolina State Historic Preservation Office (SHPO). A draft letter will be prepared for the FAA to conduct government-to-government consultation with the Tribal Historic Preservation Office (THPO), either formally or informally.

The existing and proposed footprint of the terminal area and preferred ATCT site has been added to the Airport Layout Plan (ALP) as a pen and ink change and was submitted to the FAA (March 2020). The findings will be documented in the Focused EA. It is assumed that no additional activities will be required to address cultural resources.

(I) Land Use – The project is proposed to be constructed on airport property and the use of the land would not change. The project is not expected to add or create wildlife attractants or impact surrounding activities. This will be documented in the Focused EA.

(J) Natural Resources and Energy Supply – The proposed project is not anticipated to generate a significant change or demand for energy supply or natural resources. The new terminal will incorporate energy efficient new lighting and HVAC systems that may reduce overall energy and resources needs. CHA will include available documentation on this subject from the Airport or Architect in the Focused EA.

(K) Noise and Compatible Land Use – This task will provide an airport noise evaluation, including existing and future noise contours based on anticipated activity growth at AVL. The evaluation will identify if forecast activity growth will result in noise impacts based on federal criteria provided in FAA Order 1050.1F and the Environmental Desk Reference. This is accomplished by the generation and review of noise contours of the FAA’s Day-Night Average Noise Level (DNL), using the DNL 65 dB as the threshold of impact. The evaluation will identify if noise sensitive land uses (such as homes, schools, and place of worship) are exposed to noise levels of DNL 65 dB, and if so, the amount of increase in DNL.

This task will employ the most recent available version of the FAA Aviation Environmental Design Tool (AEDT) model for generation of noise contours. The existing noise evaluation will be based on the current temporary runway in use at AVL. Future noise contours will be based on the replacement runway that is under construction, based on the approved location and elevations.

*Prepare Noise Model Inputs (Existing)* – Data input for the current noise evaluation will use calendar year 2019 annual aircraft operations for AVL. The inputs will rely on existing available data, including Air Traffic Control Tower (ATCT) operation counts, FAA T100 data, FAA’s Enhanced Traffic Management System Counts (ETMSC), and AVL flight schedules. Operations will be identified by aircraft type for turbine aircraft. Types that comprise less than two percent of the total activity may be grouped with a similar aircraft type. For general aviation piston aircraft, operations will be categorized as single or twin engine, and input as a composite aircraft.

The Authority will assist with setting up a teleconference with ATCT staff to discuss operational procedures and flight tracks in use at AVL for use as inputs to the noise model. Items to discuss will include the following, and other items as determined:

- Runway end distribution/percentage for takeoffs and landings
- Typical or estimate nighttime activity (before 7 AM and after 10 PM)
- Approach and departure procedures, and variations by aircraft type/category
- Touch & Go and closed traffic pattern procedures

The activity and flight tracks identified will be used to generate all input data assignments to the AEDT model.

*Prepare Noise Model Inputs (Future)* – For the future year noise analysis, the most recent available FAA Terminal Area Forecast (TAF) will be used for the operational data inputs. It is anticipated that the January 2020 TAF will be used in this evaluation. This Task Order will not include development of new activity forecasts. As discussed above, the new runway is anticipated to be in use and 100% of the forecast operations will be assigned to the new runway for the analysis of future noise.

For a formal FAR Part 150 Noise and Land Use Compatibility Study, FAA procedures require use of the 5-year forecast for future noise contours. However, this evaluation is for a Focused EA document, and thus could use a different forecast period if determined by the FAA. Unless determined otherwise by FAA, the year 2025 (5 years) will be used as the future year in the evaluation.

The TAF data will be assembled for a typical (average) day of the year. Operations will be divided into runway ends, aircraft type, day vs. night, operation type (landing, takeoff, touch-&-go, etc.) and input into the AEDT model. Any identified anticipated changes in aircraft types will be incorporated into the future year model inputs.

CHA will prepare a Noise Model Input Memorandum for AVL and FAA review. The memorandum will include any proposed non-standard modeling, aircraft type substitutions, operational input data, etc. for FAA review and approval.

*Noise Modeling* – The FAA AEDT will be used to model and generate existing and future noise contours for the Airport. The analysis will follow FAA guidance for AEDT modeling, and will generate:

- Existing noise conditions based on the current runway layout, airport activity, and operating procedures
- The anticipated future noise levels based on the TAF, fleet mix, and recommended operational procedures.
- Produce Day-Night Sound Level (DNL) noise contours for the DNL 65, 70, and 75 dBA levels.

This task will be conducted exclusively by modeling following FAA procedures; no noise monitoring activities are included.

Based on the activity level at AVL, noise contours are anticipated to remain relatively close to the runway (under 1-mile). The AEDT aircraft flight tracks will be developed in consultation with local Air Traffic Control (ATC) and the Authority. Use of detailed radar data flight tracks are not included in this scope of work.

*Land Use Compatibility* – The DNL noise contours will be incorporated into a land use drawing depicting existing noise sensitive land use categories on a recent digital orthophoto. The

drawing scale will be adequate to illustrate the extents of the DNL 60 dBA contour. Separate or combined drawings will be used for current and future noise contours as determined by AVL.

The noise analysis will identify any impacted areas per federal standards located within the DNL 65, 70, or 75 dBA noise contours, with a focus on the differences between the existing and future noise levels.

The location of noise sensitive land uses will be identified and visually verified. All known noise-sensitive locations and facilities within the contours (e.g., homes, schools, churches, etc.) will be identified for existing and forecast conditions. Two existing residential areas are located in proximity to the runway; potential impacts to these locations will be specifically addressed in the evaluation. Additionally, if the noise contours increase in size, the increase in noise level in decibels will be determined for sensitive locations within the DNL 65 dBA.

A summary of findings will be prepared, including a description and illustrations of the following and will be included in the Focused EA document.

- For existing conditions, the number of homes, or other noise sensitive land uses, within the DNL 65, 70, or 75 dBA contours (if any)
- For forecast conditions, the number of homes, or other noise sensitive land uses, within the DNL 65, 70, or 75 dBA contours (if any)
- For the forecasts noise levels, any sensitive locations within the DNL 65 or higher contour, the evaluation will identify the increase in DNL in decibels.

Once completed, the noise analysis findings will be provided to AVL in advance, prior to inclusion in the Pre-Draft Focused EA Document.

(L) Socioeconomics, Environmental Justice, Children's Environmental Health and Safety Risks – The Focused EA will document that the project is located on airport property and would not directly impact homes and businesses or require property acquisition. The project would not cause changes in traffic patterns or increase traffic congestion. The report will also discuss potential induced, secondary socioeconomic impacts, and risks to children's environmental health and safety. A review of local minority or low-income populations will also be completed for consideration of Environmental Justice (EJ). The results of the noise evaluation, air analysis and visual impact assessment will be discussed as they apply to any EJ neighborhoods that may be present.

(M) Visual Effects (including light emissions) – CHA will conduct a visual impact assessment based on FAA guidance. This work will include the creation of a viewshed analysis map within a 3-mile radius of the airport improvements. This will identify all areas, based on topography, which could potentially have views of the airport improvements. A 3-mile radius was chosen based on the limiting factors of the ridgelines to the east and west. CHA will inventory potential aesthetic visual resources within the 3-mile radius and compare against the viewshed analysis to identify resources that may have views of the project.

After the desktop evaluation of the viewshed and potential resources, CHA will conduct an on-site investigation to confirm the visibility of key resources. Preliminary evaluation suggests that the potential views will be limited to a one-mile radius.

In addition to visual impacts, a qualitative assessment of the proposed change in potential light emissions will be conducted. It should be noted that the project includes general terminal and

curbside lighting, similar to the existing facility. No new or expanded airfield lighting is included, and the potential for adverse light emissions are not anticipated as a result of the terminal replacement. The analysis of both visual resources and light emissions will be documented within the Focused EA in this section.

*Photo-simulations:* Photo-simulations of the view from surrounding resources are often used to illustrate the general visual change in the environment from a proposed project. As part of the on-site investigation, CHA will obtain existing conditions photographs from visual resource locations identified as part of the desktop evaluation. Additional photographs and measurements will be taken to aid camera matching and post-production purposes throughout the on-site investigation. After the field investigation, CHA will identify appropriate views for simulation and obtain concurrence from AVL.

Per a preliminary review, the proposed terminal modifications and air traffic control tower alternative locations have only a limited potential to create visual impacts. As such, this scope is limited to a single photo-simulation, which includes combining a digital 3-dimensional model of the proposed project using appropriate available programs (e.g., Civil3d, SketchUp, 3D Studio Max, and Lumion 10 Pro). Once the modeling is combined, CHA will perform camera matching within the model based on the location of the existing view and generate an image of the proposed condition. Post-production work in Photoshop may be completed to refine the imagery to ensure that the image represents the proposed condition to the greatest extent practicable. Additional photo-simulations can be added to the scope, if determined necessary.

- (N) Water Resources – The EPA map of Sole Source Aquifers will be reviewed. Water quality concerns generated by construction (i.e., increase in impervious area) are primarily related to the potential for additional stormwater discharges. The EA will describe the soil erosion and control measures that will be included in the project implementation. Permanent improvements such as closed drainage, swales, and basins may also be evaluated.

*Wetlands* - CHA will conduct a field investigation of the project areas to identify the presence or absence of federal jurisdictional wetlands pursuant to the U.S. Army Corps of Engineers (USACE) 1987 Wetland Delineation Manual and current regional supplement. The evaluation for wetlands will be based on the presence of vegetation typically adapted to wet conditions (hydrophytes), hydric soils, and the presence or evidence of hydrology.

Due to the disturbed nature of the project areas and existing available data, it is anticipated that wetlands are not present. The site investigation will confirm this by conducting a field walkover of the project locations by a wetland scientist. Locations planned for the associated utility extensions will also be reviewed (to the extent the locations are known). If wetlands are identified, CHA will flag the boundaries, assuming that the effort is not extensive, and will collect a few data points to characterize the wetland community and adjacent uplands. This information will be documented in the EA and data sheets and photos will be provided in the appendices.

However, if the evaluation does identify the presence of wetlands, CHA will notify AVL, and recommend an appropriate course of action. This action would likely include development of a Wetland Delineation Report, with additional sampling, flag surveying, and coordination with the USACE for a jurisdictional determination. Such effort is not included in this scope but may be added as necessary. The presence of wetlands may also result in a modification to the ATCT site configuration in coordination with AVL.

*Floodplains* - The 100-year and 500-year floodplain maps will be reviewed and attached. Impacts to the floodplains are not anticipated.

*Wild and Scenic Rivers* - The presence of wild and scenic rivers in the project area will be documented. Impacts are not anticipated.

- (O) Cumulative Impacts – Past, present and reasonably foreseeable future development projects within the Airport and surrounding area will be discussed. The documented impacts of such projects will be identified and will include a discussion of the combined potential for significant impacts associated with any of the environmental concerns discussed in the EA.
- (P) Permits and Certifications – All anticipated permits and certifications will be listed.
- (Q) Mitigation – This section will discuss potential mitigation that may be necessary to avoid significant environmental impacts. If such impacts are not anticipated, this section of the EA will be limited.

Portions of this task will be supported by Edward-Pitman Environmental, Inc. (EPEI), as a subconsultant to CHA. EPEI is a certified DBE firm and will conduct the field work components of the EA, which includes assistance with the following environmental categories.

- (B) Biological Resources
- (H) Historical, Architectural, Archeological, and Cultural Resources
- (M) Visual Effects
- (N) Water Resources

#### **Pre-Draft Focused EA Document**

Each of the sections above will be compiled into the Focused EA form, with attachments, and delivered to AVL for review and comments. This document will include all correspondence with agencies on environmental consequences. Following GARAA review, the Pre-draft EA will be submitted to FAA. During this process it is anticipated that a review meeting (telecom) will be held. CHA will prepare meeting minutes to document comments and edits.

#### **Task C: Public Involvement**

**Draft Focused EA.** Revisions to the Pre-Draft will be completed and compiled into the formal Draft Focused EA document, which will be publicly advertised and released for review after the FAA Memphis ADO comments on the Draft Focused EA have been incorporated. The document will also be provided to the NC State Clearinghouse for agency distribution. All advertisements, publications, and other activities will be coordinated and approved in advance by the GARAA. The public review period will be a minimum of 30 days. The public will be given the opportunity to provide comments and to request a public meeting.

**Final Focused EA:** All comments received will be reviewed and incorporated into the Final Focused EA, with revisions to the document and written responses, as applicable. The Final Focused EA will be submitted to the GARAA for internal review, followed by it being released to the FAA for action. The Final Focused EA document, and FAA's determination, will be provided to the Clearinghouse for distribution and advertised publicly.

**Task D. Public Meeting (optional)**

If a public meeting is requested during the review of the Draft Focused EA (and the Authority and FAA concur), a public meeting will be scheduled and held at the Airport or an appropriate local public facility. The public meetings activities will include:

- Additional advertisements for the meeting location, date and time
- Development of a presentation and other meeting materials for approval by the Authority
- Reservation and coordination with the selected public facility
- Staffing and holding the meeting itself (assume three persons from CHA in attendance)
- Collecting and documenting comments and preparation of meeting minutes

**ACTIONS & DELIVERABLES**

- Study kickoff meeting (telecom) with AVL and preparation of minutes.
- Pre-draft Focused EA document delivered to AVL and FAA for review and comments. This document will include correspondence with agencies on environmental consequences.
- Study review meeting (telecom) on Pre-draft Focused EA and preparation of minutes.
- Submission of Draft Focused EA document with distribution to FAA, the NC State Clearinghouse, and advertised for Public Review.
- Review of comments, including an internal meeting (telecom), and preparation of minutes.
- Submission of Final Focused EA document to FAA for action.

The scope may be expanded by GARAA at any time by providing additional services determined necessary, such as additional in-person meeting, environmental analysis, or fieldwork identified during the study process

**FEE**

**FEE SCHEDULE**

CHA proposes a lump sum fee, billed by percent complete, based on the provided estimate of staff hours. The proposed fee is **\$186,200**. An optional public meeting is included as needed for an additional fee of **\$10,200**. If the public meeting is held, the total proposed lump sum fee is **\$196,400**.

**Note:** The fee listed includes the total of the original Task Order 7 and Amendments No. 1 and No. 2.

**ASSUMPTIONS & EXCLUSIONS:**

- Assumes preparation of three deliverable, Pre-draft, Draft, and Final EA documents


**SCHEDULE**



It is anticipated that the Pre-draft Focused EA can be completed in a **12-week** period from notice to proceed, followed by the anticipated review periods below:

<b>Document</b>	<b>Reviewer</b>	<b>Period</b>
Pre-Draft EA	AVL, FAA	2 weeks
Prepare Draft EA	---	1 week
Draft EA	Public	5 weeks
Prepare Final EA	---	1 week
FAA FONSI	FAA	2 weeks

**Upon return of a fully executed authorization, this Task Order shall become a part of the Agreement identified above.**

<b>APPROVED BY: CHA CONSULTING, INC.</b>	<b>APPROVED BY: GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY</b>
NAME: Paul Puckli	NAME:
SIGNATURE: 	SIGNATURE:
TITLE: Vice President	TITLE:
DATE: April 30, 2020	DATE:

Greater Asheville Regional Airport Authority

This Statement has been added to this correspondence to ensure compliance with State laws.

This instrument has pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Financial Officer

\_\_\_\_\_  
Date

Jared Merrill  
Airport Planning Manager  
Greater Asheville Regional Airport Authority  
E-mail: jmerrill@flyavl.com

**RE: Greater Asheville Regional Airport Authority**  
Environmental Assessment  
Passenger Terminal Building and ATCT  
Independent Fee Estimate

Dear Mr. Merrill and Mr. Reisman;

Please find attached the detailed Independent Fee Estimate (IFE) spreadsheet, and Fee Estimate for the above referenced EA. If you should have any questions regarding the hours, fees, or line items, please feel free to contact me at your convenience. This analysis was based on the "Focused Environmental Assessment (EA) for Passenger Terminal Building & ATCT" Draft Scope of Services dated March 20, 2020, and the blank Excel spreadsheet which were received from Mr. Jared Merrill via email on March 25, 2020. In addition, we also held a teleconference on March 26, 2020 to discuss the background of the project. It was our understanding from that discussion that there did not appear to be any hazmat, land acquisition, wetland, endangered species, or other complicated issues associated with this project.

Based upon our understanding of the project, a reasonable fee to complete the tasks listed in the Scope of Work is approximately **\$170,156.97** plus a possible contingency of \$17,324.03 for the Public Hearing (Task D) **for a total estimate of \$187,481.00 and a total of 1300 hour effort**. Detailed tasks requiring specialized reporting include: Air Quality inventories (Section III-A), a Phase 1 Hazardous Materials report (Section III-G), Noise Model and findings (Section III-K), Visual Effects (Section III-M), and Water Resources/Wetlands Evaluation (Section III-N) all other environmental resources reviewed for 1050.1F, and completion of the EA (Task B). The attached spreadsheet identifies the estimated hours for labor and expenses used in preparing the IFE and are based on the Scope of work, ALP, and project understanding provided for the EA and the detailed resource surveys that will be required.

Several assumptions have been made as to the analysis required for detailed resources (Cultural, archaeological, and biologic will not require detailed surveys). Coordination with regulatory agencies often introduces variations which changes the costs for environmental studies. Our estimate tries to assume agency cooperation and responsiveness. Resource evaluations will be based on previous studies (short EA's and Catex) completed for the aprons, airfield, and garages (2011-2018). Estimates would assume that the resource specialists are local with a minimum of time for travel and provide their own equipment necessary to complete the reports.

#### **Project Management and Administration (Task A)**

EA's require extensive project set up, billing, accounting, Quality Control, and outside coordination.

These project actions include developing the scope, setting assumptions, contracting, format and file structure agreements, FAA review time, and project on boarding. In addition to administrative tasks, the project management team tasks include coordinating and managing resource specialist's required for detailed technical reports, tasking engineers, updating plans, and project closeout. The project manager and lead author (Senior Airport Planner) tasks include ongoing coordination to request assistance from the FAA, complete the agency review of disciplines and EA, coordinate with FAA through FONSI. Assumptions are made that due to the wide range of existing resource surveys, master plan updates, and recent work on ALP updates that existing reports will largely be used as the basis for making findings in Task B. Additional time for gathering, reviewing, and incorporating these reports prior to the EA Task have been made under Task A. Services to complete Task A are estimated at **\$33,779.44**.

### **Focused Environmental Assessment (Task B)**

Surveying, engineering, and additional conceptual designs are not included in the scope of work for the EA. Instead previous studies and coordination with the FAA will be used in order to adequately determine the areas of disturbance anticipated to complete the proposed ATCT relocation. This level of effort will allow the Consultant to identify the engineering changes necessary for the ATCT relocation and to establish disturbance limits for the proposed improvements to the passenger terminal. While multiple options have been developed, only the preferred alternative and the no-action alternative will be considered for the passenger terminal and one of the three sites for the ATCT will be selected.

Cultural Resource Study: Per the scope of work, the IFE assumes the Area of Potential Effect (APE) includes no potential surface resources based on previous surveys and the fact that all alternatives are on existing disturbed sites. The State Historic Preservation Office (SHPO) would concur with a determination that no historic properties are present. Cost would include review and combination of existing surveys to show THPO/SHPO that all areas have been previously disturbed with findings of "no historic properties identified" or "no adverse effects". This cost does not include mitigation. Furthermore, it is anticipated that no local Native American tribes would raise concern with potential impacts to tribal interests.

Noise Contour Survey and Compatible Land Use: A detailed survey of noise contours will be developed as a separate report using the FAA AEDT model and incorporated into the EA. No field work, monitoring, nor other report incorporation (updating master plan) is included in this cost. The cost assumes that all sensitive resources, homes, neighborhoods, parks will be notified of any projected changes during Task C and comments incorporated into the EA. No mitigation is proposed with this cost basis as neither the ATCT nor the passenger terminal will contribute to noise generation. The assumption is that noise contours will not exceed the DNL of 65 in areas of sensitive resources and remain under the level of significance as identified by the FAA.

Visual Effects: The qualitative assessment of the airport using FAA guidance will include detailed review of key resources within the vicinity (3-miles) of the airport. As the passenger terminal expansion will increase in size and the ATCT will be located in a new location visual changes are anticipated. However, based on the existing land uses as airport, airport commercial, or airport support services, no significant impacts are anticipated. This would be due to the proposed changes having similar features and use

structure to the existing light producing airport features, where the observer would not distinguish existing conditions from future conditions. Therefore, specific mitigation would not be anticipated, only standard best practices (down shielded lights, etc.) and no significant impacts would be expected.

Water Resources / Wetlands and Waters of the U.S.: Per the scope of work, the IFE assumes that a formal delineation will not be required. The quoted fee includes wetlands review, field confirmation, and a summary report of coordination between the resource specialist and agencies for accepted methods of review. Specialist findings and coordination with the consultants lead author for incorporation into the EA are also included. No wetlands are anticipated, therefore, a Section 404 permit is not required for impacts to wetlands or waterways. Should additional permitting or coordination be necessary, additional costs may be incurred that are not included in this IFE.

Environmental Inventory (other resources): Additional items not specifically listed as resource categories will be reviewed commensurate with the current environmental permitting and coordination process to satisfy FAA Order 1050.1F.

This task, Proposed Action, Purposed, and Need, Alternatives evaluation, and Drafting the Environmental Assessment (Task B) is estimated at **\$19,171.36 with the Environmental Analysis estimated at \$87,090.35** in costs for all discipline reports and a Draft Environmental Assessment completed through initial FAA review.

### **Public Involvement (Task C)**

This task is to distribute and encourage participation in the NEPA process for the EA. Local governments, state and federal agencies, and the general public will be notified during this task that the EA is available for review and comment. This process involves constant communication with the FAA and Sponsor as well as being available to field calls and answer questions. A 30-day review period has been selected during which time comments will be gathered and inventoried. At the end of the review period these comments will be incorporated into the EA as appropriate. The commenting public's concerns will be addressed by the consultant and/or sponsor and carried forward to the Final EA/FONSI. Services to complete Task C are estimated at **\$30,115.82**.

### **Public Meeting (Task D)** -Optional

Based on responses to Task C, a public meeting might be held, and is being considered as an optional item in this work order. It is assumed that GARAA has adequate facilities and no rental would be required. Task includes preparation of resource boards, project impacts, project description, and rationale used to determine the project qualifies as a FONSI. Task would include development of flyers, public invitation materials, meeting set up and breakdown, summary report of findings, and communicating findings with the FAA. No formal public hearing would be required and a hearing officer has not been included in the estimate. Services to complete optional Task D are estimated at **\$17,324.03**.

**Travel Costs** The US General Services Administration (GSA) per diem rates and mileage rates for personal vehicles were applied. Travel expenses have been estimated to account for staff travel, as well as travel for non-resource specific travel during public involvement, meetings, and coordination. Field staff for

the hazardous materials site assessment, biological/wetlands review, and visual study are separate under Task B. These costs are estimated to be **\$3,220.00**

**Printing/Shipping/Reports Costs/Other Expenses** Printing, shipping and final report production costs are dependent on several variables including the number of pages, color, paper size and weight, and number of copies. An estimated cost based on the information available and a reasonable cost for similar types of printing for other comparable airports projects. Other miscellaneous costs include producing display materials for public meetings. Printing/shipping/miscellaneous costs are estimated to be **\$1,925**.

Cost estimates were based on research for labor, overhead, and associated fees for completing similar work in the United States for the aviation industry. As overhead costs of doing business are highly variable, the individual rates for each category of professional service should be reviewed. Labor costs depend upon the company hired as well as the credentials and experience of assigned personnel.

If any of the general tasks or line items need to be clarified further, we would be glad to discuss those items until they are resolved to your satisfaction.

We genuinely appreciate the opportunity to be of service to Asheville Regional Airport.

Sincerely,

*J. D. Heithoff*

J. D. Heithoff, P. E., C. M.  
Senior Aviation Engineer / PM

Joe Guenther  
Environmental Project Manager

Independent Fee Estimate  
 Asheville Regional Airport  
 Asheville, North Carolina  
 April 7, 2020  
 Focused Environmental Assessment (EA) for Passenger Terminal Building & ATCT

TASK	DESCRIPTION	EFFORT (Hours)	COST		
			Subconsultant	CHA	Total
A	Task A: Project Management & Administration	224	\$ -	\$ 33,779.44	\$ 33,779.44
B	Task B: Focused Environmental Assessment	136	\$ -	\$ 19,171.36	\$ 19,171.36
C	Task B/Section III: Environmental Analysis	600	\$ -	\$ 87,090.35	\$ 87,090.35
D	Task C: Public Involvement	210	\$ -	\$ 30,115.82	\$ 30,115.82
E	Task D: Public Meeting (optional)	130	\$ -	\$ 17,324.03	\$ 17,324.03
	TOTALS	1,300	\$ -	\$ 187,481.00	\$ 187,481.00
<b>TOTAL FEE</b>				<b>\$</b>	<b>187,481.00</b>

Independent Fee Estimate  
Asheville Regional Airport  
Asheville, North Carolina  
April 7, 2020

Focused Environmental Assessment (EA) for Passenger Terminal Building & ATCT

Task A: Project Management & Administration	DISCIPLINE										Subtotals
	Project Director	Senior Principal Planner	Principal Scientist	Senior Engineer	Senior Scientist	Project Scientist	Senior Airport Planner	Airport Planner III / IV	Airport Planner/ CADD	Project Tech/ Admin	
Scope Development	1	4	4	4	4	2	8	2			29
Contract & Project Administration	2	6	1	4	6	2	4	2		6	33
Development of EA Document	1	6	6	4	2	2	8	12			41
Project Team Coordination	1	6	1	2	2	2	6				20
Public Outreach	1	4	2	2	4	2	4	12			29
Study Correspondence and Documentation	1	2	1	2	2	2	4	12		6	32
Invoicing and Project Records	4	16	2	4		2				12	40
<b>Total Hours</b>	11	44	17	20	20	14	34	40	0	24	224
<b>Labor Rate</b>	\$ 76.50	\$ 58.50	\$ 55.50	\$ 52.00	\$ 49.00	\$ 45.00	\$ 49.00	\$ 42.00	\$ 36.00	\$ 24.50	\$ -
<b>Labor Cost</b>	\$ 841.50	\$ 2,574.00	\$ 943.50	\$ 1,040.00	\$ 980.00	\$ 630.00	\$ 1,666.00	\$ 1,680.00	\$ -	\$ 588.00	\$ 10,943.00
<b>SUBCONSULTANTS</b>			\$ -	<b>TOTAL DIRECT LABOR COST</b>							\$ 10,943.00
				<b>OVERHEAD @</b>							Fill in Overhead Percent 180% \$ 19,697.40
				<b>TOTAL LABOR COST</b>							\$ 30,640.40
<b>Expenses</b>				<b>FIXED FEE @</b>							Fill in Proposed Fee 10% \$ 3,064.04
Lodging	No. of Units	Cost / unit		<b>SUBCONSULTANTS</b>							\$ -
Title 1	0	\$145.00	\$ -	<b>EXPENSES</b>							\$ 75.00
Title 2	0	\$145.00	\$ -	<b>TOTAL</b>							\$ 33,779.44
Printing/Postage	1	\$75.00	\$ 75.00								
Mileage	0	\$0.575	\$ -								
Meals (Per Diem Rate)	0	\$55.00	\$ -								
<b>TOTAL EXPENSES</b>			\$ 75.00								

Independent Fee Estimate  
Asheville Regional Airport  
Asheville, North Carolina  
April 7, 2020

Focused Environmental Assessment (EA) for Passenger Terminal Building & ATCT

Task B: Focused Environmental Assessment	DISCIPLINE										
	Project Director	Senior Principal Planner	Principal Scientist	Senior Engineer	Senior Scientist	Project Scientist	Senior Airport Planner	Airport Planner III / IV	Airport Planner/CADD	Project Tech/Admin	Subtotals
Section I: Sponsor and Preparers Information	1	1	1	2	2		2	4		1	14
Section II: Project & Alternatives											0
Project Background and Description	1	2	6		6	12	4	12	12	2	57
Purpose and Need	1	2	2				4	8		2	19
Alternatives - 3 Sites	1	3	2	4	4	4	6	12	8	2	46
Total Hours	4	8	11	6	12	16	16	36	20	7	136
Labor Rate	\$ 76.50	\$ 58.50	\$ 55.50	\$ 52.00	\$ 49.00	\$ 45.00	\$ 49.00	\$ 42.00	\$ 36.00	\$ 24.50	\$ -
Labor Cost	\$ 306.00	\$ 468.00	\$ 610.50	\$ 312.00	\$ 588.00	\$ 720.00	\$ 784.00	\$ 1,512.00	\$ 720.00	\$ 171.50	\$ 6,192.00
SUBCONSULTANTS			\$ -	TOTAL DIRECT LABOR COST							\$ 6,192.00
				OVERHEAD @							\$ 11,145.60
								Fill in Overhead Percent	180%		
				TOTAL LABOR COST							\$ 17,337.60
				FIXED FEE @							\$ 1,733.76
								Fill in Proposed Fee	10%		
<b>Expenses</b>				SUBCONSULTANTS							\$ -
Lodging	No. of Units	Cost / unit		EXPENSES							\$ 100.00
Title 1	0	\$145.00	\$ -	TOTAL							\$ 19,171.36
Title 2	0	\$145.00	\$ -								
Printing/Postage	1	\$100.00	\$ 100.00								
Mileage	0	\$0.575	\$ -								
Meals (Per Diem Rate)	0	\$55.00	\$ -								
TOTAL EXPENSES			\$ 100.00								



Independent Fee Estimate  
Asheville Regional Airport  
Asheville, North Carolina  
April 7, 2020  
Focused Environmental Assessment (EA) for Passenger Terminal Building & ATCT

Task B/Section III: Environmental Analysis	DISCIPLINE												
	Project Director	Senior Principal Planner	Principal Scientist	Senior Engineer	Senior Scientist	Project Scientist	Senior Airport Planner	Airport Planner III / IV	Airport Planner/ CADD	Project Tech/ Admin	Subtotals		
A. Air Quality	0.5	1	2	4	6	36	2		2		53.5		
B. Biological Resources	0.5	1	2	4	8	36	4	12	4		71.5		
C. Climate					1		1	2			4		
D. Coastal Resources							1	1			2		
E. DOT Section 4(f)							4	8	2		14		
F. Farmland						4	2	4	2		12		
G. Hazardous Materials	0.5	2	8	2	12	36	4	4		2	70.5		
H. Historical	0.5	1				2	4	4		2	13.5		
I. Land Use						2	2	4			8		
J. Natural Resources and Energy Supply						2		1			3		
K. Noise and Compatible Land Use	0.5	2	2	2	6	20	12	20	40	1	105.5		
L. Socioeconomic		2				2	1	2			7		
M. Visual Effects (including light emissions)			6		6	24	2	4	2		44		
N. Water Resources		1	6			16	4	4	2		33		
O. Cumulative Impacts		1	2	2	1	4	2	12		1	25		
OP. Permits and Certifications	0.5	6	2	2		2	1	2		2	17.5		
Q. Mitigation		6	2	2	1	4	1	2			18		
Pre-Draft EA Document	4	8	2	2	2	2	24	36	12	6	98		
Total Hours	7	31	34	20	43	192	71	122	66	14	600		
Labor Rate	\$ 76.50	\$ 58.50	\$ 55.50	\$ 52.00	\$ 49.00	\$ 45.00	\$ 49.00	\$ 42.00	\$ 36.00	\$ 24.50	\$ -		
Labor Cost	\$ 535.50	\$ 1,813.50	\$ 1,887.00	\$ 1,040.00	\$ 2,107.00	\$ 8,640.00	\$ 3,479.00	\$ 5,124.00	\$ 2,376.00	\$ 343.00	\$ 27,345.00		
SUBCONSULTANTS			TOTAL DIRECT LABOR COST								\$ 27,345.00		
Survey											\$ -		
			OVERHEAD @								Fill in Overhead Percent	180%	\$ 49,221.00
			TOTAL LABOR COST										\$ 76,566.00
			FIXED FEE @								Fill in Proposed Fee	10%	\$ 7,656.60
<b>Expenses</b>													
Lodging			No. of Units	Cost / unit									
Project Scientist			4	\$145.00	\$ 580.00								
Biologist / Hazmat			2	\$145.00	\$ 290.00								
Printing/Postage			1	\$1,000.00	\$ 1,000.00								
Mileage			970	\$0.575	\$ 557.75								
Meals (Per Diem Rate)			8	\$55.00	\$ 440.00								
TOTAL EXPENSES					\$ 2,867.75								
			TOTAL										\$ 87,090.35
			EXPENSES										\$ 2,867.75
			SUBCONSULTANTS										\$ -

Independent Fee Estimate  
Asheville Regional Airport  
Asheville, North Carolina  
April 7, 2020  
Focused Environmental Assessment (EA) for Passenger Terminal Building & ATCT

Task C: Public Involvement	DISCIPLINE											
	Project Director	Senior Principal Planner	Principal Scientist	Senior Engineer	Senior Scientist	Project Scientist	Senior Airport Planner	Airport Planner III / IV	Airport Planner/ CADD	Project Tech/ Admin	Subtotals	
Draft EA	2	8	8	2	8	8	24	36	20	6	122	
Final EA	2	8	2	2	2	2	24	36	4	6	88	
Total Hours	4	16	10	4	10	10	48	72	24	12	210	
Labor Rate	\$ 76.50	\$ 58.50	\$ 55.50	\$ 52.00	\$ 49.00	\$ 45.00	\$ 49.00	\$ 42.00	\$ 36.00	\$ 24.50	\$ -	
Labor Cost	\$ 306.00	\$ 936.00	\$ 555.00	\$ 208.00	\$ 490.00	\$ 450.00	\$ 2,352.00	\$ 3,024.00	\$ 864.00	\$ 294.00	\$ 9,479.00	
SUBCONSULTANTS			\$ -	TOTAL DIRECT LABOR COST							\$ 9,479.00	
				OVERHEAD @							Fill in Overhead Percent 180%	\$ 17,062.20
				TOTAL LABOR COST							\$ 26,541.20	
<b>Expenses</b>				FIXED FEE @							Fill in Proposed Fee 10%	\$ 2,654.12
Lodging	No. of Units	Cost / unit		SUBCONSULTANTS							\$ -	
Airport Planner	0	\$145.00	\$ -	EXPENSES							\$ 920.50	
Airport Planner	0	\$145.00	\$ -	TOTAL							\$ 30,115.82	
Printing/Postage	1	\$500.00	\$ 500.00									
Mileage	540	\$0.575	\$ 310.50									
Meals (Per Diem Rate)	2	\$55.00	\$ 110.00									
TOTAL EXPENSES			\$ 920.50									

Independent Fee Estimate  
Asheville Regional Airport  
Asheville, North Carolina  
April 7, 2020  
Focused Environmental Assessment (EA) for Passenger Terminal Building & ATCT

Task D: Public Meeting (optional)	DISCIPLINE												
	Project Director	Senior Principal Planner	Principal Scientist	Senior Engineer	Senior Scientist	Project Scientist	Senior Airport Planner	Airport Planner III / IV	Airport Planner/ CADD	Project Tech/ Admin	Subtotals		
Public Meeting (optional)	2	16	4	0	0	0	24	24	24	36	130		
Total Hours	2	16	4	0	0	0	24	24	24	36	130		
Labor Rate	\$ 76.50	\$ 58.50	\$ 55.50	\$ 52.00	\$ 49.00	\$ 45.00	\$ 49.00	\$ 42.00	\$ 36.00	\$ 24.50	\$ -		
Labor Cost	\$ 153.00	\$ 936.00	\$ 222.00	\$ -	\$ -	\$ -	\$ 1,176.00	\$ 1,008.00	\$ 864.00	\$ 882.00	\$ 5,241.00		
SUBCONSULTANTS				TOTAL DIRECT LABOR COST							\$ 5,241.00		
				OVERHEAD @							Fill in Overhead Percent	180%	\$ 9,433.80
				TOTAL LABOR COST									\$ 14,674.80
				FIXED FEE @							Fill in Proposed Fee	10%	\$ 1,467.48
<b>Expenses</b>				SUBCONSULTANTS								\$ -	
Lodging	No. of Units	Cost / unit		EXPENSES								\$ 1,181.75	
Planners x 3	3	\$145.00	\$ 435.00	TOTAL							\$ 17,324.03		
	0	\$145.00	\$ -										
Printing/Postage	1	\$250.00	\$ 250.00										
Mileage	290	\$0.575	\$ 166.75										
Meals (Per Diem Rate)	6	\$55.00	\$ 330.00										
TOTAL EXPENSES			\$ 1,181.75										



## MEMORANDUM

TO: Members of the Airport Authority

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

DATE: May 8, 2020

### ITEM DESCRIPTION – Information Section Item A

March, 2020 Traffic Report – Asheville Regional Airport

### SUMMARY

Due to the impact of COVID-19 and stay-at-home orders mandated by state and federal government, March, 2020 overall passenger traffic numbers were down 46.8% compared to the same period last year. Passenger traffic numbers reflect a 48.3% decrease in passenger enplanements from March, 2019. Enplanements for Fiscal Year to Date total 598,375 which is a 25.0% increase over the same period last year.

### AIRLINE PERFORMANCE

Allegiant Airlines: Year over Year passenger enplanements for Allegiant in March 2020 were down by 44.7%. There were seventy (70) flight cancellations for the month.

American Airlines: American's March 2020 passenger enplanements represent a 32.6% decrease over the same period last year. There were fifty-four (54) flight cancellations for the month.

Delta Airlines: Enplanements for Delta in March 2020 decreased by 54.5%. There were thirty-three (33) flight cancellations for the month.

Spirit Airlines: Spirit experienced a 78.3% decrease in passenger enplanements in March 2020 compared to March 2019. There were three (3) flight cancellations for the month.

United Airlines: In March 2020, United Airlines saw a decrease in enplanements by 60.2% over the same period last year. There were thirteen (13) flight cancellations for the month.

# Monthly Traffic Report

## Asheville Regional Airport

### March 2020



Category	Mar 2020	Mar 2019	Percentage Change	*CYTD-2020	*CYTD-2019	Percentage Change	*MOV12-2020	*MOV12-2019	Percentage Change
<b>Passenger Traffic</b>									
Enplaned	31,418	60,805	-48.3%	142,181	150,282	-5.4%	800,992	615,349	30.2%
Deplaned	<u>33,374</u>	<u>60,996</u>	-45.3%	<u>140,607</u>	<u>146,289</u>	-3.9%	<u>801,987</u>	<u>611,534</u>	31.1%
<b>Total</b>	<b>64,792</b>	<b>121,801</b>	<b>-46.8%</b>	<b>282,788</b>	<b>296,571</b>	<b>-4.6%</b>	<b>1,602,979</b>	<b>1,226,883</b>	<b>30.7%</b>
<b>Aircraft Operations</b>									
Airlines	801	1,025	-21.9%	2,704	2,474	9.3%	13,486	9,964	35.3%
Commuter/ Air Taxi	<u>718</u>	<u>740</u>	-3.0%	2,274	1,931	17.8%	11,608	10,437	11.2%
<b>Subtotal</b>	<u>1,519</u>	<u>1,765</u>	-13.9%	<u>4,978</u>	<u>4,405</u>	13.0%	<u>25,094</u>	<u>20,401</u>	23.0%
General Aviation	2,584	3,620	-28.6%	9,230	9,230	0.0%	47,604	39,813	19.6%
Military	<u>242</u>	<u>224</u>	8.0%	<u>498</u>	<u>558</u>	-10.8%	<u>2,999</u>	<u>3,126</u>	-4.1%
<b>Subtotal</b>	<u>2,826</u>	<u>3,844</u>	-26.5%	<u>9,728</u>	<u>9,788</u>	-0.6%	<u>50,603</u>	<u>42,939</u>	17.8%
<b>Total</b>	<b>4,345</b>	<b>5,609</b>	<b>-22.5%</b>	<b>14,706</b>	<b>14,193</b>	<b>3.6%</b>	<b>75,697</b>	<b>63,340</b>	<b>19.5%</b>
<b>Fuel Gallons</b>									
100LL	8,034	16,715	-51.9%	24,974	32,074	-22.1%	164,944	161,904	1.9%
Jet A (GA)	59,353	81,404	-27.1%	170,973	170,510	0.3%	1,362,919	1,413,279	-3.6%
<b>Subtotal</b>	<u>67,387</u>	<u>98,119</u>	-31.3%	<u>195,947</u>	<u>202,584</u>	-3.3%	<u>1,527,863</u>	<u>1,575,183</u>	-3.0%
Jet A (A/L)	<u>438,282</u>	<u>461,809</u>	-5.1%	<u>1,517,896</u>	<u>1,173,089</u>	29.4%	<u>7,257,896</u>	<u>4,686,061</u>	54.9%
<b>Total</b>	<b>505,669</b>	<b>559,928</b>	<b>-9.7%</b>	<b>1,713,843</b>	<b>1,375,673</b>	<b>24.6%</b>	<b>8,785,759</b>	<b>6,261,244</b>	<b>40.3%</b>

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

Friday, April 24, 2020

# Airline Enplanements, Seats, and Load Factors

## Asheville Regional Airport

March 2020



	Mar 2020	Mar 2019	Percentage Change	*CYTD-2020	*CYTD-2019	Percentage Change
<b>Allegiant Air</b>						
Enplanements	14,800	26,741	-44.7%	64,909	62,683	3.6%
Seats	28,848	35,523	-18.8%	99,678	85,929	16.0%
Load Factor	51.3%	75.3%	-31.8%	65.1%	72.9%	-10.7%
<b>American Airlines</b>						
Enplanements	8,003	11,879	-32.6%	35,702	31,474	13.4%
Seats	18,521	14,157	30.8%	56,605	38,227	48.1%
Load Factor	43.2%	83.9%	-48.5%	63.1%	82.3%	-23.4%
<b>Delta Air Lines</b>						
Enplanements	5,339	11,730	-54.5%	25,258	31,382	-19.5%
Seats	11,509	13,777	-16.5%	36,139	36,682	-1.5%
Load Factor	46.4%	85.1%	-45.5%	69.9%	85.6%	-18.3%
<b>Spirit Airlines</b>						
Enplanements	1,059	4,888	-78.3%	5,265	12,685	-58.5%
Seats	2,755	8,918	-69.1%	10,034	22,750	-55.9%
Load Factor	38.4%	54.8%	-29.9%	52.5%	55.8%	-5.9%
<b>United Airlines</b>						
Enplanements	2,217	5,567	-60.2%	11,047	12,058	-8.4%
Seats	4,476	7,350	-39.1%	16,578	16,402	1.1%
Load Factor	49.5%	75.7%	-34.6%	66.6%	73.5%	-9.4%
<b>Totals</b>						
Enplanements	31,418	60,805	-48.3%	142,181	150,282	-5.4%
Seats	66,109	79,725	-17.1%	219,034	199,990	9.5%
Load Factor	47.5%	76.3%	-37.7%	64.9%	75.1%	-13.6%

Friday, April 24, 2020

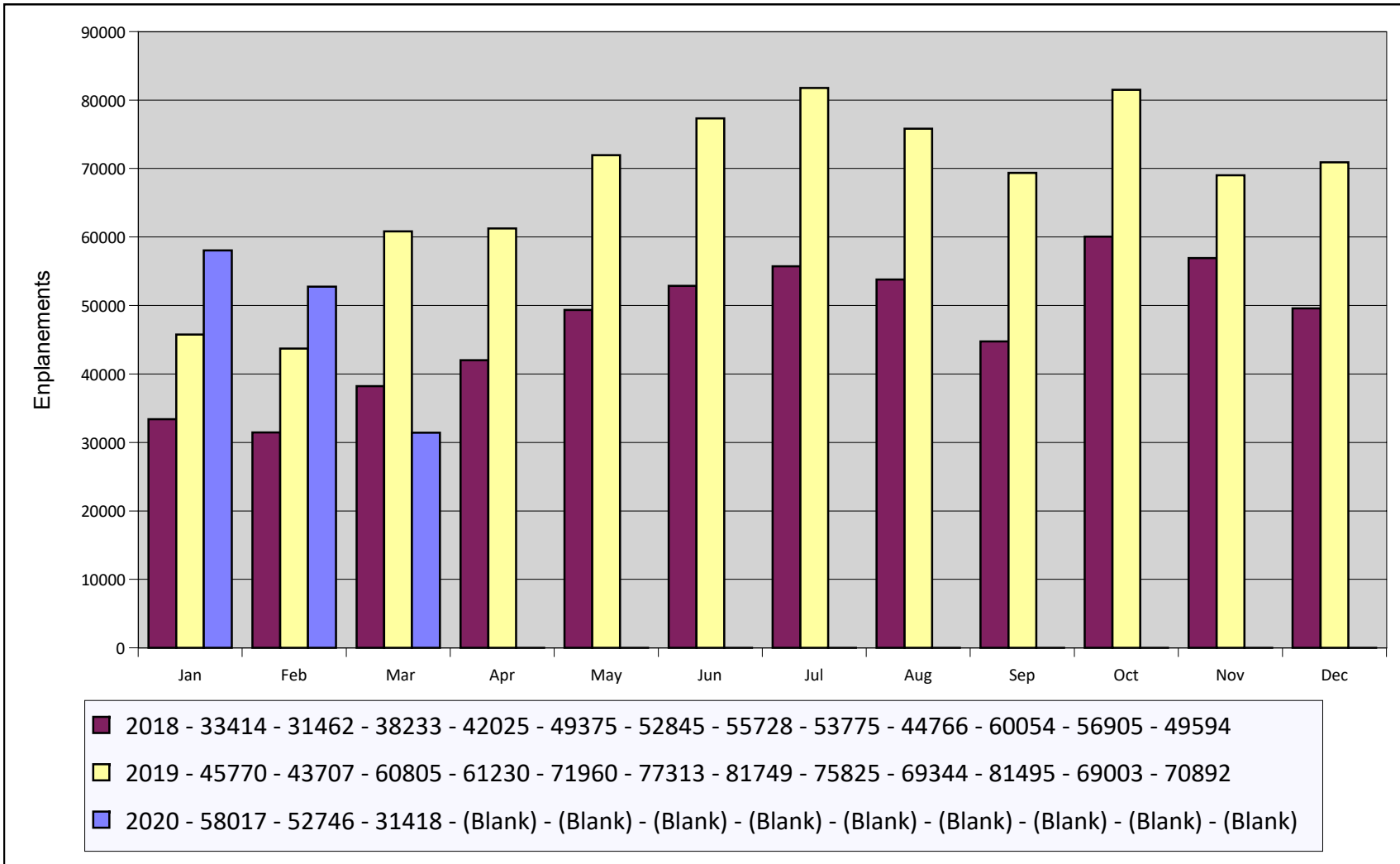
\*CTYD = Calendar Year to Date and \*Mov12 = Moving Twelve Months.

# Airline Flight Completions Asheville Regional Airport March 2020



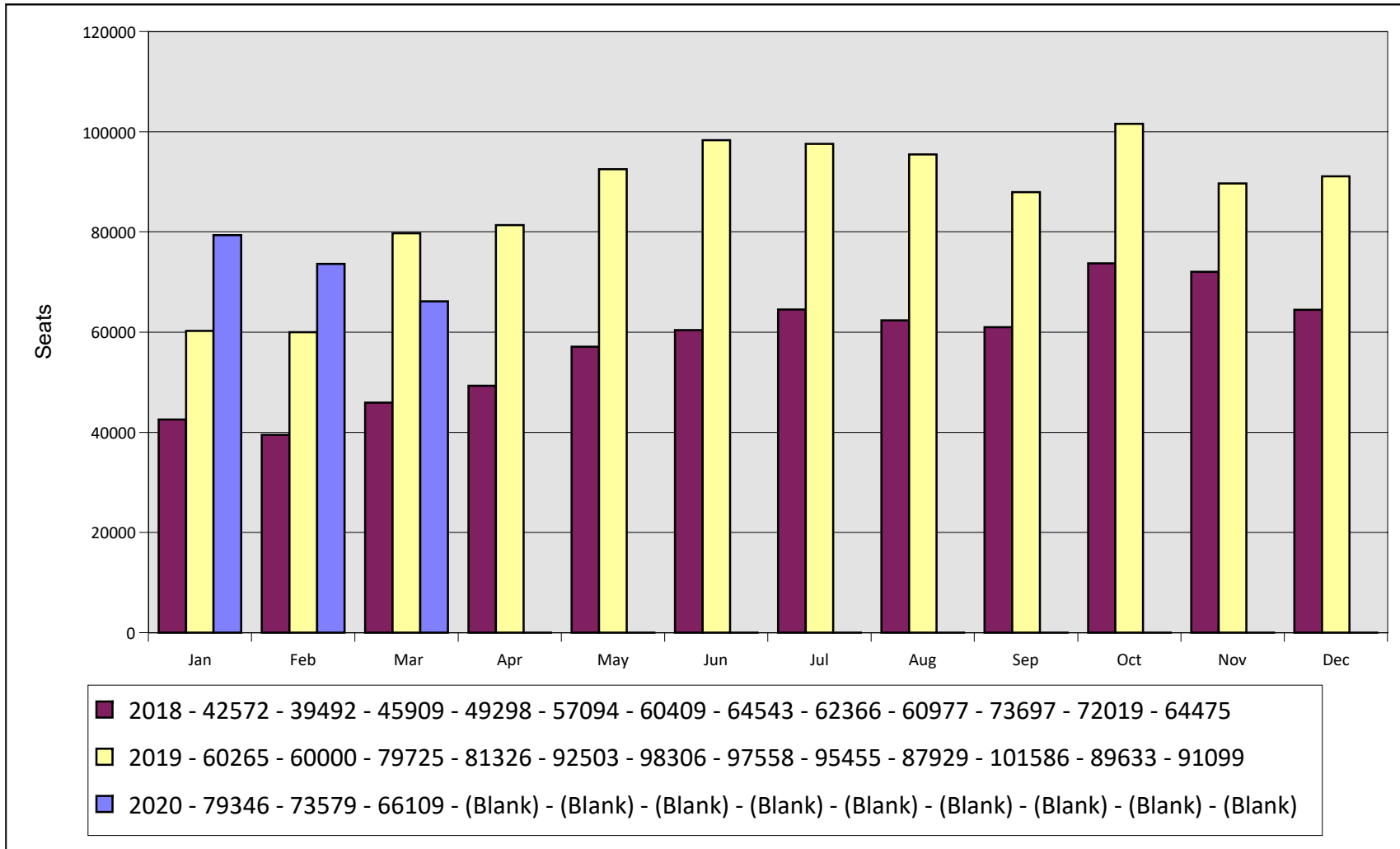
Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Percentage of Completed Flights
			Mechanical	Weather	Other		
Allegiant Air	166	0	0	0	70	70	57.8%
American Airlines	329	0	0	0	54	54	83.6%
Delta Air Lines	178	0	0	0	33	33	81.5%
Spirit Airlines	22	0	0	0	3	3	86.4%
United Airlines	102	0	13	0	0	13	87.3%
<b>Total</b>	<b>797</b>	<b>0</b>	<b>13</b>	<b>0</b>	<b>160</b>	<b>173</b>	<b>78.3%</b>

# Monthly Enplanements By Year Asheville Regional Airport

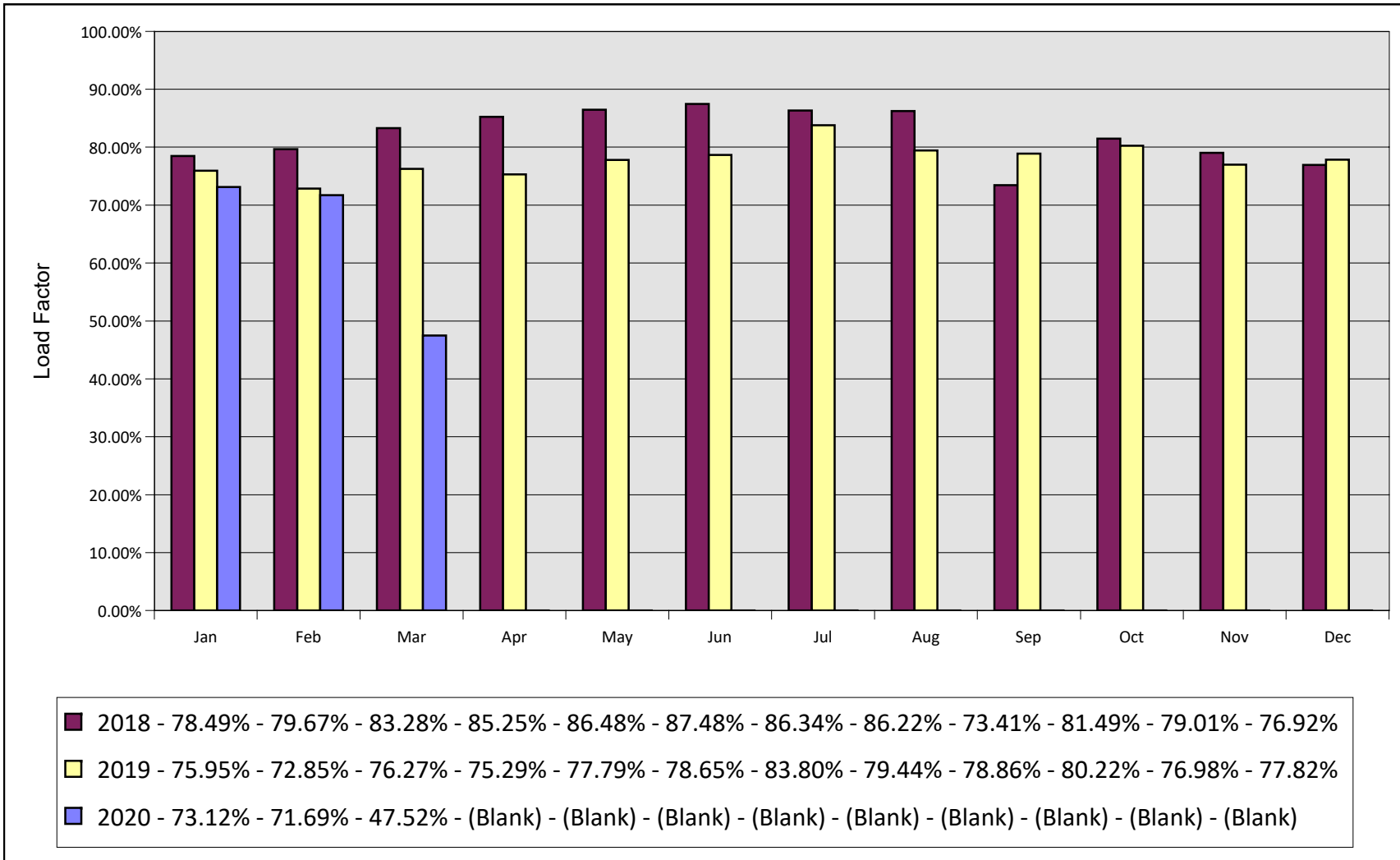




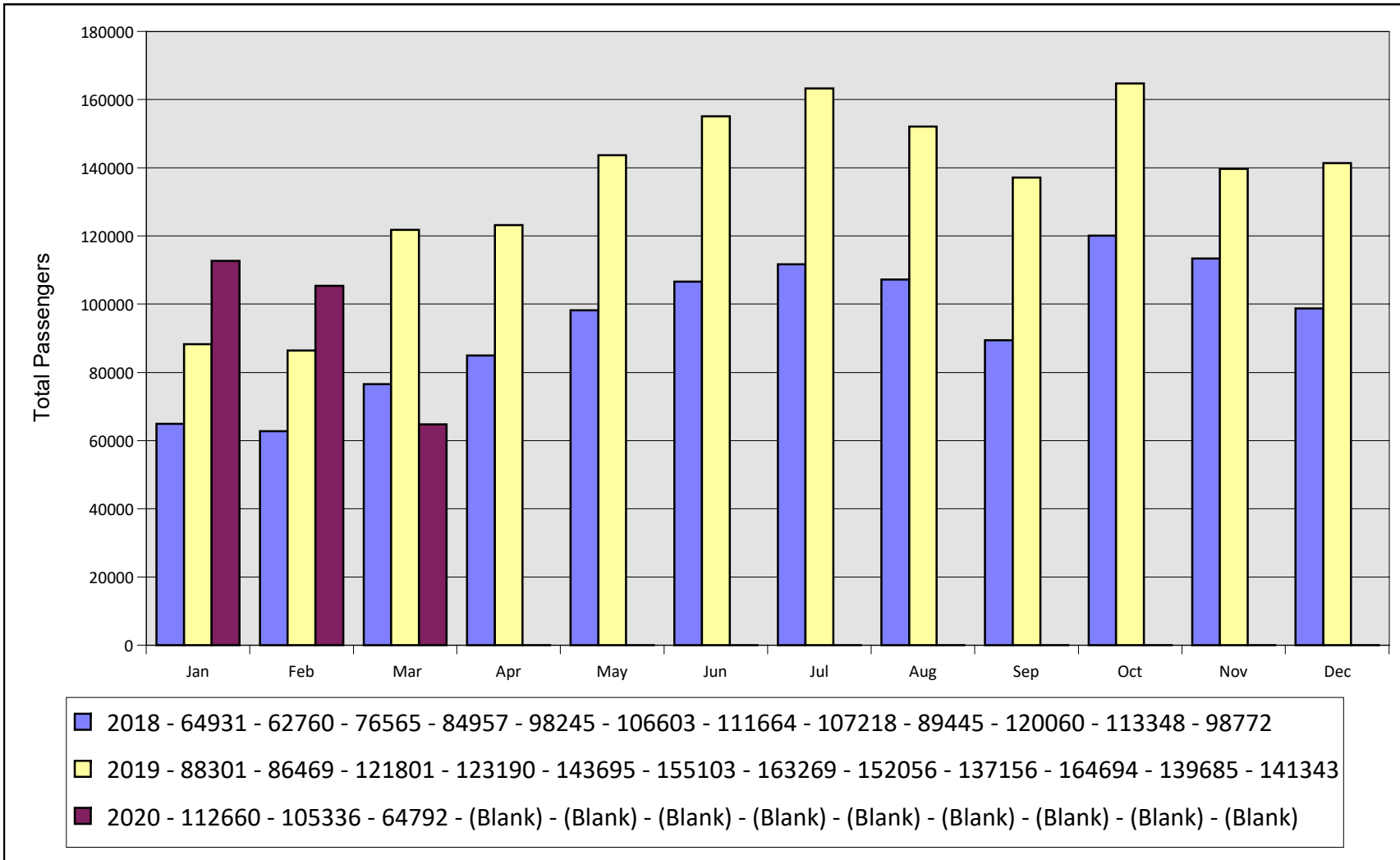
# Monthly Seats By Year Asheville Regional Airport



# Monthly Load Factors By Year Asheville Regional Airport

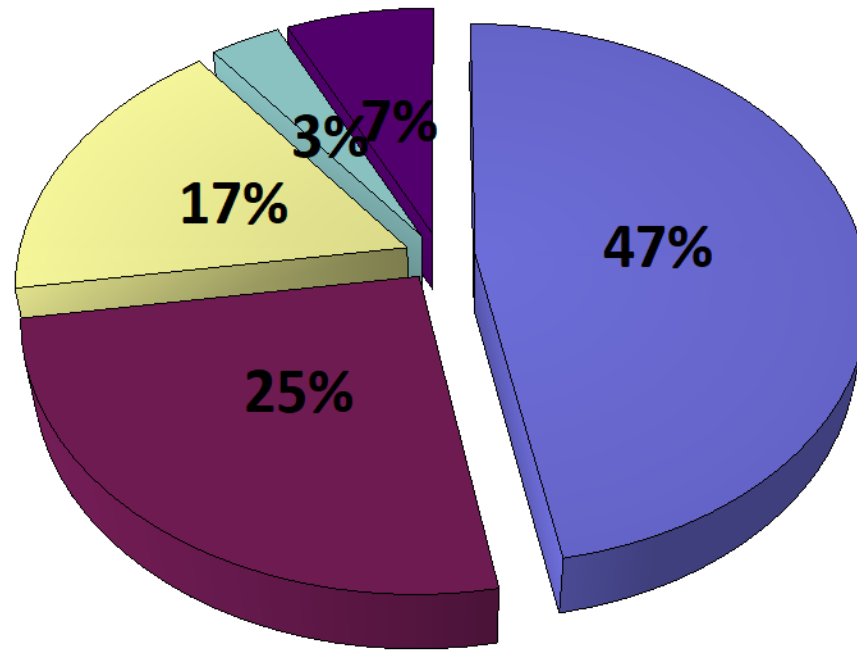


# Total Monthly Passengers By Year Asheville Regional Airport



# Airline Market Share Analysis (Enplanements) Asheville Regional Airport

Report Period From March 2020 Through March 2020





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**MEMORANDUM**

TO: Members of the Airport Authority  
FROM: Janet Burnette, Director of Finance & Accounting  
DATE: May 8, 2020

**ITEM DESCRIPTION – Information Section Item B**

Greater Asheville Regional Airport – Explanation of Extraordinary Variances  
Month of March 2020

**SUMMARY**

Operating Revenues for the month of March were \$1,006,396, 5.2% under budget. Operating Expenses for the month were \$621,479, 33.0% under budget. As a result, Net Operating Revenues before Depreciation were \$384,917. Net Non-Operating Revenues were \$445,532, 30.4% over budget.

Year-to-date Operating Revenues were \$12,849,575, 34.5% over budget. Year-to-date Operating Expenses were \$6,582,068, 23.8% under budget. Year-to-date Net Operating Revenues before Depreciation were \$6,267,507. Net Non-Operating Revenues for the year were \$3,100,310, 0.8% over budget.

**REVENUES**

Significant variations to budget for March were:

Terminal rent – Airlines	(\$61,733)	(30.76%)	Enplanements under budget – pandemic effect
Rental Car	(\$38,400)	(26.93%)	Enplanements under budget – pandemic effect
Auto Parking	\$21,732	5.80%	Strong revenue during early March

Information Section – Item B



## **EXPENSES**

Significant variations to budget for March were:

Professional Services	(\$10,542)	(28.03%)	Timing of invoices
Contractual Services	(\$89,823)	(79.03%)	No invoice for LAZ
Promotional Activities	(\$15,120)	(59.72%)	Reduced promotional activities
Operating Supplies	(\$17,981)	(46.44%)	Less cost than anticipated

## **STATEMENT OF NET ASSETS**

Significant variations to prior month were:

Cash and Cash Equivalents – Cash and Cash Equivalents decreased by \$1,532k mainly due to the Airfield Redevelopment and the Terminal Design projects.

Grants Receivable – Grants Receivable decreased by \$2,896k due to ineligible Airfield Redevelopment expenses originally used toward AIP funds.

Construction in Progress – Construction in Progress increased by \$2,722k mainly due to the Airfield Redevelopment, Terminal Design and South Apron projects.

Property and Equipment, Net – Property and Equipment, Net decreased by \$438k due to depreciation.

**ASHEVILLE REGIONAL AIRPORT  
INVESTMENT AND INTEREST INCOME SUMMARY  
As of March 31, 2020**

<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	0.80%	\$ 8,728,583	2,169
First Citizens - Money Market Account	0.35%	404,354	0
NC Capital Management Trust - Cash Portfolio		18,088	14
NC Capital Management Trust - Term Portfolio		9,450,191	11,121
Petty Cash		200	
 <b><u>Restricted Cash:</u></b>			
BNY Mellon		1,065,992	
Bank of America - PFC Revenue Account	0.80%	5,220,547	933
NC Capital Management Trust - Term Port - PFC		10,314,362	12,138
 <b>Total</b>		 <b><u>\$ 35,202,317</u></b>	 <b><u>\$ 26,375</u></b>

**Investment Diversification:**

Banks	44%
NC Capital Management Trust	56%
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, 2020**

	<b>Current Month</b>	<b>Prior Period</b>
<b>Cash and Investments Beginning of Period</b>	<b>\$ 36,734,100</b>	<b>\$ 34,798,401</b>
Net Income/(Loss) Before Capital Contributions	391,634	539,187
Depreciation	438,814	438,814
Decrease/(Increase) in Receivables	3,133,385	7,135,837
Increase/(Decrease) in Payables	121,272	(90,187)
Decrease/(Increase) in Prepaid Expenses	-	-
Decrease/(Increase) in Fixed Assets	(2,722,403)	(6,087,952)
Principal Payments of Bond Maturities	-	-
Capital Contributions	(2,895,878)	-
Fund Balance Adjustment - Forfeiture funds	1,393	-
<b>Increase(Decrease) in Cash</b>	<b>(1,531,783)</b>	<b>1,935,699</b>
<b>Cash and Investments End of Period</b>	<b>\$ 35,202,317</b>	<b>\$ 36,734,100</b>



**ASHEVILLE REGIONAL AIRPORT  
STATEMENT OF FINANCIAL POSITION  
As of March 31, 2020**

	<b>Current Month</b>	<b>Last Month</b>
<b><u>ASSETS</u></b>		
<b>Current Assets:</b>		
<b>Unrestricted Net Assets:</b>		
Cash and Cash Equivalents	\$18,601,416	\$20,915,469
Investments	0	0
Accounts Receivable	523,701	514,308
Passenger Facility Charges Receivable	150,000	420,000
Refundable Sales Tax Receivable	124,006	100,906
Grants Receivable	(1,145,093)	1,750,785
Prepaid Expenses	150	150
Total Unrestricted Assets	18,254,180	23,701,618
<b>Restricted Assets:</b>		
Cash and Cash Equivalents	16,600,901	15,818,631
Total Restricted Assets	16,600,901	15,818,631
Total Current Assets	34,855,081	39,520,249
<b>Noncurrent Assets:</b>		
Construction in Progress	81,946,075	79,223,672
Net Pension Asset - LGERS	(1,178,625)	(1,178,625)
Benefit Payment - OPEB	50,329	50,329
Contributions in Current Year	951,989	951,989
Property and Equipment - Net	70,403,320	70,842,134
Total Noncurrent Assets	152,173,088	149,889,499
	\$187,028,169	\$189,409,748
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b>Current Liabilities:</b>		
<b>Payable from Unrestricted Assets:</b>		
Accounts Payable & Accrued Liabilities	\$14,634	\$19,418
Customer Deposits	12,785	12,785
Unearned Revenue	126,987	36,261
Unearned Revenue - Constr	2,733,674	2,733,674
Construction Contracts Payable	0	0
Construction Contract Retainages	574,507	574,507
Revenue Bond Payable - Current	1,280,000	1,280,000
Interest Payable	105,988	70,658
Total Payable from Unrestricted Assets	4,848,575	4,727,303
Total Current Liabilities	4,848,575	4,727,303
<b>Noncurrent Liabilities:</b>		
Pension Deferrals - OPEB	82,080	82,080
Other Postemployment Benefits	1,318,276	1,318,276
Compensated Absences	346,617	346,617
Net Pension Obligation-LEO Special Separation Allowance	453,052	453,052
Revenue Bond Payable - Noncurrent	16,305,000	16,305,000
Total Noncurrent Liabilities	18,505,025	18,505,025
Total Liabilities	23,353,600	23,232,328
<b>Net Assets:</b>		
Invested in Capital Assets	134,764,395	132,480,806
Restricted	16,600,901	15,818,631
Unrestricted	12,309,273	17,877,983
Total Net Assets	163,674,569	166,177,420
	\$187,028,169	\$189,409,748



# Income Statement

Through 03/31/20

Summary Listing

Classification	MTD Actual Amount	YTD Actual Amount	YTD Budget Amount	YTD Variance	Annual Budget Amount	Budget Less YTD Actual
Fund Category <b>Governmental Funds</b>						
Fund Type <b>General Fund</b>						
Fund <b>10 - General Fund</b>						
<i>Operating revenues</i>						
Terminal space rentals - non airline	21,517.42	191,372.41	189,649.50	1,722.91	252,866.00	61,493.59
Terminal space rentals - airline	138,954.04	1,995,962.39	1,806,180.00	189,782.39	2,408,240.00	412,277.61
Landing fees	84,877.75	1,031,934.17	773,434.50	258,499.67	1,031,246.00	(688.17)
Concessions	51,571.28	610,972.90	419,265.00	191,707.90	559,020.00	(51,952.90)
Auto parking	396,732.23	5,043,204.98	3,375,000.00	1,668,204.98	4,500,000.00	(543,204.98)
Rental car - car rentals	104,207.14	2,031,822.37	1,283,462.25	748,360.12	1,711,283.00	(320,539.37)
Rental car - facility rent	64,628.35	489,348.43	489,120.75	227.68	652,161.00	162,812.57
Commerce ground transportation	22,666.40	254,357.29	141,375.00	112,982.29	188,500.00	(65,857.29)
FBO's	84,224.50	801,032.07	792,228.00	8,804.07	1,056,304.00	255,271.93
Building leases	9,944.80	86,939.11	71,614.50	15,324.61	95,486.00	8,546.89
Land leases	6,057.11	64,192.43	62,124.75	2,067.68	82,833.00	18,640.57
Other leases and fees	21,014.58	248,436.17	147,600.00	100,836.17	196,800.00	(51,636.17)
<i>Operating revenues Totals</i>	<b>\$1,006,395.60</b>	<b>\$12,849,574.72</b>	<b>\$9,551,054.25</b>	<b>\$3,298,520.47</b>	<b>\$12,734,739.00</b>	<b>(\$114,835.72)</b>
<i>Non-operating revenue and expense</i>						
Customer facility charges	97,282.50	1,603,363.50	1,200,000.00	403,363.50	1,600,000.00	(3,363.50)
Passenger facility charges	357,202.99	2,571,929.60	1,687,500.00	884,429.60	2,250,000.00	(321,929.60)
Interest revenue	26,375.57	339,326.89	187,500.00	151,826.89	250,000.00	(89,326.89)
Interest expense	(35,329.29)	(317,963.61)	.00	(317,963.61)	.00	317,963.61
Reimbursable cost expenses	.00	(1,103,168.12)	.00	(1,103,168.12)	.00	1,103,168.12
Gain or loss on disposal of assets	.00	.00	.00	.00	.00	.00
P-card rebate	.00	6,821.99	.00	6,821.99	.00	(6,821.99)
<i>Non-operating revenue and expense Totals</i>	<b>\$445,531.77</b>	<b>\$3,100,310.25</b>	<b>\$3,075,000.00</b>	<b>\$25,310.25</b>	<b>\$4,100,000.00</b>	<b>\$999,689.75</b>
Capital contributions	(2,895,878.00)	3,458,777.77	.00	3,458,777.77	.00	(3,458,777.77)
<i>Operating expenses</i>						
Personnel services	435,000.94	4,136,113.41	4,996,328.25	(860,214.84)	6,661,771.00	2,525,657.59



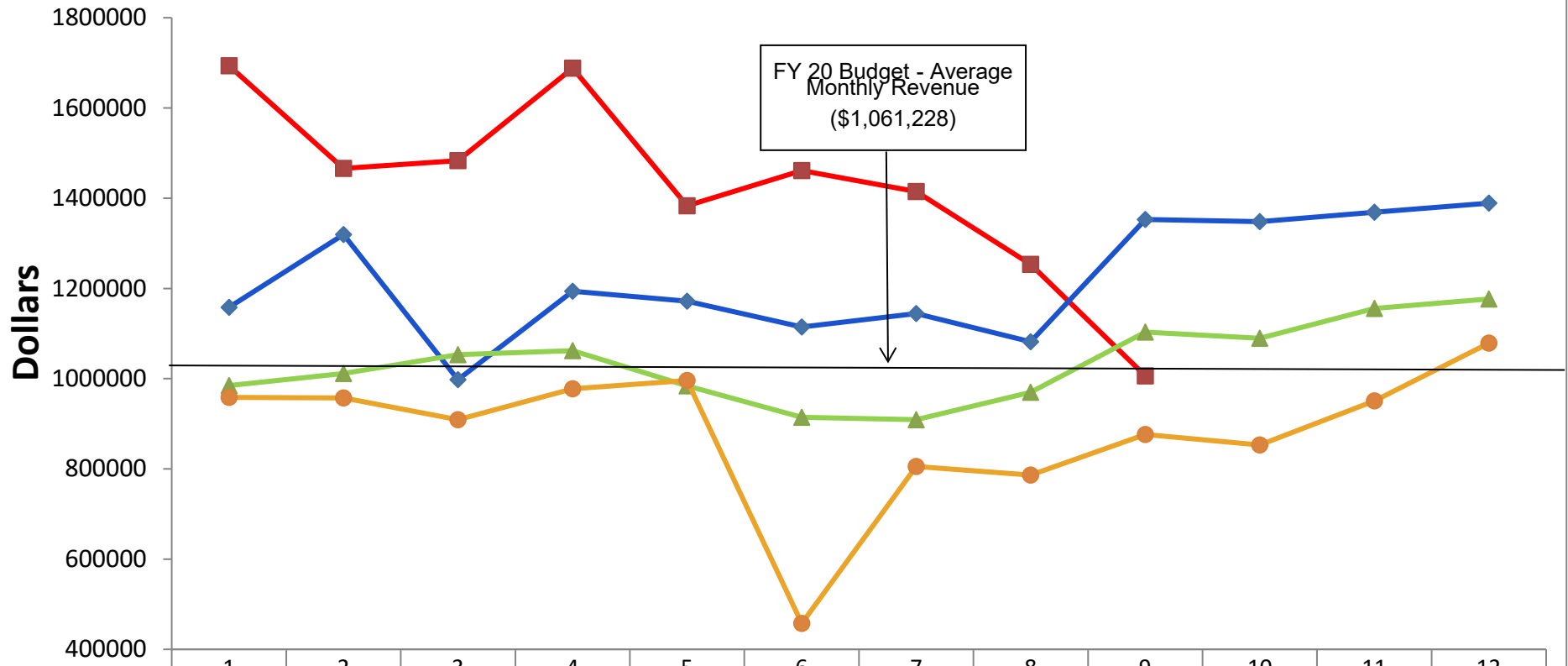
# Income Statement

Through 03/31/20

Summary Listing

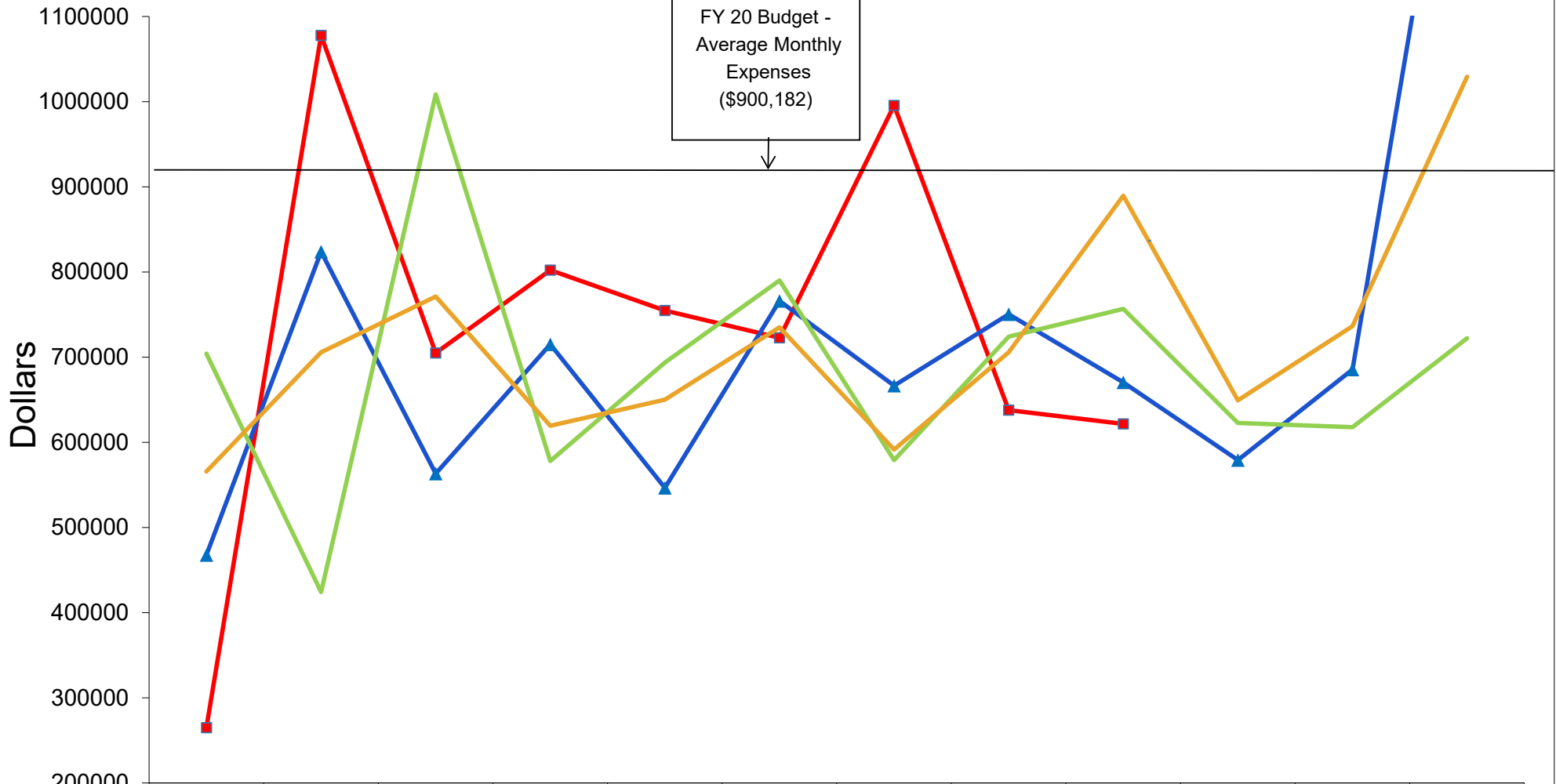
Classification	MTD Actual Amount	YTD Actual Amount	YTD Budget Amount	YTD Variance	Annual Budget Amount	Budget Less YTD Actual
Professional services	27,062.46	256,146.41	338,437.50	(82,291.09)	451,250.00	195,103.59
Other contractual services	23,835.45	610,528.11	1,022,927.25	(412,399.14)	1,363,903.00	753,374.89
Travel and training	17,726.73	106,864.54	195,637.50	(88,772.96)	260,850.00	153,985.46
Communiations	4,703.83	39,735.89	49,192.50	(9,456.61)	65,590.00	25,854.11
Utility services	49,918.12	303,079.77	404,900.25	(101,820.48)	539,867.00	236,787.23
Rentals and leases	33.62	10,104.45	10,575.00	(470.55)	14,100.00	3,995.55
Insurance	.00	277,232.59	290,600.00	(13,367.41)	290,600.00	13,367.41
Advertising, printing and binding	944.05	4,998.64	14,400.00	(9,401.36)	19,200.00	14,201.36
Promotional activities	10,196.65	127,483.05	227,850.00	(100,366.95)	303,800.00	176,316.95
Other current charges and obligations	4,172.34	42,929.28	63,825.00	(20,895.72)	85,100.00	42,170.72
Operating supplies	20,736.31	246,060.27	348,457.50	(102,397.23)	464,610.00	218,549.73
Publications, subscriptions, memberships, etc.	1,475.80	60,652.75	46,425.00	14,227.75	61,900.00	1,247.25
Repairs and maintenance	13,793.95	112,041.10	131,025.00	(18,983.90)	174,700.00	62,658.90
Small equipment	11,879.13	74,938.22	60,375.00	14,563.22	80,500.00	5,561.78
Contingency	.00	.00	25,275.00	(25,275.00)	33,700.00	33,700.00
Emergency repairs	.00	23,159.34	37,500.00	(14,340.66)	50,000.00	26,840.66
Business development	.00	150,000.00	375,000.00	(225,000.00)	500,000.00	350,000.00
<i>Operating expenses Totals</i>	<i>\$621,479.38</i>	<i>\$6,582,067.82</i>	<i>\$8,638,730.75</i>	<i>(\$2,056,662.93)</i>	<i>\$11,421,441.00</i>	<i>\$4,839,373.18</i>
<i>Depreciation</i>						
Depreciation	438,813.58	3,949,322.22	.00	3,949,322.22	.00	(3,949,322.22)
<i>Depreciation Totals</i>	<i>\$438,813.58</i>	<i>\$3,949,322.22</i>	<i>\$0.00</i>	<i>\$3,949,322.22</i>	<i>\$0.00</i>	<i>(\$3,949,322.22)</i>
Grand Totals						
REVENUE TOTALS	(1,443,950.63)	19,408,662.74	12,626,054.25	6,782,608.49	16,834,739.00	(2,573,923.74)
EXPENSE TOTALS	1,060,292.96	10,531,390.04	8,638,730.75	1,892,659.29	11,421,441.00	890,050.96
Grand Total Net Gain (Loss)	(\$2,504,243.59)	\$8,877,272.70	\$3,987,323.50	\$4,889,949.20	\$5,413,298.00	\$3,463,974.70

## ASHEVILLE REGIONAL AIRPORT Annual Operating Revenue by Month March 2020



	1	2	3	4	5	6	7	8	9	10	11	12
2020	1693639	1465826	1482983	1688471	1382894	1461166	1414955	1253245	1006396			
2019	1157880	1319448	997702	1193707	1171956	1114742	1144401	1081933	1352795	1348310	1369108	1388974
2018	984749	1011431	1052878	1062064	984291	914297	909078	969671	1103476	1089449	1155693	1176670
2017	958743	957359	909258	977579	996133	457472	805436	786217	876033	852930	950921	1078756

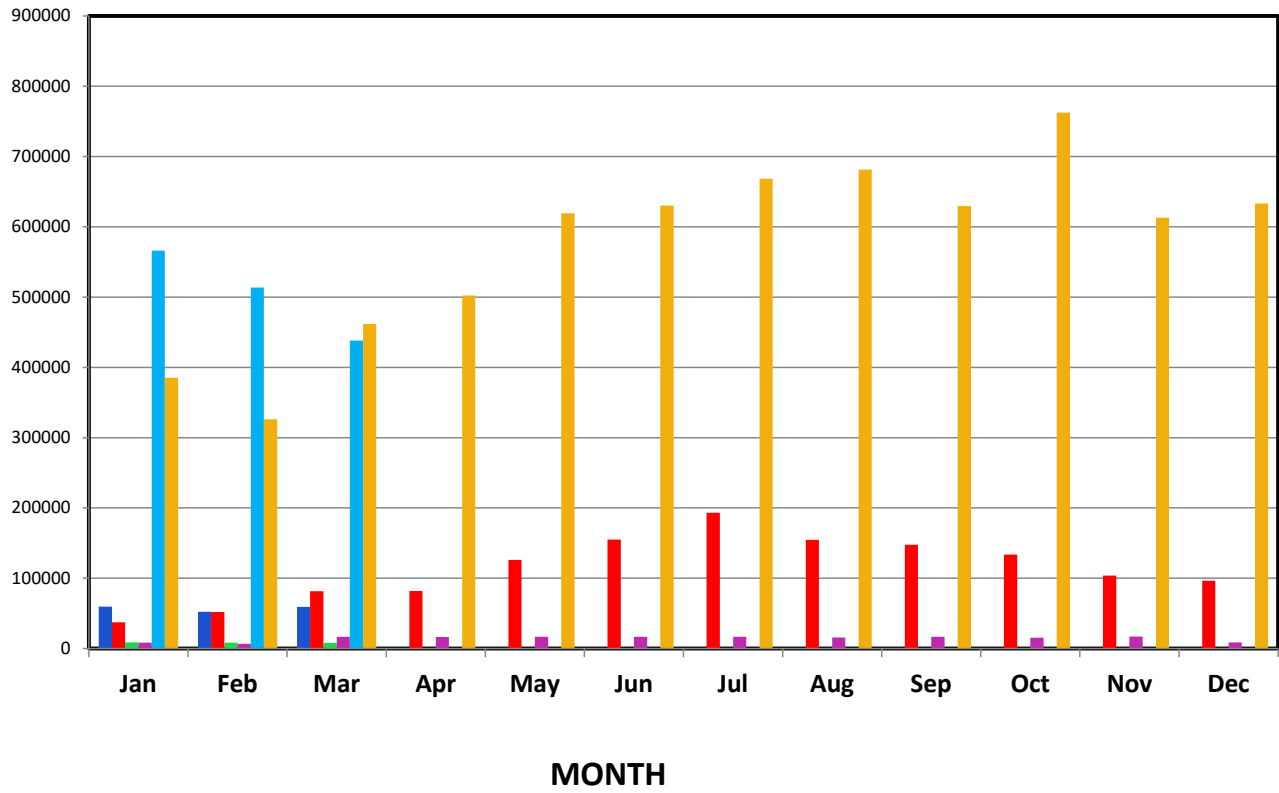
## ASHEVILLE REGIONAL AIRPORT Annual Operating Expenses by Month March 2020



	1	2	3	4	5	6	7	8	9	10	11	12
2020	264978	1077831	704819	802144	754800	722727	995620	637669	621479			
2019	467701	823824	563350	714938	546502	766012	666544	750376	670406	579071	685414	1480804
2018	704085	424161	1008520	578153	693612	790093	579052	724027	756743	622562	617623	722128
2017	565737	705715	771249	619423	649959	734910	591499	705568	889485	649186	736270	1029219

**ASHEVILLE REGIONAL AIRPORT  
FUEL SALES - GALLONS  
March 2020**

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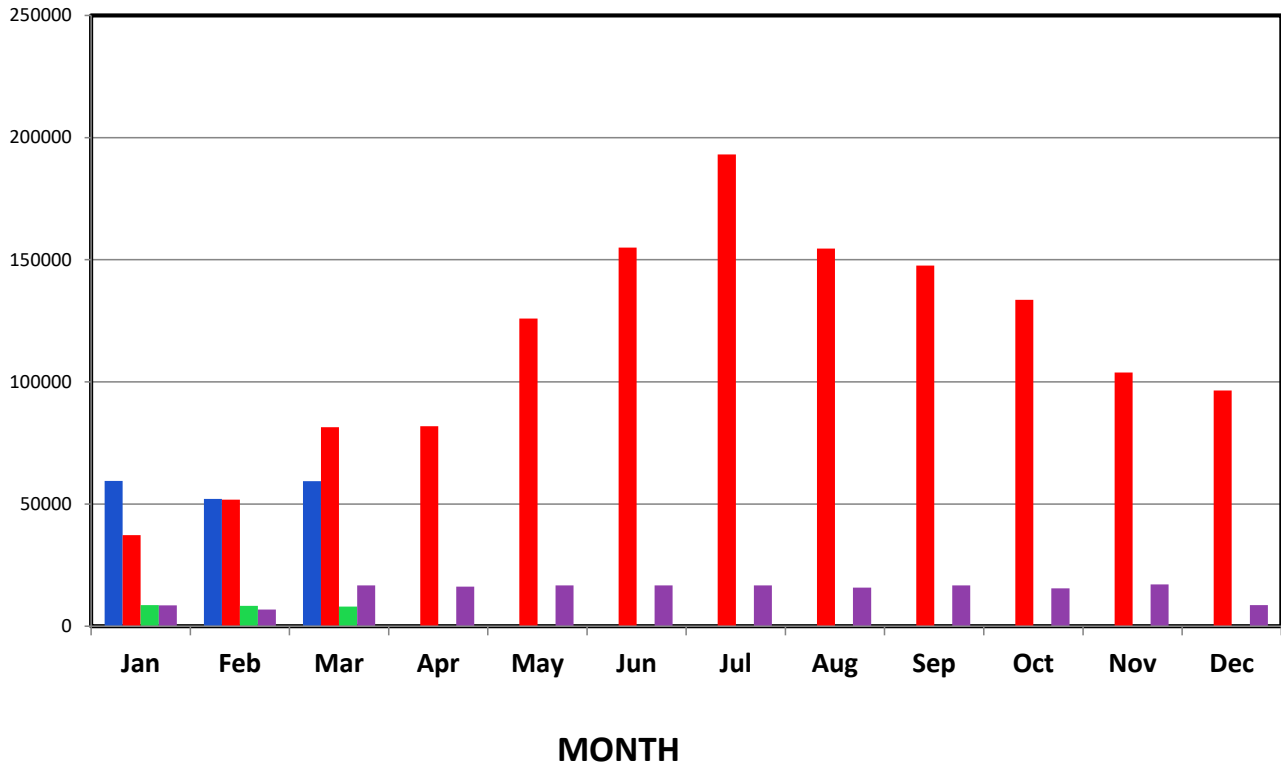


■ Jet A - 2020  
■ Jet A - 2019  
■ 100LL - 2020  
■ 100LL - 2019  
■ Airline - 2020  
■ Airline - 2019

Jet A - 59,353 Gallons  
 100LL - 8,034 Gallons  
 Airline - 438,282 Gallons

**ASHEVILLE REGIONAL AIRPORT  
GENERAL AVIATION FUEL SALES - GALLONS  
March 2020**

**G  
A  
L  
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■ Jet A - 2020  
■ Jet A - 2019  
■ 100LL - 2020  
■ 100LL - 2019  
  
 Jet A - 59,353 Gallons  
 100LL - 8,034 Gallons

Design Phase														
Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 05/01/2020)	Percent of Original Contract	Board Approved Project Cost	Percent Complete	Expensed to Date (thru 05/01/2020)	Start Date	End Date	Current Project Status (as of 05/01/2020)
1	Airfield Re-Development Project	Budget for the complete project				\$64,100,000.00	\$50,900,000.00		\$115,000,000.00	69.4%	\$79,798,825			All Engineer contracts, completed construction contracts and expenses will be inclusive of budget.
1A	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)	100%	\$1,748,887	Jun-13	Dec-16	Completed and closed. Last entry.
1B	Airfield Re-Development Project	Phase III and IV - Design Services and Project Management.	RS&H	\$2,399,826.00	N/A	N/A	\$4,417,146.00	65.90%	(Overall total included in above number)	34%	\$2,311,996	Dec-14	May-21	Phase IV Project Management continues.
1C	Airfield Re-Development Project	Phase III and IV - Design Services and Project Management. Vol 2	RS&H	\$1,460,329.00	N/A	N/A	\$0.00	0.00%	(Overall total included in above number)	74.0%	\$1,052,055	Aug-19	Dec-20	Phase IV Project Management continues.
1D	Airfield Re-Development Project	Phase III and IV - Design Services and Project Management. Vol 3	RS&H	\$1,487,205.00	N/A	N/A	\$0.00	0.00%	(Overall total included in above number)	0%	\$0	Aug-19	May-21	Phase IV Project Management continues.
1E	Airfield Re-Development Project	New Runway Design Vol2 and Vol3 rebid package.	AVCON	\$330,614.00	N/A	N/A	\$0.00	0.00%	(Overall total included in above number)	22.7%	\$75,215	Jan-20	Dec-20	Project stopped, pending final invoice.
1F	Airfield Re-Development Project	New Runway Design Vol3	AVCON	\$99,271.00	N/A	N/A	\$0.00	0.00%	(Overall total included in above number)	64.5%	\$63,987	Aug-19	Dec-20	Phase IV Project Management continues.
1G	Airfield Re-Development Project	Miscellaneous and Administrative Expenses			N/A	N/A	\$0.00	0.0%	(Overall total included in above number)	0.0%	\$4,042,174	Jan-13	Dec-19	Miscellaneous Administrative Expenses, Reimbursable Agreement and Land Acquisition
2	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	0.0%	\$327,486.27	68.2%	\$264,290.00	Aug-18	May-20	Project closeout pending.
3	Apron Expansion South	Terminal apron to be expanded and added for aircraft use.	Parrish and Partners	\$821,196.00	N/A	N/A	\$158,253.00	19.3%	\$979,449.00	65.1%	\$638,004.00	Nov-18	Feb-21	Project Management in process.
4	Terminal Building Renovations	Phase 1 - Utility Modernization of Water and Sewer	Gresham Smith	\$168,820.00	N/A	N/A	\$0.00	0.0%	\$168,820.00	68.1%	\$120,547.00	Jan-19	Jun-20	Project Management in process.
5	Terminal Building Renovations	Phase 2 - Terminal Building Modernization Design	Gresham Smith	\$12,608,794.00	N/A	N/A	\$0.00	0.0%	\$12,608,794.00	5.6%	\$1,032,348.00	Nov-19	Apr-21	Stop workorder issued.
6	Pipe Repairs	60" Stormwater Pipe repairs in North area of property	Kimley-Horn	\$152,700.40	N/A	N/A	\$0.00	0.0%	\$170,840.40	89.5%	\$142,053.00	Apr-19	May-20	Engineer's Final report in progress.
7	Parking Lots	Design of additional parking areas across Highway 280	AVCON	\$189,962.00	N/A	N/A	\$103,796.00	54.6%	\$293,758.00	78.0%	\$229,292.37	May-19	May-20	Project Management in process.
Construction Phase														
Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 05/01/2020)	Percent of Original Contract	Board Approved Project Cost	Percent Complete	Expensed to Date (thru 05/01/2020)	Start Date	End Date	Current Project Status (as of 05/01/2020)
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	\$22,222,792.84	\$0.00	0.0%	\$22,222,792.84	0.0%	\$0.00	Apr-20	May-21	Erosion control maintenance, grading and electrical work continues.
2	Permanent Runway 17-35 Construction, NAVAIDS and Taxiway	Construct new runway and convert temporary runway to a taxiway	RS&H and AVCON Inc.	Amount Included in Phase 3 Design Fees	APAC/Harrison Construction	\$11,988,517.25	\$0.00	0.0%	\$11,988,517.25	0%	\$0.00	Apr-20	Dec-20	Milling beginning with paving to follow in May.
3	Airport Security & Identity Management System	Replace, Upgrade and Install new Security System	Faith Group	Amount in Design Fees	Johnson Control, Inc.	\$2,197,707.00	\$48,378.43	2.2%	\$2,605,672.28	79.5%	\$1,803,787.00	May-19	May-20	Project in final stages of completion.
4	Apron Expansion South	Terminal apron to be expanded and added for aircraft use.	Parrish and Partners	Amount in Design Fees	Zachary Construction	\$9,087,857.00	\$232,151.00	2.6%	\$9,542,250.00	15.2%	\$1,420,129.00	Sep-19	Dec-20	Pre-load dirt near complete, parking lot milled, curb poured with paving to follow shortly.
5	60" Pipe Rehabilitation	Repairs to stormwater pipe on North GA area.	Kimley-Horn	Amount in Design Fees	Applied Polymeric	\$155,949.75	\$82,830.00	53.0%	\$238,779.75	98.0%	\$233,787.00	Oct-19	Mar-20	Project completed.
6	Parking Lots	Additional parking lots to be constructed and paved for public use.	AVCON Inc	Amount in Design Fees	Chatham Civil Contracting	\$1,905,330.90	-\$59,340.00	-3.1%	\$2,095,863.90	33.0%	\$609,646.00	Nov-19	May-20	Lot A North/South paving, Lot C bollards placement with striping to follow.
7	Terminal Building Phase 1 - Utility Modernization	Update current utilities in front of the terminal.	Gresham Smith	Amount in Design Fees	Patton Construction Group	\$1,868,160.00	\$0.00	0.0%	\$2,054,976.00	36.0%	\$688,662.00	Nov-19	May-20	Water and Sewer connections continue down Terminal Dr.



# ***Airportsurvey.com***



**AVL**

Airport Facilities Review For 1st Quarter 2020

# 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

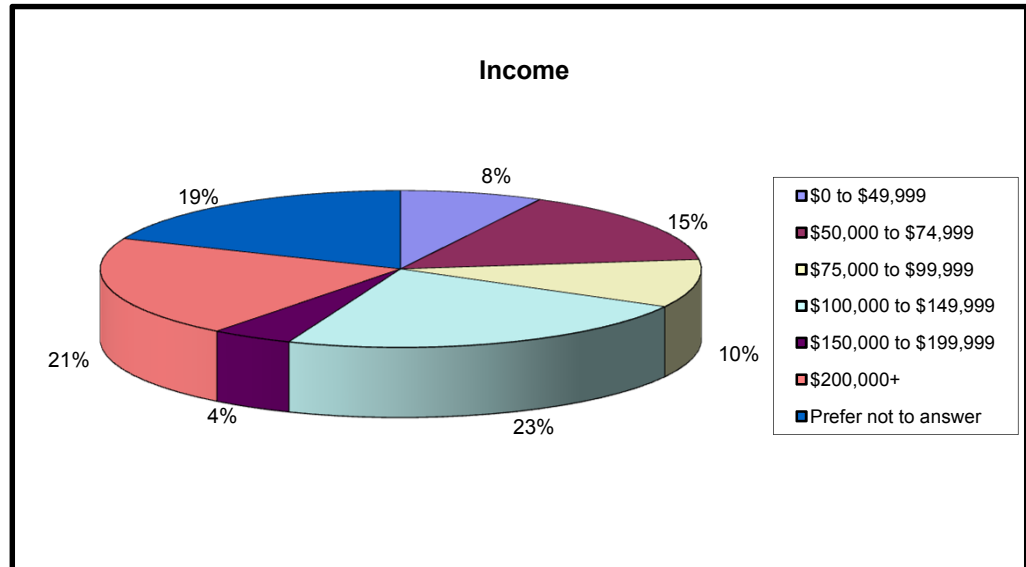
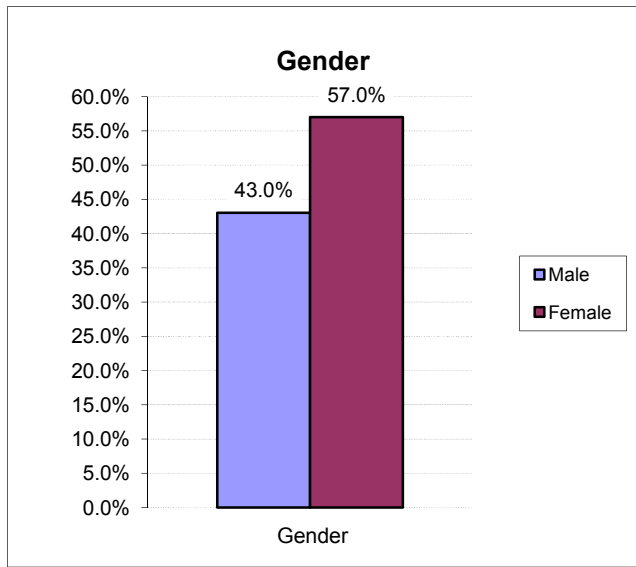
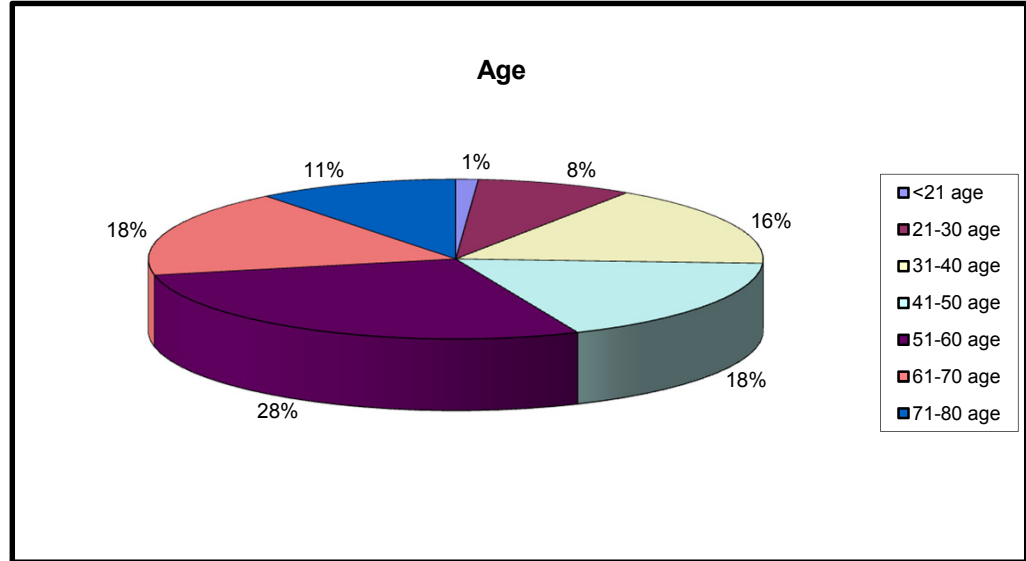
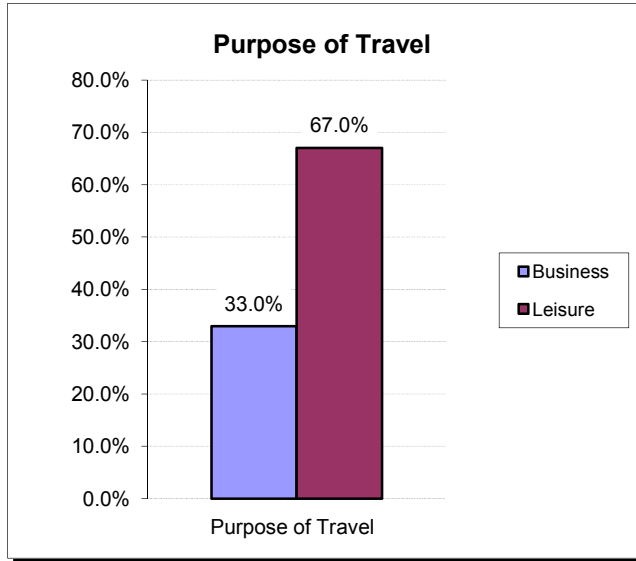
No representations are made as to the completeness or accuracy of information contained herein. Airport facility raw data is available upon request.

**Proprietary and Confidential**

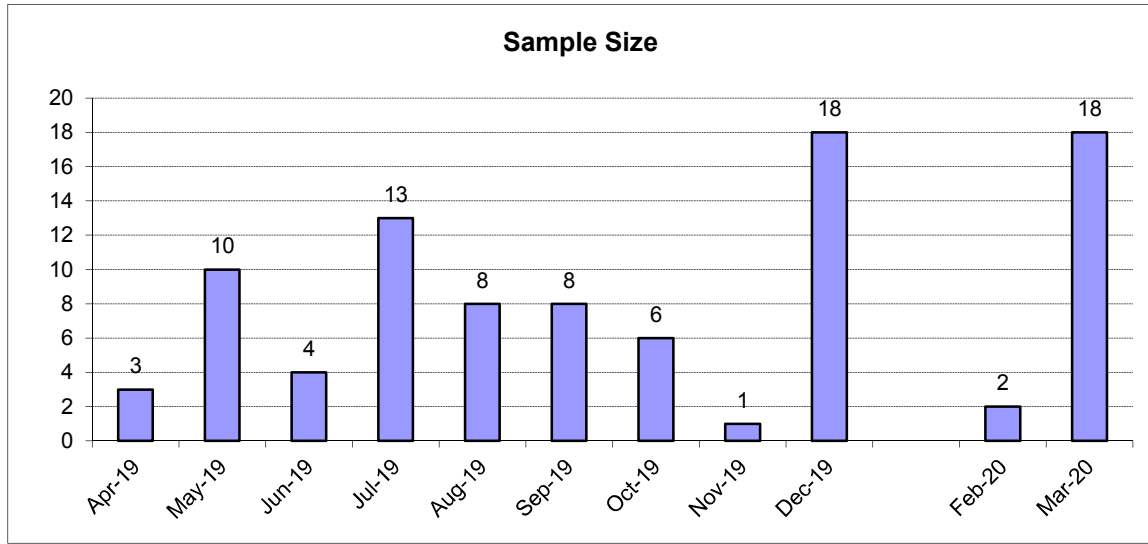
# Overview

- ***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 available seats in calendar year 2018

# 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	4.39	4.27	0.13	2.9%
Availability of parking	4.44	4.16	0.28	6.3%
Cost of parking	3.85	3.70	0.15	3.9%
Clear, easy to follow signs	4.37	4.30	0.06	1.5%
Cleanliness	4.46	4.32	0.14	3.1%
Availability of restrooms	4.55	4.32	0.23	5.0%
Cleanliness of restrooms	4.45	4.25	0.19	4.4%
Concessions / restaurants	3.61	3.79	(0.17)	-4.8%
Transportation to your gate / concourse / terminal	4.49	4.16	0.33	7.3%
Airport Wi-Fi ease of use	4.37	4.14	0.24	5.4%
Overall airport Wi-Fi	4.37	4.08	0.30	6.8%
Overall departure airport concourse	4.48	4.25	0.23	5.2%
Security: Wait time at checkpoint	4.67	4.33	0.34	7.3%
Security: Professionalism of personnel	4.69	4.41	0.28	5.9%
Security: Confidence in airport security procedures	4.64	4.33	0.30	6.5%

**Statistical means testing not performed on results**

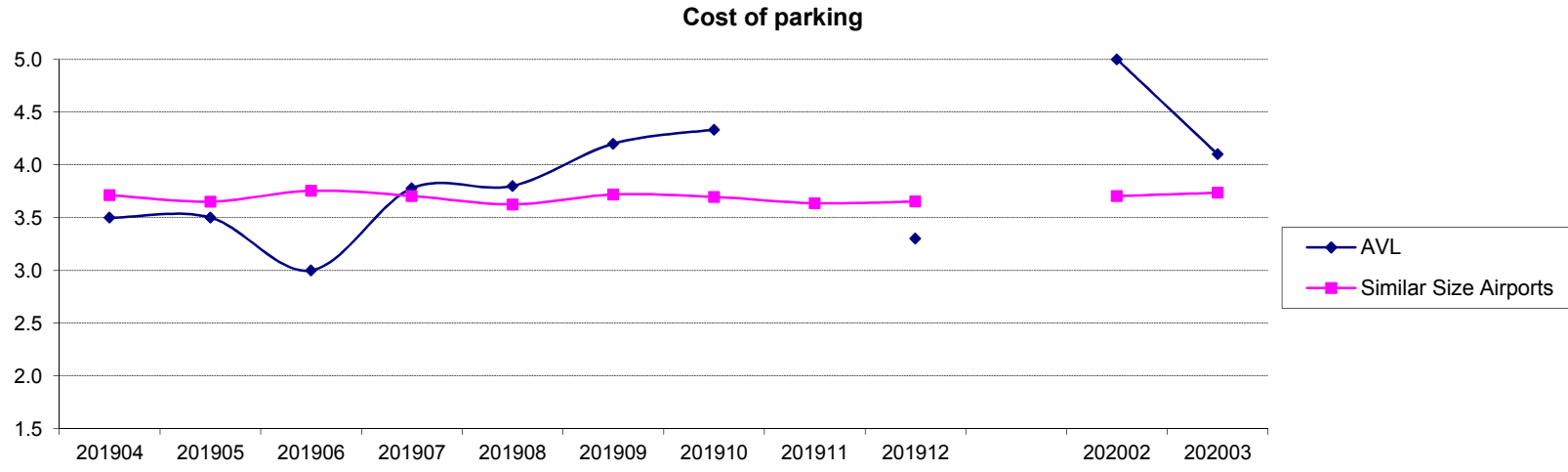
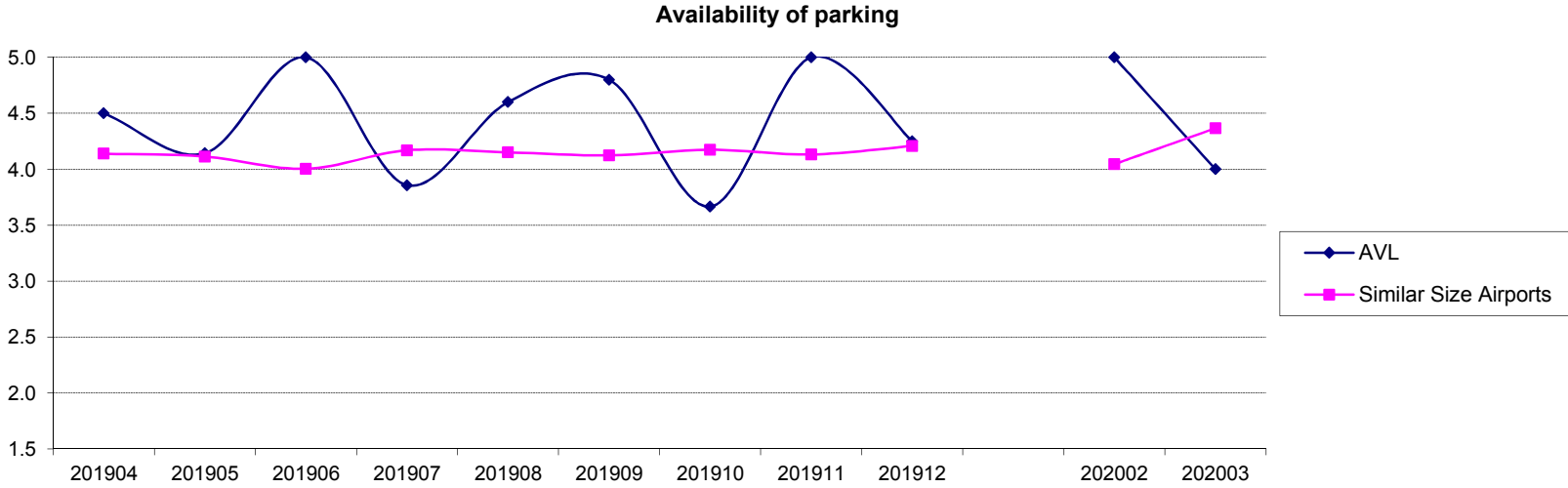
<b>AVL</b>	
<b>Responses</b>	<b>91</b>

# Overall Satisfaction with Airport Facilities

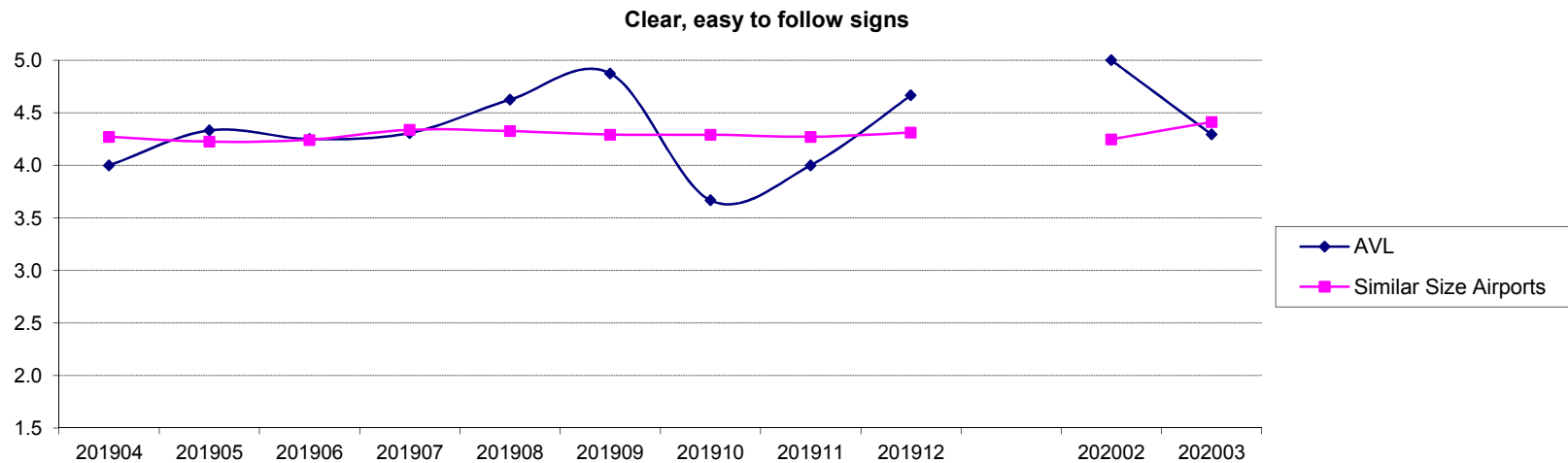
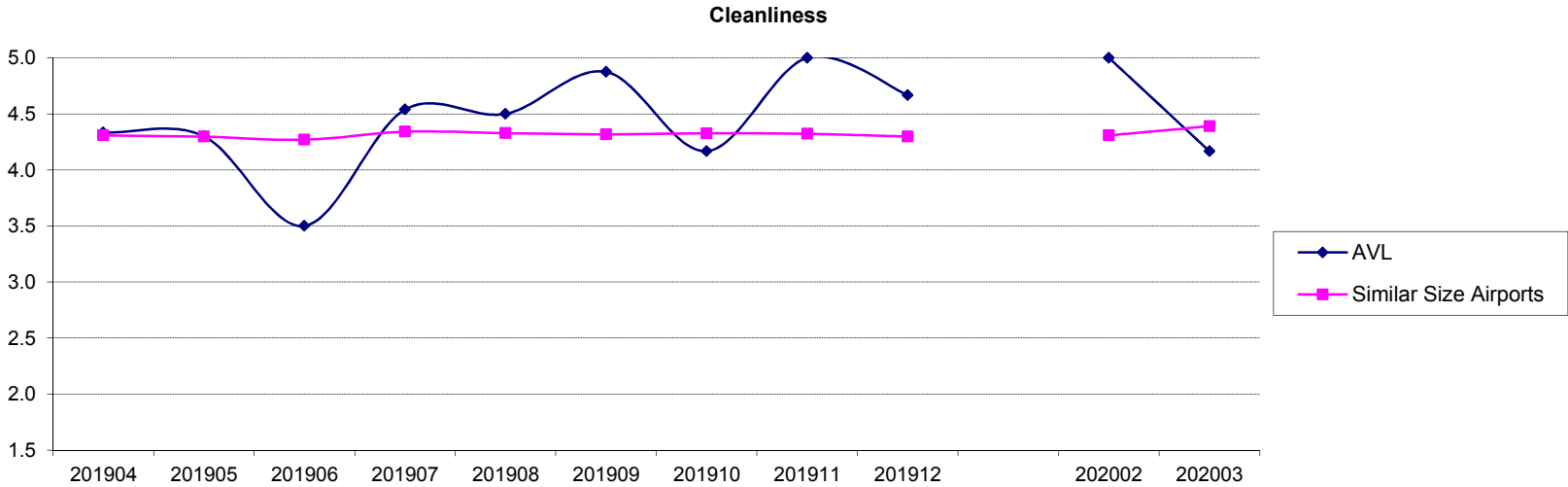


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# Parking Satisfaction

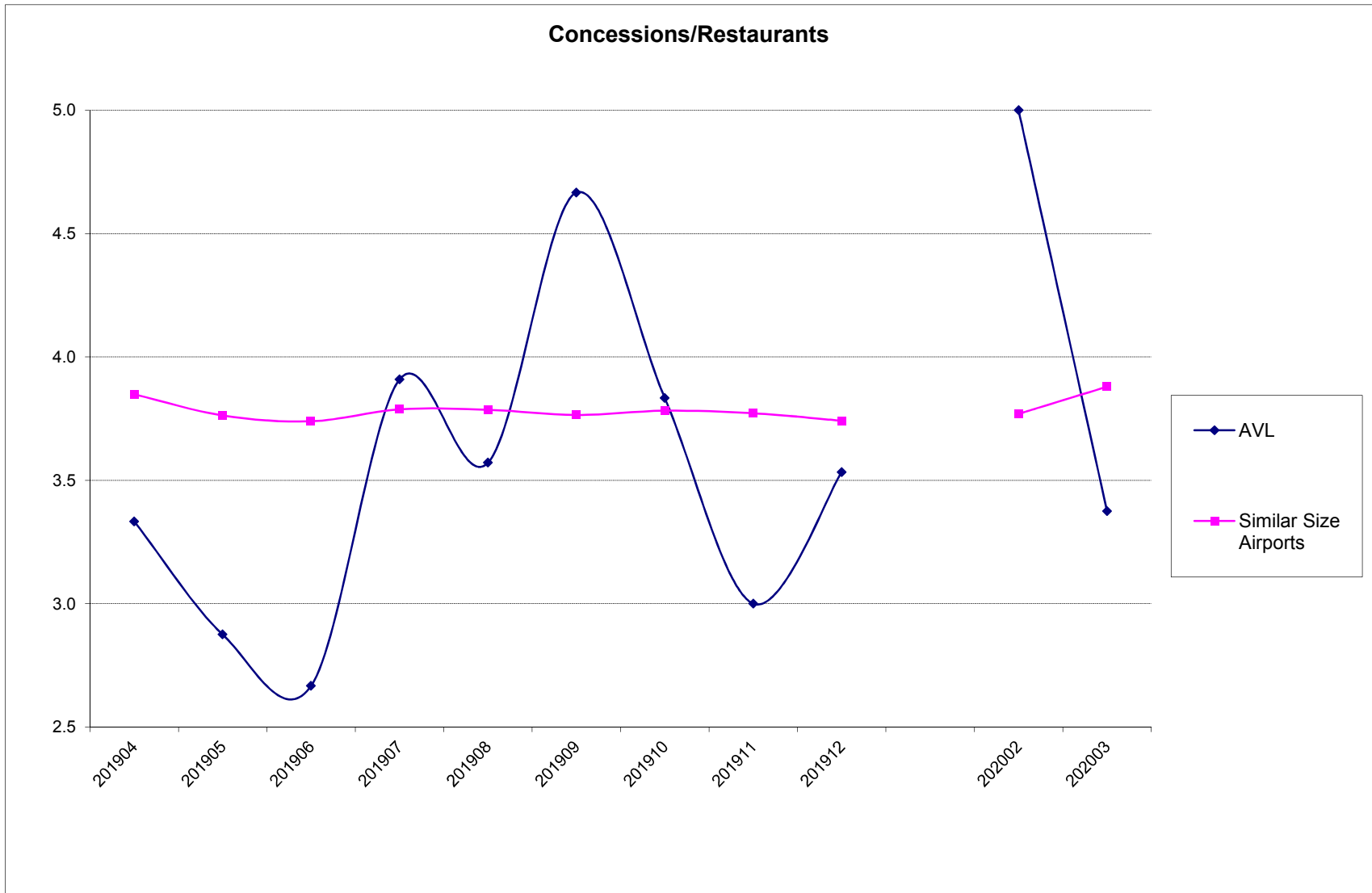


# Cleanliness and Signage





# Concessions

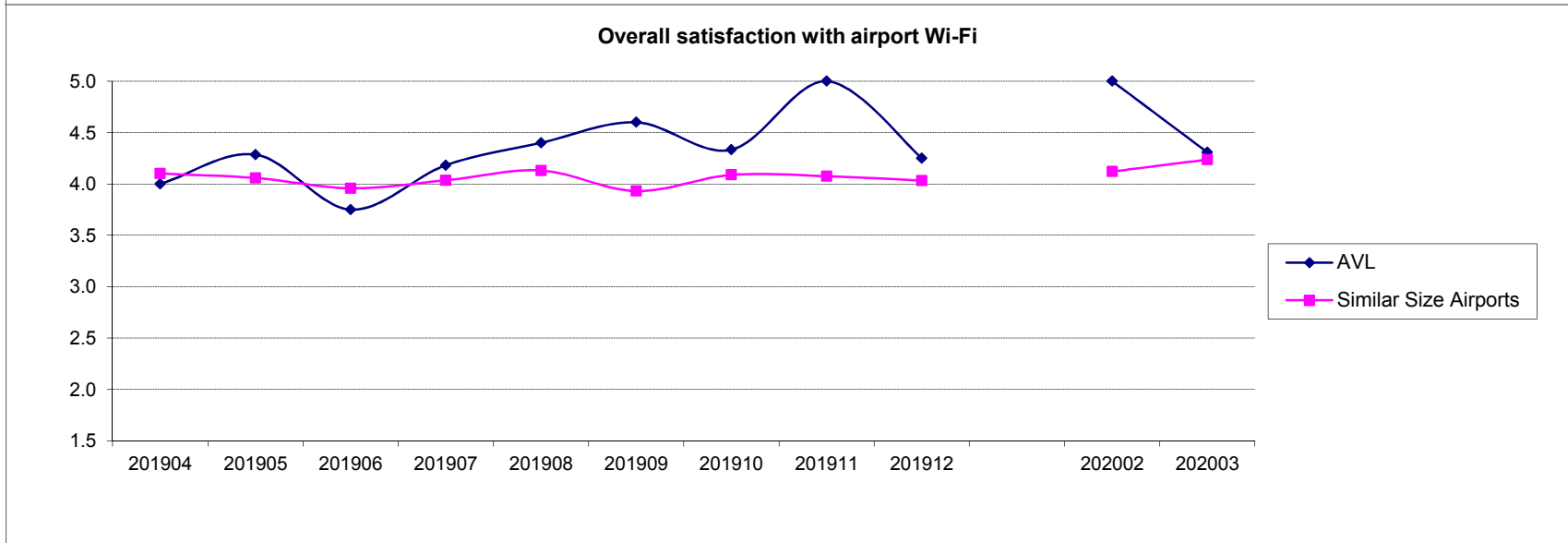
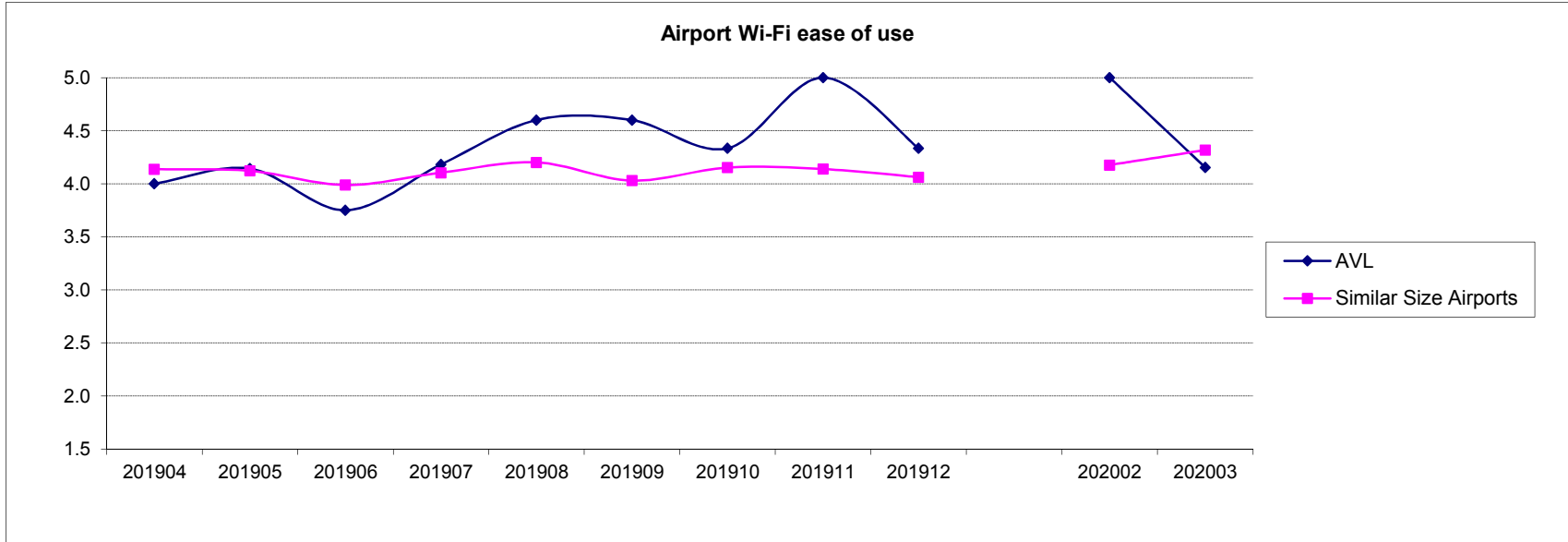


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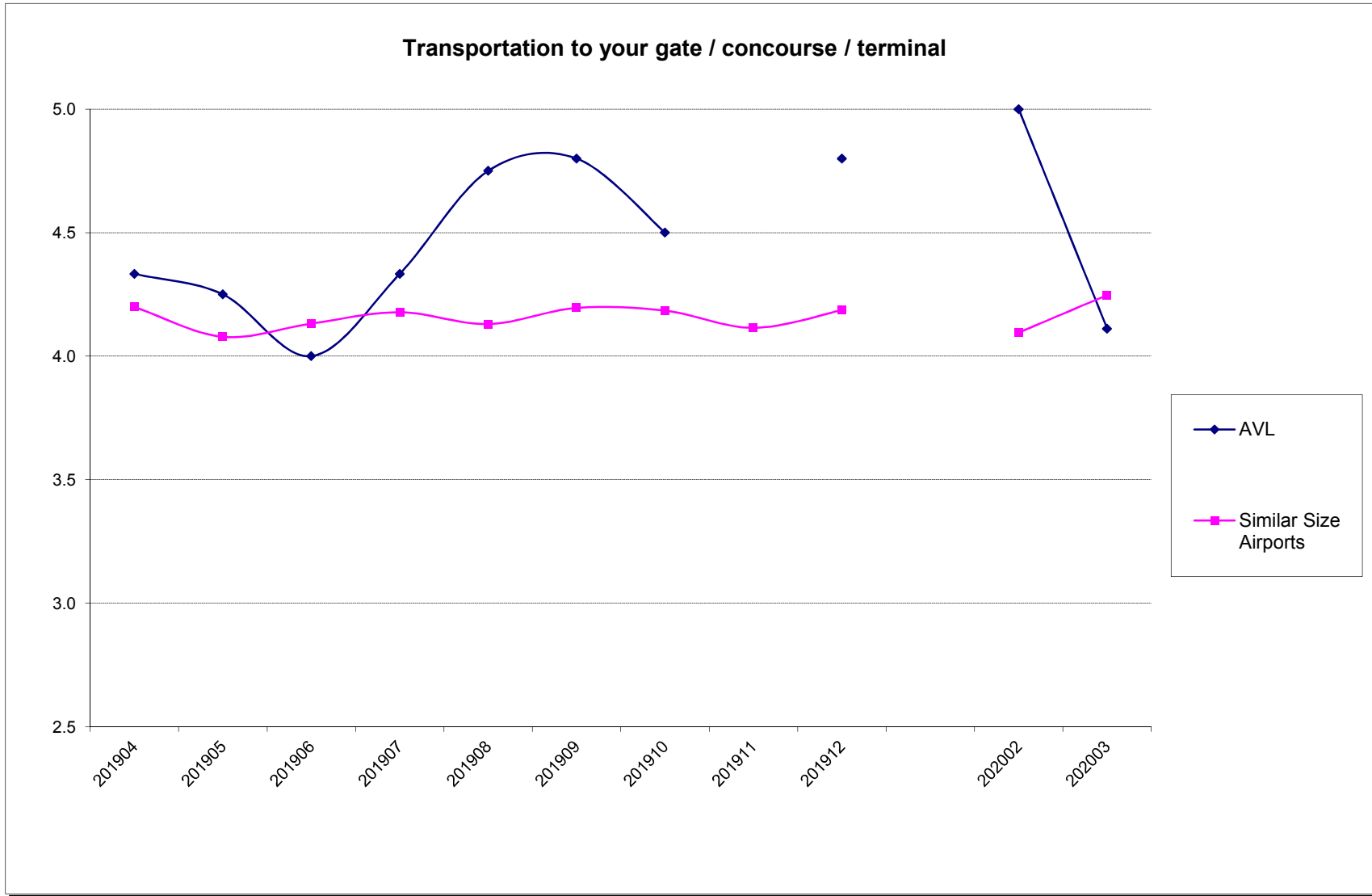
# Restrooms



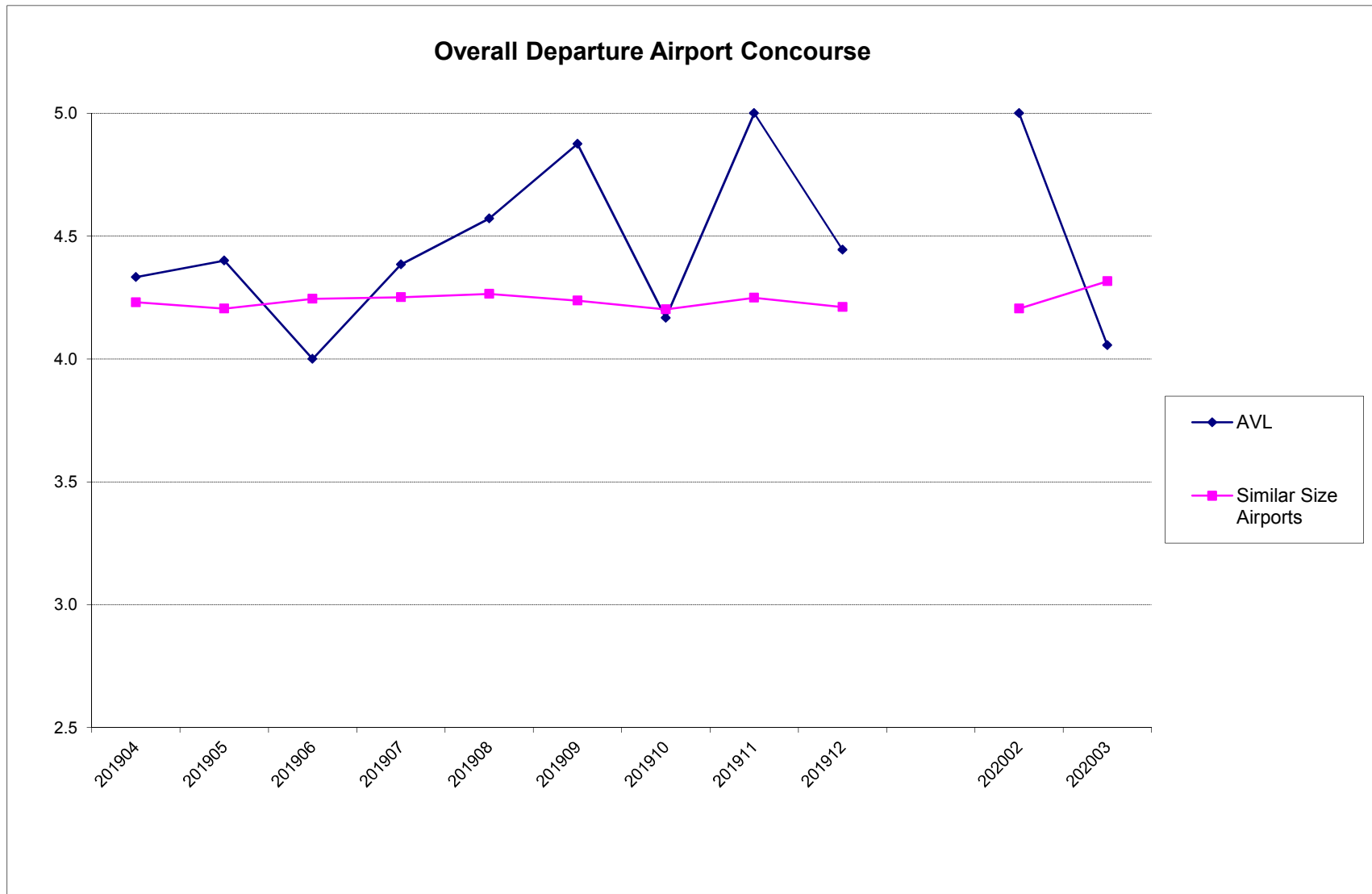
# Wi-Fi



# Transportation to Departure Gate

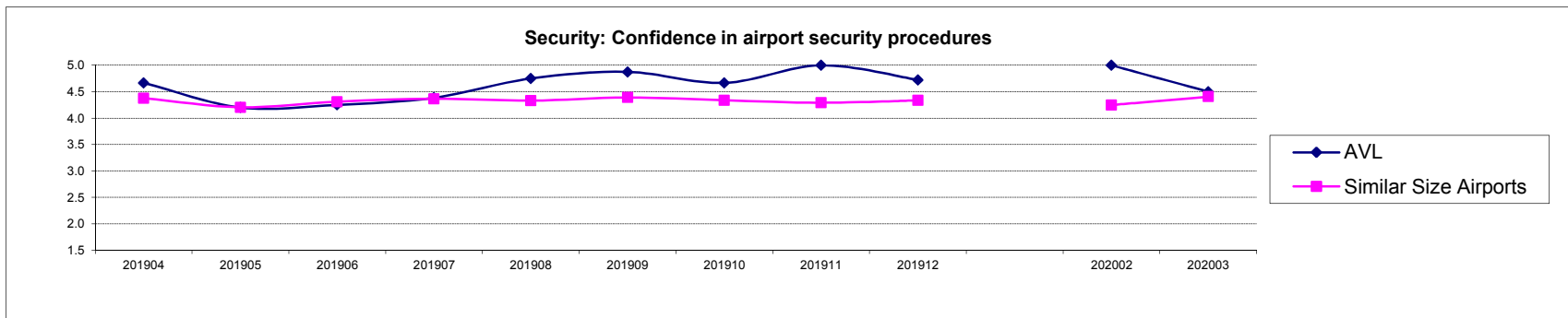
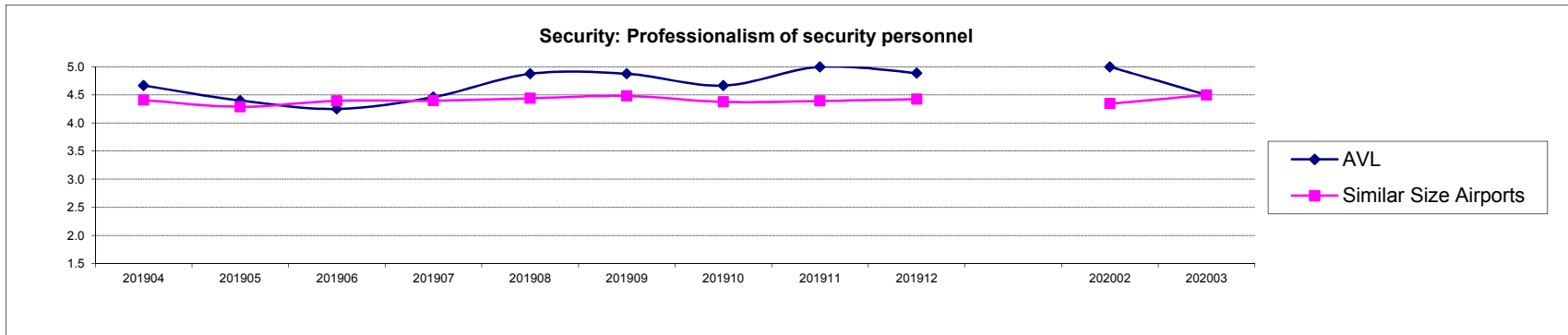
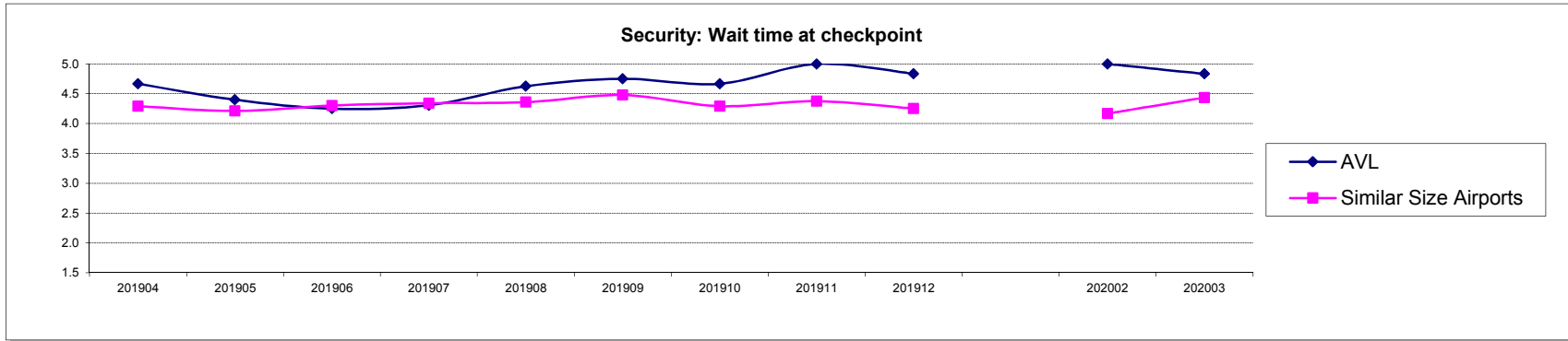


# Overall Departure Airport Concourse



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# Airport Security



## Appendix A - Geographic Breakdown of Respondents

AL	1
CA	1
CT	1
FL	8
GA	2
IA	2
IL	1
KS	1
LA	1
MD	1
MI	1
MO	2
NC	44
NE	4
NY	2
OK	2
PA	1
SC	2
TX	2
VA	2
WA	1

Note: Only includes passengers who indicated state of residence

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## 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

Paul Isaacs, President  
pisaacs@canmarktech.com  
1-877-441-2057, ext. 11



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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