



## **AGENDA**

Asheville Regional Airport Authority Regular Meeting  
Friday, December 10, 2010, 8:30 a.m.  
Conference Room at Administrative Offices

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

- I. CALL TO ORDER:
- II. APPEARANCES: None
- III. PRESENTATIONS:
  - A. Marketing Plan – Tina Kinsey
- IV. FINANCIAL REPORT ([document](#))
- V. CONSENT AGENDA:
  - A. Approval of the Asheville Regional Airport Authority October 8, 2010 Regular Meeting Minutes ([document](#))
  - B. Approval of Amendment to Contract for Scope of Services and Fees (Number 11) with AVCON Engineers & Planners, Inc. ([document](#))
  - C. Approval of Award of Contract for Purchase of Electric Belt Loaders ([document](#))
  - D. Approval of Award of Contract for Purchase of Roadway/Airfield Sweeper ([document](#))
- VI. OLD BUSINESS: None



VII. NEW BUSINESS:

- A. Approval of Resolution to Amend Resolution Number 041307-02 Concerning the Implementation and Collection of a Customer Facility Charge ([document](#))
- B. Adoption of Asheville Regional Airport Five-Year Capital Improvement Plan (CIP) For FY 2012-2016 ([document](#))
- C. Approval of an Agreement with SpectraSite Communications, LLC for a Multi-Carrier In-Building Neutral Host Lease Agreement ([document](#))
- D. Approval of a New Task Order with RS & H for the Development of the FAA Letter of Intent Application ([document](#))
- E. Approval of Contract with Newton & Associates for Completion and Implementation of a Passenger Facility Charge (PFC) Application. ([document](#))
- F. Proposed FY10/11 Budget Amendment ([document](#))

VIII. DIRECTOR'S REPORT:

- A. Distribution of Audit Report
- B. Appointment to ACRP Research Panel
- C. Paradies Update
- D. Transfer to Contingency from IT Expenditures for A Gates

IX. INFORMATION SECTION:

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

- A. October, 2010 Traffic Report ([document](#))
- B. October, 2010 Monthly Financial Report ([document](#))
- C. December, 2010 Development/Project Status Report ([document](#))



D. Potential Board Items for the Next Regular Scheduled Meeting:

- Interview Candidates for Authority Board At Large Vacancy
- Discussion on 50<sup>th</sup> Anniversary Celebration

X. AUTHORITY MEMBERS' REPORTS:

- A. Review and Discussion of Applications for Authority Board At Large Vacancy

XI. PUBLIC AND TENANTS' COMMENTS:

XII. CLOSED SESSION:

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

XIII. CALL FOR NEXT MEETING.

XIV. ADJOURNMENT.

Respectfully submitted,

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Lew Bleiweis, A.A.E.  
Airport Director

Approved:

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David Hillier  
Chairman

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**Asheville Regional Airport Authority  
Executive Summary  
October-10**

**AIRPORT ACTIVITY**

	Month	Variance to Prior Year	Calendar Year to Date	Variance to Prior Year
<b>Passenger Enplanements</b>	38,276	37.9%	312,791	27.8%
<b>Aircraft Operations</b>				
Commercial	1,961	15.1%	17,509	18.2%
Scheduled Flights	851	30.9%		
Flight Cancellations	17			
Seats	44,468	33.5%	398,030	30.9%
Load Factor	86.1%	3.3%	78.6%	(2.3%)
General Aviation	4,141	(10.3%)	36,221	(5.4%)
Military	501	22.8%	4,146	42.2%

**FINANCIAL RESULTS**

	Month	Variance to Budget	Fiscal Year to Date	Variance to Budget
<b>Operating Revenues</b>	\$ 734,656	14.28%	\$ 2,804,109	11.42%
<b>Operating Expenses</b>	544,121	(11.52%)	1,914,925	(16.71%)
<b>Net Operating Revenues before Depreciation</b>	<u>\$ 190,535</u>	582.36%	<u>\$ 889,184</u>	308.75%
<b>Net Non-Operating Revenues</b>	<u>\$ 245,180</u>	62.11%	<u>\$ 934,780</u>	50.09%
<b>Grants:</b>				
FAA AIP Entitlements	\$ -		\$ 3,233,162	
NC Dept of Transportation Grants	-		-	
Total	<u>\$ -</u>		<u>\$ 3,233,162</u>	

**CASH**

Restricted	\$ 2,080,281
Designated for O&M Reserve	3,224,433
Unrestricted, Undesignated	4,705,465
Total	<u>\$ 10,010,179</u>

**RECEIVABLES PAST DUE**

	Total	1-30 Days	31-60 Days	Over 60 Days
Charah	\$ 12,856	\$ 12,856		
FAA/TSA	22,797	22,757	40	
American Airlines	567	567		
Budget	608	583	25	
Delta Airlines	567	567		
Enterprise Rent-A-Car	873	873		
Express Jet	587	587		
United Airlines	567	567		
US Dept of Agriculture	826	816	10	
Other Miscellaneous Customers	384	52	332	
Total	<u>\$ 40,632</u>	<u>\$ 40,225</u>	<u>\$ 407</u>	<u>\$ -</u>
% of Total Receivables	<u>6.73%</u>			

Note: Excludes balances paid subsequent to month-end.

**REVENUE BONDS PAYABLE**

Rental Car Facilities Taxable Revenue Bond, Series 2007	
Original Amount	\$ 4,750,000
Current Balance	\$ 3,772,240

**CAPITAL EXPENDITURES**

Annual Budget	\$ 7,838,948
Year-to-Date Spending	\$ 2,671,078

**REGULAR MEETING**  
**ASHEVILLE REGIONAL AIRPORT AUTHORITY**  
**October 8, 2010**  
**8:30 a.m.**

The Asheville Regional Airport Authority ("Authority") met on Friday, October 8, 2010 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:** David R. Hillier, Chairman; Chuck McGrady, Secretary-Treasurer; Jeffrey A. Piccirillo; Brownie Newman; Bob Roberts and Martha Thompson

**MEMBERS ABSENT:** David Gantt, Vice-Chairman

**STAFF AND LEGAL COUNSEL PRESENT:** Victor Buchanan, Authority Legal Counsel; Lew Bleiweis, Airport Director; C. Jeffrey Augram, Chief of Public Safety; David Nantz, Director of Operations and Maintenance; Royce Holden, IT Director; Vickie Thomas, Director of Finance and Accounting; Tina Kinsey, Director of Marketing and Public Relations; Suzie Baker, Administration Manager; Kevan Smith, Public Safety Captain and Ellen Heywood, Recording Secretary.

**ALSO PRESENT:** Glenn W. Wilcox, Sr., Wilcox Travel Agency, Inc.; Nathan Otto, RS&H; Bronwyn Burleson, Burleson & Earley, PA; and Michael A. Wood, American Eagle

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

**WELCOME OF NEW BOARD MEMBER:** The Chairman welcomed Martha Thompson to the Board. Ms. Thompson was appointed to the Authority Board by Buncombe County.

**ELECTION AND SWEARING IN OF OFFICERS:** Mr. Piccirillo, nominating chairman, nominated Mr. Hillier to serve as Chairman and Mr. Gantt to serve as Vice-Chairman. Mr. Piccirillo nominated himself to serve as Secretary-Treasurer. Mr. McGrady moved to elect Mr. Hillier as Chairman, Mr. Gantt as Vice-Chairman, and Mr. Piccirillo as Secretary-Treasurer of the Asheville Regional Airport Authority. Mr. Roberts seconded the motion and it carried by unanimous vote. Messrs. Hillier and Piccirillo were sworn in as officers by the Recording Secretary.

**APPEARANCES:** None

**PRESENTATIONS:**

**A. Administration:** Mrs. Baker appeared before the Board to give an overview of the Administration and Human Resources areas. Some of the functions of this department that were reviewed include management of all Authority insurance policies, compliance with all Equal Employment Opportunity Commission laws as well as state and federal laws, and management of the Authority policies and procedures. Mrs. Baker further reviewed the employee recruitment process, as well as the employee compensation, benefits, and employee relations areas which are all under her management.

The Chairman inquired about the Authority's history for workers' compensation accidents and insurance costs. Mrs. Baker was pleased to report that since the Authority's safety record is so good, the insurance premium is very reasonable. The Chairman thanked Mrs. Baker for her presentation.

**FINANCIAL REPORT:** The Director reviewed the airport activity section of the Executive Summary for the month of August, noting another successful month for enplanements as well as a 42% increase in the number of seats over the same period last year. If the upward trend of enplanements continues, the airport could end the calendar year with enplanements in the 340,000 range. Vickie Thomas reported on the favorable operating revenue and expenses for the month stating that the Authority has had a very good two months.

**CONSENT AGENDA:**

**A. Approval of the Asheville Regional Airport Authority August 13, 2010 Regular Meeting Minutes:**

**B. Approval of the Asheville Regional Airport Authority September 27, 2010 Special Meeting Minutes:**

**C. Approval of the Asheville Regional Airport Authority September 27, 2010 Special Meeting Closed Session Minutes:**

**D. Approval of FAA Tower Lease:**

Mr. Piccirillo moved to approve the minutes for the August 13, 2010, Regular Meeting, the minutes for the September 27, 2010, Special Meeting, and the minutes for the September 27, 2010 Closed Session, and to seal and withhold the minutes for the Closed Session from public inspection so long as public inspection would frustrate its purpose or purposes, and to also include approval of the FAA Tower Lease. Mr. Newman seconded the motion and it carried unanimously.

### **OLD BUSINESS:**

**A. Proposed Amendment to the By-Laws:** The Chairman stated that the proposed Amendment to the By-Laws eliminates attendance by teleconference for regular Board meetings. The Chairman further stated that attendance by teleconference for special meetings is acceptable. Mr. McGrady moved to approve Amendment to the By-Laws as proposed by the Chairman. Mr. Newman seconded the motion and it carried unanimously. The By-Laws will be revised to reflect the approved Amendment.

### **NEW BUSINESS:**

**A. Asheville Regional Airport Authority 2009/2010 Annual Audit Report and Acceptance:** Mrs. Thomas advised the Board that the annual audit was just completed by Burleson and Earley, PA and their findings have been submitted for the Board's review and acceptance. The audit has been submitted to the Local Government Commission (LGC) and staff is awaiting their final decision.

Mrs. Burleson appeared before the Board to report on the annual audit. Mrs. Burleson informed the Board that three letters were issued with the audit. The first letter is the Independent Auditor's Report and gives an unqualified opinion on the financial statements. An unqualified opinion is a clean opinion. The other two letters on pages 28 through 31 report on compliance and internal control and are a result of federal funding. The first letter reports on internal control and compliance over financial reporting and no findings were found in this area. The second letter reports on compliance and internal control over federal awards and PFC revenues and no findings were found in this area as well. Mrs. Burleson further directed the Board to page 35, a Summary Schedule of Prior Year Audit Findings. The last audit finding for the Authority that would have been reported in both of the compliance letters was in 2008 and all of those prior year issues have been resolved. Mrs. Burleson also informed the Board that a management letter was not issued this year. A management letter contains recommendations to management for improvements usually in internal control type issues and there were none of those this year. Mrs. Burleson also expressed her

gratitude to Mrs. Thomas for the fine job she does in her role as Director of Finance and Accounting.

Mr. Roberts questioned where the unqualified opinion language was in the Independent Auditor's Report. Mrs. Burlison responded that this exact wording is not in the report but referred to the language in the 3<sup>rd</sup> paragraph that indicates an unqualified opinion.

Mr. McGrady commented on the jump in numbers for land in the Capital Assets section on page 6 and asked what accounted for this increase. Mrs. Thomas replied that the increase is for the improvements to the land as a result of the fill project in the north general aviation area of the airport property. Property improvements are recorded at the cost. The money that was spent for the project making the improvements is what was capitalized.

Mr. McGrady further noted the capital contributions number on page 9 that increased from \$5.7 million to \$8.5 million and questioned what this increase related to. Mrs. Thomas responded that this was from stimulus funds the Authority received. The capital contributions were almost entirely federal grant money.

Ms. Thompson moved to accept the 2009/2010 Audit Report as presented. Mr. Roberts seconded the motion and it carried unanimously.

**B. Proposed FY2011 Budget Amendment:** Mrs. Thomas reminded the Board that at the June 11, 2010 Board Meeting, a Scope of Services and Fee Proposal for extended contract administration and resident project representative services with RS&H for the A gates project was approved for \$134,568. At that meeting, staff informed the Board that the additional costs would be funded either from additional FAA money or by deleting allowances in the construction contract with Shelco. Since that time, additional funds in the amount of \$156,071 were received from the FAA to help cover these costs. The budget amendment increases FAA revenue by \$156,071 and capital expenditures by \$134,568. The net decrease in revenue of \$21,503 will help pay for the Authority's portion of the Shelco contract. Mrs. Thomas requested the Authority Board resolve to amend the FY10/11 budget by adopting the following budget ordinance amendment:

**BE IT ORDAINED** by the Asheville Regional Airport Authority that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2011:

**Section 1.** To amend the appropriations as follows:



**EXPENDITURES:**

	<u>Decrease</u>	<u>Increase</u>
Carry-over Capital Expenditures	_____	\$134,568
Totals	<u>\$0</u>	<u>\$134,568</u>

This will result in a net increase of \$134,568 in the appropriations. To provide the additional revenue for the above, revenues will be revised as follows:

**REVENUES:**

	<u>Decrease</u>	<u>Increase</u>
Federal Grants – AIP Entitlement Funds		\$156,071
Transfer from ARAA Cash	\$21,503	
Totals	<u>\$21,503</u>	<u>\$156,071</u>

**Section 2.** Copies of this budget amendment shall be furnished to the Secretary of the Asheville Regional Airport Authority, who for purposes of this ordinance, is designated as the Clerk to the Asheville Regional Airport Authority, and to the Budget Officer and to the Finance Officer for their direction.

Adopted this 8<sup>th</sup> day of October, 2010.

\_\_\_\_\_  
David Hillier, Chairman

Attested by:

\_\_\_\_\_  
Jeffrey A. Piccirillo, Secretary-Treasurer

Mr. McGrady moved to approve the Amendment to the FY10/11 Budget as presented by staff. Mr. Roberts seconded the motion and it carried unanimously.

**C. Award of a Contract for Purchase of Airport Terminal Seating:** The Director informed the Board that part of the A Gates terminal renovation project includes the purchase and installation of airport terminal seating. The budget under the stimulus grant provides for an allowance of \$280,000.00 for terminal seating. Staff is in the process of bidding out the seating in accordance with North Carolina law. Bids are due on November 1, 2010 and the Director anticipates making an award that same day.

Since time is of the essence and staff hopes to have the seating ordered and installed before the March 1 grand opening of the new gate area, the Director asked the Board's approval to make an award for the purchase of the seats once the bids arrive on November 1 with a not to exceed amount of \$280,000.00.

The Chairman inquired if the new seats would be equivalent to what the airport currently has for seating and emphasized the need for consistent quality. The Director reported that staff was not able to sole source the bid with the provider of the current seats due to bidding requirements by the FAA with stimulus funding. The Director further stated that there are some good quality products on the market that are a little less expensive than the current seating.

Mr. Newman moved to authorize approval of the contract award for new terminal seating for a not to exceed amount of \$280,000.00 to the best and most responsive bidder and to authorize the Director to execute the necessary documents. Mr. McGrady seconded the motion and it carried unanimously.

The Director advised the Board that he would keep them informed once the bids were received.

#### **DIRECTOR'S REPORT:**

**A. Transfer from Contingency for IT Expenditures for A Gates:** The Director reminded the Board that there were funds in the allowances of Shelco's contract for the Authority to purchase items for the terminal renovation project such as seating, equipment, etc. To date staff has not taken any of that allowance money from Shelco's contract. Since the Information Technology staff needed to purchase necessary equipment for the A Gates area, \$9,700.00 was transferred from contingency to operating expenses. Once the contract is amended with Shelco for these allowances, the \$9,700.00 will be reimbursed to contingency.

**B. Airport Zoning:** The Director informed the Board that several years ago staff approached the City of Asheville to adopt an airport zoning district which will eliminate the need for variances when a construction project on airport property is being planned. Staff has been working with the City to create and adopt a new zoning district. The Planning and Zoning Committee has passed the new zoning district and it is now on the docket for City Council's meeting next week.

Mr. McGrady commented that Henderson County adopted a land development code that anticipates airport zoning and thought perhaps discussions between the two counties to put in place overlay districts that are more reflective of the land use in the counties is an appropriate way to go. Mr. McGrady further stated that he believed Buncombe County's new ordinance, which was drafted in part to reflect what Henderson County has done, would allow for such an overlay. The Director replied that this was correct and that the ultimate goal was to adopt an airport overlay district.

**C. Comair Reduction:** The Director reported that Comair, a wholly owned subsidiary of Delta, has announced plans for a 40% reduction of their fleet and staff over the next couple of years. The Director did not believe this would adversely affect Asheville as the airport averages 12 Comair flights per month and anticipates that Delta would use other contract fliers to fill in the flights.

**D. AIP Update:** Washington has not yet passed a long-term resolution for airport funding. Another extension was approved through December 31, 2010. The latest issue in Washington is the Washington National perimeter rule which established how far an airplane can travel out of National Airport. Currently, aircraft are not allowed to travel past approximately 1,200 miles and Washington legislators are attempting to get direct flights to their home states that are beyond the perimeter rule.

**E. Smoking Policy Information:** In August, the Board adopted the new smoking policy. Staff was asked at this time to survey other airports to see if any had a smoking ban on all airport property. A copy of the survey was available for the Board members. None of the airports that responded to the survey have a ban on smoking on all airport property.

**F. FY 2012 Board Travel:** The Director advised the Board that a list of conferences for 2011 and 2012 was available at their seats. The Director urged the Board members to review the schedule so that staff can budget for travel for the FY2011/2012 accordingly.

**G. Paradies Update:** The Director reported that Paradies' staff have made several trips to the airport and are in the design phase. Paradies will start construction by December 1 to make the March 1 deadline for the opening of their facilities on the secure side.

**H. State Diesel Reduction Grant:** The Director informed the Board that the grant documents were received last month. The original \$190,000 grant was reduced

to \$142,000 due to the economy in the state. Staff will put out a bid for three electric belt loaders for use by the airlines. Three diesel belt loaders will be replaced with the electric ones.

**I. Cargo Operations:** UPS has been the only cargo operator through a contract flyer at the airport. Although the cargo weight has been increasing, the loads have been increasing at Greenville Spartanburg International Airport (GSP) as well. UPS has decided to cease operating from Asheville and fly in all cargo to GSP through its own aircraft. With this move, staff anticipates losing approximately \$9,000 annually in landing fees.

**J. Meeting with American Airlines:** The meeting the Director and Mrs. Kinsey had with American Airlines representatives last month was successful. Although the Dallas flight has been doing very well, the aircraft has been committed elsewhere and the service will stop at the end of October. The Dallas service will come back next year no later than April. The Director felt that it was extremely possible the service next spring would become yearly service and not seasonal. Discussion also took place on service to other destinations.

The Director advised the Board that he had a few items to review that were not on the agenda:

**K. Tour of Renovated Gate Area:** The Director encouraged the Board to stay after the meeting for a brief tour of the newly renovated gate area. AirTran started flying from this gate area on Thursday, October 7, and Delta will be moving to the new area the first week of November. The gates will no longer be referred to as A and B gates, rather as numbered gates with gates one through three to the left of the checkpoint and four through seven to the right side of the checkpoint.

**L. United and Continental Merger:** The merger of United and Continental was approved last week and is now completed. The name will be kept United Airlines but with the Continental logo. The airlines will remain separate brands for the next 12 to 18 months. Continental has more counter space in AVL than United does and staff anticipates United will merge into the Continental space. The Director will keep the Board apprised of any new details.

**M. Employee Newsletter:** The first issue of the new employee newsletter was available for the Board at their seats. The newsletter has been named AVL Flyer and staff is currently working on a logo.

**N. Organizational Chart:** A copy of the updated organizational chart with staff photos and titles was available for the Board at their seats.

Mr. McGrady inquired whether word had come about of any regulatory changes due to the recent EPA hearings held in Charlotte regarding the coal ash issues. The Director was not aware of any changes that have come about from the meetings held in Charlotte for public comment on the coal ash issue. Mr. McGrady further asked if the airport had received any complaints from anyone on the coal ash issue. The Director responded that the only complaint he knew about was from a mobile home community to the north of the airport property about concern for coal ash run off after an incident of heavy rains. The EPA staff was called in and measured everything in the North GA project. It was all within compliance and none of the run off had left the airport property. Mr. McGrady requested staff keep the Board apprised of any developments on this issue and the Director agreed.

**INFORMATION SECTION:** No comments

**AUTHORITY MEMBERS' REPORTS:**

**A. Deputy Director Position:** After contemplating on the discussion that took place at the August Board Meeting, the Chairman stated that at this time his opinion on the Deputy Director position was that while it is possible that this person might be the successor for the Director at some point, in actuality the selection of the Deputy Director is an independent choice from a successor to the Director. The Chairman further stated that if the Director wanted the Chairman's input on the selection he would be happy to provide it. However, the Chairman does not plan to be actively involved in the selection of the Deputy Director position. The Chairman further noted that maybe the assumption at the August Board Meeting was that the Deputy Director would be an automatic successor for the Director but the Chairman did not believe this was a correct assumption and did not believe that was the intention of the Board.

Mr. McGrady stated that it was never his intention for the Board to be the decision maker for the Deputy Director position, but that this would be the person to step in if something were to happen to the Director and felt that the Board or Chairman could have a consultative role or kept in the loop on the process, timing, and in a broader way the qualifications of the candidates. Mr. McGrady further stated that the Director had already kept him abreast of the process and was of the opinion that ultimately the Deputy Director position was the decision of the Director.

**B. Board Retreat:** The Chairman advised the Board that he would like to have a retreat given there are two new members on the Board. At the retreat, the Chairman would like to have a complete review and summary of the runway, as well as a comprehensive dissertation from Vic Buchanan on the legal situation regarding the organizational structure as the Authority runs out in 6 ½ years. The Chairman also suggested a team building exercise might be beneficial for the Board members. The Director will work with the Chairman to schedule this.

**C. Protocol for Selection of Replacement of Chuck McGrady:** The Chairman stated that as the Board members were aware, Asheville City Council appoints three members to the Authority Board and Buncombe County appoints three members to the Authority Board. The six members then elect the seventh member who historically was a resident of Buncombe County. The Board moved toward incorporating Henderson County into the operation, and Mr. McGrady who was an Ex-Officio member for several years, was elected to the Board as the seventh member. The Chairman was of the opinion that the Board needed a process for the selection of the seventh Board member with an advertisement for the position, an application created and interviews conducted.

Discussions of the preference for a Henderson County replacement and the timing for this process took place with Mr. Newman suggesting that it be a two-step process with a review of the applications at one Board meeting and the interviews and selection taking place at a second Board meeting. The consensus of the Board was to use a two-step approach for the election of the seventh Board Member. The Director stated that staff would work with the City of Asheville, Buncombe County and Henderson County to advertise for this position in both Buncombe and Henderson counties. The Chairman stressed that it be emphasized that the current six members of the Authority Board make the selection of the seventh Board member.

**PUBLIC AND TENANTS' COMMENTS:** None

**CLOSED SESSION:** None

**CALL FOR NEXT MEETING:** Mr. McGrady moved to cancel the November 12, 2010 meeting of the Authority Board subject to call of the Chairman. Mr. Piccirillo seconded the motion and it carried unanimously.

**ADJOURNMENT:** Mr. Roberts moved to adjourn the meeting at 10:13 a.m. Mr. Piccirillo seconded the motion and it carried unanimously.

The next regular meeting of the Authority will be on Friday, December 10, 2010 at 8:30 a.m. in the Conference Room at the Authority's Administrative Offices, Asheville Regional Airport, 61 Terminal Drive, Suite 1, Asheville, NC 28732.

Respectfully submitted,

Jeffrey A. Piccirillo  
Secretary-Treasurer

Approved:

David R. Hillier  
Chairman



## MEMORANDUM

TO: Members of the Airport Authority

FROM: Lew Bleiweis, Airport Director

DATE: December 10, 2010

### ITEM DESCRIPTION – Consent Agenda Item B

Approval of Contract Amendment to the Scope of Services and Fees (Number 11) for Site Preparation (Phase 1 and 1A), Construction Phase Services and Supplemental Environmental/Permitting Support Services for the Westside Site Development Project with AVCON Engineers & Planners, Inc.

### BACKGROUND

At the August 13, 2010 Board Meeting the Board approved Scope of Services Number 11 with AVCON Engineers & Planners, Inc. for the project management; inspection services; field testing; environmental; and local, state, and federal permitting services of Area 4 for the Westside Fill Project with Charah.

During the initial months of constructing the West Side Development Site, the Authority moved forward with an Environmental Assessment for the West Side Parallel Taxiway and Runway Reconstruction Project. In doing so, Staff met with representatives from the Army Corp of Engineers and NCDENR – Water Quality Division and advised them of the potential for the taxiway/runway project. They requested we submit one storm water quality/management permit application for the development of the west side of the airport rather than multiple permit applications.

This amendment to Scope of Services and Fees Number 11 encompasses the necessary work for the additional design and environmental work for the fill project along the entire west side of the airport.

All costs associated with this project are to be paid by Charah under the agreement previously approved.





## **ISSUES**

The proposed fee by AVCON for this Amendment is based on a not to exceed method. In accordance with Authority policy this Amendment requires a budget amendment and therefore requires Airport Authority Board approval prior to execution.

## **ALTERNATIVES**

Although not recommended, the Board could decide to not approve the Amendment. If the Amendment is not approved, the Authority could ultimately be fiscally responsible for this work as part of the West Side Parallel Taxiway and Runway Reconstruction Project.

## **FISCAL IMPACT**

The agreement between the Authority and Charah, Inc. stipulates that Charah will reimburse the Authority for all project costs related to the Westside Site Development Project, including but not limited to: planning, engineering, design, testing, etc. There should be no net cost to the Authority for this additional work. To date, Charah has reimbursed the Authority for all expenses incurred through AVCON for the Westside development Project.

In the event Charah, Inc. fails to reimburse the Authority for engineering/inspection work by AVCON, the Authority can suspend any further work limiting the Authority's liability only to that work completed prior to suspension.

## **RECOMMENDED ACTION**

It is respectfully requested that the Authority Board resolve to (1) approve the Amendment to the Scope of Services and Fee Proposal (Number 11) with AVCON Engineers & Planners, Inc. not to exceed the amount of \$42,750. This will bring the total of the contract (Number 11) to \$367,750; and (2) authorize the Airport Director to execute the necessary documents.

Attachment

## Consultant Scope of Services

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### Asheville Regional Airport Authority

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#### **Contract Amendment to the:**

Scope of Services Number **11** for Professional Consulting Services, as referenced in the Professional Consulting Agreement between the Asheville Regional Airport Authority and **AVCON Engineers & Planners, Inc.**, dated **August 26, 2008**.

Project: West Side Development – Site Preparation (Phase 1 and Phase 1A): Construction Phase Services and Supplemental Environmental/Permitting Support Services

Background: During the initial months of constructing the West Side Development Site Preparation (Phase 1 and Phase 1A) the Asheville Regional Airport Authority made the decision to undertake an Environmental Assessment (EA) for the proposed Parallel Taxiway / Temporary Runway Project in anticipation of potentially receiving federal funds for that project. The AVL Team conducted an informational meeting with representatives of the NCDENR-Water Quality Division (NCDENR-DWQ) to advise them of the upcoming EA Project. NCDENR-DWQ requested AVL to submit one storm water quality/management permit application for both projects (approximately 240 acres), and not individual applications for Phase 2 of the West Side Development Site Preparation Project (approximately 30 acres) and the EA Project (approximately 210 acres).

Additional Scope of Services: In addition to the Scope of Services described and provided in Scope of Services Number 11 executed 8-19-10, this Contract Amendment includes the following:

- In order to satisfy the requirements of NCDENR-DWQ of one consolidated storm water quality/management permit application the Consultant will meet with NCDENR-DWQ and other interested agencies to discuss and review the project and permitting requirements
- Conduct site visits/reviews with representatives of various regulatory agencies
- Develop conceptual alignments, plans, profiles, typical sections, grading and drainage requirements for the future parallel taxiway/temporary runway (including connector taxiways)
- Develop pipe profiles and cross-section information for use in analyzing and planning out the entire project site
- Evaluate and analyze existing site drainage conditions and systems, including basin delineation and peak flows
- Conceptual design of proposed drainage patterns/flows, including hydraulic and hydrology design and analyses, layouts, coordination, and preparation of permit application plans, new basin delineation, peak flows and pipe/culvert sizing for the project
- Incorporate the West Side Phase 2 permitting work previously done (approx.. 30 acres) into the consolidate plan/permit application for the parallel taxiway/temporary runway

- Wetland delineation of the 25± acre site (Charah's designated Area #3 west of Runway 16), and then incorporating wetlands delineated under the West Side Phase 2 permitting work previously done (approx.. 30 acres)
- Conduct a preliminary Threatened and Endangered Species (T&E) survey of the 25± acre site (Charah's designated Area #3 west of Runway 16), and then incorporating the T&E survey previously performed under the West Side Phase 2 permitting work (approx.. 30 acres)
- Preparation of a wetland master plan for the entire project site (approx.. 240 acres)
- Revise the current 404/401 permit application for the entire project (approx.. 240 acres including taxiway and West Side Phase 2 previously submitted, and recalled)
- Coordination and meetings with the AVL Team, NCDENR-DWQ, USCOE and other interested state and federal agencies
- Coordination and attendance at pre-application on-site agency meeting with commenting state and federal agencies
- Prepare and submit permit application to NCDENR-DWQ and USCOE for the entire 240 acre project site
- Calculate and identify appropriate conceptual mitigation plan

Consultant Team: AVCON, ClearWater Environmental

Schedule: September 2, 2010 through April 30, 2011

Project Budget: n/a

Fees: Fees for this scope of work will be charged on a time and materials basis and are not to exceed (NTE) \$42,750.00.

It is estimated that approximately \$22,750 (236 manhours) of conceptual/preliminary engineering to support the water quality permitting efforts for the parallel taxiway/temporary runway and \$20,000 for environmental support and agency permitting is required to complete this assignment.

**Authority:**

Asheville Regional Airport Authority

By: \_\_\_\_\_  
Airport Director

Date: \_\_\_\_\_

**Consultant:**

AVCON Engineers & Planners, Inc.

By: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

This instrument has been pre-audited in the manner required by local government and fiscal control.

\_\_\_\_\_  
Finance Manager

**Asheville Regional Airport - West Side Runway 34**  
**404/401 Water Quality Permitting - Entire Parallel T/W - Temporary R/W Area**  
**(Approx. 240 acres)**

Task / Description	Sr. CADD Designer (hrs)	Engineer / Planner (hrs)	Sr. Project Mgr. (hrs)	Comments / Notes
<b>Meetings/Coordination:</b>				
Scope/Coordination meeting with AVL, EA Consultant, ClearWater and AVCON			11	Oct. 4, 2010 at AVL w/follow-up
Coordination with ClearWater Env. for Permit Application		4	2	
<del>Future Entire Parallel Taxiway Temporary Runway Development Elements (195 acres, incl. Phase II Area and Pond)</del>				
Parallel Taxiway/Temp. Runway Layout (incl. connector taxiways and RSAs)				Using RS&H Study (April '09) as Guide
Horizontal Align. & Profiles	8	16		
Typical Sections	4			
Grading Fill Area	14	16		
Cross sections	8			
Earthworks	8	8		
Layout Pipes, Flow and Structures	0	40	3	
Merge Phase II Area Layout into Entire Site Layout	6			
<del>Existing Drainage</del>				
Basin Delineation	8	2		
CN	4	2		
Time of Concentration		6		
Peak Flow (Q)		12		
<del>Proposed Drainage</del>				
Basin Delineation		6		
CN		4		
Time of Concentration		8		
Peak Flow (Q)		12		
Size Pipe		24		
<b>Total Man Hours:</b>	60	160	16	236
<b>Total Labor Cost:</b>				\$22,256

DIRECT COSTS	UNIT	QUANTITY	UNIT COST	TOTAL
TRIPS/TRAVEL (round trip: CLT - AVL; 300 miles/trip avg.)	Trips	2	\$152.00	\$304
PER DIEM	Each	2	\$20.00	\$40
LODGING	Each	0	\$90.00	\$0
PRINTING/REPRODUCTIONS (Progress Plans)	LS	1	\$100.00	\$100
EXPRESS SHIPMENTS	Each	2	\$25.00	\$50
<b>Total Direct Costs</b>				<b>\$494</b>

**Total Cost for Engineering Design Support for 404/401 Permit Application - Parallel T/W - Temp. R/W Area** **\$22,750**



# ClearWater

ClearWater Environmental Consultants, Inc.  
www.cwenv.com

October 27, 2010

Michael A. Darcangelo, P.E.  
Regional Manager  
AVCON Inc.  
Mallard Creek III, Suite 145  
8604 Cliff Cameron Drive  
Charlotte, NC 28269

**Re: Proposal for Environmental Permitting Services  
Approximately 240-acre Site  
Buncombe County, North Carolina**

Dear Mr. Darcangelo,

ClearWater Environmental Consultants, Inc. (CEC) appreciates the opportunity to submit this proposal regarding environmental consulting services associated with the proposed 240-acre site. CEC believes that the following tasks will be required as a result of the revised permitting that includes the new parallel taxiway and cargo area.

## **Task 1 Wetland Delineation**

CEC will delineate an additional 25 acres. Based on review of USGS topographic maps, aerial photographs, and NRCS soil survey information, the project site does contain areas subject to U.S. Army Corps of Engineers (Corps) jurisdiction. The areas on the site that meet the wetland/waters of the US parameters will be flagged with plastic surveyor's tape. Upon the completion of the flagging and your approval, CEC will meet with a representative of the Corps to verify the delineation is a true and accurate representation of wetlands and streams on the site.

It is the opinion of CEC that the probable cost to complete the wetland delineation and Corps verification, on a time and expense basis, will be eight hundred (\$800.00) dollars at CEC standard rates which are:

Principal	- \$115.00 per hour
Project Manager	- \$95.00 per hour
Project Biologist	- \$85.00 per hour
Field Biologist	- \$75.00 per hour
Graphics	- \$45.00 per hour
Administrative	- \$25.00 per hour

During field studies, wetland limits/stream origins will be located using a sub-meter Trimble Geo XT GPS mapping grade unit. Several known points (i.e., property corners) will also be located to provide for accurate referencing. Upon collection and subsequent differential correction, CEC will provide a digital file of the data points to the engineer/surveyor/planner to be plotted on the site base map. This information is available for import into a GIS or AutoCAD drawing. If required, this task includes one meeting with the engineer/surveyor/planner to finalize the wetland/stream drawing. Please note that due to terrain and vegetative cover, GPS accuracy may not meet the advertised accuracy.

This GPS mapping grade data is typically sufficient for Corps verification and permitting, however, should the client wish to convert the GPS wetland/stream locations to a recordable format, services of a registered land surveyor will be required.

## **Task 2          Preliminary Threatened and Endangered Species Survey**

ClearWater Environmental Consultants, Inc. will complete a preliminary Threatened and Endangered Species survey within the additional 25-acre parcel which consists of a literature search and on-site habitat assessment to determine the likelihood of the presence or absence of protected species on the project site. This is an essential task for projects that require a Section 404 permit from the USACE.

ClearWater Environmental Consultants, Inc. will conduct the survey as follows: Protected species data from the North Carolina Department of Environment and Natural Resources and the U.S. Fish and Wildlife Service will be solicited. Interviews with cognizant individuals from these agencies may be conducted to gather existing data on endangered or threatened animal and plant species occurring or those potentially occurring on the subject tract.

Habitat data (vegetation and soils descriptions) will be compiled for the project site. Within habitats considered suitable for the occurrence of a particular endangered or threatened species, a cursory pedestrian survey will be performed to ascertain the likelihood of occurrence of the protected plant or animal.

For those protected species that potentially occur in the area (i.e., suitable habitat is present on site) and that may be readily detectable during the time of the survey (eg., migratory birds in the fall but not spring -flowering plants).

ClearWater Environmental Consultants, Inc. will provide a statement concerning the likelihood of the species' occurrence on the project site based on available data and habitat observations.

ClearWater Environmental Consultants, Inc. will prepare a report of findings to include recommendations of further surveys for the identified habitat, if deemed necessary. Proposals to complete additional surveys or biological assessments will be provided based upon the findings of the preliminary surveys.

ClearWater Environmental Consultants, Inc. proposes to complete this task on the 25-acre parcel for a flat fee of two hundred (\$200.00) dollars.

### **Task 3      Permitting**

ClearWater Environmental Consultants, Inc. will assist the client and other project team members in preparation of a Wetland Master Plan and submittal of necessary state and federal permit applications for the proposed 240 acre project. Specifically, ClearWater Environmental Consultants, Inc., proposes the following:

- Revising the current 404/401 permit application it include the new taxiway project.
- Attendance at preliminary meetings with the project team to discuss plans and environmental concerns.
- Coordination with project planners and engineers in preparation of a preliminary wetland master plan.
- Coordination of and attendance at a pre-application on-site agency meeting with the commenting state and federal agencies.
- Preparation and submittal of the necessary permit application to the USACE and NCDWQ.
- Calculation and identification of appropriate conceptual mitigation plan based upon final impacts. (It is our understanding that final mitigation plans will be done as a separate project).
- Coordination with the various state and federal agencies throughout the permit process to an initial conclusion by NCDWQ and the USACE.

As you are aware, projects that require an Individual Permit rather than a Nationwide Permit may require additional time and effort to successfully complete and it is almost impossible to determine at this time what the total jurisdictional impact will be or the number of meetings that will be required to successfully complete the permitting process. CEC proposes to complete this permitting task on a Time and Expense basis estimated at fourteen thousand (\$14,000.00) dollars at our standard rates of charge, listed above. If it appears that additional effort may be required because of special circumstances or agency requests, CEC will coordinate with you regarding any additional costs.

**Task 4 Cultural Resources**

As part of the Section 404 permitting process, the N.C. Department of Cultural Resources may require that a survey be conducted to determine the presence of significant cultural and/or historical resources. It is our understanding that the LPA Group will be undertaking this task.

**Task 5 Meetings and Additional Services** - (Suggest \$5,000 budget <sup>max</sup> 10/28/10)

CEC personnel will attend meetings as required by you to discuss this project and matters related to environmental permitting. This task includes additional services outside the scope of the above-detailed tasks as requested by you or your authorized representatives. Services provided by CEC under Task 5 will be billed on a time and expense basis as per the above mentioned Fee Schedule.

All other expenses, surveying costs, communications, printing and travel in connection with this project will be billed to the client at cost. **Please be aware that this price does not include costs incurred for any engineering, mitigation, archeology, permit fees, mailing/printing costs or registered land surveyor services.**

CEC will execute the work for this project in a professional and timely manner. In turn, CEC expects payment to be made as follows:

Payment will be considered overdue after thirty (30) days from the date of the invoice and 1.5% interest per month is automatically added. If this payment arrangement is not adhered to, all work will cease until payment is received.

Either the client or CEC may terminate this Agreement at any time with or without cause upon giving the other party three (3) calendar days prior written notice. The client shall within fifteen (15) calendar days of termination pay CEC for all services rendered and all costs incurred up to the date of termination, in accordance with the compensation provisions of this contract. This proposal is valid until December 31, 2010.

CEC does not guarantee the issuance of any permit or approval. Please sign this original agreement and return to CEC as an act of acceptance and notification for us to begin work.



Mr. Darcangelo  
October 27, 2010  
Page 5 of 5

Please do not hesitate to contact me at (828) 698-9800 if you have any questions or comments regarding the proposed scope of services.

Sincerely,



R. Clement Riddle, P.W.S.  
Principal

The prices, specifications, and conditions of this proposal are satisfactory and are hereby accepted. The undersigned is the owner or has permission from the owner to authorize ClearWater Environmental Consultants, Inc, to complete the work specified in this proposal and has the necessary authority to grant ClearWater Environmental Consultants, Inc, access to the subject property to complete any and all studies or investigations and make any necessary submittals or applications to complete this work. Please sign this original agreement and return to ClearWater Environmental Consultants, Inc., as an act of acceptance and notification for ClearWater Environmental Consultants, Inc. to begin work. Payment will be made as outlined above.

DATE:

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ACCEPTED BY:

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## **MEMORANDUM**

TO: Members of the Airport Authority

FROM: Lew Bleiweis, Airport Director

DATE: December 10, 2010

### **ITEM DESCRIPTION – Consent Agenda Item C**

Approval of Award of Contract for the Purchase of Electric Belt Loaders

### **BACKGROUND**

In December 2008 staff submitted a grant application to the North Carolina Department of Environmental and Natural Resources (NCDENR) in the amount of \$190,000 for a 2009 Mobile Source (diesel) Emissions Reduction Grant. This grant request was to aid in reducing carbon emissions by purchasing four electric baggage belt loaders for the airlines, thereby allowing them to take four diesel/gasoline operated loaders out of service.

Ultimately, the grant request was reduced to \$142,500 by NCDENR and finally awarded in late August 2010. The new amount is to cover the cost of three electric baggage belt loaders and electrical service/charging stations for the equipment.

The Request for Bids for three electric baggage belt loaders was advertised with the American Association of Airport Executives and the Authority's web site on November 10, 2010. Bids were due December 8, 2010. Bid documents were sent to six companies.

### **ISSUES**

None

### **ALTERNATIVES**



Although not recommended, the Board could reject all bids and not purchase the three electric baggage belt loaders. The grant from NCDENR would then need to be returned.

### **FISCAL IMPACT**

The Authority will incur the expense of \$119,805.00 for the purchase of the three electric baggage belt loaders and will then be reimbursed from NCDENR under the awarded grant.

### **RECOMMENDED ACTION**

It is respectfully requested that the Authority Board resolve to (1) approve the Award of Contract for the Purchase of three electric baggage belt loaders with Charlotte of America in the amount of \$119,805.00; and (2) authorize the Airport Director to execute the necessary documents.

Attachment

Electric Mobile Belt Loader

Bid Tabulations

Company	Product	Basic unit Price	Battery options	Price per unit	Total Price	Warranty
Charlatte of America	Electric Belt Loader	\$37,940.00	\$1,995.00 *	\$39,935.00	\$119,805.00	2 year
			\$5,063.00**	\$43,003.00	\$129,009.00	
NMC-Wollard	Electric Belt Loader	\$44,882.00	N/A	\$44,882.00	\$134,646.00	2 Year

\*Monoboloc Battery Pack (415 AH)

\*\* Heavy Duty Deka 24-D100-11 (500 AH) Industrial Battery



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## MEMORANDUM

TO: Members of the Airport Authority

FROM: D. David Nantz, Director of Operations

DATE: December 10, 2010

### ITEM DESCRIPTION – Consent Agenda Item D

Approval to Purchase a Tennant Sentinel Sweeper

### BACKGROUND

The airport currently owns a 1999 830-II Roadway Sweeper that is 12 years old and is at the end of its useful life. This sweeper is used for both roadway and airfield sweeping. Back in 1999 Airport Maintenance conducted sweeping tests of various models to see how well they cleaned, and this sweeper performed much better by removing all debris. We purchased the 1999 sweeper with an offer by Tennant to extend the GSA (General Services Administration) price to the Asheville Regional Airport Authority. This process allows us to purchase the needed equipment without duplicating costly bid process, and Tennant has again agreed to extend the GSA pricing for purchase of a new Tennant Sentinel Sweeper, the same type of sweeper, just a different name. The new sweeper is also compatible with existing spare stock. The required Legal Notice was placed in the Asheville-Citizen Times on November 24, 2010.

### ISSUES

Staff requests the purchase of this Unit without bidding, in accordance with section 143-129(g) of the General Statutes of North Carolina, piggy backing off of the Federal Government GSA. The GSA contract has already been bid and is the lowest price offered. A total of \$175,000.00 is budgeted for the purchase of this item. The trade-in value of our current sweeper is \$13,500.00 and will reduce the fiscal impact to the Authority as shown below.



## **ALTERNATIVES**

The Board could request a separate bid process, independent from the GSA process, be conducted.

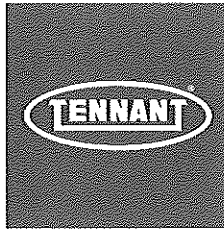
## **FISCAL IMPACT**

The budgeted amount in this fiscal year for the sweeper replacement is \$175,000.00. The purchase price for the new Tennant Sentinel Sweeper is \$167,836.96 minus the trade-in of our existing sweeper of \$13,500.00 for a total of \$154,336.96 to the Authority. This equipment is \$20,663.04 under the budgeted amount.

## **RECOMMENDED ACTION**

It is respectfully requested that the Airport Authority Board resolve to (1) approve the purchase of this equipment for the quoted purchase price of \$167,836.96 and (2) authorize the Airport Director to execute the necessary documents.

Attachment



October 14, 2010

Mr Ron Mundy  
ASHEVILLE REGIONAL AIRPORT AUTHORITY  
708 Airport Rd  
Fletcher, NC 28732-5618

Dear Mr. Mundy:

This letter is to confirm the discussion you had with Neville Cork regarding offering you the same terms and conditions as our Federal Government GSA (General Services Administration) Contract.

The General Services Administration is the buying arm of the Federal Government. They handle or are involved with the purchase billions of dollars of supplies and vehicles including sweepers. For the Tennant Company to have a GSA Contract is an involved multi-year process. The most recent update to these prices was in February 2010. Below is the outline of exactly what the Tennant Company had to do to get a GSA contract:

We must have won competitive bids and have been selling machines to the Federal Government for GSA even to consider us.

Second, we must notify GSA we are interested in having a GSA Contract. That means we must be completely honest with GSA from the President to the order takers. ANY question they want answers to, we MUST disclose them fully.

We then must disclose to them our pricing for our best customers as well as the best price we have ever sold that each machine for. The paperwork required, for each machine to be on the GSA Contract is massive. This paperwork is certified and signed by an Officer of our company.

GSA then studies our paperwork to see our sales practices. Based on the machines that meet the Federal Government's needs, that are compared against other competitive units based on price and specifications, are allowed to be submitted for further processing.

GSA then does a complete audit of all of our sales. We must submit a computer tape showing EVERY sale of the models GSA is considering. They study the computer tape to verify and confirm everything we have submitted earlier in writing.

After studying the computer tape, they send an audit team into our company to spend weeks uncovering any questions they may have.

**TENNANT COMPANY; 701 North Lilac Drive; PO Box 1452; Minneapolis, MN 55440**

We then negotiate with them taking many months. The goal of GSA is to get the same or lower price that we offered to our very best customer. We have always given the Federal Government our very best price.

This is repeated every five years when the contracts are renewed. At all times, we are subject to audits from GSA, so our sales for the entire company must be accurate.

During our last negotiation session, we told GSA we are allowing State and Local Governments to use our GSA Contracts to purchase equipment. Because of the prices that GSA has negotiated, State and Local Government Agencies have been using the GSA prices to eliminate the bidding process. By offering you the ability to purchase using the same terms and conditions as our GSA Contract, eliminates the bidding process because GSA has already completed the negotiations. This not only saves State and Local Government Agencies time and money, but insures that they are getting this unit for the absolute lowest price. The Asheville Regional Airport Authority can certainly use our GSA Prices to purchase the unit. All machines are FOB Delivered (No Freight).

I hope this answers any questions that you may have. Enclosed is a copy of our GSA Rider Contract. Should you have any more questions please call me.

Sincerely,

A handwritten signature in black ink, appearing to read "Sam", written in a cursive style.

Sam W. Magruder Jr.  
National Government Accounts Manager





## MEMORANDUM

TO: Members of the Airport Authority

FROM: Lew Bleiweis, Airport Director

DATE: December 10, 2010

### ITEM DESCRIPTION – New Business Item A

Approval of Resolution to Amend Resolution Number 041307-02 Concerning the Implementation and Collection of a Customer Facility Charge

### BACKGROUND

On May 17, 2004, the Authority adopted a resolution authorizing the imposition and collection of a Customer Facility Charge (CFC) of \$2.00 per car rental transaction day on all car rental contracts issued for the rental of passenger motor vehicles at the Asheville Regional Airport.

The Authority uses CFCs to fund capital improvement projects that benefit the rental car companies and rental car users.

On April 13, 2007, the Authority amended the resolution and increased the level of CFC collection from \$2.00 per car rental transaction day to \$4.00 per car rental transaction day to fund the bond obligation for the construction of the new rental car maintenance and storage lot facility.

The bond covenants require that 50% of the outstanding amount of the bonds be maintained in an additional collateral fund unless the net rental car facility revenues paid to the Authority equal or exceed 165% of the yearly debt service. If this 165% ratio is met for two consecutive years, Wells Fargo, the bond holder, shall release the additional collateral fund back to the Authority. However, the additional collateral fund will have to be reinstated if the revenue to debt ratio falls below 165%.

We are currently in the third year of repayment. The first year we exceeded 165%, the second year we were at 162%. The lower ratio was a result of lower revenues for the first few months of 2010. At our request, Wells Fargo has agreed to release the

New Business – Item A



additional collateral fund of approximately \$2,000,000 to the Authority, but will require it again should our net rental car facility revenues stay below the 165% coverage ratio.

## **ISSUES**

In order to guarantee that the Authority remains equal to or greater than the 165% revenue to debt ratio, the Authority needs to increase its current level of CFC collection from \$4.00 per car rental transaction day to \$4.25 per car rental transaction day.

It is recommended that the increase in the CFC collection rate take effect on February 1, 2011.

## **ALTERNATIVES**

The Authority Board could decide not to move forward with the proposed Amendment.

## **FISCAL IMPACT**

The proposed increase will generate an estimated \$52,500 annually based on the current number of rental car transaction days. The result of this increase will produce an estimated cushion of the debt ratio of approximately \$34,500. Without this cushion, the Authority will have to be ready at any time to re-deposit the 50% security.

## **RECOMMENDED ACTION**

It is respectfully requested that the Authority Board resolve to approve the attached Resolution to Amend Resolution Number 041307-02 Concerning the Implementation and Collection of a Customer Facility Charge.

Attachment

**RESOLUTION NUMBER 121010-03**

**A RESOLUTION TO AMEND RESOLUTION NUMBER 041307-02 AUTHORIZING THE IMPOSITION AND COLLECTION OF A CUSTOMER FACILITY CHARGE OF \$4.00 PER CAR RENTAL TRANSACTION DAY ON ALL CAR RENTAL CONTRACTS ISSUED FOR THE RENTAL OF PASSENGER MOTOR VEHICLES AT THE ASHEVILLE REGIONAL AIRPORT**

**WHEREAS**, the Asheville Regional Airport Authority (“Authority”) is a joint governmental agency organized and created by the City of Asheville and the County of Buncombe, pursuant to Article 20 of Chapter 160A of the General Statutes of North Carolina; and

**WHEREAS**, the Authority operates the Asheville Regional Airport (“Airport”); and

**WHEREAS**, the Authority on May 17, 2004, adopted a resolution authorizing the imposition and collection of a customer facility charge of \$2.00 per car rental transaction day on all car rental contracts issued for the rental of passenger motor vehicles at the Asheville Regional Airport; and

**WHEREAS**, the Authority, on or about July 1, 2004, began imposing and have said Car Rental Operators collect, on behalf of the Authority, a Customer Facility Charge of \$2.00 per Car Rental Transaction Day on all Car Rental Contracts; and

**WHEREAS**, the Authority on April 13, 2007, adopted amended Resolution Number 041307-02 increasing the Customer Facility Charge from \$2.00 per Car Rental Transaction Day to \$4.00 per Car Rental Transaction Day to fund certain car rental facilities and other ground transportation projects which will benefit Car Rental Operators and their Customers at the Airport; and

**WHEREAS**, the imposition and collection of said Customer Facility Charge is hereby determined to be in the public interest of providing and maintaining facilities and service to Car Rental Operators, their Customers, and the traveling public using the Airport; and

**WHEREAS**, the Airport Director recommends that the Authority amend Resolution Number 041307-02 to increase the Customer Facility Charge of \$4.00 per Car Rental Transaction Day to \$4.25 per Car Rental Transaction Day, effective February 1, 2011.

**NOW, THEREFORE,** Be It Resolved and Adopted by the Authority as follows:

1. SECTION 1 (a) of Resolution Number 041307-02 shall be replaced in its entirety and read as follows:
  - (a) "Customer Facility Charge" means a charge of \$4.25 per Car Rental Transaction Day.
2. All other sections and provisions of Resolution Number 041307-02 not specifically amended shall remain in full force and effect.
3. This Resolution shall take effect at 12:01 A.M., February 1, 2011, and shall apply to each and every Car Rental Contract covering the rental of any passenger motor vehicle at the Airport on or after February 1, 2011.

Adopted this 10<sup>th</sup> day of December, 2010.

**ASHEVILLE REGIONAL AIRPORT AUTHORITY**

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Jeffrey A. Piccirillo  
Secretary-Treasurer

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David R. Hillier  
Chairman



## **MEMORANDUM**

TO: Members of the Airport Authority

FROM: Lew Bleiweis, Airport Director

DATE: December 10, 2010

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

Adoption of the Asheville Regional Airport Five-Year Capital Improvement Plan (CIP) for FY 2012-2016

### **BACKGROUND**

The Federal Aviation Administration (FAA) requires all airports to submit a Five-Year CIP to be eligible for federal project funding. The CIP is used to update the National Plan of Integrated Airport Systems (NPIAS) and allows the FAA to update their funding program based upon available funding levels.

### **ISSUES**

The proposed CIP for Asheville Regional Airport is based upon capital projects identified during the 2005 Terminal Area Planning Study (TAP) and the proposed Airfield Improvements Program identified in 2009. Staff is recommending minor revisions in the CIP based upon the anticipated schedule required to implement the Airfield Improvements Program and budgetary constraints.

### **ALTERNATIVES**

None recommended at this time.

### **FISCAL IMPACT**

The Five-Year CIP is considered a planning and administrative tool for authority Staff and the FAA. Adopting the CIP does not approve any contracts nor provide Staff with any authorization to award design or construction projects. Staff will present individual CIP projects to the Authority Board in accordance with all applicable Authority policies.

New Business – Item B



## **RECOMMENDED ACTION**

It is respectfully requested that the Authority Board resolve to adopt the Asheville Regional Airport Five-Year Capital Improvement Plan as presented for submission to the FAA.

Attachment

**Airport Capital Improvement Plan  
Asheville Regional Airport  
Fiscal Years 2012-2016**

<u>Description</u>	<u>Total Cost</u>	<u>AIP Entitlements</u>	<u>AIP Discretionary</u>	<u>State Funds</u>	<u>Pay-As-You-Go PFC</u>		<u>Other Local Funds</u>			<u>Total Funding</u>
					<u>Current Approval</u>	<u>Future Approvals</u>	<u>Airport Capital</u>	<u>Other (b)</u>	<u>CFC</u>	
<b><u>FY 2012 (Oct 1, 2011 - Sept 30, 2012)</u></b>										
ARFF Facility	4,000,000	2,200,000	-	-	-	1,200,000	600,000	-	-	4,000,000
Airfield Improvements Program Year 2 - TW Design	3,266,300		2,700,000	300,000			266,300			3,266,300
Terminal Renovation - B Gates	250,000						250,000			250,000
<b>Subtotal FY 2012</b>	<b>\$ 7,516,300</b>	<b>\$ 2,200,000</b>	<b>\$ 2,700,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ 1,200,000</b>	<b>1,116,300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,516,300</b>
<b><u>FY 2013 (Oct 1, 2012 - Sept 30, 2013)</u></b>										
Wright Brothers Way Extension	3,000,000	1,625,250	-	-	-	1,000,000	374,750	-	-	3,000,000
Airfield Improvements Program Year 3 - TW Construction Phase 1 (sitework)	9,113,775	-	8,500,000	300,000	-	-	313,775	-	-	9,113,775
Snow Equipment - Plow Trucks & Equipment	605,000	574,750					30,250			605,000
<b>Subtotal FY 2013</b>	<b>\$ 12,718,775</b>	<b>\$ 2,200,000</b>	<b>\$ 8,500,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>718,775</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,718,775</b>
<b><u>FY 2014 (Oct 1, 2013 - Sept 30, 2014)</u></b>										
Ready/Return Lot Expansion & Improvements	1,000,000	-	-	-	-	-	0	-	1,000,000	1,000,000
Airfield Improvements Program Year 4 - TW Construction Phase 2 (sitework / paving / electrical)	9,297,275	1,000,000	7,750,000	300,000	-	-	247,275	-	-	9,297,275
Snow Equipment - Broom & Blower	1,655,000	1,200,000	-	-	-	455,000				1,655,000
<b>Subtotal FY 2014</b>	<b>\$ 11,952,275</b>	<b>\$ 2,200,000</b>	<b>\$ 7,750,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ 455,000</b>	<b>247,275</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ 11,952,275</b>
<b><u>FY 2015 (Oct 1, 2014 - Sept 30, 2015)</u></b>										
Ground Transportation / Commercial Vehicle Loading Area w/ Pedestrian Canopies	3,500,000	1,200,000	-	-	-	1,500,000	800,000	-	-	3,500,000
Airfield Improvements Program Year 5 - TW Construction Phase 3 (paving / electrical)	11,890,725	1,000,000	10,000,000	300,000	-	-	590,725	-	-	11,890,725
<b>Subtotal FY 2015</b>	<b>\$ 15,390,725</b>	<b>\$ 2,200,000</b>	<b>\$ 10,000,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>	<b>1,390,725</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,390,725</b>
<b><u>FY 2016 (Oct 1, 2015 - Sept 30, 2016)</u></b>										
Passenger Board Bridges - Procurement & Installation	2,000,000	1,200,000	-	-	-	800,000	0	-	-	2,000,000
Airfield Improvements Program Year 6 - RW Re-Construction (design / construction)	12,110,925	1,000,000	10,000,000	300,000	-	-	810,925	-	-	12,110,925
<b>Subtotal FY 2016</b>	<b>\$ 14,110,925</b>	<b>\$ 2,200,000</b>	<b>\$ 10,000,000</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ 800,000</b>	<b>810,925</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,110,925</b>
<b>Total - FY 2012 through FY 2016</b>	<b>\$ 61,689,000</b>	<b>\$ 11,000,000</b>	<b>\$ 38,950,000</b>	<b>\$ 1,500,000</b>	<b>\$ -</b>	<b>\$ 4,955,000</b>	<b>\$ 4,284,000</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ 61,689,000</b>



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## MEMORANDUM

TO: Members of the Airport Authority

FROM: Lew Bleiweis, Airport Director

DATE: December 10, 2010

### ITEM DESCRIPTION – New Business Item C

Approval of an Agreement with SpectraSite Communications, LLC for a Multi-Carrier In-Building Neutral Host Lease Agreement.

### BACKGROUND

SpectraSite Communications, LLC (“SpectraSite”) in partnership with American Tower Corporation currently provides cell phone towers to individual wireless communication companies, like Verizon and AT&T, enabling the installation of equipment for wireless communications. The nearest cell phone tower to the airport is close to maximum capacity. With the concentration of passengers, employees, and the general public at the Airport, cell phone accessibility can sometimes be limited.

SpectraSite is seeking additional wireless communication company capacity by proposing an internal wireless antenna system within the airport terminal building that will act as a neutral host to individual wireless communication companies.

SpectraSite is proposing a 10 to 15 year lease for equipment space, and the non-exclusive access to and use of vertical and horizontal risers, raceways, HVAC ducts, conduits and telecommunications pathways in the Terminal. The leased space will be used for the sole purposes of installing, operating, maintaining, and replacing a multi-carrier in-building system for providing telecommunication companies the ability to provide voice and/or data wireless services to such companies’ respective customers in or immediately surrounding the Terminal.

### ISSUES

None

New Business – Item C





## **ALTERNATIVES**

The Authority Board could decide this is not the type of business for the Authority to partner with and disapprove any type of an agreement.

## **FISCAL IMPACT**

The lease will be based on a percentage share of revenue with the revenue potential for the Authority of approximately \$75,000 to \$160,000 over the life of the lease.

## **RECOMMENDED ACTION**

It is respectfully requested that the Authority Board resolve to (1) approve an Agreement with SpectraSite Communications, LLC for a Multi-Carrier In-Building Neutral Host Lease; and (2) authorize the Airport Director to negotiate the terms of the agreement and execute the necessary documents.



## **MEMORANDUM**

TO: Members of the Airport Authority

FROM: Lew Bleiweis, Airport Director

DATE: December 10, 2010

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

Approval of a New Task Order with RS & H for the Development of the FAA Letter of Intent Application

### **BACKGROUND**

In August 2008, the Authority Board approved a general consultant contract with Reynolds, Smith & Hills, Inc. ("RS & H") for various projects which included the runway pavement evaluation project completed in the spring 2009. In March 2010, the Board reaffirmed its position to move forward with the West Parallel Taxiway and Runway Reconstruction Project pending appropriate funding from the FAA. In August 2010, the Board approved a project with The LPA Group to proceed with the Environmental Assessment necessary for the Letter of Intent ("LOI") application with the FAA.

The LOI program is designed by the FAA to assist airports that lack the sufficient funds, but seeks a multi-year commitment of FAA funds, for a major capital project, where such a project is intended to preserve or enhance airfield capacity and safety, as does this project.

RS & H is proposing to assist the Authority in developing the project financial plan and LOI application for the vital West Parallel Taxiway and Runway Reconstruction Project.

The scope of work is defined in the attached proposal.

### **ISSUES**

The Authority has never applied for and submitted an LOI Application with the Federal Aviation Administration and lacks the professional knowledge to do so. It is essential

New Business – Item D



for this project that the Authority seek the expertise needed to complete and implement the FAA Letter of Intent Application.

## **ALTERNATIVES**

None

## **FISCAL IMPACT**

Based on the scope of work submitted, the professional fees proposed by RS & H is a total lump sum amount not-to-exceed \$50,000. The expenditure is covered in the current fiscal budget under the amount for the Environmental Assessment needed for the LOI Application. The cost of these services are fully reimbursable as part of a future FAA grant, as a project formulation cost.

## **RECOMMENDED ACTION**

It is respectfully requested that the Authority Board resolve to (1) approve a new Task Order with Reynolds, Smith & Hills, Inc. for the Development of the FAA Letter of Intent Application in an amount not-to-exceed \$50,000; and (2) authorize the Airport Director to execute the necessary documents.

Attachment



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Proposal for:

**PROFESSIONAL SERVICES FOR  
ASSISTANCE IN DEVELOPMENT OF A  
FAA LETTER OF INTENT APPLICATION**

**AT ASHEVILLE REGIONAL AIRPORT**

---

**PROJECT WORK SCOPE**



Reynolds, Smith & Hills, Inc.

November 3, 2010

## **SCOPE OF WORK**

### **ASSISTANCE IN DEVELOPMENT OF A FAA LETTER OF INTENT APPLICATION**

#### **ASHEVILLE REGIONAL AIRPORT FLETCHER, NORTH CAROLINA**

##### **I. PROJECT DESCRIPTION**

The Asheville Regional Airport is owned by the Asheville Regional Airport Authority (collectively, the Airport, Sponsor, or AVL). The Airport serves as the aviation gateway to the City of Asheville, Buncombe County, and Western North Carolina.

The Airport has only one runway. Because of the critical nature of the runway, it cannot be closed for extended periods of time. However, after more than 20 years of service, the runway needs to be temporarily closed, shifted 75 feet to the west in order to comply with FAA safety criteria, and reconstructed. Therefore, in order to accomplish this project, the Airport has developed a plan to build a parallel, temporary runway to be used while the main runway is closed for reconstruction. After the main runway is opened, the temporary runway will become the west-side parallel taxiway. The new west side parallel taxiway will allow future development of the west side of the Airport.

The purpose of this Scope of Work is to assist in development and implementation of a funding plan for this vital runway reconstruction project. This will include helping refine the Airport capital financial plan and prepare an application for funds under the FAA's Letter of Intent Program.

The Letter of Intent Program is designed by the FAA to assist airports that lack sufficient funds for a major capital project, where such project is intended to preserve or enhance airfield capacity and safety, as does the proposed project. That is, the Airport Sponsor does not have available funds, but seeks a multi-year commitment of FAA funds to accomplish the proposed project.

This Scope of Work will assist the Airport in developing the Project Financial Plan/Letter of Intent application. This effort includes:

- Defining the capital costs and schedule the funding needs by year.
- Identifying the proposed sources of funds which include, per FAA requirements, a substantial commitment of local (Sponsor) funds.
- Identifying and consulting with the Sponsor regarding the risks and alternatives for project funding.
- Calculating the necessary Letter of Intent amounts.
- Preparing the written application and assistance in presenting this application to the FAA.
- Modifying, as necessary and as limited by available funding, the funding plan and application based upon FAA comments.

In summary, the Airport represents the 'front door' to Western North Carolina and is vital to satisfy the needs of passengers and other aviation demands of the region. Reynolds, Smith & Hills, Inc. (RS&H) proposes to provide professional consulting services to help facilitate the Letter of Intent preparation process, as defined in the following tasks.

## II. PROJECT TASKS

### **Task 1 – Collect Data/Define Project**

RS&H shall collect, review, and summarize existing Airport activity and capital planning data. This Airport activity information includes historical passenger traffic, aircraft operations, the FAA Terminal Area Forecast, and similar data. Capital information includes the most recent FAA Capital Improvement Plan and project update information. Methods to identify and approach developing the capital plan and preparing the Letter of Intent Application will be researched. A list of potential project issues, goals, and milestones will be developed.

This task is expected to be performed at our offices and take approximately two days, once all available information is received from Airport staff. An information request will be prepared by RS&H and presented to the Airport staff for collection.

### **Task 2 – Identify Proposed Capital Projects**

The preparation of the Letter of Intent application will commence with an initial consultant/Airport meeting/work session, held via conference call, and will focus on:

- Verifying all current or proposed CIP projects.
- Listing potential major maintenance or other projects that might impact the CIP.
- Identifying additional costs necessary to implement the proposed projects such as environmental, engineering/design fees, consulting, land acquisition, permitting, inspection, etc.
- Listing the long-term facility goals and objectives based on the Master Plan and Airport management's expectations for inclusion in the application.
- Identifying expectations and challenges for completing the proposed capital projects.
- Developing/refining the proposed implementation schedule and detailing the expected costs.

RS&H will work with the Airport to establish the effort's goals and methods, as well as identify the specific issues with regard to completing the proposed projects. This may include attempting to reclassify capital planning objectives and resolve potential conflicts among projects. RS&H representatives will prepare a summary of the meeting activity.

### **Task 3 – Evaluate Funding Sources/Consult with Sponsor**

This task will be conducted in concert with Task 2 and identify potential funding sources. These potential sources include, but are not limited to:

- FAA Entitlement funds.
- FAA Discretionary funds.
- FAA special funds for specific types of improvements, if applicable.
- Airport funds (reserves, cash flow, and other).
- State funds.
- Local funds.
- Passenger Facility Charges.

The objective is to integrate the proposed capital plan that includes, in addition to the above sources, a Letter of Intent commitment. This task will also seek to resolve open issues of project planning and funding. In addition, alternative and unique funding concepts or approaches to the capital plan will be considered.

To the degree possible, funding risks and alternatives will be identified and discussed. Issues of capital project delay and alternative delivery systems will be identified. The objective being to articulate the risks and opportunities associated with any capital planning/implementation effort.

#### **Task 4 – Conduct Analysis and Concept Development/Calculate Proposed Letter of Intent Funding**

RS&H shall conduct analysis to address issues, opportunities, and options with regard to:

- Optimum ways to structure the capital construction and funding plan.
- Potential ways to present the funding plan proposals.
- Mitigation of potential funding peak-year issues.
- Identification of alternative and back-up funding strategies.
- Reconciling the various conflicts facing Airport management with the implementation plan.

Based on the analysis, the funding request amount in the Letter of Intent will be developed including annual and total funds.

#### **Task 5 – Summarize Findings**

RS&H shall prepare a summary of the Airport's entire capital funding plan and specifically the Letter of Intent funding proposal. This summary shall be presented to the Airport for review. If necessary, modifications will be made.

#### **Task 6 – Prepare Draft Letter of Intent Application**

A draft Letter of Intent application will be prepared that includes:

- **Executive Summary** – A brief description of the proposed project and its justification, as well as its funding sources.
- **Existing Facilities** – A description of the Airport's background and capacity constraints.
- **Activity Forecast** – For this analysis, the FAA Terminal Area Forecast will be used with justification for the expected activity levels.
- **Proposed Action** – Identification of the project scope, total cost, and timeline.
- **Detailed Capital Cost Estimate** – A breakdown and justification for the capital amount proposed in the Letter of Intent.
- **ALP Status** – Confirmation that the Airport Layout Plan includes the proposed project.
- **Environmental Status** – Confirmation that all necessary environmental approvals and necessary permits have been applied for or received.

- **Financial Plan** – This will include the project schedule by year and source of funds. The FAA Financial Template will be utilized.

Upon completion of the draft Letter of Intent application, RS&H shall review the application with the client in a workshop held in Asheville.

### **Task 7 – Prepare Final Letter of Intent Application**

The final task is to receive comments from Airport staff, and amend/modify the Letter of Intent application for final submission to the FAA (submission to be formally made by AVL). If necessary, RS&H will address comments received from FAA and prepare a single final submission for FAA review and approval.

### **III. PRESENTATIONS AND/OR MEETINGS**

RS&H will prepare for and attend one on-site meeting with the Airport as follows:

- 1) Review of the draft Letter of Intent application with AVL staff.

### **IV. DELIVERABLES**

RS&H will provide the following deliverables to the Airport:

- 1) Summary of capital projects, their costs, and expected sources of funds.
- 2) Summary of issues discussed in the project goals meeting, such as financial risks or project alternatives.
- 3) Draft Letter of Intent application for review.
- 4) Final Letter of Intent application for submittal.
- 5) Revised Letter of Intent application for re-submittal to FAA, if required.

### **V. SCHEDULE OF PERFORMANCE**

RS&H proposes to perform the identified project tasks in order to meet the March 1, 2011 FAA deadline for final Letter of Intent submittal.

### **VI. EXCLUSIONS**

As identified in “Professional Fees” below, the scope of this project is limited to development of a project capital finding plan and Letter of Intent application. Based on current federal requirements, no Benefit-Cost Analysis is to be prepared. No revision to the ALP is included, nor are any environmental approval documents provide in this scope of services.

### **VII. PROFESSIONAL FEES**

Based on the tasks identified above, the total lump sum cost is \$50,000, as detailed on the attached spreadsheet. The cost for these services are fully reimbursable as part of a future FAA grant, as a project formulation cost.





ASHEVILLE REGIONAL AIRPORT

FEE PROPOSAL

PREPARATION OF FAA LETTER OF INTENT APPLICATION

SCOPE / TASK TITLE	PROJECT OFFICER	PROJECT MANAGER	SENIOR PLANNER				ADMIN ASST	TOTAL	
<b>BASIC SERVICES</b>									
<b>Task 1: LUMP SUM</b>									
Task 1 Collect Data/Define Project	2	16	8					26	
Task 2 and 3 Project Identification/Source-Use Analysis	4	32	32					68	
Task 4 Conduct Detailed Funding Analysis	2	40	4					46	
Task 5 Draft Capital Funding Presentation	2	24	4					30	
Task 6 Prepare Letter of Intent Document	4	32	4					40	
Task 7 Modify/Follow Up	2	8	2					12	
TOTAL HOURS	16	152	54				0	222	
RATE	\$81.00	\$70.00	\$63.00				\$20.00	\$69.09	
TOTAL DIRECT LABOR \$	\$1,296	\$10,640	\$3,402				\$0	\$15,338	
OVERHEAD @	178.00%							\$27,302	
PROFIT @	12.0%							\$5,117	
TOTAL BURDENED LABOR @								\$47,756	
<b>OTHER DIRECT NON-SALARY COSTS</b>									
TRAVEL				Air @	Car @	Hotel @	Meals @		
				# People	# Days	\$500	\$50	\$150	\$50
Airport Work Sessions				2	3	\$1,000		\$600	\$400
Copying, phone, delivery, miscellaneous									\$244
								\$2,244	
TOTAL ODC's								\$2,244	
<b>TOTAL PROPOSED FEE FOR:</b>	<b>PREPARATION OF FAA LETTER OF INTENT APPLICATION</b>							<b>\$50,000</b>	



## **MEMORANDUM**

TO: Members of the Airport Authority

FROM: Lew Bleiweis, Airport Director

DATE: December 10, 2010

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

Approval of Contract with Newton & Associates for Completion and Implementation of a Passenger Facility Charge (PFC) Application

### **BACKGROUND**

The Authority is currently collecting Passenger Facility Charge revenue under application #4. This collection authority approved by the FAA was set to expire May 2010. Due to the decrease of passenger enplanements prior to 2010, the collected amount was lower than the amount under the approved application. Based on Calendar Year 2009 enplanements, the Authority was able to get PFC Application #4 extended until August 2011. Based on the Authority's current Capital Improvement Program (CIP), additional PFC funding is required in the future. It is now time to complete, submit, and implement a new PFC application. With recent turnover and new Staff in place, it is most desirable to hire a consultant to complete the new PFC application while training Staff in the process.

Newton & Associates is an approved financial sub-consultant, for this kind of work, under the general consultant contract with RS & H approved by the Board in August 2008.

### **ISSUES**

The Authority has been collecting PFC revenue faster than anticipated because of the increase in passenger enplanements. This increase is causing the current PFC application to expire sooner than the August 2011 expiration date. The implementation of a new PFC application will allow the Authority to continue its PFC revenue collection without any lapses and fund the Authority's capital improvement program.

New Business – Item E



## **ALTERNATIVES**

The Board could decide not to award the contract and staff would have to learn the PFC application process on their own and prepare and submit the PFC application.

## **FISCAL IMPACT**

The fee structure for this contract is based on hourly fees and expenses with a not-to-exceed amount. The total not-to-exceed amount for PFC Task Elements I and II is \$41,800. This work is 100% reimbursable through PFC funding.

## **RECOMMENDED ACTION**

It is respectfully requested that the Authority Board resolve to (1) approve a Contract with Newton & Associates for Completion and Implementation of a Passenger Facility Charge Application in an amount not-to-exceed \$41,800; and (2) authorize the Airport Director to execute the necessary documents.

Attachments

November 23, 2010

Mr. Lew Bleiweis, A.A.E.  
Airport Director  
Asheville Regional Airport  
61 Terminal Drive  
Fletcher, NC 28732

Re: Agreement to Provide Professional Services  
Passenger Facility Charge Program at  
Asheville Regional Airport

Dear Mr. Bleiweis:

Newton & Associates, Inc. (“NAI”) is pleased with the opportunity to provide professional services to assist you and the Asheville Regional Airport Authority (“Authority”) with the development of the Asheville Regional Airport’s (“Airport”) Passenger Facility Charge (“PFC”) program. To that end, NAI herewith submits its proposal and letter agreement for the consideration of both you and the Authority.

## I. SCOPE OF SERVICES

In continuing to assist the Airport in its PFC program, NAI proposes to provide the following services:

### PFC TASK I ELEMENTS:

- Task I-1. Information Gathering, Fact Finding and PFC/CIP Review:** Collect, review and analyze the Airport’s existing PFC Program and current Capital Improvement Program (“CIP”) funding plan for AIP/PFC project eligibility. Provide recommendations on applicability of funding source(s) by project as well as scheduling.
- Task I-2. PFC Program Development – New PFC Application:** NAI will develop a new PFC funding plan (in the form of Attachment “A”) based on the overall Airport CIP funding plan. NAI will also assist the Authority in describing, justifying and identifying the objectives for each project work element (in the form of Attachment “B” or Attachment “H”). Utilizing historical financial and operational information and existing Airport planning documents provided by the Authority, NAI will project future enplaned passengers and PFC gross and net revenues utilizing time series analysis. NAI will estimate PFC Charge Expiration Date as required by the FAA.

**Task I-3. Air Carrier Consultation and Public Notification Process:** NAI will facilitate all aspects of the air carrier PFC consultation and public notification process as required by 14 CFR 158 of the Federal Aviation Regulations, including:

- Identify air carriers and foreign air carriers to which PFC notification letters must be sent and recommend, where appropriate, any class of air carriers for exclusion from the requirement to collect a PFC;
- Draft and transmit the notification letter on the Authority's behalf to identified air carriers and foreign air carriers serving the Airport;
- Provide the notified air carriers with project work element descriptions, justifications and PFC funding plans;
- Draft and coordinate notice and opportunity for public comment;
- Conduct the air carrier consultation meeting or assist the Authority in conducting the meeting and taking, drafting and editing meeting minutes;
- Compile all air carrier certifications of agreement/disagreement and summarize substantive air carrier comments contained therein, along with any public comments received by the Authority; and
- Draft the Authority's reasons for proceeding with project work elements in the face of any air carrier or public disagreements, if applicable.

**Task I-4. PFC Application Development and Submittal:** Utilizing the Airport's current CIP and PFC financial and project information supplied to NAI by the Authority and its engineer(s) and/or designers, or derived by NAI during the course of this assignment, NAI will prepare the new PFC application for submittal by the Authority to the FAA in a manner and form prescribed by the FAA including all information and attachments thereto. NAI will coordinate with other governmental officials at the Authority's direction and as may be agreed upon between NAI and Authority. NAI will notify the air carriers to collect PFCs following FAA approval of the PFC application.

This proposal anticipates one, two consultants trip to the Airport in partial satisfaction of Task I-1, and one, one consultant trip to the Airport for the air carrier consultation meeting (Task I-3).

#### **PFC TASK II ELEMENT:**

**Task II-1. Passenger Facility Charge Workshop:** NAI will meet with Airport staff to conduct a PFC Workshop. The PFC Workshop will focus on the fundamentals, regulatory requirements and management of the Airport's PFC Program. This proposal anticipates one, two consultants trip to the Airport in partial satisfaction of this Task II-1.

## II. COMPENSATION

NAI will perform the above described **PFC Task I Elements** for a not to exceed amount of \$37,400. NAI will perform the above described **PFC Task II Element** for a not to exceed amount of \$4,400. Total not to exceed fees and expenses for **PFC Task I Elements** and **PFC Task II Element** will be \$41,800. NAI will invoice monthly and the invoices will be due and payable upon receipt by the Authority. Each invoice will include an itemization of work performed, the time expended and the expenses incurred during the given period. *Note that amounts paid to NAI pursuant to this proposal would be fully recoverable from PFCs under the New PFC Application when approved by the FAA.*

Any professional services requested by the Authority to be performed by NAI in addition to those identified in this proposal, set forth above, will be considered out of scope and performed at NAI's professional hourly rates (attached hereto), plus actual out of pocket expenses, if applicable.

## III. CONTRACT

If this proposal is acceptable to you, please have both counterparts of this letter agreement executed on behalf of the Authority in the space provided below and return one counterpart to us.

We look forward to working with you on this very important assignment.

Sincerely,

NEWTON & ASSOCIATES, INC.

ASHEVILLE REGIONAL AIRPORT  
AUTHORITY



Nancy E. Newton  
President

BY: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_

Attachment

cc: Frank Newton, III  
Michael Hill

## **FEE SCHEDULE**

Principal Consultant/Legal	\$175
Vice President/Project Manager	\$160
Senior Consultant	\$150
Consultant	\$125
Support Staff	\$ 65



## **MEMORANDUM**

TO: Members of the Airport Authority

FROM: Vickie Thomas, Director of Finance and Accounting

DATE: December 10, 2010

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

Proposed FY10/11 Budget Amendment

### **BACKGROUND**

To provide for the revenue and expenditures for the Consent Agenda and New Business Items, we must amend our FY10/11 budget.

We need to increase our Reimbursable Costs revenues and expenditures by \$42,750 to provide for the increase in the Avcon Engineers & Planners contract costs that are to be reimbursed by Charah. To provide for the purchase of the electric belt loaders, we need to increase our Equipment & Small Capital Outlay expenditure and increase the NC DOT Grant revenue by \$142,500. And to provide for the contract with Newton & Associates to prepare a new PFC application, we need to increase the Executive Department expenditures and increase our Passenger Facility Charges revenue by \$41,800.

We recommend that the Airport Authority Board amend the FY10/11 budget as outlined below.

### **ISSUES**

If the proposed budget amendment items are not approved, we would not be able to move forward on certain planned expenditure items.





## ALTERNATIVES

We could not amend the FY10/11 budget for any of the individual items, and then would have to change our plans accordingly.

## FISCAL IMPACT

The budget amendment will increase FY10/11 budgeted revenue and expenditures by \$227,050 to provide for the changes outlined above.

## RECOMMENDED ACTION

It is respectfully requested that the Airport Authority Board resolve to amend the FY10/11 budget by adopting the following budget ordinance amendment:

BE IT ORDAINED by the Asheville Regional Airport Authority that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2011:

Section 1. To amend the appropriations as follows:

### EXPENDITURES:

	<u>Decrease</u>	<u>Increase</u>
Executive Department		\$41,800
Reimbursable Costs		42,750
Equipment and Small Capital Outlay		142,500
Totals	<u><u>\$0</u></u>	<u><u>\$227,050</u></u>

This will result in a net increase of \$227,050 in the appropriations. To provide the additional revenue for the above, revenues will be revised as follows:



**REVENUES:**

	<u>Decrease</u>	<u>Increase</u>
Reimbursable Costs		\$42,750
Passenger Facility Charges		41,800
NC DOT Grants		142,500
Totals	<u>\$0</u>	<u>\$227,050</u>

Section 2. Copies of this budget amendment shall be furnished to the Secretary of the Asheville Regional Airport Authority, who for purposes of this ordinance, is designated as the Clerk to the Asheville Regional Airport Authority, and to the Budget Officer and to the Finance Officer for their direction.

Adopted this 10<sup>th</sup> day of December, 2010.

\_\_\_\_\_  
David Hillier, Chairman

Attested by:

\_\_\_\_\_  
Jeffrey Piccirillo, Secretary-Treasurer



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## MEMORANDUM

TO: Members of the Airport Authority

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

DATE: December 10, 2010

### ITEM DESCRIPTION – Information Section Item A

October, 2010 Traffic Report – Asheville Regional Airport

### SUMMARY

October 2010 overall passenger traffic numbers were up 36.6%. Passenger traffic numbers reflect a 37.9% increase in passenger enplanements from October 2009. Enplanements for fiscal year to date total 152,200.

### AIRLINE PERFORMANCE

AirTran Airways: AirTran's October 2010 enplanements increased by 86.4% compared to October 2009. There were no flight cancellations for the month.

Continental Airlines: Year over Year passenger enplanements for Continental in October 2010 were down by 9.3%. There were three (3) flight cancellations for the month.

Delta Airlines: Delta's October 2010 enplanements increased by 25.4% compared to October 2009. There were eight (8) flight cancellations for the month.

US Airways: US Airways' October 2010 passenger enplanements represent a 43.8% increase. There were six (6) flight cancellations for the month.

# Monthly Traffic Report

## Asheville Regional Airport

### October 2010



Category	Oct 2010	Oct 2009	Percentage Change	*CYTD-2010	*CYTD-2009	Percentage Change	*MOV12-2010	*MOV12-2009	Percentage Change
<b>Passenger Traffic</b>									
Enplaned	38,276	27,766	37.9%	312,791	244,683	27.8%	359,307	292,162	23.0%
Deplaned	<u>38,355</u>	<u>28,314</u>	35.5%	<u>309,752</u>	<u>242,902</u>	27.5%	<u>355,094</u>	<u>288,715</u>	23.0%
<b>Total</b>	<b>76,631</b>	<b>56,080</b>	<b>36.6%</b>	<b>622,543</b>	<b>487,585</b>	<b>27.7%</b>	<b>714,401</b>	<b>580,877</b>	<b>23.0%</b>
<b>Aircraft Operations</b>									
Airlines	153	49	212.2%	949	294	222.8%	1,018	339	200.3%
Commuter /Air Taxi	<u>1,808</u>	<u>1,655</u>	9.2%	16,560	14,517	14.1%	19,277	17,522	10.0%
<b>Subtotal</b>	<u>1,961</u>	<u>1,704</u>	15.1%	<u>17,509</u>	<u>14,811</u>	18.2%	<u>20,295</u>	<u>17,861</u>	13.6%
General Aviation	4,141	4,616	-10.3%	36,221	38,275	-5.4%	43,071	44,550	-3.3%
Military	<u>501</u>	<u>408</u>	22.8%	<u>4,146</u>	<u>2,916</u>	42.2%	<u>4,945</u>	<u>3,314</u>	49.2%
<b>Subtotal</b>	<u>4,642</u>	<u>5,024</u>	-7.6%	<u>40,367</u>	<u>41,191</u>	-2.0%	<u>48,016</u>	<u>47,864</u>	0.3%
<b>Total</b>	<b>6,603</b>	<b>6,728</b>	<b>-1.9%</b>	<b>57,876</b>	<b>56,002</b>	<b>3.3%</b>	<b>68,311</b>	<b>65,725</b>	<b>3.9%</b>
<b>Fuel Gallons</b>									
100LL	25,276	16,966	49.0%	186,723	179,042	4.3%	219,890	207,524	6.0%
Jet A (GA)	133,091	135,859	-2.0%	983,269	918,423	7.1%	1,133,455	1,079,921	5.0%
<b>Subtotal</b>	<u>158,367</u>	<u>152,825</u>	3.6%	<u>1,169,992</u>	<u>1,097,465</u>	6.6%	<u>1,353,345</u>	<u>1,287,445</u>	5.1%
Jet A (A/L)	<u>317,913</u>	<u>236,049</u>	34.7%	<u>2,962,986</u>	<u>2,054,167</u>	44.2%	<u>3,408,077</u>	<u>2,544,317</u>	33.9%
<b>Total</b>	<b>476,280</b>	<b>388,874</b>	<b>22.5%</b>	<b>4,132,978</b>	<b>3,151,632</b>	<b>31.1%</b>	<b>4,761,422</b>	<b>3,831,762</b>	<b>24.3%</b>

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

Monday, November 22, 2010

# Airline Enplanements, Seats, and Load Factors

## Asheville Regional Airport

October 2010



	Oct 2010	Oct 2009	Percentage Change	*CYTD-2010	*CYTD-2009	Percentage Change
<b>AirTran Airways</b>						
Enplanements	2,705	1,451	86.4%	22,361	6,629	237.3%
Seats	2,831	1,638	72.8%	26,816	7,254	269.7%
Load Factor	95.5%	88.6%	7.9%	83.4%	91.4%	-8.8%
<b>American Airlines</b>						
Enplanements	1,142	0	#Div/0!	7,318	0	#Div/0!
Seats	1,382	0	#Div/0!	9,194	0	#Div/0!
Load Factor	82.6%	#Num!	#Error	79.6%	#Num!	#Error
<b>Continental Airlines</b>						
Enplanements	3,224	3,556	-9.3%	22,079	25,465	-13.3%
Seats	4,250	4,400	-3.4%	30,600	33,950	-9.9%
Load Factor	75.9%	80.8%	-6.1%	72.2%	75.0%	-3.8%
<b>Delta Air Lines</b>						
Enplanements	15,720	12,537	25.4%	138,510	110,857	24.9%
Seats	18,300	14,800	23.6%	175,225	138,950	26.1%
Load Factor	85.9%	84.7%	1.4%	79.0%	79.8%	-0.9%
<b>Northwest Airlines</b>						
Enplanements	0	1,405	-100.0%	791	17,498	-95.5%
Seats	0	1,550	-100.0%	1,450	21,550	-93.3%
Load Factor	#Num!	90.6%	#Error	54.6%	81.2%	-32.8%
<b>United Airlines</b>						
Enplanements	2,806	0	#Div/0!	25,090	0	#Div/0!
Seats	3,300	0	#Div/0!	31,550	0	#Div/0!
Load Factor	85.0%	#Num!	#Error	79.5%	#Num!	#Error

Monday, November 22, 2010

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

	Oct 2010	Oct 2009	Percentage Change	*CYTD-2010	*CYTD-2009	Percentage Change
<b>US Airways</b>						
Enplanements	12,679	8,817	43.8%	96,642	84,234	14.7%
Seats	14,405	10,933	31.8%	123,195	102,450	20.2%
Load Factor	88.0%	80.6%	9.1%	78.4%	82.2%	-4.6%
<b>Totals</b>						
Enplanements	38,276	27,766	37.9%	312,791	244,683	27.8%
Seats	44,468	33,321	33.5%	398,030	304,154	30.9%
Load Factor	86.1%	83.3%	3.3%	78.6%	80.4%	-2.3%

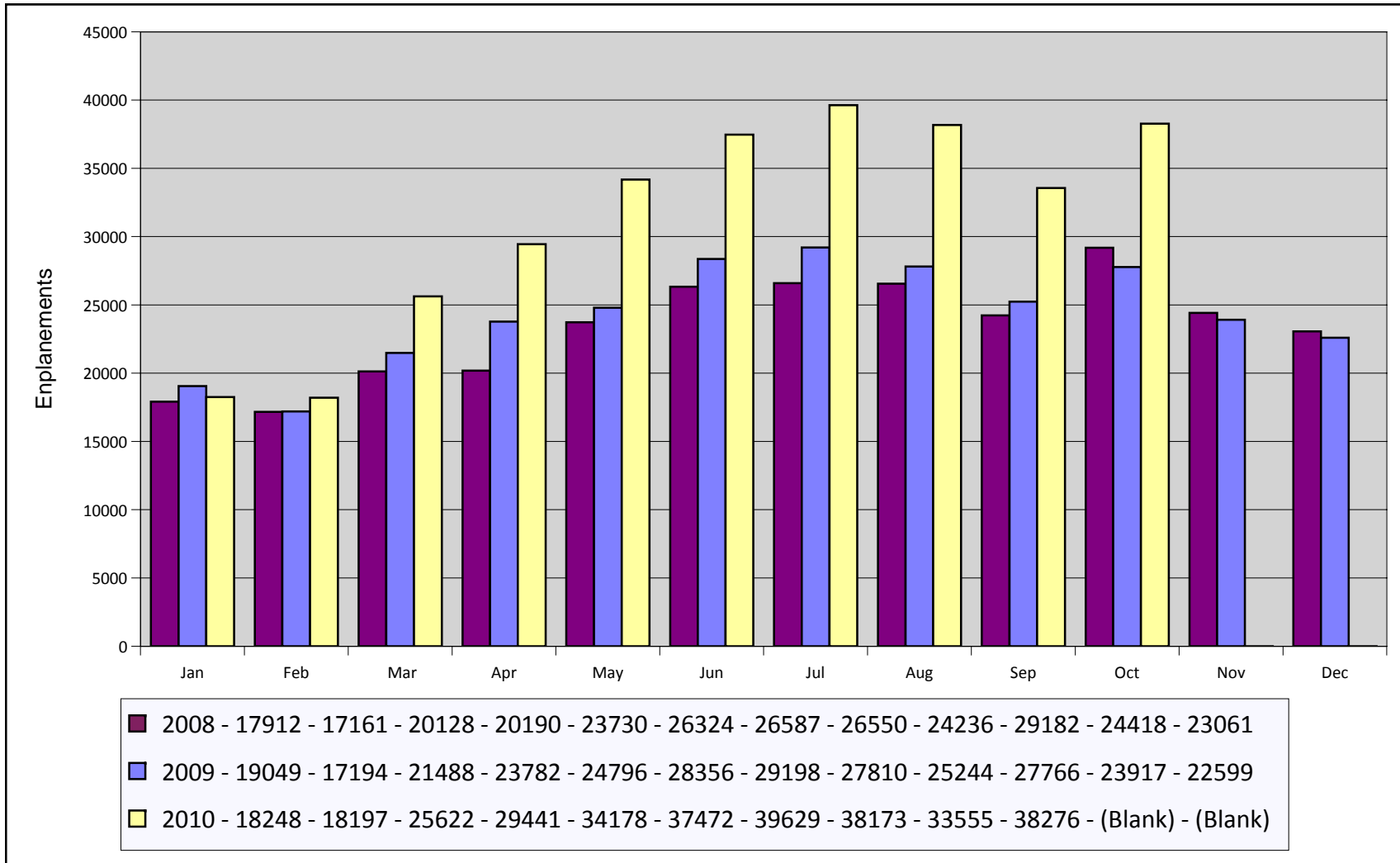
# Airline Flight Completions Asheville Regional Airport

October 2010



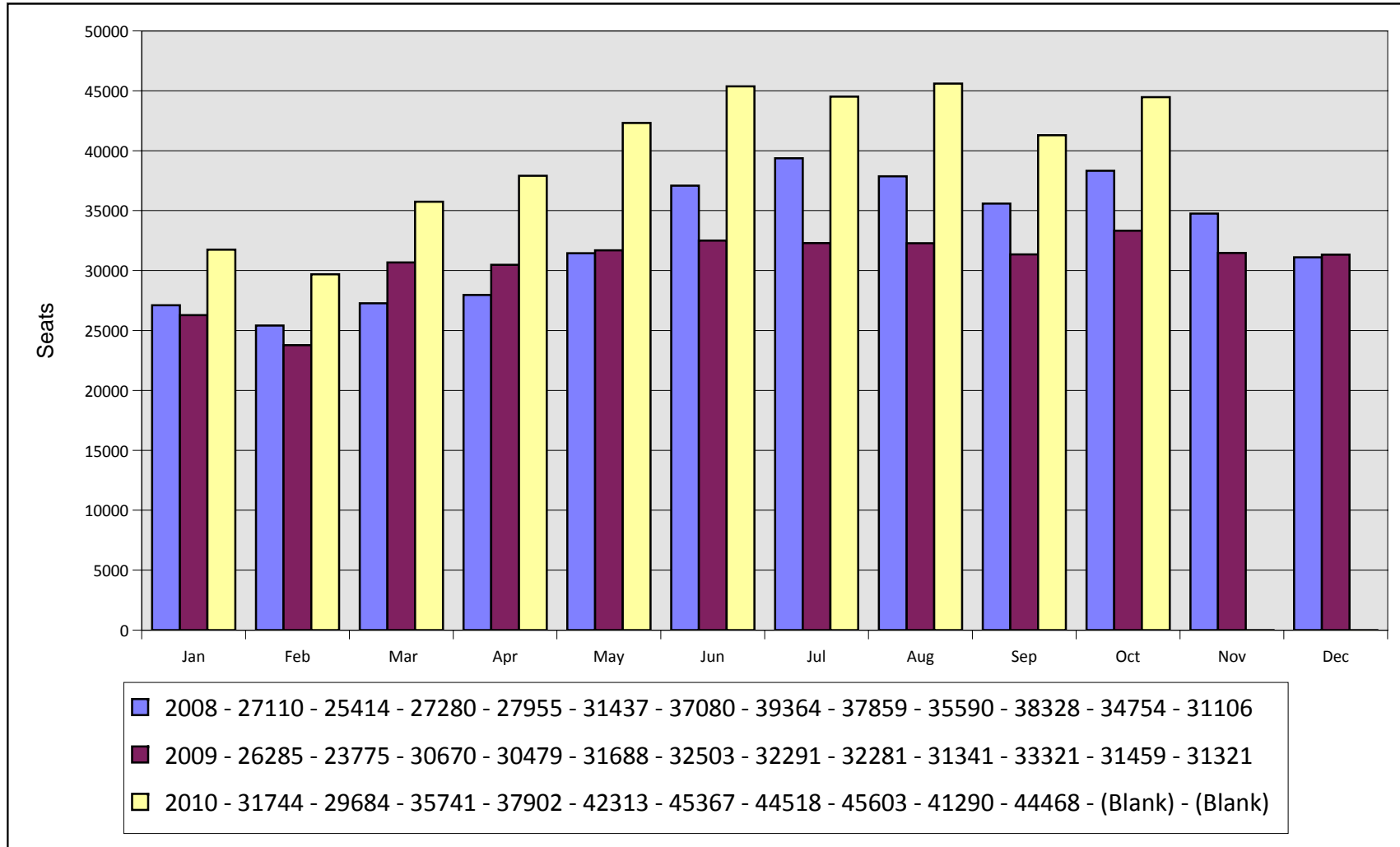
Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Percentage of Completed
			Mechanical	Weather	Other		
AirTran Airways	23	0	0	0	0	0	100.0%
American Airlines	30	0	0	0	0	0	100.0%
Continental Airlines	88	0	0	3	0	3	96.6%
Delta Air Lines	374	0	3	5	0	8	98.1%
Northwest Airlines	0	0	0	0	0	0	#Num!
United Airlines	66	0	0	0	0	0	100.0%
US Airways	270	0	6	0	0	6	97.8%
<b>Total</b>	<b>851</b>	<b>0</b>	<b>9</b>	<b>8</b>	<b>0</b>	<b>17</b>	<b>98.0%</b>

# Monthly Enplanements By Year Asheville Regional Airport

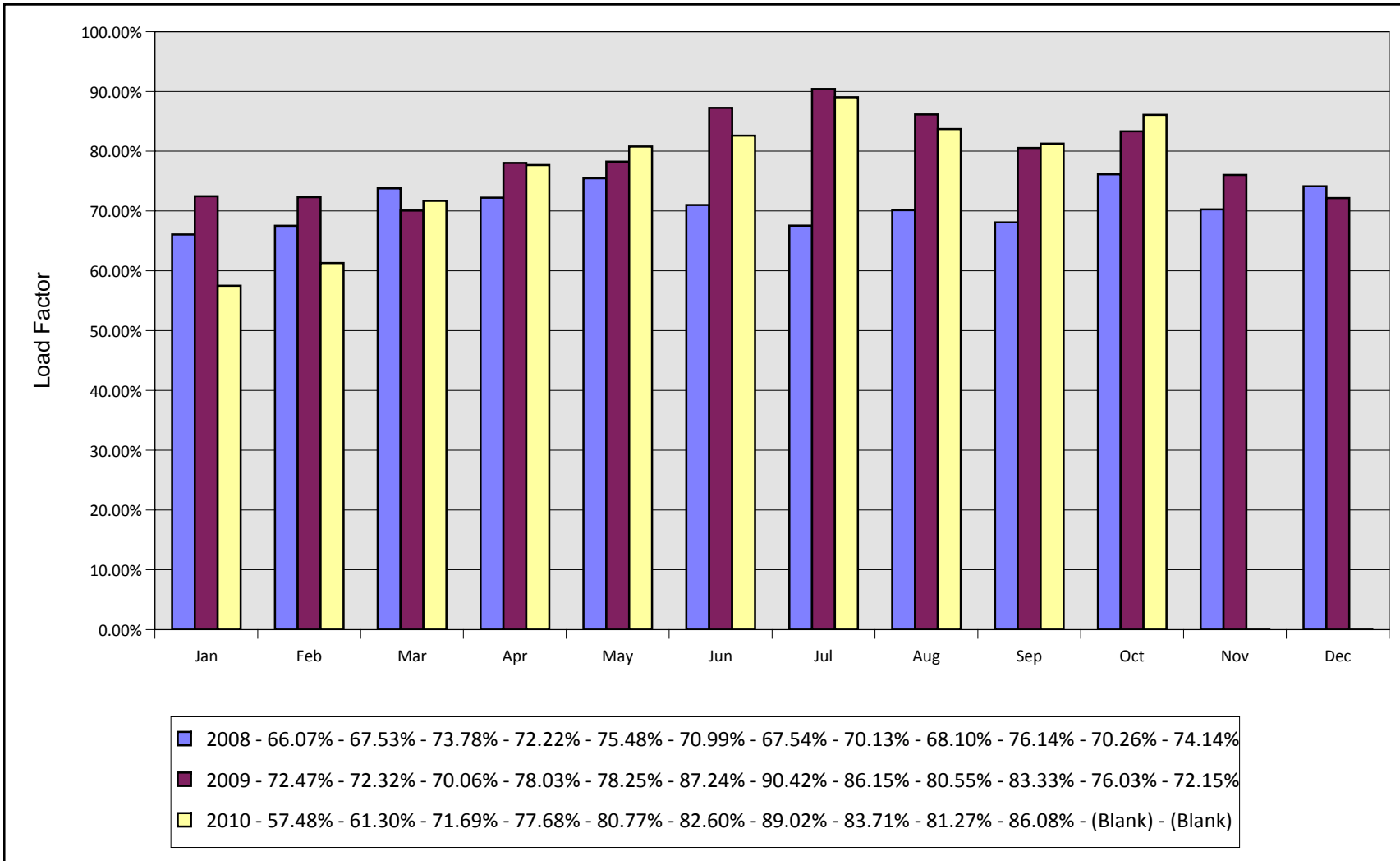




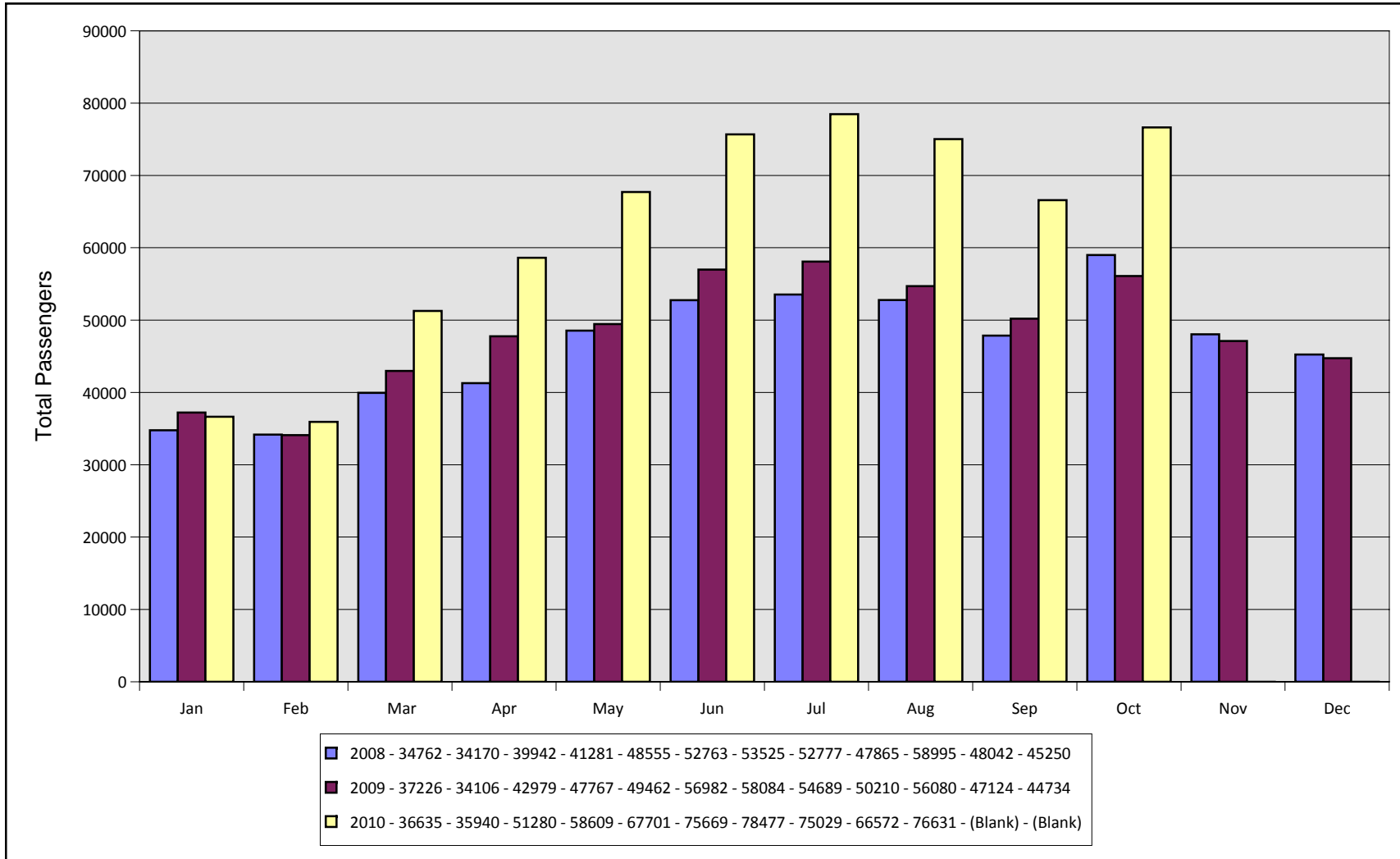
# Monthly Seats By Year Asheville Regional Airport



# Monthly Load Factors By Year Asheville Regional Airport

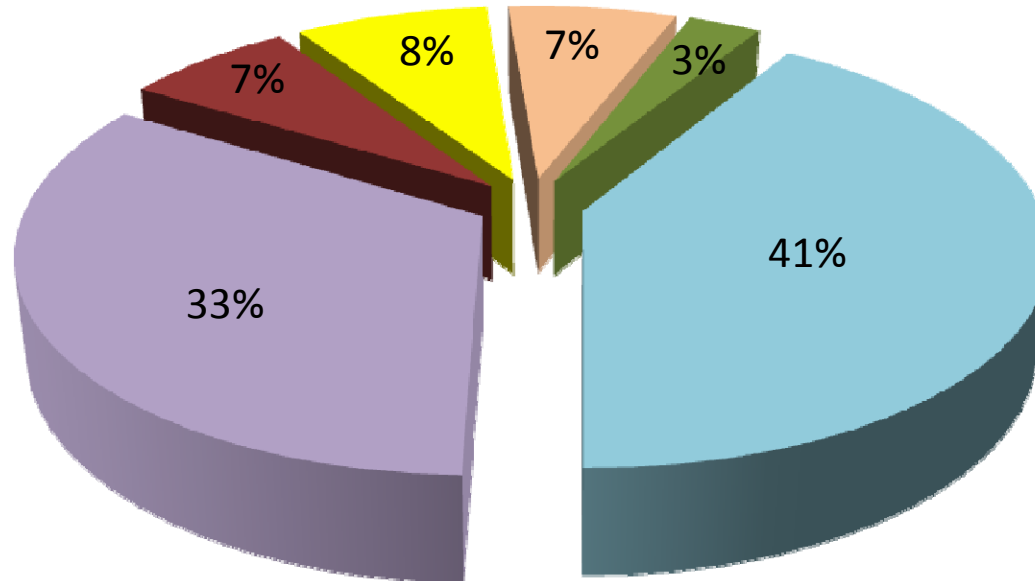


# Total Monthly Passengers By Year Asheville Regional Airport

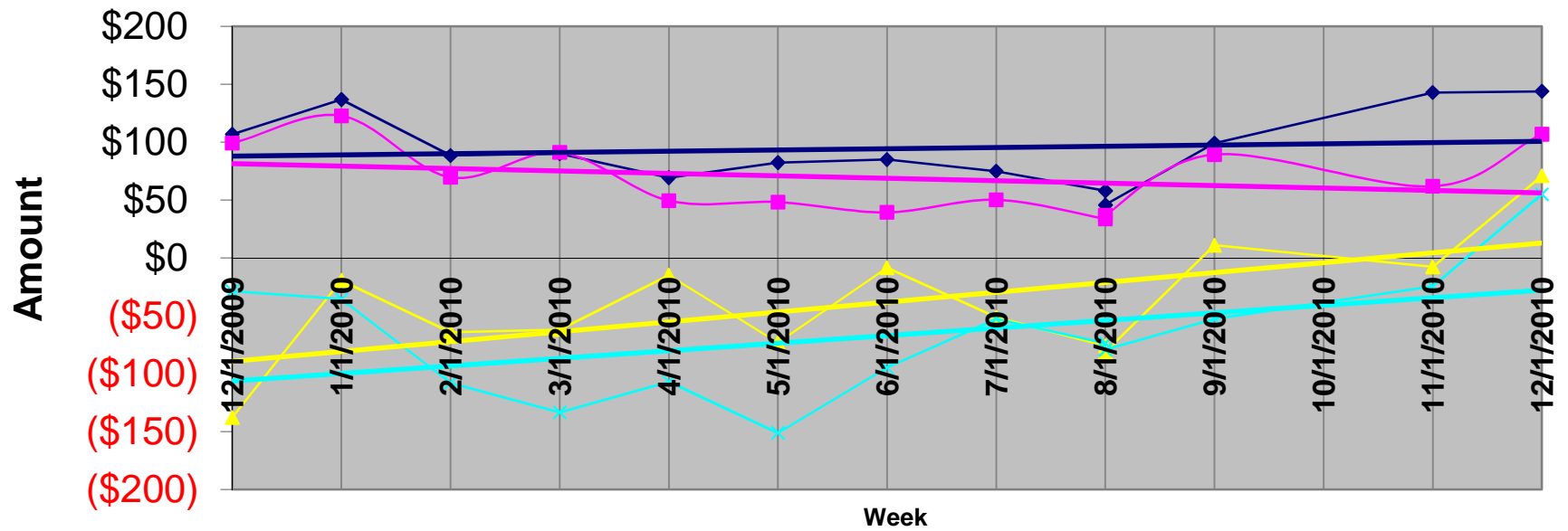


# Airline Market Share Analysis (Enplanements) Asheville Regional Airport

Report Period From October 2010 Through October 2010



## AVL Average Airfare Differences 21 Day Advance Purchase, 3 Day Stay



◆ ATL   
 ■ CLT   
 ▲ GSP   
 ✕ TRI   
— Linear (ATL)   
— Linear (CLT)   
— Linear (GSP)   
— Linear (TRI)

**Asheville Regional Airport**  
**Sample airfares as of 12/02/10**  
**21 Day Advance Purchase, 3 day Stay**

		<b>Difference in Fares</b>								
		<u>ASHEVILLE</u>	<u>ATLANTA</u>	<u>CHARLOTTE</u>	<u>GREENVILLE</u>	<u>IRI- CITIES</u>	<u>ATLANTA</u>	<u>CHARLOTTE</u>	<u>GREENVILLE</u>	<u>IRI- CITIES</u>
ABQ	Albuquerque	\$617	\$345	\$537	\$456	\$535	\$272	\$80	\$161	\$82
ATL	Atlanta	\$331		\$137	\$310	\$375	\$331	\$194	\$21	(\$44)
AUS	Austin	\$347	\$397	\$259	\$362	\$326	(\$50)	\$88	(\$15)	\$21
BWI	Baltimore	\$322	\$241	\$147	\$271	\$490	\$81	\$175	\$51	(\$168)
BOS	Boston	\$374	\$368	\$261	\$372	\$504	\$6	\$113	\$2	(\$130)
ORD	Chicago	\$345	\$291	\$333	\$249	\$307	\$54	\$12	\$96	\$38
CVG	Cincinnati	\$407	\$293	\$276	\$353	\$325	\$114	\$131	\$54	\$82
CLE	Cleveland	\$486	\$367	\$327	\$394	\$369	\$119	\$159	\$92	\$117
DFW	Dallas	\$384	\$311	\$419	\$311	\$412	\$73	(\$35)	\$73	(\$28)
DEN	Denver	\$621	\$279	\$551	\$410	\$415	\$342	\$70	\$211	\$206
DTW	Detroit	\$490	\$281	\$447	\$402	\$365	\$209	\$43	\$88	\$125
FLL	Fort Lauderdale	\$457	\$308	\$342	\$338	\$436	\$149	\$115	\$119	\$21
RSW	Ft. Myers	\$500	\$261	\$337	\$482	\$412	\$239	\$163	\$18	\$88
BDL	Hartford	\$507	\$479	\$371	\$506	\$446	\$28	\$136	\$1	\$61
IAH	Houston	\$483	\$278	\$467	\$463	\$361	\$205	\$16	\$20	\$122
IND	Indianapolis	\$377	\$255	\$323	\$396	\$420	\$122	\$54	(\$19)	(\$43)
JAX	Jacksonville	\$252	\$221	\$267	\$243	\$328	\$31	(\$15)	\$9	(\$76)
MCI	Kansas City	\$472	\$285	\$449	\$404	\$394	\$187	\$23	\$68	\$78
LAS	Las Vegas	\$655	\$385	\$464	\$486	\$510	\$270	\$191	\$169	\$145
LAX	Los Angeles	\$695	\$343	\$467	\$393	\$450	\$352	\$228	\$302	\$245
MHT	Manchester	\$462	\$468	\$385	\$438	\$568	(\$6)	\$77	\$24	(\$106)
MEM	Memphis	\$378	\$226	\$253	\$372	\$378	\$152	\$125	\$6	\$0
MIA	Miami	\$388	\$253	\$257	\$398	\$388	\$135	\$131	(\$10)	\$0
MKE	Milwaukee	\$496	\$273	\$347	\$354	\$319	\$223	\$149	\$142	\$177
MSP	Minneapolis/Saint Paul	\$420	\$321	\$420	\$370	\$426	\$99	\$0	\$50	(\$6)
BNA	Nashville	\$491	\$347	\$318	\$592	\$339	\$144	\$173	(\$101)	\$152
MSY	New Orleans	\$462	\$252	\$287	\$408	\$386	\$210	\$175	\$54	\$76

LGA	New York	\$381	\$315	\$213	\$382	\$312	\$66	\$168	(\$1)	\$69
EWR	Newark	\$381	\$381	\$271	\$402	\$368	\$0	\$110	(\$21)	\$13
MCO	Orlando	\$321	\$251	\$183	\$328	\$206	\$70	\$138	(\$7)	\$115
PHL	Philadelphia	\$426	\$295	\$341	\$460	\$374	\$131	\$85	(\$34)	\$52
PHX	Phoenix	\$617	\$355	\$550	\$458	\$350	\$262	\$67	\$159	\$267
PIT	Pittsburgh	\$397	\$261	\$297	\$378	\$343	\$136	\$100	\$19	\$54
PDX	Portland	\$801	\$532	\$645	\$559	\$543	\$269	\$156	\$242	\$258
PVD	Providence	\$494	\$479	\$368	\$380	\$546	\$15	\$126	\$114	(\$52)
RDU	Raleigh/Durham	\$357	\$195	\$505	\$228	\$308	\$162	(\$148)	\$129	\$49
RIC	Richmond	\$382	\$255	\$277	\$253	\$376	\$127	\$105	\$129	\$6
STL	Saint Louis	\$452	\$259	\$321	\$326	\$376	\$193	\$131	\$126	\$76
SLC	Salt Lake City	\$452	\$448	\$346	\$456	\$506	\$4	\$106	(\$4)	(\$54)
SAT	San Antonio	\$444	\$317	\$262	\$386	\$410	\$127	\$182	\$58	\$34
SAN	San Diego	\$486	\$457	\$324	\$455	\$436	\$29	\$162	\$31	\$50
SFO	San Francisco	\$758	\$425	\$619	\$514	\$589	\$333	\$139	\$244	\$169
SRQ	Sarasota/Bradenton	\$402	\$255	\$277	\$338	\$504	\$147	\$125	\$64	(\$102)
SEA	Seattle	\$730	\$389	\$494	\$579	\$610	\$341	\$236	\$151	\$120
SYR	Syracuse	\$494	\$389	\$504	\$448	\$441	\$105	(\$10)	\$46	\$53
TPA	Tampa	\$392	\$251	\$277	\$328	\$384	\$141	\$115	\$64	\$8
YYZ	Toronto	\$587	\$690	\$570	\$623	\$547	(\$103)	\$17	(\$36)	\$40
DCA	Washington DC	\$419	\$275	\$307	\$252	\$338	\$144	\$112	\$167	\$81
IAD	Washington DC	\$487	\$275	\$243	\$233	\$338	\$212	\$244	\$254	\$149
PBI	West Palm Beach	\$470	\$284	\$366	\$514	\$416	\$186	\$104	(\$44)	\$54

\*These sample airfares were available 12/2/10, based on a 21 day advance purchase and a 3 day stay. Other restrictions may apply. To obtain the most up-to-date pricing information for your travel needs, please contact your travel agent or visit the following web sites:

www.aa.com; www.airtran.com; www.continental.com; www.delta.com; www.united.com; www.usairways.com; www.travelocity.com; www.orbitz.com; or www.expedia.com. Airfares are subject to change without notice - and lower airfares are often not available on all dates. Please see our "special airfares" section on our web site for any last minute airfare specials. Sample airfares will be updated each Tuesday.

\$144 \$107 \$71 \$55

**Average Fare difference**

**Blue highlighted numbers represent fare differentials in excess of \$35 for GSP, \$70 for CLT, \$100 for ATL, and \$35 for TRI.**

**Asheville Regional Airport**  
**Sample airfares as of 12/02/10**  
**0 Day Advance Purchase, 3 day Stay**

		Difference in Fares								
		ASHEVILLE	ATLANTA	CHARLOTTE	GREENVILLE	IRI- CITIES	ATLANTA	CHARLOTTE	GREENVILLE	IRI- CITIES
ABQ	Albuquerque	\$765	\$636	\$463	\$761	\$581	\$129	\$302	\$4	\$184
ATL	Atlanta	\$421		\$388	\$430	\$581	\$421	\$33	(\$9)	(\$160)
AUS	Austin	\$637	\$558	\$459	\$633	\$524	\$79	\$178	\$4	\$113
BWI	Baltimore	\$460	\$295	\$243	\$396	\$583	\$165	\$217	\$64	(\$123)
BOS	Boston	\$549	\$336	\$261	\$547	\$599	\$213	\$288	\$2	(\$50)
ORD	Chicago	\$389	\$365	\$837	\$449	\$370	\$24	(\$448)	(\$60)	\$19
CVG	Cincinnati	\$610	\$329	\$669	\$467	\$400	\$281	(\$59)	\$143	\$210
CLE	Cleveland	\$643	\$453	\$565	\$549	\$339	\$190	\$78	\$94	\$304
DFW	Dallas	\$429	\$477	\$719	\$385	\$440	(\$48)	(\$290)	\$44	(\$11)
DEN	Denver	\$757	\$347	\$555	\$733	\$417	\$410	\$202	\$24	\$340
DTW	Detroit	\$643	\$330	\$225	\$586	\$615	\$313	\$418	\$57	\$28
FLL	Fort Lauderdale	\$521	\$254	\$449	\$1,010	\$567	\$267	\$72	(\$489)	(\$46)
RSW	Ft. Myers	\$541	\$427	\$369	\$729	\$437	\$114	\$172	(\$188)	\$104
BDL	Hartford	\$593	\$695	\$451	\$567	\$376	(\$102)	\$142	\$26	\$217
IAH	Houston	\$610	\$394	\$1,110	\$675	\$341	\$216	(\$500)	(\$65)	\$269
IND	Indianapolis	\$541	\$273	\$225	\$553	\$601	\$268	\$316	(\$12)	(\$60)
JAX	Jacksonville	\$469	\$243	\$401	\$729	\$431	\$226	\$68	(\$260)	\$38
MCI	Kansas City	\$549	\$245	\$379	\$653	\$498	\$304	\$170	(\$104)	\$51
LAS	Las Vegas	\$660	\$667	\$659	\$656	\$532	(\$7)	\$1	\$4	\$128
LAX	Los Angeles	\$757	\$559	\$479	\$856	\$647	\$198	\$278	(\$99)	\$110
MHT	Manchester	\$691	\$458	\$253	\$825	\$599	\$233	\$438	(\$134)	\$92
MEM	Memphis	\$476	\$439	\$650	\$471	\$476	\$37	(\$174)	\$5	\$0
MIA	Miami	\$625	\$420	\$605	\$691	\$593	\$205	\$20	(\$66)	\$32
MKE	Milwaukee	\$528	\$340	\$478	\$463	\$508	\$188	\$50	\$65	\$20
MSP	Minneapolis/Saint Paul	\$606	\$462	\$801	\$536	\$537	\$144	(\$195)	\$70	\$69
BNA	Nashville	\$596	\$530	\$521	\$887	\$780	\$66	\$75	(\$291)	(\$184)
MSY	New Orleans	\$549	\$383	\$206	\$533	\$387	\$166	\$343	\$16	\$162



LGA	New York	\$695	\$434	\$373	\$702	\$482	\$261	\$322	(\$7)	\$213
EWR	Newark	\$665	\$463	\$369	\$370	\$339	\$202	\$296	\$295	\$326
MCO	Orlando	\$280	\$333	\$395	\$784	\$289	(\$53)	(\$115)	(\$504)	(\$9)
PHL	Philadelphia	\$549	\$492	\$493	\$562	\$571	\$57	\$56	(\$13)	(\$22)
PHX	Phoenix	\$647	\$574	\$280	\$803	\$459	\$73	\$367	(\$156)	\$188
PIT	Pittsburgh	\$507	\$405	\$268	\$443	\$535	\$102	\$239	\$64	(\$28)
PDX	Portland	\$765	\$843	\$659	\$846	\$701	(\$78)	\$106	(\$81)	\$64
PVD	Providence	\$593	\$538	\$289	\$545	\$599	\$55	\$304	\$48	(\$6)
RDU	Raleigh/Durham	\$913	\$309	\$907	\$849	\$447	\$604	\$6	\$64	\$466
RIC	Richmond	\$707	\$380	\$513	\$725	\$709	\$327	\$194	(\$18)	(\$2)
STL	Saint Louis	\$544	\$255	\$477	\$473	\$673	\$289	\$67	\$71	(\$129)
SLC	Salt Lake City	\$657	\$668	\$606	\$656	\$571	(\$11)	\$51	\$1	\$86
SAT	San Antonio	\$651	\$478	\$419	\$657	\$398	\$173	\$232	(\$6)	\$253
SAN	San Diego	\$770	\$676	\$398	\$853	\$782	\$94	\$372	(\$83)	(\$12)
SFO	San Francisco	\$757	\$708	\$429	\$833	\$647	\$49	\$328	(\$76)	\$110
SRQ	Sarasota/Bradenton	\$549	\$293	\$525	\$817	\$755	\$256	\$24	(\$268)	(\$206)
SEA	Seattle	\$757	\$673	\$359	\$853	\$597	\$84	\$398	(\$96)	\$160
SYR	Syracuse	\$549	\$452	\$389	\$528	\$709	\$97	\$160	\$21	(\$160)
TPA	Tampa	\$216	\$415	\$355	\$947	\$573	(\$199)	(\$139)	(\$731)	(\$357)
YYZ	Toronto	\$960	\$1,472	\$1,337	\$960	\$954	(\$512)	(\$377)	\$0	\$6
DCA	Washington DC	\$392	\$380	\$385	\$457	\$940	\$12	\$7	(\$65)	(\$548)
IAD	Washington DC	\$392	\$380	\$351	\$460	\$990	\$12	\$41	(\$68)	(\$598)
PBI	West Palm Beach	\$623	\$229	\$353	\$660	\$749	\$394	\$270	(\$37)	(\$126)

\$140      \$108      (\$56)      \$31

**Average Fare difference**

\*These sample airfares were available 12/2/10, based on a 0 day advance purchase and a 3 day stay. Other restrictions may apply. To obtain the most up-to-date pricing information for your travel needs, please contact your travel agent or visit the following web sites: [www.aa.com](http://www.aa.com); [www.airtran.com](http://www.airtran.com); [www.continental.com](http://www.continental.com); [www.delta.com](http://www.delta.com); [www.united.com](http://www.united.com); [www.usairways.com](http://www.usairways.com); [www.travelocity.com](http://www.travelocity.com); [www.orbitz.com](http://www.orbitz.com); or [www.expedia.com](http://www.expedia.com). Airfares are subject to change without notice - and lower airfares are often not available on all dates. Please see our "special airfares" section on our web site for any last minute airfare specials. Sample airfares will be updated each Tuesday.

**Blue highlighted numbers represent fare differentials in excess of \$35 for GSP, \$70 for CLT, \$100 for ATL, and \$35 for TRI.**

**Schedule Compare Report for all Airlines for Passenger flights between AVL and ALL for Dec10 vs. Dec09**

AI	Ops/Week				Seats/Week			
	Dec10	Dec09	Diff	Pct Chg	Dec10	Dec09	Diff	Pct Chg
US	132	98	34	34.69	6,588	4,900	1,688	34.45
UA	28	15	13	86.67	1,400	750	650	86.67
DL	146	136	10	7.35	7,300	6,800	500	7.35
FL	6	6	0	0.00	702	702	0	0.00
CO	26	26	0	0.00	1,300	1,300	0	0.00
NW	0	14	-14	-100.00	0	700	-700	-100.00
TOTAL	338	295	43	14.58	17,290	15,152	2,138	14.11

**Schedule Compare Report for all Airlines for Passenger flights between AVL and ALL for Jan11 vs. Jan10**

AI	Ops/Week				Seats/Week			
	Jan11	Jan10	Diff	Pct Chg	Jan11	Jan10	Diff	Pct Chg
US	122	94	28	29.79	6,048	4,674	1,374	29.40
DL	140	136	4	2.94	7,000	6,800	200	2.94
FL	6	6	0	0.00	702	702	0	0.00
UA	28	28	0	0.00	1,400	1,400	0	0.00
CO	24	26	-2	-7.69	1,200	1,300	-100	-7.69
NW	0	14	-14	-100.00	0	700	-700	-100.00
TOTAL	320	304	16	5.26	16,350	15,576	774	4.97

**Schedule Compare Report for all Airlines for Passenger flights between AVL and ALL for Feb11 vs. Feb10**

AI	Ops/Week				Seats/Week			
	Feb11	Feb10	Diff	Pct Chg	Feb11	Feb10	Diff	Pct Chg
US	122	94	28	29.79	6,048	4,674	1,374	29.40
UA	28	28	0	0.00	1,400	1,400	0	0.00
FL	6	6	0	0.00	702	702	0	0.00
CO	24	26	-2	-7.69	1,200	1,300	-100	-7.69
DL	142	151	-9	-5.96	7,100	7,550	-450	-5.96
TOTAL	322	305	17	5.57	16,450	15,626	824	5.27



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## MEMORANDUM

TO: Members of the Airport Authority

FROM: Vickie Thomas, Director of Finance & Accounting

DATE: December 10, 2010

### ITEM DESCRIPTION – Information Section Item B

Asheville Regional Airport – Explanation of Extraordinary Variances  
Month Ended October, 2010 (Month 4 of FY-2011)

#### SUMMARY

Operating Revenues for the month of October were \$734,656, 14.28% over budget. Operating Expenses for the month were \$544,121, 11.52% under budget. As a result, Net Operating Revenues before Depreciation were \$162,612 over budget. Net Non-Operating Revenues were \$245,180, 62.11% over budget.

Year-to-date Operating Revenues were \$2,804,109, 11.42% over budget. Year-to-date Operating Expenses were \$1,914,925, 16.71% below budget. Net Operating Revenues before Depreciation were \$671,645 over budget. Net Non-Operating Revenues for the year were \$934,780, 50.09% over budget.

#### REVENUES

Significant variations to budget for October were:

Terminal Space Rentals-Airline	\$12,967	12.33%	Higher than budgeted enplanements
Auto Parking	\$69,262	40.80%	Higher than budgeted enplanements
Reimbursable Costs	(\$11,520)	(39.47%)	Timing of Avcon costs billed to Charah
Customer Facility Charges	\$21,880	25.89%	Higher than budgeted enplanements
Passenger Facility Charges	\$69,082	82.79%	Higher than budgeted enplanements



## **EXPENSES**

Significant variations to budget for October were:

Personnel Services	(\$34,725)	(11.48%)	Deputy Director position vacant & lower than budgeted healthcare and other benefit costs
Professional Services	(\$20,603)	(55.66%)	Timing of Professional Services spending
Travel & Training	(\$10,392)	(64.99%)	Timing of Travel & Training spending
Operating Supplies	(\$16,915)	(53.37%)	No Guest Services ticket sales & timing of other operating supply purchases
Contingency	(\$14,884)	(100.00%)	No Contingency spending
Reimbursable Costs	(\$11,520)	(39.47%)	Timing of Avcon costs billed to Charah

## **STATEMENT OF NET ASSETS**

Significant variations to prior month were:

Cash – Cash increased by \$378k mainly due to the collection of certain Grants Receivable.

Grants Receivable – Grants Receivable decreased by \$357k mainly due to the collection of certain Grants Receivable.

Property & Equipment, Net – Property & Equipment, Net decreased by \$350k due to the current month's depreciation.

**ASHEVILLE REGIONAL AIRPORT  
INVESTMENT AND INTEREST INCOME SUMMARY  
As of October 31, 2010**

<u>Institution:</u>	<u>Date of Purchase</u>	<u>Date of Maturity</u>	<u>Interest Rate</u>	<u>Investment Amount</u>	<u>Monthly Interest</u>
Bank of America			0.30%	\$ 3,481,727	883
Petty Cash				100	
NC Capital Management Trust				216,918	28
Wachovia-Gov. Advantage Acct.			0.20%	3,630,615	543
PFC Revenue Account			0.30%	600,537	128
<u>Restricted Cash:</u>					
CFC Revenue			0.05%	124,942	14
Additional Collateral Fund			0.20%	1,955,340	314
<u>Commercial Paper:</u>				0	
<b>Total</b>				<b><u>\$ 10,010,179</u></b>	<b><u>\$ 1,911</u></b>

<u>Investment Diversification:</u>	
1.BANKS	42.03%
2.CAP.TRUST	2.17%
3.GOV.ADV.ACCTS.	55.80%
4.COM.PAPER	0.00%
5. FED. AGY	0%
	<u>100.00%</u>

**ASHEVILLE REGIONAL AIRPORT  
STATEMENT OF CHANGES IN FINANCIAL POSITION  
For the Month Ended October 31, 2010**

	<b>Current Month</b>	<b>Prior Period</b>
<b>Cash and Investments Beginning of Period</b>	<b>\$ 9,632,957</b>	<b>\$ 8,044,746</b>
Net Income/(Loss) Before Capital Contributions	86,004	90,656
Depreciation	349,711	349,711
Decrease/(Increase) in Receivables	310,235	874,049
Increase/(Decrease) in Payables	(263,425)	564,439
Decrease/(Increase) in Prepaid Expenses	18,357	18,357
Decrease/(Increase) in Long Term Assets	(89,790)	(1,214,701)
Principal Payments of Bond Maturities	(33,870)	(33,708)
Contributed Capital	-	939,408
<b>Increase(Decrease) in Cash</b>	<b>377,222</b>	<b>1,588,211</b>
<b>Cash and Investments End of Period</b>	<b>\$ 10,010,179</b>	<b>\$ 9,632,957</b>

**Asheville Regional Airport Authority**  
**Cost Centers Statement of Revenue, Expenses and Changes in Net Assets**

For the Month Ending October 31, 2010

	October Actual	October Budget	Variance \$	Variance %	YTD Actual	YTD Budget	Variance \$	Variance %	Annual Budget
<b>Operating Revenue:</b>									
Terminal	\$303,597	\$283,366	\$20,231	7.14%	\$1,174,481	\$1,120,320	\$54,161	4.83%	\$3,347,801
Airfield	79,396	74,214	5,182	6.98%	302,784	275,476	27,308	9.91%	826,157
Hangar	82,543	73,074	9,469	12.96%	293,892	292,997	895	0.31%	818,890
Parking Lot/Roadway	239,402	169,750	69,652	41.03%	949,246	683,350	265,896	38.91%	2,138,860
Land Use Fees	29,718	42,452	(12,734)	(30.00%)	83,706	144,555	(60,849)	(42.09%)	484,170
<b>Total Operating Revenue</b>	<b>\$734,656</b>	<b>\$642,856</b>	<b>\$91,800</b>	<b>14.28%</b>	<b>\$2,804,109</b>	<b>\$2,516,698</b>	<b>\$287,411</b>	<b>11.42%</b>	<b>\$7,615,878</b>
<b>Operating Expenses:</b>									
Administrative	\$211,941	\$247,353	(\$35,412)	(14.32%)	\$710,296	\$899,398	(\$189,102)	(21.03%)	\$3,083,068
Terminal	151,717	169,039	(17,322)	(10.25%)	564,816	638,583	(73,767)	(11.55%)	1,949,764
Airfield	113,432	123,009	(9,577)	(7.79%)	435,002	487,721	(52,719)	(10.81%)	1,501,160
Hangar	-	-	-	0.00%	1,762	-	1,762	0.00%	-
Parking Lot	41,845	40,489	1,356	3.35%	135,635	161,957	(26,322)	(16.25%)	485,871
Rental Car Service Facility	5,504	5,023	481	9.58%	14,500	16,671	(2,171)	(13.02%)	57,616
Land Use Expenses	19,682	30,020	(10,338)	(34.44%)	52,914	94,829	(41,915)	(44.20%)	335,000
<b>Total Operating Expenses</b>	<b>\$544,121</b>	<b>\$614,933</b>	<b>(\$70,812)</b>	<b>(11.52%)</b>	<b>\$1,914,925</b>	<b>\$2,299,159</b>	<b>(\$384,234)</b>	<b>(16.71%)</b>	<b>\$7,412,479</b>
<b>Operating Revenue before Depreciation</b>									
	\$190,535	\$27,923	\$162,612	582.36%	\$889,184	\$217,539	\$671,645	308.75%	\$203,399
Depreciation	349,711	-	349,711	0.00%	1,398,842	-	1,398,842	0.00%	-
<b>Operating Income(Loss) Before Non-Operating Revenue and Expenses</b>									
	(\$159,176)	\$27,923	(\$187,099)	(670.05%)	(\$509,658)	\$217,539	(\$727,197)	(334.28%)	\$203,399
<b>Non-Operating Revenue and Expense</b>									
Customer Facility Charges	\$106,380	\$84,500	\$21,880	25.89%	\$394,816	\$321,050	\$73,766	22.98%	\$840,000
Passenger Facility Charges	152,522	83,440	69,082	82.79%	600,137	369,520	230,617	62.41%	1,192,000
Interest Revenue	4,642	1,667	2,975	178.46%	14,258	6,667	7,591	113.86%	20,000
Interest Expense	(18,364)	(18,364)	-	0.00%	(74,431)	(74,431)	-	0.00%	(215,397)
Sale of Assets	-	-	-	0.00%	-	-	-	0.00%	-
<b>Non-Operating Revenue-Net</b>	<b>\$245,180</b>	<b>\$151,243</b>	<b>\$93,937</b>	<b>62.11%</b>	<b>\$934,780</b>	<b>\$622,806</b>	<b>\$311,974</b>	<b>50.09%</b>	<b>\$1,836,603</b>

<b>Income (Loss) Before Capital Contributions</b>	<u>\$86,004</u>	<u>\$179,166</u>	<u>(\$93,162)</u>	<u>(52.00%)</u>	<u>\$425,122</u>	<u>\$840,345</u>	<u>(\$415,223)</u>	<u>(49.41%)</u>	<u>\$2,040,002</u>
<b>Capital Contributions</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.00%</u>	<u>\$3,233,162</u>	<u>\$0</u>	<u>\$3,233,162</u>	<u>0.00%</u>	<u>\$0</u>
<b>Increase in Net Assets</b>	<u>\$86,004</u>	<u>\$179,166</u>	<u>(\$93,162)</u>	<u>(52.00%)</u>	<u>\$3,658,284</u>	<u>\$840,345</u>	<u>\$2,817,939</u>	<u>335.33%</u>	<u>\$2,040,002</u>



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

For the Month Ending October 31, 2010

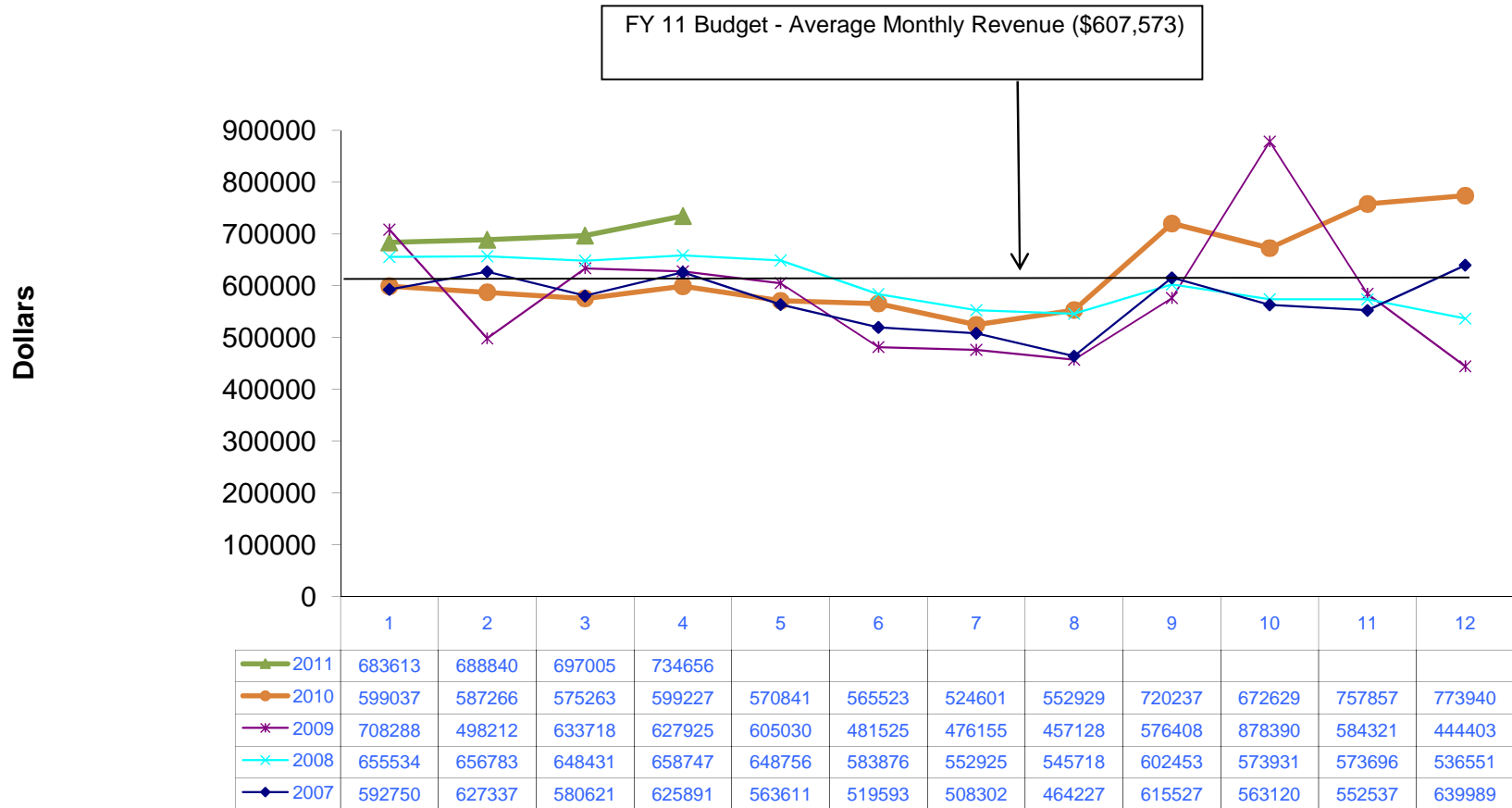
	October Actual	October Budget	Variance \$	Variance %	YTD Actual	YTD Budget	Variance \$	Variance %	Annual Budget
<b>Operating Revenue:</b>									
Terminal Space Rentals - Non Airline	\$16,228	\$15,659	\$569	3.63%	\$63,207	\$62,637	\$570	0.91%	\$187,911
Terminal Space Rentals - Airline	118,171	105,204	12,967	12.33%	459,240	409,961	49,279	12.02%	1,189,080
Concessions	9,739	14,808	(5,069)	(34.23%)	36,787	59,232	(22,445)	(37.89%)	197,200
Auto Parking	239,012	169,750	69,262	40.80%	943,776	679,000	264,776	38.99%	2,114,400
Rental Car - Car Rentals	108,814	103,239	5,575	5.40%	419,825	408,959	10,866	2.66%	1,234,860
Rental Car - Facility Rent	46,239	44,884	1,355	3.02%	174,937	173,625	1,312	0.76%	523,130
Commercial Ground Transportation	390	-	390	0.00%	5,470	4,350	1,120	25.75%	24,460
Landing Fees	43,268	39,014	4,254	10.90%	161,624	141,696	19,928	14.06%	423,037
FBO'S/SASO'S	82,543	73,074	9,469	12.96%	293,892	292,997	895	0.31%	818,890
Building Leases	10,170	11,119	(949)	(8.53%)	41,077	44,477	(3,400)	(7.64%)	133,430
Land Leases	1,915	2,062	(147)	(7.13%)	7,721	8,247	(526)	(6.38%)	24,740
Other Leases/Fees	40,499	34,855	5,644	16.19%	162,096	140,020	22,076	15.77%	419,740
Reimbursable Costs	17,668	29,188	(11,520)	(39.47%)	34,457	91,497	(57,040)	(62.34%)	325,000
<b>Total Operating Revenue</b>	<b>\$734,656</b>	<b>\$642,856</b>	<b>\$91,800</b>	<b>14.28%</b>	<b>\$2,804,109</b>	<b>\$2,516,698</b>	<b>\$287,411</b>	<b>11.42%</b>	<b>\$7,615,878</b>
<b>Operating Expenses:</b>									
Personnel Services	\$267,843	\$302,568	(\$34,725)	(11.48%)	\$1,087,727	\$1,168,779	(\$81,052)	(6.93%)	\$3,626,342
Professional Services	16,414	37,017	(20,603)	(55.66%)	52,244	101,373	(49,129)	(48.46%)	320,450
Accounting & Auditing	4,750	4,750	-	0.00%	15,902	16,000	(98)	(0.61%)	20,000
Other Contractual Services	63,249	70,146	(6,897)	(9.83%)	203,160	249,085	(45,925)	(18.44%)	736,910
Travel & Training	5,598	15,990	(10,392)	(64.99%)	20,645	45,674	(25,029)	(54.80%)	146,150
Communications & Freight	6,794	5,395	1,399	25.93%	20,888	21,829	(941)	(4.31%)	65,336
Utility Services	34,050	33,569	481	1.43%	125,627	133,544	(7,917)	(5.93%)	438,532
Rentals & Leases	1,045	1,041	4	0.38%	4,868	4,715	153	3.24%	14,695
Insurance	15,134	15,583	(449)	(2.88%)	60,535	62,333	(1,798)	(2.88%)	187,000
Repairs & Maintenance	29,910	22,113	7,797	35.26%	90,203	88,452	1,751	1.98%	265,456
Advertising, Printing & Binding	5,344	3,739	1,605	42.93%	39,592	39,272	320	0.81%	185,786
Promotional Activities	2,861	2,474	387	15.64%	12,588	13,528	(940)	(6.95%)	62,200
Other Current Charges & Obligations	8,691	5,098	3,593	70.48%	23,328	20,392	2,936	14.40%	69,779
Office Supplies	137	1,431	(1,294)	(90.43%)	2,561	5,725	(3,164)	(55.27%)	17,175
Operating Supplies	14,778	31,693	(16,915)	(53.37%)	51,543	101,395	(49,852)	(49.17%)	314,553
Books, Publications, Subscriptions & Meml	7,202	1,555	5,647	363.15%	11,334	8,102	3,232	39.89%	38,502
Contingency	-	14,884	(14,884)	(100.00%)	-	59,538	(59,538)	(100.00%)	178,613
Emergency Repair	11,506	8,333	3,173	38.08%	11,506	33,333	(21,827)	(65.48%)	100,000
Reimbursable Costs	17,668	29,188	(11,520)	(39.47%)	34,457	91,497	(57,040)	(62.34%)	325,000
Business Development	31,147	8,366	22,781	272.30%	46,217	34,593	11,624	33.60%	300,000
<b>Total Operating Expenses</b>	<b>\$544,121</b>	<b>\$614,933</b>	<b>(\$70,812)</b>	<b>(11.52%)</b>	<b>\$1,914,925</b>	<b>\$2,299,159</b>	<b>(\$384,234)</b>	<b>(16.71%)</b>	<b>\$7,412,479</b>

<b>Operating Revenue before Depreciation</b>	\$190,535	\$27,923	\$162,612	582.36%	\$889,184	\$217,539	\$671,645	308.75%	\$203,399
Depreciation	349,711	-	349,711	0.00%	1,398,842	-	1,398,842	0.00%	-
<b>Operating Income(Loss) Before Non-Operating Revenue and Expenses</b>	(\$159,176)	\$27,923	(\$187,099)	(670.05%)	(\$509,658)	\$217,539	(\$727,197)	(334.28%)	\$203,399
<b>Non-Operating Revenue and Expense</b>									
Customer Facility Charges	\$106,380	\$84,500	\$21,880	25.89%	\$394,816	\$321,050	\$73,766	22.98%	\$ 840,000
Passenger Facility Charges	152,522	83,440	69,082	82.79%	600,137	369,520	230,617	62.41%	1,192,000
Interest Revenue	4,642	1,667	2,975	178.46%	14,258	6,667	7,591	113.86%	20,000
Interest Expense	(18,364)	(18,364)	-	0.00%	(74,431)	(74,431)	-	0.00%	(215,397)
Sale of Assets	-	-	-	0.00%	-	-	-	0.00%	-
<b>Non-Operating Revenue-Net</b>	\$245,180	\$151,243	\$93,937	62.11%	\$934,780	\$622,806	\$311,974	50.09%	\$1,836,603
<b>Income (Loss) Before Capital Contributions</b>	\$86,004	\$179,166	(\$93,162)	(52.00%)	\$425,122	\$840,345	(\$415,223)	(49.41%)	\$2,040,002
<b>Capital Contributions</b>	\$0	\$0	\$0	0.00%	\$3,233,162	\$0	\$3,233,162	0.00%	\$0
<b>Increase in Net Assets</b>	\$86,004	\$179,166	(\$93,162)	(52.00%)	\$3,658,284	\$840,345	\$2,817,939	335.33%	\$2,040,002

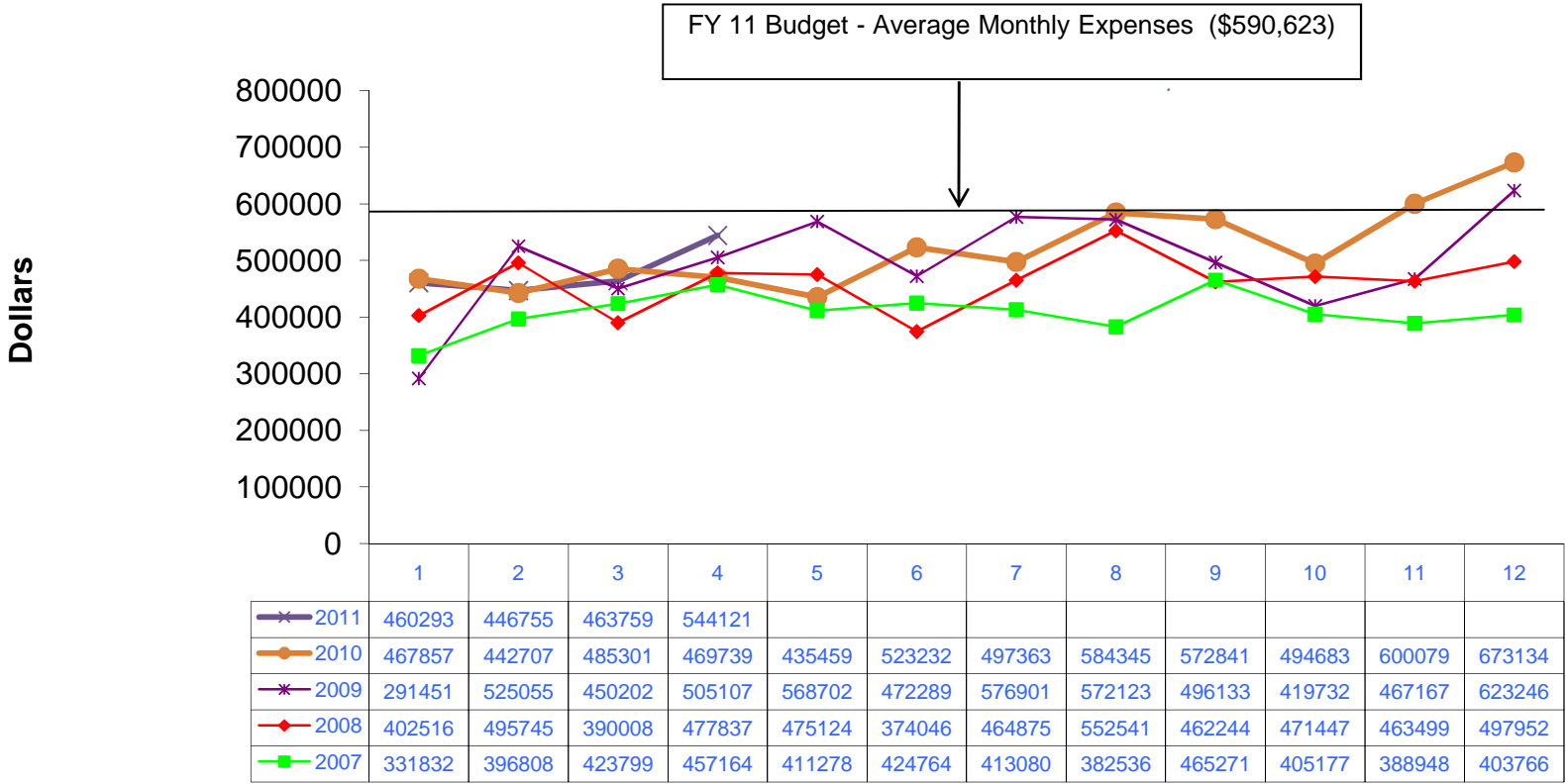
**ASHEVILLE REGIONAL AIRPORT AUTHORITY**  
**STATEMENT OF FINANCIAL POSITION**  
**As of October 31, 2010**

	<b>October</b>	<b>Last Month</b>
<b><u>ASSETS</u></b>		
<b>Current Assets:</b>		
<b>Unrestricted Net Assets:</b>		
Cash and Cash Equivalents	\$7,929,898	\$7,325,746
Accounts Receivable	735,250	694,028
Passenger Facility Charges Receivable	218,000	218,000
Refundable Sales Tax Receivable	267,954	262,287
Grants Receivable	1,803,252	2,160,376
Prepaid Expenses	149,668	168,025
Total Unrestricted Assets	11,104,022	10,828,462
<b>Restricted Assets:</b>		
Cash and Cash Equivalents	2,080,281	2,307,211
Total Restricted Assets	2,080,281	2,307,211
Total Current Assets	13,184,303	13,135,673
<b>Noncurrent Assets:</b>		
Construction in Progress	10,940,684	10,850,894
Property and Equipment - Net	60,417,748	60,767,458
Total Noncurrent Assets	71,358,432	71,618,352
	\$84,542,735	\$84,754,025
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b>Current Liabilities:</b>		
<b>Payable from Unrestricted Assets:</b>		
Accounts Payable & Accrued Liabilities	\$1,613,000	\$1,879,789
Customer Deposits	750	750
Unearned Revenue	248,008	244,644
Construction Contract Retainages	1,166,487	1,166,487
Revenue Bond Payable - Current	419,424	417,410
Total Payable from Unrestricted Assets	3,447,669	3,709,080
Total Current Liabilities	3,447,669	3,709,080
<b>Noncurrent Liabilities:</b>		
Other Postemployment Benefits	584,737	584,737
Compensated Absences	232,966	232,966
Net Pension Obligation-LEO Special Separation Allowance	(13,913)	(13,913)
Revenue Bond Payable - Noncurrent	3,352,816	3,388,701
Total Noncurrent Liabilities	4,156,606	4,192,491
Total Liabilities	7,604,275	7,901,571
<b>Net Assets:</b>		
Invested in Capital Assets	66,419,705	66,645,754
Restricted	2,080,281	2,307,211
Unrestricted	8,438,474	7,899,489
Total Net Assets	76,938,460	76,852,454
	\$84,542,735	\$84,754,025

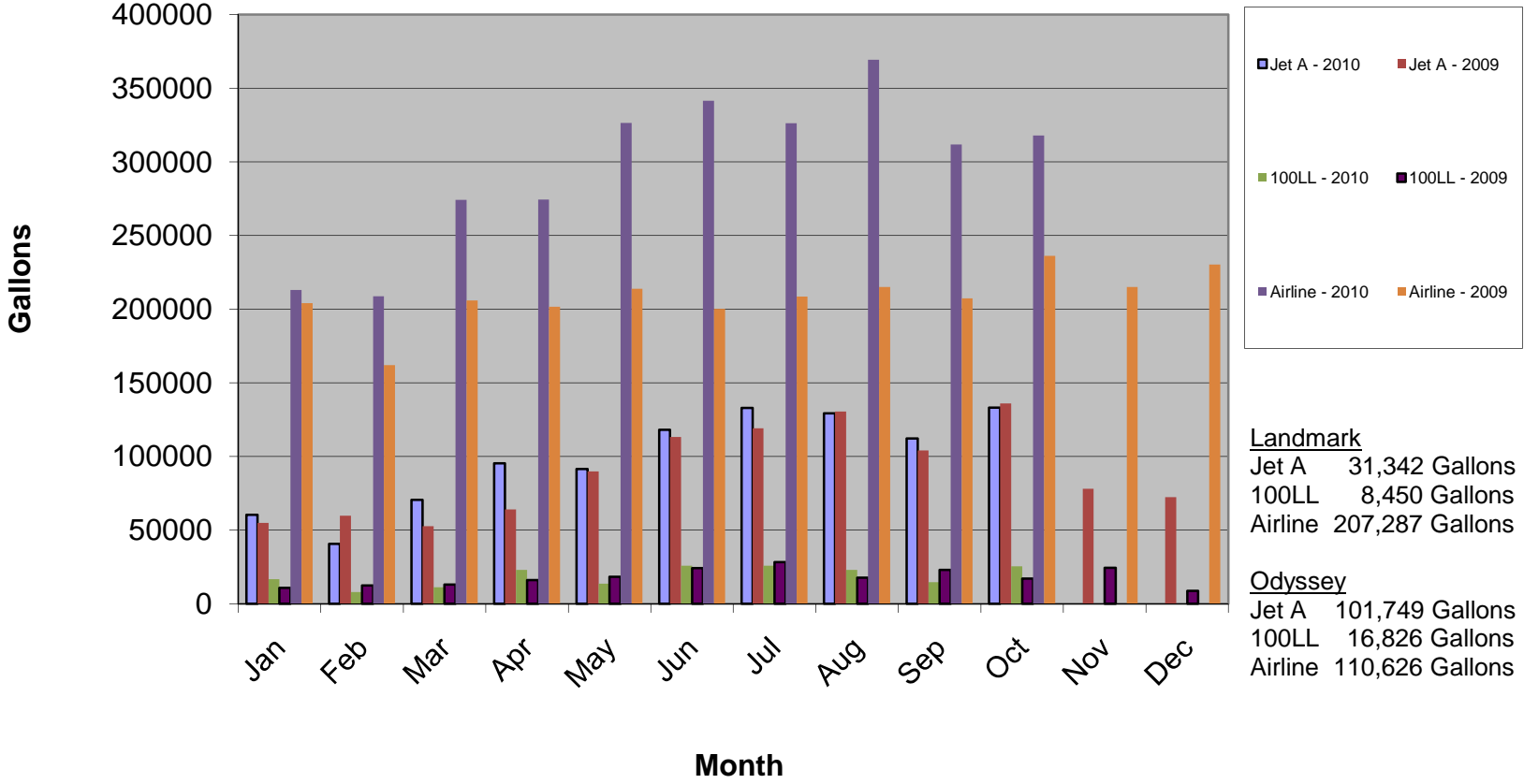
# ASHEVILLE REGIONAL AIRPORT Annual Operating Revenue by Month October 2010



# ASHEVILLE REGIONAL AIRPORT Annual Operating Expenses by Month October 2010



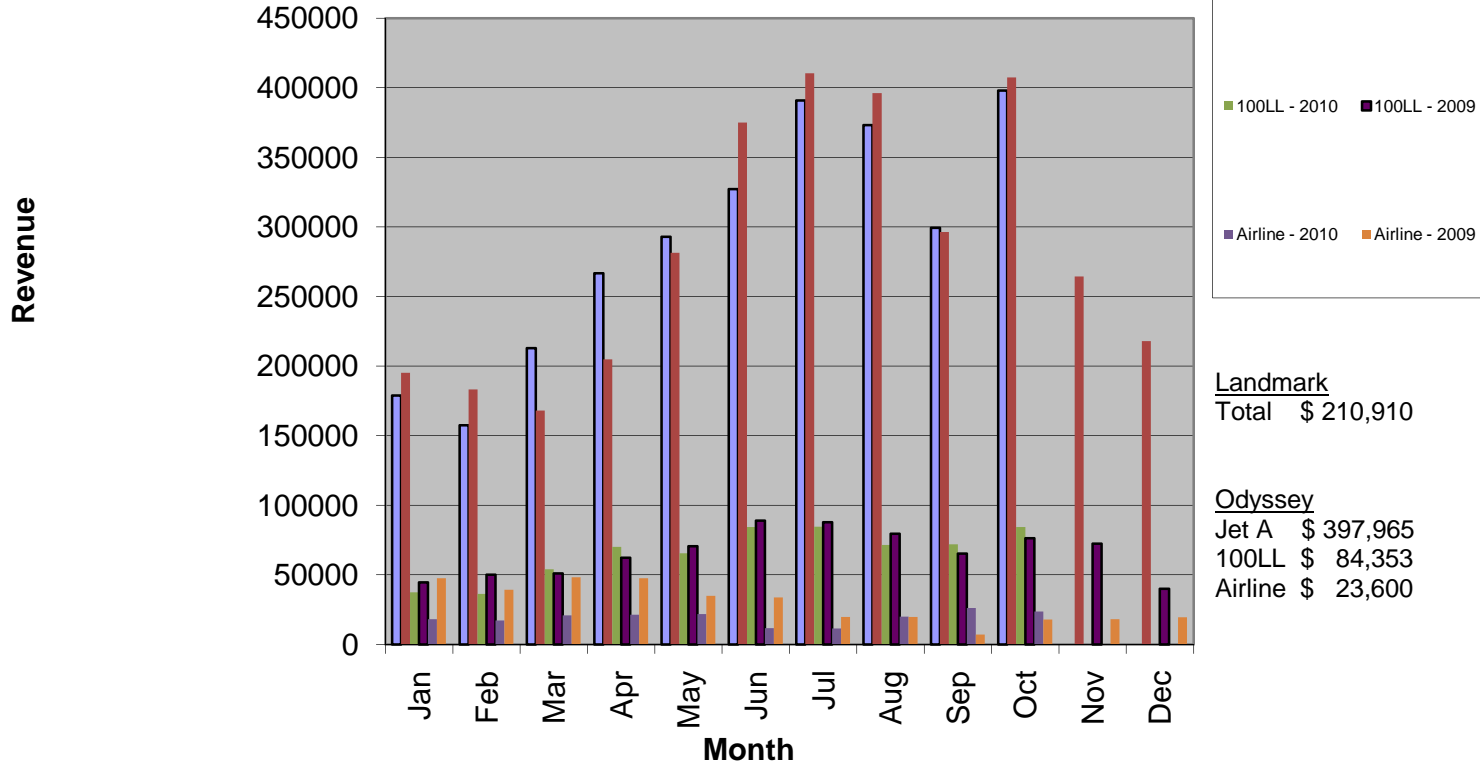
# AVL Fuels Sales - Gallons October 2010



Landmark  
 Jet A 31,342 Gallons  
 100LL 8,450 Gallons  
 Airline 207,287 Gallons

Odyssey  
 Jet A 101,749 Gallons  
 100LL 16,826 Gallons  
 Airline 110,626 Gallons

## AVL Fuels Sales - Revenue October 2010



**Asheville Regional Airport Authority  
Construction Capital Carryover Schedule  
As of October 31, 2010**

<b>Project</b>	<b>Original Board Authorized Amount</b>	<b>Carryover Approved in FY2011 Budget</b>	<b>FY2011 Spending Through 9/30/2010</b>	<b>Cumulative Spending at 9/30/2010</b>
A Gate Terminal Renovation	10,621,272	2,983,265	2,058,241	9,696,248
Landside Roadway and Parking	5,293,995	317,905	234,228	5,210,318
North General Aviation Expansion	3,700,000	309,010	-	3,390,990
PC Air and Fixed Ground Power	561,080	553,127	242,640	250,593
	<b>20,176,347</b>	<b>4,163,307</b>	<b>2,535,109</b>	<b>18,548,149</b>



**Asheville Regional Airport Authority**  
**Project Report - December 2010**

Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 12/01/2010)	Percent of Original Contract	Board Approved Project Cost	Percent Complete	Expensed to Date (thru 12/01/2010)	Start Date	End Date	Current Project Status (as of 12/01/2010)
<b>Planning Phase</b>														
None														
1	Environmental Assessment - New Taxiway Construction and Runway 16/34 Reconstruction	An environmental assessment is needed as a prerequisite to obtain FAA funding. Funding is for the new construction of the additional taxiway and the reconstruction of runway 16/34.	LPA Group	\$193,293.00		N/A	\$0.00	0.00%	\$212,622.00	20%	\$72,057.38	Sep-10	Spring 2011	LPA Group continues to gather data. Clearwater Environmental has begun the final delineation in the remaining areas to be checked.
<b>Design Phase</b>														
None														
<b>Construction Phase</b>														
1	A Gates - Terminal Renovation & Improvements Project	Renovation & Improvements to the A Gates terminal area.	RS&H	\$1,697,298.00	Shelco Inc.	\$7,849,000.00	(\$467,781.17)	-5.96%	\$ 10,621,272.00	97%	\$9,862,481.40	July '09	Jan-11	Phase II demo and framing and sheetrock work is complete. Phase I punch list work is being finalized. Terrazo scheduled to be complete early December and new TSA offices completed by mid December.
1a		2 Passenger Boarding Bridges	RS&H	(included above)	ThyssenKrupp Airport Systems	\$940,406.00	\$6,220.36	0.66%	(included above)	95%	\$904,075.36	Jul-09	Nov-10	Replacement bag lift equipment has been received and returned due to damages. New bag lifts scheduled to be delivered and installed by the end of the year. Aircraft parking position drawings, both temporary and final stripping have been completed.
2	Landside Parking and Roadway Access Project	The Landside Parking and Roadway Access Project includes 3 components of work: public parking lots, terminal access roadway, general aviation access roadway, and expansion of the toll plaza facility.	LPA Group	\$729,044.00	(see below)	na	na	na	\$5,293,994.37	99%	\$5,240,766.32	Jul-09	Jun-10	The Authority Board approved the award of all contracts related to the Landside Roadway and Parking Improvements Project. All components of the project are near completion. For more information, see individual components below.
2a		Parking Lot and Terminal Drive	LPA Group	(included above)	APAC	\$1,614,092.45	\$52,584.90	3.26%	(included above)	99%	\$1,731,338.77	Jul-09	Nov-10	Landscaping punch list work is being completed. All other punch list items have been completed.
2b		Wright Brothers Way Improvements Project	LPA Group	(included above)	Moore and Sons Construction Co.	\$1,700,922.00	\$54,836.42	3.22%	(included above)	99%	\$1,737,766.76	Jul-09	Nov-10	Landscaping punch list work is being completed. All other punch list items have been completed.
3	North General Aviation Expansion Project	The North GA project includes multiple phases; phase one consisted of tree harvesting and logging operations, phase two included clearing and grubbing of the site and phase three involves the placement and compaction of structural fill material for the site.	AVCON	\$99,100.00	Charah	\$1,840,231.00	\$25,494.00	7.24%	\$3,700,000.00	99%	\$ 3,390,990.08	Nov-07	Spring 2011	DENR is expected to close out the project in early Spring, once the grass has established. Seeding was performed in late September. Perimeter road has been repaved and is completed.

**Asheville Regional Airport Authority**  
**Project Report - December 2010**

Project Number	Project Name	Project Description	Professional Services Consultant	Professional Services Contract	General Contractor	Original Construction Contract	Change Orders (thru 12/01/2010)	Percent of Original Contract	Board Approved Project Cost	Percent Complete	Expensed to Date (thru 12/01/2010)	Start Date	End Date	Current Project Status (as of 12/01/2010)
5	Pre-Conditioned Air and Fixed Ground Power	Pre-Conditioned Air and Fixed Ground Power will be added to all boarding bridges for customer comfort and functionality	RS&H	\$8,000.00	INET Airport System Inc.	\$502,800.00	\$21,600.00	4.30%	\$561,080.00	95%	\$399,582.71	Jul-09	Nov-10	Replacement equipment has been received, installed, tested and training performed. Bollards scheduled to be installed in December.
6	Westside Area 4 Phase 1 and 1A Construction	Construction for the Westside Project to level land utilizing engineered ash to fill and top with soil embankment/cap for future development.	AVCON	\$290,000.00	Charah	N/A	\$0.00	0.00%	\$325,000.00* <i>(project expenses are being reimbursed by Charah through a separate agreement)</i>	20%	\$90,331.04	Jul-10	Dec-11	Ash fill continues in Phase 1 as weather permits. Clearing and grubbing work is completed in Phase 1A and all work to contain water is in place.